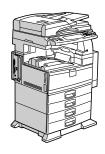
Read This First



Operating Instructions About This Machine



- 1 Getting Started
- 2 Entering Text
- 3 Appendix

Introduction

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

Important

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

Notes:

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

Certain options might not be available in some countries. For details, please contact your local dealer. Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains 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.



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: 35 copies/minute (A4 □, 8¹/₂" × 11" □)
- Type 2: 45 copies/minute (A4 □, 8¹/₂" × 11" □)

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

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

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

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

Power Source

220 - 240V, 50/60Hz, 8A 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

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☐ 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.
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- ☐ 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

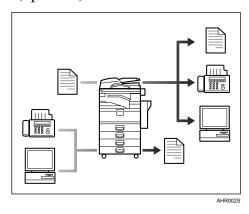
☐ For details about options, see "Options".

₽ Reference

p.11 "Options"

Copier, Facsimile, Printer, and Scanner Functions

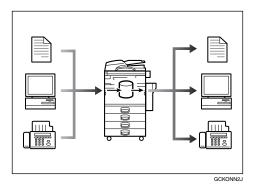
This machine provides copier, facsimile (optional), printer (optional), and scanner (optional) functions.



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



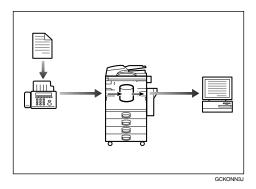
- With DeskTopBinder, you can search, check, print and delete stored documents from your computer.
- You can also retrieve stored documents scanned in scanner mode.
- You can retrieve documents scanned in copier mode, if the Printer/Scanner Unit or the Scanner Enhance Option is installed.
 For details, 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 "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

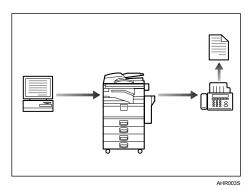
You can store received fax documents in electrical format without printing it onto paper.



 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).



- 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.

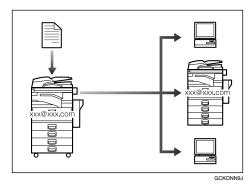
Fax Transmission and Reception Through the Internet

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).



Internet Fax

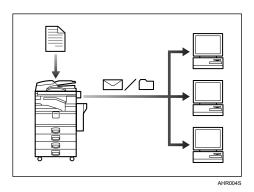
- You can send fax documents through e-mail by specifying the recipient's e-mail address.
- You can receive sent documents via Internet Fax, or from computers.
- You can receive data such as e-mail from computers and faxes from Internet fax machines, and then print or forward that data.
- For more information 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

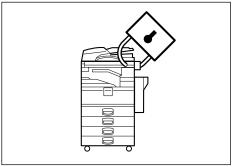
You can use a scanner over the network.



- 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)

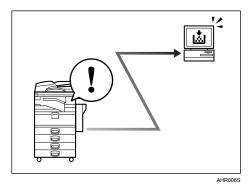
You can prevent information leakage by managing the machine and protecting documents.



- AHR0059
- You can protect documents from unauthorized access and stop them from being copied without permission. See Security Reference.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.
- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.
- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit (optional) and Security Reference.

Monitoring the Machine Via Computer

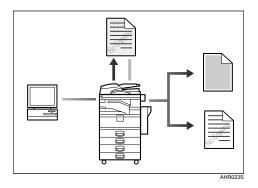
You can monitor machine status and change settings using a computer.



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



- 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

What You Can Do with This Machine	
Coniar Faccionile Drinter and Contrar Frantisms	ii
Copier, Facsimile, Printer, and Scanner Functions	
Utilizing Stored Documents	i\
Paperless Fax Transmission and Reception	٠١
Fax Transmission and Reception Through the Internet	v
Using the Scanner in a Network Environment	vi
Administrating the Machine/Protecting Documents (Security Function	•
Monitoring the Machine Via Computer	
Preventing an Unauthorized Copy	>
Notice	1
Important	1
Notes To Wireless LAN Interface (optional) Users	1
How to Read This Manual	
Symbols	
Safety Information	
Safety During Operation	
Positions of WARNING and ACAUTION labels	
User Information on Electrical & Electronic Equipment	
Users in the EU, Switzerland and Norway	
All Other Users	
ENERGY STAR Program	
Recycled Paper	
Machine Types	
- 7r	
1. Getting Started	
1. Getting Started Guide to Components	9
Guide to Components Options	11
Guide to Components Options Control Panel	11
Guide to Components Options Control Panel Display Panel	11 14 17
Guide to Components Options Control Panel Display Panel When the Authentication Screen is Displayed	111417
Guide to Components Options Control Panel Display Panel When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel)	14 15 17 18
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver)	14171818
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel)	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel)	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver)	
Guide to Components Options Control Panel Display Panel When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor)	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor)	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes	
Guide to Components Options Control Panel Display Panel When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset Turning On the Power	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset Turning On the Power Turning On the Main Power	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset Turning On the Power Turning On the Power	
Guide to Components Options Control Panel	
Guide to Components Options Control Panel Display Panel User Code Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset Turning On the Power Turning On the Power	

2. Entering Text

Entering Text	27
Available Characters	27
Keys	27
How to Enter Text	28
3. Appendix	
Dos and Don'ts	29
Software and Utilities Included on the CD-ROM	30
Viewing the contents of the CD-ROM	30
Printer Drivers for This Machine	31
TWAIN Driver	32
LAN-Fax Driver	33
DeskTopBinder Lite	
SmartDeviceMonitor for Admin	
DeskTopBinder-SmartDeviceMonitor for Client	36
Specifications for the Main Unit	37
Specifications for Options	42
Copy Paper	48
Recommended Paper Sizes and Types	
Unusable Paper	
Paper Storage	52
INDEX	53

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



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:

MARNING:

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.

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:

MARNING:

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:

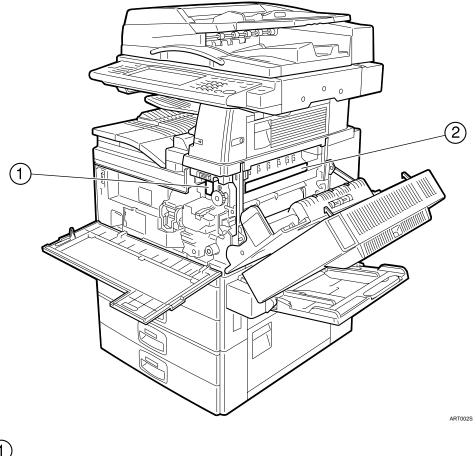
- Connect the power cord directly into a wall outlet and do not use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers 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.

A 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.

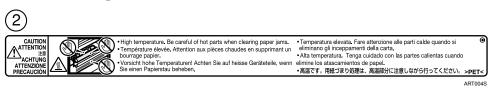
Positions of **MARNING** and **MCAUTION** labels

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





Do not touch this part.



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

International ENERGY STAR® Office Equipment Program



The International ENERGY STAR® Office Equipment Program encourages energy conservation by promoting energy efficient computers and other office equipment.

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

It is an open program in which manufacturers participate voluntarily.

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

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. In this manual, the Off mode is called the Auto Off mode.

Duplex Priority

We recommend you use 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.

		Copie	r only	Fax, printer and scanner installed		
		Type 1	Type 2	Type 1	Type 2	
Off Mode	Power consumption	1.2 W 1 minute 10 seconds or less 15 seconds or less		_	_	
	Default interval			_		
	Recovery time			_		
Sleep mode	Power consumption	_		8.4 W		
	Default interval		_	1 minute		
Recovery time —		10 seconds or less	15 seconds or less			

Reference

Duplex priority

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

One-sided - One-sided

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

Recycled Paper

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.

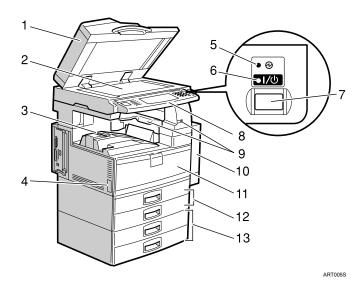
	Type 1	Type 2
Copy speed	35 copies/minute	45 copies/minute
	$(A4\square,8^1/_2"\times11"\square)$	$(A4\square,8^1/_2"\times11"\square)$

1. Getting Started

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.



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

See "External Options".

(The illustration shows the ADF.)

2. Exposure glass

Place originals face down here for copying.

3. Internal tray

Copied, printed paper or fax messages are delivered here.

4. Main power switch

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

5. Main power indicator

Lights when the main power switch is turned on, and goes off when the switch is turned off.

6. On indicator

Lights when the operation switch is turned on, and goes off when the switch is turned off.

7. Operation switch

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

8. Control panel

See "Control panel".

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

The indicator lights when paper is delivered to internal tray 2 (1 bin tray). If internal tray 2 has not been installed, the indicator does not light. See "External Options".

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

Allows you to print on both sides of a piece paper in copier and printer function.

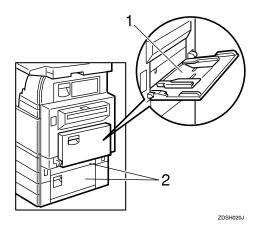
11. Front cover

Open to access the inside of the machine.

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

Load paper here.

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

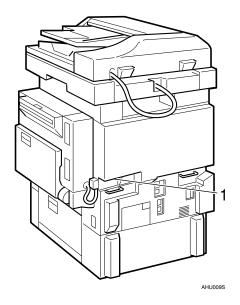


1. Bypass tray

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

2. Right side cover

Open this when a paper jam occurs.



1. Ventilation holes

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

p.12 "External Options"

p.14 "Control Panel"

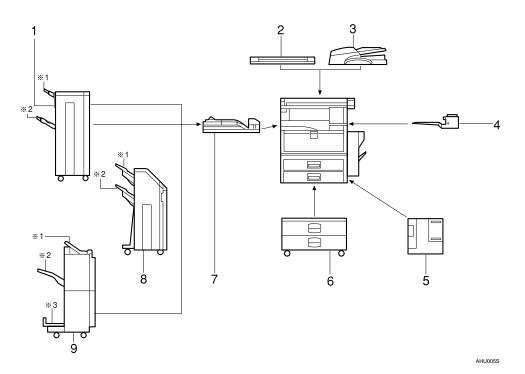
p.23 "Turning On the Power"

Options

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

External Options

This section provides explanations about external options.



1. 1000-sheet finisher

Sorts, stacks, and staples copies.

- *1: Finisher upper tray
- *2: Finisher shift tray

2. Exposure glass cover

Lower over originals for copying.

3. Auto Document Feeder

Place stacks of originals here. They will feed in automatically.

4. Internal tray 2 (1 bin tray)

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

5. Large Capacity Tray (LCT)

Holds up to 1,500 sheets of paper.

6. Paper tray unit

Consists of two paper trays.

7. Bridge unit

Relays copies to the finisher.

8. 2 Tray finisher

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

*1: Finisher shift tray 1

*2: Finisher shift tray 2

9. Booklet finisher

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

*1: Finisher upper tray

*2: Finisher shift tray

*3: Finisher booklet tray

Internal Options

This section provides explanations about internal options.

• Fax Unit

Allows you to use the facsimile function.

• RPCS Printer Unit

Allows you to print by RPCS printer driver.

• Printer Unit

Allows you to print by RPCS or PCL printer driver.

• Printer/Scanner Unit

Allows you to print by RPCS or PCL printer driver, and use the scanner function.

Printer Enhance Option

Allows you to print by PCL printer driver.

Scanner Enhance Option

Allows you to use the scanner function.

• PostScript3 Unit

Allows you to print by Adobe Postscript printer driver and send PDF files directly to the machine.

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

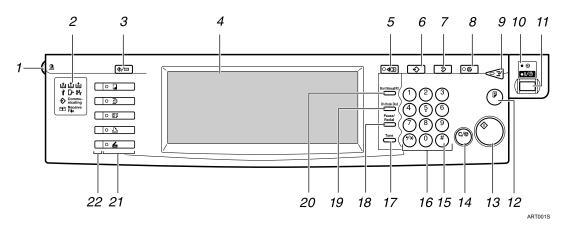
☐ You cannot install two or more of the following options at the same time: IEEE 802.11b wireless LAN board, IEEE 1284 Interface Board, Bluetooth.

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

"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.



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.
- **L**: Load Paper indicator. See "Loading Paper", Troubleshooting.
- 1: Service Call indicator
- **L***: Open Cover indicator
- **%**: Misfeed indicator. See "Clearing Misfeeds", Troubleshooting.
- S: 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.

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

Receive 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.

4. Display panel

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

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 Energy Saver 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:

- Green: active.
- Red: interrupted.

- 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
- "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.

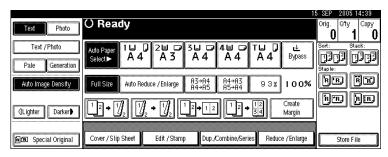
When you select or specify an item on the display panel, it is highlighted like [OK]. Keys appearing as OK] cannot be used.

∰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 optional 1000-sheet finisher and LCT 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

- \square 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.

Press [Enter] for [Login User Name].



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

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



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

Log Off (Using the Control Panel)

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

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



- Press [Yes].
- 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.



☐ 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.

- 1 Click [Login].
- 2 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].

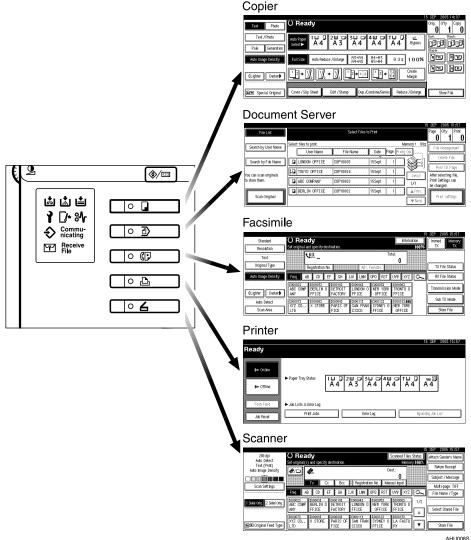
Log Off (Using Web Image Monitor)

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

Changing Modes

Note

- ☐ You cannot switch modes 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.



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.

1

1

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

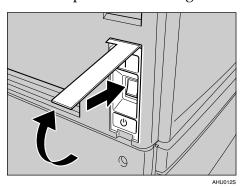
☐ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a certain period. See "Timer Settings", General Settings Guide.

Turning On the Main Power

Turn on the main power as follows:

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

The main power indicator goes on.



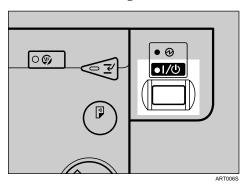
Note

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

Turn on the power as follows:

1 Press the operation switch.

The On indicator goes on.



Note

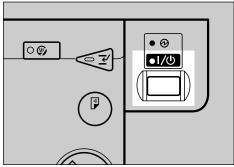
- ☐ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If not, turn it on.
- ☐ When the message "Functional problem within the machine. Press [Restart] after the current process. Make the settings again after the machine has restarted." is displayed, 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:

- **1** Make sure the exposure glass cover or the ADF is in the right position.
- **2** Press the operation switch.

The On indicator goes off.



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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.
- 1 Make sure the On indicator is not lit.
- **2** 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.

"Turning Off the Main Power / In the Event of Power Failure", Trouble-shooting

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

"Timer Settings", General Settings Guide

2. Entering Text

This section describes how to enter characters.

Entering Text

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

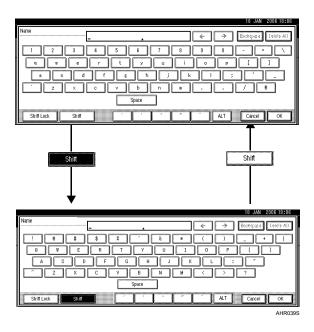
Available Characters

You can enter the following characters:

- Alphabetic characters
 ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals 0123456789

Keys

You can change the entry screen using the keys below.



Note

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

How to Enter Text

You can enter text as described below.

Entering characters

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.

3. Appendix

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.

riangle 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.

p.24 "Turning Off the Power"p.25 "Turning Off the Main Power"

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 "Manuals". The printable versions of the manuals are stored in PDF format on the "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.

Ø 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.

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.

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

The installer starts.

2 Click [Browse This CD-ROM].

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

Printer Drivers for This Machine

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

Printer Language	PCL 6	PCL 5e	RPCS	PostScript 3
Windows 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.

❖ 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.

"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

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.

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 95
 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

❖ Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

600 dpi

❖ Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

❖ Warm-up time:

From the main power switch

- Type 1: 12.5 seconds or less (23 °C) (When Facsimile or Printer is installed: 15 seconds or less (23 °C))
- Type 2: Less than 18 seconds (23 °C) (When Facsimile or Printer is installed: 20 seconds or less (23 °C))

From the operation switch

- Type 1: Less than 10 seconds (23 °C)
- Type 2: Less than 10 seconds (23 °C)

Originals:

Sheet/book/objects

Maximum original size:

A3□, 11" × 17"□

❖ Copy paper size:

- Trays: A3 \Box A5 \Box , 11" × 17" \Box 5¹/₂" × 8¹/₂" \Box
- Bypass: A3 \Box A6 \Box , 11" × 17" \Box 5¹/₂" × 8¹/₂" \Box
- Bypass (custom size): Vertical: 100 – 297 mm, 4" – 11.7" Horizontal: 148 – 600 mm, 5.9" – 23.6"
- Duplex: A3 \square A5 \square , 11" × 17" \square $5^1/_2$ " × $8^1/_2$ " \square (impossible on A5 \square , $5^1/_2$ " × $8^1/_2$ " \square)
- LCT: A4 \square , 8¹/₂" × 11" \square

Paper weight:

- Paper Tray 1, 2: $64 105 \text{ g/m}^2$, 17 28 lb.
- Bypass: $52 163 \text{ g/m}^2$, 14 43.6 lb.
- Duplex: $64 105 \text{ g/m}^2$, 17 28 lb.

❖ Non-reproduction area:

- Leading edge: 3 ± 2 mm or less, $0.12'' \pm 0.08''$ or less
- Trailing edge: 2 ± 2 mm or less, $0.08'' \pm 0.08''$ or less
- Left edge: 2 ± 1.5 mm or less, $0.08'' \pm 0.06''$ 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: 4.2 seconds or less (A4 , 100%, feeding from the tray 1, on the exposure glass, Text/Photo mode, Auto Image Density)
- Type 2: 3.5 seconds or less (A4 □, 100%, feeding from the tray 1, on the exposure glass, Text/Photo mode, Auto Image Density)

❖ Copying speed: (Type 1)

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

Copying speed: (Type 2)

- 22 copies/minute (A3□, 11" × 17"□)
- 45 copies/minute (A4 \square , $8^1/_2$ " × 11" \square)

3

❖ 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.

Maximum continuous copy run:

999 sheets

❖ Paper capacity:

- Tray1, 2: 550 sheets (72 g/m², 19 lb.)
- Bypass tray: 50 sheets $(72 \text{ g/m}^2, 19 \text{ lb.})$

❖ Power consumption:

Main unit only:

	Type 1	Type 2
Warm-up	1.37 KW	1.37 KW
Stand-by	165 W	175 W
During printing	670 W	825 W
Maximum	1.37 KW	1.37 KW

Complete system:

	Type 1	Type 2
Warm-up	1.4 KW	1.4 KW
Stand-by	200 W	210 W
During printing	755 W	900 W
Maximum	1.4 KW	1.4 KW

The complete system consists of the main unit, ADF, internal tray 2, paper tray unit, bridge unit, 2 tray finisher, LCT, fax unit and printer/scanner unit.

\diamondsuit Dimensions (W \times D \times H up to exposure glass):

Type 1, 2: $670 \times 650 \times 720$ mm, $26.4" \times 25.6" \times 28.3"$

❖ Space for main unit (W × D):

 980×650 mm, 38.6" \times 25.6" (Bypass tray extender is used for large size paper)

❖ Noise emission:

• Sound power level Main unit only:

	Type 1	Type 2
Stand-by	42 dB (A)	42 dB (A)
Copying	68 dB (A)	68 dB (A)

Complete system:

	Type 1	Type 2
Stand-by	46 dB (A)	46 dB (A)
Copying	72 dB (A)	72 dB (A)

• The above measurements, made in accordance with ISO 7779 are actual values.

The complete system consists of the main unit, ADF, internal tray 2, paper tray unit, bridge unit, 2 tray finisher and LCT.

❖ Weight:

Type 1, 2: Approx. 79 kg, 174.2 lb.

♦ HDD:

40 GB or more

- Capacity for Document Server 7.6 GB
- Capacity for memory sorting 5.3 GB
- Capacity for others 7.1 GB or more

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

• Mode:

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

Original size:

```
A3\Box – B6\Box \Box (except two-sided originals of B6 JIS\Box \Box)
11" × 17"\Box – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"\Box \Box
```

• Original weight:

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

- Maximum number of originals: 80 sheets (80 g/m², 20 lb.) or less than 11 mm, 0.43"
- Maximum power consumption:
 Less than 60 W (power is supplied from the main unit)
- Dimensions (W×D×H): 570 × 518 × 150 mm, 22.4" × 20.4" × 5.9"
- Weight: Approx. 12 kg, 26.5 lb.

❖ 1000-Sheet Finisher

Finisher Upper Tray:

• Paper size:

```
A3$\bigcup, B4$ JIS$\bigcup, A4$\bigcup, B5$ JIS$\bigcup, A5$\bigcup, B6$ JIS$\bigcup, A6$\bigcup, 11" \times 17"$\bigcup, 8$^1/2" \times 14"$\bigcup, 10$^1/2" \times 7$^1/4"$\bigcup, 8$^1/2" \times 13"$\bigcup, 8$^1/2" \times 11"$\bigcup, 8$^1/2" \times 11"$\bigcup, 8$^1/2" \times 13"$\bigcup, 8$^1/2" \times 13"$\bigcup, 8$^1/2" \times 13"$\bigcup, 8$^1/2"$\times 13"$\times 13"$\t
```

Paper weight:
 52 - 163 g/m², 14 - 43 lb.

• Stack capacity: 250 sheets (A4 \(\bar{\pi} \opi, 8^1/2'' \times 11'' \opi \opi \) or smaller) (80 g/m², 20 lb.) 50 sheets (B4 \(\bar{\pi} \opi \), 8" \times 13" \(\opi \) or larger) (80 g/m², 20 lb.)

Finisher Shift Tray:

• Paper size:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , A5 \square \square , 11" × 17" \square , 8¹/₂" × 11" \square \square , 8¹/₂" × 13" \square , 8¹/₂" × 14" \square , 10¹/₂" × 7¹/₄" \square \square , 8" × 13 \square , 8¹/₄" × 13" \square , 5¹/₂" × 8¹/₂" \square

• Paper weight:

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

• Stack capacity:

1,000 sheets (A4 $\square \square$, $8^1/2$ " × 11" $\square \square$ or smaller) (80 g/m², 20 lb.) 500 sheets (B4 JIS \square , 8" × 13" \square or larger) (80 g/m², 20 lb.)

• Staple capacity:

50 sheets (A4 $\square \square$, $8^1/2$ " × 11" $\square \square$ or smaller) (80 g/m², 20 lb.) 30 sheets (B4 JIS \square , 8" × 13" \square or larger) (80 g/m², 20 lb.)

• Staple paper size:

A3 \Box , B4 \Box IIS \Box , A4 \Box D, B5 \Box IIS \Box D, 11" × 17" \Box , 8¹/₂" × 14" \Box , 8¹/₂" × 11" \Box D, 10¹/₂" × 7¹/₄" \Box D, 8" × 13" \Box D, 8¹/₂" × 13" \Box D, 8¹/₄" × 13" \Box D

- 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) 520 × 520 × 790 mm, 20.5" × 20.5" × 31.1"
- Weight: Approx. 25 kg, 55.2 lb.

2 Tray Finisher

Finisher Shift Tray 1:

• Paper size:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square , 5¹/₂" × 8¹/₂" \square

- Paper weight: 52 163 g/m², 14 43 lb.
- Stack capacity:

500 sheets (A4 $\square \square$, B5 JIS $\square \square$, A5 \square , $8^1/_2$ " × 11" $\square \square$) (80 g/m², 20 lb.) 250 sheets (A3 \square , B4 JIS \square , $8^1/_2$ " × 14" \square , 11" × 17" \square) (80 g/m², 20 lb.) 100 sheets (A5 \square , $5^1/_2$ " × $8^1/_2$ " \square) (80 g/m², 20 lb.)

Finisher Shift Tray 2:

- Paper size: A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□, A6□, 11" × 17"□, 8¹/2" × 14"□, 8¹/2" × 11"□□□, 5¹/2" × 8¹/2"□
- Paper weight:
 52 163 g/m², 14 43 lb.

• Stack capacity:

No Staple:

2,000 sheets (A4 \square , $8^{1}/_{2}$ " × 11" \square) (80 g/m², 20 lb.)

750 sheets (A3 \square , B4 JIS \square , A4 \square , B5 JIS \square \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square) (80 g/m², 20 lb.)

500 sheets (A5 \square) (80 g/m², 20 lb.)

100 sheets (A5 \square , $5^{1}/_{2}$ " × $8^{1}/_{2}$ " \square) (80 g/m², 20 lb.)

Staple:

1,500 sheets (A4 \square , $8^{1}/_{2}$ " × 11" \square) (80 g/m², 20 lb.)

750 sheets (A3 \square , B4 JIS \square , A4 \square , B5 JIS \square \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square) (80 g/m², 20 lb.)

500 sheets (A5 \square) (80 g/m², 20 lb.)

100 sheets $(A5\Box, 5^{1}/2^{"} \times 8^{1}/2^{"}\Box)$ $(80 \text{ g/m}^{2}, 20 \text{ lb.})$

• Staple capacity:

50 sheets (A4 \Box \Box , B5 JIS \Box \Box , 8¹/₂" × 11" \Box \Box) (80 g/m², 20 lb.) 30 sheets (A3 \Box , B4 JIS \Box , 11" × 17" \Box , 8¹/₂" × 14" \Box) (80 g/m², 20 lb.)

• Staple paper size:

A3 \Box , B4 \Box S \Box , A4 \Box C, B5 \Box S \Box C, 11"×17" \Box , 8¹/₂"×14" \Box , 8¹/₂"×11" \Box C

• Staple paper weight:

 $64 - 90 \text{ g/m}^2$, 17 - 23 lb.

• Staple position:

1 staple – 3 positions

2 staples – 2 positions

• Power consumption:

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

• Dimensions (W \times D \times H):

 $680 \times 620 \times 1030$ mm, $26.8" \times 24.5" \times 40.6"$

• Weight:

Approx. 53 kg, 117 lb.

Punch Kit

• Paper size:

2 holes: A3 \Box – A5 \Box \Box , 11" \times 17" \Box , $8^{1}/_{2}$ " \times 14" \Box – $5^{1}/_{2}$ " \times $8^{1}/_{2}$ " \Box

3 holes: A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , 11" × 17" \square , 8¹/₂" × 11" \square

4 holes:

Metric version: A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , 11" × 17" \square , 8¹/₂" × 11" \square Narrow 2 × 2 version: A3 \square – A5 \square , 11" × 17" \square , 8¹/₂" × 14" \square – 5¹/₂" × 8¹/₂" \square

Paper weight:

4 holes: 52 – 163 g/m², 14 lb. – 43 lb. 2 or 3 holes: 52 – 163 g/m², 14 lb. – 43 lb.

• Power consumption:

26.4 W (power is supplied from the main unit.)

• Dimensions (W \times D \times H):

 $142 \times 456 \times 92$ mm, 55.9" × 179.5" × 36.2"

• Weight:

Approx. 2.9 kg, 6.4 lb.

Booklet Finisher

Finisher Upper Tray:

• Paper size:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , 11" × 17" \square , 11" × 15" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square , 5¹/₂" × 8¹/₂" \square

- Paper weight:
 52 163 g/m², 14 43 lb.
- Stack capacity: 150 sheets

Finisher Shift Tray:

• Paper size:

 $A3\Box$, B4 JIS \Box , $A4\Box\Box$, B5 JIS $\Box\Box$, $A5\Box$, $11" \times 17"\Box$, $8^1/_2" \times 11"\Box\Box$

- Paper weight:
 52 163 g/m², 14 43 lb.
- Stack capacity:

No Staple:

1,000 sheets (A4 \square , B5 JIS \square \square , A5 \square , 8¹/₂" × 11" \square) (80 g/m², 20 lb.) 500 sheets (A3 \square , B4 JIS \square , A4 \square , 11" × 17" \square , 8¹/₂" × 11" \square) (80 g/m², 20 lb.) Staple:

750 sheets (A4 \Box , B5 JIS \Box \Box , A5 \Box , 8¹/₂" × 11" \Box) (80 g/m², 20 lb.) 500 sheets (A3 \Box , B4 JIS \Box , A4 \Box , 11" × 17" \Box , 8¹/₂" × 11" \Box) (80 g/m², 20 lb.)

• Staple capacity:

50 sheets (A4 \square , B5 JIS \square , $8^1/_2$ " × 11" \square , $7^1/_4$ " × $10^1/_2$ " \square) (80 g/m², 20 lb.) 30 sheets (A3 \square , B4 JIS \square , A4 \square , 11" × 17" \square , $8^1/_2$ " × 14" \square , $8^1/_2$ " × 13" \square , $8^1/_2$ " × 11" \square) (80 g/m², 20 lb.)

• Staple paper size:

A3 \Box , $B4JIS\Box$, A4 \Box , $B5JIS\Box\Box$, 11" × 17" \Box , 8¹/₂" × 14" \Box , 8¹/₂" × 11" \Box

- Staple paper weight: $64 80 \text{ g/m}^2$, 17 20 lb.
- Staple position:

1 staple – 2 positions

2 staples – 2 positions

• Saddle stitch

Paper size:

A3 \Box , B4 JIS \Box , A4 \Box , 11" × 17" \Box , 8¹/₂" × 11" \Box , 8¹/₂" × 14" \Box (80 g/m², 20 lb.) Saddle stitching capacity: 15 sheets

Stack capacity: 2–5 sheets: 25 sets 6–10 sheets: 15 sets 11–15 sheets: 10 sets Folding: Centre folding

Paper weight:

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

Cover sheet (one sheet): $64 - 128 \text{ g/m}^2$, 17 - 34 lb.

Position: 1 position

• Power consumption:

Less than 55 W (power is supplied from the main unit)

- Dimensions (W × D × H): 689 × 603 × 1,055 mm, 27.1" × 23.7" × 41.5"
- Weight: Approx. 50 kg, 110.2 lb. (main unit only)

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□, B5 JIS □□, A5□, 11" × 17"□, 8¹/₂" × 14"□, 8¹/₂" × 11" □□, 5¹/₂" × 8¹/₂" □
- Paper capacity: 125 sheets (80 g/m², 20 lb.)
- Paper weight: $60 105 \text{ g/m}^2 (16 28 \text{ lb.})$
- Maximum power consumption:
 Less than 15 W (power is supplied from the main unit)
- Dimensions (W × D × H): 470 × 565 × 140 mm, 18.5" × 22.2" × 5.5"
- Weight: Approx. 4 kg, 8.8 lb.

❖ Large Capacity Tray

- Paper size: $A4 \square$, $8^1/2$ " × 11" \square
- Paper weight: $60 105 \text{ g/m}^2$, 16 28 lb.
- Paper capacity: 1,500 sheets (80 g/m², 20 lb.)
- Power consumption Maximum. 40 W (power is supplied from the main unit)
- Dimensions (W × D × H, option unit): 390 × 500 × 390 mm, 15.4" × 19.7" × 15.4"
- Weight: Approx. 17 kg, 37.5 lb.

❖ Paper Tray Unit

- Paper weight: $60 105 \text{ g/m}^2 (16 28 \text{ lb.})$
- Paper size:

A3\$\overline{\text{\$\subset\$}}, B4 JIS\$\overline{\text{\$\subset\$}}, A4 \overline{\text{\$\sup\$}}, B5 JIS\$\overline{\text{\$\subset\$}}, A5\$\overline{\text{\$\sup\$}}, 11" \times 17"\overline{\text{\$\sup\$}}, 8\frac{1}{2}" \times 14"\overline{\text{\$\sup\$}}, 8\frac{1}{4}" \times 13"\overline{\text{\$\sup\$}}, 8\frac{1}{4}" \times 10\frac{1}{2}"\overline{\text{\$\sup\$}}}, 8\frac{1}{4}" \times 13"\overline{\text{\$\sup\$}}, 7\frac{1}{4}" \times 10\frac{1}{2}"\overline{\text{\$\sup\$}}}, 8\frac{1}{4}"\overline{\text{\$\sup\$}}, 8\frac{1}{2}"\overline{\text{\$\sup\$}}, 8\frac{1}{2}"\overline{\text{\$\sup\$}}}, 8\frac{1}{2}"\overline{\text{\$\sup\$}}, 8\frac{1}{2}"\overline{\text{\$\sup\$}}}, 8\frac{1}{2}

- Maximum power consumption: Less than 50 W (power is supplied from the main unit)
- Paper capacity: $550 \text{ sheets } (72 \text{ g/m}^2, 19 \text{ lb.}) \times 2 \text{ trays}$
- Dimensions (W \times D \times H): 540 \times 650 \times 270 mm, 21.3" \times 25.6" \times 10.6"
- 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, 2 Paper tray unit (optional)	Tray 1, 2: 64-105 g/m ² (17-28 lb.) Paper tray unit: 60-105 g/m ² (16-28 lb.)	A3 \square , A4 \square \square , 11" × 17" \square , 8 ¹ / ₂ " × 14" \square , 8 ¹ / ₂ " × 11" \square \square \square *1 A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , A5 \square , 11" × 17" \square , 8 ¹ / ₂ " × 14" \square , 8 ¹ / ₂ " × 11" \square \square , 5 ¹ / ₂ " × 8 ¹ / ₂ " \square , 7 ¹ / ₄ " × 10 ¹ / ₂ " \square , 8" × 13" \square , 8 ¹ / ₂ " × 13" \square , 8 ¹ / ₄ " × 13" \square , 8 ¹ / ₄ " × 14" \square , 11" × 14" \square , 8" × 10" ¹ / ₂ \square \square		550 sheets *5
Bypass tray *1 *2	Standard paper 60-90.2 g/m² (16-24 lb.)	A3D, A4DD, A5DD, 8" × 13"D *1 B4 JISD, B5 JISDD, B6 JISD, A6D, PostcardD, 11" × 17"D, 8 ¹ / ₂ " × 14"D, 5 ¹ / ₂ " × 8 ¹ / ₂ "D, 7 ¹ / ₄ " × 10 ¹ / ₂ "DD, 8 ¹ / ₄ " × 13"D, 8 ¹ / ₄ " × 14"D, 11" × 14"D, 11" × 15"D, 10" × 14"D, 10" × 15"D, 8" × 10"DD, 8" × 10 ¹ / ₂ "DD Custom size *8 Vertical: 100-297 mm Horizontal: 148-600 mm *9	A3□, 11" × 17"□, 8¹/2" × 11"□□, 5¹/2" × 8¹/2"□ *1 B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□, A6□, Postcard□, 8¹/2" × 14"□, 7¹/4" × 10¹/2"□□, 8¹/4" × 13"□, 11" × 14"□, 11" × 15"□, 10" × 14"□, 10" × 15"□, 8" × 10"□□, 8" × 10¹/2"□□. Custom size *8 Vertical: 3.9-11.6 in Horizontal: 5.8-23.4 in *9	50 sheets

Tray type	Paper type and weight	Metric version	Inch version	Paper capacity
Bypass tray *1 *2	Thin paper *5 52-59 g/m ² (14-16 lb.)	A3□, A4□□, A5□□, 8" × 13"□	A3 \square , 11" × 17" \square , $8^{1}/_{2}$ " × 11" \square \square , $5^{1}/_{2}$ " × $8^{1}/_{2}$ " \square	50 sheets
		Custom size *8	Custom size *8	
		Vertical: 100-297 mm	Vertical: 3.9-11.6 in	
		Horizontal: 148-600 mm *9	Horizontal: 5.8-23.4 in *9	
	Thick paper *3 *5 *7	A3□, A4□□, A5□□, 8" × 13"□	A3 \square , 11" × 17" \square , 8 ¹ / ₂ " × 11" \square \square , 5 ¹ / ₂ " × 8 ¹ / ₂ " \square	25 sheets
	91-163 g/m ²		, , , , ,	
	(24-43.5 lb.)	*8 Custom size	*8 Custom size	
		Vertical: 100-297 mm	Vertical: 3.9-11.6 in	
		Horizontal: 148-600 mm *9	Horizontal: 5.8-23.4 in *9	
	Translucent paper *4 *5	A3□, A4□□, A5□□, 8" × 13"□	A3 \square , 11" × 17" \square , $8^{1}/_{2}$ " × 11" \square \square , $5^{1}/_{2}$ " × $8^{1}/_{2}$ " \square	40 sheets
	OHP transparencies *3 *4	A4D	8 ¹ / ₂ " × 11"□	20 sheets
	Postcards *7	100 × 148 mm□		15 sheets *10
	Label paper (adhesive labels)	A3□, A4□□, A5□□, 8" × 13"□	A3 \square , 11" × 17" \square , $8^{1}/_{2}$ " × 11" \square \square , $5^{1}/_{2}$ " × $8^{1}/_{2}$ " \square	1 sheet
LCT (optional) *5 *6	60-105 g/m ² (16-28 lb.)	$A4 \square$, $8^1/_2$ " × 11" \square		1500 sheets

^{*1} See "Changing to a size that is not indicated on the paper size selector", Trouble-shooting.

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

When copying onto custom size paper, you need to specify vertical and horizontal dimensions. See "Copying from the Bypass Tray", Copy/Document Server Reference.

^{*3} Select **[OHP Sheet]** or **[Thick Paper]** in the display panel. See "Copying from the Bypass Tray", Copy/Document Server Reference.

^{*4} Placing one sheet at a time is recommended. See "Copying from the Bypass Tray", Copy/Document Server Reference.

^{*5} When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.

^{*7} If you want to use thick (128–163 g/m², 34 lb.–43.5 lb.) paper, select **[Thick Paper]** on the display panel. See "Copying from the Bypass Tray", Copy/Document Server Reference.

^{*8} With paper longer than 433 mm, misfeeds, jams and creasing may occur. Make sure that paper is placed correctly so that it feeds in straight.

The horizontal size is 148–432 mm (5.8"–17") when the booklet finisher is installed.

^{*10} Placing one sheet at a time is recommended.

Note

- ☐ Load paper into the Tray 1-4 with the print side up.
- Place paper in the LCT and bypass tray with the print side down.
- \square When using the bypass tray, it is recommended to set the paper orientation to \square .
- □ When loading OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper orientation to □ and select A4□, $8^1/2$ "×11" □ as paper size.
- ☐ When using OHP transparencies, fan them for each use. If you store the sheets in the tray, they may adhere and may cause feeding problems.
- ☐ When copying onto OHP transparencies, remove copied sheets one by one.
- ☐ If multiple-sheet jams occur, load the paper sheet by sheet.
- ☐ Postcards should be fed using the bypass tray. Select [Thick Paper] on the display panel. See "Copying from the Bypass Tray", Copy/Document Server Reference.
- ☐ When copying onto letterhead paper, the paper placing orientation is different depends on which function you are using. See "Orientation-fixed paper or two-sided paper", Troubleshooting.
- ☐ 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.

riangle CAUTION:

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

∰Important

- ☐ Do not use any of the following kinds of paper or a fault might occur:
 - Paper for inkjet printers
 - Thermal fax paper
 - Art paper
 - · Aluminum foil
 - Carbon paper
 - Conductive paper
 - 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.

INDEX

	E
1000-sheet finisher, 12 2 Tray finisher, 12 ADF, 9, 12 Administrating the Machine/ Protecting Documents, viii Authentication Screen, 18 Auto Document Feeder (ADF), 9, 12 Auto Off, 26	e-mail, vi Energy Saver, 26 Energy Saver key, 14 Energy saving, 7, 26 ENERGY STAR Program, 7 Enter, 27, 28 Entering text, 27, 28 Enter key (# key), 14 Entry screen, 27 Exposure glass, 9 Exposure glass cover, 12 External option, 12
Bluetooth, 13 Booklet finisher, 12 Bridge unit, 12 Bypass tray, 9 C CAUTION labels, 5 CD-ROM, 30	Facsimile functions, iii Fax, v Fax Unit, 13 File Format Converter, 13 Front cover, 9 Function keys, 14 Function status indicators, 14
Changing Modes, 21 Character, 27, 28 Check Modes key, 14 Clear Modes key, 14 Clear/Stop key, 14 Components, 9 Control panel, 9, 14 Copier functions, iii Copy Data Security Unit, 13 Copy paper, 48, 51, 52	G Guide to Components, 9 H How to Read This Manual, 2 I IEEE 1284 Interface Board, 13
DataOverWriteSecurity Unit, 13 Delete, 28 DeskTopBinder Lite, 34 DeskTopBinder-SmartDeviceMonitor for Client, 36 Display, 17 Display panel, 14 Dos and Don'ts, 29 Duplex Priority, 7 Duplex unit, 9	IEEE 802.11b Wireless LAN Board, 13 Indicators, 14 Internal option, 13 Internal tray, 9 Internal tray 2 (1 bin tray), 12 Internet Fax, vi Interrupt key, 14 IP-Fax, vi K Key arrangement, 27

L

LAN-Fax Driver, 33 Large Capacity Tray (LCT), 12 Login, 18, 19, 20 Log Off, 20

M

Machine Types, 8
Main power, 23, 25
Main power indicator, 9, 14
Main power switch, 9
Manuals for This Machine, i
Monitoring the Machine Via Computer, ix

Ν

Notice, 1 Number keys, 14

0

Off Mode, 7 On Hook Dial key, 14 On indicator, 9, 14 Operation switch, 9, 14 Option, 11, 12, 13

Ρ

Paper, 48, 51, 52 Paperless, v Paper size, 48 Paper tray, 9 Paper tray cover, 9 Paper tray unit, 12 Paper type, 48 Pause/Redial key, 14 PostScript3 Unit, 13 Power, 23, 24 Preventing an Unauthorized Copy, x Printer Drivers for This Machine, 31 Printer Enhance Option, 13 Printer functions, iii Printer/Scanner Unit, 13 Printer Unit, 13 Program key, 14

R

Reception, v Recycled Paper, 8 Remove Paper Indicator, 9 Right side cover, 9 RPCS Printer Unit, 13

S

Safety During Operation, 3 Safety information, 3 Sample Copy key, 14 Scanner Enhance Option, 13 Scanner functions, iii Screen contrast knob, 14 Security Functions, viii Sleep mode, 7 SmartDeviceMonitor for Admin, 35 Software, 30 Software on CD-ROM, 30 Start key, 14 Start Manual RX key, 14 Storage, 52 Symbols, 2 System Reset, 22

Т

Tone key, 14 Transmission, v Turn off, 23, 24, 25 Turn on, 23, 24 TWAIN Driver, 32

U

Unusable, 51
User Account Enhance Unit, 13
User Code Authentication, 18, 19
User Tools/Counter key, 14
Using the Scanner in a
Network Environment, vii
Utilizing Stored Documents, iv

ν

Ventilation holes, 9 Viewing the contents of the CD-ROM, 30

W

WARNING labels, 5
What You Can Do with This Machine, iii

(GB)



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.

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Microsoft® Windows® 2000 Server

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