



Quick Guide

Control Panel

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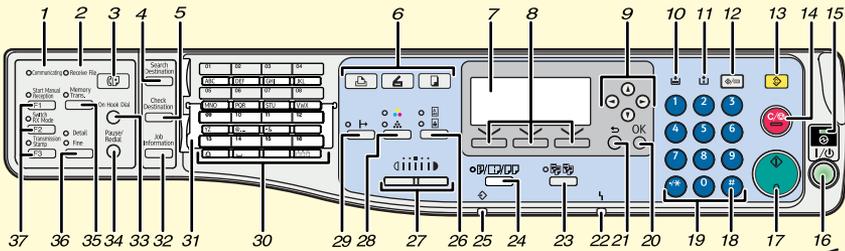
This Quick Guide is stored on the supplied CD-ROM and is provided in the following language versions: English, French, German, Italian, Spanish, Dutch, Swedish, Norwegian, Danish, Finnish, Portuguese, Polish, Czech, Hungarian, Russian, Turkish, and Catalan.

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

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Control Panel



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- | | | |
|---|--|---|
| 1 Communicating indicator (facsimile mode) | 15 Main power indicator | 28 [Full Colour/B&W] key (copier and scanner mode) |
| 2 Receive File indicator (facsimile mode) | 16 Operation switch | 29 [→ Online] key (printer mode) |
| 3 [Facsimile] key | 17 [Start] key | 30 Quick Dial keys |
| 4 [Search Destination] key (scanner and facsimile mode) | 18 [#] key (Enter key) | 31 Quick Dial Flip Plate |
| 5 [Check Destination] key (scanner and facsimile mode) | 19 Number keys | 32 [Job Information] key (scanner and facsimile mode) |
| 6 Function keys | 20 [OK] key | 33 [On Hook Dial] key (facsimile mode) |
| 7 Display panel | 21 [Escape] key | 34 [Pause/Redial] key (facsimile mode) |
| 8 Selection keys | 22 ⏏ Alert indicator | 35 [Memory Trans.] key (facsimile mode) |
| 9 Scroll keys | 23 [Sort] key (copier mode) | 36 [Resolution] key (facsimile mode) |
| 10 Load Paper indicator | 24 [Duplex/Combine/Series] key (copier mode) | 37 User Function keys (facsimile mode) |
| 11 Add Ink indicator | 25 Data In indicator (printer mode) | |
| 12 [User Tools/Counter] key | 26 [Original] key (copier, scanner, and facsimile mode) | |
| 13 [Clear Modes] key | 27 [Lighter] key, [Darker] key (copier, scanner, and facsimile mode) | |
| 14 [Clear/Stop] key | | |

Note

- The above illustration shows the main unit with the optional duplex unit and Lower Paper Trays installed.
- Available functions depend on the model of your machine and the options that are installed on it. For details, see "Options" and "Specifications for Options", About This Machine on the supplied CD-ROM.

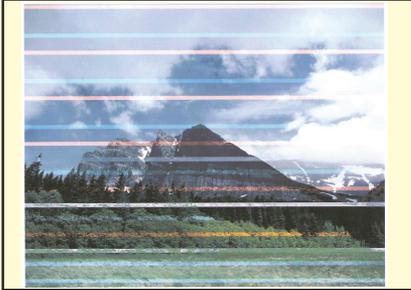
1

Troubleshooting Problems with Prints

Colour misregistration occurs or white lines appear on prints

Do the following if colour misregistration occurs or white lines appear on prints:

This is how a print will appear if the print head nozzles are clogged.



AZG019S

clean the print heads (p.5 - 7)



if the problem persists

flush the print heads (p.8)

2

Print is blurred or vertical lines are broken.

If the print is blurred or vertical lines appear broken, do the following:

This is how broken lines will appear on prints.

Sun.	Mon.	Tue.	Wed.
31	1	2	3
7	8	9	10
14	15	16	17

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clean the print heads (p.5 - 7)



if the problem persists

adjust the print heads (p.9 - 10)

Note

- If lines are broken when printing using the printer function, you might be able to resolve the problem by setting [Print priority according to selected paper] to [Quality] on the [Print Quality] tab in the printer properties dialog box. Note that printing is slower with [Quality] selected.

Cleaning the Print Heads

Printing the Nozzle Check Pattern

This machine prints by ejecting ink from its print head nozzles, which can occasionally become clogged. If you notice that prints are patchy or do not contain a certain colour, the nozzles might be clogged. To check whether this is the case, print the nozzle check pattern using the following procedure. If the test pattern indicates that the nozzles are clogged, clean the print heads.

Preparation

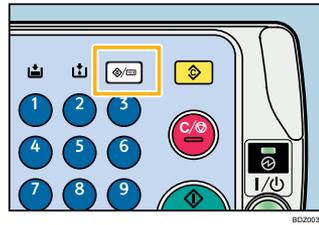
- Make sure the envelope lever is raised. If it is not, you will be unable to print. For details about the envelope lever position, see p. 22, "Names and Locations".
- Make sure that both the one-sheet bypass tray and the one-sheet output tray are closed. The machine cannot print if any tray is left open.
- Check that A4 or 8 1/2 x 11 size paper is loaded in Tray 1. If it is not, the test pattern cannot be printed.
- Only plain or recycled paper can be used for this procedure.

Important

- Do not attempt any other operations while the nozzle check pattern is printing out.

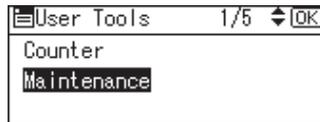
1

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



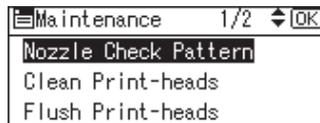
2

Select **[Maintenance]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



3

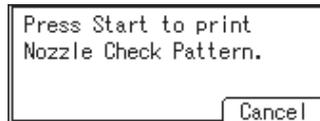
Select **[Nozzle Check Pattern]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



4

Press the **[Start]** key.

The nozzle check pattern is printed. Inspect the nozzle check pattern. For details about inspecting the nozzle check pattern, see p. 6, "Inspecting the Nozzle Check Pattern".



2

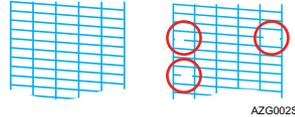
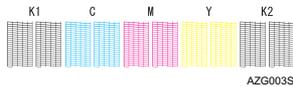
Cleaning the Print Heads (cont.)

Inspecting the Nozzle Check Pattern

1 Check the print results of the nozzle check pattern.

In the test pattern, "K1", "C", "M", "Y", and "K2" correspond to the colours [Black 1], [Cyan], [Magenta], [Yellow], and [Black 2] respectively. These colours can be selected under [Flush Print-heads] or [Clean Print-heads] in [Maintenance] in [User Tools/Counter].

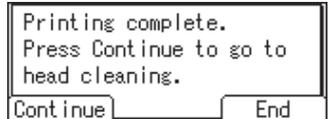
For example, if the test pattern indicates that "K1" is clogged, you can unclog it by selecting [Black 1] under [Clean Print-heads] or [Flush Print-heads].



Normal pattern: If a nozzle is clogged:

2 Press [Continue] to clean the print heads.

If the test pattern is satisfactory, press [End], and then press the [User Tools/Counter] key.



2

Cleaning the Print Heads

★ Important

- Print head cleaning consumes ink.
- Do not attempt any other operations during print head cleaning.
- Print head cleaning is not possible if any of the colours have run out.
- Cleaning might not be completed if a cartridge is almost empty or becomes empty during printing.

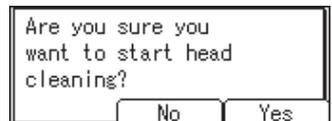
1 Select the colour of the print head that you want to clean using [▲] or [▼], and then press the [▶] key to record your selection.



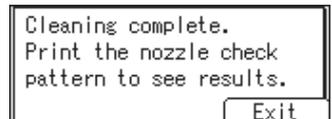
2 Press the [OK] key.

3 Press [Yes].

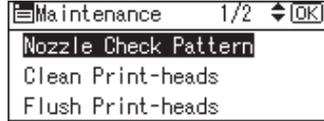
Head cleaning begins.



4 Press [Exit], and then print the nozzle check pattern.



- 5** Select [Nozzle Check Pattern] using [▲] or [▼], and then press the [OK] key.



- 6** Press the [Start] key.
The nozzle check test pattern is printed.

- 7** If the pattern is satisfactory, press [End], and then press the [User Tools/Counter] key to exit [Clean Print-heads].

If the nozzle check pattern continues to indicate problems even after repeated head cleaning, flush the print heads or adjust the print head position based on the problem indicated in the test pattern.

● **Problem: Nozzles are clogged.**

Flush the print heads. For details about flushing the print heads, see p. 8, "Flushing the Print Heads".

● **Problem: Lines are misaligned.**

Adjust the print head position. For details about adjusting the print head position, see p. 10, "Adjusting the Print Head Position".

Reference

- You can also perform print head cleaning directly from the System Settings menu. For details, see "Maintenance", Troubleshooting on the supplied CD-ROM.

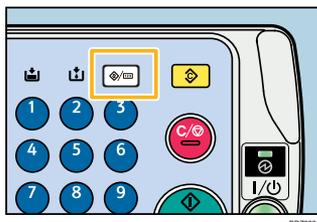
Flushing the Print Heads

If the nozzle check pattern continues to indicate problems even after repeated head cleaning, flush the print heads. Flushing cleans the print heads more thoroughly but consumes more ink than print head cleaning.

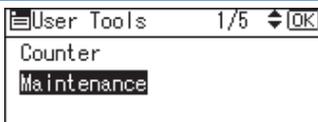
★ Important

- Flushing consumes ink. Do it only when necessary.
- Do not attempt any other operations during flushing.
- Flushing is not possible if any of the colours have run out.
- Cleaning might not be completed if a cartridge is almost empty or becomes empty during printing.

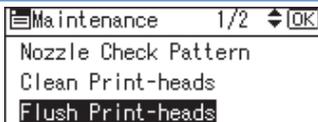
1 Press the [User Tools/Counter] key.



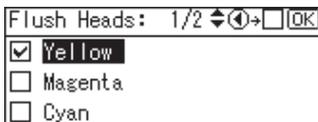
2 Select [Maintenance] using [▲] or [▼], and then press the [OK] key.



3 Select [Flush Print-heads] using [▲] or [▼], and then press the [OK] key.



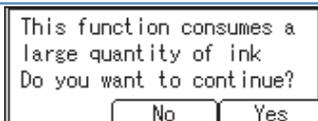
4 Select the colour of the print head you want to flush using [▲] or [▼], and then press the [▶] key to record your selection.



5 Press the [OK] key.

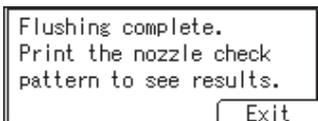
6 Press [Yes].

Flushing begins.



7 Press [Exit], and then print the nozzle check pattern.

When you press [Exit], the setting screen shown in step 3 reappears. On this screen, select [Nozzle Check Pattern] to print the test pattern.



8 If the pattern is satisfactory, press [End], and then press the [User Tools/Counter] key to exit [Flush Print-heads].

Adjusting the Print Heads

Printing the Test Pattern for Adjusting the Print Head Position

This machine uses the inkjet printing system. Because the ink is sensitive to environmental conditions, variations in temperature or humidity for example can result in blurring or broken vertical lines. Clean the print heads if blurring occurs or vertical lines appear broken on prints.

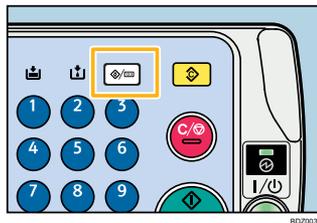
Preparation

- Make sure the envelope lever is raised. If it is not, you will be unable to print. For details about the envelope lever position, see p. 22, "Names and Locations".
- Make sure that both the one-sheet bypass tray and the one-sheet output tray are closed. The machine cannot print if any tray is left open.
- Check that A4 or 8 1/2 x 11 size paper is loaded in Tray 1. If it is not, the test pattern cannot be printed.

Important

- Do not attempt any other operations while the test pattern is printing out.

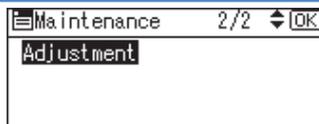
1 Press the [User Tools/Counter] key.



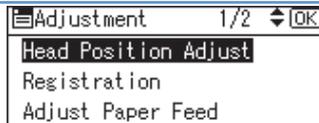
2 Select [Maintenance] using [▲] or [▼], and then press the [OK] key.



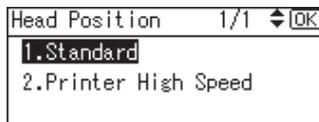
3 Select [Adjustment] using [▲] or [▼], and then press the [OK] key.



4 Select [Head Position Adjust] using [▲] or [▼], and then press the [OK] key.



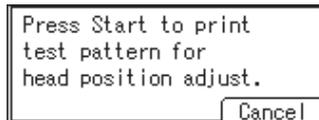
5 Select the type of print head position adjustment you require using [▲] or [▼], and then press the [OK] key.



The type of print head position adjustment you should select depends on the write mode for the print heads you want to adjust. Select [2. Printer High Speed] to adjust the print heads for printing on plain paper in fast mode (300 dpi). Otherwise, select [1. Standard].

6 Press the [Start] key.

The test pattern for print head position adjustment is printed. Check the test pattern. For details about checking the test pattern, see p. 10, "Checking the Test Pattern to Adjust the Print Head Position".

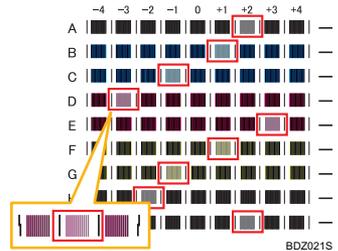


Adjusting the Print Heads (cont.)

Checking the Test Pattern to Adjust the Print Head Position

1 Use the test pattern to obtain the optimal adjustment value

The optimal adjustment value is the number above the square pattern that has faintest colour closest to gray and aligned vertically on both sides. If the value in column "A" is "+2", the adjustment value of [A] is [+2].



Pattern meeting the criteria

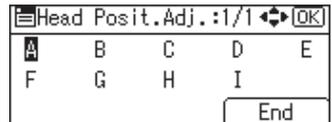
2 Press [Adjust] to adjust the print head position.



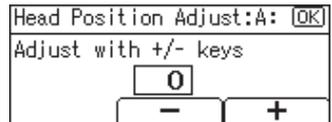
2

Adjusting the Print Head Position

1 Select the item you want to adjust, and then press the [OK] key.

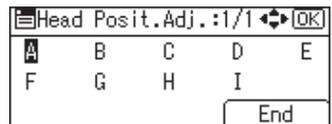


2 Enter the optimal adjustment value shown on the test pattern, and then press the [OK] key.



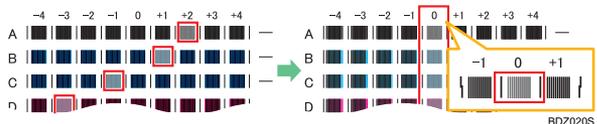
3 Press [End].

When you press [End], the display returns to that of step 4 on p. 9, "Printing the Test Pattern for Adjusting the Print Head Position".



4 Print and check the test pattern.

When the optimal adjustment value is 0 for all lines, adjustment is complete.



5 Press [End], and then press the [User Tools/Counter] key to exit from the print head position adjustment setting.

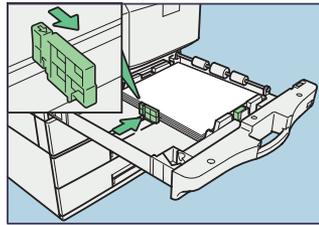
Changing the Paper Size

To change the paper size for a paper tray, you must adjust the paper size selector dial in the paper tray according to the size of the loaded paper.

★ Important

- If you are loading paper whose size is not shown on the paper size selector dial, set the paper size selector dial to [**✖**], and then specify the paper size in [Paper Size] in System Settings. For details, see “Tray Paper Settings”, General Settings Guide on the supplied CD-ROM.
- The procedure for changing the paper size depends on the paper tray. Check the type of paper tray before changing the setting.

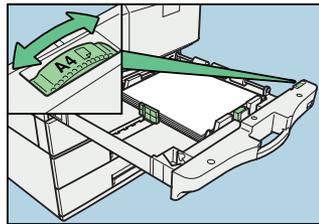
- 1 Position the side and back paper guides according to the paper size markings, and then load the paper in the paper tray.**



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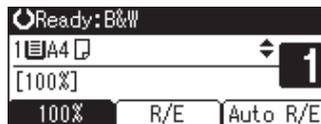
- 2 Specify the paper size by turning the selector dial inside the tray until the required size is aligned with the notch.**

To load paper whose size is not shown on the paper size selector dial, set the paper size selector dial to [**✖**], and then specify the paper size in [Paper Size] in System Settings.



BDZ0085

- 3 Carefully push the paper tray fully in, and then check that the correct paper size is shown on the display panel.**



ⓘ Note

- If a paper jam occurs, check the following:

1. Check the paper type.
For details about paper types that are supported by this machine, see p. 31, “About Unusable Paper”.
2. Check the paper size selector dial in the paper tray.

If the paper size setting does not match the size of the paper loaded in the paper tray, the loaded paper may jam or the printed images on copies may be misaligned. Specify the paper size by turning the selector dial inside the tray until the required size is aligned with the notch.

📖 Reference

- For details about changing the paper size for a paper tray, see “Changing the Paper Size”, Troubleshooting on the supplied CD-ROM.

2

Using Various Types of Paper

The example procedure that follows explains how to specify A4 glossy paper and load it in the one-sheet bypass tray.

Preparation

- For details about Loading Paper, see p. 11, “Changing the Paper Size” or step3 on p. 23, “Printing onto Envelopes”.
- The paper type determines which tray you must load the paper on. Use the following table to select the correct tray for your paper.

Paper Type	Where paper is placed
Glossy paper, Thick glossy paper	One-sheet bypass tray
Thick paper	Bypass tray, One-sheet bypass tray (thicker than 162 g/m ²)
Special paper, Preprinted paper	Tray 1, Tray 2, Tray 3, Bypass tray, One-sheet bypass tray

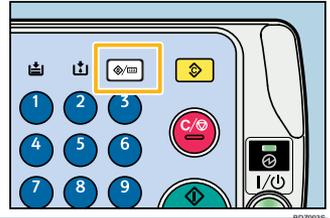
- The bypass tray can automatically detect the following paper sizes:
 A3□, B4□, A4□, B5□, A5□, B6□, 11 x 17 □, 8 1/2 x 11□, 5 1/2 x 8 1/2□
 If you load paper of a size that is not listed above, be sure to specify the paper size by using the following procedure:
- Note that the one-sheet bypass tray cannot automatically detect paper sizes.

★ Important

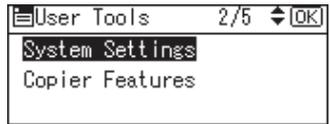
- Only the RPCS printer driver supports printing on glossy paper or thick glossy paper.
- Settings remain valid until they are reset. After printing on glossy paper, thick glossy paper, thick paper, special paper, or preprinted paper, be sure to clear the settings for the next user.
- When using the one-sheet bypass tray or bypass tray for copying, you can specify the paper size and paper type by pressing the [#] key. For details about settings, see p. 29, “Copying onto Envelopes”.



1 Press the [User Tools/Counter] key.



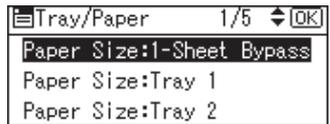
2 Select [System Settings] using [▲] or [▼], and then press the [OK] key.



3 Select [Tray Paper Settings] using [▲] or [▼], and then press the [OK] key.

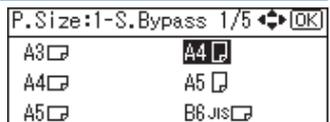


4 Select [Paper Size: 1-Sheet Bypass] using [▲] or [▼], and then press the [OK] key.

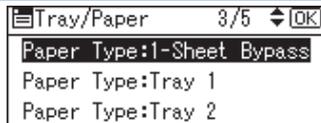


5 Select [A4□] using [▲] or [▼], and then press the [OK] key.

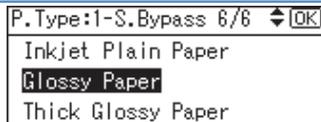
The “Programmed” message appears.



- 6** Select [Paper Type: 1-Sheet Bypass] using [▲] or [▼], and then press the [OK] key.



- 7** Select [Glossy Paper] using [▲] or [▼], and then press the [OK] key.



- 8** Press the [User Tools/Counter] key to return to the default screen.

- 9** Carry out printing or copying.

●**Printing**

Use the printer driver's settings to specify the paper size and type.

For details about printer driver settings, see p. 26, "Specifying the Paper Size and Paper Type, and Printing from the Printer Driver".

●**Copying**

Load the originals, and then press the [Start] key.

Notes on Specifying the Paper Type

If the paper type is set to [Preprinted Paper] or [Letterhead], make sure the size of the paper loaded in the paper tray matches the Paper Size setting specified in the User Tools menu. If the paper sizes do not match, ink might leak onto the Paper Transport Belt, resulting in malfunction or print defects.

●**Tray 1, 2 or 3**

- Set the paper size selector and Paper Type setting in the User Tools menu to the appropriate paper size. Then align the side and back paper guides with the edges of the loaded paper and lock the guides.

●**Bypass tray or One-sheet bypass tray**

- Set the Paper Type setting in the User Tools menu to the appropriate paper size. Then align the paper guides with the edges of the loaded paper.

If copies are not printed properly even though the paper type is correctly specified, you should be able to correct the problem by doing one of the following:

●**Preprinted paper, Prepunched paper, or Letterhead**

- Change the orientation of the paper by removing it, turning it 180 degrees, adjusting the paper tray's side and back paper guides, and then reloading the tray. After loading the paper in the new orientation, ensure the paper tray's side and back paper guides are flush against the edges of the paper stack, and then lock the guides. Remember also to change the orientation of your originals to match the new orientation of the paper.

●**Prepunched paper**

- Set the paper type to [Letterhead]. Make sure the punched holes are outside the print area.

●**Colour paper**

- Set the paper type to [Letterhead].

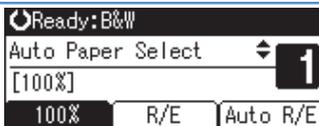
●**Thick paper**

- Set the paper type to [Preprinted Paper].

Using the Basic Copier Functions

1 Check that “Ready” is displayed on the screen.

If any other function is displayed, press the [Copy] key in the centre of the control panel.



2 Make sure no previous settings are still in effect.

If any previous settings are still in effect, press the [Clear Modes] key.

3 Specify the required settings.

You can specify the colour, copy thickness, and type of original.

4 Enter the number of copies using the number keys.

The maximum copy quantity that can be set is 99.

5 Load the originals.

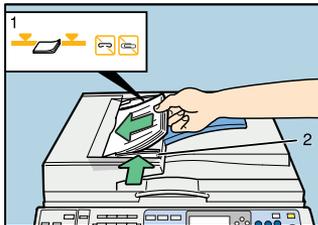
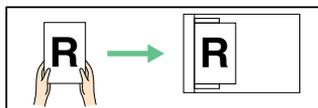
●Loading originals in the ADF/ARDF.

Load originals print side up in the ADF/ARDF.

1. Adjust the guide to the size of the originals.
2. Square the originals and load them face up in the ADF/ARDF.

Do not stack originals above the limit mark.

Load paper so that the first page is on top.



1) Limit mark 2) Document guide

●Placing originals on the exposure glass.

Flip the original over, as shown in the illustration on the right.

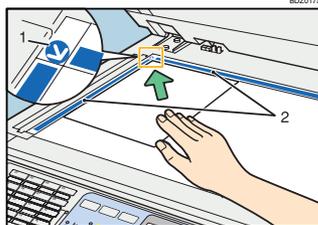
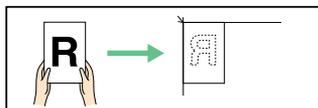
Caution:

Do not raise the exposure glass cover, or ADF/ARDF forcefully. Doing so can result in it opening too far and becoming damaged.

1. Raise the exposure glass cover or ADF/ARDF.

Be sure to raise the exposure glass cover, or ADF/ARDF by at least 30 degrees. If you do not, the size of the original might not be detected correctly.

2. Place the original face down on the exposure glass so it is aligned with the upper left corner.
3. Lower the exposure glass cover or ADF/ARDF.



1) Positioning mark 2) Scale

6 Press the [Start] key.

Auto Reduce/Enlarge

The machine automatically detects the original size and then selects an appropriate reproduction ratio based on the paper and original sizes you select. You cannot use the bypass tray or one-sheet bypass tray with this function. When using Auto Reduce/Enlarge, refer to the following table for the original sizes and orientations you can use.

Where original is placed	Original size and orientation
Exposure glass	A3□, B4 JIS□, A4□□, B5 JIS□□, 8 1/2 x 13□
ADF or ARDF	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 8 1/2 x 13□



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1

Check that “Ready” is displayed on the screen.

If any other function is displayed, press the [Copy] key in the centre of the control panel.

2

Make sure no previous settings are still in effect.

If any previous settings are still in effect, press the [Clear Modes] key.

3

Press [Auto R/E].



4

Select the paper size using [▲] or [▼].



5

Enter the number of copies using the number keys.

The maximum copy quantity that can be set is 99.

6

Load your originals, and then press the [Start] key.

3

Sending a Fax (Memory Transmission)

There are two types of transmission: Memory Transmission and Immediate Transmission.

Memory Transmission

Transmission starts automatically after the original is stored in memory.

Immediate Transmission

Immediately dials the destination number, and while scanning the original, sends it to.

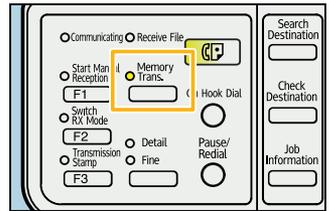
1 Check that “Ready” is displayed on the screen.

If any other function is displayed, press the [Facsimile] key on the left of the control panel.

2 Check that the Memory Trans. indicator is lit.

Normally, Memory Transmission mode is selected by default.

If the indicator is not lit, Immediate Transmission mode has been selected. In this case, press the [Memory Trans.] key.



3 Load originals in the ADF/ARDF.

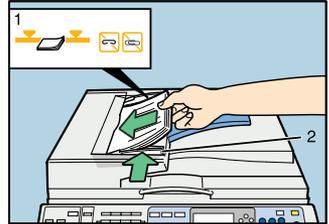
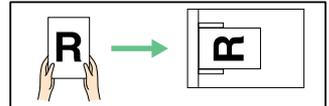
1. Adjust the document guide according to the size of the originals.
2. Square the originals and load them print side up in the ADF/ARDF.

Do not stack originals above the limit mark.

Load paper so that the first page is on the top.

If you want to fax a single-page original or pages out of a book, place the original directly onto the exposure glass. For details, see step 5 on p. 14, “Using the Basic Copier Functions”

You can load double-sided originals if you are using the ARDF. For details about faxing double-sided originals, see “Two-Sided Transmission (Double-Sided Transmission)”, Facsimile Reference on the supplied CD-ROM.



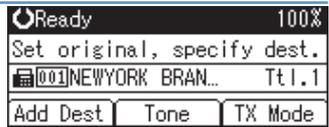
1) Limit mark 2) Document guide

4 Specify the scan settings according to your original.

- Type of Original: Text or Photo
- Resolution: Standard, Detailed, or Fine
- Image Density (Contrast): Manual Image Density (five levels)

5 Using the number keys or a Quick Dial key, specify the destination.

If you make a mistake, press the [Clear/Stop] key, and then re-enter the number.

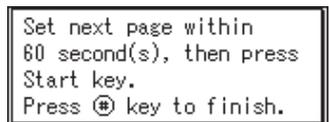


6 Press the [Start] key.

If you scanned the original from the ADF/ARDF, the scanned file is sent automatically. Wait until the machine finishes sending the scanned file.

Note

- To fax multiple-page originals from the exposure glass: after the first page is scanned, place the next original on the glass and press the [Start] key within 60 seconds. You can also change the scan settings (as in step 4).
- After placing the last original on the glass, press the [#] key.



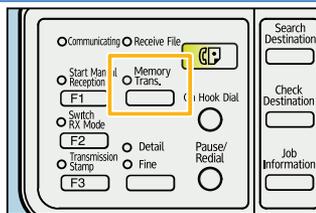
Sending a Fax (Immediate Transmission)

1 Check that “Ready” is displayed on the screen.

If any other function is displayed, press the [Facsimile] key on the left of the control panel.

2 Check that the Memory Trans. indicator is not lit.

If it is lit, Memory Transmission mode is selected. In this case, press the [Memory Trans.] key.



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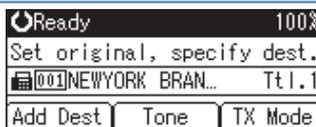
3 Load originals in the ADF/ARDF.

4 Specify the scan settings according to your original.

- Type of Original: Text or Photo
- Resolution: Standard, Detailed, or Fine
- Image Density (Contrast): Manual Image Density (five levels)

5 Using the number keys or a Quick Dial key, specify the destination.

If you make a mistake, press the [Clear/Stop] key, and then re-enter the destination number.



6 Press the [Start] key.

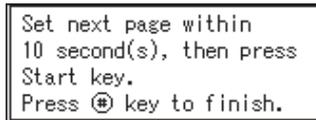
3

Note

- To fax multiple-page originals from the exposure glass: after the first page is scanned, place the next original on the glass and press the [Start] key within 10 seconds. You can also change the scan settings (as in step 4).
- After placing the last original on the glass, press the [#] key.

Reference

- For details about searching for a destination, see “Searching for a Destination in the Address Book”, Facsimile Reference on the supplied CD-ROM.
- For details about the scan settings, see “Scan Settings”, Facsimile Reference on the supplied CD-ROM.
- To specify a destination using a Quick Dial key, see “Using the Quick Dial Keys”, Facsimile Reference on the supplied CD-ROM.



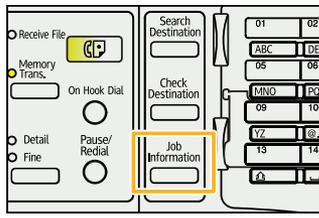
Checking the Transmission Result (TX File Status)

You can check the transmission status on the display.

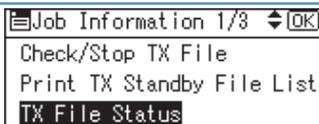
1 Check that “Ready” is displayed on the screen.

If any other function is displayed, press the [Facsimile] key on the left of the control panel.

2 Press the [Job Information] key.

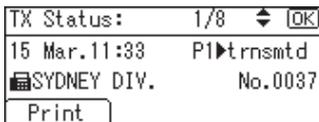


3 Select [TX File Status] using [▲] or [▼], and then press the [OK] key.



4 Check the transmission results using [▲] or [▼].

If a fax has been sent, the recipient's Own Fax Number or Own Name is displayed.



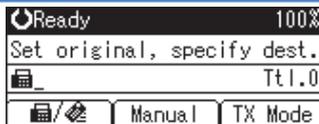
5 Press the [Escape] key twice to exit.

Note

- You can also print the fax transmission report.
- Using the E-mail TX Results function, you can e-mail the Communication Result Report and Immediate TX Result Report and view them on a computer. For details, see “Sender Settings”, Facsimile Reference on the supplied CD-ROM.

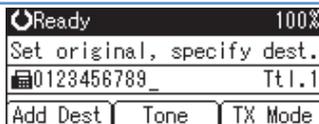
Registering a Fax Destination

- 1** Press [] to display [] .

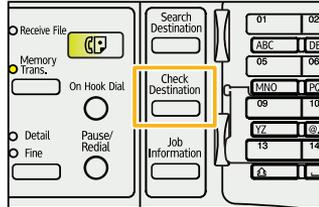


- 2** Enter the fax number using the number keys.

If you make a mistake, press the [Clear/Stop] key to delete each incorrect digit, and then re-enter the digits.

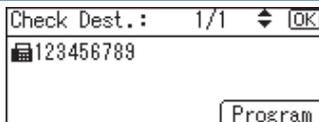


- 3** Press the [Check Destination] key.

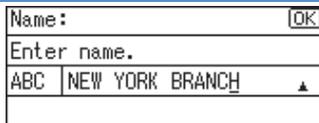


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- 4** Press [Program].

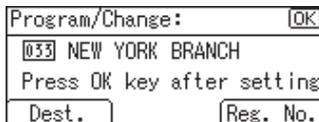


- 5** Enter the name using the Quick Dial keys, and then press the [OK] key.



- 6** To confirm the registered information, press the [OK] key.

The "Programmed." message appears and then the screen returns to that of step 2.



- 7** To exit [Check Dest.], press the [OK] key.

The screen returns to that of step 2.

From here, you can begin faxing a file. To exit, press the [Clear Modes] key.

Reference

- For details about registering, deleting, and changing the information in the address book, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide on the supplied CD-ROM.

Forwarding Received Faxes

Documents received by fax can be printed and then forwarded to specified users. By registering a forwarding destination that you can access when out of the office, you can view documents received by fax even when you are not at work.

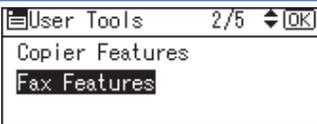
Preparation

- Only destinations registered in the address book can be specified as forwarding destinations. For details about registering forwarding destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions" in General Settings Guide on the supplied CD-ROM.
- The following procedure explains specifying the forwarding destination using the Quick Dial keys.
- To use the Quick Dial keys to specify a forwarding destination, the destination must first be registered under a registration number between 001 and 032.

1 Press the [User Tools/Counter] key.



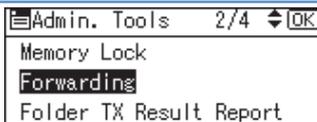
2 Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



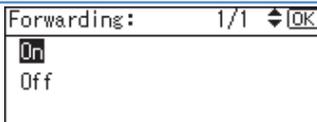
3 Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



4 Select [Forwarding] using [▲] or [▼], and then press the [OK] key.

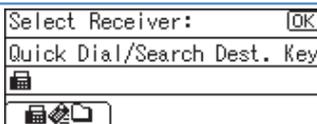


5 Select [On] using [▲] or [▼], and then press the [OK] key.

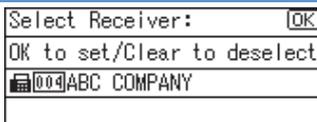


6 Search for and select the forwarding destination using the Quick Dial keys.

If you make a mistake, press the [Clear/Stop] key, and then re-enter the forwarding destination.



7 To confirm the specified settings, press the [OK] key.



Reference

- For details about registering forwarding destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions" in General Settings Guide on the supplied CD-ROM.

Fax Forwarding FAQ

Q: If the forwarding destination is a folder, what will happen to the forwarded file if the recipient computer is switched off?

A: The machine attempts to forward the document 144 times. If these attempts fail, it then prints an error report together with the fax document that could not be forwarded (regardless of whether or not printing documents that could not be forwarded is prevented by a parameter setting.) You can specify the number of forwarding attempts and the interval between attempts. For details, see "Parameter Setting", General Settings Guide on the supplied CD-ROM.

Q: The received fax document is printed as well as forwarded. How can I prevent the forwarded document being printed?

A: In [User Tools], [Fax Features], [Administrator Tools], [Parameter Settings],[Parameter Settings], under switch 11, set bit 6 to " 0 " (Off). The factory setting is " 1 " (On).

Guide to Components

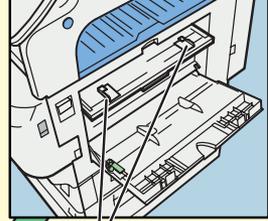
Names and Locations

One-sheet output tray (Left side)



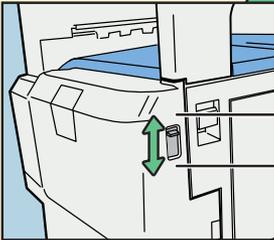
Extender

One-sheet bypass tray



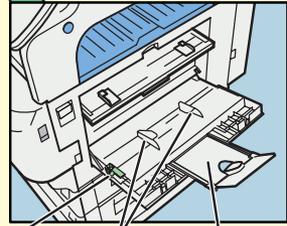
Paper guide

Envelope lever



Normal
Envelope

Bypass tray



Paper guide release lever

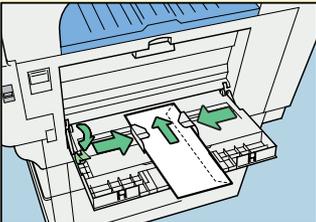
Paper guide Extender

5

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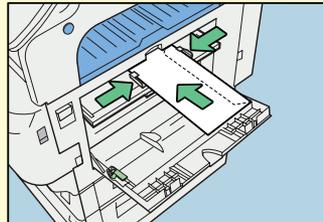
Loading Paper

Bypass tray



BDZ011S

One-sheet bypass tray



BDZ011S

Printing onto Envelopes

You can print on envelopes using the bypass tray (p. 22) or one-sheet bypass tray (p. 22). Note that envelopes of certain sizes, shapes, and thicknesses, etc. can become creased or jammed, or show patchy or blotchy print results. If any of these problems occurs, use the one-sheet bypass tray (p. 22) instead of the bypass tray (p. 22).

Printing on Envelopes Using the bypass tray (p. 22)



Printing on Envelopes Using the One-sheet bypass tray (p. 22)



Step 1 Loading the Envelope in the Bypass Tray (p. 22) or One-Sheet Bypass Tray (p. 22)

- 1 Lower the Envelope Lever (p. 22).**
When you lower the envelope lever (p. 22), a message appears.

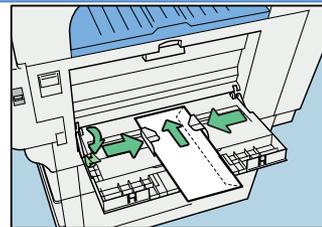


- 2 To prevent curling, flatten the envelope's edges with a pen or similar object before loading.**



- 3 Load the envelope.**

- Loading the Envelope in the bypass tray (p. 22)
 1. Raise the paper guide release lever, and then load the envelope with its bottom edge pointing in the paper feed direction and the side to be printed facing up.
 2. Lower the paper guide release lever.



- Loading the Envelope in the one-sheet bypass tray (p. 22)
 1. Open the one-sheet bypass tray (p. 22) and the one-sheet output tray (p. 22).
 2. Position the paper guides and load the envelope with its bottom edge pointing in the paper feed direction and the side to be printed facing up.



When loading an envelope as shown in the above illustration, do not fold its flap down.

Reference

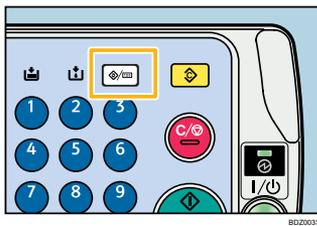
For details about copying onto envelopes, see p. 29, "Copying onto Envelopes".

Printing onto Envelopes (cont.)

Step 2 Specifying the Paper Size and Paper Type Using the Control Panel

This section explains how to specify the paper size and type when you are using the one-sheet bypass tray (p. 22). For details about specifying the paper type and size when using the bypass tray (p.22), see "Setting Thick Paper, OHP Transparencies, or Envelopes", Printer Reference on the supplied CD-ROM.

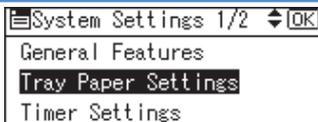
- 1** Press the [User Tools/Counter] key.



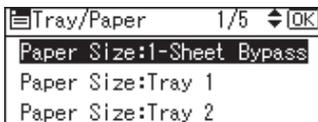
- 2** Select [System Settings] using [▲] or [▼], and then press the [OK] key.



- 3** Select [Tray Paper Settings] using [▲] or [▼], and then press the [OK] key.



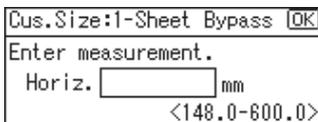
- 4** Select [Paper Size: 1-Sheet Bypass] using [▲] or [▼], and then press the [OK] key.



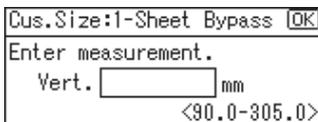
- 5** Select [Custom Size] using [▲] or [▼], and then press the [OK] key.



- 6** Specify the horizontal size of the original (Horiz.) using the number keys, and then press the [OK] key.

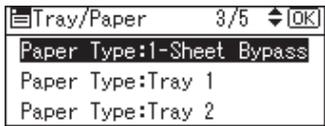


- 7** Specify the vertical size of the original (Vert.) using the number keys, and then press the [OK] key.

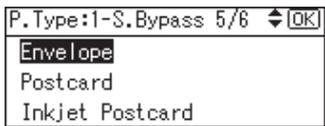


The "Programmed" message appears, and then the screen returns to [Tray Paper Settings].

8 Select [Paper Type: 1-Sheet Bypass] using [▲] or [▼], and then press the [OK] key.



9 Select [Envelope] from the menu using [▲] or [▼], and then press the [OK] key.



10 Press the [User Tools/Counter] key to return to the default screen.

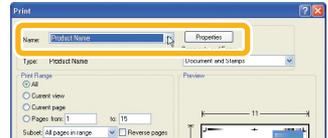
Printing onto Envelopes (cont.)

Step 3 Specifying the Paper Size and Paper Type, and Printing from the Printer Driver

The following procedure uses Windows XP as an example. On your computer, this procedure might be different, depending on which operating system you are using and how it is configured.

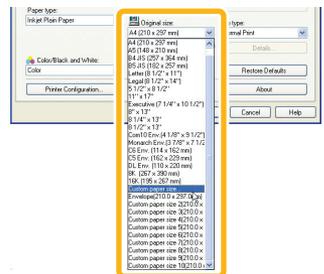
1 On the [File] menu, click [Print...].

2 In the [Name:] list, select the name of this printer, and then click [Properties].



BD20235

3 In the [Original size:] list on the [Print Settings] tab, select [Custom paper size...], enter the envelope's length and width in [Long edge:] and [Short edge:] respectively, and then click [OK].



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4 In the [Paper source tray:] list on the [Print Settings] tab, select "Bypass Tray/1-Sheet Bypass".



BD20255

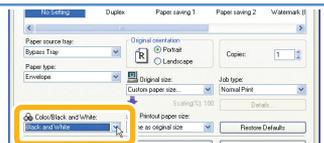
5

5 In the [Paper type:] list, select "Envelope".



BD20265

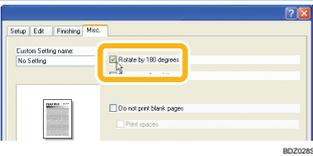
6 Be sure to select "Color/Black and White" in the [Color/Black and White:] list.



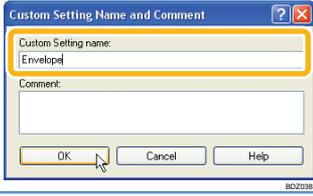
BD20275

7 Click [Add/Change Custom Settings...].
The dialog box appears.

8 Click the [Misc.] tab, select the [Rotate by 180 degrees] check box, and then click [Save As...].
The [Custom Setting Name and Comment] dialog box appears.



9 Specify [Custom Setting name:] and then click [OK].
The [Custom Setting Name and Comment] dialog box closes.



10 Click [OK].

Registering the Paper Size in the Printer Properties Dialog Box

If you register an envelope's paper size in the printer properties dialog box, you will not need to specify the paper size again when printing on the same type of envelope from an application.

1 From the [Start] menu, open [Control Panel].

2 Click [Printers and Other Hardware].

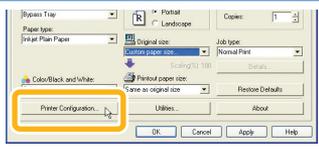
3 Click [Printers and Faxes].

4 Click the printer icon, and then click [Properties] on the [File] menu.

5 On the [General] tab, click [Printing Preferences...] to display the specified print setting.



6 Click [Printer Configuration...].
The [Printer Configuration...] dialog box appears.



Printing onto Envelopes (cont.)

7

Click **[Custom Paper Sizes...]**.

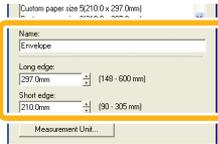
The **[Custom Paper Sizes...]** dialog box appears.



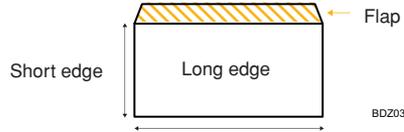
BDZ0395

8

Specify **[Name:]**, **[Long edge:]**, and **[Short edge:]**, and then click **[OK]**.



BDZ0325



BDZ0335

* Do not include the flap when measuring the short edge.

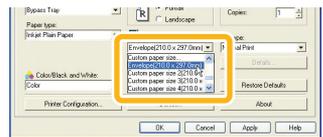
9

Click **[OK]**.



BDZ0395

In the **[Original size:]** list on the **[Print Settings]** tab, you can select the registered paper size for the envelope.



BDZ0345

Copying onto Envelopes

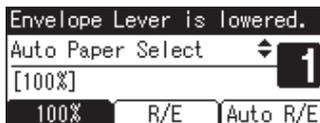
This section explains how to specify the paper type and size when copying onto custom size envelopes loaded from the bypass tray (p. 22). For details about specifying the paper type and size when using the one-sheet bypass tray (p.22), see "Copying onto Envelopes", Copy Reference on the supplied CD-ROM.

Preparation

- For details about the printable area of envelopes, see step 3 on p. 23, "Printing onto Envelopes".

1 Lower the Envelope lever (p. 22).

When you lower the envelope lever (p.22), a message appears.



2 To prevent curling, flatten the envelope's edges with a pen or similar object before loading.

3 Open the bypass tray (p. 22), and then lift the release lever.

For details, see step 3 on p. 23, "Printing onto Envelopes".

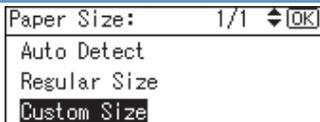
4 Adjust the paper guide according to the size of the custom-size paper (envelope), carefully load the envelope with the side to be printed facing up, and then lower the paper guide release lever.

5 Press the [#] key.

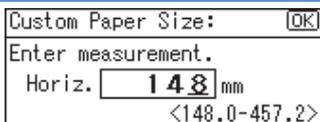
6 Select [Paper Size] using [▲] or [▼], and then press the [OK] key.



7 Select [Custom Size] using [▲] or [▼], and then press the [OK] key.

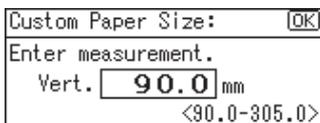


8 Specify the horizontal size of the original (Horiz.) using the number keys, and then press the [OK] key.



9 Specify the vertical size of the original (Vert.) using the number keys, and then press the [OK] key.

The "Programmed" message appears and then the initial Copier screen appears.



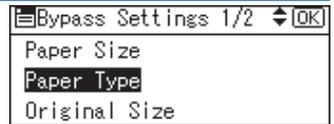
5



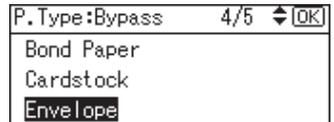
Copying onto Envelopes (cont.)

10 Press the [#] key.

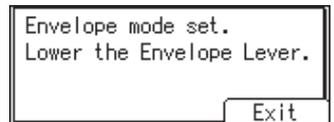
11 Select [Paper Type] using [▲] or [▼], and then press the [OK] key.



12 Select [Envelope] using [▲] or [▼], and then press the [OK] key.



13 Press [Exit].



14 Load the originals, and then press the [Start] key.

15 When the copy job is finished, press the [Clear Modes] key to clear the settings.

16 Lift the Envelope lever (p. 22).

Unusable Paper Types and Manuals for This Machine

About Unusable Paper

Caution



Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.

To avoid malfunctions, do not attempt to print on the following:

- thermal fax paper,
- art paper,
- aluminium foil,
- carbon paper,
- conductive paper,
- paper that has perforated lines,
- paper that has hemmed edges, or
- tab stock.

To avoid misfeeds and paper jams, do not use paper that is

- bent, folded, or creased,
- torn,
- slippery,
- perforated,
- rough,
- thin and highly flexible, or
- dusty.

When selecting paper, note the following:

- If the paper's surface is too rough, print will be blurred.
- Coloured or patterned paper can spoil print results.
- Preprinted paper can cause malfunctions and other printing problems.

About the Manuals for This Machine

The supplied CD-ROM contains PDF versions of the manuals for this machine.

Manuals on the CD-ROM (PDF)

- About This Machine
- General Settings Guide
- Troubleshooting
- Copy Reference
- Printer Reference
- Scanner Reference
- Network Guide
- PostScript 3 Supplement
- Security Reference
- Quick Guide
- Facsimile Reference (optional)
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- Quick Reference Fax Guide (optional)

Printed Manuals

- Security Reference
- Safety Information
- Manuals For This Machine
- Quick Guide
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- Quick Reference Fax Guide (optional)

How to Use the Manuals

For details about accessing the manuals on the supplied CD-ROM, see "Manuals for This Machine", About This Machine.

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

The product names of Windows XP are as follows:

- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® XP Media Center Edition
- Microsoft® Windows® XP Tablet PC Edition

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.

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.

Quick Guide

1 Control Panel

2 Troubleshooting

3 Using the Basic Copier and Fax Functions

4 Registering Fax Destinations and Forwarding Received Faxes

5 Printing Files and Scanned Copies On Envelopes

6 Unusable Paper Types and Manuals for This Machine

