Operating Instructions

About This Machine

1. Getting Started
2. Entering Text
3. Appendix

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

Introduction

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

Important

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

Notes:

Some illustrations in this manual might be slightly different from the machine.

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

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Laser Safety:

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

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

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Caution:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.8 "Machine Types".)

- Type 1: 25 copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)
- Type 2: 30 copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)

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

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

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

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

Power Source

220 - 240V, 50/60Hz, 7A or more

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

Manuals for This Machine

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

⚙️**Important**

❐ Media differ according to manual.

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

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

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

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

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

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

❖ **Security Reference**
This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy/ Document Server Reference**
Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

❖ **Facsimile Reference**
Explains Facsimile functions and operations.

❖ **Printer Reference**
Explains Printer functions and operations.

❖ **Scanner Reference**
Explains Scanner functions and operations.

❖ **Network Guide**

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

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

❖ **Other manuals**

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

🖉 **Note**

❒ Manuals provided are specific to machine types.

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

❒ "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

❒ The following software products are referred to using general names:

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

[1] Optional

What You Can Do with This Machine

This section introduces the features of this machine.
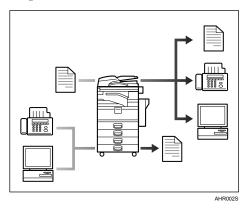
📝 Note
❏ For details about options, see "Options".

🔍 Reference
p.10 "Options"

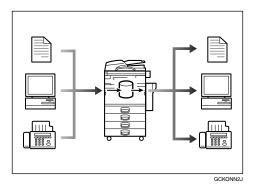## Copier, Facsimile, Printer, and Scanner Functions

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

AHR002S

- You can make copies of originals. With a finisher (optional), you can sort and staple copies. See Copy/ Document Server Reference.

- You can send originals by fax or e-mail, and receive faxes from other parties. See Facsimile Reference.

- You can print documents created in applications. See Printer Reference.
  You can print documents from Windows 95/98/Me (TCP/IP, IPP), Windows 2000 (TCP/IP, IPP), Windows XP/Server 2003 (TCP/IP, IPP), Windows NT 4.0 (TCP/IP, IPP), NetWare, UNIX (TCP/IP), and Macintosh (AppleTalk) environments because the machine supports all these (multi-protocol).

- You can scan originals and send scan files to a computer. See Scanner Reference.

Utilizing Stored Documents

You can store files of originals scanned by this machine, or files sent from other computers, onto the hard disk of the machine. You can print the stored documents, as well as change print settings and print multiple documents (Document Server).
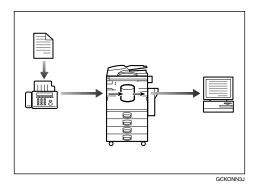
GCKONN2J

- With DeskTopBinder, you can search, check, print and delete stored documents from your computer.

- You can also retrieve stored documents scanned in scanner mode.

- You can retrieve documents scanned in copier mode, if the Printer/Scanner Unit or the Scanner Enhance Option is installed.
  For details, see Scanner Reference.

- With File Format Converter (optional), you can even download documents stored in copy and printer functions to your computer. See Network Guide.

- For more information about the machine's settings, see "Network Settings", General Settings Guide.

- For more information about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference.

- For more information about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference.

- For more information about Document Server, see "Storing Originals in the Document Server", Copy/Document Server Reference.

- For more information about DeskTopBinder, see DeskTopBinder manuals.

Paperless Fax Transmission and Reception

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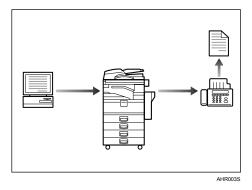
Reception

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

GCKONN3J

- You can use DeskTopBinder or a Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See Facsimile Reference.

Transmission

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

AHR003S

- Print from a Windows application, select the LAN-Fax printer, and then select the fax destination.
- The sender can check the images s/he has sent.
- For more information about the machine's settings, see "Network Settings", General Settings Guide.
- For more information about how to use the function, see "Fax via Computer", Facsimile Reference.
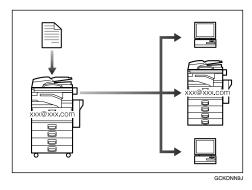
Fax Transmission and Reception Through the Internet

You can send fax documents via e-mail by specifying the recipient's e-mail address (Internet Fax Transmission).

You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception).

You can send fax documents by specifying IP-fax destination using IPv4 addresses (IP-Fax Transmission).

You can receive sent documents via Internet Fax (IP-Fax Reception).
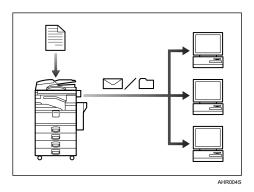

GCKONN9J

❖ **Internet Fax**

- You can send fax documents through e-mail by specifying the recipient's e-mail address.

- You can receive sent documents via Internet Fax, or from computers.

- You can receive data such as e-mail from computers and faxes from Internet fax machines, and then print or forward that data.

- For more information about machine's settings, see "Network Settings", General Settings Guide.

- For more information about how to use the function, see "Transmission" and "Reception", Facsimile Reference.

❖ **IP-Fax**

- You can exchange documents between fax machines directly connected to the TCP/IP network.

- You can send documents by specifying an IPv4 address or host name instead of a fax number.

- For details about the machine's settings, see "Network Settings", General Settings Guide.

- For details about how to use this function, see "Transmission" and "Reception", Facsimile Reference.

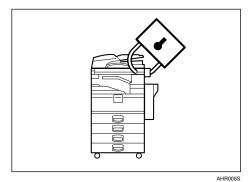# Using the Scanner in a Network Environment

You can use a scanner over the network.

AHR004S

- You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See "Sending Scan Files by E-mail", Scanner Reference.

- With the ScanRouter delivery software, you can store scanned documents in specified destinations on network computers (File storage). See Scanner Reference.

- You can send scanned documents to other network folders (Scan to Folder). See "Sending Scan Files by Scan to Folder", Scanner Reference.

- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see "Network Settings", General Settings Guide. For details about how to use the function, see "Delivering Scan Files", Scanner Reference.

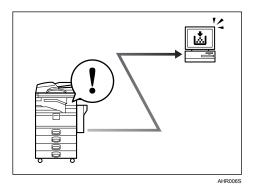# Administrating the Machine/Protecting Documents (Security Functions)

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

AHR005S

- You can protect documents from unauthorized access and stop them from being copied without permission. See Security Reference.

- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.

- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.

- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit (optional) and Security Reference.
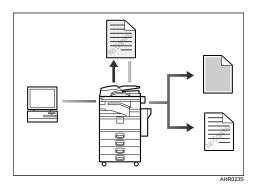
Monitoring the Machine Via Computer

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

AHR006S

- Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as checking on paper quantities, or misfeeds. See General Settings Guide.

- You can use a Web browser to make network settings. See General Settings Guide.

- You can also use a Web browser to register and manage items such as user codes, fax numbers, e-mail addresses, and folders in the Address Book. See the Web Image Monitor's Help.

- Using Web Image Monitor, you can receive e-mails notifying you when toner runs out or a paper misfeed occurs. See the Web Image Monitor Help.

- Using Web Image Monitor, you can receive information on the machine status via e-mail. See the Web Image Monitor Help.

Preventing an Unauthorized Copy

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

AHR023S

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

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

- If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security Unit (optional), the machine beeps to notify users that unauthorized copying is being attempted.
  See Security Reference.

TABLE OF CONTENTS

2. Entering Text

3. Appendix

Notice

Important

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

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

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

Notes To Wireless LAN Interface (optional) Users

$$C \, E \, \textcircled{!}$$

Declaration of Conformity

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 by accessing the URL:

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

Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ *WARNING:*

Indicates important safety notes.

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

⚠ *CAUTION:*

Indicates important safety notes.

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

✸Important

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

📝 Note

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

🔍Reference

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

[ ]

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

【 】

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

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

⚠ **WARNING:**
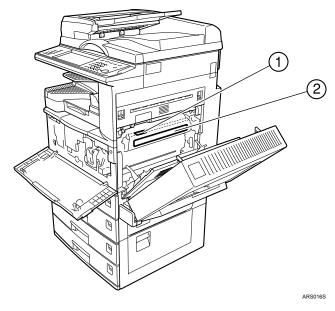
- *Connect the power cord directly into a wall outlet and do not use an extension cord.*
- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*
- *To avoid hazardous electric shock or laser radiation exposure, do not remove any 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 used toner or toner containers. Toner dust might ignite when exposed to an open flame.*
- *Disposal can take place at our authorized dealer.*
- *Dispose of used toner containers in accordance with local regulations.*
- *Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.*
- *Connect the machine only to the power source described on the inside front cover of this manual.*
- *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.*
- *If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.*
- *Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations.*

3

⚠ *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).*
- *To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner containers out of 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.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*
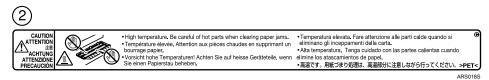
Positions of ⚠WARNING and ⚠CAUTION labels

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

ARS016S

ARS017S

Do not touch! Surface may be very hot.

CAUTION ATTENTION 注意 ACHTUNG ATTENZIONE PRECAUCIÓN	•High temperature. Be careful of hot parts when clearing paper jams. •Température élevée. Attention aux pièces chaudes en supprimant un bourrage papier. •Vorsicht hohe Temperaturen! Achten Sie auf heisse Geräteteile, wenn Sie einen Papierstau beheben.	•Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta. •Alta temperatura. Tenga cuidado con las partes calientas cuando elimine los atascamientos de papel. •高温です。用紙づまり処理は、高温部分に注意しながら行ってください。 >PET<

ARS018S

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

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

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

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

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

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

All Other Users

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

ENERGY STAR Program

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

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

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

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

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

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

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

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

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

The default interval before entering Off mode or Sleep mode can be adjusted. To change it, see "Timer Settings", General Settings Guide.

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

❖ **Duplex Priority**

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

Low- Power mode, Off Mode	Power consumption	1.2W
	Default interval	1 minute
	Recovery time	10 seconds or less

Duplex priority	One-sided→One-sided

🔍**Reference**

For details about how to change the default interval, see "Timer Settings", General Settings Guide.

To change the settings of the Duplex Priority mode, see "Copier and Document Server Features", General Settings Guide.

Recycled Paper

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

Machine Types

This machine comes in two models which vary in copy speed. To ascertain which model you have, see the inside front cover.
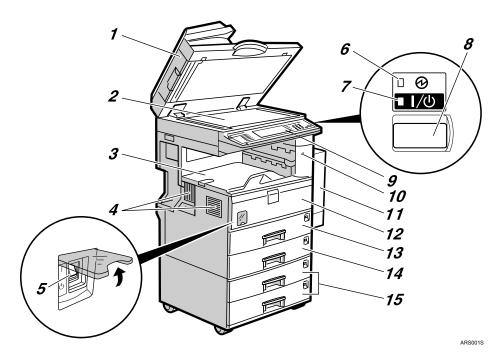
	Type 1	Type 2
Copy speed	25 copies/minute (A4⊔, $8^1/_2$" × 11"⊔)	30 copies/minute (A4⊔, $8^1/_2$" × 11"⊔)

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

ARS001S

1. Exposure glass cover (optional) or Auto Document Feeder (ADF) (optional)

Lower the exposure glass cover over originals placed on the exposure glass. If you have the ADF, load a stack of originals here. They will be fed automatically, one by one.

(The illustration shows the ADF.)

2. Exposure glass

Place originals face down.

3. Internal tray

Copied, printed paper or fax messages are delivered here.

4. Ventilation holes

Prevents overheating. Do not obstruct the ventilation holes by placing anything near it or leaning objects against it. If the machine overheats, a fault might occur.

5. Main power switch

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

6. Main power indicator

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

7. **On indicator**

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

8. **Operation switch**

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

9. **Control panel**

See "Control panel".

10. **Remove Paper Indicator**

The indicator lights when paper is delivered to the optional internal tray 2 (1 bin tray). When paper is removed from the internal tray 2, the indicator goes off.

11. **Duplex unit (Unit for two-sided copies) (optional)**

Makes two-sided copies.
See "External Options".

12. **Front cover**

Open to access the inside of the machine.

13. **Paper tray**
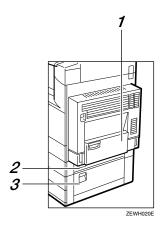
Load paper. See "Loading Paper", Troubleshooting.

14. **Paper tray 2**

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and custom size paper. See "Loading Paper", Troubleshooting.

15. **Paper tray unit (optional)**

Load paper. See "External Options" and "Loading Paper", Troubleshooting.

ZEWH020E

1. **Bypass tray (optional)**

See "External Options".

2. **Paper tray cover**

Open this cover to remove jammed paper.
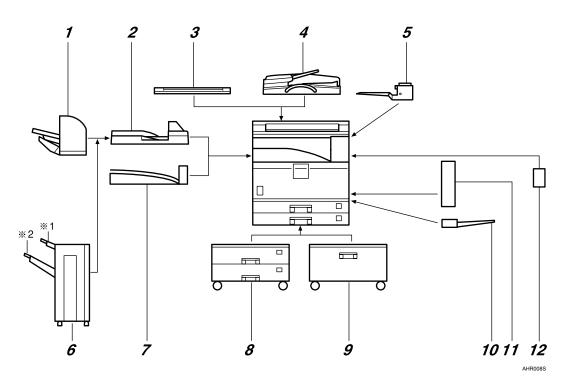
3. **Lower right cover**

Open this cover to remove jammed paper.

$\mathcal{P}$**Reference**

"Loading Paper", Troubleshooting

Options

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

External Options

This section provides explanations about external options.

AHR008S

1. **500-sheet finisher**

Sorts, stacks and staples copies.

2. **Bridge unit**

Relays copies to the finisher.

3. **Exposure glass cover**

Lower this cover over originals.

4. **ADF**

Load a stack of originals. They will feed in automatically.

5. **Internal tray 2 (1 bin tray)**

If you select this as the output tray, copies are delivered face down.

6. **1000-sheet finisher**

Sorts, stacks and staples copies.

*1 : Finisher upper tray

*2 : Finisher shift tray

7. **Shift sort tray**

Sorts and stacks copies.

8. **Paper tray unit**

Consists of two paper trays.

9. **Large Capacity Tray (LCT)**

Holds up to 2000 sheets of paper.

10. **Bypass tray**

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and custom size paper. See "Copying from the Bypass Tray", Copy/Document Server Reference.

11. **Duplex unit**

Use to make two-sided copies.

12. **Interchange unit**

Required when installing the internal tray 2 (1 bin tray) and duplex unit.

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Internal Options

This section provides explanations about internal options.

- HDD
  Allows you to use the Document Server function.

- Fax Unit
  Allows you to use the facsimile function.

- RPCS Printer Unit
  Allows you to print by RPCS printer driver. Does not include the HDD.

- Printer Unit
  Allows you to print by RPCS or PCL printer driver. Does not include the HDD.

- Printer/Scanner Unit
  Allows you to print by RPCS or PCL printer driver, and use the scanner function. The HDD is included.

- Printer Enhance Option
  Allows you to print by PCL printer driver. The HDD is included.

- Scanner Enhance Option
  Allows you to use the scanner function. Does not include the HDD.

- PostScript3 Unit
  Allows you to print by Adobe Postscript printer driver and send PDF files directly to the machine. Does not include the HDD.

- Bluetooth
  Allows you to expand the interface.

- File Format Converter
  Allows you to download documents from the Document Server stored by copier and printer functions. See "Downloading Stored Documents", Copy/Document Server Reference.

- IEEE 802.11b Wireless LAN Board
  You can install a wireless LAN interface.

- IEEE 1284 Interface Board
  Connects to an IEEE 1284 cable.

- User Account Enhance Unit
  Allows you to increase the number of user codes.

- Copy Data Security Unit
  If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.

- DataOverWriteSecurity Unit
  Allows you to erase data on the hard disk.

✐ **Note**

❒ You cannot install two or more of the following options at the same time: IEEE 802.11b wireless LAN board, IEEE 1284 Interface Board, Bluetooth, file format converter.

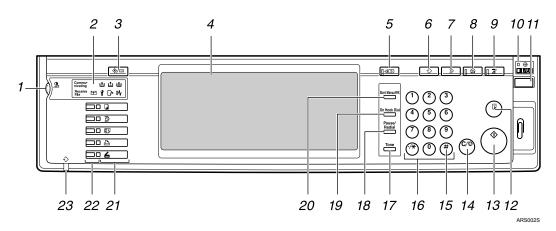❒ If the Copy Data Security Unit is installed in the machine, you can not use the scanner and fax functions.

🔎 **Reference**

"Downloading Stored Documents", Copy/Document Server Reference

Control Panel

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

This illustration shows the control panel of a machine that has options fully installed.

ARS002S

1. **Screen contrast knob**

Adjusts the brightness of the display panel.

2. **Indicators**

Show errors and machine status.

- 🖆: Add Staple indicator. See "Adding Staples", Troubleshooting.

- 🗚: Add Toner indicator. See "Adding Toner", Troubleshooting.

- 🗁: Load Paper indicator. See "Loading Paper", Troubleshooting.

- 🛉: Service Call indicator

- 🗁: Open Cover indicator

- 🗛: Misfeed indicator. See "Clearing Misfeeds", Troubleshooting.

- Communicating: Communicating indicator. Lights during transmission or reception.

- 🖃: Confidential File indicator.
  Lights when a document is received into memory with Confidential Reception or Personal Box. See "Printing a Confidential Document" and "Personal Boxes", Facsimile Reference.
  Blinks when a Memory Lock file is received into memory. See "Printing a File Received with Memory Lock", Facsimile Reference.

- Receiving File: Receiving File indicator. Lights when a document other than a Confidential Reception or Memory Lock file is received. See "Substitute Reception", Facsimile Reference.
  Also lights when a document is received if the Reception Setting is set to Store. See "Storing or Printing Received Documents", General Settings Guide.

3. 【**User Tools/Counter**】 **key**

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

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

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

4. **Display panel**

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

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5. 【Check Modes】 key

Press to check settings.

6. 【Program】 key (copier/facsimile/scanner mode)

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

7. 【Clear Modes】 key

Press to clear previous copy job settings.

8. 【Energy Saver】 key

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

9. 【Interrupt】 key (copier/scanner mode)

Press to make interrupt copies during copying or scanning. See "Interrupt Copy", Copy/Document Server Reference.

10. Main power indicator and On indicator

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

The On indicator lights when the power is on. Do not turn off the main power switch while the power indicator is lit or blinking. Doing so may damage the hard disk.

11. Operation switch

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

12. 【Sample Copy】 key

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

13. 【Start】 key

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

14. 【Clear/Stop】 key

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

15. 【♯】 key (Enter key)

Press to enter a numerical value.

16. Number keys

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

17. 【Tone】 key (facsimile mode)

Press to send tonal signals down a pulse dialing line. See "Entering a tone", Facsimile Reference.

18. 【Pause/Redial】 key (facsimile mode)

- Pause
  Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. See "Entering a pause", Facsimile Reference.
- Redial
  Press to redial one of the last ten numbers. See "Redial", Facsimile Reference.

19. 【On Hook Dial】 key (facsimile mode)

Press to dial while listening to the speaker tone. See "On Hook Dial", Facsimile Reference.

20. 【Start Manual RX】 key (facsimile mode)

Press when Manual Reception is set. See "Manual Reception", Facsimile Reference.

21. Function keys

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

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

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

22. Function status indicators

These show the status of the above functions:

- Yellow: selected.
- Green: active.
- Red: interrupted.

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23. ❖: **Data In indicator (printer mode)**

The Data In indicator shows the status of data reception from a computer.

- This indicator blinks when data is being received.
- This indicator lights when there is data remaining to be printed.

🔍**Reference**

p.17 "Display Panel"

p.21 "Changing Modes"

p.23 "Turning On the Power"

p.26 "Saving Energy"

"Accessing User Tools", General Settings Guide

"Counter", General Settings Guide

"Inquiry", General Settings Guide

"Storing or Printing Received Documents", General Settings Guide

"Adding Staples", Troubleshooting

"Adding Toner", Troubleshooting

"Loading Paper", Troubleshooting

"Clearing Misfeeds", Troubleshooting

"Interrupt Copy", Copy/Document Server Reference

"Sample copy", Copy/Document Server Reference

"Printing a Confidential Document", Facsimile Reference

"Personal Boxes", Facsimile Reference

"Printing a File Received with Memory Lock", Facsimile Reference

"Substitute Reception", Facsimile Reference

"Entering a tone", Facsimile Reference

"Entering a pause", Facsimile Reference

"Redial", Facsimile Reference

"On Hook Dial", Facsimile Reference

"Manual Reception", Facsimile Reference

Display Panel

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

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.
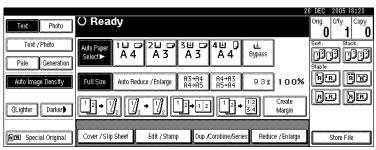
When you select or specify an item on the display panel, it is highlighted like ▨. Keys appearing as OK cannot be used.

⚠️**Important**

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

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

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

When the Authentication Screen is Displayed

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

⚠️**Important**

❒ Consult the User Administrator about your login user name and login password. For details of the various types of user authentication, consult the respective administrators.

❒ When User Code Authentication is set, the screen for entering a user code is displayed instead.

🖉**Note**

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

User Code Authentication (Using the Control Panel)

When user authentication is set, the following screen appears:

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

🖉**Note**

❒ To log off, do one of the following:

- Press the Operation switch.
- Press the **[User Tools/Counter]** key.
- Press the **[Energy Saver]** key after jobs are completed.

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User Code Authentication (Using a Printer Driver)

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

Login (Using the Control Panel)

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

A **Press [Enter] for [Login User Name].**

B **Enter a login user name, and then press [OK].**

C **Press [Enter] for [Login Password].**

D **Enter a login password, and then press [OK].**

E **Press [Login].**

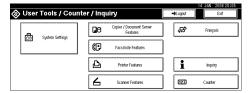When the user is authenticated, the screen for the function you are using appears.

✐ Note

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

❒ If user code authentication is enabled, a different screen appears. See "Authentication Information", General Settings Guide.

Log Off (Using the Control Panel)

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

A **Press the** 【**User Tools/Counter**】 **key.**

B **Press [Logout].**

C **Press [Yes].**

D **Press the** 【**User Tools/Counter**】 **key.**

Login (Using a Printer Driver)

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

📝 Note

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

Login (Using Web Image Monitor)

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

A **Click [Login].**

B **Enter a login user name and password, and then click [OK].**

📝 Note

❒ For user code authentication, enter a user code in **[User Name]**, and then click **[OK]**.

Log Off (Using Web Image Monitor)

A **Click [Logout] to log off.**
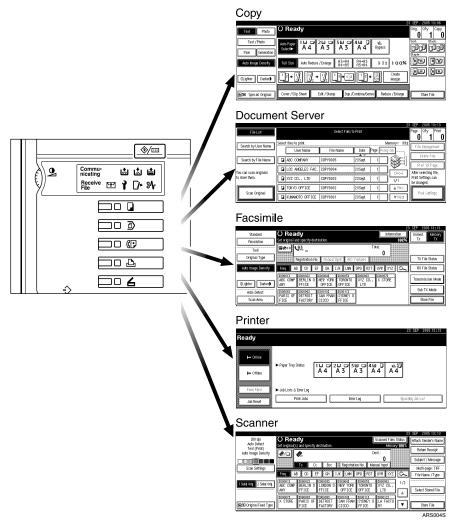
📝 Note

❒ Delete the cache memory in the Web Image Monitor after logging off.

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Changing Modes

✐ Note

❒ You cannot switch modes in any of the following situations:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing User Tools
- During interrupt copying
- During On hook dialing for fax transmission
- While scanning an original

❒ The copying screen is displayed as default after power on. You can change this default setting. For the setting procedure, see "General Features", General Settings Guide.

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System Reset

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

Turning On the Power

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

❖ **Power supply**

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

- Operation switch (right side of the control panel)
  Press to activate the machine. When the machine has finished warming up, you can make copies.

- Main power switch (left side of the machine)
  Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off.
  When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.
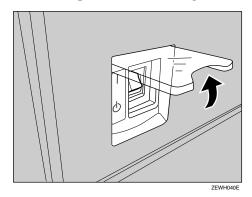
Note

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

Turning On the Main Power

Turn on the main power as follows:

A **Make sure that the power cord is firmly plugged into the wall outlet.**

B **Open the switch cover, and then turn on the main power switch.**

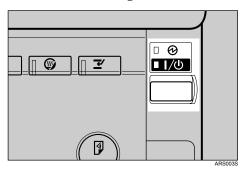The main power indicator goes on.

ZEWH040E

Note

❒ Do not turn off the main power immediately after it has been turned on. Otherwise it may result in damage to the hard disk or memory, leading to the malfunctioning of the machine.

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Turning On the Power

Turn on the power as follows:

A Press the operation switch.
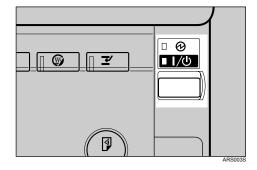
The On indicator goes on.

ARS003S

⊘ Note

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

❒ When the message "Functional problem within the machine. Press [Restart] after the current process. Make the settings again after the machine has restarted." is displayed, follow the instructions and press **[Restart]** at the bottom right-hand corner of the screen after the process is completed.

Turning Off the Power

Turn off the power as follows:

A Make sure the exposure glass cover or the ADF is in the right position.

B Press the operation switch.

The On indicator goes off.

ARS003S

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Note

❒ In the following cases, the indicator will not go off but will instead blink when you press the operation switch:

- When the exposure glass cover or ADF is open.

- During communication with external equipment.

- When the hard disk is active.

- If a file is waiting to be transmitted within the next minute using the "Send Later" facsimile function.

Turning Off the Main Power

Turn off the main power as follows:

Important

❒ Do not turn off the main power switch when the On indicator is lit or blinking. Failure to observe this may result in damage to the hard disk or memory, leading to malfunction.

❒ Be sure to pull out the power cord only after you have turned off the main power switch. Not doing this may result in damage to the hard disk or memory.

A **Make sure the On indicator is not lit.**

B **Open the switch cover, and then turn off the main power switch.**

The main power indicator goes off.

Note

❒ When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord.

Reference

"Turning Off the Main Power / In the Event of Power Failure", Troubleshooting

Saving Energy

This machine has the following two energy saving functions.

❖ **Energy Saver**

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

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

❖ **Auto Off**

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

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

🖉 **Note**

❒ The Auto Off Timer function will not operate in the following cases:

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the cover is open
- When the "Add Toner" message appears
- When toner is being replenished
- When the User Tools/Counter screen is displayed
- When fixed warm-up is in progress
- When the facsimile, printer, or other functions are active
- When operations were suspended during printing
- When the On-hook dialing function is in use
- When a recipient is being registered in the address list or group dial list
- When the Data In indicator is on or blinking
- When the screen of stored document under the printer function is displayed

🔎 **Reference**

"Timer Settings", General Settings Guide

This section describes how to enter characters.

Entering Text

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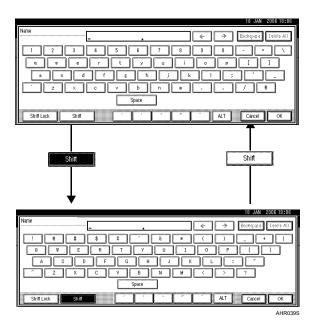
Available Characters

You can enter the following characters:

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

- Symbols

- Numerals
  0123456789

Keys

You can change the entry screen using the keys below.

AHR039S

Note

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

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How to Enter Text

You can enter text as described below.

Entering characters

A **Press [Shift] to switch between uppercase and lowercase.**

B **Press the letters you want to enter.**

Deleting characters

A **Press [Backspace] or [Delete All] to delete characters.**

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

Dos and Don'ts

The following information should be kept in mind during use of this machine.

⚠ *WARNING:*

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

⚠ *CAUTION:*

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

- Do not turn off the main power switch while the On indicator is lit or blinking. This may cause damage to the hard disk or memory.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm—this is not a malfunction.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- The area around the ventilation hole may become warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- Do not turn off the power when the machine is in operation.
- The machine might fail to produce good copy images if condensation forms inside due to rapid temperature change.
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move the machine when the power is on.
- If you operate the machine improperly or a failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

🔎 **Reference**

Software and Utilities Included on the CD-ROM

The CD-ROMs provided are specific to machine types. One or more of the following CD-ROMs are provided with this machine: "Printer Drivers and Utilities", "Scanner Driver/Font Manager and Utilities", "Scanner Driver and Utilities", "Font Manager 2000", and "Print-Version Manuals". The printable versions of the manuals are stored in PDF format on the "Print-Version Manuals" CD-ROM.

The following are included on the separate CD-ROMs:

❖ **Font Manager 2000**
For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager 2000, see the manual on the CD-ROM labeled "Scanner Driver/Font Manager and Utilities" or "Font Manager 2000".

❖ **SmartDeviceMonitor for Admin**
For the system administrator to manage network printers.

❖ **DeskTopBinder-SmartDeviceMonitor for Client**
For users to manage their network print status.

❖ **Printer Utility for Mac**
This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript3 Supplement.

📎 **Note**
❒ Documentation about using the machine is included on the CD-ROM in PDF format. For details about using Acrobat Reader, see Acrobat Reader online Help.

🔍**Reference**
SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client Help

Acrobat Reader online Help

Viewing the contents of the CD-ROM

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

A **Insert the CD-ROM into the CD-ROM drive.**

The installer starts.

B **Click [Browse This CD-ROM].**

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

Printer Drivers for This Machine

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

Printer Language	PCL 6	PCL 5e	RPCS	PostScript 3
Windows 95 [*1]	OK	OK	OK	OK
Windows 98 [*2]	OK	OK	OK	OK
Windows Me [*3]	OK	OK	OK	OK
Windows 2000 [*4]	OK	OK	OK	OK
Windows XP [*5]	OK	OK	OK	OK
Windows Server 2003 [*6]	OK	OK	OK	OK
Mac OS [*7]	–	–	–	OK
Mac OS X [*8]	–	–	–	OK

[*1] Microsoft Windows 95 operating system
[*2] Microsoft Windows 98 operating system
[*3] Microsoft Windows Millennium Edition
[*4] Microsoft Windows 2000 Advanced Server
Microsoft Windows 2000 Server
Microsoft Windows 2000 Professional
[*5] Microsoft Windows XP Professional
Microsoft Windows XP Home Edition
[*6] Microsoft Windows Server 2003 Standard Edition
Microsoft Windows Server 2003 Enterprise Edition
[*7] Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
[*8] Mac OS X 10.1 or later (Native mode)

❖ **PCL printer drivers**
Two kinds of PCL printer driver (PCL 5e and PCL 6) are included on the CD-ROM that comes with this machine. These drivers allow your computer to communicate with this machine via a printer language. To use these drivers, the Printer Unit, the Printer/Scanner Unit, or the Printer Enhance Option is required.

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

❖ **Adobe PostScript Printer Drivers and PPD files**
Adobe PostScript printer drivers and the PPD files are included on the CD-ROM provided with this machine. Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions. These drivers require the PostScript3 Unit.

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

🖉 **Note**
❒ Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL6.

🔎 **Reference**
"Preparing the Machine", Printer Reference

PostScript 3 Supplement

TWAIN Driver

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

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

❖ **File path**
The TWAIN driver is stored in the following folder on the CD-ROM labeled "Scanner Driver/Font Manager and Utilities" or "Scanner Driver and Utilities":

\DRIVERS\TWAIN

❖ **System requirements**
- Hardware
PC/AT-compatible machines that support the following operating system properly
Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.

- Operating system
Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows NT 4.0
Microsoft Windows Server 2003

- Display resolution
800 × 600 pixels, 256 colours or higher

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ **File path**
LAN-Fax Driver is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":

- LAN-Fax Driver for Windows 98/Me
  \DRIVERS\LAN-FAX\WIN9X_ME

- LAN-Fax Driver for Windows
  2000/XP and Windows Server 2003
  \DRIVERS\LAN-FAX\WIN2K_XP

❖ **System requirements**

- Hardware
  PC/AT-compatible

- Operating systems
  Microsoft Windows 98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003

- Display
  VGA 640×480 pixels or more

📝 **Note**
❒ Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

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

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

❖ **File path**
DeskTopBinder Lite is stored in the following folder on the CD-ROM labeled "Scanner Driver/Font Manager and Utilities" or "Scanner Driver and Utilities":

\UTILITY\DESKV2

❖ **System requirements**

- Hardware
PC/AT-compatible machines that support the operating system properly

- Operating system
When installing all functions of DeskTopBinder.
Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition

When installing only SmartDeviceMonitor for Client
Microsoft Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/ 2000 Server SP1 or later/XP Professional/XP Home Edition
Microsoft Windows Server 2003 Standard Edition/Enterprise Edition
Microsoft Windows NT 4.0 SP5 or later

 $\mathcal{P}$ **Reference**
Scanner Reference

SmartDeviceMonitor for Admin

SmartDeviceMonitor for Admin is an application that uses TCP/IP and IPX/SPX to monitor network printers. It can monitor multiple network printers using their IPv4 addresses. We recommend that network administrators use this application.

❖ **File path**

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

NETWORK\DEVMON\ADMIN\DISK1

Operating system	Protocol stack
Windows 95 / 98 / Me	TCP/IP provided with Windows 95 / 98 / Me
	IPX/SPX provided with Windows 95 / 98 / Me
	NetWare Client provided with Windows 95 / 98
	Novell Client provided with Windows 95 / 98
Windows 2000	TCP/IP provided with Windows 2000
	IPX/SPX provided with Windows 2000
	NetWare Client provided with Windows 2000
	Novell Client provided with Windows 2000 or Windows NT
Windows XP	TCP/IP provided with Windows XP
	IPX/SPX provided with Windows XP
	NetWare Client provided with Windows XP
	Novell Client provided with Windows XP
Windows Server 2003	TCP/IP provided with Windows Server 2003
	IPX/SPX provided with Windows Server 2003
	NetWare Client provided with Windows Server 2003
	Novell Client provided with Windows Server 2003
Windows NT 4.0	TCP/IP provided with Windows NT
	IPX/SPX provided with Windows NT
	Client Service for NetWare provided with Windows NT
	Novell Client provided with Windows 2000 or Windows NT

❖ **Available functions**

SmartDeviceMonitor for Admin has the functions to check the followings:

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

$\mathcal{P}$**Reference**

Network Guide

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

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

❖ **File path**

DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":
NETWORK\DEVMON\CLIENT\DISK1

❖ **System requirements**

- Hardware
  PC/AT-compatible

- Operating systems
  Microsoft Windows 98SE/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003
  Microsoft Windows NT 4.0

🖉 **Note**

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

❒ DeskTopBinder includes SmartDeviceMonitor for Client. See Help of Desk-TopBinder-SmartDeviceMonitor for Client.

Specifications for the Main Unit

This section describes specifications for the main unit.

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC drum (φ30)

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
600 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
- Main power switch: 15 seconds or less (20 °C, 68 °F)
- Operation switch: 10 seconds or less (20 °C, 68 °F)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3▭, 11"×17"▭

❖ **Copy paper size:**

- Tray 1: A3▷-A5▷, 11" × 17"▷-5$^1/_2$" × 8$^1/_2$"▷
- Tray 2: A3▷-A6▷, 11" × 17"▷-5$^1/_2$" × 8$^1/_2$"▷
- Bypass:A3▷-A6▷, 11" × 17"▷-5$^1/_2$" × 8$^1/_2$"▷
- Tray 2 (custom size):
  Vertical: 100 – 297 mm, 4.0" – 11.7"
  Horizontal: 148 – 432 mm, 5.9" – 17.0"
- Bypass (custom size):
  Vertical: 90 – 297 mm, 3.6" – 11.7"
  Horizontal: 148 – 600 mm, 5.9" – 23.6"
- Duplex: A3▷ – A5▷, 11" × 17"▷ – 5$^1/_2$" × 8$^1/_2$"▷ (impossible on A5▷, 5$^1/_2$" × 8$^1/_2$" ▷)
- LCT: A4▷, 8$^1/_2$"×11"▷

❖ **Paper weight:**

- Paper Tray 1: 60-90g/m^2, 16-24lb.
- Paper Tray 2: 52-157g/m^2, 14-42lb.
- Bypass: 52-157g/m^2, 14-42lb.

❖ **Non-reproduction area:**

- Leading edge: 3 ± 2 mm or less, 0.12" ± 0.08" or less
- Trailing edge: 0.5 mm or more, 0.02" or more
- Left edge: 2 ± 1.5 mm or less, 0.08" ± 0.06" or less
- Right edge: 2 + 2.5/-1.5 mm or less, 0.08" + 0.1"/-0.06" or less

❖ **First copy time:**
Type 1, 2: 4.5 seconds or less
(A4▷, 8$^1/_2$" × 11" ▷, 100%, feeding from the tray 1, on the exposure glass, Text mode, Auto Image Density)

❖ **Copying speed: (Type 1)**

- 15 copies/minute (A3▷, 11"×17"▷)
- 17 copies/minute (B4JIS▷)
- 25 copies/minute (A4▷, 8$^1/_2$"×11"▷)

❖ **Copying speed: (Type 2)**

- 17 copies/minute (A3▷, 11"×17"▷)
- 20 copies/minute (B4JIS▷)
- 30 copies/minute (A4▷, 8$^1/_2$"×11"▷)

❖ **Reproduction ratio:**
Preset reproduction ratios:
Enlargement:

Metric version	Inch version
400%	400%
200%	200%
141%	155%
122%	129%
115%	121%

Full size:

Metric version	Inch version
100%	100%

Reduction:

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

Zoom: From 25 to 400% in 1% steps (from 25 to 200% in 1% step, when setting originals in the ADF).

❖ **Maximum continuous copy run:**
999 sheets

❖ **Paper capacity:**

- Tray1, 2: 500 sheets ($80g/m^2$, 20lb.)
- Bypass tray: 100 sheets ($80g/m^2$, 20lb.)

❖ **Power consumption:**
Main unit only:

	Type 1	Type 2
Warm-up	1.27 KW	1.27 KW
Stand-by	about 150 W	about 150 W
During printing	about 700 W	about 800 W
Maximum	1.05 KW	1.05 KW

Complete system:

	Type 1	Type 2
Warm-up	1.32 KW	1.32 KW
Stand-by	about 150 W	about 160 W
During printing	about 720 W	about 820 W
Maximum	1.15 KW	1.15 KW

The Complete system consists of the main unit, 1000-sheet finisher, duplex unit, ADF, bypass tray, interchange unit, internal tray 2, paper tray unit, fax unit, expansion memory, printer unit, File Format Converter, IEEE 1284 Interface Board, HDD and memory unit.
The measurements are actual values.

❖ **Dimensions (W $\times$ D $\times$ H up to exposure glass):**
Type 1, 2: 550 $\times$ 604 $\times$ 980 mm, 21.7" $\times$ 23.8" $\times$38.6 "

❖ **Space for main unit (W $\times$ D):**
Type 1, 2: 550 $\times$ 604 mm, 21.7" $\times$ 23.8"

❖ **Noise emission:**

- Sound power level
  Main unit only:

	Type 1	Type 2
Stand-by	40 dB (A)	40 dB (A)
Copying	63 dB (A)	63 dB (A)

Complete system:

	Type 1	Type 2
Stand-by	44 dB (A)	44 dB (A)
Copying	68.5 dB (A)	69 dB (A)

- Sound pressure level
  Main unit only:

	Type 1	Type 2
Stand-by	34 dB (A)	34 dB (A)
Copying	57 dB (A)	57 dB (A)

Complete system:

	Type 1	Type 2
Stand-by	38 dB (A)	38 dB (A)
Copying	61 dB (A)	61 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
  Sound power level and sound pressure level are measured from the position of the bystander.
  The Complete System consists of the main unit, ADF, 1000-sheet finisher, duplex unit, internal tray 2 and paper tray unit.

❖ **Weight:**
Type 1, 2: Approx. 62 kg, 136.7 lb.

❖ **HDD:**
20 GB or more

- Capacity for Document Server
  3.6 GB

- Capacity for memory sorting
  3.2 GB

- Capacity for others
  1.32 GB or more

Specifications for Options

This section describes specifications for options.

Specifications are subject to change without notice.

❖ **Exposure Glass Cover**
Lower this over originals for copying.

❖ **Auto Document Feeder**
Lower this over originals for copying.

- Mode:
  ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size originals mode

- Original size:
  A3↙ - A5↓↙
  $11" \times 17"$↙ – $5^1/_2" \times 8^1/_2"$↓↙

- Original weight:
  One-sided originals: $40 – 128 \text{ g/m}^2$ (11 – 34 lb.)
  Two-sided originals: $52 – 105 \text{ g/m}^2$ (14 – 28 lb.) (Duplex)

- Maximum number of originals:
  50 sheets (80 g/m^2, 20 lb.) or less than 11 mm, 0.43"

- Maximum power consumption:
  Less than 50 W (power is supplied from the main unit)

- Dimensions (W×D×H):
  $550 \times 470 \times 130$ mm, $21.7" \times 18.6" \times 5.2"$

- Weight:
  Approx. 10 kg, 22.1 lb.

❖ **500-Sheet Finisher**

- Paper size:
  A3↙, B4 JIS↙, A4↓↙, B5 JIS↓, $11" \times 17"$↙, $11" \times 14"$↙, $8^1/_2" \times 14"$↙, $8^1/_2" \times 11"$↓↙, $8^1/_2" \times 13"$↙, $8" \times 10^1/_2"$↓

- Paper weight:
  $60 – 128 \text{ g/m}^2$, 16 – 34 lb.

- Stack capacity:
  500 sheets (A4↓, $8^1/_2" \times 11"$↓ or smaller) (80 g/m^2, 20 lb.)
  250 sheets (B4 JIS↙, $8^1/_2" \times 14"$↙ or larger) (80 g/m^2, 20 lb.)

- Staple capacity:
  30 sheets (A4↓, $8^1/_2" \times 11"$↓ or smaller) (80 g/m^2, 20 lb.)
  20 sheets (B4 JIS↙, $8^1/_2" \times 14"$↙ or larger) (80 g/m^2, 20 lb.)

- Staple paper size:
  A3↙, B4 JIS↙, A4↓↙, B5 JIS↓, $11" \times 17"$↙, $11" \times 15"$↙, $11" \times 14"$↙, $10" \times 14"$↙, $10" \times 15"$↙, $8^1/_2" \times 14"$↙, $8^1/_2" \times 13"$↙, $8^1/_2" \times 11"$↓↙, $8" \times 10^1/_2"$↓, $8" \times 10"$↓, $10^1/_2" \times 7^1/_4"$↓

- Staple paper weight:
  $64 - 90 \text{ g/m}^2$, $17 - 24$ lb.

- Staple position
  1 position (upper left)

- Power consumption:
  48 W (power is supplied from the main unit)

- Dimensions (W×D×H)
  $350 \times 490 \times 230$ mm, $13.8" \times 19.3" \times 9.1"$

- Weight:
  Approx. 10 kg, 22.1 lb.

❖ **1000-Sheet Finisher**
Finisher Upper Tray:

- Paper size:
  A3�, B4 JIS▫, A4 ▯▫, B5 JIS ▯▫, A5 ▯▫, B6 JIS▫, A6▫, Postcard▫,
  $11" \times 17"$▫, $11" \times 15"$▫, $11" \times 14"$▫, $10" \times 14"$▫, $10" \times 15"$▫, $8^1/_2" \times 14"$▫,
  $8^1/_2" \times 11"$ ▯▫, $10^1/_2" \times 7^1/_4"$ ▯▫, $8" \times 13"$▫, $8^1/_2" \times 13"$▫, $8^1/_4" \times 13"$▫,
  $8" \times 10^1/_2"$ ▯▫, $8" \times 10"$ ▯▫, $8^1/_4" \times 14"$▫, $5^1/_2" \times 8^1/_2"$ ▯▫

- Paper weight:
  $60 - 157 \text{ g/m}^2$, $16 - 42$ lb.

- Stack capacity:
  250 sheets (A4 ▯, $8^1/_2" \times 11"$ ▯ or smaller) (80 g/m^2, 20 lb.)
  50 sheets (B4 JIS▫, $8^1/_2" \times 14"$▫ or larger) (80 g/m^2, 20 lb.)
Finisher Shift Tray:

- Paper size:
  A3▫, B4 JIS▫, A4 ▯▫, B5 JIS ▯▫, $11" \times 17"$▫, $11" \times 14"$▫, $8^1/_2" \times 14"$▫,
  $8^1/_2" \times 11"$ ▯▫, $10^1/_2" \times 7^1/_4"$▫, $8" \times 10^1/_2"$ ▯▫, $8" \times 13"$▫, $8^1/_2" \times 13"$▫,
  $8^1/_4" \times 13"$▫, $8^1/_4" \times 14"$▫, $5^1/_2" \times 8^1/_2"$ ▯▫

- Paper weight:
  $60 - 157 \text{ g/m}^2$, $16 - 42$ lb.

- Stack capacity:
  1,000 sheets (A4 ▯, $8^1/_2" \times 11"$ ▯ or smaller) (80 g/m^2, 20 lb.)
  500 sheets (B4 JIS▫, $8^1/_2" \times 14"$▫ or larger) (80 g/m^2, 20 lb.)

- Staple capacity:
  50 sheets (A4 ▯, $8^1/_2" \times 11"$ ▯ or smaller) (80 g/m^2, 20 lb.)
  30 sheets (B4 JIS▫, $8^1/_2" \times 14"$▫ or larger) (80 g/m^2, 20 lb.)

- Staple paper size:
  A3▫, B4 JIS▫, A4 ▯▫, B5 JIS ▯▫, $11" \times 17"$▫, $11" \times 15"$▫, $11" \times 14"$▫,
  $10" \times 14"$▫, $10" \times 15"$▫, $8^1/_2" \times 14"$▫, $8^1/_2" \times 11"$ ▯▫, $10^1/_2" \times 7^1/_4"$ ▯▫,
  $8" \times 13"$▫, $8^1/_2" \times 13"$▫, $8^1/_4" \times 13"$▫, $8" \times 10^1/_2"$ ▯▫, $8" \times 10"$ ▯▫,
  $8^1/_4" \times 14"$▫

- Staple paper weight:
  $64 - 90 \text{ g/m}^2$, $17 - 24$ lb.

- Staple position
  1 staple – 2 positions
  2 staples – 2 positions

- Power consumption:
  Less than 50 W (power is supplied from the main unit)

- Dimensions (W×D×H)
  527 × 520 × 790 mm, 20.8" × 20.5" × 31.1"

- Weight:
  Approx. 25 kg, 55.2 lb.

❖ **Shift Sort Tray**

- Paper capacity:
  250 sheets (A4▯, $8^1/_2$" × 11"▯ or smaller) (80 g/m², 20 lb.)
  125 sheets (B4 JIS▯, $8^1/_2$" × 14" or larger) (80 g/m², 20 lb.)

- Power consumption:
  3.6 W (power is supplied from the main unit)

- Dimensions (W × D × H)
  430 × 372 × 148 mm, 17" × 15" × 6"

- Weight:
  Approx. 1.6 kg, 3.5 lb.

❖ **Duplex Unit**

- Paper size:
  A3▯, B4 JIS▯, A4 ▯▯, B5 JIS ▯▯, A5▯, $5^1/_2$" × $8^1/_2$"▯,
  $7^1/_4$" × $10^1/_2$" ▯▯, 8" × 10" ▯▯, $8^1/_2$" × 11" ▯▯, 8" × 13"▯, $8^1/_2$" × 13"▯,
  $8^1/_2$" × 14"▯, $8^1/_4$" × 13"▯, 11" × 17"▯

- Paper weight:
  64 – 90 g/m², 20 – 24 lb.

- Power consumption (Max):
  35 W (power is supplied from the main unit)

- Dimensions (W × D × H):
  90 × 495 × 455 mm, 3.6" × 19.5" × 17.9"

- Weight:
  Approx. 6 kg, 13.3 lb.

❖ **Bypass Tray**

- Paper size:
  Standard size: A3⤷ – A6⤷, 11" × 17"⤷ – $5^1/_2$" × $8^1/_2$"⤷
  Custom size: Vertical (90 – 297 mm, 3.6" – 11.7"), Horizontal (148 – 600 mm, 5.9" – 23.6")

- Paper weight:
  52 – 157 g/m^2, 14 – 42 lb.

- Paper capacity:
  52 – 90 g/m^2, 16 – 20 lb: 100 sheets

- Dimensions (W × D × H):
  296 × 495 × 163 mm, 11.7" × 19.5" × 6.5"

- Weight:
  Approx. 2.5 kg, 5.6 lb.

❖ **Bridge Unit**

- Dimensions:
  413 × 435 × 126 mm, 16.3" × 17.1" × 5.0"

- Weight:
  3.6 kg, 7.9 lb.

❖ **Internal Tray 2 (1 bin tray)**

- Number of bins:
  1

- Available paper size:
  A3⤷, B4 JIS⤷, A4 ⤶⤷, B5 JIS ⤶⤷, A5 ⤶, 11" × 17"⤷, $8^1/_4$" × 14"⤷, $8^1/_2$" × 14"⤷, 11" × 15"⤷, 11" × 14"⤷, 10" × 14"⤷, 10" × 15"⤷, $8^1/_2$" × 11" ⤶⤷, $10^1/_2$" × $7^1/_4$" ⤶⤷, 8" × 13"⤷, $8^1/_2$" × 13"⤷, $8^1/_4$" × 13"⤷, 8" × $10^1/_2$" ⤶⤷, 8" × 10" ⤶⤷, $5^1/_2$" × $8^1/_2$" ⤷

- Paper capacity:
  125 sheets (80 g/m^2, 20 lb.)

- Paper weight:
  60 – 90 g/m^2 (16 – 24 lb.)

- Maximum power consumption:
  Less than 15 W (power is supplied from the main unit)

- Dimensions (W × D × H):
  530 × 410 × 120 mm, 20.9" × 16.2" × 4.7"

- Weight:
  Approx. 1.1 kg, 2.5 lb.

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❖ **Large Capacity Tray**

- Paper size:
  A4 ▯, $8^1/_2$" × 11" ▯
- Paper weight:
  $60 – 90 \text{ g/m}^2$, 16 – 24 lb.
- Paper capacity:
  2,000 sheets (80 g/m^2, 20 lb.)
- Power consumption
  Maximum. 40 W (power is supplied from the main unit)
- Dimensions (W × D × H, option unit):
  550 × 520 × 271 mm, 21.7" × 20.5" × 10.7"
- Weight:
  Approx. 25 kg, 55.2 lb.

❖ **Paper Tray Unit**

- Paper weight:
  $60 – 90 \text{ g/m}^2$ (16 – 24 lb.)
- Paper size:
  A3 ▭, B4 JIS ▭, A4 ▯ ▭, B5 JIS ▯ ▭, A5 ▭, 11" × 17" ▭, $8^1/_2$" × 14" ▭,
  $8^1/_2$" × 11" ▯ ▭, $5^1/_2$" × $8^1/_2$" ▭, $8^1/_4$" × 14" ▭, 11" × 14" ▭,
  $7^1/_4$" × $10^1/_2$" ▯, 8" × 13" ▭, 8" × $10^1/_2$" ▯ ▭, $8^1/_2$" × 13" ▭, $8^1/_4$" × 13" ▭
- Maximum power consumption:
  Less than 30 W (power is supplied from the main unit)
- Paper capacity:
  500 sheets (80 g/m^2, 20 lb.) × 2 trays
- Dimensions (W × D × H):
  550 × 520 × 271 mm, 21.7" × 20.5" × 10.7"
- Weight:
  Approx. 25 kg, 55.2 lb.

Copy Paper

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

Recommended Paper Sizes and Types

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

⚠️**Important**

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

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Tray 1 [10] Paper Tray Unit [10] (optional)	60-90 g/m^2 (16-24 lb.)	A3⊔, B4 JIS⊔, A4 ⊓⊔, B5 JIS ⊓⊔, A5⊔		500 sheets
		[1] 11" ×17"⊔, $8^1/_2$" × 14"⊔, $8^1/_2$" × 11"⊓⊔, 8" × 13"⊔, $8^1/_2$" × 13"⊔, $8^1/_4$" × 13"⊔, $8^1/_4$" × 14"⊔, 11" × 14"⊔, $7^1/_4$" × $10^1/_2$"⊓, 8" × $10^1/_2$"⊓⊔, $5^1/_2$" × $8^1/_2$"⊔, 8K⊔, 16K⊓⊔		
		[2] Custom size Vertical: 140-297 mm Horizontal: 182-432 mm	[2] Custom size Vertical: 5.6"-11.7" Horizontal: 7.3"-17.0"	
Tray 2 [10]	60-90 g/m^2 (16-24 lb.) Thin paper 52-60 g/m^2 (14-16 lb.)	A3⊔, B4 JIS⊔, A4 ⊓⊔, B5 JIS ⊓⊔, A5⊔		500 sheets
		[1] B6 JIS⊔, A6⊔, 11" × 17"⊔, $8^1/_2$" × 14"⊔, $8^1/_2$" × 11"⊓⊔, $5^1/_2$" × $8^1/_2$"⊔, $7^1/_4$" × $10^1/_2$"⊓⊔, 8" × 13"⊔, $8^1/_2$" × 13"⊔, $8^1/_4$" × 13"⊔, 8" × 10"⊓⊔, $8^1/_4$" × 14"⊔, 11" × 14"⊔, 8" × $10^1/_2$"⊓⊔, 11" × 15"⊔, 10" × 14"⊔, 10" × 15"⊔, 8K⊔, 16K⊓⊔		
		[2] Custom size Vertical: 100-297 mm Horizontal: 148-432 mm	[2] Custom size Vertical: 4.0"-11.7" Horizontal: 5.9"-17.0"	
	Thick paper [11] 105-157 g/m^2 (28-42 lb.)	A3⊔, B4 JIS⊔, A4 ⊓⊔, B5 JIS ⊓⊔, A5⊔		[7]
		[1] B6 JIS⊔, A6⊔, 11" × 17"⊔, $8^1/_2$" × 14"⊔, $8^1/_2$" × 11"⊓⊔, $5^1/_2$" × $8^1/_2$"⊔, $7^1/_4$" × $10^1/_2$"⊓⊔, 8" × 13"⊔, $8^1/_2$" × 13"⊔, $8^1/_4$" × 13"⊔, 8" × 10"⊓⊔, $8^1/_4$" × 14"⊔, 11" × 14"⊔, 8" × $10^1/_2$"⊓⊔, 11" × 15"⊔, 10" × 14"⊔, 10" × 15"⊔, 8K⊔, 16K⊓⊔		
		[2] Custom size Vertical: 100-297 mm Horizontal: 148-432 mm	[2] Custom size Vertical: 4.0"-11.7" Horizontal: 5.9"-17.0"	

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Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Tray 2 [*10]	Translucent paper	A3⊟, B4 JIS⊟, A4�square⊟, B5 JIS⊟⊟		[*7]
	OHP transparencies	A4⊟⊟		
	Postcards	100 × 148 mm		
	Label paper (adhesive labels)	B4 JIS⊟, A4⊟		
	Envelope	$3^7/_8$" × $7^1/_2$"⊟, $4^1/_8$" × $9^1/_2$"⊟, C5 Env⊟, C6 Env⊟, DL Env⊟		−
By-pass Tray [*10] (optional)	52-90 g/m² (14-24 lb.) Thin paper 52-60 g/m² (14-16 lb.)	A3⊟, B4 JIS⊟, 11" × 17"⊟, $8^1/_2$" × 14"⊟, 8" × 13"⊟, $8^1/_2$" × 13"⊟, $8^1/_4$" × 13"⊟, $8^1/_4$" × 14"⊟, 11" × 14"⊟, 11" × 15"⊟, 10" × 14"⊟, 10" × 15"⊟, 8K⊟		10 sheets
		A4⊟⊟, B5 JIS⊟⊟, A5⊟⊟, B6 JIS⊟		100 sheets
		[*3] A6⊟, $8^1/_2$" × 11"⊟⊟, $5^1/_2$" × $8^1/_2$"⊟, $7^1/_4$" × $10^1/_2$"⊟⊟, 8" × 10"⊟⊟, 8" × $10^1/_2$"⊟⊟, 16K⊟⊟		
		[*4] Custom size Vertical: 90-297 mm Horizontal: 148-600 mm [*12]	[*4] Custom size Vertical: 3.6"-11.7" Horizontal: 5.9"-23.6" [*12]	[*8]
	Thick paper [*11] 105-157 g/m² (28-42 lb.)	A3⊟, B4 JIS⊟, 11" × 17"⊟, $8^1/_2$" × 14"⊟, 8" × 13"⊟, $8^1/_2$" × 13"⊟, $8^1/_4$" × 13"⊟, $8^1/_4$" × 14"⊟, 11" × 14"⊟, 11" × 15"⊟, 10" × 14"⊟, 10" × 15"⊟, 8K⊟		10 sheets
		A4⊟⊟, B5 JIS⊟⊟, A5⊟⊟, B6 JIS⊟		40 sheets
		[*3] A6⊟, $8^1/_2$" × 11"⊟⊟, $5^1/_2$" × $8^1/_2$"⊟, $7^1/_4$" × $10^1/_2$"⊟⊟, 8" × 10"⊟⊟, 8" × $10^1/_2$"⊟⊟, 16K⊟⊟		
		[*4] Custom size Vertical: 90-297 mm Horizontal: 148-600 mm [*12]	[*4] Custom size Vertical: 3.6"-11.7" Horizontal: 5.9"-23.6" [*12]	[*9]
	Translucent paper	A3⊟, B4 JIS⊟		10 sheets
		A4⊟⊟, B5 JIS⊟⊟		40 sheets [*5]
	OHP transparencies	A4⊟⊟		10 sheets [*5]
	Postcards	100 × 148 mm		40 sheets [*5]
	Label paper (adhesive labels)	B4 JIS⊟, A4⊟		1 sheet
	Envelope	$3^7/_8$" × $7^1/_2$"⊟, $4^1/_8$" × $9^1/_2$"⊟, C5 Env⊟, C6 Env⊟, DL Env⊟		−

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
LCT [10] (op-tion-al)	60-90 g/m^2 (16-24lb.)	A4 ▯, 8$^1/_2$" × 11" ▯ [6]		2000 (1000 + 1000) sheets

[1] Set the paper size selector to the ✳ mark, and then select the paper size in System Settings. See "Tray Paper Settings", General Settings Guide.

[2] Set the paper size selector to the ✳ mark, and then specify the paper size. See "Copying from Paper Tray 2", Copy/Document Server Reference.

[3] Place the paper in the bypass tray, and select the paper size. See "When Copying onto Regular Size Paper", Copy/Document Server Reference.

[4] Place the paper in the bypass tray, and specify the paper size. See "When Copying onto Custom Size Paper", Copy/Document Server Reference.
When paper larger than 433 mm is used, it is likely to jam, crease or not feed in properly. Make sure the paper is placed correctly so that it feeds in straight.

[5] Placing one sheet at a time is recommended.

[6] The paper tray guide is fixed. If you want to change the size of paper placed in this tray, contact your service representative.

[7] When loading paper, make sure the stack height does not exceed the lower limit mark of the paper tray 2. See "Setting special paper in the paper tray 2", Troubleshooting.

[8] When the paper size is larger than A4▯, you can load 10 sheets.
When the paper size is smaller than A4▯, you can load 100 sheets.

[9] When the thick paper size is larger than A4▯, you can load 10 sheets. When the thick paper size is smaller than A4▯, you can load 40 sheets.

[10] When loading copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can load at a time depends on the paper thickness and condition.

[11] If you want to copy onto thick (105 g/m^2, 28 lb or heavier) paper, select Thick Paper mode. See "Copying from Paper Tray 2", Copy/Document Server Reference.

[12] Paper size up to 600 mm (23.6") is available when the optional HDD is installed.

Note

❒ When loading paper in the paper tray 1-4 and the LCT, place the copy side of the paper face up.

❒ When loading paper in the bypass tray, place the copy side of the paper face down.

❒ When using the bypass tray, it is recommended to set the paper orientation to ▢.

❒ Do not use paper for inkjet printers.

❒ When you use OHP transparencies, fan them for each use.

❒ If multiple sheet feeding occurs, load sheets one by one.

❒ If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the Paper Type of one tray is recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "Selecting Copy Paper", Copy/Document Server Reference and "Copier / Document Server Features", General Settings Guide.

❒ The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.

Unusable Paper

This section describes which types of paper are unusable on this machine.

⚠ *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
- OHP transparencies for colour copying
- Paper with perforated lines
- Hemmed paper

❒ Do not copy on the side of paper that has been already copied onto, or misfeed might occur or a fault might occur.

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

- Bent, folded, or creased paper

- Perforated paper

- Slippery paper

- Torn paper

- Rough paper

- Thin paper with low stiffness

- Paper with a dusty surface

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

Paper Storage

This section describes how to store paper.

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

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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.**

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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® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

Operating Instructions About This Machine