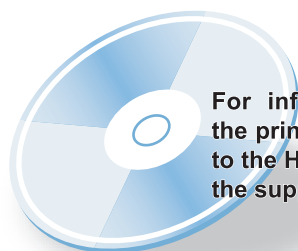


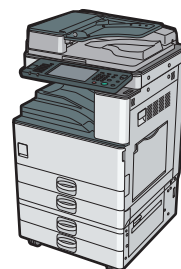


MP 2352/MP 2852/MP 3352
MP 2352/MP 2852/MP 3352
Aficio™ MP 2352/MP 2852/MP 3352

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 and Staples
 - 5** Entering Text
 - 6** On-screen Operating Instructions
 - 7** Remarks
 - 8** Appendix



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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.

Manuals and Safety Information for This Machine

Contains introductions of the manuals and information about safe usage of this machine.

Before using the machine, be sure to read the section of this manual entitled Safety Information to avoid injury and prevent damage to the machine.

About This Machine

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, staples, and other consumables.

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

Explains Copier and Document Server 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 Reference

Explains how to connect the machine to a network and how to configure and operate the machine in a network environment. It also explains how to change System 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™.

VM Card Extended Feature Settings Device Reference

Explains how to set up the extended features settings with the machine.

VM Card Extended Feature Settings Web Reference

Explains how to set up the extended features settings using Web Image Monitor.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- App2Me Start 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

What You Can Do with This Machine

This section introduces the features of this machine.

↓ Note

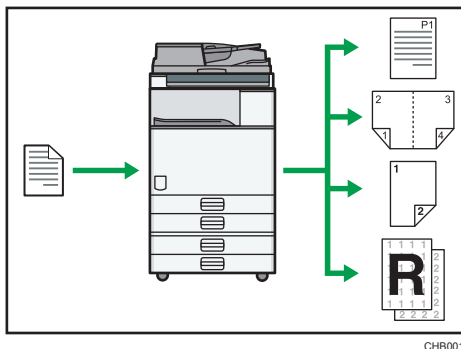
- For details about options, see "Options".

📖 Reference

- p.32 "Options"

Using This Machine as a Copier

You can make copies of originals.



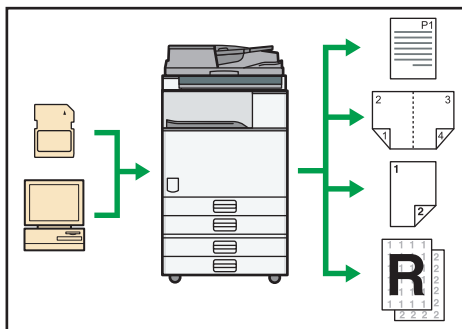
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.
- Copier functions such as Duplex, Combine, Booklet, and Magazine 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.
- The optional finisher allows you to sort, staple, and punch holes in your copies.

📖 Reference

- See Copy and Document Server Reference .

Using This Machine as a Printer

You can print documents created in applications.



CHB002

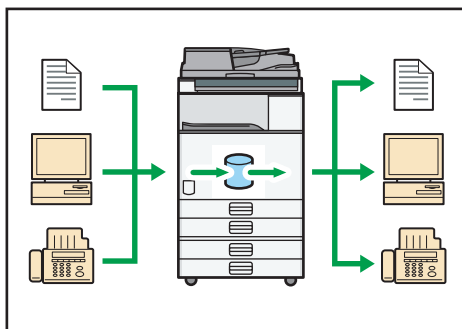
- This machine supports network and local connections.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.
- The optional finisher allows you to collate, staple, and punch holes in your prints.
- If the optional media slot is installed, you can print files stored on a removable memory device and specify print conditions such as print quality and print size.

Reference

- See Printer Reference .

Utilizing Stored Documents







You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. With Web Image Monitor, you can use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents (Document Server).



CHB003

- You can retrieve stored documents scanned in scanner mode.
- Using the file format converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

Reference

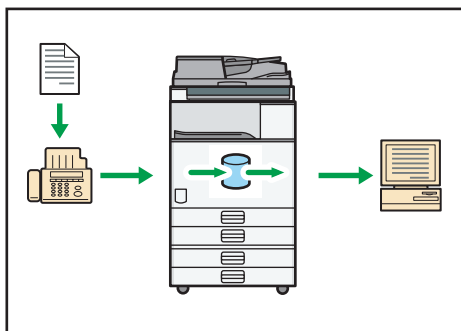
- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Reference .
- For details about Document Server in copier mode, see "Storing Data in the Document Server", Copy and Document Server Reference .
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference .
- For details about Document Server in fax mode, see "Storing a Document", Facsimile Reference .
- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference .
- For details about Document Server, see "Document Server", Copy and Document Server Reference .

Paperless Fax Transmission and Reception

You can send and receive fax messages without printing them.

Reception


You can store received fax documents in electronic format without printing it onto paper.



CHB004

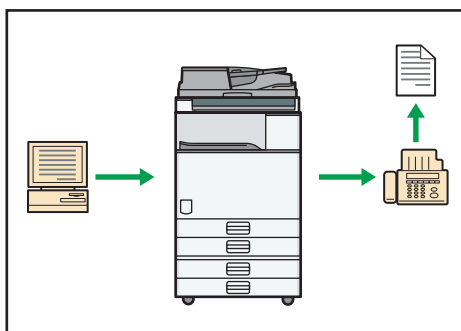
You can use Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

Reference

- See “Confirming/Printing/Deleting Received and Stored Documents”, Facsimile Reference .

Transmission



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



CHB005

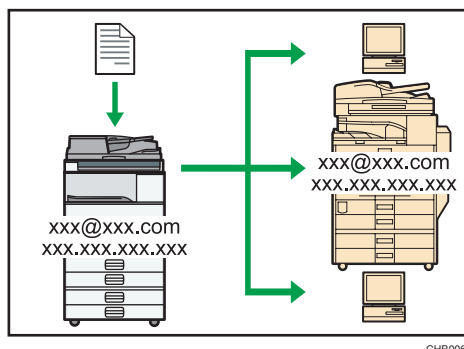
- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

Reference

- For details about the machine's settings, see “Network Settings Required to Use the Printer/ LAN-Fax”, Network and System Settings Reference .
- 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.



E-mail Transmission

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 and e-mail transmission).
- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception and Mail to Print).
- 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.

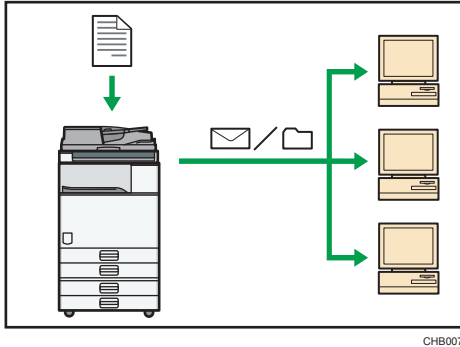
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Reference

- For details about settings, see “Network Settings Required to Use Internet Fax”, Network and System Settings Reference .
- For details about how to transmit and receive documents over the Internet, see “Transmission” and “Reception”, Facsimile Reference .

Using the Facsimile and the Scanner in a Network Environment









You can use a facsimile and a scanner over the network.



- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery software ^{*1} (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.
- You can use Web Services on Devices (WSD) to send scan files to a client computer.

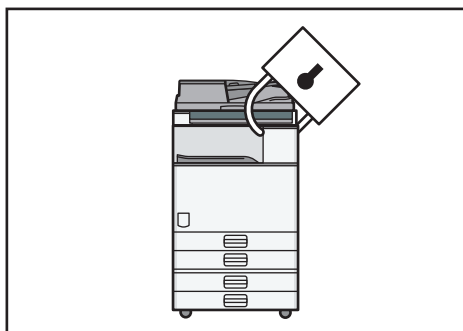
*1 For details to purchase ScanRouter delivery software, contact your local dealer.

Reference

- For details about sending scan files by e-mail, see “Specifying a Destination”, Facsimile Reference , and “Sending Scan Files by E-mail”, Scanner Reference .
- For details about file storage, see Scanner Reference .
- For details about sending scan files by Scan to Folder, see “Specifying a Destination”, Facsimile Reference , and “Sending Scan Files to Folders”, Scanner Reference .
- For details about the machine's settings for network delivery scanner, see “Network Settings Required to Use the Network Delivery Scanner”, Network and System Settings Reference .
- For details about how to use the network delivery scanner function, see “Delivering Scan Files”, Scanner Reference .
- For details about sending using WSD, see “Sending Scan Files Using WSD”, Scanner Reference .

Adminstrating the Machine/Protecting Documents (Security Functions)

You can prevent information leakage by managing the machine and protecting documents.



CHB008

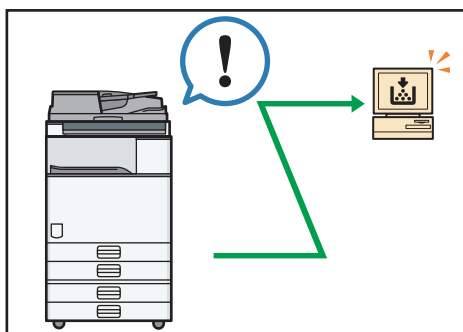
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- You can erase the data on the hard disk to prevent the information from leaking out.
- You can limit the volume of the usage of the machine for each user.

Reference

- See Security Reference .

Monitoring and Setting the Machine Via Computer

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



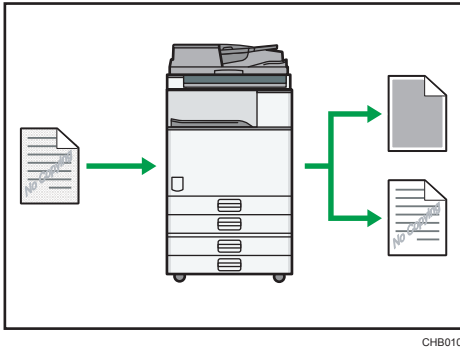
CHB009

- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
- 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, security settings/certificate management, and e-mail notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

Preventing an Unauthorized Copy


You can print embedded pattern on paper to prevent them from being copied.



Unauthorized Copy Prevention

You can configure this machine to detect and reproduce anti-copy patterns or text embedded in a source document by a device using a copy prevention function. Detection occurs when the machine is copying, faxing, scanning, or storing a document in Document Server. If the machine detects an embedded anti-copy pattern or text, it will reproduce the pattern or text at visible resolution to discourage unauthorized copying. Note that this machine cannot embed reproducible anti-copy patterns or text.

Data Security for Copying

You can configure this machine to print over copies if it detects an anti-copy pattern or text embedded in a source document by a device using a copy prevention function. Detection occurs when the machine is copying, faxing, scanning, or storing a document in Document Server. If the machine detects an embedded anti-copy pattern or text, it will print over the copies of the source document with solid gray to discourage unauthorized copying. If you want the machine to print over copies of documents in which anti-copy patterns or text have been embedded, you must install the optional copy data security unit. Note that this machine cannot embed anti-copy patterns or text that will cause copies to be printed over. For details about data security for copying, see “Data Security for Copying”, Security Reference .

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 output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

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

Note

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

Reference

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



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



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

 **Region A** (mainly Europe and Asia)

 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information".

Machine Types

This machine comes in several models which vary in copy/print speed.

To check which model you are using, see Manuals and Safety Information for This Machine.

	Type 1	Type 2	Type 3
Copy/print speed	23 sheets/minute (A4□, 8 ¹ / ₂ × 11□)	28sheets/minute (A4□, 8 ¹ / ₂ × 11□)	33sheets/minute (A4□, 8 ¹ / ₂ × 11□)

Names of Major Items

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

- Auto document feeder → ADF
- Large capacity tray (optional) → LCT

Notes

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

Two kinds of size notation are employed in this manual.

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

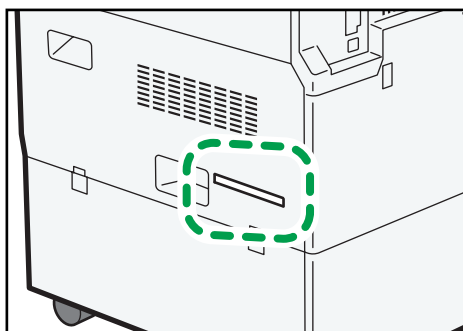
Certain options might not be available in some countries. For details, please contact your local dealer.

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

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.



CGT021

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27, -29, -67, -69
- 220-240V

 **Region B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17, -57
- 120-127V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

1. Simple Search

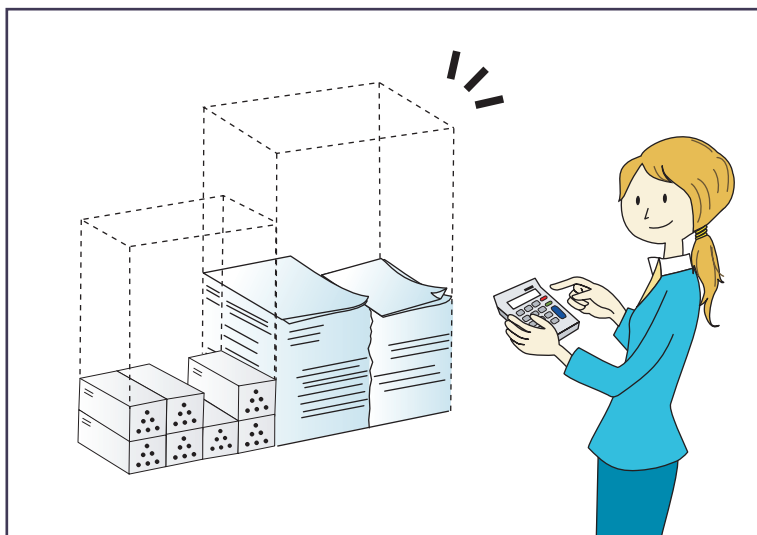
You can search for a procedure either by keyword or by what you want to do.

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!

This section explains the functions and procedures that you can use to reduce your printing and running costs easily.



BRL059S

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

⇒ See Copy and Document Server Reference  for details.

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

⇒ See Copy and Document Server Reference  for details.

⇒ See Facsimile Reference  for details.

Printing received faxes on both sides of sheets (2 Sided Print)

⇒ See Facsimile Reference  for details.

Converting received faxes to electronic formats (Paperless Fax)

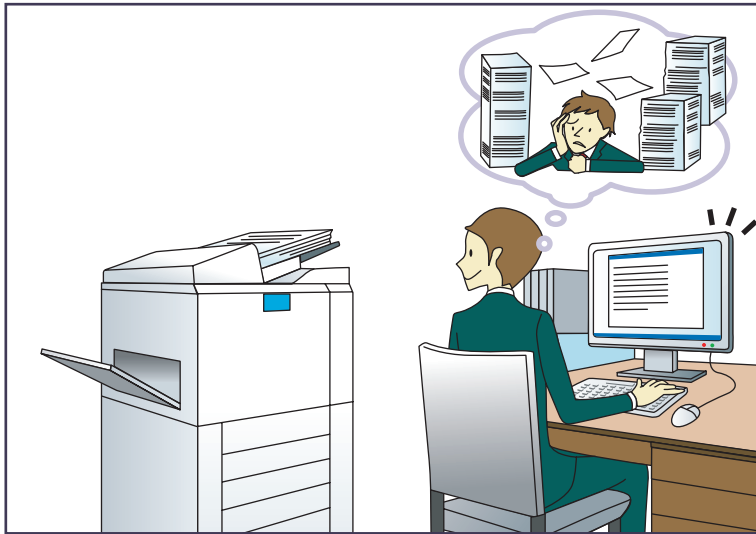
⇒ See Facsimile Reference  for details.

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

⇒ See Facsimile Reference  for details.

1 I Want to Convert Documents to Electronic Formats Easily!

This section explains the functions and procedures you can use to convert documents to electronic formats easily.



BQX138S

Sending scan files

⇒ See Scanner Reference  for details.

Sending the URL of the folder in which scan files are stored

⇒ See Scanner Reference  for details.

Storing scan files in a shared folder

⇒ See Scanner Reference  for details.

Storing scan files on media

⇒ See Scanner Reference  for details.

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

⇒ See Facsimile Reference  for details.

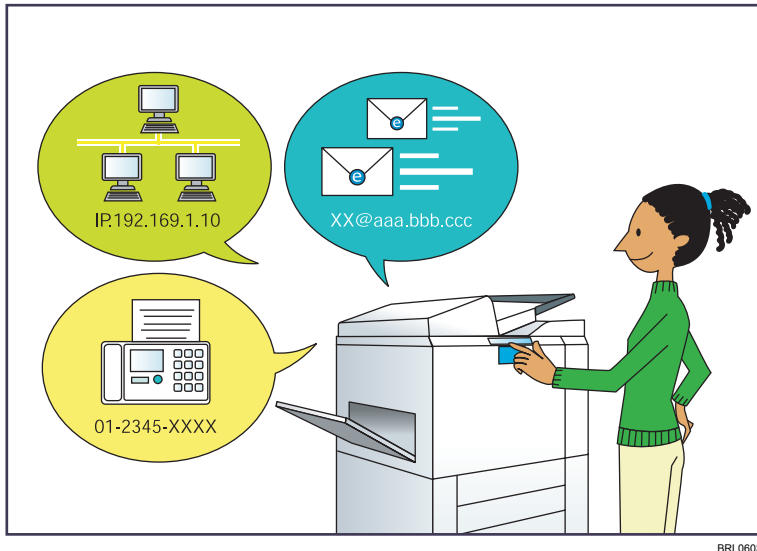
Managing and using documents converted to electronic formats (Document Server)

⇒ See Copy and Document Server Reference  for details.

I Want to Register Destinations!

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

1



Using the control panel to register destinations in the Address Book

⇒ See Facsimile Reference  for details.

⇒ See Scanner Reference  for details.

Using Web Image Monitor to register destinations from a computer

⇒ See Facsimile Reference  for details.

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

⇒ See Facsimile Reference  for details.




I Want to Operate the Machine More Effectively!

This section explains the functions and procedures that you can use to operate the machine more effectively.






BQX139S

Registering and using frequently-used settings (Program)

- ⇒ See Copy and Document Server Reference  for details.
- ⇒ See Facsimile Reference  for details.
- ⇒ See Scanner Reference  for details.

Registering frequently-used settings as initial settings (Program as Defaults (Copier/Fax/Scanner))

- ⇒ See Copy and Document Server Reference  for details.
- ⇒ See Facsimile Reference  for details.
- ⇒ See Scanner Reference  for details.

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.62 "Changing the Paper Size"

I want to know what the paper specifications are.

⇒ p.70 "Recommended Paper Sizes and Types"

The paper has jammed.

⇒ See Troubleshooting for details.

I want to change the initial paper settings.

⇒ See Network and System Settings Reference  for details.

Register/Change/Delete

I want to register a fax number.

⇒ See Network and System Settings Reference  for details.

⇒ See Facsimile Reference  for details.

I want to register an IP-Fax number.

⇒ See Network and System Settings Reference  for details.

I want to register an e-mail address.

⇒ See Network and System Settings Reference  for details.

I want to register an SMB folder.

⇒ See Network and System Settings Reference  for details.

I want to register multiple addresses as a group.

⇒ See Network and System Settings Reference  for details.

I want to register frequently-used copier functions.

⇒ See Copy and Document Server Reference  for details.

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

⇒ See Facsimile Reference  for details.

Color Scanning

I want to scan a color original (Normal Color Scan)

⇒ See Scanner Reference  for details.

I want to minimize the amount of storage required when scanning color originals (High Compression PDF)

⇒ See Scanner Reference  for details.

Check

I want to display the fax transmission status.

⇒ See Facsimile Reference  for details.

I want to print a report of the fax transmission status.

⇒ See Facsimile Reference  for details.

I want to check which destinations the machine failed to send faxes to.

⇒ See Facsimile Reference  for details.

I want to check which files have been sent by memory transmission.

⇒ See Facsimile Reference  for details.

I want to check which files are stored in the Document Server.

⇒ See Copy and Document Server Reference  for details.

I want to check which faxes have been received.

⇒ See Facsimile Reference  for details.

I want to view the received faxes that are stored in the machine.

⇒ See Facsimile Reference  for details.

To avoid sending faxes to wrong destinations, I want to check fax transmission details before sending.

⇒ See Facsimile Reference  for details.

I want to check the settings for scanning and sending files before sending a scan file.

⇒ See Scanner Reference  for details.

I want to check the scan image before sending it.

⇒ See Scanner Reference  for details.

I want to view the transmission result.


⇒ See Scanner Reference  for details.

Install

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

⇒ See Printer Reference  for details.

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

⇒ See Printer Reference  for details.

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

⇒ See Printer Reference  for details.


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

⇒ See Printer Reference  for details.

Envelope

I want to copy onto envelopes.

⇒ See Copy and Document Server Reference  for details.

⇒ See Copy and Document Server Reference  for details.

I want to print onto envelopes.

⇒ See Printer Reference  for details.

2. Getting Started

This chapter describes how to start using this machine.

Guide to Components

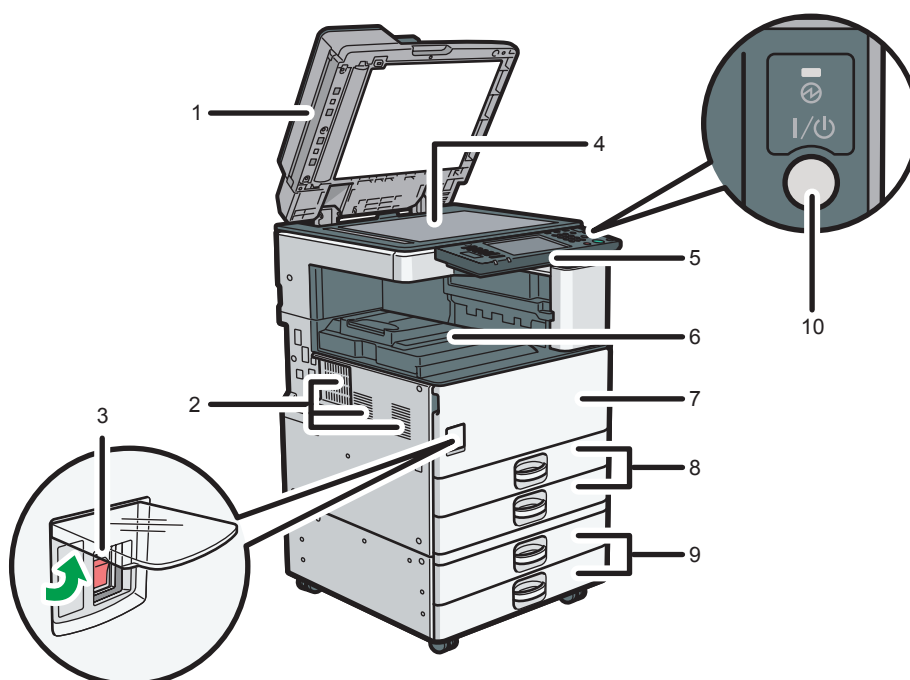
This section introduces the names and functions of the components.

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.

Front and left view



CHB021

1. Exposure glass cover (optional) or ADF (optional)

(The illustration shows the ADF.)

Lower the exposure glass cover or the ADF over originals placed on the exposure glass.

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one. This ADF can be used for two-sided originals.

2. Ventilation holes

Prevent overheating.

3. 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".

4. Exposure glass

Place originals face down here.

5. Control panel

See "Control Panel".

6. Internal tray 1

Copied/printed paper and fax messages are delivered here.

7. Front cover

Open to access the inside of the machine.

8. Paper trays (trays 1 ~ 2)

Load paper here.

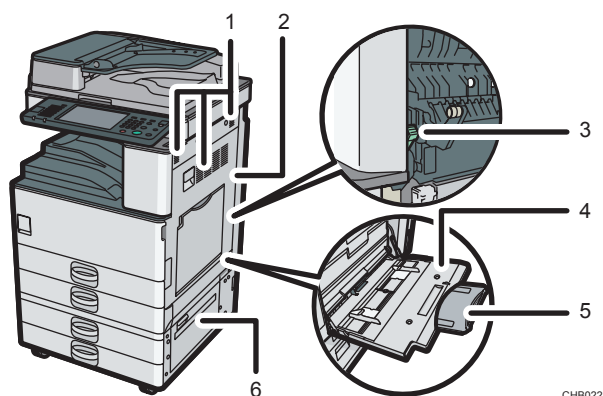
9. Lower paper trays (optional)

Load paper here.

10. 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".

Front and right view



CHB022

1. Ventilation holes

Prevent overheating.

2. Right cover

To remove paper jams or use the envelope lever, open this cover.

3. Envelope lever

To load envelopes in tray 1 or the bypass tray, push down this lever.

4. Bypass tray

Use to copy or print on OHP transparencies, label paper (adhesive labels), envelopes and custom size paper.

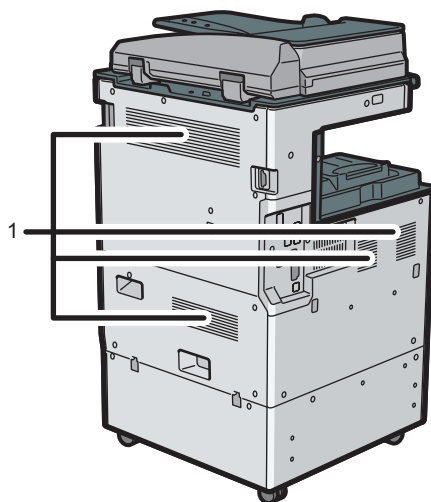
5. Extender

Pull this extender out when loading sheets larger than A4 in the bypass tray.

6. Lower right cover

Open this cover when a paper jam occurs.

Rear and left view



CHB023

1. Ventilation holes

Prevent overheating.

Reference

- p.37 "Control Panel"
- p.49 "Turning On/Off the Power"

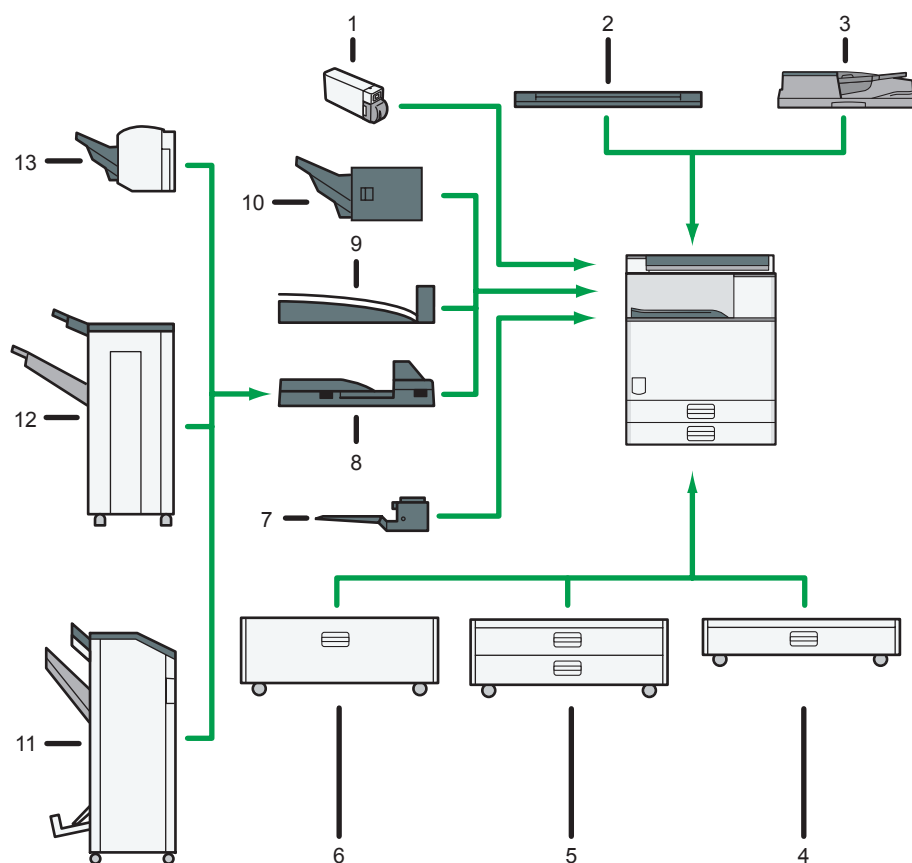
Options

This section introduces the names and functions of main optional parts.

External Options Region A (mainly Europe and Asia)

2

This section provides explanations about external options.



CHB024

1. Media slot

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

2. Exposure glass cover

Lower this cover over originals.

3. ADF

Load a stack of originals here. They will feed in automatically.

4. Lower paper tray

Holds up to 550 sheets of paper.

5. Lower paper trays

Consists of two paper trays. Holds up to 1,100 sheets of paper. Each paper tray holds 550 sheets.

6. Large capacity tray (LCT)

Holds up to 2,000 sheets of paper.

7. Internal tray 2

If you select this as the output tray, copied/printed paper or fax messages are delivered here face down.

8. Bridge Unit

Relays paper to the finisher.

9. Internal shift tray

Sorts and stacks multiple sheets of paper.

10. Internal finisher

Sorts, stacks, and staples multiple sheets of paper.

Copies can be punched if the optional punch unit is installed on the finisher.

11. Booklet finisher

Sorts, stacks, staples, and punches multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray
- Finisher booklet tray

12. 1000-sheet finisher

Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays:

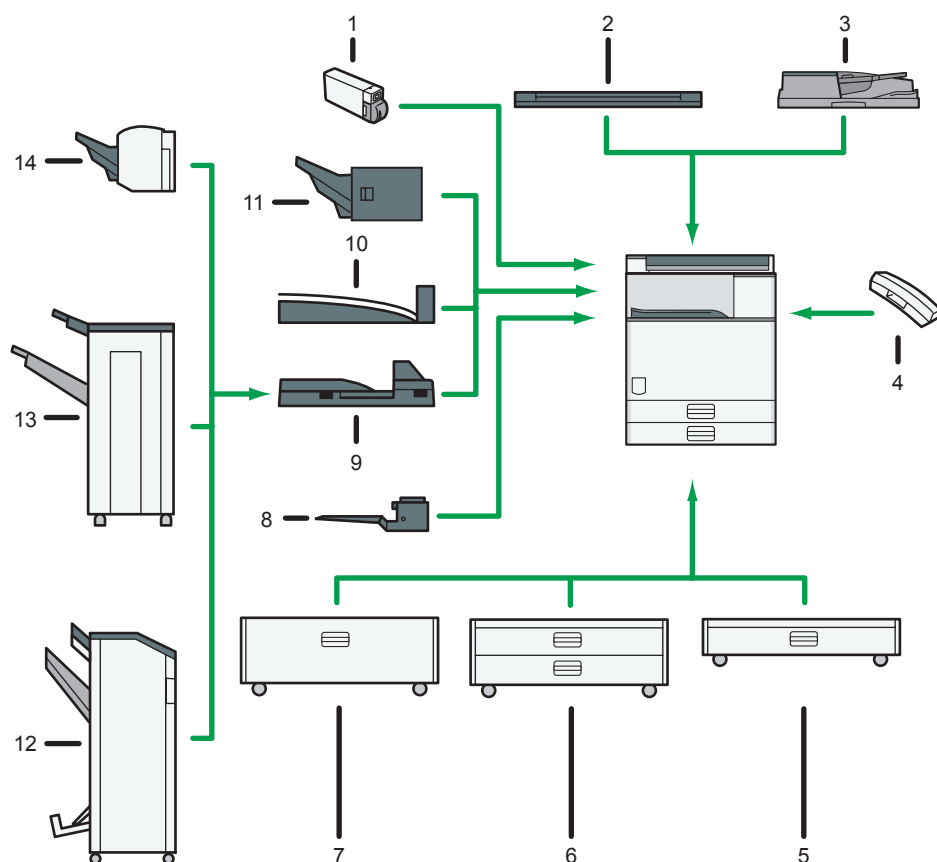
- Finisher upper tray
- Finisher shift tray

13. 500-sheet finisher

Sorts, stacks, and staples multiple sheets of paper.

External Options  Region B (mainly North America)

This section provides explanations about external options.



CHB025

1. Media slot

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

2. Exposure glass cover

Lower this cover over originals.

3. ADF

Load a stack of originals here. They will feed in automatically.

4. Handset

Used as a receiver when a fax unit is installed.

5. Lower paper tray

Holds up to 550 sheets of paper.

6. Lower paper trays

Consists of two paper trays. Holds up to 1,100 sheets of paper. Each paper tray holds 550 sheets.

7. Large capacity tray (LCT)

Holds up to 2,000 sheets of paper.

8. Internal tray 2

If you select this as the output tray, copied/printed paper or fax messages are delivered here face down.

9. Bridge Unit

Relays paper to the finisher.

10. Internal shift tray

Sorts and stacks multiple sheets of paper.

11. Internal finisher

Sorts, stacks, and staples multiple sheets of paper.

Copies can be punched if the optional punch unit is installed on the finisher.

12. Booklet finisher

Sorts, stacks, staples, and punches multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray
- Finisher booklet tray

13. 1000-sheet finisher

Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray

14. 500-sheet finisher

Sorts, stacks, and staples multiple sheets of paper.

Internal Options

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

- HDD
Allows you to use the Document Server function.
- Fax unit
Allows you to use the facsimile function.
- Extra G3 interface unit
This lets you add a G3 fax line.
- Printer unit
Allows you to print by PCL printer driver. The HDD is included.
- Scanner Enhance Option
Allows you to use the scanner function. Does not include the HDD.
- Printer/Scanner unit

Allows you to print by PCL printer driver, and use the scanner function. The HDD is included.

- Browser unit

You can use this function to display data from the server in HTML format on the machine's control panel. You can also use this function to send scan files from the control panel.

- IEEE 1284 interface board

Allows you to connect to an IEEE 1284 cable.

- Wireless LAN board

Allows you to communicate over wireless LAN.

- PostScript 3 unit

Allows you to print by Adobe PostScript 3 printer driver. Does not include the HDD.

- Gigabit Ethernet (1000BASE-T)

Allows you to communicate over 1000BASE-T.

- File format converter

Allows you to download documents from the Document Server stored by copier and printer functions.

See “Downloading Stored Documents with Web Image Monitor”, Copy and Document Server Reference .

- Bluetooth interface unit

Allows you to communicate over Bluetooth.

- Copy Data Security Unit

If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.

 **Note**

- The wireless LAN board, Gigabit Ethernet (1000BASE-T), file format converter, and IEEE 1284 interface board cannot be installed at the same time.
- The wireless LAN board and Bluetooth interface unit cannot be installed at the same time.

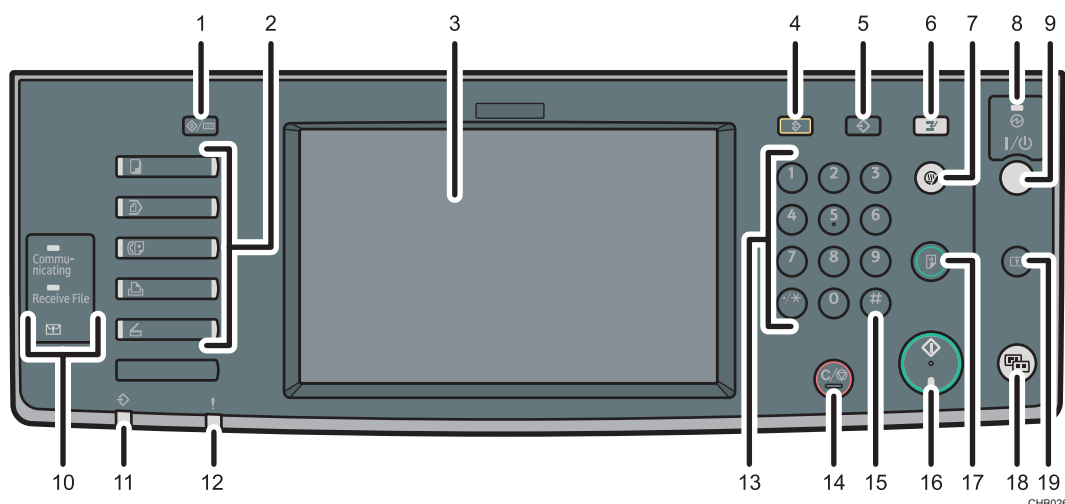
Control Panel

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 with options fully installed.



1. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. See “Accessing User Tools”, Network and System Settings Reference ⑧.
- Counter
Press to check or print the counter value. See “Counter”.
- Enquiry
Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See “Enquiry”.

2. Function keys

Press to display the operation screen of one of the following functions: copy, Document Server, facsimile, printer, or scanner.

The indicator of the selected function goes on. See “Changing Modes”.

3. Display panel

Displays keys for each function, operation status, or messages. See “Display Panel”.

4. [Clear Modes] key

Press to clear the current settings.

5. [Program] key (copier, Document Server, facsimile, and scanner mode)

- Press to register frequently used settings, or to recall registered settings.
See “Registering Frequently Used Functions” and “Registering Frequently Used Functions for Printing Stored Documents from the Document Server”, Copy and Document Server Reference ⑧.
See “Registering Frequently Used Settings”, Facsimile Reference ⑧.
See “Registering Frequently Used Settings”, Scanner Reference ⑧.
- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on.
See “Changing the Default Functions of the Copy's Initial Display”, Copy and Document Server Reference ⑧.
See “Changing the Default Functions of the Fax's Initial Display”, Facsimile Reference ⑧.
See “Changing the Default Functions of the Scanner's Initial Display”, Scanner Reference ⑧.

6. [Interrupt] key

Press to make interrupt copies. See “Interrupt Copy”, Copy and Document Server Reference ⑧.

7. [Energy Saver] key

Press to switch to and from Energy Saver mode. See “Saving Energy”.

8. Main power indicator

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

9. 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”.

10. Communicating indicator, Receiving File indicator, Confidential File indicator

- Communicating indicator
Lights continuously during data transmission and reception.
- Receiving File indicator
Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.
See “Substitute Reception”, Facsimile Reference ⑧.
- Confidential File indicator
Lights continuously while personal box data is being received.
Blinks while Memory Lock file is being received.
See “Personal Boxes”, Facsimile Reference ⑧ and “Printing a File Received with Memory Lock”, Facsimile Reference ⑧.

11. Data In indicator (facsimile and printer mode)

Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Facsimile Reference ⑧ and Printer Reference ⑧.

12. Alert indicator

Lights continuously if an error has occurred.

13. Number keys

Use to enter the numbers for copies, fax numbers and data for the selected function.

14. [Clear/Stop] key

- Clear

Press to delete a number entered.

- Stop

Press to stop a job in progress, such as copying, scanning, faxing, or printing.


15. [#] key (Enter key)

Press to confirm values entered or items specified.

16. [Start] key

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

17. [Sample Copy] key

Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy", Copy and Document Server Reference .

18. [Simplified Display] key

Press to switch to the Simplified Display. See "Simplified Display".

19. [Login/Logout] key

Press to log in or log out.

Reference

- p.40 "Display Panel"
- p.40 "Simplified Display"
- p.47 "Changing Modes"
- p.49 "Turning On/Off the Power"
- p.52 "Saving Energy"
- p.118 "Counter"
- p.119 "Enquiry"

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

- Do not 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 . Keys appearing as cannot be used.

Ready

Original 0 Quantity 1 New 0

Text

Text / Photo

Photo

Pulse

Full Size

Auto Reduce / Enlarge

9.3 %

100%

Generation Copy

1 of 1

Print

Cancel

Print

Finishing

Cover/Slide Sheet

Edit / Stamp

Data/Combine/Serial

Reduce / Enlarge

System Status

Job List

10:49 AM 2011 1/30

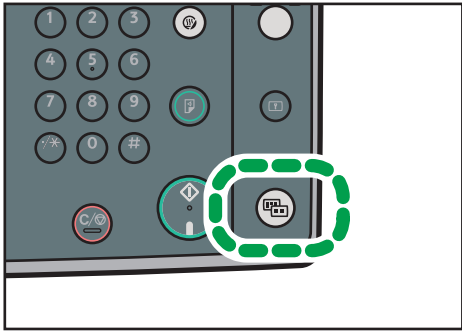
- The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

40

1. Press the [Simplified Display] key.



CHB027

This illustration shows the copier function's simplified display.



CHB028

1. [Key Colour]

Press to increase screen contrast by changing the color of the keys.

This is available only for the simplified display.

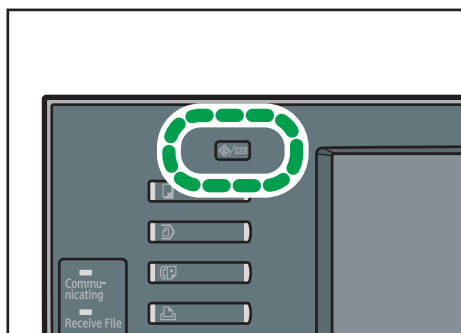
↓ Note

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Changing the Display Language

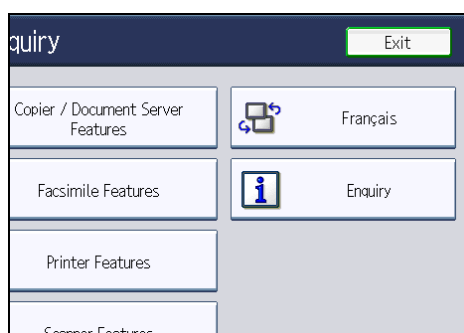
You can change the language used on the display. English is set as default.

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

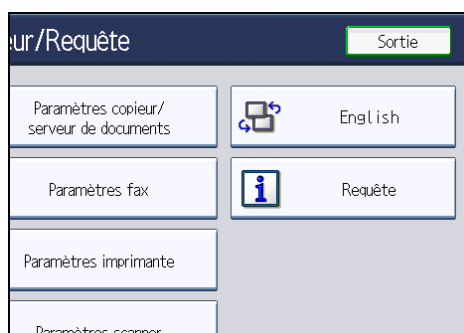


CHB029

2. Press the language key.



3. Press the exit key.



The menu appears in the language that you specified.

↓ Note

- If you want to return the display language to "English", repeat the step above.

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 "User Code".

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

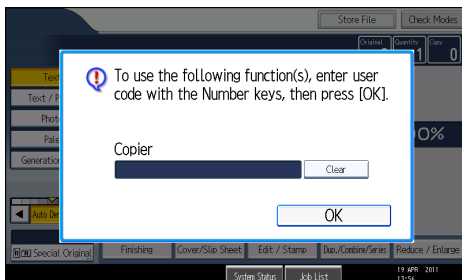
- If authentication fails, the "Authentication has failed." message appears. Check that the Login User Name and Login Password are correct.

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 [OK].



↓ Note

- To log out, do one of the following:
 - Press the operation switch.

- Press the [Energy Saver] key after jobs are completed.

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.

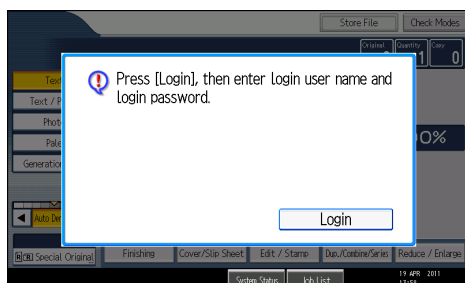
Note

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

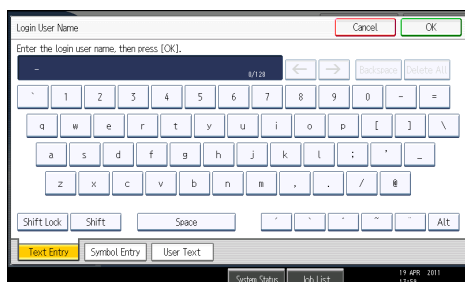
Login (Using the Control Panel)

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

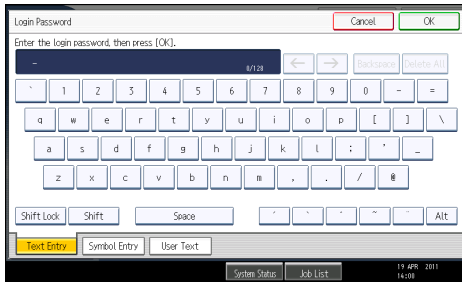
1. Press [Login].



2. Enter a Login User Name, and then press [OK].



3. Enter a Login Password, and then press [OK].



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

↓ Note

- If authentication fails, the "Authentication has failed." message appears. Check that the Login User Name and Login Password are correct.

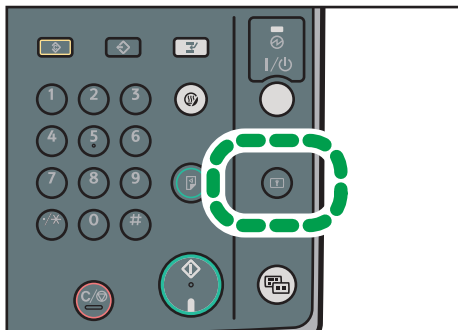
Logout (Using the Control Panel)

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

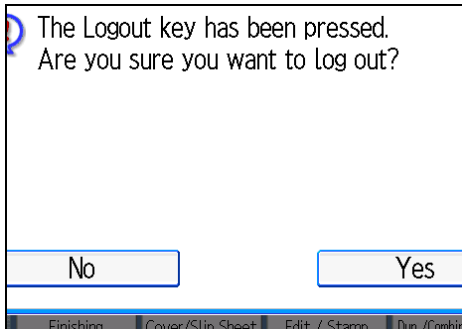
★ Important

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

1. Press the [Login/Logout] key.



CHB030

2. Press [Yes].**2**

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 Login 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 Login Password, and then click [Login].

↓ Note

- For User Code Authentication, enter a User Code in [Login User Name], and then click [Login].

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.

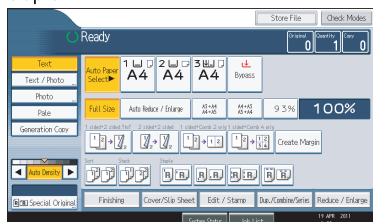
↓ Note

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

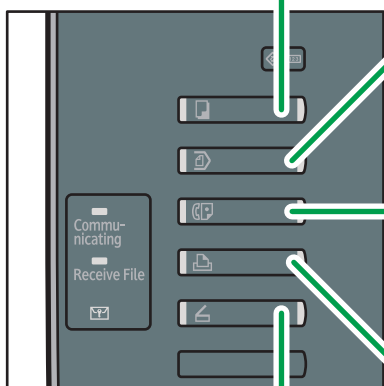
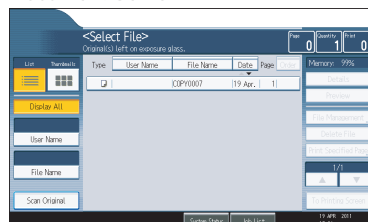
Changing Modes

This section explains how to change modes.

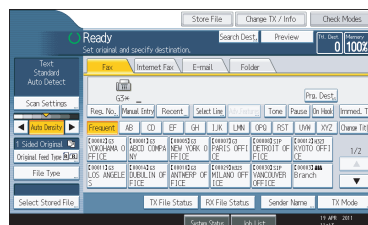
Copier



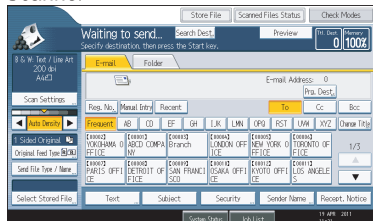
Document Server



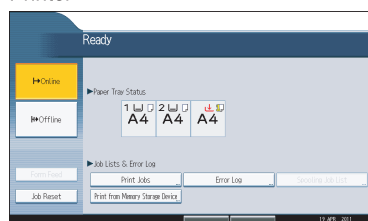
Facsimile



Scanner




Printer



CHB031

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 / Enquiry
 - During interrupt copying
 - 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 Reference .

2

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 Reference .

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 Reference .

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 (optional) 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 Reference .

Turning On the Main Power

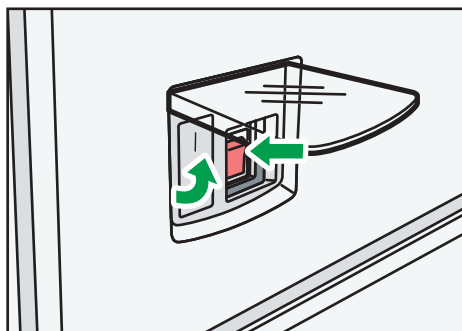
This section explains how to turn on the main power.

Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the main power switch cover, and turn on the main power switch.

The main power indicator goes on.



CHB032

Note

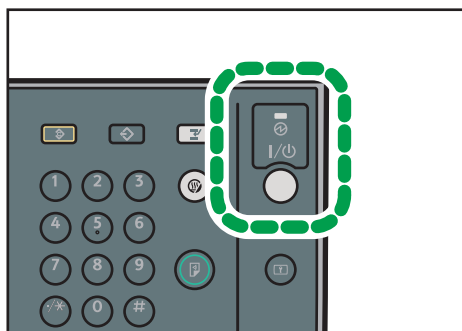
- After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



CHB033

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.

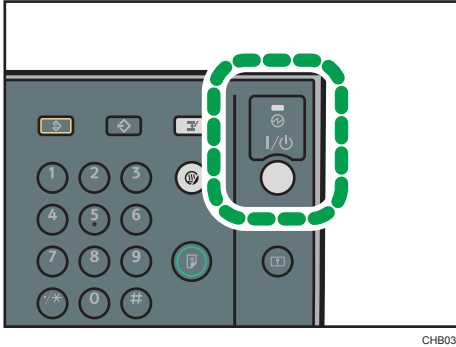
Turning Off the Power

This section explains how to turn off the power.

1. Make sure the exposure glass cover or the ADF is in the right position.

2. Press the operation switch.

The operation switch indicator goes off.



2

↓ Note

- Even if you press the operation switch, the operation switch indicator does not go out, but blinks in the following cases:
 - During communication with external equipment.
 - When the hard disk is active.
 - When the internal cooling fan is active.
 - If a file is waiting to be transmitted within the next minute using the "Send Later" facsimile function.

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 hard disk or 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 hard disk or memory, leading to malfunctions.
- After turning the machine's power off, wait at least a few seconds before turning it back on. If the message "Turn main Power Switch off" appears, turn the machine's power off, wait three seconds or more, and then turn it back on again. Never turn the power back on immediately after turning it off.

1. Make sure the operation switch indicator is not lit.
2. Open the main power switch cover, and then 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 an hour 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 functions.

Energy Saver

If you do not use the machine for a certain period after an operation, or when you press the [Energy Saver] key, the display disappears and the machine goes into Energy Saver mode. When you press the [Energy Saver] key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.


You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed under Panel Off Timer.


Auto Off

If the machine remains inactive for a specified period, it automatically enters the same low power state that it enters when the operation switch is pressed (indicator unlit). 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 Reference .
- 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 / Counter / Enquiry 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
- When the screen of a document that was stored under the printer function appears. (The machine enters Energy Saver mode if this happens.)
- When the sample print, locked print, hold print, or stored print screen is displayed
- When the internal cooling fan is active
-  **Region B** (mainly North America)
When the handset is in use

Downloading Utility Software

This section explains the utility software for this machine.

SmartDeviceMonitor for Admin

This section describes the functions available with SmartDeviceMonitor for Admin.

SmartDeviceMonitor for Admin is an application that monitors network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

SmartDeviceMonitor for Admin has the following functions:

- Group management for the machines
- Monitoring the machines
- Operation restriction
- Managing the Address Book
- Per-user counters
- User restriction

SmartDeviceMonitor for Admin with full functionality can be purchased from your local dealer. Contact your local dealer for information on purchasing the software.

SmartDeviceMonitor for Admin with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.



Note

- For details about the functionality, see the manual for SmartDeviceMonitor for Admin.

DeskTopBinder

This section describes the functions available with DeskTopBinder.



Important

- **DeskTopBinder is not available for 64-bit operating systems.**

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^{*1}, you can view the files stored in in-trays of the delivery server, or use other functions for stored files.

DeskTopBinder Professional provides the full functionality of the software. Contact your local dealer for information on purchasing the software.

DeskTopBinder Lite with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.

*1 For details to purchase ScanRouter delivery software, contact your local dealer.

 **Note**

- For details about the functionality, see Help of DeskTopBinder.

2

SmartDeviceMonitor for Client

This section describes the functions available with SmartDeviceMonitor for Client.

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.

SmartDeviceMonitor for Client has the following functions:

- Checking printer supplies such as paper or toner
- Checking results of print jobs executed from the computer

SmartDeviceMonitor for Client is available as a free download. Contact your local dealer for information on downloading the software.

 **Note**

- For details about the functionality, see Help of SmartDeviceMonitor for Client.

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.

Important

- Do not stack paper over the limit mark.

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 and Document Server Reference .

Reference

- p.70 "Recommended Paper Sizes and Types"

Loading Paper into Trays 1 - 4

This section describes how to load paper into trays 1 - 4.

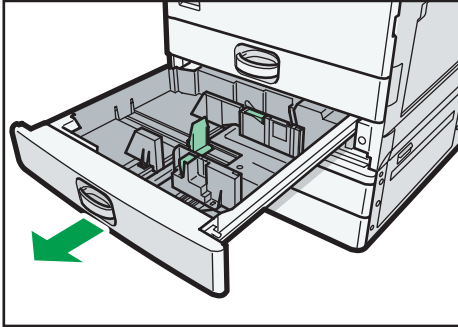
Each paper tray is loaded in the same way.

In the following example procedure, paper is loaded in tray 2.

Important

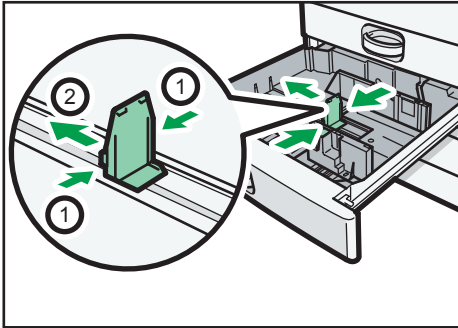
- Check the paper edges are aligned at the right side.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



CHB034

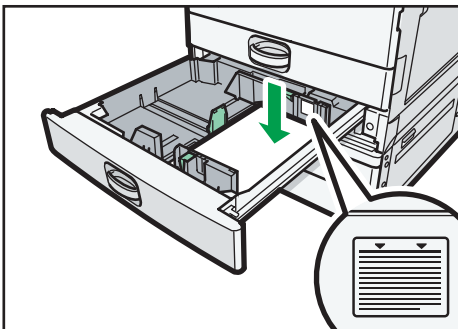
2. While pinching the release lever, slide the end fence outward.



CHB035

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

Do not stack paper over the limit mark.



CHB036

4. Position the end fence flush against the paper.
5. Carefully push the paper tray fully in.

Note

- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.

- 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.
- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence. For details, see "Changing the Paper Size".
- Tray 1 can hold up to 500 sheets, and trays 2 ~ 4 can each hold up to 550 sheets.

Reference



- p.62 "Changing the Paper Size"

3

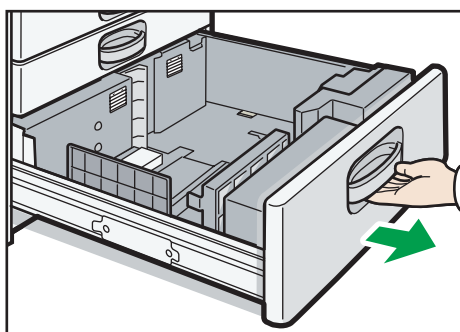
Loading Paper into the Large Capacity Tray (LCT)

This section describes how to load paper into the LCT.

Important

- When paper loaded in the right side of the LCT runs out, paper on the left is automatically shifted to the right. While the paper is moving, do not pull out the tray.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.
-  **Region A** (mainly Europe and Asia)
The LCT can hold A4 paper only. If you want to print on $8\frac{1}{2} \times 11$ from the LCT, contact your service representative.
-  **Region B** (mainly North America)
The LCT can hold $8\frac{1}{2} \times 11$ paper only. If you want to print on A4 from the LCT, contact your service representative.

1. Carefully pull out the LCT until it stops.

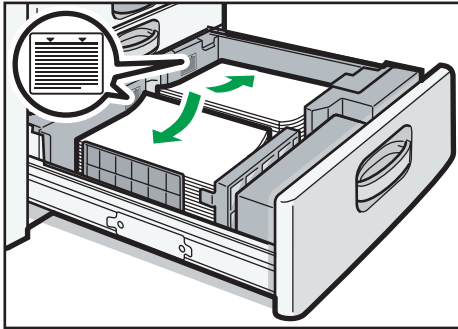


CHB037

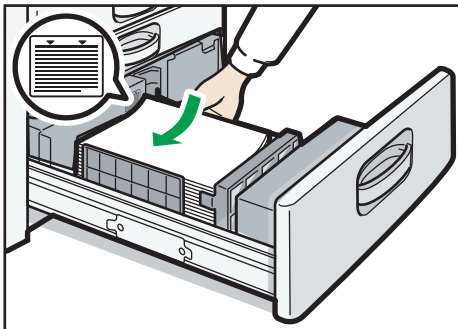
2. Square the paper and load it print side up.

Do not stack paper over the limit mark.

- Whole tray pulled out



- Left half of the tray pulled out



3. Carefully push the LCT fully in.

↓ Note






- You can load paper even while making copies from the LCT. You can pull out the left half of the tray while copying is in.
- Load the same size and orientation paper in the other half of the tray.
- Each tray can hold up to 1,000 sheets of paper.

Loading Orientation-Fixed Paper or Two-Sided Paper

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




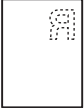
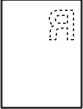
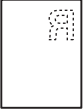






Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [Yes] in [Input / Output] under [Copier / Document Server Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier and Document Server Features", Copy and Document Server Reference ⑧. For details about printing with the printer function, see "Printing on Orientation-Fixed or Two-Sided Paper", Printer Reference ⑨.


Original Orientation


Exposure glass		ADF	
	<ul style="list-style-type: none"> Copy  Scanner  		

3

Paper Orientation

		Trays 1 - 4	Large Capacity Tray (LCT)	Bypass tray
Copy mode				
	One sided			
	Two sided			
	One sided		—	
	Two sided		—	

 : Shows to load the paper print side up.

 : Shows to load the paper print side down.

CHB017

Changing the Paper Size



This section describes how to change the paper size.

CAUTION


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

Important

3

- Do not stack paper over the limit mark.
-  **Region A** (mainly Europe and Asia)
The LCT can hold A4 paper only. If you want to print on any of $8\frac{1}{2} \times 11$ paper sizes from LCT, contact your service representative.
-  **Region B** (mainly North America)
The LCT can hold $8\frac{1}{2} \times 11$ paper only. If you want to print on any of A4 paper sizes from LCT, contact your service representative.

Note

- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details about Tray Paper Size, see "System Settings", Network and System Settings Reference .
- 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.70 "Recommended Paper Sizes and Types"

Changing the Paper Size in Trays 1 - 4

This section describes how to change the paper size in trays 1 - 4.

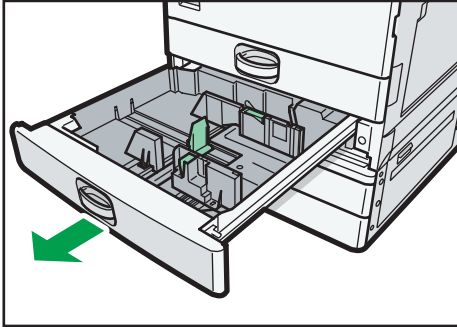
The paper size setting is changed in the same way for each paper tray.

In the following example procedure, the paper size setting for tray 2 is changed.

Important

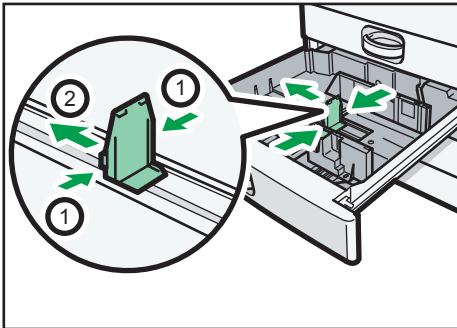
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Check the paper edges are aligned at the right side.
- When loading small quantities of paper, be careful not to squeeze the side fences in too tightly, as the paper will not feed properly.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



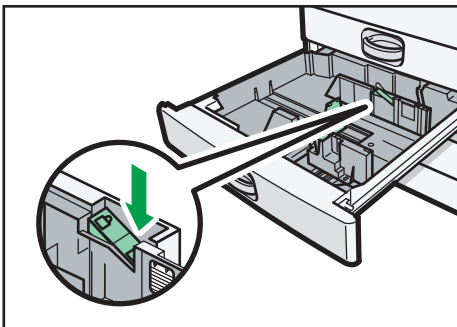
CHB034

2. Remove paper if loaded.
3. While pinching the release lever, slide the end fence outward.



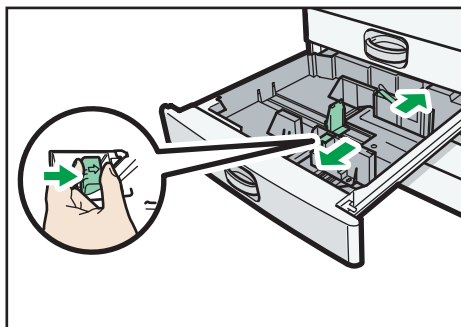
CHB035

4. Press down the release button.



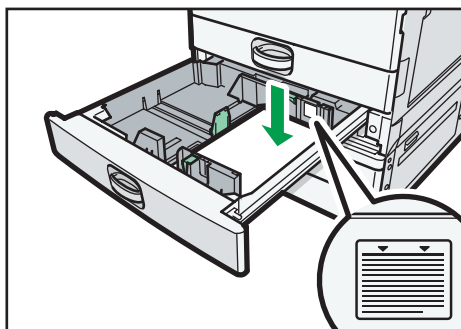
CHB041

5. While pressing the release lever, slide the side fences outward.

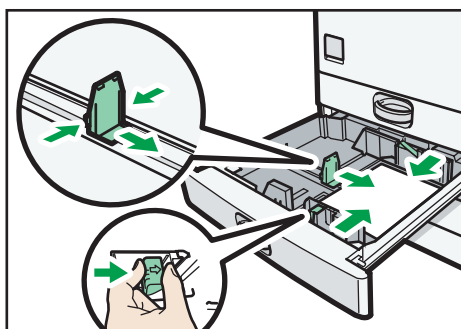


6. Square the paper and load it print side up.

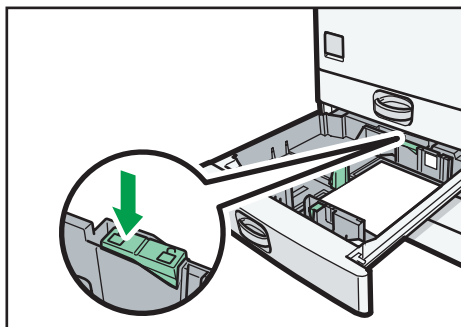
Do not stack paper over the limit mark.



7. While pressing the release lever, push in the side and end fences until they are flush against the paper's edges.



8. Press down the lock button.



CHB044

9. Carefully slide the paper tray fully in.

10. Check the paper size on the display.

↓ Note

- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel. For details, see "Changing to a Size That Is Not Automatically Detected".
- For details about various recommendations concerning envelopes, see "Envelopes".

📖 Reference

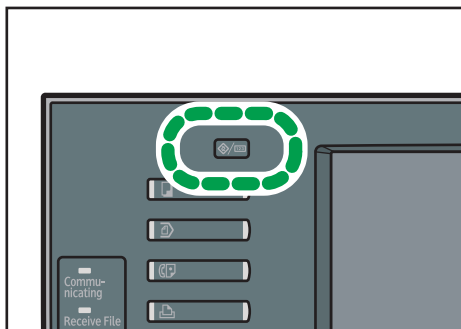
- p.65 "Changing to a Size That Is Not Automatically Detected"
- p.78 "Envelopes"

Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper.

This section explains how to load these paper taking 11 × 15" as an example.

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

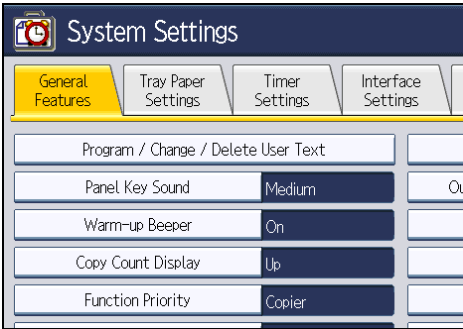


CHB029

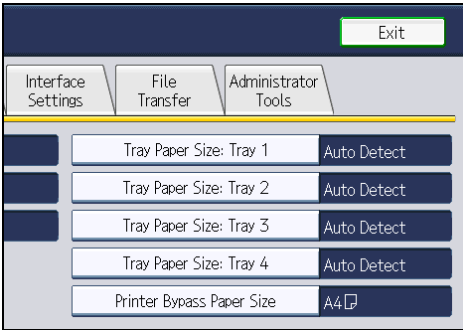
2. Press [System Settings].



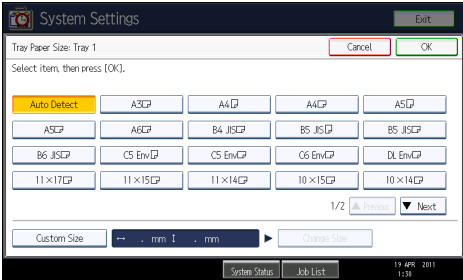
3. Press the [Tray Paper Settings] tab.



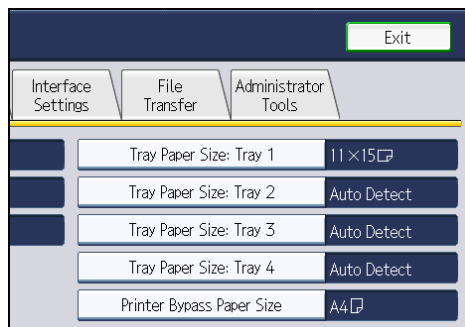
4. Select the tray for which you want to change the paper settings.



5. Select the loaded paper size and feed direction, and then press [OK].



The set paper size and feed direction is displayed.



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

The initial display is shown.

Note

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types".
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 5. The setting is returned to "Auto Detect".

Reference

- p.70 "Recommended Paper Sizes and Types"

Changing Paper Thickness Settings

Select [Plain Paper 1] or [Plain Paper 2] depending on the type of plain paper.

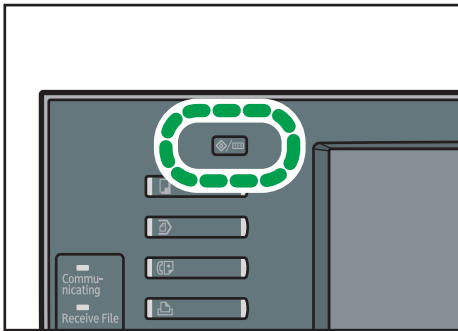
If in System Settings, [Tray Paper Settings], you set "Paper Thickness" to [Plain Paper] for each tray's [Paper Type], you must then select [Maintenance], [Plain Paper Setting] and specify either [Plain Paper 1] or [Plain Paper 2], depending on the thickness of the loaded paper.

The default setting is **Plain Paper 2**.

★ Important

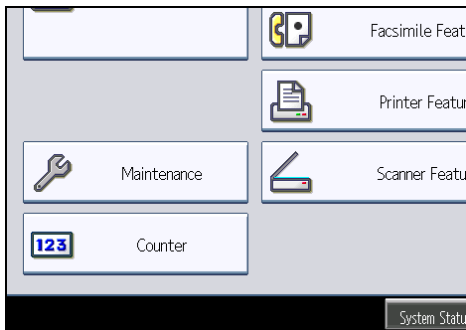
- Select [Plain Paper 1] when paper weight is between 60 g/m² (16 lb. Bond) and 74 g/m² (20 lb. Bond).
- Select [Plain Paper 2] when paper weight is between 75 g/m² (20 lb. Bond) and 81 g/m² (20 lb. Bond).

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

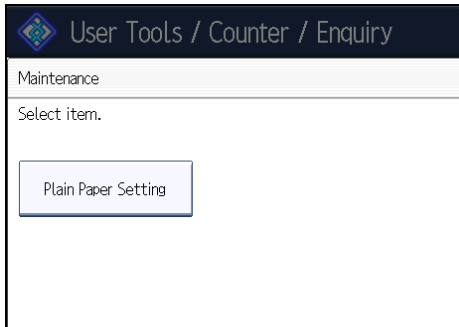


CHB029

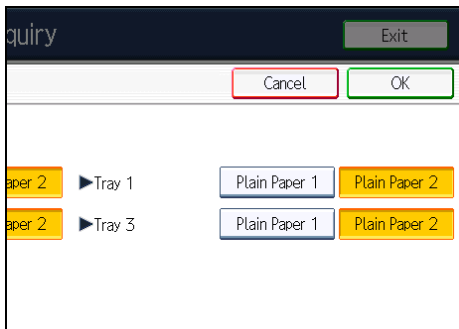
2. Press [Maintenance].



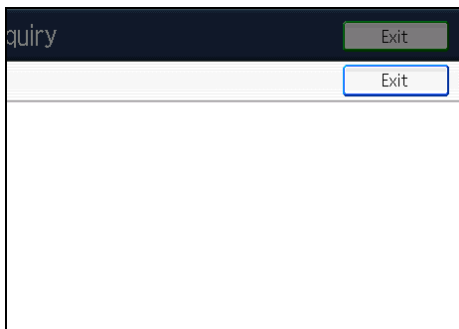
3. Press [Plain Paper Setting].



4. Select the plain paper type for each tray depending on the paper to be set and press [OK].



5. Press [Exit].



6. Press [Exit].

↓ Note

- In System Settings, [Tray Paper Settings], for each tray's [Paper Type] you can specify "Paper Thickness". For details about paper thickness, see "Recommended Paper Sizes and Types".

📖 Reference

- p.70 "Recommended Paper Sizes and Types"



Recommended Paper Sizes and Types







This section describes recommended paper sizes and types.

★ Important

- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- If you use damp or curled paper, a staple clogging or paper jam may occur.

Tray 1





Paper type and weight	Paper size	Paper capacity ^{*1}
52 ~ 157 g/m ² 14 ~ 42 lb. Bond Thin Paper ~ Thick Paper	Paper sizes that can be detected automatically:  Region A A3, A4, A5, A6, B4 JIS (Japanese Industrial Standard), B5 JIS, 8 1/2 × 11  Region B A4, A6, B5 JIS (Japanese Industrial Standard), 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2	500 sheets



Paper type and weight	Paper size	Paper capacity ^{*1}
52 ~ 157 g/m ² 14 ~ 42 lb. Bond Thin Paper ~ Thick Paper	<p>Paper sizes that you need to specify ^{*2}:</p> <p> Region A</p> <p>A5□, B6 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□</p> <p> Region B</p> <p>A3□, A4□, A5□, B4 JIS□, B5 JIS□, B6 JIS□, 8¹/₂ × 13□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□</p>	500 sheets
52 ~ 157 g/m ² 14 ~ 42 lb. Bond Thin Paper ~ Thick Paper	<p>Paper sizes that you need to enter ^{*3}:</p> <p> Region A</p> <p>Vertical: 100.0 ~ 297.0 mm ^{*12} Horizontal: 148.0 ~ 432.0 mm</p> <p> Region B</p> <p>Vertical: 3.94 ~ 11.69 inches ^{*12} Horizontal: 5.83 ~ 17.00 inches</p>	500 sheets
Translucent paper	A3□, B4 JIS□, A4□, B5 JIS□	^{*9}
OHP transparencies ^{*8}	<p> Region A</p> <p>A4□</p> <p> Region B</p> <p>8¹/₂ × 11□</p>	^{*9}
Label paper (adhesive labels)	B4 JIS□, A4□	^{*9}

Paper type and weight	Paper size	Paper capacity ^{*1}
Envelopes ^{*5}	Sizes of envelopes that you need to specify ^{*2} : $4\frac{1}{8} \times 9\frac{1}{2}$, $3\frac{7}{8} \times 7\frac{1}{2}$, C5 Env, C6 Env, DL Env	<ul style="list-style-type: none"> □: 50 sheets ^{*10} □: Double flap: 15 sheets Single flap: 25 sheets









3

Trays 2 ~ 4












Paper type and weight	Paper size	Paper capacity ^{*1}
52 ~ 157 g/m ² 14 ~ 42 lb. Bond Thin Paper ~ Thick Paper	Paper sizes that can be detected automatically:  Region A A3, A4, A5, B4 JIS, B5 JIS, $8\frac{1}{2} \times 11$  Region B A4, A5, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$	550 sheets
52 ~ 157 g/m ² 14 ~ 42 lb. Bond Thin Paper ~ Thick Paper	Paper sizes that you need to specify ^{*2} :  Region A 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 16K, 11×15 , 11×14 , 10×15 , 10×14  Region B A3, A4, B4 JIS, B5 JIS, $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 16K, 11×15 , 11×14 , 10×15 , 10×14	550 sheets







Paper type and weight	Paper size	Paper capacity ^{*1}
52 - 157 g/m ² 14 - 42 lb. Bond Thin Paper - Thick Paper	Paper sizes that you need to enter ^{*3} :  Region A Vertical: 182.0 - 297.0 mm ^{*12} Horizontal: 148.0 - 432.0 mm  Region B Vertical: 7.17 - 11.69 inches ^{*12} Horizontal: 5.83 - 17.00 inches	550 sheets

Large capacity tray (LCT)

Paper type and weight	Paper size	Paper capacity ^{*1}
52 - 157 g/m ² 14 - 42 lb. Bond Thin Paper - Thick Paper	 Region A A4   Region B 8 1/2 × 11 	1,000 sheets × 2
52 - 157 g/m ² 14 - 42 lb. Bond Thin Paper - Thick Paper	^{*7}  Region A 8 1/2 × 11   Region B A4 	1,000 sheets × 2

Bypass tray

Paper type and weight	Paper size	Paper capacity ^{*1}
52 - 157 g/m ² 14 - 42 lb. Bond Thin Paper - Thick Paper	Paper sizes that can be detected automatically:  Region A A3  , A4  , A5  , B4 JIS  , B5 JIS  , B6 JIS   Region B 11 × 17  , 8 1/2 × 11  , 5 1/2 × 8 1/2 	<ul style="list-style-type: none"> Thin Paper - Middle Thick: 100 sheets Thick Paper : 40 sheets

Paper type and weight	Paper size	Paper capacity ^{*1}
52 ~ 157 g/m ² 14 ~ 42 lb. Bond Thin Paper ~ Thick Paper	Paper sizes that you need to specify ^{*4} :  Region A A6□, 11 × 17□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10 ¹ / ₂ □, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 5 ¹ / ₂ × 8 ¹ / ₂ □, 8K□, 16K□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□  Region B A3□, A4□, A5□, A6□, B4 JIS□, B5 JIS□, B6 JIS□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10 ¹ / ₂ □, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 8K□, 16K□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 14□, 10 × 15□	<ul style="list-style-type: none"> Thin Paper ~ Middle Thick: 100 sheets Thick Paper : 40 sheets
52 ~ 157 g/m ² 14 ~ 42 lb. Bond Thin Paper ~ Thick Paper	Paper sizes that you need to enter ^{*6} :  Region A Vertical: 90.0 ~ 305.0 mm Horizontal: 148.0 ~ 600.0 mm ^{*13}  Region B Vertical: 3.55 ~ 12.00 inches Horizontal: 5.83 ~ 23.62 inches ^{*13}	<ul style="list-style-type: none"> Thin Paper ~ Middle Thick: 100 sheets Thick Paper : 40 sheets
Translucent paper	A3□, B4 JIS□, A4□, B5 JIS□	1 sheet
OHP transparencies ^{*8}	 Region A A4□  Region B 8 ¹ / ₂ × 11□	50 sheets

Paper type and weight	Paper size	Paper capacity ^{*1}
Label paper (adhesive labels)	B4 JIS, A4	30 sheets
Envelopes ^{*5}	Sizes of envelopes that you need to specify ^{*4} : 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env	^{*11}

- ^{*1} When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- ^{*2} Select the paper size under Tray Paper Size: Tray 1 ~ 4 in System Settings. See "System Settings", Network and System Settings Reference.
- ^{*3} Enter the paper size under Tray Paper Size: Tray 1 ~ 4 in System Settings. See "System Settings", Network and System Settings Reference.
- ^{*4} Select the paper size. For details, see "Copying onto Regular Size Paper from the Bypass Tray", Copy and Document Server Reference, or "Setting the Paper Size Using the Control Panel", Printer Reference.
- ^{*5} For details about loading envelopes, see "Envelopes".
- ^{*6} Enter the paper size using the number keys. For details, see "Copying onto Custom Size Paper from the Bypass Tray", Copy and Document Server Reference, or "Setting Custom Size Paper Using the Control Panel", Printer Reference.
- ^{*7} The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.
- ^{*8} If you wish to copy onto OHP transparencies, select [OHP (Transparency)].
- ^{*9} The number of sheets you can load in the paper tray varies depending on the weight and condition of the paper.
- ^{*10} Open out flaps of envelopes.
- ^{*11} Do not press on the stack of envelopes while determining if the stack exceeds the maximum height.
- ^{*12} When loading paper with a vertical length of 279 mm (11.0 inches) or more in trays 1–4, use paper that has a horizontal width of 420 mm (16.6 inches) or less.
- ^{*13} When loading paper with a horizontal width of 433 mm (17.1 inches) or more in the bypass tray, use paper that has a vertical length of 297 mm (11.7 inches) or less.

Paper Thickness







Paper Thickness ^{*1}	Paper weight
Thin Paper	52 ~ 59 g/m ² (14 ~ 15 lb. Bond)
Plain Paper 1	60 ~ 74 g/m ² (16 ~ 20 lb. Bond)
Plain Paper 2	75 ~ 81 g/m ² (20 lb. Bond)

Paper Thickness ^{* 1}	Paper weight
Middle Thick	82 - 105 g/m ² (21 - 28 lb. Bond)
Thick Paper	106 - 157 g/m ² (28 - 42 lb. Bond)

* 1 Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

↓ Note

3

- When loading paper in trays 1 - 4 or LCT place the print side face up. When loading paper in the bypass tray, place the print side face down.
- When using translucent paper or label paper, make sure to select the appropriate paper type under Paper Type: Bypass Tray. See "System Settings", Network and System Settings Reference .
- When you use the bypass tray, it is recommended to set the paper direction to .
- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (OHP transparencies can produce noise when delivered.)
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. For details, see Copy and Document Server Reference , and Printer Reference .
- When you use OHP transparencies, fan them for each use.
- We recommend that you use a 4000 ANSI lumen or brighter overhead projector to project OHP transparencies.
- When copying or printing onto envelopes, the copy/print speed is slower than usual.
- Flatten out curled sheets before loading them.
- If multiple sheet feeding occurs, load sheets one by one.
- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. See "Loading 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 the other 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 - 4. See "System Settings", Network and System Settings Reference . For the setting procedure of the Auto Tray Switching function, see "Copier and Document Server Features", Copy and Document Server Reference .

📖 Reference

- p.60 "Loading Orientation-Fixed Paper or Two-Sided Paper"

- p.78 "Envelopes"

Envelopes

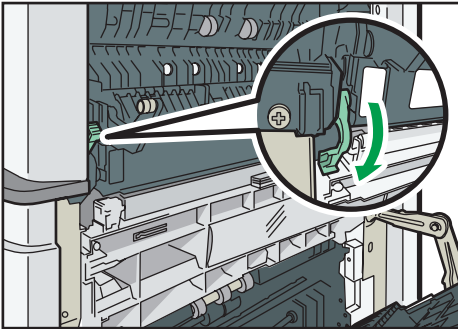
This section gives you various details about and recommendations concerning envelopes.

★ Important

- Misfeeds might occur depending on the length and shape of the flaps.
- Do not use window envelopes.

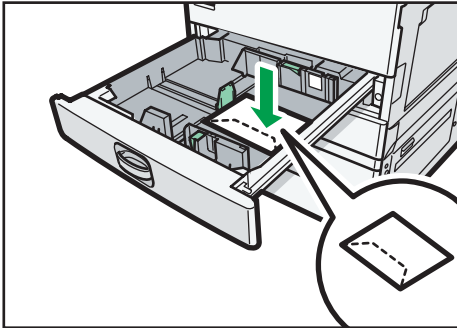
When loading envelopes in tray 1 or the bypass tray, open the right cover, and then push down the envelope lever.

3

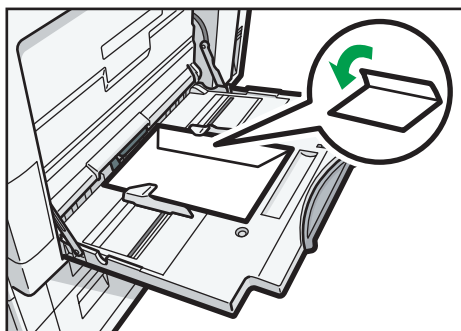


Be sure to close their flaps and set them in the □ orientation.

- Tray 1




- Bypass tray








CHF041

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When copying onto envelopes, see “Copying onto Envelopes from Tray 1” or “Copying onto Envelopes from the Bypass Tray”, Copy and Document Server Reference .

When printing onto envelopes, see “Setting Envelopes Using the Control Panel”, Printer Reference .

Specifications for envelopes are as follows:

- Weight: 82 - 157 g/m² (21 - 42 lb. Bond)
- Paper Size: 4 1/8 × 9 1/2 , 3 7/8 × 7 1/2 , C5 Env , C6 Env , DL Env 

Note

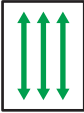
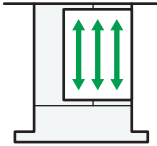
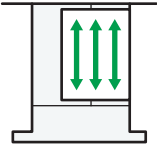
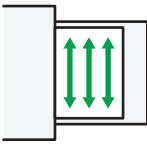

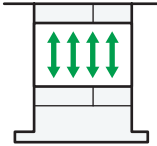
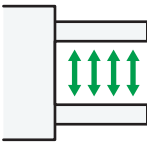
- When loading envelopes on the bypass tray, place them address side facing down. When loading envelopes in tray 1, place them address side facing up.
- Load only one size and type of envelope at a time.
- Before loading envelopes, press down on them to remove any air from inside, flatten out all four edges. If they are bent or curled, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Fan the envelopes before loading them to separate them and prevent the glue on them from causing them to stick together.
- 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.
- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.

Thick Paper

This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 106 - 157 g/m² (28 - 42 lb. Bond) in trays 1 - 4, in the large capacity tray (LCT), or in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all your paper in the same environment - a room where the temperature is 20 - 25 °C (68 - 77 °F) and the humidity is 30 - 65%.
- When loading thick sheets in trays 1 - 4, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
- Smooth out any curls in the paper before loading it.
- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Tray 1 - 4	Large capacity tray (LCT)	Bypass tray
			
		Not available	

Note

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

Unusable Paper

This section describes paper unusable on this machine.

CAUTION

- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

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
 - OHP transparencies for color copying
 - Window envelopes
- 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
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- 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 and Staples

This chapter explains how to replenish toner and staples when they run out.

Adding Toner

This section describes how to add and store toner.

WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

WARNING

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

WARNING

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

CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner 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

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.




CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

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 toner where it will not be exposed to direct sunlight, temperatures above 35 °C (95.0 °F), or high humidity.
- Store toner on a flat surface.

Note

- If the message " Toner Cartridge is almost empty." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- If  appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- You can check the name of the required toner and the replacement procedure using the " Add Toner" screen.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings", Troubleshooting.

Replacing Toner

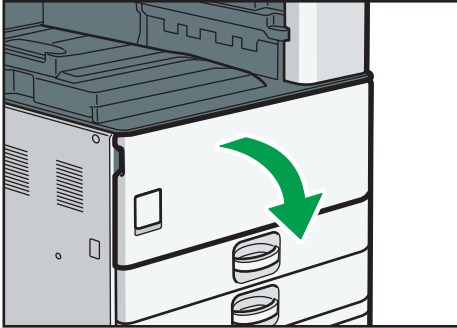
This section describes how to replace toner.

Important

- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.

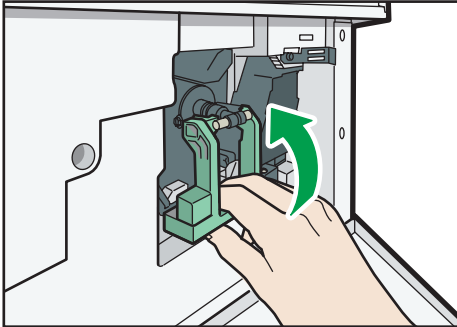
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

1. Open the front cover of the machine.



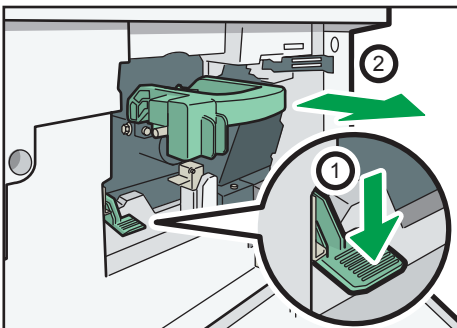
CHB061

2. Raise the toner holder lever.



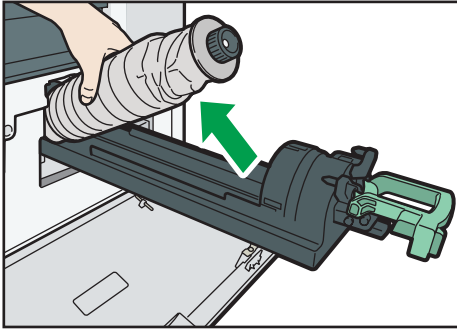
CHB062

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



CHB063

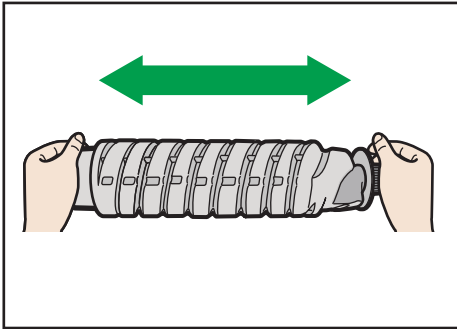
4. Push the toner cartridge back to raise its top, and then gently pull out the cartridge.



CHB064

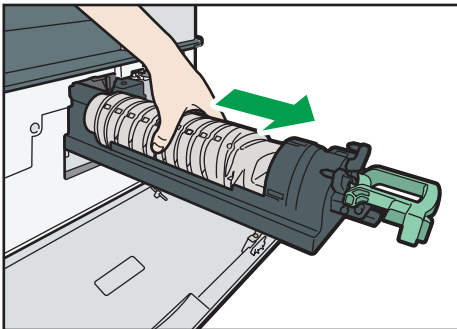
4

5. Take the new toner cartridge out of the box.
6. Hold the new cartridge horizontally and shake it from side to side five or six times.



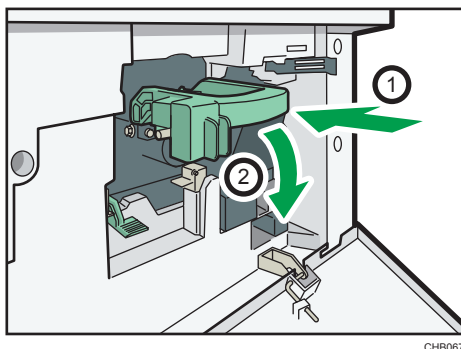
CHB065

7. Remove the outer cap of the toner cartridge.
8. Put the toner cartridge on the holder, and then pull its top forward.



CHB066

9. Push in the toner holder until the lever clicks, and lower the toner holder lever back into its original position.



10. Close the front cover of the machine.

4

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 200, 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

This section describes what to do with 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.

Adding Staples

This section describes what to do when staples need replacing.

CAUTION

- Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.

Important

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

Note

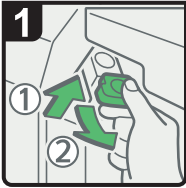
- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.
- Refill the stapler according to the finisher type. Check the type if you are unsure. For details about type of finisher, see "Options".

Reference

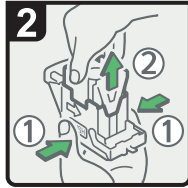
- p.32 "Options"

Adding Staples to 500-sheet Finisher

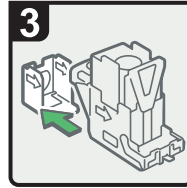
This section describes how to add staples to 500-sheet finisher.



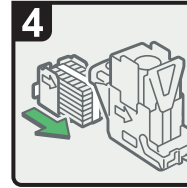
- Open the finisher front cover.
- Hold the lever, and then gently pull out the cartridge.



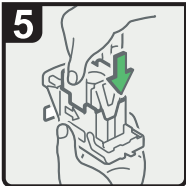
- Holding both side of the cartridge, pull up the upper unit.



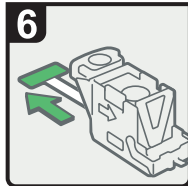
- Remove the empty refill in the direction of the arrow.



- Push the new refill into the cartridge until it clicks.



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.

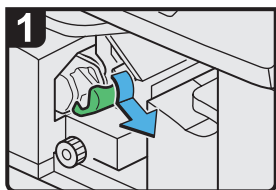


- Hold the lever, and then push in the cartridge until it clicks.
- Close the finisher front cover.

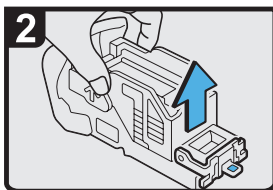
CAS063

Adding Staples to Internal Finisher

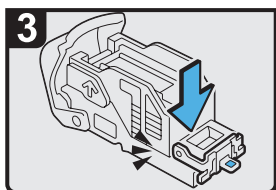
This section describes how to add staples to internal finisher.



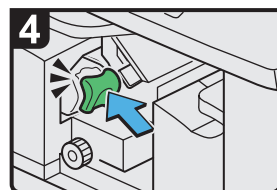
- Open the finisher left cover.
- Hold the lever, and then pull out the cartridge gently.



- Remove the empty case by pulling it up.



- Insert the new case.

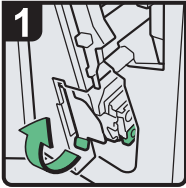


- Hold the lever while pushing in the cartridge until it clicks.
- Close the finisher left cover.

CHB069

Adding Staples to 1000-sheet Finisher

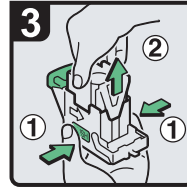
This section describes how to add staples to 1000-sheet finisher.



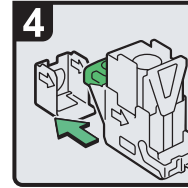
- Open the finisher front cover, and then pull out the staple unit.



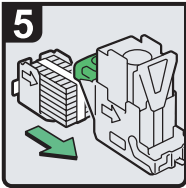
- Hold the lever, and then gently pull out the cartridge.



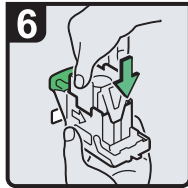
- Holding both side of the cartridge, pull up the upper unit.



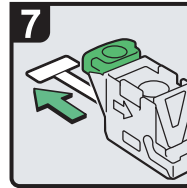
- Remove the empty refill in the direction of the arrow.



- Push the new refill into the cartridge until it clicks.



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.

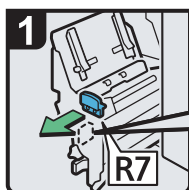


- Hold the green lever, and then push in the cartridge until it clicks.
- Return the staple unit to its original position, and then close the finisher front cover.

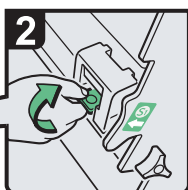
CAS064

Adding Staples to Booklet Finisher

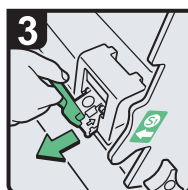
This section describes how to add staples to booklet finisher.



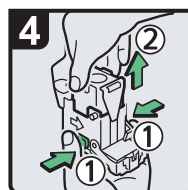
- Open the finisher front cover, and then pull out the staple unit.



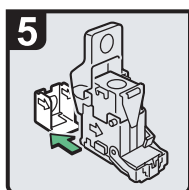
- Hold the lever and pull it up.



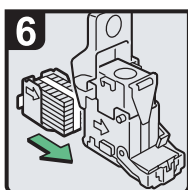
- Pull out the cartridge gently.



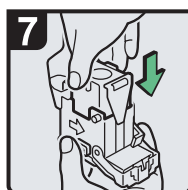
- Holding both side of the cartridge, pull up the upper unit.



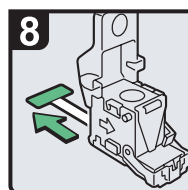
- Remove the empty refill in the direction of the arrow.



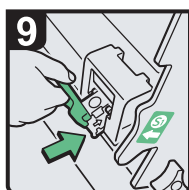
- Push the new refill into cartridge until it clicks.



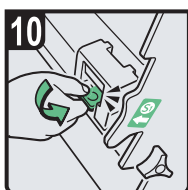
- Push the upper unit gently into the cartridge.



- Pull out the ribbon.



- Push in the cartridge gently.



- Hold the lever and hold it down until it clicks.
- Return the staple unit to its original position, and close the finisher front cover.

CAS065

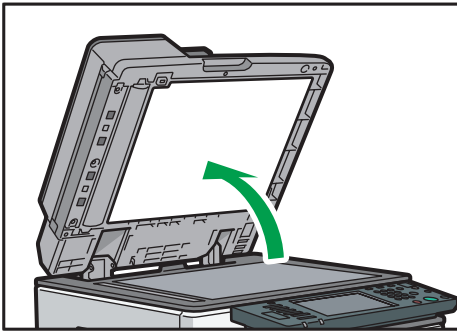
Replacing the Stamp Cartridge

If the transmission stamp becomes faint, replace the cartridge.

★ Important

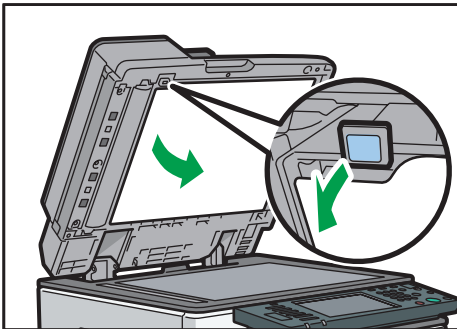
- This stamp cartridge is used for facsimile and scanner functions.
- Do not add ink to the cartridge by yourself. Neglecting this can cause ink leakage.
- Be sure not to dirty your fingers with ink from the cartridge.
- Use the cartridge specified for this machine.

1. Lift the ADF.



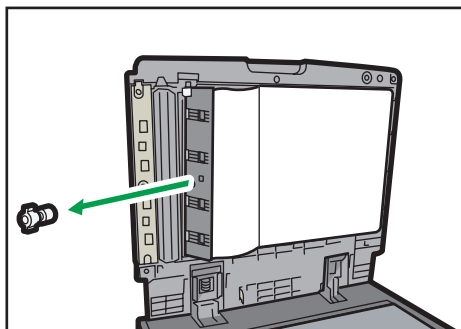
CHB045

2. Open the stamp cover.



CHB046

3. Pull out the old stamp cartridge.

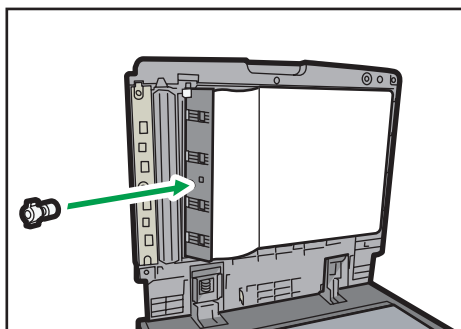


CHB049

4

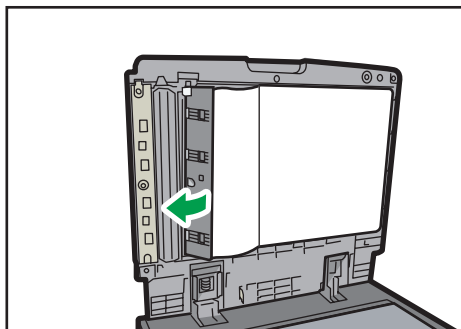
4. Insert the new stamp cartridge.

Insert the cartridge until the metal parts are no longer visible.



CHB048

5. Close the stamp cover.



CHB047

6. Lower the ADF.

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
-  Region **A** (mainly Europe and Asia)

Symbols

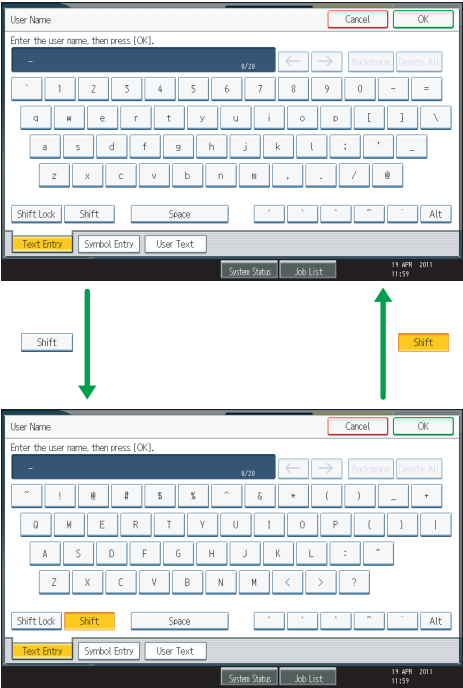
- Numerals

0123456789

Keys Region **A** (mainly Europe and Asia)

This section explains the entry screen and the keys displayed on it.

You can change the entry screen using the keys below.



CHB012

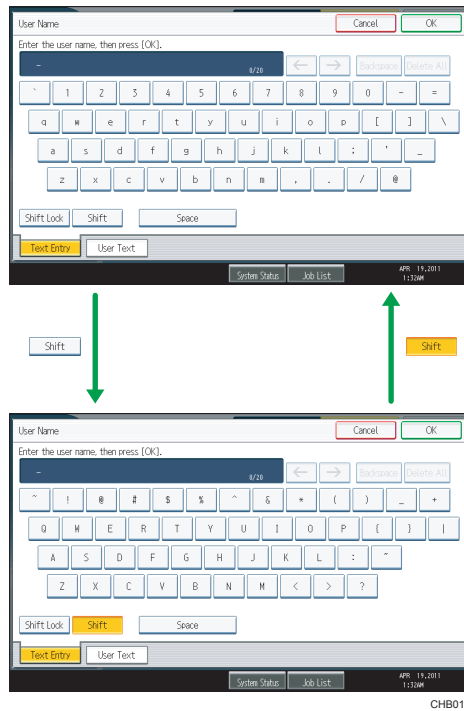
Note

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.

Keys  Region B (mainly North America)

This section explains the entry screen and the keys displayed on it.

You can change the entry screen using the keys below.



Note

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.

How to Enter Text

This section explains text entry more specifically.

Entering letters

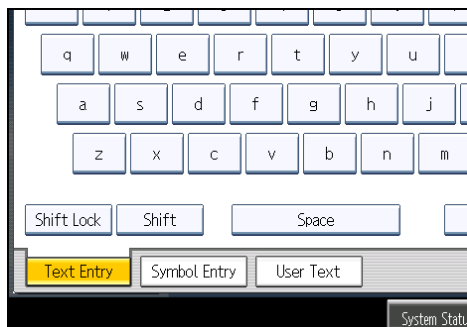
This section explains how to enter letters.

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letters you want to enter.

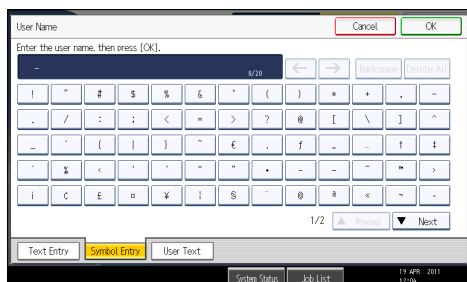
Entering symbols Region **A** (mainly Europe and Asia)

This section explains how to enter symbols.

1. Press [Symbol Entry] to enter into the Symbol Entry mode.



2. Press the symbols you want to enter.



Note

- Depending on the machine type, this function may not be available.

Entering numbers

This section explains how to enter numbers.

1. Press numbers you want to enter.

Note

- You can also use the number keys to enter numbers, regardless of mode.

Deleting characters

This section explains how to delete characters.

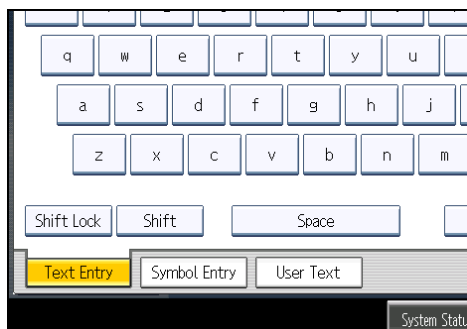
1. Press [Backspace] or [Delete All] to delete characters.

Adding user text

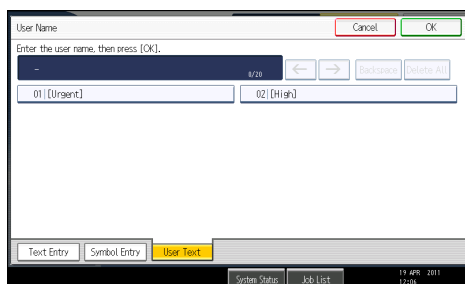
You can select and use a User Text that is registered in [Program / Change / Delete User Text].

For the registration procedure under Program / Change / Delete User Text, see “System Settings”, Network and System Settings Reference ⑤.

1. Press [User Text].



2. Select the User Text you want to use.



6. On-screen Operating Instructions

This chapter describes the on-screen operating instructions of this machine. The on-screen operating instructions are included in the supplied manual CD-ROMs.

Formats of the Operating Instructions

The operating instructions of this machine are provided in the following formats:

(Some formats may not be available depending on your country.)

- Printed manuals
- HTML manuals
- PDF manuals

The printed and electronic versions of a manual have the same contents. For details about the contents of each manual, see "Manuals for This Machine".

Reference

- p.6 "Manuals for This Machine"

Reading the HTML Manuals on the CD-ROMs

This section describes how to read the HTML manuals on the supplied manual CD-ROMs.

1. **Insert the CD-ROM in the CD-ROM drive of your computer.**
2. **Select a language and a product, and then click [OK].**
3. **Click [Read HTML manuals].**
4. **Click the title of manual you want to read.**

The browser opens, and then the manual appears.

Note

- Recommended browsers:
 - Internet Explorer 6 or later
 - Firefox 3.5 or later
 - Safari 4.0 or later
- Non-recommended browsers can display the simplified manual only.
- If you are using an earlier or non-recommended browser and the simplified version of the documentation does not appear automatically, open index.htm, which can be found in the following folder on the CD-ROM: MANUAL_HTML\LANG\language\manual\unv
- Depending on your computer's operating environment, the HTML manual you select will be one of the following:
 - Standard version
 - Simplified version
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read HTML manuals].
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.

Installing and Opening the HTML Manuals

This section describes how to install and open the HTML manuals on your computer.

For your convenience, we recommend you install these manuals on your computer.

1. **Insert the CD-ROM in the CD-ROM drive of your computer.**
2. **Select a language and a product, and then click [OK].**
3. **Click [Install manuals].**
4. **Install the HTML manuals by following the on-screen instructions.**
5. **When the installation is complete, click [Finish].**
6. **Click [Exit].**
7. **Open the HTML manuals that you installed.**

To open the manuals from an icon, double-click the icon on the desktop. To open the manuals from the [Start] menu, point to [All Programs], and then [Product Name].

8. **Click the title of the manual you want to read.**

Note

- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2
 - Minimum display resolution: 800 × 600 pixels
- 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.
- 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 [All Programs], then [Product Name], and then uninstall the data.
- Depending on the settings made during installation, menu folder names may differ.

Reading the PDF Manuals on the CD-ROMs

This section describes how to read the PDF manuals on the supplied manual CD-ROM.

File path

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

MANUAL_PDF\ (1 language)

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language and a product, and then click [OK].
3. Click [Read PDF manuals].
4. Click the title of the manual you want to read.

Note

- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.
- If you want to read the PDF manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read PDF manuals].

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

- Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- 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.
- 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 paper clips 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.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.
- The optional anti-humidity heater and optional anti-condensation heater warm the machine's interior to prevent it becoming too humid. These heaters keep the machine warm even if it is switched off.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The manufacturer shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m³/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Reference

- p.49 "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.

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

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.

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 hard disk or memory, resulting in loss of stored files.
- Do not take off the holding stand.
- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

Reference

- p.49 "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.

CAUTION

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

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.

CAUTION

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

⚠ CAUTION

- Machine sound levels exceeding $LW_{Ad} > 63$ dB (A) are not suitable for desk work environments, so place the machine in another room.
- 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.

Environments to avoid

This section describes environments to avoid when locating the machine.

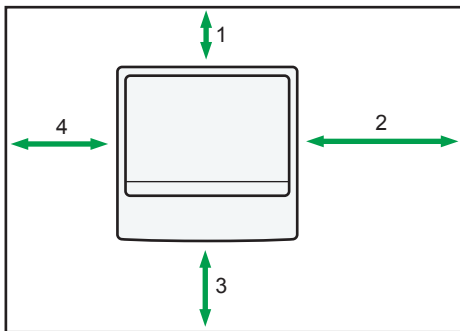
- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating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

7

Access to the machine

This section describes the space required for the machine.

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



CAS080

1. Rear: 10.0 cm (4.0 inches) or more
2. Right: 90.0 cm (35.5 inches) or more
3. Front: 40.0 cm (15.8 inches) or more

4. Left: 10.0 cm (4.0 inches) or more**↓ Note**

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

Power Connection

This section describes power supply.

⚠ WARNING

- Do not use any power sources other than those that match the specifications shown in this manual. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use extension cords. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

⚠ WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠ WARNING

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

⚠ WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠ WARNING

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

⚠ 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

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

⚠ CAUTION

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.



⚠ 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.

⚠ CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

- Power Source

-  **Region A** (mainly Europe and Asia)
220 - 240 V, 7 A, 50/60 Hz
-  **Region B** (mainly North America)

120 - 127 V, 12 A , 60 Hz

Please be sure to connect the power cord to a power source as above.

- Voltage tolerance

-  **Region A** (mainly Europe and Asia)

Voltage must not fluctuate by more than 10%.

-  **Region B** (mainly North America)

Voltage must not fluctuate by more than +8.66% or less than -10%.

Maintaining Your Machine

If the exposure glass or scanning glass 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.

Cleaning the Machine

This section describes how to clean the machine.

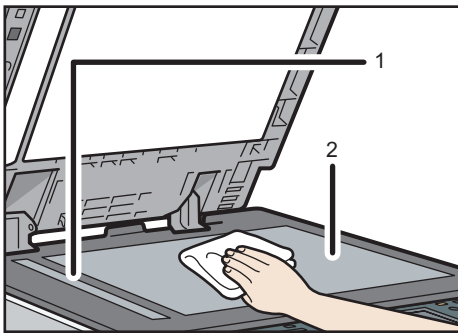
Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

Cleaning the Exposure Glass

7

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

1. Wipe the exposure glass and the scanning glass.

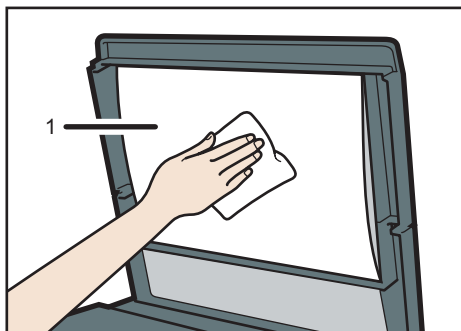


1. Scanning glass
2. Exposure glass

Cleaning the Exposure Glass Cover

This section describes how to clean the exposure glass cover.

1. Wipe the sheet.



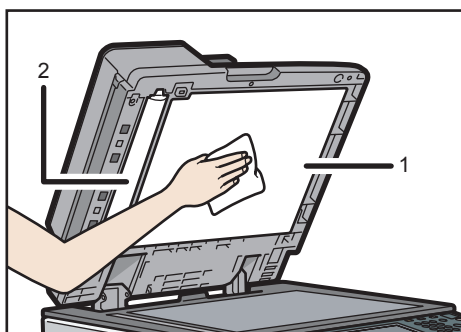
CHB051

1. Sheet

Cleaning the Auto Document Feeder

This section describes how to clean the ADF.

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



CHB052

1. Sheet

2. Guide plate

Cleaning the Power Cord Plug

This section describes precautions for cleaning the power cord 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.

Backing Up Hard Disk Data


You can store data such as images and Address Book information on the machine's hard disk.

This section describes how to back up or download this data.

★ Important

- If the machine's hard disk fails, data stored on it, including Address Book information might be lost. For this reason, do not save important data on the machine's hard disk without backing it up or downloading it. We also recommend backing up fonts, forms, and any other downloaded resources that are stored on the hard disk. The manufacturer is not liable for damages resulting from lost data.

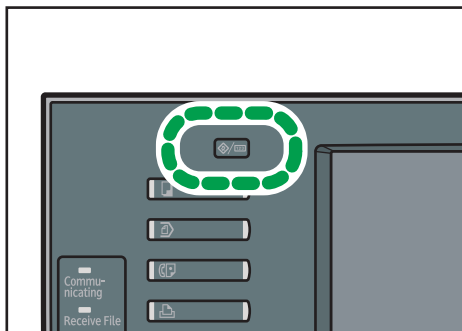
↓ Note

- You can use SmartDeviceMonitor for Admin or Web Image Monitor to back up the machine's Address Book. For details about SmartDeviceMonitor for Admin, see the manual for SmartDeviceMonitor for Admin. For details about Web Image Monitor, see the Help for Web Image Monitor.
- You can use Web Image Monitor to download data stored on the Document Server to your computer. For details about how to do this, see “Downloading Stored Documents with Web Image Monitor”, Copy and Document Server Reference , or the Help for Web Image Monitor.

Counter

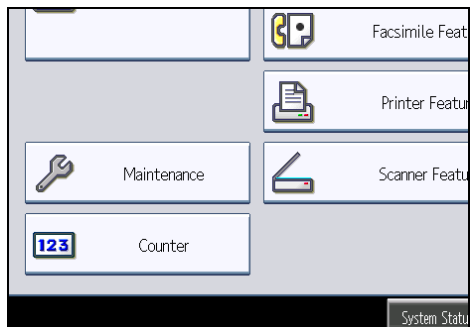
You can display the total counter value used for all functions.

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

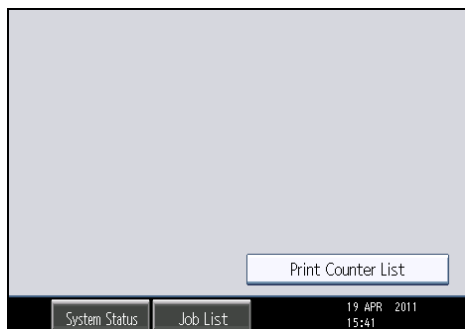


CHB029

2. Press [Counter].



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



4. Press the [Start] key.

A counter list prints out.

5. Press [Exit] twice.

Enquiry

The Enquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner.

Be sure to contact your service engineer to verify the following:

Supplies

- Telephone No. to order
- Toner
- Staple
- TX Stamp Name

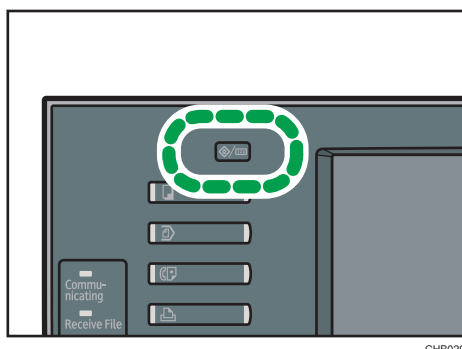
Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

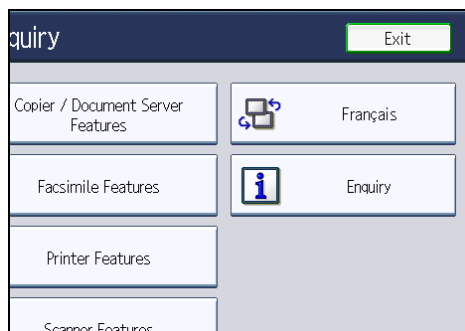
- Telephone No.

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



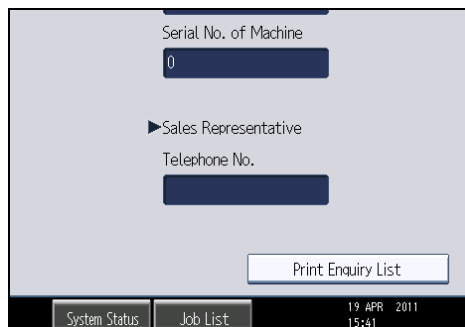
CHB029

2. Press [Enquiry].



Enquiry information appears.

3. Press [Print Enquiry List].



The screenshot shows a system menu interface. At the top, there is a label 'Serial No. of Machine' followed by a dark rectangular input field containing the number '0'. Below this is a label '►Sales Representative' followed by another dark rectangular input field. At the bottom right of the main area is a button labeled 'Print Enquiry List'. The bottom status bar contains three elements: a 'System Status' button, a 'Job List' button, and a timestamp '19 APR 2011 15:41'.

4. Press the [Start] key.

Enquiry information prints out.

5. Press [Exit] twice.

8. Appendix

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

Software and Utilities Included on the CD-ROM

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

The following is included in the CD-ROM:

Font Manager

For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager, see the manual on the CD-ROM.

Viewing the Contents of the CD-ROM

This section explains how to view the contents of the CD-ROM.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language and a product, and then click [OK].
- 3. 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), and the Adobe PostScript printer driver from the CD-ROM provided with this machine or download them from the manufacturer's Web site.

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM.

Printer Language	PCL 5e	PCL 6	PostScript 3
Windows XP ^{*1}	OK	OK	OK
Windows Vista ^{*2}	OK	OK	OK
Windows 7 ^{*3}	OK	OK	OK
Windows Server 2003 ^{*4}	OK	OK	OK

Printer Language	PCL 5e	PCL 6	PostScript 3
Windows Server 2008 ^{*5}	OK	OK	OK
Mac OS X ^{*6}	—	—	OK

*1 Microsoft Windows XP Professional Edition/Microsoft Windows XP Home Edition/Microsoft Windows XP Media Center Edition/Microsoft Windows XP Tablet PC Edition

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

*3 Microsoft Windows 7 Home Premium/Microsoft Windows 7 Professional/Microsoft Windows 7 Ultimate/Microsoft Windows 7 Enterprise

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

*5 Microsoft Windows Server 2008 Standard/Microsoft Windows Server 2008 Enterprise/Microsoft Windows Server 2008 R2 Standard/Microsoft Windows Server 2008 R2 Enterprise

*6 Mac OS X 10.2 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.



Adobe PostScript printer driver and PPD files

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

PPD files

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

↓ Note

- Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.
- For details, see "Preparing the Machine", Printer Reference  and PostScript 3 Supplement .

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:

\DRIVERS\TWAIN

System requirements

- Hardware
PC/AT-compatible machines that support the following operating system properly
- Operating system *1
Windows XP/Vista/7
Windows Server 2003/2003 R2/2008/2008 R2
*1 Operates in 32-bit compatibility mode on 64-bit operating systems
- Display resolution
800 × 600 pixels, 256 colors 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 manufacturer's Web site.

This driver is required to use LAN-Fax functions.

File path

The driver is included in the following folder on the CD-ROM:

\DRIVERS\LAN-FAX\XP_VISTA

System requirements

- Hardware
PC/AT-compatible machines that support the following operating system properly
- Operating systems
Windows XP/Vista/7
Windows Server 2003/2003 R2/2008/2008 R2
- Display
VGA 640 × 480 pixels or more

↓ Note

- Before beginning installation, exit all other applications.

Specifications for the Main Unit

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Laser beam scanning and electro-photographic printing

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

- Scanning originals: 100 dpi/200 dpi/300 dpi/400 dpi/600 dpi
- Copying: 600 dpi
- Printing: 200 dpi/300 dpi/400 dpi/600 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (20 °C (68 °F), rated voltage):

- Model provided with copy functions only: 14 seconds or less
- Model provided with optional scanner and printer functions: 20 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3□, 11 × 17□

Paper size:

- Tray 1:
A3□, A4□□, A5□□, A6□, B4 JIS□, B5 JIS□□, B6 JIS□,

$8\frac{1}{2} \times 11$, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , $8 \times 10\frac{1}{2}$, 8×10 ,

$7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, $4\frac{1}{8} \times 9\frac{1}{2}$, $3\frac{7}{8} \times 7\frac{1}{2}$, C5 Env, C6 Env, DL Env, 8K, 16K, 11×15 , 11×14 , 10×15 , 10×14

- Tray 1 (custom size):

Vertical: 100.0 - 297.0 mm (3.94 - 11.69 inches)

Horizontal: 148.0 - 432.0 mm (5.83 - 17.00 inches)

- Tray 2:

A3, A4, A5, B4 JIS, B5 JIS,

11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$,

8K, 16K, 11×15 , 11×14 , 10×15 , 10×14

- Tray 2 (custom size):

Vertical: 182.0 - 297.0 mm (7.17 - 11.69 inches)

Horizontal: 148.0 - 432.0 mm (5.83 - 17.00 inches)

- Bypass tray:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,

11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$,

$4\frac{1}{8} \times 9\frac{1}{2}$, $3\frac{7}{8} \times 7\frac{1}{2}$, C5 Env, C6 Env, DL Env, 8K, 16K, 12×18 , 11×15 , 11×14 , 10×15 , 10×14

- Bypass tray (custom size):

Vertical: 90.0 - 305.0 mm (3.55 - 12.00 inches)

Horizontal: 148.0 - 600.0 mm (5.83 - 23.62 inches)

- Duplex:

A3, A4, A5, B4 JIS, B5 JIS,

11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$,

8K, 16K, 11×15 , 11×14 , 10×15 , 10×14 , 12×18

Paper weight:

- Trays 1 - 2 and bypass tray: 52 - 157 g/m² (14 - 42 lb. Bond)
- Duplex: 52 - 105 g/m² (14 - 28 lb. Bond)

For details about and recommendations concerning thick paper, see "Thick Paper".

Non-reproduction area (Copier):

- Leading edge: 3 ± 2 mm (0.12 ± 0.08 inches)

- Trailing edge: 0.5 mm or more (0.02 inches or more)
- Left edge: 2 ± 1.5 mm (0.08 ± 0.06 inches)
- Right edge: $2 + 2.5/-1.5$ mm ($0.08 + 0.1/-0.06$ inches)

First copy/print time:

- Type 1: 5.4 seconds or less
- Type 2: 4.5 seconds or less
- Type 3: 4.5 seconds or less

(A4□, $8\frac{1}{2} \times 11$ □, 100% reproduction, feeding from tray 1, on the exposure glass)

Copy/print speed:

- Type 1: 23 sheets/minute (A4□, $8\frac{1}{2} \times 11$ □)
- Type 2: 28 sheets/minute (A4□, $8\frac{1}{2} \times 11$ □)
- Type 3: 33 sheets/minute (A4□, $8\frac{1}{2} \times 11$ □)

Reproduction ratio:

-  **Region A** (mainly Europe and Asia)

Preset reproduction ratios:

- Enlargement: 400%, 200%, 141%, 122%, 115%
- Full size: 100%
- Reduction: 93%, 82%, 75%, 71%, 65%, 50%, 25%

-  **Region B** (mainly North America)

Preset reproduction ratios:

- Enlargement: 400%, 200%, 155%, 129%, 121%
- Full size: 100%
- Reduction: 93%, 85%, 78%, 73%, 65%, 50%, 25%

- Zoom: From 25 to 400% in increments of 1%

Maximum continuous copy run:

999 sheets


Paper capacity (80 g/m², 20 lb. Bond):

- Tray 1: 500 sheets
- Tray 2: 550 sheets
- Bypass tray: 100 sheets

Power requirements:













-  **Region A** (mainly Europe and Asia)

220 ~ 240 V, 7 A, 50/60 Hz

-  **Region B** (mainly North America)
120 ~ 127 V, 12 A, 60 Hz

Power consumption:

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	 Region A 148 W	 Region A 159 W	 Region A 160 W
	 Region B 144 W	 Region B 155 W	 Region B 155 W
During printing	 Region A 547 W	 Region A 636 W	 Region A 680 W
	 Region B 539 W	 Region B 629 W	 Region B 670 W
Maximum	1,600 W	1,600 W	1,600 W

- Complete system

	Type 1	Type 2	Type 3
Maximum	1,600 W	1,600 W	1,600 W

The complete system consists of the main unit, ADF, lower paper trays, bridge unit, internal tray 2, booklet finisher, fax unit, Gigabit Ethernet, and media slot.

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

587 × 653 × 709 mm (23.2 × 25.8 × 28.0 inches)

Space for main unit (W × D):

587 × 653 mm (23.2 × 25.8 inches)

Noise emission:

- Sound power level:
 - Main unit only

	Type 1	Type 2	Type 3
Stand-by	40 dB (A)	40 dB (A)	42.9 dB (A)
Copying	64.1 dB (A)	65.8 dB (A)	67.6 dB (A)

- Sound pressure level:

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	34 dB (A)	34 dB (A)	36.9 dB (A)
Copying	58.1 dB (A)	59.8 dB (A)	61.6 dB (A)

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

Weight:

Approx. 65 kg (143.3 lb.)

Reference

- p.80 "Thick Paper"

Document Server

HDD (Document Server):

Approx. 78 GB

Maximum: 9,000 pages

(Total number of pages that can be accommodated stored with all functions combined)

Copier/A4 original: Approx. 9,000 pages

Printer/A4 original/600 dpi, 2 bits: Approx. 9,000 pages

Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 9,000 pages

(Under the printer and scanner functions, the number of the pages that can be stored depends on the print image and original.)

Maximum number of stored documents:

3,000 documents

(The maximum number of received faxes that can be stored is 400.)

Number of pages supported by memory sorting:

Maximum: 1,000 pages

Copier/B&W/A4 original: Approx. 1,000 pages

Printer/B&W/A3/600 dpi, 1 bit: Approx. 1,000 pages

(Under the printer function, the number of the pages that can be sorted depends on the print image.)

Specifications for Exposure Glass Cover (Optional)





Lower this over originals for copying.

Specifications for Auto Document Feeder (Optional)


Mode:

ADF mode, Batch mode, SADF mode, Mixed Sizes mode, Custom Size originals mode

Original size:

- A3  - A5  (1-sided originals)
- A3  - A5  (2-sided originals)

Original weight:

- 1-sided originals: 40 - 128 g/m² (11 - 34 lb. Bond)
- 2-sided originals: 52 - 105 g/m² (14 - 28 lb. Bond) (64 - 105 g/m² (17 - 28 lb. Bond) for 11 × 17 )

Number of originals to be set:

50 sheets (81.4 g/m², 22 lb. Bond)

Maximum power consumption:

50 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

550 × 496 × 120 mm (21.7 × 19.6 × 4.8 inches)

Weight:

Approx. 10 kg (22.1 lb.)

Note

- Specifications are subject to change without notice.

Specifications for 500-Sheet Finisher (Optional)

Paper size:

A3, A4, B4 JIS, B5 JIS,
 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 ,
 $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 11×15 , 11×14 , 10×15 , 10×14

Paper weight:

52 - 157 g/m² (14 - 42 lb. Bond)

Stack capacity (80 g/m², 20 lb. Bond):

- 500 sheets: A4, $8\frac{1}{2} \times 11$ or smaller
- 250 sheets: B4 JIS, $8\frac{1}{2} \times 14$ or larger

Staple paper size:

A3, A4, B4 JIS, B5 JIS,
 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 ,
 $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 11×15 , 11×14 , 10×15 , 10×14

Staple paper weight:

52 - 157 g/m² (14 - 42 lb. Bond)

Staple capacity (80 g/m², 20 lb. Bond):

- Without Mixed Size:
 - 30 sheets: A3, 11×17 , B4 JIS, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8K, 11×15 , 11×14 , 10×15 , 10×14
 - 50 sheets: A4, B5 JIS, $8\frac{1}{2} \times 11$, $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$
- With Mixed Size:
 - 30 sheets: A3/A4, B4 JIS/B5 JIS, $11 \times 17/8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 14/8\frac{1}{2} \times 11$

Stack capacity after stapling (80 g/m², 20 lb. Bond):

- 2 - 9 sheets: 55 - 46 sets (A4, B5 JIS, $8\frac{1}{2} \times 11$)
- 10 - 50 sheets: 45 - 10 sets (A4, B5 JIS, $8\frac{1}{2} \times 11$)
- 2 - 9 sheets: 55 - 27 sets (A4, B5 JIS, $8\frac{1}{2} \times 11$)
- 10 - 50 sheets: 25 - 8 sets (A4, B5 JIS, $8\frac{1}{2} \times 11$)
- 2 - 9 sheets: 55 - 27 sets (A3, B4 JIS, 11×17 , $8\frac{1}{2} \times 14$)

- 10 - 30 sheets: 25 - 8 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)

Staple position:

Top Slant, Bottom Slant, Left 2, Top 2

Power consumption:

50 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

396 × 551 × 275 mm (15.6 × 21.7 × 10.9 inches)

Weight:

Approx. 12 kg (26.5 lb.)

Specifications for Internal Finisher (Optional)

Paper size:

A3□, A4□□, B4 JIS□, B5 JIS□□,
 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□□, 8¹/₄ × 14□, 8¹/₄ × 13□,
 7¹/₄ × 10¹/₂□□, 8K□, 16K□□, custom size

Paper weight:

52 - 256 g/m² (14 lb. Bond - 140 lb. Index)

Stack capacity (80 g/m², 20 lb. Bond):

- 500 sheets: A4, 8¹/₂ × 11 or smaller
- 250 sheets: B4 JIS, 8¹/₂ × 14 or larger

Staple paper size:

A3□, A4□□, B4 JIS□, B5 JIS□□,
 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□□, 8¹/₄ × 14□, 8¹/₄ × 13□,
 7¹/₄ × 10¹/₂□□, 8K□, 16K□□

Staple paper weight:

52 - 105 g/m² (14 - 28 lb. Bond)

Stack capacity (80 g/m², 20 lb. Bond):

- Without Mixed Size:
 - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8K□
 - 50 sheets: A4□□, B5 JIS□□, 8¹/₂ × 11□□, 7¹/₄ × 10¹/₂□□, 16K□□
- With Mixed Size:
 - 30 sheets: A3□/ A4□, B4 JIS□/ B5 JIS□, 11 × 17□/ 8¹/₂ × 11□

Stack capacity after stapling (80 g/m², 20 lb. Bond):

- 2 - 9 sheets: 55 - 46 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
- 10 - 50 sheets: 45 - 10 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
- 2 - 9 sheets: 55 - 27 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
- 10 - 50 sheets: 25 - 8 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
- 2 - 9 sheets: 55 - 27 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
- 10 - 50 sheets: 25 - 8 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)

Staple position:

Top 1, Bottom 1, Left 2, Top 2

Power consumption:

50 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

495 × 477 × 161 mm (19.5 × 18.8 × 6.4 inches)

Weight:

Approx. 13 kg (28.7 lb.)

Specifications for 1000-Sheet Finisher (Optional)

Finisher Upper Tray

Paper size:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13,
 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 11 × 15, 10 × 14

Paper weight:

52 - 260 g/m² (14 lb. Bond - 140 lb. Cover)

Stack capacity (80 g/m², 20 lb. Bond):

- 250 sheets: A4, 8 1/2 × 11 or smaller
- 50 sheets: B4 JIS, 8 1/2 × 14 or larger

Finisher Shift Tray

Paper size:

A3, A4, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 14,
 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13,
 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 11 × 15, 10 × 14

Paper weight:

52 - 163 g/m² (14 lb. Bond - 90 lb. Index)

Stack capacity (80 g/m², 20 lb. Bond):

- 1,000 sheets: A4, 8 1/2 × 11 or smaller
- 500 sheets: B4 JIS, 8 1/2 × 14 or larger

Staple paper size:

A3, A4, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 14,
 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13,
 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K,
 11 × 15, 10 × 14

Staple paper weight:

64 - 90 g/m² (17 - 24 lb. Bond)

Staple capacity (80 g/m², 20 lb. Bond):

- Without Mixed Size:
 - 30 sheets: A3, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8K, 11 × 15, 10 × 14
 - 50 sheets: A4, B5 JIS, 8¹/₂ × 11, 8 × 10, 7¹/₄ × 10¹/₂
- With Mixed Size:
16 sheets

Stack capacity after stapling (80 g/m², 20 lb. Bond):

- 2 - 9 sheets: 100 sets (A4, B5 JIS, 8¹/₂ × 11)
- 10 - 50 sheets: 100 - 20 sets (A4, 8¹/₂ × 11)
- 10 - 50 sheets: 50 - 10 sets (A4, B5 JIS, 8¹/₂ × 11)
- 2 - 9 sheets: 50 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)
- 10 - 30 sheets: 50 - 10 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)

Staple position:

Top 1, Bottom 1, Left 2, Top 2

Power consumption:

50 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

270 × 520 × 790 mm (10.7 × 20.5 × 31.2 inches)

Weight:

Approx. 25 kg (55.2 lb.)

Specifications for Booklet Finisher (Optional)

Finisher Upper Tray

Paper size:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13,
 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 11 × 15, 10 × 14

Paper weight:

52 - 105 g/m² (14 - 28 lb. Bond)

Stack capacity (80 g/m², 20 lb. Bond):

- 100 sheets: A4, 8 1/2 × 11 or smaller
- 50 sheets: B4 JIS, 8 1/2 × 14 or larger

Finisher Shift Tray

Paper size:

A3, A4, B4 JIS, B5 JIS,
 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13,
 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 11 × 15, 10 × 14

Paper weight:

52 - 256 g/m² (14 lb. Bond - 140 lb. Index)

Stack capacity (80 g/m², 20 lb. Bond):

- 1,000 sheets: A4, 8 1/2 × 14 or smaller
- 500 sheets: B4 JIS, 8 1/2 × 14 or larger

Staple paper size:

A3, A4, B4 JIS, B5 JIS,
 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13,
 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 11 × 15, 10 × 14

Staple paper weight:

64 - 90 g/m² (17 - 24 lb. Bond)

Staple capacity (90 g/m², 24 lb. Bond):

- Without Mixed Size:

- 30 sheets: A3, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8K, 11 × 15, 10 × 14
- 50 sheets: A4, B5 JIS, 8¹/₂ × 11, 8 × 10, 7¹/₄ × 10¹/₂
- With Mixed Size:
 - 22 sheets: A3/A4, B4 JIS/B5 JIS, 11 × 17/8¹/₂ × 11

Stack capacity after stapling (80 g/m², 20 lb. Bond):

- 2 - 9 sheets: 100 sets (A4, 8¹/₂ × 11)
- 10 - 50 sheets: 100 - 20 sets (A4, 8¹/₂ × 11)
- 2 - 9 sheets: 100 sets (A4, B5 JIS, 8¹/₂ × 11)
- 10 - 50 sheets: 50 - 10 sets (A4, B5 JIS, 8¹/₂ × 11)
- 2 - 9 sheets: 50 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)
- 10 - 30 sheets: 50 - 10 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)

Staple position:

Top 1, Center, Left 2, Top 2

Finisher Booklet Tray

Saddle stitch paper size:

A3, A4, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11

Saddle stitch paper weight:

64 - 90 g/m² (17 - 24 lb. Bond)

Saddle stitch capacity (80 g/m², 20 lb. Bond):

1 set (10 sheets)

Stack capacity after saddle stitching (80 g/m², 20 lb. Bond):

- 2 - 5 sheets: approx. 20 sets
- 6 - 10 sheets: approx. 10 sets

Saddle stitch position:

Center 2 positions

Power consumption:

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

Dimensions (W × D × H):

535 × 600 × 930 mm (21.1 × 23.7 × 36.7 inches)

Weight:

- Approx. 48 kg (105.9 lb.) (without punch unit)

- Approx. 50 kg (110.3 lb.) (with punch unit)

Specifications for Punch Unit (Internal Finisher) (Optional)

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, A4, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 16K
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$, 16K
2 & 4 holes type: 4 holes	☐: A3, 11×17
2 & 4 holes type: 4 holes	☐: A4, $8\frac{1}{2} \times 11$
4 holes type: 4 holes	☐: A3, A4, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$
4 holes type: 4 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$
2 & 3 holes type: 2 holes	☐: A3, A4, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$
2 & 3 holes type: 2 holes	☐: A4, $8\frac{1}{2} \times 11$
2 & 3 holes type: 3 holes	☐: A3, 11×17
2 & 3 holes type: 3 holes	☐: A4, $8\frac{1}{2} \times 11$

Paper weight:

60 - 105 g/m² (16 - 28 lb. Bond)

Specifications for Punch Unit (Booklet Finisher) (Optional)

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, A4, A5, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 8K
2 & 4 holes type: 2 holes	☐: A4, A5, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11×17 , 8K
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$
4 holes type: 4 holes	☐: A3, A4, A5, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 8K
4 holes type: 4 holes	☐: A4, A5, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$
2 & 3 holes type: 2 holes	☐: A3, A5, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 8K
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11×17 , 8K
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$

Paper weight:

52 ~ 163 g/m² (14 lb. Bond ~ 90 lb. Index)

Specifications for Lower Paper Tray (Optional)

Paper size:

A3, A4, A5, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$,
 $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$,
 8×13 , $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 16K, 11×15 , 11×14 ,
 10×15 , 10×14 , custom size

Paper weight:

52 - 157 g/m² (14 - 42 lb. Bond)

Paper capacity (80 g/m², 20 lb. Bond):

550 sheets × 1 tray

Power consumption:

37 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

580 × 629 × 120 mm (22.9 × 24.8 × 4.8 inches)

Weight:

Approx. 15 kg (33.1 lb.)

Specifications for Lower Paper Trays (Optional)

Paper size:

A3, A4, A5, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$,

8×13 , $8 \times 10\frac{1}{2}$, 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 16K, 11×15 , 11×14 , 10×15 , 10×14 , custom size

Paper weight:

52 - 157 g/m² (14 - 42 lb. Bond)

Paper capacity (80 g/m², 20 lb. Bond):

550 sheets \times 2 trays

Power consumption:

40 W or less (Power is supplied from the main unit.)

Dimensions (W \times D \times H):

580 \times 629 \times 260 mm (22.9 \times 24.8 \times 10.3 inches)

Weight:

Approx. 26 kg (57.4 lb.)

Specifications for Large Capacity Tray (LCT) (Optional)

Paper size:

A4□, 8¹/₂ × 11□

Paper weight:

52 - 157 g/m² (14 - 42 lb. Bond)

Paper capacity (80 g/m², 20 lb. Bond):

1,000 sheets × 2 trays

Power consumption:

45 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

580 × 629 × 260 mm (22.9 × 24.8 × 10.3 inches)

Weight:

Approx. 26 kg (57.4 lb.)

Specifications for Internal Tray 2 (Optional)

Number of bins:

1

Paper size:

A3, A4, A5, B4 JIS, B5 JIS,
11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13,
8 × 10 1/2, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 11 × 15, 11 × 14, 10 × 15,
10 × 14, custom size

Paper weight:

60 - 105 g/m² (16 - 28 lb. Bond)

Paper capacity (80 g/m², 20 lb. Bond):

100 sheets: A4

50 sheets: A3

Power consumption:

2 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

502 × 417 × 142 mm (19.8 × 16.5 × 5.6 inches)

Weight:

Approx. 2 kg (4.5 lb.)

Specifications for Internal Shift Tray (Optional)

Paper size:

A3□, A4□, A5□, A6□, B4 JIS□, B5 JIS□, B6 JIS□,
 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8
 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□,
 4¹/₈ × 9¹/₂□, 3⁷/₈ × 7¹/₂□, C5 Env□, C6 Env□, DL Env□, 8K□, 16K□,
 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, custom size

Paper weight:

52 - 157 g/m² (14 - 42 lb. Bond)

Paper capacity (80 g/m², 20 lb. Bond):

- 250 sheets: A4, 8¹/₂ × 11 or smaller
- 125 sheets: B4 JIS, 8¹/₂ × 14 or larger

Power consumption:

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

Dimensions (W × D × H):

423 × 467 × 113 mm (16.7 × 18.4 × 4.5 inches)

Weight:

Approx. 2 kg (4.5 lb.)

Specifications for Bridge Unit (Optional)

Stack capacity (80 g/m², 20 lb. Bond):

- 250 sheets: A4, 8¹/₂ × 11 or smaller
- 125 sheets: B4 JIS, 8¹/₂ × 14 or larger

Power consumption:

8 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

420 × 513 × 145 mm (16.6 × 20.2 × 5.8 inches)

Weight:

Approx. 4 kg (8.9 lb.)

Specifications for IEEE 1284 Interface Board (Optional)

★ Important

- Do not use an IEEE 1284 cable that is longer than 3 meters.

Transmission spec.:



IEEE 1284

Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

Specifications for Wireless LAN Board (Optional)

Transmission spec.:

-  **Region A** (mainly Europe and Asia)
 - Based on IEEE 802.11a/b/g (wireless LAN)
 - Based on IEEE 802.11b/g (wireless LAN)
-  **Region B** (mainly North America)
 - Based on IEEE 802.11a/b/g (wireless LAN)

Protocol:



TCP/IP, IPX/SPX

Transmission Rate:

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 (Center Frequency):

-  **Region A** (mainly Europe and Asia)
 - 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)
 - IEEE 802.11b/g wireless LAN:
 - 2412 ~ 2462 MHz (1 ~ 11 channels)
-  **Region B** (mainly North America)
 - IEEE 802.11a/b/g wireless LAN:
 - 2412 ~ 2462 MHz (1 ~ 11 channels)
 - 5180 ~ 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode

Note

- Web Image Monitor is supported.
- The channel in use might differ depending on the country.

Specifications for Bluetooth Interface Unit (Optional)

Supported Versions

- Bluetooth Version 2.0 + EDR

USB Interface

- USB 1.1

Supported profiles

- SPP (Serial Port Profile)
- HCRP (Hardcopy Cable Replacement Profile)
- BIP (Basic Imaging Profile)

Frequency range

2400 ~ 2483.5 MHz

Transmission Method

- Frequency Hopping Spread Spectrum (FHSS) Modulation

Transmission Speed

- Asynchronous Communication : Approximately 2.1 Mbps (Max)
- Synchronous Communication : Approximately 1.3 Mbps (Max)

Note

- The transmission speed may vary depending on the factors such as the distance and obstacles between devices, radio wave condition, and Bluetooth devices being used.

Specifications for Gigabit Ethernet (Optional)

Interface connector:

10Base-T, 100Base-TX, 1000Base-T

Data transmission speed:

1000 Mbps, 100 Mbps, 10 Mbps

Protocol:

TCP/IP, IPX/SPX

Distance between devices:

100 m

Specifications for Other Options

Copy data security unit

The copy data security unit deletes images and prints the gray ground color of the paper when the documents marked unauthorized are copied.

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The proper name of Internet Explorer 6 is Microsoft® Internet Explorer® 6.

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

- The product names of Windows XP are as follows:
 - Microsoft® Windows® XP Professional Edition
 - Microsoft® Windows® XP Home Edition
 - Microsoft® Windows® XP Media Center Edition
 - Microsoft® Windows® XP Tablet PC 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

- The product names of Windows Server 2008 are as follows:

Microsoft® Windows Server® 2008 Standard

Microsoft® Windows Server® 2008 Enterprise

- The product names of Windows Server 2008 R2 are as follows:

Microsoft® Windows Server® 2008 R2 Standard

Microsoft® Windows Server® 2008 R2 Enterprise

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MEMO

MEMO

MEMO

