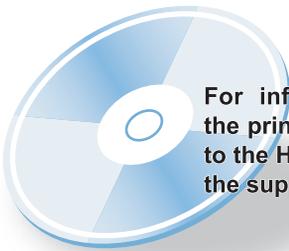


MP 171F/MP 171SPF
Aficio™ MP 171F/171SPF
Operating Instructions
About This Machine



For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.



-
- 1** Simple Search
 - 2** Getting Started
 - 3** Adding Paper
 - 4** Adding Toner
 - 5** Entering Text
 - 6** Operating Instructions
 - 7** Remarks
 - 8** Appendix

Documentation for This Machine

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Changing the default settings of the copier function, and related information	
Facsimile Reference	
Sending and receiving faxes	
Using the fax function through a computer	
Changing the default settings of the fax function, and related information	
Printer Reference	
Installing the driver for the printer function	
Changing the default settings of the printer function, and related information	
Scanner Reference	
Sending scan files	
Storing scan files	
Changing the default settings of the scanner function, and related information	
Network and System Settings Guide	
Connecting to a network	
Registering addresses for fax/scanner functions	
Changing the default settings of the system, and related information	
Security Reference	
PostScript 3 Supplement	
UNIX Supplement	
Quick Reference Copy Guide	
Quick Reference Fax Guide	
Quick Reference Printer Guide	
Quick Reference Scanner Guide	

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Manuals for This Machine

Read this manual carefully before you use 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.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, and other consumables.

Troubleshooting

Provides a guide for resolving common usage-related problems.

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 and System Settings Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see “Setting Up the Machine”, Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- 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. This manual includes 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

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy Reference	No	Yes	Yes
Facsimile Reference	No	Yes	Yes
Printer Reference	No	Yes	Yes
Scanner Reference	No	Yes	Yes
Network and System Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes

What You Can Do with This Machine

This section introduces the features of this machine.

↓ Note

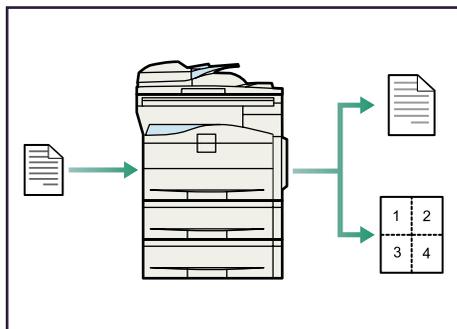
- For details about additional items, see "Other Items".
- Some functions may not be available depending on your machine type.

📖 Reference

- p.38 "Other Items"

Using This Machine as a Copier

You can make copies of originals.



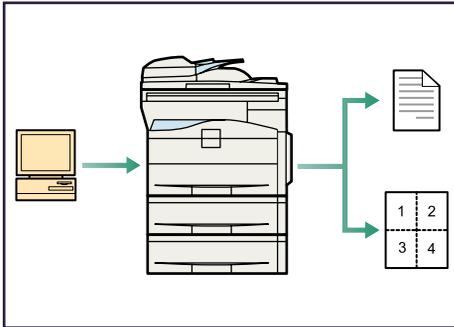
- You can reduce or enlarge the copy image.
- Copier functions such as Duplex and Combine allow you to save on paper by copying multiple pages onto single sheets.
- You can copy onto various types of paper such as envelopes, and OHP transparencies.

📖 Reference

- See Copy Reference .

Using This Machine as a Printer

You can print documents created in applications.



BRA003S

- This machine supports network and local connections.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.

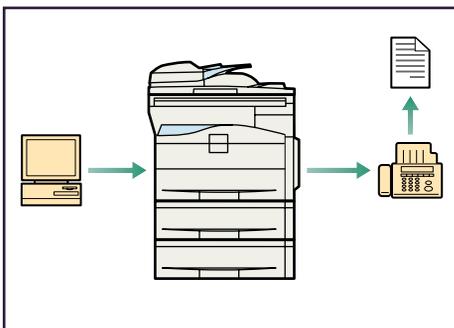
Reference

- See Printer Reference .

Paperless Fax Transmission

You can send a file by fax without printing it.

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).



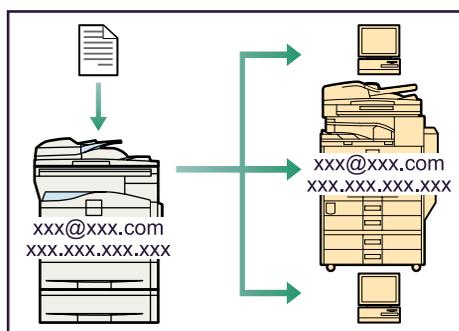
BRA004S

- 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 Required to Use the Printer/LAN-Fax", Network and System Settings Guide .

- For details about how to use the function, see “Fax via Computer”, Facsimile Reference .

Fax Transmission and Reception Over the Internet

You can send and receive faxes over your LAN and the Internet.



Internet Fax

This machine converts scanned document images to e-mail format, and transmits and receives this data over the Internet.

- To send a document, specify an e-mail address instead of dialing the destination telephone number (Internet Fax Transmission).
- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception).
- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

IP-Fax

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

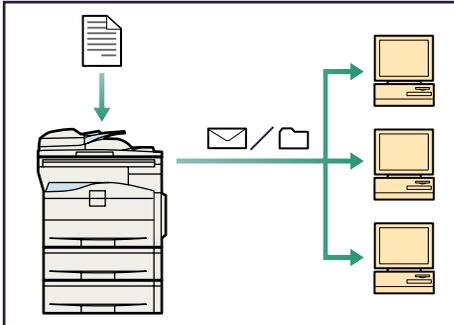
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Reference

- For details about settings, see “Network Settings Required to Use Internet Fax”, Network and System Settings Guide .
- For details about how to transmit and receive documents over the Internet, see “Transmission” and “Reception”, 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 files by e-mail). See “Sending Scan Files by E-mail”, Scanner Reference ③.
- You can send scan files directly to folders (Sending scan files by Scan to Folder). See “Sending Scan Files to Folder”, Scanner Reference ③.
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see “Network Settings Required to Use the Network Delivery Scanner”, Network and System Settings Guide ③. For details about how to use the function, see “Delivering Scan Files”, Scanner Reference ③.
- Client computers can use this machine as a network TWAIN scanner.
- You can scan originals in full colour using the scanner function.
- You can use Web Services on Devices (WSD) to send scan files to a client computer.
- You can save scan files on a removable memory device such as a USB memory stick or an SD card.

Administrating the Machine (Security Functions)

You can prevent information leakage by managing the machine.



BRA005S

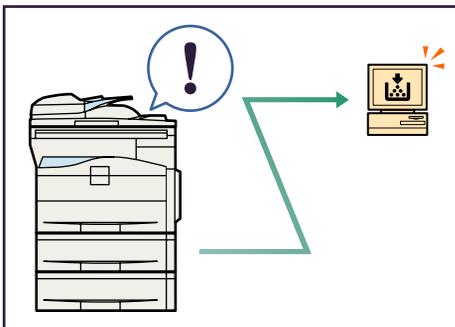
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.

Reference

- See Security Reference .

Monitoring the Machine Via Computer

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



BRA006S

- 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, network settings, and security settings/certificate management), control print jobs, and display the print job journal.
- You can also use SmartDeviceMonitor for Admin to register information in the address book.

Notice

Important

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.

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.

How to Read This Manual

Symbols

This manual uses the following symbols:



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.



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



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



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



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



Indicates instructions in book form.



Indicates instructions in sheet form.



Indicates instructions stored in a file on a provided CD-ROM.



Indicates instructions provided on this company's Web site.

Name of Major Item

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

- Auto document feeder → ADF

Note

Contents of this manual are subject to change without prior notice.

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

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.

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.

Safety Precautions to be Followed

This section explains safety precautions that should always be followed when using this machine.

Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

 **WARNING**

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

 **CAUTION**

- 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.

 **CAUTION**

- 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.

Handling power cords and power plugs

This section explains safety precautions about handling power cords and power plugs.

WARNING

- Connect this machine only to a power source that matches the specifications shown in “Specifications for the Main Unit” in this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

WARNING

- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

WARNING

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- 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.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.
- 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.

CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

CAUTION

- 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.

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

- 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.

CAUTION

- Protect the machine from dampness or wet weather, such as rain and snow.

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.

CAUTION

- 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.

CAUTION

- If two paper tray units (options) are installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.

CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

CAUTION

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Do not look into the lamp. It can damage your eyes.
- 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.

Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

WARNING

- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.

CAUTION

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

CAUTION

- 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.
- 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 has been installed so that the machine can be operated safely. But take care not to touch the machine 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.

Handling the machine's supplies

This section explains safety precautions about handling the machine's supplies.

WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.

WARNING

- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

WARNING

- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.

WARNING

- Disposal can take place at our authorized dealer.

WARNING

- Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

CAUTION

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.

CAUTION

- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.

CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.

CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

CAUTION

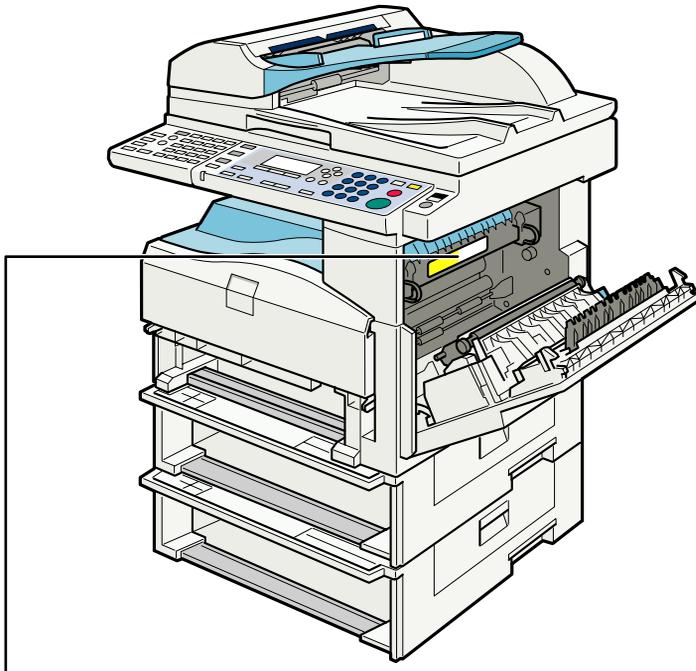
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

Safety Labels of This Machine

This section explains the machine's safety information labels.

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.



BRA007S

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

Power Switch Symbols

The meanings of the symbols for the switches on this machine are as follows:

- I: POWER ON.
- ⏻: STANDBY.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.
This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

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

It is an open program in which manufacturers participate voluntarily.

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

↓ Note

- For details about the “default delay time”, see “Energy Saving Functions”.

📖 Reference

- p.24 "Energy Saving Functions"

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is 1 minute. This default time can be changed.

Sleep Mode (on machines with facsimile, printer, or scanner functions)

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

	Specifications
Reduced Electrical Consumption by Low Power Mode	35 W or less
Time of Switch into Low Power Mode	1 minute
Time of Switch out from Low Power Mode	10 seconds or less
Reduced Electrical Consumption by Sleep Mode	10 W or less
Time of Switch into Sleep Mode	1 minute
Time of Switch out from Sleep Mode	10 seconds or less

Reference

- For details about how to change the default interval, see “Timer Settings”, Network and System Settings Guide .

Laws and Regulations

Legal Prohibition

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.

Laser Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains a GaAlAs laser diode, 6.2-milliwatt, 760 - 800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

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



Caution:

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



1. Simple Search

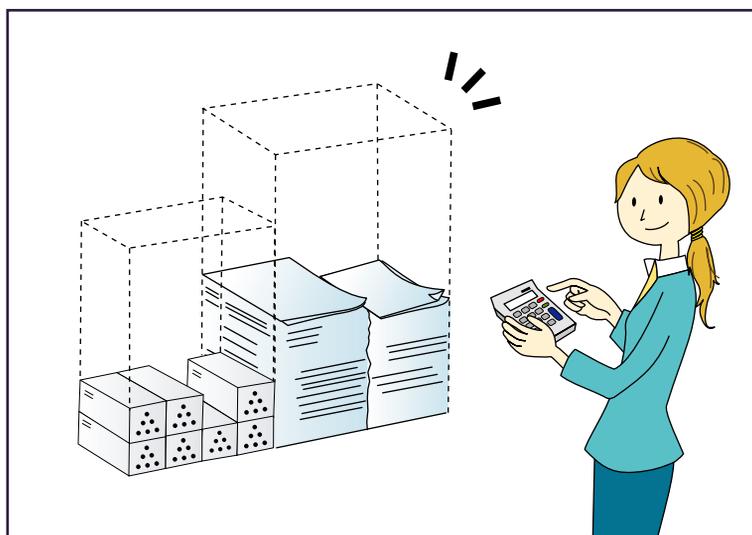
You can search for a procedure either by keyword or by what you want to do.

Searching by what you want to do

You can search for a procedure by what you want to do.

I want to save my paper document!

You can find explanations of the functions and procedures that you can use to save your paper document easily.



BRL059S

Printing multi-page documents on both sides of sheets (Duplex Copy)

⇒ See "Duplex Copying", Copy Reference .

Printing multi-page documents and received faxes on a single sheet (Combine (Copier/Fax))

⇒ See "Combined Copying", Copy Reference .

⇒ See "Combine Two Originals", Facsimile Reference .

Printing received faxes on both sides of sheets (Two-Sided Print)

⇒ See "Two-Sided Printing", Facsimile Reference .

Converting received faxes to electronic formats (Paperless Fax)

⇒ See "Viewing, Printing, and Deleting Received Fax Documents Using Web Image Monitor", Facsimile Reference .

Sending files from the computer without printing them (LAN-Fax)

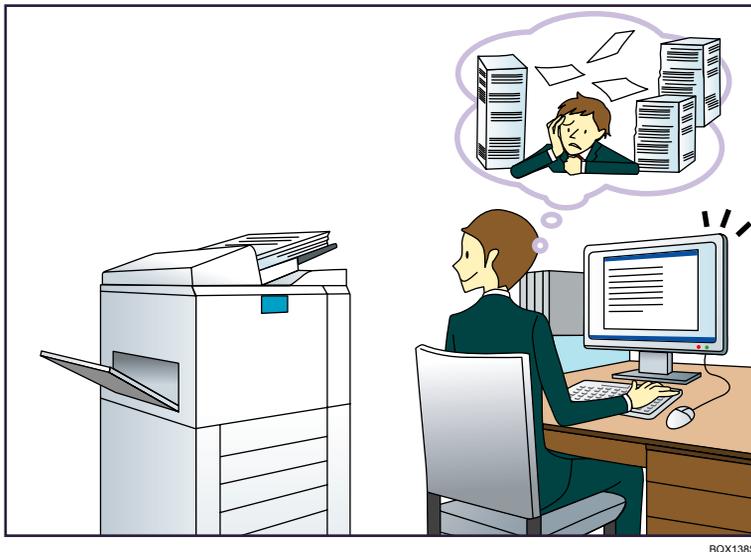
⇒ See "Sending Fax Documents from Computers", Facsimile Reference .

Avoiding unwanted faxes

⇒ See "Program Special Sender", Facsimile Reference .

I want to convert documents to electronic formats easily!

You can find explanations of the functions and procedures that you can use convert documents to electronic formats easily.



Sending scan files

⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scanner Reference .

Storing scan files in a shared folder

⇒ See "Basic Procedure When Using Scan to Folder", Scanner Reference .

Storing scan files on media

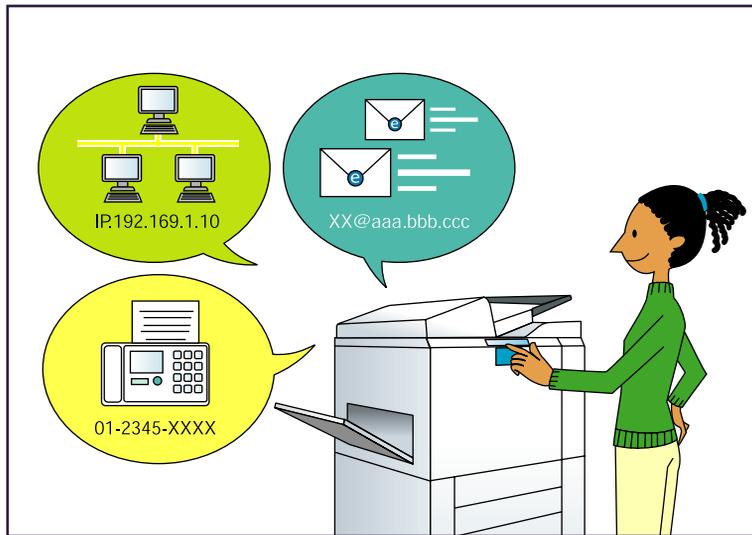
⇒ See "Basic Procedure for Saving Scan Files on a Removable Memory Device", Scanner Reference .

Converting received faxes to electronic formats and sending them to a computer

⇒ See "Forwarding", Facsimile Reference .

I want to register destinations!

You can find explanations of the functions and procedures that you can use to register destinations easily.



BRL060S

Using the control panel to register destinations in the address book

- ⇒ See "Programming Destinations from Check Destination Screen", Facsimile Reference .
- ⇒ See "Programming Destinations from Redial Screen", Facsimile Reference .
- ⇒ See "Registering a Directly-Entered Destination in the Address Book", Scanner Reference .

Using Web Image Monitor to registering destinations from a computer

- ⇒ See "To add new receiver", Facsimile Reference .

Downloading destinations registered in the machine to the LAN-Fax driver destination list

- ⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference .

I want to operate the machine more effectively!

You can find explanations of the functions and procedures that you can use to operate the machine more effectively.



BQX139S

Registering and using frequently-used facsimile functions (User Function)

⇒ See "General Settings/Adjust", Facsimile Reference .

Changing the initial settings (Copier/Fax/Scanner)

⇒ See "Accessing User Tools", Copy Reference .

⇒ See "Accessing User Tools", Facsimile Reference .

⇒ See "Accessing User Tools", Scanner Reference .

Converting received faxes to electronic formats and sending them to a computer

⇒ See "Forwarding", Facsimile Reference .

Searching by Keyword

You can search for a procedure by keyword.

Paper

I want to load paper.

⇒ p.57 "Loading Paper"

I want to change the paper size.

⇒ p.61 "Changing the Paper Size"

I want to know what the paper specifications are.

⇒ p.68 "Recommended Paper Sizes and Types"

The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting  .

I want to change the initial paper settings.

⇒ See "Tray Paper Settings", Network and System Settings Guide .

Register/Change/Delete

I want to register a fax number.

⇒ See "Registering a Fax Destination", Network and System Settings Guide .

⇒ See "Programming Destinations in the Address Book", Facsimile Reference .

I want to register an IP-Fax number.

⇒ See "Registering an IP-Fax Destination", Network and System Settings Guide .

I want to register an e-mail address.

⇒ See "Registering an E-mail Destination", Network and System Settings Guide .

I want to register an SMB folder.

⇒ See "Registering an SMB Folder", Network and System Settings Guide .

I want to register multiple addresses as a group.

⇒ See "Registering Names to a Group", Network and System Settings Guide .

I want to change the initial settings.

⇒ See "Accessing User Tools", Copy Reference .

⇒ See "Accessing User Tools", Facsimile Reference .

⇒ See "Accessing User Tools", Scanner Reference .

I want to copy the contents of the machine's address book to the LAN-Fax address book.

⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference .

1

Settings

I want to specify the forwarding settings.

⇒ See "Forwarding", Facsimile Reference .

I want to specify the Scan to Folder settings.

⇒ See "Network Settings Required to Use Scan to Folder Function", Network and System Settings Guide .

⇒ See "Send Settings", Scanner Reference .

I want to specify the Scan to E-mail settings.

⇒ See "Network Settings Required to Use E-mail Function", Network and System Settings Guide .

⇒ See "Accessing User Tools", Scanner Reference .

Forwarding

I want to forward received fax documents to another fax destination.

⇒ See "Forwarding", Facsimile Reference .

I want to forward received fax documents to a folder destination on a computer.

⇒ See "Forwarding", Facsimile Reference .

I want to forward received fax documents to an e-mail address.

⇒ See "Forwarding", Facsimile Reference .

I want to forward received fax documents without printing them.

⇒ See "Parameter Settings", Facsimile Reference .

Install

I want to install the printer driver so I can use the SmartDeviceMonitor for Client port.

⇒ See "Using the SmartDeviceMonitor for Client Port", Printer Reference .

I want to install the printer driver so I can use the Standard TCP/IP port.

⇒ See "Using the Standard TCP/IP Port", Printer Reference .

I want to install the printer driver so I can use a Windows Network Printer.

⇒ See "Using as a Windows Network Printer", Printer Reference .

I want to install the printer driver so I can use the machine by USB.

⇒ See "Installing the Printer Driver Using USB", Printer Reference .

2. Getting Started

This chapter describes how to start using this machine.

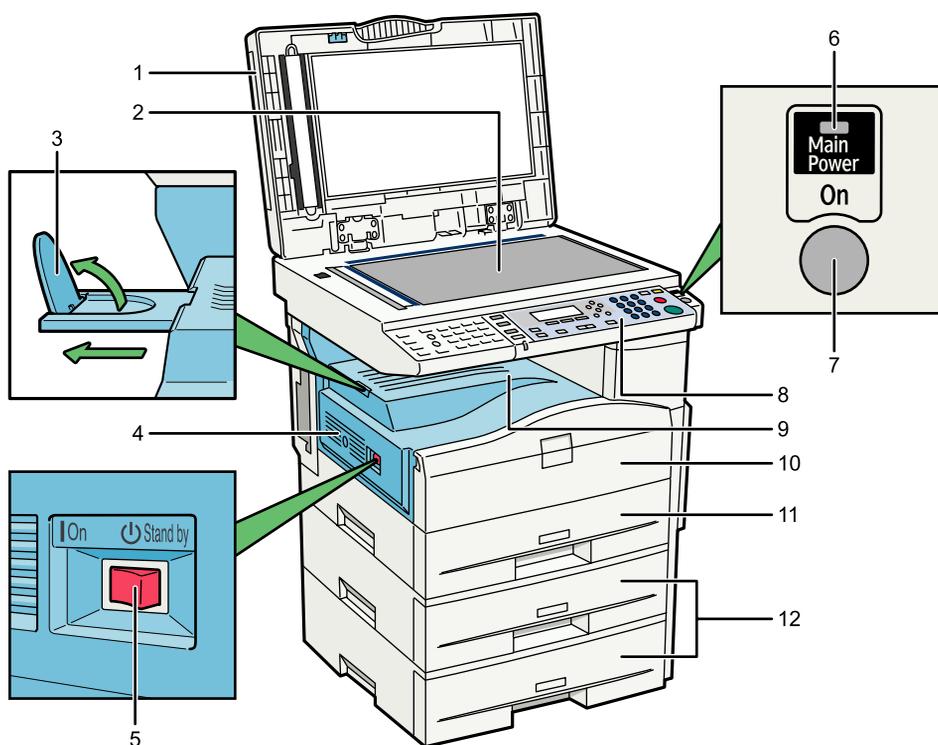
Guide to Components

This section introduces the names and functions of the components.

2

★ Important

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



BRA045S

1. ADF

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one. See "External items".

This document feeder can be used for two-sided originals.

2. Exposure glass

Place originals here face down.

3. Internal tray guide

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

4. Ventilation holes

Prevent overheating.

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. See "Turning On/Off the Power".

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 up). To turn the power off, press again (the operation switch indicator goes off). See "Turning On/Off the Power".

8. Control panel

See "Control Panel".

9. Internal tray

Copied/printed paper and fax messages are delivered here.

10. Front cover

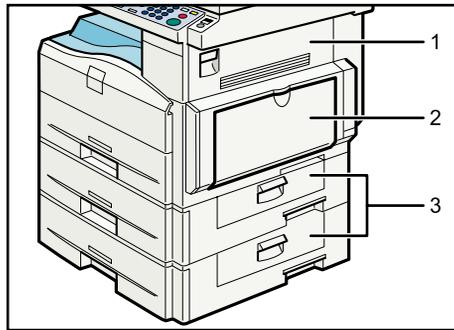
Open to access the inside of the machine.

11. Paper tray

Load paper here.

12. Paper tray unit (Tray 2 and Tray 3)

See "External items".



BRA009S

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 covers

Open these covers to remove jammed paper fed from the paper tray unit (Tray 2 and Tray 3).

Reference

- p.38 "External Items"
- p.40 "Control Panel"
- p.52 "Turning On/Off the Power"

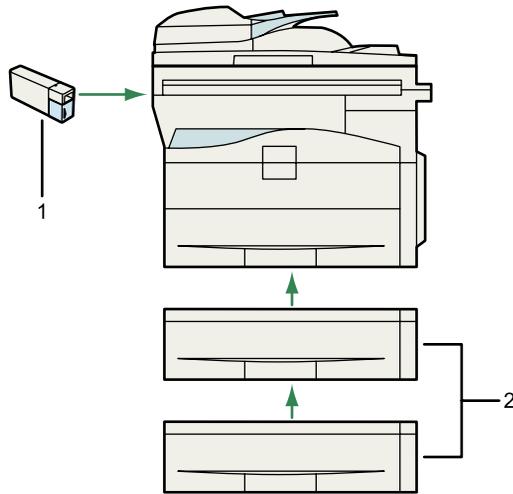
Other Items

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

External Items

2

This section provides explanations about external items.



BRA047S

1. Media slot

With this media slot, you can save scan files on a removable memory device.

2. Paper tray unit (Tray 2 and Tray 3)

Each paper tray holds up to 500 sheets of paper. Up to two units.

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.
- **Hard Disk Drive Option**
Allows you to use functions such as Collate and sample print in printer mode.
Allows you to send scan files by E-mail or by Scan to Folder in scanner mode.
Allows you to use the Internet fax, and IP-Fax functions in facsimile mode.
- **DataOverWriteSecurity Unit**

Allows you to erase data that is stored on the hard disk.

- HDD Encryption Unit

Allows you to encrypt data that is stored on the hard disk.

- VM card

With this card, you can install embedded software architecture applications.

- IEEE 1284 Interface Board

Allows you to connect to an IEEE 1284 cable.

- Wireless LAN board

Allows you to install a wireless LAN interface.

- Gigabit Ethernet (1000BASE-T)

Allows you to communicate over 1000BASE-T.

Note

- Only one of the following items can be installed on the machine at any one time: IEEE 1284 Interface Board, Wireless LAN board.

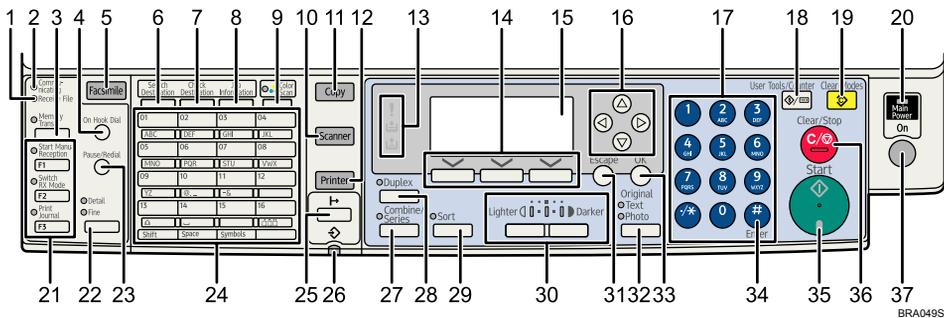
Control Panel

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

★ Important

- Do not turn off the main power switch while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.

This illustration shows the control panel of the 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 “Types of Reception”, Facsimile Reference .

2. Communicating indicator (facsimile mode)

Lit during data transmission or reception.

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

Press to carry out memory transmission. See “Transmission Modes”, Facsimile Reference .

4. [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 .

5. [Facsimile] key

Press to activate the facsimile function. See 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.

! : Alert indicator. See Network and System Settings Guide  or “Clearing Misfeeds”, Troubleshooting .

 : Load Paper indicator.

 : Add Toner indicator.

14. Selection keys

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

15. Display panel

Displays operational statuses and messages. See “Display Panel”.

16. Scroll keys

Press to select an item.

[▲]: scrolls upward

[▼]: scrolls downward

[▶]: scrolls right

[◀]: scrolls left

17. Number keys

Press to enter numeric values.

18. [User Tools/Counter] key

- User Tools

Press to change default or operation parameters according to requirement. See “Accessing User Tools”, Network and System Settings Guide .

- Counter

Press to check or print the counter value. See “Counter”.

19. [Clear Modes] key

Press to clear the current settings.

20. Main power indicator

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

21. User Function keys (facsimile mode)

You can program frequently used functions in these keys under [Set User Function Key]. See “Fax Features”, Facsimile Reference .

By default, the following functions are registered:

[F1] key: Start manual reception

[F2] key: Switch reception mode

[F3] key: Print journal

22. [Resolution] key (facsimile mode)

Press to specify the resolution of the fax. See "Scan Settings", Facsimile Reference ⑥.

23. [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 "-".

- Redial

Press this to select a recently-dialed destination. For details, see "Specifying a Destination", Facsimile Reference ⑤.

24. Quick Dial keys

Press to enter letters and symbols. See "Entering Text".

Press to select the registered destination at a single touch.

25. [Online] key (printer mode)

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

26. Data In indicator (printer mode)

Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Facsimile Reference ⑥ and Printer Reference ⑤.

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

- Combine

Combines and prints the pages of a multiple-sheet original onto a single sheet. For details, see "Copying", Copy Reference ④.

- Series

Prints each page of a double-page spread as a single-page copy.

28. [Duplex] key (copier mode)

Perform duplex printing when copying a multiple-sheet original. For details, see "Copying", Copy Reference ④.

29. [Sort] key (copier mode)

Press to automatically sort printed copies. See "Copying", Copy Reference ④.

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

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

31. [Escape] key

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

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

Press to select the most suitable scanning method for the original. See "Copying", Copy Reference ④, "Scan Settings", Facsimile Reference ⑥ and "Original Type", Facsimile Reference ⑤.

33. [OK] key

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

34. [#] key (Enter key)

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

35. [Start] key

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

36. [Clear/Stop] key

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

37. Operation switch

Press to turn the power on (the operation switch indicator goes on). To turn the power off, press again (the operation switch indicator goes off). See "Turning On/Off the Power".

Reference

- p.44 "Display Panel"
- p.50 "Changing Modes"
- p.52 "Turning On/Off the Power"
- p.79 "Entering Text"
- p.101 "Counter"

Display Panel

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

★ Important

- Don't apply strong impact or force to the screen. Or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)

When you select or specify an item on the display panel, it is highlighted like **100%**.

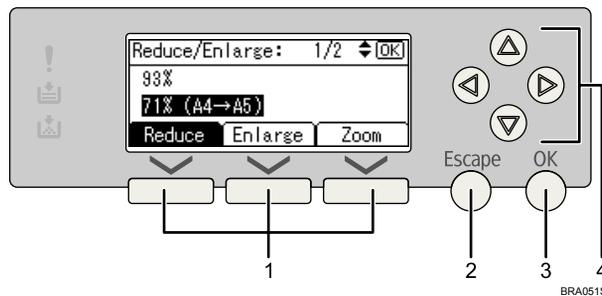


↓ Note

- The display panels shown in this manual's illustrations are taken from a machine that has fax and printer/scanner installed.

Reading the Display and Using Keys

This section explains reading the display panel and using the keys.



1. Selection keys

Correspond to items at the bottom line on the display.

Example: initial 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 an entered numeric value.

4. Scroll keys

Press to move the cursor to each direction one by one.

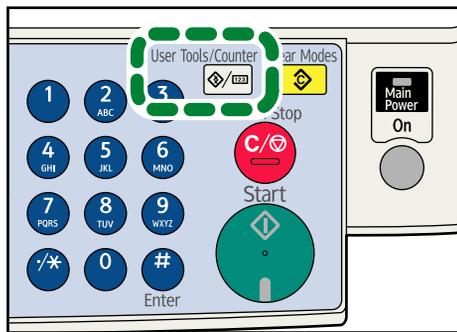
When [▲], [▼], [◀], or [▶] appears in this manual, press the scroll key of the same direction.

Changing the Display Language

2

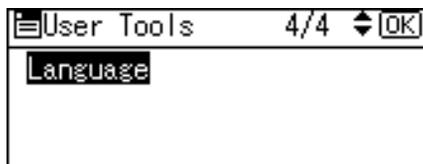
You can change the language used on the display. English is set as default.

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

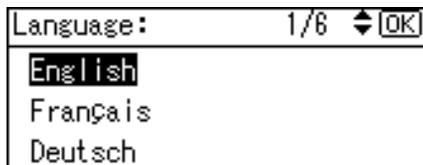


BRA053S

2. Select [Language] using [▲] or [▼], and then press the [OK] key.



3. Select the language using [▲] or [▼], and then press the [OK] key.



4. Press the [User Tools/Counter] key.

When the Authentication Screen is Displayed

This section explains the authentication screen.

★ Important

- Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.
- User code to enter on User Code Authentication is the numerical value registered in the address book as "login user name".

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own login user name and login password. If User Code Authentication is active, you cannot use the machine until you enter the user code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

↓ Note

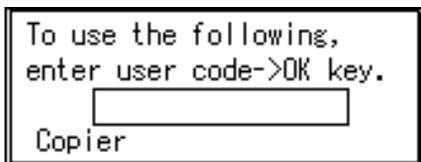
- If authentication fails, the "Authentication failed." message appears. Check that the login user name and login password are correct.

User Code Authentication (Using the Control Panel)

This section explains the procedure for logging in to the machine using the control panel while User Code Authentication is active.

If User Code Authentication is active, a screen prompting you to enter a user code appears.

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



↓ Note

- To log off, press the operation switch.

User Code Authentication (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver while User Code Authentication is active.

If User Code Authentication is active, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

↓ Note

- When logged in through User Code Authentication, you do not have to log out.

Login (Using the Control Panel)

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

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.

↓ Note

- If authentication fails, the "Authentication failed." message appears. Check that the login user name and login password are correct.

Logout (Using the Control Panel)

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

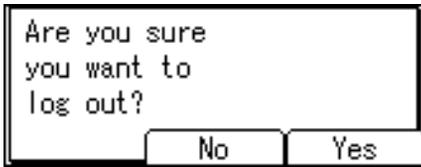
★ Important

- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

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



3. Press [Yes].



Login (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver.

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

Note

- When logged in using a printer driver, you do not have to log out.

Login (Using Web Image Monitor)

This section explains the procedure for logging in to the machine via Web Image Monitor.

1. Click [Login].
2. Enter a login user name and password, and then click [Login].

Note

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

Logout (Using Web Image Monitor)

This section explains the procedure for logging out the machine via Web Image Monitor.

1. Click [Logout] to log out.

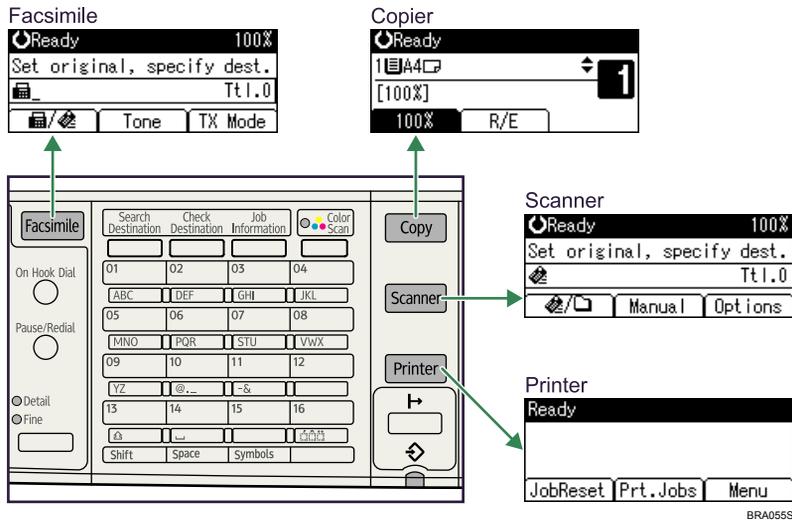
 **Note**

- Delete the cache memory of a Web browser after logging out.

Changing Modes

This section explains how to change modes.

The following illustration shows screens that appear when the fax and printer/scanner unit are installed.



Note

- You cannot switch modes in any of the following situations:
 - When scanning a fax message for transmission
 - During immediate transmission
 - When accessing User Tools / Counter
 - During On-hook dialing for fax transmission
 - While scanning an original
- The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", Network and System Settings Guide .

System Reset

This section explains System Reset.

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For the procedure for specifying default settings under Function Priority, see "System Settings", Network and System Settings Guide .

To change the length of time that the machine waits before restoring its settings to their default values, use the System Auto Reset Timer setting. See “System Settings”, Network and System Settings Guide .

Turning On/Off the Power

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

Power supply

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

- Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming up, you can make 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 or turns itself off if you do not use it for a while. To specify the time that the machine waits before it enters Energy Saver mode and/or turns itself off, configure the Energy Saver Timer and/or Auto Off Timer setting, respectively. See "System Settings", Network and System Settings Guide .

Turning On the Main Power

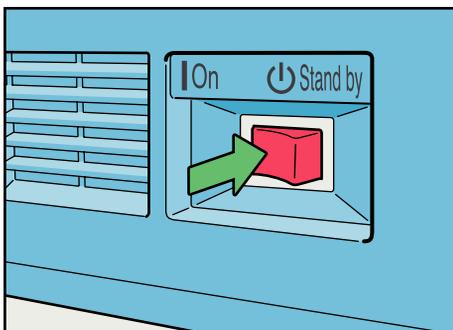
This section explains how to turn on the main power.

Important

- 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.

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Turn on the main power switch.

The main power indicator goes on.



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↓ Note

- After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

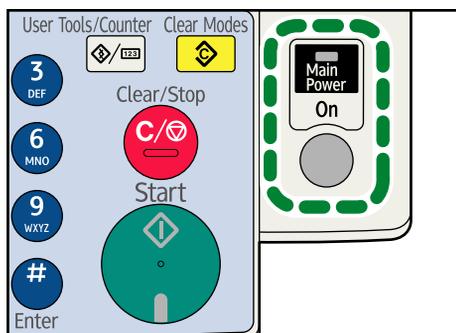
Turning On the Power

2

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



BRA058S

↓ Note

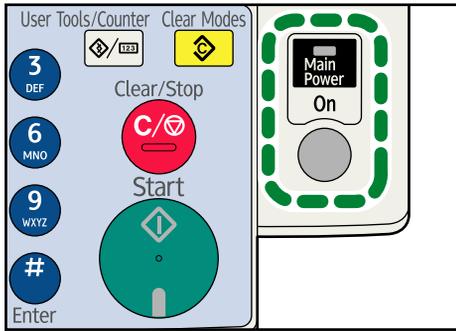
- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

This section explains how to turn off the power.

1. Press the operation switch.

The operation switch indicator goes off.



Note

- Even if you press the operation switch, the operation switch indicator does not go out, but blinks during communication with external equipment.

Turning Off the Main Power

This section explains how to turn off the main power.

Important

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the memory.
- 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.

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 cancelled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted twelve hours after you turn off the main power switch or unplug the power cord.
- For details, see "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting 

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving function.

Auto Off (Copier only)

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off". You can change the Auto Off time under Auto Off Timer.

Note

- See "System Settings", Network and System Settings Guide .
- The Energy Saver and Auto Off functions will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the "Add toner." message appears
 - When toner is being replenished
 - When the User Tools screen is displayed
 - When fixed warm-up is in progress
 - When data is being processed
 - When operations are suspended during printing
 - When the On-hook dialing function is in use
 - When a recipient is being registered in the address list or group dial list
 - When the Data In indicator is on or blinking

3. Adding Paper

This chapter describes recommended paper sizes and types, and how to load paper into the paper tray.

Loading Paper

This section describes how to load paper into the paper tray.

CAUTION

- When loading paper, take care not to trap or injure your fingers.

CAUTION

- If two paper tray units (options) are installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.

Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy Reference .

Reference

- p.68 "Recommended Paper Sizes and Types"

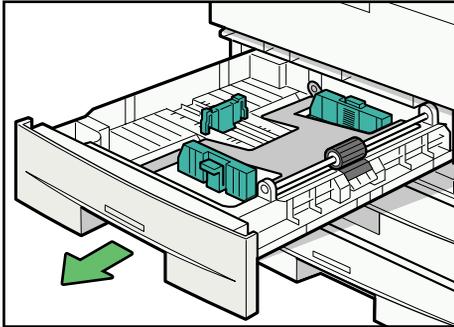
Loading Paper into the Paper Trays

This section describes how to load paper into the paper trays.

Important

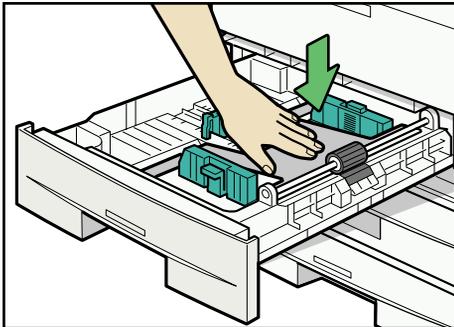
- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- Do not stack paper over the limit mark.

1. Carefully pull out the paper tray until it stops.



BRA017S

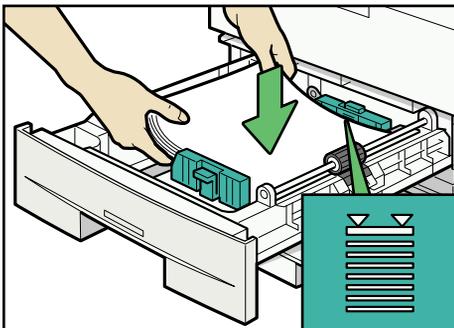
2. Press the metal plate down until it clicks.



BRA018S

3. Square the paper and load it print side up.

Do not stack paper over the limit mark.



BRA019S

4. Carefully push the paper tray fully in.

Note

- The illustrations above show Tray 1.
- When using the optional paper tray unit (Tray 2 and Tray 3), load paper flush against the right side of the tray. Space between the paper and the tray's sides can cause misfeeds.

Reference

- p.61 "Changing the Paper Size"

Orientation-Fixed Paper or Two-Sided Paper

This section describes loading paper that has a specified orientation and printing side (such as letterhead paper).

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [On] under [Copier Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier Features", Copy Reference . For details about printing with the printer function, see "Printer Features", Printer Reference .

Original Orientation

Exposure glass		ADF	
 *1	<ul style="list-style-type: none"> • Copier ^{*2} 	 *1	
	<ul style="list-style-type: none"> • Scanner 		

*1 When making copies using the duplex function in this orientation by setting [Always Specify] for [Orientation] with [Copier Features] in User Tools, specify  for the original orientation.

*2 When making copies using the duplex function in this orientation, and loaded paper orientation is , place originals as shown below.



Under [Copier Features], if [Orientation] is set to [Always Specify], load paper in  orientation.

Paper Orientation

- For machines with facsimile, printer, or scanner functions

Copy mode		Paper tray	Bypass tray	
			When originals are placed on the exposure glass	When originals are placed in the ADF
Loaded paper orientation 	1 Sided			
	2 Sided	 *1	—	—
Loaded paper orientation 	1 Sided			
	2 Sided	 *1	—	—

*1 Shows when printing on the front page.

 : Shows the paper frontside facing up.

 : Shows the paper backside facing up.

BRA021S

Note

- In [Tray Paper Settings] under [System Settings], specify [Letterhead] for “Paper Type” of the paper tray you want to use. This setting is only available when the printer/scanner and fax units are installed. See “Tray Paper Settings”, Network and System Settings Guide .

Changing the Paper Size

This section describes how to change the paper size.

Procedures for changing the paper size differ depending on the paper tray (Tray 1 or the optional paper tray unit). Make sure you are following the appropriate procedure before you begin.

↓ Note

- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details, see "Selecting the Paper Size with User Tools".
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

📖 Reference

- p.66 "Selecting the Paper Size with User Tools"
- p.68 "Recommended Paper Sizes and Types"

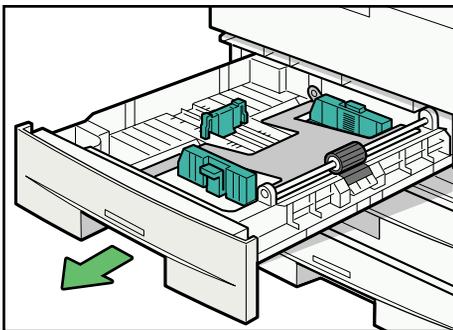
3

Changing the Paper Size in the Paper Tray (Tray 1)

This section describes how to change the paper size in the paper tray (Tray 1).

★ Important

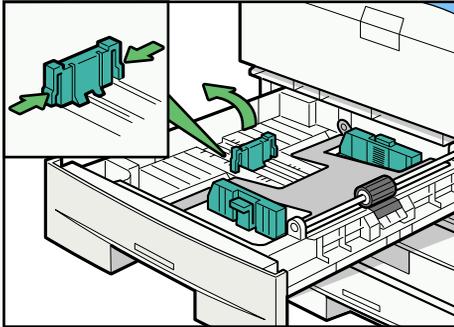
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - Do not stack paper over the limit mark.
 - Check the paper edges are aligned with the right side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



BRA017S

2. Remove paper if loaded.

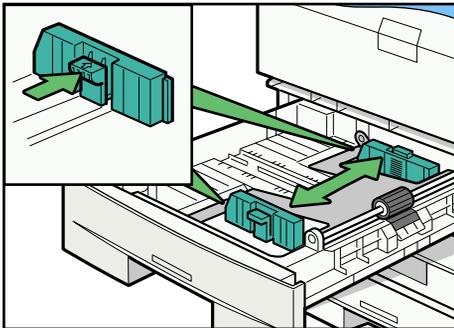
3. While pinching the release levers, pull the end fence off from the tray.



BRA022S

4. While pressing down the release levers, slide the side fences until they are aligned with the paper size you want to load.

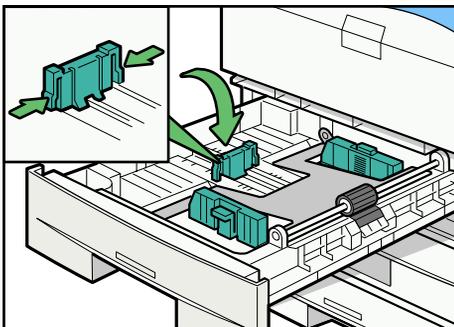
Make sure there are no gaps between the paper and side fences.



BRA024S

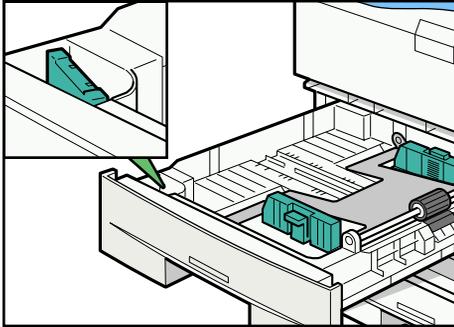
5. While pinching the release levers, set the end fence to the paper size you want to load.

Make sure there are no gaps between the paper and end fence.



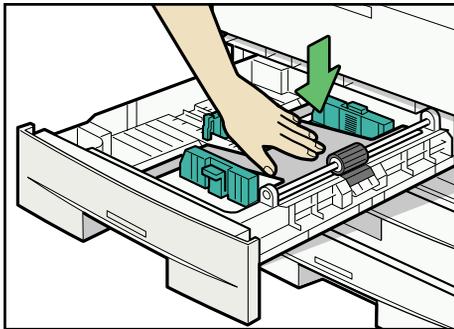
BRA025S

To load A4  size paper, place the end fence in the corner pocket on the left.



BRA023S

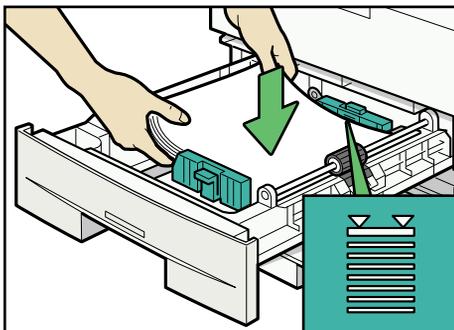
6. Press the metal plate down until it clicks.



BRA018S

7. Square the paper and load it print side up.

Do not stack paper over the limit mark.



BRA019S

8. Carefully slide the paper tray fully in.

⬇ Note

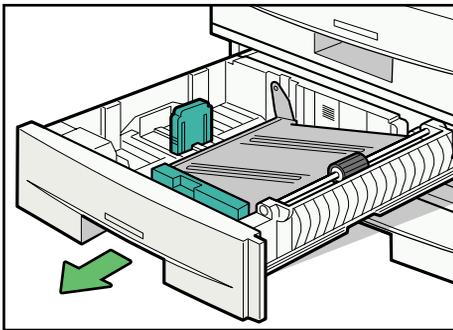
- When setting small quantities of paper, be careful not to squeeze in the side fence too much. Paper might not feed in properly if the side fences are too tight against the paper's edges.

Changing the Paper Size in the Optional Paper Tray Unit (Tray 2 and Tray 3)

This section describes how to change the paper size in the optional paper tray unit (Tray 2 and Tray 3).

★ Important

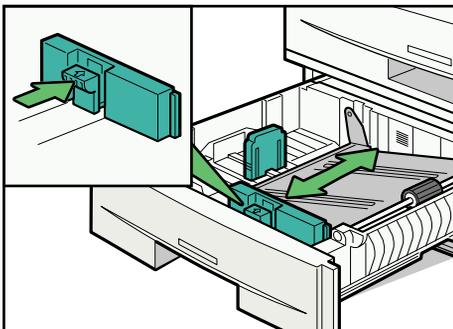
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - Do not stack paper over the limit mark.
 - Check the paper edges are aligned with the right side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



BRA026S

2. Remove paper if loaded.
3. While pressing down the release lever, slide the side fence until it is aligned with the paper size you want to load.

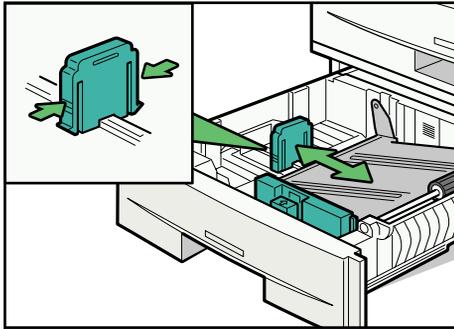
Make sure there are no gaps between the paper and side fence.



BRA027S

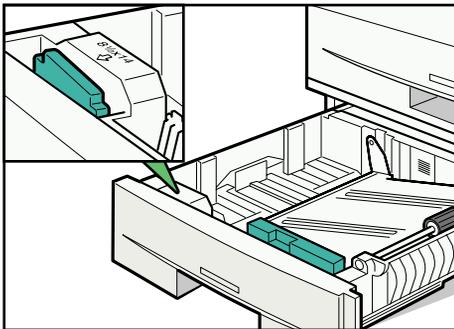
4. While pinching the release levers, slide the end fence until it is aligned with the paper size you want to load.

Make sure there are no gaps between the paper and end fence.



BRA028S

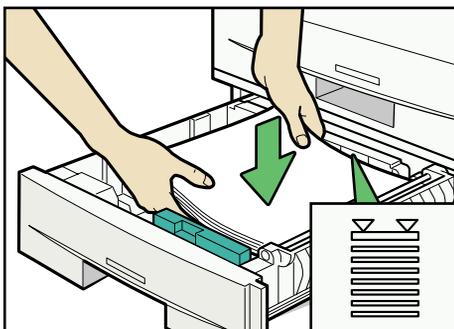
To load $8\frac{1}{4} \times 14$ or $8\frac{1}{2} \times 14$ size paper, pull the end fence out of the tray and place it in the corner pocket on the left.



BRA042S

5. Press the metal plate down until it clicks, and then square the paper and load it print side up.

Do not stack paper over the limit mark.



BRA029S

6. Carefully slide the paper tray fully in.

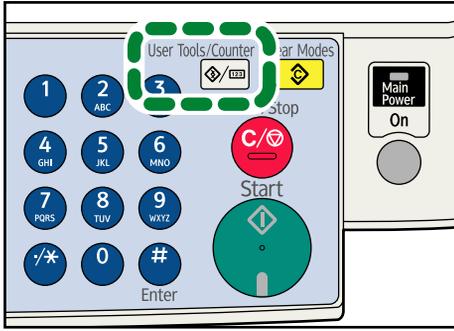
Note

- When setting small quantities of paper, be careful not to squeeze in the side fence too much. Paper might not feed in properly if the side fence is too tight against the paper's edge.

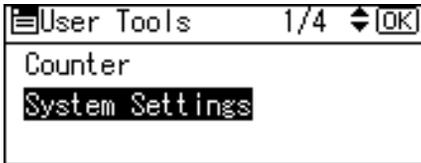
Selecting the Paper Size with User Tools

This section describes how to select a paper size with User Tools.

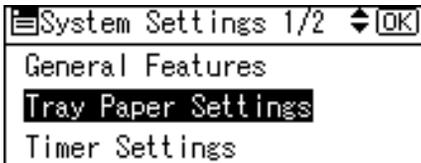
1. Press the [User Tools / Counter] key.



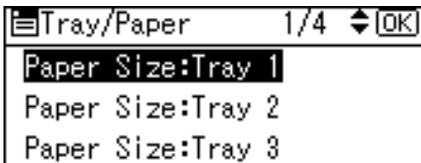
2. Select [System Settings] using [▲] or [▼], and then press the [OK] key.



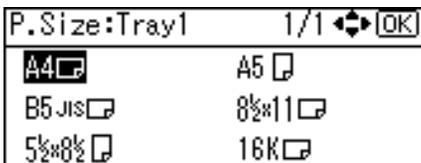
3. Select [Tray Paper Settings] using [▲] or [▼], and then press the [OK] key.



4. Select "Paper Size" for the paper tray of which paper size will be changed using [▲] or [▼], and then press the [OK] key.



5. Select the paper size using the scroll keys, and then press the [OK] key.



6. Press the [User Tools / Counter] key.

The initial display is shown.

7. Load the paper, and then gently push the paper tray all the way in.

8. Check the paper size on the display panel.

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

★ Important

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

Paper tray (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 (Japanese Industrial Standard)☐, 8 ¹ / ₂ × 11☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐, 16K☐		250 sheets

Paper tray unit (Tray 2 and Tray 3)

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 × 14☐, 8 ¹ / ₄ × 13☐		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 × 14☐, 8 ¹ / ₄ × 13☐, 4 ¹ / ₈ × 9 ¹ / ₂ ☐, 3 ⁷ / ₈ × 7 ¹ / ₂ ☐, 16K☐		100 sheets
Standard paper 60 - 157 g/m ² , 16 - 42 lb.	Custom size Vertical: 90.0 - 216.0 mm Horizontal: 139.0 - 600.0 mm *1	Custom size Vertical: 3.55 - 8.50 inches Horizontal: 5.48 - 23.62 inches *1	100 sheets
Translucent paper	A4☐		10 sheets
OHP transparencies	A4☐, 8 ¹ / ₂ × 11☐		10 sheets
Label paper (adhesive labels)	A4☐		1 sheet

Paper type and weight	Metric version	Inch version	Paper capacity
Envelope *2	Com10, Monarch, C5, C6, DL Env. □		Up to 10.5 mm (0.4 inches) high

*1 Press the [#] key, select [Custom Size], and then enter the paper size using the number keys.

*2 Press the [#] key, and then select the paper size.

↓ Note

- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (Glossy paper and OHP transparencies can produce noise when delivered.)
- When using translucent paper or label paper, make sure to select the appropriate paper type. For details about Paper Type: Bypass Tray, see "System Settings", Network and System Settings Guide .
- When loading paper in the paper tray and the optional paper tray unit, place the print side face up.
- When loading paper in the bypass tray, place the print side face down.
- When you use the bypass tray, it is recommended to set the paper direction to □.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- When loading thick paper (91 - 157 g/m², 25 - 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 (91 - 157 g/m², 25 - 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 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 you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Use A4 or 8 1/2 × 11 size transparencies, and specify their size. For details, see Copy Reference  and Printer Reference .
- When you use OHP transparencies, fan them for each use.
- We recommend you load OHP transparencies and sheets of label paper and translucent paper one by one. This prevents them becoming jammed inside the machine.
- Also, be sure to remove printed OHP transparencies and sheets of translucent paper one by one as they are delivered. This prevents them sticking together.
- We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.

- If multiple sheet feeding occurs, load sheets one by one.
- Flatten out curled sheets before loading them.
- To print on envelopes from the bypass tray: select [System Settings], [Tray Paper Settings], and then, for the [Paper Type: Bypass Tray] setting, specify [Thick Paper].
- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. See "Orientation-Fixed Paper or Two-Sided Paper".
- If you load paper of the same size in two or more 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 the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Tray 1 - 3. See "System Settings", Network and System Settings Guide . For the setting procedure of the Auto Tray Switching function, see "Copier Features", Copy Reference .
- When copying or printing onto prepunched paper, the copy/print speed is slower than usual.
- The paper types you can select in [System Settings] are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.

Reference

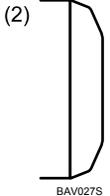
- p.59 "Orientation-Fixed Paper or Two-Sided Paper"
- p.73 "Unusable Paper"

Envelopes

This section describes loading envelopes.

★ Important

- This machine can print only on the envelopes listed below. Note that even the envelopes listed here can still become jammed if their flaps are too long or unusually shaped.

Envelope types	Supported
(1)  BAV026S	Supported
(2)  BAV027S	Supported
(3)  BAV028S	Supported

- To print on envelopes, load them on the bypass tray and be sure to specify the appropriate paper type. See “Copying from the Bypass Tray”, Copy Reference  and “Setting Paper on the Bypass Tray”, Printer Reference .
- Specifications for envelopes are as follows:

	Metric version	Inch version
Weight	72 - 90 g/m ²	19 - 24 lb.

	Metric version	Inch version
Recommended weight and size	80 g/m ² , 114 × 229 mm (C5/6) 80 g/m ² , 114 × 162 mm (C6) 95 g/m ² , 162 × 229 mm (C5)	24 lb., 4 ¹ / ₈ × 9 ¹ / ₂ (Com10)

Note

3

- Before loading envelopes, flatten their leading edges (the edge going into the printer) by running a pencil or ruler across them.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.
- In a hot and humid environment, the envelope might be output creased or improper printing quality.

Unusable Paper

This section describes paper unusable on this machine.

CAUTION

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.

Important

- To prevent faults, do not use any of the following kinds of treated 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
- Certain types of OHP transparencies for colour printing cannot be used. For details about types that can be used, contact your sales or service representative.
- Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print onto unprinted sides only.

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Perforated paper
 - Slippery paper
 - Torn paper
 - Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

Paper Storage

This section describes how to store paper.

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

4. Adding Toner

This chapter explains how to replenish toner when it runs out.

Adding Toner

This section describes how to add and store toner.

WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.

CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.

CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

CAUTION

- 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.

CAUTION

- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.

★ Important

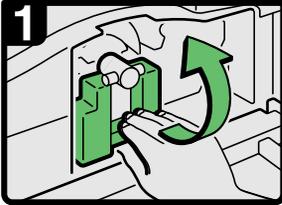
- Always add toner when the machine instructs you.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Store the toner bottles in a cool, dry place free from direct sunlight.
- Store the toner bottles on a flat surface.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.
- Do not shake the removed toner cartridge. Remaining toner might scatter.

↓ Note

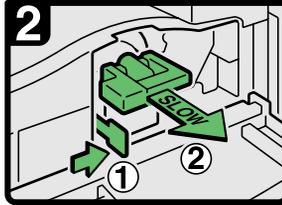
- You can make about 50 copies even after the  Add Toner indicator begins flashing, but replace toner early to prevent poor copy quality.

Replacing Toner

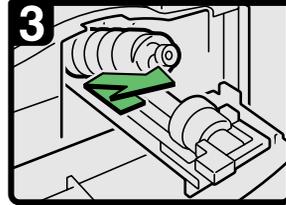
This section describes how to replace the toner cartridge.



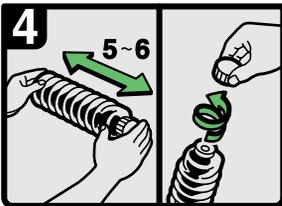
- Open the front cover of the machine.
- Raise the toner holder lever.



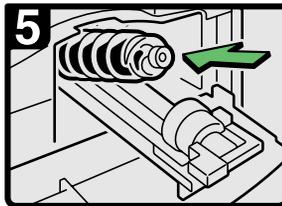
- Push the lever, and then gently pull out the holder.



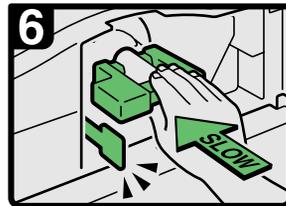
- Push the toner bottle back to raise its top, and then gently pull out the bottle.



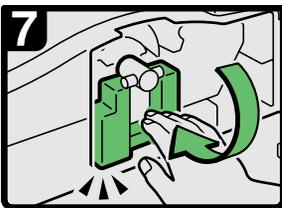
- Hold the new bottle horizontally and shake it from side to side five or six times.
- Remove the cap.



- Put the toner bottle on the holder, and then pull its top forward.



- Push in the lever until it clicks.



- Lower the toner holder lever back into its original position.
- Close the machine's front cover.

Note

- Do not remove the cap before shaking.
- Do not remove the inner cap.

BRA030S

Sending Faxes or Scanned Documents When Toner Has Run Out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

★ Important

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 100, communication is not possible.

1. Make sure the machine is in facsimile or scanner mode.

2. Press [Exit], and then perform transmission operation.

The error message disappears.

↓ Note

- Any reports are not printed.
- If the fax or scanner screen does not appear in step 1, press the [Facsimile] key or the [Scanner] key.

Used Toner

Toner cannot be re-used.

Bring the stored used container to your sales representative or service representative for recycling through our recycling system. If you discard it on your own, treat it as general plastic waste material.

5. Entering Text

This chapter describes how to enter characters.

Entering Text

This section explains how to enter text.

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

Available Characters

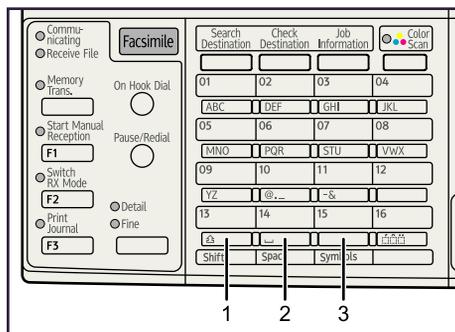
This section explains which characters are available.

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
0123456789

Keys

This section explains the keys for entering text.



BRA059S

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.

5

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, Turkish
Type B	English, French, German, Italian, Spanish, Dutch, Norwegian, Danish, Swedish, Portuguese, Finnish, Catalan
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 :	[OK]
Enter name.	
abc _	▲

2. Press the appropriate Quick Dial key repeatedly until the letter that you require appears.

Name :	[OK]
Enter name.	
abc Tokyo	▲

3. To enter additional letters, repeat step 2.

If the next letter you want to enter is assigned to the same Quick Dial key, move the cursor by pressing [▶], and then press the Quick Dial key. The cursor moves to the right and the next letter appears on the display.

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	‘, ^, ‘‘

BRA032S

Keyboard Type B

Press one of the following Quick Dial keys to display a basic letter, and then press the [Quick Dial 16] key 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→ Đ 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 æ
06	P→ Þ	p→ þ
07	S→ Š U→ Ù Ú Û Ü	s→ š š u→ ù ú û ü
09	Y→ Ý Ÿ Z→ Ž	y→ ý ÿ z→ ž

BRA033S

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 the [Quick Dial 16] key 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 Ě	d → ď đ e → é ě ę ę
03	I → Í Î	i → í î
04	L → Ł Ł Ł	l → ł ł ł
05	N → Ń Ń O → Ó Ô Ö Ö	n → ń ń o → ó ô ö ö
06	R → Ř Ř	r → ř ř
07	S → Ś Ś Ś T → Ŧ Ŧ U → Ú Ü Ú Ú	s → ś ś ś t → ŧ ŧ u → ú ü ú ü
09	Y → Ý Z → Ž Ž Ž	y → ý z → ž ž ž

BRA034S

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 → Ѓ → Д	а → б → в → г → ѓ → д
02	Ѓ → Ђ → Е → Ѓ → Ђ → Ж	ѓ → ђ → е → ɛ → ɛ̂ → ж
03	З → S → И → I → Ī	з → s → и → i → ĭ
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 → Ѐ	р → с → т → ћ → ǎ
07	У → Ÿ → Ф → Х → Ц	у → ŷ → φ → х → ц
08	Ч → Џ → Ш → Щ → Ъ	ч → џ → ш → щ → њ
09	Ы → Ь → Э → Ю → Я	ы → ь → э → ю → я

BRA035S

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↓ 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.
2. Select a symbol using the scroll keys.

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

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

BRA036S

Keyboard Type B

Symbols								
!	"	#	\$	%	&	'	()
*	+	,	-	.	/	:	;	<
=	>	?	@	[\]	^	_
`	{		}	~	€	,	<i>f</i>	”
...	†	‡	^	‰	<	‘	’	“
”	•	—	—	~	™	>	ı	¢
£	¤	¥		§	¨	©	$\frac{a}{b}$	«
¬	-	®	—	°	±	²	³	´
µ	¶	·	¸	¹	º	»	$\frac{1}{4}$	$\frac{1}{2}$
$\frac{3}{4}$	¿	×	ß	÷				

BRA037S

Keyboard Type C

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

BRA038S

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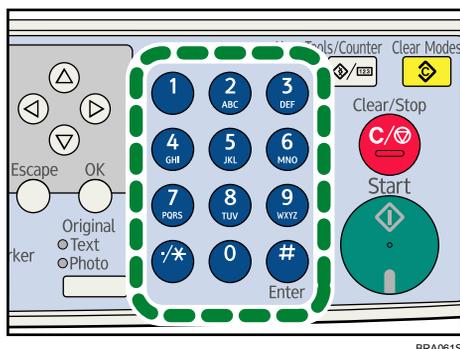
Keyboard Type D

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

BRA039S

Entering numbers

1. Press the number keys.



The number is entered and the cursor moves.

5

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

Adding user text

You can select and use a User Text that is registered in [Prog/Change/Del User Text].

For the registration procedure under [Prog/Change/Del User Text], see "System Settings", Network and System 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.

5

Name:		[OK]
Enter name.		
abc	[High]Confidentia	! ▲

6. Operating Instructions

This chapter describes the Operating Instructions of this machine.

Installing Operating Instructions

The supplied CD-ROMs contain HTML format manuals. For easy access, we recommend you install the manuals on a computer.

★ Important

- The “Manuals for Administrators” CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008
 - Minimum display resolution: 800 × 600 pixels
- Recommended browser: Microsoft Internet Explorer 4.01 SP2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.
- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.

1. Select a language and a product, and then click [OK].

2. Click [Install manuals].

If you want to read manuals from the CD-ROM, click [Read HTML manuals] or [Read PDF manuals].

3. Install the manual you require according to the displayed instructions.

4. When installation is complete, click [Finish].

5. Click [Finish].

↓ Note

- If you cannot install a manual, copy the “MANUAL_HTML” folder to your computer's hard drive, and then run “Setup.exe”.
- To delete an installed manual, on the [Start] menu, click [Programs], then [Product Name], and then uninstall the data.
- If you are installing the manuals on a Macintosh, open the “Manuals.htm” file on the CD-ROM.

PDF Manuals

The supplied “Manuals” CD-ROM contains PDF manuals.

File path

The PDF manuals are in the following folder on the CD-ROM:

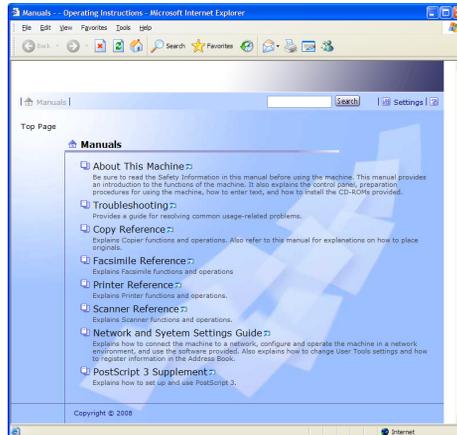
MANUAL_PDF\ENGLISH

Note

- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.

How to Use the Operating Instructions

This section explains how to use manuals.



Opening from the Icon

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This section explains how to open a manual using its desktop icon.

1. Double-click the icon on your desktop.



The browser opens and the manual appears.

Opening from the [Start] Menu

This section explains how to open a manual from the [Start] menu.

1. On the [Start] menu, point to [Programs] (Windows XP: [All Programs]), then [Product Name], and then click the manual you want to view.

The browser opens, and then the manual appears.

↓ Note

- Depending on the settings made during installation, menu folder names may differ.

Opening from the CD-ROM

This section explains how to open a manual from the supplied CD-ROMs.

1. Click [Read HTML manuals].
2. Click the title of the manual you want to view.

The browser opens, and then the manual appears.

7. Remarks

This chapter describes how to maintain and operate the machine.

Dos and Don'ts

The following items should be followed 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 On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm - this is not a malfunction.
- 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.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.

- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapor from the paper, not a sign of malfunction.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

- p.52 "Turning On/Off the Power"

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

This section describes precautions when moving the machine.

CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

CAUTION

- 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.

CAUTION

- 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.

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

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. For details about how to turn the main power off, see "Turning On/Off the Power".

- Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
- Close all covers and trays, including the front cover and bypass tray.
- Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling may cause a malfunction or damage the memory, resulting in loss of stored files.
- Do not take off the holding stand.

 **Reference**

- p.52 "Turning On/Off the Power"

Optimum environmental conditions

This section describes precautions when locating the machine.

 **CAUTION**

- 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.

 **CAUTION**

- 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.

- Temperature: 10-32°C (50-89.6°F) (humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15-80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.
- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

This section describes precautions about environments to avoid.

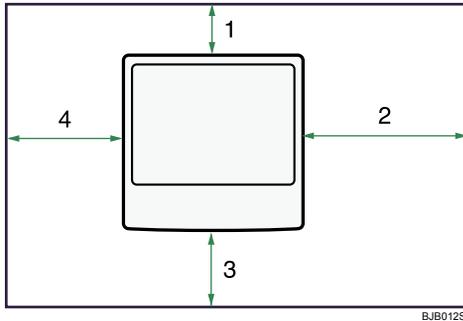
- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.

- Areas with corrosive gases.

Access to the machine

This section describes the clearance areas to be provided when placing the machine.

Place the machine near the power source, providing the clearance areas shown.



1. Rear: 6 cm (2.4 inches) or more
2. Right: 1 cm (0.4 inches) or more
3. Front: 75 cm (29.6 inches) or more
4. Left: 1 cm (0.4 inches) or more

Note

- For the required space when additional items are installed, contact your service representative.

Power Connection

This section describes power supply.

⚠ WARNING

- Connect this machine only to a power source that matches the specifications shown in "Specifications for the Main Unit" in this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

⚠ WARNING

- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

⚠ WARNING

- 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

- 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.

⚠ CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

⚠ CAUTION

- 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.

- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

📖 Reference

- p.109 "Specifications for the Main Unit"

Maintaining Your Machine

If the exposure glass, scanning glass, or ADF is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

★ Important

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

How to maintain

Cleaning the machine: Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

Cleaning the Exposure Glass

This section describes how to clean the exposure glass and the scanning glass.

1. Wipe the exposure glass and the scanning glass.

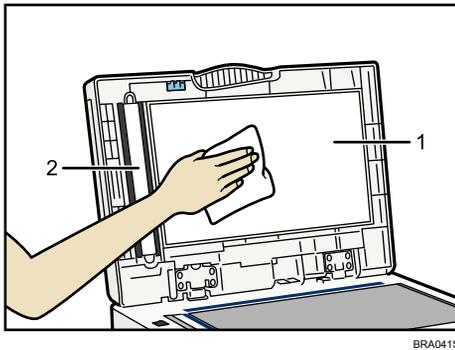


1. Scanning glass
2. Exposure glass

Cleaning the ADF

This section describes how to clean the ADF.

1. Wipe the sheet and guiding plate of the ADF.



1. Sheet
2. Guiding plate

Cleaning the Power Cable Plug

CAUTION

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

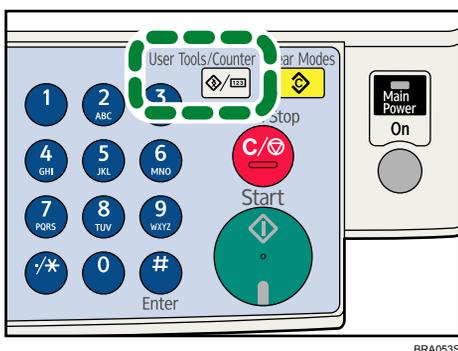
Counter

This section explains the counter.

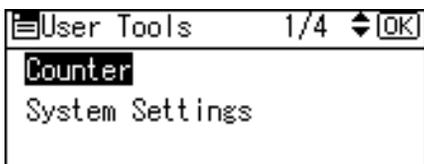
Displaying the Total Counter

You can display the total counter value used for all functions.

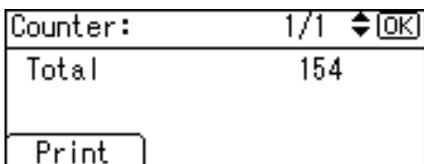
1. Press the [User Tools/Counter] key.



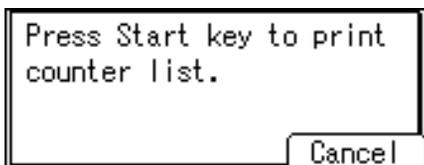
2. Select [Counter] using [▲] or [▼], and then press the [OK] key.



3. To print a counter list, press [Print].



4. Press the [Start] key.



A counter list prints out.

8. Appendix

This chapter describes the provided software and utilities CD-ROMs, and specifications.

Software and Utilities Included on the CD-ROM

This section explains the software and utilities CD-ROMs provided with this machine.

Two CD-ROMs come with this machine: "Printer Drivers and Utilities", and "Scanner Driver and Utilities".

The following are included in these CD-ROMs:

SmartDeviceMonitor for Admin

For the system administrator to manage network printers.

DeskTopBinder-SmartDeviceMonitor for Client

For users to manage their network print status.

↓ Note

- Some documentation about using the machine is included on the CD-ROM in PDF format. For details about using Adobe Acrobat Reader/Adobe Reader, see Adobe Acrobat Reader/Adobe Reader online Help.

Viewing the Contents of the CD-ROM

This section explains how 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

This section explains printer drivers for this machine.

★ Important

- You can install the PCL printer drivers (PCL 5e and PCL 6) from the CD-ROM provided with this machine or download them from the supplier's Web site. If your operating system is Windows XP x64/Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the printer drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

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	PostScript 3
Windows 2000 ^{*1}	Yes	Yes	Yes
Windows XP ^{*2}	Yes	Yes	Yes
Windows Vista ^{*3}	Yes	Yes	Yes
Windows Server 2003 ^{*4}	Yes	Yes	Yes
Windows Server 2008 ^{*5}	Yes	Yes	Yes
Mac OS ^{*6}	No	No	Yes
Mac OS X ^{*7}	No	No	Yes

*1 Microsoft Windows 2000 Professional/Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server

*2 Microsoft Windows XP Professional/Microsoft Windows XP Home Edition

*3 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic

*4 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/Microsoft Windows Server 2003 Web Edition/Microsoft Windows Server 2003 Datacenter Edition/Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition/Microsoft Windows Server 2003 R2 Datacenter Edition

*5 Microsoft Windows Server 2008 Standard/Microsoft Windows Server 2008 Enterprise/Microsoft Windows Server 2008 Datacenter

*6 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

*7 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.

Note

- Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.
- For details, see "Preparing the Machine", Printer Reference .

TWAIN Driver

This section describes the file path 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 driver is included in the following folder 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
Windows 2000/XP/Vista
Windows Server 2003/2003 R2/2008
- Display resolution
800 × 600 pixels, 256 colours or higher

LAN-Fax Driver

This section describes the file path and system requirements of the LAN-Fax driver.

★ Important

- You can install the LAN-Fax driver from the CD-ROM provided with this machine or download it from the supplier's Web site. If your operating system is Windows XP x64/Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the LAN-Fax driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

This driver is required to use LAN-Fax functions.

File path

The driver is included in the following folders on the CD-ROM labeled "Printer Drivers and Utilities":

`\DRIVERS\LAN-FAX\XP_VISTA`

System requirements

- Hardware
PC/AT-compatible
- Operating systems
Windows 2000/XP/Vista

Windows Server 2003/2003 R2/2008

- Display

VGA 640 × 480 pixels or more

Note

- Before beginning installation, exit all other applications.

DeskTopBinder Lite

This section describes 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 “Scanning Originals with the Network TWAIN Scanner”, Scanner Reference .

File path

The software is included in the following folder 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:
 - Windows 2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition
 - When installing only SmartDeviceMonitor for Client:
 - Windows 2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition

SmartDeviceMonitor for Admin

This section describes the file path and available functions of 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 IP address. 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 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
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 Vista	TCP/IP provided with Windows Vista Novell Client provided with Windows Vista
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 Server 2008	TCP/IP provided with Windows Server 2008 Novell Client provided with Windows Server 2008

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

Note

- For details, see Network and System Settings Guide , and SmartDeviceMonitor for Admin Help.

DeskTopBinder-SmartDeviceMonitor for Client

This section describes the file path and system requirements of 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`

Operating environment of the printer driver

- Applicable computer
Machines which properly work with the applicable OS below. PC/AT compatible machine.
- Applicable OS
Windows 2000/XP/Vista
Windows Server 2003/2003 R2/2008

Note

- See "Scanning Originals with the Network TWAIN Scanner", Scanner Reference  or Help of DeskTopBinder-SmartDeviceMonitor for Client.
- SmartDeviceMonitor for Client is also included in DeskTopBinder and DeskTopBinder Lite. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

- Scanning originals: 600 dpi
- Printing: 600 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (20 °C, rated voltage):

- From the main power switch: 30 seconds or less
- From the operation switch: 10 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A4□, 8¹/₂ × 14□

Paper size:

- Paper tray: A4□, A5□, B5 JIS□, 8¹/₂ × 11□, 5¹/₂ × 8¹/₂□, 16K (195 × 267 mm)□
- Bypass tray: A4□, A5□□, B5 JIS□, 8¹/₂ × 14□, 8¹/₂ × 11□, 5¹/₂ × 8¹/₂□□, 7¹/₄ × 10¹/₂□, 8 × 13□, 8¹/₂ × 13□, 8¹/₄ × 13□, 8¹/₄ × 14□, 16K (195 × 267 mm)□, 4¹/₈ × 9¹/₂□, 3⁷/₈ × 7¹/₂□, C5 Env□, C6 Env□, DL Env□

- Bypass tray (custom size):
 Vertical: 90.0 - 216.0 mm, 3.55 - 8.50 inches
 Horizontal: 139.0 - 600.0 mm, 5.48 - 23.62 inches
- Duplex unit: A4□, B5 JIS□, 8¹/₂ × 14□*, 8¹/₂ × 11□, 8¹/₂ × 13□*, 8¹/₄ × 14□*, 8¹/₄ × 13□*, 16K (195 × 267 mm)□
 * Paper tray unit (Tray 2 and Tray 3) is required.

Paper weight:

- Paper tray (Standard size): 60.0 - 90.0 g/m², 16 lb. - 24 lb.
- Bypass tray: 60.0 - 157.0 g/m², 16 lb. - 42 lb.
- Duplex unit: 64.0 - 90.0 g/m², 17 lb. - 24 lb.

Non-reproduction area (Copier):

- Leading edge: 1.0 - 5.0 mm, 0.04 - 0.20 inches
- Trailing edge: 1.0 - 5.0 mm, 0.04 - 0.20 inches (Back of duplex copy: 2.2 - 6.2 mm, 0.09 - 0.25 inches)
- Left edge: 0.5 - 3.5 mm, 0.02 - 0.14 inches
- Right edge: 1.0 - 4.5 mm, 0.02 - 0.18 inches

First copy/print time:

7.5 seconds or less

(A4□, 8¹/₂ × 11□, 100% reproduction, feeding from Tray 1, on the exposure glass)

Copying speed:

17 copies/minute (A4□, 8¹/₂ × 11□)

Reproduction ratio:

Preset reproduction ratios:

- Enlargement

Metric version	Inch version
200%	155%
141%	129%

- Full size

Metric version	Inch version
100%	100%

- Reduction

Metric version	Inch version
93%	93%
71%	78%
50%	65%

Zoom: From 50 to 200% in increments of 1%

Maximum continuous copy run:

99 sheets

Paper capacity (80 g/m², 20 lb.):

- Tray 1: 250 sheets
- Bypass tray: 100 sheets

Power source:

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

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

Power consumption:

- Warm-up: Less than 900 W
- Stand-by: About 75 W
- During printing: About 360 W
- Maximum: Less than 900 W

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

485 × 450 × 371 mm, 19.1 × 17.8 × 14.7 inches

Space for main unit (W × D):

595 × 450 mm, 23.5 × 17.8 inches (including the bypass tray)

Noise emission:

	Stand-by	Copying
Sound power level	40.0 dB (A)	66.0 dB (A)
Sound pressure level	34.0 dB (A)	60.0 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.

Weight:

29 kg (64.0 lb.) or less

Reference

- p.97 "Power Connection"

Specifications for Auto Document Feeder

This section describes specifications for ADF.

Mode:

ADF mode

Original size:

- Regular size:
 - 1-sided originals: A4  - A5 , $8\frac{1}{2} \times 14$  - $5\frac{1}{2} \times 8\frac{1}{2}$ 
 - 2-sided originals: A4  - A5 , $8\frac{1}{2} \times 14$  - $5\frac{1}{2} \times 8\frac{1}{2}$ 
- Custom size:
 - 1-sided originals: 139 - 1260 mm (Horizontal)
 - 2-sided originals: 160 - 356 mm (Horizontal)

Original weight:

- 1-sided originals: 52 - 105 g/m², 14 - 28 lb.
- 2-sided originals: 52 - 105 g/m², 14 - 28 lb. (Originals that are 310 mm (13 inches) or longer in the feed direction should be at least 64 g/m², 17 lb.)

Number of originals to be set (80 g/m², 20 lb.):

50 sheets

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.

Specifications for Paper Tray Unit (Tray 2 and Tray 3)

This section describes specifications for the paper tray unit.

Paper size:

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

Paper weight:

60 - 90 g/m², 16 - 24 lb.

Paper capacity (80 g/m², 20 lb.):

500 sheets

Maximum power consumption:

15 W (Power is supplied from the main unit.)

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.

Specifications for Wireless LAN Board

This section describes specifications for the wireless LAN board.

Transmission spec.:

Based on IEEE 802.11a/b/g (wireless LAN)

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Data transfer speed:

Auto select from the following speed:

1 Mbps, 2 Mbps, 5.5 Mbps, 6 Mbps, 9 Mbps, 11 Mbps, 12 Mbps, 18 Mbps, 24 Mbps, 36 Mbps, 48 Mbps, 54 Mbps

Frequency range:

IEEE 802.11a/b/g wireless LAN:

- 2412 - 2472 MHz (1 - 13 channels)
- 5180 - 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode

Note

- SmartDeviceMonitor and Web Image Monitor are supported.

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 - Microsoft® Windows® XP Home Edition
 - Microsoft® Windows® XP Media Center Edition
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MEMO

MEMO

Operating Instructions About This Machine

