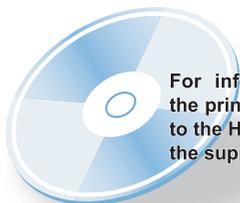




MP 4000/MP 4000B/MP 5000/MP 5000B
MP 4000/MP 4000B/MP 5000/MP 5000B
Aficio™ MP 4000/4000B/5000/5000B
MP 4000/MP 4000B/MP 5000/MP 5000B

Operating Instructions About This Machine



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



-
- 1** Getting Started
 - 2** Entering Text
 - 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.

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, your machine may include certain options as standard. For details, please contact your local dealer.

Laser Safety:

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

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



Caution:

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

Notes:

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.23 "Machine Types".)

- Type 1: MP 4000/MP 4000B/Aficio MP 4000/Aficio MP 4000B
- Type 2: MP 5000/MP 5000B/Aficio MP 5000/Aficio MP 5000B

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 metric version.

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

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

Power Source

220 - 240 V, 50/60 Hz, 8 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

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

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

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.

UNIX Supplement

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.

Information

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

Other manuals

- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

Note

- Manuals provided are specific to machine types.
- The following software products are referred to using general names:

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

*¹ Optional

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy/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
UNIX Supplement	No	No	Yes
Information	No	Yes	No

What You Can Do with This Machine

This section introduces the features of this machine.

Note

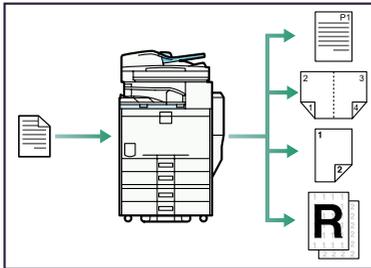
- For details about options, see "Options".

Reference

- p.27 "Options"

Using This Machine as a Copier

You can make copies of originals.



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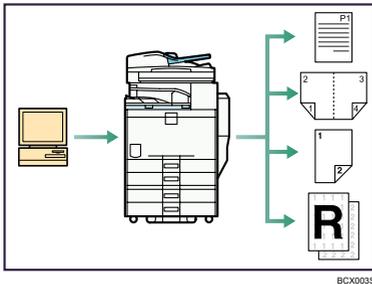
- You can print stamps on copies. Stamps can include having background numbers, scanned images, dates, and page numbers.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based 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.



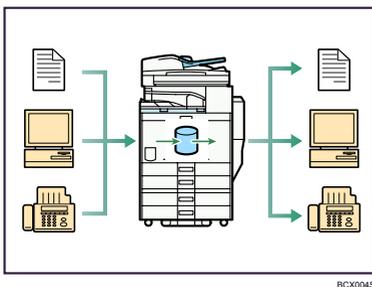
- This machine supports network and local connections.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. 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 DeskTopBinder (optional) or 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

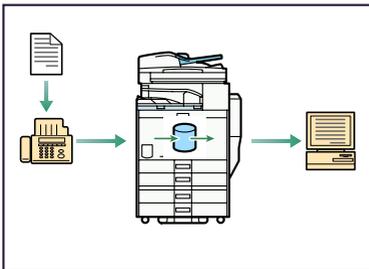
- For details about machine's settings, see "Network Settings Required to Use Document Server", General Settings Guide.
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference.
- For details about Document Server in fax mode, see "Storing 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.
- For details about DeskTopBinder, see DeskTopBinder manuals.

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.

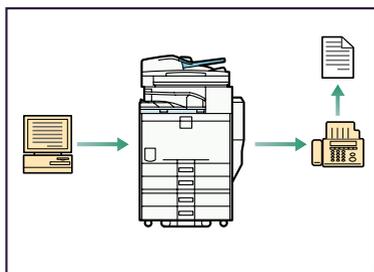


BCX0055

- You can use DeskTopBinder (optional) or a Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference.

Transmission

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

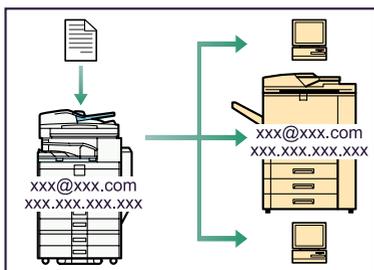


BCX006S

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.
- For details about the machine's settings, see "Network Settings Required to Use the Printer/LAN-Fax", 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.



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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.

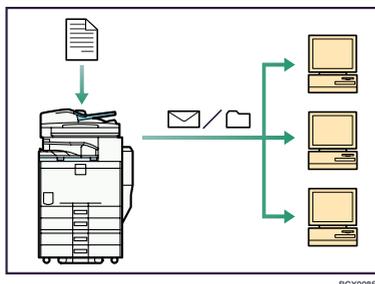
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

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 colour using the scanner function.
- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail). See “Sending to E-mail/Folder Destinations”, Facsimile Reference, and “Sending Scan Files by E-mail”, Scanner Reference.
- You can send scan files directly to folders (Sending scan files by Scan to Folder). See “Sending to E-mail/Folder Destinations”, Facsimile Reference, and “Sending Scan Files to Folder”, Scanner Reference.
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see “Network Settings Required to Use the Network Delivery Scanner”, General Settings Guide. For details about how to use the 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.



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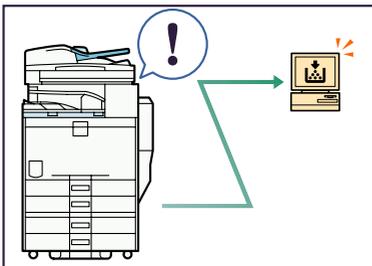
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- 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.



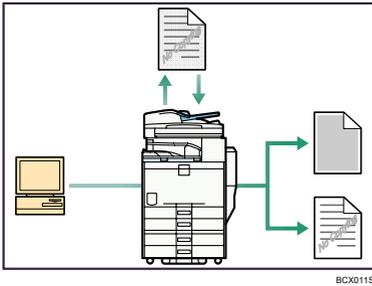
BCX010S

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

- Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.
- Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.
- You can also use SmartDeviceMonitor for Admin to register information in the address book.

Preventing an Unauthorized Copy

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



- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security Unit (optional), protected pages are grayed out in the copy, preventing confidential information from being copied. Protected fax messages are grayed out before being transmitted or stored. If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security Unit, the machine beeps to notify users that unauthorized copying is being attempted.

If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.

- Using the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied, scanned, or stored in a Document Server by a copier or multifunction printer, the embedded text appears conspicuous in the copy, discouraging such unauthorized copying.

Reference

- See the printer driver Help, Facsimile Reference, Printer Reference and 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.

How to Read This Manual

Symbols

This manual uses the following symbols:

WARNING

Indicates important safety notes.

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

CAUTION

Indicates important safety notes.

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

Important

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

Note

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

Reference

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

[]

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

[]

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

Names of Major Options

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

- Auto document feeder → ADF
- Large capacity tray → 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.

 **CAUTION**

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

 **WARNING**

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

 **CAUTION**

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- 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 the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

CAUTION

- 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.

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

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

CAUTION

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

CAUTION

- 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.
- 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.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- 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.
- Keep the waste oil bottle away from flames. There is a risk of fire or burns.

CAUTION

- 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 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.

For people using a pacemaker

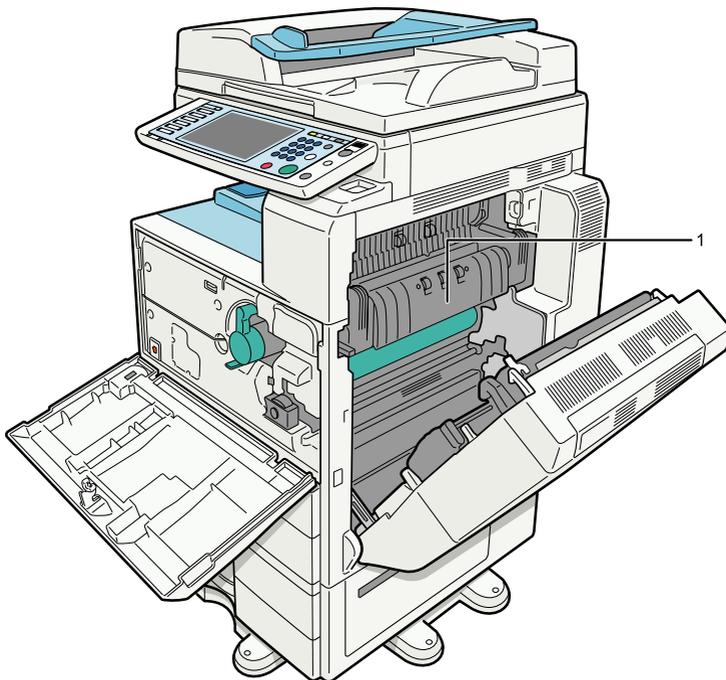
This section explains safety precautions for people using a pacemaker.

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 ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



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1

<p>CAUTION ATTENTION 注意 ACHTUNG ATTENZIONE PRECAUCION</p>	<ul style="list-style-type: none"> • High temperature. Be careful of hot parts when clearing paper jams. • Température élevée, Attention aux pièces chaudes en supprimant un bouchage papier. • Vorsicht hohe Temperaturen! Achten Sie auf heiße Geräteeile, wenn Sie einen Papierstau beheben. • Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta. • Alta temperatura, Tenga cuidado con las partes calientes cuando elimine los atascamientos de papel. • 高温です。用紙つまり処理は、高温部分に注意しながら行ってください。 	<p>Ⓢ</p>
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BCX014D

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

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



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

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

It is an open program in which manufacturers participate voluntarily.

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

Off mode or Sleep mode

This product automatically lowers its power consumption when it is not operated for a fixed time (standard setting time: 1 minute). This is called "Off mode" on a single function copying machine, and "Sleep mode" on a multiple function machine equipped with optional facsimile and printing functions.

- Off mode: Same as the condition when the operation switch is turned off.
- Sleep mode: Same as the condition when the operation switch is turned off. Receiving fax messages and printing from a computer are possible.

If you want to operate this product while it is in either of these modes, do one of the following:

- Turn on the operation switch.
- Place an original in the Auto Document Feeder (ADF).
- Lift and lower the exposure glass cover or the ADF.

The default interval before entering Off mode or Sleep mode can be adjusted. To change it, see "Timer Settings", General Settings Guide.

In this manual, the Off mode is called the Auto Off mode.

Duplex Priority

We recommend the duplex function. This function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals → two-sided copies) can be selected preferentially

when the operation switch or the main power switch is turned on, the [Energy Saver] key is pressed, or the machine resets automatically.

Specifications

		Copier only		Fax, printer and scanner installed	
		Type 1	Type 2	Type 1	Type 2
Off mode	Power consumption	1.2 W	1.2 W	-	-
Off mode	Default interval	1 minute	1 minute	-	-
Off mode	Recovery time	10 seconds or less	15 seconds or less	-	-
Sleep mode	Power consumption	-	-	8.4 W	8.4 W
Sleep mode	Default interval	-	-	1 minute	1 minute
Sleep mode	Recovery time	-	-	10 seconds or less	15 seconds or less

Duplex priority	One-sided → One-sided
-----------------	-----------------------

Reference

- For details about changing the default interval, see “System Settings”, General Settings Guide.
- For details about changing Duplex Priority mode, see “Registering the Initial Display's Default Functions”, Copy/Document Server Reference.

Recycled Paper

We recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

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.

	Type 1	Type 2
Copy/print speed	40 sheets/minute (A4□, 8 ¹ / ₂ × 11□)	50 sheets/minute (A4□, 8 ¹ / ₂ × 11□)



1. Getting Started

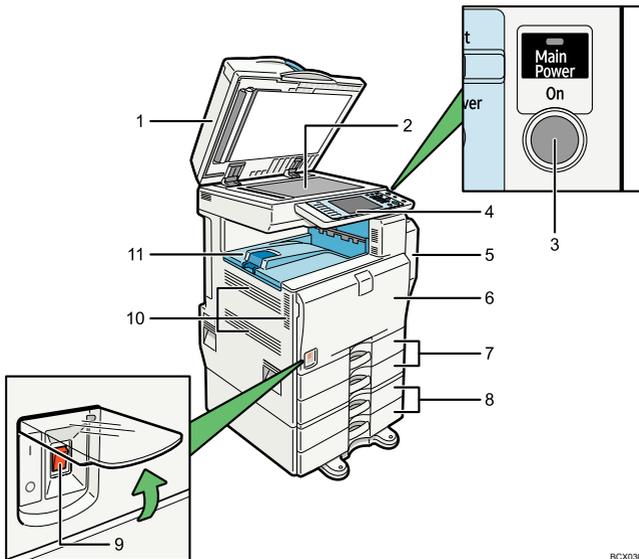
This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

★ Important

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



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

Makes two-sided copies/prints.

6. Front cover

Open to access the inside of the machine.

7. Paper trays

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

8. Lower paper trays (optional)

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

9. 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.

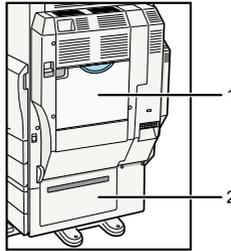
See "Turning On/Off the Power".

10. Ventilation holes

Prevent overheating.

11. Internal tray

Copied/printed paper and fax messages are delivered here.



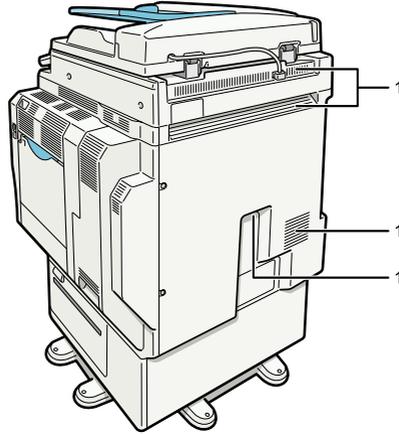
BCK016S

1. Bypass tray

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

2. Lower right cover (optional)

Open this cover to remove jammed paper from the optional lower paper trays. See "Options".



BCX017S

1. Ventilation holes

Prevent overheating.

Reference

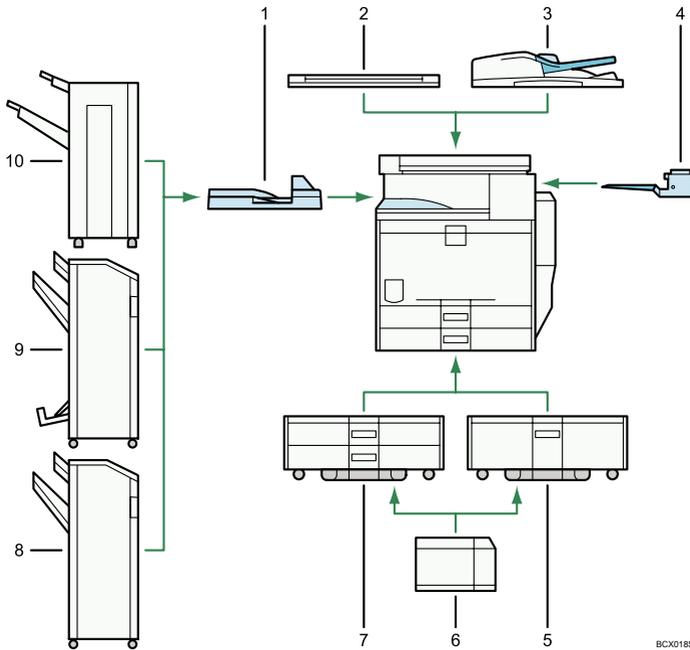
- p.27 "Options"
- p.31 "Control Panel"
- p.42 "Turning On/Off the Power"

Options

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

External options

This section provides explanations about external options.



BCX018S

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. 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.

5. Tray 3 (LCT)

Holds up to 2,000 sheets of paper.

6. Large capacity tray (LCT)

Holds up to 1,200 sheets of paper.

7. Lower paper trays

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

8. 3000-sheet finisher

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

- Finisher upper tray

- Finisher shift tray

9. Booklet finisher

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

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

10. 1000-sheet finisher

Sorts, stacks, and staples multiple sheets of paper.

Internal options

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

- HDD
Allows you to use the Document Server function.
- Fax unit
Allows you to use the facsimile function.
- RPCS Printer Unit
Allows you to print by RPCS printer driver. Does not include the HDD.
- Printer Unit
Allows you to print by RPCS or PCL printer driver. The HDD is included.
- Printer/Scanner Unit
Allows you to print by RPCS or PCL printer driver, and use the scanner function. The HDD is included.
- Printer Enhance Option
Allows you to print by PCL printer driver. The HDD is included.
- Scanner Enhance Option
Allows you to use the scanner function. Does not include the HDD.
- PostScript 3 Unit
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).
- If the Copy Data Security Unit is installed in the machine, you can not use the scanner and fax functions.

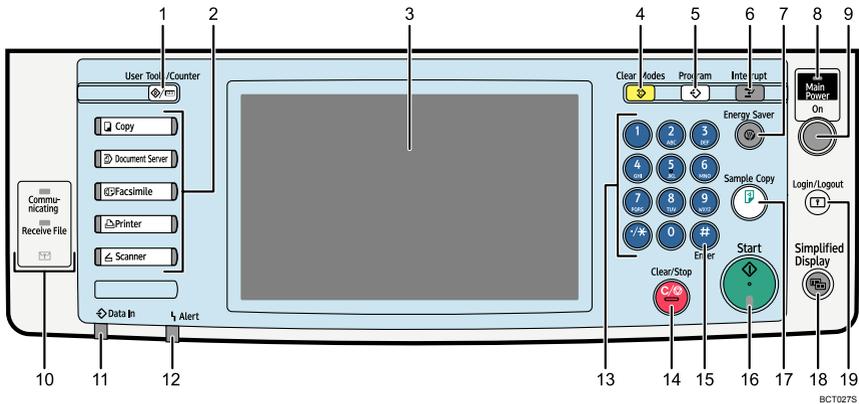
Control Panel

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.

- Enquiry

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

2. Function keys

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

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

3. Display panel

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

4. [Clear Modes] key

Press to clear the current settings.

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

- Press to register frequently used settings, or to recall registered settings (except Document Server mode). See “Registering Frequently Used Functions”, Copy/Document Server Reference, Facsimile Reference, and 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, Facsimile Reference, and 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. Number keys

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

14. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop

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

15. [#] key (Enter key)

Press to confirm values entered or items specified.

16. [Start] key

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

17. [Sample Copy] key

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

18. [Simplified Display] key

Press this to switch to the Simplified Display.

19. [Login/Logout] key

Press this to log in or log out.

Reference

- p.34 "Display Panel"
- p.34 "Simplified Display"
- p.40 "Changing Modes"
- p.42 "Turning On/Off the Power"
- p.45 "Saving Energy"

Display Panel

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

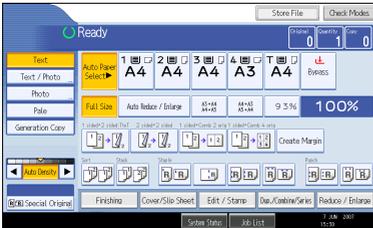
★ Important

- **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 **Auto Relax / Relax**. Keys appearing as **Auto Relax / Relax** cannot be used.

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



↓ Note

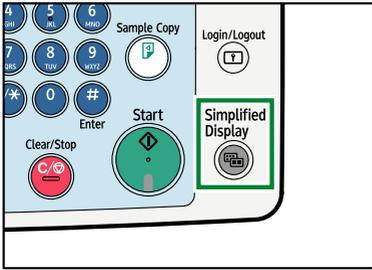
- The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

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.

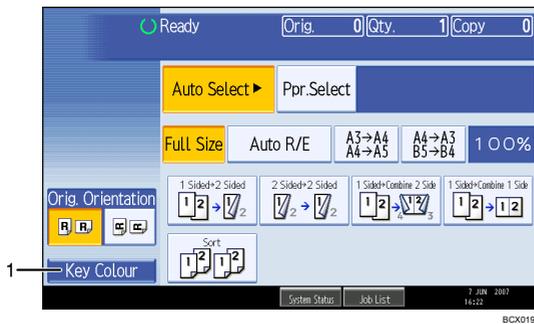


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Example of a simplified display

This illustration shows the copier function's simplified display.



BCX019S

1. [Key Colour]

Press to increase screen contrast by changing the colour 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.

When the Authentication Screen is Displayed

This section explains the authentication screen.

★ Important

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

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

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

↓ Note

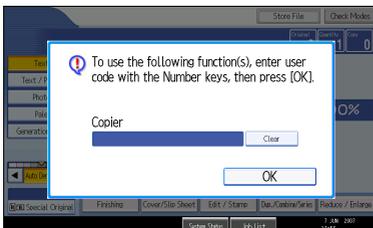
- If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

User Code Authentication (Using the Control Panel)

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

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

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



↓ Note

- To log 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].



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



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

Note

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

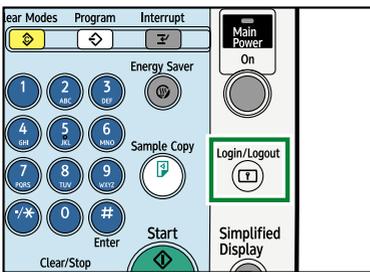
Logout (Using the Control Panel)

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

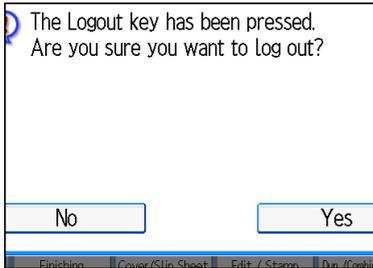
Important

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

1. Press the [Login/Logout] key.



2. Press [Yes].



1

Login (Using a Printer Driver)

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

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

↓ Note

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

Login (Using Web Image Monitor)

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

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

↓ Note

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

Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

↓ Note

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

Changing Modes

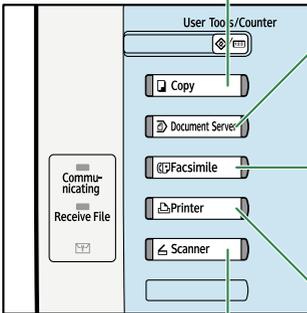
This section explains how to change modes.

1

Copier



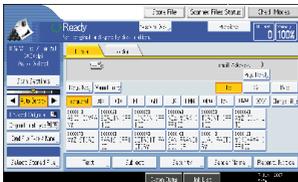
Document Server



Facsimile



Scanner



Printer



BCX027S

Note

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

1

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.

1

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.

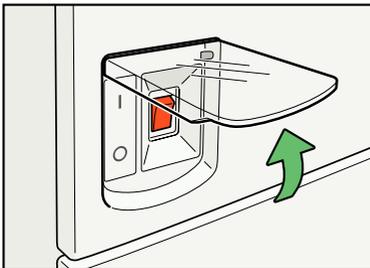
Turning On the Main Power

This section explains how to turn on the main power.

Important

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

The main power indicator goes on.



BCX021S

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.

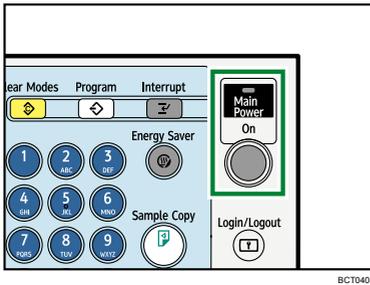
1

Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



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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 within the machine. Press [Restart] after the current process. Make the settings again 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.

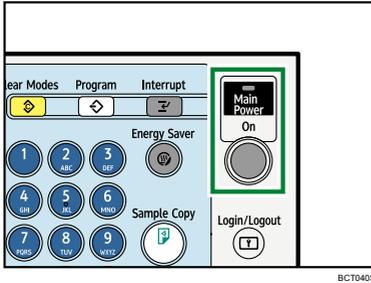
Turning Off the Power

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.

★ Important

- **Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.**
 - **Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.**
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 / Enquiry screen is displayed
 - When fixed warm-up is in progress
 - When data is being processed
 - When operations are suspended during printing
 - When the On-hook dialing function is in use
 - When a recipient is being registered in the address list or group dial list
 - When the Data In indicator is on or blinking
 - When the screen of stored document under the printer function is displayed
 - When the internal cooling fan is active

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.

2

Available Characters

This section explains which characters are available.

You can enter the following characters:

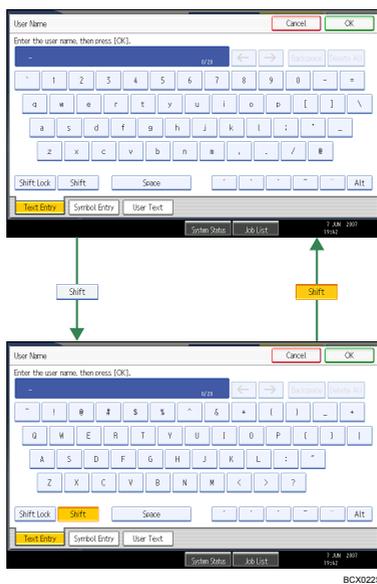
- Alphabetic characters
- Symbols
- Numerals

0123456789

Keys

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

You can change the entry screen using the keys below.



BCX0225

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

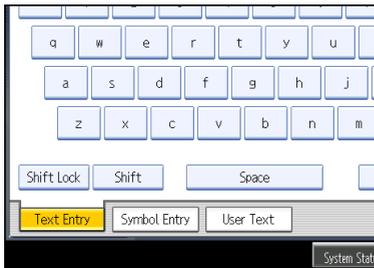
This section explains how to enter letters.

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

Entering symbols

This section explains how to enter symbols.

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



2. Press the symbols you want to enter.



Deleting characters

This section explains how to delete characters.

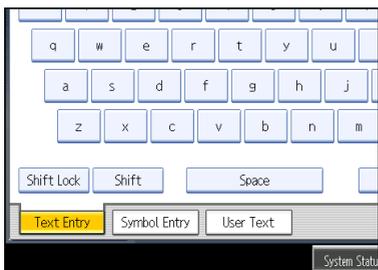
1. Press [Backspace] or [Delete All] to delete characters.

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.



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.

★ 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 95/98/Me/2000/XP/Vista, Windows Server 2003/2003 R2, or Windows NT4.0
 - Minimum display resolution: 800 × 600 pixels
- Recommended browsers:
 - Microsoft Internet Explorer 4.01 SP2 or later
 - Netscape 6.2 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] or [Read PDF manuals].

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

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

5. Click [Finish].

↓ Note

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

PDF Manuals

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

File path

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

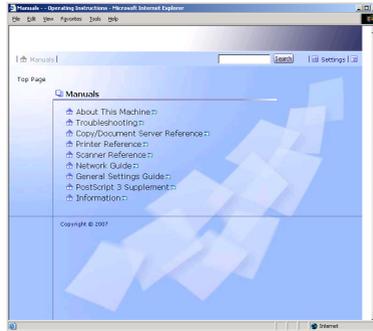
MANUAL_PDF\ENGLISH

Note

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

How to Use the Operating Instructions

This section explains how to use manuals.



3

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.

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

The browser opens, and then the manual appears.

Note

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

Opening from the CD-ROM

This section explains how to open a manual from the supplied “Manuals” and “Manuals for Administrators” CD-ROMs.

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

The browser opens, and then the manual appears.

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.

WARNING

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

CAUTION

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

Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the 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.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- 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.42 "Turning On/Off the Power"

Software and Utilities Included on the CD-ROM

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

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

The following are included in these CD-ROMs:

Font Manager

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

SmartDeviceMonitor for Admin

For the system administrator to manage network printers.

DeskTopBinder-SmartDeviceMonitor for Client

For users to manage their network print status.

Printer Utility for Mac

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

Note

- 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), the RPCS printer driver, and the Adobe PostScript printer drivers from the CD-ROM provided with this machine or download them from the supplier's Web site. If your operating system is Windows 95/98/Me/XP x64/Vista x64, Windows

Server 2003/2003 R2 x64, or Windows NT4.0, you must download the printer drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

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

Printer Language	PCL 6	PCL 5e	RPCS	PostScript 3
Windows 2000 * ¹	OK	OK	OK	OK
Windows XP * ²	OK	OK	OK	OK
Windows Vista * ³	OK	OK	OK	OK
Windows Server 2003 * ⁴	OK	OK	OK	OK
Mac OS * ⁵	—	—	—	OK
Mac OS X * ⁶	—	—	—	OK

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

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

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

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

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

*6 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. To use these drivers, the Printer Unit, the Printer/Scanner Unit, or the Printer Enhance Option is required.

RPCS printer driver

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

Adobe PostScript Printer Drivers and PPD files

Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions. 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 CD-ROM labeled “Scanner Driver and Utilities” provided with this machine:

`\DRIVERS\TWAIN`

System requirements

- Hardware
PC/AT-compatible machines that support the following operating system properly
- Operating system
Windows 95/98/Me/2000/XP/Vista
Windows Server 2003/2003 R2
Windows NT 4.0
- Display resolution
800 × 600 pixels, 256 colours or higher

Note

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

LAN-Fax Driver

This 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 98 / Me or Windows NT 4.0, you must

download the LAN-Fax driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

This driver is required to use LAN-Fax functions.

File path

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

\DRIVERS\LAN-FAX\XP_VISTA

System requirements

- Hardware
PC/AT-compatible
- Operating systems
Windows 2000/XP/Vista
Windows Server 2003/2003 R2
- Display
VGA 640 × 480 pixels or more

Note

- Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

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

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

File path

The software is included in the following folder on the CD-ROM labeled "Scanner Driver and Utilities" provided with this machine:

\UTILITY\DESKV2

System requirements

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

- When installing all functions of DeskTopBinder:
Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition
- When installing only SmartDeviceMonitor for Client:
Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition
Windows NT 4.0 SP5 or later

SmartDeviceMonitor for Admin

This section describes the file path and available functions of SmartDeviceMonitor for Admin.

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

File path

SmartDeviceMonitor for Admin is stored in the following folder in the CD-ROM labeled "Printer Drivers and Utilities":

\NETWORK\DEVMON\ADMIN\DISK1

Operating system	Protocol stack
Windows 95 / 98 / Me	TCP/IP provided with Windows 95 / 98 / Me IPX/SPX provided with Windows 95 / 98 / Me NetWare Client provided with Windows 95 / 98 Novell Client provided with Windows 95 / 98
Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client provided with Windows 2000 or Windows NT
Windows XP	TCP/IP provided with Windows XP IPX/SPX provided with Windows XP NetWare Client provided with Windows XP Novell Client provided with Windows XP
Windows Vista	TCP/IP provided with Windows Vista Novell Client provided with Windows Vista

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

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Available functions

SmartDeviceMonitor for Admin has the functions to check the followings:

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

Note

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

DeskTopBinder-SmartDeviceMonitor for Client

This section describes the file path and system requirements of DeskTopBinder-SmartDeviceMonitor for Client.

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

File path

DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":

\NETWORK\DEVMON\CLIENT\DISK1

Operating environment of the printer driver

- Applicable computer
Machines which properly work with the applicable OS below. PC/AT compatible machine.
- Applicable OS
Windows 95/98/Me/2000/XP/Vista
Windows Server 2003/2003 R2
Windows NT 4.0

 **Note**

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

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

- Scanning originals: 600 dpi
- Printing: 600 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (23°C, rated voltage):

- Main power switch: 18 seconds or less
- Operation switch:
 - Type 1: 10 seconds or less
 - Type 2: 15 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3□, 11 × 17□

Paper size:

- Trays: A3□ - A5□, 11 × 17□ - 7¹/₄ × 10¹/₂□□

- Bypass: A3□ - A6□, 12 × 18□ - 5¹/₂ × 8¹/₂□
- 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□ - A5□, 11 × 17□ - 7¹/₄ × 10¹/₂□

Paper weight:

- Trays: 60 - 169 g/m², 16 - 45 lb.
- Bypass: 52 - 220 g/m², 14 - 58 lb.
- Duplex: 60 - 169 g/m², 16 - 45 lb.

Non-reproduction area (Copier):

- Leading edge: 1.0 - 5.0 mm, 0.04 - 0.2 inches
- Trailing edge: 0.0 - 4.0 mm, 0.00 - 0.2 inches
- 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:

- Type 1: 4.1 seconds or less
- Type 2: 3.5 seconds or less
(A4□, 8¹/₂ × 11□, 100% reproduction, feeding from Tray 1, on the exposure glass)

Copying speed:

- Type 1: 40 copies/minute (A4□, 8¹/₂ × 11□)
- Type 2: 50 copies/minute (A4□, 8¹/₂ × 11□)

Reproduction ratio:

- Preset reproduction ratios:
 - Enlargement

Metric version	Inch version
400%	400%
200%	200%
141%	155%
122%	129%
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: From 25 to 400% in increments of 1%

Maximum continuous copy run:

999 sheets

Paper capacity (80 g/m², 20 lb.):

- Trays 1, 2: 550 sheets
- Bypass tray: 100 sheets

Power consumption:

- Main unit only

	Type 1	Type 2
Warm-up	About 1.39 kW	About 1.39 kW
Stand-by	About 155 W	About 165 W
During printing	About 0.78 kW	About 0.88 kW
Maximum	Less than 1.39 kW	Less than 1.39 kW

- Complete system

	Type 1	Type 2
Warm-up	About 1.41 kW	About 1.41 kW

	Type 1	Type 2
Stand-by	About 180 W	About 190 W
During printing	About 0.94 kW	About 1.02 kW
Maximum	Less than 1.41 kW	Less than 1.41 kW

- The complete system consists of the main unit, ADF, internal tray 2, paper tray unit, bridge unit, 2 tray finisher, LCT, fax unit and printer/scanner unit.
- The measurements are actual values.

Dimensions (W × D × H up to exposure glass, with paper tray unit):

Types 1, 2: 670 × 677 × 1020 mm, 26.4 × 26.7 × 40.2 inches

Space for main unit (W × D):

Types 1, 2: 670 × 677 mm, 26.4 × 26.7 inches

Noise emission:

- Sound power level:
 - Main unit only

	Type 1	Type 2
Stand-by	35.9 dB (A)	35.6 dB (A)
Copying	65.6 dB (A)	68.2 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	36.2 dB (A)	36.2 dB (A)
Copying	71.8 dB (A)	72.3 dB (A)

- Sound pressure level:
 - Main unit only

	Type 1	Type 2
Stand-by	24.6 dB (A)	22.7 dB (A)
Copying	52.4 dB (A)	56.0 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	22.3 dB (A)	20.6 dB (A)
Copying	61.2 dB (A)	61.3 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.
- The complete system consists of the main unit, ADF, lower paper trays, large capacity tray (LCT), and 3000-sheet finisher.

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Weight:

Types 1, 2: Approx. 85 kg, 187.4 lb.

Document Server**HDD:**

40 GB

HDD (Document Server):

Approx. 9 GB

Capacity:

- Copy: Approx. 200 pages (ITUT-No.4 chart)
- Printer: Approx. 100 pages (600 dpi)
- Scanner: Approx. 200 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 8¹/₂ × 11: Approx. 1,200 sheets at maximum)

(The capacity differs depending on the functions used.)

Capacity (Others):

Approx. 1 GB

Specifications for Exposure Glass Cover (Optional)

This section describes specifications for exposure glass cover.

Lower the exposure glass cover over originals.

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:
 - 1-sided originals: A3  - B6 JIS (Japanese Industrial Standard) 
 - 2-sided originals: A3  - A5 
- Inch version:
 - 1-sided originals: 11 × 17  - 5¹/₂ × 8¹/₂ 
 - 2-sided originals: 11 × 17  - 5¹/₂ × 8¹/₂ 

Original weight:

- 1-sided originals: 40 - 128 g/m² (10 - 34 lb.)
- 2-sided originals: 52 - 128 g/m² (14 - 34 lb.)

Number of originals to be set:

100 sheets (80 g/m², 20 lb.)

Maximum power consumption:

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

Dimensions (W × D × H):

570 × 520 × 135 mm, 22.5 × 20.5 × 5.4 inches

Weight:

Approx. 12 kg, 26.5 lb.

Note

- Specifications are subject to change without notice.

Specifications for 1000-Sheet Finisher (Optional)

This section describes specifications for the 1000-sheet finisher.

Finisher Upper Tray

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

Paper size:

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

Paper weight:

52 - 260 g/m², 14 - 68 lb.

Stack capacity (80 g/m², 20 lb.):

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

Finisher Shift Tray

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

Paper size:

A3□, B4 JIS□, A4□, B5 JIS□, A5□, 12 × 18□, 11 × 17□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10¹/₂□, 8 × 10□, 5¹/₂ × 8¹/₂□, 7¹/₄ × 10¹/₂□, 8K□, 16K□

Paper weight:

52 - 163 g/m², 14 - 43 lb.

Stack capacity (80 g/m², 20 lb.):

- 1,000 sheets: A4, 8¹/₂ × 11 or smaller
- 500 sheets: B4 JIS, 8¹/₂ × 14 or larger

Staple paper size:

A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8¹/₂ × 14□, 8¹/₄ × 14□, 8¹/₂ × 13□, 8¹/₄ × 13□, 8 × 13□, 8¹/₂ × 11□, 8 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□

Staple paper weight:

64 - 90 g/m², 17 - 28 lb.

Staple capacity (80 g/m², 20 lb.):

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

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

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

Staple position:

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 2 Tray Finisher (Optional)

This section describes specifications for the 2 tray finisher.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of the 2 tray finisher.

Paper size:

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

Paper weight:

52 - 163 g/m², 14 - 43 lb.

Stack capacity (80 g/m², 20 lb.):

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

Finisher Shift Tray

This section describes specifications for the finisher shift tray of the 2 tray finisher.

Paper size:

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

Paper weight:

52 - 256 g/m², 14 - 68 lb.

Stack capacity (80 g/m², 20 lb.):

- 3,000 sheets: A4□, 8¹/₂ × 11□
- 1,500 sheets: A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, 12 × 18□
- 500 sheets: A5□
- 100 sheets: A5□, B6 JIS□, A6□, 5¹/₂ × 8¹/₂□

Staple paper size:

A3□, B4 JIS□, A4□, B5 JIS□, 12 × 18□, 11 × 17□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8¹/₂ × 14□, 8¹/₄ × 14□, 8¹/₂ × 13□, 8¹/₄ × 13□, 8 × 13□, 8¹/₂ × 11□, 8 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□, 8K□, 16K□

Staple paper weight:

64 - 90 g/m², 17 - 24 lb.

Staple capacity (80 g/m², 20 lb.):

- Without Mixed Size:
 - 30 sheets: A3□, B4 JIS□, 12 × 18□, 11 × 17□, 8¹/₂ × 14□
 - 50 sheets: A4□, B5 JIS□, 8¹/₂ × 11□
- With Mixed Size:
 - 30 sheets: A3□/ A4□, B4 JIS□/ B5 JIS□, 11 × 17□/ 8¹/₂ × 11□

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

- Without Mixed Size:
 - 2 - 19 sheets: 150 sets (A4□, 8¹/₂ × 11□)
 - 20 - 50 sheets: 150 - 60 sets (A4□, 8¹/₂ × 11□)
 - 2 - 14 sheets: 100 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 15 - 50 sheets: 100 - 30 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 2 - 14 sheets: 100 sets (other size paper)
 - 15 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
 - 2 - 30 sheets: 50 sets: A3□/ A4□, B4 JIS□/ B5 JIS□, 11 × 17□/ 8¹/₂ × 11□

Staple position:

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

Power consumption:

Approx. 96 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

657 × 613 × 960 mm, 25.8 × 24.2 × 37.8 inches

Weight:

- Approx. 54 kg, 119.1 lb. (without punch kit)
- Approx. 56 kg, 123.5 lb. (with punch kit)

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:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10¹/₂, 8 × 10, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, 8K, 16K, custom size

Paper weight:

52 - 163 g/m², 14 - 43 lb.

Stack capacity (80 g/m², 20 lb.):

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

Finisher Shift Tray

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

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10¹/₂, 8 × 10, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, 8K, 16K, custom size

Paper weight:

52 - 256 g/m², 14 - 68 lb.

Stack capacity (80 g/m², 20 lb.):

- 2,000 sheets: A4, 8¹/₂ × 11
- 1,000 sheets: A3, B4 JIS, A4, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 12 × 18
- 500 sheets: A5
- 100 sheets: A5, B6 JIS, A6, 5¹/₂ × 8¹/₂

Staple paper size:

A3□, B4 JIS□, A4□, B5 JIS□, 12 × 18□, 11 × 17□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8¹/₂ × 14□, 8¹/₄ × 14□, 8¹/₂ × 13□, 8¹/₄ × 13□, 8 × 13□, 8¹/₂ × 11□, 8 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□, 8K□, 16K□

Staple paper weight:

64 - 90 g/m², 17 - 24 lb.

Staple capacity (80 g/m², 20 lb.):

- Without Mixed Size:
 - 30 sheets: A3□, B4 JIS□, 12 × 18□, 11 × 17□, 8¹/₂ × 14□
 - 50 sheets: A4□, B5 JIS□, 8¹/₂ × 11□
- With Mixed Size:
 - 30 sheets: A3□/ A4□, B4 JIS□/ B5 JIS□, 11 × 17□/8¹/₂ × 11□

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

- Without Mixed Size:
 - 2 - 12 sheets: 150 sets (A4□, 8¹/₂ × 11□)
 - 13 - 50 sheets: 150 - 40 sets (A4□, 8¹/₂ × 11□)
 - 2 - 9 sheets: 100 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 10 - 50 sheets: 100 - 20 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 2 - 9 sheets: 100 sets (other size paper)
 - 10 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
 - 2 - 30 sheets: 50 sets: A3□/ A4□, B4 JIS□/ B5 JIS□, 11 × 17□/8¹/₂ × 11□

Staple position:

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

Finisher Booklet Tray

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

Saddle stitch paper size:

A3□, B4 JIS□, A4□, B5 JIS□, 12 × 18□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□

Saddle stitch paper weight:

64 - 90 g/m², 17 - 24 lb.

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

1 set: 15 sheets

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

- 2 - 5 sheets: 30 sets
- 6 - 10 sheets: 15 sets
- 11 - 15 sheets: 10 sets

Saddle stitch position:

Centre 2 positions

Power consumption:

Approx. 96 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

657 × 613 × 960 mm, 25.8 × 24.2 × 37.8 inches

Weight:

- Approx. 63 kg, 138.9 lb. (without punch kit)
- Approx. 65 kg, 143.3 lb. (with punch kit)

Specifications for Punch Kit (2 Tray Finisher, Booklet Finisher) (Optional)

This section describes specifications for the punch kit (2 tray finisher, booklet finisher).

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, $5\frac{1}{2} \times 8\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13 , $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 13$, $8\frac{1}{4} \times 14$, $8 \times 10\frac{1}{2}$, 8×10 , 11×15 , 11×14 , 10×15 , 10×14 , 8K, 16K
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, $8 \times 10\frac{1}{2}$, 8×10
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11×17 , 11×15 , 11×14 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$, $8 \times 10\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, 16K
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, $5\frac{1}{2} \times 8\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13 , $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 13$, $8\frac{1}{4} \times 14$, $8 \times 10\frac{1}{2}$, 8×10 , 11×15 , 11×14 , 10×15 , 10×14 , 8K, 16K
4 holes type: 4 holes	☐: A4, B5 JIS, A5, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, $8 \times 10\frac{1}{2}$, 8×10
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, B5 JIS, A5, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, $5\frac{1}{2} \times 8\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, 8×13 , $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 13$, $8\frac{1}{4} \times 14$, $8 \times 10\frac{1}{2}$, 8×10 , 11×15 , 11×14 , 10×15 , 10×14 , 8K, 16K
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, $8 \times 10\frac{1}{2}$, 8×10
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11×17 , 11×15 , 11×14 , 10×15 , 10×14 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K

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

Paper weight:

52 - 163 g/m², 14 - 43 lb.

Power consumption:

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

Dimensions (W × D × H):

110 × 484 × 117 mm, 4.4 × 190.6 × 46.1 inches

Weight:

Approx. 2.9 kg, 6.4 lb.

Specifications for Bridge Unit (Optional)

This section describes specifications for the bridge unit.

Stack capacity (80 g/m², 20 lb.):

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

Dimensions (W × D × H):

415 × 412 × 111 mm, 16.4 × 16.3 × 4.4 inches

Weight:

Approx. 5 kg, 11 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:

A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 11 × 14, 11 × 15, 10 × 14, 10 × 15, 8K, 16K, custom size

Paper weight:

60 - 105 g/m², 16 - 28 lb.

Paper capacity (80 g/m², 20 lb.):

125 sheets: A4, 8¹/₂ × 11 or smaller

Power consumption:

Approx. 10 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

565 × 410 × 115 mm, 22.2 × 16.1 × 4.5 inches

Weight:

Approx. 2.5 kg, 1.13 lb.

Specifications for Lower Paper Trays (Optional)

This section describes specifications for the lower paper trays.

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 8¹/₂ × 13, 8¹/₄ × 13, 8 × 13, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, 8¹/₄ × 14, 8 × 10¹/₂, 8 × 10, 11 × 15, 10 × 14, custom size

Paper weight:

60 - 169 g/m², 16 - 45 lb.

Paper capacity (80 g/m², 20 lb.):

550 sheets × 2 trays

Power consumption:

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

Dimensions (W × D × H):

580 × 620 × 260 mm, 22.9 × 24.5 × 10.3 inches

Weight:

Approx. 26 kg, 57.3 lb.

Specifications for Tray 3 (LCT) (Optional)

This section describes specifications for the tray 3 (LCT).

Paper size:

A4□, 8¹/₂ × 11□

Paper weight:

60 - 169 g/m², 16 - 45 lb.

Paper capacity (80 g/m², 20 lb.):

1,000 sheets × 2 trays

Power consumption:

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

Dimensions (W × D × H):

580 × 650 × 260 mm, 22.9 × 24.5 × 10.3 inches

Weight:

Approx. 26 kg, 57.3 lb.

Specifications for Large Capacity Tray (LCT) (Optional)

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

Paper size:

A4, B5 JIS, 8 1/2 × 11

Paper weight:

60 - 169 g/m², 16 - 45 lb.

Paper capacity (80 g/m², 20 lb.):

1,200 sheets

Power consumption:

Maximum 55 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

530 × 540 × 290 mm, 20.9 × 21.3 × 11.4 inches

Weight:

Approx. 14 kg, 30.9 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

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 - 2472 MHz (1 - 13 channels)
 - 5180 - 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)
- IEEE 802.11b/g wireless LAN:
2412 - 2462 MHz (1 - 11 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode

Note

- SmartDeviceMonitor and Web Image Monitor are 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.

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.

★ Important

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

Trays 1 - 2, and lower paper trays

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 169 g/m ² , 16 - 45 lb.	*1 A3□, B4 JIS□, A4□ □, B5 JIS□□, A5□, 8 ¹ / ₂ × 11□	*1 11 × 17□, 8 ¹ / ₂ × 14 □, 8 ¹ / ₂ × 11□□, 7 ¹ / ₄ × 10 ¹ / ₂ □, B4 JIS□, A4□, B5 JIS□, A5□	550 sheets
60 - 169 g/m ² , 16 - 45 lb.	*2 11 × 17□, 11 × 14 □, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 11 × 15□, 11 × 15□, 10 × 14□	*2 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 11 × 15□, 10 × 14□, A3□, B4 JIS□, A4□, B5 JIS□	550 sheets
60 - 169 g/m ² , 16 - 45 lb.	*3 Custom size Vertical: 182 - 305 mm Horizontal: 210 - 432 mm	*3 Custom size Vertical: 7.17 - 12.00 inches Horizontal: 8.27 - 17.00 inches	550 sheets

Bypass tray (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb. Thin paper	*1 A3□, A4□□, A5□ □, A6□	*1 11 × 17□, 8 ¹ / ₂ × 11□ □, 5 ¹ / ₂ × 8 ¹ / ₂ □	100 sheets

Paper type and weight	Metric version	Inch version	Paper capacity
52 - 60 g/m ² , 14 - 16 lb.			
60 - 105 g/m ² , 16 - 28 lb. Thin paper 52 - 60 g/m ² , 14 - 16 lb.	*4 B4 JIS□, B5 JIS□□, B6 JIS□, 12 × 18□, 11 × 17□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10 ¹ / ₂ □□, 8 × 10□□, 7 ¹ / ₄ × 10 ¹ / ₂ □□, 5 ¹ / ₂ × 8 ¹ / ₂ □, 11 × 14□, 11 × 15□, 10 × 14□, 10 × 15□	*4 A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□, A6□, 12 × 18□, 8 ¹ / ₂ × 13□, 8 × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10 ¹ / ₂ □□, 8 × 10□□, 7 ¹ / ₄ × 10 ¹ / ₂ □□, 5 ¹ / ₂ × 8 ¹ / ₂ □, 11 × 14□, 11 × 15□, 10 × 14□, 10 × 15□	100 sheets
60 - 105 g/m ² , 16 - 28 lb. Thin paper 52 - 60 g/m ² , 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 *6 105 - 220 g/m ² , 28 - 58 lb.	*1 A3□, A4□□, A5□□, A6□	*1 11 × 17□, 8 ¹ / ₂ × 11□□, 5 ¹ / ₂ × 8 ¹ / ₂ □	*7
Thick paper *6 105 - 220 g/m ² , 28 - 58 lb.	*4 B4 JIS□, B5 JIS□□, B6 JIS□, 12 × 18□, 11 × 17□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10 ¹ / ₂ □□, 8 × 10□□, 7 ¹ / ₄ × 10 ¹ / ₂ □□, 5 ¹ / ₂ × 8 ¹ / ₂ □, 11 × 14□, 11 × 15□, 10 × 14□, 10 × 15□	*4 A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, A6□, 12 × 18□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10 ¹ / ₂ □□, 8 × 10□□, 7 ¹ / ₄ × 10 ¹ / ₂ □□, 5 ¹ / ₂ × 8 ¹ / ₂ □, 11 × 14□, 11 × 15□, 10 × 14□, 10 × 15□	*7

Paper type and weight	Metric version	Inch version	Paper capacity
Thick paper *6 105 - 220 g/m ² , 28 - 58 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	*7
Translucent paper	A3☐, A4☐☐, A5☐☐, 8 × 13☐	A3☐, 11 × 17☐, 8 ¹ / ₂ × 11☐☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐	*7 *9
OHP transparencies *8	A4☐	8 ¹ / ₂ × 11☐	*7 *9
Label paper (adhesive labels)	A3☐, A4☐☐, A5☐☐, 8 × 13☐	A3☐, 11 × 17☐, 8 ¹ / ₂ × 11☐☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐	1 sheet

Tray 3 (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 169 g/m ² , 16 - 45 lb.	A4☐ *10	8 ¹ / ₂ × 11☐ *10	1,000 sheets × 2

Large capacity tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 169 g/m ² , 16 - 45 lb.	A4☐, B5 JIS☐ *10	8 ¹ / ₂ × 11☐ *10	1,200 sheets

- *1 The paper size is detected automatically.
- *2 Select the paper size in System Settings. For details about Tray Paper Size: Tray 1-4, see "System Settings", General Settings Guide.
- *3 Enter the paper size using the number keys in System Settings. For details about Tray Paper Size: Tray 1-4, 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/m², 28 lb. or heavier) paper, select [Thick Paper]. See “Copying from the Bypass Tray”, 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. For details about Paper Type: Bypass Tray, see “System Settings”, General Settings Guide.
- When loading paper in the paper trays 1 - 2, and the lower paper trays, place the print side face up.
- When loading paper in the bypass tray, the tray 3 (LCT), and the large capacity tray, place the print side face down.
- When you use the bypass tray, it is recommended to set the paper direction to .
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use colour 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 “A4” or “8 1/2 × 11”. 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 A4 or 8 1/2 × 11 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 .
- When copying or printing onto letterhead paper, the paper placing orientation is different depends on which function you are using. See “Orientation-fixed paper or two-sided paper”, Troubleshooting.
- 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.95 "Unusable Paper"

Unusable Paper

This section describes paper unusable on this machine.

CAUTION

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

Important

- **To prevent faults, do not use any of the following kinds of treated paper:**
 - Paper for inkjet printers
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed-edge paper
 - Colour 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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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

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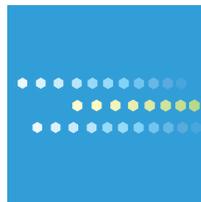
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Operating Instructions About This Machine



Type for MP 4000/MP 4000B/Aficio MP 4000/Aficio MP 4000B
Type for MP 5000/MP 5000B/Aficio MP 5000/Aficio MP 5000B
Printed in China

AE  D012-7755



D0127755