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RICOH

Aficio™ 2090/2105

Operating Instructions General Settings Guide



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Aficio™ 2090/2105 Operating Instructions General Settings Guide

Aficio™ 2090/2105 Operating Instructions General Settings Guide

- 1 What You Can Do with This Machine
- 2 Getting Started
- 3 Combined Function Operations
- 4 Document Server
- 5 User Tools (System Settings)
- 6 Paper Tray Settings
- 7 Troubleshooting
- 8 Remarks
- 9 Security
- 10 Specification

Introduction

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

Notes:

Some illustrations may be slightly different from your machine.

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

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGaAs laser diodes, 10-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 internal cover that is revealed when the front cover is opened.



Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.11 "Machine Types".)

- Type 1: Aficio 2090
- Type 2: Aficio 2105

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, Ricoh recommends that you use genuine Ricoh toner.

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

Power Source

220 - 240V, 50/60Hz, 16A

Please be sure to connect the power cord to a power source as above. For details about power source, see P.146 "Power Connection".



Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

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

 means **POWER ON.**

 means **STAND BY.**

Introduction

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For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Notes:

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Laser Safety:

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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.11 "Machine Types".)

- Type 1: 9008
- Type 2: 10518

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, Rex-Rotary recommends that you use genuine Rex-Rotary toner.

Rex-Rotary shall not be responsible for any damage or expense that might result from the use of parts other than genuine Rex-Rotary parts in your Rex-Rotary office product.

Power Source

220 - 240V, 50/60Hz, 16A

Please be sure to connect the power cord to a power source as above. For details about power source, see p.146 "Power Connection".

Introduction

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For safe and correct use of this machine, please be sure to read the Safety Information before you use it.



Notes:

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



Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGaAs laser diodes, 10-milliwat, 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 internal cover that is revealed when the front cover is opened.



Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.11 "Machine Types".)

- Type 1: 9002
- Type 2: 10512

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, Gestetner recommends that you use genuine Gestetner toner.

Gestetner shall not be responsible for any damage or expense that might result from the use of parts other than genuine Gestetner parts in your Gestetner office product.

Power Source

220 - 240V, 50/60Hz, 16A

Please be sure to connect the power cord to a power source as above. For details about power source, see p.146 "Power Connection".

Introduction

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

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Notes:

Some illustrations may be slightly different from your machine.

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

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGaAs laser diodes, 10-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 internal cover that is revealed when the front cover is opened.



Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.11 "Machine Types".)

- Type 1: 9005
- Type 2: 10515

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, Nashuatec recommends that you use genuine Nashuatec toner.

Nashuatec shall not be responsible for any damage or expense that might result from the use of parts other than genuine Nashuatec parts in your Nashuatec office product.

Power Source

220 - 240V, 50/60Hz, 16A

Please be sure to connect the power cord to a power source as above. For details about power source, see p.146 "Power Connection".



Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

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

I means **POWER ON.**

⏻ means **STAND BY.**

Introduction

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

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.



Notes:

Some illustrations may be slightly different from your machine.

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



Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGaAs laser diodes, 10-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 internal cover that is revealed when the front cover is opened.



Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.11 "Machine Types".)

- Type 1: IS2090
- Type 2: IS2105

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, Infotec recommends that you use genuine Infotec toner.

Infotec shall not be responsible for any damage or expense that might result from the use of parts other than genuine Infotec parts in your Infotec office product.

Power Source

220 - 240V, 50/60Hz, 16A

Please be sure to connect the power cord to a power source as above. For details about power source, see p.146 "Power Connection".

This information is based on our present state of knowledge and is intended to provide general notes on our products and their uses.

It should not therefore be construed as guaranteeing specific properties of the products described or their suitability for particular applications.

Any existing industrial property rights must be observed. The quality of our products is guaranteed under our General Conditions of Sale.



Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

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

I means **POWER ON.**

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Manuals for This Machine

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

Note

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

❖ **General Settings Guide (this Manual)**

Provides an overview of the machine.

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

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

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

❖ **Copy Reference**

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

❖ **Printer Reference 1**

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

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

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

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

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

❖ **Manuals for DeskTopBinder V2 Lite**

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

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

❖ **Manuals for ScanRouter V2 Lite**

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

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

❖ **Other manuals**

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

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Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

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

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

Notice To Wireless LAN Interface (option) Users



Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.rioh.co.jp/fax/ce_doc/.

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

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® XP are as follows:
 - Microsoft® Windows® XP Professional
 - Microsoft® Windows® XP Home Edition
- The product names of Windows® 2000 are as follows:
 - Microsoft® Windows® 2000 Advanced Server
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Professional
- The product names of Windows NT® 4.0 are as follows:
 - Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0

Information about Installed Software

expat

- The software including controller, etc. (hereinafter “software”) installed on this product uses the expat Version 1.95.2 (hereinafter “expat”) under the conditions mentioned below.
- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.
- Information relating to the expat is available at:
<http://expat.sourceforge.net/>

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

How to Read This Manual

Symbols

In this manual, the following symbols are used:

WARNING:

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

CAUTION:

This symbol indicates a potentially hazardous situation that may result in minor or moderate injury or damage; not injury if you use the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

* The statements above are notes for your safety.

Important

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

Preparation

This symbol indicates prior knowledge or preparation is required before operation.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

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

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

Notice

- The image of the display panel may differ depending on installed options.

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:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

⚠ WARNING:

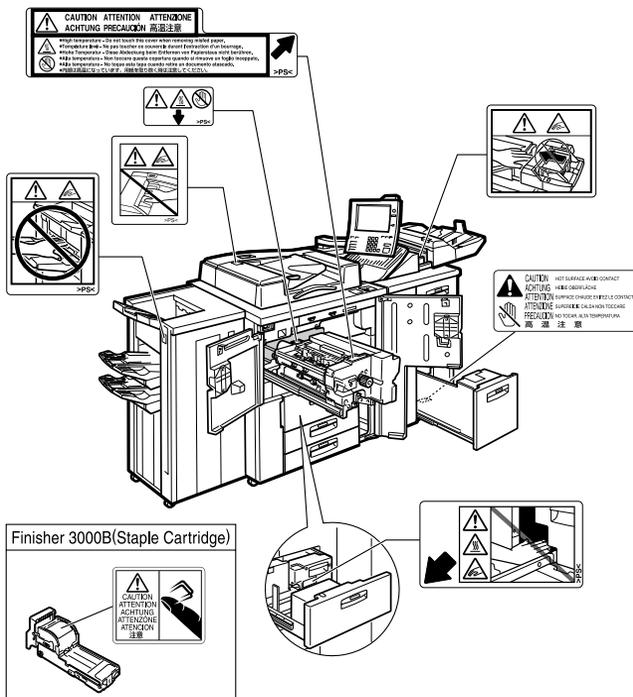
- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove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

⚠ CAUTION:

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

Positions of Labels and Hallmarks for WARNING and CAUTION

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



ZJ6H470E

ENERGY STAR Program

	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

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

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

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

- **Low Power Mode**
This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you want to make copies press the **【Energy Saver】** key first.

 **Reference**

For details about how to change the default interval, see p.68 “Energy Saver Timer”.

- **Off Mode (Copier only)**
To conserve energy, this product automatically turns off 90 minutes (Type 2: 120 minutes) after completing the last copy or print job. Printing is still possible in Off Mode, but if you want to make copies, press the operation switch first.

 **Reference**

For details about how to change the default interval, see p.68 “Auto Off Timer”.

- **Sleep Mode (Printer, Scanner installed)**
If the printer features are installed, this product automatically lowers its power consumption even further 90 minutes (Type 2: 120 minutes) after completing the last copy or print job. Printing is still possible in Sleep Mode, but if you want to make copies press the operation switch first.

 **Reference**

For details about how to change the default interval, see p.68 “Auto Off Timer”.

- **Duplex Priority**
The ENERGY STAR Program recommends use of the Duplex function. By conserving paper, this function has environmental benefits. For applicable machines, duplex function (one-sided original → two-sided copies) is selected when the operation switch or the main power switch is turned on, the **[Energy Saver]** key is pressed, or when the machine resets automatically.

 **Reference**

To change the settings of the Duplex Priority mode, see “Duplex Mode Priority”, *Copy Reference*.

Specification

		Copying function only		Multiple function printer with copying, printing, scanning functions	
		Type 1	Type 2	Type 1	Type 2
Low Power Mode	Power consumption	340 W	350 W	345 W	355 W
	Default interval	15 minutes		15 minutes	
	Recovery Time	40 sec.		40 sec.	
Off Mode	Power consumption	6 W		--	
	Default interval	90 minutes	120 minutes	--	
	Recovery Time	360 sec. or less		--	
Sleep Mode	Power consumption	--		50 W	
	Default interval	--		90 minutes	120 minutes
	Recovery Time	--		360 sec. or less	
Duplex Priority			1 Sided → 1 Sided		

◆ **Recycled Paper**

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

Machine Types

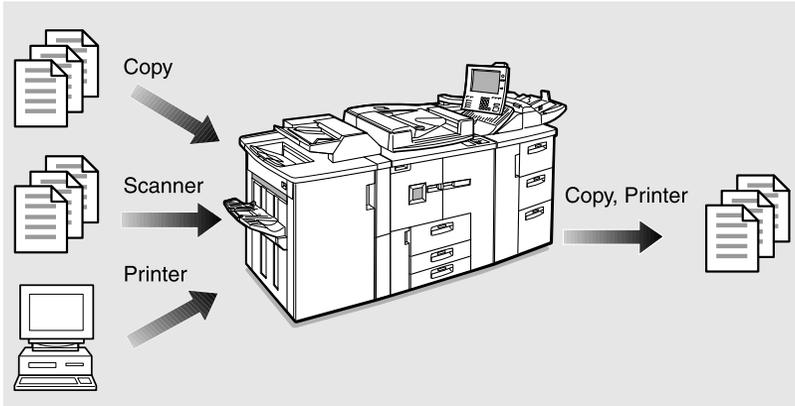
This machine comes in two models that differ by copy speed. To determine which model you have, see the machine's inside front cover.

	Type 1	Type 2
Copy speed	90 copies/minute (A4  , 8 1/2" x 11" )	105 copies/minute (A4  , 8 1/2" x 11" )

1. What You Can Do with This Machine

Available Functions

You can use this machine as a copier, printer, or scanner. This machine also has a Document Server function which has File Merge, Insert Printing and On Demand Printing functions.



GXMFPZ2E

Copier Mode

In copier mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install several options for using sort, staple, and saddle stitch functions.

Printer Mode

You can print documents under various environments.

Scanner Mode

You can use this machine as a network scanner.

It is also possible to e-mail the scanned image as an attached file via the LAN, or Internet.

Document Server Mode

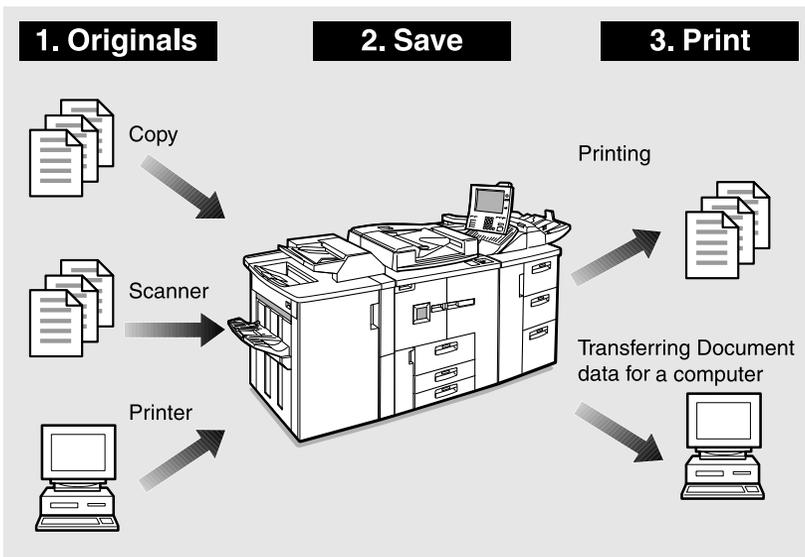
1

You can save the documents from copy and printer functions to the hard disk. Documents can be printed later, or the machine can be controlled from the computer.

Scanned, copied, or printed documents can be stored on the hard disk, or you can view the document's thumbnails on the computer. The documents can also be downloaded to the computer.*¹

*¹ The stored documents can be viewed, printed, or downloaded using the Web browser. These functions are also available when DeskTopBinder V2 Professional/Lite is installed in the computer.

The machine shown below is equipped with options.



OXDC005E

Note

- You can save the following:
 - Data from documents scanned using the Auto Document Feeder (ADF), and the exposure glass
 - Data sent from a computer

Important

- Do not turn off the main power switch when the On indicator is lit or blinking. If you turn it off during an operation, the memory or hard disk might be damaged.
- The machine should not be subjected to strong impacts. Strong shocks damage the hard disk or delete stored files.

❖ On Demand Printing

If you save a document in the Document Server, you can print it out at any time using print settings such as duplex and stapling.

❖ File Printing

You can merge and print documents stored in the Document Server, sent from a computer, or scanned.

❖ Operation from computer

If you install DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite on the computer, you can check the contents of stored documents, print copies for confirmation and perform other operations. These operations are also possible using the Web browser.

You can also perform operations on data stored in the Document Server from the computer, rather than from the machine.

🔍 Reference

For more detailed information, see the DeskTopBinder V2 Professional/Lite manuals.

For more information about the Web browser, see p.53 “Viewing Stored Documents on the Web Browser” and *Network Guide*.

User Management

You can limit users of the machine, and restrict certain functions with user codes.

You can limit the user of the key operator tools to the key operator only. See p.71 “Key Operator Code”.

Using the User Code

The user is requested to enter a registered user code to operate the machine. You can check machine use by each user.

❖ Managing items

- You can set the functions permitted to each user, as shown below.
- You can output list of usage amounts for each user.

The functions you can restrict are as follows:

Function	Limitation	Usage amount management
Copy	○	○
Printer	○	○/Auto program
Scanner	○	○(manages the number of scannes)
Document Server	○	(depending on the mode to store the document) ^{*1}

^{*1} When you print the documents by pressing the **[Document Server]** key, the copy counter shows the number of copies for the documents stored in copy and Document Server mode, and the print counter shows the number of documents stored in printer mode.

🔍 Reference

p.71 “User Code Management” and p.77 “User Codes”

Security Functions

The security functions protect the documents from being copied without permission or unauthorized access through the network. See p.151 “Security”.

❖ Security Functions

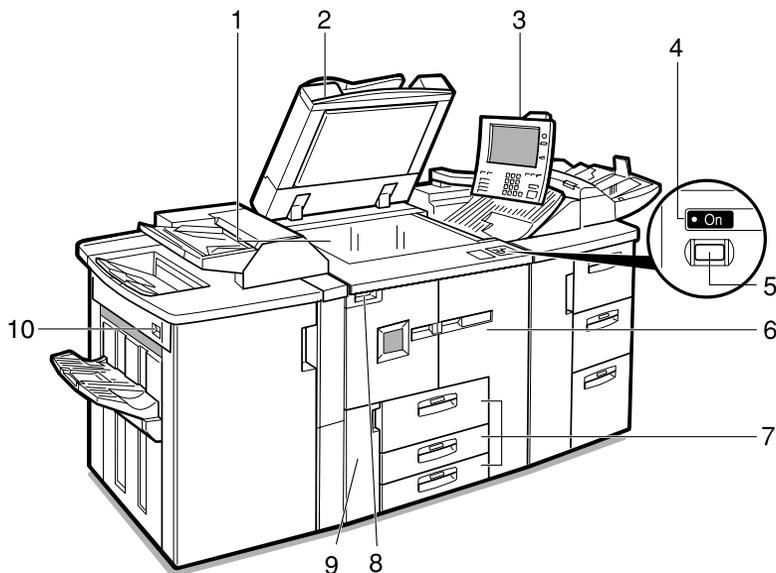
- Protecting stored documents (setting passwords)
- Protecting data remaining in memory
- Authenticating administrator (setting the key operator code). See p.71 “Key Operator Code”.

❖ Extended Security Function

By setting a password, documents will be protected from illegitimate accesses. See p.76 “Extended Security”.

2. Getting Started

Guide to Components



ZEBH030N

1. Exposure glass

Place single-page originals here face down for copying.

2. Auto Document Feeder (ADF)

The ADF automatically feeds a stack of originals one by one.

3. Control panel

See p.20 "Control Panel".

4. On indicator

This indicator lights when you press the operation switch.

5. Operation switch

Press when you want to use the machine. The On indicator lights when this switch is pressed. See p.24 "Turning On the Power".

6. Front cover

Open to remove misfed paper.

7. Paper tray

Place copy paper here.

Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.

8. Main power switch

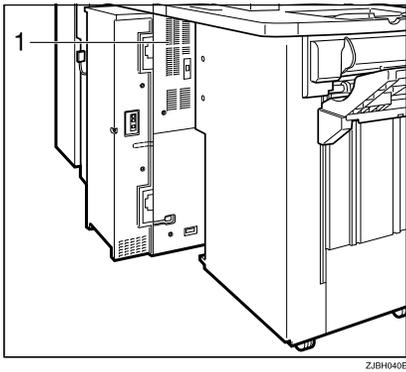
Press to turn the main power on or off. We recommend you only turn this switch off when the machine is not going to be used for an extended period of time (e.g. over a vacation). See p.24 "Turning On the Power".

9. Toner cover

Open to change the toner bottle.

10. Suspend/Resume switch

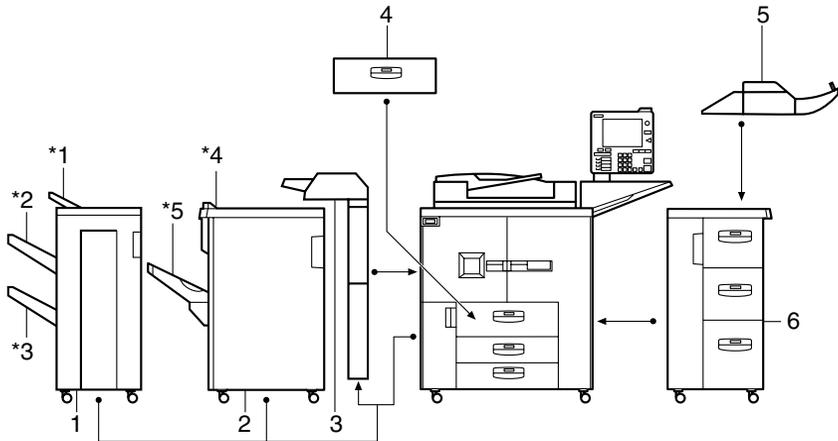
Press to momentarily stop copying. Pressing again resumes the stopped operation.



1. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

External Options



ZJBP560E

1. Booklet finisher

Sorts, stacks, staples, and punches copies. The saddle stitch function is also available.

*1: Finisher upper tray

*2: Finisher shift tray 1

*3: Finisher shift tray 2

2. Finisher 3000B (100-sheet staples)

Sorts, stacks, staples, and punches copies (optional punch unit required)

*4: Finisher upper tray

*5: Finisher shift tray

3. Interposer

Inserts cover or slip sheets between copies.

4. A3/11" × 17" tray unit

Holds A3/11" × 17" size paper.

Note

- If you install the A3/11" × 17" tray unit on your machine, you cannot use it as a tandem tray.

5. Multi bypass tray (Tray 7)

This tray can be used the same way as others.

6. Large Capacity Tray (LCT)

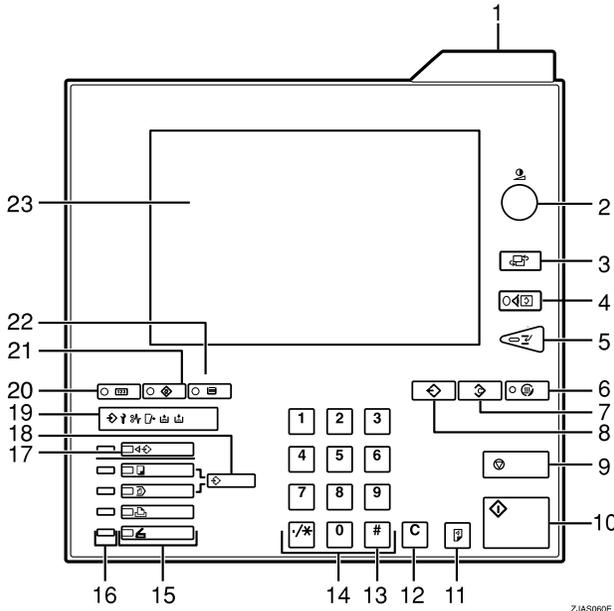
Holds 4,550 sheets of paper.

Other options:

- Punch Unit
- Output Jogger

Control Panel

2



ZJA806E

1. Status indicator

Machine status is described by this indicator. By default, this indicator is turned off. You can select the status indicator lit or not. See p.65 “Status Indicator”.

Off	The main power switch is turned off or ready to make copies.
Flashing green	Scanning originals
Lit green	Copying (ready to scan originals)
Flashing red	Toner has nearly run out.
Lit red	Paper jam or other malfunction

Note

- ❑ If the status indicator is blinking red, paper jam has occurred in the current copy job. Bring up the current job screen.

2. [Screen Contrast] knob

Adjusts display panel brightness.

3. [Language Selection] key

Press to change the language of the display.

4. [Check Modes] key

Press to check settings.

5. [Interrupt] key

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

6. [Energy Saver] key

Switch to and from Energy Saver mode. See p.28 “Saving Energy”.

7. [Clear Modes] key

Press to clear previously entered copy job settings.

8. [Program] key

Press to register or recall a program.
See “Program”, *Copy Reference*.

9. [Stop] key

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

10. [Start] key

Press to start copying, scanning, or printing documents.

11. [Sample Copy] key

Press to make a single set of copies or prints before starting a long copy run. By checking a sample set and making necessary changes to image quality settings before starting a multiple copy run, you can save time and paper. See p.48 “Sample copy”.

12. [Clear] key

Press to delete a number entered.

13. [#] key

Press to enter a value or confirm a setting.

14. Number keys

Use to enter the number of copies.

15. Function keys

Press the appropriate key to select one of the functions.

- Copier
- Document Server
- Printer
- Scanner

16. Function status indicators

These show the status of the functions.

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

17. [Job List] key

Shows the job list for a copy job or jobs stored in the Document Server.

18. [New Job] key

Use this key to set up the next copy job while a copy job or storing data in the Document Server is in progress.

19. Indicators

Show errors and machine status.

: Data In indicator. See p.32 “Multi-Access”.

: Service Call indicator

: Misfeed indicator. See p.115 “ Clearing Misfeeds”.

: Open Cover indicator

: Add Staple indicator. See p.130 “ Adding Staples”.

: Add Toner indicator. See p.113 “ Adding Toner”.

20. [Counter] key

Press to see the total number of copies made. See p.150 “Counter”.

21. [User Tools] key

Press to access the User Tools menu where you can customize default settings. See p.59 “User Tools (System Settings)”.

22. [Tray Paper Settings] key

Specify the paper tray settings for delivery. See p.95 “Paper Tray Settings”.

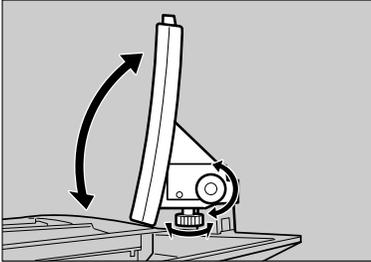
23. Display panel

Shows operation status, error messages, and function menus. See p.23 "Display Panel".

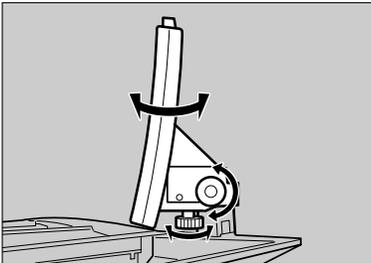
 **Note**

- You can adjust the angle of the control panel.

2



ZAJS070E



ZAJS080E

Display Panel

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

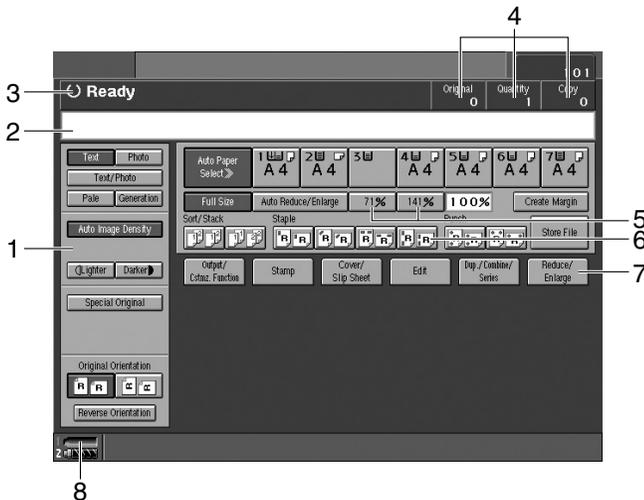
Important

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

The default is to display the screen for copying when you first turn the power on. 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 this: **Full Size**. Keys appearing as **OK** cannot be used.

◆ Initial Copy Display



1. Original mode, Image Density and Special Original mode.

2. Operational messages.

3. Operational status.

4. The number of originals, copies, and printed pages.

5. You can register up to two frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios.

6. Sort, Stack, Staple or Punch mode.

7. Functions you can select. Press an item to bring up its function menu e.g. press [Reduce/Enlarge] to bring up the Reduce/Enlarge menu.

8. This indicator shows when toner has nearly run out.

Turning On the Power

This machine has two power switches.

❖ **Operation switch (right front side of the exposure glass)**

Press to activate the machine. Once the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**

When the machine will not be used for an extended period of time, turn off the main power switch.

 **Note**

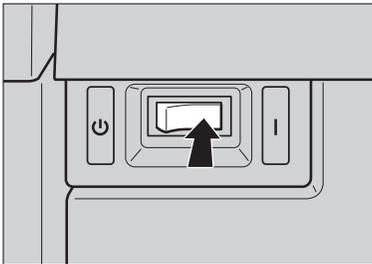
- This machine automatically goes into Low Power mode, or turns itself off if you do not use it for a specified period of time. See p.68 "Auto Off Timer" and p.68 "Energy Saver Timer".

Turning On the Main Power

1 Make sure the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

Make sure that the main power indicator lights up.



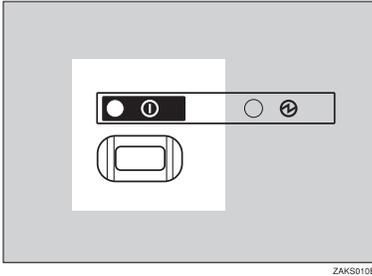
ZAKH010E

 **Important**

- Do not turn off the main power immediately after switching it on. Doing so may result in damage to the hard disk or memory, leading to malfunction.

Turning On the Power

- 1 Press the operation switch to make the On indicator light up.



 **Note**

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

Turning Off the Power

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

 **Note**

- Even if you press the operation switch, the indicator remains lit and blinks in the following cases:
 - When communication with external equipment is in progress.
 - When the hard disk is active.

Turning Off the Main Power

 **Important**

- Do not turn off the main power switch when the On indicator is lit or blinking. Doing so may result in damage to the hard disk or memory, leading to malfunction.
- Pull out the power cord after turning off the main power switch. Not doing so may result in damage to the hard disk or memory, leading to malfunction.

- 1 Make sure the On indicator is unlit.

- 2 Turn off the main power switch.

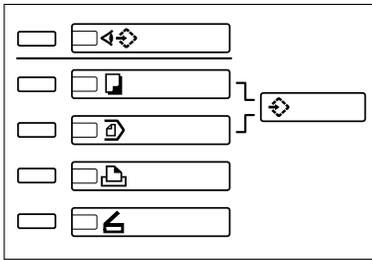
Make sure that the main power indicator goes out.

3. Combined Function Operations

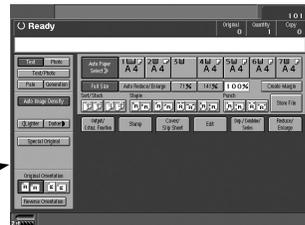
Changing Modes

Note

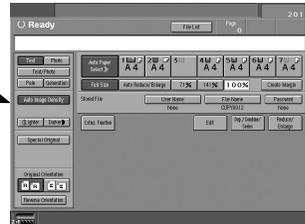
- ❑ You cannot switch modes when accessing user tools or during interrupt copying.
- ❑ The default display is the screen for copying, which appears when you turn the power on. You can change this setting. For details about such settings, see p.64 “Function Priority”.



Copier



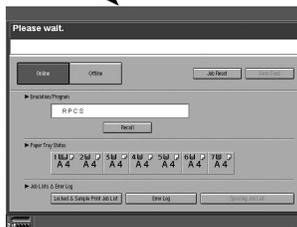
Document Server



Scanner



Printer



ZJRH490E

Saving Energy

Low Power Mode

If you do not operate the machine for a specified period of time after an operation, or when you press the **[Energy Saver]** key, the display disappears and the machine goes into Low Power mode. When you press the **[Energy Saver]** key again, the machine returns to the “Ready” status. In Low Power mode, the machine uses less electricity.

Note

- You can change the Panel Off Timer. See p.69 “Panel Off Timer”.

System Reset

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

Note

- You can change the System Reset Timer. See p.69 “System Auto Reset Timer”.

Auto Off

The machine automatically turns itself off after a job is finished, after a specified period of time. This function is called “Auto Off”.

Note

- You can change the Auto Off Timer. See p.68 “Auto Off Timer”.
- Auto Off Timer 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 “Adding Toner” message appears
 - When toner is being added
 - When the User Tools or Counter screen is displayed
 - When fixed warm-up is in progress
 - When printer or other functions are operating

- When operations have been interrupted during printing
- When the Data In indicator is on or blinking
- When the sample print or confidential print screen is displayed

Job List

In the Job List, you can check and delete the contents of jobs in the print queue and jobs currently printing.

Note

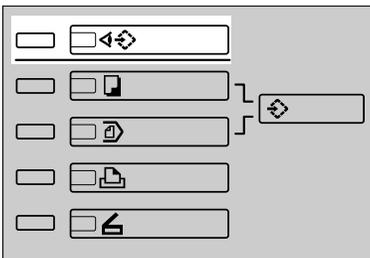
- In the Job List, jobs reserved using copy mode and Document Server mode are displayed. When **[Print Priority]** in System Settings is set to **[Job Order]**, jobs reserved using copy mode, printer mode, Document Server mode, Web browser, DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite are displayed.
- You can set the length of interval between the end of a job and the start of a new job with the User Tools. See p.67 “Time Interval between Printing Jobs”. Even if you have set the interval, you can start printing a job before the set time has elapsed by pressing **[Start Printing]**.

Reference

For setting the time interval, see p.67 “Time Interval between Printing Jobs”. For setting Web browser, see Web browser’s Help menu, and for setting DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite, see the manuals.

Checking the list

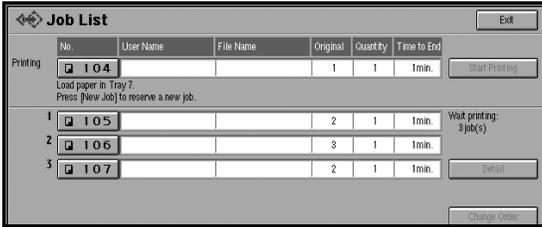
- 1** Press the **[Job List]** key.



ZJAS341E

The job list appears.

2 Select the number of the job you want to check.



3

The icons below show the operation mode of stored documents.

Job printed using copy mode.	Job printed using printer mode.	Job printed using Document Server mode.	Job printed using DeskTopBinder V2 Professional/Lite	Job printed using Web browser.

Note

- If more than ten jobs are registered, press [▲Previous] or [▼Next] to scroll the screen.

3 Press [Details].

4 Check the contents of the list.

5 Press [OK].

The display returns to the job list menu.

Changing the order of jobs

1 Press the [Job List] key.

2 Select the number of the job you want to change the order.

Note

- You can change the order of jobs only in standby mode.

3 Press [Change Order].

4 Change the order using [▲Previous] or [▼Next].

5 Press [OK].

Deleting jobs

1 Press the **[Job List]** key.

The job list appears.

2 Select the number of the job to be deleted.

 **Note**

You can delete a job during printing.

3 Press **[Delete Job]**.

4 Press **[Yes]**.

The display returns to the job list menu.

Multi-Access

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

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

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- While printing print data, you can set copying operations.

 **Note**

- You can set the priority of functions, see p.64 “Print Priority”. As default, the “Display Mode” is set to first priority.

Sample operations

The tables on the following pages show sample operations for when “Print Priority” is set to “Interleave”. See p.64 “Print Priority”.

△: Simultaneous operations are available.

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

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

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

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

		Mode after you select						Printer															
		Copy			Interrupt Copying			Data reception		Print		Scanner		Document Server		DeskTopBinder V2 Professional/Lite							
		Mode before you select																					
Scanner	Printer	Interrupt Copying	Copy	Operations for copying		Stapling	Sort	Operations for copying		Copying	Data reception		Printing	Stapling	Operations for scanning		Scanning	Operations for document Server		Scanning a document to Store in Document Server	Printing from Document Server	Printing from Document Server	
				Operations for copying	Stapling	Sort	Operations for copying	Copying	Printing	Stapling	Operations for scanning	Scanning	Operations for document Server	Scanning a document to Store in Document Server	Printing from Document Server	Printing from Document Server							
				×	×	×	○	○	△	△	△	△	△	△	●	●	●	●	●	●	●	△	△
				△	→	→	○	○	△	△	△	△	△	→	●	●	●	●	●	●	●	△	△
				△	→	→	○	○	△	△	△	△	△	△	●	●	●	●	●	●	●	△	△
				○	○	○	×	×	△	△	△	△	△	△	×	×	×	×	×	×	×	×	△
				○	○	○	×	×	△	→	→	△	→	→	×	×	×	×	×	×	×	×	→
				△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△
				△	→	△	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△
				●	●	●	○	○	△	△	△	△	△	△	×	×	●	●	●	●	●	●	△
				×	×	×	×	×	△	△	△	△	△	△	×	×	×	×	×	×	×	×	△

		Mode after you select						Printer									
		Copy			Interrupt Copying			Print		Scanner		Document Server		DeskTopBinder V2 Professional/Lite			
Mode before you select		Operations for copying	Stapling	Sort	Operations for copying	Copying	Data reception	Printing	Stapling	Operations for scanning	Scanning	Operations for document Server	Scanning a document to Store in Document Server	Printing from Document Server	Printing from Document Server		
Document Server	Operations for Document Server	●	●	●	○	○	△	△	△	●	●	×	×	×	△		
	Scanning a document to store in Document Server	●	×	×	○	○	△	△	△	●	×	×	×	×	△		
	Printing from Document Server	●	△ ^{*3}	△	○	○	△	△	△	△	△	△	△ ^{*5}	△	△		
DeskTopBinder V2 Professional/Lite	Printing from Document Server	△	△ ^{*3}	△	△	△	△	△	△	△	△	△	△	△	×		
	Printing from Document Server	△	△ ^{*3}	△	△	△	△	△	△	△	△	△	△	△	×		
Web Browser	Printing from Document Server	△	△ ^{*3}	△	△	△	△	△	△	△	△	△	△	△	×		

*1 Simultaneous operations are only available after the preceding job documents are all scanned and **[New Job]** appears.
 *2 You can scan a document after the preceding job documents are all scanned.
 *3 During stapling, printing automatically starts after the current job.
 *4 Stapling is not available.
 *5 Simultaneous operations are possible when you press **[New Job]**.

 **Note**

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



4. Document Server

Relationship between Document Server and Other Functions

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

Function name	From where documents are stored	Displaying a list ^{*1}	Printing stored documents ^{*2}	Sending document
Copier	Copier/ Document Server	Enabled	Enabled	Disabled
Printer	Personal computer	Enabled	Enabled	Disabled
Scanner	Scanner	Disabled ^{*3}	Disabled	Enabled ^{*4}

^{*1} You can also display stored documents from a Web browser. See p.53 "Viewing Stored Documents on the Web Browser".

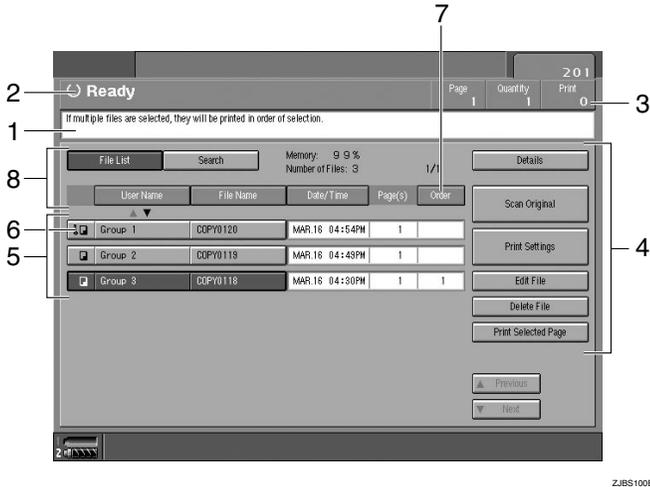
^{*2} You can print stored documents from a Web browser. See p.45 "Printing Stored Documents". If DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite is installed on your computer, all the stored documents can also be printed from your computer.

^{*3} You can display stored documents from scanner mode. See "Viewing a List of Stored Files", *Scanner Reference*.

^{*4} You can e-mail stored documents from scanner mode. See "Using E-mail with the Document Server", *Scanner Reference*.

Document Server Display

❖ Document Server Main Display



1. Operating status and messages.

2. The title of the currently selected screen.

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

4. The operation keys.

5. The stored operation mode.

6. Icons to show the operation mode. is appeared when setting the password.

7. Pressing [Order] displays the documents in the selected order.

8. Press a desired key, and the documents are sorted in the order of the pressed key.

The icons below show the operation mode when documents stored in the Document Server.

Function	Copier	Printer	Scanner
Icon			--

Using the Document Server

Storing Data

❖ File Name

Saved documents will automatically be named “COPY0001”, “COPY0002”. You can change assigned file names.

❖ User Name

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



Reference

For more information about user codes, see p.77 “User Codes”.

❖ Password

You can set a password for saved documents, and use it to prevent others printing them. When a password is set for the documents,  appears against the document name.



Reference

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



Important

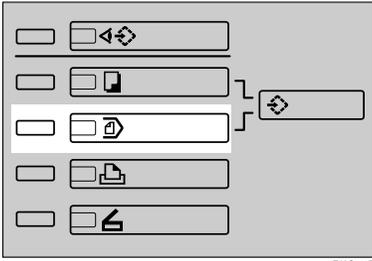
- Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage that might result from loss of data. For long-term storage of data, we recommend use of DeskTop-Binder V2 Lite or DeskTopBinder V2 Professional (optional). For more information, contact your local manufacture.



Note

- Data stored in the Document Server is set to be deleted after 3 days (72 hours) by the factory default setting. You can specify the period after which the stored data is deleted automatically. See p.75 “Auto Delete File” .

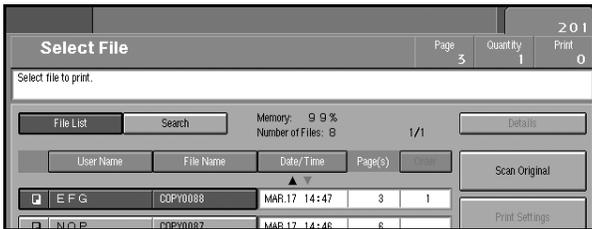
1 Press the **[Document Server]** key.



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2 Press **[Scan Original]** when the list appears.

4



3 You can set a file name, user name, or password.

Note

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

Reference

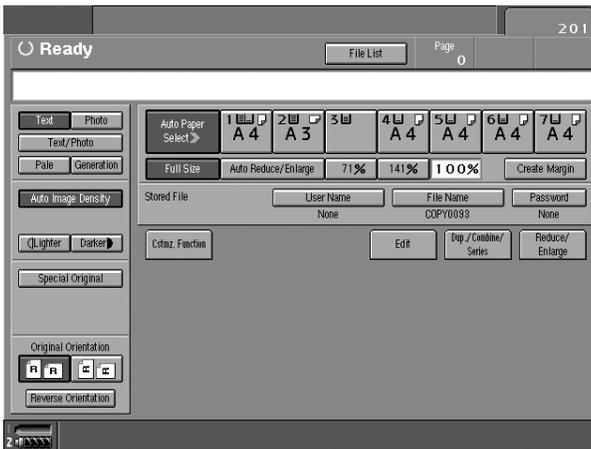
- p.40 "To register or change a user name"
- p.41 "To change a file name"
- p.41 "To set or change a password"

4 Place originals.

Reference

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

5 Make any desired settings.



Reference

For setting of scanning that you can use, see p.54 “Functions Available in Document Server Mode”.

For settings of scanning, see *Copy Reference*.

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

The document is saved in the Document Server.

Note

- To stop scanning, press the **[Stop]** key. To resume a paused scanning job, press **[No]** in the confirmation dialog box. To delete saved images and cancel the job, press **[Yes]**.
- When a password has been set for the document, enter it, and then press **[OK]**.
- Saved documents appear on the “Select Files to Print” display. If it is not displayed, press **[Scanning Complete]**.

To register or change a user name

1 Display the “Stored File” display.

2 Press [User Name].

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

 **Reference**

p.77 “User Codes”

If registered user names are used

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

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

 **Reference**

p.77 “Registering a New User Code”

If there are no registered user names

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

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

 **Note**

You can type up to 20 characters for user name.

 **Reference**

p.92 “Entering Text”

If no registered user names are used

1 Press [Non-programmed Name].

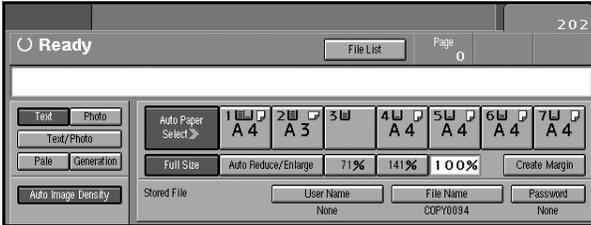
2 Enter the new user name, and then press [OK].

 **Reference**

p.92 “Entering Text”

To change a file name

- 1** Bring up the “Stored File” display.
- 2** Press [File Name].



The “Change File Name” display appears.

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

Note

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

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

Note

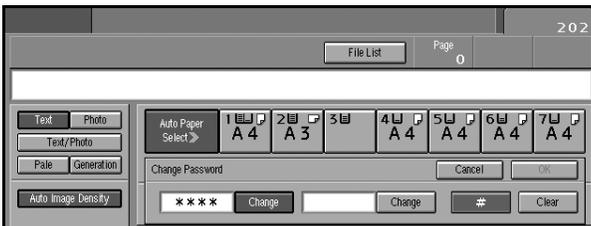
- A string of up to 20 characters can be entered as a file name. Note that only 16 characters of each file name will appear in the document list.

Reference

p.92 “Entering Text”

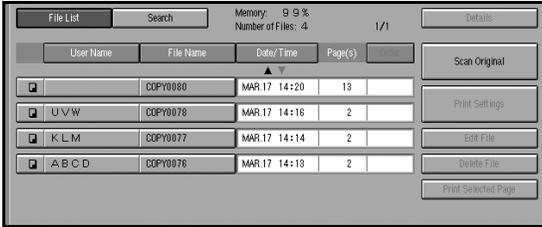
To set or change a password

- 1** Bring up the “Stored File” display.
- 2** Press [Password].
- 3** Enter the password using the number keys (four-digits), and then press [OK] or the [#] key.



Changing the File Name, User Name, or Password

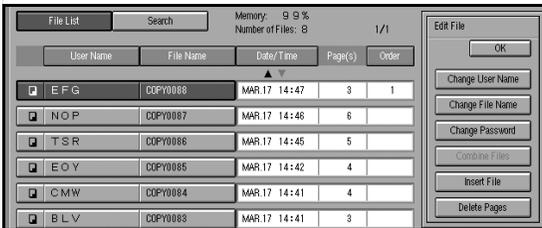
- 1 Press the **[Document Server]** key.
- 2 Select the document for which the user name, file name, or password is to be changed.



Note

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

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



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

Reference

- p.40 "To register or change a user name"
- p.41 "To change a file name"
- p.41 "To set or change a password"

- 6 Press **[OK]**.

To Check Details of Stored Documents

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

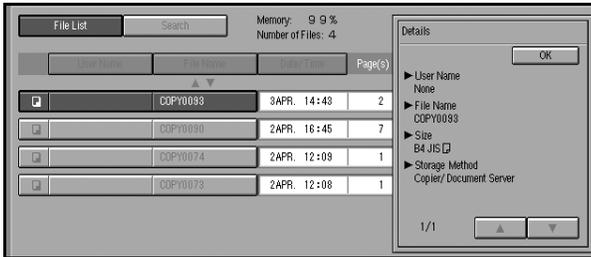
2 Select the document for which you want to display detailed information.

 **Note**

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

3 Press **[Details]**.

Detailed information about the document is displayed.



 **Note**

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

Searching for Stored Documents

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

 **Note**

- If you install DeskTopBinder V2 Professional (optional) or DeskTopBinder V2 Lite on the computer, you can search and rearrange documents from the computer.

 **Reference**

For more detailed information, see the DeskTopBinder V2 Professional/Lite manuals.

4

To search by user name

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

2 Press **[Search]**.

3 Press **[Search by User Name]**.

 **Note**

- If you also press **[Search by File Name]**, you can enter the file name simultaneously.

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

 **Note**

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

5 To specify an unregistered user name, press **[Non-programmed Name]**, enter the name, and then press **[OK]**.

 **Reference**

p.92 “Entering Text”

6 Press **[OK]**.

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

 **Note**

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

To search by file name

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

2 Press **[Search]**.

3 Press **[Search by File Name]**.

 **Note**

- If you also press **[Search by User Name]**, you can enter the user name simultaneously.

4 Enter the file name, and then press **[OK]**.

5 Press **[OK]**.

Only files beginning with the name entered appear in the “Select Files” display.

 **Reference**

p.92 “Entering Text”

 **Note**

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

Printing Stored Documents

You can print documents stored in the Document Server with the procedures below.

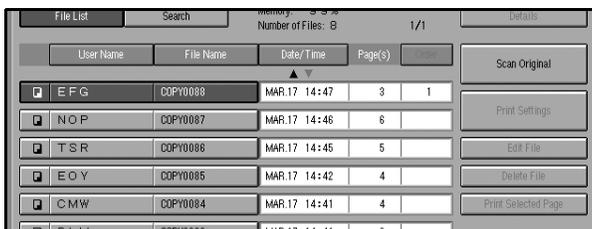
 **Note**

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

Printing from the list

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

2 Select the document to be printed.



 **Note**

- If a password has been set for the document, enter the password, and then press **[OK]**.
- You can select up to 30 documents.
- If sizes, resolutions or quality of selected documents are not the same, the documents may not be printed.
- If you want to change the order of printing, cancel the selection, and select documents in the desired order.
- If you press **[Delete File]**, selection of all documents will be canceled.
- When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.

3 Enter the required number of copies using the number key. **Note**

- Up to 9999 can be entered.

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

Change the print settings when printing

1 Select the document to be printed.**2** Press **[Print Settings]**.

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

 **Note**

- The print settings made for printing in copier or printer mode are stored by pressing **[Save Print Settings]**, and applied to the next printing.
- When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.
- When you press **[Save Print Settings]**, the changed print settings and the number of print are stored.
- If you print more than one set using the sort function, you can check the print result by printing out only the first set. See p.48 "Sample copy".
- If you select multiple files, you can confirm file names or print order you selected in step **1** by scrolling through the list with **[▼]** and **[▲]**.
- Press **[File List]** to return to the "File List" display.

3 Enter the required number of copies using the number keys. **Note**

- Up to 9999 can be entered.

- 4 Press the **[Start]** key.
The machine starts printing.

Stopping printing

- 1 Press the **[Stop]** key.
- 2 Press **[Stop]**.

Changing the number of copies during printing

Note

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

- 1 Press the **[Stop]** key.
- 2 Press **[Number of Sets]**.
- 3 Use the number keys to enter a new number of copies.
- 4 Press the **[#]** key.
- 5 Press **[Continue]**.
Printing restarts.

Preset copy

You can set the next job while printing a document stored in the Document Server.

Reference

For details about settings, see “Preset Job”, *Copy Reference*.

Sample copy

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

Note

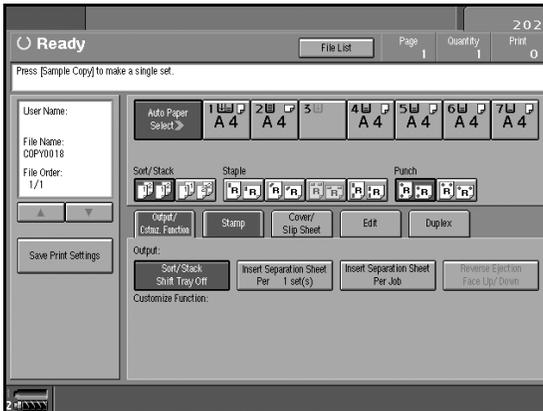
- This function can be used only when the sort function is selected.

1 Select the document to be printed.

Note

- If a password has been set for the document, enter it, and then press **[OK]**.
- You can search for a document using **[Search by User Name]** or **[Search by File Name]**. See p.44 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To sort the documents, press **[User Name]**, **[File Name]**, or **[Date/Time]**.
- To cancel a document selection, press the highlighted document again.

2 Check the print settings.



3 Press the **[Sample Copy]** key.

The first set is printed.

4 Press **[Print]**.

Printing restarts.

Note

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

Print Selected Pages

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

1 Select the document to be printed.

Note

- If a password has been set for the document, enter it, and then press **[OK]**.
- You can search for a document using **[Search by User Name]** or **[Search by File Name]**. See p.44 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date/Time]**.
- To cancel a document selection, press the highlighted document again.

2 Press **[Print Selected Page]**.

Printing the first page

You can print only the first page of the selected document to check content. If two or more documents are selected, the first page of each is printed.

- 1 Press **[1st Page Only]**.

Printing the specified pages

You can print specified pages of the selected document to check content.

Limitation

- You cannot print specified pages if two or more documents are selected.

- 1 Press **[Specify Pages]**.
- 2 Enter the first page number to be printed using the number keys.
- 3 Press **[Page to Page]**.
- 4 Enter the last page number to be printed using the number keys.

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

Edit File

Combining Files

You can combine two or more files stored in the Document Server.

Follow the procedure below to combine files.

Note

- You cannot recover the original files from the new file.
- You cannot combine files if they are currently being used by another function.
- You can combine up to 30 files.

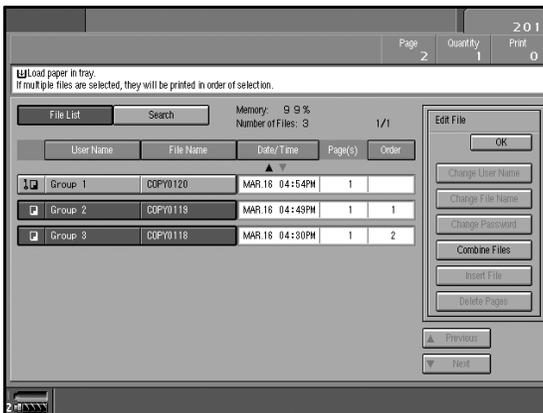
1 Press the **[Document Server]** key.

2 Select documents you want to combine.

Note

- If the password has been set for the document, enter it, and then press **[OK]**.
- The files are combined in the order of being selected.
- The print settings for the file selected first are stored.

3 Press **[Edit File]**.



4 Press **[Combine Files]**.

5 Enter the new file name.

Note

- For setting the file name, see p.41 "To change a file name".
- If you do not set the file name, the name of the file selected first will be the name of the combined file.

6 Press [OK].

Inserting Documents

You can insert a file into files already stored in the Document Server. Follow the procedure below to insert a file.

 **Note**

- You cannot recover the original file from the new file.
- You cannot insert files into a file that is currently being used by another function.

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

2 Select the document to be inserted in.

 **Note**

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

3 Press [Edit File].

4 Press [Insert File].

5 Select the document you want to insert into.

6 Enter the page number to insert the file using the number keys.

7 Press [Before Specified Page] or [After Specified Page].

8 Press [OK].

Deleting Pages

Follow the procedure below to delete pages from a file stored on the Document Server.

 **Preparation**

To check the page numbers, print the file. See p.45 “Printing Stored Documents”.

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

2 Select the document containing the pages you want to delete.

 **Note**

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

3 Press [Edit File].

4 Press **[Delete Pages]**.

5 Enter the number of the page you want to delete using the number keys.

6 If you want to delete a series of pages, press **[Page to Page]**, and then enter the number of the last page you want to delete.

 **Note**

- If you want to delete only one page, proceed to step **7**.
- If you enter the last page number, the whole file will be deleted.

7 Press **[OK]**.

8 Press **[Yes]** in the confirmation dialog box.

4

Deleting Stored Documents

 **Important**

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

 **Note**

- You can delete all stored documents at once with User Tools. See p.75 “Delete All Files”.
- You can delete stored documents from a network computer using the Web browser. For details about how to start the Web browser, see *Network Guide*.

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

2 Select the document to be deleted.

 **Note**

- If a password has been set for the document, enter it, and then press **[OK]**.
- You can delete multiple documents at once. See p.75 “Delete All Files”.
- You can search for a document by user name or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. See p.44 “Searching for Stored Documents”.
- You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date/Time]**.
- If you cannot find the document using its name, you can print the first page of a document to check its contents. See p.49 “Print Selected Pages”.
- Press the selected line again to cancel the print job.

3 Press **[Delete File]**.

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

Viewing Stored Documents on the Web Browser



Reference

For settings of the Web Browser, see *Network Guide*. For details about the Web Browser, see Help menu.



1 Start the Web browser.



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

The top page appears on the Web browser.



3 Click [Document Server].

The Document Server File List appears.



Note

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



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

The information of that document appears.



5 Confirm the content of the document.



Note

To enlarge the preview of the document, click [Preview].

Downloading Stored Documents



Note

An option is required to download documents stored in copier or printer mode.



1 Start the Web browser.



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

The top page appears on the Web browser.



3 Click [Document Server].

The Document Server File List appears.



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



Note

The Document Server File List can be displayed as thumbnails. Click [Thumbnail].



5 Select PDF, JPEG, or Multi-pageTIFF as the file format by clicking one of the icons.

Functions Available in Document Server Mode

Functions that you can use during scanning or printing documents in Document Server mode are as shown below.

Function	Key Display		Web Browser
	Scanning	Printing	
Batch Mode	○	×	—
Mixed Sizes	○	×	—
Custom Size Originals	○	×	—
SADF Mode	○	×	—
Thin Mode	○	×	—
Face Up	○	×	—
Auto Image Density	○	×	—
Dark Background	○	×	—
Manual Image Density	○	×	—
Original Type Setting	○	×	—
Number of Sets	×	○	○
Program	×	×	—
Auto Paper Select	○	○	○
Manual Paper Select	○	○	○
Reduce/ Enlarge	○	×	—
Create Margin	○	×	—
Zoom	○	×	—
Auto Reduce/ Enlarge	○	×	—
Size Magnification	○	×	—
Directional Magnification (%)	○	×	—
Directional Size Magnification (inch)	○	×	—
Sort	×	○	○
Stack	×	○	○
Staple	×	○	○
Punch	×	○	○
1 Sided → 2 Sided/2 Sided → 2 Sided	○	×	—
1 Sided Combine	○	×	—
2 Sided Combine	○	×	—

Function	Key Display		Web Browser
	Scanning	Printing	
Book → 1 Sided	×	○	○
Book → 2 Sided	×	○	○
2 Sided → 1 Sided	×	○	○
1 Sided → Booklet 2 Sided → Booklet	×	○	○
1 Sided → Magazine 2 Sided → Magazine	×	○	○
Mix 1&2 Sided	×	×	—
Specify Pages to Print in Duplex	×	○	○
Repeat	×	×	—
Double Copy	×	○	○
Centring	○	○	○
Cornering	×	○	○
Scanning Position	○	×	—
Border Erase	○	×	—
Centre Erase	○	×	—
Centre/Border Erase	○	×	—
3 Edges Full Bleed	×	○	○
Inside Erase	○	×	—
Outside Erase	○	×	—
Margin Adjustment	×	○	○
Background Numbering	×	○	○
Preset Stamp	×	○	○
User Stamp	×	○	○
Date Stamp	×	○	○
Stamp Text	×	○	○
Page Numbering	×	○	○
Covers	×	○	○
Designate	×	○	○
Chapter	×	○	○
Designation Sheet Copy	×	○	○
Blank Slip Sheets	×	○	○
Slip Sheets	×	○	○

 **Note**

- “Cornering” and “Specify Pages to Print in Duplex” are enabled only in Document Server mode.
- You can select the printing position from eight types using “Cornering” when you print a document stored in the Document Server.
- You can print the specified pages of documents stored in the Document Server using “Specify Pages to Print in Duplex”.

Settings for the Document Server

◆ Copier/ Document Server Features (See p.64 “General Features”, *Copy Reference*.)

	Items	Default
General Features	Function: Scanning	--
	Function: Printing	--

◆ System Settings (See p.64 “General Features”, p.68 “Timer Setting”, and p.71 “Key Operator Tools”.)

	Items	Default
General Features	Warm Up Notice	On
	Copy Count Display	Up
	Output: Document Server	Off
	Paper Tray Priority: Copier	Tray 1
Timer Setting	Copier/ Document Server Auto Reset Timer	60 seconds
Key Operator Tools	Auto Delete File	After 3 days
	Delete All Files	--
	Password Management for Stored Files	Do not Unlock

5. User Tools (System Settings)

User Tools Menu (System Settings)

● These items must be set to use the function. Be sure to set them before using the corresponding function.

○ These items must be set if required.

◆ General Features (See p.64 “General Features”.)

	Default	Copier/ Document Server	Printer	Scanner
Panel Tone	Medium	○	○	○
Warm Up Notice	On	○		
Copy Count Display	Up	○		
Function Priority	Copier	○	○	○
Print Priority	Display Mode	○	○	
Function Reset Timer	3 seconds	○	○	
Interleave Print	10 sheet(s)			
Status Indicator	On			
Screen Colour Setting	B&G			
Output Tray Setting	According to Function Setting	○		
Output: Copier	*Not Registered	○		
Output: Document Server	*Not Registered			
Output: Printer	*Not Registered		○	
Paper Tray Priority: Copier	Tray 1			
Paper Tray Priority: Printer	Tray 1			
Job List Display Time	15 seconds	○		
Time Interval between Printing Jobs	3 seconds			

	Default	Copier/ Document Server	Printer	Scanner
ADF Original Table Elevation	When Original is Set	<input type="radio"/>		
ADF Feed Speed	Normal			
Optimum for Thick Paper	Off			
<F/F4>Size Setting	8 ¹ / ₂ × 13			

◆ **Timer Setting (See p.68 “Timer Setting”).**

	Default	Copier	Printer	Scanner
Auto Off Timer	90 minutes (Type 2: 120 minutes)	<input type="radio"/>		
Energy Saver Timer	15 minutes	<input type="radio"/>		
Panel Off Timer	1 minute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
System Auto Reset Timer	60 seconds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copier/ Document Server Auto Reset Timer	60 seconds	<input type="radio"/>		
Scanner Auto Reset Timer	60 seconds			<input type="radio"/>
Set Date	--	<input checked="" type="radio"/>		<input type="radio"/>
Set Time	--	<input checked="" type="radio"/>		<input type="radio"/>
Weekly Timer Code	Off	<input type="radio"/>		
Weekly Timer: Monday – Sunday	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Interface Settings (See *Network Guide*.)**

◆ **File Transfer (See *Network Guide*.)**

◆ Key Operator Tools (See p.71 “Key Operator Tools”.)

	Default	Copier	Printer	Scanner
User Code Management	Off ([Auto Program] for printer mode only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Key Counter Management	Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External Charge Unit Management	--			
Key Operator Code	Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Display User Code	Do not Display			
Display/ Print Counter	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Display/Clear/Print Counter per User Code	--	<input type="radio"/>	<input type="radio"/>	
Print Address Book	--			
Address Book Management	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address Book: Program/Change/Delete Group	--			<input type="radio"/>
Address Book: Change Order	--			<input type="radio"/>
Address Book: Edit Title	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Select Title	Title 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auto Delete File	After 3 days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete All Files	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Password Management for Stored Files	Do not Unlock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Key Operator's E-mail Address	--			<input type="radio"/>
Machine E-mail Address	--			
AOF (Always On)	On			
Extended Security	Off			

Accessing User Tools (System Settings)

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

 **Note**

- Setting operations with the user tools are done in a completely different mode from that of ordinary operations. Be sure to return to the normal operating mode when you finish making settings. See p.63 “Exiting User Tools”.
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

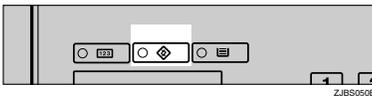
Changing the Default

5

 **Note**

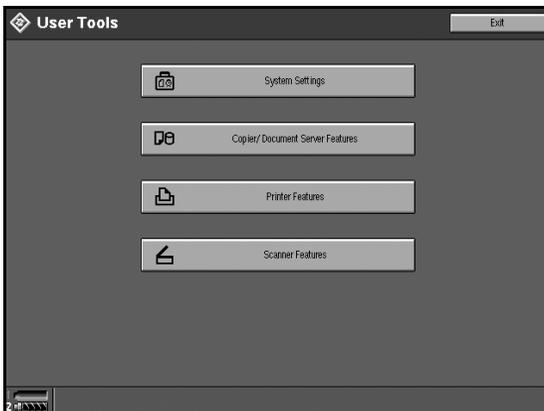
- When the key operator code has been set, the key operator code input screen appears when you attempt to change the initial settings. Enter the registered key operator code. For details about key operator codes, see p.71 “Key Operator Tools”.

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



User Tools Main Menu is displayed.

2 Press **[System Settings]**.



The System Settings screen is displayed.

3 Select an item you want to set.

 **Reference**

p.59 "User Tools Menu (System Settings)"

4 Change the default following the instructions on the display, and then press [OK].

Exiting User Tools

1 After changing User Tools settings, press [Exit] on the User Tools Main Menu.

User Tool changes are complete, and the machine is ready to copy.

 **Note**

You can also exit User Tools by pressing the **[User Tools]** key.

Settings You Can Change with User Tools

Reference

To access User Tools, see p.62 “Accessing User Tools (System Settings)”.

General Features

❖ Panel Tone

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

Note

Default: *Medium*

❖ Warm Up Notice (Copier/ Document Server)

Specify whether or not the beeper sounds when the machine becomes ready for copying after Low Power mode is deactivated, or the power is turned on.

Note

Default: *On*

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

❖ Copy Count Display (Copier/ Document Server)

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

Note

Default: *Up (count up)*

❖ Function Priority

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

Note

Default: *Copier*

❖ Print Priority

Print priority is given to the mode selected.

Reference

p.32 “Multi-Access”

 **Note**

- Default: *Display mode*
- When the optional booklet finisher, or Finisher 3000B (100-Sheet Staples) is installed, you can specify an output tray to which documents are delivered. For more information about how to specify an output tray for each function, see the following descriptions:
 - p.66 “Output: Copier”
 - p.67 “Output: Document Server”
 - p.67 “Output: Printer”

❖ Function Reset Timer

You can set the length of time the machine waits before changing modes when using the multi-access function (see p.32 “Multi-Access”). This is useful if you make many copies and you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job.

 **Note**

- Default: *3 seconds*
- The Function Reset Timer setting is ignored if “Interleave” is set for “Print Priority” (see p.64 “Print Priority”).
- When you select “Set Time”, enter the time (3–30 seconds in 1 second increments) using the number keys.

❖ Interleave Print

You can set the timing for functions to switch when [**Print Priority**] has been set to [**Interleave**].

 **Note**

- Default: *10 sheets*
- Depending on printing time, set values may change.
- The timing for functions can be set from 1 to 20 sheets.

❖ Status Indicator

You can specify whether the statue indicator shows the machine status or not.

 **Note**

- Default: *On*

❖ Screen Colour Setting

You can select the screen color among from four types: Blue & Green Type, Blue & Purple Type, Green Type, or Gray Type.

 **Note**

- Default: *Blue & Green Type*

◆ Output Tray Setting

You can set the way or timing for switching the output tray.

- Output Tray
You can set the way for switching the output tray from According to Function Setting or Auto Change.

 **Note**

- Default: *According to Function Setting*
- Auto Change can be used when Print Priority is set to Job Order. See p.64 "Print Priority".

- Change Output Tray

You can set the timing for switching the output tray, when the Output Tray has been set to Auto Change, from When Tray is Full or Per Job.

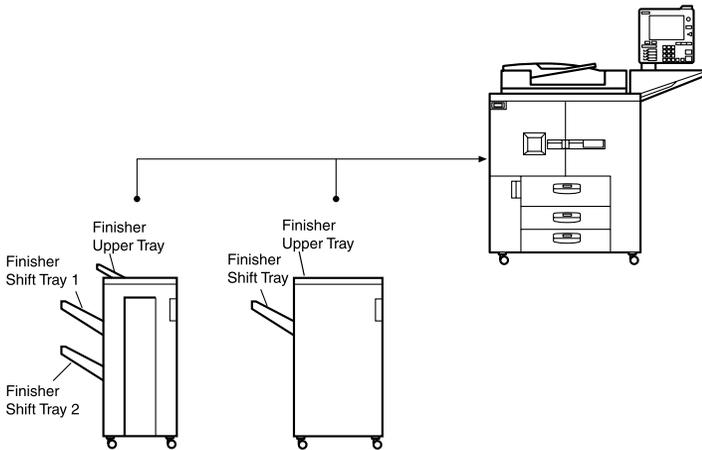
 **Note**

- Default: *When Tray is Full*

5

◆ Output: Copier

You can specify a tray to which documents are delivered.



ZJBP320E

 **Note**

- Default: *Not Registered*
- The default settings of the tray set as output tray may vary depending on the installed optional finisher.

❖ Output: Document Server

You can specify a tray to which documents are delivered.

 Note

- Default: *Not Registered*
- For details about output trays, see p.66 “Output: Copier”.
- The default of the output tray may vary depending on the installed optional finisher.

❖ Output: Printer

You can specify a tray to which documents are delivered.

 Note

- Default: *Not Registered*
- The output trays set on the printer driver have priority over the output tray specified above.
- The default of the output tray may vary depending on the installed optional finisher.

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

You can specify the paper tray for delivery.

 Note

- Default: *Tray 1*

❖ Paper Tray Priority: Printer (Printer)

You can specify the paper tray for delivery.

 Note

- Default: *Tray 1*

❖ Job List Display Time

You can set the length of time the job list screen is displayed before automatically returning to the default screen.

 Note

- Default: *15 seconds*
- When you select “On”, enter the time from 10 to 999 seconds in 1 second increments using the number keys.

❖ Time Interval between Printing Jobs

You can set the length of interval between the end of a job and the start of a new job.

 Note

- Default: *3 seconds*
- If you select “Set Time”, enter the time, 0 - 999 seconds (in 1 second increments), using the number keys.

◆ ADF Original Table Elevation

You can set the timing for elevating the ADF original table.

 Note

Default: *When original is Set*

◆ ADF Feed Speed

When you use thick paper, you can slow down the printing speed to avoid fusing the image by selecting **[Slow]**.

 Note

Default: *Normal*

◆ Optimum for Thick Paper

You can set the optimum for thick paper to On or Off.

◆ <F/F4>Size Setting

You can specify the paper size for F/F4.

 Note

Default: $8\frac{1}{2} \times 13$

Timer Setting

◆ Auto Off Timer

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

For Auto Off Timer, specify the time to elapse before Auto Off is activated.

 Note

Default: *90 minutes* (Type 2: 120 minutes)

Auto Off Timer function will not operate if an error message appears.

The time can be set from 10 seconds to 240 minutes using the number keys.

◆ Energy Saver Timer

Set the amount of time the machine waits before switching to Low Power mode after copying has finished or the last operation is performed.

 Note

Default: *15 minutes*

The time can be set from 10 seconds to 240 minutes using the number keys.

❖ Panel Off Timer

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

Note

- Default: *1 minute*
- The warm up time for making a copy from standby mode is 5 seconds.
- The interval time can be set from 10 seconds to 240 minutes using the number keys.

❖ System Auto Reset Timer

The System Auto Reset Timer setting automatically switches to the screen of the function set in Function Priority. This happens if no operations are performed or when an interrupted job is cleared. This setting sets the system reset interval. See p.64 “Function Priority”.

Note

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

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

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

Note

- Default: *60 seconds*
- If “Off” is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to restrict who uses the machine.
- The time can be set from 10 to 999 seconds in 1 second increments using the number keys.

❖ Scanner Auto Reset Timer (Scanner)

Specifies the time to elapse before the scanner function is reset.

Note

- Default: *60 seconds*
- If “Off” is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- The time can be set from 10 to 999 seconds in 1 second increments using the number keys.

❖ **Set Date**

Set the date for the copier's internal clock.

 **Note**

- To change between year, month, and day, press [←] and [→].
- Enter the year, month, and day using the number keys.

❖ **Set Time**

Set the time for the copier's internal clock.

 **Note**

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

❖ **Weekly Timer Code**

Set an eight-digit code to turn the main power on and off at the time set in "Weekly Timer".

 **Note**

- Default: *Off*
- If "On" is selected, enter the Weekly Time Code with number keys. Not doing so may result in the machine being disabled, even if the power is turned on.

❖ **Weekly Timer: Monday-Sunday**

Set the power on and off timer using the number keys.

 **Note**

- Enter the time in 24-hour system (in 1 second increments).
- Enter the hour and minute using the number keys.

Key Operator Tools

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

Recommended to use Key Operator Code. See p.71 “Key Operator Code”.

◆ User Code Management

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

User codes must be registered for user code management. See p.77 “User Codes”.

Note

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

◆ Key Counter Management

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

Note

- Default: *Copier/Off, Document Server/Off, Printer/Off, Scanner/Off*

◆ External Charge Unit Management

You can set whether to use the key operator code.

Note

- Default: *Copier/Off, Document Server/Off, Scanner/Off, Printer/Off*

◆ Key Operator Code

If you want to use the key operator code, register the code.

Note

- Default: *Off*
- If you select ON, enter the key operator code (max. eight-digits) using the number keys, and then select Part of Initial Settings, All Initial Settings or All Functions to set the access limit.
 - If you selected Part of Initial Settings

A key operator code is only required for the Timer Setting, Key Operator Tools initial settings. MENU PROTECT will be set for CHANGE/CONTROL in the printer initial settings. If you set MENU PROTECT, you can set the key operator code in a part of the printer initial settings. See “Printer Features Parameters”, *Printer Reference 2*.
 - If you selected All Initial Settings

A key operator code will be required to access all the items in the System Settings, Copier/Document Server functions, Printer functions, and Scanner functions.
 - If you selected All Functions

A key operator code is required for all functions. When you turn the power on, you have to enter the key operator code to use the machine.

- If you set the key operator code, you will need to enter it to access the Key Operator Code screen.

◆ Display User Code

You can have entered user codes displayed.

Note

- Default: *Do not display*
- When Do not display is selected, the entered user code will not appear but “✖” appears instead.
- When Display is selected, the entered user code will appear. In copy mode, user codes appear on the Job List screen.

◆ Display/ Print Counter

Allows you to view and print the various counters.

- Display/ Print Counter
Displays counters for each functions (Total, Copier, Printer, A3/DLT, Duplex, Staple, GPC, GPC Printer).
- Print Counter List
Prints out a list of counters for each functions.
- To print the counter list
 - ① Press the **[User Tools]** key.
 - ② Press **[System Settings]**.
 - ③ Press **[Key Operator Tools]**.
 - ④ Press **[Display/ Print Counter]**.
 - ⑤ Press **[Print Counter List]**.
 - ⑥ Press the **[Start]** key.
 - ⑦ Press **[Exit]**.

◆ Display/Clear/Print Counter per User Code

Allows you to view and print the various counters accessed with user codes and to set the values to 0.

Note

- Press **[▲Previous]** and **[▼Next]** to show all counters.
 - Print Counter for All User Codes
Prints the counter values for all user codes.
 - Clear Counter for All User Codes
Sets the counter value for all user codes to 0.
 - Print Counter per User Code
Prints the counter values for each user code.
 - Clear Counter per User Code
Sets the counter value for each user code to 0.

Reference

For details about the Print List for Each User Code, see p.81 “Printing the Counter for Each User Code”.

❖ **Print Address Book**

Allows you to print the address book. You can select an item to print Print in Title 1 Order, Print in Title 2 Order, Print in Title 3 Order, or Print Group Dial List.

❖ **Address Book Management**

Adds, changes, or deletes user codes (max. eight-digits). For details about operations, see p.77 “User Codes”.

Note

- You can register up to 2,000 user names.
- You can register up to 500 user codes.
- You can also register user codes from SmartNetMonitor for Admin.
- Even if you change the user codes, the counter values are not cleared.
- If you clear a user code, the counter values associated with it are also automatically cleared.
 - **[Program/Change]**
This registers new user codes. You can register and change user codes and user names.
 - **[User Name]**
User (destination) name, key display, registration number, title selection
 - **[User Code]**
User code, available functions
 - **[E-mail Address]**
E-mail address, register as a sender, sender's password, enter password
 - **[Group]**
Switch title, registration number
 - **[Delete]**
Deletes a user.

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

You can register multiple e-mail addresses in a group.

Then you can easily control the registered e-mail address for each group.

For details about registering e-mail destinations, see p.87 “Registering E-mail Destinations to a Group”.

- **[Program/Change]**
This registers new groups, or changes a group name, key display, title selection, programmed user, or registration number.
- **[Delete]**
Deletes a group.

❖ Address Book: Change Order

Changes the order of registered users (destinations).

Note

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

- ① Press the **[User Tools]** key.
- ② Press **[System Settings]**.
- ③ Press **[Key Operator Tools]**.
- ④ Press **[Address Book: Change Order]**.
- ⑤ Press the user (destination) key to be moved.

Note

- You can select a user using the number keys.
- ⑥ Press the user (destination) key in the place you want to move it to. The user (destination) selected in step ⑤ moves to the place selected in step ⑥, and the keys for all other users will shift too.

Note

- You can select a user with the number keys.

❖ Address Book: Edit Title

You can edit the title to search for a desired user easily.

- ① Press the **[User Tools]** key.
- ② Press **[System Settings]**.
- ③ Press **[Key Operator Tools]**.
- ④ Press **[Address Book: Edit Title]**.
- ⑤ Press the title key to be changed.
- ⑥ Enter the new name, and then press **[OK]**.
- ⑦ Press **[OK]**.

❖ Select Title

Specifies the title to select a user.

Note

- Default: *Title 1*

❖ Auto Delete File

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

Note

- Default: *Yes After 3 day (s)*
- If you select “On”, documents stored after this setting will be deleted.
- If you select “Off”, documents will not be deleted automatically. A message “Are you sure you want to delete all stored files?” appears.
- If you select “On”, enter a number of days in the range of 1 - 180.
- The default is 3 days, which means documents will be deleted three days (72 hours) after they are stored.

❖ Delete All Files

All documents stored in the Document Server will be deleted.

Note

- Even if a password has been set, all documents will be deleted.
- A confirmation dialog box will appear. To delete all documents, select [Yes].

❖ Password Management for Stored Files

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

Note

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

Reference

p.152 “Unlocking a Locked Document”, p.153 “Temporarily Disabling Document Security”

❖ Key Operator's E-mail Address

By registering the operator's e-mail address, you can send an e-mail in case of difficulty. Specify whether or not to use this function.

Note

- Default: *blank*

❖ **Machine E-mail Address**

Specify whether or not to use this function.

 **Note**

Default: *blank*

❖ **AOF (Always On)**

Specify whether or not to use Auto Off.

 **Note**

Default: *On*

❖ **Extended Security**

Specify whether or not to use security function.

 **Note**

Default : *Off*

You have to set the six-digit key operator code to set Extended Security. See p.71 “Key Operator Code”.

When the Extended Security function is On, a security mark  appears at the lower right of the display panel.

 **Reference**

For details about security, see p.151 “Security”.

User Codes

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

- Copier
- Document Server
- Scanner
- Printer

Note

- The number of copies scanned in scanner mode is counted for each user code. So you can check each user's usage.
- To register the user code of the printer driver automatically, select Auto Program for the printer in User Code Management. If you use the user code set in User Tools, select **[Off]**. Set the user codes registered in User Tools for the printer driver. See p.71 "User Code Management".

Reference

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

Important

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

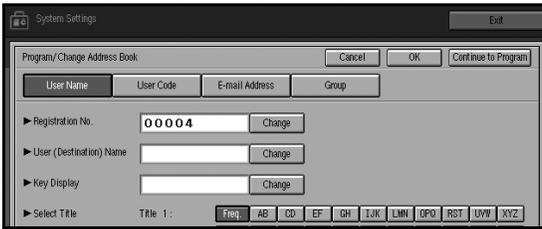
Registering a New User Code

- 1** Press the **[User Tools]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**.
- 4** Press **[Address Book Management]**.
- 5** Press **[New Program]**.

Note

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

6 Set the user information.



Note

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

To register a user name and key display

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

The user name or key name entry screen appears.

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

Note

- You can use the user name as the user name assigned to the documents in Document Server mode. In this case, entry of the user code is not required. See p.35 "Document Server".

Reference

p.92 "Entering Text"

To select the title

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

Note

- The keys you can select are as follows.
 - [Freq.]... Added to the page that is displayed first.
 - [AB],[CD],[EF],[GH],[IJK],[LMN],[OPQ],[RST],[UVW],[XYZ]... Added to the list of items in the title selected.
- You can only select one page for "Select Title".

7 Press [User Code].

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

Note

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

- 9** Select the functions to be used with the user code from “Available Functions”.
- 10** To continue registering user codes, press [Continue to Program], and then repeat the procedure from step **6**.
- 11** Press [OK].
- 12** Press [Exit].
- 13** Press the [User Tools] key.

Changing a User Code

- 1** Press the [User Tools] key.
- 2** Press [System Settings].
- 3** Press [Key Operator Tools].
- 4** Press [Address Book Management].
- 5** Select the registered user code you want to change, or enter the registered number using the number keys.
- 6** Enter the new information for the item you want to change.

Changing a user (destination) name or key display

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



Reference

p.92 “Entering Text”

Changing a title

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

Changing a user code

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

To change available functions

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

 **Note**

- Press the key making it highlighted, then the key is enabled.

7 Press [OK].

8 Press [Exit].

9 Press the [User Tools] key.

Deleting a User Code

 **Important**

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

1 Press the [User Tools] key.

2 Press [System Settings].

3 Press [Key Operator Tools].

4 Press [Address Book Management].

To delete a user (destination)

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

To delete the user code

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

- 5 Press [Exit].
- 6 Press the [User Tools] key.

Displaying the Counter for Each User Code

You can check the counter for each function's user code.

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

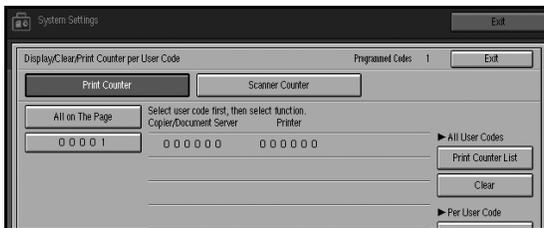
Printing the Counter for Each User Code

You can print out the counter for each user code using [Print Counter] or [Scanner Counter]. Also, you can print out using both together.

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

To print the number of copies (counter) for each user code

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



Note

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

- 2 Press [Print Counter List] of "Per User Code".

Note

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

To print the number of copies (counter) for all user codes

1 Press **[Print Counter List]** of “All User Codes”.

 **Note**

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

5 Press **[Print Counter]** or **[Scanner Counter]**.

6 Press **[Print]**.

Clearing the Counter

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

2 Press **[System Settings]**.

3 Press **[Key Operator Tools]**.

4 Press **[Display/Clear/Print Counter per User Code]**.

5 Select the user code to clear.

To clear the number of copies (counter) for each user code

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

 **Note**

Press **[All on The Page]** if you want to select all user codes on the page.

2 Press **[Clear]** for “Per User Code”.

To clear the number of copies (counter) for all user codes

1 Press **[Clear]** for “All User Codes”.

6 Press **[Print Counter]** or **[Scanner Counter]**.

7 Press **[OK]**.

E-mail Destination

By registering an e-mail destination, you can send scanned documents by e-mail.

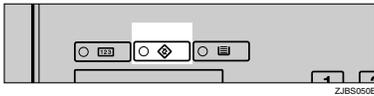
- It is easy to select an e-mail destination if you register “User (destination) name” and “Key name” for the e-mail destination.
- You can register an e-mail destination as a group.
- You can use the e-mail destination as the Sender's address. In this case, you can set a password in order to prevent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

Reference

E-mail destination can also be registered using SmartNetMonitor for Admin (printer/scanner option required). See *Network Guide*.

Registering an E-mail Address

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



- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**.
- 4** Press **[Address Book Management]**.
- 5** Press **[New Program]**.

Note

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

- 6** Set the user's information.

Note

- To register an e-mail destination to a registered user, proceed to step **7**.

To register the user (destination) name and key name

- 1** Press **[Change]** on the right of “User (Destination) Name” or “Key Display”.

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

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

- You can use the user name when selecting an address to send e-mail to.
- You can register the user code following the user name. For more details, see p.77 "User Codes".

Reference

p.92 "Entering Text"

To select the title

1 To associate a user with a title, press the title key from "Select Title".**Note**

- The keys you can select are as follows.
 - [Freq.]... Added to the page that is displayed first.
 - [AB],[CD],[EF],[GH],[IJK],[LMN],[OPQ],[RST],[UVW],[XYZ]... Added to the list of items in the title selected.
- You can only select one page for "Select Title".

7 Press [E-mail Address].**8** Enter the items you want to change.

Changing the e-mail address

1 Press [Change] on the right of the "E-mail Address".

The e-mail address entry dialog box appears.

**2** Enter the e-mail address.**Note**

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

Entering an e-mail address

1 When you finish entering address, press [OK].

Using as a sender

You can use the entered e-mail address as a sender's address.

- 1 Press **[On]** on the right of the "Register as Sender".

Setting a password

If you set Sender's Password to On, set the password.

- 1 Press **[On]** on the right of "Sender's Password".
- 2 Press **[Change]** on the right of the "Enter Password".
- 3 Enter the password using the number keys, and then press **[#]** or the **【#】** key.

- 9 Press **[OK]**.

 **Note**

- When a group is registered, other e-mail destinations can be added to the group. See p.88 "Registering E-mail Destinations to a Group".

5

Changing a Registered E-mail Destination

- 1 Press the **【User Tools】** key.

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

- 3 Press **[Key Operator Tools]**.

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

The registered user list appears.

- 5 Select the user of the registered e-mail address you want to change.

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

- 6 Press **[E-mail Address]**.

- 7 Enter the items.

To change the e-mail address

- 1 Press **[Change]** on the right of the e-mail address.
- 2 Enter the e-mail address, and then press **[OK]**.

 **Reference**

p.92 "Entering Text"

To change the password

- ① Press **[Change]** on the right of “Enter Password”.
- ② Enter the new password using the number keys, and then press **[#]** or the **[#]** key.

8 Press **[OK]**.

 **Note**

- To change the user name, see p.79 “Changing a user (destination) name or key display”.

Deleting a Registered E-mail Address

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

2 Press **[System Settings]**.

3 Press **[Key Operator Tools]**.

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

To delete only the e-mail address

1 Select the user whose e-mail address you want to delete.

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

2 Press **[E-mail Address]**.

3 Press **[Change]** on the right of the “E-mail Address”.

4 Press **[Delete All]**.

5 Press **[OK]**.

6 Press **[Exit]**.

To delete all the user informations

1 Press **[Delete]**.

2 Select the user you want to delete.

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

3 Press **[Yes]**.

5 Press **[Exit]**.

Registering E-mail Destinations to a Group

Registering groups has the following benefits:

- You can easily control the registered e-mail destinations for each group.
- You can send the same messages to multiple addresses in a group in bulk.

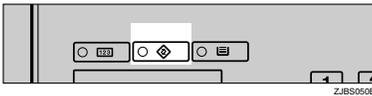
To divide e-mail destinations into groups, the groups must be registered beforehand.

Reference

E-mail destination can also be registered into groups using SmartNetMonitor for Admin (printer/scanner option required). See *Network Guide*.

Registering a New Group

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



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

- 3** Press **[Key Operator Tools]**.

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

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

- 6** Press **[Change]** on the right of the "Group (Destination) Name".

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

- 8** When you want to change the key display, press **[Change]** on the right of the key display. Enter the key display name, and then press **[OK]**.

Note

- For entering the group name, the key display name is automatically set.

- 9** Press the appropriate button in **Select Title** to sort the group. Proceed to step **10** if sorting is unnecessary.

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

Registering E-mail Destinations to a Group

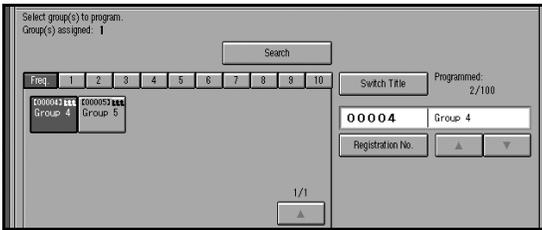
You can register the e-mail destination to a group.

 **Note**

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

- 1** Press the **[User Tools]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**.
- 4** Press **[Address Book Management]**.
- 5** Select the user (destination) key that you want to register in a group.
- 6** Press **[Group]**.
- 7** Select a group to which you want to register the e-mail destinations.

5



- 8** Press **[OK]**.

Deleting an E-mail Destination from a Group

- 1** Press the **[User Tools]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**.
- 4** Press **[Address Book Management]**.
- 5** Select the user (destination) key to delete from a group.

Press the user (destination) key that you want to delete, or enter the registered number using the number keys.

- 6** Press **[Group]**.
- 7** Press the group key you want to delete.



The user is deleted.

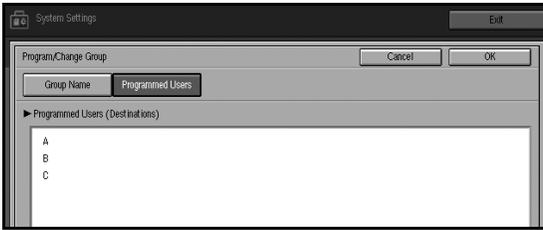
- 8** Press **[OK]**.

Displaying the Destinations Registered in Groups

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

- 1** Press the **[User Tools]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**.
- 4** Press **[Address Book: Program/Change/Delete Group]**.
- 5** Select a group where the data you want to confirm is registered.
- 6** Press **[Programmed Users]**.

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



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

Changing a Group Name

- 1 Press the **[User Tools]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**.
- 4 Press **[Address Book: Program/Change/Delete Group]**.
- 5 Press the group key you want to change.
- 6 Enter the item you want to change.

To change a group name or the key display

- 1 Press **[Change]** in “Group (Destination) Name” or “Key Display”.
- 2 Enter the group name or key display, and then press **[OK]**.

To change a title

- 1 Press the title key in “Select Title” of the group you want to sort.

To change a registration number

- 1 Press **[Change]** in “Registration No.”.
- 2 Enter the registration number using the number keys.
- 3 Press **[#]** or the **[#]** key.

- 7 Press **[OK]**.

Deleting a Group

- 1 Press the **[User Tools]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**.
- 4 Press **[Address Book: Program/Change/Delete Group]**.
- 5 Press **[Delete]**.
- 6 Press the group key you want to delete.
- 7 Press **[Yes]**.

Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before that.

Available Characters

- Alphabetic characters
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
0123456789

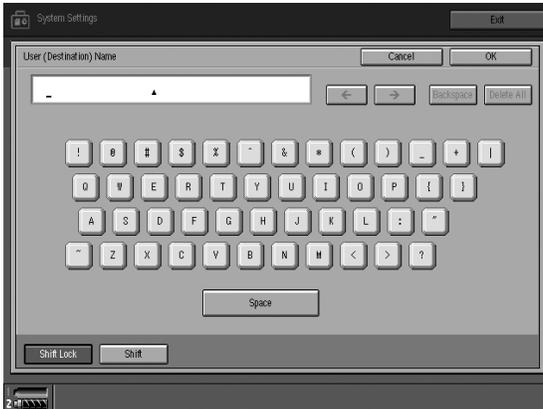
Keys

5



Note

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



Entering Text

Entering letters

- 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.

6. Paper Tray Settings

Accessing Paper Tray Settings

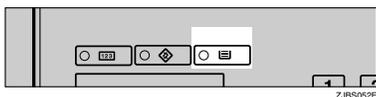
This section is for paper settings in charge of this machine. You can change or preset the functions of the paper tray, Tray 1 to Tray 6, multi bypass tray (Tray 7), and the interposer.

Note

- ❑ After using Paper Tray Settings, be sure to set the same size and type of paper in the tray. For loading paper, See p.104 “ Loading Paper”.

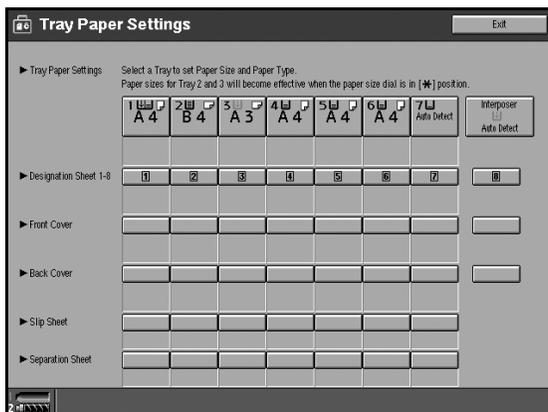
Changing Paper Tray Settings

- 1 Press the **[Tray Paper Settings]** key.

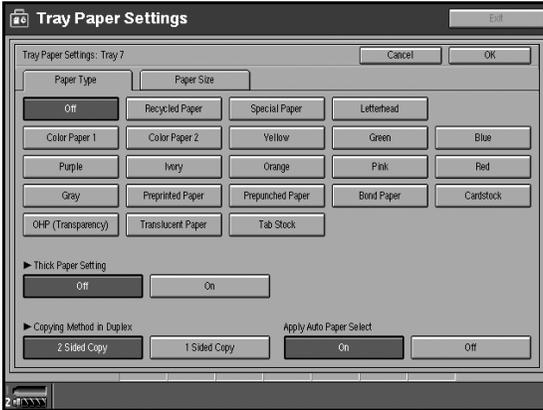


The Tray Paper Settings screen appears.

- 2 Select the tray number on the screen.



3 Change settings, and then press [OK].



Exiting Paper Tray Settings

6

1 Press the [Tray Paper Settings] key.

Note

- You can exit paper tray settings by pressing [Exit] on the tray paper settings display.

Settings You Can Change with User Tools

Tray Paper Settings

You can set the following items for each paper tray.

	Tray 1	Tray 2	Tray 3	Tray 4	Tray 5	Tray 6	Tray 7	Inter-poser
Paper Type	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					
Paper Size	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Thick Paper Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
Copy Method in Duplex	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					
Apply Auto Paper Select	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>					

❖ Paper Type

You can set the following paper type for each paper tray.

	Tray 1	Tray 2	Tray 3	Tray 4	Tray 5	Tray 6	Tray 7
Recycled Paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Letterhead	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Colour Paper 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Colour Paper 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yellow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purple	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ivory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orange	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pink	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Red	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gray	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preprinted Paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepunched Paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bond Paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cardstock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OHP (Transparency)	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Translucent Paper	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tab Stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>

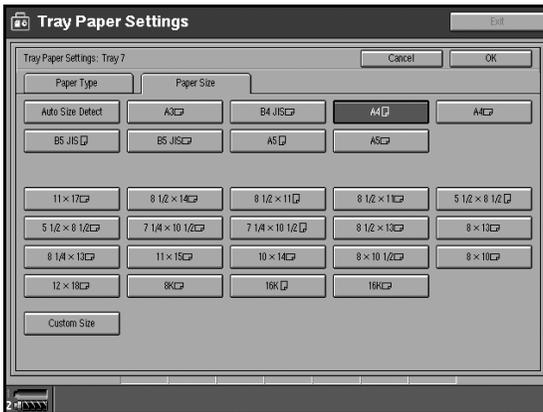
Note

- The number of tab stock shifts can be set to millimeters, when **[Tab Stock]** has been selected.
- “Thick Paper Setting” and “Tab Stock” can be set simultaneously. Thick Paper Setting and Color Sheet can be set simultaneously.

Paper Size

Reference

You can select the size of the copy paper loaded in Tray 2, 3, 7, and the interposer. For the paper sizes you can load for each tray, see p.172 “Copy Paper”.



Important

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

Note

- For Tray 2 and Tray 3, setting of the selector knob takes priority. When setting paper of a size not indicated on the selector knob, set the knob to the **X** mark.

Thick Paper Setting

You can set the thick paper setting to **[On]** or **[Off]**.

Copy Method in Duplex

You can select the copying method in duplex mode; 2 Sided Copy or 1 Sided Copy.

Apply Auto Paper Select

You can set the Auto Select mode to **[On]** or **[Off]**.

Designation Sheet 1-8

You can specify and display the paper tray to set designation sheets. After selecting, you can also specify the display timing and copying method for two sided copying.

❖ Display Setting

You can select On Mode Select or Always Display.

❖ Copying Method in Duplex

You can select 2 Sided Copy or 1 Sided Copy.

Note

- When you select the interposer, you cannot set details.
- When you select On Mode Select, settings for Designation Sheet 1 - 8 appear only when you select the designation sheet function.
- Copy Method in Duplex is enabled only when you select On Mode Select.
- When you select Always Display,  appears.

Front Cover

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

❖ Display Setting

You can select On Mode Select or Always Display.

❖ Copying Method in Duplex

You can select 2 Sided Copy or 1 Sided Copy.

Note

- When you select the interposer, you cannot set details.
- When you select On Mode Select, settings for Front Cover appear only when you select the front cover function.
- Copy Method in Duplex is enabled only when you select On Mode Select.
- When you select Always Display,  appears.

Back Cover

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

❖ Display Setting

You can select On Mode Select or Always Display.

❖ Copying Method in Duplex

You can select 2 Sided Copy or 1 Sided Copy.

Note

- When you select the interposer, you cannot set details.
- When you select On Mode Select, settings for Back Cover appear only when you select the back cover function.
- Copy Method in Duplex is enabled only when you select On Mode Select.
- When you select Always Display,  appears.

6

Slip Sheets

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

Note

- When **[On Mode Select]** is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.
- OHP transparencies cannot be copied when using the interposer.
- You can select the interposer.

Separation Sheets

You can specify and display the paper tray in which to set separation sheets. After selecting, you can also specify the display timing and copying method for two-sided copying.

Note

- When **[On Mode Select]** is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.
- When you select Always Display,  appears.

7. Troubleshooting

If Your Machine Does Not Operate as You Want

General

Machine Status	Problem/Cause	Action
Please wait.	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine.
	The machine is preparing for copying images.	Wait for 30 to 40 seconds.
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the display panel.
	The machine is in Low Power mode.	Press the 【Energy Saver】 key to cancel Low Power mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
Memory is full.	The number of scanned pages exceeds the capacity of the hard disk.	Press 【Delete File】 to delete unnecessary documents. See p.52 "Deleting Stored Documents"
The function status indicator is red.	The function associated with the red indicator has been interrupted.	Press the function key corresponding to the indicator. Follow the instructions displayed in the display panel.
The operation switch continues blinking and does not turn off when pressed.	This occurs in the following cases: <ul style="list-style-type: none">• The machine is in communication with external equipment.• The hard disk is in operation.	Check that the computer does not control the machine when you turn off the main power switch.

Machine Status	Problem/Cause	Action
The original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper into the LCT another with the print side up, or into a paper tray with the print side down. See p.104 “  Loading Paper”
Misfeeds occur frequently.	The side guides of the paper tray may not be locked.	Check the side guides are locked. See p.124 “Changing the Paper Size”
	The end guide of the paper tray may not be locked.	Check that the end guide is locked. See p.124 “Changing the Paper Size”
	You may have loaded paper whose size cannot be detected automatically.	When you use paper of a size that cannot be detected automatically, set the paper size. See p.97 “Tray Paper Settings”.
	The saddle stitching staple cartridge for the booklet finisher has been removed.	Reset the saddle stitching staple cartridge. See p.130 “  Adding Staples”
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper and open and close the front cover. See p.115 “  Clearing Misfeeds”
Cannot duplex print	You cannot use the paper in the multi bypass tray (Tray 7) for duplex printing.	For duplex printing, select Tray 1-3 in copier mode or with the printer driver.
	The setting for the Paper Type: Tray 1-3 is “1 Side Copy”.	Select “2 Sided Copy” for Paper Type: Tray 1-3
During saddle stitching, paper comes out open and not neatly stacked.	Depending on the type of paper, the paper opens as it rebounds when it is folded.	Select a paper type with low rebound.
The user code entry dialog box is displayed.	Users are restricted by user management.	Enter the user code (up to 8-digits), and then press the 【#】 key.

Document Server

Problem	Action
“Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?” appears.	<p>The number of scanned pages exceeds the capacity per file of the Document Server.</p> <p>If you want to store scanned originals as a file, press [Yes]. The originals are stored as a file in the Document Server.</p> <p>If you don't want scanned originals to be stored, press [No]. The scanning data will be cleared.</p>
You forgot your password.	<p>You can confirm your password.</p> <p>Press [Unlock] for “Temporarily Unlock Files” in [Password Management for Stored Files] of User Tools. You can check the password when you have selected the file.</p> <p>You can delete all the saved documents at once with the User Tools.</p> <p>Make sure that no important documents are saved in the Document Server before deleting all saved documents.</p> <p>See p.52 “Deleting Stored Documents”.</p>
You cannot find out what is saved in a file.	Check the date or time column in the “Document Server: Files” display.
	Check the contents of the document by printing the first page of it. Press the desired document in the “Document Server: Files” display, and press [Print Selected Page] followed by the [Start] key.
Memory becomes full frequently.	Press [Delete File] to delete selected documents, thereby increasing available memory.
You want to check print before making a large print run.	Check print quality by printing out only the first set using the [Sample Copy] key.
“Cannot copy. Original is being scanned by other functions.” appears.	The Copy function is in use. To cancel the job in process, first press [Exit] , and then press the [Copy] key. Next press the [Stop] key. When the message “[Stop] key was pressed. Stop printing?” appears, press [Stop] .

Loading Paper

Note

- You can change the paper size in tray 2, 3, 4 and 5. See p.124 “Changing the Paper Size”.
- Fan the paper before loading.
- Straighten curled or warped paper before loading.

Reference

For details about paper types and sizes, see p.172 “Copy Paper”.

Loading Paper in Tray 1 (Tandem Tray)

Important

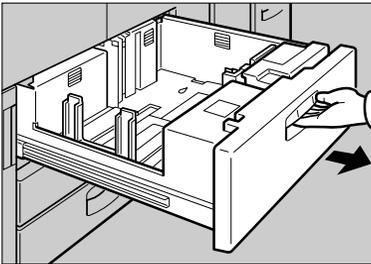
- When paper on the right side in tray 1 runs out, paper on the left will automatically move to the right. While the paper is moving, the machine instructs you to wait. At this time, do not pull out the tray.

Note

- You can load paper even while making copies using paper in tray 1. During copying, you can pull out the left half of the tray.

Load the same size and orientation paper in the other half of the tray.

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

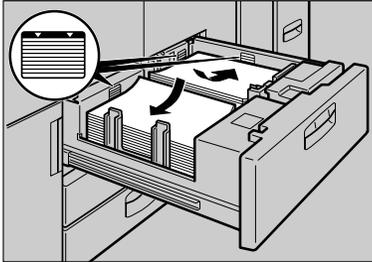


ZAKY010E

2 Square the paper, and then load it in the tray.

When the whole tray is pulled out

1 Load the paper.



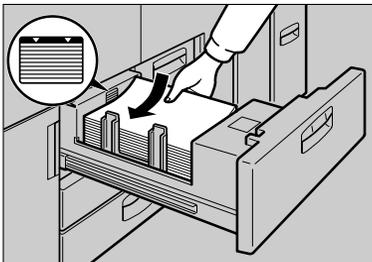
ZJBY030E

Important

- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Align the right edge of the copy paper stack in the right tray to the right edge of the tray, and the left one to the left edge of the tray.

When the left half of the tray is pulled out

1 Load the paper in the left tray.



ZAKY030E

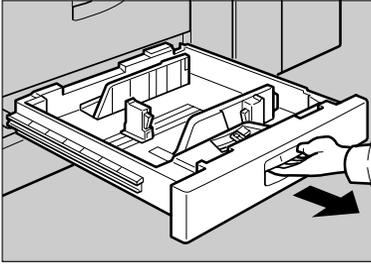
Important

- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Align the left edge of the paper stack to the left edge of the tray.

3 Gently push the paper tray in until it stops.

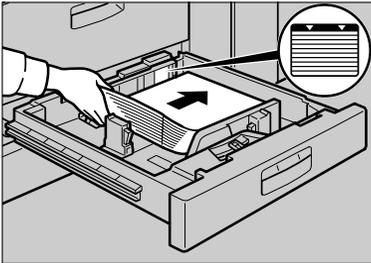
Loading Paper in Tray 2 and 3

1 Pull out the paper tray until it stops.



ZAJY040E

2 Square the paper, and then load it in the tray.



ZAJY050E

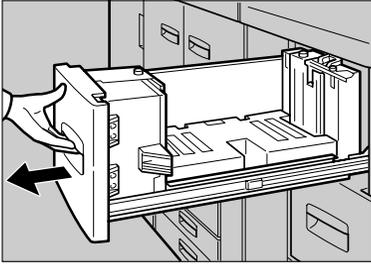
Important

- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Align the right edge of the copy paper stack to the right edge of the tray.

3 Gently push the paper tray in until it stops.

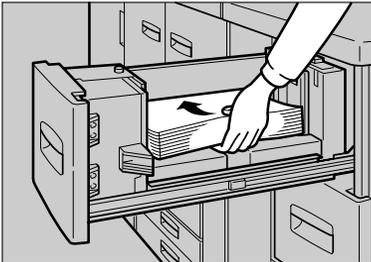
Loading Paper in the Large Capacity Tray (Tray 4, Tray 5, and Tray 6)

- 1 Pull out the LCT until it stops.



ZAJY090E

- 2 Place the paper in the tray along the edge on the left.



ZAKY090E

Important

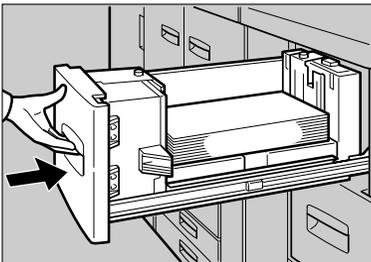
- ❑ Do not stack paper over the limit mark.

Align the left edge of the copy paper stack to the left edge of the tray.

Note

- ❑ Tray 4 and Tray 5 can hold up to 1,000 sheets, and Tray 6 can hold up to 2,550 sheets.

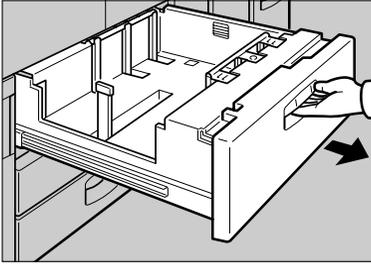
- 3 Push the LCT in until it stops.



ZAKY100E

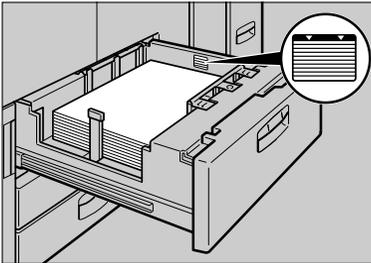
Loading Paper in the Optional A3/11" × 17" Tray Kit

1 Pull out the A3/11" × 17" Tray until it stops.



ZAJY010E

2 Place the paper in the tray along the edge on the left.



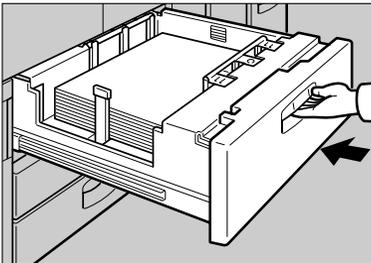
ZJBY020E

7

Important

- Do not stack paper over the limit mark.
- Make sure that the paper stack is flush to the right side fence.

3 Push the paper tray in until it stops.



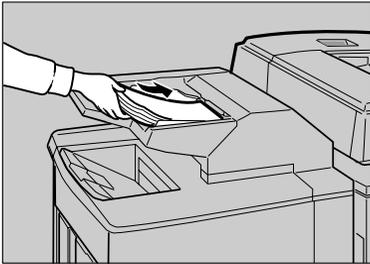
ZAJY520E

Loading Paper in the Interposer

Important

- Load paper on the side already printed (the side you want as front).
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple or punch position will be on the left side of the paper, when you are facing the machine.
- Do not place anything on top of or leave originals on the sensor. This may lead to paper jams or the paper size not being correctly scanned.

1 Load the paper.



Note

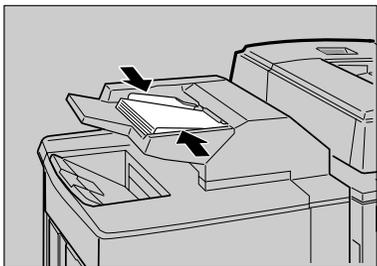
- To set the paper in the interposer, align the orientation of originals in the ADF as shown below.

ADF	Interposer

GCNTPOE

- Make sure the top of the stack is not higher than the limit mark inside the tray.

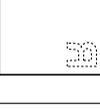
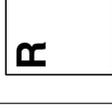
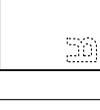
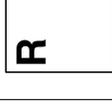
2 Adjust the paper guides to the paper size.



ZJBY620E

Orientation-Fixed Paper or Two-Sided Paper

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

Copier mode		Tray 1, 2, 3	Tray 4, 5, 6, multi bypass tray (Tray 7)
		Exposure glass 	1 Sided
ADF 	2 Sided		
Exposure glass 	1 Sided		
ADF 	2 Sided		

 : Displays the paper frontside facing up.

 : Displays the paper backside facing up.

GLTHD01E

Pausing Copy When Using Finisher 3000B (100-Sheet Staples)

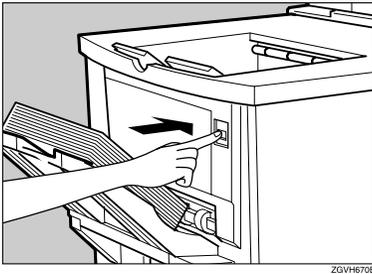
You can pause a large volume of copies when using Finisher 3000B (100-Sheet Staples).

 **Note**

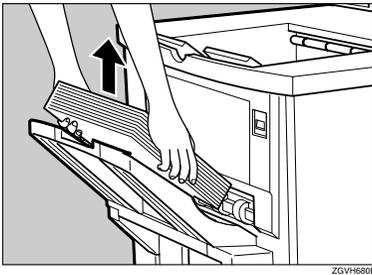
- You can suspend copy only when the output tray is specified as the finisher shift tray. See p.66 "Output: Copier".

1 Press the **[Suspend/Resume]** key.

The key lights up.



2 Remove the stack of paper from the finisher shift tray.



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

The key turns off, and then copying restarts.

Adding Toner

When  is displayed, it is time to supply toner.

WARNING:

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

CAUTION:

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

CAUTION:

- *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.*

Important

- If you use toner brands other than those recommended, a fault might occur.
- When changing toner, do not turn off the operation switch or your settings will be cleared.
- Always add toner when the machine instructs you to.
- Do not use recycled toner. This will damage the machine.
- During toner adding, the toner bottle is rotating. Do not touch the toner bottle.
- If toner remains in the bottle, you cannot remove the bottle. Do not remove the bottle forcibly.
- Be sure to set the new toner bottle in the lower hole first.

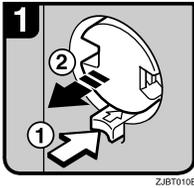
Note

- If both toner bottles are empty,  will appear.
- You can still make about 200 copies after  appears, but replace the toner early to copy degradation.
- If one of the toner bottle is empty, you can keep copying by using the other bottle.
- You can change the toner bottle during copying.
- If toner remains in the bottle, you cannot pull it out.
- When you change one toner bottle, do not touch the other one.

Reference

For how to store toner, see p.144 “Toner Storage”.

Replacing Toner



- Open the toner cover.

Reference

For the location of the toner cover, see p.17 "Guide to Components".

- Push the green button to release the toner bottle.

- Gently pull out the toner bottle gently.

Note

- Do not shake the toner bottle strongly or toner might spill out.

- Remove the outer cap.

Note

- Do not remove the inner cap.

- Place the toner bottle in position, and then push it in until the green button clicks.

Important

- Be sure to set the new toner bottle in the lower hole first.

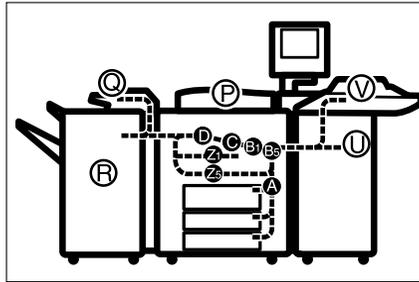
Note

- If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the left or right, then try again.

- Return the button under the toner bottle to its original position.

- Close the toner cover.

Clearing Misfeeds



CAUTION:

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

Important

- When clearing misfeeds, do not turn off the operation switch or your copy settings will be cleared.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur repeatedly or you cannot remove the misfed paper in spite of following the instructions, contact your service representative. You might be requested to check the jam code number displayed in the upper part of the screen.

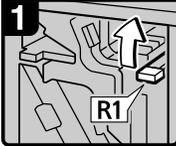
Note

- More than one misfeed area may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, U, P, Q, R (R1 – R6), V, Z
- You can find a sticker explaining how to remove misfeed paper inside of the front cover or inside of the finisher.

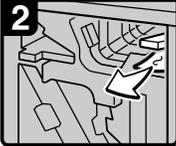
When R is lit

Finisher 3000B (100-Sheet Staples)

When R1, R2, or R3 is lit



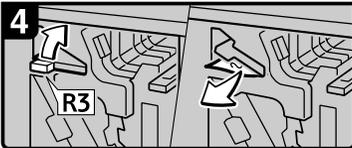
- Open the front cover.
- Raise lever R1.



- Remove misfed paper.



- If you cannot remove misfed paper, turn lever R2 to the right and remove it.



- If you cannot remove misfed paper, raise lever R3 and remove it.

7

When R4 or R5 is lit

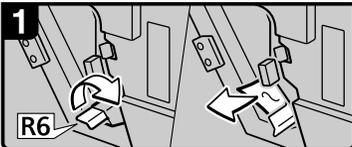


- Open the front cover.
- Pull lever R4 and remove misfed paper.

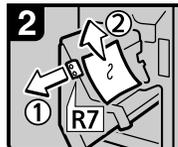


- If you cannot remove misfed paper, pull lever R5 and remove it.

When R6 or R7 is lit



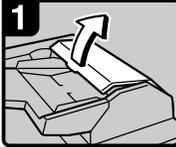
- If you cannot remove misfed paper, raise lever R6 and remove it.



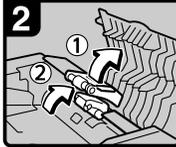
- Pull handle R7 and pull out the staple unit, then remove misfed paper.
- Close the front cover.

When Q is lit

Interposer



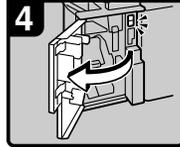
- Open the interposer upper cover.



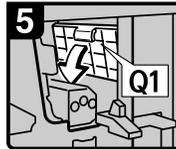
- Raise the feed roller.



- Remove mised paper.
- Close the interposer upper cover.



- Open the finisher front cover.

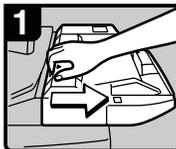


- Lower lever Q1.

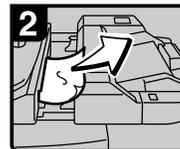


- Remove mised paper.
- Close the finisher front cover.

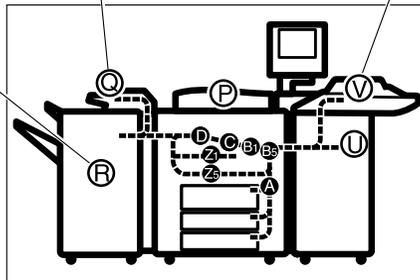
When V is lit



- Disconnect multi bypass tray (Tray 7).



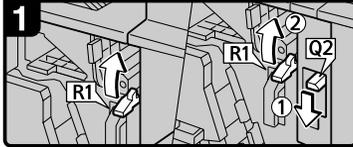
- Remove mised paper.



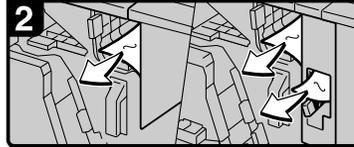
When R is lit

Booklet Finisher

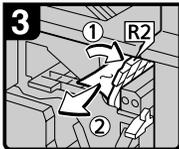
When R1, R2, or R3 is lit



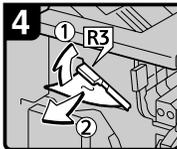
- Open the front cover.
 - Raise lever R1.
- When the optional interposer is installed, lower lever Q2, and then raise lever R1.



- Remove misfed paper.

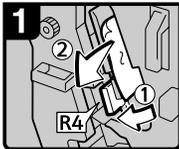


- If you cannot remove misfed paper, raise lever R2 and remove it.

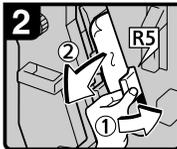


- Raise lever R3 and remove misfed paper.
- Close the front cover.

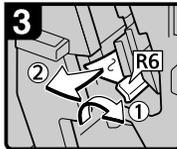
When R4, R5, or R6 is lit



- Open the front cover.
- Lower lever R4 and remove misfed paper.

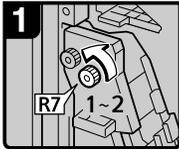


- If you cannot remove misfed paper, lower lever R5 and remove it.

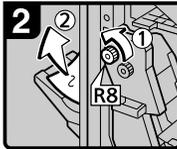


- If you cannot remove misfed paper, raise lever R6 and remove it.

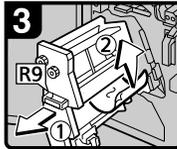
When R7, R8, or R9 is lit



- Turn knob R7 counter-clockwise.

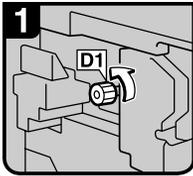


- Turn knob R8 counter-clockwise and remove misfed paper.

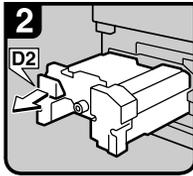


- Pull handle R9 and pull out the staple unit, and then remove misfed paper.
- Close the front cover.

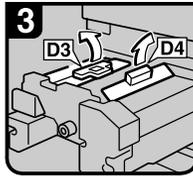
When D is lit



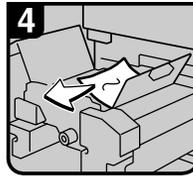
- Open the front cover of the machine.
- Turn knob D1 counterclockwise a few times.



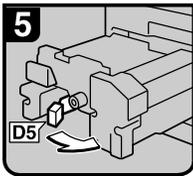
- Pull lever D2 and fully pull out the fuser unit.



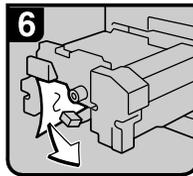
- Pull up lever D3 and D4.



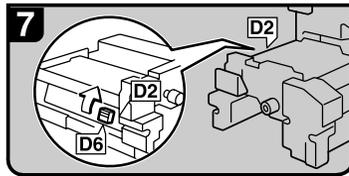
- Remove misfed paper and return lever D3 and lever D4 to original position.



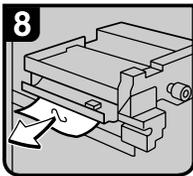
- Turn lever D5.



- Remove misfed paper.



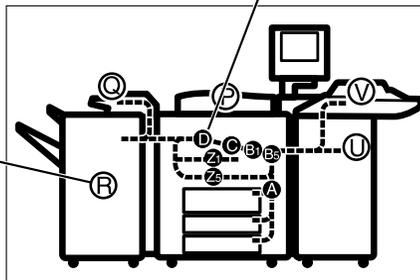
- Hold up lever D6.



- Remove misfed paper.
- Return the fuser unit to original position.
- Close the front cover.

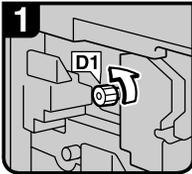


7

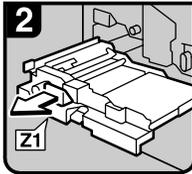


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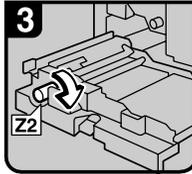
When Z1 is lit



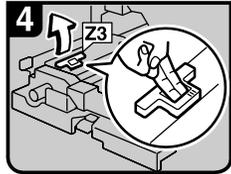
- Open the front cover of the machine.
- Turn knob D1 counter-clockwise a few times.



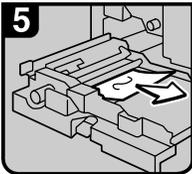
- Pull handle Z1 and fully pull out the duplex unit.



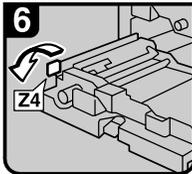
- Turn knob Z2.



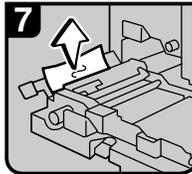
- Hold up lever Z3.



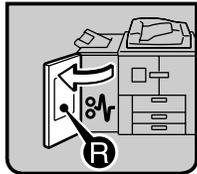
- Remove misfed paper.



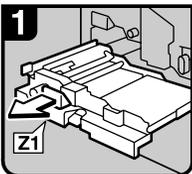
- Turn lever Z4.



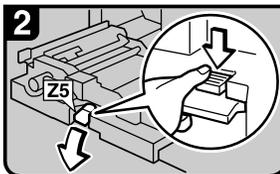
- Remove misfed paper.



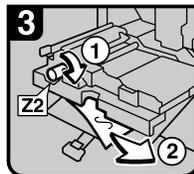
When Z5 is lit



- Pull handle Z1 and fully pull out the duplex unit.

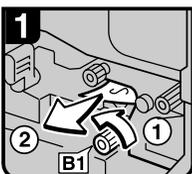


- Hold down handle Z5.

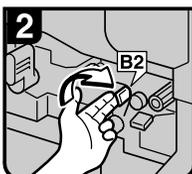


- Turn knob Z2 and remove misfed paper.
- Return handle Z5 to its original position.
- Push the duplex unit.
- Close the front cover.

When B1 is lit

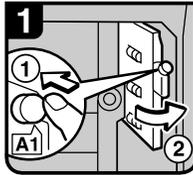


- Open the front cover of the machine.
- Turn knob B1 and remove misfed paper.

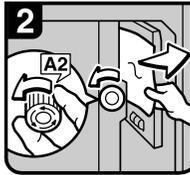


- Hold down lever B2.

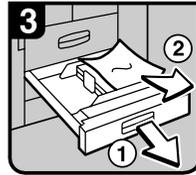
When A is lit



- Open the front cover of the machine.
- Push button A1 and open the guide plate.

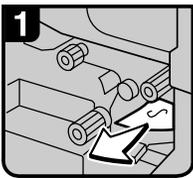


- Turn knob A2 and remove misfed paper.
- Close the guide plate.
- Close the front cover.

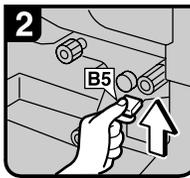


- If you can not remove misfed paper, pull the paper tray and remove it.

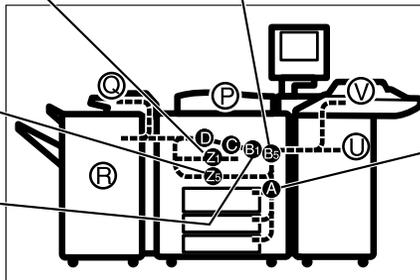
When B5 is lit



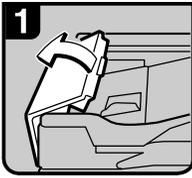
- Turn knob B3.
- Close the guide plate.
- Close the front cover.



- Push button B5 and open the guide plate.



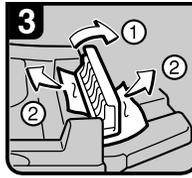
When P is lit



- Open the cover of the ADF.

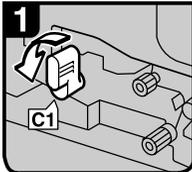


- Remove misfed originals.
- Close the cover of the ADF.

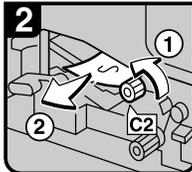


- Open the cover of the ADF and remove misfed originals.
- Close the cover of the ADF.

When C is lit

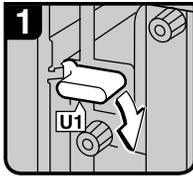


- Open the front cover of the machine.
- Hold lever C1 with your right hand, and then pull it down towards the left.



- Turn knob C2 and remove misfed paper.
- Return lever C1 to original position.
- Close the front cover.

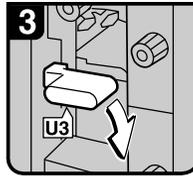
When U is lit



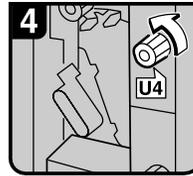
- Open the front cover of the machine.
- Hold down lever U1.



- Turn knob U2 and remove misfed paper.
- Return lever U1 to original position.



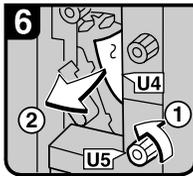
- Hold down lever U3.



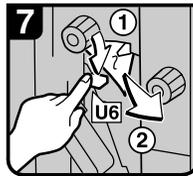
- Turn knob U4.



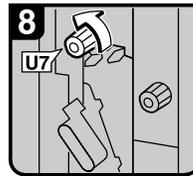
- Remove misfed paper.



- Turn knob U5 and remove misfed paper.

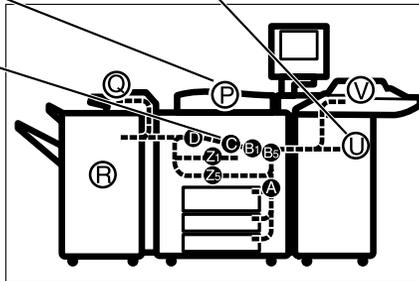


- Hold down lever U6 and remove misfed paper.



- Turn knob U7 and remove misfed paper.
- Return lever U3 to original position.
- Close the front cover.

7



Changing the Paper Size

Preparation

Be sure to select the paper size with Paper Tray Settings. Otherwise, misfeeds might occur. See p.172 "Copy Paper".

Important

- If you want to change the paper size set in paper tray 1 or the LCT, contact your service representative.

Reference

For details about paper sizes and types, see p.95 "Paper Tray Settings" and p.172 "Copy Paper".

Note

- Fan the paper before placing it in the tray.
- If paper is curled or warped, straighten it before placing in the tray.

Changing the Paper Size of the Optional A3/11" × 17" Tray Unit (Tray 1)

Note

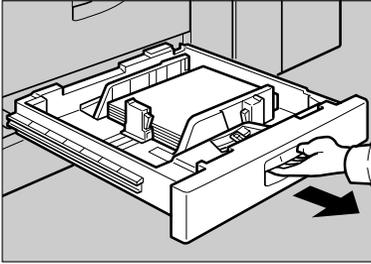
- The fence of the optional, A3/11" × 17" tray unit (Tray 1) is fixed to A4, 8¹/₂" × 11" size.
- When you set tab stock in the tray, always use the end fence.

To change the paper size of this tray, contact your service representative.

Changing the Paper Size in Tray 2 or 3

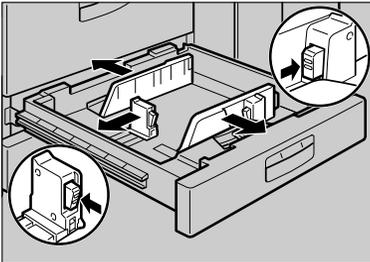
- 1 Make sure the paper tray is not being used, and then Pull the paper tray fully out.

Remove the paper from the tray.



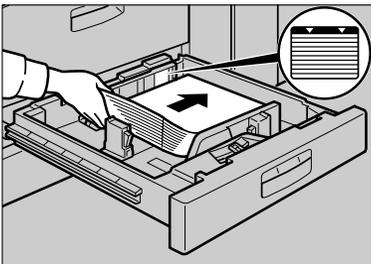
ZAJY011E

- 2 Press the lock button, and then adjust the back and side fences to the new paper size while pushing the release lever.



ZAKY400E

- 3 Square the paper and load it in the paper tray, and then press the lock button.

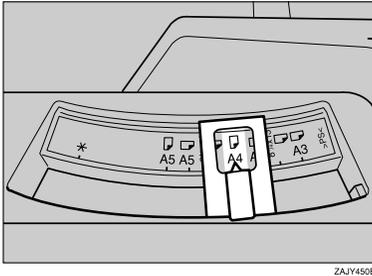


ZAJY050E

Important

- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Align the right edge of the copy paper stack to the right edge of the tray.

4 Set the paper size selector knob inside the tray to the new size.



ZAJY450E

Important

- Problems might occur if the size of the paper set does not match the paper size selector, such as:
 - Misfeeds
 - Parts of the image are not copied

7

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

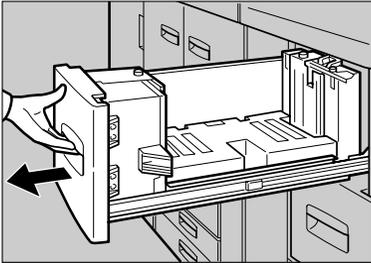
- 1** Set the paper size selector knob to the * mark on the left.
- 2** Press the **[Tray Paper Settings]** key.
- 3** Press **[Paper Size]**.
- 4** Select the size, and then press **[OK]**.
- 5** Press **[Exit]** or press the **[Tray Paper Settings]** key to exit the Tray Paper Setting.

5 Gently push the paper tray until it stops.

6 Check the paper size displayed on the display panel.

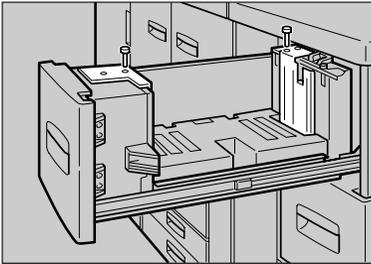
Changing the Paper Size of the Large Capacity Tray (Tray 4 and 5)

- 1** Make sure that the paper tray is not being used, and then pull the tray fully out.



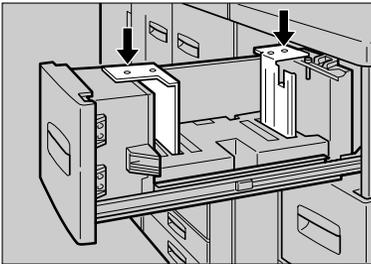
ZAJY090E

- 2** Pull out the screws fixing the side fence.



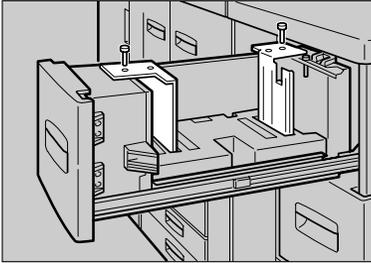
ZAJY460E

- 3** Set the side fences to the size you want.



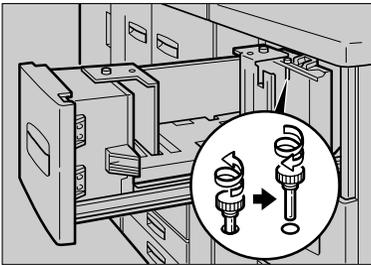
ZAJY470E

4 Fasten the side fence with the screws.



ZAJY480E

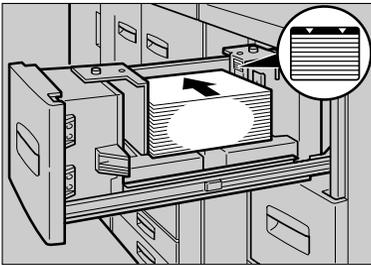
5 Set the end fence along the paper size.



ZAJY490E

7

6 Square the paper and set it in the tray.

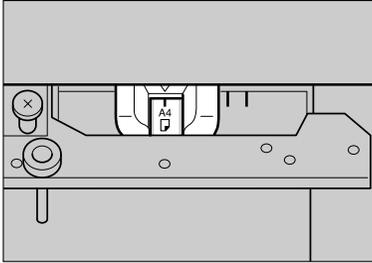


ZJBY600E

Important

❑ Do not load over the lowest level mark.

- 7** Set the paper size selector in the innermost part of the tray to the new paper size.



ZAJYS10N

Adding Staples

Note

- When removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

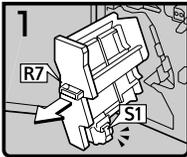
Important

- If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.
- A paper jam will occur if the machine staples using the booklet finisher without the saddle stitch stapler cartridge. Make sure the cartridge is set.

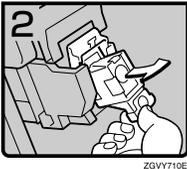
Reference

For details about the type of finisher, see p.19 “External Options”.

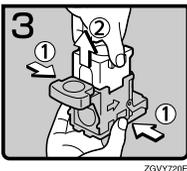
Booklet Finisher



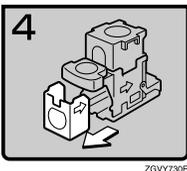
- Open the finisher front cover.
- Pull out the staple unit.



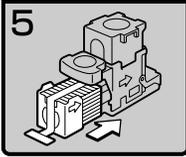
- Gently pull out the cartridge.



- Pull up the upper unit of the cartridge while holding both sides of the cartridge.

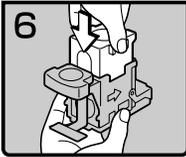


- Take out the empty refill in the direction of the arrow.



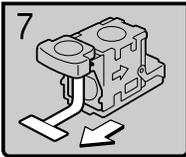
ZGVY740E

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



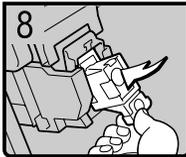
ZGVY750E

- Gently push down the upper unit into the cartridge.



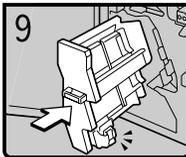
ZGVY760E

- Pull out the ribbon.



ZGVY770E

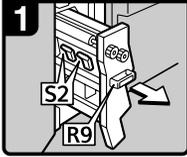
- Push the cartridge down until it clicks.



ZGVY780E

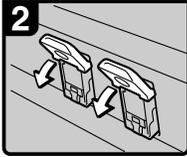
- Return the staple unit to its original position.
- Close the finisher front cover.

Booklet Finisher (Saddle Stitch)



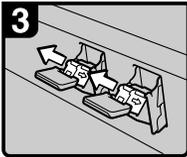
ZGVY790E

- Open the finisher front cover.
- Pull out the staple unit.



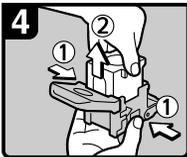
ZGVY800E

- Pull lever S2.



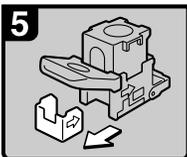
ZGVY810E

- Gently pull out the cartridge.



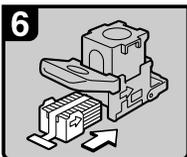
ZGVY820E

- Pull up the upper unit of the cartridge while holding both sides of the cartridge.



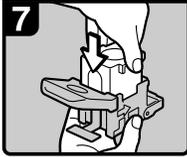
ZGVY830E

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



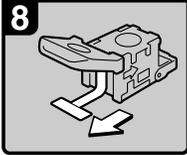
ZGVY840E

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



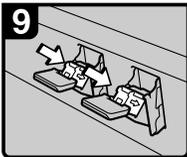
ZGVY850E

- Gently push down the upper unit into the cartridge.



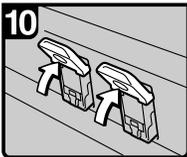
ZGVY860E

- Pull out the ribbon.



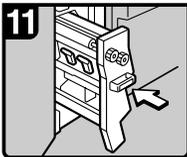
ZGVY870E

- Push the cartridge down until it clicks.



ZGVY880E

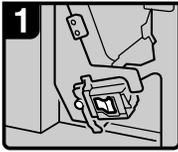
- Return lever S2 to its original position.



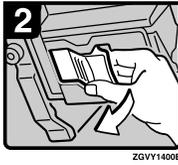
ZGVY890E

- Return the staple unit to its original position.
- Close the finisher front cover.

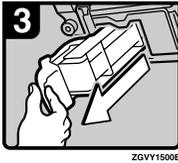
Finisher 3000B (100-Sheet Staples)



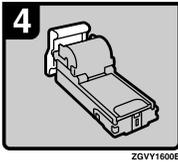
- Open the finisher front cover.



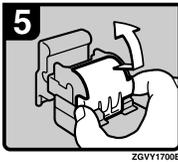
- Pull out the cartridge lever.



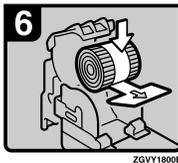
- Pull out the cartridge.



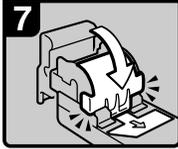
- Put the cartridge down on a level surface.



- Raise the cover up.

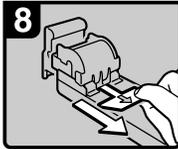


- Set the new refill.



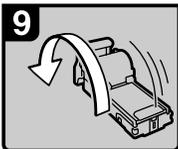
ZGVY1900E

- Lower the cover until it clicks.



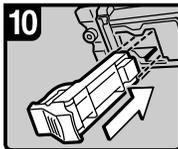
ZGVY2000E

- Pull out the ribbon.



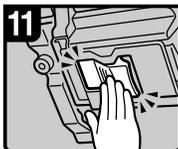
ZGVY2100E

- Turn the cartridge around.



ZGVY2200E

- Reinstall the cartridge.



ZGVY2300E

- Push the cartridge in until it clicks.



ZGVY2400E

- Close the finisher front cover.

Removing Jammed Staples

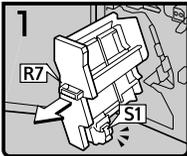
Important

- A paper jam will occur if the machine staples using the booklet finisher without the saddle stitch stapler cartridge. Make sure the cartridge is set.

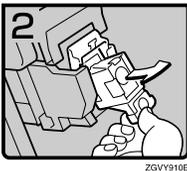
Note

- Staples might jam due to curled copy paper. If this happens, try turning the paper over in the tray. If there is no improvement, change to a stiffer paper.
- When removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

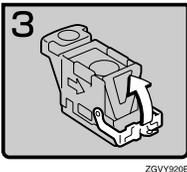
Booklet Finisher



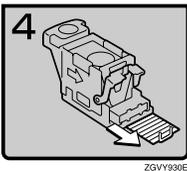
- Open the finisher front cover.
- Pull out the staple unit.



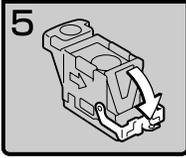
- Gently pull out the cartridge.



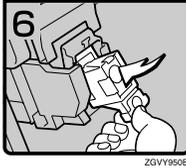
- Open the face plate.



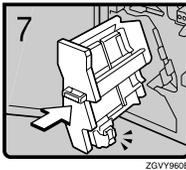
- Remove jammed staples.



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

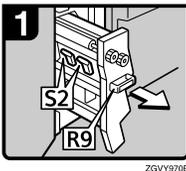


- Push the cartridge down until it clicks.

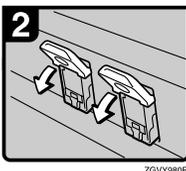


- Return the staple unit to its original position.
- Close the finisher front cover.

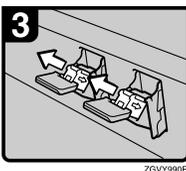
Booklet Finisher (Saddle Stitch)



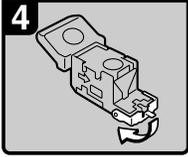
- Open the finisher front cover.
- Pull out the staple unit.



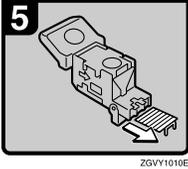
- Pull lever S2.



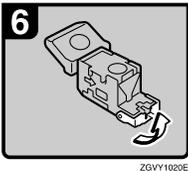
- Gently pull out the cartridge.



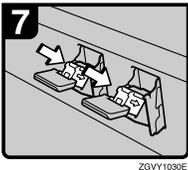
- Open the face plate of the cartridge.



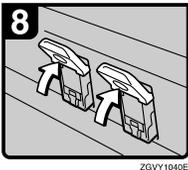
- Remove jammed staples.



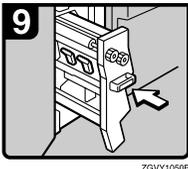
- Pull the face plate of the cartridge down until it clicks.



- Push the cartridge down until it clicks.

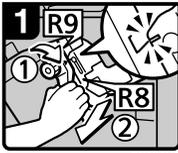


- Return lever S2 to its original position.

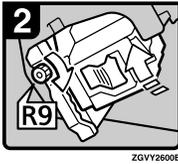


- Return the staple unit to its original position.
- Close the front cover of the finisher.

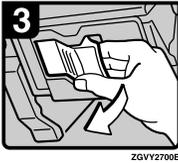
Finisher 3000B (100-Sheet Staples)



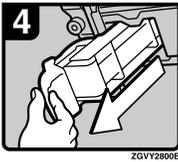
- Open the finisher front cover.
- Turn knob R9 until the markings align.
- Pull lever R8 and pull the staple unit completely out.



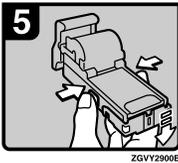
- Turn knob R9 to rotate the staple unit.



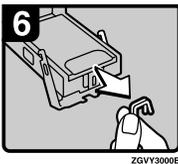
- Pull out the cartridge lever.



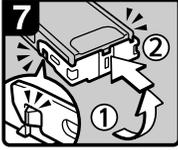
- Pull out the cartridge.



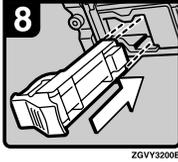
- Push the buttons on the both sides of the cartridge and open the face plate.



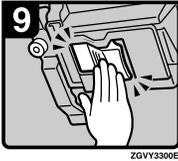
- Remove jammed staples.



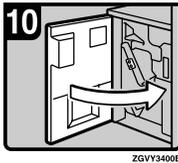
- Lower the face plate until it clicks.



- Reinstall the cartridge.



- Push the cartridge in until it clicks.



- Close the finishers front cover.

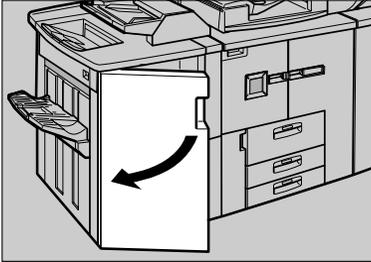
Removing Punch Waste

Note

- When the “Hole punch receptacle is full.” message appears, you cannot use the Punch function.

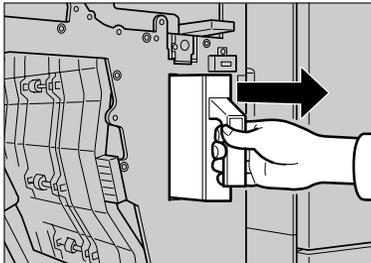
The procedures shown below is an example using the Finisher 3000B.

1 Open the finisher's front cover.



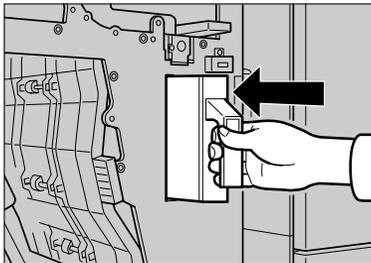
ZJBP020E

2 Pull out the punch waste box, and then remove punch waste.



ZAKP020E

3 Reinstall the punch waste box.



ZAKP030E

4 Close the front cover of the finisher.

The “Hole punch receptacle is full.” message disappears.

 **Note**

- If the message is still displayed, reinstall the punch waste box.

Do's and Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- 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 making copies 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 operation switch while copying or printing. Make sure all copying or printing has finished.
- The machine might fail to produce good copy images if condensation forms inside due to rapid temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The manufacturer shall not be liable for any loss or damage resulting from failure of the machine, loss of settings, or use of the machine.

Toner

Handling Toner

 **WARNING:**

- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.*

 **CAUTION:**

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

 **CAUTION:**

- *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.*

 **Important**

- If you use toner other than the recommended type, an error might occur.

 **Reference**

If you want to add toner, see p.113 “ Adding Toner”.

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

 **Note**

- Toner cannot be re-used.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ CAUTION:

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

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

Environments to avoid

- Areas exposed to direct sunlight or strong light (more than 1,500 lux).
- Areas directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation withinside the machine.)
- Areas around machines generating ammonia such as a diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases in the atmosphere.

Moving

CAUTION:

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

Important

- When moving the machine, the following precautions should always be followed:
 - Turn off the main power. See p.25 “Turning Off the Main Power”.
 - Unplug the power cord from the wall outlet. When you do, grip the plug to avoid damaging the cord and causing fire or electric shock.
 - Close all covers and trays including the front cover and multi bypass tray (Tray 7).

Limitation

- Move the machine carefully. If you do not, the machine might be damaged or a stored file might be deleted.
- Protect the machine from impacts. Shock could damage the hard disk and cause stored files to be deleted. As a precautionary measure, files should be copied to another local computer.

Power Connection

WARNING:

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

CAUTION:

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

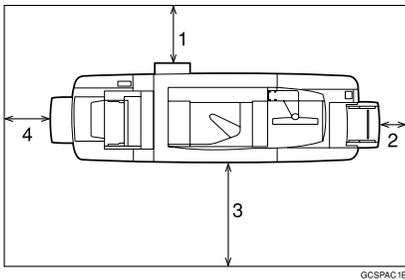
CAUTION:

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

- When the main power switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure that the plug is firmly inserted in the outlet.
- Voltage must not fluctuate by more than 10%.
- The socket-outlet should be installed near the equipment and be easily accessible.

Access to the Machine

Position the machine near the power source, providing clearance as shown.



- 1. Rear: more than 20 cm (7.8")**
- 2. Right: more than 3 cm (1.1")**
- 3. Front: more than 55.5 cm (21.6")**
- 4. Left: more than 40 cm (15.7")**

Note

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

Maintaining Your Machine

If the exposure glass or ADF is dirty, you might not be able to make clear copies. Clean these parts if they become dirty.

❖ Cleaning the machine

Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

⚠ Important

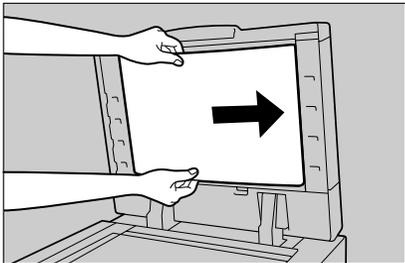
- Do not use chemical cleaners or organic solvents, such as thinners or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by a service representative.

Cleaning the Exposure Glass



ND1C0200

Cleaning the Auto Document Feeder



A1P0100E

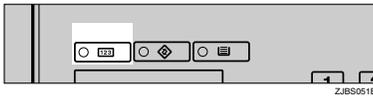
Other Functions

Inquiry

The inquiry function lets you confirm the telephone numbers to contact for repairs or order toner. Be sure to contact your service engineer to verify the following:

- ❖ **Machine Maintenance/Repair**
 - Telephone No.
 - Serial No. of the machine
- ❖ **Sales Representative**
 - Telephone No.

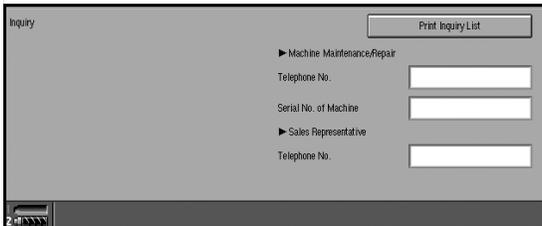
1 Press the **[Counter]** key.



Inquiry information is displayed.

Printing inquiry information

1 Press **[Print Inquiry List]**.



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

Inquiry information is printed.

2 Press **[Exit]**.

Changing the Display Language

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

1 Press the **[Language Selection]** key.

 **Note**

- If you want to return the display language to “English”, repeat step **1** and press **[English]**.

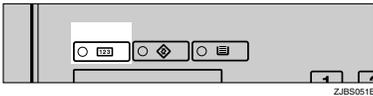
Counter

Displaying the total counter

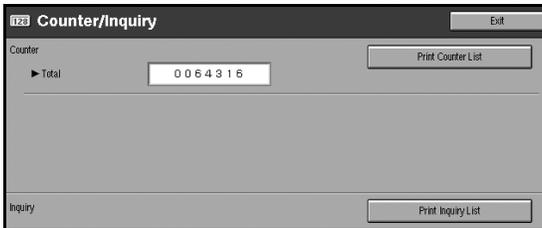
You can display the total number of sheets used for all functions and the total number of sheets used for copying.

You can also print the counter list.

1 Press the **[Counter]** key.



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



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

A counter list is printed.

Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from these types of risks, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require ample document protection, we recommend that the Extended Security function be used.

Primary Security Functions

❖ **Protecting Stored Documents**

Protects documents with a password when using Document Server or Locked Print. Furthermore, the Extended Security function can protect against a password-guessing attack. See p.151 “Extended Security Function”.

❖ **Protecting Image Data Remaining in Memory**

Protects image data remaining in memory. When a copying or printing job is completed or a job is cancelled, the data is secure.

❖ **Authenticating Administrator**

Protects essential functions for administrating document security with an access code. See p.71 “Key Operator Code”

Extended Security Function

By setting a password, operations with documents such as printing, deleting, or delivering can be restricted to authorized users and access denied to others. However, a password is breakable. When the Extended Security function is used, entering the wrong password 10 times will lock a document, protecting it from illegitimate accesses.

For unlocking documents, see p.152 “Unlocking a Locked Document”.

The documents that can be protected by the Extended Security function are as follows. All documents must be set with a password to be protected by this function.

❖ **Documents stored in the Document Server by the following functions**

- Document Server mode
- Copier function
- Scanner function
- Printer driver

❖ Documents stored from the printer driver using Lock Print function

Reference

For information about Document Server, see p.35 “Document Server”.

For information about Locked Print, see “Locked Print”, *Printer Reference*, or the printer driver Help.

Note

- Once a document has been locked, it will not accept even the correct password until it is unlocked.
- When Extended Security function is on, settings for the delivery server cannot be changed. Turn the function off when changing the settings.

Setting Extended Security

Preparation

The Extended Security setting is not available unless the access code set in the Access Code settings of the System Settings is six or more digits. See p.71 “Key Operator Code”.

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

2 On the display panel, press **[System Settings]**, and then press **[Key Operator Tools]**.

3 Press **[Extended Security]**. Press **[On]**, and then **[OK]**.

The Extended Security function is enabled and the security mark  appears at the lower right of the display panel.

4 Press the **[User Tools/Counter]** key to finish.

Unlocking a Locked Document

Unlock a document that was locked due to entering the wrong password multiple times and make it available for authorized users to access again.

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

2 On the display panel, press **[System Settings]**, and then press **[Password Management for Stored Files]**.

3 Press **[OK]** under **[Unlock Files]**.

The document is unlocked.

4 Press the **[User Tools/Counter]** key to finish.

Temporarily Disabling Document Security

In the event you forget a password, document protection can be temporarily disabled, making documents available for operations such as setting new passwords or deleting.

Important

- After operations are complete, be sure to press “Do not Unlock” under “Temporarily Unlock Files”, making the document protected by password again.

Note

- For a document stored using Locked Print, only document deletion is available while protection is disabled.

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

2 On the display panel, press **[System Settings]**, and then press **[Password Management for Stored Files]**.

3 Press **[Unlock]** under “Temporarily Unlock Files”.

Note

- Protection can be disabled for only three minutes. Access the document, set a new password, and perform any other necessary operations to the document within that time. Documents will automatically return to the password-protected condition after three minutes.

4 Press the **[User Tools/Counter]** key to finish.

Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Regularly check that the Extended Security function is on. While the machine is in this mode, the security mark  is displayed at the lower right of the display panel. Be sure to check it particularly after the machine is moved or a power failure occurs. See p.152 "Setting Extended Security".
- Avoid using a single number or consecutive numbers for an access code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- Remote document management using SmartNetMonitor for Admin is not available when the Extended Security function is on.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others. See p.77 "User Codes".
- As for using the delivery function, the security of this machine can assure only the protection of documents having a password set and stored in the Document Server. Be sure to select the destination correctly when delivering documents.

For User

- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a safe place.
- Avoid using a single number or consecutive numbers for a password such as "0000" or "1234". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- A document accessed with a correct password remains selected even after operations are completed and can be accessed by other users. To avoid this, be sure to press the **【Clear Modes】** key to cancel the selection of the document.
- The user name that is used when adding a document to the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- Before scanning documents using the scanner function, make sure that all other operations are completed.

10. Specification

Main Machine

- ❖ **Configuration:**
Console
- ❖ **Photosensitivity type:**
OPC drum (Ø100)
- ❖ **Original scanning:**
One-dimensional solid scanning system through CCD
- ❖ **Copy process:**
Dry electrostatic transfer system
- ❖ **Development:**
Dry two-component magnetic brush development system
- ❖ **Fusing:**
Heating roll pressure system
- ❖ **Resolution:**
1200 dpi
- ❖ **Exposure glass:**
Stationary original exposure type
- ❖ **Original reference position:**
Rear left corner
- ❖ **Warm-up time:**
Less than 360 seconds (23°C)
- ❖ **Originals:**
Sheet/Book/Objects
- ❖ **Original size:**
A3  - A5  , 11" × 17"  - 5¹/₂" × 8¹/₂"  
- ❖ **Copy paper size:**
See p.172 "Copy Paper" about paper size for each tray
- ❖ **Copy paper weight:**
 - Tray 1 - Tray 3, Tray 6: 52 - 162 g/m², 16 lb. Bond - 90 lb. Index
 - Tray 4, Tray 5, Tray 7: 52 - 216 g/m², 16 lb. Bond - 80 lb. Cover

◆ **Non-reproduction area:**

- Leading edge: More than 4 ± 2 mm
- Trailing edge: More than $2 + 2/-1.7$ mm
- Left edge: More than 2 ± 1.5 mm
- Right edge: More than 2 ± 1.5 mm

◆ **First copy time:**

Type 1	3.5 seconds (for Face Up) 5 seconds (for Face Down)
Type 2	3.2 seconds (for Face Up) 4.5 seconds (for Face Down)

◆ **Copying speed:**

Type 1	90 copies/minute (A4 \square , $8\frac{1}{2}'' \times 11'' \square$)	41 copies/minute (A3 \square)	42 copies/minute (11" \times 17" \square)
Type 2	105 copies/minute (A4 \square , $8\frac{1}{2}'' \times 11'' \square$)	49 copies/minute (A3 \square)	51 copies/minute (11" \times 17" \square)

◆ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400 %	400 %
	200 %	200 %
	141 %	155 %
	122 %	129 %
	115 %	121 %
Full Size	100 %	100 %
Reduction	93 %	93 %
	82 %	85 %
	75 %	78 %
	71 %	73 %
	65 %	65 %
	50 %	50 %
	25 %	25 %

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

◆ **Maximum number of continuous copy sets:**

1 – 9999 copies

❖ **Copy paper capacity:**

- Tray 1 (Tandem tray) : 2,200 sheets (1,100 sheets × 2) (80 g/m², 20 lb Bond)
- Tray 2 (550-sheet tray) : 550 sheets (80 g/m², 20 lb Bond)
- Tray 3 (550-sheet tray) : 550 sheets (80 g/m², 20 lb Bond)
- Tray 4 (LCT): 1,000 sheets (80 g/m², 20 lb Bond)
- Tray 5 (LCT): 1,000 sheets (80 g/m², 20 lb Bond)
- Tray 6 (LCT): 2,550 sheets (80 g/m², 20 lb Bond)
- Tray 7: 500 sheets (80 g/m², 20 lb Bond)

❖ **Power consumption (Type 1: 90 copies/minute model):**

	Main machine only	Full system ^{*1}
Warm-up	2.1 kW	2.2 kW
Stand-by	0.65 kW	0.7 kW
Copying	2.8 kW	2.6 kW
Maximum	2.6 kW	2.7 kW

^{*1} Main machine with the finisher, LCT, Multi bypass tray (Tray 7), ADF, interposer

❖ **Power consumption (Type 2: 105copies/minute model):**

	Main machine only	Full system ^{*1}
Warm-up	2.1 kW	2.2 kW
Stand-by	0.65 kW	0.7 kW
Copying	2.6 kW	2.7 kW
Maximum	2.7 kW	2.8 kW

^{*1} Main machine with the finisher, LCT, Multi bypass tray (Tray 7), ADF, interposer

❖ **Dimensions (W × D × H up to exposure glass):**

2,096 × 858.5 × 1,476 mm, 82.5" × 33.78" × 58.1"

❖ **Space for main machine (W × D):**

- 1,202 × 858.5 mm, 47.3" × 33.78" (ADF external extender is not used, optional output tray is installed.)
- 2,218 × 858.5 mm, 87.3" × 33.78" (ADF external extender is used for larger size originals, optional finisher proof tray is installed.)
- 2,314 × 858.5 mm, 91.1" × 33.78" (ADF external extender is used for larger size originals, optional finisher proof tray is installed.)

◆ **Noise emission ^{*1} (Type 1):**

Sound power level

	Main machine only	Complete system ^{*3}
When printing	74 dB (A)	78 dB (A)
Stand-by	60 dB (A)	59 dB (A)

Sound pressure level ^{*2}

	Main machine only	Complete system ^{*3}
During printing	60 dB (A)	68 dB (A)
Stand-by	45 dB (A)	46 dB (A)

^{*1} The above measurements are ISO 7779 actual values.

^{*2} Measured at the position of the bystander/operator. During printing.

^{*3} Main machine with full options.

◆ **Noise emission ^{*1} (Type 2):**

Sound power level

	Main machine only	Complete system ^{*3}
When printing	76 dB (A)	79 dB (A)
Stand-by	60 dB (A)	59 dB (A)

Sound pressure level ^{*2}

	Main machine only	Complete system ^{*3}
During printing	61 dB (A)	68 dB (A)
Stand-by	45 dB (A)	46 dB (A)

^{*1} The above measurements are ISO 7779 actual values.

^{*2} Measured at the position of the bystander/operator. During printing.

^{*3} Main machine with full options.

◆ **Weight:**

Approx. 270 kg, 594 lb (main machine with the ADF)

Document Server

❖ **HDD:**

80 GB

❖ **HDD (Document Server):**

45 GB

❖ **Capacity:**

- Copy: Approx. 3,000 (ITUT-No.4 chart)
- Batch mode: Approx. 3,000 (ITUT-No.4 chart)
- Printer: Approx. 15,000 (600 dpi)
- Scanner: Approx. 3,000 (200 dpi/Text) (ITUT-No.4 chart) *1

❖ **Maximum number of stored documents:**

3,000

❖ **Maximum pages of stored documents:**

15,000

❖ **Maximum number of pages per document:**

2,000

❖ **Capacity (Memory Sorting):**

6.75 GB (A4/8¹/₂" × 11" : Approx. 333 sheets-3000 sheets at maximum) *2

❖ **Capacity (Others):**

10.0 GB

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

*2 The capacity will change when the multiple functions are used.

Auto Document Feeder

❖ **Mode:**

ADF mode, Batch mode, SADF mode, Mixed Sizes mode, Thin mode

❖ **Original size:**

- A3 -A5 
- 11" × 17" - 8¹/₂" × 5¹/₂"  

❖ **Original weight:**

- 1-sided originals: 52 - 156 g/m² (14 - 42 lb. Bond)
- 2-sided originals: 52 - 128 g/m² (14 - 34 lb. Bond) (Duplex)
- Thin paper mode: 40 - 156 g/m² (11 - 42 lb. Bond)

❖ **Number of originals that can be set:**

100 sheets (80 g/m², 20 lb. Bond) of less than 12 mm, 0.5"

❖ **Copying speed:**

80 copies/minute (A4 , 8¹/₂" × 11" , 1 to 1 copying)

❖ **Power Source:**

Supplied from the main machine.

 **Note**

- Specifications are subject to change without notice.

Options

Booklet Finisher

Finisher Upper Tray:

◆ Paper size:

A3, B4, A4, B5, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 5¹/₂" × 8¹/₂", 12" × 18"

◆ Paper weight:

52 – 163 g/m², 14 – 43 lb. Bond

◆ Stack capacity:

- 250 sheets (A4, B5, A5, 8¹/₂" × 11", 5¹/₂" × 8¹/₂) (80 g/m², 20 lb. Bond)
- 50 sheets (A3, B4, 11" × 17", 8¹/₂" × 14", 12" × 18") (80 g/m², 20 lb. Bond)

Finisher Shift Tray 1:

◆ Paper size:

A3, B4, A4, B5, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 5¹/₂" × 8¹/₂", 12" × 18"

◆ Paper weight:

52 – 216 g/m², 14 – 58 lb. Bond

◆ Stack capacity:

- 500 sheets (A4, B5, A5, 8¹/₂" × 11") (80 g/m², 20 lb. Bond)
- 250 sheets (A3, B4, 11" × 17", 8¹/₂" × 14", 12" × 18") (80 g/m², 20 lb. Bond)
- 100 sheets (A5, 5¹/₂" × 8¹/₂) (80 g/m², 20 lb. Bond)

◆ Staple paper size:

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

◆ Staple paper weight:

64 – 90 g/m², 17 – 28 lb. Bond

◆ Staple capacity:

Without Mixed Size mode:

- 50 sheets (A4, B5, 8¹/₂" × 11") (80 g/m², 20 lb. Bond)
- 30 sheets (A3, B4, 11" × 17", 8¹/₂" × 14") (80 g/m², 20 lb. Bond)

With Mixed Size mode:

- 30 sheets (A4 / A3, B5 / B4, 8¹/₂" × 11" / 11" × 17") (80 g/m², 20 lb. Bond)

❖ **Stack capacity after stapling:**

Without Mixed Size mode:

- 50–10 sets (10–50 sheets) (A4 □, 8¹/₂" × 11" □)(80 g/m², 20 lb. Bond)
- 50 sets (2–9 sheets) (A4 □, 8¹/₂" × 11" □)(80 g/m², 20 lb. Bond)
- 25–16 sets (10–30 sheets) (other paper size)(80 g/m², 20 lb. Bond)
- 25 sets (2–9 sheets) (other paper size)(80 g/m², 20 lb. Bond)

With Mixed Size mode:

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

❖ **Staple position:**

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

Finisher Shift Tray 2:

❖ **Paper size:**

A3 □, B4 □, A4 □ □, B5 □ □, A5 □ □, 11" × 17" □, 8¹/₂" × 14" □, 8¹/₂" × 11" □ □, 5¹/₂" × 8¹/₂" □ □, 12" × 18" □

❖ **Paper weight:**

52 – 216 g/m², 14 – 58 lb. Bond

❖ **Stack capacity:**

- 2,500 sheets (A4 □, 8¹/₂" × 11" □) (80 g/m², 20 lb. Bond)
- 1,250 sheets (A3 □, B4 □, A4 □, B5 □ □, 11" × 17" □, 8¹/₂" × 14" □, 8¹/₂" × 11" □, 12" × 18" □) (80 g/m², 20 lb. Bond)
- 500 sheets (A5 □) (80 g/m², 20 lb. Bond)
- 100 sheets (A5 □, 5¹/₂" × 8¹/₂" □) (80 g/m², 20 lb. Bond)

❖ **Staple paper size:**

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

❖ **Staple paper weight:**

64 – 90 g/m², 17 – 28 lb. Bond

❖ **Staple capacity:**

Without Mixed Size mode:

- 50 sheets (A4 □ □, B5 □ □, 8¹/₂" × 11" □ □) (80 g/m², 20 lb. Bond)
- 30 sheets (A3 □, B4 □, 11" × 17" □, 8¹/₂" × 14" □) (80 g/m², 20 lb. Bond)

With Mixed Size mode:

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

❖ **Stack capacity after stapling:**

Without Mixed Size mode:

- 250–50 sets (10–50 sheets) (A4□, 8¹/₂" × 11"□)(80 g/m², 20 lb. Bond)
- 250 sets (2–9 sheets) (A4□, 8¹/₂" × 11"□)(80 g/m², 20 lb. Bond)
- 125–25 sets (10–50 sheets) (A4□, B5□□, 8¹/₂" × 11"□)(80 g/m², 20 lb. Bond)
- 125 sets (2–9 sheets) (A4□, B5□□, 8¹/₂" × 11"□)(80 g/m², 20 lb. Bond)
- 125–40 sets (10–30 sheets) (other paper size)(80 g/m², 20 lb. Bond)
- 125 sets (2–9 sheets) (other paper size)(80 g/m², 20 lb. Bond)

With Mixed Size mode:

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

❖ **Staple position:**

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

❖ **Saddle stitch paper size:**

A3□, B4□, A4□, 11" × 17"□, 8¹/₂" × 11"□

❖ **Saddle stitch paper weight:**

64 – 90 g/m², 17 – 28 lb. Bond

❖ **Saddle stitch capacity:**

1 set (15 sheets)

❖ **Stack capacity after saddle stitching:**

- 25 sets (2–5 sheets) (A4□, 8¹/₂" × 11"□)(80 g/m², 20 lb. Bond)
- 15 sets (6–10 sheets) (A4□, 8¹/₂" × 11"□)(80 g/m², 20 lb. Bond)
- 10 sets (11–15 sheets) (A4□, 8¹/₂" × 11"□)(80 g/m², 20 lb. Bond)
- 30 sets (2–5 sheets) (other paper size)(80 g/m², 20 lb. Bond)
- 20 sets (6–10 sheets) (other paper size)(80 g/m², 20 lb. Bond)
- 10 sets (11–15 sheets) (other paper size)(80 g/m², 20 lb. Bond)

❖ **Saddle stitch position:**

Center 2 position

❖ **Power consumption:**

Approx. 72 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

700 × 620 × 960 mm, 27.6" × 24.5" × 37.8"

❖ **Weight:**

Approx. 62 kg, 136.7 lb.

 **Note**

- Specifications are subject to change without notice.

Finisher 3000B (100-Sheet Staples)

Finisher Upper Tray:

❖ Paper size:

A3, B4, A4, B5, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 5¹/₂" × 8¹/₂", 12" × 18"

❖ Paper weight:

52 – 216 g/m², 14 – 58 lb. Bond

❖ Stack capacity:

- 500 sheets (A4, B5, A5, 8¹/₂" × 11", 5¹/₂" × 8¹/₂) (80 g/m², 20 lb. Bond)
- 250 sheets (A3, B4, 11" × 17", 8¹/₂" × 14", 12" × 18") (80 g/m², 20 lb. Bond)

Finisher Shift Tray:

❖ Paper size:

A3, B4, A4, B5, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 5¹/₂" × 8¹/₂", 12" × 18"

❖ Paper weight:

52 – 216 g/m², 14 – 58 lb. Bond

❖ Stack capacity:

- 3,000 sheets (A4, B5, 8¹/₂" × 11") (80 g/m², 20 lb. Bond)
- 1,500 sheets (A3, B4, A4, B5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 12" × 18") (80 g/m², 20 lb. Bond)
- 500 sheets (A5, 5¹/₂" × 8¹/₂) (80 g/m², 20 lb. Bond)
- 100 sheets (A5, 5¹/₂" × 8¹/₂) (80 g/m², 20 lb. Bond)

❖ Staple paper size:

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

❖ Staple paper weight:

64 – 80 g/m², 17 – 20 lb. Bond

❖ Staple capacity:

- 100 sheets (A4, B5, 8¹/₂" × 11") (80 g/m², 20 lb. Bond)
- 50 sheets (A3, B4, 11" × 17", 8¹/₂" × 14") (80 g/m², 20 lb. Bond)

❖ **Stack capacity after stapling:**

- 200–30 sets (10–100 sheets) (A4 , B5 , 8¹/₂" × 11" ) (80 g/m², 20 lb. Bond)
- 150 sets (2–9 sheets) (A4 , B5 , 8¹/₂" × 11" ) (80 g/m², 20 lb. Bond)
- 150–30 sets (10–50 sheets) (A3 , B4 , 11" × 17" , 8¹/₂" × 14" ) (80 g/m², 20 lb. Bond)
- 150 sets (2–9 sheets) (A3 , B4 , 11" × 17" , 8¹/₂" × 14" ) (80 g/m², 20 lb. Bond)

❖ **Staple position:**

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

❖ **Power consumption:**

Approx. 100 W (supplied from the main machine)

❖ **Dimensions (W × D × H):**

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

❖ **Weight:**

Approx. 65 kg, 143.3 lb.

 **Note**

- Specifications are subject to change without notice.

Large Capacity Tray

❖ **Paper size:**

See p.172 “Copy Paper” about paper size for tray 4, 5, and 6.

❖ **Paper weight:**

Tray 4, 5: 52 – 216 g/m², 16 – 18 lb. Bond

Tray 6: 52 – 163 g/m², 16 – 90 lb. Bond

❖ **Paper capacity:**

Tray 4, 5: 1,000 sheets (80 g/m², 20 lb. Bond)

Tray 6: 2,550 sheets (80 g/m², 20 lb. Bond)

❖ **Power consumption:**

85 W or less (supplied from the main machine)

❖ **Dimensions (W × D × H, option unit):**

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

❖ **Weight:**

Approx. 82 kg (180 lb) or less

 **Note**

- Specifications are subject to change without notice.

Multi Bypass Tray (Tray 7)

❖ **Paper size:**

See p.172 "Copy Paper" about paper size for multi bypass tray (tray 7).

❖ **Paper weight:**

52 - 216 g /m², 16 lb. Bond - 80 lb. Cover

❖ **Paper capacity:**

500 sheets (80 g/m², 20 lb Bond)

❖ **Power consumption:**

75 W or less (supplied from the main machine)

❖ **Dimensions (W × D × H):**

680 × 561 × 181 mm, 26.8" × 22.1" × 7.2"

❖ **Weight:**

Approx. 18 kg (39.7 lb) or less

 **Note**

Specifications are subject to change without notice.

Interposer

❖ **Paper size:**

A3 , B4 , A4  , B5  , A5  , 11" × 17" , 8 1/2" × 14" , 8 1/2" × 11"  , 5 1/2" × 8 1/2"  

❖ **Paper weight:**

64 – 216 g/m², 20 – 58 lb. Bond

❖ **Paper capacity:**

200 sheets (80 g/m², 20 lb. Bond)

❖ **Power consumption (Max):**

Approx. 48 W (supplied from the main machine)

❖ **Dimensions (W × D × H):**

500 × 620 × 200 mm, 19.7" × 24.4" × 7.9"

❖ **Weight:**

Approx. 12 kg, 26.5 lb.

 **Note**

Specifications are subject to change without notice.

Punch Unit

Booklet Finisher:

❖ Paper size:

Punch unit type			
2 & 4 holes type	2 holes		A3-A5, 11" × 17"-5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4-A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	4 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"
4 holes type	4 holes		A3-A5, 11" × 17"-5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4-A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
2 & 3 holes type	2 holes		A3-A5, 11" × 17"-5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4-A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	3 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"

❖ Paper weight:

52 – 163 g/m², 14 lb. – 43 lb. Bond

❖ Power consumption:

26.4 W (supplied from the main machine)

❖ Dimensions (W × D × H):

142 × 456 × 92 mm, 55.9" × 179.5" × 36.2"

❖ Weight:

Approx. 2.9 kg, 6.4 lb

Finisher 3000B (100-Sheet Staples):

❖ Paper size:

Punch unit type			
2 holes type (metric version)	2 holes		A3-A5, 11" × 17"-5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4-A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
4 holes type (metric version)	4 holes		A3, 11" × 17"
			A4, 8 ¹ / ₂ " × 11"
2 & 4 holes type (metric version)			
4 holes type (narrow 2 × 2 version)	4 holes		A3-B5, 11" × 17"-8 ¹ / ₂ " × 11"
			A4-A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "

Punch unit type			
2 holes type (inch version)	2 holes		A3-A5, 11" × 17"-5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4-A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
3 holes type (inch version)	3 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"
2 & 3 holes type (inch version)			

❖ **Paper weight:**

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

❖ **Power consumption:**

60 W (supplied from the main machine)

❖ **Dimensions (W × D × H):**

- 4 holes: 92 × 463 × 100 mm, 3.6" × 18.2" × 3.9"
- 2 & 3 holes, 2 & 4 holes: 105 × 463 × 100 mm, 4.1" × 18.2" × 3.9"

❖ **Weight:**

- 4 holes: Approx. 2.4 kg, 5.3 lb
- 2 & 3 holes, 2 & 4 holes: Approx. 2.6 kg, 5.7 lb

 **Note**

- ❑ Specifications are subject to change without notice.

Others

❖ **A3/11" × 17" Tray Unit (optional)**

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

❖ **Output Jogger (optional)**

You can tidy the printout with Finisher 3000B (100-Sheet Staples).

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Tray	Metric version	Inch version	Paper weight	Paper capacity
Main machine	Tray 1 ^{*1} (Tandem tray)	A4 ☐, 8 ¹ / ₂ " × 11" ☐	A4 ☐, 8 ¹ / ₂ " × 11" ☐	52 – 163 g/m ² , 16 lb. Bond – 90 lb. Index	1,000 sheets + 1,000 sheets
	Tray 1 ^{*1} (Optional A3/11" × 17" Tray Kit)	A3 ☐, B4 ☐, A4 ☐ ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 8 ¹ / ₂ " × 14" ☐ ☐	A3 ☐, B4 ☐, A4 ☐ ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 8 ¹ / ₂ " × 14" ☐ ☐	52 – 163 g/m ² , 16 lb. Bond – 90 lb. Index	1,000 sheets
	Tray 2, 3 ^{*2}	A3 ☐, B4 ☐, A4 ☐ ☐, B5 ☐ ☐, A5 ☐ ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 14" ☐ ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐ ☐, 7 ¹ / ₄ " × 10 ¹ / ₂ " ☐, 8 ¹ / ₂ " × 13" ☐, 8" × 13" ☐, 8 ¹ / ₄ " × 13" ☐, 11" × 15" ☐, 10" × 14" ☐, 8" × 10 ¹ / ₂ " ☐, 8" × 10" ☐, 12" × 18" ☐, 8K ☐, 16K ☐ ☐ Custom size vertical: 139 – 305 mm horizontal: 139 – 458 mm	A3 ☐, B4 ☐, A4 ☐ ☐, B5 ☐ ☐, A5 ☐ ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 14" ☐ ☐, 8 ¹ / ₂ " × 11" ☐ ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐ ☐, 7 ¹ / ₄ " × 10 ¹ / ₂ " ☐, 8 ¹ / ₂ " × 13" ☐, 8" × 13" ☐, 8 ¹ / ₄ " × 13" ☐, 11" × 15" ☐, 10" × 14" ☐, 8" × 10 ¹ / ₂ " ☐, 8" × 10" ☐, 12" × 18" ☐, 8K ☐, 16K ☐ ☐ Custom size vertical: 5.5" – 12" horizontal: 5.5" – 18"	52 – 163 g/m ² , 16 lb. Bond – 90 lb. Index	500 sheets
LCT	Tray 4, 5 ^{*3 *4}	A4 ☐, A5 ☐ ☐, 8 ¹ / ₂ " × 11" ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐ ☐, B5 ☐	A4 ☐, A5 ☐ ☐, 8 ¹ / ₂ " × 11" ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐ ☐, B5 ☐	52 – 216 g/m ² , 16 lb. Bond – 80 lb. Cover	1,000 sheets
	Tray 6 ^{*1 *3 *4}	A4 ☐, A5 ☐ ☐, 8 ¹ / ₂ " × 11" ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐ ☐, B5 ☐	A4 ☐, A5 ☐ ☐, 8 ¹ / ₂ " × 11" ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐ ☐, B5 ☐	52 – 163 g/m ² , 16 lb. Bond – 90 lb. Index	2,550 sheets

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	Tray	Metric version	Inch version	Paper weight	Paper capacity
Multi bypass tray (Tray 7)	Tray 7	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 11"×17"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "× 11"☐☐, 5 ¹ / ₂ "× 8 ¹ / ₂ "☐☐, 7 ¹ / ₄ "× 10 ¹ / ₂ "☐, 8 ¹ / ₂ "× 13"☐, 8"×13"☐, 8 ¹ / ₄ "×13"☐, 11"× 15"☐, 10"×14"☐, 8" ×10 ¹ / ₂ "☐, 8"× 10"☐, 12"×18"☐, 8K☐, 16K☐☐	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 11"×17"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "× 11"☐☐, 5 ¹ / ₂ "× 8 ¹ / ₂ "☐☐, 7 ¹ / ₄ "× 10 ¹ / ₂ "☐, 8 ¹ / ₂ "× 13"☐, 8"×13"☐, 8 ¹ / ₄ "×13"☐, 11"× 15"☐, 10"×14"☐, 8" ×10 ¹ / ₂ "☐, 8"× 10"☐, 12"×18"☐, 8K☐, 16K☐☐	52 – 216 g /m ² , 16 lb. Bond – 80 lb. Cover	500 sheets
		Custom size vertical: 139 – 305 mm horizontal: 139 – 458 mm	Custom size vertical: 5.5" – 12" horizontal: 5.5" – 18"		

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

^{*2} If you want to copy onto custom size paper, select the size using the Tray Paper Setting function. See p.95 "Paper Tray Settings".

^{*3} If you want to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See p.95 "Paper Tray Settings".

^{*4} When setting copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can set at once depends on the paper's thickness and condition.

Important

Feeding damp or curled paper into the machine might cause a misfeed, staple jam, mis-stapling, a marked edge or irregular output. Try turning over the paper stack in the paper tray. If there is no improvement, change to a stiffer paper.

When you use damp or curled adhesive labels, misfeeds might occur.

When you set Index tabs, use the end fence for Index tabs.

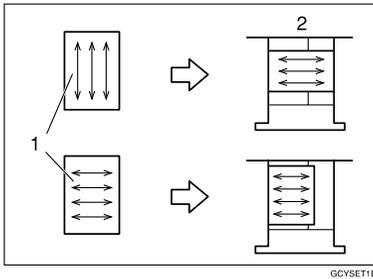
Note

If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the tray in use runs out of paper. This function is called Auto Tray Switching. This saves interrupting a copy run to replenish paper even when making a large number of copies. You can turn off this function. See "Auto Tray Switching" and "Selecting Copy Paper", *Copy Reference*.

When you use OHP transparencies, shuffle them each time.

When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or misfeeds might occur.

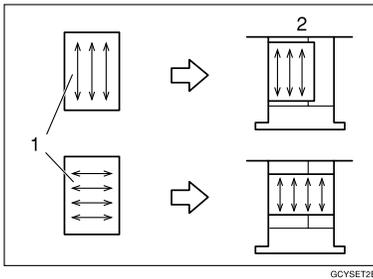
- ❑ When you want to copy onto translucent paper or paper lighter than 20 lbs, 80 g/m², set the paper as shown in the following illustration. Not doing so might cause a paper jam, marked edges or the paper edges to be folded.



1. Direction of paper grain

2. How to set the copy paper in the paper tray

- ❑ If you want to set 20 lbs, 80g/m² or heavier paper, set the paper as shown in the following illustration.



1. Direction of paper grain

2. How to set the copy paper in the paper tray

- ❑ If you load recycled or special paper in the paper trays and use the Tray Paper Settings, this function is not available with these trays unless their settings are identical.
- ❑ Feeding B5, A5, or 8¹/₂" × 5¹/₂" paper into the machine might cause a marked edge or a misfeed. In this case, change the orientation or turn over the paper stack in the paper tray.

Non-recommended Paper

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
 - Colored OHP transparencies
 - Paper with perforations
 - Envelope
 - Fancy paper

Note

- Do not use the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin flexible paper
 - Paper coated with a lot of paper dust
- Copying onto rough grain paper can result in blurred copy image and reduced solid fill.

Paper Storage

 **Note**

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

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