Operating Instructions

About This Machine

1. Getting Started
2. Entering Text
3. Appendix

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

Introduction

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

Important

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

Notes:

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

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

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

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains a 6.2-milliwatt, 770-795 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

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

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Caution:

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

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

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

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

Power Source

220-240V, 50/60Hz, 7A or more

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

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine. Manuals for machines with copier function only or with the DDST Unit are different. See "Manuals for Machines with Copier Function Only or with the DDST Unit".

⚠️**Important**

❐ Media differ according to manual.

❐ The printed and electronic versions of a manual have the same contents.

❐ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

❐ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ **About This Machine**

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

❖ **General Settings Guide**

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

❖ **Troubleshooting**

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

❖ **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 the following settings.

- Install the Server 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.

❖ **Copy Reference**

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

❖ **Facsimile Reference**

Explains Facsimile functions and operations.

❖ **Printer Reference**

Explains Printer functions and operations.

❖ **Scanner Reference**

Explains Scanner functions and operations.

❖ **Network Guide**

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

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

❖ **Other manuals**

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript 3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link Guide

📝 **Note**

❒ Manuals provided are specific to machine types.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript 3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

❒ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional [1]	DeskTopBinder
ScanRouter EX Professional [1] and ScanRouter EX Enterprise [1]	the ScanRouter delivery software

[1] Optional

🔍 **Reference**

p.iii "Manuals for Machines with Copier Function Only or with the DDST Unit"

Manuals for Machines with Copier Function Only or with the DDST Unit

This section describes the manuals for machines with copier function only or with the DDST Unit.

❖ **About This Machine**

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

❖ **General Settings Guide**

Explains User Tools settings. Also refer to this manual for explanations on how to register user codes.

❖ **Troubleshooting**

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

❖ **Copy Reference**

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

❖ **Printer/Scanner Reference**

Explains system settings, functions and operations for the machine's printer/scanner unit.

❖ **Network Guide**

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

❖ **Other manuals**

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Printer/Scanner Guide

✎ **Note**

❒ Some manuals include descriptions of functions and settings that are not available on machines with copier function only or with the DDST Unit.

What You Can Do with This Machine

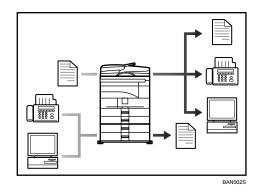This section introduces the features of this machine.

✎ Note

❐ For details about options, see "Options".

❐ Some functions may not be available depending on your machine type.

🔎 Reference

p.14 "Options"

Copier, Facsimile, Printer, and Scanner Functions

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

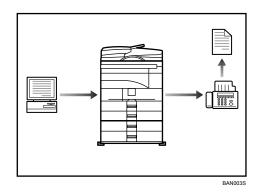BAN002S

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

Paperless Fax Transmission

You can send a file by fax without printing it.
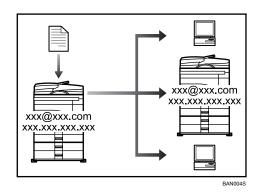
Transmission

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

BAN003S

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.

- You can also check the sent image data.

- For details about the machine's settings, see "Network Settings", General Settings Guide.

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

Fax Transmission and Reception Through the Internet

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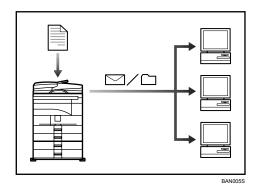

BAN004S

❖ **Internet Fax**

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

❖ **IP-Fax**

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

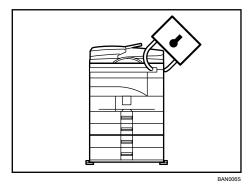## Using the Scanner in a Network Environment

You can use a scanner over the network.

BAN005S

- You can send scan files to a specified destination using e-mail (Sending scan file by e-mail). See "Sending Scan Files by E-mail", Scanner Reference.

- You can send scan files directly to folders (Sending scan file by Scan to Folder). See "Sending Scan Files by Scan to Folder", Scanner Reference.

- Under the network delivery scanner function, you can use the machine as a delivery scanner for the ScanRouter delivery software or DeskTopBinder. You can save scan files or fax-received files in the delivery server, or deliver them to a folder on a computer on the same network. See "Delivering Scan Files", Scanner Reference.

- For details about specifying the machine's settings for using its scanner function over the network, see "Network Settings", General Settings Guide.

- For details about using the scanner function over the network, see "Using the Network TWAIN Scanner Function", Scanner Reference.
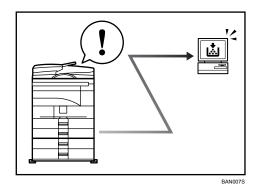
Administrating the Machine (Security Functions)

You can prevent information leakage by managing the machine.

BAN006S

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

Monitoring the Machine Via Computer

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

BAN007S

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

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

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

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

$\mathcal{P}$ Reference

General Settings Guide

SmartDeviceMonitor for Admin Help

Web Image Monitor's Help

What You Can Do with This Machine with the DDST Unit

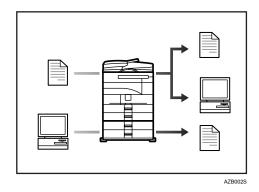This section introduces the features of this machine.

📝 Note
❒ For details about options, see "Options".

🔍 Reference
p.14 "Options"

Copier, Printer, and Scanner Functions

This machine provides copier, printer (optional), and scanner (optional) functions.

AZB002S

- You can make copies of originals. See Copy Reference.
- You can print documents created in applications. See Printer/Scanner Reference.
- You can print documents from Windows 98/Me/2000/XP (TCP/IP, IPP), and Windows Server 2003 (TCP/IP, IPP) environments because the machine supports all these (multi-protocol).
- You can scan originals. See Printer/Scanner Reference.
- With a finisher (optional), you can staple paper. See Copy Reference and Printer/Scanner Reference.

TABLE OF CONTENTS

Notice

Important

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

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

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

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

Notes To Wireless LAN Interface (optional) Users

$$C \in \mathbb{O}$$

Declaration of Conformity

Notice to Users in EEA Countries

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

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ *WARNING:*

Indicates important safety notes.

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

⚠ *CAUTION:*

Indicates important safety notes.

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

🕸 Important

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

This symbol indicates information or preparations required prior to operating.

📝 Note

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

🔍 Reference

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

[ ]

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

【 】

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

Name of Major Options

This section explains the names of the major options described in this manual.

Major option for this machine is referred to as follows in this manual:

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

⚠️ **WARNING:**

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

⚠️ **CAUTION:**

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

⚠ *WARNING:*

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

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

- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:*
    - *You spill something into the machine.*
    - *You suspect that your machine needs service or repair.*
    - *The external housing of your machine has been damaged.*

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

- *Disposal can take place at our authorized dealer.*

- *Dispose of used toner containers in accordance with local regulations.*

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

- *Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.*

- *Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.*

- *If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.*

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

- *This machine generates a weak magnetic field that can interfere with pacemaker regulation. We advise people with pacemakers to consult a doctor and not to use this machine if they experience irregular pacemaker activity while near the machine.*
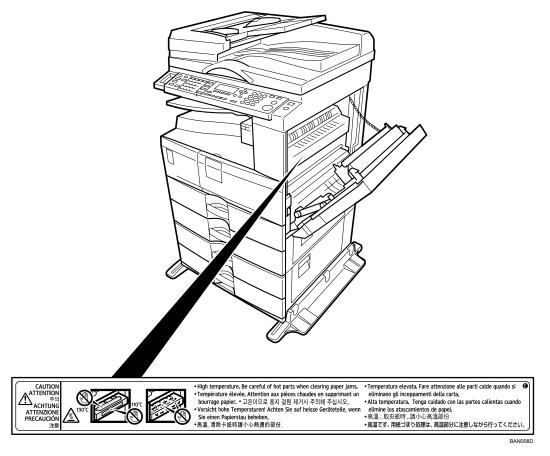
4

⚠ *CAUTION:*

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

⚠ *CAUTION:*

- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*

- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*

- *Do not look into the lamp - it can damage your eyes.*

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

- *During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the rollers during operation. An injury might occur.*

- *Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.*

- *If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.*

- *Before moving the machine, be sure to pull all four handles fully out. If not, an injury might occur. After moving the machine, return the four handles to their original positions.*

- *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.*

Positions of WARNING and CAUTION labels

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

| CAUTION ATTENTION 주의 ACHTUNG ATTENZIONE PRECAUCIÓN 注意 | 130℃ 110℃ | • High temperature. Be careful of hot parts when clearing paper jams.
• Température élevée. Attention aux pièces chaudes en supprimant un bourrage papier. • 고온이므로 용지 걸림 제거시 주의해 주십시오.
• Vorsicht hohe Temperaturen! Achten Sie auf heisse Geräteteile, wenn Sie einen Papierstau beheben.
• 高温。清除卡纸時請小心熱燙的部份。 | • Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta.
• Alta temperatura. Tenga cuidado con las partes calientas cuando elimine los atascamientos de papel.
• 高温。取灰紙時，請小心高溫部份
• 高温です。用紙づまり処理は、高温部分に注意しながら行ってください。 | ⓒ |

BAN008D

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

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

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

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

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

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

All Other Users

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

ENERGY STAR Program

ENERGY STAR® Program

The ENERGY STAR® Program encourages energy conservation by promoting energy efficient computers and other office equipment.

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

It is an open program in which manufacturers participate voluntarily.

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

- Low Power mode
  This machine automatically lowers its power consumption 15 minutes after finishing the last copy or print job. Fax reception or printing is still possible in Low Power mode, but to make copies, you have to press the operation switch first.

- Off mode (Copier only)
  To conserve energy, this machine automatically turns off 1 minute after finishing the last copy or print job. In this manual, the Off mode is called the Auto Off mode.

- Sleep mode (Fax, printer, or scanner installed)
  If there is a fax, printer, or scanner unit installed, this machine automatically lowers its power consumption even further 1 minute after finishing the last copy or print job. Fax reception or printing is still possible in Sleep mode, but to make copies, you have to press the operation switch first.

✎ Note

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

⌕ Reference

"Timer Settings", General Settings Guide

- Duplex Priority
  We recommend the duplex function. This function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals → two-sided copies) can be selected preferentially when the operation switch or the 【Clear Modes】 key is pressed, or the machine resets automatically.

9

Specifications

		Copier only	Printer and scanner installed (For machines with the DDST Unit)	Fax, printer, and scanner installed
Low Power mode	Power consumption	32 W	34 W	37 W
	Default interval	1 minute	1 minute	15 minutes
	Recovery time	Less than 8.7 seconds	Less than 8.7 seconds	Less than 8.8 seconds
Sleep mode	Power consumption	-	Less than 4.1 W	Less than 5.0 W
	Default interval	-	1 minute	1 minute
	Recovery time	-	Less than 10 seconds	Less than 10 seconds
Off mode	Power consumption	Less than 0.7 W	-	-
	Default interval	1 minute	-	-
	Recovery time	Less than 10 seconds	-	-

Duplex Priority	1 Sided → 2 Sided

Recycled Paper

We recommend you use environmentally friendly recycled paper. Please contact your sales representative for recommended paper.
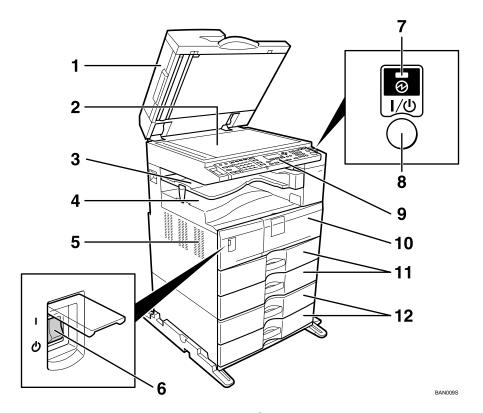
1. Getting Started

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

⚡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.

BAN009S

1. **Exposure glass cover (optional), or ARDF (optional).**

See "External Options".

(The illustration shows the ARDF.)

2. **Exposure glass**

Place originals here face down.

3. **Upper Internal tray (1 bin tray) (optional)**

The indicator lights when paper is delivered to Upper Internal tray. If Upper Internal tray has not been installed, the indicator does not light. See "External Options".

Paper capacity: 100 sheets

4. **Internal tray**

Copied/printed paper and fax messages are delivered here.

Paper capacity: 250 sheets

5. **Ventilation holes**

Prevents overheating.

6. **Main power switch**

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

7. **Main power indicator**

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

8. **Operation switch**

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

9. **Control panel**

See "Control Panel".

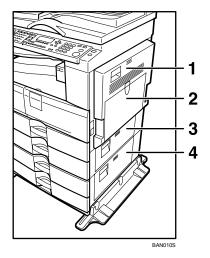### *10.* **Front cover**

Open to access the inside of the machine.

11. **Paper tray**

Load paper here.

12. **Lower Paper Trays (optional)**

See "External Options".

✎ **Note**

❒ When paper larger than A3 or 11" × 17" is delivered, release the 1 bin tray stand, and then pull out the tray extension.

1

BAN010S

1. **Right cover**

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

2. **Bypass tray**

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

3. **Lower right cover**

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

4. **Lower right cover (optional)**

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

⊘ **Note**

❒ This tray is for reversing paper when using the duplex function. Do not pull the paper out from here.
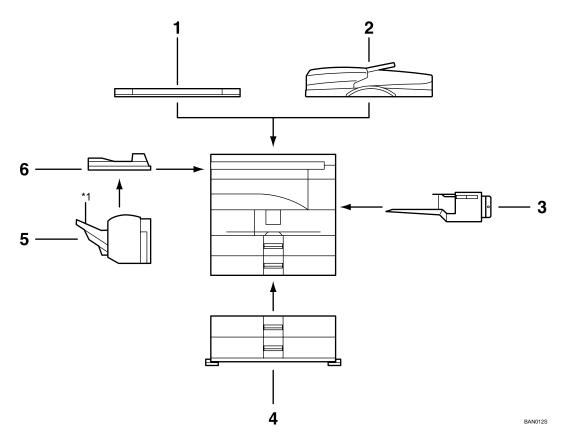

BAN011S

⌕ **Reference**

p.14 "External Options"

p.16 "Control Panel"

13

Options

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

External Options

This section provides explanations about external options.

BAN012S

1. **Exposure glass cover**

Lower this cover over originals.

2. **ARDF**

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

3. **Upper Internal tray (1 bin tray)**

If you select this as the output tray, paper is delivered here face down.

4. **Lower Paper Trays**

Holds up to 1,000 sheets of paper. Each paper tray holds 500 sheets.

5. **500-sheet finisher**

Using this, you can sort multiple sheets of paper and staple them.

*1: Finisher Shift Tray

Extend the paper support plate of the Finisher Shift Tray to support paper sizes larger than A4 $\Box$, $8^1/_2$" × 11" $\Box$.

6. **Bridge Unit**

Relays paper to the finisher.

Internal Options

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

⚞Important

❒ If the Printer Enhance Option is installed, you can use the PCL printer driver but not the DDST printer driver.

• Fax unit
  Allows you to use the fax function.

• Printer/Scanner unit
  Allows you to use the printer and scanner functions.

• USB host board
  Allows you to connect a variety of external devices.

• IEEE 1284 Interface Board
  Allows you to connect to an IEEE 1284 cable.

• IEEE 802.11b wireless LAN board
  Allows you to install a wireless LAN interface.

• Bluetooth unit
  Allows you to expand the interface.

• DDST Unit
  Allows you to use the printer and scanner functions.

• Printer Enhance Option (For machines with the DDST Unit)
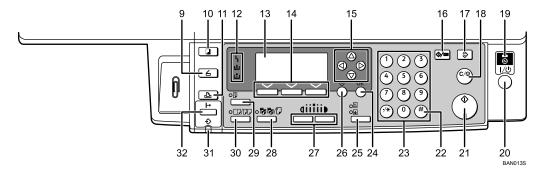 Allows you to enhance the printer function.

✐Note

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

❒ You cannot install the following items when the DDST unit is installed: Printer/Scanner unit, IEEE 1284 Interface Board, IEEE 802.11b wireless LAN board, Bluetooth unit.

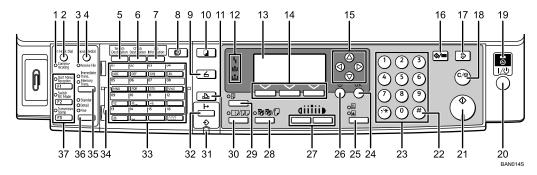❒ You cannot install the Printer/Scanner unit and the DDST unit at the same time.

Control Panel

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

❖ **For machines with the DDST Unit installed**

BAN013S

❖ **For machines with fax and printer/scanner installed**

BAN014S

1. **Communicating indicator**

Lights during data transmission or reception.

2. 【On Hook Dial】 **key (facsimile mode)**

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

3. **Receive File indicator (facsimile mode)**

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

See "Substitute Reception", Facsimile Reference.

4. 【Pause/Redial】 **key (facsimile mode)**

- Pause
  Press to insert a pause in a fax dialing sequence. You cannot insert a pause at the beginning of a sequence. The pause is indicated by "-". For details, see "Entering a pause", Facsimile Reference.

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

5. 【Search Destination】 **key (scanner and facsimile mode)**

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

6. 【Check Destination】 **key (scanner and facsimile mode)**

Press to check the specified destination.

16

7.【**Job Information**】**key (scanner and facsimile mode)**

Press to obtain status information on transmitted data.

8.【**Facsimile**】**key**

Press to activate the facsimile function. See Facsimile Reference.

9.【**Scanner**】**key**

Press to activate the scanner function. See Scanner Reference. (For machines with the DDST Unit, see Printer/Scanner Reference.)

10.【**Copy**】**key**

Press to activate the copy function. See Copy Reference.

11.【**Printer**】**key**

Press to activate the printer function. See Printer Reference. (For machines with the DDST Unit, see Printer/Scanner Reference.)

12. **Indicators**

Display errors and machine status.

┗ : Error indicator. See Network Guide or "Clearing Misfeeds", Troubleshooting.

凷: Load Paper indicator. See Troubleshooting.

凷: Add Toner indicator. See Troubleshooting.

13. **Display panel**

Displays operational status and messages. See "Display".

14. **Selection keys**

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

15. **Scroll keys**

Press to select an item.

【▲】: scrolls upward

【▼】: scrolls downward

【▶】: scrolls right

【◀】: scrolls left

16.【**User Tools/Counter**】**key**

- User Tools
  Press to change default or operation parameters according to requirement.

- Counter
  Press to check or print the counter value. See "Accessing User Tools", General Settings Guide.

17.【**Clear Modes**】**key**

Press to clear the current settings.

18.【**Clear/Stop**】**key**

- Clear
  Clears an entered numeric value.

- Stop
  Stops a job in progress, such as copying, scanning, faxing, or printing.

19. **Main power indicator**

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

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

20. **Operation switch**

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

21.【**Start**】**key**

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

22.【**#**】**key (Enter key)**

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

23. **Number keys**

Press to enter numeric values.

24.【**OK**】**key**

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

25. 【Original】 key (copier, scanner and facsimile mode)

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

26. 【Escape】 key

Press to cancel operation or return to the previous display.

27. 【Lighter】 key, 【Darker】 key (copier, scanner and facsimile mode)

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

28. 【Sort】 key (finisher not installed - copier mode) / 【Sort/Staple】 key (finisher installed - copier mode)

- Sort
  Automatically sorts printed copies. See "Sort" and "Rotate Sort", Copy Reference.

- Staple
  Automatically staples multiple-page copies. See "Staple", Copy Reference.

- Stack
  Groups together copies of each page in a multi-page original. See "Stack", Copy Reference.

29. 【Duplex】 key (copier mode)

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

30. 【Combine/Series】 key (copier mode)

- Combine
  Combines and prints the pages of a multiple-sheet original onto a single-sheet. See "One-Sided Combine" and "Two-Sided Combine", Copy Reference.

- Series
  Copies each side of a two-sided original onto two sheets. See "Series Copies", Copy Reference.

31. ↯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 and Printer Reference. (For machines with the DDST Unit, see Printer/Scanner Reference.)

32. 【⊢Online】 key (printer mode)

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

33. Quick Dial keys

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

34. Quick Dial Flip Plate

Flip the plate downward to change from 【Quick Dial 01】 key to 【Quick Dial 16】 key. Flip the plate upward to change from 【Quick Dial 17】 key to 【Quick Dial 32】 key.

35. 【Immediate Trans./Memory Trans.】 key (facsimile mode)

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

36. 【Resolution】 key (facsimile mode)

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

37. User Function keys (facsimile mode)

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

By default, the following functions are registered:

【F1】 key: Start Manual Reception

【F2】 key: Switch RX Mode

【F3】 key: Transmission Stamp

🔍 **Reference**

"Accessing User Tools", General Settings Guide

"General Settings/Adjust", General Settings Guide

"Clearing Misfeeds", Troubleshooting

"Original Type Setting", Copy Reference

"Sort", Copy Reference

"Rotate Sort", Copy Reference

"Staple", Copy Reference

"Duplex", Copy Reference

"One-Sided Combine", Copy Reference

"Two-Sided Combine", Copy Reference

"On Hook Dial", Facsimile Reference

"Substitute Reception", Facsimile Reference

"Entering a pause", Facsimile Reference

"Redial", Facsimile Reference

"Original Type", Facsimile Reference

"Memory Transmission", Facsimile Reference

"Resolution", Facsimile Reference

"Selecting Original Type", Scanner Reference

Printer Reference

Network Guide
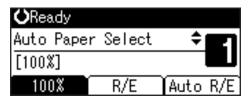
Printer/Scanner Reference (For machines with the DDST Unit)

Display
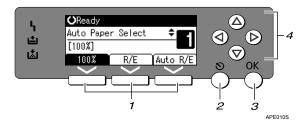
The display panel shows machine status, error messages, and function menus. When you select or specify an item on the display panel, it is highlighted like 100%.

⚡️Important

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

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

Reading the Display and Using Keys

APE010S

1. **Selection keys**

Correspond to items at the bottom line on the display.

Example: The copy display

- When the instruction "press **[100%]**" appears in this manual, press the left selection key.
- When the instruction "press **[R/E]**" appears in this manual, press the centre selection key.
- When the instruction "press **[Auto R/E]**" appears in this manual, press the right selection key.

2. 【**Escape**】 **key**

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

3. 【**OK**】 **key**

Press to set a selected item or entered numeric value.

4. **Scroll keys**

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

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

20

When the Authentication Screen is Displayed

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled, the authentication screen appears. The machine is operable only if you enter a valid user name and password. If user code authentication is enabled, you cannot use the machine until you enter a valid user code.

If you are using the machine, you are "logged in". When you cannot use the machine, you are "logged out". To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

⚠️**Important**
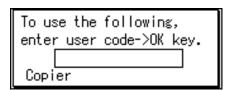
❒ Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.

❒ The user code you must enter for User Code Authentication is the numerical value registered as "login user name" in the address book.

✎**Note**

❒ "Authentication failed." appears if the authentication failed. Check the login user name and login password.

User Code Authentication (Using the Control Panel)

When user authentication is enabled, the following screen appears:

```
To use the following,
enter user code->OK key.
     _____
    |_____|
Copier
```

A **Enter a user code (one to eight digits), and then press the 【OK】 key.**

✎**Note**

❒ To log out, press the operation switch.

User Code Authentication (Using a Printer Driver)

When user authentication is set, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.
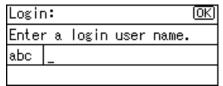
✎**Note**

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

🔍**Reference**

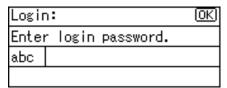For driver settings and procedures, see the appropriate driver's Help.
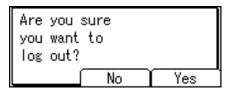
Login (Using the Control Panel)

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

A **Enter the login user name, and then press the 【OK】 key.**

```
Login:              OK
Enter a login user name.
abc |_
```

B **Enter the login password, and then press the 【OK】 key.**

```
Login:              OK
Enter login password.
abc |
```

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

Logout (Using the Control Panel)

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

Important

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

A **Press the 【User Tools/Counter】 key.**

B **Press [Logout].**

```
⊟User Tools    1/4  ⬍OK
Counter
System Settings
Logout
```

C **Press [Yes].**

```
Are you sure
you want to
log out?
          No      Yes
```

22

Login (Using a Printer Driver)

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

Note
❐ If logged in using a printer driver, you do not have to log out.

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

Login (Using Web Image Monitor)

This section explains how to log in the machine via Web Image Monitor.

Use the following procedure to log in from Web Image Monitor when user authentication is enabled.

A **Click [Login].**

B **Enter a login user name and password, and then click [Login].**

Note
❐ For user code authentication, enter a user code in **[Login User Name]**, and then click **[OK]**.

Logout (Using Web Image Monitor)

This section explains how to log out the machine via Web Image Monitor.

Click **[Logout]** to log out from Web Image Monitor when user authentication is enabled.
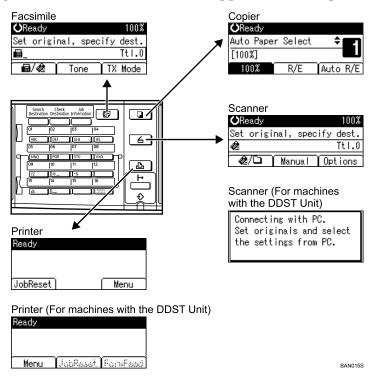
Note
❐ Delete the cache memory of a Web browser after logging out.

Changing Modes

This section explains how to change modes.

The following illustrations show screens that appear when all options are installed.

BAN015S

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

🖉 **Note**
❒ You cannot switch modes in any of the following situations:
- During initial setup
- When accessing User Tools
- 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. For the setting procedure, see "System Settings", General Settings Guide.

🔎 **Reference**
"System Settings", General Settings Guide

"Timer Settings", General Settings Guide

Turning On the Power

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

❖ **Power supply**
This machine has two power switches: operation switch and main power switch.

- Operation switch (right side of the control panel)
Press to activate the machine. When the machine has finished warming up, you can make use of each function.

- Main power switch (left side of the machine)
Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. When the fax unit (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 and reduces its power consumption if you do not use it for a while with its power "On".

⌕ **Reference**
"Timer Settings", General Settings Guide
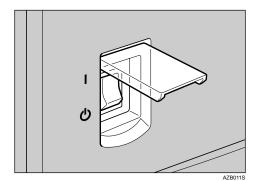
Turning On the Main Power

Turn on the main power as follows:

✦ **Important**
❒ Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.

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

B **Open the main power switch cover, and then turn on the main power switch.**

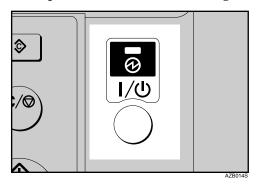The machine turns on and "Please wait..." appears on the display.

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

AZB011S

25

Turning On the Power

Turn on the power as follows:

1 **Press the operation switch.**

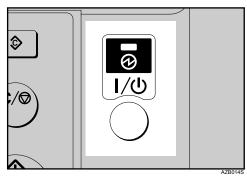The operation switch indicator goes on.

AZB014S

✎ Note

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

Turning Off the Power

Turn off the power as follows:

1 **Press the operation switch.**

The operation switch indicator goes off.

AZB014S

✎ Note

❒ Even if you press the operation switch, the operation switch indicator does not go out, but flashes in the following case:

  • During communication with external equipment.

26

1

Turning Off the Main Power

Turn off the main power as follows:

⚠️Important

❒ If the operation switch indicator is lit or flashing, do not turn off the main power switch. Doing so might damage the memory, leading to malfunctions.

❒ Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the memory, leading to malfunctions.

A **Make sure the operation switch indicator is not lit.**

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

🔎Reference

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

Saving Energy

This machine has the following energy saving function.

❖ **Auto Off (Copier only)**
This machine automatically turns itself off when a job is finished, after a certain period of time has elapsed. This function is called "Auto Off".
You can change the Auto Off time.

✎ **Note**

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

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

$\mathcal{P}$ **Reference**

"Timer Settings", General Settings Guide

Security (For Machines with the DDST Unit)

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require increased document protection, we recommend the Extended Security function.

Primary Security Functions

❖ **Protecting Image Data Remaining in Memory**
Protects image data remaining in memory. When a copy or print job is completed, or a job is canceled, the data is secure.

❖ **Authenticating Administrator**
Uses an administrator code to protect essential functions for managing document security. See "Administrator Tools", General Settings Guide.

Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Do not use repeated or consecutive numbers such as "00000000" or "12345678" for the administrator code. Such numbers are easy to guess and therefore do not provide an appropriate level of security.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others.

For User

- Before scanning originals using the scanner function, make sure all other operations are complete.

2. Entering Text

This section describes how to enter characters.

Entering Text

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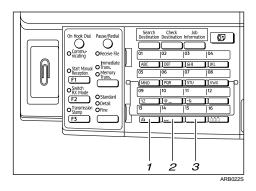
Available Characters

This section explains which characters are available.

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
  0123456789

Keys

This section explains the entry screen and the keys.

ARB022S

1.【**Shift**】**key (**【**Quick Dial 13/29**】**key)**

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

2.【**Space**】**key (**【**Quick Dial 14/30**】**key)**

Press to enter a space.

3.【**Symbols**】**key (**【**Quick Dial 15/31**】**key)**

Press to enter symbols.

❖ **Number keys**
Use to enter numbers.

❖ 【**Quick Dial 01/17**】**key to** 【**Quick Dial 09/25**】**key (A to Z)**
Press these to enter upper and lower case letters.

❖ 【**Clear/Stop**】**key**
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **Scroll keys**
Shifts the cursor up, down, left and right.

Note

❒ Keys are operable when Quick Dial Flip Plate is flipped upward or downward.

❒ For example, the 【**Quick Dial 01/17**】 key functions as the 【**Quick Dial 01**】 key when Quick Dial Flip Plate is flipped downward, and it functions as the 【**Quick Dial 17**】 key if the plate is flipped upward.

❒ Cyrillic characters are available with the Keyboard Type D only.

How to Enter Text

You can enter characters using the 【**Quick Dial 01/17**】 to 【**Quick Dial 09/25**】 keys. To enter a letter, press the key repeatedly until the required letter appears.

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

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

Note

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

Entering letters

A **Press the 【Shift】 key to switch between lowercase, uppercase, User Text, and Cyrillic characters.**

```
Name:                    ⌧
Enter name.
abc                      ▲
```

B **Press a Quick Dial key.**

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

```
Name:                    [OK]
Enter name.
abc  tokyo               ▲
```

❖ **Keyboard Type A**

Quick Dial Key	Letters	Quick Dial Key	Letters
01/17	A, B, C or a, b, c	09/25	Y, Z or y, z
02/18	D, E, F or d, e, f	10/26	@, ., _
03/19	G, H, I or g, h, i	11/27	-, &
04/20	J, K, L or j, k, l	12/28	Nothing
05/21	M, N, O or m, n, o	13/29	Shift
06/22	P, Q, R or p, q, r	14/30	Space
07/23	S, T, U or s, t, u	15/31	Symbols
08/24	V, W, X or v, w, x	16/32	´, ^, ¨

AMA035S

2

❖ **Keyboard Type B**
Press one of the following Quick Dial keys to display a basic letter, and then press 【**Quick Dial 16/32**】 to select one of its variations.

Quick Dial Key	Uppercase	Lowercase
01/17	A→ À Á Â Ã Ä Å Æ C→ Ç	a→à á â ã ä å æ c→ç
02/18	D→ Đ E→ È É Ê Ë	d→ð e→è é ê ë
03/19	I→ Ì Í Î Ï	i→ ì í î ï
05/21	N→ Ñ O→ Ò Ó Ô Õ Ö Ø Œ	n→ñ o→ò ó ô õ ö ø œ
06/22	P→ Þ	p→þ
07/23	S→ Š U→ Ù Ú Û Ü	s→š ß u→ù ú û ü
09/25	Y→ Ý Ÿ Z→ Ž	y→ý ÿ z→ž

AMA028S

34

❖ **Keyboard Type C**

This keyboard type allows you to enter Polish, Hungarian, and Czech let-
ters. Press one of the following Quick Dial keys to display a basic letter,
and then press【**Quick Dial 16/32**】to select one of its variations.

Quick Dial Key	Uppercase	Lowercase
01/17	A→Á Â Ä Ą Ă C→Ć Č Ç	a →á â ä ą ă c →ć č ç
02/18	D→Ď Đ E →É Ě Ë Ę	d →ď đ e →é ě ë ę
03/19	I →Í Î	i →í î
04/20	L →Ĺ Ľ Ł	l →ĺ ľ ł
05/21	N→Ń Ň O→Ó Ô Ö Ő	n →ń ň o →ó ô ö ő
06/22	R →Ŕ Ř	r →ŕ ř
07/23	S →Ś Š Ş T →Ť Ţ U→Ú Ü Ű Ů	s →ś š ş t →ť ţ u→ú ü ű ů
09/25	Y →Ý Z →Ź Ž Ż	y →ý z →ź ž ż

ARB028S

35

2

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

Quick Dial Key	Uppercase	Lowercase
01/17	А →Б →В→Г→Ѓ →Д	а →б →в →г →ѓ →д
02/18	Ѓ →Ђ→Е→Є→Ё →Ж	ѓ →ђ →е →є →ё →ж
03/19	З →Ѕ →И→І →Ї	з →ѕ →и →і →ї
04/20	Й→Ј →К→Л→Љ	й →ј →к →л →љ
05/21	М→Н→Њ→О→П	м →н →њ →о →п
06/22	Р →С →Т→Ћ→Ќ	р →с →т →ћ →ќ
07/23	У →Ў →Ф→Х→Ц	у →ў →ф →х →ц
08/24	Ч →Џ→Ш→Щ→Ъ	ч →џ →ш →щ→ъ
09/25	Ы→Ь →Э →Ю →Я	ы→ь →э →ю →я

ARB029S

Note

❐ To enter a character repeatedly, press a Quick Dial key again.

❐ To insert a character, press 【◀】 or 【▶】 to move the cursor to the position you want to insert.

Entering symbols

A **Press the 【Symbols】 key.**

Symbols appear.

B **Select a symbol using the scroll keys.**

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

C **Press the 【OK】 key.**

This will enter the symbol and shift the cursor.

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

❖ **Keyboard Type A**

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

AMA031S

❖ **Keyboard Type B**

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

BAN021S

❖ **Keyboard Type C**

Symbols								
!	"	#	$	%	&	'	(	)
*	+	,	-	.	/	:	;	<
=	>	?	@	[	\	]	^	_
`	{	|	}	~	€	‚	„	…
†	‡	‰	‹	'	'	"	"	•
–	—	™	›	˘	˘	¤	¦	§
¨	©	«	¬	-	®	°	±	¸
´	µ	¶	·	؍	»	‟	×	ß
÷	·							

AMA033S
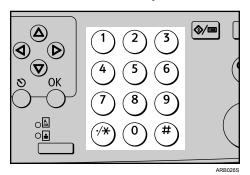
❖ **Keyboard Type D**

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

AMA034S

Entering numbers
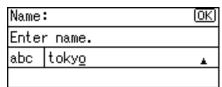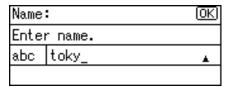
A **Press the number keys.**

ARB026S

The number is entered and the cursor moves.

Deleting characters

A **Use 【 ◀ 】 or 【 ▶ 】 to move the cursor to the character you want to delete.**

```
Name:                    [OK]
Enter name.
abc  tokyo              ▲
```

B **Press the 【 Clear/Stop 】 key.**

```
Name:                    [OK]
Enter name.
abc  toky_              ▲
```
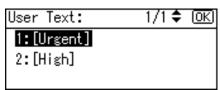
This will delete the character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.
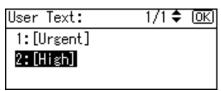
Adding user text

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

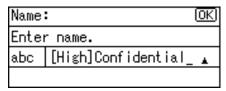For details about registering User Texts, see "System Settings", General Settings Guide.

A Press the 【Shift】 key repeatedly to display [User Text].

```
User Text:      1/1 ♦ [OK]
 1:[Urgent]
 2:[High]
```

B Select the text you want to add using 【▲】 or 【▼】, and then press the 【OK】 key.

```
User Text:      1/1 ♦ [OK]
 1:[Urgent]
 2:[High]
```

C To modify the selected text, press the Quick Dial keys to enter letters, and then press the 【OK】 key.

```
Name:               [OK]
Enter name.
abc  |[High]Confidential_ ▲
```

🔎 Reference

"System Settings", General Settings Guide

This section describes Dos and Don'ts, the provided CD-ROMs, specifications, and copy paper.

Dos and Don'ts

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

⚠ *WARNING:*

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

⚠ *CAUTION:*

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

⚡Important

❏ Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the memory.

❏ Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning Off the Power", and "Turning Off the Main Power".

❏ When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.

❏ After scanning originals continuously, the exposure glass may become warm, this is not a malfunction.

❏ The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.

❏ When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.

❏ Do not turn off the power when the machine is in operation.

❏ The machine might not produce good copy/print images if condensation forms inside as a result of rapid temperature change.

❏ Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.

❏ Do not move the machine when the power is on.

❏ If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.

❏ The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

❏ 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.

41

Reference

3

Software and Utilities Included on the CD-ROM

This section explains the software and utilities included on the CD-ROMs that are provided with this machine.

⚡**Important**

❒ Software for machines with the DDST Unit is different. See "Software for Machines with the DDST Unit".

Three CD-ROMs come with this machine: "Printer Drivers and Utilities", "Scanner Driver and Utilities", and "Manuals". In "Manuals", operating instructions are stored in PDF format and HTML format.

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

❖ **Font Manager 2000**

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

❖ **SmartDeviceMonitor for Admin**

For the system administrator to manage network printers.

❖ **SmartDeviceMonitor for Client**

For users to manage their network print status.

❖ **Printer Utility for Mac**

This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript 3 Supplement.

🖉 **Note**

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

🔎**Reference**

p.50 "Software for Machines with the DDST Unit"

SmartDeviceMonitor for Admin Help

SmartDeviceMonitor for Client Help

PostScript3 Supplement

Adobe Reader online Help

Viewing the Contents of the CD-ROM

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

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

The installer starts.

B Click [Browse This CD-ROM].

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

Printer Drivers for This Machine

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

Printer Language	PCL 6	PCL 5e	RPCS	PostScript 3
Windows 95 [*1]	OK	OK	OK	OK
Windows 98 [*2]	OK	OK	OK	OK
Windows Me [*3]	OK	OK	OK	OK
Windows 2000 [*4]	OK	OK	OK	OK
Windows XP [*5]	OK	OK	OK	OK
Windows Vista [*6]	OK	OK	OK	–
Windows Server 2003 [*7]	OK	OK	OK	OK
Mac OS [*8]	–	–	–	OK
Mac OS X [*9]	–	–	–	OK

[*1] Microsoft Windows 95 operating system
[*2] Microsoft Windows 98 operating system
[*3] Microsoft Windows Millennium Edition
[*4] Microsoft Windows 2000 Professional
   Microsoft Windows 2000 Server
   Microsoft Windows 2000 Advanced Server
[*5] Microsoft Windows XP Professional
   Microsoft Windows XP Home Edition
[*6] Microsoft Windows Vista Ultimate
   Microsoft Windows Vista Enterprise
   Microsoft Windows Vista Business
   Microsoft Windows Vista Home Premium
   Microsoft Windows Vista Home Basic
[*7] Microsoft Windows Server 2003 Standard Edition
   Microsoft Windows Server 2003 Enterprise Edition
   Microsoft Windows Server 2003 Web Edition
   Microsoft Windows Server 2003 Datacenter Edition
[*8] Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
[*9] Mac OS X 10.1 or later (Native mode)

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

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

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

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

Note
❐ Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.

Reference
"Preparing the Machine", Printer Reference

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 labeled "Scanner Driver and Utilities" provided with this machine:
\DRIVERS\TWAIN

❖ **System requirements**

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

- Operating system
  Windows 95/98/Me/2000/XP/Vista
  Windows Server 2003
  Windows NT 4.0

- Display resolution
  800×600 pixels, 256 colours or higher

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

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

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

- LAN-Fax Driver for Windows 95/98/Me
\DRIVERS\LAN-FAX\WIN9X_ME

- LAN-Fax Driver for Windows 2000/XP/Vista and Windows Server 2003
\DRIVERS\LAN-FAX\XP_VISTA

❖ **System requirements**

- Hardware
PC/AT-compatible

- Operating systems
Windows 95/98/Me/2000/XP/Vista
Windows Server 2003

- Display
VGA 640×480 pixels or more

✐ **Note**
❐ Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

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

For details about the software installed with DeskTopBinder Lite, see "DeskTop-Binder Lite", Scanner Reference.

❖ **File path**
   The software is included in the following folder on the CD-ROM labeled "Scanner Driver and Utilities" provided with this machine:
   \UTILITY\DESKV2

❖ **System requirements**

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

   • Operating system
   When installing all functions of DeskTopBinder:
   Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition/Vista Ultimate/Vista Enterprise/Vista Business/Vista Home Premium/Vista Home Basic

   When installing only SmartDeviceMonitor for Client:
   Microsoft Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition/Vista Ultimate/Vista Enterprise/Vista Business/Vista Home Premium/Vista Home Basic
   Microsoft Windows NT 4.0 SP5 or later

$\mathcal{P}$ **Reference**
   "DeskTopBinder Lite", Scanner Reference

SmartDeviceMonitor for Admin

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

❖ **File path**

SmartDeviceMonitor for Admin is stored in the following folder in the CD-ROM labeled "Printer Drivers and Utilities":
NETWORK\DEVMON\ADMIN\DISK1

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

❖ **Available functions**

SmartDeviceMonitor for Admin has the functions to check the followings:

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

 $\mathscr{P}$ **Reference**

Network Guide

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

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

❖ **File path**
DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":
NETWORK\DEVMON\CLIENT\DISK1

❖ **System requirements**

- Hardware
  PC/AT-compatible

- Operating systems
  Windows 95/98/Me/2000/XP
  Windows Server 2003

$\mathcal{P}$ **Reference**

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

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

Software for Machines with the DDST Unit

This section explains the software on the "Printer/Scanner Drivers" CD-ROM supplied with the DDST Unit.

⚡Important

❒ To install the PCL printer drivers, the Printer Enhance Option (optional) is required.

❒ You cannot use the DDST drivers when the Printer Enhance Option (optional) is installed in the machine.

DDST Printer Driver

This driver enables a client computer to communicate with the machine via a printer language.

❖ System requirements

- Operating system
  Windows 98/Me/2000/XP
  Windows Server 2003

- Hard disk space
  80 MB or more

DDST TWAIN Driver

This driver is required for scanning originals on the machine.

You must install this driver to use the machine as a network TWAIN scanner.

❖ System requirements

- Hardware
  PC/AT compatible
- CPU
  Pentium II 300 MHz or faster
- Operating system
  Windows 98/Me/2000/XP
  Windows Server 2003
- Memory
  128 MB or more
- Hard disk space
  72 MB or more
- Connection
  Ethernet/USB

PCL Printer Drivers

PCL 6 printer driver is included on the CD-ROM that comes with this machine. If you want to use the PCL 5e printer driver, you must download it from the supplier's Web site. These drivers allow your computer to communicate with this machine via a printer language.

Printer Language	PCL 6
Windows 98 [1]	OK
Windows Me [2]	OK
Windows 2000 [3]	OK
Windows XP [4]	OK
Windows Server 2003 [5]	OK

[1] Microsoft Windows 98 operating system
Microsoft Windows 98 Second Edition
[2] Microsoft Windows Millennium Edition
[3] Microsoft Windows 2000 Professional
Microsoft Windows 2000 Server
Microsoft Windows 2000 Advanced Server
[4] Microsoft Windows XP Professional
Microsoft Windows XP Home Edition
[5] Microsoft Windows Server 2003 Standard Edition
Microsoft Windows Server 2003 Enterprise Edition

🖉 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.

❒ If your operating system is Windows XP x64, download printer driver for Windows XP x64 from the supplier's Web site.

Specifications for the Main Unit

Following describes the specification of the main unit.

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC drum

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
600 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
- From the main power switch
  20 seconds or less (20°C)
  15 seconds or less (20°C) (For machines with the DDST Unit)
  12 seconds or less (20°C) (For machines with copier function only)

- From the operation switch
  10 seconds or less (20°C)

❖ **Maximum original size:**
A3⊐, 11" × 17"⊐

❖ **Paper size:**

- Paper tray 1: A3, B4 JIS (Japanese Industrial Standard), A4, B5 JIS, B6 JIS, A5, A6, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 13", $8^1/_2$" × 11", $8^1/_4$" × 13", 8" × 13", $8^1/_4$" × 14", $7^1/_4$" × $10^1/_2$", $5^1/_2$" × $8^1/_2$", 8K, 16K, Custom Size.

- Paper tray 2: A3, B4 JIS, A4, B5 JIS, B6 JIS, A5, A6, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 13", $8^1/_2$" × 11", $8^1/_4$" × 13", 8" × 13", $8^1/_4$" × 14", $7^1/_4$" × $10^1/_2$", $5^1/_2$" × $8^1/_2$", $4^1/_8$" × $9^1/_2$", $3^7/_8$" × $7^1/_2$", C5 Env., C6 Env., DL Env., 8K, 16K, Custom Size.

- Bypass tray: A3, B4 JIS, A4, B5 JIS, B6 JIS, A5, A6, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 13", $8^1/_2$" × 11", $8^1/_4$" × 13", 8" × 13", $8^1/_4$" × 14", $7^1/_4$" × $10^1/_2$", $5^1/_2$" × $8^1/_2$", $4^1/_8$" × $9^1/_2$", $3^7/_8$" × $7^1/_2$", C5 Env., C6 Env., DL Env., 8K, 16K.

- Bypass tray (custom size):
  Vertical: 90.0 - 297.0 mm, 3.55" - 11.69"
  Horizontal: 148.0 - 600.0 mm, 5.83" - 23.62"

❖ **Paper weight:**

- Paper tray 1: 60 - 105 g/m², 16 - 28 lb.

- Paper tray 2: 52 - 157 g/m², 14 - 41 lb.

- Bypass tray: 52 - 162 g/m², 14 - 43 lb.

❖ **Non-reproduction area (Copier):**

- Leading edge: 2 ± 1.5 mm, 0.08" ± 0.06"

- Trailing edge: more than 0.5 mm, 0.02"

- Left edge: 2 ± 1.5 mm, 0.08" ± 0.06"

- Right edge: more than 0.5 mm, 0.02"

❖ **First copy time:**
6 seconds or less (A4, $8^1/_2$" × 11" 100%, feeding from Tray 1)

❖ **Copying speed:**
25 copies/minute (A4, $8^1/_2$" × 11")

3

❖ **Reproduction ratio:**
Preset reproduction ratios:
Enlargement:

Metric version	Inch version
200%	155%
141%	129%
122%	121%

Full size:

Metric version	Inch version
100%	100%

Reduction:

Metric version	Inch version
93%	93%
82%	78%
71%	65%
50%	50%

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

❖ **Maximum continuous copy run:**
1 - 999 copies

❖ **Paper capacity:**
- Tray 1: 500 sheets (80 g/m^2, 20 lb.)
- Bypass tray: 100 sheets (80 g/m^2, 20 lb.)

❖ **Power consumption:**

	Main unit only	**Complete system** [1]
Warm up	Less than 1.38 kW	Less than 1.39 kW
Stand-by	About 102 W	About 136 W
During printing	About 497 W	About 634 W
Maximum	Less than 1.38 kW	Less than 1.39 kW

[1] Main unit with the optional ARDF, fax unit, printer/scanner unit, paper tray unit, and finisher.

❖ **Dimensions (W × D × H up to exposure glass):**
650 × 604 × 980 mm, 25.6" × 23.8" × 38.6"

❖ **Noise emission [1] :**

Sound power level:

	Main unit only	Complete system [3]
Stand-by	40 dB (A) or less	40 dB (A) or less
During printing	64.8 dB (A) or less	70 dB (A) or less

Sound pressure level [2] :

	Main unit only	Complete system [3]
Stand-by	34 dB (A) or less	-
During printing	58.8 dB (A) or less	-

[1] The above measurements made in accordance with ISO 7779 are actual values.

[2] Measured at the position of the operator.

[3] The complete system consists of a main unit with full options installed.

❖ **Weight:**

55 kg (121.3 lb.) or less

❖ **Duplex unit**

- Paper size:
  A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭, $7^1/_4$" × $10^1/_2$"▯▭, 8" × 13"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 14"▭, $8^1/_4$" × 13"▭, 8K▭, 16K▯▭

- Paper weight:
  64 - 105 g/m² (20 - 28 lb.)

 Note

❐ Specifications are subject to change without notice.

55

Specifications for Options

Following describes the options to be externally installed to the machine body.

Specification values represent the values when the copy function is used. Specification values may vary depending on the function used.

Exposure Glass Cover

Lower this over originals.

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

❖ **Original size:**
A3▭, B4 JIS▭, A4 ▯▭, B5 JIS ▯▭, A5 ▯▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11" ▯▭, $5^1/_2$" × $8^1/_2$" ▯▭, $8^1/_2$" × 13"▭

❖ **Original weight:**
- One-sided originals: 40 - 128 g/m² (10 - 34 lb.)
- Two-sided originals: 52 - 105 g/m² (14 - 28 lb.) (Duplex)

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

❖ **Maximum power consumption:**
75W (Power is supplied from the main unit.)

❖ **Dimensions (W × D × H):**
550 × 470 × 130 mm, 21.7" × 18.6" × 5.2"

❖ **Weight:**
10.5 kg (23.2 lb.) or less

🖉 **Note**
❒ Specifications are subject to change without notice.

500-sheet Finisher

❖ **Paper size:**
A3▷, B4 JIS▷, A4▯▷, B5 JIS▯▷, A5▯▷, B6▷, A6▷, 11"×17"▷, $8^1/_2$"×14"▷, $8^1/_2$"×11"▯▷, $5^1/_2$"×$8^1/_2$"▷, $7^1/_4$"×$10^1/_2$"▯▷, $8^1/_2$"×13"▷, $8^1/_4$"×13"▷, $8^1/_4$"×14"▷, 8K▷, 16K▯

❖ **Paper weight:**
52 - 128 g/m², 14 - 34 lb.

❖ **Stack capacity:**
- 500 sheets: A4▯▷, B5 JIS▯▷, A5▯▷, B6▷, A6▷, $8^1/_2$"×11"▯▷, $5^1/_2$"×$8^1/_2$"▷, $7^1/_4$"×$10^1/_2$"▯▷, $8^1/_2$"×13"▷, $8^1/_4$"×13"▷, $8^1/_4$"×14"▷, 8K▯▷, 16K▯
- 250 sheets: A3▷ B4 JIS▷ 11"×17"▷ $8^1/_2$"×14"▷

❖ **Staple paper size:**
A3▷, B4 JIS▷, A4▯▷, B5 JIS▯▷, 11"×17"▷, $8^1/_2$"×14"▷, $8^1/_2$"×11"▯▷, $7^1/_4$"×$10^1/_2$"▯▷, $8^1/_2$"×13"▷, $8^1/_4$"×13"▷, $8^1/_4$"×14"▷, 8K▷, 16K▯.

❖ **Staple capacity:**
- 30 sheets: A3▷, B4 JIS▷, 11"×17"▷, $8^1/_2$"×14"▷, $8^1/_2$"×13"▷, $8^1/_4$"×13"▷, $8^1/_4$"×14"▷, 8K▷ (80 g/m², 20 lb.)
- 50 sheets: A4▯▷, B5 JIS▯▷, $8^1/_2$"×11"▯▷, $7^1/_4$"×$10^1/_2$"▯▷, 16K▯ (80 g/m², 20 lb.)

❖ **Staple paper weight:**
52 - 128 g/m², 14 - 34 lb.

❖ **Staple position:**
- 1 staple - 2 positions
- 2 staples - 2 positions

❖ **Power consumption:**
50W or less (Power is supplied from the main unit.)

❖ **Dimensions (W × D × H):**
411 × 521 × 275 mm, 16.2" × 20.6" × 10.9"

❖ **Weight:**
12 kg (26.5 lb.) or less

Upper Internal Tray (1 bin tray)

❖ **Number of bins:**
1

❖ **Paper size:**
A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", $8^1/_2$" × 14",
$8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$", $7^1/_4$" × $10^1/_2$", 8" × 13", $8^1/_2$" × 13",
$8^1/_4$" × 14", $8^1/_4$" × 13", 8K, 16K

❖ **Paper capacity:**
125 sheets (80 g/m^2, 20 lb.)

❖ **Paper weight:**
60 - 105 g/m^2 (20 - 28 lb.)

❖ **Maximum power consumption:**
20 W

Lower Paper Trays

❖ **Paper weight:**
60 - 105 g/m^2 (16 - 28 lb.)

❖ **Paper size:**
A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11" × 17",
$8^1/_2$" × 14", $8^1/_2$" × 13", $8^1/_2$" × 11", $8^1/_4$" × 13", 8" × 13", $8^1/_4$" × 14",
$7^1/_4$" × $10^1/_2$", $5^1/_2$" × $8^1/_2$", 8K, 16K, Custom Size.

❖ **Maximum power consumption:**
28 W (Power is supplied from the main unit.)

❖ **Paper capacity:**
500 sheets (80 g/m^2, 20 lb.) × 2 trays

❖ **Dimensions (W × D × H):**
550 × 520 × 271 mm, 21.7" × 20.5" × 10.7"

❖ **Weight:**
25 kg (55.2 lb.) or less

✐ **Note**
❒ Specifications are subject to change without notice.

Copy Paper

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

Recommended Paper Sizes and Types

The following limitations apply to each tray:

❖ **Paper tray 1**

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-105 g/m² (16-28 lb.)	A3⊐, B4 JIS⊐, A4 ⊓⊐, B5 JIS⊓⊐, A5⊓, A5⊐ [1], B6 JIS⊐ [1], A6⊐ [1], 11" × 17"⊐ [1], 8¹/₂" × 14"⊐ [1], 8¹/₂" × 13"⊐ [1], 8¹/₄" × 14"⊐ [1], 8¹/₄" × 13"⊐ [1], 8" × 13"⊐ [1], 8¹/₂" × 11" ⊓ [1], 8¹/₂" × 11"⊐, 7¹/₄" × 10¹/₂"⊓⊐ [1], 5¹/₂" × 8¹/₂"⊐ [1], 8K⊐ [1], 16K⊓⊐ [1]	A3⊐ [1], B4 JIS⊐ [1], A4 ⊓ [1], A4⊐, B5 JIS⊓⊐, A5⊓, A5⊐ [1], B6 JIS⊐ [1], A6⊐ [1], 11" × 17"⊐, 8¹/₂" × 14"⊐, 8¹/₂" × 13"⊐ [1], 8¹/₄" × 14"⊐ [1], 8¹/₄" × 13"⊐ [1], 8" × 13"⊐ [1], 8¹/₂" × 11" ⊓⊐, 7¹/₄" × 10¹/₂"⊓⊐ [1], 5¹/₂" × 8¹/₂"⊐ [1], 8K⊐ [1], 16K⊓⊐ [1]	500 sheets
Standard paper 60-105 g/m² (16-28 lb.)	Custom size (Vertical: 100.0 - 297.0 mm, Horizontal: 148.0 - 432.0 mm) [1]	Custom size (Vertical: 3.94" - 11.69", Horizontal: 5.83" - 17.00") [1]	500 sheets

[1] Change the paper size in User Tools.

❖ **Paper tray 2**

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 52-105 g/m² (14-28 lb.)	A3⊐, B4 JIS⊐, A4 ⊓⊐, B5 JIS⊓⊐, A5⊓, A5⊐ [1], B6 JIS⊐ [1], A6⊐ [1], 11" × 17"⊐ [1], 8¹/₂" × 14"⊐ [1], 8¹/₂" × 13"⊐ [1], 8¹/₄" × 14"⊐ [1], 8¹/₄" × 13"⊐ [1], 8" × 13"⊐ [1], 8¹/₂" × 11" ⊓ [1], 8¹/₂" × 11"⊐, 7¹/₄" × 10¹/₂"⊓⊐ [1], 5¹/₂" × 8¹/₂"⊐ [1], 8K⊐ [1], 16K⊓⊐ [1]	A3⊐ [1], B4 JIS⊐ [1], A4 ⊓ [1], A4⊐, B5 JIS⊓⊐, A5⊓, A5⊐ [1], B6 JIS⊐ [1], A6⊐ [1], 11" × 17"⊐, 8¹/₂" × 14"⊐, 8¹/₂" × 13"⊐ [1], 8¹/₄" × 14"⊐ [1], 8¹/₄" × 13"⊐ [1], 8" × 13"⊐ [1], 8¹/₂" × 11" ⊓⊐, 7¹/₄" × 10¹/₂"⊓⊐ [1], 5¹/₂" × 8¹/₂"⊐ [1], 8K⊐ [1], 16K⊓⊐ [1]	500 sheets
Standard paper 52-105 g/m² (14-28 lb.)	Custom size (Vertical: 100.0 - 297.0 mm, Horizontal: 148.0 - 432.0 mm) [1]	Custom size (Vertical: 3.94" - 11.69", Horizontal: 5.83" - 17.00") [1]	500 sheets

Paper type and weight	Metric version	Inch version	Paper capacity
Thick paper 106-157 g/m² (28-41 lb.)	A3, B4 JIS, A4, B5 JIS, A5, A5 [1], B6 JIS [1], A6 [1], 11" × 17" [1], $8^1/_2$" × 14" [1], $8^1/_2$" × 13" [1], $8^1/_4$" × 14" [1], $8^1/_4$" × 13" [1], 8" × 13" [1], $8^1/_2$" × 11" [1], $8^1/_2$" × 11", $7^1/_4$" × $10^1/_2$" [1], $5^1/_2$" × $8^1/_2$" [1], 8K [1], 16K [1]	A3 [1], B4 JIS [1], A4 [1], A4, B5 JIS, A5, A5 [1], B6 JIS [1], A6 [1], 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 13" [1], $8^1/_4$" × 14" [1], $8^1/_4$" × 13" [1], 8" × 13" [1], $8^1/_2$" × 11", $7^1/_4$" × $10^1/_2$" [1], $5^1/_2$" × $8^1/_2$" [1], 8K [1], 16K [1]	[2]
Thick paper 106-157 g/m² (28-41 lb.)	Custom size (Vertical: 100.0 - 297.0 mm, Horizontal: 148.0 - 432.0 mm) [1]	Custom size (Vertical: 3.94" - 11.69", Horizontal: 5.83" - 17.00") [1]	[2]
Envelope [1]	C5 Env, C6 Env, DL Env, $4^1/_8$" × $9^1/_2$", $3^7/_8$" × $7^1/_2$"	[2]

[1] Change the paper size in User Tools.
[2] When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.

❖ Lower Paper Trays (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-105 g/m² (16-28 lb.)	A3, B4 JIS, A4, B5 JIS, A5, A5 [1], B6 JIS [1], A6 [1], 11" × 17" [1], $8^1/_2$" × 14" [1], $8^1/_2$" × 13" [1], $8^1/_4$" × 14" [1], $8^1/_4$" × 13" [1], 8" × 13" [1], $8^1/_2$" × 11" [1], $8^1/_2$" × 11", $7^1/_4$" × $10^1/_2$" [1], $5^1/_2$" × $8^1/_2$" [1], 8K [1], 16K [1]	A3 [1], B4 JIS [1], A4 [1], A4, B5 JIS, A5, A5 [1], B6 JIS [1], A6 [1], 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 13" [1], $8^1/_4$" × 14" [1], $8^1/_4$" × 13" [1], 8" × 13" [1], $8^1/_2$" × 11", $7^1/_4$" × $10^1/_2$" [1], $5^1/_2$" × $8^1/_2$" [1], 8K [1], 16K [1]	500 sheets
Standard paper 60-105 g/m² (16-28 lb.)	Custom size (Vertical: 100.0 - 297.0 mm, Horizontal: 148.0 - 432.0 mm) [1]	Custom size (Vertical: 3.94" - 11.69", Horizontal: 5.83" - 17.00") [1]	500 sheets
Envelope [1]	C5 Env, C6 Env, DL Env, $4^1/_8$" × $9^1/_2$", $3^7/_8$" × $7^1/_2$"	[2]

[1] Change the paper size in User Tools.
[2] When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.

❖ Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 52-105 g/m² (14-28 lb.)	A3▭, B4 JIS▭ *1 , A4 ▯ *1 , A4▭, B5 JIS▯▭ *1 , A5 ▯ *1 , A5▭, B6 JIS▭ *1 , A6▭ *1 , 11" × 17"▭ *1 , 8¹/₂" × 14"▭ *1 , 8¹/₂" × 13"▭ *1 , 8¹/₄" × 14"▭ *1 , 8¹/₄" × 13"▭ *1 , 8" × 13"▭, 8¹/₂" × 11"▯▭ *1 , 7¹/₄" × 10¹/₂"▯▭ *1 , 5¹/₂" × 8¹/₂"▭ *1 , 8K▭ *1 , 16K▯▭ *1	A3▭ *1 , B4 JIS▭ *1 , A4▯▭ *1 , B5 JIS▯▭ *1 , A5▯▭ *1 , B6 JIS▭ *1 , A6▭ *1 , 11" × 17"▭, 8¹/₂" × 14"▭ *1 , 8¹/₂" × 13"▭ *1 , 8¹/₄" × 14"▭ *1 , 8¹/₄" × 13"▭ *1 , 8" × 13"▭ *1 , 8¹/₂" × 11"▭, 8¹/₂ × 11"▯ *1 , 8¹/₂" × 11"▭, 7¹/₄" × 10¹/₂"▯▭ *1 , 5¹/₂" × 8¹/₂"▭ *1 , 8K▭ *1 , 16K▯▭ *1	100 sheets
Standard paper 52-105 g/m² (14-28 lb.)	Custom size (Vertical: 90.0 - 297.0 mm, Horizontal: 148.0 - 600.0 mm) *2	Custom size (Vertical: 3.55" - 11.69", Horizontal: 5.83" - 23.62") *2	100 sheets
Thick paper 106-162 g/m² (28-43 lb.)	A3▭, B4 JIS▭ *1 , A4 ▯ *1 , A4▭, B5 JIS▯▭ *1 , A5 ▯ *1 , A5▭, B6 JIS▭ *1 , A6▭ *1 , 11" × 17"▭ *1 , 8¹/₂" × 14"▭ *1 , 8¹/₂" × 13"▭ *1 , 8¹/₄" × 14"▭ *1 , 8¹/₄" × 13"▭ *1 , 8" × 13"▭, 8¹/₂" × 11"▯▭ *1 , 7¹/₄" × 10¹/₂"▯▭ *1 , 5¹/₂" × 8¹/₂"▭ *1 , 8K▭ *1 , 16K▯▭ *1	A3▭ *1 , B4 JIS▭ *1 , A4▯▭ *1 , B5 JIS▯▭ *1 , A5▯▭ *1 , B6 JIS▭ *1 , A6▭ *1 , 11" × 17"▭, 8¹/₂" × 14"▭ *1 , 8¹/₂" × 13"▭ *1 , 8¹/₄" × 14"▭ *1 , 8¹/₄" × 13"▭ *1 , 8" × 13"▭ *1 , 8¹/₂" × 11"▭, 8¹/₂ × 11"▯ *1 , 8¹/₂" × 11"▭, 7¹/₄" × 10¹/₂"▯▭ *1 , 5¹/₂" × 8¹/₂"▭ *1 , 8K▭ *1 , 16K▯▭ *1	*3
Thick paper 106-162 g/m² (28-43 lb.)	Custom size (Vertical: 90.0 - 297.0 mm, Horizontal: 148.0 - 600.0 mm) *2	Custom size (Vertical: 3.55" - 11.69", Horizontal: 5.83" - 23.62") *2	*3
Translucent paper	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭		10 sheets
OHP transparencies	A4▯, 8¹/₂" × 11"▯		10 sheets
Label paper (adhesive labels)	B4 JIS▭, A4▭		1 sheet
Envelope *1	C5 Env▭, C6 Env▭, DL Env▭, 4¹/₈" × 9¹/₂"▭, 3⁷/₈" × 7¹/₂"▭		10 sheets

*1 Press the 【#】 key, and then select the size of the paper loaded in the tray.
*2 Press the 【#】 key, select **[Custom Size]**, and then specify the custom paper size using the number keys.
*3 When loading paper, make sure the top of the stack is not higher than the upper limit of the bypass tray.

Note

❒ Load paper into the paper tray with the print side facing up.

❒ Load paper into the bypass tray with the print side facing down.

❒ When using the bypass tray, it is recommended that you set the paper orientation to ▭.

❒ You must manually specify the size of custom size paper when loading it on the bypass tray.

❒ If multiple-sheet jams occur, load the paper sheet by sheet.

❒ Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.

❒ Load adhesive label sheets one at a time.

❒ To prevent misfeeds, when loading OHP transparencies, check both sides of the sheets, and place them correctly.

❒ When loading OHP transparencies, select **[OHP (Transparency)]** as the paper type for the bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference.

❒ When loading thick paper (106-162 g/m^2 (28.2-43 lb.)), or adhesive labels, make sure the top of the stack is not higher than the upper limit of the bypass tray. Paper capacity varies depending on the thickness and condition of the paper.

❒ When loading thick paper (106-162 g/m^2 (28.2-43 lb.)), select **[Thick Paper]** as the paper type for the bypass tray or Tray 2. For details, see "Copying from the Bypass Tray", Copy Reference, and "Tray Paper Settings", General Settings Guide.

❒ When loading adhesive labels, select **[Thick Paper]** as the paper type for the bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference.

❒ When loading letterhead paper, placing orientation differs according to the function you are using. See "Orientation-Fixed Paper or Two-Sided Paper", Troubleshooting.

❒ If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to another tray when the first tray in use runs out of paper. This function is called "Auto Tray Switching". (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "Copier Features", General Settings Guide, and "Tray Paper Settings", General Settings Guide.

🔎Reference

"Copying from the Bypass Tray", Copy Reference

"Orientation-Fixed Paper or Two-Sided Paper", Troubleshooting

"Copier Features", General Settings Guide

"Tray Paper Settings", General Settings Guide

Unusable Paper

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

⚠ CAUTION:

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

⚡Important

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

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

❒ Faults can occur if you copy 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
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper with little stiffness
- Paper with a dusty surface

❒ If you copy or print onto rough grain paper, the output image might be blurred.

Paper Storage

This section describes how to store paper.

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

3

INDEX

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

❙ means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

Trademarks

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

Adobe®, PostScript®, and Acrobat® are registered trademarks of Adobe Systems Incorporated.

NetWare is a registered trademark of Novell, Inc.

PCL® is a registered trademark of Hewlett-Packard Company.

AppleTalk, Macintosh, and Mac OS are trademarks of Apple Inc., registered in the U.S. and other countries.

PowerPC® is a trademark of International Business Machines Corporation in the United States, other countries, or both.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Limited.

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

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

- The product name of Windows 95 is Microsoft® Windows® 95
- The product name of Windows 98 is Microsoft® Windows® 98
- The product name of Windows Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows 2000 are as follows:

  Microsoft® Windows® 2000 Professional

  Microsoft® Windows® 2000 Server

  Microsoft® Windows® 2000 Advanced Server
- The product names of Windows XP are as follows:

  Microsoft® Windows® XP Professional

  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Media Center Edition

  Microsoft® Windows® XP Tablet PC Edition
- The product names of Windows Vista are as follows:

  Microsoft® Windows Vista™ Ultimate

  Microsoft® Windows Vista™ Enterprise

  Microsoft® Windows Vista™ Business

  Microsoft® Windows Vista™ Home Premium

  Microsoft® Windows Vista™ Home Basic
- The product names of Windows Server 2003 are as follows:

  Microsoft® Windows Server® 2003 Standard Edition

  Microsoft® Windows Server® 2003 Enterprise Edition

  Microsoft® Windows Server® 2003 Web Edition

  Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows NT 4.0 are as follows:

  Microsoft® Windows NT® Workstation 4.0

  Microsoft® Windows NT® Server 4.0

Operating Instructions   About This Machine