

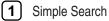


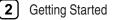
### MP 6001/MP 7001/MP 8001/MP 9001 MP 6001/MP 7001/MP 8001/MP 9001 Aficio<sup>™</sup> MP 6001/7001/8001/9001

# Operating Instructions About This Machine

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







- 3 Adding Paper
- 4 Adding Toner and Staples
- 5 Entering Text
- 6 Operating Instructions
- 7 Remarks
- 8) Appendix

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

# **Documentation for This Machine**

About This Machine (This manual)	
Troubleshooting	
	~ ~
Copy and Document Server Reference	🗊 🙆
Facsimile Reference	
Sending and receiving faxes	(
Using the fax function through a computer	🔕
Changing the default settings of the fax function, and related information	(5)
Printer Reference	
Installing the driver for the printer function	(2)
Changing the default settings of the printer function, and related information	(
Scanner Reference	
Sending scan files	(5)
Storing scan files	(5)
Changing the default settings of the scanner function, and related information	💿
Network and System Settings Guide	
Connecting to a network	💿
Registering addresses for fax/scanner functions	💿
Changing the default settings of the system, and related information	(3)
Security Reference	
PostScript 3 Supplement	
UNIX Supplement	
Quick Reference Copy Guide	
Quick Reference Printer Guide	
Quick Reference Fax Guide	
Quick Reference Scanner Guide	

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# **Manuals for This Machine**

Read this manual carefully before you use this machine.

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

#### 🔂 Important

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

#### About This Machine

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

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

#### Troubleshooting

Provides a guide for resolving common usage-related problems.

#### Copy and Document Server Reference

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

#### Facsimile Reference

Explains Facsimile functions and operations.

#### Printer Reference

Explains Printer functions and operations.

#### Scanner Reference

Explains Scanner functions and operations.

#### Network and System Settings Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

#### Security Reference

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

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

• Change the user name and password of the administrator using Web Image Monitor.

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

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

#### PostScript 3 Supplement

Explains how to set up and use PostScript 3.

#### Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

#### Vote

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

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

#### \*1 Optional

# **Manuals List**

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

# What You Can Do with This Machine

This section introduces the features of this machine.

Note

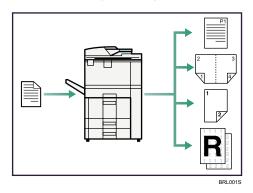
• For details about options, see "Options".

#### Reference

• p.51 "Options"

#### Using This Machine as a Copier

You can make copies of originals.



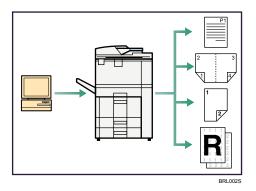
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the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

#### Reference

• See Copy and Document Server Reference 🗊 💿.

#### Using This Machine as a Printer

You can print documents created in applications.



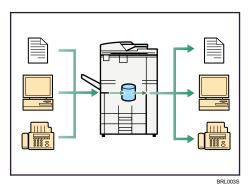
- This machine supports network and local connections.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver.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

#### Reference

• See Printer Reference ④.

#### **Utilizing Stored Documents**

You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. With DeskTopBinder 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).



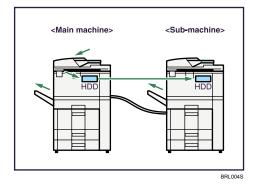
- You can retrieve documents scanned in copier mode, if the Printer/Scanner unit is installed. For details, see Scanner Reference .
- You can also retrieve stored documents scanned in scanner mode.
- Using File Format Converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

#### Reference

- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Guide<sup>(2)</sup>.
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference .
- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference<sup>®</sup>.
- For details about DeskTopBinder, see DeskTopBinder manuals.

#### **Connecting Two Machines for Copying**

You can connect two machines together with Copy Connector (optional). When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so that copies can be made on both machines simultaneously (Connect Copy).



- You can complete large volume copy runs in shorter time.
- Even if one machine runs out of paper, or stops because of a paper jam, the other machine can still continue to finish the job.

#### 🖪 Reference

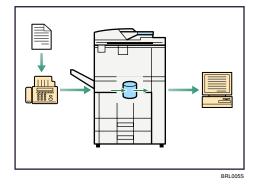
• See "Connect Copy", Copy and Document Server Reference

#### Paperless Fax Transmission and Reception

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

#### Reception

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



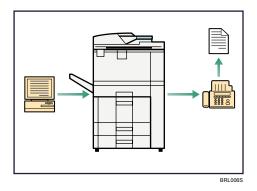
You can use DeskTopBinder or a Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

#### Reference

See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference
 .

#### Transmission

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



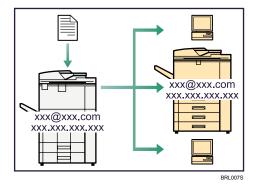
- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

#### Reference

- For details about the machine's settings, see "Network Settings Required to Use the Printer/LAN-Fax", Network and System Settings Guide<sup>(2)</sup>.
- For details about how to use the function, see "Fax via Computer", Facsimile Reference 🙆.

#### Fax Transmission and Reception Over the Internet

You can send and receive faxes over your LAN and the Internet.



#### **E-mail Transmission**

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

- To send a document, specify an e-mail address instead of dialing the destination telephone number (Internet Fax and E-Mail Transmission).
- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception and Mail to Print).
- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

#### IP-Fax

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

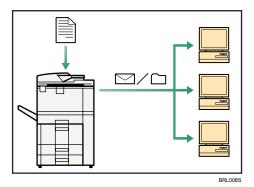
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

#### Reference

 For details about settings, see "Network Settings Required to Use Internet Fax", Network and System Settings Guide<sup>(3)</sup>. • For details about how to transmit and receive documents over the Internet, see "Transmission" and "Reception", Facsimile Reference .

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

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



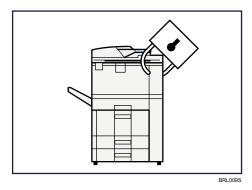
- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner).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

#### Reference

- For details about sending scan files by e-mail, see "Specifying a Destination", Facsimile Reference
   and "Sending Scan Files by E-mail", Scanner Reference
- For details about file storage, see Scanner Reference.
- For details about sending scan files by Scan to Folder, see "Specifying a Destination", Facsimile Reference, and "Sending Scan Files to Folders", Scanner Reference.
- For details about the machine's settings for network delivery scanner, see "Network Settings Required to Use the Network Delivery Scanner", Network and System Settings Guide<sup>(3)</sup>.
- For details about how to use the network delivery scanner function, see "Delivering Scan Files", Scanner Reference<sup>®</sup>.
- For details about sending using WSD, see "Sending Scan Files Using WSD", Scanner Reference
   .

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

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



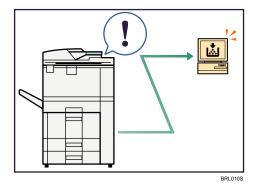
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

#### Reference

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

#### Monitoring and Setting the Machine Via Computer

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

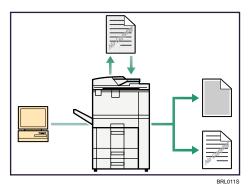


• Web Image Monitor lets you configure and operate the machine using a Web browser on a computer. You can also install SmartDeviceMonitor for Admin on a computer to configure and operate the machine.

- 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
 and Security Reference

## Notice

#### Important

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good 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.

# How to Read This Manual

#### Symbols

This manual uses the following symbols:

#### Comportant 🔁

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

#### Note

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

#### 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.

#### Ô

Indicates instructions in book form.

#### 

Indicates instructions in sheet form.

٢

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



Indicates instructions provided on this company's Web site.

#### **Machine Types**

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

• Type 1: MP 6001/Aficio MP 6001

- Type 2: MP 7001/Aficio MP 7001
- Type 3: MP 8001/Aficio MP 8001
- Type 4: MP 9001/Aficio MP 9001

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

#### Names of Major Items

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

- Auto document feeder  $\rightarrow$  ADF
- Large capacity tray (Optional) → LCT

#### Notes

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

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

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

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

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

# **Safety Information**

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

#### **Safety During Operation**

In this manual, the following important symbols are used:

### **WARNING**

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

### 

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

#### Safety Precautions to be Followed

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

#### Environments where the machine can be used

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

### **WARNING**

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

### 

- 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.

• When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.

### 

• Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.

#### Handling power cords and power plugs

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

### **WARNING**

- Connect this machine only to a power source that matches the specifications shown in "Specifications for the Main Unit" in this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

### **WARNING**

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

### **WARNING**

• Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

### \Lambda WARNING

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

### **WARNING**

• It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

• When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

### 

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

### 

- 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.
- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

#### 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.

### 

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

### 

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

### 

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

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

### 

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Do not look into the lamp. It can damage your eyes.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

#### Handling the machine's interior

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

### **WARNING**

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

### 

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

### 

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.
- When loading paper, take care not to trap or injure your fingers.
- During operation, rollers for transporting the paper and originals revolve. A safety device has been 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.

### **MARNING**

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

### **WARNING**

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

### **WARNING**

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

### **WARNING**

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

### 

• Do not reuse stapled paper. Otherwise, a fire might occur.

### 

 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.

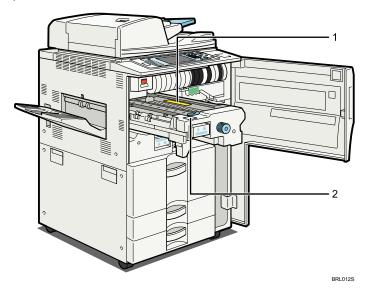
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

# Safety Labels of This Machine

This section explains the machine's safety information labels.

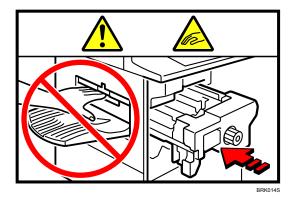
#### Positions of WARNING and CAUTION labels

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

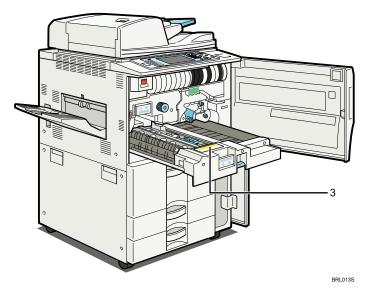




The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

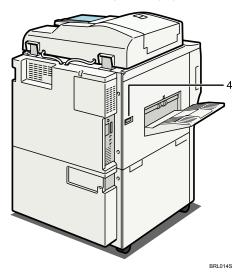


Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



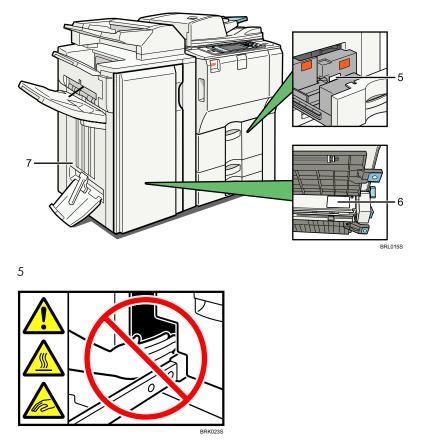


Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

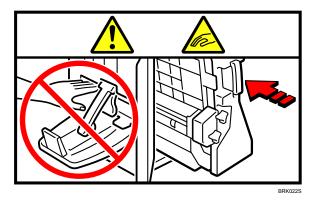




Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



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



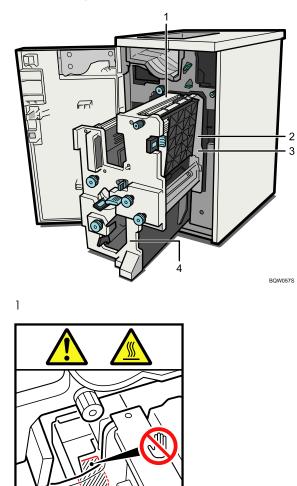
Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.





Do not touch the paper exit section of the finisher. It could cause injury.

#### **Multi-Folding Unit**



BQW058S

Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.



Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.





Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.

4



Do not touch the parts a label indicates. The inside of the Multi-Folding Unit could be very hot. Caution should be taken when removing misfed paper.

#### **Power Switch Symbols**

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

- I:POWER ON.
- O:POWER OFF.
- Ψ:STANDBY.

# **ENERGY STAR Program**

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



This company is a participant in the ENERGY STAR<sup>®</sup> Program.

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

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

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

It is an open program in which manufacturers participate voluntarily.

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

### **Vote**

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

## Reference

• p.36 "Energy Saving Functions"

# **Energy Saving Functions**

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

### Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is 1 minute. This default time can be changed.

### Off Mode (on machines with only copier function)

- If this machine remains idle for a specified period, it automatically turns off its power.
- The default delay time the machine waits before entering Off Mode for type 1 or 2 is 1 minute. This default time can be changed.
- The default delay time the machine waits before entering Off Mode for type 3 is 16 minutes. This default time can be changed.
- The default delay time the machine waits before entering Off Mode for type 4 is 15 minutes. This default time can be changed.

### Sleep Mode (on machines with facsimile, printer, or scanner functions)

- If this machine remains idle for a specified period, it automatically enters Sleep Mode to reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode for type 1 or 2 is 1 minute. This default time can be changed.
- The default delay time the machine waits before entering Sleep Mode for type 3 is 16 minutes. This default time can be changed.
- The default delay time the machine waits before entering Sleep Mode for type 4 is 15 minutes. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

### Specifications

### On machines with only copier function

	Type 1	Туре 2	Туре З	Type 4
Reduced Electrical Consumption by Low Power Mode	190 W	190 W	190 W	211 W
Time of Switch into Low Power Mode	1 minute	1 minute	1 minute	1 minute

	Туре 1	Туре 2	Туре 3	Type 4
Time of Switch out from Low Power Mode	10 seconds	10 seconds	10 seconds	30 seconds
Reduced Electrical Consumption by Off Mode	7.3 W	7.3 W	7.3 W	7.3 W
Time of Switch into Off Mode	1 minute	1 minute	16 minutes	15 minutes
Time of Switch out from Off Mode	30 seconds or less	30 seconds or less	60 seconds or less	300 seconds or less
Reduced Electrical Consumption by Sleep Mode	-	-	-	-
Time of Switch into Sleep Mode	-	-	-	-
Time of Switch out from Sleep Mode	-	-	-	-

# On machines with printer, or scanner functions

	Type 1	Туре 2	Туре З	Type 4
Reduced Electrical Consumption by Low Power Mode	190 W	190 W	190 W	211 W
Time of Switch into Low Power Mode	1 minute	1 minute	1 minute	1 minute
Time of Switch out from Low Power Mode	10 seconds	10 seconds	10 seconds	30 seconds
Reduced Electrical Consumption by Off Mode	-	-	-	-
Time of Switch into Off Mode	-	-	-	-
Time of Switch out from Off Mode	-	-	-	-

	Type 1	Туре 2	Туре З	Type 4
Reduced Electrical Consumption by Sleep Mode	7.4 W	7.4 W	7.4 W	7.4 W
Time of Switch into Sleep Mode	1 minute	1 minute	16 minutes	15 minutes
Time of Switch out from Sleep Mode	30 seconds or less	30 seconds or less	60 seconds or less	300 seconds or less

\*1 The machine might not recover in the time indicated, depending on the conditions of the environment it is operating in.

## Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Network and System Settings Guide<sup>1</sup>.

## Reference

"Timer Settings", Network and System Settings Guide<sup>®</sup>

# Laws and Regulations

# Legal Prohibition

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.

## Laser Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains multiple AlGaInP laser diodes, 15-milliwatt, 657 - 663 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 internal cover that is revealed when the front cover is opened.



### Caution:

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

# 1. Simple Search

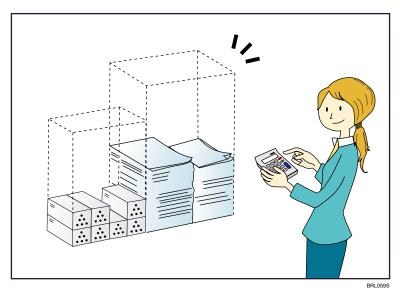
You can search for a procedure either by keyword or by what you want to do.

# Searching by What You Want to Do

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

## I Want to Reduce my Costs!

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



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

 $\Rightarrow$  See "Duplex Copying", Copy and Document Server Reference  $\widehat{\square}$  O .

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

 $\Rightarrow$  See "Combined Copying", Copy and Document Server Reference  $\widehat{\square}$   $\bigcirc$ .

 $\Rightarrow$  See "Combine Two Originals", Facsimile Reference 🙆.

### Printing received faxes on both sides of sheets (Two-Sided Print)

⇒ See "Two-Sided Printing", Facsimile Reference.

### Converting received faxes to electronic formats (Paperless Fax)

 $\Rightarrow$  See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference @.

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

 $\Rightarrow$  See "Sending Fax Documents from Computers", Facsimile Reference @.

### **Reducing electricity consumption**

 $\Rightarrow$  See "Timer Settings", Network and System Settings Guide @.

# I Want to Convert Documents to Electronic Formats Easily!

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



#### Sending scan files

 $\Rightarrow$  See "Basic Procedure for Sending Scan Files by E-mail", Scanner Reference @.

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

⇒ See "Sending the URL by E-mail", Scanner Reference.

### Storing scan files in a shared folder

⇒ See "Basic Procedure When Using Scan to Folder", Scanner Reference.

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

⇒ See "Folder Transmission", Facsimile Reference.

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

⇒ See "Relationship between Document Server and Other Functions", Copy and Document Server Reference 🗊 🙆.

## I Want to Register Destinations!

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



### Using the control panel to register destinations in the address book

- $\Rightarrow$  See "Registering Entered Destinations to the Address Book", Facsimile Reference @.
- $\Rightarrow$  See "Registering a Directly-Entered Destination in the Address Book", Scanner Reference @.

### Using Web Image Monitor to register destinations from a computer

⇒ See "To add new receiver", Facsimile Reference .

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

 $\Rightarrow$  See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference 0 .

# I Want to Operate the Machine More Effectively!

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



### Registering and using frequently-used settings (Program)

- ⇒ See "Registering Frequently Used Functions", Copy and Document Server Reference 🗊 🙆.
- ⇒ See "Registering Frequently Used Settings", Facsimile Reference.
- ⇒ See "Registering Frequently Used Settings", Scanner Reference.

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

- $\Rightarrow$  See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference  $\widehat{\mathbb{D}}$  O.
- $\Rightarrow$  See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference @.
- $\Rightarrow$  See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference @.

1

# Searching by Keyword

You can search for a procedure by keyword.

### Paper

### I want to load paper.

⇒ p.71 "Loading Paper"

#### I want to change the paper size.

⇒ p.78 "Changing the Paper Size"

### I want to know what the paper specifications are.

⇒ p.83 "Recommended Paper Sizes and Types"

### The paper has jammed.

 $\Rightarrow$  See "Removing Jammed Paper", Troubleshooting  $\widehat{\square}$  .

### I want to change the initial paper settings.

 $\Rightarrow$  See "Tray Paper Settings", Network and System Settings Guide @.

## Register/Change/Delete

### I want to register a fax number.

⇒ See "Registering a Fax Destination", Network and System Settings Guide.

 $\Rightarrow$  See "Programming Destinations in the Address Book", Facsimile Reference 🙆.

### I want to register an IP-Fax number.

⇒ See "Registering an IP-Fax Destination", Network and System Settings Guide<sup>®</sup>.

### I want to register an e-mail address.

⇒ See "Registering an E-mail Destination", Network and System Settings Guide<sup>®</sup>.

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

 $\Rightarrow$  See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference  $\textcircled{\sc 0}$  .

### I want to register an SMB folder.

⇒ See "Registering an SMB Folder", Network and System Settings Guide<sup>®</sup>.

### I want to register the settings I use most frequently as the initial settings.

 $\Rightarrow$  See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference  $\widehat{\mathbb{D}}$  **(** 

### Settings

I want the output tray to change automatically according to the function used.

 $\Rightarrow$  See "General Features", Network and System Settings Guide @.

I want the initial display to feature the saddle stitch settings I use most.

 $\Rightarrow$  See "Input/Output", Copy and Document Server Reference  $\widehat{\square}$   $\bigcirc$ .

### I want to specify the Scan to Folder settings.

⇒ See "Send Settings", Scanner Reference.

### I want to specify the Scan to E-mail settings.

⇒ See "Send Settings", Scanner Reference.

## Check

### I want to display the fax transmission status.

⇒ See "Confirming on Display", Facsimile Reference.

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

⇒ See "Confirming by Report", Facsimile Reference.

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

⇒ See "Communication Failure Report", Facsimile Reference.

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

 $\Rightarrow$  See "Communication Result Report (Memory Transmission)", Facsimile Reference 🙆.

### I want to check which faxes have been received.

⇒ See "Checking the Reception Result (Reception File Status)", Facsimile Reference .

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

 $\Rightarrow$  See "Confirming Received and Stored Documents", Facsimile Reference @ .

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

 $\Rightarrow$  See "Preventing Transmission to the Wrong Destination", Facsimile Reference @ .

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

⇒ See "Check Modes", Scanner Reference◎.

### I want to check the scan image before sending it.

⇒ See "Preview", Scanner Reference.

### I want to view the transmission result.

⇒ See "Scanned Files Status", Scanner Reference.

## Install

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

 $\Rightarrow$  See "Using the Smart Device Monitor for Client Port", Printer Reference @.

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

 $\Rightarrow$  See "Using the Standard TCP/IP Port", Printer Reference @.

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

 $\Rightarrow$  See "Using as a Windows Network Printer", Printer Reference O.

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

 $\Rightarrow$  See "Installing the Printer Driver Using USB", Printer Reference @.

1. Simple Search

# 2. Getting Started

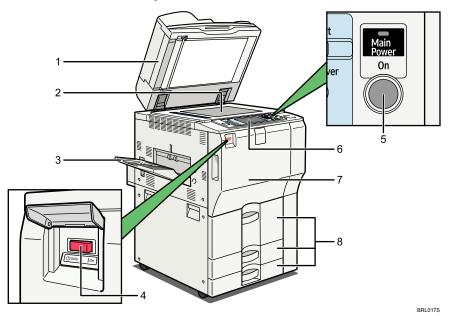
This chapter describes how to start using this machine.

# **Guide to Components**

This section introduces the names and functions of the components.

### Coloritant 🖸

• 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. Auto document feeder (ADF)

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

### 2. Exposure glass

Place originals face down here.

### 3. Copy tray (optional)

Copied/printed paper and fax messages are delivered here.

#### 4. 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".

### 5. 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".

### 6. Control panel

See "Control Panel".

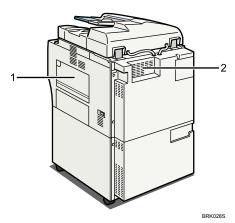
### 7. Front cover

Open to access the inside of the machine.

### 8. Paper trays (Trays 1-3)

### Load paper here.

Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.



### 1. Bypass tray

Use to print on OHP transparencies, label paper (adhesive labels), translucent paper, postcards and custom size paper.

### 2. Ventilation holes

Prevent overheating.

### Reference

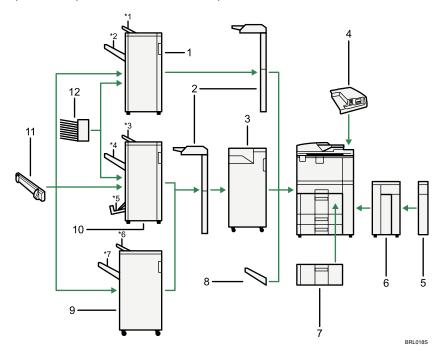
- p.54 "Control Panel"
- p.66 "Turning On/Off the Power"

# **Options**

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

# **External options**

This section provides explanations about external options.



### 1. Finisher SR4030

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

- Finisher upper tray
- Finisher shift tray

### 2. Interposer

Inserts cover or slip sheets into copied or printed paper.

### 3. Multi-Folding Unit

The Multi-Folding Unit can apply the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.

To use the Multi-Folding Unit, the Finisher SR4040 or the Finisher SR4050 is required.

### 4. Media Slot

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

#### 5. Extension Unit

Attached to the LCT and holds 2,500 sheets of B4 JIS (Japanese Industrial Standard), A4,  $8^{1}/_{2} \times 14$  or  $8^{1}/_{2} \times 11$  sized paper.

### 6. Large Capacity Tray (LCT)

Holds 4,000 sheets of paper.

### 7. A3/11 × 17 Tray Unit

You can load A3 $\square$  or 11 × 17 $\square$  paper in Tray 1 using this unit. If you install the A3/11 × 17 tray unit on your machine, you cannot use it as a tandem tray.

### 8. Copy Tray

Copied/printed paper and fax messages are delivered here.

### 9. Finisher SR4050

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

- Finisher upper tray
- Finisher shift tray

### 10. Finisher SR4040

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

#### 11. Output Jogger

Jogs the sheets delivered to the finisher shift tray.

### 12. Mailbox

Sorts printed paper. Consists of Mailbox output trays 1 - 9.

### Internal options

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

Fax Unit

Allows you to use the facsimile function.

• Extra G3 Interface Unit

This lets you add a G3 fax line.

• Printer/Scanner unit

Allows you to use the printer and scanner functions.

• HDD Encryption Unit

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

2

• VM Card

With this card, you can install embedded software architecture applications.

• Browser Unit

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

• IEEE 1284 Interface Board

Allows you to connect to an IEEE 1284 cable.

• Wireless LAN Board

Allows you to install a wireless LAN interface.

• Bluetooth Interface Unit

Allows you to expand the interface.

Gigabit Ethernet (1000BASE-T)

Allows you to communicate over 1000BASE-T.

• File Format Converter

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

See "Downloading Stored Documents with Web Image Monitor", Copy and Document Server Reference D .

• 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.

Copy Connector

Allows you to use the connect copy function.



• 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.

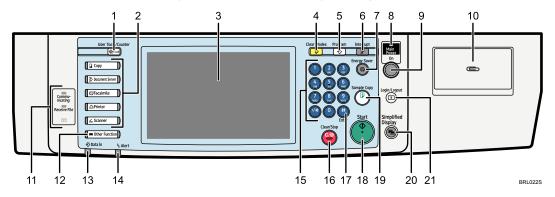
# **Control Panel**

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

### 😭 Important 🔵

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

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



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

• User Tools

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

Counter

Press to check or print the counter value. See "Counter".

Enquiry

Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See "Enquiry".

### 2. Function keys

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

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

#### 3. Display panel

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

### 4. [Clear Modes] key

Press to clear the current settings.

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

Press to register frequently used settings, or to recall registered settings (except Document Server mode).
 See "Registering Frequently Used Settings", Copy and 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 "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference Default Server Reference

See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference 🙆.

See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference 🖉.

#### 6. [Interrupt] key

Press to make interrupt copies. See "Interrupt Copy", Copy and 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/Off the Power".

### 10. Paper clip tray

Holds paper clips or staples removed from documents.

#### 11. 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 .

### 12. [Other Function] key

Calls up registered functions.

#### 13. 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 .

### 14. Alert indicator

Lights continuously if an error has occurred.

#### 15. Number keys

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

### 16. [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.

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

Press to confirm values entered or items specified.

### 18. [Start] key

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

### 19. [Sample Copy] key

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

## 20. [Simplified Display] key

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

### 21. [Login/Logout] key

Press this to log in or log out.

### Reference

- p.57 "Display Panel"
- p.57 "Simplified Display"
- p.64 "Changing Modes"
- p.66 "Turning On/Off the Power"
- p.69 "Saving Energy"
- p.122 "Counter"
- p.124 "Enquiry"

# **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 <u>An Max / </u>

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



**Vote** 

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

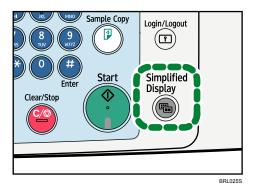
# **Simplified Display**

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.

1. Press the [Simplified Display] key.



This illustration shows the copier function's simplified display.

		Ready	Orig. (	0)Qty. 1	Copy O
		Auto Select ►	Ppr.Select		
		Full Size Auto	o R/E A	3→A4 A4→/ 4→A5 A5→/	A3 44 100%
	Orig. Orientation		Sided+2 Sided	1 Sided $\rightarrow$ Combine 2 Side	1 Sided→Combine 1 Side
1—	B.B. E.	Sort 1212			
			System Status	Job List	16 DEC 2008 7:56
					BRL0265

### 1. [Key Colour]

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

Note

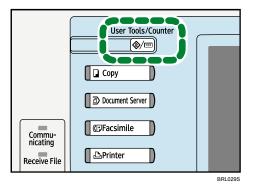
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

# Changing the Display Language

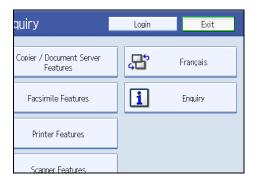
You can change the language used on the display. English is set as default.

The following procedure explains switching the language from English to French.

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

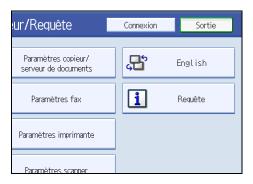


2. Press [Français].



The language is changed to French.

3. Press [Sortie].



The menu appears in French.



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

# When the Authentication Screen is Displayed

This section explains the authentication screen.

### 🔂 Important 🔵

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

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

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

### **Vote**

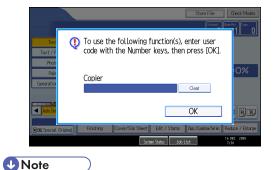
If authentication fails, the "Authentication has failed." message appears. Check that the login user
name and login password are correct.

### User Code Authentication (Using the Control Panel)

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

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

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



• To log off, do one of the following:

• Press the operation switch.

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

# User Code Authentication (Using a Printer Driver)

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

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

Note

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

# Login (Using the Control Panel)

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

1. Press [Login].



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



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



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

```
Note
```

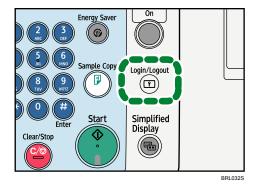
• If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

# Logout (Using the Control Panel)

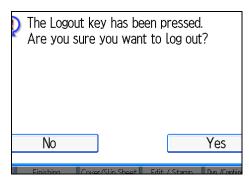
This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

Comportant 🗋

- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.
- 1. Press the [Login/Logout] key.



2. Press [Yes].



# Login (Using a Printer Driver)

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

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

🕗 Note 👘

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

# Login (Using Web Image Monitor)

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

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

Vote

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

### Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

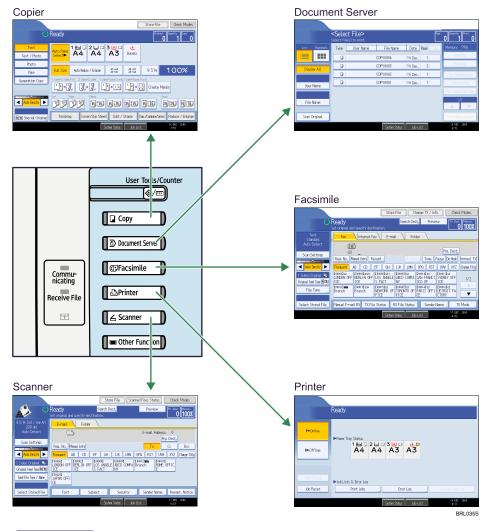
🕗 Note 👘

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

2

# **Changing Modes**

This section explains how to change modes.



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", Network and System Settings Guide .

# System Reset

This section explains System Reset.

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For the procedure for specifying default settings under Function Priority, see "System Settings", Network and System 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", Network and System Settings Guide ④.

# Turning On/Off the Power

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

### Power supply

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

• Operation switch (right side of the control panel)

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

• Main power switch (left side of the machine)

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

Note

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

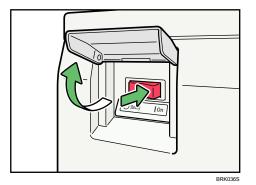
### Turning On the Main Power

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.



Note

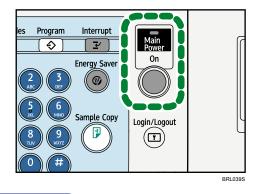
• After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

# **Turning On the Power**

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



### Note

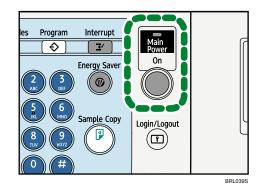
• If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

# **Turning Off the Power**

This section explains how to turn off the power.

1. 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:
  - During communication with external equipment.
  - When the hard disk is active.

### **Turning Off the Main Power**

This section explains how to turn off the main power.

### 🚼 Important

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so
  may result in damage to the hard disk or memory.
- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may
  result in damage to the hard disk or memory, leading to malfunctions.
- After turning off the main power switch, wait for three seconds or more before turning it on again.
- 1. Make sure the operation switch indicator is not lit.
- 2. Open the main power switch cover, and then turn off the main power switch.

The main power indicator goes out.

### \rm Note

- When the main power switch is turned off while using the fax function, waiting fax and print jobs may be cancelled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord.
- For details, see "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting .

## Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

### **Energy Saver**

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

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

### Auto Off

If the machine remains inactive for a specified period, it automatically enters the same low power state that it enters when the operation switch is pressed (indicator unlit). This function is called "Auto Off".

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

### **Vote**

- See "System Settings", Network and System Settings Guide<sup>®</sup>.
- 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
  - When the Data In indicator is on or blinking
  - When the screen of a document that was stored under the printer function appears. (The machine enters Energy Saver mode if this happens.)
  - When the sample print, locked print, hold print, or stored print screen is displayed

2. Getting Started

# 3. Adding Paper

This chapter describes recommended paper sizes and types, and how to load paper into the paper tray.

## Loading Paper

This section describes how to load paper into the paper tray.

## 

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

Tray 1 and LCT use A4 $\square$  exclusively. Load only A4 paper at all times.

### **Vote**

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- If you want to load paper other than A4D paper in Tray 1 or LCT, contact your service representative.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy and Document Server Reference D D.

### Reference

• p.83 "Recommended Paper Sizes and Types"

### Loading Paper into Tray 1 (Tandem Tray)

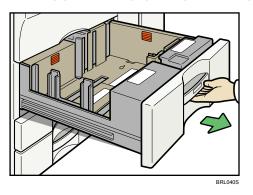
This section describes how to load paper into Tray 1 (Tandem tray).

#### Comportant 🗋

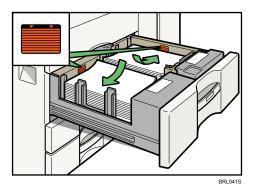
- When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. While the paper is moving, a message instructing you to wait appears. Do not pull out the tray at this time.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.
- Tray 1 uses only A4D paper. If you want to load  $8^{1}/_{2} \times 11^{D}$ , contact your service representative.
- Do not stack paper over the limit mark.

3

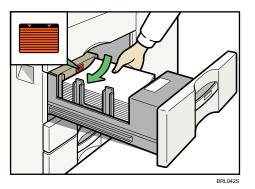
1. Carefully pull out the paper tray until it stops.



- 2. Square the paper and load it print side down.
  - Whole tray pulled out



• Left half of the tray pulled out



3. Carefully push the paper tray fully in.

### **Vote**

- You can load paper even while making copies from Tray 1. You can pull out the left half of the tray while copying is in.
- Load the same size and orientation paper in the other half of the tray.

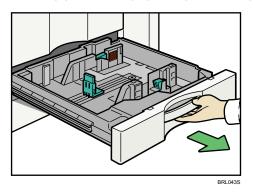
• Each tray can hold up to 1,550 sheets of paper.

### Loading Paper into Tray 2 and 3

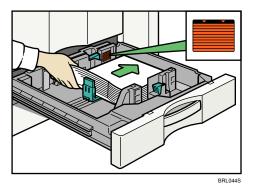
This section describes how to load paper into Tray 2 and 3.

### 🔂 Important

- Various sizes of paper can be loaded in Tray 2 and 3 by adjusting the positions of side fence and end fence.
- Check the paper edges are aligned at the right side.
- Do not stack paper over the limit mark.
- 1. Carefully pull out the paper tray until it stops.



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



3. Carefully push the paper tray fully in.

#### Note

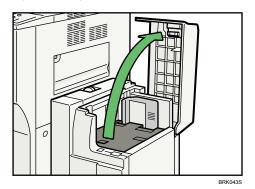
- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel.
- Each tray can hold up to 550 sheets.

### Loading Paper into the Large Capacity Tray

This section describes how to load paper into the LCT.

C Important

- The LCT uses A4<sup>D</sup> paper exclusively. If you want to load 8<sup>1</sup>/<sub>2</sub> × 11<sup>D</sup> or B5 JIS<sup>D</sup>, contact your service representative.
- The optional Extension Unit is required to load B4 JISD, A4D,  $8^{1}/_{2} \times 14D$  or  $8^{1}/_{2} \times 11D$ .
- Align the paper neatly and press its edge to the right and left plate. Poorly loaded paper causes misfeeds.
- Check the paper edges are aligned at the left side.
- Do not stack paper over the limit mark.
- 1. Open the top cover of the LCT.



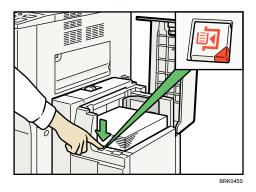
2. Load paper into the tray along the edge on the left.

Load the paper print side up.



3. Press the [Down] key.

The key blinks while the bottom plate is moving down.



- 4. Load paper by repeating steps 1 and 2.
- 5. Close the top cover of the LCT.

#### 🕗 Note

• The tray can hold up to 4,000 sheets.

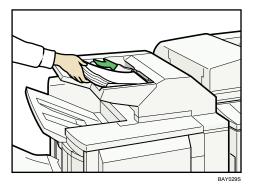
### Loading Paper into the Interposer

This section describes how to load paper into the interposer.

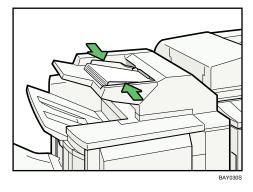
### Coloritant 🗋

- Load paper on the side already printed (the front side). If you are using the Finisher SR4040, load sheets print side down.
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple or punching location will be on the left side of the paper, when you are facing the machine.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.
- When using the folding functions, the paper in the interposer must be of the same size as the prints after they have been folded. If the paper in the interposer is larger than the folded sheets, a misfeed might occur.
- Do not stack paper over the limit mark.
- Do not use paper that has already been printed onto by this machine.

1. Load paper orderly.

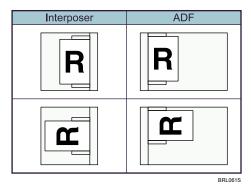


2. Adjust the side fence to the paper size.



### **Vote**

- The tray can hold up to 200 sheets of paper.
- To set the paper in the interposer, align the orientation of originals in the ADF as shown below.



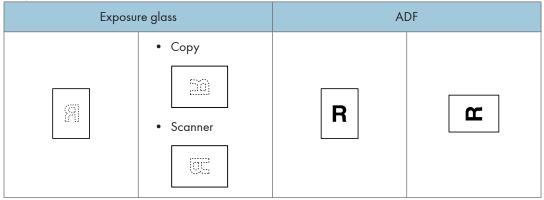
3

### **Orientation-Fixed Paper or Two-Sided Paper**

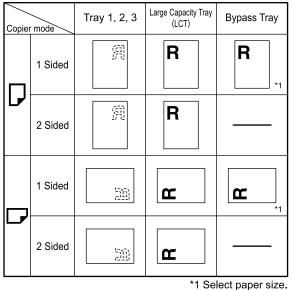
This section describes loading paper that has a specified orientation and printing side (such as letterhead paper).

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [Yes] in [Input/Output] under [Copier/Document Server Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier/Document Server Features", Copy and Document Server Reference 🗊 ③. For details about printing with the printer function, see "Printing on Orientation-Fixed or Two-Sided Paper", Printer Reference ④.

### **Original Orientation**



### **Paper Orientation**



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3

## **Changing the Paper Size**

This section describes how to change the paper size.

### Vote

- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details about Tray Paper Size, see "System Settings", Network and System Settings Guide .
- Tray 1 and LCT (optional) use only A4<sup>D</sup> paper. If you want to load 8<sup>1</sup>/<sub>2</sub> × 11<sup>D</sup> in Tray 1, or load 8<sup>1</sup>/<sub>2</sub> × 11<sup>D</sup> or B5 JIS<sup>D</sup> in LCT, contact your service representative.
- The optional Extension Unit is required to load B4 JISD, A4D,  $8^{1}/_{2} \times 14D$  or  $8^{1}/_{2} \times 11D$ .
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

### Reference

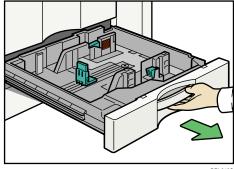
• p.83 "Recommended Paper Sizes and Types"

### Changing the Paper Size in Tray 2 and 3

This section describes how to change the paper size in Tray 2 and 3.

#### 🔁 Important

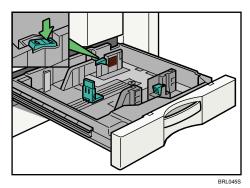
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Do not stack paper over the limit mark.
- Check the paper edges are aligned with the right side.
- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.
- Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



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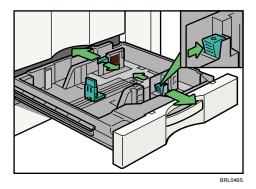
3

- 2. Remove paper if loaded.
- 3. Release the lock on the side fences.

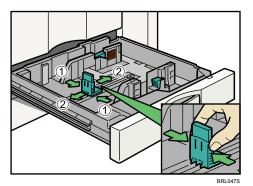


4. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.

Make sure there are no gaps between the paper and side fences.

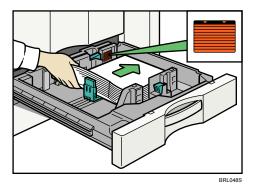


 Slide the end fence until it is aligned with the size of paper to you want to load. Make sure there are no gaps between the paper and end fence.



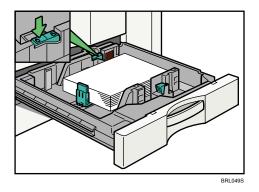
- 1. Pinch the release levers of the end fence.
- 2. Slide the end fence until it is aligned with the paper size you want to load.

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



Do not stack paper over the limit mark.

7. Re-lock the side fences again.

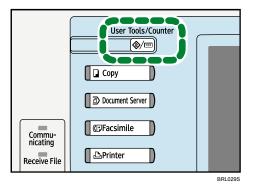


- 8. Carefully slide the paper tray fully in.
- 9. Check the size on the display.

### Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper. This section explains how to load these paper taking  $11 \times 15^{\Box}$  as an example.

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



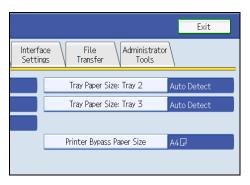
2. Press [System Settings].



3. Press [Tray Paper Settings] tab.

🔞 System Settings			
General Features	Tray Paper Settings	Timer Settings	Interface Settings
Progra	Program / Change / Delete User Text		
Panel	Panel Key Sound		
Warm	Warm-up Beeper		0
Copy Count Display		Up	
Function Priority		Copier	

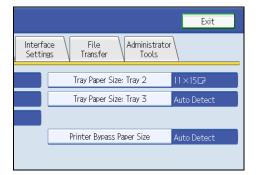
**4.** Select the tray for which you want to change the paper settings. Press either of [Tray Paper Size: Tray 2] or [Tray Paper Size: Tray 3].



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

A4 🖓	A4D	A5D
B5 JIS₽	B5 JISD?	210×34020
11×17⊡	11×15₽	11×14⊡
8½×13⊡	8½×11 🕞	%×11⊡
	1/2 🔺	Previous <b>Vext</b>

The set paper size and feed direction is displayed.



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

The initial display is shown.

#### Note

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

### 🖪 Reference 🔵

• p.83 "Recommended Paper Sizes and Types"

## **Recommended Paper Sizes and Types**

This section describes recommended paper sizes and types.

### Comportant 🔿

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

### Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity *1
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	A4 <sup>□</sup> , 8 <sup>1</sup> / <sub>2</sub> × 11 <sup>□</sup> * <sup>2</sup>	A4₽ <sup>*2</sup> , 8 <sup>1</sup> / <sub>2</sub> × 11₽	1,550 sheets × 2

### Tray 1 (A3/11 × 17 Tray Unit (optional))

Paper type and weight	Metric version	Inch version	Paper capacity *1
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	A3D	×  7₽	1,000 sheets
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	<sup>*2</sup> B4 JIS⊡, A4Ū⊡, 11 × 17⊡, 8 <sup>1</sup> / <sub>2</sub> × 14 ⊡, 8 <sup>1</sup> / <sub>2</sub> × 11Ū⊡	*2 A3D, B4 JISD, A4 DD, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 11DD$	1,000 sheets

### Tray 2, 3

Paper type and weight	Metric version	Inch version	Paper capacity *1
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	* <sup>3</sup> A3D, B4 JISD, A4DD, B5 JISDD, A5D D, 11 × 17D, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 13D$ , $8^{1}/_{4} \times 13D$ , $8 \times 13D$ , $8^{1}/_{2} \times 11DD$ , $7^{1}/_{4} \times 10^{1}/_{2}DD$ , $5^{1}/_{2} \times 8^{1}/_{2}DD$ , 8K (267 × 390 mm)D, 16K (195 × 267 mm)DD		550 sheets
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	<sup>*4</sup> 8 <sup>1</sup> / <sub>4</sub> ×14 <sup>□</sup> ,8×10 <sup>1</sup> / <sub>2</sub> <sup>□</sup> ,11×15 <sup>□</sup> ,11 ×14 <sup>□</sup> ,10×15 <sup>□</sup> ,210×182 mm <sup>□</sup> ,170× 210 mm <sup>□</sup> ,340×210 mm <sup>□</sup>		550 sheets
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	Custom size Vertical: 139.7 - 297.0 mm Horizontal: 139.7 - 432.0 mm	Custom size Vertical: 5.50 - 11.69 inches Horizontal: 5.50 - 17.00 inches	550 sheets

Paper type and weight	Metric version	Inch version	Paper capacity *1
Tab sheets <sup>*8</sup>	A4₽, 8 <sup>1</sup> / <sub>2</sub> × 11₽, 8 <sup>1</sup> /	′ <sub>2</sub> ×14₽	500 sheets
163 g/m <sup>2</sup> (90 lb. Index), 199 g/m <sup>2</sup> (110 lb. Index)			

### Bypass Tray

Paper type and weight	Metric version	Inch version	Paper capacity *1
52 - 216 g/m <sup>2</sup> (14 lb. Bond - 80 lb. Cover)	<sup>*3</sup> A3₽, A4₽, A5₽	<sup>*3</sup> A3⊡, 11 × 17⊡, 8 <sup>1</sup> / <sub>2</sub> × 14⊡, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ⊡	*9 100 sheets (52 - 80 g/m <sup>2</sup> , 14 lb. Bond - 20 lb. Bond) 30 sheets (81 - 103 g/m <sup>2</sup> , 21 lb. Bond - 28 lb. Bond) 20 sheets (104 - 216 g/m <sup>2</sup> , 39 lb. Cover - 80 lb. Cover)
52 - 216 g/m <sup>2</sup> (14 lb. Bond - 80 lb. Cover)	$5^{1}/_{2} \times 8^{1}/_{2}$ $8^{1}/_{2} \times 13$ 13 $, 8 \times 13$ $, 8 \times 13$	× $8^{1}/_{2}$ , $8^{1}/_{2}$ × 13 $\Box$ , $8^{1}/_{4}$ × 13 $\Box$ , $8$ × 13 $\Box$ , $7^{1}/_{4}$ × 10 <sup>1</sup> / <sub>2</sub> $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10	*9 100 sheets (52 - 80 g/m <sup>2</sup> , 14 lb. Bond - 20 lb. Bond) 30 sheets (81 - 103 g/m <sup>2</sup> , 21 lb. Bond - 28 lb. Bond) 20 sheets (104 - 216 g/m <sup>2</sup> , 39 lb. Cover - 80 lb. Cover)

Paper type and weight	Metric version	Inch version	Paper capacity *1
52 - 216 g/m <sup>2</sup> (14 lb. Bond - 80 lb. Cover)	*6 Custom size • With no finisher installed Vertical: 100.0 - 305.0 mm Horizontal: 139.7 - 600.0 mm • With the Finisher SR4030/ SR4040 installed Vertical: 100.0 - 305.0 mm Horizontal: 139.7 - 487.6 mm • With the Finisher SR4050 installed Vertical: 100.0 - 305.0 mm Horizontal: 139.7 - 458.0 mm	<ul> <li>*6</li> <li>Custom size <ul> <li>With no finisher installed</li> <li>Vertical: 3.94 - 12.00 inches</li> <li>Horizontal: 5.50 - 23.62 inches</li> </ul> </li> <li>With the Finisher SR4030/ SR4040 installed</li> <li>Vertical: 3.94 - 12.00 inches</li> <li>Horizontal: 5.50 - 19.19 inches</li> <li>With the Finisher SR4050 installed</li> <li>Vertical: 3.94 - 12.00 inches</li> <li>With the Finisher SR4050 installed</li> <li>Vertical: 3.94 - 12.00 inches</li> <li>Horizontal: 5.50 - 18.03 inches</li> </ul>	*9 100 sheets (52 - 80 g/m <sup>2</sup> , 14 lb. Bond - 20 lb. Bond) 30 sheets (81 - 103 g/m <sup>2</sup> , 21 lb. Bond - 28 lb. Bond) 20 sheets (104 - 216 g/m <sup>2</sup> , 39 lb. Cover - 80 lb. Cover)
Translucent paper *12	A3, B4, JIS, A4, B5, JIS, A4, $^{*5}$ , B5, JIS $^{*3}$ A4, $^{81}/_{2} \times 11$ $^{*5}$ A4, $^{81}/_{2} \times 11$		50 sheets <sup>*10</sup>
OHP transparencies *7			50 sheets <sup>*10</sup>
Label paper (adhesive labels)	B4 JIS□, A4□, A4□ *5		1 sheet

### Large Capacity Tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	A4₽	8 <sup>1</sup> / <sub>2</sub> ×11	4,000 sheets
52 - 128 g/m <sup>2</sup> (14 lb. Bond - 34 lb. Bond)	*2 B4 JIS $\square$ *11, A4 $\square$ *11, 81/2 × 14 $\square$ *11, B5 JIS $\square$ , 81/2 × 11 $\square$ , 81/2 × 11 $\square$ *11	*2 B4 JIS <sup>D</sup> *11, A4 <sup>D</sup> *11, A4 <sup>D</sup> , 8 <sup>1</sup> / <sub>2</sub> × 14 D *11, B5 JIS <sup>D</sup> , 8 <sup>1</sup> / <sub>2</sub> × 11 <sup>D</sup> *11	2,500 sheets

- \*1 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. See "Loading Paper".
- \*2 The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.
- \*3 The paper size is detected automatically.
- \*4 Select the paper size under Tray Paper Size: Tray 2-3 in System Settings. See "System Settings", Network and System Settings Guide <sup>(1)</sup>.
- \*5 Press [Bypass], and the [#] key, and then select the paper size.
- \*6 Press [Bypass], and the [#] key, and then enter the paper size using the number keys.
- \*7 If you wish to copy onto OHP transparencies, select [OHP (Transparency)].
- \*8 The optional tab sheet holder is required.
- \*9 Depending on the paper thickness, the actual paper capacity may be less than specified.
- \*10 It is recommended to place one sheet at a time.
- \*11 The optional Extension Unit is required.
- \*12 When loading translucent paper, set the paper direction according to the grain.

← ← ← ←	
← fiber flow ←	
← ← ← ←	
	RAV/0255

Paper Thickness *1	Metric version	Inch version
Plain Paper	52 - 80 g/m <sup>2</sup>	14 lb. Bond - 20 lb. Bond
Middle Thick	81 - 103 g/m <sup>2</sup>	21 lb. Bond - 28 lb. Bond
Thick Paper	104 - 216 g/m <sup>2</sup>	39 lb. Cover - 80 lb. Cover

### **Paper Thickness**

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

### Vote

- When loading paper in the paper trays 1 3, place the print side face down.
- When using translucent paper or label paper, make sure to select the appropriate paper type under Paper Type: Bypass Tray or Paper Type: LCT. See "System Settings", Network and System Settings Guide<sup>®</sup>.
- When loading paper in the bypass tray or the large capacity tray (LCT), place the print side face up.
- 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.
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. For details, see Copy and Document Server Reference , and Printer Reference.
- When you use OHP transparencies, fan them for each use.
- When copying or printing onto OHP transparencies, the copy/print speed is slower than usual.
- When copying or printing onto thick paper of 104 216 g/m<sup>2</sup> (39 lb. Cover 80 lb. Cover), the copy/print speed is slower than usual.
- If multiple sheet feeding occurs, load sheets one by one.
- When you load label paper, set the paper direction to 🗗.
- 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 2-3 and Paper Type: LCT. See "System Settings", Network and System Settings Guide . For the setting procedure of the Auto Tray Switching function, see "Copier/Document Server Features", Copy and Document Server Reference .

### Reference

- p.71 "Loading Paper"
- p.89 "Thick Paper"

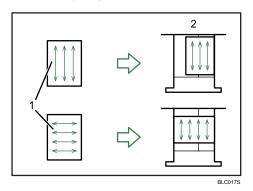
3

## **Thick Paper**

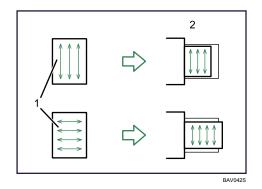
This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of  $157 - 216 \text{ g/m}^2$  (42 lb. Cover - 80 lb. Cover) in paper trays or in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

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



- 1: Direction of paper grain
- 2: Direction in which to set thick paper in paper trays
- When loading thick paper in the bypass tray, set the paper direction according to its grain, as shown in the following diagram.



- 1: Direction of paper grain
- 2: Direction in which to set thick paper in the bypass tray

### Note

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

## **Unusable Paper**

This section describes paper unusable on this machine.

## 

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

### Content 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
  - Envelopes
  - 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
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you copy or print onto rough grain paper, the output image might be blurred.

• Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

## **Paper Storage**

This section describes how to store paper.

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

3. Adding Paper

# 4. Adding Toner and Staples

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

## Adding Toner

This section describes how to add and store toner.

## **WARNING**

• Do not incinerate 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.

## 

• 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.

## 

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

4

### 🔁 Important

- Always add toner when the machine instructs you.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Do not repeatedly install and remove toner bottles. This will result in toner leakage.
- Do not shake the removed toner bottle. Remaining toner might scatter.
- Do not use recycled toner. This will damage the machine.
- Store toner containers in a cool, dry place free from direct sunlight.
- Store toner on a flat surface.

#### Note

- If the message "Check toner cartridge replacement(s)." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- You can check the name of the required toner and the replacement procedure using the "Add Toner" screen.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings", Troubleshooting D D.
- You can still make about 1,000 copies after 🖾 appears, but replace the toner early to prevent poor copy quality.

### **Replacing Toner**

This section describes how to replace toner.

### 🔂 Important 🔵

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



- Open the front cover of the machine.
- Pull out of the lever under the toner bottle toward you 90°.



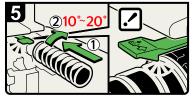
 Raise the lever, and then gently pull out of the toner bottle.



 Hold the new bottle horizontally, and then shake it five or six times without removing the outer cap.



Remove the outer cap.



• Place the toner bottle in position, then push it in until the lever clicks.



- Rerurn the lever under the toner bottle to its original position.
- · Close the front cover of the machine.



### Vote

- Do not remove the inner cap.
- If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the right by 10 20°, then try again.

### Sending Faxes or Scanned Documents When Toner Has Run Out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

### 🚼 Important

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 200, communication is not possible.
- 1. Make sure the machine is in facsimile or scanner mode.
- 2. Press [Exit], and then perform transmission operation.

The error message disappears.

### **Vote**

- Any reports are not printed.
- If the fax or scanner screen does not appear in step 1, press the [Facsimile] key or the [Scanner] key.

4

### Used Toner

Toner cannot be re-used.

Bring the stored used container to your sales representative or service representative for recycling through our recycling system. If you discard it on your own, treat it as general plastic waste material.

## **Adding Staples**

This section describes what to do when staples need replacing.

### 

• When closing the finisher, keep hands clear of the finisher's upper surface.

### 🔁 Important

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

#### Note

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

### Reference

• p.51 "Options"

### Finisher SR4030

This section describes how to add staples to the Finisher SR4030.



- Open the finisher front cover.
- $\cdot$  Pull out the staple unit.



 Push the new refill into the cartridge until it clicks.



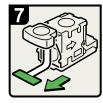
Pull out the cartridge gently.



• Push the upper unit gently into the cartridge.



 Holding both sides of the cartridge, pull up the upper unit.



· Pull out the ribbon.



 Remove the empty refill in the direction of the arrow.



- Push the cartridge down until it clicks.
- Return the staple unit to its original position, and then close the finisher front cover.

### Finisher SR4040

This section describes how to add staples to the Finisher SR4040.



- Open the finisher front cover.
- · Pull out the staple unit.



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



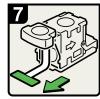
Pull out the cartridge gently.



Push the upper unit gently into the cartridge.



 Holding both sides of the cartridge, pull up the upper unit.



· Pull out the ribbon.



 Remove the empty refill in the direction of the arrow.



- Push the cartridge down until it clicks.
- Return the staple unit to its original position, and then close the finisher front cover.

### Finisher SR4040 (Saddle Stitch)

The following procedure explains how to add staples to the Finisher SR4040 (Saddle Stitch).



- Open the finisher front cover.
- · Pull out the staple unit.



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



 Push the cartridge down until it clicks.



Pull the lever S2.



 Push the new refill into the cartridge until it clicks.



- Return the lever S2 to its original position.
- Return the staple unit to its original position, and then close the finisher front cover.



Pull out the cartridge gently.



• Push the upper unit gently into the cartridge.



 Holding both sides of the cartridge, pull up the upper unit.



· Pull out the ribbon.

BRL053S

### Finisher SR4050

This section describes how to add staples to the Finisher SR4050.



Open the finisher front cover.



· Raise the cover up.



• Turn the cartridge around.



Pull out the cartridge lever.



Set the new refill.



 Hold the lever and push in the cartridge.



 Pull out the cartridge gently.



 Lower the cover until it clicks.



• Push in the cartridge until it clicks.



Put the cartridge down on a level surface.



Pull out the ribbon.



 Close the finisher front cover.

BRL054S

### 105

This chapter describes how to enter characters.

## **Entering Text**

This section explains how to enter text.

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

### **Available Characters**

This section explains which characters are available.

You can enter the following characters:

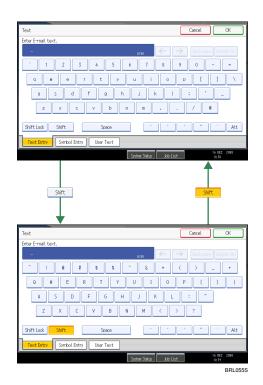
- Alphabetic characters
- Symbols
- Numerals
  - 0123456789

### Keys

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

You can change the entry screen using the keys below.

5



Note

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

### How to Enter Text

This section explains text entry more specifically.

### **Entering letters**

This section explains how to enter letters.

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

### **Entering symbols**

This section explains how to enter symbols.

- q ы e r t У u а s d f g h j b х С v n z m Shift Lock Shift Space Symbol Entry Text Entry User Text ım Statı
- 1. Press [Symbol Entry] to enter into the Symbol Entry mode.

2. Press the symbols you want to enter.



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

#### **Entering numbers**

This section explains how to enter numbers.

1. Press numbers you want to enter.

Note

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

#### **Deleting characters**

This section explains how to delete characters.

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

## Adding user text

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

For the registration procedure under Program / Change / Delete User Text, see "System Settings", Network and System Settings Guide ③.

1. Press [User Text].



2. Select the User Text you want to use.



# 6. Operating Instructions

This chapter describes the Operating Instructions of this machine.

# **Installing Operating Instructions**

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

### Content Important

- The "Manuals for Administrators" CD-ROM that includes Security Reference (2) is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
  - Operating system: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008
  - Minimum display resolution: 800 × 600 pixels
- Recommended browser: Microsoft Internet Explorer 4.01 SP2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.
- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.
- 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].

**Vote** 

- 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.

# How to Use the Operating Instructions

This section explains how to use manuals.



# Opening from the Icon

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

1. Double-click the icon on your desktop.



The browser opens and the manual appears.

# Opening from the [Start] Menu

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

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

The browser opens, and then the manual appears.

\rm 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 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.

# **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. 6. Operating Instructions

# 7. Remarks

This chapter describes how to maintain and operate the machine.

# Dos and Don'ts

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

# **WARNING**

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

# 

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

### Comportant 🔁

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm this is not a malfunction.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- 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.
- The area around the ventilation hole may become warm. This is caused by exhaust air and is not a malfunction.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.

- Do not allow small objects such as paper clips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapor from the paper, not a sign of malfunction.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly.
- The anti-humidity heater and optional anti-condensation heater warm the machine's interior to prevent it becoming too humid. These heaters keep the machine warm even if the main power switch is turned off.
- 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.66 "Turning On/Off the Power"

# Where to Put Your Machine

This section describes precautions for installation and movement.

# **Machine Environment**

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

### Moving

This section describes precautions when moving the machine.

# 

 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.

# 

• Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

# 

• 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

- Be careful when moving the machine. Take the following precautions:
  - Turn off the main power. For details about how to turn the main power off, see "Turning On/Off the Power".
  - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
  - Close all covers and trays, including the front cover and bypass tray.
  - Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling may cause a malfunction or damage the hard disk or memory, resulting in loss of stored files.
  - Do not take off the holding stand.

• Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

#### 🖪 Reference 🔵

• p.66 "Turning On/Off the Power"

#### Optimum environmental conditions

This section describes precautions when locating the machine.

# 

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

# 

• 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.

# 

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.

# 

• When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.

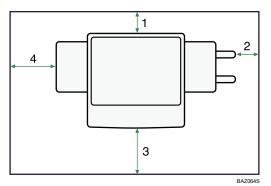
- Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.
- Temperature: 10 32°C (50 89.6°F) (humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.
- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.

#### Environments to avoid

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

#### Access to the machine

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



1	Rear	5 cm (2 inches) or more
2 Right		4 cm (1.6 inches) or more
3	Front	70 cm (27.5 inches) or more
4	Left	10 cm (4 inches) or more

### **Vote**

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

## **Power Connection**

This section describes power supply.

# **WARNING**

- Connect this machine only to a power source that matches the specifications shown in "Specifications for the Main Unit" in this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

# **WARNING**

• Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

# **WARNING**

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

# 

• 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.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

# **Maintaining Your Machine**

If the exposure glass, scanning glass, or ADF is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

Coloritant 🔁

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

How to maintain

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

# **Cleaning the Exposure Glass**

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

1. Wipe the exposure glass and the scanning glass.

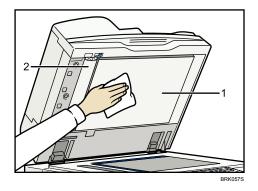


- 1. Scanning glass
- 2. Exposure glass

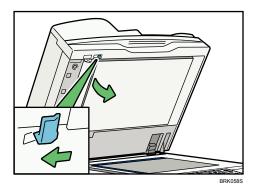
## **Cleaning the Auto Document Feeder**

This section describes how to clean the ADF.

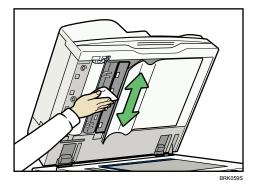
1. Wipe the sheet and guiding plate of the ADF.



- 1. Sheet
- 2. Guiding plate
- 2. Pull the lever.



3. Wipe the scanning glass.



# Cleaning the Power Cable Plug

# 

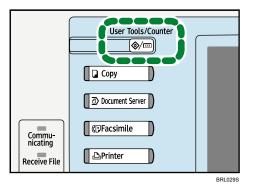
• Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

# Counter

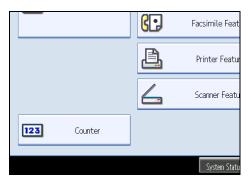
# **Displaying the Total Counter**

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

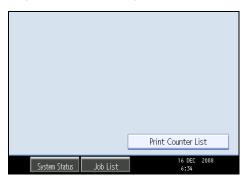
1. Press the [User Tools/Counter] key.



2. Press [Counter].



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



4. Press the [Start] key.

A counter list prints out.

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5. Press [Exit] twice.

# Enquiry

The Enquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner. Be sure to contact your service engineer to verify the following:

#### Consumables

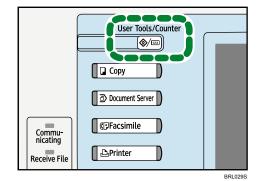
- Telephone No. to order
- Toner
- Staple
- Staple (Booklet)

### Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

#### **Sales Representative**

- Telephone No.
- 1. Press the [User Tools / Counter] key.

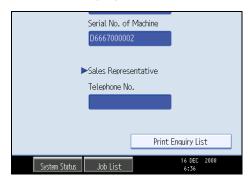


2. Press [Enquiry].



Enquiry information appears.

3. Press [Print Enquiry List].



4. Press the [Start] key.

Enquiry information prints out.

5. Press [Exit] twice.

7. Remarks

# 8. Appendix

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

# 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<sup>®</sup>.

#### 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 XP x64/Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the printer drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

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

Printer Language	PCL 6	PCL 5e	RPCS	PostScript 3
Windows 2000 * 1	ОК	ОК	ОК	ОК
Windows XP *2	ОК	ОК	ОК	ОК
Windows Vista <sup>*3</sup>	ОК	ОК	ОК	ОК
Windows Server 2003 *4	ОК	ОК	ОК	ОК
Windows Server 2008 *5	ОК	ОК	ОК	ОК
Mac OS <sup>*6</sup>	_	_	_	ОК
Mac OS X *7	_	_	_	ОК

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

#### PCL printer drivers

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

#### **RPCS** printer driver

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

#### Adobe PostScript Printer Drivers and PPD files

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

#### **PPD** files

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

#### Note

- Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.
- 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 2000/XP/Vista

Windows Server 2003/2003 R2/2008

Display resolution
 800 × 600 pixels, 256 colours or higher

## LAN-Fax Driver

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

#### Comportant 🗋

• You can install the LAN-Fax driver from the CD-ROM provided with this machine or download it from the supplier's Web site. If your operating system is Windows XP x64/Vista x64, or Windows Server

2003/2003 R2/2008 x64, you must download the LAN-Fax driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

This driver is required to use LAN-Fax functions.

#### File path

The driver is included in the following folders on the CD-ROM 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 R2/2008

• 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 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 2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition

# 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":

Operating system	Protocol stack
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
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
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

### \NETWORK\DEVMON\ADMIN\DISK1

Operating system	Protocol stack
Windows Server 2008	TCP/IP provided with Windows Server 2008
	Novell Client provided with Windows Server 2008

#### 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

#### **Vote**

• For details, see Network and System Settings Guide ②, 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 2000/XP/Vista

Windows Server 2003/2003 R2/2008

### **Vote**

- See "DeskTopBinder Lite", Scanner Reference Or Help of DeskTopBinder-SmartDeviceMonitor for Client.
- SmartDeviceMonitor for Client is also included in DeskTopBinder and DeskTopBinder Lite. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

# Specifications for the Main Unit

This section describes specifications for the main unit.

#### **Configuration:**

Console

### Photosensitivity type:

OPC drum

#### **Original scanning:**

CCD-CIS

#### Copy process:

Dry electrostatic transfer system

#### **Development:**

Dry two-component magnetic brush development system

#### **Fusing:**

Heating roll pressure system

#### Scan resolution:

600 dpi × 600 dpi

#### Copy/Print resolution:

1200 dpi × 1200 dpi

#### **Exposure glass:**

Stationary original exposure type

#### Original reference position:

Rear left corner

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

- Type 1, 2: 30 seconds or less
- Type 3: 60 seconds or less
- Type 4: 300 seconds or less

#### **Originals:**

Sheet/book/objects

#### Maximum original size:

A3₽, 11 × 17₽

#### Copy paper size:

- Trays: A3□ A5□□, 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□□, 8K (267 × 390 mm)□, 16K (195 × 267 mm)□□
- Bypass: A3□ A6□, 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□
- Bypass (custom size): Vertical: 100.0 305.0 mm, 3.94 12.00 inches Horizontal: 139.7 - 600.0 mm, 5.50 - 23.62 inches
- Duplex: A3□ A5□□, 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□□, 8K (267 × 390 mm)□, 16K (195 × 267 mm)□□

#### Paper weight:

- Trays: 52 128 g/m<sup>2</sup>, 14 lb. Bond 34 lb. Bond
- Bypass: 52 80 g/m<sup>2</sup>, 14 lb. Bond 20 lb. Bond
  - 81 103 g/m<sup>2</sup>, 21 lb. Bond 28 lb. Bond (Middle Thick mode)

104 - 216 g/m<sup>2</sup>, 39 lb. Cover - 80 lb. Cover (Thick Paper mode)

• Duplex: 64 - 128 g/m<sup>2</sup>, 17 lb. Bond - 34 lb. Bond

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

#### Non-reproduction area (Copier):

- Leading edge: 4 ± 2 mm (0.16 ± 0.08 inches)
- Trailing edge: 2 ± 2 mm (0.08 ± 0.08 inches)
- Left edge: 2 ± 1.5 mm (0.08 ± 0.06 inches)
- Right edge: 0.5 mm (0.02 inches) or more

#### First copy/print time:

- Type 1: 4.2 seconds or less
- Type 2, 3: 3.5 seconds or less
- Type 4: 3.3 seconds or less

(A4D,  $8^1/_2 \times 11D$ , 100% reproduction, feeding from Tray 1, on the exposure glass)

# Copying speed (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ ):

- Type 1: 60 copies/minute
- Type 2: 70 copies/minute
- Type 3: 80 copies/minute
- Type 4: 90 copies/minute

#### 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/ $m^2$ , 20 lb. Bond):

- Tray 1 (Tandem tray): 3,100 sheets (1,550 sheets × 2)
- Trays 2, 3 (550-sheet tray): 550 sheets
- Bypass tray: 100 sheets

#### Power source:

- Type 1, 2, and 4: 220 240 V, 50/60 Hz, 8.5 A
- Type 3: 220 240 V, 50/60 Hz, 9 A

#### **Power consumption:**

• Main unit only

	Type 1	Type 2	Туре 3	Type 4
Warm-up	About 1.47 kW	About 1.47 kW	About 1.51 kW	About 1.71 kW
Stand-by	About 279 W	About 279 W	About 288 W	About 310 W
During printing	About 1.57 kW	About 1.57 kW	About 1.58 kW	About 1.75 kW
Maximum	About 1.90 kW	About 1.90 kW	About 1.95 kW	About 1.90 kW

### • Complete system

	Type 1	Туре 2	Туре 3	Type 4
Warm-up	About 1.50 kW	About 1.50 kW	About 1.53 kW	About 1.73 kW
Stand-by	About 302 W	About 302 W	About 311 W	About 333 W
During printing	About 1.69 kW	About 1.69 kW	About 1.77 kW	About 1.85 kW
Maximum	About 1.90 kW	About 1.90 kW	About 1.95 kW	About 1.90 kW

 The complete system consists of the main unit, finisher, Multi-Folding unit, LCT, and printer/ scanner unit.

# Dimensions (W × D × H up to ADF):

690 × 790 × 1,165 mm, 27.2 × 31.1 × 45.9 inches

## Space for main unit (W × D):

1,175 × 817 mm, 46.3 × 31.2 inches

#### Noise emission:

- Sound power level:
  - Main unit only

	Туре 1	Туре 2	Туре 3	Type 4
Stand-by	Less than 48.3	Less than 48.4	Less than 50.8	Less than 51.2
	dB (A)	dB (A)	dB (A)	dB (A)
Copying	Less than 69.7	Less than 70.0	Less than 71.5	Less than 72.2
	dB (A)	dB (A)	dB (A)	dB (A)

• Complete system

	Туре 1	Туре 2	Туре 3	Type 4
Stand-by	Less than 49.0	Less than 49.1	Less than 52.9	Less than 52.9
	dB (A)	dB (A)	dB (A)	dB (A)
Copying	Less than 74.8	Less than 75.0	Less than 75.5	Less than 76.3
	dB (A)	dB (A)	dB (A)	dB (A)

- Sound pressure level:
  - Main unit only

	Type 1	Туре 2	Туре З	Type 4
Stand-by	Less than 35.8	Less than 35.9	Less than 37.7	Less than 38.0
	dB (A)	dB (A)	dB (A)	dB (A)
Copying	Less than 54.5	Less than 57.6	Less than 58.5	Less than 58.7
	dB (A)	dB (A)	dB (A)	dB (A)

• Complete system

	Type 1	Туре 2	Туре З	Type 4
Stand-by	Less than 37.2	Less than 37.3	Less than 48.4	Less than 40.1
	dB (A)	dB (A)	dB (A)	dB (A)
Copying	Less than 60.7	Less than 60.2	Less than 61.0	Less than 61.6
	dB (A)	dB (A)	dB (A)	dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit, finisher, Multi-Folding unit, LCT, and printer/scanner unit.

## Weight:

217 kg (478.4 lb.)

## Reference

• p.89 "Thick Paper"

### Auto Document Feeder

#### Mode:

Batch (SADF) mode, Mixed Sizes mode, Original Orientation mode

#### **Original size:**

- Metric version:
  - A3□ B6 JIS□□ (1-sided originals)
  - A3 A5 (2-sided originals)
- Inch version:
  - 11 × 17□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□□ (1-sided originals)
  - $11 \times 17 \square 5^{1}/_{2} \times 8^{1}/_{2} \square \square$  (2-sided originals)

#### Original weight:

- 1-sided originals: 40 128 g/m<sup>2</sup> (11 lb. Bond 34 lb. Bond)
- 2-sided originals: 52 128 g/m<sup>2</sup> (14 lb. Bond 34 lb. Bond)

#### Number of originals to be set:

- 250 sheets: Less than 69 g/m<sup>2</sup> (18 lb. Bond) \*1
- 150 sheets: Less than 80 g/m<sup>2</sup> (20 lb. Bond)
- \*1 Above specification depends on the paper type and condition.

#### Maximum power consumption:

Less than 95 W (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

680 × 560 × 180 mm, 26.8 × 22 × 7.1 inches

#### Weight:

Approx. 18.5 kg, 40.8 lb.

#### 🕓 Note

• Specifications are subject to change without notice.

### **Document Server**

#### HDD (Document Server):

Approx. 89.6 GB

Maximum: 10,000 pages

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

Copier/A4 original: 2,000

Printer/A3/600 dpi, 2 bit: Approx. 3,000

Scanner/A4/200 dpi, 8 bits/JPEG: Approx. 2,000

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

### Maximum number of stored documents:

3,000 documents

(The maximum number of received faxes that can be stored is 1,000.)

#### Number of pages supported by memory sorting:

Maximum: 6,000 pages

Copier/A4 original: Approx. 2,000

Printer/A4/600 dpi, 2 bits: Approx. 3,000

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

# Specifications for Finisher SR4030 (Optional)

This section describes specifications for Finisher SR4030.

### Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4030.

#### Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISD, A6D, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 13D,  $8^{1}/_{2}$  × 11DD,  $8^{1}/_{4}$  × 14D,  $8^{1}/_{4}$  × 13D, 8 × 13D, 8 × 10<sup>1</sup>/\_{2}DD, 8 × 10DD,  $5^{1}/_{2}$  ×  $8^{1}/_{2}$ DD,  $7^{1}/_{4}$  ×  $10^{1}/_{2}$ DD, 182 × 210 mmD, 170 × 210 mmD, 210 × 340 mmD, 8KD, 16KDD, custom size.

#### Paper weight:

52 - 163 g/m<sup>2</sup>, 14 lb. Bond - 90 lb. Index

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

- 250 sheets: A4DD, B5 JISDD, A5DD, B6 JISD, A6D, 8<sup>1</sup>/<sub>2</sub> × 11DD, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>DD
- 50 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□

### **Finisher Shift Tray**

This section describes specifications for the finisher shift tray of Finisher SR4030.

#### Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISD, A6D, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10^{1}/_{2}DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $182 \times 210 \text{ mmD}$ , 170 × 210 mmD, 210 × 340 mmD, 8KD, 16KDD, custom size.

#### Paper weight:

52 - 216 g/m<sup>2</sup>, 14 lb. Bond - 80 lb. Cover

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

- 3,000 sheets: A4₽, 8<sup>1</sup>/<sub>2</sub> × 11₽
- 1,500 sheets: A3₽, B4 JIS₽, A4₽, B5 JIS₽₽, 11 × 17₽, 8<sup>1</sup>/<sub>2</sub> × 14₽, 8<sup>1</sup>/<sub>2</sub> × 11₽
- 100 sheets: A5□, B6 JIS□, A6□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□□

#### Staple paper size:

A3, B4 JIS, A4, D, B5 JIS, D,

11 × 17 $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10 × 14 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$  $\Box$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\Box$  $\Box$ , 8 × 13 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\Box$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\Box$ , 8 × 10<sup>1</sup>/<sub>2</sub> $\Box$  $\Box$ , 8 × 10 $\Box$ , 182 × 210 mm $\Box$ , 210 × 340 mm $\Box$ , 8K $\Box$ , 16K $\Box$  $\Box$ 

#### Staple paper weight:

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

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

- Without Mixed Size:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 210 × 340 mm□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8K□
  - 50 sheets: A4DD, B5 JISDD,  $8^{1}/_{2} \times 11$ DD,  $8 \times 10^{1}/_{2}$ DD,  $8 \times 10$ DD,  $7^{1}/_{4} \times 10^{1}/_{2}$ DD,  $182 \times 210 \text{ mmD}$ , 16KDD
- With Mixed Size:
  - 30 sheets: A3 / A4 , B4 JIS / B5 JIS , 11 × 17 / 8<sup>1</sup>/2 × 11

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

- Without Mixed Size:
  - 2 19 sheets: 150 sets (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ )
  - 20 50 sheets: 150 60 sets (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ )
  - 2 14 sheets: 100 sets (A4D, B5 JISDD, 8<sup>1</sup>/<sub>2</sub> × 11D)
  - 15 50 sheets: 100 30 sets (A4, B5 JIS, 8<sup>1</sup>/<sub>2</sub> × 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 2/A4 , B4 JIS 2/B5 JIS , 11 × 17 2/8<sup>1</sup>/<sub>2</sub> × 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.

# Specifications for Finisher SR4040 (Optional)

This section describes specifications for Finisher SR4040.

# **Finisher Upper Tray**

This section describes specifications for the finisher upper tray of Finisher SR4040.

#### Paper size:

• Without Z-fold:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISD, A6D,  $11 \times 17D$ ,  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $182 \times 210 \text{ mm}$ ,  $170 \times 210 \text{ mm}$ ,  $210 \times 340 \text{ mm}$ , 8KD, 16KDD, custom size.

• With Z-fold:

A3, B4 JIS, A4, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11

#### Paper weight:

• Without Z-fold:

52 - 163 g/m<sup>2</sup>, 14 lb. Bond - 90 lb. Index

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 250 sheets: A4D□, B5 JISD□, A5D□, B6 JIS□, A6□, 8<sup>1</sup>/<sub>2</sub> × 11D□, 8<sup>1</sup>/<sub>2</sub> × 5<sup>1</sup>/<sub>2</sub>D
     □
  - 50 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□
- With Z-fold:
  - 20 sheets: A4□, 8<sup>1</sup>/<sub>2</sub> × 11□
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□

## **Finisher Shift Tray**

This section describes specifications for the finisher shift tray of Finisher SR4040.

#### Paper size:

• Without Z-fold:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISD, A6D,  $11 \times 17D$ ,  $11 \times 15D$ ,  $11 \times 14$ D,  $10 \times 15D$ ,  $10 \times 14D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $182 \times 210 \text{ mm}$ ,  $170 \times 210 \text{ mm}$ ,  $210 \times 340 \text{ mm}$ , 8KD, 16KDD, custom size.

• With Z-fold:

A3, B4 JIS, A4, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11

#### Paper weight:

• Without Z-fold:

52 - 216 g/m<sup>2</sup>, 14 lb. Bond - 80 lb. Cover

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 2,000 sheets: A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$
  - 1,000 sheets: A3D, B4 JISD, A4D, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D
  - 500 sheets: A5₽
  - 100 sheets: A5 $\square$ , B6 JIS $\square$ , A6 $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$  $\square$
- With Z-fold:
  - 20 sheets: A4□, 8<sup>1</sup>/<sub>2</sub> × 11□
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□

#### Staple paper size:

• Without Z-fold:

A3D, B4 JISD, A4DD, B5 JISDD,

• With Z-fold:

A3, B4 JIS, A4, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11

#### Staple paper weight:

• Without Z-fold:

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

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 210 × 340 mm□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8K
  - 50 sheets: A4D□, B5 JISD□, 8<sup>1</sup>/<sub>2</sub> × 11D□, 8 × 10<sup>1</sup>/<sub>2</sub>D□, 8 × 10D□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>D□, 182 × 210 mm□, 16KD□
  - 30 sheets: With Mixed Size mode
- With Z-fold:
  - 5 sheets: A3 $\square$ , B4 JIS $\square$ , A4 $\square$ , 11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$

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

- Without Mixed Size:
  - 2 12 sheets: 150 sets (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ )
  - 13 50 sheets: 150 40 sets (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ )
  - 2 9 sheets: 100 sets (A4, B5 JIS, 8<sup>1</sup>/<sub>2</sub> × 11)
  - 10 50 sheets: 100 20 sets (A4□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub> × 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 (A3D/A4D, B4 JISD/B5 JISD, 11 × 17D/8<sup>1</sup>/<sub>2</sub> ×11D)

#### Staple position:

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

#### **Finisher Booklet Tray**

This section describes specifications for the finisher booklet tray of Finisher SR4040.

#### Saddle stitch paper size:

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

#### Saddle stitch paper weight:

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

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

1 set (15 sheets)

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

• 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.

# Specifications for Finisher SR4050 (Optional)

This section describes specifications for Finisher SR4050.

## Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4050.

#### Paper size:

• Without Z-fold:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISD, A6D,  $11 \times 17D$ ,  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $182 \times 210 \text{ mm}$ ,  $170 \times 210 \text{ mm}$ ,  $210 \times 340 \text{ mm}$ , 8KD, 16KDD, custom size.

• With Z-fold:

A3 $\Box$ , B4 JIS $\Box$ , 11 × 17 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\Box$ 

#### Paper weight:

• Without Z-fold:

52 - 216 g/m<sup>2</sup>, 14 lb. Bond - 80 lb. Cover

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 500 sheets: A4D□, B5 JISD□, A5D□, B6 JIS□, A6□, 8<sup>1</sup>/<sub>2</sub> × 11D□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>D
     □
  - 250 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□
- With Z-fold: 30 sheets

# **Finisher Shift Tray**

This section describes specifications for the finisher shift tray of Finisher SR4050.

#### Paper size:

• Without Z-fold:

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

8 × 13 $\square$ , 8 × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 8 × 10 $\square$  $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 182 × 210 mm  $\square$ , 170 × 210 mm $\square$ , 210 × 340 mm $\square$ , 8K $\square$ , 16K $\square$  $\square$ , custom size.

• With Z-fold:

A3 $\Box$ , B4 JIS $\Box$ , A4 $\Box$ , 11 × 17 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ 

#### Paper weight:

• Without Z-fold:

52 - 216 g/m<sup>2</sup>, 14 lb. Bond - 80 lb. Cover

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 3,000 sheets: A4 $\Box$ , B5 JIS $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$
  - 1,500 sheets: A3 $\square$ , B4 JIS $\square$ , A4 $\square$ , B5 JIS $\square$ , 11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$
  - 500 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
  - 100 sheets: A5 $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$
- With Z-fold: 30 sheets

#### Staple paper size:

• Without Z-fold:

A3D, B4 JISD, A4DD, B5 JISDD, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14 D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $182 \times 210 \text{ mmD}$ ,  $170 \times 210 \text{ mmD}$ ,  $210 \times 340 \text{ mmD}$ , 8KD, 16KDD

• With Z-fold:

A3₽, B4 JIS₽, 11 × 17₽

#### Staple paper weight:

• Without Z-fold:

64 - 80 g/m<sup>2</sup>, 17 lb. Bond - 20 lb. Bond

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 lb. Bond - 20 lb. Bond

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

- Without Z-fold:
  - 50 sheets: A3D, B4 JISD, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10^$

- 100 sheets: A4D, B5 JISD,  $8^{1}/_{2} \times 11$ D,  $7^{1}/_{4} \times 10^{1}/_{2}$ D, 16KD,
- With Z-fold: 10 sheets

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

- Without Mixed Size:
  - 2 9 sheets: 150 sets (A4DD, B5 JISDD, 8<sup>1</sup>/<sub>2</sub> × 11DD)
  - 10 100 sheets: 200 30 sets (A4DD, B5 JISDD, 8<sup>1</sup>/<sub>2</sub>×11DD)
  - 2 9 sheets: 150 sets (A3₽, B4 JIS₽, 11 × 17₽, 8<sup>1</sup>/<sub>2</sub> × 14₽)
  - 10 50 sheets: 150 30 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
- With Mixed Size:
  - 2 50 sheets: 30 sets (A3D/A4D, B4 JISD/B5 JISD, 11 × 17D/8<sup>1</sup>/<sub>2</sub> ×11D)

#### Staple position:

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

#### Power consumption:

Approx. 100 W (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

800 × 730 × 980 mm, 31.5 × 28.7 × 38.6 inches

#### Weight:

Approx. 65 kg, 143.3 lb.

# Specifications for Punch Unit (Finisher SR4030, Finisher SR4040) (Optional)

This section describes specifications for the punch unit (Finisher SR4030, Finisher SR4040).

#### Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	$\Box$ : A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
2 & 4 holes type: 2 holes	$ \Box: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 16K, 8 \times 10^{1}/_{2}, 8 \times 10, 182 \times 210 \text{ mm}, 170 \times 210 \text{ mm} $
2 & 4 holes type: 4 holes	□ A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 8K
2 & 4 holes type: 4 holes	□: A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, 8 × 10 <sup>1</sup> / <sub>2</sub>
4 holes type: 4 holes	$\Box$ : A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
4 holes type: 4 holes	$   \overrightarrow{P}: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 16K, 8 \times 10^{1}/_{2}, 8 \times 10, 182 \times 210 \text{ mm}, 170 \times 210 \text{ mm} $
2 & 3 holes type: 2 holes	$\Box$ : A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
2 & 3 holes type: 2 holes	$   \overrightarrow{P}: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 16K, 8 \times 10^{1}/_{2}, 8 \times 10, 182 \times 210 \text{ mm}, 170 \times 210 \text{ mm} $
2 & 3 holes type: 3 holes	□ A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10×15, 10×14, 8K
2 & 3 holes type: 3 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8×10

#### Paper weight:

52 - 163 g/m<sup>2</sup>, 14 lb. Bond - 90 lb. Index

#### Power consumption:

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

#### Dimensions (W × D × H):

110 × 484 × 117 mm, 4.3 × 19 × 4.6 inches

## Weight:

Approx. 2.5 kg, 5.5 lb.

# Specifications for Punch Unit (Finisher SR4050) (Optional)

This section describes specifications for the punch unit (Finisher SR4050).

#### Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	$\Box$ : A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
2 & 4 holes type: 2 holes	$ \Box: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 16K, 8 \times 10^{1}/_{2}, 8 \times 10, 182 \times 210 \text{ mm}, 170 \times 210 \text{ mm} $
2 & 4 holes type: 4 holes	□ A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 8K
2 & 4 holes type: 4 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, 8 × 10 <sup>1</sup> / <sub>2</sub>
4 holes type: 4 holes	$\square$ : A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
4 holes type: 4 holes	$   \overrightarrow{P}: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 16K, 8 \times 10^{1}/_{2}, 8 \times 10, 182 \times 210 \text{ mm}, 170 \times 210 \text{ mm} $
2 & 3 holes type: 2 holes	$\Box$ : A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8 × 10, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
2 & 3 holes type: 2 holes	$   \overrightarrow{P}: A4, B5 JIS, A5, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 16K, 8 \times 10^{1}/_{2}, 8 \times 10, 182 \times 210 \text{ mm}, 170 \times 210 \text{ mm} $
2 & 3 holes type: 3 holes	□ A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10×15, 10×14, 8K
2 & 3 holes type: 3 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, 8 × 10 <sup>1</sup> / <sub>2</sub> , 8×10

#### Paper weight:

- 2 & 3 holes: 52 163 g/m<sup>2</sup>, 14 lb. Bond 90 lb. Index
- 4 holes: 52 128 g/m<sup>2</sup>, 14 lb. Bond 34 lb. Bond

#### Power consumption:

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

### Dimensions (W × D × H):

- 4 holes: 85 × 460 × 100 mm, 3.4 × 18.2 × 3.9 inches
- 2 & 3 holes, 2 & 4 holes: 105 × 463 × 100 mm, 4.1 × 18.2 × 3.9 inches

#### Weight:

- 4 holes: Approx. 3 kg, 6.7 lb.
- 2 & 3 holes, 2 & 4 holes: Approx. 4 kg, 8.9 lb.

# Specifications for Copy Tray (Optional)

This section describes specifications for the copy tray.

#### Paper capacity:

- A3, B5 JIS, 11 × 17, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>: 250 sheets
- B4 JIS, A4, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11: 500 sheets

#### Dimensions (W × D × H):

390 × 330 × 130 mm, 15.4 × 13 × 5.1 inches

#### Weight:

Approx. 650 g, 1.4 lb.

# Specifications for Output Jogger (Finisher SR4030, Finisher SR4040) (Optional)

This section describes specifications for the output jogger (Finisher SR4030, Finisher SR4040). You can tidy the printout with Finisher SR4030 or Finisher SR4040.

#### Paper size:

A3, B4 JIS, A4, D, B5 JIS, A5, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>

#### Power consumption (Max):

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

#### Dimensions (W × D × H):

108 × 452 × 130 mm, 4.3 × 17.8 × 5.2 inches

#### Weight:

Approx. 2 kg, 4.4 lb.

# Specifications for Output Jogger (Finisher SR4050) (Optional)

This section describes specifications for the output jogger (Finisher SR4050).

You can tidy the printout with Finisher SR4050.

#### Paper size:

A3 □, B4 JIS □, A4 □, B5 JIS □, 11 × 17 □, 8<sup>1</sup>/<sub>2</sub> × 11 □

#### Power consumption (Max):

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

#### Dimensions (W × D × H):

125 × 450 × 100 mm, 4.9 × 17.8 × 3.9 inches

#### Weight:

Approx. 1.7 kg, 3.8 lb.

# **Specifications for Mailbox (Optional)**

This section describes specifications for the mailbox.

To use the mailbox, the Finisher SR4030 or the Finisher SR4040 is required.

#### Number of trays:

9 trays

#### Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5DD, 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{2} \times 13$ D,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}$ DD,  $8 \times 10DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}$ DD,  $7^{1}/_{4} \times 10^{1}/_{2}$ D,  $210 \times 182 \text{ mm}$ D,  $210 \times 170 \text{ mm}$ D,  $210 \times 340 \text{ mm}$ D, 8KD, 16KDD,  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$ 

#### Paper weight:

60 - 128 g/m<sup>2</sup>, 16 lb. Bond - 34 lb. Bond

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

100 sheets per tray

#### **Power consumption:**

Approx. 48 W (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

540 × 600 × 660 mm, 21.3 × 23.6 × 26 inches

#### Weight:

Approx. 15 kg, 33 lb.

# Specifications for Interposer (Optional)

This section describes specifications for the interposer.

#### Paper size:

Metric version	Inch version
A3D, B4 JISD, A4DD, B5 JISDD, A5DD, 11 × 17D, $8^{1}/_{2}$ × 13D, $8^{1}/_{2}$ × 11DD, $8^{1}/_{4}$ × 13D, 8 × 13D, 8KD, 16KDD	A3 $\Box$ , A4 $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 8 × 10 $\Box$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ , 10 × 14 $\Box$

#### Paper weight:

64 - 216 g/m<sup>2</sup>, 17 lb. Bond - 80 lb. Cover

## Paper capacity (80 g/ $m^2$ , 20 lb. Bond):

200 sheets

#### Power consumption (Max):

Approx. 43 W (Power is supplied from the main unit.)

#### Dimensions ( $W \times D \times H$ ):

500 × 600 × 600 mm, 19.7 × 23.7 × 23.7 inches

#### Weight:

Approx. 12 kg, 26.5 lb.

# **Specifications for Multi-Folding Unit (Optional)**

This section describes specifications for the Multi-Folding Unit.

To use the Multi-Folding Unit, the Finisher SR4040 or the Finisher SR4050 is required.

#### Paper size:

• With Z-fold:

A3, A4, B4 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11, 8K

- With Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold:
   A3D, A4D, B4 JISD, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8KD
- With Multi-sheet Fold:
  - Half Fold, Letter Fold-in:

A3D, A4D, B4 JISD, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8KD

• Letter Fold-out:

A4, B4 JIS, B5 JIS, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11

#### Paper weight:

- With Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold:
   64 103 g/m<sup>2</sup> (17 lb. Bond 28 lb. Bond)
- With Multi-sheet Fold:

64 - 80 g/m<sup>2</sup> (17 lb. Bond - 20 lb. Bond)

#### Power source:

220 - 240 V, 50/60 Hz, 1.2 A

#### Power consumption:

Maximum 270 W (A separate power source is required.)

#### Dimensions (W × D × H):

470 × 980 × 730 mm, 18.6 × 38.6 × 28.8 inches

#### Weight:

Approx. 92 kg, 202.9 lb.

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

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

#### Paper size:

A4 $\Box$ , B5 JIS $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ 

#### Paper weight:

52 - 128 g/m<sup>2</sup>, 14 lb. Bond - 34 lb. Bond

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

4,000 sheets

#### **Power consumption:**

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

#### Dimensions ( $W \times D \times H$ ):

314 × 458 × 659 mm, 12.4 × 18 × 25.9 inches

#### Weight:

Approx. 20 kg, 44 lb.

# Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

Comportant 😯

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

#### Transmission spec.:

IEEE 1284

#### Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

# Specifications for Wireless LAN Board (Optional)

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, 12Mbps, 18Mbps, 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

#### **Vote**

• 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:

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

#### Data transmission speed:

1000 Mbps, 100 Mbps, 10 Mbps

#### Protocol:

TCP/IP, IPX/SPX, AppleTalk

#### Distance between devices:

100 m

# **Specifications for Other Options**

This section describes specifications for other options.

#### A3 / 11 × 17 Tray Unit

You can load A3<sup>D</sup> or 11 × 17<sup>D</sup> paper in the tray 1 using this unit.

#### **Extension Unit**

You can load B4 JISD, A4D,  $8^1/_2 \times 14D$  or  $8^1/_2 \times 11D$  paper in the large capacity tray (LCT) using this unit.

#### Tab Sheet Holder

You can use tab sheets with this holder.

#### **Copy Connector**

You can utilize the connect copy function bridging two machines with the copy connector.

#### **Copy Data Security Unit**

The Copy Data Security Unit deletes images and prints the gray ground colour of the paper when the documents marked unauthorized are copied.

#### DataOverWriteSecurity Unit

The DataOverWriteSecurity Unit automatically overwrites the data that remains on the hard disk.

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- The product names of Windows Server 2003 R2 are as follows: Microsoft<sup>®</sup> Windows Server<sup>®</sup> 2003 R2 Standard Edition Microsoft<sup>®</sup> Windows Server<sup>®</sup> 2003 R2 Enterprise Edition
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