



RICOH

Aficio

350e/450e

OPERATING INSTRUCTIONS SYSTEM SETTINGS

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



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260 Orchard Road,
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Singapore 238855
Phone: +65-830-5888

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes:

Some illustrations might be slightly different from your machine.

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



Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diodes. 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.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.2 "Machine Types".)

- Type 1: Aficio 350e
- Type 2: Aficio 450e

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

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

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

Power Source:

120V, 60Hz, 12A or more

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

Note to users in the United States of America

Notice:

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

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

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

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

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

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006

973-882-2000

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

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

I means POWER ON.

⏻ means STAND BY.

Trademarks

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RICOH

Aficio

355e/455e

OPERATING INSTRUCTIONS SYSTEM SETTINGS

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Warning:

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Notes:

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- Type 1: Aficio 355e
- Type 2: Aficio 455e

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Notice:

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Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

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

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

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

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006

973-882-2000

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

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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Warning:

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Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.2 "Machine Types".)

- Type 1: 9935DPE/3235e
- Type 2: 9945DPE/3245e

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

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

For good copy quality, Savin recommends that you use genuine toner.

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

Power Source:

120V, 60Hz, 12A or more

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

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Note to users in the United States of America

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Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

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1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

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

SAVIN CORPORATION, 333 Ludlow Street, Stamford, CT 06904
203-967-5000

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

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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Notes:

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Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

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Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.2 "Machine Types".)

- Type 1: 2035DPE
- Type 2: 2045DPE

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

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

For good copy quality, Savin recommends that you use genuine toner.

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Power Source:

120V, 60Hz, 12A or more

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Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

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2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

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

SAVIN CORPORATION, 333 Ludlow Street, Stamford, CT 06904
203-967-5000

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

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

I means **POWER ON.**

⏻ means **STAND BY.**

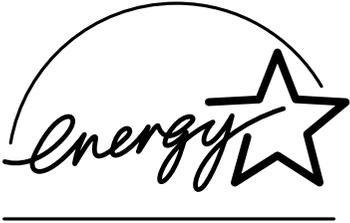
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ENERGY STAR Program

<p>ENERGY STAR®</p> 	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
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The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

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

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

- **Low Power Mode**

This product automatically lowers its power consumption 15 minutes after the last copying or printing job has been completed. Printing a received fax and printing are available in this mode, but if you use the copier, press the **[Clear Modes/Energy Saver]** key.

For how to change the default interval before entering Low Power mode, see "07. Low Pwr. Shift Time" ⇒ P.22 "*System Settings*^{2/7}".

- **Sleep mode (Fax and printer installed)**

If the fax or printer features are installed, this product automatically lowers its power consumption 60 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies, press the operation switch first.

For how to change the default interval that the machine waits before entering Sleep mode, see "10. Auto Off Timer" on ⇒ P.23 "*System Settings*^{3/7}".

- **Auto Off mode (Copier only)**

To conserve energy, this product automatically turns off 60 minutes after the last copying or printing job has been completed. Printing a received fax and printing are available in this mode, but if you use the copier, press the operation switch.

For how to change the default interval before entering Auto Off mode, see "10. Auto Off Timer" ⇒ P.23 "*System Settings*^{3/7}".

- **Duplex Priority**

To conserve paper resources, the Duplex function (1-Sided → 2-Sided) can be selected preferentially when you turn on the operation switch, press the **[Clear Modes/Energy Saver]** key, or the machine resets itself automatically. To change the Duplex Priority mode, see "Duplex Priority" section in the Copy Reference manual.

Specification

		Copier only		Fax, printer and scanner installed	
		Type 1	Type 2	Type 1	Type 2
Low Power Mode	Power consumption	140 Wh	155 Wh	160 Wh	175 Wh
	Default interval	15 minutes		15 minutes	
	Recovery time	Less than 20 seconds		Less than 20 seconds	
Auto Off Mode	Power consumption	9 Wh	9 Wh	20 Wh	20 Wh
	Default interval	60 minutes		60 minutes	

Duplex Priority	Automatic Duplex Mode
-----------------	-----------------------

Recycled Paper

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

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

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Manuals for this Machine

This is a multi-functional machine combining copying, facsimile, Printer and Scanner functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures separately for the copying, facsimile, Printer and Scanner functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **When using as a copier**

- Copy Reference
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **When using as a facsimile**

- Facsimile Reference (option)
Describes the operational procedures and functions to use the machine as a facsimile.

❖ **When using as a printer**

- Printer Reference (option)
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **When using as a scanner**

- Scanner Reference (option)
Describes the system settings, procedures and functions for using this machine as a scanner.

Machine Types

There are two models of this machine. The main differences between them is copy speed. To make sure which model you have, see the inside front cover.

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

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used, and more data to be stored.

Options for Memory Expansion

❖ Expansion Memory (Option)

Increases memory capacity, allowing you to store more originals for transmission and received images. Also allow sending/receiving in super fine mode.

❖ Fax Function Upgrade Unit (Option)

Allows faster communication between super G3 machines with the JBIG feature. Also increases the number of memory available for personal codes, groups, speed dials, memory files, special senders, etc.

❖ ISDN Unit (Option)

Allows you to send and receive messages using the ISDN (Integrated Service Digital Network).

Printer Mode (Option)

You can use this machine as a printer.

Options for Printer Feature

❖ Network Interface Board (Option)

You can use this machine as a network printer with the following platforms and protocols:

- NetWare, Windows 95/98/NT4.0 (TCP/IP, IPX/SPX)
- Macintosh (AppleTalk).

❖ **PostScript 3 Kit (Option)**

This machine can be used as a PostScript level 3 printer.

❖ **Printer Hard Disk (Option)**

You can install PostScript fonts on this hard disk. This allows for faster printing when printing complex documents containing several fonts.

❖ **Printer Feature Expander (Option)**

You can print larger, more complex documents with this increase in memory.

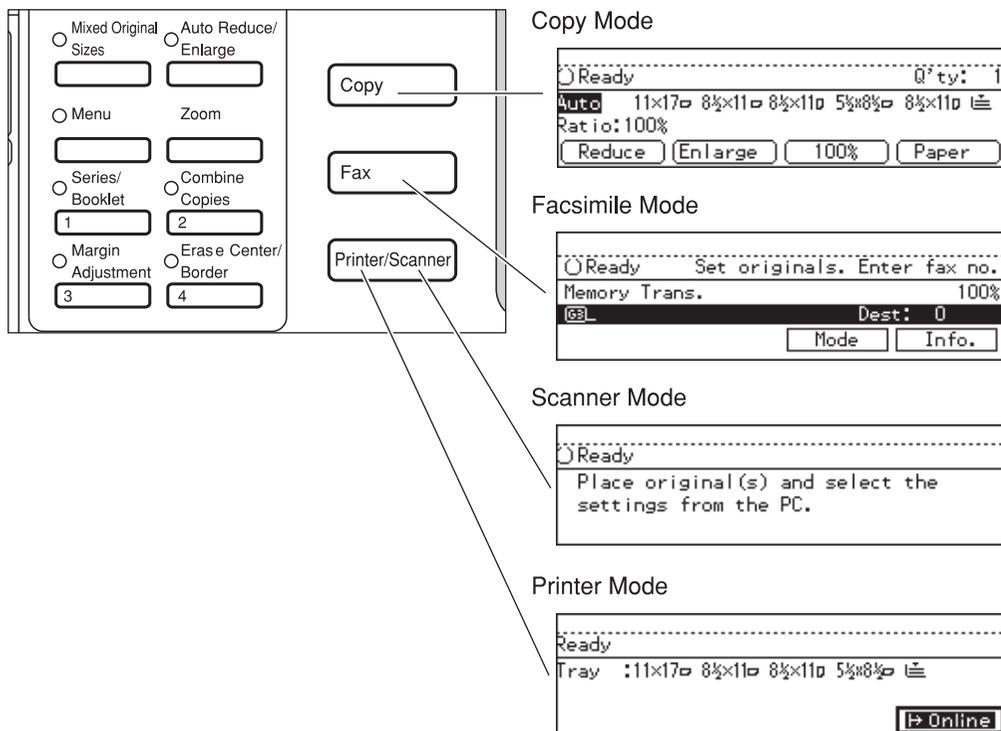
Scanner Mode (Option)

You can use this machine as a scanner.

1. Modes

Changing Modes

You can use this machine not only as a copier, but optionally as a fax, printer and scanner machine as well. Press the **[Copy]**, **[Fax]**, or **[Printer/Scanner]** key to use each function.



ZBPS050N

! Limitation

❑ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During interrupt copying.
- During on hook dialing for fax transmission
- While scanning an original

📝 Note

❑ The default display of the scanner mode may differ depending on the machine setting.

Multi-Access

1

You can carry out another job using a different function while the current job is being performed.

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

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-accessing.

Limitation

- You cannot use Multi-accessing during interrupt copying.

Note

- You can choose which mode has highest priority for print jobs. The default is the current mode shown on the display. See “16. Print Priority” in ⇒ P.25 “System Settings 4/7”.
- When your machine is equipped with the optional internal tray 2, you can specify the tray used for each function so that completed documents are not mixed. For example, set one tray for faxes and another tray for copies. If you require the optional internal tray 2, contact your local dealer or service representative. See “15. Output Tray” in ⇒ P.25 “System Settings 4/7”.

Sample operations

This chart is based on the following conditions:

- When “16. Print priority” is set to “Interleave” (See “16. Print Priority” in ⇒ P.25 “System Settings 4/7”)
- For details on operations under other conditions, contact your service representative.

Mode after you select		Copy				Facsimile						Printer				Scanner		
		Copying	Memory Copy	Sort	Stapling	Transmission Operation	Transmission			Reception			Data Reception	Print			Stand-by	Scanning
							Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Printing		Sort	Stapling			
Mode before you select		Copying	Memory Copy	Sort	Stapling	Transmission Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Sort	Stapling	Stand-by	Scanning	
Copy	Copying	○	○	○	○	○	○	☆	○	☆	☆	☆	☆	☆	☆	○	○	
	Memory Copy	○	○	○	○	○	*1	☆	○	☆	☆	☆	☆	☆	☆	○	○	
	Sort	○	○	○	○	○	*1	☆	○	☆	☆	☆	☆	☆	☆	○	○	
	Stapling	○	○	○	×	○	*1	☆	○	☆	☆	☆	☆	☆	→	○	○	
Facsimile	Transmission Operation	○	○	○	○	×	×	☆	×	☆	☆	☆	☆	☆	☆	×	×	
	Transmission	Scanning An Original for Memory Transmission	×	×	×	×	×	☆	×	☆	☆	☆	☆	☆	☆	×	×	
		Memory Transmission	☆	☆	☆	☆	☆	☆	×	×	×	☆	☆	☆	☆	☆	☆	
		Immediate Transmission	×	×	×	×	×	×	×	×	☆	☆	☆	☆	☆	×	×	
	Reception	Memory Reception	☆	☆	☆	☆	☆	☆	×	×	×	☆	☆	☆	☆	☆	☆	
		Printing Received Data	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	
Printer	Data Reception	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	☆	☆	
	Print	Printing	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	☆	☆
		Sort	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	☆	☆
		Stapling	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	→	→	☆	☆
Scanner	Stand-by	○	○	○	○	○	○	○	○	☆	☆	☆	☆	☆	☆	×	→	
	Scanning	×	×	×	×	×	×	☆	×	☆	☆	☆	☆	☆	☆	→	×	

☆...means that these functions can be used together.

○...means that you can interrupt the current job with Function keys or the **[Interrupt]** key to proceed to a subsequent job.

→...means that another job will automatically start after the current job is finished.

×

*1 Simultaneous operations are only available when copies are being made after their originals are all scanned.

- *² If you are making stapling copies on paper larger than A4, 8¹/₂" × 11" with the optional 1000-sheet finisher, the subsequent operation is disabled until the current job is finished. After you start interrupt copying with the **[Interrupt]** key, the Output Tray is automatically changed to "Internal Tray".
- *³ During parallel receptions, any subsequent job is disabled until the receptions are completed.
- *⁴ If the current operation is taking a long time, reception memory may become full and data reception may not be possible.



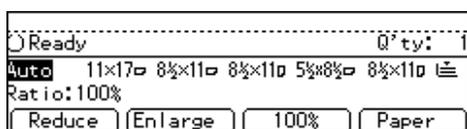
Copy Mode

Changing to Copy Mode

You can always make a copy when the machine isn't printing or scanning a fax data.

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

The copy display appears on the panel display.



Reference

For details, see the “Copy Reference”.

Interrupt copying to make urgently needed copies

You can interrupt the current job to make a copy.

Limitation

- You cannot use the interrupt copy function in the following cases:
 - during fax immediate transmission
 - while scanning an original for memory transmission
 - during interrupt copying

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

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the **[Start]** key after pressing the **[Interrupt]** key. When the current job stops, the interrupt copy display appears on the panel display.

Note

- When you interrupt a copying job, remove the previous original.

2 Make your copies.

Important

- If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

Note

- While copying, a received fax document is stored in memory and the Receive File indicator is lit.

3 After interrupt copying is completed, remove the original and delivered copies.

4 Press the **[Interrupt]** key again.

The machine resumes the printing job of the received fax document.

Resuming the interrupted copying job

- ❶ Reset the previous original.
- ❷ Press the **【Start】** key.

The machine resumes the interrupted copy run.

Copying and Multi-accessing

Note

- ❑ Machine operations are different depending “16. Print Priority” (See ⇒ P.25 “*System Settings*^{4/7}”) or “18. User Code Manage” (See ⇒ P.27 “*System Settings*^{5/7}”) settings.

Reference

⇒ P.6 “*Multi-Access*”

❖ When “Print Priority” = “Fax”, “Printer”, or “Display” (default)

The machine completes the operation of the function set by Print priority before performing the operation of another function.

💡 Limitation

- ❑ While the machine is performing two-sided printing in fax mode, you cannot make two-sided copies until the printing ends.
-
- ### ❖ When “Print Priority” = “Interleave”
- The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

Fax Mode

Changing to Facsimile Mode

You can always use the machine as a facsimile when you are not copying.

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

The facsimile display appears on the panel display.



Note

- The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the "Facsimile Reference".

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

Preparation

Machine operations are different depending "16. Print Priority" (See ⇒ P.25 "System Settings 4/7") or "18. User Code Manage" (See ⇒ P.27 "System Settings 5/7") settings.

Reference

See ⇒ P.6 "Multi-Access".

Printing a received fax while copying

❖ When "Print Priority" = "Fax" or "Display" (default)

The machine once interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

❖ When "Print Priority" = "Interleave"

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

❖ Printing a received fax in a hurry

Press the **[Fax]** key to switch to the facsimile display. The copying job is interrupted and the machine starts printing the received fax automatically. After printing the fax, press the **[Copy]** key and do the previous job again.

Sending a Fax

Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

1 Complete the usual operations for sending a fax, then press the **[Start]** key.

Sending a fax while copying

While scanning copy originals

- 1** Press the **[Clear/Stop]** key and then the **[Fax]** key.

Copying is stopped and the display is switched to the Facsimile mode.

 **Note**

- Remove the copy originals.

While outputting copy

- 1** Press the **[Fax]** key to switch to the facsimile display.

You can send a fax while copying.

 **Note**

- Remove any originals of your copy job.

- 2** Complete the usual operations for sending a fax, then press the **[Start]** key.

- 3** After the transmission has finished, press the **[Copy]** key.

- 4** Reset the copy job originals, then press the **[Start]** key.

The machine resumes the interrupted copy run.

Sending a fax while printing

- 1** Press the **[Fax]** key to switch to the fax display.

Printing is interrupted.

- 2** Complete the usual operations for sending a fax, then press the **[Start]** key.

After the transmission has finished, printing re-starts.

Printer Mode

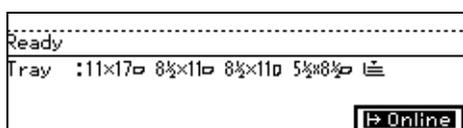
1

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to printer mode. However, if you wish to cancel a print job, you need to switch to printer mode.

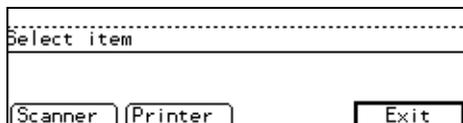
1 Press the **[Printer/Scanner]** key.

The printer display appears on the panel display.

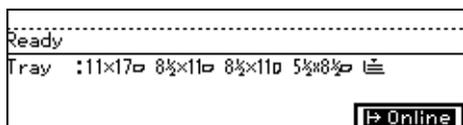


When optional scanner is installed

1 Press the **[Printer/Scanner]** key.



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



Reference

For details, see the "Printer Reference".

Printing

The machine can receive a print data while any features go on.

Scanner Mode

1

Changing to Scanner Mode

This scanner unit has two scanner functions: “Network TWAIN Scanner” and “Network Delivery Scanner”.

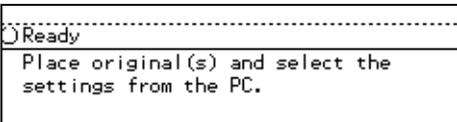
To configure the function priority, see Scanner Reference.

! Limitation

- ❑ In the following cases, the machine cannot be used as a scanner.
 - While scanning originals for copying
 - While scanning a fax message for transmission
 - During immediate fax transmission
 - While scanning an original

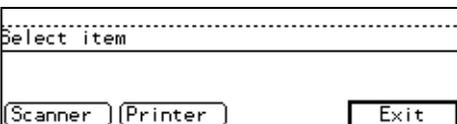
1 Press the [Printer/Scanner] key.

The scanner display appears on the panel display.

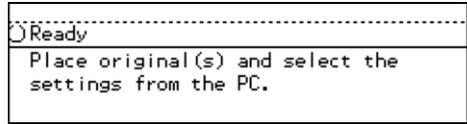


When optional scanner is installed

1 Press the [Printer/Scanner] key.



2 Press the [Scanner] key.



Using the Network TWAIN Scanner

- 1 Set originals.**
- 2 Configure the scan options using the computer.**
- 3 Start the scan.**

🔍 Reference

For more information, see Type270 TWAIN Driver Ver.2 help.

Using the Network Delivery Scanner

- 1 Press [Printer/Scanner] key.**
The screen for the scanner mode appears.
- 2 Set originals.**
- 3 Set the scan options, an address and a sender.**
- 4 Press [Start] key.**

🔍 Reference

For more information, see the ScanRouter reference.

Interrupting scanning

If you want to scan while copying or faxing, follow the procedure below.

Scanning while copying

Usually, you cannot use this machine as a scanner until it finishes copying.

Preparation

Select "06. Function Switch" to set "Instant". See ⇒ P.22 "System Settings ²/7"

1 Press **[Clear/Stop]** key.

Copying is interrupted.

2 Remove the originals.

3 Press **[Reset]** key.

4 Start the scan.

Note

- When the scan is completed, press **[Copy]** key and restart copying.

Scanning while scanning a fax message for memory transmission

Usually, you cannot use the scanner function until scanning a fax message for memory transmission is completed.

Preparation

Select "06. Function Switch" to set "Instant". See ⇒ P.22 "System Settings ²/7"

1 Press **[Clear/Stop]** key.

The fax message scan is interrupted.

Note

- Whole using the quick memory delivery, previously scanned originals will be delivered.

2 Remove the originals.

3 Start the scan.

Note

- When the scan is completed, press **[Fax]** key and restart faxing.

Scanning while doing an Immediate Fax Transmission

Usually, you cannot use the scanner function while it is doing an immediate fax transmissions.

Preparation

Select "06. Function Switch" to set "Instant". See ⇒ P.22 "System Settings ²/7".

1 Press **[Clear/Stop]** key.

The immediate fax transmission is interrupted.

Note

- Previously scanned originals will be delivered.

2 Remove the originals.

3 Start the scan.

Note

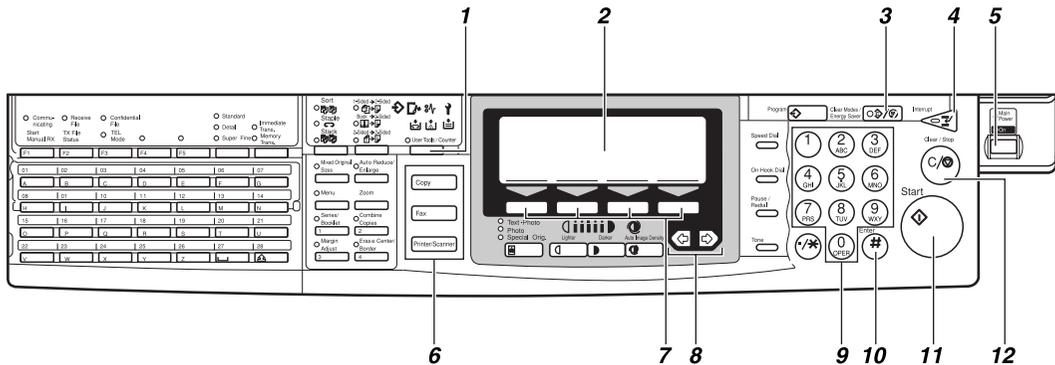
- When the scan is completed, press **[Fax]** key and restart faxing.

Scanning while printing

You can scan without interrupting printing.

2. User Tools (System Settings)

Keys for User Tools (System Settings)



ZBP5011N

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

2. **Panel Display**

3. **[Clear Modes/Energy Saver]** key

Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode.

4. **[Interrupt]** key

Press to make interrupt copies during a copy run.

5. **Operation switch**

Press this switch to turn the power on and off.

6. **Function keys**

Press to change modes.

7. **[Selection]** keys

Press the key under the item you wish to select.

8. **[Left] and [Right]** keys (Cursor keys)

Press to select an item on the panel display.

9. **[Number]** keys

Use to enter a numeric value.

10. **[#]** key

Press to set a value you have entered.

11. **[Start]** key

Press to start copying. Use to set the Auto Start.

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

Press to delete a number you have entered.

Accessing the User Tools (System Settings)

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

2

Preparation

After using the user tools, be sure to exit it to return to Copy mode.

The settings are not canceled even if the operation switch is turned off or the **[Clear Modes/Energy Saver]** key is pressed.

Limitation

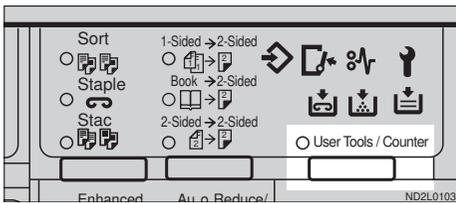
- Function names displayed in a faint font become available when the machine is expanded.

Reference

For information on Copy, Fax, Printer and Scanner User Tools, see the appropriate reference manual.

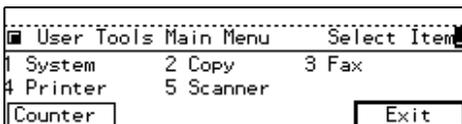
1 Press the **[User Tools/Counter]** key.

The User Tools Main Menu appears.

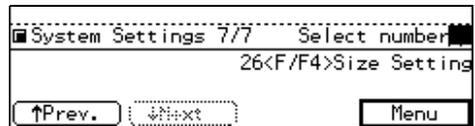
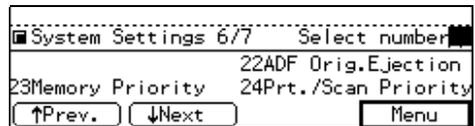
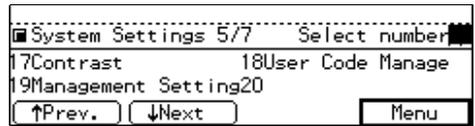
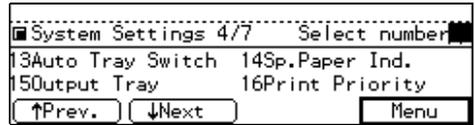
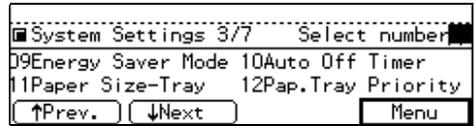
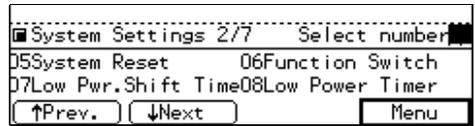
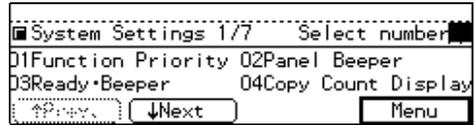


2 Enter **[1]** with the Number keys.

The system settings menu appears.



3 Search for the desired menu. Enter its number with the Number keys.



Note

- [↓Next]: Press to go to the next page.
- [↑Prev.]: Press to go back to the previous page.

Reference

⇒ P.20 “User Tools Menu (System Settings)”

- 4** Change the settings by following the instructions on the panel display. Then press the [OK] key.

Reference

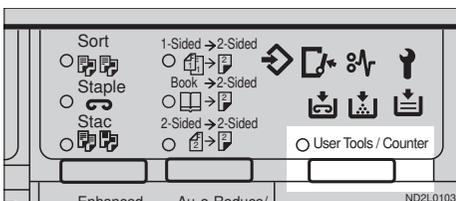
⇒ P.21 “Settings You can Change with the User Tools”

Note

- [OK]: Press to set the new settings and return to the previous menu.
- [Cancel]: Press to return to the previous menu without changing any data.

Exiting from User Tools

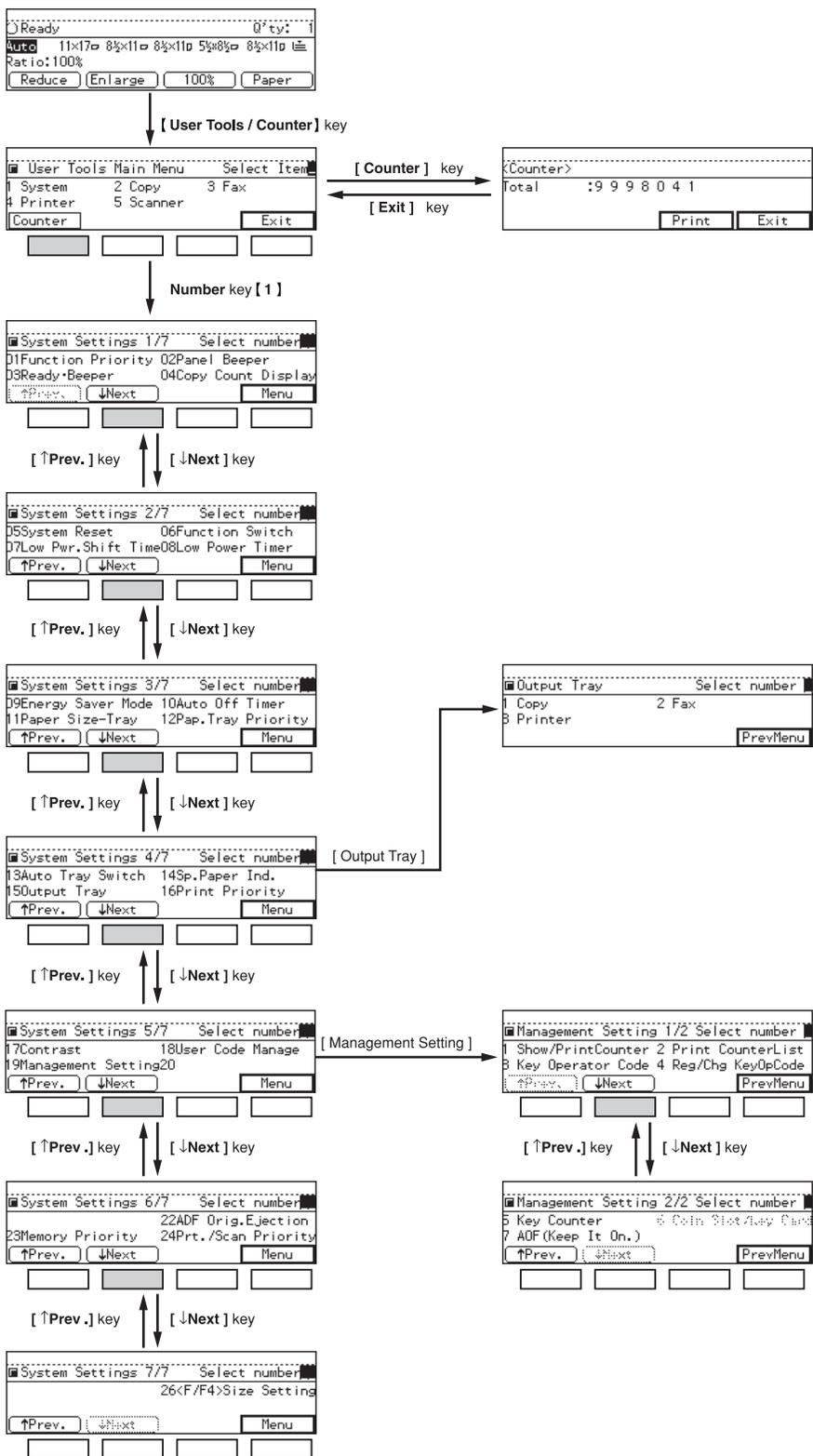
- 1** After changing the user tools settings, press the [User Tools/Counter] key.

**Note**

- You can also exit from user tools by pressing the [Exit] key on the User Tools Main Menu.

User Tools Menu (System Settings)

2



Settings You can Change with the User Tools

Reference

For how to access the user tools, see ⇒ P.18 “Accessing the User Tools (System Settings)”.

System Settings ¹/₇

2

Menu	Description
01. Function Priority (facsimile, printer and scanner option required)	<p>You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.</p> <p> Note <input type="checkbox"/> Default: <i>Copy</i></p>
02. Panel Beeper	<p>The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off.</p> <p> Note <input type="checkbox"/> Default: <i>ON</i></p>
03. Ready-Beeper	<p>Choose whether the machine beeps when it becomes ready for a copy run after power up.</p> <p> Note <input type="checkbox"/> Default: <i>ON</i></p>
04. Copy Count Display	<p>The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).</p> <p> Note <input type="checkbox"/> Default: <i>Up (count up)</i></p>

System Settings ²/₇

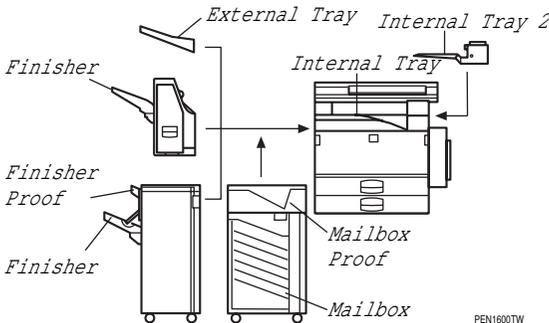
Menu	Description
05. System Reset	<p>The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: YES (60 seconds) <input type="checkbox"/> You can specify the prioritized mode with the user tools. See "01. Function Priority" in ⇒ P.21 "System Settings ¹/₇"
06. Function Switch (facsimile, printer and scanner option required)	<p>How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 3 seconds
07. Low Pwr. Shift Time	<p>The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 15 minutes
08. Low Power Timer	<p>The machine enters to Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or off.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Yes (60 seconds)

System Settings ³/₇

Menu	Description
09. Energy Saver Mode	<p>The machine enters Energy Saver mode in the following cases:</p> <ul style="list-style-type: none"> • If you hold down the [Clear Modes/Energy Saver] key for about a second or more. • When the preset time selected with the Low Power Timer has passed. <p> Reference See "08. Low Paper Timer" in ⇒ P.22 "System Settings ²/₇".</p> <p>In Energy Saver mode, power consumption is saved as shown below, as compared with Stand-by mode.</p> <ul style="list-style-type: none"> • Level 1 (default): Saving about 20% • Level 2: Saving about 25% <p>Warm-up time required for Energy Saver mode to return to the ready condition is as follows:</p> <ul style="list-style-type: none"> • Level 1 (default): About 3 seconds • Level 2: About 10 seconds <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Level 1</i> <input type="checkbox"/> The values above are references applicable to Type 1 (mainframe only).
10. Auto Off Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off". The time can be set from 1 to 240 minutes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>60 minutes</i> <input type="checkbox"/> Auto Off might not be effective when the machine is in the following conditions: <ul style="list-style-type: none"> • An error message is displayed. • The remaining memory space for facsimile or scanner mode is less than 100%. <input type="checkbox"/> To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on. <input type="checkbox"/> When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or the printer data.

Menu	Description
<p>11. Paper Size-Tray</p>	<p>Select the size of the copy paper set in the paper tray.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. <p>Reference</p> <p>See “Changing The Paper Size” in the “Copy Reference”.</p>
<p>12. Pap.Tray Priority (for Copy mode only)</p>	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the [Clear Modes/Energy Saver] key is pressed. • When the Auto Paper Select mode is not selected. <div data-bbox="536 817 1141 1141" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: right; font-size: small;">ND6A0200</p> </div> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Tray 1</i> <input type="checkbox"/> Tray 3, Tray 4, and LCT (Large Capacity Tray) are options.

System Settings ^{4/7}

Menu	Description
13. Auto Tray Switch	<p>If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Yes</i> <input type="checkbox"/> If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, the Auto Tray Switch function is available to these trays only when their settings are identical. <p>Reference</p> <p>See "14. Sp. Paper Ind." in ⇒ P.25 "System Settings ^{4/7}"</p>
14. Sp. Paper Ind.	<p>When recycled paper or special paper is in the paper trays, paper type can be indicated on the panel display.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>No Display</i> <input type="checkbox"/> "Rcyd. ppr." appears on the panel display when recycled paper is selected, and "Sp. ppr." appears when special paper is selected.
15. Output Tray	<p>You can specify a tray to which documents are delivered for each mode (Copy, Fax and Printer).</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> You can specify a single tray for two or more modes. <input type="checkbox"/> With the optional Mailbox and the optional 3000 sheet finisher installed, B4, 8¹/₂" × 14" or larger sized paper (300mm or longer) will be automatically delivered to the "Mailbox Proof" tray or "Finisher Proof" tray even if you specified "Internal Tray" as the output tray. <div style="text-align: center;">  <p>The diagram illustrates the printer's output system. It shows a central printer unit with several output paths. Labels include: 'External Tray' (top left), 'Internal Tray 2' (top right), 'Internal Tray' (middle right), 'Mailbox Proof' (bottom right), and 'Mailbox' (bottom center). On the left side, there are three 'Finisher' units, with the middle one labeled 'Finisher Proof'. Arrows indicate the flow of paper from the printer to these various output destinations.</p> </div> <p style="text-align: right; font-size: small;">PEN1600TW</p>

Menu	Description
<p>16. Print Priority (setting the multi-accessing function)</p>	<p>Sets the print priority for each mode.</p> <ul style="list-style-type: none"> • “Display” Print priority is given to the mode displayed on the display. • “Copy” Print priority is given to the copy function. • “Fax” Print priority is given to the fax function. • “Printer” Print priority is given to the printer function. • “Interleave” Prints jobs in the order in which they are initiated regardless of mode/function. <p>Different function's print output might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using “Output Tray”. When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer.</p> <p> Note</p> <p><input type="checkbox"/> Interrupt printing is disabled functions that have “User Code Manage” set to “Yes”. The machine switches the display after the time specified by “Function switch” and starts printing with the function.</p> <p> Reference</p> <p>⇒ P.6 “Multi-Access”</p> <p>“15. Output Tray” in ⇒ P.25 “System Settings ⁴/₇”</p> <p>“18. User Code Manage” in ⇒ P.27 “System Settings ⁵/₇”</p> <p>“06. Function Switch” in ⇒ P.22 “System Settings ²/₇”</p>

System Settings ⁵/₇

Menu	Description
17. Contrast	You can adjust the brightness of the panel display.
18. User Code Manage	<p>If the machine is set to use the User Code function, operators must input their user codes before the machine can operate. The machine keeps count of the number of copies made under each user code.</p> <p> Note</p> <p><input type="checkbox"/> Enter a previously registered key operator code with the Number keys.</p> <p> Reference</p> <p>“Key Operator Code”</p>
Code Manage-Copy	<p>Specify whether to employ user codes to restrict copier users and manage the number of copies made.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>No</i></p>
19. Management Setting	<p>Use these settings to manage use of the machine.</p> <p> Note</p> <p><input type="checkbox"/> Enter a previously registered key operator code with the Number keys.</p> <p> Reference</p> <p>“Key Operator Code”</p>
Show/PrintCounter	You can check and print the number of copies made under each function.
Print CounterList	You can print the counter data for all functions.
Key Operator Code	<p>If you select “Yes”, only operators who know the key operator code can access the “18. User Code Manage” and “19. Management Setting” user tools.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>No</i></p> <p><input type="checkbox"/> If you select “Yes”, you should register the key operator code. See below.</p>
Reg/Chg KeyOpCode	Use to register or change the key operator code (up to 8 digits).

Menu	Description
Key Counter: Copier Access	<p>You can specify whether to control Key Counter.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regarding key counter availability and usage, please ask your service representative. <input type="checkbox"/> Default: <i>Off</i> <p> Reference</p> <p>See “User Tools (Copy Features)”, “Key Operator Tools” in the “Copy Reference” manual.</p>
AOF (Keep It On.)	<p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> For details, contact your service representative.

System Settings ⁶/₇

Menu	Description
22. ADF Orig. Ejection	<p>As a default setting, the scanned originals from the document feeder (ADF) are ejected to the ADF external tray. But, if there is no space to attach an ADF external tray, you can change the output tray to the ADF tray. However, if the output tray is set to the ADF tray, it takes a little more time than to the ADF external tray.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>ADF External Tray</i>
23. Memory Priority	<p>You can select which function should be prioritized for the memory allocation of Copier Hard Disk (Image Enhance Kit).</p>
24. Prt./Scan. Priority	<p>You can select the function which will be selected as default when pressing the [Printer/Scanner] key.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> The following display appears when you select “Select Mode” in this Menu, and press the [Printer/Scanner] key. <input type="checkbox"/> Default: <i>Select Mode</i>

System Settings ⁷/₇

Menu	Description
26. <F/F4>Size Setting	<p>Currently three types of F size are available; 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13".</p> <p>The document feeder or platen cover sensor cannot distinguish these 3 types of originals.</p> <p>This function sets the F size from the document feeder or platen cover sensor.</p> <p>Auto Paper Select or Auto Reduce/Enlarge in the case of F size originals functions based on this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: 8¹/₂" × 13" </p>

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