



Operating Instructions About This Machine



-
- 1** Getting Started
 - 2** Entering Text
 - 3** Appendix

Introduction

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

Important

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

Notes:

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

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

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

Laser Safety:

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

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



Caution:

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

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

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

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

Power Source

220-240V, 50/60Hz, 4A or more

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

Manuals for This Machine

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

Important

- ☐ Media differ according to manual.
- ☐ The printed and electronic versions of a manual have the same contents.
- ☐ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ☐ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ About This Machine

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

❖ General Settings Guide

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

❖ Troubleshooting

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

❖ Security Reference

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use.

Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ Copy Reference

Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

❖ Facsimile Reference

Explains Facsimile functions and operations.

❖ Printer Reference

Explains Printer functions and operations.

❖ Scanner Reference

Explains Scanner functions and operations.

❖ Network Guide

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

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

❖ Other manuals

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

Note

- ❑ Manuals provided are specific to machine types.
- ❑ For “UNIX Supplement”, please visit our Web site or consult an authorized dealer.
- ❑ “PostScript3 Supplement” and “UNIX Supplement” include descriptions of functions and settings that might not be available on this machine.
- ❑ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional ^{*1}	DeskTopBinder
ScanRouter EX Professional ^{*1} and ScanRouter EX Enterprise ^{*1}	the ScanRouter delivery software

^{*1} Optional

What You Can Do with This Machine

This section introduces the features of this machine.

Note

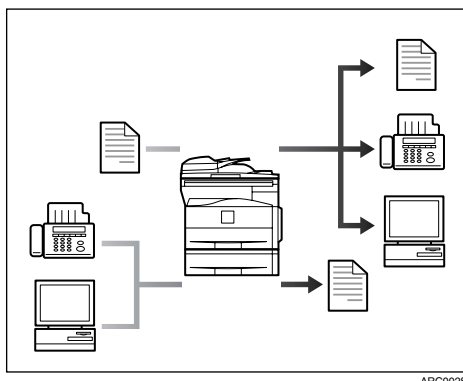
- ❑ For details about additional items, see “Other Items”.
- ❑ Some functions may not be available depending on your machine type.

Reference

p.13 “Other Items”

Copier, Facsimile, Printer, and Scanner Functions

This machine provides copier, facsimile, printer, and scanner functions.



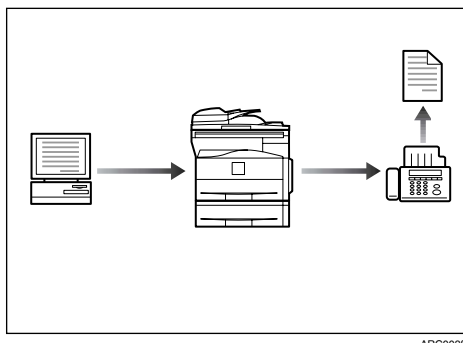
- You can make copies of originals. See Copy Reference.
- You can send originals by fax or e-mail, and receive faxes from other parties. See Facsimile Reference.
- You can print documents created in applications. See Printer Reference.
- You can print documents from Windows 95/98/Me (TCP/IP, IPP), Windows 2000 (TCP/IP, IPP), Windows XP/Server 2003 (TCP/IP, IPP), Windows NT 4.0 (TCP/IP, IPP), NetWare, UNIX (TCP/IP), and Macintosh (AppleTalk) environments because the machine supports all these (multi-protocol).
- You can scan originals and send scan files to a computer. See Scanner Reference.
- You can scan originals in full colour using the scanner function.

Paperless Fax Transmission

You can send a file by fax without printing it.

Transmission

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

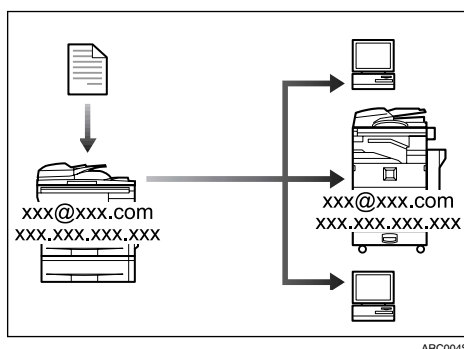


ARC003S

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.
- For details about the machine's settings, see “Network Settings”, General Settings Guide.
- For details about how to use the function, see “Fax via Computer”, Facsimile Reference.

Fax Transmission and Reception Through the Internet

You can send fax documents via e-mail by specifying the recipient's e-mail address (Internet Fax Transmission). You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception). You can send fax documents by specifying IP-fax destination using IP addresses (IP-Fax Transmission). You can receive sent documents via Internet Fax (IP-Fax Reception).



❖ Internet Fax

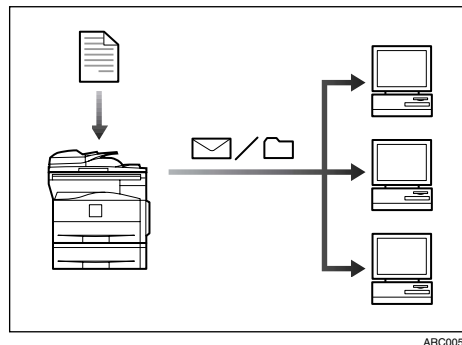
- You can send fax documents through e-mail by specifying the recipient's e-mail address.
- E-mails can be received on a fax machine that supports Internet Fax, or on a computer that can receive normal e-mail.
- You can receive e-mails or Internet Fax, and then print or forward them.
- For details about the machine's settings, see "Network Settings", General Settings Guide.
- For details about how to use the function, see "Transmission", Facsimile Reference.

❖ IP-Fax

- You can exchange documents between fax machines directly connected to the TCP/IP network.
- You can send documents by specifying an IP address or host name instead of a fax number.
- For details about the machine's settings, see "Network Settings", General Settings Guide.
- For details about how to use this function, see "Transmission", Facsimile Reference.

Using the Scanner in a Network Environment

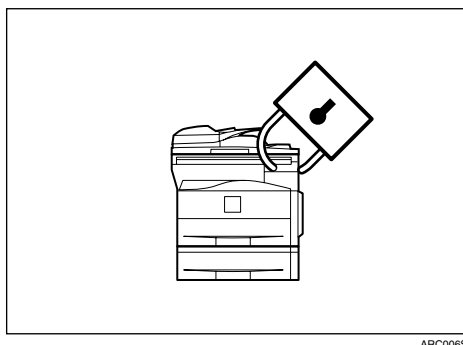
You can use a scanner over the network.



- You can send scan files to a specified destination using e-mail (Sending scan file by e-mail). See “Sending Scan Files by E-mail”, Scanner Reference.
- With the ScanRouter delivery software, you can save scan files in specified destinations on network computers (Saving scan files). See “Sending Scan Files by Scan to Folder”, Scanner Reference.
- You can send scan files directly to folders (Sending scan file by Scan to Folder).
- Under the network delivery scanner function, you can use the machine as a delivery scanner for the ScanRouter delivery software or DeskTopBinder. You can save scan files or fax-received files in the delivery server, or deliver them to a folder on a computer on the same network.
- For details about specifying the machine’s settings for using its scanner function over the network, see “Network Settings”, General Settings Guide.
- For details about using the scanner function over the network, see “Using the Network TWAIN Scanner Function”, Scanner Reference.

Administering the Machine (Security Functions)

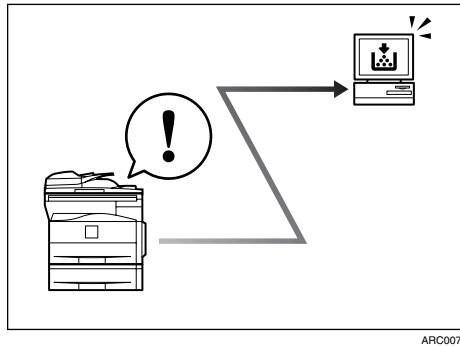
You can prevent information leakage by managing the machine.



- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.
- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.

Monitoring the Machine Via Computer

You can change the machine's settings and monitor its status from a connected computer.



Web Image Monitor lets you configure and operate the machine using a Web browser on a computer. You can also install SmartDeviceMonitor for Admin on a computer to configure and operate the machine.

Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.

Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, fax features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

You can also use SmartDeviceMonitor for Admin to register information in the address book.

Reference

General Settings Guide

SmartDeviceMonitor for Admin Help

Web Image Monitor's Help

TABLE OF CONTENTS

Manuals for This Machine	i
What You Can Do with This Machine	iii
Copier, Facsimile, Printer, and Scanner Functions	iii
Paperless Fax Transmission	iv
Fax Transmission and Reception Through the Internet	v
Using the Scanner in a Network Environment	vi
Administrating the Machine (Security Functions)	vii
Monitoring the Machine Via Computer	viii
Notice	1
Important	1
Notes To Wireless LAN Interface Users	1
How to Read This Manual	2
Symbols	2
Name of Major Item	2
Safety Information	3
Safety During Operation	3
Positions of ⚠ WARNING and ⚠ CAUTION labels	6
User Information on Electrical & Electronic Equipment	7
Users in the EU, Switzerland and Norway	7
All Other Users	7
ENERGY STAR Program	8
Specifications	9
Recycled Paper	9

1. Getting Started

Guide to Components	11
Other Items	13
Control Panel	14
Display	17
Reading the Display and Using Keys	17
When the Authentication Screen is Displayed	18
User Code Authentication (Using the Control Panel)	18
User Code Authentication (Using a Printer Driver)	18
Login (Using the Control Panel)	19
Logout (Using the Control Panel)	19
Login (Using a Printer Driver)	20
Login (Using Web Image Monitor)	20
Logout (Using Web Image Monitor)	20
Changing Modes	21
Turning On the Power	22
Turning On the Main Power	22
Turning On the Power	23
Turning Off the Power	23
Turning Off the Main Power	24
Saving Energy	25

2. Entering Text

Entering Text	27
Available Characters	27
Keys	27
How to Enter Text	28

3. Appendix

Dos and Don'ts	37
Software and Utilities Included on the CD-ROM	38
Viewing the Contents of the CD-ROM	38
Printer Drivers for This Machine	39
TWAIN Driver	40
LAN-Fax Driver	41
DeskTopBinder Lite	41
SmartDeviceMonitor for Admin	43
DeskTopBinder-SmartDeviceMonitor for Client	44
Specifications for the Main Unit	45
Specifications for External Items	48
Exposure Glass Cover	48
Auto Document Feeder capable of scanning both sides of a sheet (ARDF)	48
Paper Tray Unit (Tray 2)	49
Copy Paper	50
Recommended Paper Sizes and Types	50
Unusable Paper	52
Paper Storage	53
INDEX	54

Notice

Important

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

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

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

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

Notes To Wireless LAN Interface Users



Declaration of Conformity

Notice to Users in EEA Countries

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

The CE Declaration of Conformity is available by accessing the URL:

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

WARNING:

Indicates important safety notes.

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

CAUTION:

Indicates important safety notes.

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

Important

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

This symbol indicates information or preparations required prior to operating.

Note

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

Reference

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

[]

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

[]

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

Name of Major Item

Major item of this machine is referred to as follows in this manual:

- Auto Document Feeder capable of scanning both sides of a sheet → ARDF

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

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

⚠ WARNING:

- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
 - ***You spill something into the machine.***
 - ***You suspect that your machine needs service or repair.***
 - ***The external housing of your machine has been damaged.***
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer.***
- ***Dispose of used toner containers in accordance with local regulations.***
- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***
- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***
- ***If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.***

⚠ CAUTION:

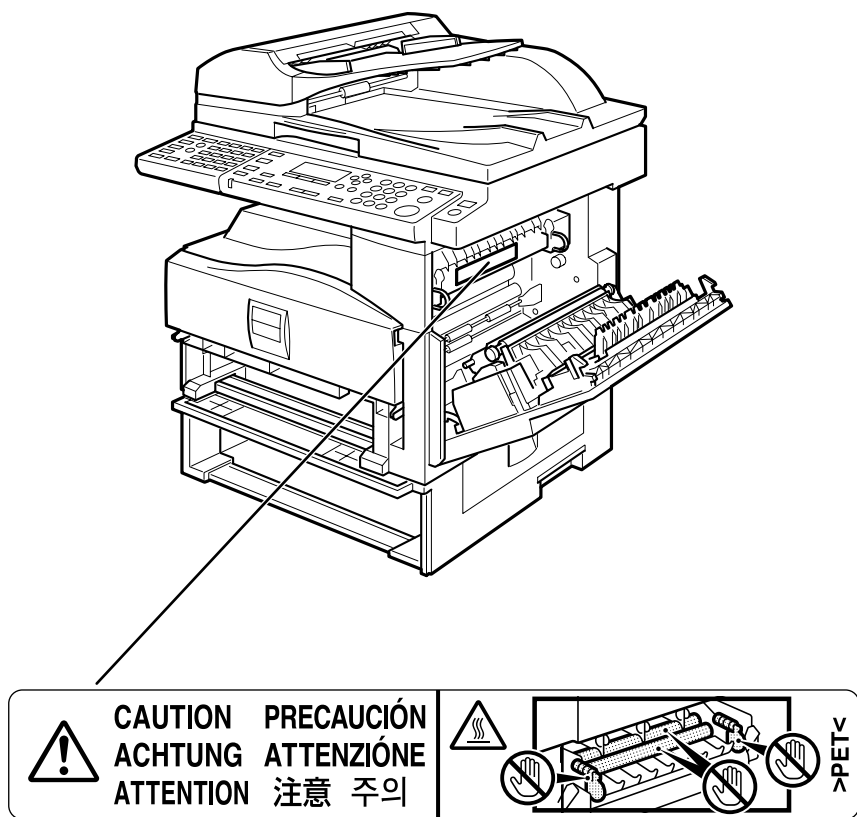
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.*
- *For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*
- *Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.*
- *Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*

 **CAUTION:**

- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*
- *Do not look into the lamp - it can damage your eyes.*
- *When loading paper, take care not to trap or injure your fingers.*
- *During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the rollers during operation. An injury might occur.*
- *Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.*
- *If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.*

Positions of ⚠ WARNING and ⚠ CAUTION labels

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



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

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

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

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



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

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

All Other Users

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

ENERGY STAR Program

ENERGY STAR®



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

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

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

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

- **Low Power mode**
This machine automatically lowers its power consumption 1 minute after finishing the last copy or print job. Fax reception and printing is still possible in Low Power mode, but to make copies, you have to press the operation switch first.
- **Off mode (Copier only)**
To conserve energy, this machine automatically turns off 1 minute after finishing the last copy or print job. In this manual, the Off mode is called the Auto Off mode.
- **Sleep mode (Fax, printer, or scanner installed)**
If there is a fax, printer, or scanner unit installed, this machine automatically lowers its power consumption even further 1 minute after finishing the last copy or print job. Fax reception and printing is still possible in Sleep mode, but to make copies, you have to press the operation switch first.

Note

- ☐ If you want to operate this machine while it is in either of these modes, do one of the following:
 - Turn on the operation switch.
 - Place originals in the ARDF.

Reference

“Timer Settings”, General Settings Guide

- **Duplex Priority**
The ENERGY STAR Program recommends the duplex function. This function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals → two-sided copies) can be selected preferentially when the operation switch or the **[Clear Modes]** key is pressed, or the machine resets automatically.

Specifications

		Copier only	Fax, printer, or scanner installed
Low Power mode	Power consumption	25 W	35 W
	Default interval	1 minute	1 minute
	Recovery time	Less than 10 seconds	Less than 10 seconds
Sleep mode	Power consumption	-	Less than 10 W
	Default interval	-	1 minute
	Recovery time	-	Less than 10 seconds
Off mode	Power consumption	Less than 1 W	-
	Default interval	1 minute	-
	Recovery time	Less than 10 seconds	-
Duplex Priority		1 Sided → 1 Sided	

Recycled Paper

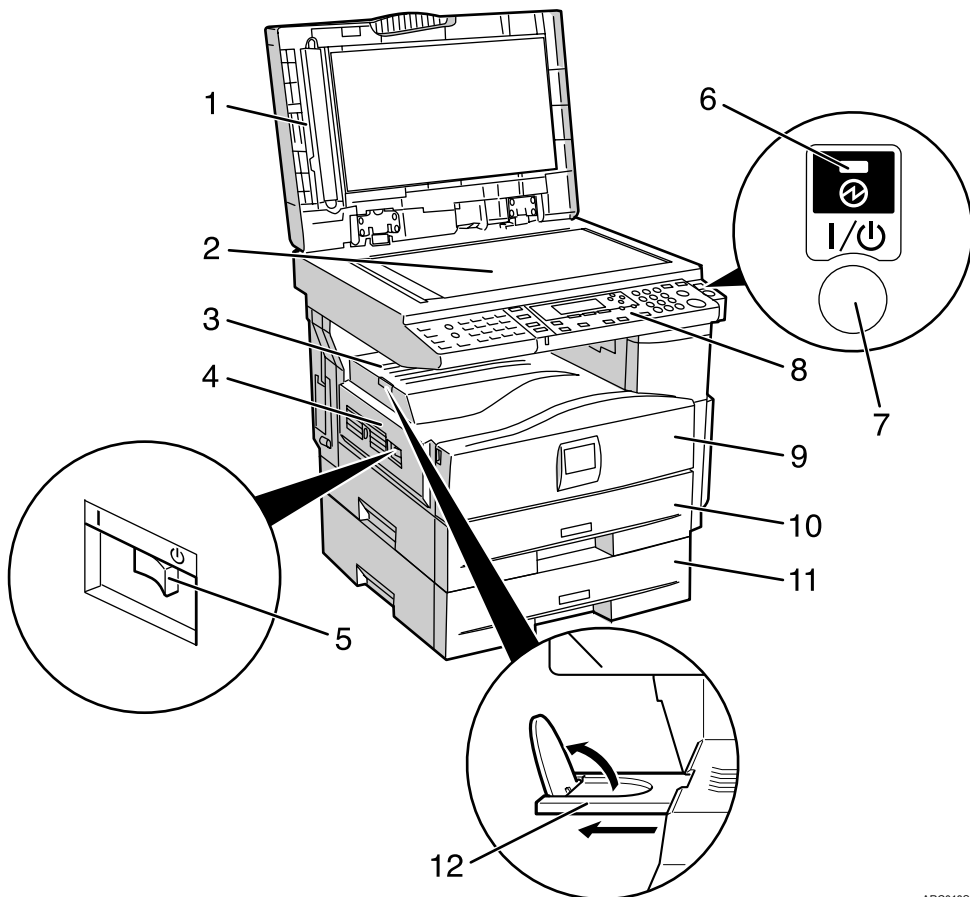
In accordance with the ENERGY STAR Program, we recommend you use environmentally friendly recycled paper. Please contact your sales representative for recommended paper.

1. Getting Started

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.



ARC018S

1. ARDF

Place a stack of originals here face up. They will be fed in automatically. This document feeder can be used for two-sided originals.

2. Exposure glass

Place originals here face down.

3. Internal tray

Copied or printed paper or fax messages are delivered here.

Paper capacity: 250 sheets

4. Ventilation holes

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

5. Main power switch

If the machine is not powered on after pressing the operation switch, check that the main power switch is turned on. If it is off, turn it on.

6. Main power indicator

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

7. Operation switch

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

8. Control panel

See p.14 "Control Panel".

9. Front cover

Open to access the inside of the machine.

10. Paper tray

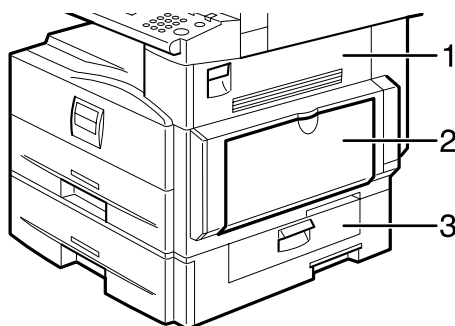
Load paper here.

11. Paper tray unit (Tray 2)

See p.13 "External Items".

12. Internal tray guide

Open out and raise the end fence to support large paper.



ARC015S

1. Right cover

Open this cover to remove jammed paper fed from the paper tray.

2. Bypass tray

Use to copy or print onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

3. Lower right cover

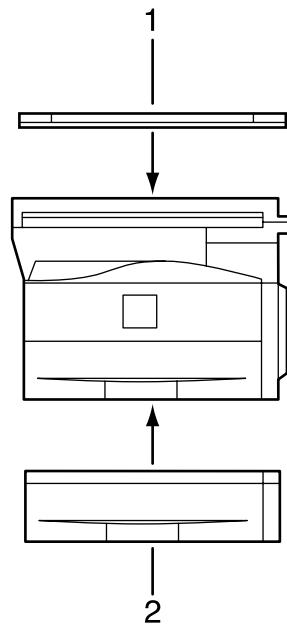
Open this cover to remove jammed paper fed from the paper tray unit (Tray 2).

Other Items

This section introduces the names and functions of the other main items.

External Items

This section provides explanations about external items.



ARC008S

1. Exposure glass cover

Lower this cover over originals.

2. Paper tray unit (Tray 2)

Holds 500 sheets.

Internal Items

This section describes the items that can be installed in the machine.

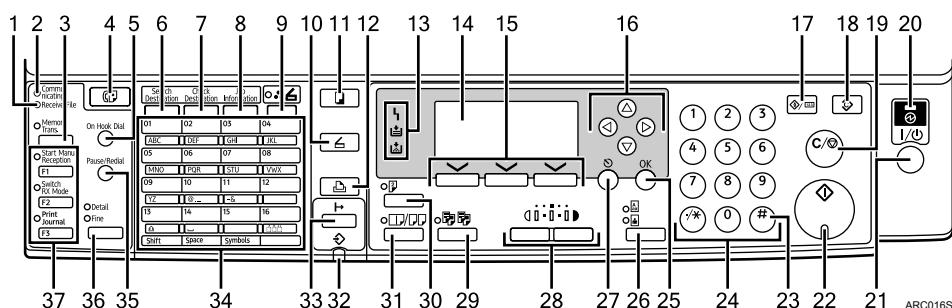
- **Printer/Scanner unit**
Allows you to use the printer and scanner functions.
- **IEEE 1284 Interface Board**
Allows you to connect to an IEEE 1284 cable.
- **IEEE 802.11b wireless LAN board**
Allows you to install a wireless LAN interface.
- **Bluetooth unit**
Allows you to expand the interface.

Note

- ☐ You cannot install two or more of the following items: IEEE 1284 Interface Board, IEEE 802.11b wireless LAN board, Bluetooth unit.

Control Panel

This illustration shows the control panel of a machine that has fax and printer/scanner installed.



1. Receive File indicator (facsimile mode)

Remains lit when fax memory receives a file. Flashes for Memory Lock files.

See “Substitute Reception”, Facsimile Reference.

2. Communicating indicator

Lights during data transmission or reception.

3. [Memory Trans.] key (facsimile mode)

Press to toggle between Memory Transmission (Memory Trans.) and Immediate Transmission (Immediate Trans.) modes. See “Memory Transmission”, Facsimile Reference.

4. [Facsimile] key

Press to activate the facsimile function. See Facsimile Reference.

5. [On Hook Dial] key (facsimile mode)

Press this to hear dial and data tones on the fax line while dialing, as if the handset were off the hook. For details, see “On Hook Dial”, Facsimile Reference.

6. [Search Destination] key (scanner and facsimile mode)

Press to search for a destination registered in the destination list.

7. [Check Destination] key (scanner and facsimile mode)

Press to check the specified destination.

8. [Job Information] key (scanner and facsimile mode)

Press to obtain status information on transmitted data.

9. Colour Scan Key

Press to scan originals in full colour.

10. [Scanner] key

Press to activate the scanner function. See Scanner Reference.

11. [Copy] key


Press to activate the copy function. See Copy Reference.


12. [Printer] key


Press to activate the printer function. See Printer Reference.

13. Indicators

Display errors and machine status.

 : Error indicator. See Network Guide or “Clearing Misfeeds”, Troubleshooting.

 : Load Paper indicator. See Troubleshooting.

 : Add Toner indicator. See Troubleshooting.

14. Display panel

Displays operational status and messages. See “Display”.

15. Selection keys

Correspond to items on the display. Press to select the corresponding item.

16. Scroll keys

Press to select an item.

[▲]:scrolls upward

[▼]:scrolls downward

[▶]:scrolls right

[◀]:scrolls left

17. [User Tools/Counter] key

- User Tools
Press to change default or operation parameters according to requirement.
- Counter
Press to check or print the counter value. See "Accessing User Tools", General Settings Guide.

18. [Clear Modes] key

Press to clear the current settings.

19. [Clear/Stop] key

- Clear
Clears an entered numeric value.
- Stop
Stops a job in progress, such as scanning, faxing, or printing.

20. Main power indicator

The main power indicator lights when the main power switch is turned on.

If the operation switch's indicator is lit or flashing, do not turn off the machine's main power switch. Doing so might damage the memory.

21. Operation switch

Press to turn the power on. The switch's indicator lights. To turn the power off, press again. See "Turning On the Power".

22. [Start] key

Press to start copying, printing, scanning, or sending.

23. [#] key

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

24. Number keys

Press to enter numeric values.

25. [OK] key

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

26. [Original] key (copier, scanner and facsimile mode)

Press to select the most suitable scanning method for the original. See "Original Type Setting", Copy Reference, "Selecting Original Type", Scanner Reference, and "Original Type", Facsimile Reference.

27. [Escape] key

Press to cancel operation or return to the previous display.

28. [Lighter] key, [Darker] key (copier, scanner and facsimile mode)

Press to adjust the scanning density under the copier, fax and scanner functions.

29. [Sort] key (copier mode)

Press to automatically sort printed copies. See "Sort", Copy Reference.

30. [Duplex] key (copier mode)

Press to make two-sided copies. See "Duplex", Copy Reference.

31. [Combine/Series] key (copier mode)

- Combine
Combines and prints the pages of a multiple-sheet original onto a single-sheet. See "One-Sided Combine" and "Two-Sided Combine", Copy Reference.
- Series
Copies each side of a two-sided original onto two sheets. See "Series Copies", Copy Reference.

32. ⇄Data In indicator (printer mode)

Flashes when receiving a print job. See Printer Reference.

33. [↔Online] key (printer mode)

Press to switch between on-line and off-line modes.

34. Quick Dial keys

Press to enter letters and symbols. See “Entering Text”. Press to select the registered destination at a single touch. See Facsimile Reference and Scanner Reference.

35. [Pause/Redial] key (facsimile mode)

- **Pause**
Press to insert a pause in a fax dialing sequence. You cannot insert a pause at the beginning of a sequence. The pause is indicated by “-”. For details, see “Entering a pause”, Facsimile Reference.
- **Redial**
Press this to select a recently-dialed destination. For details, see “Redial”, Facsimile Reference.

Reference

p.17 “Display”

p.22 “Turning On the Power”

p.27 “Entering Text”

“Accessing User Tools”, General Settings Guide

“General Settings/Adjust”, General Settings Guide

“Clearing Misfeeds”, Troubleshooting

“Original Type Setting”, Copy Reference

“Sort”, Copy Reference

“Duplex”, Copy Reference

“One-Sided Combine”, Copy Reference

“Two-Sided Combine”, Copy Reference

“On Hook Dial”, Facsimile Reference

“Substitute Reception”, Facsimile Reference

“Entering a pause”, Facsimile Reference

“Redial”, Facsimile Reference

“Original Type”, Facsimile Reference

“Memory Transmission”, Facsimile Reference

“Resolution”, Facsimile Reference

“Selecting Original Type”, Scanner Reference

Printer Reference

Network Guide

36. [Resolution] key (facsimile mode)

Press to specify the resolution of the fax. See “Resolution”, Facsimile Reference.

37. User Function keys (facsimile mode)

You can assign frequently-used functions to these keys. See “General Settings/Adjust”, General Settings Guide.

By default, the following functions are registered:

[F1] key: Start Manual Reception

[F2] key: Switch RX Mode

[F3] key: Print Journal

Display

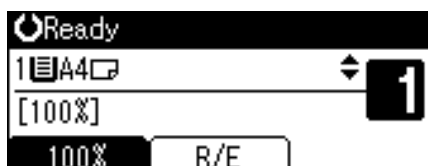
The display panel shows machine status, error messages, and function menus. When you select or specify an item on the display panel, it is highlighted like

100%

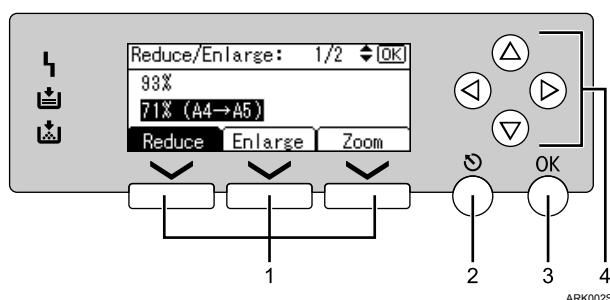
Important

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

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



Reading the Display and Using Keys



1. Selection keys

Correspond to items at the bottom line on the display.

Example: The copy display

- When the instruction “press **[Reduce]**” appears in this manual, press the left selection key.
- When the instruction “press **[Enlarge]**” appears in this manual, press the centre selection key.
- When the instruction “press **[Zoom]**” appears in this manual, press the right selection key.

2. [Escape] key

Press to cancel an operation or return to the previous display.

3. [OK] key

Press to set a selected item or entered numeric value.

4. Scroll keys

Press to move the cursor in each direction, step by step.

When **[▲]**, **[▼]**, **[▶]** or **[◀]** appears in this manual, press the scroll key of the same direction.

When the Authentication Screen is Displayed

1

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled, the authentication screen appears. The machine is operable only if you enter a valid user name and password. If user code authentication is enabled, you cannot use the machine until you enter a valid user code. If you are using the machine, you are “logged in”. When you cannot use the machine, you are “logged out”. To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

Important

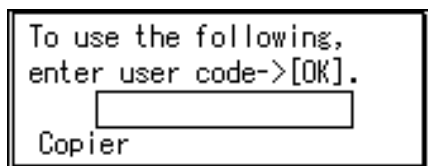
- ☐ Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.
- ☐ The user code you must enter for User Code Authentication is the numerical value registered as “login user name” in the address book.

Note

- ☐ “Authentication failed.” appears if the authentication failed. Check the login user name and login password.

User Code Authentication (Using the Control Panel)

When user authentication is enabled, the following screen appears:



- 1** Enter a user code (one to eight digits), and then press the [OK] key.

Note

- ☐ To log off, press the operation switch.

User Code Authentication (Using a Printer Driver)

If user authentication is enabled, specify the user code in the properties screen of the driver.

Note

- ☐ If logged in through User Code Authentication, logging out is not necessary.

Reference

For driver settings and procedures, see the appropriate driver's Help.

Login (Using the Control Panel)

Use the following procedure to log in when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled.

- 1** Enter the login user name and then press the [OK] key.

Login:	[OK]
Enter a login user name.	
abc	_

- 2** Enter the login password and then press the [OK] key.

Login:	[OK]
Enter login password.	
abc	

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

Logout (Using the Control Panel)

Use the following procedure to log out when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled.

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

User Tools	1/4	[OK]
Counter		
System Settings		
Logout		

- 3** Press [Yes].

Are you sure you want to log out?	
No	Yes

Login (Using a Printer Driver)

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled, make encryption settings in the properties screen of the driver, and then specify a login user name and password.

 **Note**

- ☐ If logged in using a printer driver, you do not have to log off.

 **Reference**

For driver settings and procedures, see the appropriate driver's Help.

Login (Using Web Image Monitor)

Use the following procedure to log in from Web Image Monitor when User Authentication is enabled.

1 Click [Login].

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

 **Note**

- ☐ For user code authentication, enter a user code in [Login User Name], and then click [OK].
-

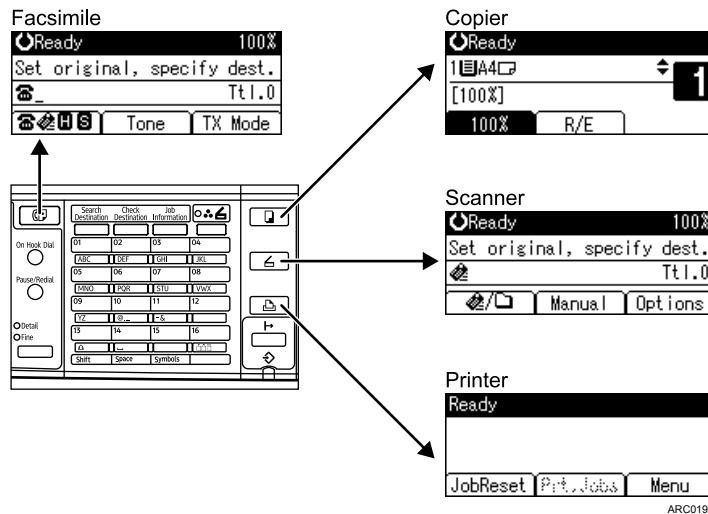
Logout (Using Web Image Monitor)

Click [Logout] to log out from Web Image Monitor when User Authentication is enabled.

Changing Modes

Note

- ❑ You cannot switch modes during initial setup.
- ❑ The copy display is displayed as default after power on. You can change this default setting. For the setting procedure, see “General Features”, General Settings Guide.
- ❑ The following illustrations show screens that appear when fax and printer/scanner are installed.



❖ System Reset

The screen specified in Function Priority appears automatically after a certain period of time has elapsed. This function is called “System Reset”. You can change the System Reset time. For the setting procedure, see “Timer Settings”, General Settings Guide.

🔍 Reference

“General Features”, General Settings Guide

“Timer Settings”, General Settings Guide

Turning On the Power

1

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

❖ Power supply

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

- Operation switch (right side of the control panel)
Press to activate the machine. When the machine has finished warming up, you can make use of each function.
- Main power switch (left side of the machine)
Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off.
When the fax unit is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

📌 Note

- ❑ This machine automatically enters Energy Saver mode and reduces its power consumption if you do not use it for a while with its power “On”.

🔍 Reference

“Timer Settings”, General Settings Guide

Turning On the Main Power

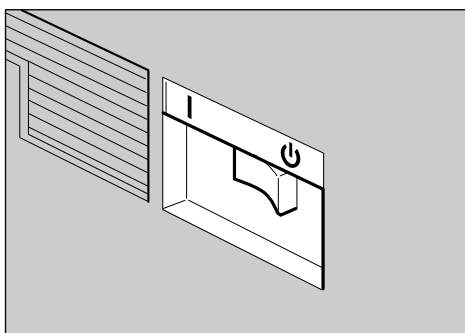
Turn on the main power as follows:

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

2 Turn on the main power switch.

The machine turns on and “Please wait...” appears on the display.

Both the main power indicator and the operation switch indicator light up.



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Note

- ☐ Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.
- ☐ When the message “Restart is required due to a functional error.” is displayed, follow the instructions and press **[Restart]** at the bottom right-hand corner of the screen after the process is completed.

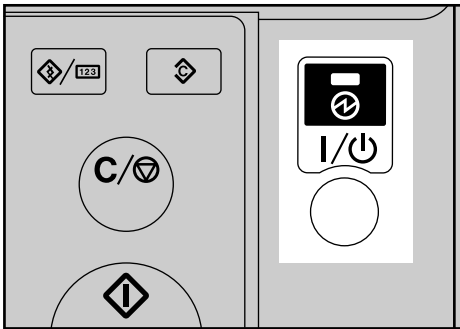
1

Turning On the Power

Turn on the power as follows:

1 Press the operation switch.

The operation switch indicator goes on.



ARK005S

Note

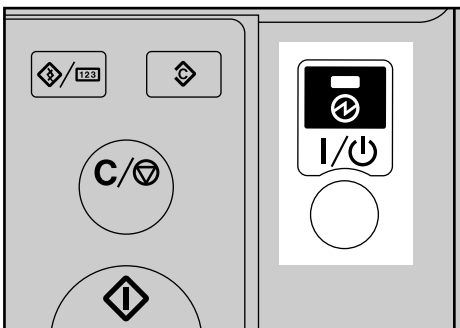
- ☐ If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

Turn off the power as follows:

1 Press the operation switch.

The operation switch indicator goes off.



ARK005S

 **Note**

- ☐ Even if you press the operation switch, the indicator does not go out, but flashes in the following case:
 - During communication with external equipment.

1

Turning Off the Main Power

Turn off the main power as follows:

 **Important**

- ☐ If the machine's operation switch is lit or flashing, do not turn off the machine's main power switch. Doing so might damage the memory, leading to malfunctions.
- ☐ Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the memory, leading to malfunctions.

1 Make sure the operation switch indicator is not lit.

2 Turn off the main power switch.

The main power indicator goes out.

 **Note**

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

 **Reference**

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

Saving Energy

This machine has the following energy saving function.

❖ **Auto off (Copier only)**

This machine automatically turns itself off when a job is finished, after a certain period of time has elapsed. This function is called “Auto off”.

You can change the Auto Off time.

Note

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

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the “Add toner.” message appears
- When toner is being replenished
- When the User Tools screen appears
- When fixed warm-up is in progress
- When the facsimile, printer, or other functions are active
- When operations are suspended during printing
- When the On-hook dialing function is in use
- When the address list or group dial is being used
- When the Data In indicator is on or flashing

Reference

“Timer Settings”, General Settings Guide

2. Entering Text

This section describes how to enter characters.

Entering Text

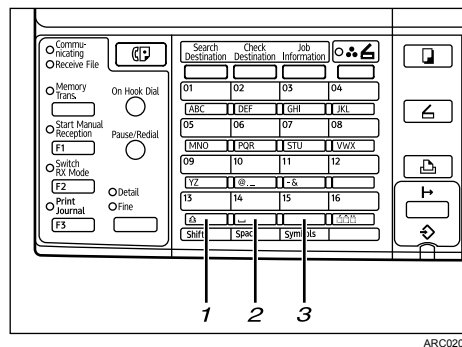
When you enter a character, it appears at the cursor position. If there is a character already at the cursor position, the newly entered character appears before it.

Available Characters

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
0123456789

Keys



1. **[Shift]** key ([Quick Dial 13] key)

Press to switch between lowercase, uppercase, User Text, and Cyrillic characters.

2. **[Space]** key ([Quick Dial 14] key)

Press to enter a space.

3. **[Symbols]** key ([Quick Dial 15] key)

Press to enter symbols.

❖ Number keys

Use to enter numbers.

❖ [Quick Dial 01] key to [Quick Dial 09] key (A to Z)

Press these to enter upper and lower case letters.

❖ [Clear/Stop] key

Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ Scroll keys

Shifts the cursor up, down, left and right.

Note

- ☐ Cyrillic characters are available with the Keyboard Type D only.

How to Enter Text

You can enter characters using the [Quick Dial 01] to [Quick Dial 09] keys. To enter a letter, press the key repeatedly until the required letter appears.

The language selected using the control panel determines which characters can be entered. There are four types of keyboard. For each type, you can enter the characters used in the following languages:



Keyboard Type	Language
Type A	English
Type B	English, French, German, Italian, Spanish, Dutch, Norwegian, Danish, Swedish, Portuguese, Finnish
Type C	Polish, Hungarian, Czech
Type D	Russian

Note

- ☐ Depending on the machine type or function you are using, some characters may not be available.



Entering letters

- 1** Press the **[Shift]** key to switch between lowercase, uppercase, User Text, and Cyrillic characters.

Name: 	
Enter name.	
abc	

- 2** Press a Quick Dial key.

A letter is entered and the cursor moves along one space.

Name: 	
Enter name.	
abc	tokyo 

❖ Keyboard Type A

Quick Dial Key	Letters	Quick Dial Key	Letters
01	A, B, C or a, b, c	09	Y, Z or y, z
02	D, E, F or d, e, f	10	@, ., _
03	G, H, I or g, h, i	11	-, &
04	J, K, L or j, k, l	12	Nothing
05	M, N, O or m, n, o	13	Shift
06	P, Q, R or p, q, r	14	Space
07	S, T, U or s, t, u	15	Symbols
08	V, W, X or v, w, x	16	‘, ^, “

ARC024S

❖ **Keyboard Type B**

Press one of the following Quick Dial keys to display a basic letter, and then press **[Quick Dial 16]** to select one of its variations.

Quick Dial Key	Uppercase	Lowercase
01	A→ À Á Â Ã Ä Å Æ C→ Ç	a→ à á â ã ä å æ c→ ç
02	D→ Ð E→ È É Ê Ë	d→ ð e→ è é ê ë
03	I→ Ì Í Î Ï	i→ ì í î ï
05	N→ Ñ O→ Ò Ó Ô Õ Ö Ø Æ	n→ ñ o→ ò ó ô õ ö ø œ
06	P→ Þ	p→ þ
07	S→ Š U→ Ù Ú Û Ü	s→ š ß u→ ù ú û ü
09	Y→ Ý ÿ Z→ Ž	y→ ý ÿ z→ ž

ARC025S

❖ **Keyboard Type C**

This keyboard type allows you to enter Polish, Hungarian, and Czech letters. Press one of the following Quick Dial keys to display a basic letter, and then press **[Quick Dial 16]** to select one of its variations.

Quick Dial Key	Uppercase	Lowercase
01	A → Á Â Ã Ä Å C → Č Ć Ç	a → á â ã ä å c → č ć ç
02	D → Ď Đ E → É Ě Ę	d → ď đ e → é ě ę
03	I → Í Î	i → í î
04	L → Ł Ł	l → ł
05	N → Ń O → Ó Ô Ö	n → n o → ó ô ö
06	R → Ř	r → r
07	S → Ś Š T → Ť U → Ú Ü	s → ś š t → ť u → ú ü
09	Y → Ý Z → Ź Ż	y → ý z → ź ż

ARC026S

❖ Keyboard Type D

This keyboard type allows you to enter Russian letters. Press the **[Shift]** key to enter Cyrillic character mode. To enter a letter, press the corresponding Quick Dial key indicated in the table below. Press the key repeatedly until the required letter is displayed.

Quick Dial Key	Uppercase	Lowercase
01	А → Б → В → Г → Ё → Д	а → б → в → г → ґ → д
02	Ѓ → Ђ → Ѓ → Є → Ѕ → Ж	ѓ → ђ → ґ → ҕ → ѕ → ж
03	З → S → И → I → Ї	з → s → и → i → ї
04	Й → J → К → Л → Љ	й → j → к → л → љ
05	М → Н → Њ → О → П	м → н → њ → о → п
06	Р → С → Т → Ћ → Ќ	р → с → т → ћ → ќ
07	У → Ў → Ф → Х → Ц	у → ў → ф → х → ц
08	Ч → Џ → Ш → Щ → Ъ	ч → џ → ш → щ → ъ
09	Ы → Ь → Э → Ю → Я	ы → ь → э → ю → я

ARC027S

Note




- ☐ To enter a character repeatedly, press a Quick Dial key again.
- ☐ To insert a character, press **[◀]** or **[▶]** to move the cursor to the position you want to insert.

Entering symbols

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

Symbols appear.

2 Select a symbol using the scroll keys.

Symbols:										1/4							
!	"	#	\$	%	&	'	()									
*	+	,	-	.	/	:	;	<									
=	>	?	@	[\]	^	_									

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

This will enter the symbol and shift the cursor.

Depending on the selected keyboard type, you can enter the following symbols.

❖ Keyboard Type A

Symbols								
!	"	#	\$	%	&	'	()
*	+	,	-	.	/	:	;	<
=	>	?	@	[\]	^	_
`	{		}					

AMA031S

❖ Keyboard Type B

Symbols								
!	"	#	\$	%	&	'	()
*	+	,	-	.	/	:	;	<
=	>	?	@	[\]	^	_
`	{		}	~	€	,	<i>f</i>	”
...	†	‡	^	‰	<	‘	’	“
”	•	—	—	~	™	>	¡	¢
£	¤	¥	¦	§	¨	©	<u>a</u>	«
¬	-	®	—	°	±	²	³	´
µ	¶	·	¸	¹	º	»	¼	½
¾	¿	×	ß	÷				

AMA032S

❖ Keyboard Type C

Symbols								
!	"	#	\$	%	&	'	()
*	+	,	-	.	/	:	;	<
=	>	?	@	[\]	^	_
`	{		}	~	€	,	”	...
†	‡	‰	<	‘	’	“	”	•
—	—	™	>	˘	˙	¤		§
..	©	«	¬	-	®	°	±	.
’	μ	¶	·	„	»	“	×	β
÷	·							

AMA033S

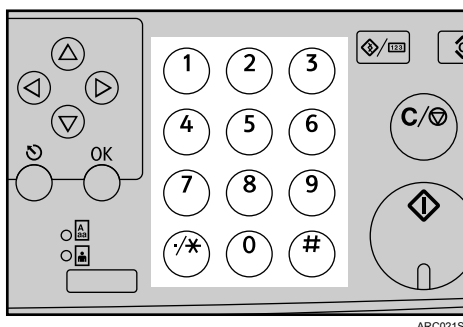
❖ Keyboard Type D

Symbols								
!	"	#	\$	%	&	'	()
*	+	,	-	.	/	:	;	<
=	>	?	@	[\]	^	_
`	{		}	~	,	”	...	†
‡	€	‰	<	‘	’	“	”	•
—	—	™	>	¤		§	©	«
¬	-	®	°	±	μ	¶	·	№
»								

AMA034S

Entering numbers

- 1 Press the number keys.



The number is entered and the cursor moves.

Deleting characters

- 1 Use [◀] or [▶] to move the cursor to the character you want to delete.

Name:	[OK]
Enter name.	
abc	tokyo ▲

- 2 Press the [Clear/Stop] key.


Name:	[OK]
Enter name.	
abc	toky_ ▲

This will delete the character at the cursor position.

Selecting a User Text

You can select and use a User Text that is registered in **[Prog/Change/Del User Text]**. For details about registering User Texts, see “General Features”, General Settings Guide.


- 1** Press the **[Shift]** key repeatedly to display **[User Text]**.

User Text: 1/1  [OK]

1: [Urgent]

2: [High]

- 2** Select the text you want to add using **[▲]** or **[▼]**, and then press the **[OK]** key.

User Text: 1/1  [OK]


1: [Urgent]

2: [High]

- 3** To modify the selected text, press the Quick Dial keys to enter letters, and then press the **[OK]** key.

Name: [OK]

Enter name.

abc [High] Confidential_ 

Reference

“General Features”, General Settings Guide

3. Appendix

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

Dos and Don'ts

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

WARNING:

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

CAUTION:

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

Important

- ☐ Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the memory.
- ☐ Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning Off the Power", and "Turning Off the Main Power".
- ☐ After scanning originals continuously, the exposure glass may become warm, this is not a malfunction.
- ☐ The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- ☐ When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- ☐ Do not turn off the power when the machine is in operation.
- ☐ The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- ☐ Do not open the covers of the machine when it is in operation. If you do, mis-feeds might occur.
- ☐ Do not move the machine when the power is on.
- ☐ If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- ☐ The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

Reference

p.23 "Turning Off the Power"

p.24 "Turning Off the Main Power"

Software and Utilities Included on the CD-ROM

Three CD-ROMs come with this machine: “Printer Drivers and Utilities”, “Scanner Driver and Utilities”, and “Print-Version Manuals”. In “Print-Version Manuals”, manuals are stored in PDF format.

The following are included on the three separate CD-ROMs:

❖ **Font Manager 2000**

For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager 2000, see the manual on the CD-ROM labeled “Printer Drivers and Utilities”.

❖ **SmartDeviceMonitor for Admin**

For the system administrator to manage network printers.

❖ **SmartDeviceMonitor for Client**

For users to manage their network print status.

❖ **Printer Utility for Mac**

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

Note

- ❑ Documentation about using the machine is included on the CD-ROM in PDF format. For details about using Adobe Reader, see Adobe Reader online Help.

Reference

SmartDeviceMonitor for Admin Help

SmartDeviceMonitor for Client Help

PostScript3 Supplement

Adobe Reader online Help

Viewing the Contents of the CD-ROM

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

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

The installer starts.

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

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

Printer Drivers for This Machine

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

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

^{*1} Microsoft Windows 95 operating system

^{*2} Microsoft Windows 98 operating system

^{*3} Microsoft Windows Millennium Edition

^{*4} Microsoft Windows 2000 Advanced Server

Microsoft Windows 2000 Server

Microsoft Windows 2000 Professional

^{*5} Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

^{*6} Microsoft Windows Server 2003 Standard Edition

Microsoft Windows Server 2003 Enterprise Edition

^{*7} Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

^{*8} Mac OS X 10.1 or later (Native mode)

❖ **PCL printer drivers**

Two kinds of PCL printer driver (PCL 5e and PCL 6) are included. These drivers allow your computer to communicate with this machine via a printer language.

❖ **RPCS printer driver**

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

❖ **Adobe PostScript Printer Drivers and PPD files**

Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

❖ **PPD files**

PPD files allow the printer driver to enable specific printer functions.

Note

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

Reference

“Preparing the Machine”, Printer Reference
PostScript3 Supplement

TWAIN Driver

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

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

❖ **File path**

The following drivers are included on the CD-ROM labeled “Scanner Driver and Utilities” provided with this machine:
`\DRIVERS\TWAIN`

❖ **System requirements**

- Hardware
PC/AT-compatible machines that support the following operating system properly
- Operating system
Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows NT 4.0
Microsoft Windows Server 2003
- Display resolution
800 x 600 pixels, 256 colours or higher

 **Note**

- ☐ Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ File path

The following folders are on the CD-ROM labeled “Printer Drivers and Utilities”:

- LAN-Fax Driver for Windows 98/Me
 \DRIVERS\LAN-FAX\WIN9X_ME
- LAN-Fax Driver for Windows 2000/XP and Windows Server 2003
 \DRIVERS\LAN-FAX\WIN2K_XP

❖ System requirements

- Hardware
 PC/AT-compatible
- Operating systems
 Microsoft Windows 98/Me
 Microsoft Windows 2000/XP
 Microsoft Windows Server 2003
- Display
 VGA 640×480 pixels or more

 **Note**

- ☐ Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

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

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

❖ File path

The following drivers are included on the CD-ROM labeled “Scanner Driver and Utilities” provided with this machine:

\UTILITY\DESKV2

❖ System requirements

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

- Operating system

When installing all functions of DeskTopBinder:

Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition

Microsoft Windows Server 2003 Standard Edition/Enterprise Edition

When installing only SmartDeviceMonitor for Client:

Microsoft Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition Microsoft Windows Server 2003 Standard Edition/Enterprise Edition Microsoft Windows NT 4.0 SP5 or later

 Reference

“DeskTopBinder Lite”, Scanner Reference

SmartDeviceMonitor for Admin

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

❖ File path

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

NETWORK\DEVMON\ADMIN\DISK1

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

❖ Available functions

SmartDeviceMonitor for Admin has the functions to check the followings:

- Printer supplies such as paper or toner
- Results of print jobs executed from the computer

Reference

Network Guide

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

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

❖ File path

DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled “Printer Drivers and Utilities”:

NETWORK\DEVMON\CLIENT\DISK1

❖ System requirements

- Hardware
PC/AT-compatible
- Operating systems
Microsoft Windows 98SE/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003

Reference

See “DeskTopBinder Lite”, Scanner Reference or Help of DeskTopBinder-SmartDeviceMonitor for Client.

DeskTopBinder includes SmartDeviceMonitor for Client. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

Specifications for the Main Unit

Following describes the specification of the main unit.

- ❖ **Configuration:**
Desktop
- ❖ **Photosensitivity type:**
OPC drum
- ❖ **Original scanning:**
One-dimensional solid scanning system through CCD
- ❖ **Copy process:**
Dry electrostatic transfer system
- ❖ **Development:**
Dry two-component magnetic brush development system
- ❖ **Fusing:**
Heating roll pressure system
- ❖ **Resolution:**
600 dpi
- ❖ **Exposure glass:**
Stationary original exposure type
- ❖ **Original reference position:**
Rear left corner
- ❖ **Warm-up time:**
From the main power switch
Approximately 35 seconds (20 °C)
From the operation switch
10 seconds or less (20 °C)
- ❖ **Originals:**
Sheet/book/objects
- ❖ **Maximum original size:**
A4☐, 8¹/₂" × 14"☐

❖ **Copy paper size:**

- Tray: A4, A5, B5 JIS (Japanese Industrial Standard), $8\frac{1}{2}" \times 11"$, $5\frac{1}{2}" \times 8\frac{1}{2}"$, 16K
 - Bypass: A4, A5, B5 JIS, $8\frac{1}{2}" \times 14"$, $8\frac{1}{2}" \times 11"$, $5\frac{1}{2}" \times 8\frac{1}{2}"$, $7\frac{1}{4}" \times 10\frac{1}{2}"$, $8" \times 13"$, $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 13"$, $8\frac{1}{4}" \times 14"$, 16K, $4\frac{1}{8}" \times 9\frac{1}{2}"$, $3\frac{7}{8}" \times 7\frac{1}{2}"$, C5 Env, C6 Env, DL Env
 - Bypass (custom size):
Vertical: 90.0 – 216.0 mm, 3.55" – 8.50"
Horizontal: 139.0 – 600.0 mm, 5.48" – 23.62"
 - Duplex unit: A4, B5 JIS, $8\frac{1}{2}" \times 14"$, $8\frac{1}{2}" \times 11"$, $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 14"$, $8\frac{1}{4}" \times 13"$, 16K
- * Paper tray unit (Tray 2) is required.

❖ **Copy paper weight:**

- Paper trays (Standard size): 60 – 90 g/m², 16 – 24 lb.
- Bypass tray: 60 – 157 g/m², 16 – 42 lb.
- Duplex unit: 64 – 90 g/m², 20 – 24 lb.

❖ **Non-reproduction area:**

- Leading edge: 1.0-5.0 mm (0.04"-0.20")
 - Trailing edge: 1.0-5.0 mm (0.04"-0.20")*
 - Left edge: 0.5-3.5 mm (0.02"-0.14")
 - Right edge: 0.5-4.5 mm (0.02"-0.18")
- * Back of 2-sided copy: 2.2-6.2 mm (0.09"-0.25")

❖ **First copy time:**

7.5 seconds or less

(A4, $8\frac{1}{2}" \times 11"$ 100%, feeding from Tray 1)

❖ **Copying speed:**

- 16 copies/minute (A4, $8\frac{1}{2}" \times 11"$)

❖ **Reproduction ratio:**

Preset reproduction ratios:

—	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
Full Size	100%	100%
Reduction	93%	93%
	71%	78%
	50%	65%

Zoom: From 50% to 200% in 1% steps.

❖ **Continuous copying count:**

1 – 99 copies

❖ **Copy paper capacity:**

- Tray 1: 250 sheets (80 g/m², 20 lb.)
- Bypass: 100 sheets (80 g/m², 20 lb.)

❖ **Power consumption:**

	Main unit only	Complete system ^{*1}
Warm up	Less than 900 W	Less than 900 W
Stand-by	About 70 W	About 75 W
During printing	About 360 W	About 360 W
Maximum	Less than 900 W	Less than 900 W

^{*1} Main unit with the ARDF, printer/scanner unit, and paper tray unit.

❖ **Dimensions (W × D × H up to exposure glass):**

Main unit only: 485 × 454 × 373 mm, 19.1 × 17.9 × 14.7 inches

❖ **Noise Emission ^{*1} :**

- Sound power level

	Main unit only	Complete system ^{*3}
Stand-by	40 dB (A)	40 dB (A)
During printing	62 dB (A)	66 dB (A)

- Sound pressure level ^{*2}

	Main unit only	Complete system ^{*3}
Stand-by	34 dB (A)	34 dB (A)
During printing	57 dB (A)	60 dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual values.

^{*2} Measured at the position of the operator.

^{*3} The complete system consists of a main unit with full items installed.

❖ **Weight:**

29 kg (64.0 lb.) or less

 **Note**

- ❑ Specifications are subject to change without notice.

Specifications for External Items

Following describes the items to be externally installed to the machine body.
Specification values represent the values when the copy function is used. Specification values may vary depending on the function used.

Exposure Glass Cover












Lower this over originals.

Auto Document Feeder capable of scanning both sides of a sheet (ARDF)

❖ **Mode:**

- ADF mode

❖ **Original size:**

- Regular size:
One-sided originals: A4  - A5  
One-sided originals: 8¹/₂" × 14"  - 5¹/₂" × 8¹/₂"  
Two-sided originals: A4  - A5 
Two-sided originals: 8¹/₂" × 14"  - 5¹/₂" × 8¹/₂"  
- Custom size:
One-sided originals: 139 - 1260 mm (Horizontal)
Two-sided originals: 160 - 356 mm (Horizontal)

❖ **Original weight:**

- One-sided originals: 52 – 105 g/m² (14 – 28 lb.)
 - Two-sided originals: 52 – 105 g/m² (14 – 28 lb.) (Duplex)*
- * Originals that are 310 mm (13 in.) or longer in the feed direction should be at least 64 g/m² (17 lb.).

❖ **Number of originals to be set:**

- 50 sheets (80 g/m², 20 lb.)

❖ **Maximum power consumption:**

- Less than 50 W (Power is supplied from the main unit.)

❖ **Dimensions (W × D × H):**

- 485 × 360 × 120 mm, 19.1 × 14.2 × 4.8 inches

❖ **Weight:**

- 8 kg (17.7 lb.) or less

 **Note**







- ☐ Specifications are subject to change without notice.

Paper Tray Unit (Tray 2)

❖ **Paper weight:**

60 – 90 g/m² (16 – 24 lb.)

❖ **Paper size:**

A4 , 8¹/₂" × 14" , 8¹/₂" × 13" , 8¹/₂" × 11" , 8¹/₄" × 13" , 8¹/₄" × 14" 

❖ **Maximum power consumption:**

15 W (Power is supplied from the main frame)

❖ **Paper capacity:**

500 sheets (80 g/m², 20 lb.)

❖ **Dimensions (W × D × H):**

430 × 414 × 140 mm, 17.0 × 16.3 × 5.6 inches

❖ **Weight:**

6 kg (13.3 lb.) or less

 **Note**

- ☐ Specifications are subject to change without notice.

Copy Paper

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

Recommended Paper Sizes and Types

The following limitations apply to each tray:

❖ Paper tray 1

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-90 g/m ² (16-24 lb.)	A4, A5, B5 JIS, 8 1/2" × 11", 5 1/2" × 8 1/2", 16K		250 sheets

❖ Paper tray unit (Tray 2)

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-90 g/m ² (16-24 lb.)	A4, 8 1/2" × 14", 8 1/2" × 13", 8 1/2" × 11", 8 1/4" × 13", 8 1/4" × 14"		500 sheets


❖ Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-157 g/m ² (16-42 lb.)	A4, A5, B5 JIS, 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8 1/4" × 14", 16K		100 sheets
	Custom size (Vertical: 90.0-216.0 mm, Horizontal: 139.0-600.0 mm) *2	Custom size (Vertical: 3.55"-8.50", Horizontal: 5.48"-23.62") *2	
Translucent paper	A4		10 sheets
OHP transparencies	A4, 8 1/2" × 11"		10 sheets
Label paper (adhesive labels)	A4		1 sheet
Envelope *1	C5 Env, C6 Env, DL Env, 4 1/8" × 9 1/2", 3 7/8" × 7 1/2"		10 sheets

*1 Press the [#] key, and then select the size of the paper loaded in the tray.

*2 Press the [#] key, select [Custom Size], and then specify the custom paper size using the number keys.

Note

- ☐ Load paper into the paper tray with the print side facing up.
- ☐ Load paper into the bypass tray with the print side facing down.
- ☐ When using the bypass tray, it is recommended that you set the paper orientation to .
- ☐ You must manually specify the size of custom size paper when loading it on the bypass tray.
- ☐ If multiple-sheet jams occur, load the paper sheet by sheet.
- ☐ Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- ☐ Load adhesive label sheets one at a time. For details, see “Copying from the Bypass Tray”, Copy Reference.
- ☐ To prevent misfeeds, when loading OHP transparencies, check both sides of the sheets, and place them correctly.
- ☐ When loading OHP transparencies, select **[OHP (Transparency)]** as the paper type for the bypass tray. For details, see “Copying from the Bypass Tray”, Copy Reference.
- ☐ When loading thick paper (105-157 g/m² (28-42 lb.)), or adhesive labels, make sure the top of the stack is no higher than the upper limit of the bypass tray. Paper capacity varies depending on the thickness and condition of the paper.
- ☐ When using thick paper (105-157 g/m² (28-42 lb.)), select **[Thick Paper]** as the paper type for the bypass tray. For details, see “Copying from the Bypass Tray”, Copy Reference.
- ☐ When copying onto adhesive labels, in bypass settings, select **[Thick Paper]** for the special paper setting.
- ☐ When copying onto letterhead paper, placing orientation differs according to the function you are using. See “Orientation-Fixed Paper or Two-Sided Paper”, Troubleshooting.
- ☐ If you load paper of the same size in the same orientation in two trays, the machine automatically shifts to another tray when the first tray in use runs out of paper. This function is called “Auto Tray Switching”. (However, if one tray has recycled or special paper, the settings of the other tray must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See “Copier Features”, General Settings Guide, and “Tray Paper Settings”, General Settings Guide.

Reference

“Copying from the Bypass Tray”, Copy Reference

“Orientation-Fixed Paper or Two-Sided Paper”, Troubleshooting

“Copier Features”, General Settings Guide

“Tray Paper Settings”, General Settings Guide

Unusable Paper

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

 **CAUTION:**

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

 **Important**

- ☐ To prevent faults, do not use any of the following kinds of paper:

- Paper for inkjet printers
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed-edge paper
- Tab stock

- ☐ Faults can occur if you copy onto sides that are already printed. Take care to copy onto unprinted sides only.

 **Note**

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

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper with little stiffness
- Paper with a dusty surface

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

Paper Storage

This section describes how to store paper.

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

INDEX

A

Add Toner indicator, 14
ARDF, 2, 11, 48
Auto off, 25

B

Bluetooth unit, 13
Bypass tray, 11

C

CAUTION, 3
Characters, 27
Check Destination key, 14
Clear Modes key, 14
Clear/Stop key, 14, 27
Colour Scan Key, 14
Combine/Series key, 14
Communicating indicator, 14
Computer, viii
Control panel, 11, 18, 19
Copier, iii
Copy key, 14
Copy Paper, 50

D

Darker key, 14
Data In indicator, 14
Deleting characters, 35
DeskTopBinder, 44
DeskTopBinder Lite, 41
Display, 17
Display panel, 14
Dos and Don'ts, 37
Duplex key, 14
Duplex unit, 13

E

Energy-saving, 8
ENERGY STAR, 8
Enter, 27
Entering letters, 29
Entering numbers, 35
Entering symbols, 32
Entering text, 27
Enter key (# key), 14
Error indicator, 14
Escape key, 14, 17
Exposure glass, 11
Exposure glass cover, 13, 48
External Items, 13

F

Facsimile, iii
Facsimile key, 14
Fax, iv
Front cover, 11

I

IEEE 1284 Interface Board, 13
IEEE 802.11b wireless LAN board, 13
Internal Items, 13
Internal tray, 11
Internal tray guide, 11
Internet Fax, v
IP-Fax, v

J

Job Information key, 14

L

LAN-Fax Driver, 41
Lighter key, 14
Load Paper indicator, 14
Login, 18, 19, 20
Log Off, 19, 20
Lower Paper Trays, 13
Lower right cover, 11

M

Machine features, iii
Mail, v
Main Power, 22
Main power indicator, 11, 14
Main power switch, 11
Manuals, i
Memory Trans. key, 14
Monitoring, viii

N

Network, vi
Number keys, 14, 27

O

OK key, 14, 17
On Hook Dial key, 14
Online key, 14
Operation switch, 11, 14
Original key, 14
Other Items, 13

P

Paper, 50
Paperless, iv
Paper Sizes, 50
Paper Storage, 53
Paper tray, 11
Paper tray unit (Tray 2), 11, 13, 49
Paper Types, 50
Pause/Redial key, 14
PCL, 39
PostScript, 39
PPD, 39
Printer, iii
Printer Driver, 18, 20, 39
Printer key, 14
Printer/Scanner unit, 13
Protecting documents, vii

Q

Quick Dial keys, 14, 27

R

Receive File indicator, 14
Reception, v
Resolution key, 14
Right cover, 11
RPCS, 39

S

Safety Information, 3
Saving Energy, 25
Scanner, iii, vi
Scanner key, 14
Scroll keys, 14, 17, 27
Search Destination key, 14
Security, vii
Selection keys, 14, 17
Shift key, 27
Sleep mode, 8
SmartDeviceMonitor for Admin, 43
SmartDeviceMonitor for Client, 44
Software and Utilities
 Included on the CD-ROM, 38
Sort key, 14
Space key, 27
Start key, 14
Symbols, 2
System Reset, 21

T

Text, 28
Transmission, v
Turning Off the Main Power, 24
Turning Off the Power, 22, 23
Turning On the Main Power, 22
Turning On the Power, 22, 23
TWAIN Driver, 40

U

Unusable Paper, 52
User Code Authentication, 18
User Function keys, 14
User Text, 35
User Tools/Counter key, 14

V

Ventilation holes, 11

W

WARNING, 3
Web Image Monitor, viii, 20



Declaration of Conformity

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

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

I means POWER ON.

⏻ means STAND BY.

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

- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
 - Microsoft® Windows® 2000 Advanced Server
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
 - Microsoft® Windows® XP Professional
 - Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
 - Microsoft® Windows Server™ 2003 Standard Edition
 - Microsoft® Windows Server™ 2003 Enterprise Edition
 - Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® are as follows:
 - Microsoft® Windows NT® Server 4.0
 - Microsoft® Windows NT® Workstation 4.0

Operating Instructions About This Machine

