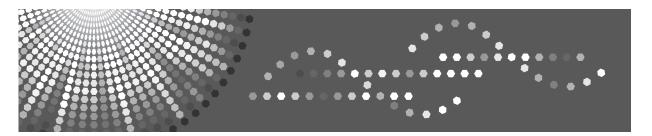
Read This First



Operating Instructions About This Machine



- 1 Getting Started
- 2 Entering Text
- 3 Appendix

Introduction

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

Important

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

Notes:

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

Certain options might not be available in some countries. For details, please contact your local dealer. Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

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

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

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

Power Source

220 - 240V, 50/60Hz, 2A or less

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

Manuals for This Machine

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

#Important

	Media	differ	according	to	manual.
--	-------	--------	-----------	----	---------

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

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

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

About This Machine

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

Troubleshooting

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

Copy Reference

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

❖ Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

❖ Network Guide

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

❖ General Settings Guide

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

❖ Security Reference

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

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

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

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

❖ PostScript 3 Supplement

Explains how to set up and use PostScript 3.

❖ UNIX Supplement

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

This manual includes descriptions of functions and settings that might not be available on this machine.

Other manuals

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

Note

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

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

^{*1} Optional

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	No	No	Yes
Troubleshooting	No	No	Yes
Copy Reference	No	No	Yes
Facsimile Reference	No	No	Yes
Printer Reference	No	No	Yes
Scanner Reference	No	No	Yes
Network Guide	No	No	Yes
General Settings Guide	No	No	Yes
Security Reference	No	No	Yes
PostScript 3 Supplement	No	No	Yes
UNIX Supplement	No	No	Yes
Quick Guide	Yes *1	No	Yes

 $^{^{*1}\,}$ Only the English version of the Quick Guide is provided as a printed manual. Versions in other languages are provided as PDF manuals.

What You Can Do with This Machine

This section introduces the features of this machine.

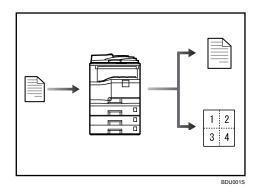
Note

☐ For details about options, see "Options".

Reference p.16 "Options"

Using This Machine as a Copier

You can make copies of originals.

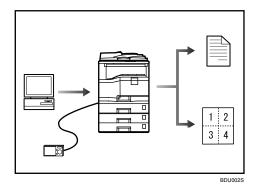


- You can make copies in full colour. You can switch the colour copy mode depending on the type of originals used and the desired finish.
- You can adjust colour tones and image qualities of copies.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the
 machine automatically detects 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.
- The Duplex (optional) and Combine functions allow you to save on paper by copying multiple pages onto single sheets.
- You can copy onto various types of paper such as envelopes and OHP transparencies.
- You can sort copies.

See Copy Reference.

Using This Machine as a Printer

You can print documents created in applications.



- This machine supports network and local connections.
- You can print on glossy paper.
- The optional PostScript 3 unit allows you to send PDF files directly to the machine for printing, without having to open a PDF application.
- The optional Function Upgrade Option allows you to print or delete Sample Print, Locked Print, Hold Print, and Stored Print jobs that are stored on this machine's hard disk.
- The optional Function Upgrade Option allows you to collate printed paper.
- With the optional Function Upgrade Option, USB host interface board, and PictBridge card installed, you can connect a PictBridge-compatible digital camera to this machine using a USB cable. This allows you to print the photographs stored on the camera using the camera's own interface.

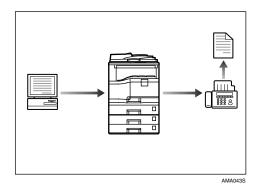
See Printer Reference.

Paperless Fax Transmission

You can send a file by fax without printing it.

Transmission

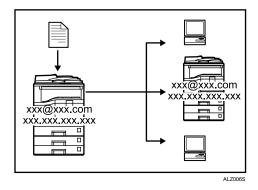
You can send a fax from your computer over the network (Ethernet or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).



- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.
- For details about machine's settings, see "Network Settings", General Settings Guide.
- For details about how to use the function, see "Fax via Computer", Facsimile Reference.

Fax Transmission and Reception Over the Internet

This machine supports Internet Fax and IP-Fax.



Internet Fax

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

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

❖ IP-Fax

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

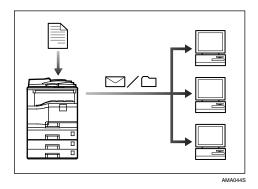
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

For details about settings, see "Network Settings", General Settings Guide.

For details about how to transmit and receive documents over the Internet, see "Transmission" and "Reception", Facsimile Reference.

Using the Scanner in a Network Environment

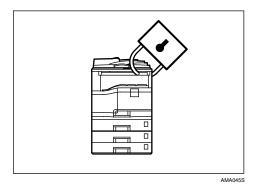
You can use a scanner over the network.



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

Administrating the Machine (Security Functions)

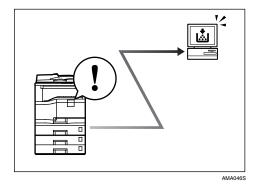
You can prevent information leakage by managing the machine.



- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.
- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.
- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit (optional) and Security Reference.

Monitoring the Machine Via Computer

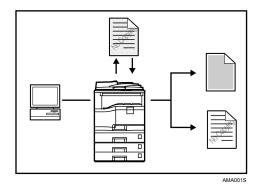
You can change the machine's settings and monitor its status from a connected computer.



- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer. 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.

TABLE OF CONTENTS

Manuals for This Machine	
Manuals List	
What You Can Do with This Machine	
Using This Machine as a Copier	
Using This Machine as a Printer	
Paperless Fax Transmission	
Fax Transmission and Reception Over the Internet	
Administrating the Machine (Security Functions)	
Monitoring the Machine Via Computer	
Preventing an Unauthorized Copy	
Notice	
Important	
Notes To Wireless LAN Interface (optional) Users	
How to Read This Manual	
Symbols	
Names of Major Options	
Safety Information	3
Safety During Operation	
Safety Precautions to be Followed	3
User Information on Electrical & Electronic Equipment	8
Users in the EU, Switzerland and Norway	
All Other Users	8
ENERGY STAR Program	
Recycled Paper	9
1 Catting Started	
1. Getting Started	
Guide to Components	
Control Panel Angle Adjustment Button	
Output Tray Guide	
Options	
Control Panel	
Display	
Reading the Display and Using Keys	
When the Authentication Screen is Displayed	
User Code Authentication (Using the Control Panel)	
User Code Authentication (Using a Printer Driver)	
Login (Using the Control Panel)	
Logout (Using the Control Panel)	
Login (Using a Printer Driver)Login (Using Web Image Monitor)	
Logout (Using Web Image Monitor)	
Changing Modes	
System Reset	
= /	

Turning On/Off the Power	26
Turning On the Main Power	26
Turning On the Power	27
Turning Off the Power	28
Turning Off the Main Power	29
Saving Energy	30
2. Entering Text	
Entering Text	31
Available Characters	
Keys	
How to Enter Text	
3. Appendix	
Dos and Don'ts	
Saving Colour Copies	42
Software and Utilities Included on the CD-ROM	43
Viewing the Contents of the CD-ROM	43
PDF Manuals	
Printer Drivers for This Machine	
TWAIN Driver	
LAN-Fax Driver	
DeskTopBinder Lite	
SmartDeviceMonitor for Admin	
DeskTopBinder-SmartDeviceMonitor for Client	
Specifications for the Main Unit	
Specifications for Options	
Exposure Glass Cover	
Auto Document Feeder (ADF)	
Auto Document Feeder capable of scanning both sides of a sheet (ARDF)	
Duplex Unit	
Lower Paper Trays (1-tray type)	
Lower Paper Trays (2-tray type) Function Upgrade Option	
IEEE 1284 Interface Board	
Wireless LAN Board	
Bluetooth Interface Unit	
USB Host Interface Unit	
Recommended Paper Sizes and Types	
Unusable Paper	
Paper Storage	
INDEX	64

Notice

Important

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

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

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

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

Colours on colour keys or the colour circle may differ slightly from the colours of actual copies.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Notes To Wireless LAN Interface (optional) Users



Declaration of Conformity

Notice to Users in EEA Countries

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

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

MARNING:

Indicates important safety notes.

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

CAUTION:

Indicates important safety notes.

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

#Important

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

This symbol indicates information or preparations required prior to operating.

Note

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

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

[]

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

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

Names of Major Options

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

- Auto Document Feeder → ADF
- Auto Document Feeder capable of scanning both sides of a sheet \rightarrow ARDF

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

MARNING:

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

CAUTION:

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

⚠ WARNING:

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

- Protect the machine from dampness or wet weather, such as rain and snow.
- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

Handling power cords and power plugs

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

⚠ WARNING:

- Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord.
 Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself.
 Doing so may result in damage to the cord, leading to fire or electric shock.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.

Handling the main machine

This section explains safety precautions about handling the main machine.

⚠ WARNING:

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

- 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.
- 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.
- 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.
- When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit.
- 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.
- 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, do not remove any covers or screws other than those specified in this manual.

- During operation, rollers for transporting the paper and originals revolve. A
 safety device is being installed so that the machine can be operated safely.
 But take care not to touch the machine during operation. An injury might occur.
- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

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

⚠ WARNING:

• Dispose of used ink containers in accordance with local regulations.

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.
- Keep the ink or ink container out of reach of children.
- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- Avoid getting ink on your clothes or skin when removing a paper jam or replacing ink cartridges. If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.
- Be careful not to get ink on your clothes when replacing an ink container. Ink stains on clothes are hard to remove.
- When loading paper, take care not to trap or injure your fingers.

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

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

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



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

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

All Other Users

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

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



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

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

It is an open program in which manufacturers participate voluntarily.

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

Sleep mode

This machine automatically reduces its power consumption if you do not use it for a while (default setting: 1 minute). Printing from your computer or of incoming fax is available in this mode.

If you want to operate this product while it is in this mode, turn the operation switch on.

- Power consumption: 4.2 W or less
- Default interval: 1 minute
- Recovery time: Less than 5.5 seconds

Note

☐ Using the Auto Off Timer setting, you can change the length of time that the machine waits before it switches to Sleep mode. See "System Settings", General Settings Guide.

Recycled Paper

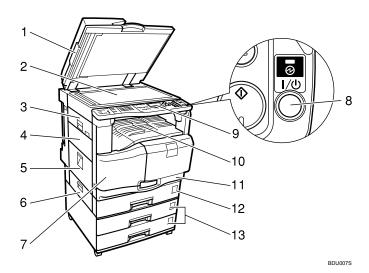
We recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

1. Getting Started

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.



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

(The illustration shows the ADF.) See "External options".

2. Exposure glass

Place originals here face down.

3. Upper Left Cover

Open this cover to remove jammed paper.

4. One-sheet output tray

Open this tray when copying or printing from the One-sheet bypass tray.

5. Left Cover

Open this cover to remove jammed paper.

6. Lower Left Cover

Open this cover to remove jammed paper.

7. Front Cover

Open to access the inside of the machine.

8. 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).

9. Control panel

See "Control Panel".

10. Internal Tray

Copied or printed paper and fax messages are delivered face down here. When paper jams occur, open the front cover, and then open this tray.

11. Paper Tray 1

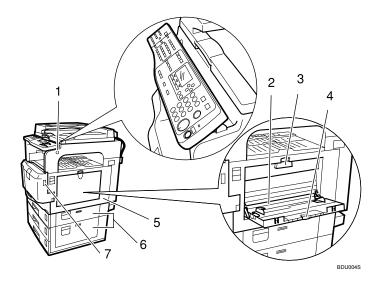
Load paper here.

12. Duplex Unit (optional)

Flips paper during two-sided printing.

13. Lower Paper Trays (optional)

Load paper here.



1. Control panel angle adjustment button

Allows you to adjust the angle of the control panel.

2. Bypass Tray

Use this to print on plain, thick, or custom-size paper.

3. One-sheet bypass tray

Use this to print on plain, thick, or custom-size paper, or OHP transparencies.

4. Extender

Pull out this extender when placing paper larger than A4 \square or $8^1/2 \times 11$ \square on the bypass tray.

5. Right Cover

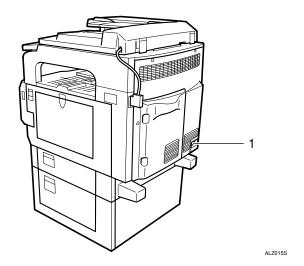
Open this cover to remove jammed paper.

6. Lower Right Cover/Bottom Right Cover

Open this cover to remove jammed paper.

7. Envelope lever

Use when copying or printing onto envelopes.



1. Main power switch

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

p.16 "External options"

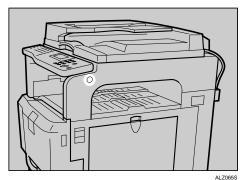
p.18 "Control Panel"

Control Panel Angle Adjustment Button

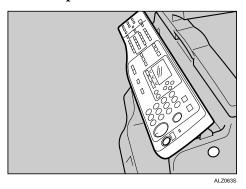
By pressing the control panel angle adjustment button, you can adjust the tilt of the control panel.

∰Important

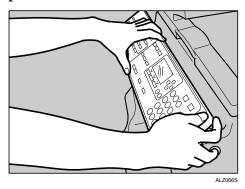
- ☐ Do not force the control panel or adjust it without pressing the adjustment button. Doing so damages the control panel.
- 1 Press and hold down the control panel angle adjustment button on the right side of the machine.



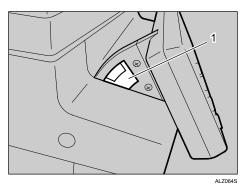
2 Tilt the control panel forward, and then release the adjustment button to lock the panel.



To tilt the control panel back, press and hold down the adjustment button to unlock the panel, and then angle the panel carefully until it locks into position.



Be careful not to get your fingers caught in the gap between the control panel and the machine.



1 Gap

Note

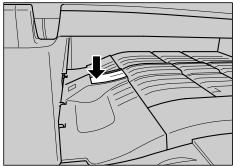
 \square You can set the tilt to one of three angles.

Output Tray Guide

If printed sheets come out curled, pull up the Output Tray Guide.

Using the Output Tray Guide

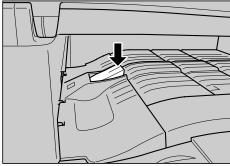
Pull up the Output Tray Guide until it clicks.



A1 7050

❖ Pushing in the Output Tray Guide

Push in the Output Tray Guide.



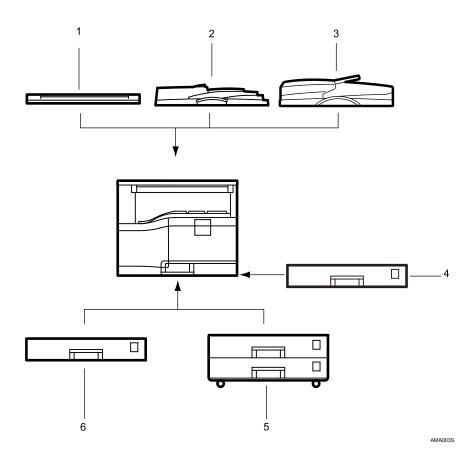
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Options

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

External options

This section provides explanations about external options.



1. Exposure Glass Cover

Lower this cover over originals.

2. ADF

Place stacks of originals here. They will feed in automatically.

3. ARDF

Place stacks of originals here. They will feed in automatically. This document feeder can be used for two-sided originals.

4. Duplex unit

Allows you to print on both sides of sheets using the copier and printer functions.

5. Lower Paper Trays

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

6. Lower Paper Tray

Holds 500 sheets.

Internal options

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

• Fax unit

Allows you to use the facsimile function.

• Function Upgrade Option

Allows you to copy on both sides of a sheet (colour), and use sort (colour) function in copier mode.

Allows you to use functions such as Collate and sample print in printer mode. Allows you to send scan files by E-mail, or by Scan to Folder in scanner mode. Allows you to use the Internet fax, and IP-Fax functions in facsimile mode.

• USB host interface unit

Allows you to connect a variety of external devices.

• PostScript3 unit

Allows you to print by Adobe PostScript printer driver and send PDF files directly to the machine. The Function Upgrade Option is required.

• 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.
- PictBridge card

Allows you to directly print images taken with a PictBridge-compatible digital camera.

• 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 on the Function Upgrade Option.

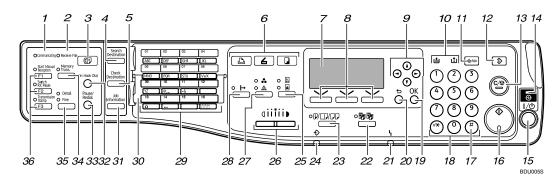
Note

- ☐ Only one of the following options can be installed on the machine at any one time: IEEE 1284 interface board, Wireless LAN board, Bluetooth interface unit.
- ☐ If the Copy Data Security Unit is installed in the machine, you cannot use the scanner and fax functions.

Control Panel

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

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



1. Communicating indicator (facsimile mode)

Lit during data transmission or reception.

2. Receive File indicator (facsimile mode)

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

See "Types of Reception", Facsimile Reference.

3. [Facsimile] key

Press to activate the facsimile function. See Facsimile Reference.

4. [Search Destination] key (scanner and facsimile mode)

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

5. [Check Destination] key (scanner and facsimile mode)

Press to check the specified destination.

6. Function keys

Press to display the operation screen of one of the following functions: printer, scanner, or copy. The indicator of the selected function goes on.

7. Display panel

Displays operational statuses and messages. See "Display".

8. Selection keys

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

9. Scroll keys

Press to select an item.

- (scrolls upward
- [▼]:scrolls downward
- [>]:scrolls right
- 【◀】:scrolls left

10. Indicators

Display errors and machine status.

△: Add Ink indicator. See "Handling Print Cartridges", Troubleshooting.

≜: Load Paper indicator. See "Loading paper", Troubleshooting.

11. [User Tools/Counter] key

User Tools

Press to change default or operation parameters according to requirement. See "Accessing User Tools (System Settings)", General Settings Guide.

Counter

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

12. [Clear Modes] key

Press to clear the current settings.

13. [Clear/Stop] key

- Clear
 Clears an entered numeric value.
- Stop Stops a job in progress, such as copying, scanning, faxing, or printing.

14. Main power indicator

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

If the operation switch indicator is lit or flashing, do not turn off the machine's main power switch. Doing so might damage the hard disk or memory, or cause ink in the print-head to dry, clogging the nozzles. See "Turning On/Off the Power".

15. Operation switch

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

16. [Start] key

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

17. [#] key (Enter key)

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

18. Number keys

Press to enter numeric values.

19. [OK] key

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

20. [Escape] key

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

21. \ Alert indicator

See Network Guide or "Clearing Misfeeds", Troubleshooting.

22. [Sort] key (copier mode)

Press to automatically sort printed copies. See "Copier Functions", Copy Reference.

23. [Duplex/Combine/Series] key (copier mode)

Duplex

Perform duplex printing when copying a multiple-sheet original. For details, see "Copier Functions", Copy Reference.

• Combine

Combine and print the pages of a multiple-sheet original onto a single sheet. For details, see "Copier Functions", Copy Reference.

Series
 Print each page of a double-page spread as a single-page copy.

24. ♦ Data In indicator (printer mode)

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

25. [Original] key (copier, scanner and facsimile mode)

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

26. [Lighter] key, [Darker] key (copier, scanner and facsimile mode)

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

27. [Full Colour/B&W] key (copier and scanner mode)

Press to switch between "Full Colour" and "Black & White" according to the document type or your requirements. See "Selecting a Colour Mode", Copy Reference and "Selecting Original Type", Scanner Reference.

28. [→ Online] key (printer mode)

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

29. Quick Dial keys

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

30. Quick Dial Flip Plate

Tilt the plate downward to change from the [Quick Dial 01] key to the [Quick Dial 16] key. Tilt the plate upward to change from the [Quick Dial 17] key to the [Quick Dial 32] key.

31. [Job Information] key (scanner and facsimile mode)

Press to obtain status information on transmitted data.

32. [On Hook Dial] key (facsimile mode)

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

33. [Pause/Redial] key (facsimile mode)

• Pause

Press to insert a pause in a fax dialing sequence. You cannot insert a pause at the beginning of a sequence. The pause is indicated by "-".

Redial

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

₽ Reference

p.21 "Display"p.26 "Turning On/Off the Power"p.31 "Entering Text"

34. [Memory Trans.] key (facsimile mode)

Press to carry out memory transmission. See "Transmission Modes", Facsimile Reference.

35. [Resolution] key (facsimile mode)

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

36. User Function keys (facsimile mode)

You can program frequently used functions in these keys under Set User Function Key. See "Fax Features", General Settings Guide.

By default, the following functions are registered:

[F1] key: Start manual reception

[F2] key: Switch reception mode

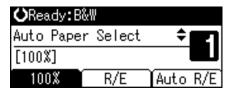
[F3] key: Transmission stamp

Display

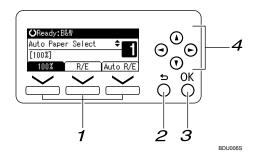
The display panel shows machine status, error messages, and function menus. When you select or specify an item on the display panel, it is highlighted like

∰Important

☐ A force or impact of more than 30 N (about 3 kgf) will damage the display. The copy display is set as the default screen when the machine is turned on.



Reading the Display and Using Keys



1. Selection keys

Correspond to items at the bottom line on the display.

Example: The Copy display

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

2. [Escape] key

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

3. **[OK]** key

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

4. Scroll keys

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

When $[\blacktriangle]$, $[\blacktriangledown]$, $[\blacktriangleright]$ or $[\blacktriangleleft]$ appears in this manual, press the scroll key of the same direction.

1

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".

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

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

Note

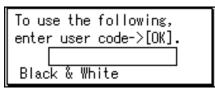
☐ "Authentication failed." appears if the authentication failed. Check the login user name and login password.

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 (one to eight digits), and then press the [OK] key.



Note

 \square To log out, press the operation switch.

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.



☐ If logged in through User Code Authentication, logging out is not necessary.

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 Enter the login user name and then press the [OK] key.

Logir):				(OK)
Enter	r a	login	user	name.	
abc	ı				

2 Enter the login password and then press the [OK] key.

Login	:	(OK)
Enter	login password.	
abc		

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

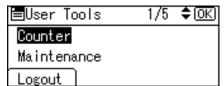
Logout (Using the Control Panel)

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

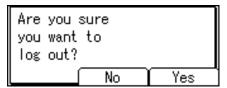
#Important

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

Press [Logout].



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.

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

Login (Using Web Image Monitor)

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

- 1 Click [Login].
- 2 Enter a login user name and password, and then click [Login].
 - Note
 - ☐ For User Code Authentication, enter a user code in **[Login User Name]**, and then click **[OK]**.

Logout (Using Web Image Monitor)

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

1 Click [Logout] to log out.

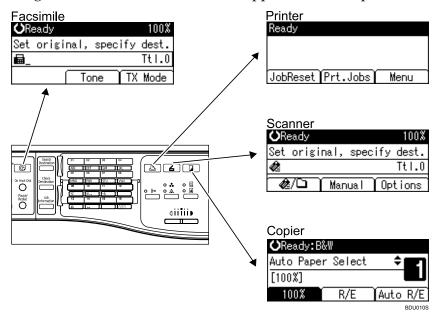


☐ Delete the cache memory of a Web browser after logging out.

Changing Modes

This section explains how to change modes.

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



Note

- ☐ You cannot switch modes when accessing User Tools.
- ☐ The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", General Settings Guide.

System Reset

This section explains System Reset.

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

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

Turning On/Off the Power

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

Power supply

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

- Operation switch (right side of the control panel)
 Press to activate the machine. When the machine has finished warming up, you can make use of each function.
- Main power switch (backside 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 Sleep Mode and reduces its power consumption if you do not use it for a while with its power "On". To specify the time that the machine waits before it enters Sleep mode, configure the Auto Off Timer setting. See "System Settings", General Settings Guide.

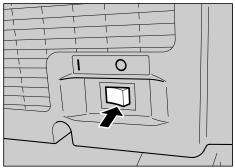
Turning On the Main Power

Turn on the main power as follows:

∰Important

- ☐ Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory or nozzle clogging due to dried head, leading to malfunctions.
- **1** Make sure the power code is firmly plugged into the wall outlet.
- **2** Turn on (" | ") the main power switch at the back of the machine.

The main power indicator goes on.



Note

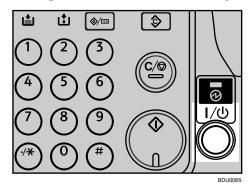
- ☐ When the message "Restart is required due to a functional error." is displayed, follow the instructions and press [Restart] at the bottom right-hand corner of the screen after the process is completed.
- ☐ If the "Temperature Alert" message appears, check the installation site. See "Where to Put Your Machine", Troubleshooting.
- ☐ If you have inadvertently set "Set Date" to a date in the future, the machine may take longer than usual to start printing or to initialize after being switched on. If this is the case, do not switch the machine off; instead, wait about 10 minutes.

Turning On the Power

Turn on the power as follows:

1 Press the operation switch.

The operation switch indicator goes on.



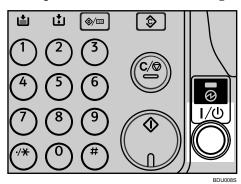
Note

☐ 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.

Turn off the power as follows:

- **1** Make sure the exposure glass cover, ADF, or ARDF is lowered.
- **2** Press the operation switch.

The operation switch indicator goes off.



- ☐ Even if you press the operation switch, the operation switch indicator does not go out, but flashes in the following cases:
 - When the exposure glass cover, ADF, or ARDF is open.
 - During communication with external equipment.
 - When the Function Upgrade Option is active.
 - When the print-head is being capped.
 - When ink is being supplied.

Turning Off the Main Power

Turn off the main power as follows:

∰Important

- ☐ If the operation switch indicator is lit or flashing, do not turn off the main power switch. Doing so might damage the hard disk or memory, leading to malfunctions.
- ☐ When the machine finishes printing, it covers its print-heads. Before turning the machine off, allow the machine 10 seconds to cover its print-heads after finishing printing.
- ☐ 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.
- **1** Make sure the operation switch indicator is not lit.
- **2** Turn off the main power switch at the back of the machine.

The main power indicator goes off.

- □ When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents may not be received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted twelve hours after you turn off the main power switch or unplug the power cord. For details, see "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- ☐ The operation switch indicator does not go off, but flashes in direct dialing mode even if you press the operation switch. When this happens, check the items below, and turn off the main power switch.
 - the computer is not controlling the machine.
 - the machine is not receiving a fax.

Saving Energy

This section explains the machine's energy saving function.

This machine has the following energy saving function.

Auto off

This machine automatically enters Sleep mode and reduces its power consumption if you do not use it for a while. This function is called "Auto off". You can specify how long the machine remains idle before switching to Sleep mode under Auto Off Timer. See "System Settings", General Settings Guide.

- ☐ The Auto Off function will not operate in the following cases:
 - When a warning message is displayed
 - When the service call message is displayed
 - When paper is jammed
 - When the cover is open
 - When the "Add Ink" message is displayed
 - When ink is being replenished
 - When the User Tools/Counter/Inquiry screen is displayed
 - When the facsimile, printer, or other functions are active
 - When operations were suspended during printing
 - When the On-hook dialing function is in use
 - When the address list or group dial is being used
 - When the Data In indicator is on or flashing

2. Entering Text

This section describes how to enter characters.

Entering Text

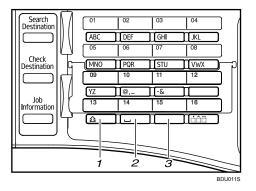
When you enter a character, it appears at the cursor position. If there is a character already at the cursor position, the newly entered character appears before it.

Available Characters

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals 0123456789

Keys



1. [Shift] key ([Quick Dial 13/29] key)

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

2. [Space] key ([Quick Dial 14/30] key)

Press to enter a space.

3. [Symbols] key ([Quick Dial 15/31] key)

Press to enter symbols.

Number keys

Use to enter numbers.

❖ [Quick Dial 01/17] key to [Quick Dial 09/25] key (A to Z)

Press these to enter upper and lower case letters.

❖ [Clear/Stop] key

Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ Scroll keys

Shifts the cursor up, down, left and right.

A)	N	_	t۵
	IV	u	ιe

- ☐ Keys are operable when Quick Dial Flip Plate is flipped upward or downward.
- ☐ For example, the [Quick Dial 01/17] key functions as the [Quick Dial 01] key when Quick Dial Flip Plate is flipped downward, and it functions as the [Quick Dial 17] key if the plate is flipped upward.
- Cyrillic characters are available with the Keyboard Type D only.

How to Enter Text

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

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

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

Note

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

Entering letters

Press the [Shift] key to switch between lowercase, uppercase, User Text, and Cyrillic characters.

Name	:	(EK)
Ente	r name.	
abc		

Press the appropriate Quick Dial key repeatedly until the letter that you require appears.

Name	<u>(0K)</u>	
Ente	r name.	
abc	toky <u>o</u>	•

3 To enter additional letters, repeat step 2.

If the next letter you want to enter is assigned to the same Quick Dial key, move the cursor by pressing [►], and then press the Quick Dial key. The cursor moves to the right and the next letter appears on the display.

❖ Keyboard Type A

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

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❖ Keyboard Type B

Press one of the following Quick Dial keys to display a basic letter, and then press the [Quick Dial 16/32] key to select one of its variations.

Quick Dial Key	Uppercase	Lowercase
01/17	$A \rightarrow \grave{A} \acute{A} \acute{A} \check{A} \ddot{A} \ddot{A} \mathcal{A} \mathcal{A}$	a→àáâãääæ
	$C \rightarrow \dot{C}$	$c{ ightarrow} c$
02/18	$D{\rightarrow} D$	d→ð
	$ extbf{E} ightarrow\dot{ extbf{E}}$ É É Ë	e→è é ê ë
03/19	I→ ÌÍÎÏ	i→ìíîï
05/21	$N{ ightarrow}$ $ ilde{N}$	$n \rightarrow \tilde{n}$
	$O \rightarrow O O O O O O O O O O O O O O O O O O$	o→òóôõöøœ
06/22	$P \rightarrow D$	$p \rightarrow p$
07/23	$S \!\! o \! \check{S}$	s→šß
	U→ Ù Ú Û Ü	u→ù ú û ü
09/25	$Y \rightarrow \acute{Y} \ddot{Y}$	y→ýÿ
	$Z \rightarrow \check{Z}$	$z \rightarrow \check{z}$

AMA028S

Keyboard Type C

This keyboard type allows you to enter Polish, Hungarian, and Czech letters. Press one of the following Quick Dial keys to display a basic letter, and then press the [Quick Dial 16/32] key to select one of its variations.

Quick Dial Key	Uppercase	Lowercase
01/17	$A \rightarrow \acute{A} \stackrel{.}{A} \ddot{A} \stackrel{.}{A} \stackrel{.}{A} \stackrel{.}{A}$	a →á â ä ą ă
	$C \rightarrow \acute{C} \ \check{C} \ C$	c →ć č ç
02/18	$D \rightarrow \check{D} D$	$d \rightarrow d' d$
	$\mathbf{E} \rightarrow \acute{\mathbf{E}} \ \check{\mathbf{E}} \ \ddot{\mathbf{E}} \ \mathbf{E}$	e →é ě ë ę
03/19	I →Í Î	i →íî
04/20	$ ext{L} ightarrow ext{\^{L}} ext{ \'{L}} ext{L}$	1 →Í ľ ł
05/21	$N \rightarrow \acute{N} \check{N}$	$n \rightarrow \acute{n} \ \check{n}$
	$O \rightarrow OOOOO$	o →ó ô ö ő
06/22	$R \rightarrow \acute{R} \check{R}$	$\mathbf{r} ightarrow \acute{\mathbf{r}} \check{\mathbf{r}}$
07/23	$\mathrm{S} ightarrow \acute{\mathrm{S}} \check{\mathrm{S}} \mathrm{S}$	$_{ ext{S}} ightarrow\acute{ ext{S}}\check{ ext{S}}$ §
	$\mathrm{T} ightarrow \check{\mathrm{T}} \check{\mathrm{T}}$	$t \to t \; t$
	U →Ú Ü Ű Ů	u → ú ü ű ů
09/25	$Y \mathop{\rightarrow} \acute{Y}$	$y \rightarrow \acute{y}$
	$Z \rightarrow \acute{Z} \check{Z} \dot{Z}$	$z \rightarrow \acute{z} \check{z} \dot{z}$

ARB028S

❖ Keyboard Type D

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

Quick Dial Key	Uppercase	Lowercase
01/17	$A \to B \to B \to \Gamma \to \Gamma \to \Lambda$	$a \rightarrow b \rightarrow $
02/18	$\downarrow \downarrow \rightarrow P \rightarrow E \rightarrow E \rightarrow E \rightarrow E \rightarrow \mathcal{H}$	$\dot{\Gamma} \rightarrow \dot{\eta} \rightarrow e \rightarrow e \rightarrow \ddot{e} \rightarrow \mathcal{K}$
03/19	$3 \rightarrow S \rightarrow M \rightarrow I \rightarrow \ddot{I}$	$3 \rightarrow s \rightarrow M \rightarrow i \rightarrow i$
04/20	$ \ddot{\text{N}} \rightarrow \text{J} \rightarrow \text{K} \rightarrow \text{J} \rightarrow \text{JP} $	$\ddot{\mathtt{n}} \rightarrow \dot{\mathtt{j}} \rightarrow \mathtt{k} \rightarrow \mathtt{л} \rightarrow \mathtt{л}$
05/21	$M \rightarrow H \rightarrow H \rightarrow O \rightarrow \Pi$	$M \rightarrow H \rightarrow PP \rightarrow 0 \rightarrow U$
06/22	$\longrightarrow C \longrightarrow L \longrightarrow P \longrightarrow \xi$	$p \rightarrow c \rightarrow T \rightarrow \hbar \rightarrow \kappa$
07/23	$y \rightarrow y \rightarrow \Delta \rightarrow X \rightarrow \Pi$	$y \rightarrow y \rightarrow \phi \rightarrow x \rightarrow y$
08/24	$\text{$^{\text{H}}$} \rightarrow \text{$\text{H}$} \rightarrow \text{$\text{H}$} \rightarrow \text{$\text{H}$}$	$\mathbf{d} \to \mathbf{f} \to \mathbf{I} \mathbf{I} \to \mathbf{I} \mathbf{I} \to \mathbf{P}$
09/25	$R \leftarrow OI \leftarrow C \leftarrow I$	$PI \rightarrow P \rightarrow 3 \rightarrow PO \rightarrow B$

ARB029S

Note

- $\hfill\Box$ To enter a character repeatedly, press a Quick Dial key again.
- ☐ To insert a character, press [◀] or [▶] to move the cursor to the position you want to enter.

Entering symbols

1 Press the [Symbols] key.

Symbols appear.

2 Select a symbol using the scroll keys.

Sym	bol	s:				1/4	4\$	(OK)
H	,,	#	\$	X	&	,	()
*	+	,	-		1	:	;	<
=	>	?	9	[Λ]	^	_

Press the [OK] key.

This will enter the symbol and shift the cursor.

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

❖ Keyboard Type A

	Symbols							
!	"	#	\$	%	&	1	()
*	+	,	-		/	:	,	/
=	>	?	@	[/]	٨	_
`	{		}	~				

BAN033S

❖ Keyboard Type B

	Symbols							
!	11	#	\$	%	&	1	()
*	+	,	ı		/		,	'
=	^	?	@	[\]	٨	
`	{		}	~	€	,	f	"
	†	‡	<	%	(4	,	"
"	•	_		2	TM	>	i	¢
£	¤	¥		§	•	0	а <u></u>	«
_	-	®	_	٥	±	2	3	,
μ	¶	ī	د	1	0	»	1/4	1/2
3/4	ن	×	ß	÷				

BAN021S

❖ Keyboard Type C

Symbols								
!	"	#	\$	%	&	,	()
*	+	,	-	•	/	:	;	<
=	>	?	@	[\]	۸	_
`	{		}	~	€	,	,,	
†	‡	‰	('	,	"	"	•
_	_	ТМ	>	v	ŭ	¤	 	§
	©	«	٦	-	®	0	±	·
,	μ	¶		د	»	"	×	ß
÷	-							

AMA033S

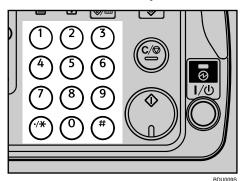
❖ Keyboard Type D

	Symbols							
!	"	#	\$	%	&	'	()
*	+	,	-		1	:	,	<
=	>	?	@	[\]	٨	_
`	{		}	~	,	"		†
#	€	‰	(6	,	"	"	•
_	_	ТМ	>	¤		§	©	«
٦	-	®	0	±	μ	¶	Ē	Nº
»								

41440040

Entering numbers

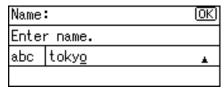
1 Press the number keys.



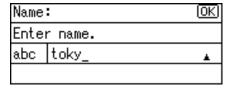
The number is entered and the cursor moves.

Deleting characters

1 Use [◀] or [▶] to move the cursor to the character you want to delete.



Press the [Clear/Stop] key.

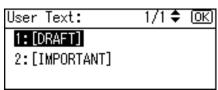


This will delete the character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

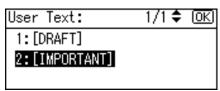
Adding user text

You can select and use a User Text that is registered in [Prog/Change/Del User Text]. For the registration procedure under Prog/Change/Del User Text, see "System Settings", General Settings Guide.

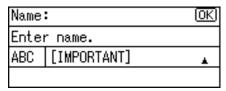
Press the [Shift] key repeatedly to display [User Text].



Select the text you want to add using [▲] or [▼], and then press the [OK] key.



To modify the selected text, press the Quick Dial keys to enter letters, and then press the [OK] key.



3. Appendix

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

Dos and Don'ts

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

⚠ WARNING:

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

A CAUTION:

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

∰Important

If the operation switch indicator is lit or flashing, do not turn off the main power switch. Doing so might damage the hard disk or memory, or cause ink in the print-head to dry, clogging the nozzles.
Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100% , as shown on the screen. See "Turning Off the Main Power".
After scanning originals continuously, the exposure glass may become warm, this is not a malfunction. $\ \ \ \ \ \ \ \ \ \ \ \ \ $
The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
Do not turn off the power when the machine is in operation.
The machine might not produce good copy/print images if condensation forms inside as a result of rapid temperature change.
Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur. $ \\$
Do not move the machine when the power is on.
If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

☐ In addition to printing, ink is also consumed when the machine's power is turned on, head cleaning is performed, and print cartridges are installed.

□ The machine uses more ink when cold.
 □ A change in temperature or humidity may cause condensation to form, which can affect print quality.
 □ By using the optional anti-condensation heaters, you can minimize condensation when using the machine in a climate where daytime and nighttime temperatures differ greatly.
 ✔ Reference

 p.29 "Turning Off the Main Power"

Saving Colour Copies

This section explains notes on saving colour copies.

- Like most prints, colour prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies by storing them in a binder in a dark, dry place.
- Ink may melt when using solvent type adhesive agents for pasting prints.

Software and Utilities Included on the CD-ROM

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

Five CD-ROMs come with this machine: "Printer Drivers and Utilities", "Scanner Driver and Utilities", "Manuals for Users <General Reference>", "Manuals for Users <Facsimile Reference>", and "Manuals for Administrators <Security Reference>". In "Manuals for Users <General Reference>", operating instructions are stored in PDF format. The "Facsimile Reference" manual is included on the "Manuals for Users <Facsimile Reference>" CD-ROM. The "Manuals for Administrators <Security Reference>" CD-ROM that includes Security Reference is for administrators of the machine.

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.

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.

PDF Manuals

The supplied "Manuals for Users <General Reference>", "Manuals for Users <Facsimile Reference>", and "Manuals for Administrators <Security Reference>" CD-ROMs contain PDF manuals.

1 Select a language, and then open the PDF manuals you require.



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

Printer Drivers for This Machine

This section explains printer drivers for this machine.

∰Important

□ You can install the PCL printer drivers (PCL 5c 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 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 5c	RPCS	PostScript 3
Windows 2000 *1	OK	OK	OK	OK
Windows XP *2	OK	OK	OK	OK
Windows Vista *3	OK	OK	OK	-
Windows Server 2003 *4	OK	OK	OK	OK
Mac OS *5	-	-	-	OK
Mac OS X *6	-	-	-	OK

^{*1} Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server

Microsoft Windows 2000 Advanced Server

Microsoft Windows XP Home Edition

Microsoft Windows Vista Enterprise

Microsoft Windows Vista Business

Microsoft Windows Vista Home Premium

Microsoft Windows Vista Home Basic

^{*2} Microsoft Windows XP Professional

^{*3} Microsoft Windows Vista Ultimate

*4 Microsoft Windows Server 2003 Standard Edition

Microsoft Windows Server 2003 Enterprise Edition

Microsoft Windows Server 2003 Web Edition

Microsoft Windows Server 2003 Datacenter Edition

Microsoft Windows Server 2003 R2 Standard Edition

Microsoft Windows Server 2003 R2 Enterprise Edition

Microsoft Windows Server 2003 R2 Datacenter Edition

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

*6 Mac OS X 10.1 or later (Native mode)

❖ PCL printer drivers

Two kinds of PCL printer driver (PCL 5c 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.



☐ Some applications may require installation of the PCL 5c printer driver. In this case, you can install PCL 5c without having to install PCL6.

TWAIN Driver

This section describes the file path to 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 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

• 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.

This driver allows you to use LAN-Fax functions.

File path

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

\DRIVERS\LAN-FAX\XP_VISTA

❖ System requirements

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



☐ Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

For details about the software installed with DeskTopBinder Lite, see "Software Supplied on CD-ROM", Scanner Reference.

File path

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

System requirements

- Hardware PC/AT-compatible machines that support the operating system properly
- Operating system
 When installing all functions of DeskTopBinder:
 Windows 98SE/Me/2000 SP1 or later/XP/Vista
 Windows Server 2003/2003 R2

When installing only SmartDeviceMonitor for Client: Windows 95 SP1/98/Me/2000 SP1 or later/XP/Vista Windows Server 2003/2003 R2 Windows NT 4.0 SP5 or later

SmartDeviceMonitor for Admin

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

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

❖ File path

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

NETWORK\DEVMON\ADMIN\DISK1

Operating system	Protocol stack			
Windows 95 / 98 / Me	TCP/IP provided with Windows 95 / 98 / Me			
	IPX/SPX provided with Windows 95 / 98 / Me			
	NetWare Client provided with Windows 95 / 98			
	Novell Client provided with Windows 95 / 98			
Windows 2000	TCP/IP provided with Windows 2000			
	IPX/SPX provided with Windows 2000			
	NetWare Client provided with Windows 2000			
	Novell Client provided with Windows 2000 or Windows NT			
Windows XP	TCP/IP provided with Windows XP			
	IPX/SPX provided with Windows XP			
	NetWare Client provided with Windows XP			
	Novell Client provided with Windows XP			
Windows Vista	TCP/IP provided with Windows Vista			
	Novell Client provided with Windows Vista			
Windows Server	TCP/IP provided with Windows Server 2003/2003 R2			
2003/2003 R2	IPX/SPX provided with Windows Server 2003/2003 R2			
	NetWare Client provided with Windows Server 2003/2003 R2			
	Novell Client provided with Windows Server 2003/2003 R2			
Windows NT 4.0	TCP/IP provided with Windows NT			
	IPX/SPX provided with Windows NT			
	Client Service for NetWare provided with Windows NT			
	Novell Client provided with Windows 2000 or Windows NT			

Available functions

SmartDeviceMonitor for Admin has the functions to check the followings:

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

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 "Scanner Driver and Utilities":

NETWORK\DEVMON\CLIENT\DISK1

System requirements

- Hardware PC/AT-compatible
- Operating systems Windows 95 SP1/98SE/Me/2000 SP1 or later/XP/Vista Windows Server 2003/2003 R2 Windows NT 4.0 SP5 or later

- ☐ See "Software Supplied on CD-ROM", Scanner Reference or Help of Desk-TopBinder-SmartDeviceMonitor for Client.
- ☐ DeskTopBinder includes SmartDeviceMonitor for Client. See Help of Desk-TopBinder-SmartDeviceMonitor for Client.

Specifications for the Main Unit

This section describes the specifications for the main unit.

Configuration:

Desktop

❖ Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

GelSprinter

Resolution:

600 dpi

Exposure glass:

Stationary original exposure type

❖ Warm-up time:

20 seconds or less

Maximum original size:

A3 \square , 11 × 17 \square

❖ Paper size:

- Paper tray: A3 \Box A5 \Box , 11 × 17 \Box 5¹/₂ × 8¹/₂ \Box
- Bypass tray: A3 \square A6 \square , 11 × 17 \square $5^1/_2 \times 8^1/_2 \square$
- One-sheet bypass tray: A3 \square A6 \square , 11 × 17 \square 5 $^1/_2$ × 8 $^1/_2$ \square

❖ Paper weight:

- Paper tray: 60 105 g/m², 16 28 lb.
- Bypass tray: $60 162 \text{ g/m}^2$, 16 43 lb.
- One-sheet bypass tray: $60 264 \text{ g/m}^2$, 16 70 lb.
- Duplex unit: $60 105 \text{ g/m}^2$, 16 28 lb.

Non-reproduction area (Copier):

- Leading edge: 1.5 5.0 mm, 0.1 0.2 inch
- Trailing edge: 0.5 6.0 mm, 0.1 0.3 inch
- Left edge: 0.5 4.0 mm, 0.1 0.2 inch
- Right edge: 0.5 4.0 mm, 0.1 0.2 inch

❖ First copy time:

- Colour: 20 seconds or less (A4 \square , $8^1/_2 \times 11 \square$ 100%, feeding from Tray 1)
- B&W: 9 seconds or less (A4 \square , $8^1/_2 \times 11 \square$ 100%, feeding from Tray 1)

Copying speed:

- Colour: 4 copies/minute (A3 \square , 11 × 17 \square , with the Function upgrade option)
- Colour: 3 copies/minute (A3 \square , 11 × 17 \square , without the Function upgrade option)
- B&W: 9 copies/minute (A3 \square , 11 × 17 \square)
- Colour: 8 copies/minute (A4 \square , $8^1/2 \times 11 \square$)
- B&W: 18 copies/minute (A4 \square , $8^1/_2 \times 11 \square$)

❖ Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	155%
	141%	129%
	122%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	78%
	71%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in 1% steps.

Maximum continuous copy run:

1 - 99 copies

❖ Paper capacity:

• Tray 1: 250 sheets (80 g/m², 20 lb.)

• Bypass tray: $100 \text{ sheets } (80 \text{ g/m}^2, 20 \text{ lb.})$

• One-sheet bypass tray: 1 sheet

❖ Power consumption:

	Main unit only	Complete system *1
Stand-by	about 42 W	about 50 W
During printing	about 90 W	about 155 W
Maximum	less than 130 W	less than 250 W

^{*1} The complete system consists of the main unit, ARDF, fax unit, USB host interface unit, IEEE 1284 interface board, Function Upgrade Option, Copy Data Security Unit, duplex unit, and Lower Paper Trays.

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

 $550 \times 729 \times 485$ mm, $21.7 \times 31.2 \times 19.1$ inches

❖ Space for main unit (W × D):

 $550 \times 729 \text{ mm}, 21.7 \times 31.2 \text{ inches}$

❖ Noise emission:

• Sound power level

	Main unit only	Complete system
Stand-by	40.0 dB (A) or less	40.0 dB (A) or less
During printing	62.0 dB (A) or less	66.0 dB (A) or less

• Sound pressure level

	Main unit only	Complete system
Stand-by	34.0 dB (A) or less	34.0 dB (A) or less
During printing	56.0 dB (A) or less	-

• 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. Values are for reference only.

The complete system consists of the main unit, ARDF, fax unit, USB host interface unit, IEEE 1284 interface board, Function Upgrade Option, Copy Data Security Unit, duplex unit, and Lower Paper Trays.

❖ Weight:

52 kg (115 lb.) or less

Note

☐ Specifications are subject to change without notice.

Specifications for Options

This section describes the specifications for the options to be externally installed to the machine body.

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

Exposure Glass Cover

Lower this over originals for copying.

Auto Document Feeder (ADF)

- ❖ Mode:
 - ADF mode
- Original size:
 - A3D A5DD
 - $11 \times 17 \square 5^1/_2 \times 8^1/_2 \square \square$
- Original weight:
 - One-sided originals: 52 105 g/m² (14 28 lb.)
- Number of originals to be set:
 - $30 \text{ sheets } (80 \text{ g/m}^2, 20 \text{ lb.})$
- **❖** Maximum power consumption:
 - less than 25 W (Power is supplied from the main unit.)
- $\ \ \, \ \ \,$ Dimensions (W \times D \times H):
 - $550 \times 470 \times 90$ mm, $21.7 \times 18.6 \times 3.6$ inches
- ❖ Weight:
 - 7 kg (15 lb.) or less
- Note
- ☐ Specifications are subject to change without notice.

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

Original size:

- A3□ A5□□
- $11 \times 17 \square 5^1/_2 \times 8^1/_2 \square \square$

Original weight:

- One-sided originals: 40 128 g/m² (10 34 lb.)
- Two-sided originals: $64 105 \text{ g/m}^2 (17 28 \text{ lb.})$ (Duplex)

Number of originals to be set:

• $50 \text{ sheets } (80 \text{ g/m}^2, 20 \text{ lb.})$

Maximum power consumption:

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

Dimensions (W \times D \times H):

• $550 \times 470 \times 130$ mm, $21.7 \times 18.6 \times 5.2$ inches

❖ Weight:

• 10 kg (22 lb.) or less

Note

☐ Specifications are subject to change without notice.

Duplex Unit

❖ Paper size:

A3 , B4 JIS (Japanese Industrial Standard) , A4 , B5 JIS , A5 , A5 , 11 × 17 , $8^{1}/_{2} \times 14$, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$, 8×13 , $8^{1}/_{2} \times 13$, $8^{1}/_{4} \times 14$, $8^{1}/_{4} \times 13$, 8

❖ Paper weight:

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

Note

☐ Specifications are subject to change without notice.

Lower Paper Tray (1-tray type)

❖ Paper weight:

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

❖ Paper size:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , A5 \square , 11 × 17 \square , 8¹/₂ × 14 \square , 8¹/₂ × 13 \square , 8¹/₂ × 11 \square \square , 5¹/₂ × 8¹/₂ \square , 8¹/₄ × 13 \square , 8 × 13 \square , 8¹/₄ × 14 \square , 8K \square , 16K \square \square

Maximum power consumption:

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

❖ Paper capacity:

500 sheets $(80 \text{ g/m}^2, 20 \text{ lb.})$

\clubsuit Dimensions (W × D × H):

 $550 \times 520 \times 134$ mm, $21.7 \times 20.5 \times 5.36$ inches

❖ Weight:

17 kg (37.5 lb.) or less

Note

☐ Specifications are subject to change without notice.

Lower Paper Trays (2-tray type)

❖ Paper weight:

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

❖ Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5D, 11×17 D, $8^{1}/_{2} \times 14$ D, $8^{1}/_{2} \times 13$ D, $8^{1}/_{2} \times 11$ DD, $5^{1}/_{2} \times 8^{1}/_{2}$ D, $8^{1}/_{4} \times 13$ D, 8×13 D, $8^{1}/_{4} \times 14$ D, 8KD, 16KDD

❖ Maximum power consumption:

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

❖ Paper capacity:

500 sheets (80 g/m², 20 lb.) \times 2 trays

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

 $550 \times 520 \times 271$ mm, $21.7 \times 20.5 \times 10.7$ inches

❖ Weight:

25 kg (55 lb.) or less

Note

☐ Specifications are subject to change without notice.

Function Upgrade Option

You can increase the machine's functionality by installing this option.

IEEE 1284 Interface Board

❖ Transmission spec.:

IEEE 1284

❖ Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

Wireless LAN Board

❖ Transmission spec.:

Based on IEEE 802.11b (wireless LAN)

❖ Protocol:

TCP/IP, IPX/SPX, AppleTalk

Note

☐ SmartDeviceMonitor and Web Image Monitor are supported.

❖ Data transfer speed:

Auto select from the following speeds: 1 Mbps, 2 Mbps, 5.5 Mbps, 11 Mbps

❖ Frequency range:

2412 - 2472 MHz (1 - 13 channels)

Transmission mode:

Ad hoc, and infrastructure mode

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



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

❖ Maximum Range:

10 m

USB Host Interface Unit

❖ Interface Connector:

USB 2.0 host interface A type

❖ Data Transmission Speed:

12 Mbps (Full speed)

Distance Between Devices:

2.5 m

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types. The following limitations apply to each tray:

Paper tray 1

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper	A3□, B4 JIS□ *1 , A4 □□,	A3□ *1, B4 JIS□ *1, A4□ *1,	250 sheets
$60 - 105 \text{ g/m}^2$	B5 JIS □ □ *1 , A5 □ ,	A4 □, B5 JIS □ □ *1, A5 □ *1,	
(16 - 28 lb.)	$11 \times 17 \square^{*1}$, $8^1/_2 \times 14 \square^{*1}$,	$11 \times 17 \square$, $8^1/_2 \times 14 \square$,	
	$8^{1}/_{4} \times 14 \square^{*2}$, $8^{1}/_{2} \times 11 \square^{*1}$,	$8^{1}/_{4} \times 14 \square^{*2}, 8^{1}/_{2} \times 11 \square \square,$	
	$8^{1}/_{2} \times 11 \square$, $8^{1}/_{2} \times 5^{1}/_{2} \square$ *1,	$8^{1}/_{2} \times 5^{1}/_{2} \square^{*1}, 7^{1}/_{4} \times 10^{1}/_{2} \square^{*1},$	
	$7^{1}/_{4} \times 10^{1}/_{2} \square^{*1}$, $8 \times 13 \square^{*1}$,	$8 \times 13 \square^{*1}$, $8^{1}/_{2} \times 13 \square^{*}$,	
	$8^{1}/_{2} \times 13\Box$, $8^{1}/_{4} \times 13\Box$ *1,	$8^{1}/_{4} \times 13 \square^{*1}$, 8K \square^{*1} ,	
	8K□ *1 , 16K □ □ *1	16K	
	Custom size	Custom size	
	(Vertical: 148 - 432 mm, Horizontal: 182 - 297 mm.)	(Vertical: 5.83 - 17.00 inches, Horizontal: 7.17 - 11.69 inches.)	

^{*1} Change the paper size in User Tools, and then set the selector in the paper tray according to the changed paper size.

^{*2} Cannot be used under the printer function.

Paper tray 2 and 3 (option)

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper	A3□, B4 JIS□, A4 □□, B5 JIS □□ *1, A5□ *1, 11 × 17□,		500 sheets
60 - 105 g/m ² (16 - 28 lb.)	$8^{1}/_{2} \times 14 \square$, $8^{1}/_{4} \times 14 \square$ *1, $8^{1}/_{2} \times 11 \square$ \infty, $5^{1}/_{2} \times 8^{1}/_{2} \square$ *1, $8 \times 13 \square$ *1, $8^{1}/_{2} \times 13 \square$ *1, $8^{1}/_{4} \times 13 \square$ *1, $8 \times 13 \square$ *1, 8		
	Custom size	Custom size	
	(Vertical: 182 - 432 mm, Horizontal: 148 - 297 mm)	(Vertical: 7.17 - 17.00 inches, Horizontal: 5.83 - 11.69 inches.)	

^{*1} Change the paper size in User Tools, and then set the selector in the paper tray to the new paper size.

*2 Not usable under the printer function.

❖ Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60 - 105 g/m² (16 - 28 lb.)	A3□, B4 JIS□ *1, A4□, A4□ *1, B5 JIS□□ *1, A5□, A5□ *1, B6 JIS□ *3, A6□ *2, 11 × 17□ *1, 8¹/2 × 14□ *1, 8¹/4 × 14□ *3, 8¹/2 × 11□□ *1, 5¹/2 × 8¹/2□ *1, 7¹/4 × 10¹/2□□ *1, 8 × 13□, 8¹/2 × 13□ *1, 8¹/4 × 13□ *1, 8K□ *1, 16K□□ *1 Custom size (Vertical: 90 - 305 mm, Horizontal: 148 - 457.2 mm. For printer - Vertical: 90 - 305 mm, Horizontal: 148 - 600 mm.)	A3□*1, B4 JIS□*1, A4□□*1, B5 JIS□□*1, A5□□*1, B6 JIS□*3, A6□*2, 11 × 17□, 8¹/2 × 14□*1, 8¹/4 × 14□*3, 8¹/2 × 11□, 8¹/2 × 11□*1, 5¹/2 × 8¹/2 □, 7¹/4 × 10¹/2 □□*1, 8 × 13□*1, 8¹/2 × 13□*1, 8¹/4 × 13□*1, 8K□*1, 16K□□*1 Custom size (Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 18.00 inches, For printer - Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 23.62 inches.)	100 sheets
Thick paper 105 - 163 g/m² (28 - 43.4 lb.)	A3□, B4 JIS□ *1, A4□, A4□ *1, B5 JIS□ *1, A5□, A5□ *1, B6 JIS□ *3, A6□ *2, 11 × 17□ *1, 8¹/2 × 14□ *1, 8¹/4 × 14□ *3, 8¹/2 × 11□ □ *1, 5¹/2 × 8¹/2□ *1, 7¹/4 × 10¹/2□ □ *1, 8 × 13□, 8¹/2 × 13□ *1, 8¹/4 × 13□ *1, 8K□ *1, 16K□ □ *1 Custom size (Vertical: 90 - 305 mm, Horizontal: 148 - 457.2 mm. For printer - Vertical: 90 - 305 mm, Horizontal: 148 - 600 mm.)	A3□*1, B4 JIS□*1, A4□□*1, B5 JIS□□*1, A5□□*1, B6 JIS□*3, A6□*2, 11 × 17□, 8¹/2 × 14□*1, 8¹/4 × 14□*3, 8¹/2 × 11□, 8¹/2 × 11□*1, 5¹/2 × 8¹/2 □, 7¹/4 × 10¹/2 □□*1, 8 × 13□*1, 8¹/2 × 13□*1, 8¹/4 × 13□*1, 8K□*1, 16K□□*1 Custom size (Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 18.00 inches, For printer - Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 23.62 inches.)	*4
Label paper (adhesive labels)	B4 JIS□, A4□		30 sheets
Envelope	C5 Env \square , C6 Env \square , DL Env \square , $4^1/_8 \times 9^1/_2 \square$, $3^7/_8 \times 7^1/_2 \square$		*4

^{*1} Press the [#] key, and then select the size of the paper loaded in the tray.
*2 Press the [#] key, select [Custom Size], and then specify the custom paper size using the number keys.
*3 The number keys.

^{*3} Not usable under the printer function.

When loading paper, load only as much paper as can be held between the paper guides on the bypass tray.

One-sheet bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60 - 105 g/m ² (16 - 28 lb.)	A3 \square *1, B4 JIS \square *1, A4 \square \square *1, B5 JIS \square \square *1, A5 \square \square *1, B6 JIS \square *3, A6 \square *2, 11 × 17 \square *1, 81/ ₂ × 14 \square *1, 81/ ₄ × 14 \square *3, 81/ ₂ × 11 \square \square *1, 51/ ₂ × 81/ ₂ \square *1, 71/ ₄ × 101/ ₂ \square \square *1, 81/ ₂ × 13 \square *1, 81/ ₄ × 13 \square *1, 8K \square *1, 16K \square \square *1		1 sheet
	Custom size (Vertical: 90 - 305 mm, Horizontal: 148 - 457.2 mm. For printer - Vertical: 90 - 305 mm, Horizontal: 148 - 600 mm.)	Custom size (Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 18.00 inches. For printer - Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 23.62 inches.)	
Thick paper 105 - 264 g/m ² (28 - 70 lb.)	A3 \square *1, B4 JIS \square *1, A4 \square \square *1, B5 JIS \square \square *1, A5 \square \square *1, B6 JIS \square *3, A6 \square *2, 11 × 17 \square *1, 81/2 × 14 \square *1, 81/4 × 14 \square *3, 81/2 × 11 \square \square *1, 51/2 × 81/2 \square *1, 71/4 × 101/2 \square \square *1, 81/2 × 13 \square *1, 81/2 × 13 \square *1, 81/4 × 13 \square *1, 8K \square *1, 16K \square \square *1		1 sheet
	Custom size (Vertical: 90 - 305 mm, Horizontal: 148 - 457.2 mm. For printer - Vertical: 90 - 305 mm, Horizontal: 148 - 600 mm.)	Custom size (Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 18.00 inches. For printer - Vertical: 3.55 - 12.00 inches, Horizontal: 5.83 - 23.62 inches.)	
OHP transparencies	A4□, 8¹/2 × 11□		1 sheet
Label paper (adhesive labels)	B4 JIS□, A4□		1 sheet
Envelope	C5 Env \square , C6 Env \square , DL Env \square , $4^1/_8 \times 9^1/_2 \square$, $3^7/_8 \times 7^1/_2 \square$		1 sheet

Press the [#] key, and then select the size of the paper loaded in the tray.
 Press the [#] key, select [Custom Size], and then specify the custom paper size using the number keys.
 Not usable under the printer function.

Note ☐ Load paper into the paper tray with the print side facing down. \square Place paper in the bypass tray with the print side facing up. ☐ When using the bypass tray, it is recommended that you set the paper orientation to \square . ☐ You must manually specify the size of custom size paper when loading it on the bypass tray. ☐ If multiple-sheet jams occur, load the paper sheet by sheet. ☐ When loading OHP transparencies, use the one-sheet bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference. ☐ Load adhesive label sheets one at a time. ☐ To prevent misfeeds, when loading OHP transparencies, check both sides of the sheets, and place them correctly. ☐ When loading OHP transparencies, select [OHP (Transparency)] as the paper type for the one-sheet bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference. \square If **[OHP (Transparency)]** is specified as the paper type for the one-sheet bypass tray, you can copy onto A4 \square or $8^1/2 \times 11 \square$ paper only. \square When loading thick paper (105 - 163 g/m² (28 - 43.4 lb.) on the bypass tray, load only as much paper as can be held between the paper guides on the bypass tray. \square When using thick paper (Bypass tray: 105 - 163 g/m² (28 - 43.4 lb.), One-sheet bypass tray: $105 - 264 \text{ g/m}^2 (28 - 70 \text{ lb.})$, select [Thick Paper] as the paper type for the bypass tray or one-sheet bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference. ☐ When loading adhesive labels, select [Thick Paper] as the paper type for the bypass tray or one-sheet bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference. ☐ When loading letterhead paper, placing orientation differs according to the function you are using. See "Loading Paper", Troubleshooting. If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Paper Tray 1-3. See "System Settings", General Settings Guide. For the instructions on setting the Auto Tray Switching function, see "Copier Features", General Settings Guide.

Glossy paper can be used only with the printer function.

Unusable Paper

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

CAUTION:

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

∰Important

- ☐ To prevent faults, do not use any of the following kinds of paper:
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed-edge paper
 - Tab stock
- ☐ Faults can occur if you copy onto sides that are already printed. Take care to copy onto unprinted sides only.

Note

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

Paper Storage

This section describes how to store paper.

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

INDEX

Dos and Don'ts, 41 Duplex/Combine/Series key, 18 Add Ink indicator, 18 Duplex unit, 11, 16, 54 ADF, 2, 11, 16, 53 Alert Indicator, 18 Ε ARDF, 2, 11, 16, 54 Energy-saving, 9 Authentication screen, 22 ENERGY STAR Program, 9 Auto document feeder, 2, 53, 54 Enter, 31 Auto off, 30 Entering letters, 33 Auto Off Timer, 30 Entering numbers, 39 В Entering symbols, 36 Entering text, 31 Basic Authentication, 22 Enter key (# key), 18 Bluetooth interface unit, 17, 57 Envelope lever, 11 Bottom Right Cover, 11 Environments where the machine can be used, 3 Bypass tray, 11, 58 Escape key, 18, 21 Exposure glass, 11 C Exposure glass cover, 11, 16, 53 Extender, 11 CAUTION, 3 External options, 16 CD-ROM, 43 Changing modes, 25 F Characters, 31 Check Destination key, 18 Facsimile, vi, vii Clear Modes key, 18 Facsimile key, 18 Clear/Stop key, 18, 31 Facsimile Reference, i Colour copies, 42 Fax transmission and reception over the Communicating indicator, 18 internet, vii Components, 11 Fax unit, 17 Computer, x Front Cover, 11 Control panel, 11, 13, 18 Full Colour/B&W key, 18 Control panel angle, 13 Function keys, 18 Control panel angle adjustment button, 11, 13 Function Priority, 25 Copier, iv Function Upgrade Option, 17, 56 Copy Data Security Unit, xi, 17 Copy paper, 58 G Copy Reference, i General Settings Guide, i Counterfeit bank bills, 1 Н D Handling power cords and power plugs, 4 Darker key, 18

Darker key, 18
Data In indicator, 18
DataOverWriteSecurity Unit, 17
Deleting characters, 39
DeskTopBinder, 47, 49
DeskTopBinder Lite, 47
DeskTopBinder-SmartDeviceMonitor for Client, 49
Dimensions, 50
Display, 21
Display panel, 18, 21

Handling power cords and power plugs, 4 Handling the machine's interior, 6 Handling the machine's supplies, 7 Handling the main machine, 5 Hold Print, v Humidity, 63

ı

IEEE 1284 interface board, 17, 56
Indicators, 18
Information leakage, ix
Ink, 7
Integration Server Authentication, 22
Internal options, 17
Internal Tray, 11
Internet Fax, vii
IP-Fax, vii

J

Job Information key, 18

L

LAN-Fax, vi, 46
LAN-Fax Driver, 46
LDAP Authentication, 22
Left Cover, 11
Lighter key, 18
Load Paper indicator, 18
Locked Print, v
Login, 22, 23, 24
Logout, 23, 24
Lower Left Cover, 11
Lower Paper Tray, 16, 55
Lower Paper Trays, 11, 16, 55
Lower Paper Trays, 11, 16, 55
Lower Paper Trays (2-tray type), 55
Lower Right Cover, 11

M

Machine body, 50
Machine body specification, 50
Machine features, iv
Main power, 26, 29
Main power indicator, 18
Main power switch, 11, 26
Manuals, i, 43, 44
Manuals for Administrators, 43
Manuals for Users, 43
Memory Trans. key, 18
Monitoring, x

Ν

Network delivery scanner, viii Network Guide, i Network TWAIN scanner, 45 Number keys, 18, 31

0

OK key, 18, 21 One-sheet bypass tray, 11, 58 One-sheet output tray, 11 On Hook Dial key, 18 Online key, 18 Operation switch, 11, 18, 26 Options, 16, 53 Original key, 18 Output Tray Guide, 15

Ρ

Paper, 7, 58, 62, 63 Paper capacity, 58 Paper size, 58 Paper storage, 63 Paper tray 1, 11, 58 Paper tray 2, 58 Paper tray 3, 58 Paper type, 58 Paper weight, 58 Pause/Redial key, 18 PCL, 44 PDF Manuals, 44 PictBridge, v PictBridge card, 17 PostScript, 44 PostScript3 unit, 17 Power, 26 Power consumption, 9, 50 Power supply, 26 PPD, 44 Preventing an Unauthorized Copy, xi Printer, v Printer driver, 44 Printer Drivers and Utilities, 43, 44, 48 Printer Reference, i

Q

Quick Dial Flip Plate, 18 Quick Dial keys, 18, 31

R

Receive File indicator, 18 Resolution key, 18 Right Cover, 11 RPCS, 44

66

Т

Safety during operation, 3 Safety Information, 3 Safety precautions to be followed, 3 Sample Print, v Saving colour copies, 42 Saving Energy, 30 Scanner, viii Scanner Driver and Utilities, 43, 45, 47, 49 Scanner Reference, i ScanRouter delivery software, viii, 47 Scroll keys, 18, 21, 31 Search Destination key, 18 Security functions, ix Security Reference, i Selection keys, 18, 21 Shift key, 31 Sleep mode, 9, 30 SmartDeviceMonitor for Admin, x, 48 SmartDeviceMonitor for Client, 49 Software and utilities included on the CD-ROM, 43 Sort key, 18 Space for main unit, 50 Space key, 31 Specifications, 50, 53 Specifications for options, 53 Specifications for the main unit, 50 Start key, 18 Storage, 63 Stored Print, v Symbols, 2 Symbols key, 31 System Auto Reset Timer, 25 System Reset, 25

Temperature, 63
Text, 32
Troubleshooting, i
Turning off the main power, 29
Turning off the power, 28
Turning on/off the power, 26
Turning on the main power, 26
Turning on the power, 27
TWAIN Driver, 45

U

Unauthorized access, ix
Unauthorized copy prevention, xi
Unusable paper, 62
Upper Left Cover, 11
USB host interface unit, 17,57
User Code Authentication, 22,23
User Function keys, 18
User text, 40
User Tools/Counter key, 18
Using the scanner in a
network environment, viii

W

WARNING, 3 Web Image Monitor, x, 24 Weight, 50 Windows Authentication, 22 Wireless LAN board, 17, 56 In accordance with IEC 60417, this machine uses the following symbols for the main power switch and operation switch:

- I means POWER ON.
- O means POWER OFF.
- () means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti-condensation heater switch:

- I means POWER ON.
- O means POWER OFF.

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