

GelSprinter GX 3000s

User Guide



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

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1. Read This First

This chapter explains how to use the manual and gives the meanings of the symbols that appear in the manual.

This chapter also explains the names and functions of the machine's components.

About This Product

This section tells you about the product.

Introduction

Thank you very much for choosing this product.

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine. Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "Safety Information" before using the machine.

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- The product name of Windows Me is Microsoft[®] Windows[®] Millennium Edition (Windows Me).
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 - Microsoft[®] Windows[®] 2000 Professional
 - Microsoft[®] Windows[®] 2000 Server
 - Microsoft[®] Windows[®] 2000 Advanced Server
- The product names of Windows XP are as follows:
 - Microsoft[®] Windows[®] XP Home Edition
 - Microsoft[®] Windows[®] XP Professional
- The product names of Windows Vista are as follows:
 - Microsoft[®] Windows Vista[®] Ultimate
 - Microsoft[®] Windows Vista[®] Business
 - Microsoft[®] Windows Vista[®] Home Premium
 - Microsoft[®] Windows Vista[®] Home Basic
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 - Microsoft[®] Windows NT[®] Server 4.0

Disclaimer

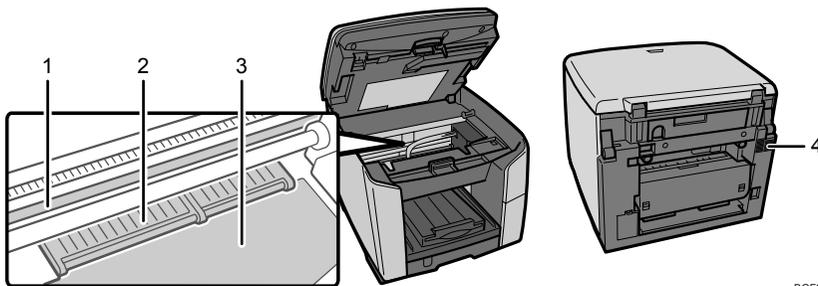
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User's Notes

★ 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.
- Do not leave the scanner unit or right front cover open. Doing so could cause an injury.
- During printing, do not move the machine or open its covers.
- During printing, do not pull out a paper tray. Printing will stop and the paper will jam.
- Take care not to let paper clips and other foreign objects fall inside the machine.
- During printing, do not turn off the power or unplug the power cord from the wall outlet.
- During printing, do not subject the machine to external shock such as that caused by tapping paper on it.
- When not using the machine, turn off the power.
- This machine has a nominal operational life of 5 years if used normally for 8 hours a day to produce up to 2,500 A4 prints a month. Exceeding these limits may reduce the operational life. The operational life also depends on the environment in which the machine is used.
- "Total Counter" displays the number of pages printed. Use "Total Counter" to estimate the number of pages that can be printed within the machine's remaining operational life. The machine's operational life is calculated based on the number of pages that it can print on plain paper in [Speed priority] mode.
- If you will not be using the machine for a long time, turn it off, disconnect its USB cable, and then unplug it from the wall outlet. Ideally, you should print something at least once every 20 to 25 days. If you leave the machine unused for longer than this, it will consume a considerable amount of ink for maintenance and print head cleaning when finally turned back on.
- After you install the print cartridge and switch the printer on for the first time, the print head priming process will begin. This process sometimes clogs the print head. If this happens, perform the head cleaning procedure.
- To protect the print heads and maintain print quality, the machine periodically uses ink for maintenance and print head cleaning when it is switched on and before it prints.
- The machine stops printing if one of the print cartridges runs out. If a message prompting you to change a print cartridge appears, change the cartridge as soon as possible.
- Prints produced by duplex printing are lighter than those produced by single-sided printing.

- This machine is designed to have an operational life of 5 years or be good for 150,000 pages.
- Depending on your printing document, the ink collector unit may fill up sooner than normal. An “Collector Near Full” message appears shortly before the ink collector unit is full. Contact your service representative as soon as possible for a replacement ink collector unit (charge incurred).
- To maintain print quality, cartridges should be opened before their expiration date and used within 6 months of being opened.
- Ink can remain inside used print cartridges.
- Color ink may be used even if you print all-black text or if you specify black and white printing. It may also be used for print head cleaning and refreshing, which are done to maintain machine performance.
- Print cartridges and supplies comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges and supplies.
- Black and white printing also consumes color ink.
- Printing stops if one of the print cartridges becomes empty. If a cartridge containing a color ink such as cyan, yellow, or magenta becomes empty, you cannot print, even in black/white.
- If you print a large number of pages in a day, for instance, hundreds of pages, the nozzles of the print-heads may be clogged the next day. If this happens, clean the print-heads.
- This machine performs regular automatic maintenance, after and during printing, to ensure consistent print quality. Maintenance is also performed when printing begins after a period of disuse.
- In addition to printing, ink is also consumed when the machine's power is turned on, head cleaning is performed, and print cartridges are installed.
- Do not turn off the power when the machine is in operation.
- High temperatures inside the machine can cause a breakdown. Do not lean anything against the vent or block it in any way.
- Warm air from the vent is normal and not a cause for concern.
- Do not touch the feed belt, encoder band (the transparent, narrow, black band), or paper pressing board.



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- 1) Encoder band
- 2) Paper pressing board
- 3) Feed belt
- 4) Vent

Saving Color Copies

Followings are notes on saving color copies.

- Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies by storing them in a binder in a dark, dry place.
- Ink may melt when using solvent type adhesive agents for pasting prints.

Manuals for This Machine

Read the appropriate manual according to what you want to do.

◆ Quick Installation Guide

This guide explains how to unpack the machine, set it up, and install options. It also explains basic settings and operations.

◆ User Guide

This guide is stored on the "Drivers, Manual & Utilities" CD-ROM. It explains general operation (printer, copy, scanner) and covers

- network settings,
- driver installation,
- checking and changing settings using a Web browser and other utilities,
- troubleshooting printing problems and paper jams,
- suitable paper types, and
- replacing consumables.

◆ Safety Information

This booklet contains important information about using the machine safely and correctly. Be sure to read this before using the machine.

Description for the Specified Model

In this manual, the following items explain about the machine for the specified models:

220-240V

This explains about the 220-240 V model machine. You can identify the model by checking the label on the rear of the machine.

Read if you purchase this model.

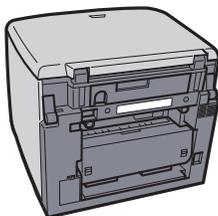
120V

This explains about the 120 V model machine. You can identify the model by checking the label on the rear of the machine.

Read if you purchase this model.

↓ Note

- You can identify the machine's model by checking the label on the rear of the machine as shown.



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How to Read This Manual

Be sure to read this section before anything else.

- This guide uses Windows XP procedures for its examples. Procedures and screens might vary depending on the operating system you are using.
- The color samples in this manual may differ slightly from the colors of actual copies.
- Some illustrations in this manual might be slightly different from the machine.

1

How to Use User Guide

User Guide (on the provided CD-ROM) includes detailed information about this machine and a troubleshooting guide.

Use one of the browsers below to display User Guide.

- Microsoft Internet Explorer Version 4.01 SP2 or later
- Netscape 6.2 or later

To view the video files of User Guide, Adobe Flash Player (Macromedia Flash Player 5 or later) plug-in is required.

◆ When using screen reader software or when you cannot install Macromedia Flash Player plug-ins

When using screen reader software to listen to User Guide or when video files cannot be displayed because Flash plug-ins cannot be installed, click [For screen reader] to display User Guide version optimized for screen reader software.

Use the button in the upper right window to change the screen.

◆ When using a non-recommended browser

When using Internet Explorer 3.02 or Netscape Navigator 4.05 or later versions, a simplified User Guide is displayed.

↓ Note

- If the simplified User Guide does not automatically appear, in the "Drivers, Manual & Utilities" CD-ROM's [unv] folder, open index.htm.
- The path to the [unv] folder on the supplied CD-ROM is as follows:
`\MANUAL\LANG\ (Language) \OP_GUIDE\unv`

Opening from the Icon

This section explains how to open User Guide from the desktop icon.

- 1 Double-click the [User Guide] icon on your desktop.



The browser opens, and then User Guide appears.

Removing the User Guide

Follow the procedure below to remove the User Guide installed on your computer.

■ Removing the User Guide using its [Uninstall] function

- 1 Click [Start], and then point to [Programs].
- 2 Point to the installed [Product name], and then click [Uninstall User Guide].
- 3 Follow the instructions that appear to remove the User Guide.

■ Removing the User Guide using [Add or Remove Programs]

- 1 Open [My Computer], point to [Settings], and then open [Control Panel].
- 2 Double-click [Add or Remove Programs].
- 3 Select the installed [Product name User Guide], and then click [Change/Remove].
- 4 Follow the instructions that appear to remove the User Guide.

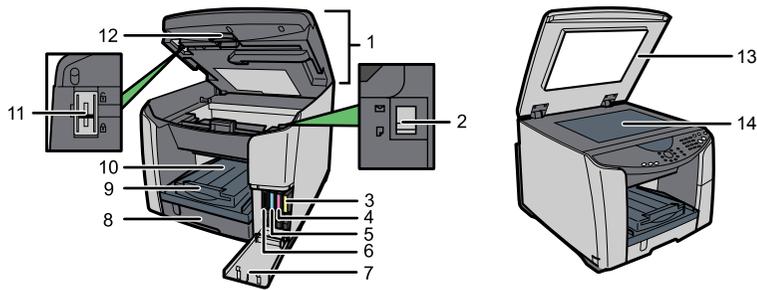
Guide to Components

This section explains the names and functions of parts of the machine body, control panel, and options.

1

Machine Body

This is a front view of the machine.



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1 Scanner unit

Open this to access the envelope selector and the shipping lock. Keep it closed during printing. If paper jams occur, raise the scanner unit to remove jammed paper.

2 Envelope selector

For envelopes, set the lever to the rear position ; for everything else, set the lever to the forward position .

3 Print cartridge (yellow)

4 Print cartridge (magenta)

5 Print cartridge (cyan)

6 Print cartridge (black)

7 Right front cover

Keep this cover closed during printing. Open to install or replace print cartridges.

8 Tray 1

Load paper here.

9 Output tray extension

Pull this out to prevent copies falling.

10 Paper output tray

Prints are delivered here.

11 Shipping lock

Use this to lock the interior of the scanner unit when moving the machine.

12 Scanner unit release lever

Pull this lever to lift the scanner unit.

13 Exposure Glass Cover

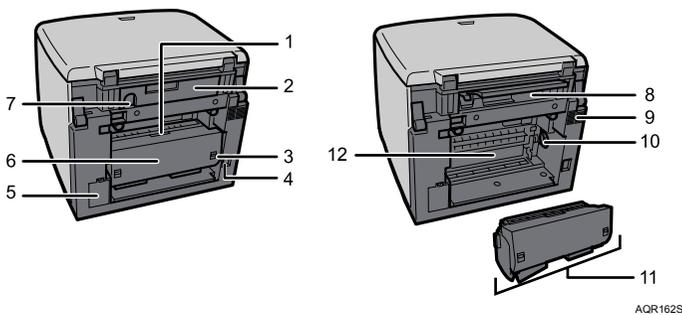
Lower this cover over originals.

14 Exposure glass

Place originals face down here for copying.

Machine Rear

This is a rear view of the machine.



1 Duplex unit cover button

Press to open the duplex unit cover.

2 Connector cover

Open this cover to install the network interface board.

3 Duplex unit locks

Use to lock or unlock the duplex unit when attaching or detaching it.

4 Power cord

Plug the power cord into a wall outlet.

220-240V: Plug one end of the power cord into the machine's power inlet and the other end into a wall socket.

Connect the grounding wire attached to the power plug directly to a grounding terminal.

5 Ink collector unit cover

Open this cover to replace the ink collector unit.

6 Duplex unit cover

Open to remove paper jammed inside the duplex unit.

7 USB slot

Connect the USB cable from the computer here.

8 Ethernet Port

If the optional network interface board is installed, connect the Ethernet cable to this.

9 Vent

Air is vented here to prevent the inside of the machine from getting too warm. Do not lean anything against the vent or block it in any way. If the inside of the machine gets too warm, a breakdown could occur.

10 Paper feed wheel

Use to wind out paper jammed around the guide board.

11 Duplex unit

Turns the paper over when performing duplex printing.

12 Guide board

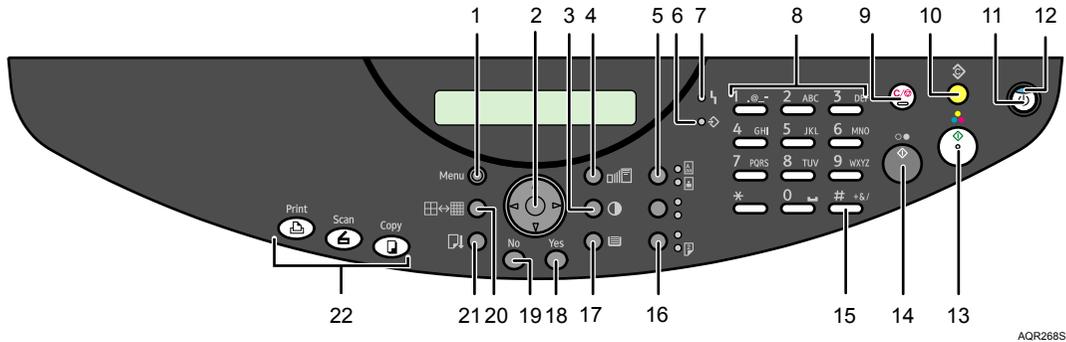
Open to remove paper jammed inside the machine.

Control Panel

This illustration shows the control panel of the machine with options fully installed.

★ Important

- The illustrations in this manual show the **220-240V** model. The **120V** model may differ slightly from the illustrated model.



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1 [Menu] key

Press to specify or check the machine's current settings.

2 Scroll key

Press to select an item.

[▲]: scroll upward

[▼]: scroll downward

[▶]: scroll right

[◀]: scroll left

3 [Image Density] key

Press to adjust the copier function's scanning density in five steps from $-$ to $+$.

You can also specify the settings for [A], by which the machine automatically adjusts the copy image density.

4 [Zoom] key

Press to change the copy enlargement/reduction ratio in steps of 1% or fixed zoom ratio.

5 [Text / Photo] key

Press to select the most suitable scanning method for your original. If both the "Text" and "Photo" indicators light, the machine is in Text/Photo mode.

- Photo Mode

Select this mode to reproduce delicate tones in pictures, such as in

- developed photographs,
- photographs or pictures that are printed on paper (e.g magazines), and mechanically produced copies or originals.

Press the [Text/Photo] key to switch to "Photo" mode. The "Photo" indicator lights when the machine is in Photo mode.

- Text Mode

Select this mode when your originals contain only text (no pictures). Press the [Text/Photo] key to switch to "Text" mode. The "Text" indicator lights when the machine is in Text mode.

- Text / Photo Mode

The machine will automatically determine the best mode when scanning an original that contains both text and photographs. Press the [Text/Photo] key to switch to "Text/Photo" mode. The "Text" and "Photo" indicators light when the machine is in Text/Photo mode.

6 ⇄ Data-in indicator

Flashes when the machine is receiving data from a computer. The Data In indicator is lit if there is data to be printed.

7 Alert

Lights up when a machine error occurs. A red light indicates an error has occurred that makes printing impossible; the yellow light indicates a potential error during printing. If the red light is on, follow the instructions that appear on the display.

8 Number keys

Use to enter numeric values when specifying settings such as the number of prints.

9 [Clear/Stop] key

- Clear:

Clears an entered number.

- Stop:

Stops a job in progress, such as scanning or printing.

10 [Clear Modes] key

Press to clear the current settings and restore to the initial settings. Settings other than those specified for the current job will also be reset.

11 [Power] key

Press to turn the power on. The switch's indicator lights. To turn the power off, press again.

12 Power indicator

The main power indicator lights when the [Power] key is turned on.

13 [Color Start] key

Press to start scanning (in color) or directly sending a file.

14 [B&W Start] key

Press to start scanning (in black and white), or printing a file.

15 [#] key

To switch to the Speed Dial screen and use speed dial to carry out Scan to e-mail and Scan to FTP, press the [#] key once. To switch to the Address Book screen and search for information such as e-mail addresses and folder destinations, press the [#] key twice.

This function can only be enabled when [Scanner] is selected using the function key.

16 [2 Sided Copy] key

Duplex print a multiple sheet original. Press the [2 Sided Copy] key to switch to "2 Sided Copy" mode. The "2 Sided Copy" indicator lights when the machine is in 2 Sided Copy mode.

17 [Select Paper Tray] key

Press to change the paper tray.

18 [Yes] key

Press to set a selected item or an entered numeric value.

19 [No] key

Press to cancel an operation or return to the previous display. Settings other than those specified for the current job will remain unchanged.

20 [Resolution] key

Press to adjust the scanning Resolution under the copier and scanner functions. You can select one of the following three resolution modes:

- Fast
- STD
- H.Qty.

21 [Form Feed/Head-Cleaning] key

Press this to print all data left in the machine's buffer. You can use this to force the machine to print data received in the online status when the paper size or type does not match the actually set size or type.

To clean the cyan, magenta, yellow, and black print heads, hold the [Form Feed/Head-Cleaning] key down for 3 seconds.

22 Function keys

Press to display the operation screen of one of the following functions: printer, copy, scanner. The indicator of the selected function goes on.

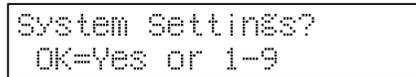
Display

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

The copy display is set as the default screen when the machine is turned on.

Menu

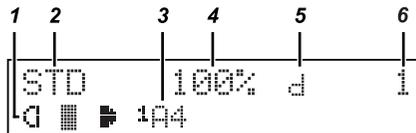
To display the menu, press the [Menu] key.



System Settings?
OK=Yes or 1-9

AQR417S

Copy



1 2 3 4 5 6
STD 100% d 1
Q ■ ■ 1A4

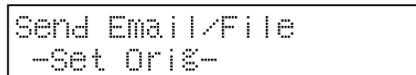
BBF009S

- 1 The specified [Image Density] setting.
- 2 The specified [Resolution] setting.
- 3 The specified [Paper Tray Prty.], and [Paper Size] settings.
- 4 The specified [Zoom] ratio setting.
- 5 The selected copier setting appears.
- 6 Number of copies set. When the machine is copying, displays the number of originals not yet copied.

Scanner

★ Important

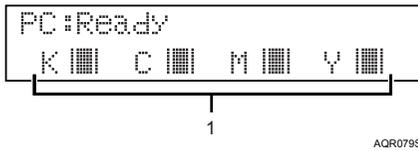
- To use this function, the network interface board must be installed.



Send Email/File
-Set Orig-

AQR286S

Printer



- 1 Cartridge replacement indicators. From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.

Icons Displayed on the Screen

[A]: You can select this by pressing the [Image Density] key. This setting is useful for scanning newspaper print and other images on grayish backgrounds.

1: The machine can feed paper from Tray 1.

2: The machine can feed paper from Tray 2 (optional). This icon appears only if the optional Paper Feed Unit TK1020 is attached.

3: The machine can feed paper from the bypass tray. This icon appears only if the optional Multi Bypass Tray Type BY1000 is attached.

| |: print cartridge is almost empty.

|+|: print cartridge is empty.

[□]: This appears if you have set [Tray Paper Setting] to [Custom].

[E]: This appears when the machine is sending Scan to E-Mail or Scan to FTP data.

[▼][▲][◀][▶]: Press the scroll key indicated by the icon.

If a Screen Requesting a Password Appears

If [User Restriction] is set to [On], you must enter the specified password when the machine

- is switched on,
- wakes up from Energy Save Mode, and
- is reset using [Auto Reset Time].

Note

- “*Invalid Password*” appears if the password is wrong. Check the password.

Reference

- p.89 "Setting User Restriction"

Entering a password

When [User Restriction] is set to [On], the following screen appears:

```

P a s s w o r d =
O K = Y e s
  
```

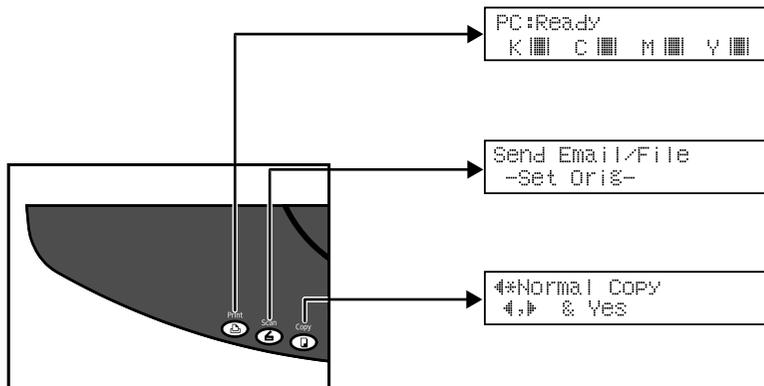
- 1 Enter a password (eight digits), and then press the [Yes] key.

Reference

- p.89 "Setting User Restriction"

Changing Modes

The copier function screen is displayed after power on.



AGR3905

◆ Copy

If you press any of the following keys, the machine switches to the copier screen and the copy indicator lights:

- [2 in 1 / Sort] key.
- [Zoom] key.
- [Select Paper Tray] key.

◆ Function Priority

If the machine is rebooted by [Auto Reset Time] or switched off and then back on, it is reset and its initial settings are restored. You can specify the machine's initial settings using [Func. Priority] under [System Settings].

↓ Note

- You cannot switch modes during initial setup.
- To perform a function using the control panel, first press the function key to switch the display to the appropriate function screen.
- If a printing error occurs while a function key other than the [Printer] key is lit, press the [Printer] key to view the error message.

Turning On the Power/Turning Off the Power

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

◆ Power supply

- [Power] key (right side of the control panel)
Press to activate the machine. When the machine has finished warming up, all its functions are available.

↓ Note

- If the power switch is "On" but the machine is not used for a while, the machine automatically enters Energy Save Mode to reduce its power consumption.
- If the "Temp.Alert: Wait..." message appears, check the machine's environment is not too hot or cold.

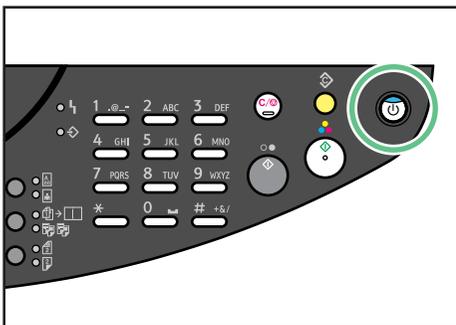
📖 Reference

- p.82 "Ener.SaverTimer"
- p.267 "Out of Printable Temperature Range"

Turning on the power

Turn on the power as follows:

- 1 Press the [Power] key.



AQR300S

The On indicator goes on.

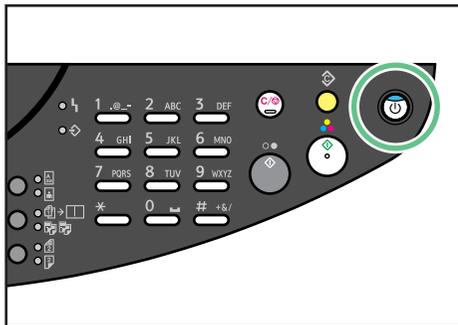
↓ Note

- If the machine does not switch on when you press the [Power] key, make sure the power plug is properly inserted in the wall outlet.

Turning off the power

Turn off the power as follows:

- 1 Make sure the exposure glass cover is lowered.
- 2 To switch the power off, hold the [Power] key down until the machine shuts down.



AQR300S

The On indicator goes off.

If you select [Auto Off Timer] for [System Settings], the machine automatically switches off if it is idle for a specified time.

↓ Note

- Hold the [Power] key down until the on indicator flashes.

📖 Reference

- p.82 "Auto Off Timer"

Saving energy

This machine has the following energy saving function.

◆ Energy Save Mode

To reduce its power consumption, this machine automatically enters Energy Save Mode if it is not used for a specified time.

You can specify how long the machine waits before it switches to Energy Saver mode.

◆ Auto Off Timer

You can set the machine to switch off after it has been idle for a certain time.

↓ Note

- Energy Save Mode will not operate in the following cases:
 - When the scanner unit is open.
 - When the right front cover is open.
 - When the duplex unit cover is open.
 - When the print cartridge is not installed correctly.
 - When the duplex unit is not installed correctly.
 - When the ink collector unit is not installed correctly.
 - When the multi bypass tray is not installed correctly.
 - When an error is detected.
 - When printing is in progress.
 - When ink is being replenished.
 - When maintenance functions, such as head cleaning, are in progress.
 - When the machine's interior is drying.

📖 Reference

- p.82 "Setting the Machine"

Option

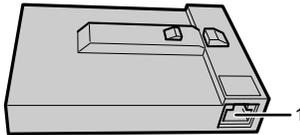
★ Important

- Be sure to switch the printer off before installing options.
- Certain options might not be available in some countries. For details, please contact your local dealer.

1

Network Interface Board GX4

By installing this optional network interface board in the machine, you can print over the network.

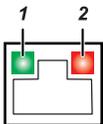


AQQ084S

1 Ethernet Port

Use a network interface cable to connect the machine to a network.

- ◆ Check the LEDs on the Ethernet port

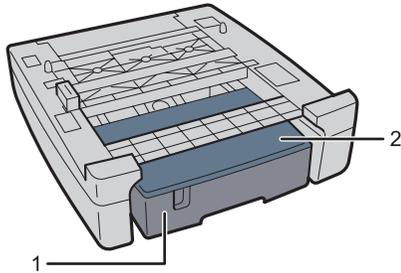


AQR228S

- 1) The green LED lights if the machine is properly connected to the network.
- 2) The orange LED blinks when the machine is sending or receiving data over the network.

Paper Feed Unit TK1020

This optional tray can hold 500 sheets.



AQR029S

1 Tray 2

You can load plain paper and inkjet plain paper in this tray.

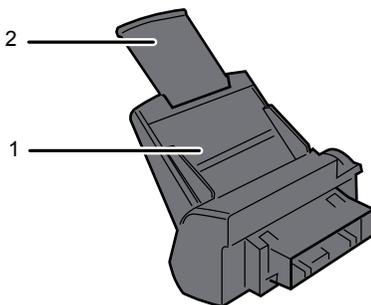
2 Tray cover

This is attached to tray 2.

Take this cover off when loading paper.

Multi Bypass Tray Type BY1000

Use this tray to feed in sheets manually.



AKR136S

1 Bypass tray

Load paper here.

2 Bypass tray extension

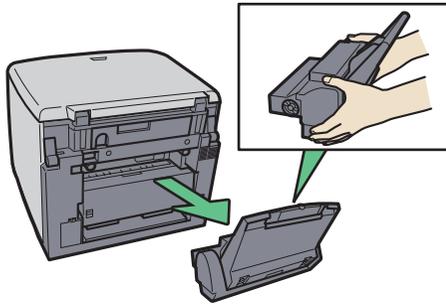
You can pull this bypass tray extension out by 2 clicks. Pull the extension out as far as necessary to support the paper you are loading.

Detaching and Reattaching the Multi Bypass Tray (Optional)

To clear a paper jam, you might have to detach the multi bypass tray.

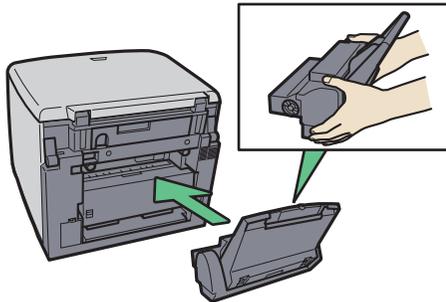
This section explains how to detach and reattach the multi bypass tray.

- 1 Remove any paper in the bypass tray.
- 2 Push the bypass tray extension in.
- 3 Detach the multi bypass tray.



AQR360S

- 4 Fully insert the multi bypass tray.



AQR361S

- 5 When using the multi bypass tray, pull out its extension and adjust the side guides according to the size of the loaded paper.
- 6 Load paper in the bypass tray.

Recommended Functions

This section lists useful and recommended functions.

- ◆ **Copy-guard of printed documents for preventing information leaks**
See p.136 "Unauthorized Copy Control".
- ◆ **Sending machine status notification e-mail when the machine runs out of paper, or when a paper jam occurs, etc**
See p.280 "Notifying the Machine Status by E-mail".
- ◆ **Automatically selecting the tray for printing**
See p.85 "Specifying the Tray and Paper".
- ◆ **Attaching scan files to e-mails and sending them via LAN and Internet**
See p.172 "Sending Scan Files by E-mail".

Managing This Machine

This section explains basic procedures for using this machine.

For details about procedures and settings, see the information under in **Reference**.

★ Important

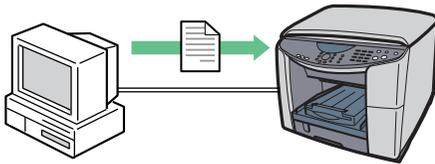
- Certain functions require extra options.

Using This Machine as a Printer

Use the following procedure to configure the machine as a printer.

Connecting the machine via USB

The following procedure explains how to operate the machine as a printer via USB.



AQR259S

- 1) Use a USB cable to connect the machine to a computer.
- 2) Install the printer driver and any other necessary drivers on the computer.
- 3) Begin using the printer.

Reference

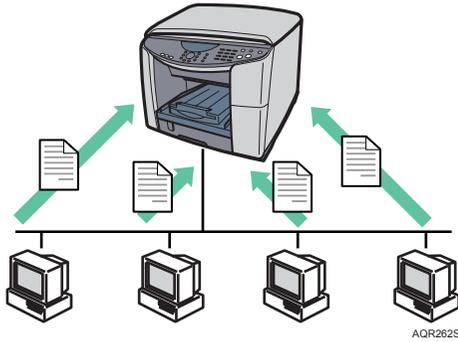
- For details about procedures and settings in step 1, see "Before installing the Printer Driver (USB)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.41 "Confirming the Connection Method", "Quick Install for USB", Quick Installation Guide, p.43 "Installing the Drivers for Local Connection".
- For details about procedures and settings in step 3, see p.126 "Printing on Various Paper Types".

Connecting the machine via the network

Use the following procedure to configure the machine as a network printer.

★ Important

- To use this function, the network interface board must be installed.



- 1) Connect the machine to the network.
- 2) Install the printer driver and any other necessary drivers on the computer.
- 3) Make the necessary changes to the network settings.
- 4) Begin using the printer.

📖 Reference

- For details about procedures and settings in step 1, see "Before installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.41 "Confirming the Connection Method", "Quick Install for Network", Quick Installation Guide, p.47 "Installing the Drivers for Network Connection".
- For details about procedures and settings in step 3, see p.126 "Printing on Various Paper Types".

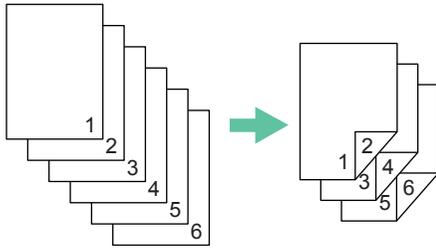
Using This Machine as a Copier

This section explains basic procedures for using the machine as a copier.

Saving paper using "2 Sided Copy" function in Copier Features

1

You can save paper by specifying 2 Sided Copy as the default.



AQR243S

- 1) Make the necessary copier features settings.
- 2) Begin using the copier.

Reference

- For details about procedures and settings in step 1, see p.92 "Setting Copier Features".
- For details about procedures and settings in step 2, see p.146 "Basic Procedure".

Copying on two sides if necessary

You can save paper by specifying 2 Sided Copy.

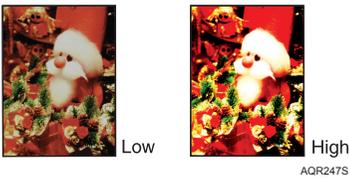
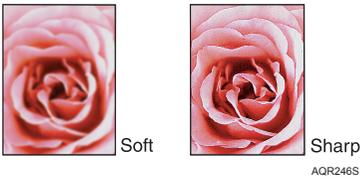
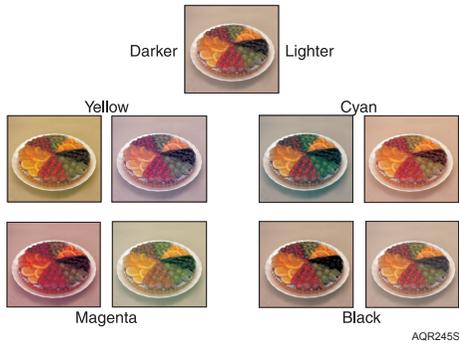
- 1) Begin using the copier.

Reference

- For details about procedures and settings in step 1, see p.154 "Duplex".

Changing the Copy Quality

You can adjust the overall color tone, outline, and contrast of an image.



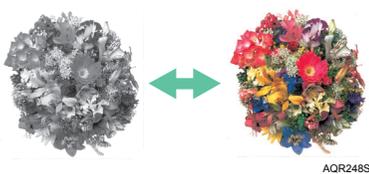
1) Make the necessary copier features settings.

Reference

- For details about procedures and settings in step 1, see p.163 "Specifying the Copy Quality Settings".

B&W Copy / Color Copy

You can switch the color copy mode by pressing the [B&W Start] or [Color Start] key, depending on the type of originals used and the finish you require.



1) Begin using the copier.

Reference

- For details about procedures and settings in step 1, see p.146 "Basic Procedure".

Using This Machine as a Scanner

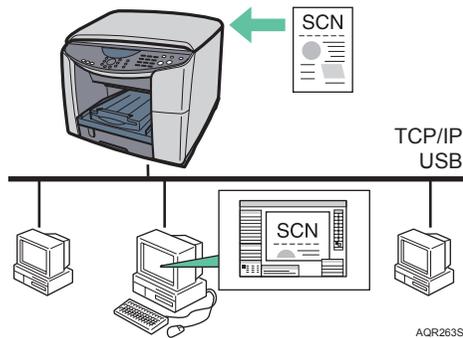
This section explains basic procedures for using this machine as a scanner.

Scanning Originals Into a Client Computer via TWAIN Driver

Use the following procedure to configure the machine for use as a scanner, so users can scan originals into a client computer via the TWAIN driver.

★ Important

- To use network functions, the network interface board must be installed.



- 1) Use a USB cable to connect the machine to a computer, or connect the machine to the network.
- 2) Install the TWAIN driver and any other necessary drivers on the computer.
- 3) If you are using the TWAIN driver via network connection, make the necessary network settings, such as the machine's IP address.
- 4) Begin using the scanner.

📖 Reference

- For details about procedures and settings in step 1, see "Before installing the Printer Driver (USB)", "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.41 "Confirming the Connection Method", "Quick Install for USB", "Quick Install for Network", Quick Installation Guide, p.43 "Installing the Drivers for Local Connection", p.47 "Installing the Drivers for Network Connection".
- For details about procedures and settings in step 3, see p.96 "Network Settings".
- For details about procedures and settings in step 4, see p.167 "Using the TWAIN Scanner".

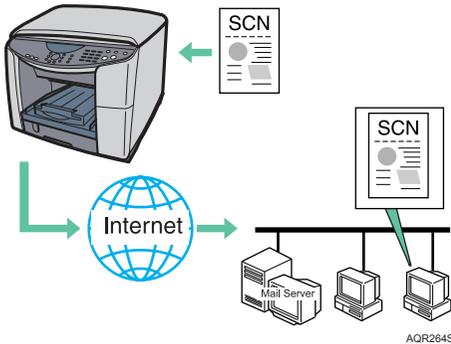
Sending files by E-mail

Use the following procedure to configure the machine for use as a scanner, so users can send scan files by e-mail.

1

★ Important

- To use this function, the network interface board must be installed.



- 1) Connect the machine to the network.
- 2) Specify the network settings, such as the machine's IP address and the gateway address.
- 3) Specify the SMTP settings, such as the sender name, SMTP server and the SMTP port number.
- 4) Begin using the scanner.

📖 Reference

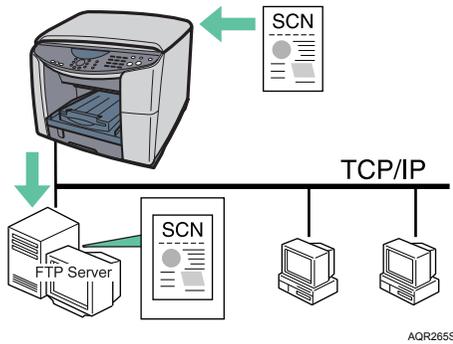
- For details about procedures and settings in step 1, see "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.96 "Network Settings".
- For details about procedures and settings in step 3, see p.99 "Settings Required to Send E-mail".
- For details about procedures and settings in step 4, see p.172 "Sending Scan Files by E-mail".

Sending files by FTP

Use the following procedure to configure the machine for use as a scanner, so users can send scan files over the network to FTP server folders.

★ Important

- To use this function, the network interface board must be installed.



- 1) Connect the machine to the network.
- 2) Specify the network settings, such as the machine's IP address and the gateway address.
- 3) Begin using the scanner.

📖 Reference

- For details about procedures and settings in step 1, see "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.96 "Network Settings".
- For details about procedures and settings in step 3, see p.184 "Sending Scan Files by FTP".

Specifying and Changing the Machine's Settings

You can change the machine's settings.

1

Changing the Language

To change the language used on the display:

- 1) Follow the procedure shown on the page listed below.

Reference

- p.83 "Selecting the Language"

Changing the default setting of a function

To change or set defaults:

- 1) Follow the procedures shown on the pages listed below.

Reference

- p.82 "Setting the Machine"
- p.85 "Specifying the Tray and Paper"
- p.92 "Setting Copier Features"
- p.102 "Scanner Features"

2. Getting Started

This chapter explains how to get ready to print.

Confirming the Connection Method

2

This machine supports local and network connection.

Before installing the drivers, check how the machine is connected. Follow the driver installation procedure that is appropriate to the connection method.

◆ Local Connection

Under a USB connection, you can install the necessary software by inserting the supplied CD-ROM into your computer and then clicking [Quick Install for USB].

Installation Key	Installed Software
[Quick Install for USB]	Printer driver TWAIN driver User Guide

◆ Network Connection

Under a network connection, you can install the necessary software by inserting the supplied CD-ROM into your computer and then clicking [Quick Install for Network], [RPCS Raster Printer Driver], [TWAIN Driver for Network], or [DeskTopBinder - SmartDeviceMonitor for Client].

- Click [Quick Install for Network] to install the printer driver, SmartDeviceMonitor for Client and User Guide.
- Click [RPCS Raster Printer Driver] to install only the printer driver.
- Click [TWAIN Driver for Network] to install only the TWAIN driver.
- Click [DeskTopBinder - SmartDeviceMonitor for Client] to install only the SmartDeviceMonitor for Client.

Installation Key	Installed Software
[Quick Install for Network]	Printer driver User Guide SmartDeviceMonitor for Client
[RPCS Printer driver]	Printer driver
[TWAIN Driver for Network]	TWAIN driver
[DeskTopBinder - SmartDeviceMonitor for Client]	SmartDeviceMonitor for Client

Note

- The printer driver name is shown as GelSprinter GX 3000SF, regardless of machine model.
- Once the settings are complete, the machine becomes ready for use.
- With a network connection, you can use the Windows printer port to send print jobs to the machine directly (peer-to-peer transfer) or use the machine as a network printer and send print jobs to the machine from a client computer via a print server.

2

Reference

- See Quick Installation Guide.
- p.50 "Using the SmartDeviceMonitor for Client Port (TCP/IP)"
- p.57 "Using as the Windows Network Printer"
- p.58 "Installing the TWAIN Driver (Network)"
- p.60 "Installing the DeskTopBinder - SmartDeviceMonitor for Client (Network)"
- p.48 "Quick Install for Network"
- p.43 "Quick Install for USB"

Installing the Drivers for Local Connection

This section explains how to install drivers and specify their settings under a USB connection.

Reference

- p.43 "Quick Install for USB"
- p.45 "Sharing the Printer"
- p.73 "Loading Paper"

2

Quick Install for USB

Follow the procedure below to install the printer driver, TWAIN driver and User Guide.

★ Important

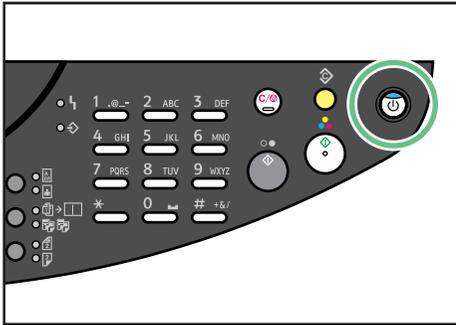
- Do not turn the machine on until you have read how to do so.



AQR350S

- To install under Windows 2000/XP/Vista or Windows Server 2003, you must log on as a user with administrator rights.
- 1 Start Windows, and insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
 - 2 Quit all applications currently running.
When you start Windows, the "Add New Hardware Wizard" may appear. If this happens, click [Cancel]. Check again that the power is off.
 - 3 Select a language for the interface, and then click [OK].
 - 4 Click [Quick Install for USB].
 - 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].
 - 6 Check that the power of the machine is off, and then click [Next >].
 - 7 Check again that the power of the machine is off, and then click [Next >].

- 8 Make sure that the computer and machine are properly connected, and then press the [Power] key.



AQR300S

Installation starts.

After you press the [Power] key, you might have to wait two to three minutes for the machine to be automatically detected.

If the connection to the computer was not confirmed, make the port settings again after installation is complete.

- 9 Select whether or not to open the machine status monitor automatically, and then click [Next >].
- 10 Check the installation result, and then click [Next >].
Install User Guide.
- 11 Click [Finish].

The printer driver, TWAIN driver and User Guide are now installed.

↓ Note

- After inserting the CD-ROM, the “Drivers, Manual & Utilities” dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- When installation is complete, User Guide icon appears on your desktop.
- If the message prompting you to restart the computer appears, restart the computer.
- Confirm the printer driver is correctly installed by checking that the [Power] key of the machine is lit and performing a test print.
- If the message “Digital Signature Not Found” or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see “Notes on the Installation”, Quick Installation Guide.

Sharing the Printer

You can share the printer.

Setting up a server

Follow the procedure below to set up a print server so that the machine can be shared by users.

★ Important

- For Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, log on as an administrator (a user with an administrator right).

Configure a computer connected to the machine as the print server.

The print server is a computer used to manage the shared machine on the network.

- 1 On the [Start] menu, point to [Settings], and then click [Control Panel].
- 2 Double-click [Network Connections].
- 3 Click [Local Area Connection] to highlight it, and then, in the [File] menu, click [Properties].
- 4 Select the [Client for Microsoft Networks] check box.
- 5 Click [OK].
- 6 Install the printer driver.
- 7 On the [Start] menu, point to [Settings], and then click [Printers and Faxes].
- 8 Click the icon of the printer, and then click [Sharing...] on the [File] menu.
- 9 Click [Shared as:], and then enter a name in the [Shared as:] box.
- 10 Click [OK].

↓ Note

- Configure a computer connected to the network, where the print server is connected, as a client computer.

📖 Reference

- p.46 "Setting up a client computer"

Setting up a client computer

Follow the procedure below to configure a computer as a client computer and connect it to the shared printer. Make this setting when installing the printer driver from the CD-ROM provided.

★ Important

- For Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, log on as an administrator (a user with an administrator right).

Configure a computer connected to the network where the print server is connected.

- 1 Start Windows, and then insert the provided “Drivers, Manual & Utilities” CD-ROM into the CD-ROM drive.
- 2 Quit all other applications currently running.
When you start Windows, the Add New Hardware Wizard may appear. If this happens, click [Cancel]. Check again that the power is off.
- 3 Select a language for the interface, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
- 6 Click the plus mark next to a printer name.
- 7 Click [Port:< LPT1: >] under [Printer name:].
- 8 Click [Add].
- 9 Click [Network Printer].
- 10 Click [OK].
- 11 Select a shared printer.
- 12 Click [OK].
- 13 Check that [<\servername\sharedprintername>] appears after [Port:].
- 14 Click [Continue].
Installation starts.
- 15 Check the installation result, and then click [Finish].

↓ Note

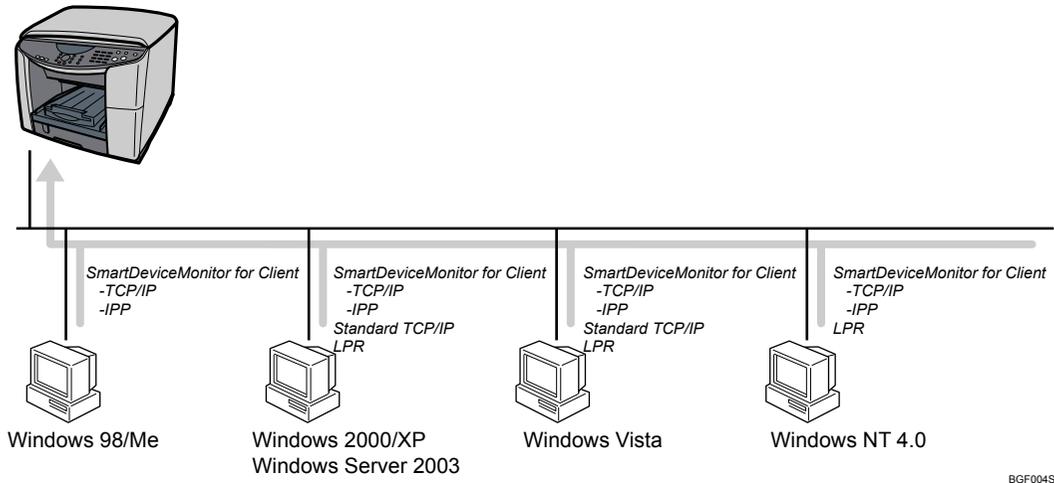
- After inserting the CD-ROM, the “Drivers, Manual & Utilities” dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message prompting you to restart the computer appears, restart the computer.

Installing the Drivers for Network Connection

This section explains how to install drivers and specify their settings when the machine is connected via Network.

◆ Using this Machine as the Windows Printing Port

Available ports are determined based on the combination of Windows operating system version and connection method used. Network connections can be established through Ethernet.



Windows 98/Me

Connection Method	Available Ports
Ethernet	SmartDeviceMonitor for Client port ·TCP/IP ·IPP

Windows 2000/XP/Vista, Windows Server 2003

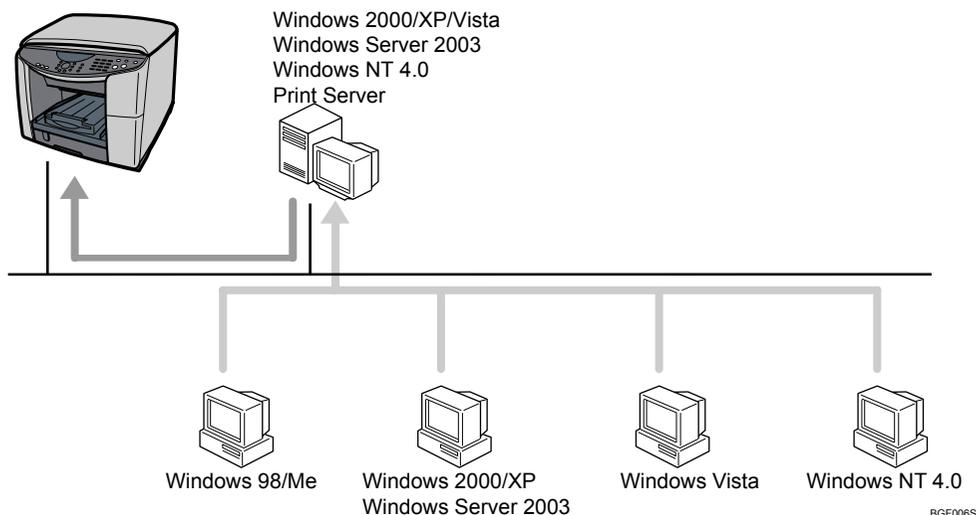
Connection Method	Available Ports
Ethernet	SmartDeviceMonitor for Client port ·TCP/IP ·IPP Standard TCP/IP LPR port

Windows NT 4.0

Connection Method	Available Ports
Ethernet	SmartDeviceMonitor for Client port ·TCP/IP ·IPP LPR port

◆ Using as a Network Printer

This machine can be used as the Windows network printer.



📖 Reference

- p.50 "Installing the Printer Driver (Network)"
- p.58 "Installing the TWAIN Driver (Network)"
- p.57 "Using as the Windows Network Printer"
- p.73 "Loading Paper"

Quick Install for Network

Follow the procedure below to install the printer driver, DeskTopBinder - SmartDeviceMonitor for Client and User Guide.

★ Important

- To install under Windows 2000/XP/Vista, Windows Server 2003, Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator.
- Installation of DeskTopBinder-SmartDeviceMonitor for Client using [Quick Install for Network] will be canceled if a newer version of DeskTopBinder-SmartDeviceMonitor for Client is already installed. If this happens, click [RPCS Raster Printer Driver] to install the printer driver only, and then manually specify the SmartDeviceMonitor for Client port.

- 1 Start Windows, and insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all other applications currently running.
- 3 Select a language for the interface, and then click [OK].
- 4 Click [Quick Install for Network].

- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].
- 6 The search for the network printer starts. If the selection dialog box appears, select the model of printer you want to use, and then click [Install].

Installation starts

If the printer cannot be found and only "Printer Port" appears in the printer selection dialog box, either the machine's IP address has not been specified or the computer and machine are not on the same network segment. Before installing the software, check the machine's IP address and the network topology. Otherwise, select "Printer Port" in the dialog box, and then install the printer driver. If you do this, SmartDeviceMonitor for Client will not be simultaneously installed, so install it afterwards, and then configure the port.

- 7 Click [Finish].

The printer driver, User Guide, and DeskTopBinder - SmartDeviceMonitor for Client are now installed.

Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, doubleclick the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message prompting you to restart the computer appears, restart the computer.
- When installation is complete, User Guide icon appears on your desktop.
- Confirm the printer driver is correctly installed by checking that the [Power] key of the printer is lit and performing a test print.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.

Reference

- For details about installing only the printer driver, see p.50 "Installing the Printer Driver (Network)".
- For details about using the machine as a shared network printer, see p.45 "Sharing the Printer".

Installing the Printer Driver (Network)

This section explains how to install the printer driver for using the printer with different types of ports.

Using the SmartDeviceMonitor for Client Port (TCP/IP)

This section explains how to install the printer driver (TCP/IP) and set up the SmartDeviceMonitor for Client port.

To use the SmartDeviceMonitor for Client port, you need to install the SmartDeviceMonitor for Client. If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

★ Important

- To install this printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

- 1 Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
- 6 Double-click the printer name to display the printer settings.
The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [SmartDeviceMonitor], and then click [OK].
- 9 Click [TCP/IP], and then click [Search].
A list of printers using TCP/IP appears.
- 10 Select the printer you want to use, and then click [OK].
Only printers that respond to a broadcast from the computer appear. To use a printer not listed here, click [Specify Address], and then enter the IP address of the printer.
Under Windows 98/Me, you cannot add an IP address partially similar to the one already used. For example, if "192.168.0.2" is in use, "192.168.0.2xx" cannot be used. Similarly, if "192.168.0.20" is in use, "192.168.0.2" cannot be used.
- 11 Check that the port of the selected printer is displayed in [Port:].

- 12 Click the "+" next to [Shared] to display the printer sharing settings.
Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, check boxes for alternate drivers appear. Select the check box for the driver you want to install.
- 13 To share the printer, select the [Shared] check box.
- 14 Select the [Default Printer] check box to configure the printer as default.
- 15 Click [Continue].
Installation starts.
- 16 Click [Finish] in the installation completion dialog box.

↓ Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- A message about restarting the computer may appear. Restart the computer to complete installation.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.

📖 Reference

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add a printer]. See p.236 "If a Message Appears during Installation".
- p.60 "Installing the DeskTopBinder - SmartDeviceMonitor for Client (Network)"

Using the SmartDeviceMonitor for Client Port (IPP)

This section explains how to install the printer driver (IPP) and set up the SmartDeviceMonitor for Client port.

To use the SmartDeviceMonitor for Client port, you need to install the SmartDeviceMonitor for Client.

If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

★ Important

- To install printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. For this, log on as an Administrators or Power Users group member.
- 1 Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
 - 2 Quit all applications currently running.

- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
- 6 Double-click the printer name to display the printer settings.
The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [SmartDeviceMonitor], and then click [OK].
- 9 Click [IPP].
In the "Select Printer" area, the IPP settings appear.
- 10 In the [Printer URL] box, enter "http://machine's address/ipp.cgi" as the machine's address.
- 11 Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing port.
If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.
- 12 Click [Detailed Settings] to make necessary settings.
- 13 Click [OK].
The [Port Configuration] dialog box closes.
- 14 Check that the port of the selected printer is displayed in [Port:].
- 15 Click the "+" next to [Shared] to display the printer sharing settings.
Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, check boxes for alternate drivers appear. Select the check box for the driver you want to install.
- 16 To share the printer, select the [Shared] check box.
- 17 Select the [Default Printer] check box to configure the printer as default.
- 18 Click [Continue].
The printer driver installation starts.
- 19 Click [Finish] in the installation completion dialog box.

Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- A message about restarting the computer may appear. Restart the computer to complete installation.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.

Reference

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add a printer]. See p.236 "If a Message Appears during Installation".
- p.60 "Installing the DeskTopBinder - SmartDeviceMonitor for Client (Network)"

Changing the Port Settings for SmartDeviceMonitor for Client

2

Follow the procedure below to change the SmartDeviceMonitor for Client settings, such as TCP/IP timeout, recovery/parallel printing, and printer groups.

★ Important

- If you are using the SmartDeviceMonitor via a print server connected to the printer, Recovery Printing and Parallel Printing cannot be used from the client.

◆ Windows 98/Me:

- 1) Open [Printers] window from [Start] menu.
- 2) In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].
- 3) Click the [Details] tab, and then click [Configure Port].
The [Port Configuration] dialog box appears.

◆ Windows 2000 / Windows NT 4.0:

- 1) Open [Printers] window from [Start] menu.
- 2) In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].
- 3) On the [Ports] tab, click [Configure Port].
The [Port Settings] dialog box appears.

◆ Windows XP, Windows Server 2003:

- 1) On the [Start] menu, point to [Settings], and then click [Printers and Faxes].
- 2) In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].
- 3) Click the [Details] tab, and then click [Configure Port].
The [Port Settings] dialog box appears.

For TCP/IP, timeout setting can be configured. If no settings on the [Recovery/Parallel Printing] tab are available, follow the procedure below.

- 1) Click [Cancel] to close the [Port Configuration] dialog box.
- 2) Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the taskbar.
- 3) Click [Extended Features Settings], and then select the [Set Recovery/Parallel Printing for each port] check box.
- 4) Click [OK] to close the [Extended Features Settings] dialog box.

◆ Windows Vista:

- 1) Open the [Printers] window from the [Control Panel].
- 2) Right-click the icon of the printer you want to use, and then click the [Properties].
- 3) Click the [Ports] tab, and then click [Configure Port].

The [Port Configuration:] dialog box appears.

↓ Note

- For IPP, you can specify the IPP user settings and the proxy and timeout settings.
- See the SmartDeviceMonitor for Client Help.

☰ Reference

- For information about these settings, see SmartDeviceMonitor for Client Help.

Using the Standard TCP/IP Port

This section explains how to install the printer driver (TCP/IP) and set up the Standard TCP/IP Port. If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

★ Important

- **To install printer driver under Windows 2000/XP/Vista Professional, and Windows Server 2003, you must have an account that has Manage Printers permission. Log on as an Administrator or Power Users group member.**

- 1 Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
- 6 Double-click the printer name to display the printer settings.
The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [Standard TCP/IP], and then click [OK].
Configure the Standard TCP/IP port settings, and then see Windows Help if [Standard TCP/IP Port] does not appear.
- 9 Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.
- 10 Enter the printer name or IP address in the [Printer Name or IP Address] box.

- 11 Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.
- 12 Check that the port of the selected printer is displayed in [Port:].
- 13 Click the "+" next to [Shared] to display the printer sharing settings.
Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, a check box for an alternative driver appears. To install the alternative driver, select the check box.
- 14 To share the printer, select the [Shared] check box.
- 15 Configure the default printer as necessary.
- 16 Click [Continue].
The printer driver installation starts.
- 17 Click [Finish] in the installation completion dialog box.

⬇ Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.
- A message about restarting the computer may appear. Restart the computer to complete installation.

📖 Reference

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add a printer]. See p.236 "If a Message Appears during Installation".

Using the LPR Port

This section explains how to install the printer driver (TCP/IP) and set up the LPR Port. If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

★ Important

- To install this printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- 1 Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
 - 2 Quit all applications currently running.
 - 3 Select an interface language, and then click [OK].

- 4 Click [RPCS Raster Printer Driver].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
- 6 Double-click the printer name to display the printer settings.
The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [LPR Port], and then click [OK].
If [LPR Port] does not appear, see Windows Help and install it.
- 9 Enter the machine's IP address in the [Name or address of server providing lpd] box.
A list of printers using TCP/IP appears.
- 10 Enter "lp" in the [Name or address of server providing lpd] box, and then click [OK].
The port is added.
- 11 Check that the port of the selected printer is displayed in [Port:].
- 12 Click the "+" next to [Shared] to display the printer sharing settings.
Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, a check box for an alternative driver appears. To install the alternative driver, select the check box.
- 13 To share the printer, select the [Shared] check box.
- 14 Configure the default printer as necessary.
- 15 Click [Continue].
The printer driver installation starts
- 16 Click [Finish] in the installation completion dialog box.

Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.
- A message about restarting the computer may appear. Restart the computer to complete installation.

Reference

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add a printer]. See p.236 "If a Message Appears during Installation".

Using as the Windows Network Printer

This section assumes that the client has already been configured to communicate with a Windows 2000/XP/Vista, Windows Server 2003, or Windows NT 4.0 print server. Do not begin the following procedure before the client is set up and configured correctly.

To use the print server, install the printer driver by selecting "Network printer server", and then select the Windows 2000/XP/Vista, Windows Server 2003, or Windows NT 4.0 shared printer.

★ Important

- To install printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. For this, log on as an Administrators or Power Users group member.
- If you print with a print server connected to the printer using the SmartDeviceMonitor port, Recovery Printing and Parallel Printing cannot be used from the client.
- If you print with a Windows XP/Vista or Windows Server 2003 print server, notification functions of SmartDeviceMonitor may not be used with the client.
- If you print with a Windows NT 4.0 print server, install the printer driver before you connect the print server to the printer.

- 1 Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
- 6 Double-click the printer name to display the printer settings.
The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [Network Printer], and then click [OK].
- 9 Double-click the computer name you want to use as a print server in the [Browse for Printer] window.
- 10 Select the printer you want to use, and then click [OK].
- 11 Check that the port of the selected printer is displayed in [Port:].
- 12 Select the [Default Printer] check box to configure the printer as default.
- 13 Click [Continue].
The printer driver installation starts.

- 14 Click [Finish] in the installation completion dialog box.

A message about restarting the computer may appear. Restart the computer to complete installation.

↓ Note

- If the message "Digital Signature Not Found" or the [Software Installation] or [Hardware Installation] dialog box appears, click [Yes] or [Continue Anyway] to continue the installation.
- To abort the software installation, click "Cancel".
- AutoRun may not work with certain operating system settings. If this happens, double-click "Setup.exe" in the CD-ROM root directory to launch the installer.

📖 Reference

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add a printer]. See p.236 "If a Message Appears during Installation".
- To continue the installation, the Windows network printer settings must be specified correctly. Abort the installation, and then specify the Windows network printer settings according to the instructions in "Setting Up a Server". See p.45 "Setting up a server".

Installing the TWAIN Driver (Network)

Follow the procedure below to install the TWAIN driver only. To use the TWAIN scanner function, you need to install the TWAIN driver on the client computer.

★ Important

- For Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, log on as an administrator (a user with an administrator right).

- 1 Start Windows, and insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select a language for the interface, and then click [OK].
- 4 Click [TWAIN Driver for Network].
- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].
- 6 Enter the machine's IP address in [MFP IP Address] dialog box, and then click [OK].
- 7 Check the installation result, and then click [Finish].

Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- Before you start the installation, check the system requirements for the TWAIN driver. For details about the system requirements, see "TWAIN Driver".
- When the installation is complete, a message about restarting the client computer may appear. In this case, restart the client computer.
- After the installation is complete, a folder with the name of the machine in use is created in [Programs] on the [Start] menu. You can display Help from here.

Reference

- p.317 "TWAIN Driver"

Specifying [I/O TYPE]

This section explains how to specify the TWAIN driver interface settings.

- 1 Launch the TWAIN driver.
- 2 Select [Network] and [Auto] check box, and then click [Search].

The computer searches the network for available machines.

If you select the [Specify] check box, enter the machine's IP address, and then click [OK]. If you selected the [Specify] check box, proceed to step 5.

- 3 Click [Stop].
- 4 Select the machine's IP address from the dropdown list, and then click [Connect].
- 5 Click [OK].

The confirmation screen closes.

Reference

- For details about the TWAIN driver, see TWAIN driver's Help.

Installing the DeskTopBinder - SmartDeviceMonitor for Client (Network)

Follows the procedure below to install the Installing DeskTopBinder - SmartDeviceMonitor for Client.

★ Important

2

- To install SmartDeviceMonitor for Client under Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator.
- Install SmartDeviceMonitor for Client before installing the printer driver when using the SmartDeviceMonitor for Client port.

You can install SmartDeviceMonitor for Client in either of the following two ways:

◆ Full install

Installs all modules.

◆ Custom Install

You can select which modules to install.

This section explains the procedure for Full install.

- 1 Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all other applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [DeskTopBinder - SmartDeviceMonitor for Client].
The SmartDeviceMonitor for Client installer starts.
- 5 Select the language to be used for installation, and then click [Next >].
- 6 Click [Next >].
- 7 The software license agreement appears in the [<License Agreement>] dialog box. After reading through its contents, click [Yes] to accept it.
- 8 Click [Full install].
- 9 Select the folder in which you want to install the files, and then click [Next >].
- 10 Register the Program folder.
- 11 Click [Next >].
- 12 Check the specified setting, and then click [Next >].

13 Click [Complete].

If you are required to restart the computer after installing SmartDeviceMonitor for Client, restart the computer.

Note

- After inserting the CD-ROM, the “Drivers, Manual & Utilities” dialog box appears. If it does not, doubleclick the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].

Network Cautions

This section gives cautions for network connection.

Using DHCP

2

This machine can be used in a DHCP environment.

★ Important

- If you are using a DHCP relay agent on a network that is connected to an ISDN line, the ISDN line may be used each time a packet is sent from the machine, incurring communication charges.
- If your network environment is using DHCP and you have configured the machine to obtain its IP address automatically but the machine is operating in Auto-IP (169.254.xxx.xxx) mode, the machine might have obtained an incorrect IP address or might be using the same address as another network device. If this happens, consult your network administrator.

↓ Note

- Supported DHCP server operating systems are: Windows 2000 Server, Windows Server 2003, Windows NT Server 4.0 Service Pack 4 or higher, NetWare, and UNIX standard.
- Reserve an IP address for the machine on the DHCP server so the same address will be assigned to the machine at all times.
- When there are multiple DHCP servers, make the same reservation for all. This machine uses information from the DHCP server that responds first.

📖 Reference

- For details about checking the IP address in the Configuration List, see Quick Installation Guide.

Paper

This section explains the available paper types and how to load paper.

Compatible Paper Types

You can use various types of paper.

◆ Plain paper

This paper is normally used for copying and printing. Unlike inkjet plain paper or glossy paper, it is uncoated.

◆ Inkjet plain paper

This extra-white plain paper makes the printed colors appear more vivid. Since it does not have an ink-absorbent coating, you can write on it and use it for photocopying, just like regular plain paper.

◆ Glossy paper

This machine prints best on glossy paper for laser. For details the types of glossy paper, contact your sales or service representative.

◆ Inkjet transparency

Transparency film for equipment such as overhead projectors is designed for the pigmented inks used by the machine. Film for plain paper copiers cannot be used because it does not absorb ink. Film for dye inks is not recommended because the machine's pigmented inks may not take properly to it or may smear or rub off. Transparency film can be used in this machine provided it is compatible with pigmented inks.

◆ Envelopes

For details about the types of envelope that can be used, see p.67 "Paper Handling Precautions".

◆ Thick paper

For details about the types of thick paper that can be used, see p.67 "Paper Handling Precautions".

↓ Note

- All types of paper besides thick paper can be loaded in tray 1.
- You can load plain paper and inkjet plain paper in tray 2 (optional).

📖 Reference

- p.67 "Paper Handling Precautions"
- p.126 "Printing on Various Paper Types"
- Under the Copier function, the usable resolutions depend on the paper type. p.161 "Specifying the Resolution"

Loadable Paper Sizes and Quantities

You can load in each tray the paper of the following size and number.

Tray 1

Type	Size	Paper capacity
Plain / Inkjet Plain Paper	A4 (210 × 297 mm) □ A5 (148 × 210 mm) □ A6 (105 × 148 mm) □ B5 (182 × 257 mm) □ Letter (8 1/2" × 11") □ Legal (8 1/2" × 14") □ 8 1/2" × 5 1/2" □ Executive (7 1/4" × 10 1/2") □ Custom paper sizes 140-356 mm (length), 90-216 mm (width)	Maximum paper capacity: 250 sheets Maximum paper output capacity: 150 sheets
Glossy Paper	A4 (210 × 297 mm) □	Maximum paper capacity: 250 sheets Maximum paper output capacity: 1 sheets
Inkjet Transparency	A4 (210 × 297 mm) □	Maximum paper capacity: 1 sheet Maximum paper output capacity: 1 sheet
Envelope	Com 10 Env. (4 1/8" × 9 1/2") □ Monarch Env. (3 7/8" × 7 1/2") □ DL Env. (110 × 220 mm) □ C6 Env. (114 × 162 mm) □ C5 Env. (162 × 229 mm) □	Maximum paper capacity: 20 sheets Maximum paper output capacity: 20 sheets

Tray 2

Type	Size	Paper capacity
Plain / Inkjet Plain Paper	A4 (210 × 297 mm)☐ B5 (182 × 257 mm)☐ Letter (8 1/2" × 11")☐ Legal (8 1/2" × 14")☐ Executive (7 1/4" × 10 1/2")☐ Custom paper sizes 210-356 mm (length), 148-216 mm (width)	Maximum paper capacity: 500 sheets Maximum paper output capacity: 150 sheets

Bypass Tray Unit

Type	Size	Paper capacity
Plain / Inkjet Plain Paper	A4 (210 × 297 mm) □ A5 (148 × 210 mm) □ A6 (105 × 148 mm) □ B5 (182 × 257 mm) □ Letter (8 1/2" × 11") □ Legal (8 1/2" × 14") □ 5 1/2" × 8 1/2" □ Executive (7 1/4" × 10 1/2") □ 8K (267 × 390 mm) □ 16K (195 × 267 mm) □ Custom paper sizes 127-1296 mm (length), 55-216 mm (width)	Maximum paper capacity: 100 sheets Maximum paper output capacity: 150 sheets
Glossy Paper	A4 (210 × 297 mm) □	Maximum paper capacity: 100 sheets Maximum paper output capacity: 1 sheets
Inkjet Transparency	A4 (210 × 297 mm) □	Maximum paper capacity: 1 sheet Maximum paper output capacity: 1 sheet
Envelope	Com10 Env. (4 1/8" × 9 1/2") □ Monarch Env. (3 7/8" × 7 1/2") □ DL Env. (110 × 220 mm) □ C6 Env. (114 × 162 mm) □ C5 Env. (162 × 229 mm) □	Maximum paper capacity: 10 sheets Maximum paper output capacity: 20 sheets
Thick		Maximum paper capacity: 20 sheets Maximum paper output capacity: 20 sheets

Note

- When copying, glossy paper cannot be fed from the optional bypass tray.
- Load all custom-sized paper in the portrait orientation.
- Thick paper is paper weighing more than 163 g/m².

Reference

- p.143 "Setting and Placing Originals"

Paper Handling Precautions

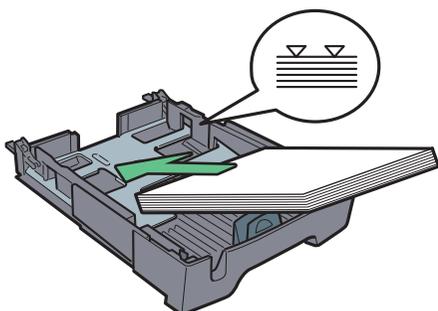
To ensure optimum print results, take care when handling paper before and after printing.

Loading precautions

To ensure correct printing, handle the paper carefully.

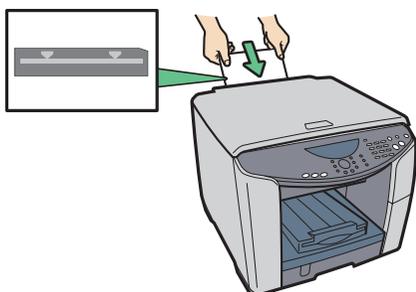
Cautions when Loading Paper

- Use compatible paper.
- Load paper with the print side face down in the paper trays.
- Load paper with the paper grain parallel to the feed direction.
- Do not load paper of different types at the same time.
- To load a different type of paper than that already loaded, first remove all currently loaded paper.
- Do not stack paper over the limit mark.



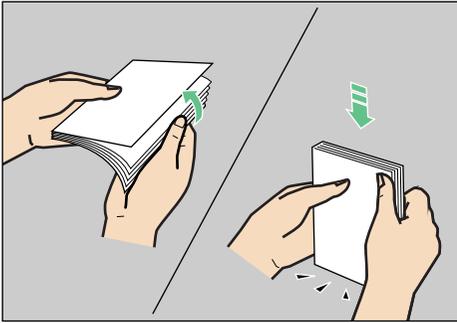
AQR203S

- Load paper in the bypass tray with the side to be printed on facing up.

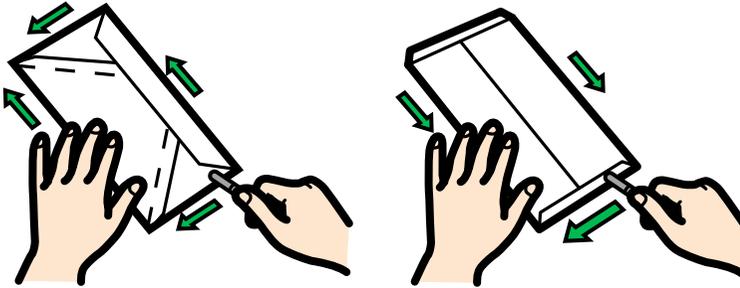


AQR272S

- Curled paper may jam. Straighten any curls before loading.



- Before loading envelopes, make sure their edges are sharply creased by rubbing the edges with a pen or similar object.



Paper storage precautions

This section gives cautions on storing paper.

If stored under adverse conditions, even paper suitable for printing can cause paper jams, poor print quality, or machine malfunctions. When you store paper, keep the following points in mind:

- Do not store paper in humid places.
- Do not store paper in direct sunlight.
- Store paper flat.
- Store unused paper in the original package.

Paper type precautions

This section gives cautions for each type of paper.

◆ Plain paper

- Use the bypass tray to print on paper heavier than 163 g/m² (297.6 lb.).
- The only type of A6 (105 × 148 mm (4.2 × 5.9 inches)) paper that can be loaded in tray 1 is that of 163 g/m² (297.6 lb.).
- After printing, some types of paper take longer than others to dry. With duplex printing, the ink may smear or rub off. Using the printer driver, specify how long to wait for the prints to dry between printing each side of a duplex sheet. For details, see the printer driver Help.

◆ Inkjet plain paper

- When printing on inkjet plain paper, in the printer properties dialog box, click [Inkjet Plain Paper]. This allows printing at higher quality.
- In the printer properties dialog box, when [Inkjet Plain Paper] is selected, only one-sided printing is possible. To print on both sides of a sheet, click [Plain].
- Use as soon as possible after opening the package.

◆ Glossy paper

- The time it takes for the ink to dry depends on the kind of printed image and the environmental conditions.
- To ensure water- and oil-resistance, leave the printed sheet to dry for about a day.
- Some print images can cause the paper to curl. If this happens, remove the sheet from the output tray before printing the next job.
- Some print images can cause the paper to curl, which creates patchy print. If this happens, set [Print Quality] to [Quality priority].
- Only one-sided printing is possible.
- When using these sheets, see the instructions supplied with them.

◆ Inkjet transparency

- Identify the print side by orientating the sheet vertically, so that the notched corner is at the bottom left. The side facing you is the print side.
- Load one sheet at a time. If multiple sheets are loaded, the leading edge of transparencies may get scratched.
- Handle sheets by the edges so as not to dirty or leave fingerprints on the print side.
- Make sure that sheets are not badly bent or scratched, and the print side is not damaged.
- Only one-sided printing is possible.
- Remove sheets from the output tray individually, as they come out.
- Before handling, make sure printed sheets have fully dried.
- If you want to stack prints soon after they are printed, we recommend inserting a moisture-absorbent sheet, like copy paper, between prints.
- Ink takes time to dry. To prevent sheets from sticking together, remove them from the output tray individually, as they come out.
- If printing comes out streaked, adjust the paper feed level.
- Use at 15-25°C (59-77°F) and 30-70% humidity.
- Use as soon as possible after opening the package.
- When using these sheets, see the instructions supplied with them.

◆ Envelopes

- Up to 20 envelopes can be loaded in tray 1.
- If the envelopes bulge, flatten them.
- Load envelopes carefully, because the printable area depends on the orientation.
- Set the Envelope selector to the rear position before printing.

◆ Thick paper

- Paper heavier than 163 g/m² (297.6 lb.) is inserted into the bypass tray one sheet at a time. Paper lighter than that can be loaded into tray 1 or tray 2 (optional).
- You can insert paper with weights up to 255 g/m² (485.0 lb.) into the bypass tray.
- Insert paper with the print side face up into the bypass tray.

◆ Cautions to Observe After Printing

Depending on the paper type, the ink may take a while to dry. Before handling, make sure printed sheets have fully dried. Otherwise, the ink may smudge.

↓ Note

- The ink may smear depending on the type of image. If this happens, set the envelope selector to the rear position .

Non-compatible paper

Check if the paper is compatible.

Do not use paper that is:

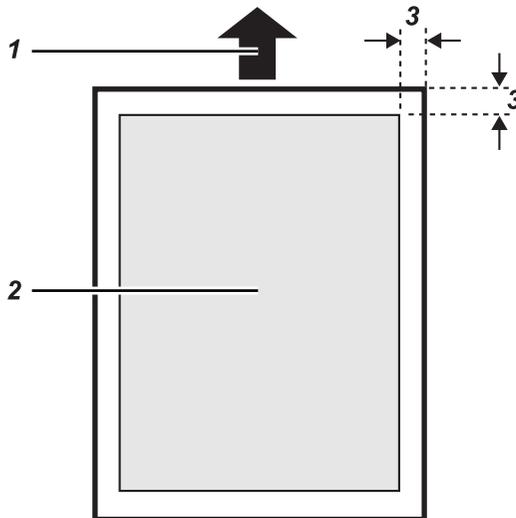
- wrinkled, folded, or damaged
- wavy at the ends
- curled
- absorbent
- dry and conducive to static buildup
- already printed on (such as the back of preprinted paper)
- preprinted (unless specified)
- heat sensitive/non-carbon
- too thick or thin
- pre-stitched
- glued or tacked
- stapled or clipped together
- dark in places
- irregular in length and proportion

↓ Note

- Even if compatible paper types are used, print quality may be lower than usual or paper jams may occur if the paper was improperly stored.

Printable area

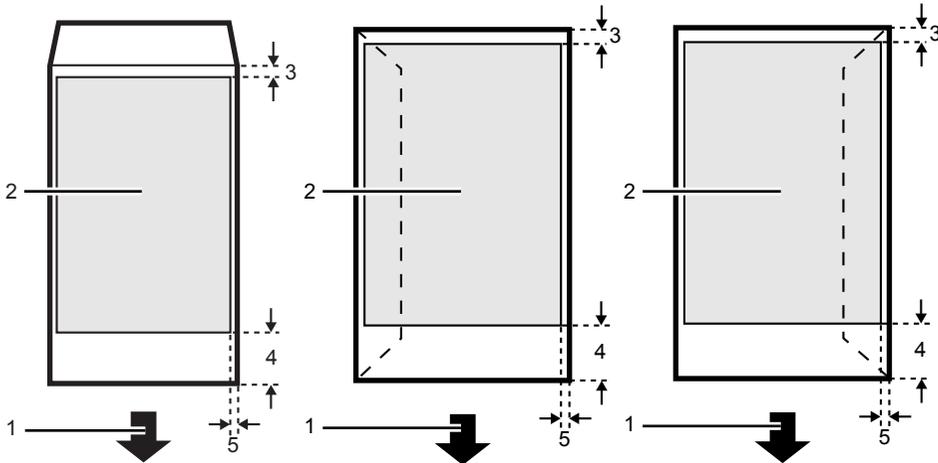
Printable and unprintable areas



- 1 Feed Direction
- 2 Printable Area
- 3 3 mm (0.118 inches)

Note

- When printing on envelopes, the following print area limitations apply.



- 1 Feed Direction
- 2 Printable Area
- 3 8 mm (0.4 inches)
- 4 38 mm (1.5 inches)
- 5 5 mm (0.2 inches)

Loading Paper

Load paper into the paper tray.

Normally, load paper into tray 1. Tray 2 (optional) can be used if installed.

Note

- Load paper with the paper grain parallel to the feed direction.

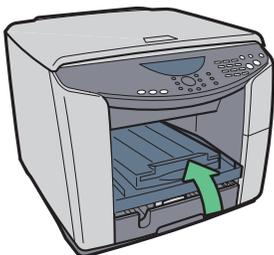
2

Loading paper into tray 1

Follow the procedure below to load paper into tray 1.

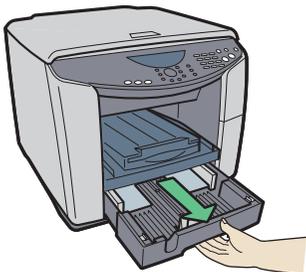
A4/Letter size paper is loaded here.

- 1 Lift the output tray.



AQR174S

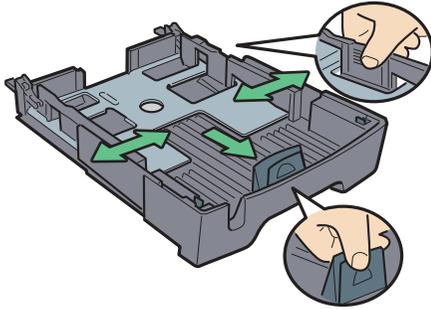
- 2 Hold the Tray 1 grip, pull the tray halfway out, lift it slightly, and then pull it out further.



AQR175S

Pull tray 1 completely out. Take care not to drop it.

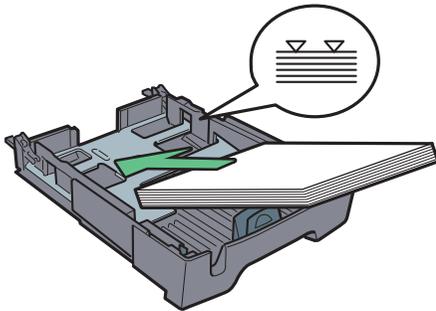
- 3 Squeeze the paper guides on right side, and then adjust them according to the paper size.



AQR184S

Beforehand, make sure to squeeze the front end paper guide, and then expand the guide.

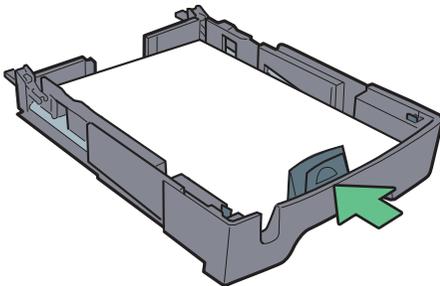
- 4 Load paper with the print side face down but not over the limit mark.



AQR203S

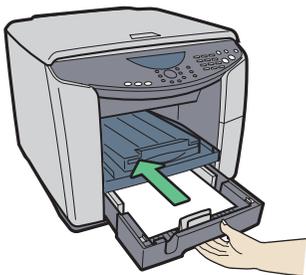
Load paper according to the capacity of the tray.

- 5 Squeeze the front end paper guide, and then slide it to meet the edge of the paper.



AQR204S

- 6 Hold both sides of tray 1, and push it gently in until it stops.



AQR176S

- 7 Lower the output tray.



AQR177S

Loading paper into tray 2 (optional)

Follow the procedure below to load paper into tray 2.

You can load plain paper and inkjet plain paper in tray 2.

A4/Letter size paper is loaded here.

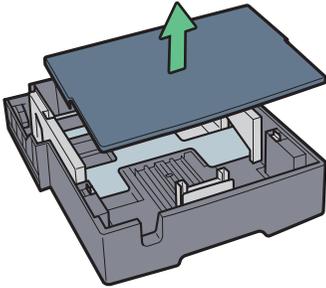
- 1 Hold the grip on tray 2, lift the tray slightly, and then pull it out.



AQR178S

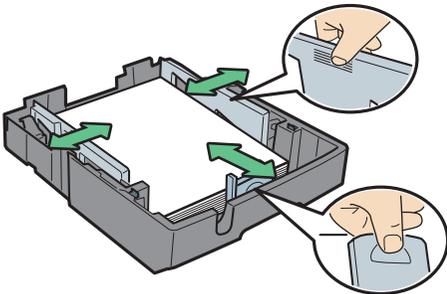
Pull tray 2 completely out. Take care not to drop it.

- 2 Lift off the cover.



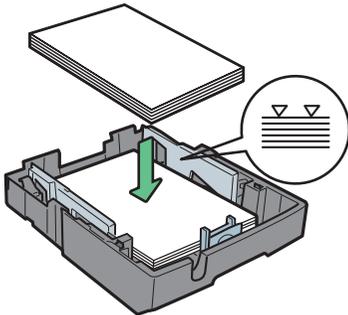
AQR045S

- 3 Load paper print side down, and then adjust the paper guide to the paper size.



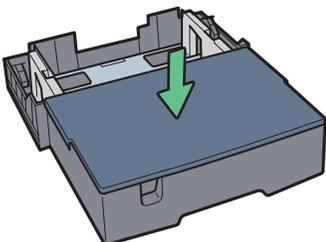
AKS074S

To load 250 or more sheets of paper, first load about 200 sheets, and then load the remaining sheets, making sure the paper does not exceed the limit mark.



AKS075S

- 4 Re-attach the cover.



AQR046S

- 5 Push tray 2 gently in until it stops.



AQR179S

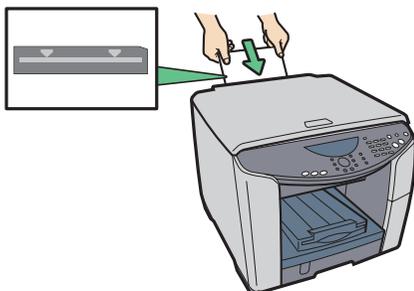
2

Loading paper into bypass tray (optional)

Follow the procedure below to load paper into bypass tray.

A4/Letter size paper is loaded here.

- 1 Pull the bypass tray extension out all the way.
- 2 Load paper in the bypass tray with the side to be printed on facing up.



AQR272S

3. Specifying and Adjusting the Machine's Operational Settings

This chapter explains how to specify and adjust the machine's operational settings.

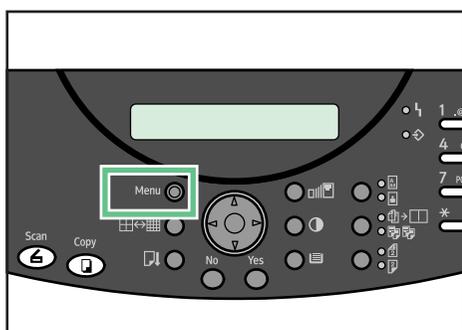
Basic Operation Using the Menu Screen

This section explains how to specify and adjust the machine's settings.

As an example, this section explains how to specify [Original Type] in [Copier Features].

3

- 1 Press the [Menu] key.



AQR302S

The menu screen appears.

- 2 Press the [▲] or [▼] key to display [Copier Features].
- 3 Press the [Yes] key.



You can also display [Original Type] by pressing the [2] key. When you select a setting by pressing a number key, a screen showing the name of the setting appears as shown below, followed by the setting displayed in Step 5.



- 4 Press the [▲] or [▼] key to display [Original Type], and then press the [Yes] key.



- 5 Press the [◀] or [▶] key to select the item, and then press the [Yes] key.

To move the ✖ icon, press the [◀] or [▶] key.

Text * Photo Text / P
◀, ▶ & Yes

The Copier Features screen appears.

To switch back to the initial screen, press the [No] key.

Menu

This section lists the menu items for specifying or adjusting various settings.

The details of each setting are explained from the next page.

Menu
System Settings
Tray Paper Setting
User Restriction
Copier Features
General Settings
Network Settings *1
LDAP Settings *1
SMTP Settings *1
POP3 Settings *1
Scanner Features *1
Counter
Engine Settings
Host I/F Settings
Maintenance

*1 When the optional network interface board is installed

Setting the Machine

You can set basic functions required to use this machine in System Settings. The machine can be used on factory default, but the configuration can be changed depending on the condition of the user. The changed condition holds even if the machine is turned off.

◆ Auto Reset Time

[Auto Reset Time] allows the machine to reset job settings to their original values if the user pauses while making settings.

Errors can occur during copying if the paper runs out or there is a paper size mismatch. If this happens and the machine is left idle for a certain time, the “*Copying Cancelled*” message appears, the machine reset the job settings to their original values, and the print job is canceled. (The print job is canceled under the Copier function only.)

- On
- Off

The default setting is Off.

If you select [On], press the [▲] or [▼] key to specify how long the machine waits before it restores the settings to their original values. You can specify 0.5 or 1 to 5 in steps of one minute.

◆ Energ.SaverTimer

If the machine remains idle for a specified time, it automatically switches to Energy Save Mode to reduce power consumption. Use this setting to specify how long the machine remains idle before it switches to Energy save mode.

For the Energ.SaverTimer, specify the time to elapse before Energy save mode.

The time can be set from 1 min. to 240 min, using the number keys.

The default setting is 15 min(s).

The machine might not switch to Energy save mode if an error message is being displayed at the time scheduled for the switch.

◆ Auto Off Timer

With [Auto Off Timer], the machine automatically switches off if it has been idle for a given time. You can specify what that time is.

- On
- Off

The default setting is Off.

The time can be set from 15 to 240 minutes in 1 minute increments, using the number keys.

The default setting is 60 minutes.

[Auto Off Timer] may not operate in certain instances, such as when an error message is being displayed.

◆ Language

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

◆ Daylight-saving

For the machine to automatically switch between daylight savings and standard times, set this to [On].

The date and time of switching between daylight savings and standard times depend on the country you selected in [Country] under [System Settings].

◆ Country

Select your country.

If you change the [Country] setting, user-specifiable settings such as [Tray Paper Setting] are reset to their factory values.

The following settings change automatically, according to the country you select:

- Daylight-saving

◆ Print Report

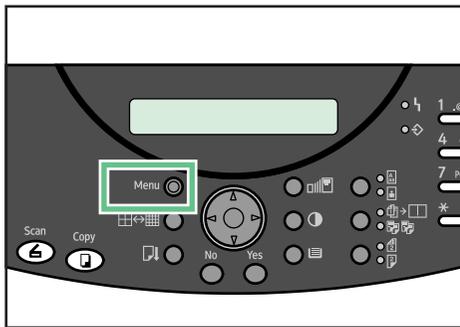
You can print the machine status list. The list shows the settings specified using the [Menu] key.

Selecting the Language

3

Following describes Language provided for the machine.

- 1 Press the [Menu] key.



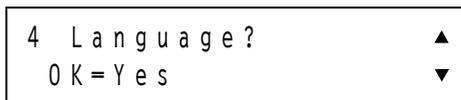
AQR302S

The menu screen appears.

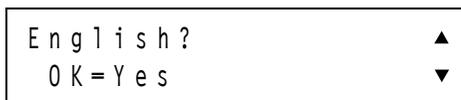
- 2 Press the [▲] or [▼] key to display [System Settings] and then press the [Yes] key.



- 3 Press the [▲] or [▼] key to display [Language], and then press the [Yes] key.



- 4 Press the [▲] or [▼] key to select the language, and then press the [Yes] key.



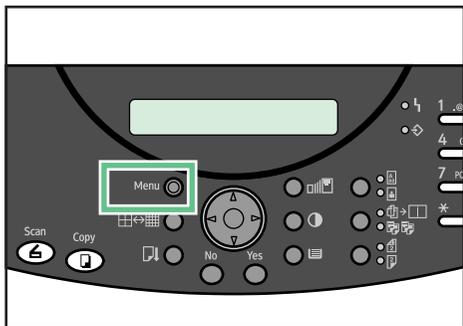
The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Selecting the Country

Specify the country in which you use the machine according to the following procedure:

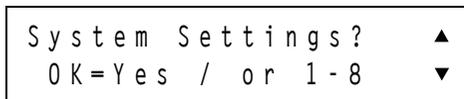
- 1 Press the [Menu] key.



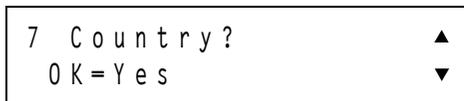
AQR302S

The menu screen appears.

- 2 Press the [▲] or [▼] key to display [System Settings], and then press the [Yes] key.



- 3 Press the [▲] or [▼] key to display [Country], and then press the [Yes] key.



- 4 Press the [▲] or [▼] key to select your country.



The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Specifying the Tray and Paper

This section explains the settings you can specify in the Tray Paper Setting menu, such as those for the size and type of the paper loaded in each tray.

Tray 1-2 / Bypass Tray

◆ Paper Type

You can specify the type of the paper loaded in the paper feed tray.

- Plain Paper
- Inkjet Plain Paper
- Glossy Paper
- Transparency
- Postcard
- Inkjet Postcard
- Envelope
- Thick

◆ Paper Size

You can specify the size of the paper loaded in the paper feed tray.

- LT (8 1/2 × 11)
- LG (8 1/2 × 14)
- HL (8 1/2 × 5 1/2)
- EXE (7 1/4 × 10 1/2)
- F (8 × 13)
- F4 (8 1/2 × 13)
- FO (8 1/4 × 13)
- 16K (195 × 267 mm)
- 100 × 148mm
- 148 × 200 mm
- Env # (120 × 235 mm)
- Env#4 (90 × 205 mm)
- YEnv#4 (105 × 235 mm)
- Com10 (4 1/8 × 9 1/2)
- Mon (3 7/8 × 7 1/2)
- C6 Env (114 × 162 mm)
- C5 Env (162 × 229 mm)
- DL Env (110 × 220 mm)
- A4 (210 × 297 mm)
- A5 (210 × 148 mm)
- A5L
- A6 (105 × 148 mm)
- B5 JIS (182 × 257 mm)

- Custom
 - Tray 1 (Horizontal: 90 to 216 mm, Vertical: 140 to 356 mm)
 - Tray 2 (Horizontal: 148 to 216 mm, Vertical: 210 to 356 mm)
 - Bypass tray (Horizontal: 55 to 216 mm, Vertical: 127 to 1296 mm)

◆ **Auto Tray Select**

You can specify whether or not to automatically select the tray according to the paper size and paper type.

"Auto Tray Select" can be specified only if the optional tray or the optional bypass tray is attached.

If you select "Auto Tray Select", the tray is automatically selected according to the paper size set for the trays in "Paper Size".

3

↓ **Note**

- When specifying a custom size paper on the control panel, you cannot enter values containing decimal points.

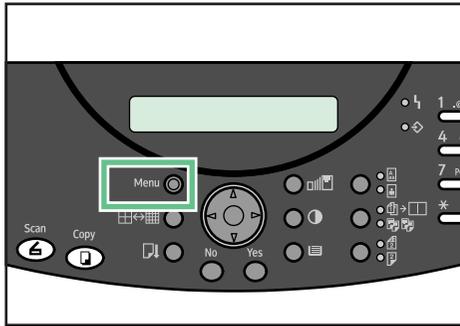
📖 **Reference**

- For details about compatible paper types and loadable paper sizes and quantities, see p.63 "Compatible Paper Types", p.64 "Loadable Paper Sizes and Quantities".
- For details about custom size paper, p.148 "Copying onto Custom Size Paper".

Specifying the Paper Type and Size

The following procedure explains loading A4 plain paper in Tray 1 as an example of how to specify the paper type and size.

- 1 Press the [Menu] key.



AQR302S

The menu screen appears.

- 2 Press the [▲] or [▼] key to display [Tray Paper Setting], and then press the [Yes] key.

```
Tray Paper Setting?
OK=Yes / or 1-3
```

- 3 Press the [▲] or [▼] key to display [Tray1], and then press the [Yes] key.

```
1 Tray 1?
OK=Yes
```

- 4 Press the [▲] or [▼] key to display [Paper Type], and then press the [Yes] key.

```
Paper Type?
OK=Yes
```

- 5 Press the [▲] or [▼] key to display [Plain Paper], and then press the [Yes] key.

```
Plain Paper?
OK=Yes
```

The paper settings are displayed and the paper type specified. Next, specify the paper size.

- 6 Press the [Yes] key.

```
Tray Paper Setting?
OK=Yes / or 1-3
```

- 7 Press the [▲] or [▼] key to display [Tray1], and then press the [Yes] key.

```
1 Tray 1?
OK=Yes
```

- 8 Press the [▲] or [▼] key to display [Paper Size], and then press the [Yes] key.

```
P a p e r   S i z e ?  
O K = Y e s
```

- 9 Press the [▲] or [▼] key to display [A4], and then press the [Yes] key.

```
A 4 ?  
O K = Y e s
```

The paper settings appear.

Press the [No] key to switch to the initial screen.

Setting User Restriction

Register a password to restrict this machine's functions to certain users.

★ Important

- Be sure not to forget the password. If you do forget it, a service representative will have to return the machine to its default state. This will result in all data in the machine being lost and the service call may not be free of charge.

◆ Restriction

You can apply restrictions according to users.

- On
- Off

The default setting is Off.

◆ Change Password

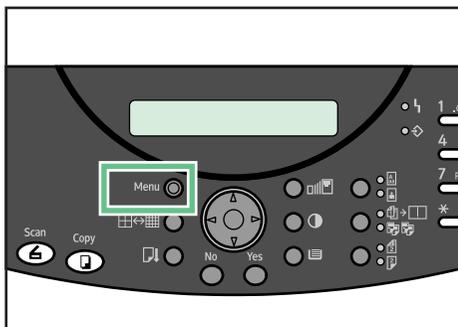
Specify or change the password using up to 8 digits.

The default password is blank.

3

Entering the Password

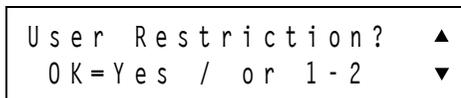
- 1 Press the [Menu] key.



AQR302S

The menu screen appears.

- 2 Press the [▲] or [▼] key to display [User Restriction], and then press the [Yes] key.



The Password screen appears.

- 3 Enter the password using the number keys, and then press the [Yes] key.

The default password is blank.

To apply the default password setting (blank), leave the password box blank, and simply press the [Yes] key.

```

P a s s w o r d = _
O K = Y e s

```

- 4 Press the [▲] or [▼] key to display [Change Password], and then press the [Yes] key.

```

2 C h a n g e P a s s w o r d ? ▲
O K = Y e s ▼

```

- 5 Enter the new password using the number keys, and then press the [Yes] key.

Enter a password using up to 8 characters.

```

N e w P w d . = _
O K = Y e s

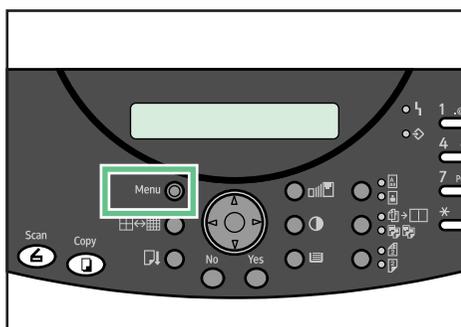
```

The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Setting the User Restriction

- 1 Press the [Menu] key.



AQR302S

The menu screen appears.

- 2 Press the [▲] or [▼] key to display [User Restriction], and then press the [Yes] key.

```

U s e r R e s t r i c t i o n ? ▲
O K = Y e s / o r 1 - 2 ▼

```

The Password screen appears.

- 3 Enter the password using the number keys, and then press the [Yes] key.

The default password is blank.

To apply the default password setting (blank), leave the password box blank, and simply press the [Yes] key.

```
P a s s w o r d = _
O K = Y e s
```

- 4 Press [Yes] key.

```
1 R e s t r i c t i o n ? ▲
O K = Y e s ▼
```

- 5 Press the [◀] or [▶] key to select [On], and then press the [Yes] key.

```
* O n                               O f f
◀, ▶ & Y e s
```

The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Setting Copier Features

This section explains the settings you can specify in Copier Features.

◆ Paper Tray Prty.

Specify the tray to supply paper for output.

◆ Original Type

You can select the original type from [Text], [Photo], or [Text/P].

The default setting is "Text/P".

◆ Density(Auto)

Specify the density level of auto image density.

The default setting is "0" (the halfway/medium setting).

◆ Density(Manual)

By setting the density manually, you can specify a value for each selectable density level.

The default setting is "0" (the halfway/medium setting).

◆ 2 Sided Copy

You can specify whether to always use "2 Sided Copy".

The default setting is "Off".

◆ Color Settings

• Color Balance

Adjusts the overall color tone when the overall copy is reddish or bluish.

You can specify -2 to +2 for each RGB value.

The default setting is "0" (the halfway/medium setting).

• Shaper/Softer

Adjusts the outline of an image.

You can specify -2 to +2 for the image outline sharpness.

The default setting is "0" (the halfway/medium setting).

• Contrast

Adjusts the shades of an image.

You can specify -2 to +2 for the image contrast.

The default setting is "0" (the halfway/medium setting).

◆ EjectPrt FaceDwn

You can set the face up or down when prints come out in the output tray.

• On

Use this function when prints come out face down in the output tray. This allows a printed document to be assembled in page order.

• Off

The default setting is "Off".

◆ Output Order

You can start printing from the last page of a document.

- 1st to Last
- Last to 1st

Use this function when prints come out face up in the output tray. This allows a printed document to be assembled in page order.

The default setting is "1st to Last".

📖 Reference

- Details about the Color Settings, see p.163 "Specifying the Copy Quality Settings".

Setting the Date and Time for the Machine's Clock

You can set the date and time under [General Settings].

◆ Date&Time

Set the time and date for the machine's clock.

- Set Hour
- Set Minute
- Set Year
- Set Month
- Set Day
- Time Zone=

After specifying [Time Zone], press the [Yes] key to confirm the setting.

Registering Addresses

This section describes how to register destinations and users in the Address Book.

Address Book

Registering information such as the names and e-mail addresses in the address book allows you to manage them easily.

You can use Web Image Monitor to register names in the address book. For details about Web Image Monitor, see "Using Web browser".

3

★ Important

- To use network function, the network interface board must be installed.
- Address book data is stored on the memory. It can be lost if there is some kind of memory failure. The manufacturer shall not be responsible for any damages resulting data loss.

◆ Sending scanned files to the FTP server directly

If you register the path, user name, and password of a shared folder on an FTP server in the address book, you can send scanned files to that folder simply by pressing a Speed Dial key or selecting it from destination search results.

To use this function, the network interface board must be installed.

To register the folder to the FTP server, select the FTP protocol.

📖 Reference

- p.275 "Using Web browser"
- p.322 "Entering Text"

Network Settings

You can make network-related settings in Network Settings.

★ Important

- To use this function, the network interface board must be installed.
- Be sure not to press the [YES] key for [Specify] in [Machn. IP Adress] if the machine is configured to obtain its IP address from a DHCP server. If you press [YES], the machine will use a static IP address. To cancel the static IP address, set [Machn. IP Adress] to [Auto] again.

3

◆ Machn. IP Adress

You can specify the IP address.

- Auto
- Specify
 - Specify the machine's IP address using the number keys.
 - Default: 0.0.0.0

The default setting is "Auto".

If you select [Specify], you must enter the subnet mask and gateway address as "xxx.xxx.xxx.xxx".

("x" indicates a number.)

◆ Subnet Mask

You can specify the subnet mask.

- Default: 0.0.0.0

◆ Gateway Address

You can specify the gateway address.

- Default: 0.0.0.0

◆ DNS Settings

Make settings for the DNS server.

When you select [Active], enter the DNS server IP address as "xxx.xxx.xxx.xxx" ("x" indicates a number).

- Default: Inactive

◆ Ethernet Speed

Set the access speed for networks.

Select a speed that matches your network environment. [Auto Select] should usually be selected.

- Auto Select
- 10Mbps Half Dup.
- 10Mbps Full Dup.
- 100Mbps Half Dup.
- 100Mbps Full Dup.

The default setting is "Auto Select".

◆ Reset Ethernet Bd

You can reinitialize the network interface board to reinstate its factory settings.

Settings Required to Use LDAP Server

To use an LDAP server, you need to program it beforehand in LDAP Settings.

By registering the LDAP server, you can search the LDAP server's address book for an recipient's e-mail address when sending files by e-mail using the scanner functions.

★ Important

- To use this function, the network interface board must be installed.

To execute LDAP Search, be sure to specify, "Server Name", "Server Port No.", "Search Base", "User Name", and "Password".

The required setting depends on the server environment, so check the server environment and specify the setting accordingly. As for the other settings, check the server environment as required and specify the settings accordingly.

◆ Server Name

Register LDAP Server host name.

◆ User Name

Enter user name.

◆ Password

Enter password.

The password is required for authentication to access the LDAP server.

◆ Server Port No.

Specify the port number for communicating with the LDAP server.

Specify a port that matches your environment.

◆ Search Timeout

Specify the maximum time to search the LDAP server's address book.

The time can be set from 5 to 60 seconds in 1 second increments, using the number keys. The default setting is 60 second(s).

◆ Max. Results No.

Use the number keys to specify the maximum number of search results to display (10 to 100). The default setting is 100.

◆ Search Base

Select a route folder to start the search. e-mail addresses registered in the selected folder are search targets.

Search base registration may be required depending on your server environment. When registration is required, unspecified searches will result in error. Check your server environment and enter any required specifications.

◆ **Search Condition**

Specify the search criteria.

- Begin
- Include
- End

The default setting is "Include".

Settings Required to Send E-mail

Use [SMTP Settings] to make settings for sending e-mail.

★ Important

- To use this function, the network interface board must be installed.

◆ Sender Name

Specify the sender's name.

Enter a sender name using up to 20 characters.

◆ Email Address

Specify the sender's e-mail address.

Enter an e-mail address using up to 64 characters.

◆ SMTP Server Name

Specify the SMTP server name.

Enter [SMTP Server Name] using up to 64 characters. Spaces cannot be entered.

◆ SMTP Port No.

Specify the SMTP Port No.

Enter [SMTP Port No.] between 0 and 65535 using the number keys.

◆ SMTP Svr Timeout

Specify the time to wait for a response from the SMTP server.

The time can be set from 30 to 300 seconds in 1 second increments, using the number keys. The default setting is 60 second(s).

◆ Insert Fixed Txt

When sending an e-mail, you can include a preset message notifying the recipient that a file is attached.

◆ Default Subject

You can register text phrases you often.

Enter Default Subject using up to 20 characters.

◆ **SMTP Auth.**

Specify SMTP authentication (PLAIN, LOGIN).

When sending e-mail via an SMTP server, you can enhance the level of SMTP server security using authentication that requires a user name and password to be entered.

If the SMTP server requires authentication, set [SMTP Auth.] to [On], and then specify [Name] and [Pwd.=].

- On
 - Name
Enter [Name] using up to 64 characters.
 - Password
Enter [Pwd.=.] using up to 32 characters.

- Off

- POP before SMTP

Specify POP authentication (POP before SMTP).

When sending e-mail via an SMTP server, you can enhance the level of SMTP server security by connecting to the POP server for authentication.

If you select [POP before SMTP], specify [POP3 Server Name] under [POP3 Settings].

The default setting is "Off".

 **Reference**

- p.101 "Settings Required to Use POP before SMTP"

Settings Required to Use POP before SMTP

Use [POP3 Settings] to make settings for receiving e-mail.

★ Important

- To use this function, the network interface board must be installed.

◆ POP3 Server Name

The specified POP3 server name is used for [POP before SMTP].

If DNS is in use, enter the host name. If DNS is not in use, enter the POP3 or server IP address.

Enter [POP3 Server Name] using up to 64 alphanumeric characters. Spaces cannot be entered.

◆ POP3 Port No.

The specified POP3 port number is used for [POP before SMTP].

Enter a port number between 1 and 65535 using the number keys.

◆ POP3 Svr Timeout

Specify the time to wait for a response from the POP3 server before disconnecting the line.

◆ POP3 User Name

Enter an e-mail address using up to 64 characters.

◆ POP3 Password

Enter a password using up to 32 characters.

Scanner Features

This section explains Scanner Features settings.

◆ Resolution

You can specify the scanning resolution.

- 150×150
- 300×300
- 600×600

The default setting is "300×300".

3

◆ File Type

You can specify the file format of scanned images.

- TIFF
- PDF
- JPEG

The default setting is "PDF".

◆ Compression Type

You can specify the compression method for sending scanned black and white TIFF files.

- MH
- MR
- MMR

The default setting is "MH".

◆ Divide&SendEmail

If the file you want to send by e-mail exceeds the specified size, you can split the file into sub-files that you can send separately.

- Off
- per Page
- per Size

You can split an oversize file into groups of pages.

You can split an oversize file into units of a specified size.

You can split a file into between 2 and 500 sub-files. The default setting is five.

You can split a file into units of between 64 and 2048 KB. The default setting is 2048.

The default setting is "Off".

Counter Menu

You can display or print the counter value used for all functions.

- Scan
- Full Color
- B&W
- Level Color
- Print Counter?

Reference

- For details about the counter, see p.301 "Counter".

Engine Setting Menu

This section describes the Engine Setting menu (Engine Settings).

◆ Paper Tray Prty.

You can specify the prioritized paper feed tray.

The default setting is "Tray 1".

◆ List/Test Print

You can print lists of configurations on machine or the paper printings.

- Configuration Page

You can print the current configuration of the machine.

◆ Pg-dry Prt.Delay

To prevent spoiling of duplex-printed copies or to prevent inkjet-printed transparencies sticking together, select a print delivery interval to allow them to dry. The interval must be long enough to allow a duplex-printed or an inkjet-printed transparency sheet to dry.

- Duplex Unit

- On
- Off

Having selected [On], press the [◀] or [▶] key to specify how long to wait for the ink to dry.

You can specify 1, 2, 5, 10, 15, or 20 seconds.

The default setting is "Off".

- Transparency

- On
- Off

Having selected [On], press the [◀] or [▶] key to specify how long to wait for the ink to dry.

You can specify 1, 2, 5, or 10 minutes.

The default setting is "Off".

◆ Auto Continue

You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.

When this is set to "Off", an alarm indicator lights if an error occurs and the machine stops.

When this is set to "Immediate", the machine ignores errors and continues printing.

- Off
- Immediate

The default setting is "Immediate".

◆ Sub Paper Size

You can enable the auto substitute paper size (A4 and LT) feature.

If you select [Auto] but paper of the required size is not available, the machine prints on A4 or letter-size ($8\frac{1}{2}$ " × 11") paper instead. If you select [Off], the machine does not switch to alternative paper.

- Off
- Auto

The default setting is "Off".

◆ Uni-directn.Prt

Specify whether to print unidirectionally or bidirectionally.

Unidirectional printing produces higher quality print, but bidirectional printing is faster.

- Env.Selector:On

Printing is done unidirectionally or bidirectionally according to the envelope selector position.

If the envelope selector is set to the rear position , printing is done unidirectionally.

If the envelope selector is set to the forward position , printing is done unidirectionally or bidirectionally according to the paper type.

- AutoDetectPpr/Mode

Printing is done unidirectionally or bidirectionally according to the paper type, regardless of the envelope selector position.

- Always Uni-dir.

Printing is always done unidirectionally, regardless of the envelope selector position.

Default: Env.Selector:On

◆ Replace Ink Collector Unit

Contact your service representative when replacing the ink collector unit.

◆ Recycl.Ppr.Mode

Specify whether to print in Recycle Paper mode.

Select Recycle Paper mode when printing on paper that has a high-friction surface, such as recycled paper and certain types of high-quality paper.

This mode prevents the print head nozzles becoming clogged when printing on such paper.

- On
- Off

The default setting is "Off".

📖 Reference

- p.300 "Where to Inquire"

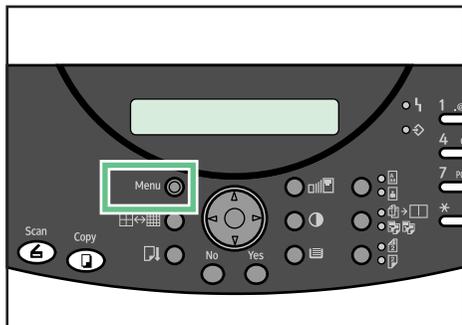
Printing the Configuration Page

This section explains how to print the configuration page.

★ Important

- The configuration page can be printed on either A4 or letter-size (8 1/2" × 11") paper. Load the paper in the paper tray or bypass tray (optional).

- 1 Press the [Menu] key.



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- 2 Press the [▲] or [▼] key to display [Engine Settings], and then press the [Yes] key.

```

Engine Settings? ▲
OK=Yes / or 1-7 ▼
    
```

- 3 Press the [▲] or [▼] key to display [List/Test Print], and then press the [Yes] key.

```

2 List/Test Print ▲
OK=Yes ▼
    
```

- 4 Press the [Yes] key.

```

Configuration Page? ▲
OK=Yes ▼
    
```

The Engine Settings screen appears.

- 5 Press the [No] key twice.

The initial screen appears.

Host I/F Settings

In the Host I/F Settings menu, you can make network settings and settings for the computer to machine USB connection (if used). Settings made using the Host I/F Settings menu remain effective even if you turn the machine off.

◆ I/O Timeout

Specify how long the machine waits for the currently-connected interface to respond. When the specified time elapses, the machine can receive data from another interface.

If you make the [I/O Timeout] period too short, timeout might occur while data transfer is in progress. If this happens, the print job will be interrupted by a new job from another interface.

You can specify 10, 15, 20, 25, 60 seconds.

The default setting is 15 second(s).

◆ USB Speed

You can specify the settings related to communication when the computer and machine are connected via USB. Usually, you do not need to change these settings.

Usually, you do not need to change these settings.

After changing this setting, turn the machine off and then back on.

- Full Speed
- Auto

The default setting is "Auto".

◆ Fixed USB Port

You can specify the settings related to communication when the computer and machine are connected via USB. Usually, you do not need to change these settings.

Usually, you do not need to change these settings.

- On
- Off

The default setting is "Off".

◆ Auto Email Notf.

You can specify whether or not to send notification that a machine error has occurred to a particular e-mail address.

After changing this setting, turn the machine off and then back on.

- On
- Off

The default setting is "On".

📖 Reference

- [Auto Email Notf.] can only be specified using the Web browser. For details, see p.280 "Notifying the Machine Status by E-mail".

Maintenance Menu

Using the Maintenance menu, you can specify machine maintenance settings for adjusting settings such as gradation and density.

◆ Nozzle Check

You can print a test pattern to check whether the inks are being correctly ejected from the print head nozzles.

◆ Head-cleaning

You can clean the print head.

Clean the head if certain colors are not printed or are printed faintly.

Head cleaning consumes ink.

◆ Head-flushing

You can clean the print head more thoroughly.

Because head flushing consumes more ink than head cleaning, do it only if the print head cannot be cleaned properly by head cleaning.

If any print cartridge is empty, you cannot perform head-flushing.

◆ Head Position

If bidirectionally printed lines are vertically misaligned, or if printed images are blurred, print the test pattern and adjust the print head alignment.

◆ Adj.Paper Feed

If printed lines are horizontally misaligned or if images are printed unevenly, print the test pattern and adjust the paper feed setting.

◆ Registration

Print the test pattern and align the point where printing starts for each paper feed tray.

◆ Paper Feed Test

You can eject a sheet of paper without printing anything on it.

◆ De-condensation

To remove moisture from inside the machine, you can eject three sheets of paper without printing anything on them.

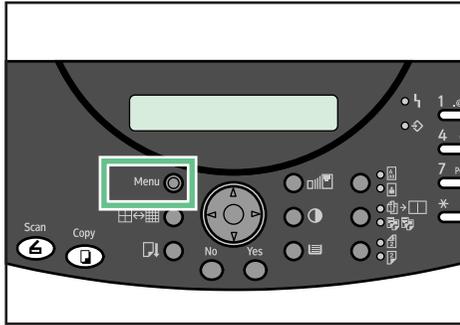
◆ Move Prnt-Heads

If paper is jammed, you can move the print head to release the paper at the right side.

Nozzle Check

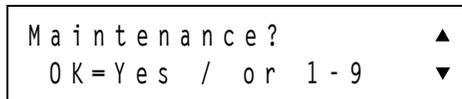
Follow the procedure below to check whether the print-head nozzles are clogged up or not by printing a nozzle check test pattern.

- 1 Press the [Menu] key.



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- 2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.



- 3 Press the [▼] or [▲] key to display [Nozzle Check], and then press the [Yes] key.

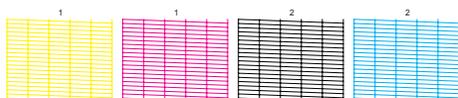


A test pattern is printed.

- 4 Press the [No] key twice.
The initial screen appears.

- 5 Check the printed test pattern.

Normal



AQQ133S

When print-heads are clogged



AQQ134S

Head-cleaning

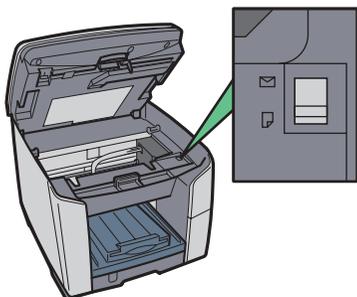
Follow the procedure below to perform a normal print-head cleaning. Perform a head cleaning when a particular color cannot be printed or print images are blurred.

Head cleaning consumes ink.

When the print cartridge is empty, replace it instead of performing a print-head cleaning. After a print cartridge is replaced, a print-head cleaning will be automatically performed.

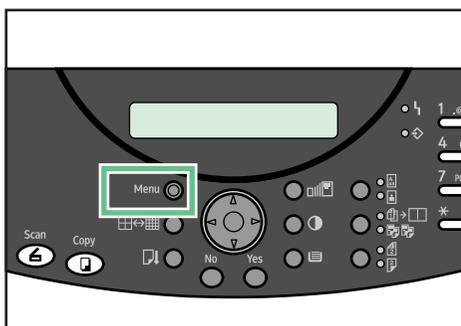
- 1 Slide the envelope selector  to the forward position.

3



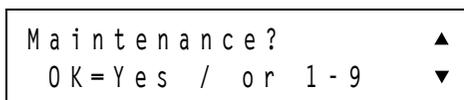
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- 2 Press the [Menu] key.



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- 3 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.



- 4 Press the [▼] or [▲] key to display [Head-cleaning], and then press the [Yes] key.



- 5 Press the [◀] or [▶] key to select the color of the print head you want to clean, and then press the [Yes] key. You can select [All Heads], [Print-head 2], or [Print-head 1].



Head cleaning starts.

- 6 Press the [No] key to display "Cancel?", and then press the [Yes] key.



The Maintenance screen appears.

- 7 Press the [No] key.

The initial screen appears.

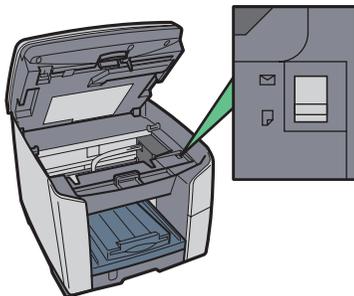
Head-flushing

Follow the procedure below to perform a thorough print-head cleaning.

Since this consumes more ink than a normal head cleaning does, perform this when the problem persists after performing a normal head cleaning.

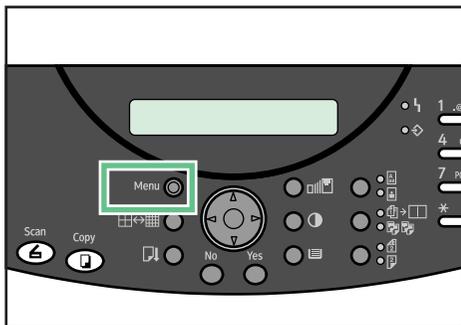
When the print cartridge is empty, replace it instead of performing a print-head cleaning. After a print cartridge is replaced, a print-head cleaning will be automatically performed.

- 1 Slide the envelope selector  to the forward position.



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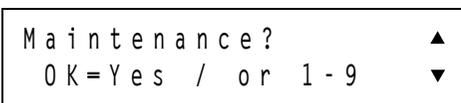
- 2 Press the [Menu] key.



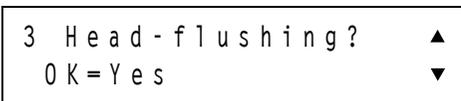
AQR302S

3

- 3 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.



- 4 Press the [▼] or [▲] key to display [Head-flushing], and then press the [Yes] key.



- 5 Press the [◀] or [▶] key to select the color of the print head you want to clean, and then press the [Yes] key. You can select [All Heads], [Print-head 2], or [Print-head 1].



Head flushing starts.

- 6 Press the [No] key to display "Cancel?", and then press the [Yes] key.



The Maintenance screen appears.

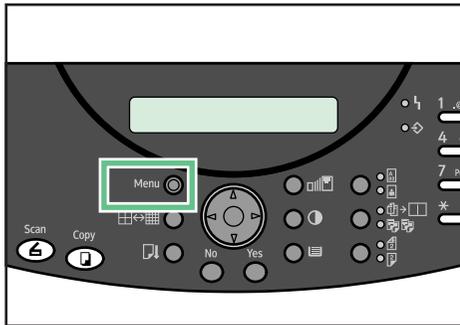
- 7 Press the [No] key.

The initial screen appears.

Head Position

Follow the procedure below to print a test pattern and adjust the print-head positions if vertical lines are printed unaligned or printed colors look blurred.

- 1 Press the [Menu] key.



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- 2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

```
Maintenance? ▲
OK=Yes / or 1-9 ▼
```

- 3 Press the [▼] or [▲] key to display [Head Position], and then press the [Yes] key.

```
4 Head Position? ▲
OK=Yes ▼
```

- 4 Press the [◀] or [▶] key to display [Print Test Pattern], and then press the [Yes] key.

```
* Print Test Pattern ▶
◀, ▶ & Yes
```

- 5 Press the [◀] or [▶] key to select a test pattern, and then press the [Yes] key.

```
◀* Quality / Speed ▶
◀, ▶ & Yes
```

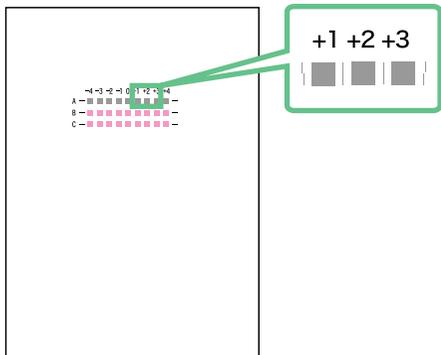
To adjust print-head positions for all resolutions, repeat this procedure selecting the other resolution.

A test pattern to adjust print-head positions is printed.

3

- 6 Check the optimal adjustment values on the printed test pattern.

The optimal adjustment value is the column number that appears above the lightest gray square with straight vertical lines on both sides. When the column number is "+2" for the "A" line, the optimal adjustment value is "+2" for "A".



BBF010S

- 7 Press the [◀] or [▶] key to display [Adjust], and then press the [Yes] key.



- 8 Press the [◀] or [▶] key to select a resolution from step 5, and then press the [Yes] key.



- 9 Press the [◀] or [▶] key to select a line, and then press the [Yes] key.



- 10 Press the [▲] or [▼] key to enter the optimal adjustment values from step 6, and then press the [Yes] key.



- 11 Press the [No] key to display "Cancel?", and then press the [Yes] key.



The Maintenance screen appears.

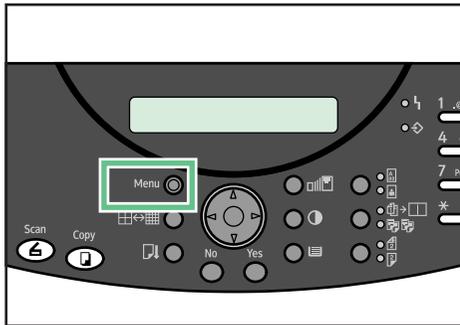
- 12 Press the [No] key.

The initial screen appears.

Adj.Paper Feed

If horizontal lines are printed unaligned, print images are patchy, or a black or white line is printed at regular intervals, print a test pattern, and then adjust the paper feed setting.

- 1 Press the [Menu] key.



AQR302S

- 2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

```
M a i n t e n a n c e ?      ▲
O K = Y e s / o r 1 - 9   ▼
```

- 3 Press the [▼] or [▲] key to display [Adj.Paper Feed], and then press the [Yes] key.

```
5 A d j . P a p e r F e e d ?  ▲
O K = Y e s                    ▼
```

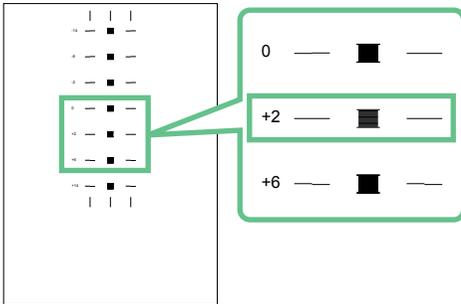
- 4 Press the [◀] or [▶] key to display [Print Test Pattern], and then press the [Yes] key.

```
* P r i n t T e s t P a t t e r n ▶
◀ , ▶ & Y e s
```

A test pattern to adjust paper feed is printed.

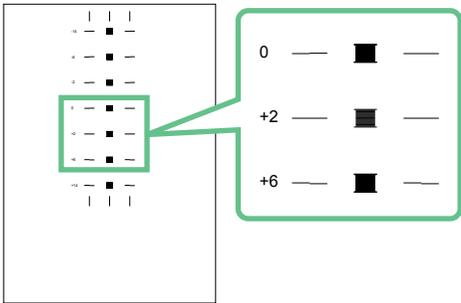
5 Check the optimal adjustment values on the printed test pattern.

The optimal adjustment value is the number that appears on the left of the lightest gray square with straight horizontal lines on both sides. When this number is "+2", the optimal adjustment value is "+2".



ZKX030J

When horizontal lines beside the lightest gray square are broken, select the optimal adjustment value by referring to the lines broken in the opposite direction. When the "+2" square is the lightest gray square and the "+6" horizontal lines are broken in the opposite direction, the optimal adjustment value is between "+3" and "+5". After adjustment, check the adjustment result.



ZKX040J

6 Press the [◀] or [▶] key to display [Adjust], and then press the [Yes] key.



7 Press the [▼] or [▲] key to enter the adjustment value (-14 to +14) from step 5, and then press the [Yes] key.



8 Press the [No] key to display "Cancel?", and then press the [Yes] key.



The Maintenance screen appears.

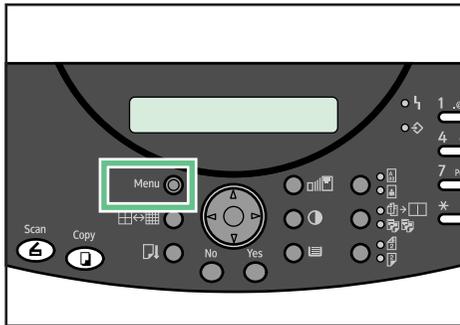
9 Press the [No] key.

The initial screen appears.

Registration

Follow the procedure below to adjust where to start printing on paper loaded in each paper tray after checking the test pattern printed.

- 1 Press the [Menu] key.



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- 2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

```
M a i n t e n a n c e ?      ▲
O K = Y e s / o r 1 - 9    ▼
```

- 3 Press the [▼] or [▲] key to display [Registration], and then press the [Yes] key.

```
6 R e g i s t r a t i o n ?  ▲
O K = Y e s                  ▼
```

- 4 Press the [◀] or [▶] key to display [Print Test Pattern], and then press the [Yes] key.

```
* P r i n t T e s t P a t t e r n ▶
◀, ▶ & Y e s
```

To print the registration test pattern, load A4 or letter-size paper in the paper tray for which you want to carry out print registration.

- 5 Press the [◀] or [▶] key to select a paper tray, and then press the [Yes] key.

```
* T r a y 1   T r a y 2   ▶
◀, ▶ & Y e s
```

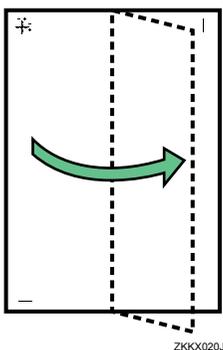
- 6 Press the [◀] or [▶] key to select a paper type, and then press the [Yes] key.

```
* P l a i n   G l o s s y   ▶
◀, ▶ & Y e s
```

A test pattern to adjust the print start position is printed.

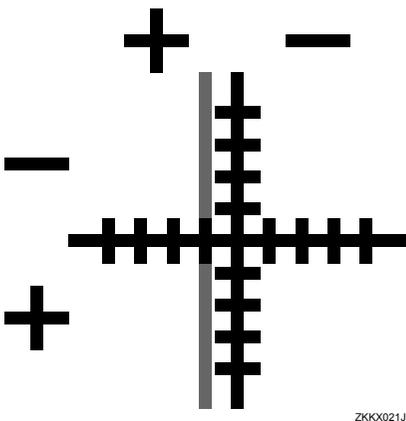
- 7 Check the optimal adjustment values on the printed test pattern.

- 8 Fold the test pattern sheet in half lengthwise.



3

- 9 The optimal adjustment value is the difference between the single vertical line and the cross's vertical line that you can see when the folded paper is held up to light. When the difference is one calibration mark in the "+" direction, the optimal adjustment value for the [Plain(X)] is "+1".



- 10 Fold the test pattern sheet in half widthwise, and then check the adjustment value for the [Plain(Y)]. Adjustment values are in 1 increments.

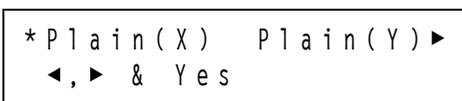
- 11 Press the [◀] or [▶] key to display [Adjust], and then press the [Yes] key.



- 12 Press the [◀] or [▶] key to select a paper tray, and then press the [Yes] key.



- 13 Press the [◀] or [▶] key to select the setting you want to adjust, and then press the [Yes] key.



- 14 Press the [▼] or [▲] key to enter the adjustment values (-40 to +40) in the [Plain(X)] from step 9, and then press the [Yes] key.

```
A d j = 0      ▲  
O K = Y e s   ▼
```

- 15 Press the [▼] or [▲] key to enter the adjustment values (-40 to +40) in the [Plain(Y)] from step 10, and then press the [Yes] key.

```
A d j = 0      ▲  
O K = Y e s   ▼
```

- 16 Press the [No] key to display "Cancel?", and then press the [Yes] key.

```
C a n c e l ?  
Y e s / C o n t i n u e = N o
```

The Maintenance screen appears.

- 17 Press the [No] key.

The initial screen appears.

4. Using the Printer Function

This chapter explains the printer function.

Printer Driver

This section explains the printer driver dialog box and describes the settings you can specify with it.

Two Types of Printer Properties Dialog Box

4

There are two types of printer properties dialog box, namely: [Custom Setting] and [Multi-tab]. The default is [Custom Setting].

The printer properties dialog box shown in this manual is the dialog box displayed in [Custom Setting] mode.

- Custom Setting

This type is suitable for users who generally use the same settings to print and seldom need to change their printer properties settings.

The appearance of the [Custom Setting] dialog box can vary depending on the options that are installed on your machine.

- Multi-tab

This type is suitable for users who print using a variety of setting and often need to change their printer properties settings.

To change the default [Custom Setting] to [Multi-tab], do the following:

- 1 Click the [Printer Configuration] tab.
- 2 In the [Window type] area, click [Multi-tab].
- 3 Click [OK].

Reference

- For details about [Custom Setting], see the printer driver Help.

Opening the Printer Properties Dialog Box

This section explains how to open the printer properties dialog box from the [Printers and Faxes] window.

Depending on the operating system settings, the actual procedure may differ.

- 1 On the [Start] menu, click [Printers and Faxes].
- 2 Click the icon of the printer, and then click [Properties] on the [File] menu.
The printer properties dialog box appears.
- 3 Click [Printing Preferences...] on the [File] menu.

Opening the Printing Preferences Dialog Box

This section explains how to open the [Printing Preferences] dialog box from the [Printers and Faxes] window.

Depending on the operating system settings, the actual procedure may differ.

- 1 On the [Start] menu, click [Printers and Faxes].
- 2 Click the icon of the printer, and then click [Printing Preferences...] on the [File] menu.
The printing preferences dialog box appears.

Opening from an Application

If you open the printer properties dialog box from an application, the default settings appear. Change the settings as required and carry out printing.

Changes made here are only applicable with that application and only as long as that application stays open.

Some applications may automatically change the printer properties settings.

The procedure below is an example for Paint (included in the standard Windows package).

How to open the printer properties dialog box differs depending on the application. From most applications, the printer properties dialog box can be opened by clicking [Print...] or [Page Setup...] on the [File] menu, and then clicking [Properties] (Windows XP/Vista, Windows Server 2003: [Preferences]). For details, see Help of the application.

- 1 On the [File] menu, click [Print...].
- 2 In the Name list, select the name of this printer, and then click Properties (Windows XP/Vista, Windows Server 2003: Preferences).

The printer properties dialog box (Windows XP/Vista, Windows Server 2003: the [Printing Preferences] dialog box) appears.

Making Option Settings for the Printer

Make option settings for the printer using the printer driver when bidirectional communication is disabled.

Conditions for Bidirectional Communication

This section explains the requirements for bidirectional communication.

Bidirectional communication allows information about paper size and feed direction settings to be automatically sent to the printer. You can check printer status from your computer.

If you use the RPCS raster printer driver and bidirectional communication is enabled under Windows 2000/XP/Vista, and Windows Server 2003, the [Accessories] tab is unavailable.

To support bidirectional communication, the following conditions must be met:

- ◆ **If the machine and computer are connected directly to each other with a cable**
 - Bidirectional communication is supported by Windows 98/Me/2000/XP/Vista, Windows Server 2003, and Windows NT 4.0.
 - The printer must support bidirectional communication.
- ◆ **When connected with the network**
 - The printer must support bidirectional communication.
 - SmartDeviceMonitor for Client included on the CD-ROM must be installed, and TCP/IP must be used.
 - Under Windows 2000, [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Port] tab with the RPCS raster printer driver.
 - In addition to the above, one of the following conditions must also be met:
 - The SmartDeviceMonitor for Client port and the TCP/IP protocol must be used.
 - IPP port name must include the IP address when using the IPP protocol.

4

If Bidirectional Communication is Disabled

Set up option settings when bidirectional communications are disabled.

■ Windows 98/Me

- 1 On the [Start] menu, point to [Settings], and then click [Printers].
- 2 Click the icon of the printer you want to use.
When you open the printer properties dialog box for the first time after installing the printer driver, or if you have not specified the attached options yet, a prompt to specify the options appears.
- 3 On the [File] menu, click [Properties].
- 4 Click [OK].
- 5 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 6 Select the appropriate size and type for the tray.
- 7 Click [OK] to close the printer properties dialog box.

■ **Windows 2000/Windows NT 4.0**

- 1 On the [Start] menu, point to [Settings], and then click [Printers].
The [Printers] window appears.
- 2 Click the icon of the printer you want to use.
When you open the printer properties dialog box for the first time after installing the printer driver, or if you have not specified the attached options yet, a prompt to specify the options appears.
- 3 On the [File] menu, click [Properties].
- 4 Click [OK].
- 5 Click the [Accessories] tab.
If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.
- 6 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 7 Select the appropriate size and type for the tray.
- 8 Click [OK] to close the printer properties dialog box.

■ **Windows XP, Windows Server 2003**

- 1 On the [Start] menu, point to [Settings], and then click [Printers].
The [Printers] window appears.
- 2 Click the icon of the printer you want to use.
When you open the printer properties dialog box for the first time after installing the printer driver, or if you have not specified the attached options yet, a prompt to specify the options appears.
- 3 On the [File] menu, click [Properties].
- 4 Click [OK].
- 5 Click the [Accessories] tab.
If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.
- 6 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 7 Select the appropriate size and type for the tray.
- 8 Click [OK] to close the printer properties dialog box.

■ Windows Vista

- 1 Click [Control Panel] on the [Start] menu, click [Hardware and Sound], and then click [Printers].
- 2 Click the icon of the printer you want to use.
- 3 On the [Organize] menu, click [Properties].
- 4 Click the [Accessories] tab.
If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.
- 5 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 6 Select the appropriate size and type for the tray.
- 7 Click [OK] to close the printer properties dialog box.

↓ Note

- Under Windows 2000/XP/Vista and Windows Server 2003, Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member.
- Under Windows NT 4.0, Full Control permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member.

Printing on Various Paper Types

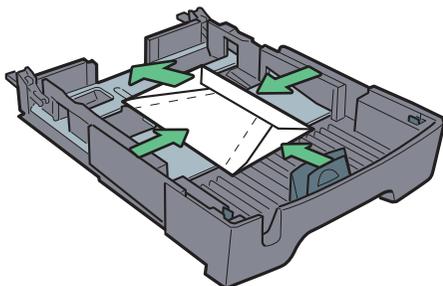
The print method differs depending on the type of paper used for printing. Use a print method appropriate for each paper type.

Printing on Paper in a Paper Tray

Follow the procedure below to print on plain paper.

★ Important

- You can load 100 sheets in the optional bypass tray unit.
- You can load [Plain] and [Inkjet Plain Paper] in tray 2.
- Curled paper may jam. Straighten any curls before loading.
- Load paper with the print side face down in the paper trays.
- Load paper with the print side face up into the bypass tray.
- Printing on Inkjet OHP Transparencies
 - Printed inkjet transparencies take some time to dry. We recommend that you remove a printed inkjet transparency from the output tray before the next inkjet transparency is delivered.
 - The print delivery time interval can be set longer to avoid printed inkjet transparency from sticking together due to print wetness.
 - When you print on inkjet OHP transparencies, [Dithering:] is automatically set to [Text]. If printing with this setting causes problems such as print degradation, select [User settings] in the [Print Quality] area on the [Setup] tab, click [Change...] to display the [User settings] dialog box, set [Dithering:] to [Photographic], and then print.
- Printing on Envelopes
 - Before loading envelopes, make sure their edges are sharply creased by rubbing them with a pen or similar object.
 - Squeeze the paper guide release, and then slide the paper guides into position according to the envelope size.



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- 1 Load plain paper into tray.
How to load paper depends on the paper type.
- 2 Open the printer properties dialog box from the application.
- 3 Select the paper type from the [Paper type:] list.
After selecting the paper type as required, switch the envelope selector to “✉”.
If you select [Inkjet Plain Paper], the machine will print on one side only. To print on both sides, select [Plain].
- 4 Make the necessary settings, and then click [OK].
The printer properties dialog box closes.
- 5 Make print settings, and then click [OK].

Note

- If you set [Paper type:] to [Glossy Paper] in the printer properties dialog box, up to 1 sheet can be output for each print job.
- You can load up to 20 envelopes.

Reference

- p.121 "Two Types of Printer Properties Dialog Box"
- p.67 "Paper Handling Precautions"
- p.71 "Printable area"

Canceling Printing

Print jobs can be canceled from either a printer or computer. How to cancel print jobs differs according to their job status. Check the job status first.

◆ **Canceling a Print Job Being Printed**

Cancel the print job from the status monitor or by pressing the [Clear/Stop] key of the printer.

◆ **Canceling a print job in queue**

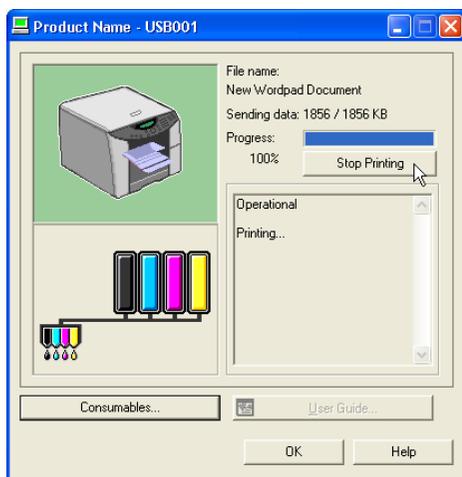
Cancel the print job from the task bar of the computer.

Canceling Printing from the Status Monitor

4

Follow the procedure below to cancel a print job being printed.

- 1 Check that printing and the status monitor have started.
- 2 Click [Stop Printing].



It will take a few moments for printing to stop.

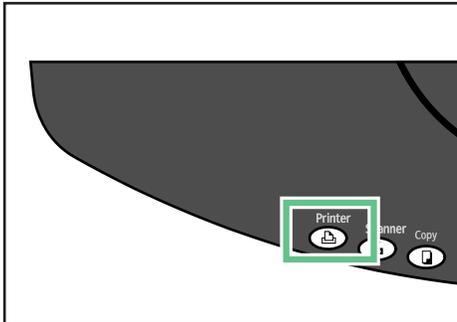
Reference

- p.269 "Using the Status Monitor"

Canceling Printing Using the [Clear/Stop] Key of the Printer

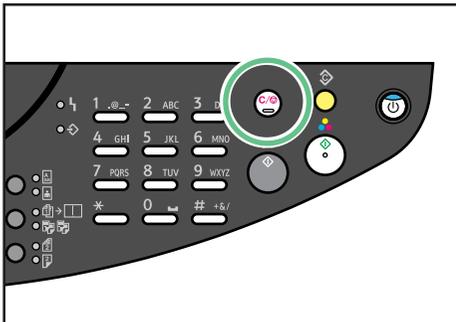
Follow the procedure below to cancel a print job being printed.

- 1 Check that printing has started.
Not only the print job being printed but also the print jobs in queue will be canceled.
- 2 Press the [Printer] key.



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- 3 Press the [Clear/Stop] key.



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- 4 Press the [Yes] key.

```
Cancel Print Job?
Yes / Continue=No
```

It will take a few moments for printing to stop.

↓ Note

- To cancel a print job using the [Clear/Stop] key, you must first press the [Printer] key to switch the display to the printer function screen.

Canceling Printing from the Task bar

Follow the procedure below to cancel a print job in queue.

- 1 Double-click the icon of the printer on the task bar.
- 2 Select the print job you want to cancel, and then click Cancel (Windows 98/Me: Cancel Printing) on the Document menu.

Adjusting Print Quality

Print quality and color tone can be adjusted to suit the print data.

This section briefly explains some of the settings that you can specify.

For details, see the printer driver Help.

- **Printing in Black and White**

You can specify whether black and white printing is performed using either black ink only or all the colored inks. If you select [Print black in 4 colors CMYK], the colored inks are used for black and white printing. The default setting is [Print black in 4 colors CMYK].

Since black and white printing is faster than color printing, it is efficient for printing color documents that do not need to be printed in color. Also, the black produced by black and white printing is a more distinct black than that produced by color printing. Be sure to select black and white printing if you specified black and white printing in an application.

- **Saving Color Ink When Printing**

You can save color ink by printing graphics and images with less than the usual amount of ink. Text is printed as usual so that it can remain clear and easy to read.

- **Changing Image Printing Method**

When printing images, the higher the resolution of images, the longer the time required for printing. You can print with priority on print quality or print speed.

- **Correcting the Hue of Digital Photos**

Correct the hue of digital photos. This is effective especially for overexposed or underexposed images.

Exposure is affected by the levels of light in which the photo was taken. If there are extreme light and shade light).

- **Printing Low Resolution Images Smoothly**

You can print outlines of low-resolution images, which often appear on Web pages, smoothly.

- **Changing the Dither Pattern**

A dither pattern is a pattern of dots used to simulate a color or shade of an image. If the pattern is changed, the characteristics of the image will also change. You can select a pattern suitable for the image to be printed.

Dithering is a technique where tiny dots are printed in patterns in order to create the illusion of tones and colors that cannot be physically reproduced.

- **Using Error Diffusion**

Error Diffusion is a type of dithering that produces halftones by printing dots densely for dark colors and diffusely for light colors. Select the appropriate pattern for the image you want depending on the operating system or application, error diffusion may not be printed correctly.

- **Changing the Color Profiling Pattern**

You can select a color-profiling pattern to adjust the tone of colors for prints according to the colors displayed on the computer screen.

Colors on the computer screen are expressed using the three RGB colors, but colors used for printing are composed of the four CMYK colors. When printing, RGB colors are converted to CMYK colors.

- **Printing Grayscale Images Using Black or CMYK**

You can print black or gray parts of an image using black or CMYK.

- **Printing Text in Black**
You can print text other than black in black. This is useful when text other than black looks lighter when printed.
- **Using ICM**
You can correct colors using the Windows ICM (Image Color Matching) function.
ICM is a color management system that adjusts colors between I/O devices. Use this function to produce print results with colors as close as possible to those displayed on the computer screen. To use this function, the color profile must be added to the printer.
You can find the color profile in the ICM folder stored on the CD-ROM provided. For information about adding a color profile, search for the words "color profile" in Windows Help, and then see the appropriate topic.
This function is unavailable under Windows NT 4.0.
- **Adjusting Brightness, Contrast, and Saturation**
You can adjust brightness, contrast, and saturation for printing.
- **Adjusting Color Balance**
You can adjust color balance by changing the mixture of red (R), green (G), and blue (B).
- **Printing a Whole Page as an Image**
This section explains how to convert a print job to image data using a Windows application, and then print the image using the printer driver. You can print a whole page as an image. This will allow you to get print results that resemble the display image more closely. Since more data has to be processed, printing will take much longer. Use this function if the printed image differs from the display image.
Black or gray parts will be printed with the four CMYK colors regardless of the settings made in the [Gray reproduction (Text/Line Art):] list on the [Image Adjustments] tab in the [Change User Settings] dialog box.
This setting overrides the watermark setting.
- **Changing the Image Data Process**
Depending on the application, there may be cases where printing takes a long time or colors are not printed correctly. You can change the image data process to solve the problem.
Since changing the image data processing method may cause printing not to be performed correctly with some applications, you should normally leave this option unselected.
- **Printing with Particular CMYK Colors**
Normally full color (CMYK) is used for color printing. You can print using particular CMYK colors. These settings are unavailable when black and white printing is specified.
- **Emphasizing Bold Type According to the Font Size**
You can emphasize bold type according to the font size.
This function is not available under Windows 98/Me.
- **Changing the Method of Extracting TrueType Fonts**
This is useful for correcting garbled or incorrectly printed characters.
If you perform [Reduce/Enlarge] together with this function, printed text may be of reduced quality.
- **Printing Images Vividly**
By changing the printer properties settings or using special paper, vivid images can be printed.

Note

- If [Print black in 4 colors CMYK] on the [Printer Configuration] tab is selected, color ink is also consumed for black and white printing.

Various Print Functions

By using various print functions, you can make prints appropriate for your purposes.

This section briefly describes some of the settings that can be specified.

For details, see the printer driver Help.

- **Printing Multiple Document Sets**

You can print multiple sets of the same document.

Depending on the application, this setting may not be available.

If you do not use the Collate function, prints will be delivered in page batches (P1, P1, P2, P2 ...).

If you use the Collate function, prints will be delivered in document batches (P1, P2, P1, P2 ...).

- **Collating**

You can print complete sets of prints one set at a time when printing multiple sets such as for presentation materials.

Depending on the application, this setting may not be usable.

Even when using the Collate function with Layout, Poster, or Duplex, document boundaries are correctly recognized so problems like the first page and last page being printed on the same sheet do not occur.

Collating might not be possible in the following cases:

- When copying originals containing complex colors, such as photographs.
- When printing on large sheets such as A4, letter, or legal.
- When printing on glossy paper.

- **Printing Web Pages**

You can specify the settings for printing Web pages properly.

When a Web page is printed, it may not fit on the paper used or it may not be printed as it looks on the screen. Use the information below to print Web pages correctly.

- **Printing low resolution images smoothly**

Images displayed on Web sites tend to be low-resolution images to reduce data size. Before printing, be sure to make the setting to print low-resolution images smoothly.

When a Web page is printed over multiple sheets, images or text where any two sheets are connected may not be printed.

- **Printing the background color of a Web page**

When printing images, the higher the resolution of images, the longer the time required for printing.

- **Fitting a whole Web page to the paper size**

If a whole Web page cannot be printed on the paper size used, reduce it using [Fit to paper size] or [Scale] under the [Reduce/Enlarge] function.

220-240V: If [A3 (297 x 420 mm)] or [B4 JIS (257 x 364 mm)] is selected for [Original size:] and [Reduce automatically to fit A4] is selected, print image is automatically reduced to fit A4 size paper.

120V: If [11" x 17"] or [Legal (8 1/2" x 14")] is selected for [Original size:] and [Reduce automatically to fit Letter] is selected, print image is automatically reduced to fit Letter size paper.

- **Reducing and Enlarging by a Specified Ratio (Scale, Directional magnification)**
You can print with a reduction or enlargement ratio in the range of 20-300% adjustable in 1% increments. Use this to reduce the size of the print image slightly to insert a margin, for example. Two methods are available: scale and directional magnification. Scale is used to specify the same ratio in both horizontal and vertical directions while directional magnification is used to specify a different ratio for each direction.
- **Reducing to A4/Letter Automatically**
You can print a document larger than A4/Letter onto A4/Letter size paper by reducing it. For example, if a document is A3/11" × 17" size, it can be automatically reduced to A4/Letter and printed.
- **Rotating the Image by 180 Degrees**
Use this function if paper loaded in the paper tray has a distinct top and bottom and printing with the paper in that orientation would otherwise make the image upside-down.
- **Printing on Registered Custom Size Paper**
You can print on registered custom size paper.
Register the size of the custom size paper loaded in the paper tray in the [Printer Configuration] tab.
On the control panel, you cannot enter values containing decimal points. Even if you specify the custom size paper in the printer properties dialog box, do not enter values containing decimal points.
- **Printing on Unregistered Custom Size Paper**
You can print on unregistered custom size paper.
- **Printing on Both Sides of Paper**
You can print on both sides of paper.
Only plain paper can be printed on both sides.
If the page size varies within a document, a page break will occur before the page where the size changes.
We recommend one-sided printing for documents containing areas of heavy, solid color image.
If two-sided prints fail to dry fully, set a print-dry delay using the printer driver.
If two-sided prints stick or jam, use single-sided printing.
When printing on both sides, content other than text is printed at lower density.
- **Printing Multiple Document Pages per Sheet (Layout)**
You can print multiple document pages per sheet.
When using Layout, a suitable reduction or enlargement ratio is selected automatically based on the paper size and the number of pages you want to fit on each sheet.
If the page orientation varies within a document, a page break will occur before a page where the orientation changes.
If an equivalent function is available from your application, do not use it. Use the function that can be set in the printer properties.
- **Splitting the Document Image across Multiple Sheets (Poster)**
You can print a single document page over multiple sheets to make a poster size print.
The enlargement ratio used is based on the specified paper size and the number of sheets you want to split the image over.
Prints are made with a 15 mm (0.6 inches) overlap margin. When pasting sheets together, overlap them to hide this margin.

- **Printing from the Last Page**
You can start printing from the last page of a document. Use this function when prints come out face up in the output tray. This allows a printed document to be assembled in page order.
If an equivalent function is available from your application, do not use it. Use the function that can be set in the printer properties.
- **Creating a Binding Margin**
You can print with a binding margin. If you create a binding margin, it is offset from the document margin set from the application.
Since the margin opposite the binding margin will be shifted toward the paper edge, be sure to make this margin wide enough when making the document.
If a binding margin is set in an application, do not make this setting in the printer properties. This would result in a binding margin twice as wide as expected.
- **Printing Documents with a Header and Footer**
You can print documents with character strings in the top and bottom margins.
Besides date, page number, and file name, text of up to 32 characters can be inserted into these areas.
If you print a document using the Reduce/Enlarge function, the header and footer will also be reduced or enlarged.
A header and footer will be printed on every page. For example, if you print several document pages on a sheet of paper (Layout), a header and footer will appear for every page.
If a header and footer are set in an application, do not make this setting in the printer properties.
- **Printing with a Layout Suitable for Making Booklets**
You can print on both sides of paper using a layout suitable for making booklets.
There are two kinds of booklet layout: [Booklet 1] and [Booklet 2]. With [Booklet 1], each sheet is folded in half separately, then the folded sheets are stacked and bound. With [Booklet 2], the whole stack is folded in half in a similar way to a magazine.
- **Printing Images or Text Superimposed on Prints**
You can print an image or text superimposed on prints. The image or text is referred to as a watermark. A watermark made up of a bitmap file (extension .bmp) is referred to as an image watermark. A watermark made up of text data is referred to as a text watermark. You cannot use both together. Various predefined watermarks are provided. You can also create your own watermarks.
- **Printing Documents with an Overlay Image Superimposed (Overlay)**
You can print a document with an overlay image superimposed.
Before printing using the Overlay function, an overlay image file and overlay set must be created. A superimposing image will be aligned with the document page at the upper left corner. If the document to be printed and superimposing image differ in size and orientation, the superimposing image may be cut or run off.
Depending on the application, you may not get the expected result.
- **Displaying the Preview before Printing**
You can display and check a document before printing it.
To use [Display Preview and Print screen:], DeskTopBinder must be installed on the computer.

Reference

- p.126 "Printing on Various Paper Types"
- For details, see the printer driver Help.

Unauthorized Copy Control

To prevent unauthorized copying, you can embed patterns and text beneath the print. You do not need a special paper to use this function. If a paper with text or image patterns is copied by a copier or a multi-function printer, either the patterns are printed vividly or the copy is grayed out, so as to protect the information on the original from leaking. To print with protection against unauthorized copying, you can use [Data security for copying] and [Mask type:].

★ Important

- This function is designed to discourage copying confidential documents; it does not prevent unauthorized use of information.
- You must install the copy data security unit to gray out files protected by data security for copying that are stored in the document server or printed. You do not have to install the unit to print files that are protected by data security for copying.
- You can use this machine to print files that are protected by data security for copying. However, because you cannot install the copy data security unit on this machine, copies of files cannot be grayed out when using data security for copying. If you print a file protected by data security for copying on a machine that supports copy data security, print will be grayed out.

The last blank page of booklet or duplex-printed documents that contain uneven page numbers can also be stamped. For example, when booklet or duplex printing a fifteen-page document, the sixteenth page (blank) can also be stamped.

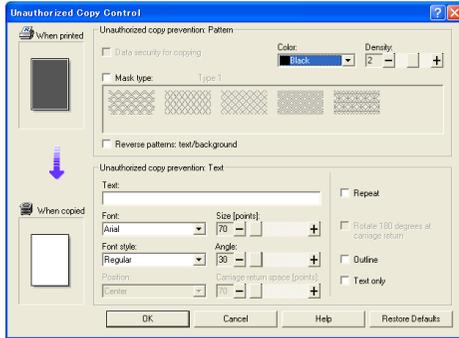
To not stamp the last page, on the [Printer Configuration] tab, set [Spool format:] to [RAW].

↓ Note

- When selecting [High speed], [Unauthorized copy...] is not available.
- When selecting [Level Color], [Unauthorized copy...] is not available.
- When selecting [Use error diffusion] and [Whole page], [Unauthorized copy...] is not available.

Using [Data security for copying]

If a document printed with data security for copying is copied by or stored in the Document Box of a copier or multi-function printer with the copy data security unit, the copy or stored file is grayed out. This section explains how to specify the printer driver setting for printing using [Data security for copying].

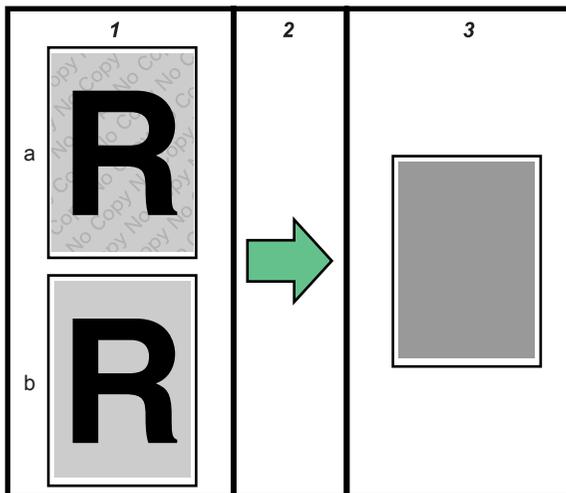


◆ Setting [Data security for copying] in the Printer Driver

- Select the [Data security for copying] check box. You can also enter the text in the [Text:] box.
- You cannot select the [Mask type:] check box at the same time.

◆ Printing a document using [Data security for copying]

This machine can print only as described in Step 1.



AQR147S

1 The pattern and text you have set is printed.

- a: Text
- b: Pattern

2 The document is copied to the machine that the Copy Data Security unit is installed.

3 The document is blanked by gray overprint.

Note

- You cannot partially embed a pattern and text in a document.
- To make the embedded pattern clear, set the character size at least 50 pt (preferably 70 to 80 pt) and character angle to between 30 and 40 degrees.
- Use 182 × 257 mm (7¹/₄ × 10¹/₂) or larger paper.
- Use ordinary or recycled paper that has at least 70% whiteness.
- Duplex printing may interfere with the function due to text and patterns being visible through the paper.
- Printing with background patterns and text may be slower than normal printing.
- To use this function, set [Print Quality] to [Quality priority].

4

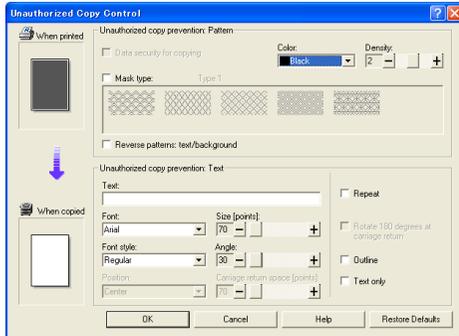
Specifying Data Security for Copying

If a document printed with data security for copying is copied by or stored in the Document Box of a copier or multi-function printer with the copy data security unit, the copy or stored file is grayed out. This section explains how to specify the printer driver setting for printing using [Data security for copying].

- 1 Open the printer properties dialog box.
- 2 Click [Add/Change Custom Settings...], and click [Edit] tab.
If the dialog box type is Multi-tab, click [Setup] tab.
- 3 Select the [Unauthorized copy...] check box.
- 4 Click [Control Settings...].
- 5 Select the [Data security for copying] check box.
Additionally, specify the settings in the [Unauthorized copy prevention: Text] area.
- 6 Click [OK].

Using [Mask type:]

You can embed patterns and text in a document by setting in the printer driver to prevent unauthorized copying.



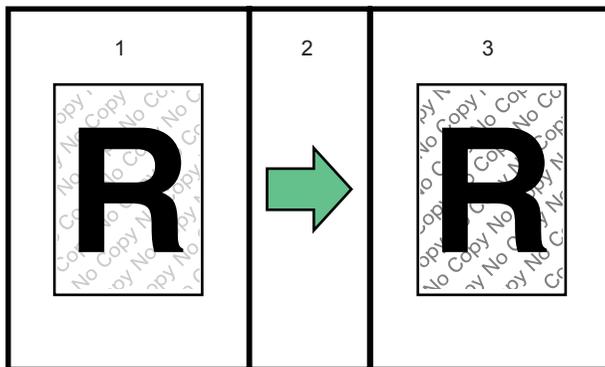
4

◆ Setting [Mask type:] in the Printer Driver

- Select a pattern from [Mask type:], and then enter text in the [Text:] box.
- You can set only [Text:], but [Mask type:] and [Text:] must be set together.

To switch text and background patterns, select the [Reverse patterns: text/background] check box.

◆ Printing a Document Using [Mask type:]



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- 1 The print preview of the pattern and the text you set is displayed.
- 2 The document is copied to the copier or the multifunction machine.
- 3 The pattern and the text you set appear.

↓ Note

- You cannot partially embed patterns and text strings in a document.
- Copy results vary according to machine model and settings.
- Printing with background patterns and text may be slower than normal printing.
- To print a file with [Data security for copying], select [Quality priority] in the [Print Quality] area.

Specifying [Mask type:]

This section explains how to specify the printer driver setting for printing using [Mask type:].

- 1 Open the printer properties dialog box.
- 2 Click [Add/Change Custom Settings...], and click [Edit] tab.
If the dialog box type is Multi-tab, click [Setup] tab.
- 3 Select the [Unauthorized copy...] check box.
- 4 Click [Control Settings...].
- 5 Select the [Mask type:] check box, and specify mask type.
Additionally, specify the settings in the [Unauthorized copy prevention: Text] area.
- 6 Click [OK].

4

Important Notice

- The supplier does not provide warranty regarding the appearance of print patterns and other copy protection features. The appearance of the print patterns and the performance of Unauthorized Copy Control may vary depending on the quality of paper used and the machine model and settings.
- The supplier takes no responsibility for any damages sustained in connection with use of or inability to make use of Unauthorized Copy Control print patterns.

Supporting Multi-Languages

Even if the operating systems of the print server and client computer differ, you can use the Windows' Point and Print function to automatically detect the language being used and display the printer driver's [Printing Preferences] dialog box in that language.

The following languages are available:

Japanese, English, German, French, Italian, Dutch, Swedish, Norwegian, Danish, Spanish, and Portuguese.

If you are using the machine with an operating system that supports multi-languages, you can change the language of the [Printing Preferences] dialog box.

To change the language, in the printer properties dialog box, click the [Printer Configuration] tab, select [Environment Settings], and then select the language you require.

Depending on how your operating system is configured, the displayed text in the selected language might appear garbled.

For example, if you set [Language] to [Japanese] in [Environment Settings] in the printer properties dialog box, but Japanese fonts are not installed on your computer, the displayed text will be garbled.

Note

- For details about the requirements and restrictions of this function, see the Readme file attached to the printer driver.

5. Using the Copy Function

This chapter explains the copier function.

Setting and Placing Originals

This chapter describes the types of originals you can set and how to place originals.

Originals

This section describes the types of originals that can be placed, paper sizes that are automatically detected, and missing image area.

Note

- As the color of markers or highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.

Sizes and Weights of Recommended Originals

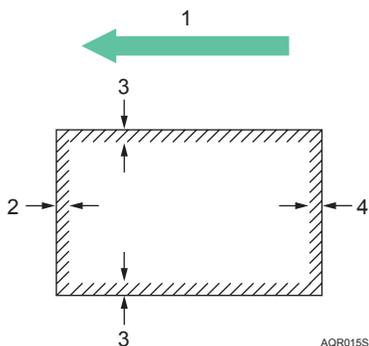
The following describes recommended paper sizes and non-recommended originals for the exposure glass.

Where original is placed	Original size	Original weight
Exposure glass	A4 (210 × 297 mm)☐	-
	A5 (148 × 210 mm)☐	
	A5 (210 × 148 mm)☐	
	A6 (105 × 148 mm)☐	
	B5 (182 × 257 mm)☐	
	Letter (8 1/2"×11")☐	
	Legal (8 1/2" ×14")☐	
	Half Letter (8 1/2"×5 1/2")☐	
Executive (7 1/4"×10 1/2")☐		

Missing Image Area

Even if you correctly place originals on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.

Missing original area



- 1) Feed Direction
- 2) 3 mm (0.12 inch) ± 2 mm (0.08 inch)
- 3) 3 mm (0.12 inch) ± 2 mm (0.08 inch)
- 4) 3 mm (0.12 inch) ± 2 mm (0.08 inch)

Reference

- For details about printable image area, see p.71 "Printable area".

Placing Originals

This section describes the procedure for placing originals on the exposure glass.

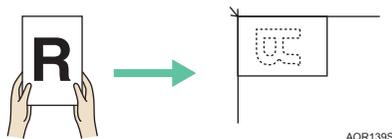
Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

Reference

- For details about original sizes you can set, see p.143 "Originals".

Original Orientation

When placing the original on the exposure glass, set it facing downwards.



Placing Originals on the Exposure Glass

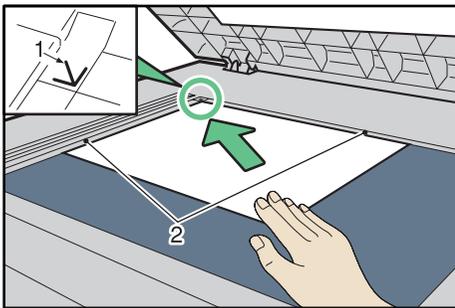
Place originals on the exposure glass.

★ Important

- Be careful when placing thin originals on the exposure glass, because the edges of thin originals can slip underneath the scale.

- 1 Lift the exposure glass cover.
- 2 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

Start with the first page to be copied.



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- 1) Positioning mark
- 2) Left scale

- 3 Lower the exposure glass cover.

↓ Note

- Straighten curls in the originals before placing them on the exposure glass.
- Do not load badly curled originals.
- Load the original squarely.

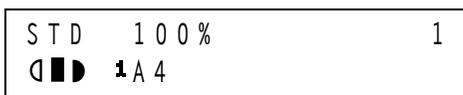
Basic Procedure

This chapter describes the procedure for making copies in various modes.

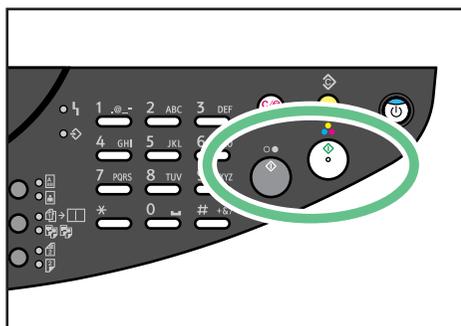
★ Important

- When User Restriction is set, enter password (up to eight digits) with the number keys so that the machine accepts copy jobs.

- 1 If necessary, select the type of copier function.
If any other function is displayed, press the [Copy] key.



- 2 If necessary, make desired settings.
- 3 Enter the number of copies using the number keys.
The maximum copy quantity that can be set is 99.
When clearing entered values, press the [No] key.
- 4 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR327S

To copy in black and white, press the [B&W Start] key.

To copy in color, press the [Color Start] key.

Copies are delivered face up.

↓ Note

- To stop the machine during a multicopy run, press the [Clear Modes] key.
- To return the machine to the initial condition after copying, press the [Clear Modes] key.
- Under the copier function, if the machine remains idle for a certain time, it is reset to its status immediately after being switched on (initial setting). This is called "Auto Reset Time". You can specify how long the machine may remain idle before "Auto Reset Time" is carried out.

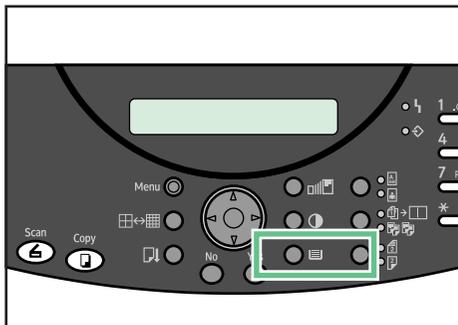
Reference

- p.89 "Setting User Restriction"
- For details about the type of copier, see p.153 "Auto Reduce/Enlarge", p.156 "Image Repeat", p.157 "Poster", p.158 "Mirror Image".
- For details about the orientation and the order of the prints, see p.92 "EjctPrt FaceDwn", p.93 "Output Order".

When Selecting a Paper Tray

You can select the paper feed tray according to the paper type and size.

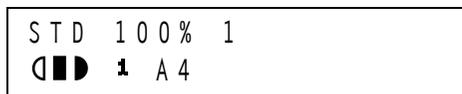
- 1 Select the paper tray using [Select Paper Tray] key.
If any other function is displayed, press the [Copy] key.



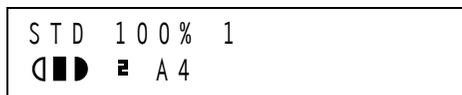
BBF004S

5

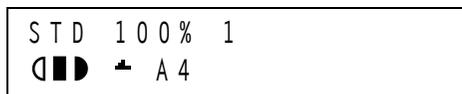
When Selecting Tray 1



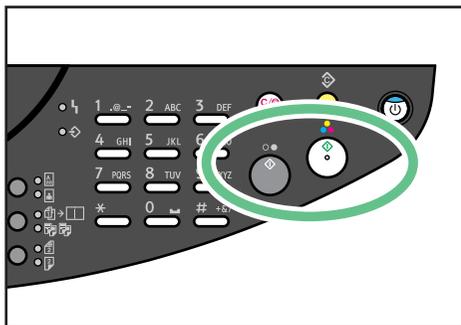
When Selecting Tray 2



When Selecting the Bypass Tray



- Place the originals, and then press the [B&W Start] or [Color Start] key.



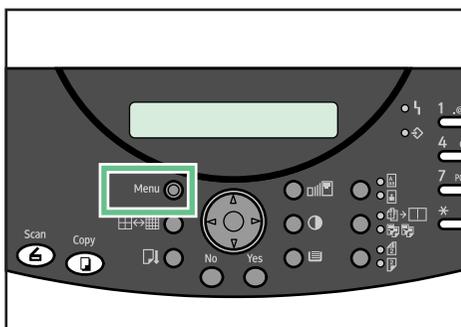
AQR327S

Copying onto Custom Size Paper

5

You can copy onto custom size paper.

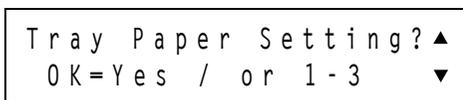
- Press the [Menu] key.



AQR302S

The Menu screen appears.

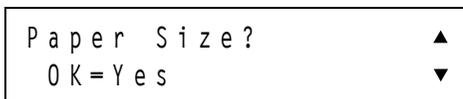
- Press the [▲] or [▼] key to display [Tray Paper Setting], and then press the [Yes] key.



- Press the [▲] or [▼] key to select the desired tray, and then press the [Yes] key.



- Press the [▲] or [▼] key to display [Paper Size], and then press the [Yes] key.



- 5 Press the [►] key to select [Custom].

```

LT?
OK=Yes (Custom►)
  
```

- 6 Enter the horizontal size of the original (x) with the number keys, and then press the [Yes] key.

```

x = 210 ( 55 - 216 ) x
OK=Yes y □↑
  
```

- 7 Enter the vertical size of the original (y) with the number keys, and then press the [Yes] key.

```

y = 297 ( 127 - 1296 ) x
OK=Yes y □↑
  
```

The Tray Paper Setting screen appears.

Press the [No] key to switch to the initial screen.

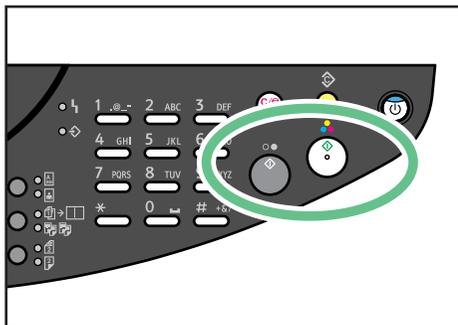
- 8 Press the [Select Paper Tray] key, and then select the bypass tray.

The indicated paper size switches to custom size.

```

STD 100% 1
  
```

- 9 Place the originals, and then press the [B&W Start] or [Color Start] key.



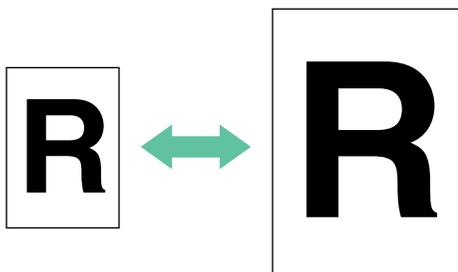
AQR327S

Making Enlarged or Reduced Copies

This section explains how to make enlarged or reduced copies.

Zoom and Preset Reduce/Enlarge

You can change the reproduction ratio in increments of 1%. You can also select a preset ratio for copying.



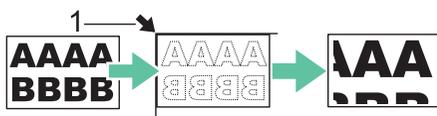
AQR091S



AQR092S

◆ **Base Point**

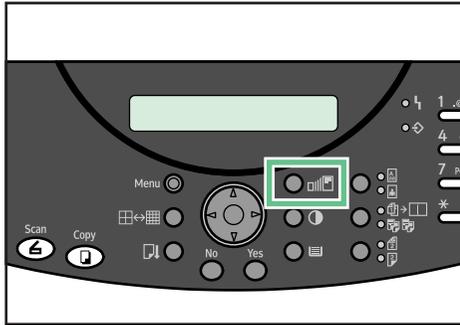
The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point.



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- 1) Base point when placing on the exposure glass.

- 1 Press the [Zoom] key.



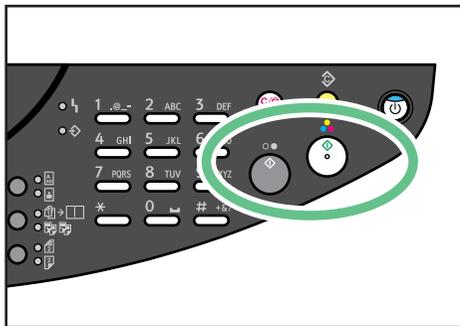
AQR333S



- 2 To select a preset ratio, press the [◀] or [▶] key. To zoom in or out, press the [▲] or [▼] key.



- 3 Press the [Yes] key.
- 4 Place your originals, and then press the [B&W Start] or [Color Start] key.

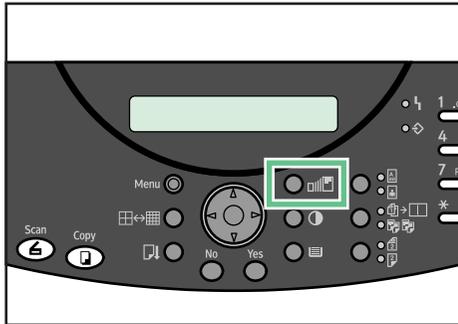


AQR327S

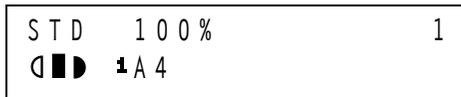
To enter the ratio with the number keys

Select a ratio using the number keys.

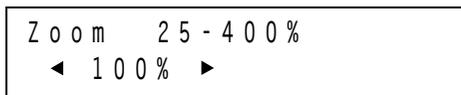
- 1 Press the [Zoom] key.



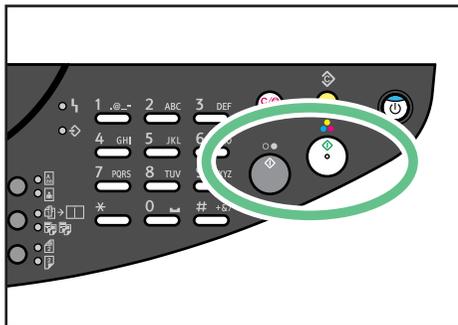
AQR333S



- 2 Enter the desired ratio with the number keys, and then press the [Yes] key.



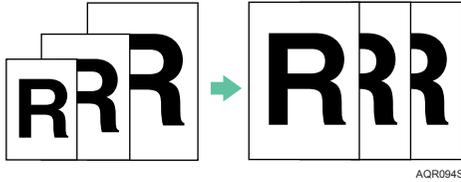
- 3 Place your originals, and then press the [B&W Start] or [Color Start] key.



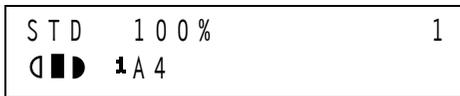
AQR327S

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



- 1 Press the [Yes] key.
If any other function is displayed, press the [Copy] key.

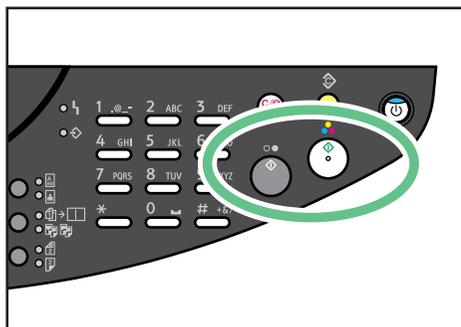


If a previous setting remains, press the [Clear Modes] key.

- 2 Press the [◀] or [▶] key to display [a.Auto Reduc/Enlrg], and then press the [Yes] key.



- 3 Select the paper tray using [Select Paper Tray] key.
- 4 Place your originals, and then press the [B&W Start] or [Color Start] key.

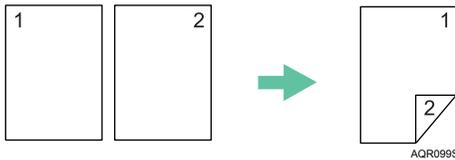


Duplex

The type of duplex available is:

◆ **1 Sided Original to 2 Sided Copy**

Copies 2 one-sided pages on 1 two-sided page.



◆ **2 Sided Original to 2 Sided Copy**

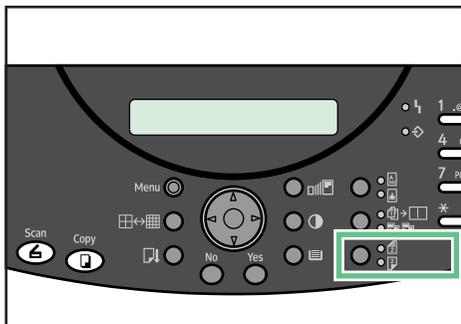
Copies 1 two-sided page onto 1 two-sided page.

↓ **Note**

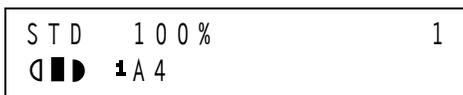
- When printing on both sides, content other than text is printed at lower density.

1 Sided Original to 2 Sided Copy

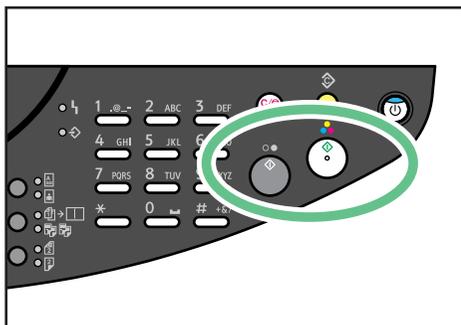
- 1 Press the [2 Sided Original / 2 Sided Copy] key so the "2 Sided Copy" indicator lights. If any other function is displayed, press the [Copy] key.



AQR315S



- 2 Place the originals, and then press the [B&W Start] or [Color Start] key.



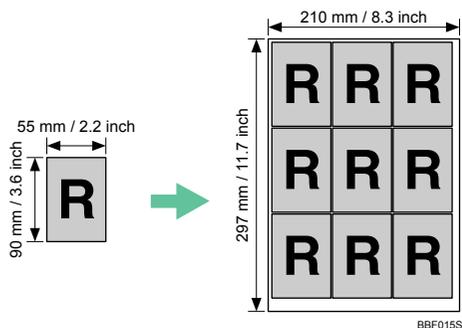
AQR327S

When the "Next page?" message appears, place the next page on the glass, and then press the [Yes] key.

Image Repeat

The original image is copied repeatedly.

Multiple copies of a small original can be printed on a single large sheet.



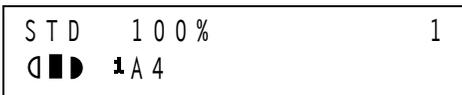
5

★ Important

- Depending on the size of the original, multiple copies may not be printed.

1 Press the [Yes] key.

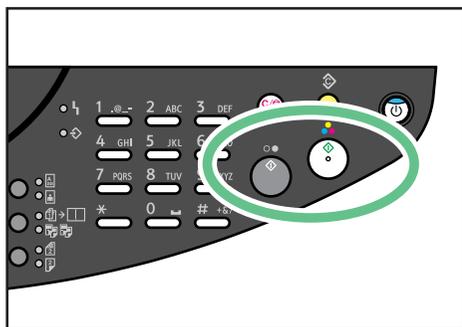
If any other function is displayed, press the [Copy] key.



2 Press the [◀] or [▶] key to display [b.Image Repeat], and then press the [Yes] key.



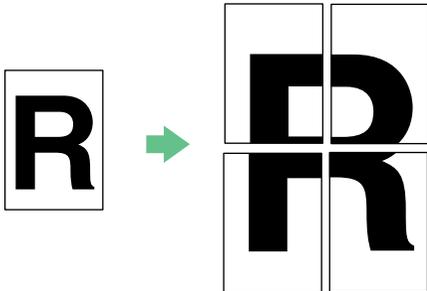
3 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR327S

Poster

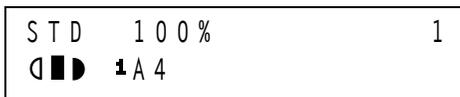
You can enlarge an image and print it over multiple sheets.



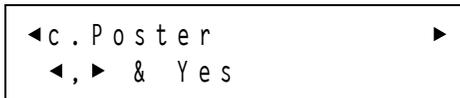
AQR016S

- 1 Press the [Yes] key.

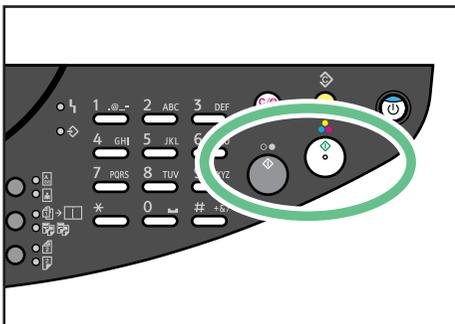
If any other function is displayed, press the [Copy] key.



- 2 Press the [◀] or [▶] key to display [c.Poster], and then press the [Yes] key.



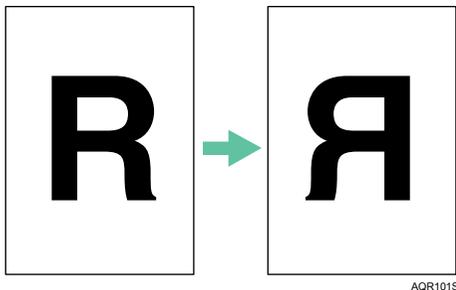
- 3 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR327S

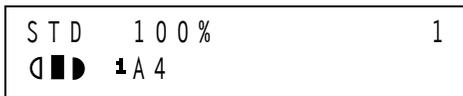
Mirror Image

Copies by reversing the image from left to right, as reflected in a mirror.



- 1 Press the [Yes] key.
If any other function is displayed, press the [Copy] key.

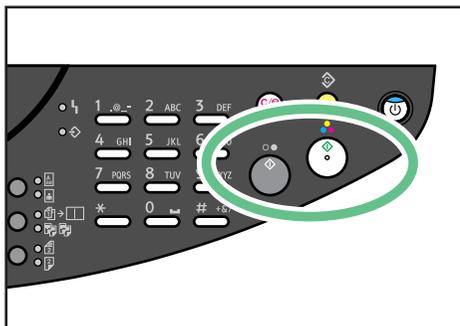
5



- 2 Press the [◀] or [▶] key to display [d.Mirror Image], and then press the [Yes] key.



- 3 Place your originals, and then press the [B&W Start] or [Color Start] key.

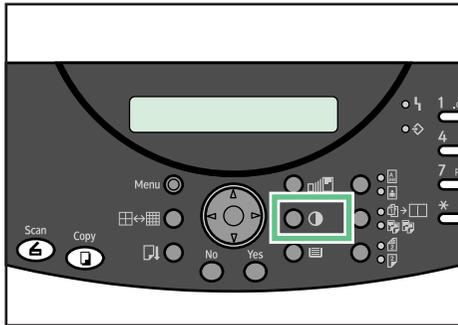


Adjusting Image Density

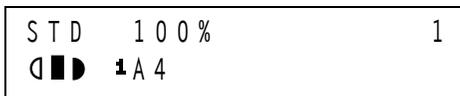
You can adjust the image density in five steps.

- 1 Press the [Image Density] key.

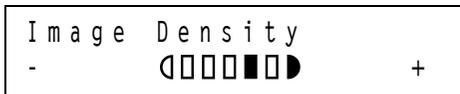
If any other function is displayed, press the [Copy] key.



AQR339S

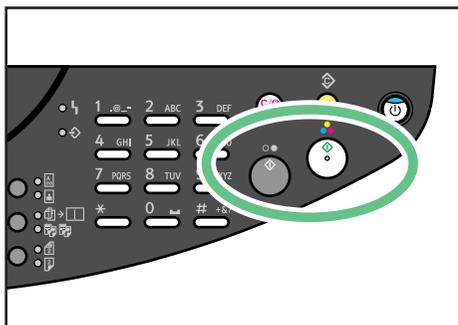


- 2 Press the [◀] or [▶] key to adjust the image density.



The density indicator "▣" moves.

- 3 Press the [Yes] key.
- 4 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR327S

Selecting Original Type Setting

Select one of the following 2 types to match your originals:

◆ Text

Select this mode when your originals contain only text (no pictures). Press the [Text/Photo] key so the "Text" indicator lights.

◆ Photo

Delicate tones of photographs and pictures can be reproduced with this mode. Press the [Text/Photo] key so the "Photo" indicator lights.

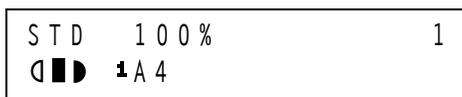
- When copying developed photographs
- When copying photographs or pictures that are printed on paper (e.g. magazines)
- When copying copies or originals generated by printers

◆ Text/Photo

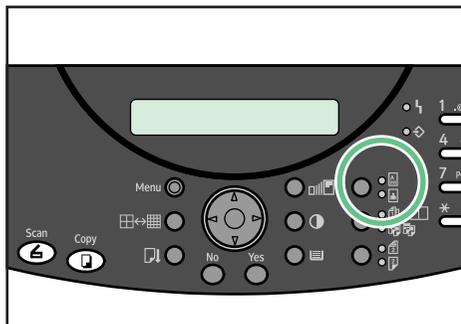
Select this mode when your originals contain photographs or pictures with text. Press the [Text/Photo] key so the "Text" and "Photo" indicator lights.

5

- 1 Press the [Text/Photo] key to select the original type.
If any other function is displayed, press the [Copy] key.



The indicator of the selected original type goes on.



AQR319S

Specifying the Resolution

You can specify the copy resolution.

Under the Copier function, the usable resolutions depend on the paper type.

If you select an unusable resolution, the machine prints the copy in the [STD] mode.

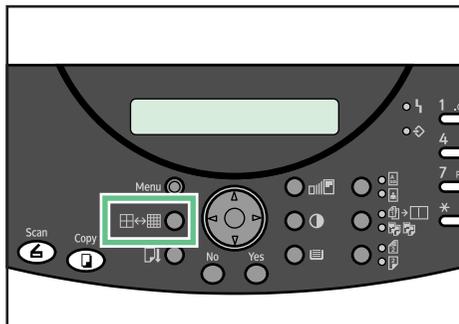
○ : Usable

— : Unusable

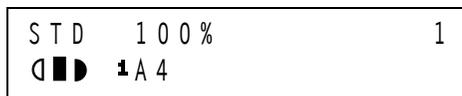
Paper Type	Fast	STD	H.Qty. (High Quality)
Plain Paper	○	○	○
Inkjet Plain Paper	—	○	○
Thick	○	○	○
Envelope	○	○	○
Postcard	○	○	○
Inkjet Postcard	—	○	○
Glossy Paper	—	○	—
Transparency	—	○	—

- 1 Press the [Resolution] key, and then select "STD", "H.Qty.", or "Fast".

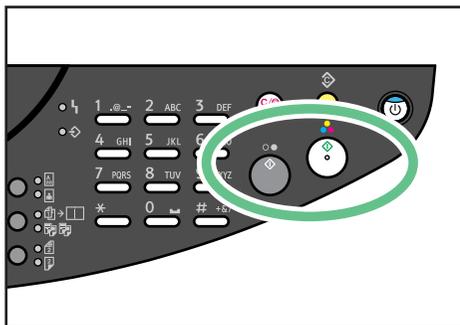
If any other function is displayed, press the [Copy] key.



AQR321S



- 2 Place the originals, and then press the [B&W Start] or [Color Start] key.



AQR327S

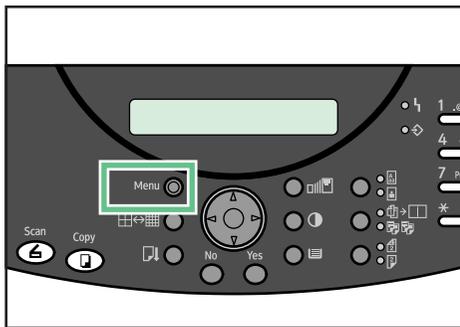
Specifying the Copy Quality Settings

This section explains how to specify the settings controlling copy quality.

Color Balance

Adjusts the general color tone when the overall copy is reddish or bluish.

- 1 Press the [Menu] key.



AQR302S

The Menu screen appears.

- 2 Press the [▲] or [▼] key to display [Copier Features], and then press the [Yes] key.

```
Copier Features?
OK=Yes / or 1-13
```

- 3 Press the [▲] or [▼] key to display [Color Settings], and then press the [Yes] key.

```
9 Color Settings?
OK=Yes
```

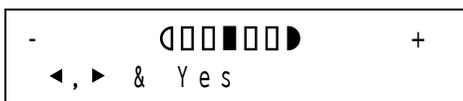
- 4 Press the [◀] or [▶] key to select [Color Balance], and then press the [Yes] key.

```
*Color Balance ▶
◀, ▶ & Yes
```

- 5 Press the [◀] or [▶] key to select the color you want to adjust, and then press the [Yes] key.

```
* R      G      B
◀, ▶ & Yes
```

- Press the [◀] or [▶] key to adjust the color balance, and then press the [Yes] key.



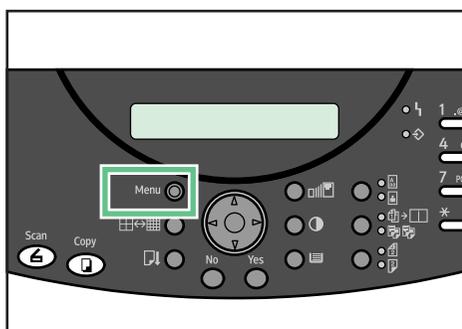
The Copier Features screen appears.

Press the [No] key to switch to the initial screen.

Sharp/Soft

Adjusts the outline of an image.

- Press the [Menu] key.



AQR302S

The Menu screen appears.

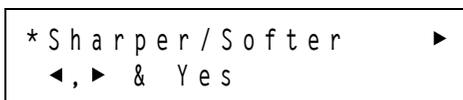
- Press the [▲] or [▼] key to display [Copier Features], and then press the [Yes] key.



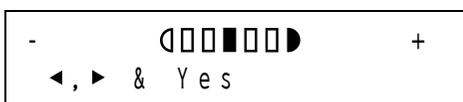
- Press the [▲] or [▼] key to display [Color Settings], and then press the [Yes] key.



- Press the [◀] or [▶] key to select [Sharper/Softer], and then press the [Yes] key.



- Press the [◀] or [▶] key to adjust the outline of an image, and then press the [Yes] key.



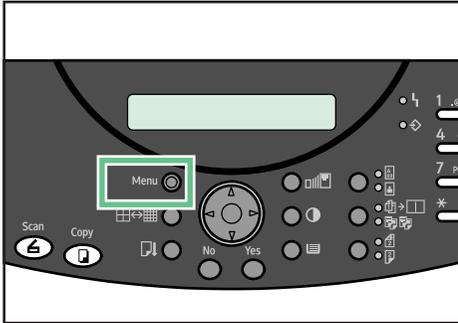
The Copier Features screen appears.

Press the [No] key to switch to the initial screen.

Contrast

You can adjust the copy contrast.

- 1 Press the [Menu] key.



AQR302S

The Menu screen appears.

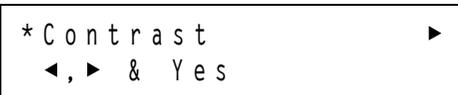
- 2 Press the [▲] or [▼] key to display [Copier Features], and then press the [Yes] key.



- 3 Press the [▲] or [▼] key to display [Color Settings], and then press the [Yes] key.



- 4 Press the [◀] or [▶] key to select [Contrast], and then press the [Yes] key.



- 5 Press the [◀] or [▶] key to adjust the shades of an image, and then press the [Yes] key.



The Copier Features screen appears.

Press the [No] key to switch to the initial screen.

6. Using the Scanner Function

This chapter explains the scanner function.

Using the TWAIN Scanner

You can use this machine to scan originals into a client computer.

When Using as a TWAIN Scanner

This section explains the necessary preparations and the procedure for using the TWAIN scanner.

★ Important

- To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.
- To use the TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder or Page-Manager, must be installed on the client computer.

📖 Reference

- p.58 "Installing the TWAIN Driver (Network)"

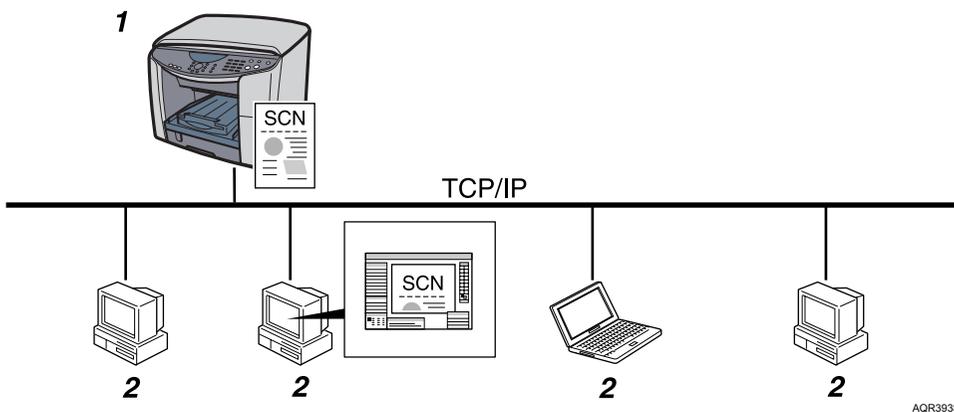
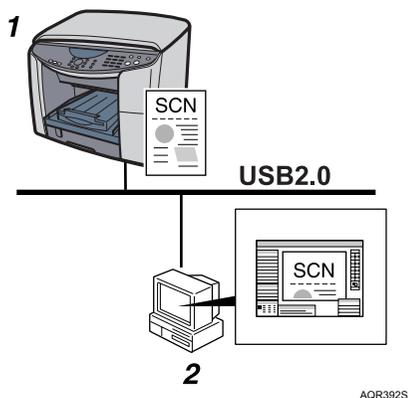
Outline of the TWAIN Scanner Function

This section outlines the TWAIN scanner.

You can connect the devices either by USB 2.0 or Ethernet.

★ Important

- To use Ethernet connection, the network interface board must be installed.



1 This machine

Scans an original after receiving a scan instruction from a client computer, and then sends the scan file to the client computer.

2 Client computer

Specifies the scanner settings and controls the scanner using an application, such as DeskTop-Binder Lite, that supports the TWAIN scanner. Receives the files scanned by the machine and displays them using an application that supports the TWAIN scanner.

↓ Note

- When using the machine as a TWAIN scanner, you do not need to press the [Scanner] key on the machine's control panel. To use functions other than the TWAIN scanner, press the [Scanner] keys.

Basic Procedures for Scanning Files Using TWAIN Scanner

This section describes the basic operation for scanning with the TWAIN scanner.

★ Important

- To use the TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, and the TWAIN driver must be installed on the client computer.

The following procedure uses Windows XP and DeskTopBinder Lite by way of example. DeskTopBinder Lt is not supplied with this machine. If you want to use PageManager, see the manual supplied with PageManager.

- 1 On the [Start] menu, point to [Programs], point to [DeskTopBinder], and then click [DeskTopBinder].
- 2 On the [Tools] menu, click [Scanner Settings...].
- 3 Click [Select Scanner Driver...].
- 4 Select the name of the machine you want to use in the list, and then click [Select...].

5 Click [OK].

6 Place originals.

7 On the [File] menu, point to [Add Document], and then click [Scan...]. The Scanner Control dialog box appears.

Alternately, you can click  on the screen.

A dialog box that is used to control a scanner using the TWAIN driver is referred to as the Scanner Control dialog box.

8 Make settings according to such factors as the type of original, type of scanning, and orientation of the original.

For details, see the TWAIN driver Help.

9 In the Scanner Control dialog box, click [Scan...].

If there are more originals to be scanned, place the next original, and then click [Scan].

If there are no more originals to be scanned, click [Close].

10 On the [File] menu, click [Exit].

11 Enter the file name, and then click [OK].

The DeskTopBinder viewer closes and the image is stored in DeskTopBinder Lite.

Note

- If you have already selected a scanner, you do not need to select the scanner unless you want to change it.
- Using DeskTopBinder, you can edit and print scan files. For more information about DeskTopBinder, see DeskTopBinder manuals.
- The model name of the connected scanner appears in the title bar of the Scanner Control dialog box. If there is more than one scanner of the same model on the network, make sure you have selected the correct scanner. If you have not, click [Select Scanner Driver...], and then select the scanner again.

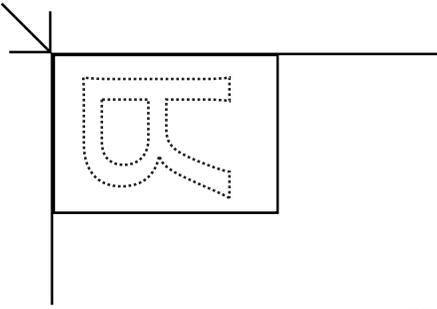
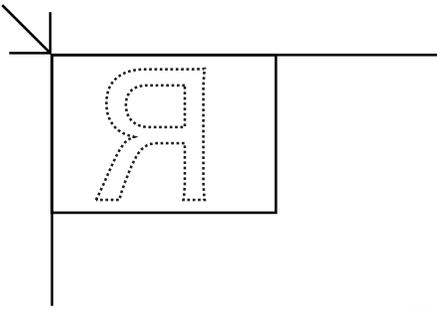
Original Orientation of TWAIN Scanner

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made in the Scanner Control dialog box must match. Be sure to place your original in the orientation .

- 1 Open the Scanner Control dialog box.
- 2 In the [Original Scan Method] area, select where the original is placed or loaded.
- 3 Select [Manual Adjust] in [Adjust Image Quality], and then select [Off], [Right 90 degrees], or [Left 90 degrees] in the [Rotation] box.

The following table shows the relationship between the original orientation and the Scanner Control dialog box settings:

Placing an Original on the Exposure Glass

Originals	TWAIN Scanner Control Dialog Box Key
<p data-bbox="211 285 285 311">Vertical</p> <p data-bbox="211 330 680 388">This orientation is the TWAIN driver's standard setting. Place originals in this orientation normally</p>  <p data-bbox="622 716 673 730">AQR006S</p>	<p data-bbox="941 285 989 311">[Off]</p>
<p data-bbox="211 753 312 778">Horizontal</p>  <p data-bbox="622 1107 673 1120">AQR007S</p>	<p data-bbox="879 753 1050 778">[Right 90 degrees]</p>

Sending Scan Files by E-mail

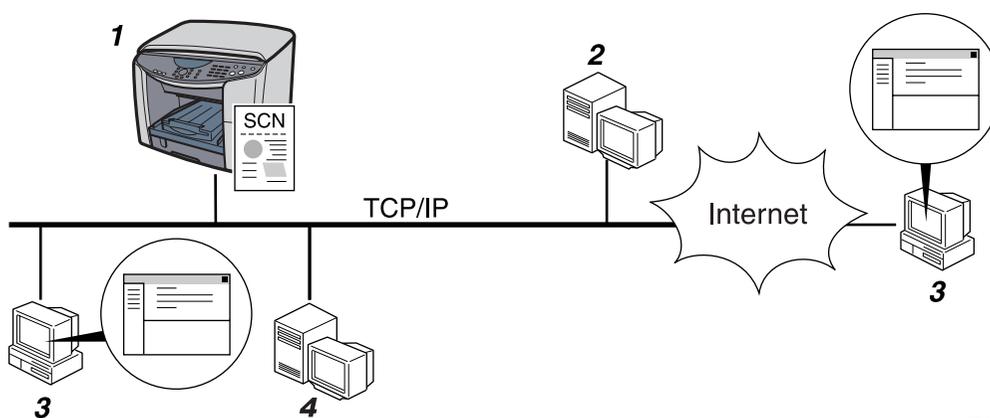
You can attach scan files to e-mails and send them via connections such as LAN and the Internet.

★ Important

- To use this function, the network interface board must be installed.

Before Sending Scan Files by E-mail

This section outlines the function for sending scan files by e-mail.



AQR394S

1 This machine

A scan file can be attached to an e-mail and sent to a mail server.

2 SMTP server

You need to have an access to an e-mail server that supports SMTP (Simple Mail Transfer Protocol), to send scan files by e-mail. However, it is not essential to have an e-mail server inside the LAN where this machine belongs. It transfers a received e-mail to a specified destination through a LAN or the Internet.

3 Client computer

Use e-mail client software to receive e-mail messages and scan file attachments that are generated by this machine.

4 LDAP server

Use this server for administering e-mail accounts, searching the network, and authenticating the computers that access the machine. Using the LDAP server, you can search for destinations from the machine.

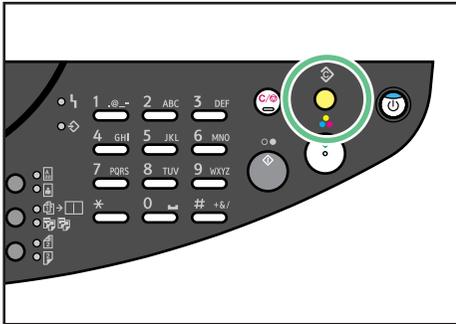
Basic Procedures for Sending E-mail

This section describes the basic operation for sending scan files by e-mail, placing originals on the exposure glass as an example.

- 1 Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

If any other function is displayed, press the [Scanner] key.



AQR329S

- 2 Place originals.

```
Send Email/File
- Set Orig -
```

- 3 Select the destination, and then press the [▼] key.

You can specify multiple destinations as "CC".

```
To = abc . company @ ab [ A ]
Next = ▼ ( Send = Yes )
```

- 4 If necessary, specify the sender, and then press the [▼] key.

```
Sender = [ A ]
Next = ▼ ( Send = Yes )
```

- 5 If necessary, enter the subject, and then press the [▼] key.

```
Default = [ A ]
Next = ▼ ( Send = Yes )
```

- 6 If necessary, specify the "CC", and then press the [▼] key.

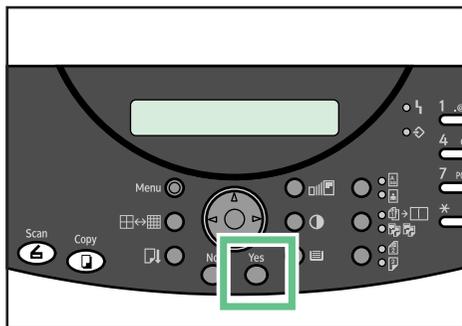
```
CC 001 = Document [ A ]
Next = ▼ ( Send = Yes )
```

- 7 If necessary, specify the color mode, resolution, file type, and compression type, and then press the [Yes] key.

```
*Color Gray B&W
<, > & Yes
```

- 8 If necessary, specify the items to specify the original, and then press the [Yes] key.

```
Scan Ex. Glass (A4 )
Scan=Yes (Size=▼)
```



AQR307S

Scanning starts.

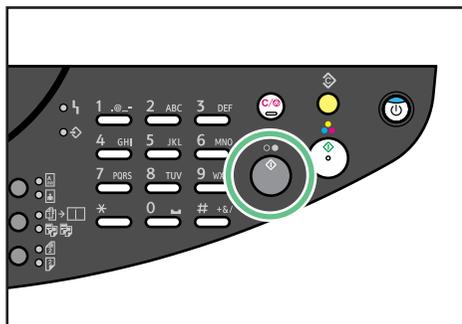
- 9 If you still have originals to send, place them on the machine, and then press the [Yes] key.
Repeat this step until all originals are scanned.

When loading additional originals, if you leave the machine idle for a minute, the job is cancelled.

```
Next page? (A4 ) 1
Scan=Yes (End=No)
```

```
*Job Cancelled*
abc@abc.company.com
```

- 10 After all originals are scanned, press the [No]key, and then press the [B&W Start] key.



AQR323S

Transmission starts.

◆ File Name

When sending scan files, the file name is automatically generated by the machine. The file name takes the following form:

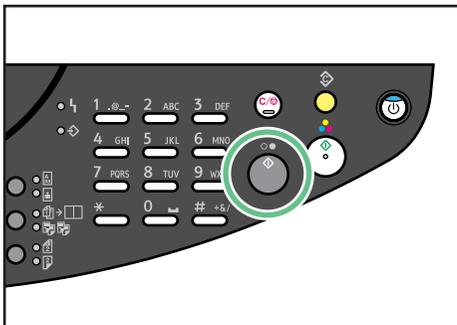
File name: xxxx_YYMMDDhhmmss_xx.extension

- xxxx: Sender Name
- YY: Year
- MM: Month
- DD: Day
- hh: Hour
- mm: Minute
- ss: Second
- xx: File Number

Depending on the characters (\, /, :, *, ?, ", <, >, |, Space) used for the sender name, the sender name may be omitted from the file name. In this case, the file name will take the form "YYMMDDhhmmss_xx.extension".

↓ Note

- If you have selected two or more destinations as "CC", the destinations can be made to appear one by one by pressing [▲] or [▼] key.
- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key.
- To cancel scanning, press the [Clear/Stop] key.



AQR323S

📖 Reference

- For details about selecting the destination in step 3, see p.176 "Specifying Destination".
- For details about specifying the sender in step 4, see p.180 "Specifying Sender".
- For details about specifying the scan type in step 7, see p.189 "Specifying Scan Type", p.189 "Specifying Resolution", p.189 "Specifying File Type", p.190 "Specifying Compression Type".
- For details about specifying the items to specify the originals in step 8, see p.190 "Specifying Scan Size", p.191 "Adjusting Image Density (Scanner)".

Placing Originals (Scanner)

To set and how to place originals, see the "Using the Copier Function".

Reference

- See the p.143 "Setting and Placing Originals".

Specifying Destination

This section explains how to specify e-mail destinations.

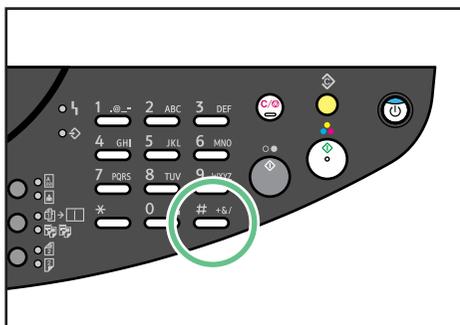
You can specify e-mail destinations by any of the following methods:

- Using the Speed Dial (press the [#] key once)
- Using the Address Book (press the [#] key twice)
You can also use the Address Book to search for addresses registered in the LDAP server.
- Entering the destination an e-mail address manually.

Using the Speed Dial (Specifying Destination)

This section explains how to select a destination registered to the Speed Dial.

- 1 Press the [#] key.



AQR348S

```
Send Email/File
- Set Orig -
```

- 2 Use the number keys to enter the number.

```
Speed Dial =
```

- 3 Press the [▼] or [Yes] key.

```
To = TAIWAN
Next = ▼ (Send = Yes)
```

Reference

- For details about how to register an e-mail destination to the speed dial, see p.275 "Using Web browser".

Using the Address Book (Specifying Destination)

You can use the Address Book to select e-mail destinations.

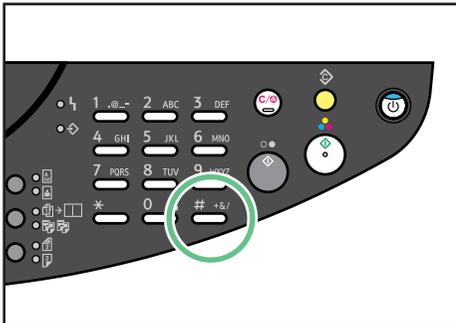
Using the Address Book, you can select the e-mail destination by either of the following methods:

- Selecting the E-Mail Destination in [Display] Mode
You can display a list of the destinations that are stored in the machine's Address Book, and use the list to select destination e-mail addresses.
- Selecting the E-Mail Destination in [Search] Mode
You can search through the machine's address book or the LDAP server for a destination.

Selecting the E-Mail Destination in [Display] Mode

You can select the e-mail destination in [Display] mode.

- 1 Press the [#] key twice.



AQR348S

```
Send Email/File
- Set Orig -
```

- 2 Press the [◀] or [▶] key to select [Display], and then press the [Yes] key.

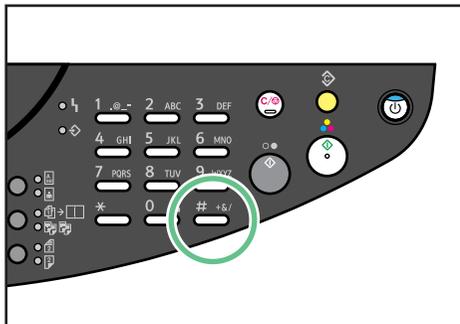
```
* Display Search
◀, ▶ & Yes
```

- 3 Press the [▲] or [▼] key to display the destination, and then press [▼] or [Yes] key.

Selecting the E-Mail Destination in [Search] Mode

You can search through the machine's address book or the LDAP server for a destination.

- 1 Press the [#] key twice.



AQR348S

```
Send Email/File
-Set Orig-
```

- 2 Press the [◀] or [▶] key to select [Search], and then press the [Yes] key.

```
Display *Search
◀, ▶ & Yes
```

- 3 Press the [◀] or [▶] key to select where to search, and then press the [Yes] key.

```
*Machine LDAP
◀, ▶ & Yes
```

- 4 Enter the beginning of the destination name.

```
Search ->>T_
OK=> [A]
```

- 5 Press the [Yes] key.

```
Search ->>Tok
OK=> [A]
```

```
*Searching...*
```

- 6 Press the [▲] or [▼] key to select the destination.

```
Tok(3)
Search=Yes(Chck=▼▲)
```

- 7 Press the [Yes] key.

```
*Tokyo office ▲
OK=Yes ▼
```

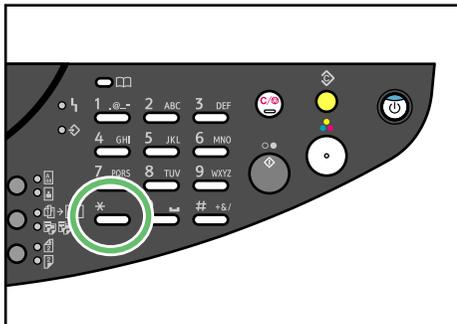
- 8 Press the [Yes] key.

```
To=Tokyo office
Next=▼ (Send=Yes)
```

Manual Entry of an E-mail Address

This section explains how to enter an e-mail address manually.

- 1 To switch the text mode, hold down the [*] key until [A] or [1] appears.



BBF006S

```
Enter Email address
or host address [1]
```

- 2 Enter the e-mail address.

```
To = a [A]
Next = ▶
```

- 3 Press the [Yes] or [▼] key.

```
To = abc . company @ abc
Next = ▼ (Send = Yes)
```

↓ Note

- To modify or change an entered e-mail address, press the [Clear/Stop] key.

Specifying Sender

This section explains how to specify the e-mail sender.

To send e-mails, you must specify the name of the sender.

You can specify the e-mail sender by any of the following methods:

- Using the Speed Dial (press the [#] key once)
- Using the Address Book (press the [#] key twice)
You can also use the Address Book to search for addresses registered in the LDAP server.

Note

- You can register a sender in advance. In this case, you cannot specify the sender other than the registered sender in advance.

Reference

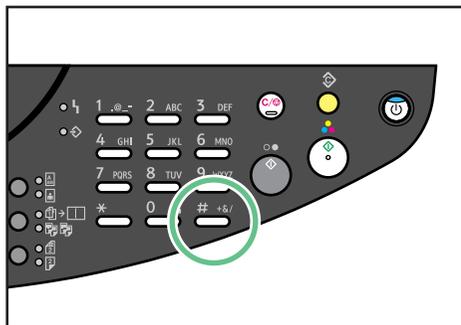
- For details about registering a sender, see Web Image Monitor help.

Using the Speed Dial (Specifying Sender)

This section explains how to select a sender registered to the speed dial.

6

- 1 Press the [#] key.



AQR348S

```
Sender = [ A ]
Next = ▼ ( Send = Yes )
```

- 2 Use the number keys to enter the number.

```
Speed Dial =
```

- 3 Press the [Yes] key.

```
Sender = abc@abc.compa
Next = ▼ ( Send = Yes )
```

Using the Address Book (Specifying Sender)

You can use the Address Book to select e-mail senders.

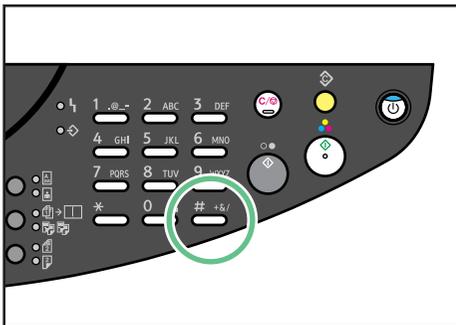
Using the Address Book, you can select the e-mail sender by either of the following methods:

- Selecting the E-Mail Sender in [Display] Mode
You can display a list of the senders that are stored in the machine's Address Book, and use the list to select sender e-mail addresses.
- Selecting the E-Mail Sender in [Search] Mode
You can search through the machine's Address Book or the LDAP server for a sender.

Selecting the E-Mail Sender in [Display] Mode

You can select the e-mail sender in [Display] mode.

- 1 Press the [#] key twice.



AQR348S

```
Sender = [ A ]
Next = ▼ ( Send = Yes )
```

- 2 Press the [◀] or [▶] key to select [Display], and then press the [Yes] key.

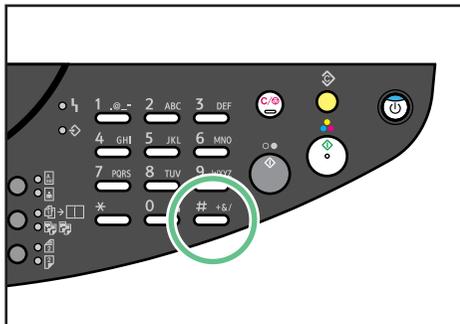
```
* Display Search
◀, ▶ & Yes
```

- 3 Press the [▲] or [▼] key to display the e-mail sender, and then press the [▼] or [Yes] key.

Selecting the E-Mail Sender in [Search] Mode

You can search through the machine's Address Book or the LDAP server for a sender.

- 1 Press the [#] key twice.



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```
Sender = [ A ]
Next = ▼ ( Send = Yes )
```

- 2 Press the [◀] or [▶] key to select [Search], and then press the [Yes] key.

```
Display * Search
◀, ▶ & Yes
```

- 3 Press the [◀] or [▶] key to select where to search, and then press the [Yes] key.

```
* Machine LDAP
◀, ▶ & Yes
```

- 4 Enter the beginning of the destination name.

```
Search ->> T_
OK =▶ [ A ]
```

- 5 Press the [Yes] key.

```
Search ->> ok
OK =▶ [ A ]
```

```
* Searching . . . *
```

- 6 Press the [▲] or [▼] key to select the destination.

```
To k ( 3 )
Search = Yes ( Ch ck = ▼▲ )
```

7 Press [▼] or [Yes] key.

```
*Tokyo office ▲  
OK=Yes ▼
```

8 Press the [▼] or [Yes] key.

```
Sender=Tokyo office  
Next=▼ (Send=Yes)
```

Sending Scan Files by FTP

Using the Scan to FTP, you can send scan files over the network to FTP server folders.

★ Important

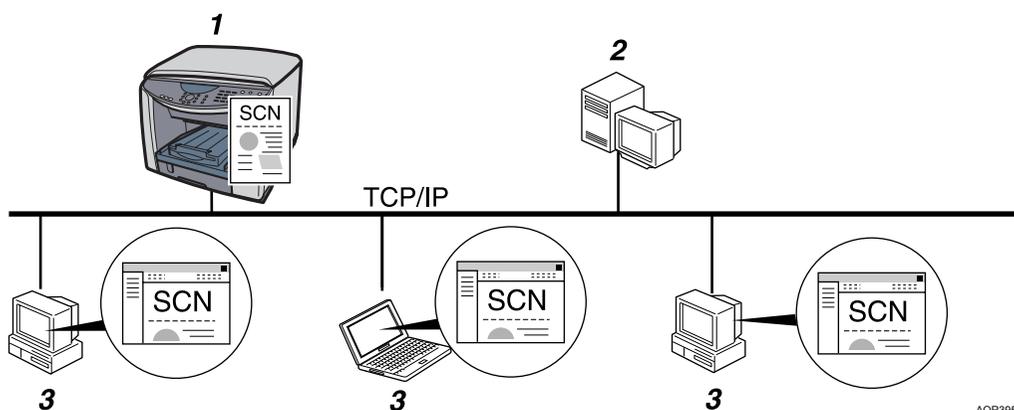
- To use this function, the network interface board must be installed.

📖 Reference

- FTP server must be registered to this machine in advance. For details, see p.287 "Specifying an FTP Proxy Server".

Before Sending Scan Files by Scan to FTP

This section outlines the function for sending scan files by Scan to FTP.



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1 This machine

You can send scan files to FTP server folders.

To send scan files to FTP server folders, use the FTP protocol.

2 FTP server

The FTP server is a server that provides file transfer services among computers on the network. Transferred files are stored on this server.

3 Client computer

You can browse scanned files saved to an FTP server from a client computer. You need to have an FTP client program on the computer to connect to an FTP server.

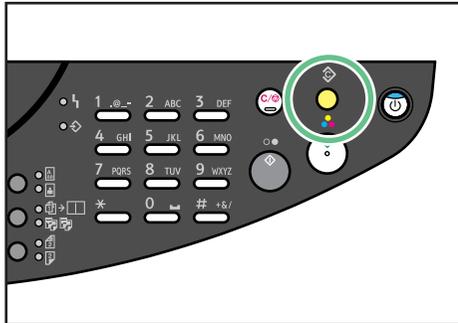
Basic Procedures for Sending by Scan to FTP

This section describes the basic operation for sending scan files by Scan to FTP, placing originals on the exposure glass as an example.

- 1 Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

If any other function is displayed, press the [Scanner] key.



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- 2 Place originals.

```
Send Email/File
- Set Orig -
```

- 3 Select the destination, and then press [▼] or [Yes] key.

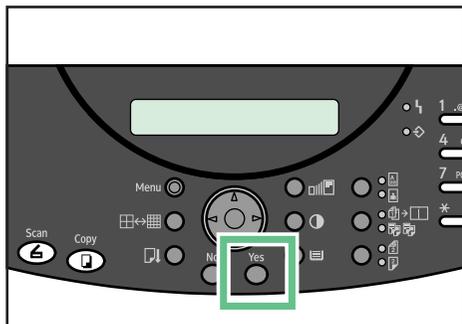
```
To = Group
Next = ▼ ( Send = Yes )
```

- 4 If necessary, specify the color mode, resolution, file type, and compression type, and then press the [Yes] key.

```
* Color Gray B&W
◀, ▶ & Yes
```

- 5 If necessary, specify the items to specify the original, and then press the [Yes] key.

```
Scan Ex. Glass (A4 )
Scan = Yes (Size = ▼)
```



AQR307S

Scanning starts.

6

- 6 If you still have originals to send, place them on the machine, and then press the [Yes] key.
Repeat this step until all originals are scanned.

When loading additional originals, if you leave the machine idle for a minute, the job is cancelled.

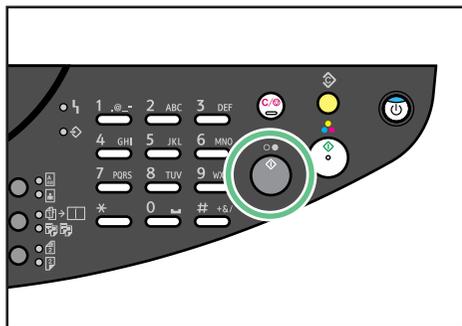
```
Next page? (A4 ) 1
Scan = Yes (End = No)
```

```
*Job Cancelled*
abc@abc.company.com
```

- 7 After all originals are scanned, press the [No] key.

```
Next page? (A4 ) 1
Scan = Yes (End = No)
```

- 8 Press the [B&W Start] key.



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Transmission starts.

◆ File Name

When sending scan files, the file name is automatically generated by the machine. The file name takes the following form:

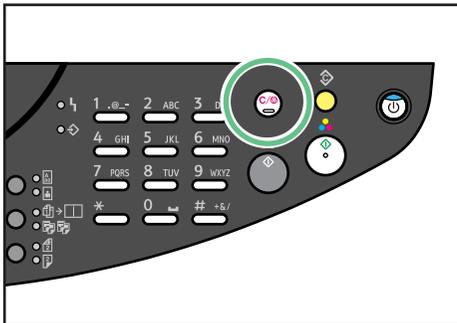
File name: xxxx_YYMMDDhhmmss_xx.extension

- xxxx: Sender Name
- YY: Year
- MM: Month
- DD: Day
- hh: Hour
- mm: Minute
- ss: Second
- xx: File Number

Depending on the characters (\, /, :, *, ?, ", <, >, |, Space) used for the sender name, the sender name may be omitted from the file name. In this case, the file name will take the form "YYMMDDhhmmss_xx.extension".

↓ Note

- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key.
- To cancel scanning, press the [Clear/Stop] key.



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📖 Reference

- For details about specifying destination in step 3, see p.188 "Specifying a FTP Destination".
- For details about specifying destination in step 3, see p.189 "Specifying Scan Type".
- For details about specifying the scan type in step 4, see p.189 "Specifying Resolution", p.189 "Specifying File Type", p.190 "Specifying Compression Type".
- For details about specifying the items to specify the originals in step 5, see p.190 "Specifying Scan Size", p.191 "Adjusting Image Density (Scanner)".

Placing Originals (Scanner)

To set and how to place originals, see the "Using the Copier Function".

Reference

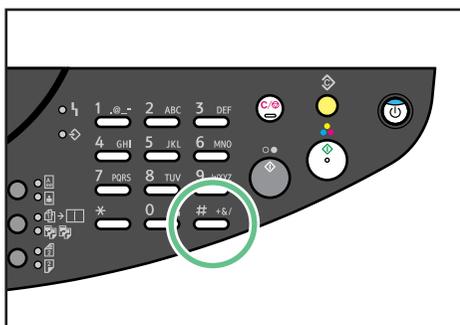
- See the p.143 "Setting and Placing Originals".

Specifying a FTP Destination

This section explains how to specify Scan to FTP destinations.

You can use a [Speed Dial] key to select a Scan to FTP folder destination.

- 1 Press the [#] key.



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- 2 Use the number keys to enter the number.
FTP folder destinations are registered under 90 to 99.

```
Speed Dial =
```

- 3 Press [▼] or [Yes] key.

```
To = T A I W A N
Next = ▼ ( Send = Yes )
```

Reference

- FTP server must be registered to this machine in advance. For details, see p.287 "Specifying an FTP Proxy Server".

Various Scan Settings

This section describes various scan settings.

Specifying Scan Type

Select a scanning type for your original.

- 1 Select [Color], [Gray], or [B&W] as the scanning type.
- 2 Press the [◀] or [▶] key to select a scan type, and then press [▼] or [Yes] key.

```
Color Gray * B & W
◀, ▶ & Yes
```

Specifying Resolution

Select a scanning resolution for your original.

Select [150×150], [300×300], or [600×600] as the scanning resolution.

You can select [600×600] only if the original type is set to [B&W].

- 1 Press the [◀] or [▶] key to select a resolution, and then press the [Yes] key.
To specify the file type, press the [▼] key.

```
150 x 150 * 300 x 300 ▶
OK = Yes (Setting = ▼)
```

Specifying File Type

This section explains how to set the file type of the document you want to send.

You can specify the file type of documents that you are sending by e-mail or Scan to FTP.

You can select one of the following file types:

- TIFF, PDF, JPEG

You can select JPEG or PDF only if the original type is set to [Color] or [Gray].

You can select TIFF or PDF only if the original type is set to [B&W].

- 1 Press the [◀] or [▶] key to select a file type, and then press the [Yes] key.
To specify the coding method, press the [▼] key.

```
* T I F F   P D F           ▲
◀, ▶ (Send = Yes)         ▼
```

Specifying Compression Type

This section explains how to specify the compression type of images sent by Scan to FTP and Scan to e-mail.

You can select one of the following image formats:

- MH, MR, MMR

You can select the compression type only if the original type is set to [B&W]. If you set the original type is set to [Color] or [Gray], the compression type is automatically set to JPEG.

- 1 Press the [◀] or [▶] key to select a compression type, and then press the [Yes] key.

```
* M H  M R  M M R  ▲
◀, ▶  ( S e n d = Y e s )
```

Specifying Scan Size

Select the size of the original you want to scan.

The following items and sizes can be selected:

- ◆ [E.GI]: Scans original sizes using the exposure glass.

A4□, A5□, B5□, A6□, LT□, HL□, EXE

- 1 Press the [◀] or [▶] key to select placing an original, and then press the [▼] key.

```
S c a n  E x .  G l a s s ( A 4 □ )
S c a n = Y e s  ( S i z e = ▼ )
```

- 2 Press the [◀] or [▶] key to select an original size, and then press the [Yes] key.

```
◀ * A 5 □  A 4 □  B 5 □ ▶
◀, ▶ & Y e s
```

↓ Note

- If you send a file scanned using [B&W] mode, the page size associated with the file may become smaller than the size specified during scanning. To maintain the specified page size when sending a file, set [Scan Type] to [Color] or [Gray].
- If a file is scanned using [B&W] mode, then sent and printed, the size of the printed pages may be smaller than the size specified during scanning. To print a file at the size specified originally, specify the page size in the printer properties dialog box.

7. Troubleshooting

This chapter provides a guide to solving common problems, and explains how to replace print cartridges, and other consumables.

Software Cannot Be Installed

This section explains how to troubleshoot software installation problems under different environments.

Confirming Installation

Check whether the software has been installed.

If the icons or folders do not appear, the software is not properly installed. In this case, you must repeat the installation procedure.

◆ Printer Driver

You can install the printer driver by clicking [Quick Install for USB], [Quick Install for Network], or [RPCS Raster Printer Driver]. If printer driver is installed, the printer icon appears in the [Printers and faxes] folder.

In the printer properties dialog box, check that USB connection or network printer is selected as a port. To check the connection, perform a test print. If the test print is not printed, see p.198 "If Test Print Fails".

◆ TWAIN Driver

If you install the TWAIN driver, you can scan originals using applications running on client computers. To check whether the TWAIN driver is installed correctly, see p.169 "Basic Procedures for Scanning Files Using TWAIN Scanner".

◆ User Guide

You can install the User Guide by clicking [Quick Install for USB], [Quick Install for Network], or [User Guide]. If the User Guide is installed, the User Guide icon appears in the [program] folder.

◆ SmartDeviceMonitor for Client

You can install the SmartDeviceMonitor for Client by clicking [Quick Install for Network] or [DesktopBinder - SmartDeviceMonitor for Client]. If SmartDeviceMonitor for Client is installed, SmartDeviceMonitor for Client icon appears in the [SmartDeviceMonitor for Client] folder.

📖 Reference

- p.198 "If Test Print Fails"
- p.43 "Quick Install for USB"
- p.48 "Quick Install for Network"

Checking Your Computer Environment

Check the system requirements for installing the software.

Quick Install for USB

The CD-ROM may not be inserted properly.	Check that the "Drivers, Manual & Utilities". CD-ROM is inserted properly. Check also that it is not damaged and the CD-ROM drive is working properly.
The power cord or USB cable may not be properly connected.	Check that the power cord and USB cable are properly connected and not damaged.
The operating system is incompatible. There is insufficient hard disk space.	Check that the computer's operating system is fully compatible with this machine. See "Checking the Computer and Installation Area", Quick Installation Guide.
Other applications are not closed.	When installing software, quit all other applications. Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.
Windows made USB settings automatically.	Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices have a yellow [!] or [?] icon by them. Take care not to accidentally remove required devices. For details, see p.202 "Deleting Devices".
The machine is turned on before installation.	Switch the machine off and then on, and then try Quick Install for USB again.
Windows NT 4.0 is running.	<ul style="list-style-type: none"> • Windows NT 4.0 do not support USB connection with the machine. Connect the machine via a network in this case. • [Quick Install for USB] is unavailable. • Configure the machine as a shared network machine. For details about network printer settings, see "Sharing the Printer".
The USB connection does not work.	Switch the machine off, unplug the USB cable from the machine, launch [Quick Install for USB] again, and then switch the machine on when the dialog box confirming software installation appears. If this does not solve the problem, press the [Menu] key, and then change [USB Speed] in [Host I/F Settings] from [Auto] to [Full Speed]. Then, uninstall the software, delete the device, and launch [Quick Install for USB] again.

<p>An error occurs during software installation.</p>	<p>If an error occurs because the machine is detected as an unidentified device, follow the instructions under "The USB connection does not work". If this does not solve the problem, do the following: First reboot Windows. Then, on the [Start] menu, select [Settings], and then select [Control Panel]. Double-click the System icon, and then on the [Hardware] tab, click [Device Manager]. Under [Other Devices], select the printer, and then open its properties dialog box. On the [General] tab, click [Reinstall Driver] to reinstall the software.</p>
--	---

Quick Install for Network

<p>The CD-ROM may not be inserted properly.</p>	<p>Check that the "Drivers, Manual & Utilities" CD-ROM is inserted properly. Check also that it is not damaged and the CD-ROM drive is working properly.</p>
<p>The power cord or Ethernet cable may not be properly connected.</p>	<p>Check that the power cord and Ethernet cable are properly connected and not damaged.</p>
<p>The operating system is incompatible. There is insufficient hard disk space.</p>	<p>Check that the computer's operating system is fully compatible with this machine. See "Checking the Computer and Installation Area", Quick Installation Guide.</p>
<p>Other applications are not closed.</p>	<p>When installing software, quit all other applications. Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.</p>
<p>The machine's IP address has not been specified. The computer and machine are not on the same network segment.</p>	<p>If the machine cannot be found and only "Printer Port" appears in the machine selection dialog box, either the machine's IP address has not been specified or the computer and machine are not on the same network segment. Before installing the software, check the machine's IP address and the network topology. Otherwise, select "Printer Port" in the dialog box, and then install the software. If you do this, SmartDeviceMonitor for Client will not be simultaneously installed, so install it afterwards, and then configure the port.</p>

Driver Cannot Be Installed

This section explains that If the “Drivers, Manual & Utilities” screen does not appear even when you double-click the [Setup.exe] icon, or if an error occurs during installation.

◆ Printer driver

Access the CD-ROM drive from [My Computer] or [Explorer]. Double-click the [RDISETUP.exe] icon, and then install the printer driver by following the instructions that appear on the screen.

To install a printer driver downloaded from a Website or copied from a CD-ROM, save the printer driver directly on the hard disk, and then install it. On the [Start] menu, point to [Settings], and then click [Printers and Faxes]. In the [Printers and Faxes] window, install the printer driver.

◆ TWAIN driver

Access the CD-ROM drive from [My Computer] or [Explorer]. Double-click the [InstScan.exe] icon, and then install the TWAIN driver by following the instructions that appear on the screen.

⬇ Note

- An error occurs if the path to the location of the stored data is too long.

USB Connection is not Automatically Detected

If the computer and machine are connected via USB and the machine is not automatically detected by the operating system, do the following:

- 1 Delete the printer driver.
- 2 Delete the device.
- 3 Run [Quick Install for USB] again.

If these steps do not solve the problem, contact your sales or service representative.

Reference

- For details about deleting the printer driver, see p.200 "Uninstalling the Printer Driver".
- For details about deleting the device, see p.202 "Deleting Devices".
- For details about [Quick Install for USB], see p.43 "Quick Install for USB".

If Test Print Fails

This section explains how to troubleshoot Test Print problems.

The power cord or USB cable or Ethernet cable is not properly connected.	Check that the power cord and USB cable, Ethernet cable are properly connected.
The port connection is not properly set.	<ol style="list-style-type: none"> 1) On the [Start] menu, point to [Settings], and then click [Printers and Faxes]. 2) Click the icon of the printer, and then click [Properties] on the [File] menu. 3) Click the [Ports] tab (Windows 98/Me: the [Details] tab), and then check the printer port.
Ink feed is incomplete.	<p>Ink begins automatically feeding into the print-heads when the power of the machine is first turned on or when a cartridge is replaced.</p> <p>Wait until ink feed is complete at which point the [Power] key stops blinking and remains lit.</p>
A machine error has occurred.	Use the control panel to check if a printer error has occurred. If it has, correct the error, and then perform the print again.

If you cannot solve the problem, contact sales or service representative.

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↓ Note

- Select USB or network printer in the list when the selected port connection is something other than USB or network printer.
- To connect via USB when USB does not appear in the list, you must re-install the printer driver.

📖 Reference

- See p.197 "USB Connection is not Automatically Detected".
- If the Status monitor displays an error message, see p.249 "Status Monitor Errors".

Cannot Scan Files with the TWAIN Driver

This section explains how to troubleshoot when files cannot be scanned with the TWAIN driver.

Installation is not complete.	Uninstall and then reinstall the TWAIN driver. see p.201 "Uninstalling the TWAIN Driver".
Antivirus software or the operating system firewall is operating.	If antivirus software or the operating system firewall is operating, you may not be able to connect to the machine or carry out scanning. Configure the firewall to allow use of the machine's IP address.
A machine error has occurred.	Use the control panel to check if a printer error has occurred. If it has, correct the error, and then perform the print again.

Uninstalling

If software was installed incorrectly or incompletely, uninstall and then reinstall it.

★ Important

- Before uninstalling software or deleting devices, turn off any other machines connected to your computer via USB, or disconnect the USB cable to the machines.

↓ Note

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- Screens vary according to the operating environment.
- To reinstall the software, restart Windows.

📖 Reference

- When reinstalling the software, see Quick Installation Guide.

Uninstalling the Printer Driver

To update the driver, uninstall the old driver before installing the new one.

7

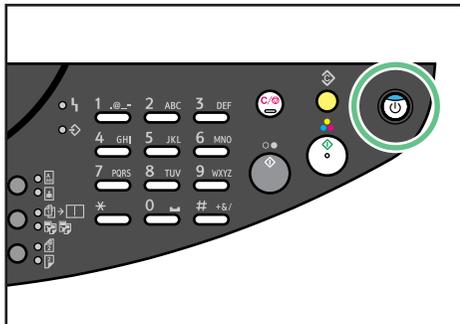
★ Important

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.

The Status monitor installed with the current printer driver is uninstalled when the current printer driver is uninstalled.

Registered custom settings are also deleted. To continue using registered custom settings, save them as custom settings files before uninstalling.

- 1 Press the machine's [Power] key to turn the machine off.



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- 2 On the [Start] menu, point to [Settings], and then click [Printers].

- 3 Click the icon of the printer, and then click [Delete] on the [File] menu.
A confirmation message appears.
- 4 Click [Yes].
The printer driver is uninstalled.
- 5 Double-click [My computer].
- 6 On the [View] menu, click [Folder Options...].
- 7 Click the [View] tab.
- 8 In the [Advanced Settings:] box, click [Do not show hidden files], and then deselect the [Display the full path in title bar] check box.
- 9 Click [OK].
- 10 On the [Start] menu, point to [Find], and then click [Files or Folders...].
- 11 Click the [Name & Location] tab, and then enter "INF" in the [Named:] field.
- 12 In the [Containing text:] field, enter the model name (e.g., gelsprinter GX 3000sf).
- 13 In the [Look in:] box, select the hard disk on which Windows is installed, and then click [Find Now].
- 14 Right-click the file displayed as the search result, and then click [Delete...].
The INF file is uninstalled.
- 15 After uninstalling the printer driver, restart Windows.

Reference

- For details about updating the driver, contact your sales or service representative.

Uninstalling the TWAIN Driver

Use this procedure to uninstall the TWAIN driver.

Important

- This procedure is based on Windows XP. Procedures and screens might vary depending on the operating system you are using.

- 1 Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Select a language for the interface, and then click [OK].
- 3 Click [Browse This CD-ROM].
- 4 Open the Drivers, Manual & Utilities folder, and then double-click [InstScan.exe].
- 5 Select [Delete the current driver], and then click [Install].

- 6 Check the uninstallation result, and then click [Finish].
- 7 Restart Windows.

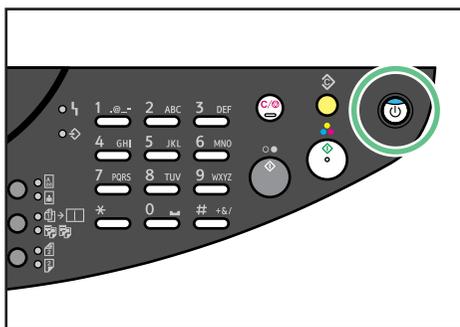
Deleting Devices

If this machine is registered under Windows as an unauthorized device, you can delete the machine's device data. Be sure not to delete necessary devices. If USB connection is established normally, you do not need to perform this procedure.

★ Important

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.

- 1 Press the [Power] key.



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- 2 On the [Start] menu, point to [Settings], and then click [Control Panel].
- 3 Double-click [System].
- 4 Click the [Device Manager] tab.
- 5 Click [USB Printing Support] or [Product Name].
- 6 Click [Remove].
A confirmation message appears.
- 7 Click [OK].
- 8 Click [Close].

Replacing Consumables

Replacing a Print Cartridge

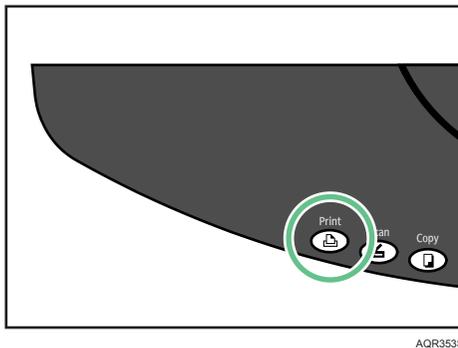
Follow the procedure below to replace a print cartridge.

Checking the remaining ink

Follow the procedure below to check when to replace print cartridges using the status monitor or the cartridge replacement indicators.

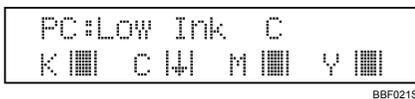
■ Checking the cartridge replacement indicators of the machine control panel

- 1 Press the [Printer] key.



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following display appears.



In the above display, the control panel is indicating that the cyan print cartridge is almost empty.



In the above display, the control panel is indicating that the cyan print cartridge is empty.

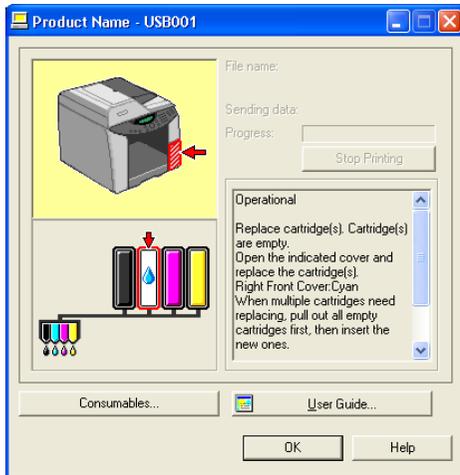
From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.

■ Checking Using the Status Monitor

This function is supported only by RPCS Raster printer driver.

- 1 Open the printer properties dialog box.
- 2 Click the [Maintenance] tab.

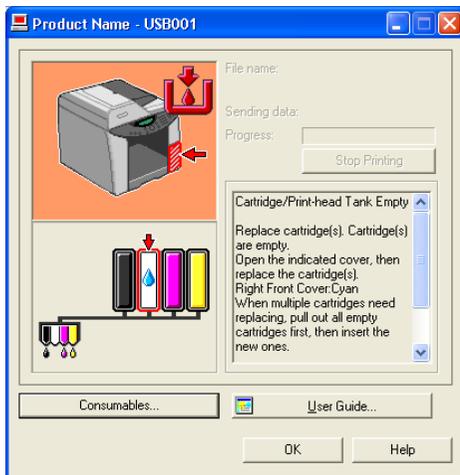
- 3 Click [Display Status Monitor].
The status monitor dialog box appears.
- 4 Check the cartridge status.



In the illustration above, the cyan print cartridge is empty.

If the background of the image in the top left corner of dialog box is yellow, the indicated cartridge is empty. Replace the cartridge.

7



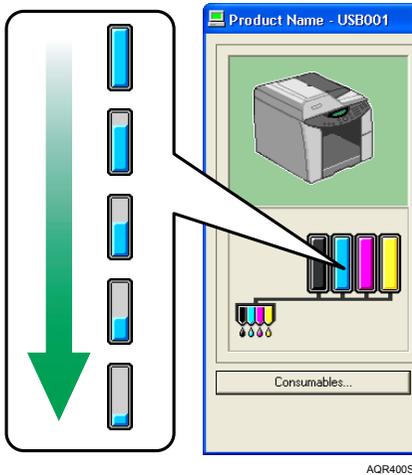
In this illustration, the cyan ink has completely run out.

If the background of the image in the top left corner of dialog box is red, the machine has run out of the indicated ink. Replace the cartridge.

From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.

Note

- The cartridge status can be used for determination of cartridge change. If cartridge status is not monitored, visual indication of the cartridge may not be correct.



Replacing a print cartridge

Follow the procedure below to replace an empty print cartridge.

Clear any errors, such as when there is a paper jam or when no paper is loaded, before replacing a print cartridge.

CAUTION

- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- If your skin comes into contact with ink, wash the affected area thoroughly with water or soap and water.
- Keep the ink or ink container out of reach of children.

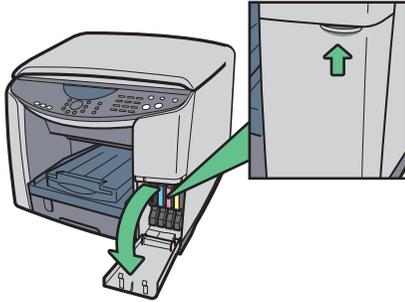
Important

- Take care to install the cartridges in the correct position.

- 1 Remove the print cartridges' packaging.

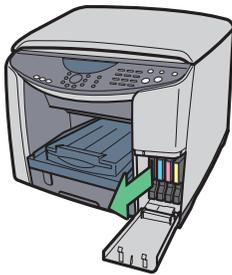
If multiple cartridges are empty, replace all the empty cartridges. You can shorten the time for needed replacement.

- 2 Open the right front cover.



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- 3 Take out the empty cartridges.

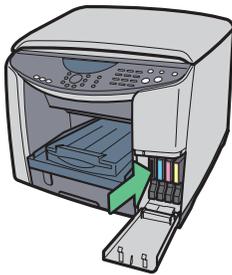


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- 4 Check the cartridges' orientation, and then install them gently.

Install in the following order from the left: black, cyan, magenta, and yellow.

- 5 Push in the cartridge using the PUSH area.



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- 6 Close the right front cover.



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Reference

- p.303 "Recommended Consumables"

Handling print cartridges

Important points about handling print cartridges are explained.

CAUTION

- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- If your skin comes into contact with ink, wash the affected area thoroughly with water or soap and water.
- Keep the ink or ink container out of reach of children.

◆ About Print cartridges

- Print cartridges comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges.
- When using the machine for the first time, install the print cartridges supplied with the machine.

◆ Using Print cartridges

- Print cartridges should be opened before their expiration date and used within six months of being opened.
- Do not open the package of a print cartridge until the cartridge will be installed in the machine.
- Do not touch the ink supply port of print cartridges.
- Do not shake print cartridges strongly. Ink may leak out.
- Do not take apart print cartridges.
- Do not open the right front cover except when installing print cartridges. Do not turn off the power or unplug the power cord during the process of installing the cartridges.
- Always confirm the color of a print cartridge before installing it.
- Do not remove a print cartridge once it has been installed unless necessary.
- Do not remove a print cartridge while printing is being performed. Printing will stop.
- After replacing the print cartridge, be sure to close the right front cover.
- Even when printing in black and white, the printer consumes color ink for maintenance. The printer also consumes color ink when printing blacks and grays if [Print black in 4 colors CMYK] on the [Printer Configuration] tab in the printer properties dialog box is selected. The default setting is [Print black in 4 colors CMYK].
- Printing stops if one of the print cartridges becomes empty. If a cartridge containing a color ink such as cyan, yellow, or magenta becomes empty, you cannot print, even in black/white.

◆ Storing Print cartridges

- Avoid storing print cartridges in hot or freezing places.

◆ Ink consumption

- In addition to printing, ink is consumed when the power is turned on, head cleaning is performed, or print cartridges are installed.

Replacing the Ink Collector Unit

⚠ WARNING

- Disposal should take place at an authorized dealer or an appropriate collection site. If you dispose of the used ink collector unit yourself, dispose of them according to local regulations.

⚠ CAUTION

- Keep the ink collector unit out of reach of children.
- Be careful not to get ink on your clothes when replacing an ink collector unit. Ink stains on clothes are hard to remove.
- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.
- You must use the supplied gloves when changing the ink collector unit.

Replace the ink collector unit when the following message appears on the control panel:

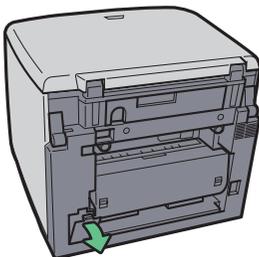
The following message appears when the ink collector unit is full.

```
*Warning*
Ink Collector Full
```

```
*Warning*
Replace Ink Collectr
```

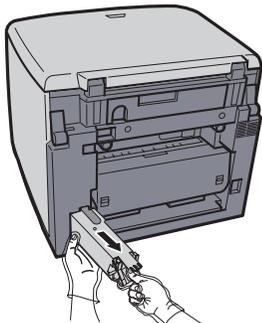
Ink can spill when the ink collector unit is removed. Cover nearby surfaces with paper or similar.

- 1 Turn off the machine's power.
- 2 Take the new ink collector unit out of the box.
- 3 Carefully open the machine's rear side left cover.



AQR383S

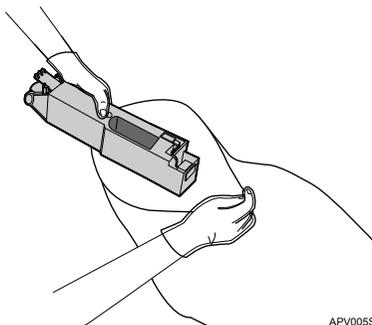
- Put on both supplied gloves, and then slide the full ink collector unit carefully out, keeping it level.



BGF009S

Pull out while pressing the area marked "Push".

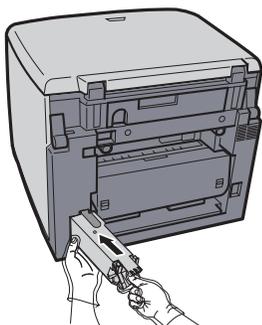
- Taking care not to spill any waste ink, carefully put the old ink collector unit into the supplied plastic bag.



APV005S

Take care not to drop the plastic bag when the old ink collector unit is inside it. The bag might tear, causing ink to spill.

- Slide the new ink collector unit carefully into the machine, until you hear it click.



BGF011S

Make sure the ink collector unit is fully inserted. If it is not, ink will leak inside the machine.

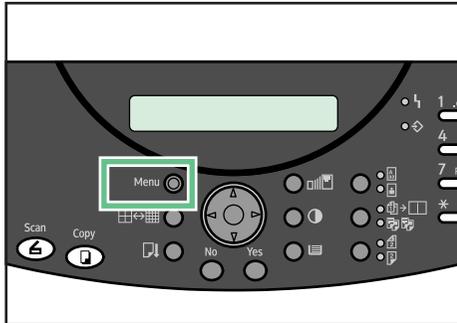
- Carefully, close the machine's rear side left cover.
- Switch on the machine's power.

- 9 The "Ink Collector Full" message is still displayed, so reset the machine using the following steps.

```
*Warning*
Ink Collector Full
```

```
*Warning*
Replace Ink Collectr
```

- 10 Press the [Menu] key.



AQR3025

- 11 Press the [▲] or [▼] key to display [Engine Settings], and then press the [Yes] key.

```
Engine Settings ? ▲
OK=Yes / or 1-8 ▼
```

- 12 Press the [▲] or [▼] key to display [Replce InkCollct], and then press the [Yes] key.

```
7 Replce InkCollct ▲
OK=Yes ▼
```

The following message appears:

```
Overflow may
occur if Unit is
```

```
not replaced.
Reset counters?
```

- 13 Press the [Yes] key.

When the new ink collector unit is reset, the following message appears:

```
Reset complete
Power Off/On
```

- 14 Turn off the machine's power, and then turn it back on.

If the "Ink Collector Full" message is still displayed, repeat the replacement procedure from step 1, taking care to properly insert the unit.

```
*Warning*  
Ink Collector Full
```

```
*Warning*  
Replace Ink Collectr
```

 **Note**

- The sensor inside the ink collector unit has an LED that contains trace quantities of gallium arsenide. Dispose of the ink collector unit in accordance with local regulations or consult a waste disposal agent.

When You Have Problems Operating the Machine

This section contains troubleshooting procedures to help you deal with any problems you encounter when operating the machine.

Power Cannot Be Turned On

If the Power key does not light or does not blink when it is pressed, check if there is something wrong with the power cord or wall outlet.

Check the following:

- Make sure that the power plug is firmly inserted into the wall outlet.
- Check if there is something wrong with the wall outlet. Do this by connecting another electronic product whose operation you are familiar with.

If the above steps do not solve the problem, turn the power off, pull out the power cable, and contact your sales or service representative.

"*Please Wait*" appears.

- This message is displayed for a while after you turn the machine on, disappearing when the machine is ready for use. If the message fails to disappear, contact your sales or service representative.
- If the machine has not been in use for a long time, it may take longer than normal to print or start up when switched on. Wait a while.

"*Invalid Password*" appears.

The entered password is invalid. Be sure to make a note of the password and keep it somewhere safe in case you need to remind yourself what the password is.

"Setting from PC..." appears.

The machine has been logged on via Web Image Monitor.

This message appears when someone has logged onto the machine in the administrator using Web Image Monitor. The machine is inoperable while this message is being displayed. For this reason, when you log onto the machine in the administrator mode, be sure to log off after specifying settings.

Paper Will Not Feed Even When the Power Is On

If printing will not start even when the power is on, check if an error has occurred using the indicators or status monitor.

- An indicator is lit or blinking
 - Only the Power key is blinking.

The machine may be receiving data or replenishing its ink. Wait momentarily for the blinking Power key to stop and stay lit.
 - The Resume key or a cartridge replacement indicator is blinking or lit.

An error has occurred. p.240 "Control Panel Error Messages: General".
- An error message is displayed on the status monitor.

Click [User Guide...] to display the page corresponding to the error where you can check how to solve the problem in more detail. See p.249 "Status Monitor Errors"

Cannot select the optional bypass tray

The printer driver has not detected the optional bypass tray. Open the printer properties dialog box, click the [Accessories] tab, and check whether "Bypass Tray Unit" is indicated against the displayed machine image.

If you reattach the bypass tray, you must switch the printer off and then back on again for the tray to be recognized.

Paper Is Not Fed or Delivered Normally

If the machine is operating but paper will not feed or paper jams multiple times, check the condition of the machine and paper.

Paper does not feed smoothly.

- Paper guides are not adjusted properly.
Paper guides are not adjusted properly. The paper guides of the paper tray do not match the paper loaded. Adjust the paper guides and load the paper again. See p.73 "Loading Paper".
- Paper is not loaded properly.
Paper is not loaded properly. The paper is not loaded properly. Load the paper correctly. See p.73 "Loading Paper".
- Paper is curled.
Paper is curled. Remove the loaded paper and check if it is curled. If it is, straighten the curl.
- Paper that is not compatible is loaded.
Paper that is not compatible is loaded. Remove the loaded paper and replace it with compatible paper. See p.70 "Non-compatible paper".

Paper jams multiple times.

- The guide board is not closed.
Make sure that the guide board is closed. Remove the duplex unit and press both sides of the guide board until it clicks closed.
- Printing densely colored images on both sides.
When printing images containing areas of solid color that consume a lot of ink, we recommend single-sided printing.
- Printed paper is used. / The paper is too thick or too thin.
Use recommended paper. Do not reuse copy paper that has been already copied or printed onto.
- The paper is damp.
Use paper that has been stored in the recommended temperature and humidity condition.
- The number of sheets loaded exceeds the capacity of the machine.
Load paper only as high as the upper limit markings on the paper guide of the paper tray or bypass tray.

Multiple sheets of paper are fed at one time.

Load the paper again. Remove the paper from the paper tray, fan it well, and tap it on a flat surface such as a desk to even the edges. Check the position of the paper guides of the paper tray, and then load the paper again.

Though a paper jam is cleared, paper does not feed

When a paper jam occurs, clear the paper jam, and then press the [Yes] key. See p.216 "Removing Jammed Originals and Paper".

Note

- If an error is displayed on the status monitor, follow the instructions to solve the problem. p.249 "Status Monitor Errors".

Removing Jammed Originals and Paper

This section explains how to resolve paper jams. Error messages appear in the status monitor when jams occur. Remove paper from the location indicated in the message.

If you cannot locate paper jams or jammed paper cannot be removed easily, you can check the condition of paper from the top of the machine.

Reference

- p.31 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Removing Paper Jammed in the Paper Tray (Tray 1)

Follow the procedure below to remove paper jammed in tray 1.

- 1 Lift the output tray.



AQR174S

- 2 Pull out tray 1.

Pull tray 1 completely out. Take care not to drop it.

- 3 Remove jammed paper.

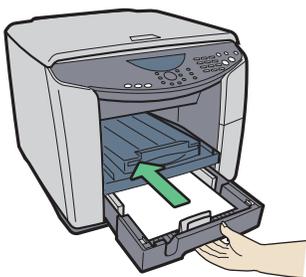


AQR369S

If you cannot remove the jammed paper or it is difficult to remove, the paper may be jammed inside the machine. Examine the paper carefully and remove.

If you cannot locate jammed paper, it may be jammed inside the machine.

- 4 Push tray 1 gently in until it stops.



AQR176S

- 5 Lower the output tray.



AQR177S

- 6 Open and close the scanner unit.



AQR374S

Printing starts.

Blank paper may be delivered after printing resumes.

Note

- Make sure to unfold the output tray before printing.

Reference

- p.224 "Removing Paper Jammed around the Guide Board"
- p.215 "Paper Is Not Fed or Delivered Normally"

Removing Paper Jammed in the Optional Tray (Tray 2 (Optional))

Follow the procedure below to remove paper jammed in tray 2.

- 1 Hold the grip on tray 2, lift the tray slightly, and then pull it out.



AQR178S

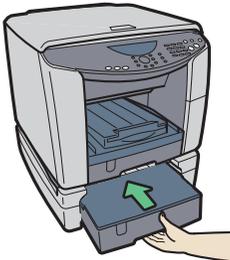
Pull tray 2 completely out. Take care not to drop it.

- 2 Remove jammed paper.



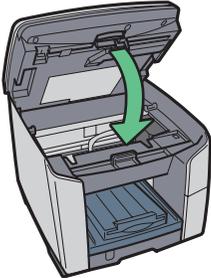
AQR365S

- 3 Push tray 2 gently in until it stops.



AQR179S

4 Open and close the scanner unit.

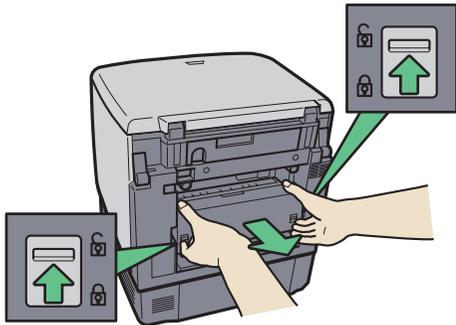


AQR374S

Printing starts.
Blank paper may be delivered after printing resumes.

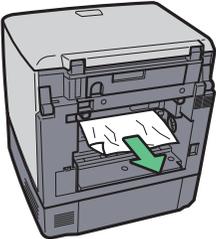
If you cannot locate paper jammed in tray 2, follow the procedure below to remove the paper jammed.

1 Unlock the duplex unit at the back of the machine by raising the levers on its sides. Then, detach the duplex unit.



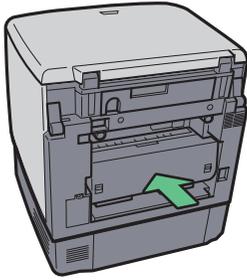
BGF015S

2 Remove jammed paper.



AQR273S

- 3 Reattach the duplex unit.



AQR387S

Printing starts.

Blank paper may be delivered after printing resumes.

Reference

- p.215 "Paper Is Not Fed or Delivered Normally"

Removing Paper Jammed in the Multi Bypass Tray (optional)

Follow the procedure below to remove paper jammed in the multi bypass tray.

- 1 Remove any paper in the bypass tray.



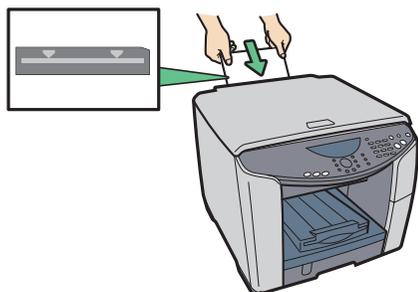
AQR370S

- 2 Remove jammed paper.



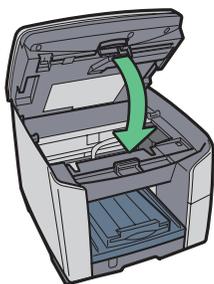
AQR371S

- 3 Load paper in the bypass tray with the side to be printed on facing up.



AQR272S

- 4 Open and close the scanner unit.



AQR374S

If it is difficult to remove jammed paper, follow the procedure below to remove it.

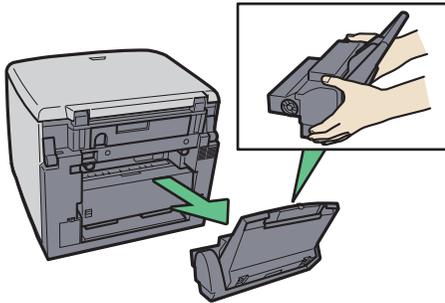
- 1 Remove any paper in the bypass tray.



AQR370S

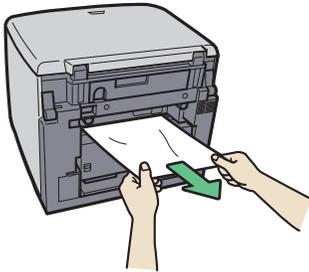
- 2 Push the bypass tray extension in.

- 3 Detach the multi bypass tray.



AQR360S

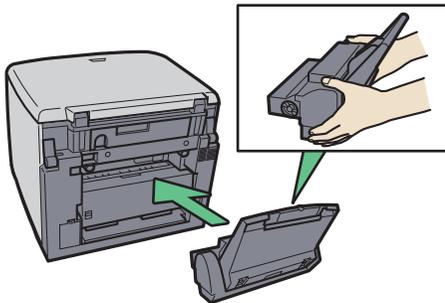
- 4 Remove the jammed paper from the rear of the machine.



AQR372S

7

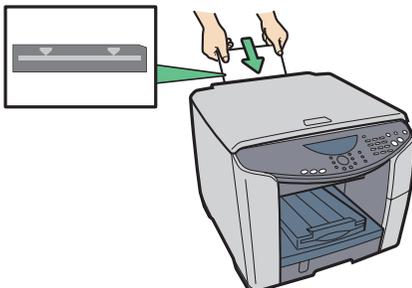
- 5 Reattach the multi bypass tray.



AQR361S

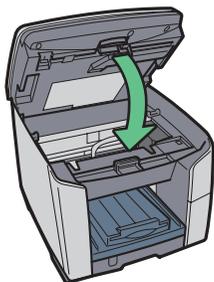
- 6 Pull the bypass tray extension out.

- 7 Load paper in the bypass tray with the side to be printed on facing up.



AQR272S

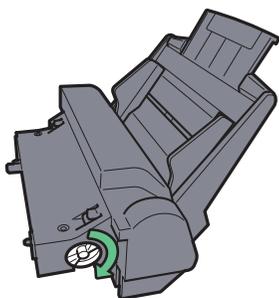
- 8 Open and close the scanner unit.



AQR374S

↓ **Note**

- If you cannot remove the jammed paper using the above procedure, clear the jam from the multi bypass tray.



AKR168S

- Turn the knob on the multi bypass tray clockwise to eject the jammed paper.
- If this does not eject the paper, turn the knob one-turn counterclockwise, and then turn it clockwise. This will eject the paper.

📖 **Reference**

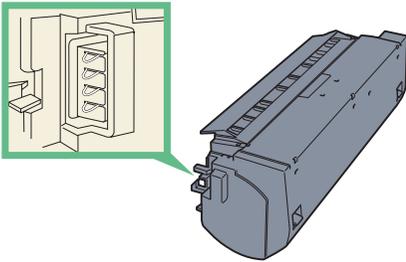
- p.215 "Paper Is Not Fed or Delivered Normally"

Removing Paper Jammed around the Guide Board

Follow the procedure below to remove paper jammed around the guide board.

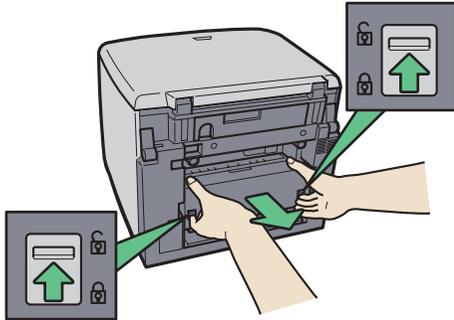
★ Important

- If the multi bypass tray is attached to the machine, detach it.
- When removing the duplex unit, be careful not to touch its metal contacts or knock them against anything.



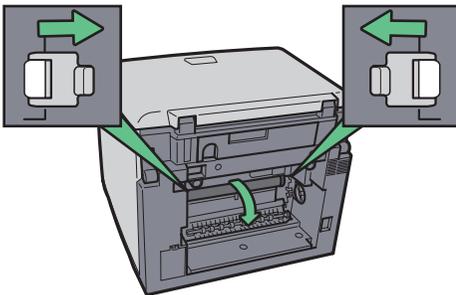
BBF007S

- 1 Unlock the duplex unit at the back of the machine by raising the levers on its sides. Then, detach the duplex unit.



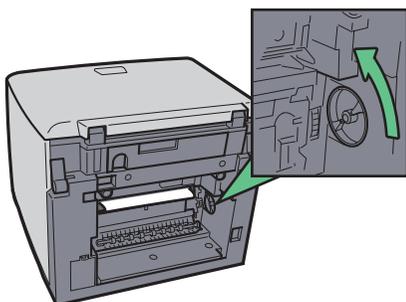
BGF008S

- 2 Unlock the guide board by moving the tabs on both sides toward the middle, and then open the guide board.



AQR275S

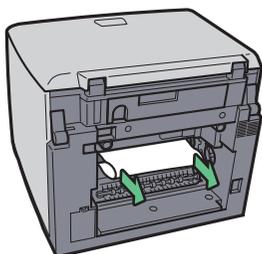
- 3 Turn the paper feed wheel to release paper from the feed belt.



AQR376S

Release paper from the roller to make it removable.

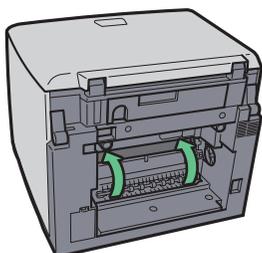
- 4 Insert your finger between the paper and the roller, and then remove the paper slowly.



AQR377S

Do not touch the feed belt.

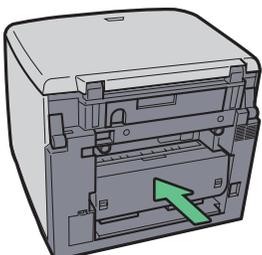
- 5 Close the guide board.



AQR378S

Push the PUSH area on both sides of the guide board until it firmly closes.

- 6 Reinstall the duplex unit in its original position, and then lower the levers on its sides.



AQR379S

- 7 Lock the lever for attaching the duplex unit.
If you have detached the multi bypass tray, reattach it.
Printing starts.

Note

- Depending on how the paper was jammed, printing may resume from the next page, not the one jammed.

Reference

- p.215 "Paper Is Not Fed or Delivered Normally"
- p.31 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

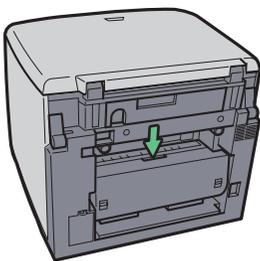
Removing Paper Jammed in the Duplex Unit

Follow the procedure below to remove paper jammed in the duplex unit.

Important

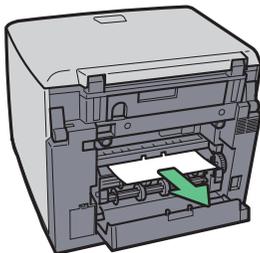
- If the multi bypass tray is attached to the machine, detach it.

- 1 Press the duplex unit cover button at the center of the bypass tray, and then open the duplex unit cover.

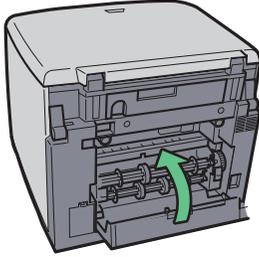


AQR380S

- 2 Remove jammed paper.



AQR276S

3 Close the duplex unit cover.

AQR381S

If you have detached the multi bypass tray, reattach it.

Printing starts.

Note

- Depending on how the paper was jammed, printing may resume from the next page, not the one jammed.

Reference

- p.31 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Removing Paper Jammed in the Output Tray or under the Scanner Unit

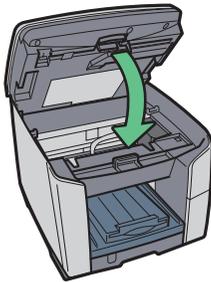
Follow the procedure below to remove paper jammed in the output tray or under the Scanner Unit.

- 1 Remove jammed paper.



AQR382S

- 2 Open and close the scanner unit.



AQR374S

Printing starts.

Note

- Depending on how the paper was jammed, printing may resume from the next page, not the one jammed.

Troubleshooting When Using the Printer Function

This section explains likely causes of and possible solutions for printer function problems.

If You Have Problems Using the Printer Function

Use the following procedures if printing does not start even after performing [Print].

Printing will not start

- The power is off.
Check whether the power of the machine is on or whether the power can be turned on or not.
- The Interface cable was connected after the machine was powered.
Connect the interface cable before turning on the machine.
- The appropriate Interface cable is not used.
The type of interface cable you should use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it. See p.41 "Confirming the Connection Method".

An Error Occurs

If an error occurs when you try printing, change the computer or printer driver settings.

Do the following:

- Check the printer icon name does not exceed 32 alphanumeric characters. (If it does, shorten it.)
- Check whether other applications are operating.
Close all other applications because these could be interfering with the installation. Be sure to close all resident programs also.
- Check the printer properties settings.
In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Change data processing] check box. For details, see p.132 "Changing the Image Data Process".
- Check whether the latest printer driver is being used.
If the printer driver being used is not the latest one, update it with the latest version. See p.240 "Control Panel Error Messages: General".

There is considerable delay between the print start instruction and actual printing.

- Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process.
If the data-in lamp is blinking, data has been received by the machine. Wait for a while. Making the following setting on the printer driver may reduce the computer's workload. On the [Setup] tab of the printer properties dialog box, set [Print Quality] to [High speed].
- "Energy Save Mode" might be set.
The machine requires time to warm up if it has been in "Energy Save Mode". Specify "Energy Save Mode" in [System Settings]. p.82 "Energ.SaverTimer"

Points to Remember when Printer Sharing under Windows 98/Me

When running printer sharing from a print server and connecting to a printer from a Windows 98/Me computer, there is a risk of printer driver installation failure on the client side.

If this occurs, make the following settings on both the print server and the client:

Details of Problems that can Occur

Printer sharing is not displayed on the client computer, and when you attempt to print, print does not start and an "Error Message" appears.

Printer Server Settings

On the print server, from the Printers icon, open Printer Properties. On the [General] tab, delete [Comment]. Try the following if you cannot get out of "Printer Server Settings":

- 1) On the [Sharing] tab, enter the [Share Name] using less than seven letters.
- 2) On the [Sharing] tab, delete [Comment].
- 3) Enter the server machine name (computer name) using less than seven letters.

To Reset a Client Computer

- 1) Delete the client computer's printer driver, and then restart Windows.
- 2) On the print server, make the necessary settings under "Print Server Settings".
- 3) Reinstall the printer driver on the client computer.

Print Results Are Not Satisfactory

If there is a problem with the quality of the printing such as dirty or faint and patchy prints, first check the condition of the machine.

Checking the condition of the machine

Have you printed the nozzle check test pattern?

Print the nozzle check test pattern to check whether the print head nozzles are all ejecting ink properly, and, if necessary, carry out head cleaning or head-flushing. The procedure is as follows:

- 1) Print the nozzle check test pattern.
- 2) If the pattern is patchy, clean the print head, then print the test pattern and check the result.
- 3) Do not use the printer for at least 10 minutes, then print the test pattern again and check the result.
- 4) Clean the print head, then print the test pattern. Then, clean and print a second time, and then check the result.
- 5) If the pattern is still patchy, flush the print head, then print the test pattern again and check the result.
- 6) Do not use the printer for at least 10 minutes, then print the test pattern again and check the result.
- 7) If the pattern is still patchy, switch the printer off and leave it unpowered for about eight hours. Then, switch it back on, print the test pattern and check the result.

If the pattern is still patchy, contact your sales or service representative.

See p.109 "Nozzle Check" and p.110 "Head-cleaning".

Does the envelope selector setting match?

Set the envelope selector according to the type of paper. For envelopes, set the lever to the rear position ; for everything else, set the lever to the forward position . See p.126 "Printing on Various Paper Types".

Has the machine not been used for a long time?

The ink may be dry or the nozzles of the print-heads may be clogged. Print the nozzle check test pattern and clean the print-heads as necessary. See p.109 "Nozzle Check" and p.110 "Head-cleaning".

Did you switch the envelope selector over?

Depending on the paper thickness, printed images may be smudged or skewed if you switch the envelope selector over. If this happens, align the print heads. Alternately, select the [Uni-directional printing only] check box in the printer properties dialog box. If you select the [Uni-directional printing only] check box, printing may take longer.

Have the print-heads been aligned?

If the image is fuzzy or lines are doubled, align the print-heads. If the problem persists, print the nozzle check test pattern and clean the print-heads as necessary. See p.113 "Head Position" "Adjust Print-head Positions", p.109 "Nozzle Check", and p.110 "Head-cleaning".

Is there a problem with the machine's location?

Make sure that the machine is level. Place the machine in a location where it will not be subject to shaking or excessive force.

Is an old Print cartridge being used?

Print cartridges should be opened before their expiration date and used within six months of being opened.

Does the paper type setting match?

Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.126 "Printing on Various Paper Types".

Are you printing on the wrong side of the paper?

Check which side should be printed on when using inkjet plain paper. If you print on the wrong side, the quality of the printing may be lower and the inside of the machine may get dirty. See p.67 "Paper Handling Precautions".

Is the paper being used too thick or thin?

Check if the paper is compatible. If extremely thick or thin paper is used, the print-heads will rub the paper and ink will leak. See p.64 "Loadable Paper Sizes and Quantities".

Have you touched the printed side of paper?

Avoid touching the printed side of paper. Particularly, avoid touching glossy paper and inkjet transparency that have just been printed because these require longer than normal to dry. Remove them one at a time from the output tray without touching the printed side, and then let them dry fully. See p.67 "Paper Handling Precautions".

Is the paper loaded in the correct orientation?

Some paper cannot be loaded lengthwise depending on the size of the paper. Check the orientation in which the paper is loaded. See p.64 "Loadable Paper Sizes and Quantities".

Is a genuine Print cartridge being used?

Using a cartridge other than a genuine Print cartridge or using a cartridge refilled with ink will lower the print quality and could cause a breakdown. Use a genuine Print cartridge. See p.303 "Recommended Consumables".

Are you printing densely colored images on both sides of paper?

When a large amount of ink is used to completely cover a side, one-sided printing is recommended.

Is ink on printed surface dry?

Do not touch printed surfaces immediately after printing. Glossy paper, or OHP transparencies require more time than normal paper to dry. Remove freshly printed sheets one by one, taking care not to touch areas of print. See p.67 "Paper Handling Precautions".

Changing the printer driver setting

You may eliminate certain problems by changing the printer driver settings as described below:

Cannot print certain data properly when using a certain application, or cannot print image data properly.

In the [Print Quality] area, select [Quality priority], and then print.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Dithering], deselect the [Use error diffusion] check box. See p.131 "Using Error Diffusion".

Set [Spool format:] to [RAW] or [EMF] in the [Printer Configuration] tab.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Image processing priority], deselect the [Adjust photos and images] and [Smooth low resolution images] check boxes. See p.131 "Correcting the Hue of Digital Photos" and p.131 "Printing Low Resolution Images Smoothly".

In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Print as bitmap] check box. See p.132 "Printing a Whole Page as an Image".

On the [Printer Configuration] tab, set [Adjust Color Density] to [Darker] or [Lighter], and then print.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, specify [Gray reproduction (Text/Line Art):].

Some characters are garbled or missing.

In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Change methods to extract TrueType fonts] check box. See p.132 "Changing the Method of Extracting TrueType Fonts".

In the [Printer Configuration] tab, set [Spool format:] to [EMF].

In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Print as bitmap] check box. See p.132 "Printing a Whole Page as an Image".

Some characters are printed faintly or not printed.

In the [Print Quality] area, select [Quality priority], and then print.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Dithering], deselect the [Use error diffusion] check box. See p.131 "Using Error Diffusion".

On the [Printer Configuration] tab, set [Spool format:] to [RAW] or [EMF].

On the [Printer Configuration] tab, select the [Increase bold with font size] check box.

In the [Print Quality-User settings] dialog box, on the [Color Settings] tab, specify [Gray reproduction (Text/Line Art):].

To print text in black, in the [Print Quality-User settings] dialog box, on the [Color Settings] tab, select the [K (Black) for text only] check box.

Printing is slow and takes time, which delays release of the application.

In the [Print Quality] area, select [Speed priority] or [High speed], and then print.

In the [Printer Configuration] tab, set [Spool format:] to [EMF].

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Image processing priority], deselect the [Adjust photos and images] and [Smooth low resolution images] check boxes. See p.131 "Correcting the Hue of Digital Photos".

Close the resident application.

Printing stops halfway.

View the status monitor to check whether an error has occurred.

To print on preprinted or prepunched paper, select the [Use preprinted/prepunched paper] check box in the [Printer Configuration] tab. See p.249 "Status Monitor Errors".

How can I make the Print mode change automatically according to the status of envelope selector ?

To automatically do single-sided printing when the envelope selector is set to the envelope position, on the [Printer Configuration] tab, select the [When the envelope selector is set to Envelope Mode, use uni-directional printing only] check box.

How can I make the Print mode switch automatically according to the envelope selector setting?

To make the machine automatically switch to unidirectional printing when the envelope selector is set to the envelope position, on the [Printer Configuration] tab, select the [When the envelope selector is set to Envelope Mode, use uni-directional printing only] check box.

How can I prevent ink transfer between printed sheets during duplex printing?

On the [Printer Configuration] tab, in the [Sheet-dry Print Delay...] dialog box, change [Print delay time:].

Colors do not match the displayed image

If there are differences between colors of the print results and the displayed image, the following questions should be addressed.

Has the hue of colors been adjusted?

Since printed colors and screen colors are produced by different methods, a color printed and a color displayed on a screen can have different hues even though they are the "same" color. Use the color matching function to make the hue of printed colors and displayed colors closer. See p.131 "Changing the Color Profiling Pattern".

Has the nozzle check been performed?

The print-heads may be clogged and the amount of ink may not be able to be regulated. Print the nozzle check test pattern and clean the print-heads as necessary. See p.109 "Nozzle Check" and p.110 "Head-cleaning".

Was printing done in black and white?

Check the color setting of the application and the color print setting of the printer driver. See p.131 "Printing in Black and White".

Have the print quality settings been made?

In the [Print Quality] area, select [Quality priority], or [Speed priority], and then print.

Does the paper type setting match?

Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.126 "Printing on Various Paper Types".

Have you tried printing with inkjet plain paper?

Try printing with inkjet plain paper. The print results should be clearer. See p.126 "Printing on Various Paper Types".

Is bidirectional communication enabled?

If bidirectional communication is not enabled, the tone of printed images might differ from that of displayed images. Establish bidirectional communication. See p.123 "If Bidirectional Communication is Disabled".

 **Reference**

- For details about bidirectional communication settings, see the printer driver Help.

Positions do not match the displayed image

If the position of printed items differs from the position of displayed items, the following questions should be addressed.

Have the settings for page layout been made?

Check whether page layout settings have been made with the application.

Does the paper size setting match?

Make sure that the paper size selected in the [Printout paper size:] list of the printer properties dialog box matches the size of the paper loaded.

Does the envelope selector setting match?

Set the envelope selector according to the type of paper. For envelopes, set the lever to the rear position ; for everything else, set the lever to the forward position . See p.126 "Printing on Various Paper Types".

Have the print-heads been aligned?

Lines and characters are blurred, align the print-heads. If the problem persists, print the nozzle check test pattern and clean the print-heads as necessary. See p.113 "Head Position", p.109 "Nozzle Check", and p.110 "Head-cleaning".

Have you changed Printable area?

The problem may be solved by changing [Printable area:] in the printer properties dialog box. On the [Printer Configuration] tab, set [Printable area:] to [Maximum].

Have you changed Print Quality?

In the [Print Quality] area, select the [Uni-directional printing only] check box. Note, however, that this will slow printing down.

Is Binding Margins set correctly?

On the [Edit] tab, in the [Header/Footer/Adjust image position/Binding margins] dialog box, specify [Adjust Image Position] correctly.

If a Message Appears during Installation

This section explains how to carry out troubleshooting if a message appears while installing the printer driver.

- Message number 14 or 34 indicates the printer driver cannot be installed using Auto Run. Uninstall and then reinstall the printer driver.

If installation of the printer driver using Quick Install for USB fails, disconnect all other USB devices from the computer, and then perform the installation again.

Troubleshooting When Using the Copier Function

This section explains likely causes of and possible solutions for copier function problems.

If You Have Problems Using the Copier Function

This section explains causes and remedies when copy results are not as expected.

A text pattern appears in the background of the copy.

You have copied a copy-guarded document protected from unauthorized copying.

Check the document. See p.136 "Unauthorized Copy Control".

Copies are not in correct order.

You placed the originals in the incorrect order.

If you place an original on the exposure glass, start with the first page to be copied.

When using Combine, parts of the image are not copied.

You specified a reproduction ratio that does not match the sizes of your originals and copy paper.

When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper.

Copies are blank.

The original is not set correctly.

When using the exposure glass, face the originals down. See, p.143 "Setting and Placing Originals".

Print Results Are Not Satisfactory (Copier Function)

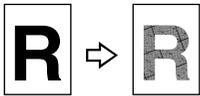
This section explains likely causes of and possible solutions for unclear copies.

Black spots appear on the copy of a photographic print.

Because of high humidity, the photographic print has stuck to the exposure glass.

- Place an OHP transparency on the exposure glass, and then place the print on top of the OHP transparency.
- Place the print on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the exposure glass cover open when copying.

A moire pattern is produced on copies.



Your original has a dot pattern image or many lines.

By switching "Original mode" from "Photo" to "Text/Photo" or from "Text/Photo" to "Photo", it may be possible to eliminate the moire pattern.

The same copy area is dirty whenever making copies.

The exposure glass or exposure glass cover is dirty.

Clean them. See p.293 "Cleaning".

Copies appear dirty.

- Image density is too high.
Adjust the image density. See p.159 "Adjusting Image Density".
- Ink on printed surfaces is not dry.
Do not touch printed surfaces immediately after copying. Glossy paper, or OHP transparencies require more time than normal paper to dry. Remove freshly printed sheets one by one, taking care not to touch areas of print. See p.67 "Paper Handling Precautions".

Black lines appear at the top and on the right side of an enlarged copy

If black lines appear at the top and on the right side of an enlarged copy of a small original, place a blank sheet of A4 or letter-size paper over the original after placing the original on the exposure glass.

Thin lines exhibit color shift when printing color copies (in High Quality mode).

There is not enough memory. To print the copy, reduce the resolution.

Troubleshooting When Using the Scanner Function

This section explains likely causes of and possible solutions for scanner function problems.

If You Have Problems Using the Scanner Function

This section explains causes and remedies when scan results are not as expected.

The scanned image is dirty.

The exposure glass or exposure glass cover is dirty.

Clean these parts. See p.293 "Cleaning".

The image is distorted or out of position.

The original was not pressed flat against the exposure glass.

Make sure that the original is pressed flat against the exposure glass.

The scanned image is upside down.

The original was placed upside down.

Place the original in the correct orientation. See p.143 "Setting and Placing Originals".

No image results from scanning.

The original was placed with the front and back reversed.

When the original is placed directly on the exposure glass, the side to be scanned must face down. See p.143 "Setting and Placing Originals".

The printed image is partly cut off.

If [Same as original size] in the printer properties dialog box is selected for printing an image received by Scan to E-mail or Scan to FTP, the machine might detect the size of the image as custom size.

If this happens, specify the paper size in [Printout paper size:] or select the [Reduce automatically to fit A4] or [Reduce automatically to fit Letter] check box in the printer properties dialog box.

Control Panel Error Messages: General

Various function-specific error messages are displayed on the control panel. This section explains the most common messages and gives instructions for resolving the errors they refer to.

Reference

- p.240 "Printer Function Error Messages"
- p.243 "Copier Function Error Messages"
- p.245 "Scanner Function Error Messages"

Printer Function Error Messages

This section explains the most common printer function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

Bypass Tray Not Set

The multi bypass tray has not been installed correctly.

Reset the multi bypass tray correctly.

See p.31 "Detaching and Reattaching the Multi Bypass Tray (Optional)".

Check Paper Size

Check whether the size of paper loaded in the paper tray is correct.

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then on. If the message reappears, contact your sales or service representative.

Paper Misfeed: Tray1/Remove Paper

Paper has jammed in Tray 1.

Remove the jammed paper and then press [Yes] key. See p.216 "Removing Paper Jammed in the Paper Tray (Tray 1)".

Paper Misfeed: Tray2/Remove Paper

Paper has jammed in Tray 2.

Remove the jammed paper and then press [Yes] key. See p.218 "Removing Paper Jammed in the Optional Tray (Tray 2 (Optional))".

Paper Type Error

The type of loaded paper does not match the specified paper type. Load paper of the correct type in the tray.

Paper Size Error/Reset Paper

The size of the loaded paper does not match that specified in [Tray Paper Setting].

Load paper of the correct size.

Ppr Misfd: BypssTray/Press Yes Key

Paper has jammed in the BypssTray.

Remove the jammed paper and then press [Yes] key. See p.220 "Removing Paper Jammed in the Multi Bypass Tray (optional)".

Ppr Misfd: Guide Bd/Remove Paper

Paper has jammed in the Guide Board.

Remove the jammed paper. See p.224 "Removing Paper Jammed around the Guide Board".

Ppr Misfd: Dup. Unit/Remove Paper

Paper has jammed in the duplex unit.

Remove the jammed paper. See p.226 "Removing Paper Jammed in the Duplex Unit".

Ppr Misfd: Scan.Unit/Remove Paper

Paper has jammed in the scanner unit.

Remove the jammed paper.

Duplex Unit Not Set/Reset Duplex Unit

The duplex unit has not been installed correctly.

Reset the duplex unit correctly. See p.263 "Duplex Unit Not Detected".

Please close Scanner/or Duplex Unit

The scanner unit is open.

Close the scanner unit. See p.261 "Cover Open".

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly. See p.263 "Duplex Unit Not Detected".

Guide Board Open/Close Guide Board

The guide board is open.

Close the guide board.

HighTemp.

The machine cannot print because its internal temperature is too high.

See p.267 "Out of Printable Temperature Range".

Duplex Cover Open/Close Duplex Cover

The duplex unit cover is open.

Close the duplex unit cover. See p.261 "Cover Open".

Collector Near Full

The ink collector unit is almost full. Make sure you have a new ink collector on hand.

Indepndnt Cartridge

A non-genuine print cartridge is installed.

Use of refilled or non-genuine print cartridges can result in degraded print quality and malfunctions. Use genuine cartridges only.

See p.303 "Recommended Consumables".

Ink Collector Full/Replce InkCollect

The ink collector unit is full. Replace the ink collector unit.

Ink Collctr Not Set/Reset Collector

The ink collector unit is not installed correctly. Install the ink collector unit correctly.

See p.266 "Ink Collector Unit Not Detected".

Ink KCMY Depleted / Replace Ink KCMY

The ink in the indicated print cartridge has run out.

Replace the indicated print cartridge. See p.203 "Replacing a Print Cartridge".

Int. Unit Near Full

The internal unit is almost full.

If the message reappears, contact your sales or service representative.

LowTemp.

The machine cannot print because its internal temperature is too low.

See p.267 "Out of Printable Temperature Range".

Memory Full

Memory reached capacity.

The machine stops printing. Reduce the number of copies and try printing again.

No KCMY Cartridge

No print cartridge is installed, or it is not installed correctly.

Install the print cartridge correctly. See p.262 "Cover Open / Print Cartridge(s) Not Detected".

PC:Low Ink (KCMY)/ *PC:Ready*

The ink runs out. Change the print cartridge. See p.203 "Replacing a Print Cartridge".

Printing...

The printer is printing.

Temp.Alert: Wait...

The machine is too hot or cold at start-up.

See p.267 "Out of Printable Temperature Range".

Load: Continue=Form Feed/Paper Mismatch

Paper of the required type or size is unavailable. Load suitable paper, and then press the [Form Feed/Head-Cleaning] key. To cancel a print job, press the [Clear/Stop] key.

See p.253 "Paper Size and Type Mismatch (Tray 1)".

See p.255 "Paper Size and Type Mismatch (Tray 2)".

See p.257 "Paper Size and Type Mismatch (Multi Bypass Tray)".

See p.259 "Paper Size and Type Mismatch (Auto Tray Select)".

Right Front Cvr Open/ Close Right Frnt Cvr

The right front cover is open. Close the print cartridge cover.

See p.262 "Cover Open / Print Cartridge(s) Not Detected".

Used Ink Crtg KCMY

The installed print cartridge has run out of ink.

Printing cannot be performed. Replace the Print cartridge.

Maintenance...

The printer is cleaning or flushing its print head. Wait a moment.

***Warning* Out of Paper/*Warning* Load Paper**

The selected tray has run out of paper. Reload the tray.

See p.250 "No Paper/Tray Not Detected (Tray 1)", p.251 "No Paper/Tray Not Detected (Tray 2)".

Copier Function Error Messages

This section explains the most common copier function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then on. If the message reappears, contact your sales or service representative.

Paper Misfeed: Tray1/Remove Paper

Paper has jammed in Tray 1.

Remove the jammed paper, and then press [Yes] key. See p.216 "Removing Paper Jammed in the Paper Tray (Tray 1)".

Paper Misfeed: Tray2/Remove Paper

Paper has jammed in Tray 2.

Remove the jammed paper, and then press [Yes] key. See p.218 "Removing Paper Jammed in the Optional Tray (Tray 2 (Optional))".

Ppr Misfd: BypssTray/Press Yes Key

Paper has jammed in the Bypass Tray.

Remove the jammed paper, and then press [Yes] key. See p.220 "Removing Paper Jammed in the Multi Bypass Tray (optional)".

Ppr Misfd: Guide Bd/Remove Paper

Paper has jammed in the Guide Board.

Remove the jammed paper. See p.224 "Removing Paper Jammed around the Guide Board".

Ppr Misfd: Dup. Unit/Remove Paper

Paper has jammed in the duplex unit.

Remove the jammed paper. See p.226 "Removing Paper Jammed in the Duplex Unit".

Ppr Misfd: Scan.Unit/Remove Paper

Paper has jammed in the scanner unit.

Remove the jammed paper.

Duplex Unit Not Set/Reset Duplex Unit

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly. See p.263 "Duplex Unit Not Detected".

Please close Scanner/or Duplex Unit

The scanner unit is open.

Close the scanner unit. See p.261 "Cover Open".

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly. See p.263 "Duplex Unit Not Detected".

Guide Board Open/Close Guide Board

The guide board is open.

Close the guide board.

Duplex Cover Open/Close Duplex Cover

The duplex unit cover is open.

Close the duplex unit cover. See p.261 "Cover Open".

Paper Size Error/Reset Paper

The size of the loaded paper does not match that specified in [Tray Paper Setting].

Load paper of the correct size.

Out of Paper/Load Paper

The selected tray has run out of paper.

Reload the tray. Alternatively, press the [Form Feed/Head-Cleaning] key, select a different tray, and then print. To cancel the print job, press the [Clear/Stop] key. See p.250 "No Paper/Tray Not Detected (Tray 1)", p.251 "No Paper/Tray Not Detected (Tray 2)".

Memory Full

Memory reached capacity during sort copy.

Scan data up to this point is deleted. Reduce the number of originals, and then try sort copy again.

Ink KCMY Depleted /Replace Ink KCMY

The ink in the indicated print cartridge has run out.

Change the indicated print cartridge. See p.203 "Replacing a Print Cartridge".

Ink (KCMY) / Depleted

The ink in the indicated print cartridge has almost run out.

Replace the indicated print cartridge. If this message continues to appear after replacing the print cartridge, open and close the right front cover. See p.203 "Replacing a Print Cartridge".

Used Ink Crtg KCMY

The installed print cartridge has run out of ink.

Printing cannot be performed. Replace the Print cartridge.

Scanner Function Error Messages

This section explains the most common scanner function error messages and what you must do to resolve the errors they refer to.

If a message that is not explained here appears, follow its instructions.

Reference

- p.246 "Scanner Function Error Messages: Control Panel".
- p.245 "TWAIN Scanner Function Error Messages: Control Panel".
- p.246 "TWAIN Scanner Function Error Messages: Client Computer".

TWAIN Scanner Function Error Messages: Control Panel

This section explains the most common TWAIN scanner function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then back on. If the message reappears, contact your sales or service representative.

PC Connection Failed

The USB cable is not connected properly.

Switch the machine off, and then make sure the USB cable is connected properly. If the message reappears, contact your sales or service representative.

TWAIN Scanner Function Error Messages: Client Computer

This section explains the most common TWAIN driver-related error messages that appear on client computers and what you must do to resolve the errors they refer to.

Insufficient memory.

There is not enough memory for scanning.

- Specify a smaller value for [Resolution], and then try scanning again. p.189 "Specifying Resolution"

Scanner is not ready.

An error might have occurred in the client computer or the machine.

Switch the machine off, and then make sure the USB cable is connected properly. If the message reappears, contact your sales or service representative. Data stored in memory may have been deleted.

Scanner is currently in use by another user.

The machine is using the scanner with another function, such as copying.

Retry scanning when the other function has finished using the scanner.

Failed to read data.

The client computer failed to read the data from the machine.

Switch the machine off, and then make sure the USB cable is connected properly. If the message reappears, contact your sales or service representative.

Your security software firewall might be blocking data reception. Disable the firewall and try scanning again.

7

Scanner Function Error Messages: Control Panel

This section gives likely causes, along with and possible solutions, of the main errors indicated on the machine's control panel when using the scanner function.

System Error(XXXX)

A mechanical error has occurred. Switch the machine off and then back on. If the message reappears, contact your sales or service representative.

Memory Full

Memory reached capacity during scanning.

Scan data up to this point is deleted.

- Change the scan type setting, and then try scanning again. See p.189 "Specifying Scan Type".
- Specify a smaller value for [Resolution], and then try scanning again. See p.189 "Specifying Resolution".

Memory File Full

The maximum number of files that can be stored in memory was reached before all the originals could be scanned.

Reduce the number of originals to be scanned.

Ntwrk Sttng Incomp

The network settings are incomplete.

If this happens, complete the network settings as follows:

- 1) Install the network interface board.
- 2) Specify the settings in the Network Setting menu.
- 3) Specify [SMTP Server Name] in the SMTP Settings menu.

See, p.96 "Network Settings".

Cannot Connect to

The machine is unable to access the SMTP, DNS, or FTP server.

Contact the administrator.

FTP Server Error

Data sent from the machine has not been stored in the FTP server.

Contact the administrator.

Invalid Password

The password entered to access the FTP server is invalid.

For future reference, make a note of the correct FTP server password and keep it safe.

Job Cancelled

When loading additional originals, if you leave the machine idle for a minute, the job is cancelled.

Server Memory Full

The SMTP server's memory reached capacity during e-mail transmission.

Session timed out

The time allowed for LDAP server detection has expired.

Change the time limit in [Search Timeout].

See, p.97 "Settings Required to Use LDAP Server".

Cannot Obtain IP

The machine cannot obtain an IP address from the DNS server.

Contact the administrator.

Comm. Error

The connection with the server was lost while sending or receiving data.

Contact the administrator.

Used Ink Crtg KCMY

The installed print cartridge has run out of ink.

Printing cannot be performed. Replace the Print cartridge.

Web Image Monitor Error Messages

This section explains the most common Web Image Monitor error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

Setting from PC...

Someone has logged onto the machine via Web Image Monitor in the administrator mode.
Consult the machine administrator.

Status Monitor Errors

If an error occurs with the machine, Status Monitor displays an error message. Click [User Guide...] to display the page corresponding to the error where you can check how to solve the problem in more detail.

Status Monitor Does Not Open

If the status monitor does not open for a shared printer, the following questions should be addressed.

Are the share settings correct?

Check the share settings of the printer. The printer driver must also be installed on the client computer. See p.45 "Setting up a server" and p.46 "Setting up a client computer".

No Response from Device

Follow the procedure below to check the port settings and the connection between the machine and computer.

- 1 Check that the power of the machine is on.
- 2 Make sure that the computer and machine are properly connected using a USB cable.
- 3 Open the printer properties dialog box.
- 4 Click the [Ports] tab.
- 5 Check that USB is selected in the [Print to the following port:] list.

↓ Note

- Under Windows 98/Me, check that USB is selected in the list on the [Details] tab.

📖 Reference

- If you want to connect the machine to the network, check the operating environment, and then change the port setting. For details about configuring the port, see p.50 "Using the SmartDevice-Monitor for Client Port (TCP/IP)", p.54 "Using the Standard TCP/IP Port", and p.55 "Using the LPR Port".
- p.122 "Opening the Printing Preferences Dialog Box"

No Paper/Tray Not Detected (Tray 1)

Tray 1 is empty or the paper in it is not loaded properly. Do one of the following:

- Load the tray.
- Cancel the print job.

↓ Note

- If you set [Paper source tray:] to [Auto Tray Select] on the [Setup] tab in the printer properties dialog box, the machine selects the tray automatically.

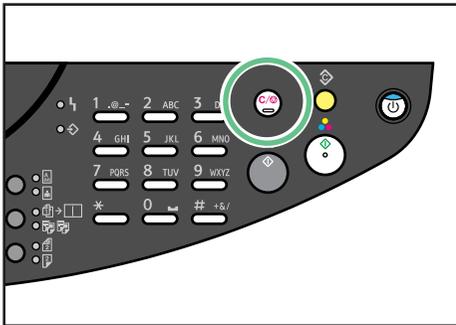
📖 Reference

- To load the tray, see p.73 "Loading Paper".

Canceling the print job

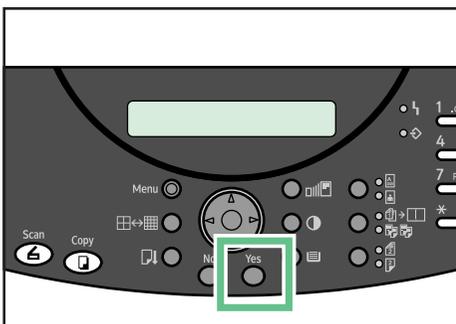
Cancel the print job.

- 1 Press the [Clear/Stop] key.



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- 2 Press the [Yes] key.



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No Paper/Tray Not Detected (Tray 2)

Tray 2 is empty or the paper in it is not loaded properly. Do one of the following:

- Load the tray.
- Cancel the print job.

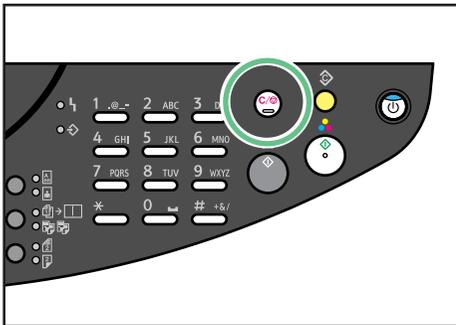
Reference

- To load the tray, see p.73 "Loading Paper".

Canceling the print job

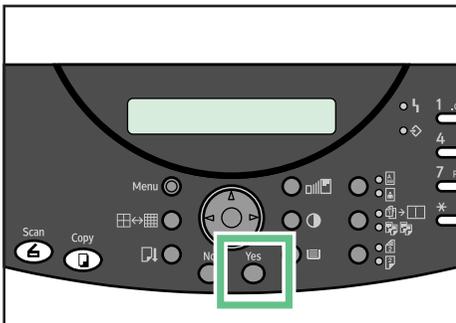
Cancel the print job.

- 1 Press the [Clear/Stop] key.



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- 2 Press the [Yes] key.



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No Paper/Tray Not Detected (Multi Bypass Tray)

There is no paper in the multi bypass tray or the paper is not loaded properly. Do one of the following:

- Load the tray.
- Cancel the print job.

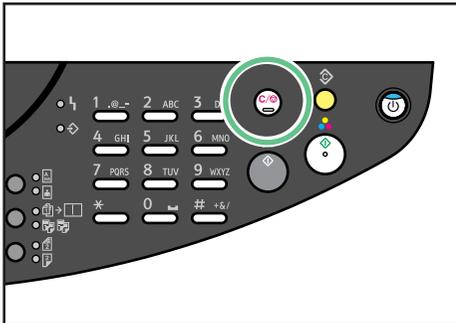
Reference

- To load the tray, see p.73 "Loading Paper".

Canceling the print job

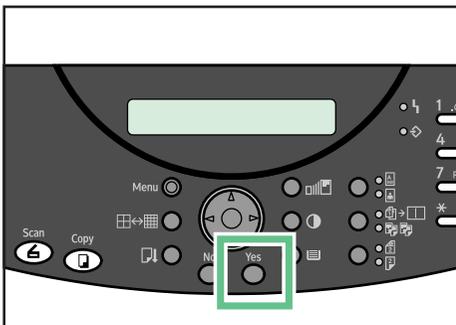
Cancel the print job.

- 1 Press the [Clear/Stop] key.



AQR355S

- 2 Press the [Yes] key.



AQR307S

Paper Size and Type Mismatch (Tray 1)

The tray is not loaded with paper of the correct size or type. Do one of the following:

- Load the appropriate paper.
- Cancel the print job.

Loading the Appropriate Paper

The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

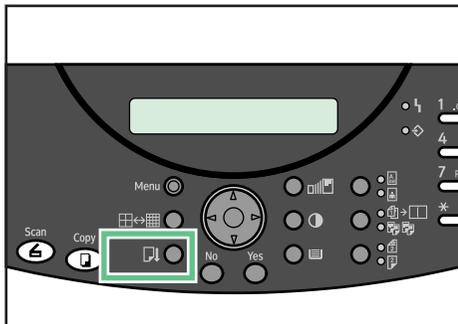
- ◆ If a paper size mismatch error has occurred:

```
Change: 1A4 → 1A5
Continue=Form Feed
```

- ◆ If a paper type mismatch error has occurred:

```
Change to: 1A4 OHP
Continue=Form Feed
```

- 1 Press the [Form Feed/Head-Cleaning] key.

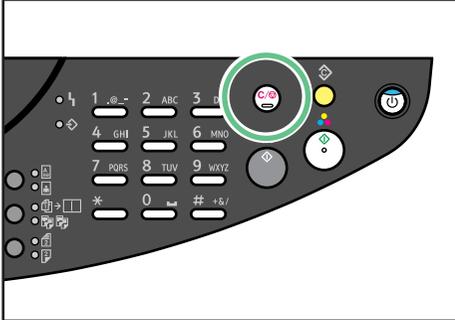


AQR305S

Canceling the print job

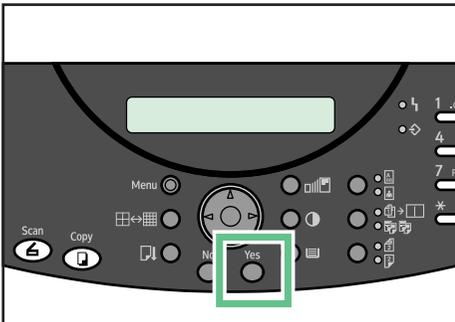
Cancel the print job.

- 1 Press the [Clear/Stop] key.



AQR355S

- 2 Press the [Yes] key.



AQR307S

Paper Size and Type Mismatch (Tray 2)

The tray is not loaded with paper of the correct size or type.

Do one of the following:

- Load the appropriate paper.
- Cancel the print job.

Loading the Appropriate Paper

The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

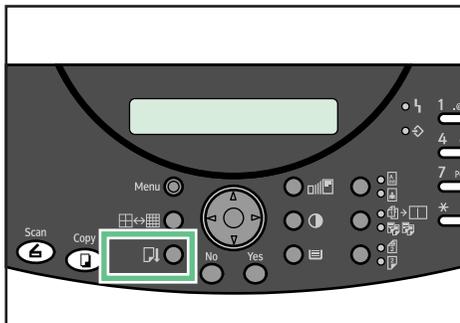
- ◆ If a paper size mismatch error has occurred:

```
Change:  A5  →  A4
Continue=Form Feed
```

- ◆ If a paper type mismatch error has occurred:

```
Change to: A4 Plain
Continue=Form Feed
```

- 1 Press the [Form Feed/Head-Cleaning] key.

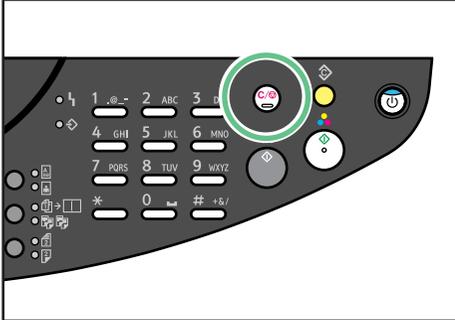


AQR305S

Canceling the print job

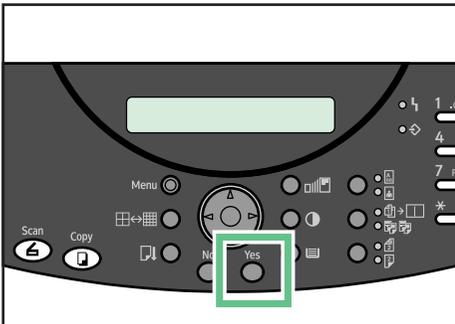
Cancel the print job.

- 1 Press the [Clear/Stop] key.



AQR355S

- 2 Press the [Yes] key.



AQR307S

Paper Size and Type Mismatch (Multi Bypass Tray)

The tray is not loaded with paper of the correct size or type.

Do one of the following:

- Load the appropriate paper.
- Cancel the print job.

Loading the Appropriate Paper

The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

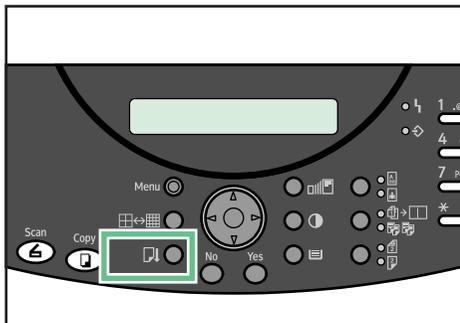
- ◆ If a paper size mismatch error has occurred:

```
Change:  A4  →  A5
Continue=Form Feed
```

- ◆ If a paper type mismatch error has occurred:

```
Change to: A4 Plain
Continue=Form Feed
```

- 1 Press the [Form Feed/Head-Cleaning] key.

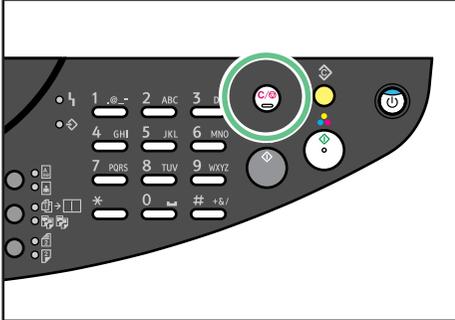


AQR305S

Canceling the print job

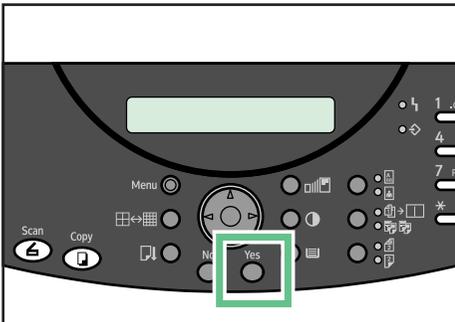
Cancel the print job.

- 1 Press the [Clear/Stop] key.



AQR355S

- 2 Press the [Yes] key.



AQR307S

Paper Size and Type Mismatch (Auto Tray Select)

The automatically detected tray is not loaded with paper of the correct size or type.

Do one of the following:

- Load the appropriate paper.
- Cancel the print job.

Loading the Appropriate Paper

The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

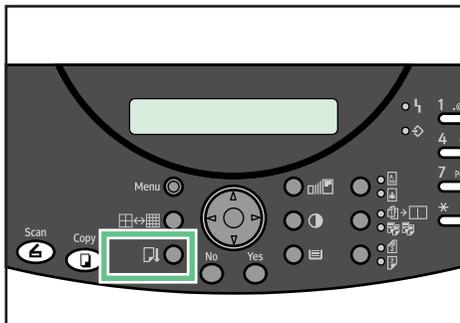
- ◆ If a paper size mismatch error has occurred:

```
Change: 1A4 → 1A5
Continue=Form Feed
```

- ◆ If a paper type mismatch error has occurred:

```
Change to: 1A4 OHP
Continue=Form Feed
```

- 1 Press the [Form Feed/Head-Cleaning] key.

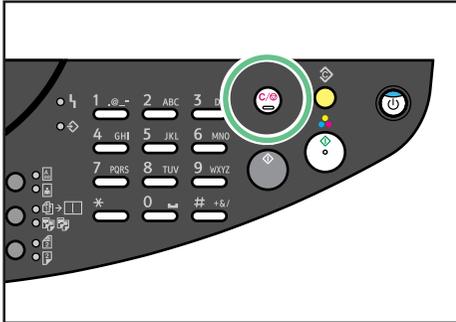


AQR305S

Canceling the print job

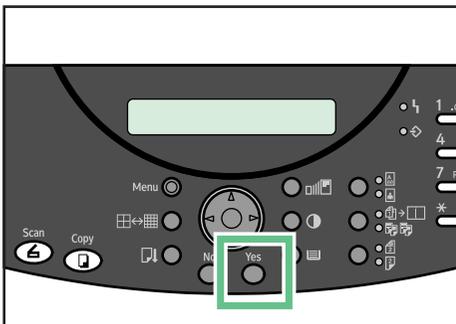
Cancel the print job.

- 1 Press the [Clear/Stop] key.



AQR355S

- 2 Press the [Yes] key.



AQR307S

Cover Open

A cover is open. Close the cover.

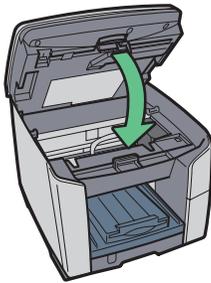
Lower the scanner unit, or close the duplex unit cover. If the cover is already closed, open and then reclose it.

Follow the procedure below to lower the scanner unit or duplex unit cover.

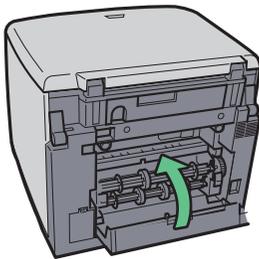
★ Important

- To open the duplex unit cover, detach the multi bypass tray. After closing the cover, reattach the tray.
- If the bypass tray is attached to the machine, detach it.

- 1 Close the cover.



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AQR381S

Check that the duplex unit is correctly attached and the duplex unit cover is closed.

📖 Reference

- p.31 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Cover Open / Print Cartridge(s) Not Detected

The right front cover is open. Close the right front cover. Alternatively, the print cartridges are not installed or are installed incorrectly. Install the print cartridges correctly.

If the cover is open:

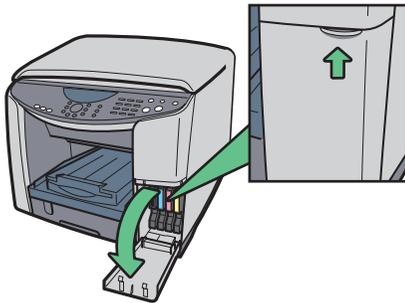
- 1 Close the right front cover.



AQR183S

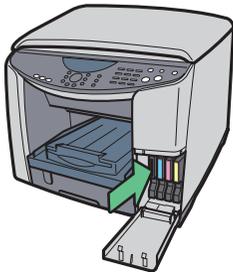
If the print cartridges are not installed or are installed incorrectly:

- 1 Open the right front cover.



AQR180S

- 2 Push in the cartridge using the PUSH area.



AQR182S

- 3 Close the right front cover.



AQR183S

↓ Note

- If the error persists, take the Print cartridge out once, and then install it again. The procedure above should be performed only once.

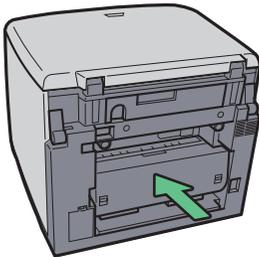
Duplex Unit Not Detected

The duplex unit is not attached correctly. Follow the procedure below to attach the duplex unit correctly.

★ Important

- If the bypass tray is attached to the machine, detach it.

- 1 Lock the lever for attaching the duplex unit.



AQR379S

- 2 If you have detached the multi bypass tray, reattach it.

Even if you are not duplex printing, the duplex unit must be attached. Otherwise printing will not start.

📖 Reference

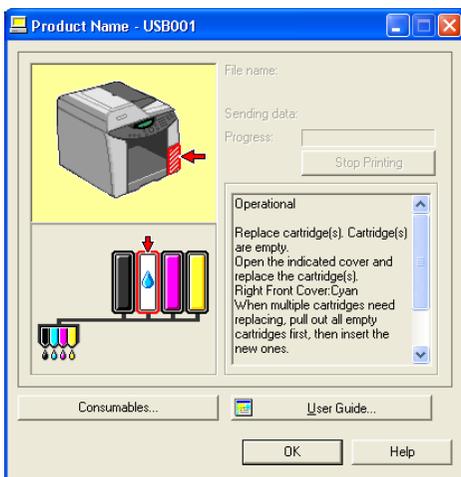
- p.31 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Cartridge End

A Print cartridge is empty. Printing can continue using ink remaining in the machine; however, no ink is left in the Print cartridge. Check which color of cartridge needs to be replaced, and then replace it.

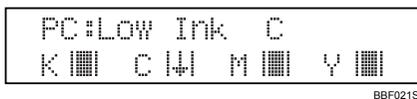
◆ Checking ink color

- Checking using the status monitor



In the illustration above, the cyan Print cartridge is empty.

- Checking the cartridge replacement indicators of the machine control panel



- In the above illustration, the control panel is indicating that the cyan Print cartridge is empty.

↓ Note

- From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) Print cartridges.
- With glossy paper, if you print an image that needs a lot of ink, the machine may stop printing before the print is finished. An example of such an image is one containing a single large area of solid color, or one made up almost entirely of a few such areas.
- When the print cartridge is empty, the machine cannot carry out head-cleaning or head-flushing.
- If you turn the power off and then back on, the machine will send the ink in the print cartridge to the machine. During this, the ink in the print cartridge may run out.

📖 Reference

- p.205 "Replacing a print cartridge"
- p.269 "Using the Status Monitor"

Cartridge/Print-head Tank Empty

The ink is completely depleted. Printing cannot be performed. Replace the Print cartridge.

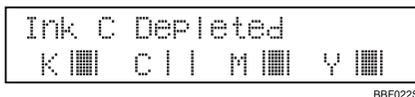
◆ Checking ink colors

- Checking using the status monitor



In this illustration, the control panel is indicating that the cyan Print cartridge and Print head tank are empty.

- Checking the cartridge replacement indicators of the machine control panel



In the above illustration, the control panel is indicating that the cyan Print cartridge has completely run out.

↓ Note

- From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) Print cartridges.
- When the print cartridge or print-head tank is empty, the machine cannot carry out head-cleaning or head-flushing.

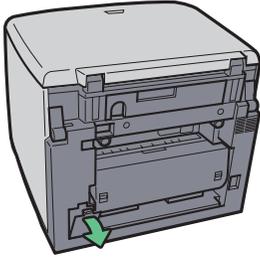
📖 Reference

- p.205 "Replacing a print cartridge"
- p.269 "Using the Status Monitor"

Ink Collector Unit Not Detected

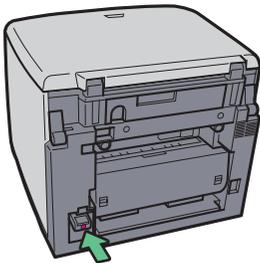
The ink collector unit is not attached correctly. Follow the procedure below to attach the ink collector unit correctly.

- 1 Open the ink collector unit cover slowly.



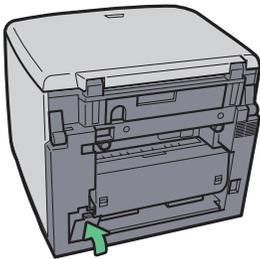
AQR383S

- 2 Attach the ink collector unit by pushing it in until it clicks. Take care not to spill the ink.



AQR384S

- 3 Close the ink collector unit cover slowly.



AQR385S

If the message reappears, contact your service representative.

Reference

- p.300 "Where to Inquire"

Out of Printable Temperature Range

Follow the procedure below to relocate the machine when the temperature inside the machine is inappropriate, extremely high or low, for printing.

- 1 Turn off the power of the machine.
- 2 Place the machine in a 10 to 32°C (50 to 89.6°F) environment.
- 3 Turn on the power of the machine.

↓ Note

- If humidity is more than 54%, the high end of the appropriate temperature range will be lower than usual.
- Even after the power is turned on, the machine may remain in the standby mode until it acclimates to the room temperature. If this happens, wait until the [Power] key stops blinking and stays lit.

📖 Reference

- For details about what conditions the machine can be used under (ambient temperature and humidity range), see "Checking the Computer and Installation Area", Quick Installation Guide.

Network Interface Board Error

An error in the network interface board network function has occurred. Do the following:

- 1 Turn the machine off.
- 2 Turn the machine on.
If the message reappears, do the following:
- 3 Turn the machine off.
- 4 Unplug the power cable.
- 5 Remove the network interface board.
- 6 Plug the network interface board in securely, and then secure it.
- 7 Plug the power cable in.
- 8 Turn the machine on.

If the message reappears, contact your service representative.

📖 Reference

- p.300 "Where to Inquire"

Device Error

An error has occurred in the machine. Turn the power off once, and then turn it back on.

Note

- If the machine is relocated from a cold area to a warm area or the machine is placed in a room where the temperature varies greatly, condensation may form inside the machine causing errors. If this happens, an error might not clear if the power is turned off and then on. Wait until the machine acclimates and the condensation disappears. This should take about one hour.

Reference

- If the error still does not clear after the machine acclimates to room temperature and the power is turned back on, contact your sales or service representative.

8. Checking the Machine Status

This chapter explains how to obtain the machine settings and status over the network.

Using the Status Monitor

Using the status monitor, you can check the print job status, error messages amount of remaining ink, and other machine status information.

Reference

- p.203 "Checking the remaining ink"
- p.249 "Status Monitor Errors"
- p.128 "Canceling Printing from the Status Monitor"

Receiving Notification of Print Job Status via the Status Monitor

You can specify how to receive notification of print job status via the status monitor.

- 1 Open the printer properties dialog box.
- 2 Click the [Maintenance] tab.
- 3 Click [Status Monitor Settings].
- 4 From the list in the [Status Monitor display settings] area, select a method for launching the status monitor.
- 5 Click the [OK].
- 6 Click the [OK].

Using the SmartDeviceMonitor for Client

SmartDeviceMonitor for Client is an application that has functions such as the peer-to-peer printing machine monitoring. We recommend you install this application on the client computer. SmartDeviceMonitor for Client is required if you need to print over a network in a Windows 98/Me environment.

★ Important

- **To use this function, the network interface board must be installed.**

- Operating System: Windows 98/Me
Protocol Stack
TCP/IP protocol supplied with Windows 98/Me
NetBEUI protocol supplied with Windows 98/Me

- Operating System: Windows 2000
Protocol Stack
TCP/IP protocol supplied with Windows 2000
NetBEUI protocol supplied with Windows 2000

- Operating System: Windows Server 2003
Protocol Stack
TCP/IP protocol supplied with Windows Server 2003

- Operating System: Windows XP
Protocol Stack
TCP/IP protocol supplied with Windows XP

- Operating System: Windows Vista
Protocol Stack
TCP/IP protocol supplied with Windows Vista

- Operating System: Windows NT 4.0
Protocol Stack
TCP/IP protocol supplied with Windows NT 4.0
NetBEUI protocol supplied with Windows NT 4.0

◆ What can you do with it?

Using SmartDeviceMonitor for Client, you can do the following:

- Peer-to-peer printing
 - Send print jobs directly to the network printer without going through a print server.
 - Print using a substitute printer if there are too many jobs waiting on the specified printer, or if an error disables printing (Recovery Printing).
 - Allocate multiple print jobs to multiple printers (Parallel Printing).
 - Preregister groups of printers specified for Recovery Printing or Parallel Printing.
- Receive error message notification if an error occurs in the machine while it is printing or sending a job.
- Monitoring function
 - Check the machine status such as the remaining amount of paper while printing.
 - Simultaneously monitor multiple machines in use.
 - Check the machine's network settings and system configuration.
- Be notified of print completion.
- View up to 100 print jobs that belong to you.

Monitoring Machines

Follow the procedure below to monitor the machine using SmartDeviceMonitor for Client.

- 1 Launch SmartDeviceMonitor for Client.

The SmartDeviceMonitor for Client icon appears in the task tray.

- 2 Right-click the SmartDeviceMonitor for Client icon, and check that the machine appears on the pop-up menu.

- 3 Click [Properties] on the pop-up menu if the machine does not appear on the pop-up menu.

The [SmartDeviceMonitor for Client - Options] dialog box appears.

- 4 Click the machine you want to monitor, and then select the [To be Monitored] check box in the [Monitoring Information Settings] area.

To display the machine status in the task tray using the SmartDeviceMonitor for Client icon, select the [Displayed on Task Bar] check box.

For details about status icons, see SmartDeviceMonitor for Client Help.

- 5 Click [OK].

The dialog box closes and the configured machine is monitored.

Using Notification via SmartDeviceMonitor for Client

This section explains how to use the Notification function in SmartDeviceMonitor for Client.

If a client computer uses SmartDeviceMonitor for Client to access a network printer, you can specify the Notification setting to allow the computer to receive print job status notification.

★ Important

- To change the printer properties in the [Printer] folder under Windows 2000, Windows XP Professional, Windows Vista, or Windows Server 2003, you must have access to "Printer Management access authentication". Under Windows NT 4.0, you must have access to "Full Control access authentication". To make this possible, log on as a member of the Administrators or Power Users group.

📖 Reference

- p.45 "Sharing the Printer"

Specifying the print server

Follow the procedure below to make the settings on the print server.

★ Important

- To change the print server setting under Windows 2000, Windows XP Professional, Windows Vista, or Windows Server 2003, you must have access to “Printer Management access authentication”. Under Windows NT 4.0, you must have access to “Full Control access authentication”. To make this possible, log on as a member of the Administrators or Power Users group.

- 1 From the [Start] menu, point to [Programs], [DeskTopBinder], [SmartDeviceMonitor for Client], and then click [Print Server Setting].

The Print Server Setting dialog box appears.

- 2 Select the [Notify client PCs of printout/data-transmission] check box, and then click [OK].

Depending on the print server setting, a dialog box appears. Read the message in the dialog box, and then click [OK].

By clicking [Cancel], the changed setting is cancelled.

- 3 A dialog box about specifying the client computer setting appears. Click [OK].

The print server setting has been changed. However, you still need to specify the Notification setting on each client computer.

↓ Note

- When the spooler stops, the print job in progress is completely reprinted.
- If [Extended Features Settings] was not used, it is automatically enabled.

Specifying the client computer settings

Follow the procedure below to make the settings on the client.

- 1 From the [Start] menu, point to [Programs], [DeskTopBinder], [SmartDeviceMonitor for Client].

The Extended Features dialog box opens.

- 2 Click [Extended Features Settings].

- 3 Select the [Notify of printout/data-transmission when using print server] check box in “Notification”.

- 4 Click [OK].

The Extended Features dialog box closes. Specifying the client computer settings is now complete.

Specifying the Settings for Monitoring the Machine

Use SmartDeviceMonitor for Client to monitor the status of the machine.

To use SmartDeviceMonitor for Client, you must make the following settings:

- 1 Launch SmartDeviceMonitor for Client.
The SmartDeviceMonitor for Client icon appears in the taskbar's system tray.
This will not appear if you click [Do not show this message again].
- 2 Right-click the SmartDeviceMonitor for Client icon, and then, in the pop-up menu, look for the machine you want to monitor.
- 3 If the machine you want to monitor does not appear, select [Properties] from the pop-up menu.
The [SmartDeviceMonitor for Client- Settings] dialog box opens.
- 4 Select the machine you want to monitor, and then select the [To be Monitored] check box in [Settings].
If you select the [Display task bar icon while printing] check box, you can reflect the machine status in the SmartDeviceMonitor for Client icon in the task bar system tray.
- 5 Click [OK].
The [SmartDeviceMonitor for Client- Settings] dialog box closes and the selected machine is monitored.

Note

- For details about how the icon indicates the machine status, see the SmartDeviceMonitor for Client Help.

Reference

- If you are using the machine in a DHCP environment, see p.62 "Using DHCP".

Displaying the Machine Status

You can display the machine status.

- 1 Launch SmartDeviceMonitor for Client.
- 2 Right-click the SmartDeviceMonitor for Client icon.
The machine status is reflected in the SmartDeviceMonitor for Client icon in the taskbar system tray.
- 3 To monitor the status in more detail, right-click the SmartDeviceMonitor for Client icon, and then select the machine you want to monitor.
- 4 Click [Printer].
A dialog box displaying the machine status opens.

Note

- For details about the items in the dialog box, see the SmartDeviceMonitor for Client Help.
- For details about how the icon indicates the machine status, see the SmartDeviceMonitor for Client Help.

When Using IPP with SmartDeviceMonitor for Client

When using IPP with SmartDeviceMonitor for Client, note the following:

- The network printer can only receive one print job from SmartDeviceMonitor for Client at a time. While the network printer is printing, another user cannot access it until the job is finished. In this case, SmartDeviceMonitor for Client tries to access the network printer until the retry interval expires.
- If SmartDeviceMonitor for Client cannot access the network printer and times out, it will stop sending the print job. In this case, you should cancel the paused status from the print queue window. SmartDeviceMonitor for Client will resume access to the network printer. You can delete the print job from the print queue window, but canceling a print job printed by the network printer might cause the next job sent from another user to be incorrectly printed.
- If a print job sent from SmartDeviceMonitor for Client is interrupted and the network printer cancels the job because something went wrong, send the print job again.
- Print jobs sent from another computer do not appear in the print queue window, regardless of protocol.
- If various users send print jobs using SmartDeviceMonitor for Client to network printers, the printing order might not be the same as that in which the jobs were sent.
- An IP address cannot be used for the IPP port name because the IP address is used for the SmartDeviceMonitor for Client port name.

Using Web browser

You can use a Web browser to check the machine's status and change its settings.

★ Important

- To use this function, the network interface board must be installed.

◆ Available operations

The following operations can be remotely performed using Web Image Monitor from a client computer.

- Displaying machine status or settings
- Resetting the machine
- Registering the Speed dial
- Making Facsimile settings
- Making e-mail notification settings
- Making network protocol settings

◆ Configuring the machine

To perform the operations from Web Image Monitor, TCP/IP is required. After the machine is configured to use TCP/IP, operations from Web Image Monitor become available.

◆ Recommended Web browser

Internet Explorer 4.0 or higher
Netscape Navigator 4 or higher

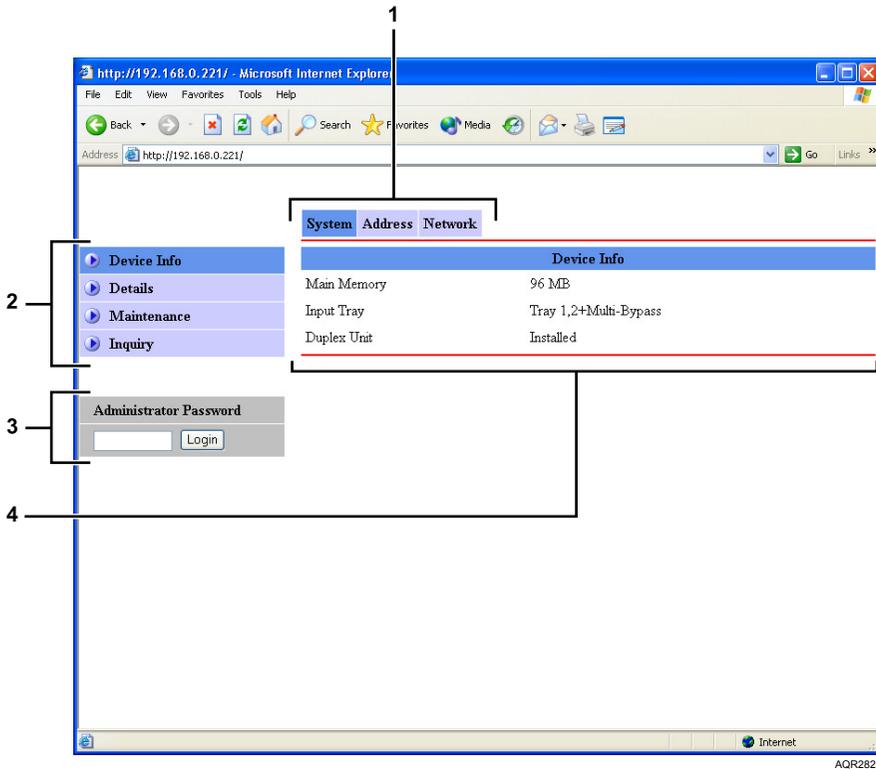
↓ Note

- If the previous versions of the Web browser above are used or JavaScript and cookies are not enabled with the Web browser used, display and operation problems may occur.
- If you are using a proxy server, change the Web browser settings. Contact your network administrator for information about the settings.
- The previous page may not appear even after the back button of a Web browser is clicked. If this happens, click the refresh button of a Web browser.
- Updating the machine information is not automatically performed. Click the refresh button of a Web browser.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

- 1 Launch the Web browser.
- 2 In the Web browser's address bar, enter "http://(machine's IP address)/" to access the machine.
Every Web Image Monitor page is divided into the following areas:



- 1 **Category area**
Categories are displayed here. Clicking a category opens a menu in the Menu area.
- 2 **Menu Area**
Click items in this area to display their details or a related sub-menu.
- 3 **Password Area**
Enter the password to login to Administrator Mode.
- 4 **Work Area**
Information about the item selected in the Menu area appears here.
Information displayed in the work area does not update automatically. To update the information, click [Refresh] in the upper-right corner of the work area.

Reference

- p.277 "About Menu and Mode"

About Menu and Mode

There are two modes available with Web Image Monitor: user mode and administrator mode. Displayed Items may differ depending on the machine type.

◆ About User Mode

In the user mode, machine status, settings, and print job status can be viewed, but the machine settings cannot be changed.

◆ Administrator Mode

In the administrator mode, you can configure various machine settings.

Web Image Monitor settings

★ Important

- You cannot change the settings displayed under [Attribute] in [LDAP Server].

System

Menu	Allows You To	Mode in Which This Menu is Available
Device Info	Check information such as which options are attached machine configuration, and machine status.	Administrator and User.
Details	Check which firmware version is running, the status of paper trays, ink levels, and interface data.	Administrator and User.
Password/Language	Change the login password or specify the language used by Web Image Monitor.	Administrator.
Backup/Restore	Download and save the machine's settings or upload them back to the machine.	Administrator.
Maintenance	Reset the machines settings to their default values, check counter figures, etc.	Administrator and User. The "Restore Factory Defaults" and "Reset Ethernet Board" sub-menu settings are available only in Administrator.
Inquiry	View the machine's Help files, acquire service contact details, etc.	Administrator.

Address

Menu	Allows You To	Mode in Which This Menu is Available
Speed Dial List	Check the data registered to Speed Dials. In Speed Dial No 90 to 99, you can register FTP server settings.	Administrator and User. In Administrator mode, you can also register a Speed Dial.
Back Up/Restore Address Book	Download the data registered to Quick Dials, Speed Dials, and groups, and save it as csv files or upload it to the machine.	Administrator.

Network

Menu	Allows You To	Mode in Which This Menu is Available
Device Info	Check the interface data.	Administrator.
TCP/IP	Specify the TCP/IP settings.	Administrator.
IPP	Specify the IPP settings.	Administrator.
SMTP/POP3	Specify the SMTP and POP3 settings.	Administrator.
FTP/DNS	Specify the FTP and DNS settings.	Administrator.
SMTP Group Setting	Register or delete SMTP groups.	Administrator.
SNMP	Specify the SNMP settings.	Administrator.
LDAP Server	Specify the LDAP settings.	Administrator.
Filter	Specify the IP filter's operating mode.	Administrator.

Access in the Administrator Mode

Follow the procedure below to access Web Image Monitor in the administrator mode.

- 1 Launch the Web browser.
- 2 Enter the password, and then click [Login].

The default password is "password".

Note

- To ensure security, it is important you change the password.
- Multiple users cannot log onto the machine at the same time. If another user is currently logging onto the machine, a notification message appears.
- While a user is logging on to the machine via Web Image Monitor, logging on from the machine's control panel is disabled.
- If you try to log onto the machine while it is scanning, printing, a message informing you that you cannot log on appears.

Checking the Machine Status

You can check the machine status.

- 1 Launch the Web browser.
- 2 In the address bar, enter "http://(machine's IP address or host name)/".
The machine's top page appears.
- 3 Click a category tab you want to specify.
- 4 Click a menu you want to specify.
Information about an item selected in the menu area appears here.

Changing the System Settings

You can change the machine settings. To change the machine settings, log onto the machine and switch to Administrator mode.

- 1 Launch the Web browser.
- 2 In the address bar, enter "http://(machine's IP address or host name)/".
- 3 Enter the password, and then click [Login].
The default password is "password".
- 4 Click a category tab you want to specify.
- 5 Click a menu you want to specify.
Information about an item selected in the menu area appears here.
- 6 Specify the machine settings.
- 7 Click [Apply].
The specified settings are transmitted to the machine.

Note

- To cancel the setting specified in the Web browser, click [Clear].

Notifying the Machine Status by E-mail

You can be notified of the machine status by e-mail on an occasion such as if the machine runs out of paper or paper is jammed.

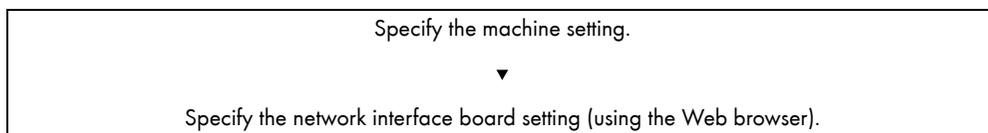
The e-mail notifying the machine status will be sent to the e-mail address specified as the destination in advance.

You can also specify the timing and status to notify.

The following status can be notified:

- Device Error.
- The ink has run out.
- The ink will run out soon.
- The Ink Collector Unit must be replaced now.
- The Ink Collector Unit must be replaced soon.
- The paper has run out.
- The paper has been jammed.
- A cover is open.
- The paper has been loaded incorrectly.
- The machine is out of its operational temperature range.
- The tray is not loaded with paper of the correct type or size.

◆ Flowchart showing how to specify notification by e-mail



To specify the network interface board setting, use the Web browser. This section explains how to specify the network interface board setting using the Web browser.

Specifying Notification the machine Status by E-mail

In [E-mail Notification], you can specify the basic and authentication settings for sending e-mails.

◆ Specifying SMTP Settings

You can specify the SMTP server name, Default Subject, Sender Name, E-mail Address, SMTP port number and SMTP Server Timeout.

Functions	Selectable value	Default
SMTP Server Name	64 characters max. (1-byte alphanumerics)	None
Default Subject	20 characters max. (1-byte alphanumerics)	None
Sender Name	20 characters max. (1-byte alphanumerics)	None
E-mail Address	64 characters max. (1-byte alphanumerics)	None
Port Number	1-65535	25
SMTP Server Timeout	30-300	60
Insert Fixed Text	On Off	Off

◆ Specifying SMTP Authentication

By specifying the SMTP authentication setting, you can send e-mails to destinations where the e-mail server carries out SMTP authentication.

Functions	Selectable value	Default
SMTP Authentication	Off POP before SMTP SMTP Authentication	Off
User Name	64 characters max. (1-byte alphanumerics)	None
Password	32 characters max. (1-byte alphanumerics)	None (No Password)

◆ Specifying POP3 Settings

You can specify the POP3 Server Name, POP3 User Name, POP3 Password, E-mail Reception, Interval time, Administrator E-mail Address, POP3 Port Number and POP3 Server Timeout.

Functions	Selectable value	Default
POP3 Server Name	64 characters max. (1-byte alphanumerics)	None
User Name	64 characters max. (1-byte alphanumerics)	None
Password	32 characters max. (1-byte alphanumerics)	None
Port Number	1-65535	110
POP3 Server Timeout	30-300	60

Setting SMTP Group 1-4

◆ Registering a new SMTP group

Click the non-registered SMTP group number, and then enter the necessary information.

Functions	Selectable value	Default
Group Name	19 characters max. (1-byte alphanumerics) (2-byte characters available)	None
Language	English Japanese	English
Subject	31 characters max. (1-byte alphanumerics) (2-byte characters available)	None
Notification Message	255 characters max. (1-byte alphanumerics) (2-byte characters available)	None

◆ E-mail Notification

In "No.1" to "No.10", enter the names and e-mail addresses of the users to whom you want to send e-mail notification.

↓ Note

- To delete a registered SMTP group, click [Delete].

E-mail Notification

This section lists the settings for notification by e-mail.

◆ Device Error

Send notification e-mail to specified recipients if a machine error occurs.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs	Occurs

◆ Print Cartridge/Print-head Tank Empty

Send notification e-mail to specified recipients when the machine runs out of ink.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

◆ Print Cartridge Empty

Send notification e-mail to specified recipients when the machine is about to run out of ink.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs
Notification Threshold (%)	10 20 30	10

◆ Ink Collector Unit Full

Send notification e-mail to specified recipients when the machine's ink collector unit becomes full.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs	Occurs

◆ Ink Collector Unit Almost Full

Send notification e-mail to specified recipients when the machine's ink collector unit is about to become full.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs	Occurs
Notification Threshold (%)	10 20 30	10

◆ Paper Misfeed

Send notification e-mail to specified recipients if the paper becomes jammed inside the machine.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

◆ No Paper

Send notification e-mail to specified recipients when the machine runs out of paper.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

◆ Cover Open

Send notification e-mail to specified recipients if the scanner or duplex unit cover is left open.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

◆ Unit Not Set

Send notification e-mail to specified recipients if the guide board, bypass tray, or duplex unit is incorrectly installed.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

◆ Out of Printable Temperature Range

Send notification e-mail to specified recipients if the machine's operational temperature limits are exceeded (if it is too hot or cold to print). Place the machine in a 10 to 32°C (50 to 89.6°F) environment.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs	Occurs

◆ Paper Size Mismatch

If the tray is not loaded with paper of the correct size, the machine notifies it by e-mail.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

◆ Paper Type Mismatch

If the tray is not loaded with paper of the correct type, the machine notifies it by e-mail.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

◆ Paper Size and Type Mismatch

If the tray is not loaded with paper of the correct type and size, the machine notifies it by e-mail.

Setting Items	Selectable value	Default
Group 1-4	On Off	Off
Notify when error	Occurs Occurs&Fixed	Occurs

Connecting to an FTP Server

This section explains how to use Web Image Monitor to make settings for connecting to an FTP server. This section explains how to use Web Image Monitor to specify the make settings for connecting to an FTP server.

★ Important

• To do this, you must log on in Administrator mode.

- 1 On the Category tab, click [Address].
- 2 In the Menu area, click [Speed Dial List].
The speed dial list appears in the Work area.
- 3 Click [90-99].
"Speed Dial List (Scan mode) [90-99]" (speed dial keys 90 to 99) appears in the Work area.
- 4 Click on the speed dial key number (between 90 and 99) to which you want to assign settings a destination.
The registration screen appears.
- 5 Specify the settings, and then click [Apply] to register them.
The speed dial list appears in the Work area.

Settings

Setting	Description
Destination Name	Enter the destination name.
FTP Server Address	Enter the address of the FTP server.
Path	Enter the destination path of the FTP server.
Enable Proxy	Specify whether or not to use a proxy server.
Port Number	Specify the port number of the FTP server (when a proxy server is not being used).

E-mail Notification

Setting	Description
Enable E-mail Notification	Specify whether or not FTP transfers are reported by e-mail.
E-mail Address	To use this function, enter the e-mail addresses that the FTP transfer reports are sent to. You can specify up to 10 addresses.

Account Information

Setting	Description
Anonymous	In this mode, anonymous logon will be used to access the FTP server.
Private	In this mode, enter a user name and password to log on to the FTP server. To confirm the password, enter it a second time.

Specifying an FTP Proxy Server

This section explains how to specify the Scan to FTP settings for connection to an FTP server.

- 1 In the Category area, click [Network].
- 2 In the Menu area, click [FTP/DNS].
- 3 Make the necessary settings.

Settings

Setting	Description
Proxy Server Address	Specify the FTP proxy server address.
Remote Port Number	Specify the remote port of proxy.
FTP server timeout	Specify the FTP server connection timeout.

Using Telnet

You can use telnet to make and check the machine's settings, and check the machine's settings

★ Important

- To use this function, the network interface board must be installed.

↓ Note

- You must set a password so that only the network administrator can perform remote maintenance (mshell).
- You must enter this password to make or change network interface board settings using the Web browser.

Procedure

The following procedure explains how to use telnet, from launch to exit.

- 1 Using the machine's IP address or host name as the command line argument, launch telnet.

```
%telnet (machine's IP address or host name)
```

- 2 Enter the password.

The default password is "password".

- 3 Enter the number of the setting you want to specify.

- 4 Specify the settings.

If you change a setting, a confirmation message appears. To apply the new setting, enter "Y" or "y". To cancel the new setting, enter "N" or "n".

- 5 To quit specifying settings, enter "9".

- 6 Quit telnet.

```
msh> logout
```

↓ Note

- Only one user at a time can perform Remote maintenance.
- Following a reset, interrupted and waiting print jobs are completed.
- However, print jobs waiting but not yet sent to the machine are cancelled.

Telnet Settings

This section explains telnet setting items.

- Root Menu
 - 1: System Setting
 - 2: Test Print
 - 3: Network Settings
 - 9: Logout

Telnet Settings

◆ System Settings

Setting	Allows You To
Change Password	Change the administrator's password. If you change the administrator's password, the password for logging onto the machine from the Web browser will also be changed to the new password.
Restart	Reset the network interface board to its default settings.
Exit to Root	Return to the root menu.

◆ Test Print

Setting	Allows You To
Configuration Page	Print the configuration page.
Exit to Root	Return to the root menu.

◆ Network Settings

Setting	Allows You To
TCP/IP	Switch to the "TCP/IP" menu.
Exit to Root	Return to the root menu.

◆ TCP/IP

Setting	Allows You To
View TCP/IP Configuration	Return to the TCP/IP menu.
Edit IP Address	Specify the static IP address.
Edit Subnet Mask	Specify the subnet mask.
Edit Gateway Address	Specify the gateway address.
Edit IP Source	Select DHCP or NVRAM.
Back to Previous Menu	Return to the Network Settings menu.
Exit to Root	Return to the root menu.

SNMP

The Ethernet interface includes the Simple Network Management Protocol (SNMP) agent for UDP. Using the SNMP manager, you can obtain machine data.

★ Important

- To use this function, the network interface board must be installed.

The default community name is "public". Using this community name, you can obtain MIB data.

◆ Supporting MIB (SNMP v1/v2)

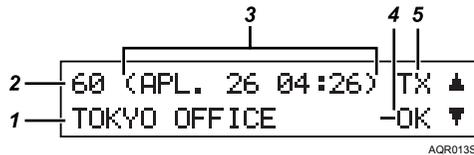
- MIB-II
- PrinterMIB
- HostResourceMIB
- RicohPrivateMIB

Checking the Communication Result

You can check the communication result on the screen.

You can use [TX/RX Result] to check communication results.

[TX/RX Result]



1 Destination

Displays the destination.

2 Communication No.

Starting with the oldest, communication records are assigned numbers 1 to 60 in ascending order.

Numbers assigned by this setting are used for [Journal] also.

3 Date / Time

Displays the date and time the machine sent a transmission request.

4 Status

Displays the transmission status: "OK" or "NG".

5 TX or RX

Displays the communication mode: "TX" (sending) or "RX" (receiving).

9. Maintaining

This chapter explains how to maintain the machine and contains cautions on using it.

Cleaning

Clean the outside of the machine regularly to maintain the condition of the machine.

WARNING

- To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual. When the machine needs to be checked, adjusted, or repaired, contact your service representative.
- Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.

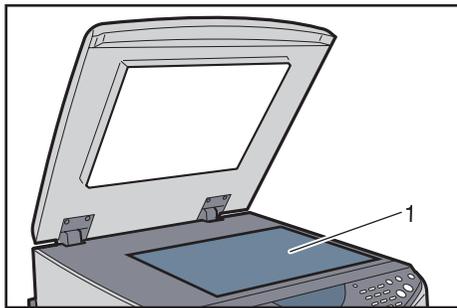
To clean the exterior of the machine, wipe it with a soft, dry or damp cloth. If the dirt does not come off, wipe the machine first with a cloth moistened with a neutral detergent, then with a damp cloth, and finally with a dry cloth.

Important

- Do not use volatile chemicals like benzene or thinner, or insecticides on the machine. Using these chemicals could deform, crack, or change the color of the machine.
- When wiping the machine with a cloth moistened with detergent, be sure to wipe only the exterior.

Cleaning the Exposure Glass

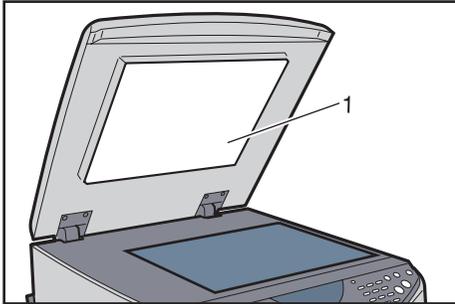
This section explains how to clean the exposure glass.



Clean 1. Wipe it with a soft, dry or damp cloth.

Cleaning the Exposure Glass Cover

This section explains how to clean the exposure glass cover.



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Clean 1. Wipe them with a soft, dry or damp cloth.

Moving

The precautions when moving the machine a short distance or long distance are explained.

⚠ CAUTION

- The Machine weighs approximately 20.5 kg (45.2 lb.).
 - When moving the machine, hold the machine by the bottom below the two indentations. Lift the machine slowly in order to avoid straining your body. Lifting the machine without sufficient strength or assistance or handling it roughly and dropping it could cause an injury.
- 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).

★ Important

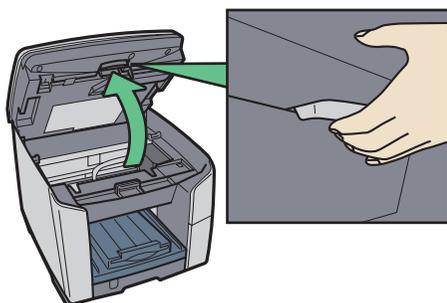
- Be sure to keep the machine level when moving it. Ink will spill if the machine is tilted.

Moving a Short Distance

The precautions when moving the machine a short distance or long distance are explained.

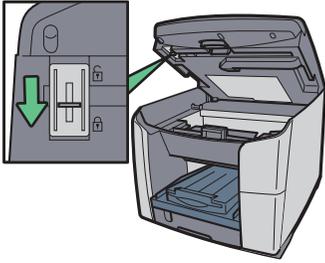
★ Important

- After moving the machine, be sure to release the shipping lock before switching on.
- 1 Turn the power off, disconnect the USB cable, or Ethernet cable, and then unplug the power cord from the wall outlet.
 - 2 Pull the scanner unit release lever, and then lift the scanner unit.



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- 3 Lock the shipping lock, and then close the scanner unit.



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- 4 Always lift and carry the machine with another person. Grip the indented area near the machine's base (shown in the illustration). Lift and carry the machine slowly and carefully.



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- 5 After placing the machine in its new location, release the shipping lock.

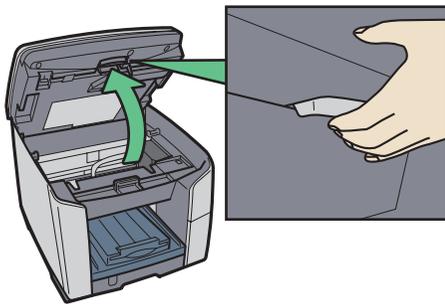
Moving a Long Distance

If you intend to move the machine over a long distance, you must pack it well. Empty all the paper trays, but do not remove the print cartridge. Take care not to tip or tilt the machine during transit. When the machine is relocated, uninstall and then reinstall the network interface board.

★ Important

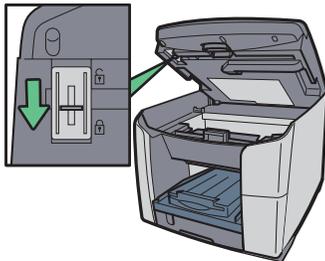
- After moving the machine, be sure to release the shipping lock before switching on.

- 1 Turn the power off, disconnect the USB cable, or Ethernet cable, and then unplug the power cord from the wall outlet. Do not remove the print cartridges. Remove the paper.
- 2 Pull the scanner unit release lever, and then lift the scanner unit.



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- 3 Lock the shipping lock, and then close the scanner unit.



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- 4 After placing the machine in its new location, release the shipping lock.

↓ Note

- The inside of the machine may become dirty if the machine is not level when transported.

📖 Reference

- Contact sales or service representative for details.

Disposing

Consult with an authorized dealer to dispose of the machine.

When Not Using for a Long Period of Time

If the machine will not be used for a long time, turn its power off, disconnect the USB cable, or Ethernet cable, and then unplug the power cable from the wall outlet.

Be careful of the following:

- The nozzles of the print-heads may dry out and become clogged. To prevent this, periodically print something. Even if you do not print anything, turn the machine on for a few minutes once a month.
- If you do not use the machine for a long period of time, always check if the nozzles are clogged by printing a nozzle check test pattern. Clean the print-heads as necessary, and then begin printing.
- If you try to use the machine after it has been out of use for a long time, it may not print properly even if head cleaning is carried out several times. If this is the case, carry out head flushing. If the print heads are still clogged, leave the machine for about ten minutes, and then print the nozzle check pattern. If the problem persists, switch the machine off and leave it for at least eight hours. This should unclog the print heads.

↓ Note

- After head cleaning and flushing has been carried out several times, foam in the ink will clear, clogged ink will begin to dissolve, and normal printing can be resumed.
- If there is no improvement after performing the steps above, contact sales or service representative.

📖 Reference

- p.109 "Nozzle Check"
- p.110 "Head-cleaning"
- p.111 "Head-flushing"

Where to Inquire

For inquiries, contact your sales or service representative.

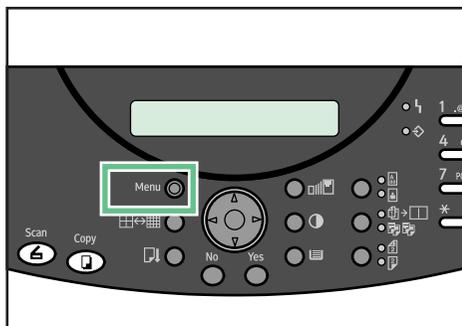
Counter

You can check and print out the machine's counter figures.

Counters show the number of prints made by the machine. Print counter numbers do not include test patterns printed using [Maintenance], system configurations printed using [Prnt List/Report], and counter printouts made using [Print Counter].

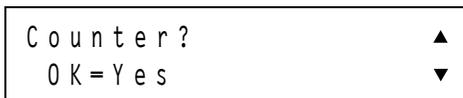
- Scan
The total number of scans of originals appears.
- Level Color
This counter shows the total number of sheets printed when the [Level Color] check box is selected in [Color/Black and White:] in the printer properties dialog box.
- Full Color
This counter shows the total number of sheets printed in color.
- B&W
This counter shows the total number of sheets printed in black and white.

- 1 Press the [Menu] key.



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- 2 Press the [▲] or [▼] key to display [Counter], and then press the [Yes] key.



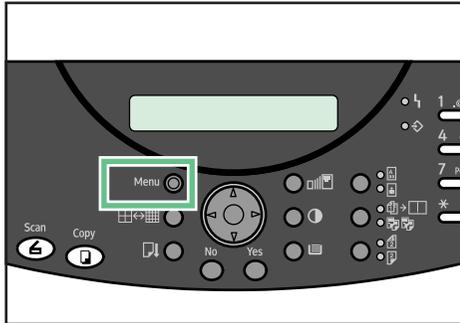
Check the counter.

↓ Note

- Printing a single page on a sheet is counted as "1". In duplex printing, where both sides of a sheet are printed on, each double-sided sheet counts as "2".
- The counter can count up to 999,999 sheets.
- The Page Counter sheet shows the total number of color and black and white pages printed under each function.

Printing the Total Counter

- 1 Press the [Menu] key.



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- 2 Press the [▲] or [▼] key to display [Counter], and then press the [Yes] key.

```

Counter?      ▲
OK=Yes       ▼
  
```

- 3 Press the [▲] or [▼] key to display [Print Counter], and then press the [Yes] key.

```

Print Counter?  ▲
Print=Yes      ▼
  
```

Printing starts.

↓ Note

- The counter can count up to 999,999 sheets.

Recommended Consumables

Consumables recommended for this machine are listed.

Purchase necessary consumables before your supply runs out.

For information about consumables, contact your sales or service representative.

- Print cartridges
- Ink collector unit

Option and Consumables

The following options can be used with the machine:

◆ **Paper Feed Unit TK1020**

This unit feeds paper in bulk.

◆ **Multi Bypass Tray Type BY1000**

You can also feed paper from the bypass tray.

◆ **Network Interface Board GX4**

By installing this optional network interface board in the machine, you can print over the network.

↓ **Note**

- For information about options and consumables, contact your service representative.

10. Appendix

This chapter contains the specifications of the machine and its options.

Specification: General

◆ Copy speed

Measurements according to the manufacturer's measurement system (Copy resolution: Fast, Original Type: Photo)

Black draft: 29 cpm

Color draft: 29 cpm

Depending on the operating environment, printing may take longer than normal.

◆ Print speed

Measurements according to the manufacturer's measurement system (Print resolution: Fast)

Black draft: 29 ppm

Color draft: 29 ppm

Depending on the operating environment, printing may take longer than normal.

◆ Copy resolution

Max 600 dpi × 1,200 dpi equivalent

◆ Print resolution

Max 3,600 dpi × 1,200 dpi equivalent

◆ Nozzles

Black: 192 nozzles

Cyan, magenta, and yellow: 192 nozzles per color

◆ Paper sizes (Tray 1 : standard)

Standard paper size: A4□, B5□, A5□, A6□, Legal□, Letter□, Executive□ (184.2 mm × 266.7 mm (7.3 × 10.5 inches)), F□ (203.2 mm × 330.2 mm (8.0 × 13.0 inches)), Foolscap (F4)□ (215.9 mm × 330.2 mm (8.5 × 13.0 inches)), Folio□ (209.5 mm × 330.2 mm (8.3 × 13.0 inches)), 16K□ (195 × 267 mm (7.7 × 10.6 inches)), Com10□ (104.8 mm × 241.3 mm (4.2 × 9.5 inches)), Monarch□ (98.4 mm × 190.5 mm (3.9 × 7.5 inches)), C6□ (114 mm × 162 mm (4.5 × 6.4 inches)), C5□ (162 mm × 229 mm (6.4 × 9.1 inches)), DL Env□ (110 mm × 220 mm (4.4 × 8.7 inches))
Custom paper sizes: 140-356 mm (5.5-14.0 inches) (length) × 90-216 mm (3.5-8.5 inches) (width)

◆ Paper sizes (Duplex unit)

Standard paper size: A4□, B5□, A5□, A6□, Legal□, Letter□, 8 1/2" × 5 1/2"□, Executive□, 16K□

◆ **Paper type**

Plain paper
 Recycled paper
 Color paper
 Inkjet plain paper
 Glossy paper
 Inkjet transparency
 Envelope

◆ **Paper weight**

Tray 1: 60-163 g/m² (52-135 kg, 16-42 lb)

◆ **Paper capacity**

Tray 1: 250 sheets

◆ **Maximum paper capacity**

850 sheets (with the optional tray installed)

◆ **Output tray capacity**

150 sheets

The capacity may be less depending on the images printed.

◆ **Power supply**

220-240V: 220-240 V, 50/60 Hz, 0.7 A or more (when fully equipped)

120V: 100-120 V, 50/60 Hz, 1.3 A or more (when fully equipped)

◆ **Power consumption**

Average power consumption while printing: 50 W or less (not including options)

Energy Saver mode: less than 11 W

To avoid any power consumption, disconnect the power plug from the wall outlet.

(Disconnect the power plug after turning the power off with the [Power] key.)

Power consumption can vary depending on the environment in which the machine is used.

◆ **Operating environment**

Temperature: 10 to 32°C (50 to 89.6°F)

Humidity: 15-80% RH (maximum wet-bulb temperature: 25°C (77°F))

Printing may stop to protect the machine for conditions outside those described above.

◆ **Storage environment**

Temperature: -20 to 43°C (-4 to 109.4°F)

Humidity: 15-80% RH

◆ **External dimensions**

(W × D × H) 436 × 490.5 × 366 mm (17.2 × 19.3 × 14.4 inches)

(W × D × H) 436 × 712.5 × 443 mm (17.2 × 28 × 17.4 inches) (with the optional tray installed)

◆ **Weight**

Approximately 20.5kg (45.2 lb.) (machine body with consumables)

◆ **Noise emission**

Less than 67 dB (high quality mode)

◆ **Interface**

USB 2.0 high speed

Ethernet 10BASE-T/100BASE-TX

◆ **Print cartridges**

Print cartridge black

Print cartridge cyan

Print cartridge magenta

Print cartridge yellow

The printing yields of the Print cartridges packaged with the machine are lower than the yields of the Print cartridges available for purchase separately.

Printer Function Specification

The following explains the specifications of the printer.

◆ **Interface**

USB 2.0 high speed

Ethernet 10 BASE-T/ 100BASE-TX

◆ **Printer language**

RPCS Raster

Copier Function Specification

The following explains the specifications of the copy.

◆ Reduce/Enlarge

- You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- Copies can be reduced or enlarged as follows:
 - Metric
 - 200 % (enlarge area by 4) : -
 - 141 % (enlarge area by 2) : A5→A4
 - 93 %:-
 - 71 % (reduce area by $\frac{1}{2}$): A4→B5
 - 50 % (reduce area by $\frac{1}{4}$): -
- You can select one of 6 preset ratios (2 enlargement ratios, 3 reduction ratios).
- Copies can be reduced or enlarged as follows:
 - Inch
 - 155 %: HTL→LG
 - 129 %: HLT→LT
 - 100 %:-
 - 93 %:-
 - 78 %: LG→LT
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

◆ Zoom

- The reproduction ratios you can specify are 25-400 %.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

◆ Duplex

- Following paper sizes and orientations can be duplexed.
A4□, B5□, Letter□, Executive□(184.2 mm×266.7 mm (7.3×10.5 inches)), 16K□(195×267 mm(7.7×10.6 inches)), Postcard□
- You cannot use the following copy paper with this function:
If you set [Paper Type] to [Plain], duplex copying can be carried out on inkjet plain paper.
 - OHP transparencies
 - Thick paper
 - Envelope
 - Glossy paper
- During copying, the image is shifted to allow for the binding margin.

◆ Poster

You can enlarge an image and print it over multiple sheets.

◆ Mirror Image

Copies by reversing the image from left to right, as reflected in a mirror.

◆ **Image Repeat**

The original image is copied repeatedly.

◆ **Auto Reduce/Enlarge**

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Scanner Function Specification

The following explains the specifications of the scanner.

◆ **How to Position Originals**

Machine: Place originals on the exposure glass, and align them with the reference point in the top left corner.

◆ **Scan type**

Sheet, book, objects

◆ **Interface**

USB 2.0 high speed

Ethernet 10 BASE-T/ 100BASE-TX

◆ **Maximum scan size**

A4 (210×297 mm)/ Legal (8¹/₂"×14")

◆ **Scan sizes automatically detectable from the exposure glass**

None

◆ **Basic scanning resolution**

300×300 dpi

◆ **Selectable scanning resolutions when using the E-mail / Scan to FTP**

B&W (1 bit): 150, 300, 600 dpi

Gray (8 bit): 150, 300 dpi

Color (8 bit): 150, 300 dpi

◆ **Selectable scanning resolution when using TWAIN scanner**

100, 150, 200, 300, 400, 600, 1200 dpi

◆ **Sendable file formats**

TIFF, JPEG, PDF

◆ **Image compression type for black and white (two values)**

TIFF (MH, MR, MMR)

◆ **Image compression type for gray scale/full color**

JPEG

◆ **Network protocol**

TCP/IP

◆ **Protocol for sending e-mail**

SMTP, POP3

◆ **Protocol for Scan to FTP**

FTP

◆ Number of pages that can be stored

The following numbers of pages can be stored under Scan to E-mail and Scan to FTP.

Depending on the amount of data needed for individual page images, the number of pages that can be stored might vary.

Scan Type	Scan Size	Resolution	Number of pages that can be stored
B&W	A4☐	150 dpi	15
		300 dpi	4
Color	A4☐	150 dpi	4
		300 dpi	1
Gray	A4☐	150 dpi	5
		300 dpi	1

Option (Paper Feed Unit)

◆ Paper Feed Unit TK1020

◆ Paper sizes

A4 □, B5 □, Legal □, Letter □, Executive □ (184.2 mm × 266.7 mm (7.3 × 10.5 inches)), F □ (203.2 mm × 330.2 mm (8.0 × 13.0 inches)), Foolscap (F4) □ (215.9 mm × 330.2 mm (8.5 × 13.0 inches)), Folio □ (209.5 mm × 330.2 mm (8.3 × 13.0 inches)), 16K □
Custom paper sizes: 210-356 mm (length) × 148-216 mm (width)

◆ Paper type

Plain paper
Inkjet plain paper
Recycled paper
Color paper

◆ Paper weight

60-105 g/m² (16-28 lb, 52-90 kg)

◆ Paper capacity

500 sheets

Option (Multi Bypass Tray)

◆ Multi Bypass Tray Type BY1000

◆ Paper sizes

A4□, A5□, A6□, B5□, Legal□, Letter□, 5 1/2"×8 1/2"□, Executive□, F/GL□, Foolscap□, 16K□, COM10□, Monarch□, C6□, C5□, DL Env□
□127-1295.4 mm×□55-216 mm

◆ Paper type

Plain paper
Recycled paper
Color paper
Inkjet plain paper
Glossy paper
Inkjet transparency
Envelope

◆ Paper weight

60-255 g/m² (16-68 lb)

◆ Paper capacity

100

Option (Network Interface Board)

◆ Network Interface Board GX4

- Interface Connector:
Ethernet (10 BASE-T, 100 BASE-TX)
- Data Transmission Speed:
10M bps, 100 Mbps
- Protocol for Network Printer:
TCP/IP
- Protocol for Network Scanner:
TCP/IP
- Protocol for Sending E-mail:
SMTP, POP3
- Protocol for Scan to FTP:
FTP

Software on the CD-ROM

This section explains the “Drivers, Manual & Utilities” CD-ROM supplied with the machine.

Files

The following is a list of the files on the “Drivers, Manual & Utilities” CD-ROM.

File Name
Setup.exe
Printer Driver
TWAIN Driver
SmartDeviceMonitor for Client
ICM Color Profiles for Printer
Manuals (HTML files)

RPCS Raster Printer Drivers

This section gives the file locations of the different RPCS raster printer drivers and their system requirements.

◆ File Location

The drivers are in the following folders on the supplied CD-ROM.

- RPCS raster printer driver for Windows 98/Me

DRIVERS\PRINTER\RPCS_R\WIN9X_ME\DISK1

- RPCS raster printer driver for Windows 2000/XP/Vista and Windows Server 2003

DRIVERS\PRINTER\RPCS_R\WIN2K_XP\DISK1

- RPCS raster printer driver for Windows NT 4.0

DRIVERS\PRINTER\RPCS_R\NT4\DISK1

◆ System Requirements for the Printer Drivers

- Computer

PC/AT-compatible computer that supports the operating system.

- The Windows NT 4.0 printer driver is incompatible with any version of Windows NT 4.0 designed to run on a RISC processor (MIPS R series, Alpha AXP, or Power PC processors).
- Operating Systems
 - Windows 98/Me
 - Windows 2000/XP/Vista or Windows Server 2003
 - Windows NT 4.0
- Display Resolution
 - Minimum SVGA 800 × 600 pixels

Note

- The machine does not support by Windows XP 64-Bit Edition, Windows Vista 64-Bit Edition or Windows Server 2003 64-Bit Edition.
- The printer drivers do not support clustering technology under Windows 2000 and Windows Server 2003.
- For details about using the printer driver, see the printer driver Help.

Reference

- For details about installing the RPCS raster printer driver, see p.50 "Installing the Printer Driver (Network)", p.43 "Quick Install for USB", p.48 "Quick Install for Network".

TWAIN Driver

This section explains 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 Location

The TWAIN driver is in the following folders on the supplied CD-ROM.

\DRIVERS\TWAIN

◆ System requirements

- Hardware
PC/AT-compatible machines that support the operating system properly.
- Operating systems
Windows 98/Me
Windows 2000/XP/Vista
Windows NT 4.0
Windows Server 2003
- Display
VGA 640×480 pixels or more

Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.

SmartDeviceMonitor for Client

This section explains the functions and location of SmartDeviceMonitor for Client.

SmartDeviceMonitor for Client is software with the following functions. It is recommended that you install it on any computer you wish to use the machine with.

- Under Windows 98/Me, Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, you can print over a peer-to-peer TCP/IP network. Under Windows 98/Me, Windows 2000, and Windows NT 4.0, you can also print over a peer-to-peer NetBEUI network.
- You can monitor the machine status over a TCP/IP network.

◆ File Location

SmartDeviceMonitor for Client is in the following folder on the supplied CD-ROM.

NETWORK\DEVMON\CLIENT\DISK1

⬇ Note

- See p.270 "Using the SmartDeviceMonitor for Client" or the SmartDeviceMonitor for Client Help.

📖 Reference

- For details about installing SmartDeviceMonitor for Client, see p.60 "Installing the DeskTop-Binder - SmartDeviceMonitor for Client (Network)".

Manuals (HTML files)

This section explains the location of the manuals (HTML files).

◆ File Location

The manuals are in the following folders on the supplied CD-ROM.

MANUAL

Printer Driver

Checking the Current Printer Driver Version

Follow the procedure below to check the version of the printer driver currently installed.

- 1 Open the printer properties dialog box.
- 2 Click the [Setup] tab.
- 3 Click [About].

The [About] dialog box appears.

- 4 Check the version.

Reference

- p.121 "Two Types of Printer Properties Dialog Box"
- p.122 "Opening from an Application"

Electromagnetic Interference

If another electronic device is placed next to the machine, each will influence the other negatively. In the case of a television or radio, noise may be generated. If this happens, do the following:

- Move the television or radio as far as possible from the machine.
- Change the position of the antenna of the television or radio.
- Use a different wall outlet on a different circuit.

List of Printouts

This section lists the printouts available from the printer's control panel.

Printout	Print method	Tray	Size	Type
Configuration page	[Menu]→ [Engine Settings]→ [List/Test Print]→ [Configuration Page]	Tray selected in [Paper Tray Prty.] (Tray 1 if no optional tray attached)	220V: A4 120V: Letter	Plain
Page counter sheet	[Menu]→ [Counter]→ [Print Counter?]	Tray selected in [Paper Tray Prty.] (Tray 1 if no optional tray attached)	220V: A4 120V: Letter	Plain
Nozzle check test pattern	[Menu]→ [Maintenance]→ [Nozzle Check]	Tray 1	220V: A4 120V: Letter	Plain
Test pattern (head position)	[Menu]→ [Maintenance]→ [Head Position]→ [Print Test Pattern]	Tray 1	220V: A4 120V: Letter	Plain
Test pattern (adj.paper feed)	[Menu]→ [Maintenance]→ [Adj.Paper Feed]→ [Print Test Pattern]	Tray 1	220V: A4 120V: Letter	Plain
Test pattern (registration)	[Menu]→ [Maintenance]→ [Registration]	Selected tray	220V: A4 120V: Letter	Selected paper type (plain, glossy paper, or OHP)
Machine status list	[Menu]→ [System Settings]→ [Print Report]	[Paper Tray Prty.]	A4, Letter, Legal	Plain (including inkjet plain paper)

Entering Text

This section lists the characters you can enter.

◆ Name (Display: 1)

	1
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
*	
#	#

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◆ E-mail address

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	.	@	_	-																										
2	A	B	C	a	b	c																								
3	D	E	F	d	e	f																								
4	G	H	I	g	h	i																								
5	J	K	L	j	k	l																								
6	M	N	O	m	n	o																								
7	P	Q	R	S	p	q	r	s																						
8	T	U	V	t	u	v																								
9	W	X	Y	Z	w	x	y	z																						
0	<small>(space)</small>	0																												
*																														
#	-	.	*	#	!	"	,	;	:	^	`	_	=	/		'	?	\$	@	%	&	+	()	[]	{	}	<	>

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