

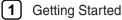


**9228**/**9233** MP 2851/MP 3351 *LD528/LD533* Aficio<sup>®</sup> MP 2851/3351

# Operating Instructions About This Machine

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







- 3 Operating Instructions
- 4) Appendix

#### Introduction

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

#### Important

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

#### Laser Safety:

#### **CDRH** Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class I laser products. This equipment contains one GaAlAs laser diode, 6.2-milliwatt, 770 - 795 nanometer wavelength for emitter. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

#### **Caution:**

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

#### 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.

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.32 "Machine Types".)

- Type 1: 9228/MP 2851/LD528/Aficio MP 2851
- Type 2: 9233/MP 3351/LD533/Aficio MP 3351

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

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

120 V, 60 Hz, 12 A 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**

Read this manual carefully before you use this machine.

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

### 🔂 Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

#### About This Machine

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

This manual 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.

#### Troubleshooting

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

#### **Copy/Document Server Reference**

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

#### **Facsimile Reference**

Explains Facsimile functions and operations.

#### Printer Reference

Explains Printer functions and operations.

#### Scanner Reference

Explains Scanner functions and operations.

#### Network Guide

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

#### **Security Reference**

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

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

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

#### PostScript 3 Supplement

Explains how to set up and use PostScript 3.

#### Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

#### Other manuals

- UNIX Supplement
- Extended Feature Settings Reference <Device Version>
- Extended Feature Settings Reference < Web Version>
- App2Me Start Guide

#### Note

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

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional <sup>*1</sup>	DeskTopBinder
ScanRouter EX Professional <sup>*1</sup> and ScanRouter EX Enterprise <sup>*1</sup>	the ScanRouter delivery software

#### \*1 Optional

### Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy/Document Server Reference	No	Yes	Yes
Facsimile Reference	No	Yes	Yes
Printer Reference	No	Yes	Yes
Scanner Reference	No	Yes	Yes
Network Guide	No	Yes	Yes
General Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes
Information	No	Yes	No

# What You Can Do with This Machine

This section introduces the features of this machine.

Note

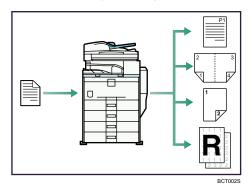
• For details about options, see "Options".

### Reference

• p.35 "Options"

### Using This Machine as a Copier

You can make copies of originals.



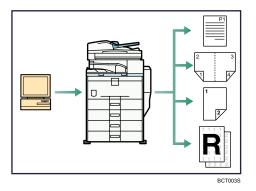
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the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

### Reference

• See Copy/Document Server Reference.

### Using This Machine as a Printer

You can print documents created in applications.



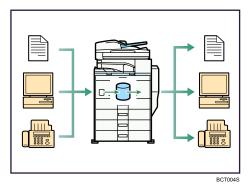
- This machine supports network and local connections.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver.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

#### Reference

• See Printer Reference.

### **Utilizing Stored Documents**

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



• You can also retrieve stored documents scanned in scanner mode.

• Using File Format Converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

#### 🖪 Reference 🔵

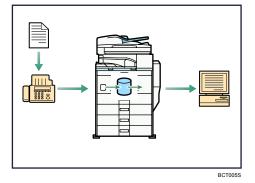
- For details about machine's settings, see "Network Settings Required to Use Document Server", General Settings Guide.
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference.
- For details about Document Server in fax mode, see "Storing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

### **Paperless Fax Transmission and Reception**

You can store received fax messages on the machine's hard disk, instead of printing them onto paper.

#### Reception

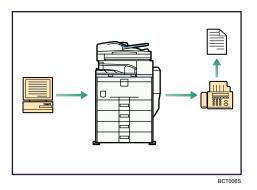
You can store received fax documents in electrical format without printing it onto paper.



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

#### 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).



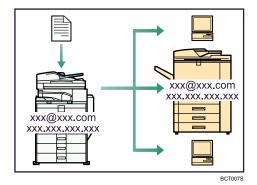
- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

### Reference

- See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference.
- For details about the machine's settings, see "Network Settings Required to Use the Printer/LAN-Fax", General Settings Guide.
- For details about how to use the function, see "Fax via Computer", Facsimile Reference.

### Fax Transmission and Reception Over the Internet

This machine supports Internet Fax and IP-Fax.



#### Internet Fax

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

• To send a document, specify an e-mail address instead of dialing the destination telephone number (Internet Fax Transmission).

- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception).
- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

#### IP-Fax

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

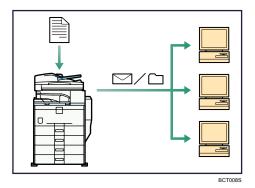
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Reference

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

### Using the Facsimile and the Scanner in a Network Environment

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



- You can scan originals in full color using the scanner function.
- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network.

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

### Administrating the Machine/Protecting Documents (Security Functions)



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

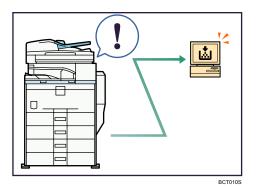
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

### Reference

• See the manual for the DataOverWriteSecurity Unit (optional), and Security Reference.

### Monitoring the Machine Via Computer

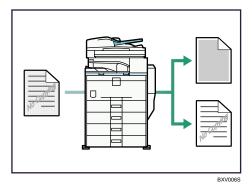
You can change the machine's settings and monitor its status from a connected computer.



- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
- Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.
- Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

### Preventing an Unauthorized Copy

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



#### **Unauthorized Copy Prevention**

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

### Data Security for Copying

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

#### Reference

• See Security Reference.

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# 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.

### Note to Users

### Note to users in the United States of America

#### **Declaration of Conformity**

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number: 9228/9233/MP 2851/MP 3351/LD528/LD533/Aficio MP 2851/Aficio MP 3351

#### Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

• Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

#### Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### **Regulatory Information**

### LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

### Note to users in the state of California

Perchlorate Material - special handling may apply,

See www.dtsc.ca.gov/hazardouswaste/perchlorate

# **Important Safety Instructions**

### Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

### **IMPORTANTES MESURES DE SÉCURITÉ**

Certaines mesures de sécurité doivent être prises pendant l'utilisation de material téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques-unes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

# How to Read This Manual

### Symbols

This manual uses the following symbols:

### Comportant 🔁

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

### • Note

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

### 

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

### []

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

### Names of Major Options

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

- Auto document feeder  $\rightarrow$  ADF
- Large capacity tray  $\rightarrow$  LCT

# **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.

### 

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

### Safety Precautions to be Followed

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

### Environments where the machine can be used

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

### **WARNING**

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

## **WARNING**

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

### **WARNING**

• Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

- 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.

### 

• Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

### Handling power cords and power plugs

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

### **WARNING**

- Connect this machine only to a power source that matches the specifications shown on the inside front cover of this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

## **WARNING**

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

## **WARNING**

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

## 🕂 WARNING

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

## 

• If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

# **MARNING**

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

## **WARNING**

• Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

# **WARNING**

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

### \Lambda WARNING

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

# 

• 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.

# 

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

### Handling the main machine

This section explains safety precautions about handling the main machine.

# **WARNING**

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

### **WARNING**

 If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately by first pressing the operation switch on the control panel and then pressing the main power switch. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

## **WARNING**

 If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately by first pressing the operation switch on the control panel and then pressing the main power switch. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your sales or service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

# **WARNING**

• If the machine topples, or if a cover or other part gets broken, you must turn the power switch to off and disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

# 

• 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.

## 

• 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.

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

# 

• Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

# 

• Do not look into the lamp. It can damage your eyes.

# 

• For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

### Handling the machine's interior

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

### **WARNING**

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

## 

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

# 

• 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.

# 

• 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 machine during operation. An injury might occur.

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

### Handling the machine's supplies

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

### **WARNING**

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

### **WARNING**

• Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations.

### **WARNING**

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

## **WARNING**

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

## **WARNING**

• Keep the waste oil bottle away from flames. There is a risk of fire or burns.

## **WARNING**

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

# 

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

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

# 

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

### 

• 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.

# 

- 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.

# 

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

# 

• Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

### For people using a pacemaker

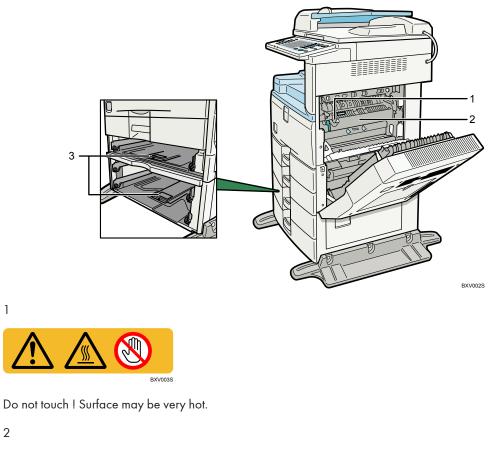
This section explains safety precautions for people using a pacemaker.

# **WARNING**

• 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.

# Positions of WARNING and CAUTION labels

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



		CAUTION ACHTUNG ATTENTION ATTENZIONE	<b>PRECAUCIÓN</b> 注意高温 高温注意 고온주의 : 高温注意		Heiße Gerätetelle, Warten Sie vor Entfernen des Papierstaus eine Weile, damit die Exiereinheit abkühlen kann.     Attention, température élevée. Attendere que l'unité de fusion refroidisse avant de refierr le papier coincé.     Bertit a temperature aleunge la cata tenderes fiche l'unité di fusion et fordisse avant de refier le papier coincé.	●高温部件,在取出卡纸前,诸等待一段时间,让定影单元先冷却下来, 高温部件,諸相與,等定輩罪冷卻後期竟比來此, 으로,부분인니に, 정共中,刻目,名月,利力賞 테이는 정착부의,온도가, 충분히 내려갈 때까지,기다려 주십시오. ●靏林河間には高部の部分かるです。定輩部の低い方は?を覚り除くときは、 瞬間をおいて混コニットの温度が小方に下かるそごお待ちください。
--	--	---	--	--	---	--

High temperature parts. Wait a while to allow the Fusing Unit to cool down before removing misfed paper.

3



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The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

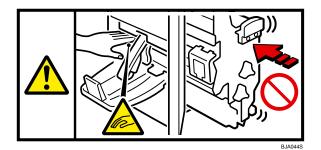


4

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Do not touch the parts a label indicates. The inside of the bridge unit could be very hot. Caution should be taken when removing misfed paper.

5



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



Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

# **ENERGY STAR Program**

### ENERGY STAR<sup>®</sup> Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the  $\mathsf{ENERGY}\ \mathsf{STAR}^{\textcircled{R}}$  Program.

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

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

It is an open program in which manufacturers participate voluntarily.

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

### **Vote**

• For details about the "default delay time", see "Energy Saving Functions".

### Reference

• p.31 "Energy Saving Functions"

# **Energy Saving Functions**

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

### Sleep Mode

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

### Specifications

	Туре 1	Туре 2
Reduced Electrical Consumption by Sleep Mode	6.5 W	6.5 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	10 seconds	10 seconds

### Note

• For details about how to change the default interval, see "Timer Settings", General Settings Guide

### Reference

• "Timer Settings", General Settings Guide

# **Machine Types**

This machine comes in two models which vary in copy/print speed. To ascertain which model you have, see the inside front cover.

	Туре 1	Туре 2
Copy/print speed	28 sheets/minute (A4D, $8^1/_2 \times 11D$ )	33 sheets/minute (A4 $D$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $D$ )

# 1. Getting Started

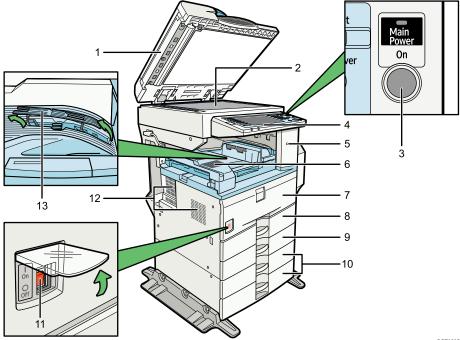
This section describes how to start using this machine.

# **Guide to Components**

This section introduces the names and functions of the components.

#### Content 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.



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#### 1. Exposure glass cover (optional) or Auto document feeder (ADF) (optional)

Lower the exposure glass cover or the auto document feeder (ADF) over originals placed on the exposure glass. If you load a stack of originals in the auto document feeder (ADF), the ADF will automatically feed the originals one by one. This document feeder can be used for two-sided originals.

(The illustration shows the ADF.)

#### 2. Exposure glass

Place originals here face down.

#### 3. Operation switch

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

See "Turning On/Off the Power".

#### 4. Control panel

See "Control Panel".

#### 5. Remove paper indicator

The indicator lights when paper is delivered to the optional internal tray 2 (1 bin tray). When paper is removed from the internal tray 2, the indicator goes off.

#### 6. Internal tray

Copied/printed paper and fax messages are delivered here.

#### 7. Front cover

Open to access the inside of the machine.

#### 8. Paper tray 1

Load paper here. See "Loading Paper", Troubleshooting.

#### 9. Paper tray 2

Use when copying or printing onto OHP transparencies, label paper (adhesive labels), translucent paper, envelopes and custom size paper. See "Loading Paper", Troubleshooting.

#### 10. Paper tray unit (optional)

Load paper here. See "Options", and "Loading Paper", Troubleshooting.

#### 11. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

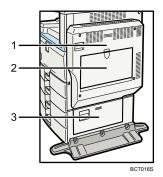
See "Turning On/Off the Power".

#### 12. Ventilation holes

Prevent overheating.

#### 13. Guide

If either side of the page is curled, or if you copy or print onto thin paper, raise the left end of the guide until it clicks into place. The guide prevents output paper from curling.



#### 1. Duplex unit (Unit for two-sided copies/prints)

Makes two-sided copies/prints.

### 2. Bypass tray

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

# 3. Lower right cover (optional)

Open this cover to remove jammed paper from the optional paper tray unit. See "Options".

## **Vote**

• If you use the guide, output capacity is reduced.

# Reference

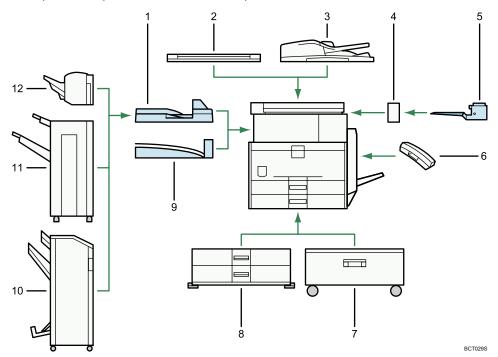
- p.35 "Options"
- p.38 "Control Panel"
- p.49 "Turning On/Off the Power"

# Options

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

# **External options**

This section provides explanations about external options.



#### 1. Bridge unit

Relays paper to the finisher.

### 2. Exposure glass cover

Lower this cover over originals.

# 3. Auto document feeder (ADF)

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

#### 4. Interchange unit

Required when installing the internal tray 2 (1 bin tray).

#### 5. Internal tray 2 (1 bin tray)

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

#### 6. Handset

Used as a receiver when a fax unit is installed.

## 7. Large capacity tray (LCT)

Holds up to 2,000 sheets of paper.

#### 8. Paper tray unit

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

#### 9. Shift sort tray

Sorts and stacks multiple sheets of paper.

#### 10. Booklet finisher

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

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

#### 11. 1000-sheet finisher

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

- Finisher upper tray
- Finisher shift tray

#### 12. 500-sheet finisher

Sorts, stacks, and staples multiple sheets of paper.

#### Internal options

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

• Fax unit

Allows you to use the facsimile function.

PostScript 3 Unit

1

Allows you to print by Adobe PostScript printer driver and send PDF files directly to the machine. Does not include the HDD.

• Extra G3 Interface Unit

This lets you add a G3 fax line.

• IEEE 1284 Interface Board

Allows you to connect to an IEEE 1284 cable.

• Wireless LAN board

Allows you to install a wireless LAN interface.

• Bluetooth interface unit

Allows you to expand the interface.

• File Format Converter

Allows you to download documents from the Document Server stored by copier and printer functions. See "Downloading Stored Documents with Web Image Monitor", Copy/ Document Server Reference.

• Copy Data Security Unit

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

DataOverWriteSecurity Unit

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

• Gigabit Ethernet (1000BASE-T)

Allows you to communicate over 1000BASE-T.

# Note

• Only one of the following options can be installed on the machine at any one time: IEEE 1284 interface board, Wireless LAN board, Bluetooth interface unit, File Format Converter, Gigabit Ethernet (1000BASE-T).

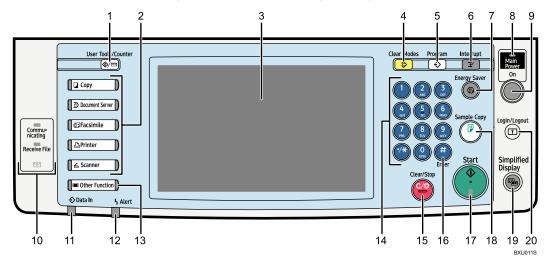
# **Control Panel**

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

## 🔁 Important

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

This illustration shows the control panel of the machine with options fully installed.



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

• User Tools

Press to change the default and conditions to meet your requirements. See "Accessing User Tools", General Settings Guide.

Counter

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

Inquiry

Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See "Inquiry", General Settings Guide.

#### 2. Function keys

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

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

### 3. Display panel

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

#### 4. [Clear Modes] key

Press to clear the current settings.

1

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

Press to register frequently used settings, or to recall registered settings (except Document Server mode).
 See "Registering Frequently Used Functions", Copy/Document Server Reference.

See "Registering and Changing Keystroke Programs", Facsimile Reference.

See "Registering Frequently Used Setting", Scanner Reference.

Press to program defaults for the initial display when modes are cleared or reset, or immediately after the
operation switch is turned on.

See "Registering the Initial Display's Default Functions", Copy/Document Server Reference.

See "Setting Transmission Function Defaults", Facsimile Reference.

See "Registering the Default Values of the Scanner's Initial Display", Scanner Reference.

### 6. [Interrupt] key

Press to make interrupt copies. See "Interrupt Copy", Copy/Document Server Reference.

#### 7. [Energy Saver] key

Press to switch to and from Energy Saver mode. See "Saving Energy".

#### 8. Main power indicator

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

#### 9. Operation switch

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

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

· Communicating indicator

Lights continuously during data transmission and reception.

• Receiving File indicator

Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.

See "Substitute Reception", Facsimile Reference.

• Confidential File indicator

Lights continuously while personal box data is being received.

Blinks while Memory Lock file is being received.

See "Personal Boxes", Facsimile Reference and "Printing a File Received with Memory Lock", Facsimile Reference.

#### 11. Data In indicator (facsimile and printer mode)

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

#### 12. Alert indicator

Lights continuously if an error has occurred.

#### 13. [Other Function] key

Calls up registered functions.

#### 14. Number keys

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

#### 15. [Clear/Stop] key

• Clear

Press to delete a number entered.

• Stop

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

### 16. [#] key (Enter key)

Press to confirm values entered or items specified.

#### 17. [Start] key

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

#### 18. [Sample Copy] key

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

### 19. [Simplified Display] key

Press this to switch to the Simplified Display.

### 20. [Login/Logout] key

Press this to log in or log out.

# Reference

- p.41 "Display Panel"
- p.41 "Simplified Display"
- p.47 "Changing Modes"
- p.49 "Turning On/Off the Power"
- p.52 "Saving Energy"

# **Display Panel**

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

🔂 Important

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

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like Motor / Stare. Keys appearing as

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



Note

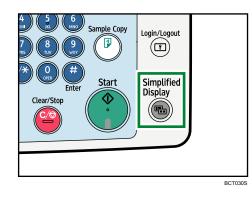
• The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

# **Simplified Display**

This section explains how to switch to the simplified display.

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

Letters and keys are displayed at a larger size, making operations easier.



# Example of a simplified display

This illustration shows the copier function's simplified display.

	U	Ready	Orig.	0]Qty.	1) Сору <b>О</b> )
		Auto Select ►	Ppr.Selec	t	
		<mark>Full Size</mark> Au	ıto R/E		51⁄2×81⁄2 81⁄2×14 1 0 0 %
	Orig. Orientation	$1 \text{ Sided} \div 2 \text{ Sided}$ $1 2 \rightarrow 2 2 \text{ Sided}$	2 Sided $\Rightarrow$ 2 Sided $2 \rightarrow 2$	1 Sided+Combine	2 Side 1 Sided $\rightarrow$ Combine 1 Side 3 3 1 2 $\rightarrow$ 1 2
1—	B.B. E.	5ort 1212			
			System Status	Job List	JUL 30.2007 4:20PM BCT031S

# 1. [Key Color]

Press to increase screen contrast by changing the colors of the keys. This is available only for the simplified display.

# Note

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

1

# When the Authentication Screen is Displayed

This section explains the authentication screen.

# 🔂 Important

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

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

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

# **Vote**

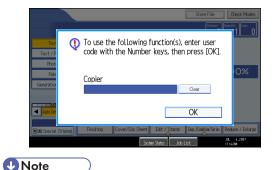
• If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

# User Code Authentication (Using the Control Panel)

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

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

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



• To log off, do one of the following:

• Press the operation switch.

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

# User Code Authentication (Using a Printer Driver)

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

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

Note

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

# Login (Using the Control Panel)

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

1. Press [Login].



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



1

3. Enter a login password, and then press [OK].



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

Note	_
11010	

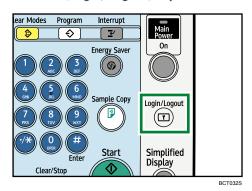
• If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

# Logout (Using the Control Panel)

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

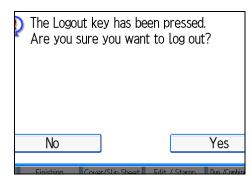
Comportant 🗋

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



1. Press the [Login/Logout] key.

2. Press [Yes].



# Login (Using a Printer Driver)

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

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

🕗 Note

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

# Login (Using Web Image Monitor)

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

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

Vote

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

# Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

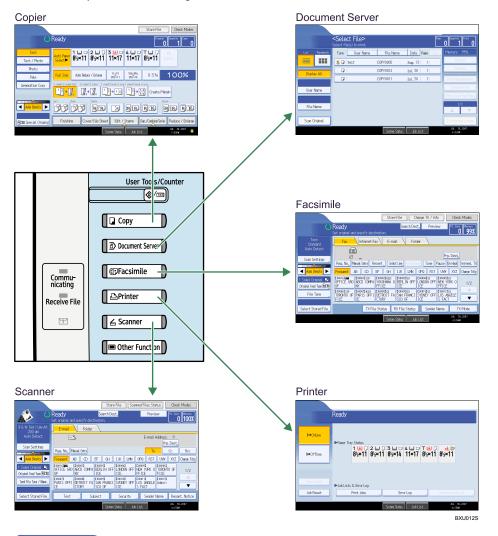
\rm Note

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

1

# **Changing Modes**

This section explains how to change modes.



**Vote** 

- You cannot switch modes in any of the following situations:
  - When scanning a fax message for transmission
  - During immediate transmission
  - When accessing User Tools / Counter / Inquiry
  - During interrupt copying
  - During On-hook dialling for fax transmission
  - While scanning an original

• The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", General Settings Guide.

# System Reset

This section explains System Reset.

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

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

# Turning On/Off the Power

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

### Power supply

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

• Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming up, you can make use of each function.

Main power switch (left side of the machine)

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

Note

 This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. To specify the time that the machine waits before it turns itself off, configure the Auto Off Timer setting. See "System Settings", General Settings Guide.

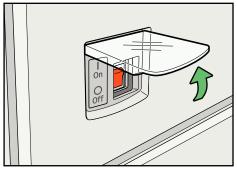
# Turning On the Main Power

This section explains how to turn on the main power.

# Coloritant 🔂

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.
- 1. Make sure the power cord is firmly plugged into the wall outlet.
- 2. Open the main power switch cover, and turn on the main power switch.

The main power indicator goes on.



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# Note

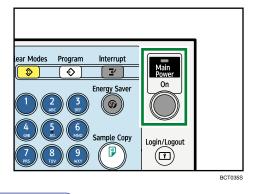
After you switch the main power on, a screen may appear to indicate that the machine is initializing.
 Do not switch the power off during this process. Initialization takes about three minutes.

# **Turning On the Power**

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



Note

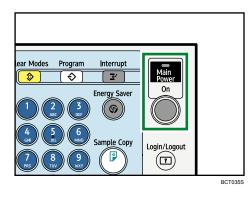
- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.
- When the message "Functional problem detected. Press [Restart] after the current process. Repeat settings after the machine has restarted." is displayed, follow the instructions and press [Restart] at the bottom right-hand corner of the screen after the process is completed.

# **Turning Off the Power**

This section explains how to turn off the power.

- 1. Make sure the exposure glass cover or the ADF is in the right position.
- 2. Press the operation switch.

The operation switch indicator goes off.



# Note

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

# Turning Off the Main Power

This section explains how to turn off the main power.

# Coloritant 🔿

- Do not turn off the main power switch while the On indicator is lit or blinking. Before turning off the main power switch, lower the exposure glass cover / ADF and press the operation switch. The On indicator should go out indicating that it is safe to turn off the main power switch.
- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.
- 1. Make sure the operation switch indicator is not lit.
- 2. Open the switch cover, and then turn off the main power switch.

The main power indicator goes out.

Note

• When the main power switch is turned off while using the fax function, waiting fax and print jobs may be cancelled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main

power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord.

• For details, see "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

# **Saving Energy**

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

# **Energy Saver**

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

#### Auto Off

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

You can change the Auto Off time under Auto Off Timer.

#### 🕗 Note

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

1

# **Downloading Utility Software**

This section explains the utility software for this machine.

# SmartDeviceMonitor for Admin

This section describes the functions available with SmartDeviceMonitor for Admin.

SmartDeviceMonitor for Admin is an application that uses TCP/IP and IPX/SPX to monitor network printers.

It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

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

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

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

Vote

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

# DeskTopBinder

This section describes the functions available with DeskTopBinder.

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.

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

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

🖖 Note

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

# SmartDeviceMonitor for Client

This section describes the functions available with SmartDeviceMonitor for Client.

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

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

Note

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

# 2. Entering Text

This section describes how to enter characters.

# **Entering Text**

This section explains how to enter text.

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

# **Available Characters**

This section explains which characters are available.

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
  - 0123456789

# Keys

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

You can change the entry screen using the keys below.

	Cancel OK
Enter the user name to search, then press [OK].	
- 1/20 -	
<u>` 1 2 3 4 5 6 7 8</u>	9 0 - =
q wertyuio	/ [ ] q
asdf ghjk	ι; '
z x c v b n m .	. / 8
Shift Look Shift Space	
Text Entry User Text	
System Status Job	JUL 6,2017 11:5144
Stift	Slift
Search by User Name	Cancel OK
Enter the user name to search, then press [OK].	
- 6/20 ←	→ Backsnace Delete All
- 1/20 (~ )	Backsrace Delete All
	( ) _ + P { } 1
<td></td>	
· · · · · · · · · · · · · · · · · · ·	( ) _ + P { } I
<th< t<="" td=""><td>( ) _ + P ( ) I L : ~</td></th<>	( ) _ + P ( ) I L : ~
·         I         Ø         Z         S         X         ^         6         ·           Ø         W         E         R         T         Y         U         I         0           A         S         D         F         6         H         J         K           Z         X         C         V         B         N         N	
<td></td>	

Note

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.
- You can also use the number keys to enter numbers, regardless of mode.

# How to Enter Text

This section explains text entry more specifically.

# **Entering letters**

This section explains how to enter letters.

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

# **Deleting characters**

This section explains how to delete characters.

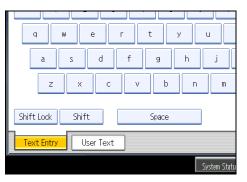
1. Press [Backspace] or [Delete All] to delete characters.

# Adding user text

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

For the registration procedure under Program / Change / Delete User Text, see "System Settings", General Settings Guide.

1. Press [User Text].



2. Select the User Text you want to use.



2. Entering Text

# 3. Operating Instructions

This section describes the Operating Instructions of this machine.

# **Installing Operating Instructions**

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

# Content Important

- The "Manuals for Administrators" CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
  - Operating system: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008
  - Minimum display resolution: 800 × 600 pixels
- Recommended browsers: Microsoft Internet Explorer 4.01 SP2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.
- 1. Select a language and a product, and then click [OK].
- 2. Click [Install manuals].

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

- 3. Install the manual you require according to the displayed instructions.
- 4. When installation is complete, click [Finish].
- 5. Click [Exit].

Note

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

# **PDF Manuals**

The supplied "Manuals" CD-ROM contains PDF manuals.

### File path

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

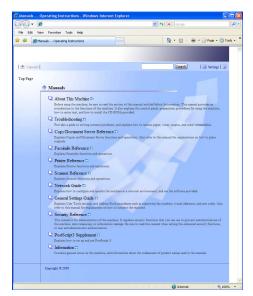
# MANUAL\_PDF\ENGLISH

Note

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

# How to Use the Operating Instructions

This section explains how to use manuals.



# Opening from the Icon

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

1. Double-click the icon on your desktop.



The browser opens and the manual appears.

# Opening from the [Start] Menu

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

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

The browser opens, and then the manual appears.

**Vote** 

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

# Opening from the CD-ROM

This section explains how to open the HTML manuals on the CD-ROM.

- Insert the CD-ROM into the CD-ROM drive of your computer. The installer starts.
- 2. Select a language and a product, and then click [OK].
- 3. Click [Read HTML manuals].
- **4.** Click the title of the manual you want to view. The browser opens, and then the manual appears.

# 4. Appendix

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

# Dos and Don'ts

The following items should be followed during use of this machine.

# \Lambda WARNING

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

# 

• 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.

# Comportant 🔁

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm this is not a malfunction.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- If the ambient temperature is high, the internal cooling fan will make noise when the machine is in standby mode. This noise does not indicate malfunction. Do not turn off the machine.
- When you use this machine for a long time in a confined space without good ventilation, you may
  detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well
  ventilated.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving
  the machine, do not use it for at least an hour. The machine requires this time to adapt to its new
  environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.

- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

• p.49 "Turning On/Off the Power"

# Software and Utilities Included on the CD-ROM

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

The following are included in the CD-ROM:

#### **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.

### Vote

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

# Viewing the Contents of the CD-ROM

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

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

The installer starts.

2. Click [Browse This CD-ROM].

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

# Printer Drivers for This Machine

This section explains printer drivers for this machine.

#### 🚼 Important

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

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

Printer Language	PCL 6	PCL 5e	PostScript 3
Windows 2000 <sup>*1</sup>	ОК	ОК	ОК
Windows XP <sup>*2</sup>	ОК	ОК	ОК

Printer Language	PCL 6	PCL 5e	PostScript 3
Windows Vista <sup>*3</sup>	ОК	ОК	ОК
Windows Server 2003 <sup>*4</sup>	ОК	ОК	ОК
Windows Server 2008 <sup>*5</sup>	ОК	ОК	ОК
Mac OS <sup>*6</sup>	_	_	ОК
Mac OS X <sup>*7</sup>	_	_	ОК

- \*1 Microsoft Windows 2000 Professional /Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server
- \*2 Microsoft Windows XP Professional/Microsoft Windows XP Home Edition
- \*3 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/ Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic
- \*4 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/ Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition
- \*5 Microsoft Windows Server 2008 Standard Edition/Microsoft Windows Server 2008 Enterprise Edition
- \*6 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
- \*7 Mac OS X 10.1 or later (Native mode)

#### PCL printer drivers

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

## 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. These drivers require the PostScript 3 Unit.

### **PPD** files

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

#### 🛡 Note

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

# **TWAIN Driver**

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

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

# File path

The driver is included in the following folder on the driver CD-ROM provided with this machine:

# \DRIVERS\TWAIN

## System requirements

• Hardware

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

• Operating system

Windows 2000/XP/Vista

Windows Server 2003/2003 R2/2008

• Display resolution 800 × 600 pixels, 256 colors or higher

# LAN-Fax Driver

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

# 🔂 Important

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

This driver is required to use LAN-Fax functions.

# File path

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

# \DRIVERS\LAN-FAX\XP\_VISTA

#### System requirements

Hardware

PC/AT-compatible

Operating systems

Windows 2000/XP/Vista

Windows Server 2003/2003 R2/2008

Display

VGA 640 × 480 pixels or more

# Note

• Before beginning installation, exit all other applications.

# Specifications for the Main Unit

This section describes specifications for the main unit.

# **Configuration:**

Desktop

# Photosensitivity type:

OPC drum

# Original scanning:

One-dimensional solid scanning system through CCD

### Copy process:

Dry electrostatic transfer system

### **Development:**

Dry two-component magnetic brush development system

## **Fusing:**

Heating roll pressure system

# **Resolution:**

- Scanning originals: 600 dpi
- Printing: 600 dpi

# Exposure glass:

Stationary original exposure type

# Original reference position:

Rear left corner

# Warm-up time (23°C, rated voltage):

- Main power switch: 12 seconds or less
- Operation switch: 10 seconds or less

# **Originals:**

Sheet/book/objects

# Maximum original size:

A3₽, 11 × 17₽

### Paper size:

- Tray 1: A3□ A5□, 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□
- Tray 2: A3□ A6□, 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□
- Tray 2 (custom size):

Vertical: 100.0 - 297.0 mm, 3.94 - 11.69 inches

- Horizontal: 148.0 432.0 mm, 5.83 17.0 inches
- Bypass: A3□ A6□, 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□
- Bypass (custom size):
   Vertical: 90.0 305.0 mm, 3.55 12.00 inches
   Horizontal: 148.0 600.0 mm, 5.83 23.62 inches
- Duplex: A3□, B4JIS□, A4□□, B5JIS□, A5□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□

### Paper weight:

- Tray 1: 60 105 g/m<sup>2</sup>, 16 28 lb.
- Tray 2: 52 157 g/m<sup>2</sup>, 14 42 lb.
- Bypass: 52 157 g/m<sup>2</sup>, 14 42 lb.
- Duplex: 60 105 g/m<sup>2</sup>, 16 28 lb.

# Non-reproduction area (Copier):

- Leading edge: 1.0 5.0 mm, 0.04 0.2 inches
- Trailing edge: 0.5 mm or more, 0.02 inches or more
- Left edge: 0.5 3.5 mm, 0.02 0.14 inches
- Right edge: 0.5 4.5 mm, 0.02 0.18 inches

#### First copy/print time:

Types 1, 2: 4.5 seconds or less

 $(A4D, 8^{1}/_{2} \times 11D, 100\%$  reproduction, feeding from Tray 1, on the exposure glass)

# Copying speed:

- Type 1: 28 copies/minute (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- Type 2: 33 copies/minute (A4₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)

#### **Reproduction ratio:**

Preset reproduction ratios:

Enlargement

Metric version	Inch version
400%	400%
200%	200%
141%	155%
122%	129%

4

Metric version	Inch version
115%	121%

• Full size

Metric version	Inch version
100%	100%

• Reduction

Metric version	Inch version
93%	93%
82%	85%
75%	78%
71%	73%
65%	65%
50%	50%
25%	25%

#### Zoom:

- Exposure glass: From 25 to 400% in increments of 1%
- ADF: From 25 to 200% in increments of 1%

## Maximum continuous copy run:

99 sheets

# Paper capacity (80 g/m<sup>2</sup>, 20 lb.):

- Trays 1, 2: 500 sheets
- Bypass tray: 100 sheets

## Power consumption:

• Main unit only

	Туре 1	Туре 2
Warm-up	About 1.4 kW	About 1.4 kW
Stand-by	About 150 W	About 150 W

	Туре 1	Туре 2
During printing	About 650 kW	About 700 kW
Maximum	Less than 1.4 kW	Less than 1.4 kW

• Complete system

	Туре 1	Туре 2
Warm-up	About 1.4 kW	About 1.4 kW
Stand-by	About 150 W	About 150 W
During printing	About 700 kW	About 750 kW
Maximum	Less than 1.4 kW	Less than 1.4 kW

- The complete system consists of the main unit, booklet finisher, ADF, interchange unit, internal tray 2, paper tray unit, fax unit, expansion memory and File Format Converter.
- The measurements are actual values.

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

Types 1, 2: 630 ×653 × 709 mm, 24.8 × 25.7 × 27.9 inches

#### Space for main unit (W × D):

Types 1, 2: 630 ×653 mm, 24.8 × 25.7 inches

#### Noise emission:

Sound power level:

• Main unit only

	Туре 1	Туре 2
Stand-by	31.8 dB (A) or less	32.6 dB (A) or less
Copying	62.5 dB (A) or less	62.9 dB (A) or less

• Complete system

	Туре 1	Туре 2
Stand-by	33.3 dB (A) or less	35.5 dB (A) or less
Copying	69.1 dB (A) or less	68.5 dB (A) or less

Sound pressure level:

• Main unit only

	Туре 1	Туре 2
Stand-by	19.6 dB (A) or less	19.5 dB (A) or less
Copying	50.8 dB (A) or less	51.2 dB (A) or less

Complete system

	Туре 1	Туре 2
Stand-by	19.6 dB (A) or less	22.5 dB (A) or less
Copying	54.5 dB (A) or less	54.9 dB (A) or less

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.
- The complete system consists of the main unit, booklet finisher, ADF, bridge unit, internal tray 2, and paper tray unit.

#### Weight:

Types 1, 2: Approx. 62 kg, 136.7 lb.

## **Document Server**

#### HDD (Document Server):

Approx. 9 GB

#### Capacity:

- Copy: Approx. 100 pages (ITUT-No.4 chart)
- Printer: Approx. 100 pages (600 dpi)
- Scanner: Approx. 100 pages (Scanning Conditions: ITUT-No. 4 chart/200 dpi/Text/A4/ MMR)

### Maximum number of stored documents:

3,000 documents

#### Maximum pages of stored documents:

9,000 pages

## Maximum number of pages per document:

1,000 pages

# Capacity (Memory Sorting):

Approx. 10 GB (A4 or  $8^{1}/_{2} \times 11$ : Approx. 1,000 sheets at maximum)

(The capacity differs depending on the functions used.)

# Specifications for Exposure Glass Cover (Optional)

This section describes specifications for exposure glass cover.

Lower the exposure glass cover over originals.

4

# Specifications for Auto Document Feeder (Optional)

This section describes specifications for auto document feeder.

#### Mode:

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

#### **Original size:**

Metric version:

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

Inch version:

- 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□□ (1-sided originals)
- 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□ (2-sided originals)

#### Original weight:

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

#### Number of originals to be set:

50 sheets (81.4 g/m<sup>2</sup>, 21 lb.)

#### Maximum power consumption:

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

#### Dimensions (W × D × H):

550 × 491 × 120 mm, 21.7 × 19.3 × 4.7 inches

#### Weight:

Approx. 10 kg, 22 lb.

#### 🕗 Note

• Specifications are subject to change without notice.

# Specifications for 500-Sheet Finisher (Optional)

This section describes specifications for 500-sheet finisher.

#### Paper size:

A3D, B4 JIS (Japanese Industrial Standard)  $\Box$ , A4DD, B5 JISDD 11 × 17D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 13D,  $8^{1}/_{2}$  × 11DD,  $8^{1}/_{4}$  × 14D  $8^{1}/_{4}$  × 13D, 8 × 13D, 8 × 10<sup>1</sup>/\_{2}DD, 8 × 10DD,  $7^{1}/_{4}$  × 10<sup>1</sup>/<sub>2</sub>DD 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D

#### Paper weight:

52 - 157 g/m<sup>2</sup>, 14 - 42 lb.

## Stack capacity (80 g/m<sup>2</sup>, 20 lb.):

- 500 sheets: A4,  $8^1/_2 \times 11$  or smaller
- 250 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

#### Staple paper size:

A3, B4 JIS (Japanese Industrial Standard), A4, B5 JIS

$$11 \times 17 \overline{\Box}, 8^{1}/_{2} \times 14 \overline{\Box}, 8^{1}/_{2} \times 13 \overline{\Box}, 8^{1}/_{2} \times 11 \overline{\Box}, 8^{1}/_{4} \times 14 \overline{\Box}$$

 $8^{1}/_{4} \times 13^{\Box}$ ,  $8 \times 13^{\Box}$ ,  $8 \times 10^{1}/_{2}^{\Box}$ ,  $8 \times 10^{\Box}$ ,  $7^{1}/_{4} \times 10^{1}/_{2}^{\Box}$ 

11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□

#### Staple paper weight:

52 - 157 g/m<sup>2</sup>, 14 - 42 lb.

## Staple capacity (80 g/m<sup>2</sup>, 20 lb.):

- Without Mixed Size:
  - 50 sheets: A4,  $8^1/_2 \times 11$  or smaller
  - 30 sheets: B4 JIS,  $8^1/_2 \times 14$  or larger
- With Mixed Size:
  - 30 sheets: A3□/ A4□, B4 JIS□/ B5 JIS□, 11 × 17□/8<sup>1</sup>/<sub>2</sub> × 11□, 8<sup>1</sup>/<sub>2</sub> × 14□/ 8<sup>1</sup>/<sub>2</sub> × 11□

## Stack capacity after stapling (80 g/m<sup>2</sup>, 20 lb.):

- 2 9 sheets: 55 46 sets (A4 $\Box$ , B5 JIS $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ )
- 10 50 sheets: 45 10 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
- 2 9 sheets: 55 27 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 50 sheets: 25 8 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 9 sheets: 55 27 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)

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• 10 - 30 sheets: 25 - 8 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)

#### Staple position:

5 positions (Top, Top Slant, Bottom, Bottom Slant, 2 Staples)

#### Power consumption:

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

## Dimensions (W × D × H):

396 × 551 × 275 mm, 15.6 × 21.7 × 10.9 inches

#### Weight:

Approx. 12 kg, 26.5 lb.

# Specifications for 1000-Sheet Finisher (Optional)

This section describes specifications for 1000-sheet finisher.

# **Finisher Upper Tray**

This section describes specifications for the finisher upper tray of 1000-sheet finisher.

#### Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISD, A6D  $11 \times 17D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$   $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$ 

#### Paper weight:

52 - 260 g/m<sup>2</sup>, 14 - 68 lb.

#### Stack capacity (80 g/m<sup>2</sup>, 20 lb.):

- 250 sheets: A4,  $8^1/_2 \times 11$  or smaller
- 50 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

# **Finisher Shift Tray**

This section describes specifications for the finisher shift tray of 1000-sheet finisher.

## Paper size:

A3D, B4 JISD, A4DD, B5 JISD 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$   $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D

#### Paper weight:

52 - 163 g/m<sup>2</sup>, 14 - 43 lb.

#### Stack capacity (80 g/m<sup>2</sup>, 20 lb.):

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

#### Staple paper size:

A3D, B4 JISD, A4DD, B5 JISDD  $11 \times 17D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$   $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$ 

#### Staple paper weight:

64 - 90 g/m<sup>2</sup>, 17 - 28 lb.

# Staple capacity (80 g/m<sup>2</sup>, 20 lb.):

- 50 sheets: A4,  $8^1/_2 \times 11$  or smaller
- 30 sheets: B4 JIS,  $8^1/_2 \times 14$  or larger

# Stack capacity after stapling (80 g/m<sup>2</sup>, 20 lb.):

- 2 9 sheets: 100 sets (A4 $\Box$ , B5 JIS $\Box$ ,  $8^1/_2 \times 11$ ,  $\Box$ )
- 10 50 sheets: 100 20 sets (A4₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
- 10 50 sheets: 50 10 sets (A4□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 9 sheets: 50 sets (A3 $\square$ , B4 JIS $\square$ , 11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ )
- 10 30 sheets: 50 10 sets (A3<sup>D</sup>, B4 JIS<sup>D</sup>, 11 × 17<sup>D</sup>, 8<sup>1</sup>/<sub>2</sub> × 14<sup>D</sup>)

#### Staple position:

3 positions (Top, Bottom, 2 Staples)

#### **Power consumption:**

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

#### Dimensions (W × D × H):

270 × 520 × 790 mm, 10.7 × 20.5 × 31.2 inches

#### Weight:

Approx. 25 kg, 55.2 lb.

# **Specifications for Booklet Finisher (Optional)**

This section describes specifications for booklet finisher.

# Finisher Upper Tray

This section describes specifications for the finisher upper tray of booklet finisher.

#### Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISD, A6D, 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13$ D,  $8^{1}/_{2} \times 13D$ ,  $5^{1}/_{2} \times 8^{1}/_{2}$ D,  $7^{1}/_{4} \times 10^{1}/_{2}$ D

#### Paper weight:

52 - 105 g/m<sup>2</sup>, 14 - 28 lb.

Stack capacity (80 g/m<sup>2</sup>, 20 lb.):

- 100 sheets: A4,  $8^1/_2 \times 11$  or smaller
- 50 sheets: B4 JIS,  $8^1/_2 \times 14$  or larger

# Finisher Shift Tray

This section describes specifications for the finisher shift tray of booklet finisher.

#### Paper size:

A3D, B4 JISD, A4DD, B5 JISD, 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ 

#### Paper weight:

52 - 256 g/m<sup>2</sup>, 14 - 68 lb.

#### Stack capacity (80 g/m<sup>2</sup>, 20 lb.):

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

#### Staple paper size:

A3D, B4 JISD, A4DD, B5 JISDD, 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 11DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $8 \times 13D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{4} \times 13D$ 

#### Staple paper weight:

64 - 90 g/m<sup>2</sup>, 17 - 24 lb.

### Staple capacity (80 g/m<sup>2</sup>, 20 lb.):

- 50 sheets: A4,  $8^1/_2 \times 11$  or smaller
- 30 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

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#### Stack capacity after stapling (80 g/m<sup>2</sup>, 20 lb.):

- 2 9 sheets: 100 sets (A4D, 8<sup>1</sup>/<sub>2</sub> × 11D)
- 10 50 sheets: 100 20 sets (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ )
- 2 9 sheets: 100 sets (A4□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 50 sheets: 50 10 sets (A4□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 9 sheets: 50 sets (A3<sup>D</sup>, B4 JIS<sup>D</sup>, 11 × 17<sup>D</sup>, 8<sup>1</sup>/<sub>2</sub> × 14<sup>D</sup>)
- 10 30 sheets: 50 10 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)

#### Staple position:

3 positions (Top, Bottom, 2 Staples)

# **Finisher Booklet Tray**

This section describes specifications for the finisher booklet tray of booklet finisher.

#### Saddle stitch paper size:

A3D, B4 JISD, A4D, B5 JISD, 11 × 17D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 11D

#### Saddle stitch paper weight:

64 - 90 g/m<sup>2</sup>, 17 - 24 lb.

#### Saddle stitch capacity (80 g/m<sup>2</sup>, 20 lb.):

1 set: 10 sheets

## Stack capacity after saddle stitching (80 g/m<sup>2</sup>, 20 lb.):

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

#### Saddle stitch position:

Center 2 positions

#### Power consumption:

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

#### Dimensions (W × D × H):

535 × 600 × 930 mm, 21.1 × 23.7 × 36.7 inches

#### Weight:

- Approx. 48 kg, 105.9 lb. (without punch kit)
- Approx. 50 kg, 110.3 lb. (with punch kit)

# Specifications for Punch Kit (Booklet Finisher) (Optional)

This section describes specifications for the punch kit (booklet finisher).

#### Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	$ \begin{array}{c} \square : A3, B4 JIS, A4, B5 JIS, A5, 11 \times 17, 8^{1}/_{2} \\ \times 14, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times \\ 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13 \end{array} $
2 & 4 holes type: 2 holes	$   \overrightarrow{P}: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 7^{1}/_{4} \times 10^{1}/_{2}, 5^{1}/_{2} \times 8^{1}/_{2} $
2 & 4 holes type: 4 holes	☞: A3, B4 JIS, 11 × 17
2 & 4 holes type: 4 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
4 holes type: 4 holes	$ \begin{array}{c} \square : A3, B4 JIS, A4, B5 JIS, A5, 11 \times 17, 8^{1}/_{2} \\ \times 14, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times \\ 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13 \end{array} $
4 holes type: 4 holes	$   \overrightarrow{P}: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 7^{1}/_{4} \times 10^{1}/_{2}, 5^{1}/_{2} \times 8^{1}/_{2} $
2 & 3 holes type: 2 holes	$ \begin{array}{c} \square : A3, B4 JIS, A4, B5 JIS, A5, 11 \times 17, 8^{1}/_{2} \\ \times 14, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times \\ 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13 \end{array} $
2 & 3 holes type: 2 holes	$   \overrightarrow{P}: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 7^{1}/_{4} \times 10^{1}/_{2}, 5^{1}/_{2} \times 8^{1}/_{2} $
2 & 3 holes type: 3 holes	☞: A3, B4 JIS, 11 × 17
2 & 3 holes type: 3 holes	$\square$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>

## Paper weight:

52 - 163 g/m<sup>2</sup>, 14 - 43 lb.

# Specifications for Shift Sort Tray (Optional)

This section describes specifications for the shift sort tray.

# Paper capacity (80 g/m<sup>2</sup>, 20 lb.):

- 250 sheets: A4,  $8^1/_2 \times 11$  or smaller
- 125 sheets: B4 JIS,  $8^1/_2 \times 14$  or larger

#### **Power consumption:**

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

#### Dimensions (W × D × H):

430 × 372 × 148 mm, 17 × 15 × 6 inches

#### Weight:

Approx. 1.6 kg, 3.5 lb.

# Specifications for Bridge Unit (Optional)

This section describes specifications for the bridge unit.

# Dimensions (W × D × H):

413 × 435 × 126 mm, 16.3 × 17.1 × 5.0 inches

#### Weight:

Approx. 3.6 kg, 7.9 lb.

# Specifications for Internal Tray 2 (1 bin tray) (Optional)

This section describes specifications for the internal tray 2 (1 bin tray).

#### Number of bins:

1

#### Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD

$$8^{1}/_{4} \times 13^{1}$$
,  $8 \times 13^{1}$ ,  $8 \times 10^{1}/_{2}$   $P$   $r$ ,  $8 \times 10^{1}$   $P$   $r$ ,  $5^{1}/_{2} \times 8^{1}/_{2}$   $r$ ,  $7^{1}/_{4} \times 10^{1}/_{2}$   $P$   $r$ 

11 × 14, 11 × 15, 10 × 14, 10 × 15

#### Paper weight:

 $60 - 105 \text{ g/m}^2$ , 16 - 28 lb.

# Paper capacity (80 g/m<sup>2</sup>, 20 lb.):

- 125 sheets: A4,  $8^1/_2 \times 11$  or smaller
- 60 sheets: B4 JIS,  $8^1/_2 \times 14$  or larger

#### **Power consumption:**

Approx. 0.2 W (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

95 × 409.5 × 124.5 mm, 3.7 × 16.1 × 4.9 inches

#### Weight:

Approx. 0.50 kg, 1.1 lb.

# Specifications for Large Capacity Tray (LCT) (Optional)

This section describes specifications for the large capacity tray (LCT).

#### Paper size:

A4D, 8<sup>1</sup>/<sub>2</sub> × 11D

#### Paper weight:

 $60 - 105 \text{ g/m}^2$ , 16 - 28 lb.

# Paper capacity (80 g/m<sup>2</sup>, 20 lb.):

2,000 sheets

#### **Power consumption:**

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

#### Dimensions (W × D × H):

550 × 520 × 271 mm, 21.7 × 20.5 × 10.7 inches

#### Weight:

Approx. 25 kg, 55.2 lb.

# Specifications for Paper Tray Unit (Optional)

This section describes specifications for the paper tray unit.

#### Paper size:

A3, B4 JIS, A4, D, B5 JIS, A5, A5, B7 11 × 17,  $8^{1}/_{2} \times 14$ ,  $8^{1}/_{2} \times 13$ ,  $8^{1}/_{2} \times 11$ ,  $8^{1}/_{4} \times 14$ ,  $8^{1}/_{4} \times 13$ ,  $8 \times 13$ ,  $8 \times 10^{1}/_{2}$ ,  $8 \times 10$ ,  $8 \times 10^{1}/_{2}$ ,  $8^{1}/_{2} \times 8^{1}/_{2}$ ,  $7^{1}/_{4} \times 10^{1}/_{2}$ ,  $11 \times 14$ ,  $11 \times 15$ ,  $10 \times 14$ ,  $10 \times 15$ 8KP, 16KP, custom size

#### Paper weight:

60 - 105 g/m<sup>2</sup>, 16 - 28 lb.

### Paper capacity (80 g/m<sup>2</sup>, 20 lb.):

500 sheets × 2 trays

#### **Power consumption:**

Maximum 28 W (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

550 × 520 × 271 mm, 21.7 × 20.5 × 10.7 inches

#### Weight:

Approx. 25 kg, 55.2 lb.

# Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

#### Transmission spec.:

IEEE 1284

## **Required cable:**

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

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# Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

#### Transmission spec.:

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

#### Protocol:

TCP/IP, IPX/SPX, AppleTalk

#### Data transfer speed:

Auto select from the following speed:

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

#### Frequency range:

- IEEE 802.11a/b/g wireless LAN:
  - 2412 2462 MHz (1 11 channels)
  - 5180 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)
- IEEE 802.11b/g wireless LAN:

2412 - 2462 MHz (1 - 11 channels)

#### Transmission mode:

- Ad hoc mode
- Infrastructure mode

#### **Vote**

• Web Image Monitor is supported.

# Specifications for Bluetooth Interface Unit (Optional)

This section describes specifications for the Bluetooth interface unit.

#### **Supported Profiles:**

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

#### **Frequency Range:**

2.45 GHz ISM band

Data Transmission Speed:

723 kbps

#### **Maximum Range:**

10 m

#### Note

• The transmission speed is adjusted according to factors such as the distance and obstacles between the devices, radio signal condition and Bluetooth adaptor.

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# Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

## Interface Connector:

- Ethernet (10Base-T, 100Base-TX, 1000Base-T)
- USB 2.0

It requires a USB computer port and cable that support USB 2.0.

#### Data Transmission Speed:

- Ethernet: 1000 Mbps, 100 Mbps, 10 Mbps
- USB: 480 Mbps (High speed: USB 2.0), 12 Mbps (Full speed)

#### Protocol:

TCP/IP, IPX/SPX, AppleTalk

#### **Distance Between Devices:**

- Ethernet: 100 m
- USB: 5 m

# **Recommended Paper Sizes and Types**

This section describes recommended paper sizes and types.

## Comportant 🔿

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

### Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m <sup>2</sup> , 16 - 28 lb.	*1 A3D, B4 JISD, A4D D, B5 JISDD, A5D D, 8 <sup>1</sup> / <sub>2</sub> × 11D	*1 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> ×8 <sup>1</sup> / <sub>2</sub> $\Box$ , 84 JIS $\Box$ , A4 $\Box$ , 85 JIS $\Box$ $\Box$ , A5 $\Box$	500 sheets
60 - 105 g/m <sup>2</sup> , 16 - 28 lb.	$8^{1}/_{2} \times 13^{\Box}, 8^{1}/_{2} \times 11^{\Box}, 8^{1}/_{4} \times 14^{\Box}, 8^{1}/_{4} \times 13^{\Box}, 8 \times 13^{\Box}$		500 sheets
60 - 105 g/m², 16 - 28 lb.	*3 Custom size Vertical: 140 - 297 mm Horizontal: 182 - 432 mm	*3 Custom size Vertical: 5.52 - 11.69 inches Horizontal: 7.17 - 17 inches	500 sheets

# Tray 2

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m <sup>2</sup> , 16 - 28 lb. Thin paper 52 - 60 g/m <sup>2</sup> , 14 - 16 lb.	*1 A3D, B4 JISD, A4D D, B5 JISDD, A5D D, B6 JISD, A6D, 8 <sup>1</sup> / <sub>2</sub> × 11D	*1 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> ×8 <sup>1</sup> / <sub>2</sub> $\Box$ , 84 JIS $\Box$ , A4 $\Box$ , 85 JIS $\Box$ $\Box$ , A5 $\Box$	500 sheets
60 - 105 g/m <sup>2</sup> , 16 - 28 lb. Thin paper 52 - 60 g/m <sup>2</sup> , 14 - 16 Ib.	*2 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\Box$ , 8 × 13 $\Box$ , 8 × 10 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\Box$	*2 $8^{1}/_{2} \times 13^{\Box}, 8^{1}/_{4} \times 14^{\Box}, 8^{1}/_{4} \times 13^{\Box}, 8 \times 13^{\Box}, 8 \times 10^{1}/_{2}^{\Box}$ $\Box, 7^{1}/_{4} \times 10^{1}/_{2}^{\Box}$ $A3^{\Box}, A4^{\Box}, A5^{\Box}$	500 sheets
60 - 105 g/m <sup>2</sup> , 16 - 28 lb. Thin paper 52 - 60 g/m <sup>2</sup> , 14 - 16 lb.	*4 11 × 14⊡, 11 × 15⊡, 8K⊡, 16K□⊡, 100 ×	10×14₽, 10×15₽, 148₽	500 sheets
60 - 105 g/m <sup>2</sup> , 16 - 28 lb. Thin paper 52 - 60 g/m <sup>2</sup> , 14 - 16 lb.	*5 Custom size Vertical: 100 - 297 mm Horizontal: 148 - 432 mm	*5 Custom size Vertical: 3.94 - 11.69 inches Horizontal: 5.83 - 17 inches	500 sheets
Thick paper <sup>*6</sup> 105 - 1 <i>57</i> g/m <sup>2</sup> , 28 - 42 lb.	*1 A3D, B4 JISD, A4D D, B5 JISDD, A5D D, B6 JISD, A6D, 8 <sup>1</sup> / <sub>2</sub> × 11D	*1 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> ×8 <sup>1</sup> / <sub>2</sub> $\Box$ , B4 JIS $\Box$ , A4 $\Box$ , B5 JIS $\Box$ $\Box$ , A5 $\Box$	*7

Paper type and weight	Metric version	Inch version	Paper capacity
Thick paper <sup>*6</sup>	*2	*2	*7
105 - 157 g/m², 28 - 42 lb.	11 × 17 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\square$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\square$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 <sup>1</sup> / <sub>2</sub> $\square$ $\square$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\square$ $\square$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\square$	$8^{1}/_{2} \times 13^{\Box}, 8^{1}/_{4} \times 14^{\Box}, 8^{1}/_{4} \times 13^{\Box}, 8 \times 13^{\Box}, 8 \times 10^{1}/_{2}^{\Box}$ $\Box, 7^{1}/_{4} \times 10^{1}/_{2}^{\Box}$ A3 <sup>\Colored AdD</sup> , A5 <sup>\Colored Add</sup>	
Thick paper <sup>*6</sup>	*4		
105 - 1 <i>57</i> g/m <sup>2</sup> , 28 - 42 lb.	11 × 14⊡, 11 × 15⊡, 10 × 14⊡, 10 × 15⊡, 8K⊡, 16K□⊡, 100 × 148⊡		
Thick paper <sup>*6</sup>	*5	*5	*7
105 - 157 g/m <sup>2</sup> , 28 -	Custom size	Custom size	
42 lb.	Vertical: 100 - 297 mm	Vertical: 3.94 - 11.69 inches	
	Horizontal: 148 - 432 mm	Horizontal: 5.83 - 17 inches	
Translucent paper	АЗФ, В4 JISФ, А4ФБ	P, B5 JIS₽₽	*7 *9
OHP transparencies			*7 *9
Label paper (adhesive labels)	B4 JIS⊡, A4⊡		1 sheet
Envelopes	$3^{7}/_{8} \times 7^{1}/_{2}$ , $4^{1}/_{8} \times 9^{1}/_{2}$ , C5 Env, C6 Env, DL Env		*7 *9

# Bypass Tray

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m <sup>2</sup> , 16 - 28 lb. Thin paper 52 - 60 g/m <sup>2</sup> , 14 - 16 lb.	*1 A30, B4 JIS0, A40 d, B5 JIS00, A50 d, B6 JIS0, A60	*1 11 × 170, 10 × 15 0, 8 × 130, 8 <sup>1</sup> / <sub>2</sub> × 1100, A500, B6 JIS 0, A60	100 sheets

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m <sup>2</sup> , 16 - 28 lb. Thin paper 52 - 60 g/m <sup>2</sup> , 14 - 16 lb.	*4 11 × 17 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\square$ $\square$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\square$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 <sup>1</sup> / <sub>2</sub> $\square$ $\square$ , 8 × 10 $\square$ $\square$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\square$ $\square$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\square$ , 11 × 14 $\square$ , 11 × 15 $\square$ , 10 × 14 $\square$ , 10 × 15 $\square$ , 8K $\square$ , 16K $\square$ $\square$	*4 A3D, B4 JISD, A4D D, B5 JISD, $8^{1}/2 \times 14D$ , $8^{1}/2 \times 13D$ , $8^{1}/4 \times 14D$ , $8^{1}/4 \times 13D$ , $8 \times 10^{1}/2DD$ , $8 \times 10DD$ , $7^{1}/4 \times 10^{1}/2DD$ , $8 \times 10DD$ , $7^{1}/4 \times 10^{1}/2DD$ , $5^{1}/2 \times 8^{1}/2DD$ , $11 \times 14D$ , $11 \times 15D$ , $10 \times 14$ D, $10 \times 15D$ , $8KD$ , 16KDD	100 sheets
60 - 105 g/m <sup>2</sup> , 16 - 28 lb. Thin paper 52 - 60 g/m <sup>2</sup> , 14 - 16 lb.	*5 Custom size Vertical: 90 - 305 mm Horizontal: 148 - 600 mm	*5 Custom size Vertical: 3.55 - 12 inches Horizontal: 5.83 - 23.62 inches	100 sheets
Thick paper <sup>*6</sup> 105 - 1 <i>57</i> g/m <sup>2</sup> , 28 - 42 lb.	*1 A3¤, B4 JIS¤, A4¤ ¤, B5 JIS¤¤, A5¤ ¤, B6 JIS¤, A6¤	*1 11 × 17□, 10 × 15 □, 8 × 13□, 8 <sup>1</sup> / <sub>2</sub> × 11□□, A5□□, B6 JIS □, A6□	*7
Thick paper <sup>*6</sup> 105 - 1 <i>57</i> g/m <sup>2</sup> , 28 - 42 lb.	*4 11 × 17, $8^{1}/_{2} × 14$ $\Box, 8^{1}/_{2} × 13, 3^{1}/_{2} × 11$ $8^{1}/_{2} × 11$ , $8^{1}/_{4} × 13, 8^{1}/_{4} × 13, 8^{1}/_{4} × 13, 8^{1}/_{4} × 13, 8^{1}/_{2}$ $\Box, 8 × 10$ , $8 × 10^{1}/_{2}$ $\Box, 8 × 10$ , $7^{1}/_{4} × 13, 8^{1}/_{2}$ $\Box, 8 × 10$ , $7^{1}/_{4} × 13, 8^{1}/_{2}$ $\Box, 8 × 10$ , $7^{1}/_{4} × 13, 8^{1}/_{2}$ $\Box, 8 × 10$ , $7^{1}/_{4} × 13, 8^{1}/_{2}$ $B^{1}/_{2}$ , $5^{1}/_{2} × 8^{1}/_{2}$ $8^{1}/_{2}$ , $11 × 14$ , $11 × 15$ , $10 × 14$ $\Box, 10 × 15$ , $8$ K, $16$ K	13, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 11 × 14, 11 × 15, 10 × 14	*7

Paper type and weight	Metric version	Inch version	Paper capacity
Thick paper <sup>*6</sup>	*5	*5	*7
105 - 1 <i>57</i> g/m <sup>2</sup> , 28 - 42 lb.	Custom size Vertical: 90 - 305 mm Horizontal: 148 - 600 mm	Custom size Vertical: 3.55 - 12 inches Horizontal: 5.83 -	
		23.62 inches	
Translucent paper	a3d, b4 jisd, a4dd, b5 jisdd		*7 *9
OHP transparencies *8	A4DD		*7 *9
Label paper (adhesive labels)	B4 JIS□, A4□		1 sheet
Envelopes	$3^7/_8 \times 7^1/_2 \square$ , $4^1/_8 \times 9^1/_2 \square$ , C5 Env $\square$ , C6 Env $\square$ , DL Env $\square$		*7 *9

# Large Capacity Tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m <sup>2</sup> , 16 - 28 lb.	A4 <sup>D</sup> *10	8 <sup>1</sup> / <sub>2</sub> ×11 <sup>-</sup> / <sub>2</sub> *10	1,000 sheets × 2

# Paper Tray Unit (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m <sup>2</sup> , 16 - 28 lb.	*1 A307, B4 JIS07, A40 17, B5 JIS017, A50 17	*1 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\Box$ , B4 JIS $\Box$ , A4 $\Box$ , B5 JIS $\Box$ $\Box$	500 sheets × 2

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m <sup>2</sup> , 16 - 28 lb.	*2 11 × 17 $\square$ , 11 × 14 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\square$ $\square$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\square$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 <sup>1</sup> / <sub>2</sub> $\square$ $\square$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\square$ $\square$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\square$ , 8K $\square$ , 16K $\square$ $\square$ , 84 JIS $\square$ , A5 $\square$ $\square$	$8^{1}/_{4} \times 13^{\Box}, 8 \times 13^{\Box}, 8 \times 13^{\Box}, 8 \times 10^{1}/_{2}^{\Box}^{\Box},$ $7^{1}/_{4} \times 10^{1}/_{2}^{\Box}, 8K^{\Box}, 16K^{\Box}^{\Box}, A3^{\Box}, B4^{\Box}$	500 sheets × 2
60 - 105 g/m <sup>2</sup> , 16 - 28 lb.	*3 Custom size Vertical: 140 - 297 mm Horizontal: 182 - 432 mm	*3 Custom size Vertical: 5.52 - 11.69 inches Horizontal: 7.17 - 17 inches	500 sheets × 2

- \*1 The paper size is detected automatically.
- \*2 Select the paper size under Tray Paper Size: Tray 1-4 in System Settings. See "System Settings", General Settings Guide.
- \*3 Enter the paper size using the number keys under Tray Paper Size: Tray 1-4 in System Settings. See "System Settings", General Settings Guide.
- \*4 Press the [#] key, and then select the paper size.
- \*5 Press the [#] key, and then enter the paper size using the number keys.
- \*6 If you want to copy onto thick (105 g/m<sup>2</sup>, 28 lb. or heavier) paper, select [Thick Paper]. See "Copying from Tray 2", Copy/Document Server Reference.
- \*7 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See "Loading Paper", Troubleshooting.
- \*8 If you wish to copy onto OHP transparencies, select [OHP (Transparency)].
- \*9 It is recommended to place one sheet at a time.
- \*10 The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.

#### 🕗 Note

 When using translucent paper or label paper, make sure to select the appropriate paper type under Paper Type: Bypass Tray. See "System Settings", General Settings Guide.

- When loading paper in the paper trays 1 4, the large capacity tray (LCT), or the wide large capacity tray (Wide LCT), place the print side face up.
- When loading paper in the bypass tray, place the print side face down.
- When you use the bypass tray, it is recommended to set the paper direction to m arphi.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use color OHP transparencies with coatings that are easily melted by heat.
- To prioritize image quality when printing on OHP transparencies, make sure you adjust the guides in the tray to "A4D" or "8<sup>1</sup>/<sub>2</sub> × 11D". Press [Bypass], and the [#] key, and then select the paper size.
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Use A4D or  $8^1/_2 \times 11D$  size transparencies, and specify their size. For details, see Copy/Document Server Reference, and Printer Reference.
- When you use OHP transparencies, fan them for each use.
- We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.
- If multiple sheet feeding occurs, load sheets one by one.
- When you load label paper, set the paper direction to  ${\sf P}.$
- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Tray 1-4 and Paper Type: LCT. See "System Settings", General Settings Guide. For the setting procedure of the Auto Tray Switching function, see "Copier/Document Server Features", General Settings Guide.
- When copying or printing onto prepunched paper, the copy/print speed is slower than usual.
- The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.

# Reference

• p.100 "Unusable Paper"

4

# **Unusable Paper**

This section describes paper unusable on this machine.

# 

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

#### Comportant 🗋

- To prevent faults, do not use any of the following kinds of treated paper:
  - Paper for inkjet printers
  - Thermal fax paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
  - Paper with perforated lines
  - Hemmed-edge paper
  - Color OHP transparencies with easily melted coatings
- Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print onto unprinted sides only.

#### Note

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Perforated paper
  - Slippery paper
  - Torn paper
  - Rough paper
  - Thin paper with little stiffness
  - Paper with a dusty surface
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not reuse copy paper that has been already copied or printed onto.

# **Paper Storage**

This section describes how to store paper.

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

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MEMO

MEMO

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

- : POWER ON.
- O : POWER OFF.
- U : STANDBY.

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Type for 9228/MP 2851/LD528/Aficio MP 2851 Type for 9233/MP 3351/LD533/Aficio MP 3351

