

# Operating Instructions

## Printer/Scanner Reference

## Introduction

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

## Important

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

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

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.

## Caution:

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

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

## Trademarks

Microsoft, Windows, Windows Server, and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

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

- The product names of Windows XP are as follows:

- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® XP Media Center Edition
- Microsoft® Windows® XP Tablet PC Edition
- Microsoft® Windows® XP Professional x64 Edition

- The product names of Windows Vista are as follows:

- Microsoft® Windows Vista® Ultimate
- Microsoft® Windows Vista® Business
- Microsoft® Windows Vista® Home Premium
- Microsoft® Windows Vista® Home Basic
- Microsoft® Windows Vista® Enterprise

- The product names of Windows 7 are as follows:

- Microsoft® Windows® 7 Home Premium
- Microsoft® Windows® 7 Professional
- Microsoft® Windows® 7 Ultimate
- Microsoft® Windows® 7 Enterprise

- The product names of Windows Server 2003 are as follows:

- Microsoft® Windows Server® 2003 Standard Edition
- Microsoft® Windows Server® 2003 Enterprise Edition

- The product names of Windows Server 2003 R2 are as follows:

- Microsoft® Windows Server® 2003 R2 Standard Edition
- Microsoft® Windows Server® 2003 R2 Enterprise Edition

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

## Notes:

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

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

# TABLE OF CONTENTS

- Manuals for This Machine..... 3
- How to Read This Manual..... 4
  - Symbols.....4
  - Names of Major Options..... 4
  - Model-Specific Information.....5

## 1. Getting Started

- Control Panel..... 7
  - Reading the Display and Using Keys.....8
- Connecting the Machine..... 10
  - Requirements..... 10
  - Connecting the machine to the host using a USB cable..... 10

## 2. Installing the Software

- Auto Run..... 13
- Installing the Printer Driver..... 14
- Installing the TWAIN Driver..... 15
- Software Supplied on CD-ROM..... 16
  - DDST Driver..... 16
  - DDST TWAIN Driver..... 16

## 3. Using the Printer Function

- Printer Features Menu..... 19
- Adjusting Printer Features..... 20
- Printer Features Parameters..... 21
  - Paper Input..... 21
  - List/Test Print.....21
  - Maintenance..... 22
  - System.....25
  - Host Interface..... 26
- Setting Paper on the Bypass Tray..... 27
  - Setting the Paper Size .....29
  - Setting Custom Size Paper ..... 30
  - Setting Thick Paper or OHP Transparencies.....31
  - Setting Envelopes.....32
- Setting Up the Printer Driver and Canceling a Print Job.....35

---

Windows XP and Windows Server 2003 - Accessing Printer Properties.....	35
Canceling a Print Job.....	37
<b>4. Using the TWAIN Scanner Function</b>	
<b>TWAIN Scanner.....</b>	<b>39</b>
Process Flow.....	39
Preparation for Using the Network TWAIN Scanner.....	40
TWAIN Scanner Screen.....	40
Setting Originals.....	41
Placing Originals.....	41
Scanning Originals.....	46
<b>5. Troubleshooting</b>	
<b>The Printer Function.....</b>	<b>47</b>
Error & Status Messages on the Display.....	47
The Machine Does Not Print.....	50
Other Printing Problems.....	51
The Scanner Function.....	54
When Scanning Is Not Performed as Expected.....	54
When an Error Message Appears on the Client Computer.....	54
<b>6. Appendix</b>	
<b>The Printer Function.....</b>	<b>57</b>
Collate and Rotating Collate.....	57
Edge to Edge Print.....	58
The Scanner Function.....	59
Relationship between Resolution and File Size.....	59
Specifications.....	60
Printer.....	60
Scanner.....	61
<b>INDEX.....</b>	<b>63</b>

---

# Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

## Note

- Manuals provided are specific to machine type.
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.

## **General Settings Guide**

Provides an overview of the machine and describes System Settings (paper trays, Administrator Tools, etc.), and troubleshooting.

## **Network Guide**

Describes procedures for configuring the machine and computers in a network environment.

## **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

## **Printer/Scanner Reference (this manual)**

Describes system settings, functions, troubleshooting and operations for the machine's printer and scanner functions.

---

# How to Read This Manual

---

## Symbols

---

In this manual, the following symbols are used:

### **WARNING**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

### **CAUTION**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury, or damage to property.

\* The statements above are notes for your safety.

### **Important**

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

### **Preparation**

This symbol indicates prior knowledge or preparation is required before operation.

### **Note**

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

### **Limitation**

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

### **Reference**

This symbol indicates a reference.

[ ]

Indicates the names of keys on the machine's display or control panels.

---

## Names of Major Options

---

Major options of this machine are referred to as follows in this manual:

- Auto Document Feeder → ADF

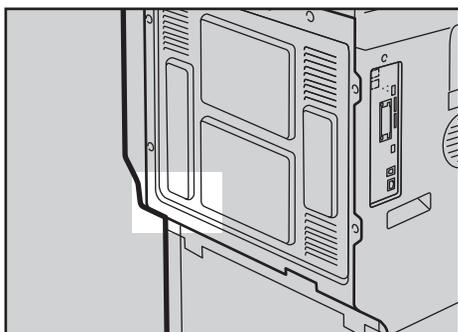
---

## Model-Specific Information

---

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



CUA703

The information in this manual varies depending on the region to which the machine is shipped.

If the label on your machine shows the following, refer to the instructions indicated as "Mainly Europe".

- CODE XXXX -27
- 220–240 V

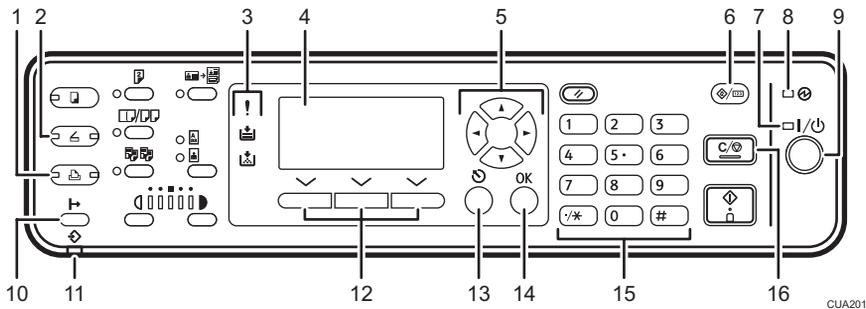
If the label on your machine shows the following, refer to the instructions indicated as "Mainly Asia".

- CODE XXXX -29, 69
- 220–240 V



# 1. Getting Started

## Control Panel



### 1. [Printer] key

Press to activate the printer function.

### 2. [Scanner] key

Press to activate the scanner function.

### 3. Indicators

Displays errors and machine status.

! : Error indicator. See Network Guide and General Settings Guide.

📄 : Load Paper indicator. See Copy Reference.

🖨️ : Add Toner indicator. See Copy Reference.

### 4. Display

Displays operation status and messages.

### 5. Scroll keys

Press to select an item.

[▲]: scroll upward

[▼]: scroll downward

[▶]: scroll right

[◀]: scroll left

### 6. [User Tools/Counter] key

Press to change default or operation parameters according to requirement.

### 7. On indicator

The On indicator lights when the operation switch is turned on.

### 8. Main power indicator

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

**★ Important**

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

**9. Operation switch**

Press to turn the power on. The On indicator lights. To turn the power off, press again.

**↓ Note**

- This key is inactivate during printing or while setting printer defaults.

**10. [On line] key**

Press to switch the printer between online and offline.

**11. Data In indicator**

Blinks while the printer is receiving data from a computer or printing. Lit when preparing to print.

**12. Selection keys**

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

**13. [Escape] key**

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

**14. [OK] key**

Press to set a selected item or entered numeric value.

**15. Number keys**

Press to enter numeric values.

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

Clear: clears an entered numeric value.

---

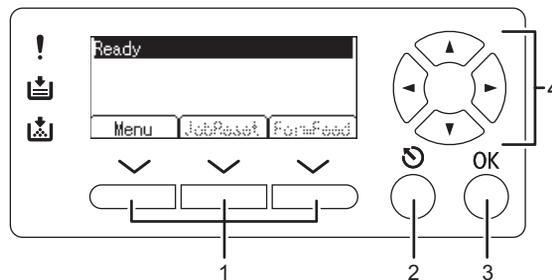
## Reading the Display and Using Keys

---

This section explains how to read the display and using the selection key for the initial display.

**↓ Note**

- The copy display is set as the default screen when the machine is turned on. You can change the settings in [System Settings]. See General Settings Guide.



CUA202

### 1. Selection keys

Correspond to the function items at the bottom line on the display.

Example: Basic screen

When the instruction "press [JobReset]" appears in this manual, press the center selection key.

### 2. [Escape] key

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

### 3. [OK] key

Press to set a selected item or entered numeric value.

### 4. Scroll keys

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

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

# Connecting the Machine

## Reference

- For details about connection using Ethernet, see "Connecting the Network Cable to the Network", Network Guide.

## Requirements

Before using this machine, make sure all environmental and electrical requirements are met. Connect the machine to the host computer using the USB port or network interface unit.

Make sure all cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are close at hand.

## Connecting the machine to the host using a USB cable

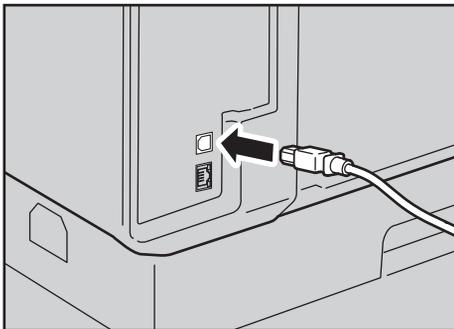
You can connect the machine to the host computer using a USB interface cable.

The USB cable is provided according to machine model:

- Standard model  
The USB cable is provided for this model.
- Network standard model  
The USB cable is not provided for this model. Purchase a cable that is suitable for connecting this model to your computer.

Follow the procedure below to connect the machine to the host computer using a USB interface cable.

- 1. Connect the USB 2.0 interface cable to the USB port on the right side of the machine's back cover.**



CUA203

**2. Connect the other end to the USB port on the host computer.**

The machine and computer are now connected. The printer driver and TWAIN driver must be installed next. For details about how to install the printer driver and TWAIN driver, see page 14 "Installing the Printer Driver" and page 15 "Installing the TWAIN Driver".



## 2. Installing the Software

This manual assumes you are familiar with general Windows procedures and practices. If you are not, see the operating instructions that come with Windows for details.

### Auto Run

2

Inserting the CD-ROM into the CD-ROM drive starts the installer automatically. The installer helps you install the following printer drivers and software easily.

#### Note

- When "plug and play" starts, click [Cancel] in the [New Hardware Found], [Device Driver Wizard] or [Found New Hardware Wizard] dialog box, and then insert the CD-ROM. The [New Hardware Found], [Device Driver Wizard] or [Found New Hardware Wizard] dialog box appears depending on the system version of the Windows XP or Windows Server 2003.
- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.
- To disable Auto Run, press the left [SHIFT] key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

#### Limitation

- Under Windows XP or Windows Server 2003, installing software using Auto Run requires Administrator permission. When you install software using Auto Run, log on using an account that has Administrators permission.

# Installing the Printer Driver

When you are using the printer function, you must install the printer driver on the supplied CD-ROM.

- 1. Quit all applications currently running.**
- 2. Insert the CD-ROM into the CD-ROM drive.**

The driver installer starts.

- 3. Select an interface language, and then click [OK].**

The default interface language is English.

- 4. Click [DDST Printer Driver].**

The DDST Printer Drivers installer starts.

- 5. The software license agreement appears in the [License Agreement] dialog box. After reading through its contents, click [I accept the agreement.], and then click [Next >].**

- 6. Follow the instructions on the display to install DDST Printer Drivers.**

If you are required to restart the computer after installing DDST Printer Drivers, restart the computer.

## Note

- The printer driver has been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the [Printers] or [Printers and Faxes] window.
- When you use the printer function on the Ethernet interface, see "Using the Printer Function", Network Guide.

# Installing the TWAIN Driver

When you are using the scanner function, you must install the TWAIN driver on the supplied CD-ROM.

- 1. Quit all applications currently running.**
- 2. Insert the CD-ROM into the CD-ROM drive.**  
The driver installer starts.
- 3. Select an interface language, and then click [OK].**  
The default interface language is English.
- 4. Click [DDST TWAIN Driver].**  
The DDST TWAIN Driver installer starts.
- 5. Click [Finish].**

## Software Supplied on CD-ROM

There are some CD-ROMs that come with the printer option of this machine.

### ↓ Note

- The DDST driver and TWAIN driver support Windows XP/Vista/7, Windows Server 2003/2008, and Linux. When installing either driver in Windows Vista/7 or Windows Server 2008, follow the instructions from the launcher. For how to use the driver, see the Help.

---

### DDST Driver

---

The DDST drivers are included on the CD-ROM that comes with this machine. This allows the computer to communicate with the machine via a printer language.

#### System requirements

- Operating system
  - Windows XP
  - Windows Vista
  - Windows 7
  - Windows Server 2003
  - Windows Server 2008
  - Linux
- Hard disk space
  - 80 MB or more

---

### DDST TWAIN Driver

---

This driver is required to scan an original on the machine.

To use the machine as a network TWAIN scanner, this driver must be installed.

#### System requirements

- Hardware
  - PC/AT compatible
- CPU
  - Pentium 300 MHz or faster recommended
- Operating system
  - Windows XP

Windows Vista

Windows 7

Windows Server 2003

Windows Server 2008

Linux

- Memory  
128 MB or more recommended
- Hard disk space  
200 MB or more
- Connection  
Ethernet/USB



# 3. Using the Printer Function

## Printer Features Menu

There are five menu items in the Printer Features menu:

- Paper Input
- List/Test Print
- Maintenance
- System
- Host Interface

### Reference

- For more information about copier features and system settings, see Copy Reference and General Settings Guide.

You can select the following functions.

Menu		Default
Paper Input See page 21 "Paper Input".	Bypass Paper Size	<ul style="list-style-type: none"><li>• Metric version: A5</li><li>• Inch version: 8 1/2" × 11"</li></ul>
	Auto Paper Select	Tray 1–4: On
	Duplex	Tray 1–4: On
List/Test Print See page 21 "List/Test Print".	Operations Test	–
Maintenance See page 22 "Maintenance".	Menu Protect	–
System See page 25 "System".	Auto Continue	Off
	Edge Smoothing	On
	Toner Saving	Off
Host Interface See page 26 "Host Interface".	I/O Timeout	15 seconds

## Adjusting Printer Features

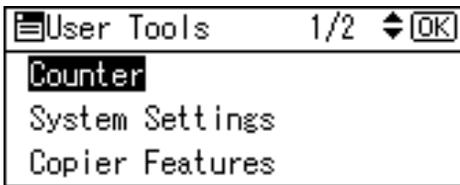
Printer Features allows basic adjustment of operations when using the machine as a printer.

Although factory default settings are suitable for most print jobs, Printer Features allows you access to a number of settings that control basic printer operations. Printer Features settings you make are retained even when you turn off the machine.

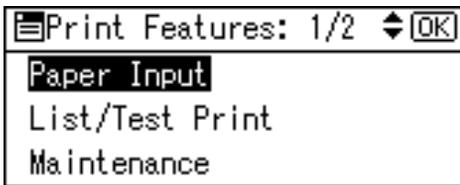
For details about copier features and system settings, see Copy Reference and General Settings Guide.

3

1. Press the [User Tools/Counter] key.
2. Select [Printer Features] using the [▲] or [▼] key, and then press the [OK] key.



3. Select the desired item using the [▲] or [▼] key, press the [OK] key, and then change its settings.



### ↓ Note

- [OK] key: Press to make new settings and go back to previous menus.
- [Escape] key: Press to return to a previous menu without changing any setting.

4. After changing the Printer Features settings, press the [User Tools/Counter] key.

### ↓ Note

- Changes made to functions remain in effect even if the machine is turned off.

---

# Printer Features Parameters

---

---

## Paper Input

---

### Bypass Paper Size

You can specify the size of the paper in the bypass tray.

#### Reference

- For more information about paper sizes that can be set in the bypass tray, see General Settings Guide.

#### Note

- Default:
  - Metric version: A5 
  - Inch version: 8 1/2" × 11" 

### Auto Paper Select

You can set this to enable Auto Paper Select. This machine automatically detects the paper size from the print data, and selects the paper feed tray.

#### Note

- Default: On

### Duplex

You can set this to enable the duplex printing. This machine detects the duplex printing from the print data, and selects the paper feed tray. The duplex function is not available on some models.

#### Note

- Default: On

---

## List/Test Print

---

### Operations Test

You can print the operations test page.

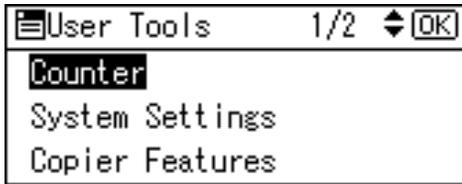
### Printing the operations test page

---

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

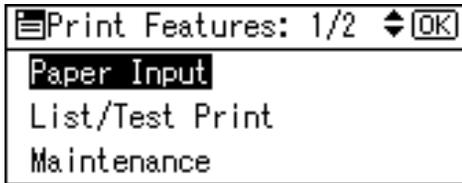
The User Tools main menu appears.

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

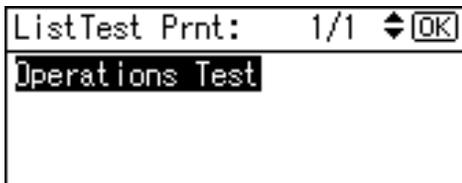


The Printer Features menu appears.

3. Select [List/Test Print] using the [▲] or [▼] key, and then press the [OK] key.



4. Select [Operations Test] using the [▲] or [▼] key, and then press the [OK] key.



The operations test page is printed.

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

---

## Maintenance

---

### Menu Protect

This procedure allows you to protect menu settings from accidental change. It makes it impossible to change menu settings with normal procedures unless you perform the required key operations.

- Level 1  
You can protect "Maintenance", "System", and "Host Interface".
- Level 2  
You can protect "Paper Input", "Maintenance", "System", and "Host Interface".
- Off

#### ↓ Note

- Default: Off

## Setting Menu Protect

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

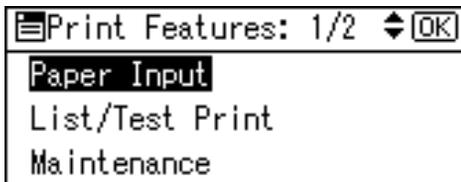
The User Tools main menu appears.

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

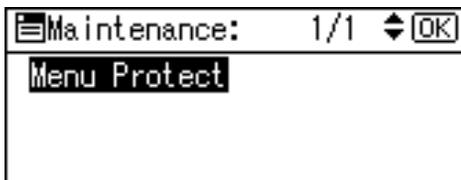


The Printer Features menu appears.

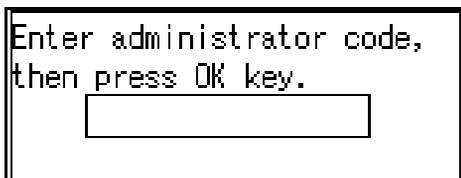
3. Select [Maintenance] using the [▲] or [▼] key, and then press the [OK] key.



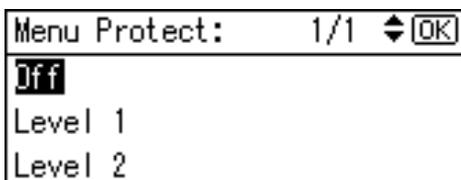
4. Press [Menu Protect].



5. Enter an access code using the number keys, and then press the [OK] key.



6. Select a menu protect level, and then press the [OK] key.

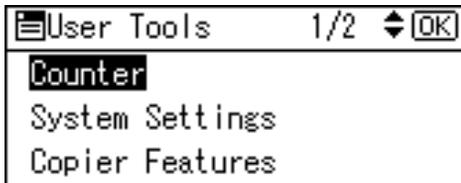


7. Press the [User Tools/Counter] key.

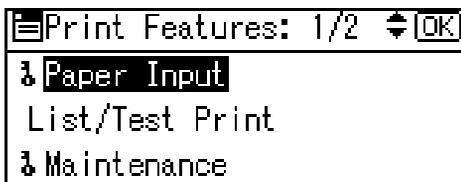
## Canceling Menu Protect

---

1. Press the [User Tools/Counter] key.
2. Select [Printer Features] using the [▲] or [▼] key, and then press the [OK] key.

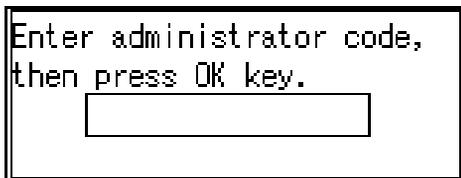


3. Select [Maintenance] using the [▲] or [▼] key, and then press the [OK] key.

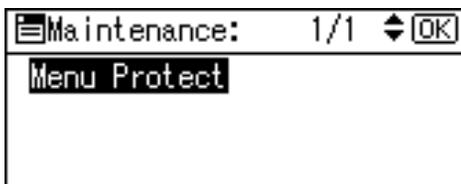


A screen for entering the access codes appears.

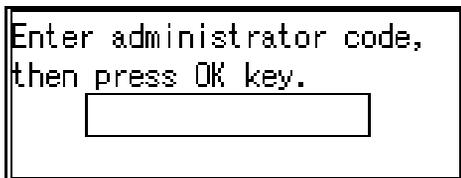
4. Enter an access code using the number keys, and then press the [OK] key.



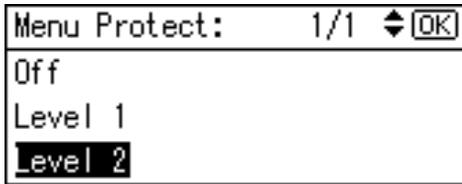
5. Press [Menu Protect].



6. Enter an access code using the number keys, and then press the [OK] key.



7. Select [Off], and then press the [OK] key.



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

### Temporarily canceling Menu Protect

When you select protected items in Printer Features, a screen for entering the access codes appears. When this happens, enter the correct access codes using the number keys, and then press the [OK] key. Menu Protect is then temporarily canceled.

#### Note

- If you enter the correct access codes, Menu Protect remains canceled while the Printer Features menu is displayed.

## System

### Auto Continue

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

- Off
- Immediate
- 1 minute
- 5 minutes
- 10 minutes
- 15 minutes

#### Note

- Default: Off

### Edge Smoothing

Set this to enable Edge Smoothing.

- On
- Off

**Note**

- Default: On
- If Toner Saving is set to On, Edge Smoothing is ignored even if it is set to On.

### Toner Saving

Set this to enable Toner Saving.

- On
- Off

**Note**

- Default: Off

3

---

## Host Interface

---

### I/O Timeout

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

- 10 seconds
- 15 seconds
- 20 seconds
- 25 seconds
- 60 seconds

**Note**

- Default: 15 seconds

# Setting Paper on the Bypass Tray

The following explains setting paper on the bypass tray. Use the bypass tray to print onto OHP transparencies, labels, thick paper, and envelopes that cannot be loaded in the paper tray.

## Reference

- For details about setting paper in the paper tray, see General Settings Guide.

## Note

- When loading letterhead paper, pay attention to its orientation. See "Orientation-Fixed Paper or Two-Sided Paper", Copy Reference.
- Paper within the following dimensions can be set in the bypass tray:
  - Vertical: 90.0-297.0 mm (3.55"-11.69")
  - Horizontal: 148.0-600.0 mm (5.83"-23.62")
- Be sure to set the paper with the side you want to print facing down in the bypass tray.
- When loading OHP transparencies or thick paper in the bypass tray, make the paper setting using the control panel or printer driver.
- The number of sheets that can be loaded in the bypass tray depends on the paper type.

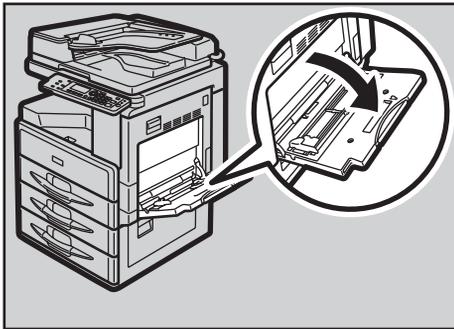
## Limitation

- The following functions are disabled when printing from the bypass tray:
  - Duplex Printing
  - Auto Tray Select
  - Auto Tray Switching

## Important

- When printing using the printer function, original images are always rotated by 180 degrees (the orientation of images to be printed is opposite to that of the copier function). When printing onto paper with specific orientation requirements, such as envelopes and letterheads, make sure to rotate the paper feed orientation by 180 degrees.
- Be sure to set the paper size using the printer driver when printing data from the computer. The paper size set using the printer driver has priority over the one set using the control panel.

1. Open the bypass tray.



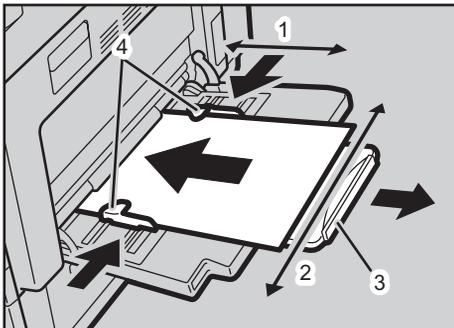
CUA108

2. Adjust the paper guides to the paper size.

★ Important

- If the paper guides are not flush against the paper, skewed images or paper misfeeds might occur.

3. Gently insert paper face down into the bypass tray.



CUA109

1. Horizontal size
2. Vertical size
3. Extender
4. Paper guides

↓ Note

- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- Pull the extender out to support paper sizes larger than A4, 8 1/2" x 11".
- Fan the paper to get air between the sheets to avoid a multi-sheet feed.
- When setting an OHP transparency, make sure that its front and back sides are properly positioned.

- When copying onto OHP transparencies or paper heavier than 105 g/m<sup>2</sup> (about 28 lb.), you need to specify the paper type. For details, see page 31 "Setting Thick Paper or OHP Transparencies".
- Select paper type when printing onto envelopes. For details, see page 32 "Setting Envelopes".
- Set the paper size. For details, see page 29 "Setting the Paper Size".

## Setting the Paper Size

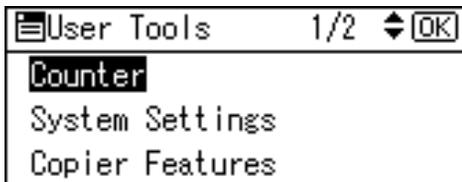
### Note

- You can set paper size using the printer driver. The following procedures are not necessary when setting paper size using the printer driver.
- The paper size set using the printer driver has priority over that set using the control panel.
- When the printer driver is not used, make settings using the control panel.

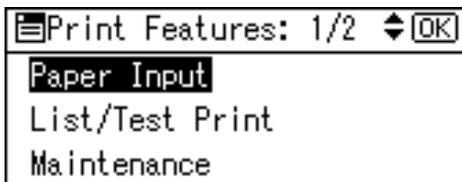
### Reference

- For printer driver settings, see the printer driver Help.
- For details about setting custom sizes, see page 30 "Setting Custom Size Paper".

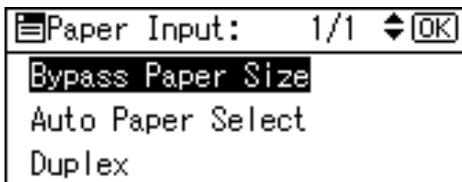
1. Press the [User Tools/Counter] key.
2. Select [Printer Features] using the [▲] or [▼] key, and then press the [OK] key.



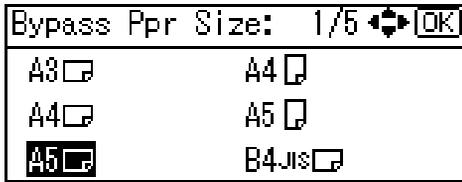
3. Select [Paper Input] using the [▲] or [▼] key, and then press the [OK] key.



4. Select [Bypass Paper Size], and then press the [OK] key.



5. Select the paper size using the [▲] or [▼] key, and then press the [OK] key.



**Note**

- When printing onto thick paper or OHP transparencies, select the paper type. For details, see page 31 "Setting Thick Paper or OHP Transparencies".

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

## Setting Custom Size Paper

**Note**

- Custom sizes can also be set using the printer driver. The following procedures are not necessary when setting custom sizes using the printer driver.
- Custom size settings set using the printer driver have priority over those set using the machine's control panel.
- When the printer driver is not used, make settings using the control panel.

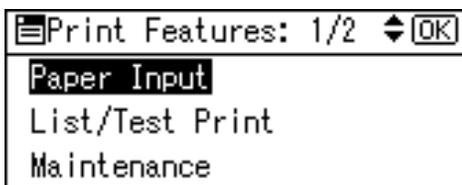
**Reference**

- For printer driver settings, see the printer driver Help.

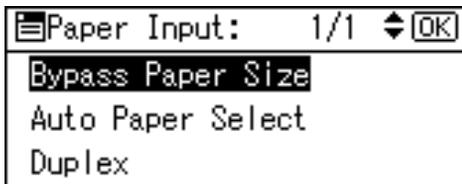
1. Press the [User Tools/Counter] key.
2. Select [Printer Features] using the [▲] or [▼] key, and then press the [OK] key.



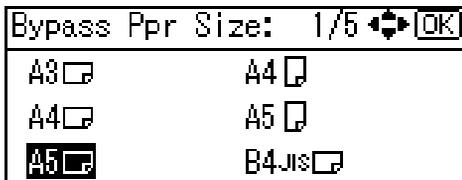
3. Select [Paper Input] using the [▲] or [▼] key, and then press the [OK] key.



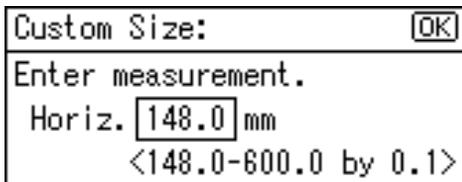
4. Select [Bypass Paper Size], and then press the [OK] key.



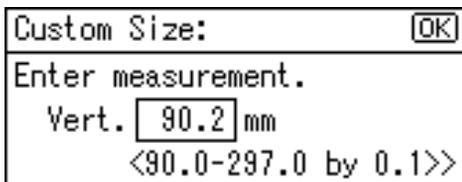
5. Select [Custom Size] using the [▲] or [▼] key, and then press the [OK] key.



6. Enter the horizontal size of the paper using the number keys, and then press the [OK] key.



7. Enter the vertical size of the paper using the number keys, and then press the [OK] key.



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

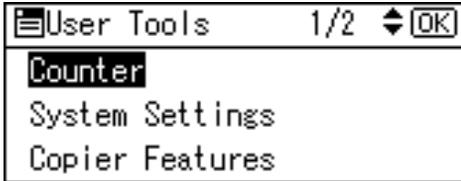
## Setting Thick Paper or OHP Transparencies

### Note

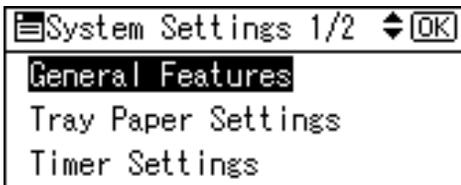
- Paper settings can also be set using the printer driver. The following procedures are not necessary when setting paper types using the printer driver.
- Paper type settings set using the printer driver have priority over those set using the machine's control panel.
- When the printer driver is not used, make settings using the control panel.

**Reference**

- For printer driver settings, see the printer driver Help.
1. Press the [User Tools/Counter] key.
  2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.



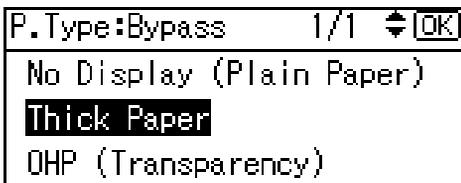
3. Select [Tray Paper Settings] using the [▲] or [▼] key, and then press the [OK] key.



4. Select [Paper Type:Bypass Tray] using the [▲] or [▼] key, and then press the [OK] key.



5. Select [OHP (Transparency)] or [Thick Paper] using the [▲] or [▼] key, and then press the [OK] key.



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

**Note**

- Settings made remain valid until they are reset again. After printing on OHP transparencies or thick paper, make sure you clear settings for the next user.

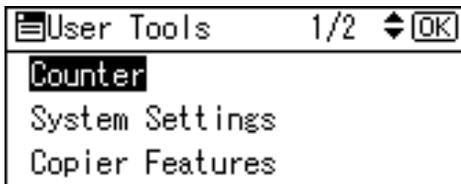
---

## Setting Envelopes

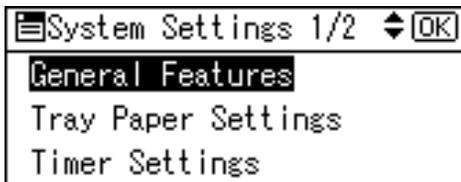
---

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

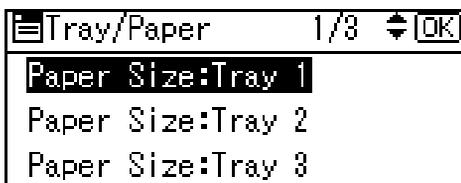
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.



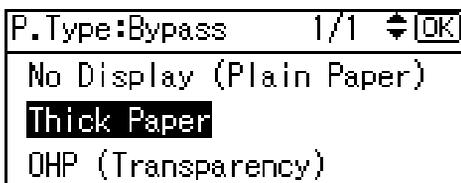
3. Select [Tray Paper Settings] using the [▲] or [▼] key, and then press the [OK] key.



4. Select [Paper Type:Bypass Tray] using the [▲] or [▼] key, and then press the [OK] key.



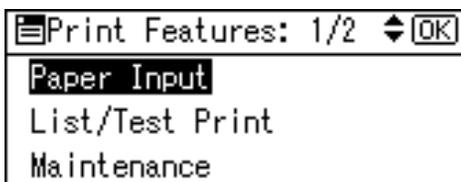
5. Select [Thick Paper] using the [▲] or [▼] key, and then press the [OK] key.



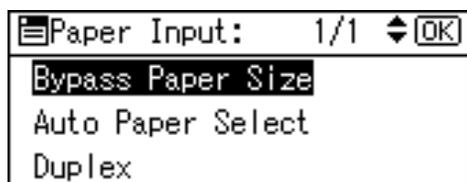
6. Press the [Escape] key twice to return to the User Tools main menu.
7. Select [Printer Features] using the [▲] or [▼] key, and then press the [OK] key.



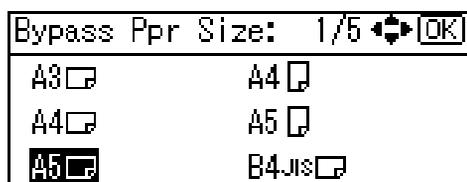
8. Select [Paper Input] using the [▲] or [▼] key, and then press the [OK] key.



9. Select [Bypass Paper Size], and then press the [OK] key.



10. Select the paper envelope size from [C6 Env], [C5 Env], or [DL Env], and then press the [OK] key.



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

# Setting Up the Printer Driver and Canceling a Print Job

## ↓ Note

- When you set up the printer driver or cancel a print job under Windows XP/Vista/7, Windows Server 2003/2008, and Linux, see the Help.

## Windows XP and Windows Server 2003 - Accessing Printer Properties

3

### Changing default settings - Printer properties

#### ! Limitation

- Changing machine settings requires Manage Printers permission. Members of Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

#### 1. Open the [Printers and Faxes] window on the [Start] menu.

The [Printers and Faxes] window appears.

#### ↓ Note

- Under Windows XP Home Edition, open the [Printers and Faxes] window by clicking [Control Panel] from the [Start] button on the taskbar, click [Printers and Other Hardware], and then click [Printers and Faxes].

#### 2. Click the icon of the machine whose default you want to change.

#### 3. On the [File] menu, click [Properties].

The printer properties dialog box appears.

#### 4. Make the settings you want, and then click [OK].

#### ↓ Note

- Normally you do not have to change the "Form to Tray Assignment" settings on the [Device Settings] tab in the PostScript 3 printer driver.
- Settings you make here are used as default for all applications.

## Changing default settings - Printing preferences properties

---

### ! Limitation

- Changing machine settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

#### 1. Open the [Printers and Faxes] window on the [Start] menu.

The [Printers and Faxes] window appears.

### ↓ Note

- Under Windows XP Home Edition, open the [Printers and Faxes] window by clicking [Control Panel] from the [Start] button on the taskbar, click [Printers and Other Hardware], and then click [Printers and Faxes].

#### 2. Click the icon of the machine whose default you want to change.

#### 3. On the [File] menu, click [Printing Preferences...].

The [Printing Preferences] dialog box appears.

#### 4. Make the settings you want, and then click [OK].

### ↓ Note

- Settings you make here are used as default for all applications.

## Making settings from an application

---

To make settings for a specific application, open the [Print] dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows XP and Windows Server 2003.

### ↓ Note

- Actual procedures for opening the [Print] dialog box vary depending on the application. For details, see the operating instructions that come with the application you are using.
- Any setting you make in the following procedure is valid for the current application only.

#### 1. On the [File] menu, click [Print...].

The [Print] dialog box appears.

#### 2. In the [Select Printer] list, select the machine you want to use, and then click [Preference] to open the Printing Preferences dialog box.

#### 3. Make the settings you want.

#### 4. Click [OK], and then click [Print] to start printing.

## Canceling a Print Job

### 1. Double-click the printer icon on the Windows taskbar.

A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

### 2. Select the name of the job you want to cancel.

### 3. Click [cancel] on the [Document] menu.

#### ↓ Note

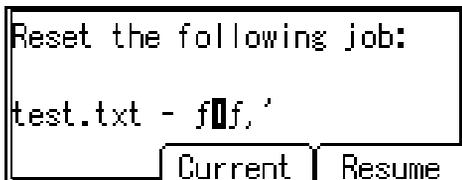
- You can also open the print job queue window by double-clicking the machine icon in the [Printers and Faxes] window.

### 4. Press the [Printer] key.

### 5. Press [JobReset].



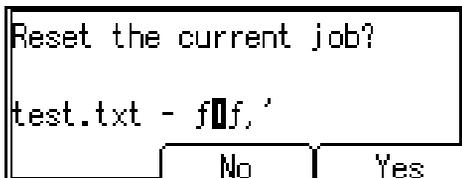
### 6. Press [Current].



- [Current]: cancels the print job currently being processed.
- [Resume]: resumes printing jobs.

A confirmation message appears.

### 7. Press [Yes] to cancel the print job.



#### ↓ Note

- Press [No] to return to the previous display.

**★ Important**

- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print job.

**↓ Note**

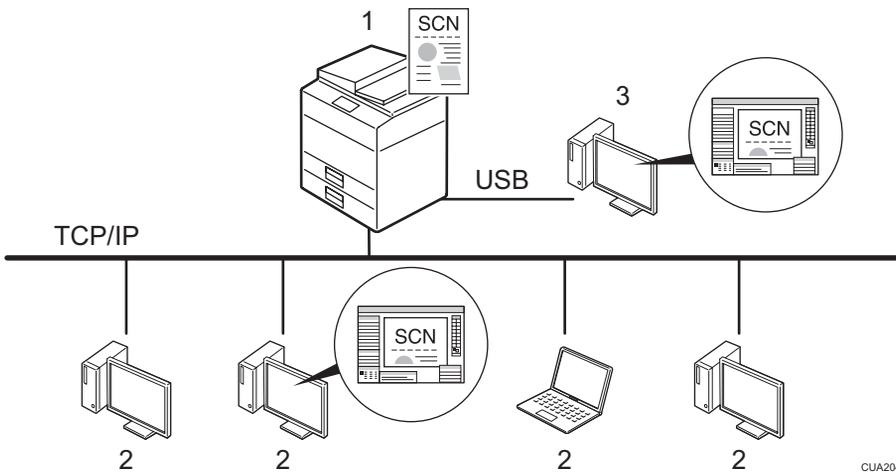
- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [JobReset].
- A print job containing a large volume of data may take considerable time to stop.

# 4. Using the TWAIN Scanner Function

## TWAIN Scanner

You can use this machine as a TWAIN scanner, by operating this machine from a client computer on the network. Originals can be scanned with the same operation used for USB-connected scanners.

Also, this machine can be used as a TWAIN-compliant scanner, by directly connected with an off-line Computer over USB.



**1. This machine**

Connect this machine to an Ethernet (TCP/IP) and/or a USB.

**2. Client computer**

The scanner can be operated using a TWAIN-compliant application.

**3. Off-line computer**

This is a PC that is USB-connected to this machine. You can use this scanner from a TWAIN-compliant application.

---

### Process Flow

---

1. Use a TWAIN-compliant application on a "2. Client computer" or "3. Offline computer" to send a command for scanning via the TWAIN driver.
2. Originals are scanned by "1. This machine".
3. The scanned data can be edited and stored using the TWAIN-compliant application on the "2. Client computer" or "3. Off-line computer".

# Preparation for Using the Network TWAIN Scanner

The following overview diagram shows the preparation steps for using this machine as a TWAIN scanner.

Install the TWAIN driver on a client computer. *1	See page 15 "Installing the TWAIN Driver".
	
Connect the scanner and client computer with a cable.	USB connection: See page 10 "Connecting the machine to the host using a USB cable". Ethernet connection: See "Connecting to the Ethernet Interface" Network Guide.

4

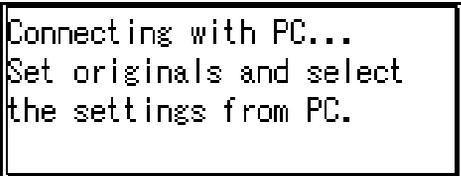
\*1 If you use this machine as a TWAIN scanner, you need a TWAIN-compliant application on the client computer you use.

---

## TWAIN Scanner Screen

---

When using the machine as the TWAIN scanner, it is not necessary to press the [Scanner] key on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.



# Setting Originals

The following explains the procedure for placing originals on the exposure glass and in the ADF, and setting the original scan area and orientation according to the placement method.

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel and scanner driver must match.

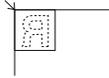
## Placing Originals

There are two orientations for placing the original. See the table below.

### Note

- Normally, an original is  or , but in the table below, a square original is used to make original orientation easy to understand. If the actual shape of the original is different, the combination of original orientation and the orientation specified on the control panel or scanner driver does not change.

### Specifying original orientation and setting originals

1. An original to be scanned				
2. Decide the placement method.	Exposure glass		ADF	
3. Place the original. (There are two original orientations.)	Place the original so that the top edge touches the top left of the exposure glass.	Place the original so that the top edge touches the rear of the exposure glass.	Place the top edge of the original first.	Place the original so that the top edge touches the back of the ADF.
				
4. The original displayed on a computer				

## Placing on the exposure glass

Originals which do not fit into the ADF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

### ↓ Note

- For details about the originals which can be placed on the exposure glass, see Copy Reference.

### 1. Lift the exposure glass cover or the ADF.

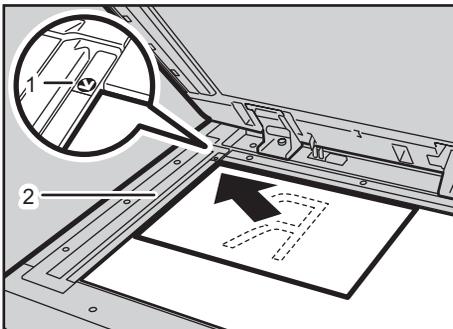
#### ↓ Note

- Lift the exposure glass cover or ADF for more than 30 degrees. The opening/closing action triggers the automatic original size detection process.

### 2. Place the original on the exposure glass with the side to be scanned facing down. Align the original with the back left corner mark.

There are two original orientations.

**When placing the original so that the top edge touches the rear of the exposure glass**

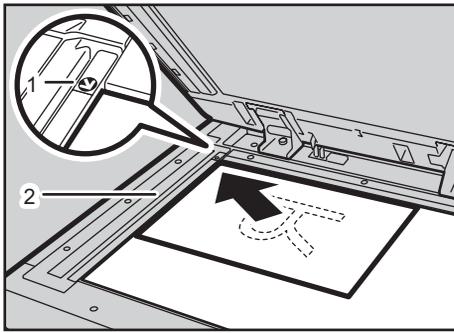


CUA105

1. Positioning mark
2. Left scale

**When placing the original so that the top edge touches the top left of the exposure glass**

When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. Normally, use this orientation for placing originals.



CUA205

1. Positioning mark
2. Left scale
3. Lower the exposure glass cover or the ADF.
4. Select the original orientation according to the orientation of the placed original.

#### Reference

- page 41 "Placing Originals"

## Placing in the Auto Document Feeder

The ADF allows you to place multiple originals at one time. Originals placed in the ADF can be scanned on one side or both sides.

### Originals that can and cannot be placed in the ADF

For details about the originals that can and cannot be placed in the ADF, see Copy Reference.

Attempting to use originals unsuitable for the ADF can lead to a misfeed and damage to the originals. Place such originals directly on the exposure glass.

#### Important

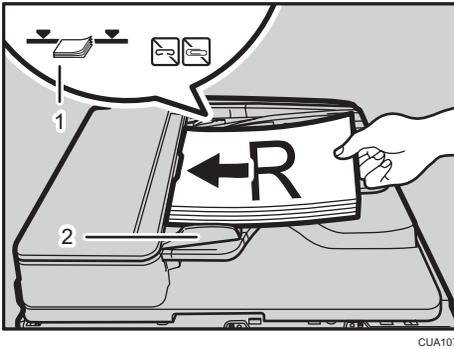
- For details about original sizes that can be detected automatically and notes on placing originals in the ADF, see Copy Reference.

1. Adjust the original guide to match the size of the originals.
2. Place the originals with the side to be scanned facing up.

For originals which are to be scanned on both sides, the first side should face up.

There are two orientations.

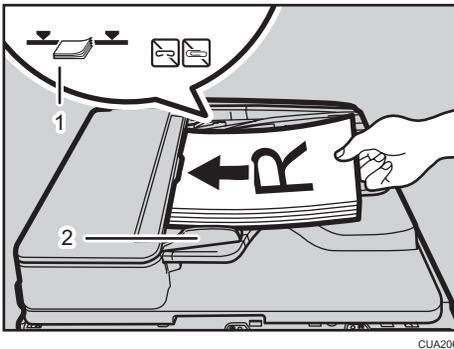
When placing the originals so that the top edges touch the back of the ADF



1. Limit mark
2. Document guide

When placing the top edges of the originals first

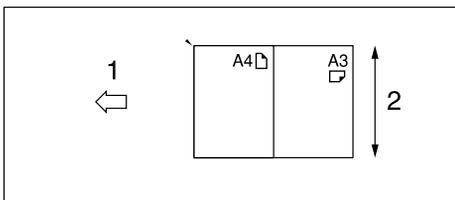
When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. Normally, use this orientation for placing originals.



1. Limit mark
2. Document guide

**Note**

- Originals of the same width and different length can be placed at the same time. Place the originals as shown:



**1. ADF placement orientation**

## 2. Height

- Originals are scanned in the inserted order, starting from the topmost page.

## 3. Select the original orientation according to the orientation of the placed originals.

### Reference

- page 41 "Placing Originals"

## Scanning Originals

To use the network TWAIN scanner, a TWAIN-compliant application and the TWAIN driver must be installed on the client computer.

When scanning originals using a TWAIN-compliant application, select the TWAIN driver, and then specify the scan settings in the Scanner Control dialog box. How to start the TWAIN driver varies depending on the application. For details, see your application's help.

### ★ Important

- Under the Windows XP SP2/Vista/7 or Windows Server 2003/2003 R2/2008 operating system, when the Windows firewall or an antivirus program is enabled, "Cannot find the scanner." or "No response from the scanner." may appear and scanning with the TWAIN scanner may fail. In this case, change the settings of the Windows firewall or antivirus program. For details, see Windows Help.

### ↓ Note

- If you have already selected a scanner, you do not need to select the scanner unless you want to change it.
- If the correct scanner does not appear in the list, search for the scanner using Port Setting that is installed with the TWAIN driver,
- The Blank Page Detect function is not available when you are using the TWAIN scanner.

# 5. Troubleshooting

## The Printer Function

### Error & Status Messages on the Display

This section describes the principal messages that appear on the display. If a message not described here appears, act according to the message.

#### Reference

- Before turning the main power off, see "Turning On the Power", Copy Reference.

#### Status messages

Message	Status
"Offline"	The machine is offline. To start printing, switch the machine online by pressing the [On line] key on the control panel.
"Please wait."	Wait a while.
"Printing..."	The machine is printing. Wait a while.
"Ready"	The machine is ready for use. No action is required.
"Resetting Job..."	The machine is resetting the print job. Wait until "Ready" appears on the display.
"Setting change..."	The machine settings are being changed. Wait a while.
"Waiting..."	The machine is waiting for the next data to print. Wait a while.

#### Alert messages

Messages/Second messages	Causes	Solutions
"Change Tray # to the following settings:" "xxx yyy"	The settings of the selected paper tray are different from those specified for printing. # indicates the tray number. xxx indicates the tray number. yyy indicates the paper size.	Press [JobReset] to change the paper tray settings, or press [FormFeed] to print regardless.  For details about the paper tray settings, see General Settings Guide.

Messages/Second messages	Causes	Solutions
"Collate cancelled."	The collate print function has been canceled.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
"Collate: Page max."	The maximum number of pages has been exceeded for collation.	Turn off the main power switch, and back on again. Reduce the number of pages to be printed, or, increase memory capacity. When installing a memory module in the machine, contact your sales or service representative.
"Duplex cancelled."	Duplex printing has been canceled.	Check the paper used is suitable for duplex printing, or, increase memory capacity. When installing a memory module in the machine, contact your sales or service representative.
"Duplex mode is in off position for Tray #"	The selected paper tray has not been configured for duplex printing. # indicates the tray number.	Press [JobReset] to change the paper tray settings, or do single-sided printing. For details about the tray settings, see General Settings Guide.
"Ethernet Board Error"	An error has occurred in the Ethernet interface.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
"Exceeded max. print size. Press FormFeed/JobReset."	The page images to be printed exceed the maximum print area.	Press [JobReset] to change the paper tray settings, or press [FormFeed] to print regardless.
"I/O buffer overflow"	The maximum size of the I/O buffer has been exceeded.	Increase the size of the I/O buffer through the Host Interface menu.

Messages/Second messages	Causes	Solutions
"Load paper in Tray #"	There is no paper in the selected paper tray. # indicates the tray number.	Load the tray with paper.
"NV-RAM Error"	An error has occurred in the printer.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
"Paper size/type mismatch." "Change settings to:" "xxx yyy"	There is no paper tray that matches the paper settings selected under Auto Tray Select. xxx indicates the tray number. yyy indicates the paper size and the paper type.	Press [JobReset] to change the paper tray settings, or press [FormFeed] to print regardless. For details about the paper tray settings, see General Settings Guide.
"[Print] without below mode?"	This is an alert message concerning a paper tray in auto tray select.	Press [Print] to cancel the mode and print the job.
"Printer Font Error"	An error has occurred in the font file.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
"Print overrun."	The image data has been thinned out due to image compression.	Increase memory capacity. When installing a memory module in the machine, contact your sales or service representative.
"Paper Tray is in use."	The specified paper tray is in use by another function, such as the copier function.	Wait until the other function has finished using the specified paper tray.
"Reset Paper Tray correctly."	The selected paper tray does not exist or is not set correctly.	Set the paper tray correctly.
"  Toner is almost empty" "Add toner"	Toner is running out.	Replace the toner cartridge soon to prevent poor print quality.

Messages/Second messages	Causes	Solutions
"Tray # Error"	An error has occurred with the paper tray. # indicates the tray number.	Press [JobReset] to change the paper tray settings, or press [FormFeed] to select another paper tray and print.
"Unauthorized user access."	Print job canceled due to user restrictions.	Check the User Code permission status.
"USB has a problem"	An error has occurred in the USB interface.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.

## The Machine Does Not Print

Possible Cause	Solutions
Is the power on?	Check the cable is securely plugged into the power outlet and the machine. Turn on the main power switch.
Is the machine online?	If not, press the [On line] key on the control panel.
Does the Printer key stay red?	If so, check the error message on the display and take required action.
Is there a warning status or error message on the display?	If so, check the error message or warning status on the display and take the required action.
Is the interface cable connected securely to the machine and computer?	Connect the interface cable securely. If it has a fastener, fasten that securely as well. See page 10 "Connecting the Machine".
Are you using the correct interface cable?	The type of interface cable you should use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it. See page 10 "Connecting the Machine".

Possible Cause	Solutions
Was the interface cable connected after the machine was turned on?	Connect the interface cable before turning on the machine.
Is the Data In indicator blinking or lit after starting the print job?	<p>If not, data is not being sent to the machine.</p> <p><b>When the machine is connected to the computer using the interface cable</b></p> <p>Check the machine port settings are correct. For the USB port connection, the USB port should be set.</p> <ul style="list-style-type: none"> <li>• Windows XP Professional and Windows Server 2003 <ol style="list-style-type: none"> <li>1. Click the [Start] button, and then click [Printers and Faxes].</li> <li>2. Click the icon of the machine. On the [File] menu, click [Properties].</li> <li>3. Click the [Ports] tab.</li> <li>4. In the [Print to the following port(s)] list, confirm the correct port is selected.</li> </ol> </li> <li>• Windows XP Home Edition <ol style="list-style-type: none"> <li>1. Click the [Start] button, click [Control Panel], click [Printers and Other Hardware], and then click [Printers and Faxes].</li> <li>2. Click the icon of the machine. On the [File] menu, click [Properties].</li> <li>3. Click the [Ports] tab.</li> <li>4. In the [Print to the following port(s)] list, confirm the correct port is selected.</li> </ol> </li> </ul> <p><b>Network connection</b></p> <p>Contact your network administrator.</p>

## Other Printing Problems

Problem	Causes and Solutions
Smudged print.	Settings for thick paper have not been made when printing on thick paper. Select [Thick] in the [Type:] list on the [Paper] tab on the printer driver.

Problem	Causes and Solutions
Page layout is not as expected.	Print areas differ depending on the machine used. Information that fits on a single page on one machine may not fit on a single page of another machine.
Duplex printing is not possible.	<ul style="list-style-type: none"> <li>• Duplex printing cannot be done with paper set in the bypass tray. When using duplex printing, make settings to use paper from a tray other than the bypass tray.</li> <li>• Duplex printing cannot be done with thick paper, OHP transparencies, or labels specified as the paper type. Specify another paper type.</li> <li>• Duplex printing cannot be done using a tray for which [On] is not specified for [Duplex] under [Paper Input]. For details, see page 21 "Paper Input".</li> </ul>
Either combined printing or booklet print does not come out as expected.	<p>Make sure the application's paper size and orientation settings match those of the printer driver.</p> <p>If a different paper size and orientation are set, select the same size and orientation.</p>
Auto Reduce/ Enlarge print does not come out as expected.	
A print instruction was issued from the computer, but printing did not start.	User code management may be set. Ask the administrator about valid user codes. To print, the user code must be entered from the printer driver.
The print job is not canceled even when the machine is switched to offline status.	<p>Select [Printer Priority] for [Signal Control].</p> <p>See "User Tools (System Settings)", General Settings Guide.</p>
Photo images are coarse.	Some applications reduce print resolution.
Images are cut off, or excess is printed.	You may be using paper smaller than the size selected in the application. Use the same size paper as that selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print.
It takes a long time to complete a print job.	The data is large or complex so it takes time to process. If the Data In indicator is blinking, data is being processed. Wait until printing resumes.

Problem	Causes and Solutions
It takes too much time to resume printing.	The data is large or complex so it takes time to process. If the Data In indicator is blinking, data is being processed. Wait until printing resumes.
	The machine is in Energy Saver mode. To resume from Energy Saver mode, it has to warm up, and this takes time. See General Settings Guide.
Paper is not fed from the selected tray.	When you are using a Windows operating system, printer driver settings override those set using the control panel. Set the desired input tray using the printer driver.
Optional components connected to the machine are not recognized.	You have to configure the option setup in printer properties when bidirectional transmission is not enabled. See the printer driver Help.
Images are printed in the wrong orientation.	The feed orientation you selected and the feed orientation selected in the printer driver's option setup might not be the same. Set the machine's feed orientation and the printer driver's feed orientation accordingly. See the printer driver Help.
The printed image is different from the image on the computer's display.	With certain functions, such as enlargement and reduction, image layout might be different to that on the computer display.

 **Note**

- If the problem cannot be solved, contact your sales or service representative.

# The Scanner Function

## When Scanning Is Not Performed as Expected

Problems	Causes and solutions
No image results from scanning.	The original was placed with the front and back reversed. When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is fed via the ADF, the side to be scanned must face up. See page 41 "Placing Originals".
The image is distorted or out of position.	<ul style="list-style-type: none"> <li>The original was moved during scanning. Do not move the original during scanning.</li> <li>The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.</li> </ul>
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. See General Settings Guide.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See page 41 "Placing Originals".

## When an Error Message Appears on the Client Computer

This section describes the main possible causes and actions for error messages displayed on the client computer when the TWAIN driver is used.

### ↓ Note

- If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown after scanning is performed again, note the content of the message and the error number (if listed in the table), and contact your service representative. For details about how to turn off the main power switch, see General Settings Guide.

Message	Causes and solutions
"ADF cover has been lifted."	The ADF cover is open. Close it.

Message	Causes and solutions
"Clear Misfeed(s) in ADF."	Remove the jammed originals. When originals are misfed, place them again. Check whether the originals are suitable to be scanned by the machine.
"Insufficient memory. Please close all other applications, then restart scanning."	Close all the unnecessary applications running on the client computer.
"Insufficient memory. Resolution is too high. Please reduce resolution or expand scanner."	<ul style="list-style-type: none"> <li>• Reset the scan size.</li> <li>• Lower the resolution.</li> </ul> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• When a paper misfeed occurs in the machine during printing, scanning cannot be performed. In this case, after the misfed paper has been removed, proceed with scanning.</li> </ul>
"Invalid command. Scanning has been aborted."	<ul style="list-style-type: none"> <li>• Check whether the main power switch of the machine is turned off.</li> <li>• Check whether the machine is connected to the network correctly.</li> </ul>
"No original on platen glass or ADF."	Place the original correctly. See page 41 "Placing Originals".
"No response from the scanner."	<ul style="list-style-type: none"> <li>• Check whether the machine is connected to the network correctly.</li> <li>• The network is crowded. Wait for a while, and then try to reconnect.</li> </ul>
"Scanner is in use by other user. Please wait."	The scanner function is being used. Wait for a while and reconnect.
"Scanner is not available. Please check scanner connection."	<ul style="list-style-type: none"> <li>• Check whether the main power switch of the machine is turned off.</li> <li>• Check whether the machine is connected to the network correctly.</li> <li>• Deselect the personal firewall function of the client computers.</li> </ul>



# 6. Appendix

## The Printer Function

### Collate and Rotating Collate

If you select the collate function on the printer driver, the machine will store print data in memory and automatically collate the printouts.

The collate function can be turned on or off from the printer driver. The machine automatically rotates the printouts under the following conditions:

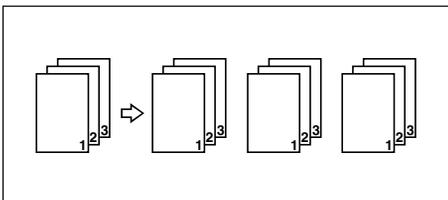
- When using A4, 8 1/2" x 11" or B5 JIS (Japanese Industrial Standard) paper
- Paper with the same size and different orientations (e.g., A4  in Tray 1 and A4  in Tray 2)
- Auto Tray Select is specified for tray setting

#### Limitation

- You cannot use the bypass tray with this function.

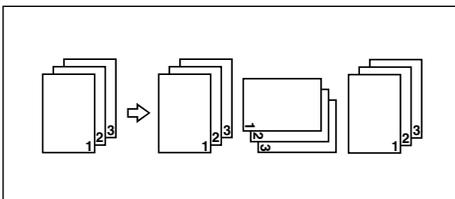
#### Collate

Outputs can be assembled as sets in sequential order.



#### Rotating Collate

Every other output set is rotated by 90°.



---

## Edge to Edge Print

---

If you select the [Edge to Edge Print] function in the [Paper] tab on the printer driver, you can print on the entire area of A4 sheets, leaving no borders or edges.

# The Scanner Function

## Relationship between Resolution and File Size

Resolution and scan area are inversely related. The higher the resolution is set, the smaller the area that can be scanned. Conversely, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and the file size is shown below. If the file size is too large, the message "Exceeded max.data capacity. Check the scanning resolution." appears on the control panel of the machine. Specify the scan size and resolution again.

### Limitation

- Depending on the image compression level, the maximum image size will be limited.

## When using as a TWAIN scanner

All combinations up to 297 × 432 mm/11.6" × 17.0" (A3, 11" × 17") and 600 dpi are possible.

### Reference

- To specify the scanning area or resolution when using the machine as a network TWAIN scanner, see TWAIN driver Help.

# Specifications

## Printer

This section contains the machine's electrical and hardware specifications, including information about its options.

Component	Specifications
Resolution	600 dpi
Printing speed	<p><b>Mainly Europe:</b> 20 ppm/25ppm (A4, 8 1/2" × 11" plain paper)</p> <p><b>Mainly Asia:</b> 18 ppm/20 ppm/25ppm (A4, 8 1/2" × 11" plain paper)</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Printing speeds depend on the machine types. Check which type of machine you have. See General Settings Guide.</li> </ul>
Interface	<p><b>Standard model</b></p> <ul style="list-style-type: none"> <li>USB 2.0 interface</li> </ul> <p><b>Network standard model</b></p> <ul style="list-style-type: none"> <li>USB 2.0 interface</li> <li>Ethernet interface (100BASE-TX/10BASE-T)</li> </ul>
Network protocol	TCP/IP
Printer language	Host-Based Printing
Memory	128 MB
Operating systems supported by this machine	<p>Windows XP</p> <p>Windows Vista</p> <p>Windows 7</p> <p>Windows Server 2003</p> <p>Windows Server 2008</p> <p>Linux</p>

Component	Specifications
Required network cable	100BASE-TX/10BASE-T shielded twisted-pair (STP, Category/Type5) cable

## Scanner

Component	Specifications
Scan method	Flatbed scanning
Maximum power consumption	Less than 1280 W
Image sensor type	Contact Image Sensor
Scan types	Sheet, book, three-dimensional object
Interface	<p><b>Standard model</b></p> <p>Standard:</p> <ul style="list-style-type: none"> <li>• USB 2.0 interface</li> </ul> <p><b>Network standard model</b></p> <p>Standard:</p> <ul style="list-style-type: none"> <li>• USB 2.0 interface</li> <li>• Ethernet interface (100BASE-TX/10BASE-T)</li> </ul>
Maximum scan size	297 × 432 mm/11.6" × 17.0" (A3, 11" × 17")
Scan sizes that can be detected automatically	<ul style="list-style-type: none"> <li>• Exposure glass A3☐, B4 JIS☐, A4☐☐, B5 JIS☐, 8 1/2" × 13"☐</li> <li>• ADF A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐☐, 11" × 17"☐, 8 1/2" × 13"☐, 8 1/2" × 11"☐☐</li> </ul>
Resolution	300 dpi
Variable range of scan resolution	Setting range: 100 dpi–600 dpi



# INDEX

## B

Bypass tray.....27

## C

Canceling a job.....37

### Connection

Ethernet board connection.....10

USB connection.....10

Control panel.....7, 8

Custom size paper.....30

printing, bypass tray.....27

## D

Data In indicator.....51, 52, 53

DDST TWAIN Driver.....16

Display.....8

error messages.....47

## E

Envelopes.....32

Error messages.....47

## H

Host Interface.....26

## I

Interface.....60

## L

List/Test Print.....21

## M

Maintenance.....22

Memory.....60

## N

Network cable.....61

Network protocol.....60

## O

### OHP Transparencies

printing, bypass tray.....31

Operating system.....60

Operations Test.....21

## P

Paper Input.....21

Paper size.....29

Placing originals.....41

exposure glass.....42

### Placing Originals

ADF.....43

### Printer driver

Auto Run.....13

DDST.....16

installing.....14

printer properties.....35

### Printer Features

adjusting.....20

menu.....19

parameters.....21

Printer language.....60

Printing speed.....60

## R

Relationship between resolution and file size.....59

When Using as a TWAIN Scanner.....59

Resolution.....60

## S

Scanning originals.....46

Setting originals.....41

Software supplied on CD-ROM.....16

Specifications.....60

System.....25

## T

### Thick Paper

printing, bypass tray.....31

Troubleshooting.....47

error messages.....47

machine does not print.....50

other printing problems.....51

status messages.....47

when an error message appears on the client computer.....

.....54

when scanning is not performed as expected.....54

### TWAIN

installing.....15

TWAIN scanner.....39

---

MEMO



