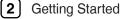MP C2050 / C2550
MP C2050 / C2550
Aficio™ MP C2050 / C2550

Operating Instructions
About This Machine

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

1 Simple Search

2 Getting Started

3 Adding Paper

4 Adding Toner and Staples

5 Entering Text

6 Operating Instructions

7 Remarks

8 Appendix

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

Documentation for This Machine

TABLE OF CONTENTS

2. Getting Started

3. Adding Paper

4. Adding Toner and Staples

5. Entering Text

6. Operating Instructions

7. Remarks

8. Appendix

Manuals for This Machine

Read this manual carefully before you use this machine.

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

⭐ **Important**

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

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

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Guide

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

Security Reference

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

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

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

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

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

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Other manuals

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

⬇ Note

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

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

[*1]   Optional

Manuals List

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

What You Can Do with This Machine

This section introduces the features of this machine.
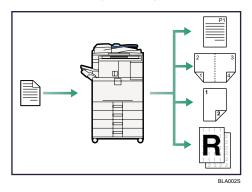
Using This Machine as a Copier

You can make copies of originals.

BLA002S
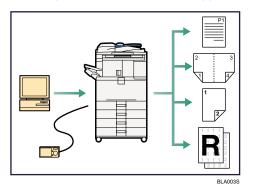
- You can make copies in full colour. You can switch the colour copy mode depending on the type of originals used and the desired finish.

- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.

- You can adjust the colour tones and image quality of your 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.

- Copier functions such as Duplex, Combine, Booklet, and Magazine allow you to save on paper by copying multiple pages onto single sheets.

- You can copy onto various types of paper such as envelopes, and OHP transparencies.

- The optional finisher allows you to sort, staple, and punch holes in your copies.

Using This Machine as a Printer

You can print documents created in applications.

BLA003S
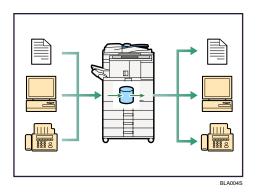
- This machine supports network and local connections.

- You can send PDF files directly to the machine for printing, without having to open a PDF application.

- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.

- The optional finisher allows you to collate, staple, and punch holes in your prints.

- With the optional 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.

⊞ Reference

- See Printer Reference 💿.

Utilizing Stored Documents

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

BLA004S

- You can also retrieve stored documents scanned in scanner mode.
- Using File Format Converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

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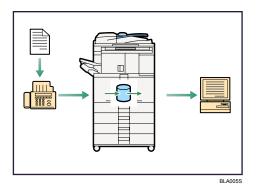
- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Guide⊚.
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference⊚.
- For details about Document Server in fax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

Paperless Fax Transmission and Reception

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

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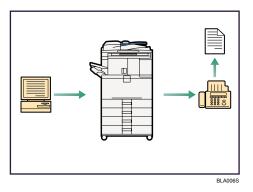
You can store received fax documents in electrical format without printing it onto paper.

BLA005S

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

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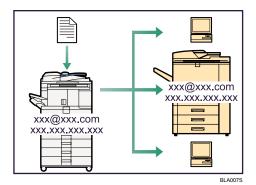
You can send a fax from your computer over the network (Ethernet or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).

BLA006S

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.

- You can also check the sent image data.

- For details about the machine's settings, see "Network Settings Required to Use the Printer/LAN-Fax", Network and System Settings Guide⊚.

- For details about how to use the function, see "Fax via Computer", Facsimile Reference⊚.

Fax Transmission and Reception Over the Internet

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

BLA007S

E-mail Transmission

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

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

- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception and Mail to Print).

- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

IP-Fax

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.
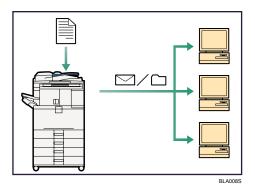
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).

- This machine can receive documents sent via Internet Fax (IP-Fax Reception).

- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

🔲 **Reference**

- For details about settings, see "Network Settings Required to Use Internet Fax", Network & System General Settings.

- For details about how to transmit and receive documents over the Internet, see "Transmission" and "Reception", Facsimile Reference 💿.
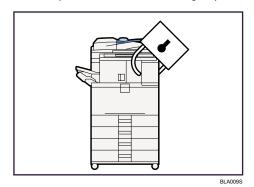
Using the Facsimile and the Scanner in a Network Environment

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

14

BLA008S

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail). See "Specifying a Destination", Facsimile Reference⊚ and "Sending Scan Files by E-mail", Scanner Reference⊚.

- You can send scan files directly to folders (Sending scan files by Scan to Folder). See "Specifying a Destination", Facsimile Reference⊚ and "Sending Scan Files to Folder", Scanner Reference⊚.

- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see "Network Settings Required to Use the Network Delivery Scanner", Network and System Settings Guide⊚. For details about how to use the function, see "Delivering Scan Files", Scanner Reference⊚.

Administrating the Machine/Protecting Documents (Security Functions)

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

BLA009S

- You can protect documents from unauthorized access and stop them from being copied without permission.

- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.

- By setting passwords, you can prevent unauthorized access via the network.
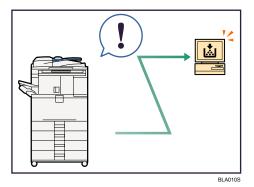
- You can erase the data on the hard disk to prevent the information from leaking out.

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

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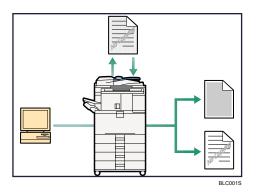
You can change the machine's settings and monitor its status from a connected computer.

BLA010S

- 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.

BLC001S

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

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

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

Reference

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

17

Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

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

⬇ **Note**

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

🗎 **Reference**

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

[ ]

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

[ ]

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

Indicates instructions in book form.

Indicates instructions in sheet form.

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

Name of Major Option

Major option of this machine is referred to as follows in this manual:

- Auto document feeder → ADF

Notes

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

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

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

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

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

⚠️ **WARNING**

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

⚠️ **CAUTION**

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

⚠️ **CAUTION**

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

Handling power cords and power plugs

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.
- 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.

⚠ CAUTION

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

⚠ CAUTION

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

Handling the main machine

This section explains safety precautions about handling the main machine.

⚠️WARNING

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:

    - You spill something into the machine.

    - You suspect that your machine needs service or repair.

    - The external housing of your machine has been damaged.

⚠️CAUTION

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

⚠️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.

⚠️CAUTION

- If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

⚠️CAUTION

- 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.

⚠️CAUTION

- 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.

⚠️CAUTION

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

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

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

Handling the machine's interior

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

⚠️ WARNING

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

⚠️ CAUTION

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

⚠️ CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

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

- During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.

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

Handling the machine's supplies

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

⚠️ WARNING

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

⚠️ WARNING

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

⚠️ WARNING

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

⚠️WARNING

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

⚠️CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

⚠️CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠️CAUTION

- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.

- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.
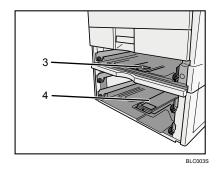
BLC002S

1

BLA061S

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

2

CAUTION ACHTUNG ATTENTION ATTENZIONE PRECAUCIÓN
注意高温 高温注意 고온주의 高温注意

BLA046S

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

BLC003S

3

BLA029S
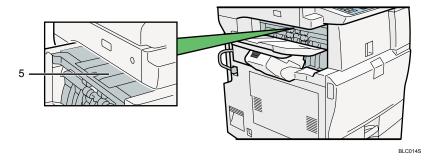
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

4

BLA030S
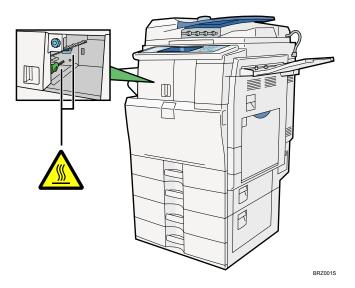
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

BLC014S

5

BLA041S

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

BRZ001S

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

Power Switch Symbols

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

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

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

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

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

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 multi-function devices. Energy Star standards and logos are internationally uniform.

🔽 **Note**

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

📄 **Reference**

- p.30 "Energy Saving Functions"

Energy Saving Functions

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

Sleep Mode

- If this machine remains idle for a specified period, it automatically enters Sleep Mode to reduce its electrical consumption.

- The default delay time the machine waits before entering Sleep Mode is 1 minute. This default time can be changed.

- The machine can print jobs from computers and receive faxes while in Sleep Mode.

	Type 1	Type 2
Reduced Electrical Consumption by Sleep Mode	5.2 W	5.2 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	30 seconds or less	30 seconds or less

🗎 Reference

- For details about how to change the default interval, see "Timer Settings", Network and System Settings Guide🔘.

Laws and Regulations

Legal Prohibition

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

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

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

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

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.

Laser Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGaInP laser diodes, 9-milliwatt, 648 - 663 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

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

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Caution:

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

Machine Types

The model names of the machines do not appear in the following pages.

Check the type of your machine before reading this manual.

- Type 1: MP C2050/Aficio MP C2050
- Type 2: MP C2550/Aficio MP C2550

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

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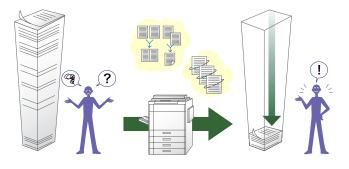
You can search for a procedure either by keyword or by what you want to do.

Searching by what you want to do

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

I want to save my paper document!

You can find explanations of the functions and procedures that you can use to save your paper document easily.

BLA048S

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

⇒ See "Duplex Copying", Copy and Document Server Reference.

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

⇒ See "Combined Copying", Copy and Document Server Reference.

⇒ See "Combine Two Originals", Facsimile Reference.

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

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

Converting received faxes to electronic formats (Paperless Fax)
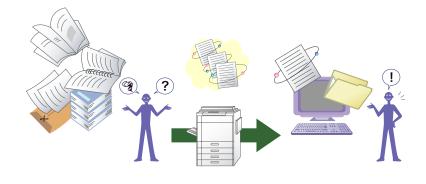
⇒ See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference.

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

⇒ See "Sending Fax Documents from Computers", Facsimile Reference.

I want to convert documents to electronic formats easily!

You can find explanations of the functions and procedures that you can use convert documents to electronic formats easily.

BLA050S

Sending scan files

⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scanner Reference 💿.

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

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

Storing scan files in a shared folder

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

Storing scan files on media

⇒ See "Basic Procedure for Saving Scan Files on a Removable Memory Device", Scanner Reference 💿.

Converting transmitted faxes to electronic formats and sending them to a computer
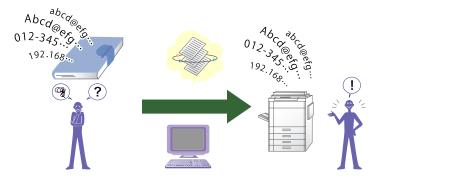
⇒ See "Folder Transmission", Facsimile Reference 💿.

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

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

I want to register destinations!

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

BLA049S

Using the control panel to register destinations in the address book

⇒ See "Registering Entered Destinations to the Address Book", Facsimile Reference🔵.

⇒ See "Registering a Directly-Entered Destination in the Address Book", Scanner Reference🔵.

Using Web Image Monitor to registering destinations from a computer
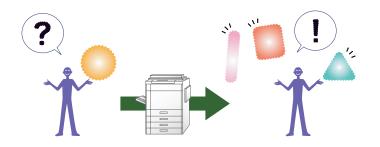
⇒ See "To add new receiver", Facsimile Reference🔵.

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

⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference 🔵.

I want to operate the machine more effectively!

You can find explanations of the functions and procedures that you can use to operate the machine more effectively.

BLA051S

Registering and using frequently-used settings (Program)

⇒ See "Registering Frequently Used Settings", Copy and Document Server Reference🔵.

⇒ See "Registering Frequently Used Settings", Facsimile Reference🔵.

⇒ See "Registering Frequently Used Settings", Scanner Reference🔵.

35

1

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

⇒ See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference 🔘.

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

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

Searching by Keyword

You can search for a procedure by keyword.

Paper

I want to load paper.

⇒ p.63 "Loading Paper"

I want to change the paper size.

⇒ p.67 "Changing the Paper Size"

I want to know what the paper specifications are.

⇒ p.78 "Recommended Paper Sizes and Types"

The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting 📖 💿.

I want to change the initial paper settings.

⇒ See "Tray Paper Settings", Network and System Settings Guide 💿.

Register/Change/Delete

I want to register a fax number.

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

⇒ See "Programming Destinations in the Address Book", Facsimile Reference 💿.

I want to register an IP-Fax number.

⇒ See "Registering an IP-Fax Destination", Network and System Settings Guide 💿.

I want to register an e-mail address.

⇒ See "Registering an E-mail Destination", Network and System Settings Guide 💿.

I want to register an SMB folder.

⇒ See "Registering an SMB Folder", Network and System Settings Guide 💿.

I want to register multiple addresses as a group.

⇒ See "Registering Names to a Group", Network and System Settings Guide 💿.

I want to register frequently-used copy functions.

⇒ See "Registering Frequently Used Settings", Copy and Document Server Reference 💿.

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

⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference ⊚.

Colour

I want to scan a colour original (Normal Colour Scan)

⇒ See "Specifying the File Type", Scanner Reference ⊚.

I want to minimize the amount of storage required when scanning colour originals (High Compression PDF)

⇒ See "Specifying the File Type", Scanner Reference ⊚.

Check

I want to display the fax transmission status.

⇒ See "Confirming on Display", Facsimile Reference ⊚.

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

⇒ See "Confirming by Report", Facsimile Reference ⊚.

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

⇒ See "Communication Failure Report", Facsimile Reference ⊚.

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

⇒ See "Communication Result Report (Memory Transmission)", Facsimile Reference ⊚.

I want to check which files are stored in the Document Server.

⇒ See "Checking the Details of a Stored Document", Copy and Document Server Reference ⊚.

I want to check which faxes have been received.

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

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

⇒ See "Confirming Received and Stored Documents", Facsimile Reference ⊚.

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

⇒ See "Preventing Transmission to the Wrong Destination", Facsimile Reference ⊚.

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

⇒ See "Check Modes", Scanner Reference ⊚.

I want to check the scan image before sending it.

⇒ See "Preview", Scanner Reference ⊚.

I want to view the transmission result.

⇒ See "Scanned Files Status", Scanner Reference⊙.

Install

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

⇒ See "Using the Smart Device Monitor for Client Port", Printer Reference⊙.

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

⇒ See "Using the Standard TCP/IP Port", Printer Reference⊙.

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

⇒ See "Using as a Windows Network Printer", Printer Reference⊙.

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

⇒ See "Installing the Printer Driver Using USB", Printer Reference⊙.

Envelope

I want to copy onto envelopes.

⇒ See "Copying onto Envelopes", Copy and Document Server Reference⊙.

I want to print onto envelopes.

⇒ See "Setting Envelopes Using the Control Panel", Printer Reference⊙.

2. Getting Started
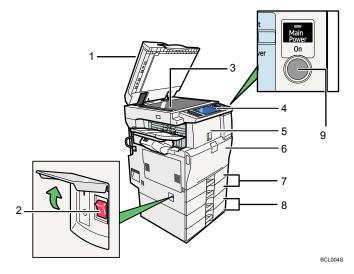
This chapter describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

⭐ **Important**

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

BCL004S

1. **Exposure glass cover (optional) or ADF (optional)**

   (The illustration shows the ADF.)

   See "External options".

2. **Main power switch**

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

   See "Turning On/Off the Power".

3. **Exposure glass**

   Place originals here face down.

4. **Control panel**

   See "Control Panel".

5. **Internal Tray 1 / Finisher (optional)**

   Copied/printed paper and fax messages are delivered here.

   (The illustration shows the finisher.)

2

6. **Front cover**

   Open to access the inside of the machine.

7. **Paper tray 1, 2**

   Load paper here.
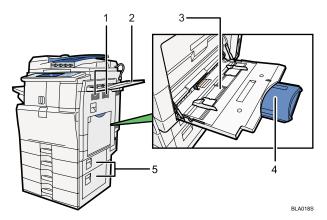
8. **Lower paper trays (optional)**

   Load paper here.

9. **Operation switch**

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

   See "Turning On/Off the Power".

BLA018S

1. **Ventilation holes**

   Prevent overheating.

2. **Right tray (optional)**

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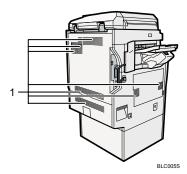
   Use to copy or print onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

4. **Extender**

   Pull this extender out when loading sheets larger than A4🖿 in the bypass tray.

5. **Lower right cover**

   Open this cover when a paper jam occurs.

BLC005S

1. **Ventilation holes**

Prevent overheating.

🔲 Reference
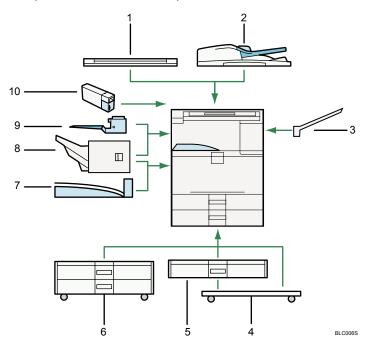
- p.44 "Options"

- p.47 "Control Panel"

- p.59 "Turning On/Off the Power"

Options

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

External options

This section provides explanations about external options.

BLC006S

1. **Exposure glass cover**

   Lower this cover over originals.

2. **Auto document feeder (ADF)**

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

3. **Right tray**

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

4. **Caster Table**

   To use the lower paper tray, attach the caster table.

5. **Lower paper tray**

   Holds up to 500 sheets of paper.

6. **Lower paper trays**

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

2

7. **Internal shift tray**

   Sorts and stacks multiple sheets of paper.

8. **Finisher**

   Sorts, stacks, and staples multiple sheets of paper.

   Copies can be punched if the optional punch unit is installed on the finisher.

9. **Internal tray 2 (1 bin tray)**

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

10. **Media slot**

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

Internal options

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

- Fax unit

  Allows you to use the facsimile function.

- Memory unit

  You can add 512 MB of memory.

  The memory unit is necessary if you want to install the VM card.

- HDD Encryption Unit

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

- VM card

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

- Browser Unit

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

- PictBridge card

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

- IEEE 1284 Interface Board

  Allows you to connect to an IEEE 1284 cable.

- Wireless LAN board

  Allows you to install a wireless LAN interface.

- Bluetooth interface unit

  Allows you to expand the interface.

- Gigabit Ethernet (1000BASE-T)

Allows you to communicate over 1000BASE-T.

- File Format Converter

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

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

- Copy Data Security Unit

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

- DataOverWriteSecurity Unit

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

⬇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.
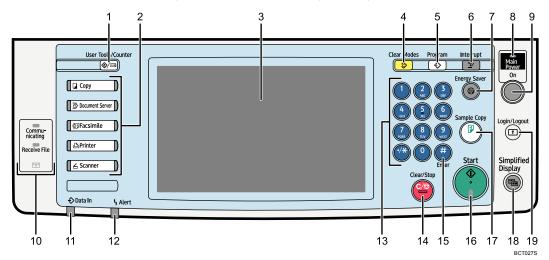
Control Panel

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

⭐ **Important**

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

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

BCT027S

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

   - User Tools

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

   - Counter

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

   - Enquiry

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

2. **Function keys**

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

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

3. **Display panel**

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

4. **[Clear Modes] key**

   Press to clear the current settings.

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

    - Press to register frequently used settings, or to recall registered settings (except Document Server mode). See "Registering Frequently Used Settings", Copy and Document Server Reference ⊙, Facsimile Reference ⊙, and Scanner Reference ⊙.

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

      See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference ⊙.

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

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

6. **[Interrupt] key**

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

7. **[Energy Saver] key**

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

8. **Main power indicator**

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

9. **Operation switch**

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

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

    - Communicating indicator

      Lights continuously during data transmission and reception.

    - Receiving File indicator

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

      See "Substitute Reception", Facsimile Reference ⊙.

    - Confidential File indicator

      Lights continuously while personal box data is being received.

      Blinks while Memory Lock file is being received.

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

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

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

12. **Alert indicator**

    Lights continuously if an error has occurred.

13. **Number keys**

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

14. **[Clear/Stop] key**

- Clear

  Press to delete a number entered.

- Stop

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

15. **[#] key (Enter key)**

Press to confirm values entered or items specified.

16. **[Start] key**

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

17. **[Sample Copy] key**

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

18. **[Simplified Display] key**

Press this to switch to the Simplified Display.

19. **[Login/Logout] key**

Press this to log in or log out.

🔲 Reference

- p.50 "Display Panel"
- p.50 "Simplified Display"
- p.57 "Changing Modes"
- p.59 "Turning On/Off the Power"
- p.62 "Saving Energy"
- p.114 "Counter"
- p.116 "Enquiry"

Display Panel

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

⭐ **Important**

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

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

When you select or specify an item on the display panel, it is highlighted like [Auto Reduce / Enlarge]. Keys appearing as [Auto Reduce / Enlarge] cannot be used.

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

⬇ **Note**

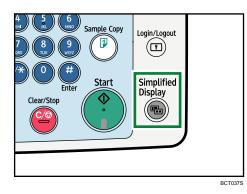- The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

Simplified Display

This section explains how to switch to the simplified display.

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

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

BCT037S

Example of a simplified display

This illustration shows the copier function's simplified display.

BLC007S

1. **[Key Colour]**

   Press to increase screen contrast by changing the colour of the keys.

   This is available only for the simplified display.

⬇Note

- To return to the initial display, press the [Simplified Display] key again.

- Certain keys do not appear on the simplified display.
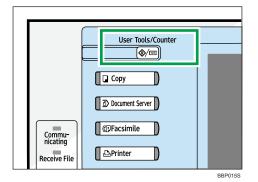
Changing the Display Language

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

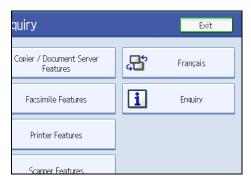The following procedure explains switching the language from English to French.

2

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

BBP015S

2. **Press [Français].**

The language is changed to French.

3. **Press [Sortie].**

The menu appears in French.

When the Authentication Screen is Displayed

This section explains the authentication screen.

⭐ **Important**

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

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

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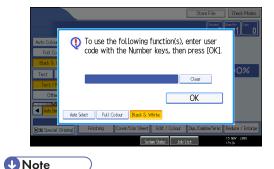
📥 **Note**

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

User Code Authentication (Using the Control Panel)

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

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

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

📥 **Note**

- To log off, do one of the following:
  - Press the operation switch.

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

User Code Authentication (Using a Printer Driver)

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

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

Note

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

Login (Using the Control Panel)

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

1. **Press [Login].**

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

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

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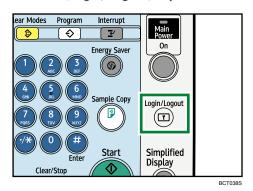
🔽**Note**

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

Logout (Using the Control Panel)

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

⭐**Important**

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

1. **Press the [Login/Logout] key.**

BCT038S

2. Press [Yes].

Login (Using a Printer Driver)

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

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

⬇ Note

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

Login (Using Web Image Monitor)

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

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

⬇ Note

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

Logout (Using Web Image Monitor)

This section explains the procedure for logging out the machine via Web Image Monitor.
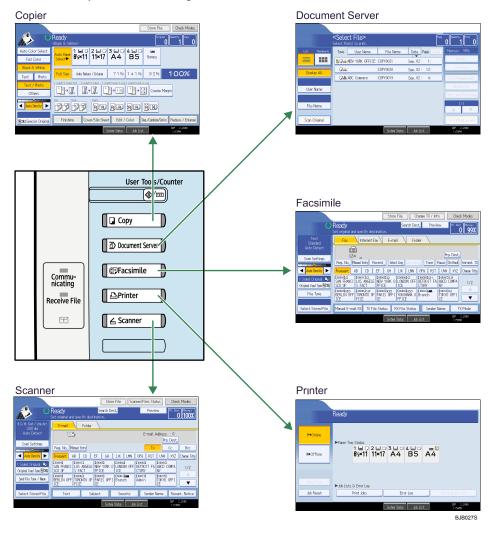
1. **Click [Logout] to log out.**

⬇ Note

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

Changing Modes

This section explains how to change modes.

Copier

Document Server

2

User Tools/Counter

Copy

Document Server

Communicating

Facsimile

Receive File

Printer

Scanner

Scanner

Printer

BJB027S

🔽 **Note**

- You cannot switch modes in any of the following situations:

    - When scanning a fax message for transmission

    - During immediate transmission

    - When accessing User Tools / Counter / Enquiry

    - During interrupt copying

    - During On-hook dialling for fax transmission

    - While scanning an original

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

System Reset

This section explains System Reset.

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

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

Turning On/Off the Power

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

Power supply

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

- Operation switch (right side of the control panel)

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

- Main power switch (left side of the machine)

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

⬇**Note**

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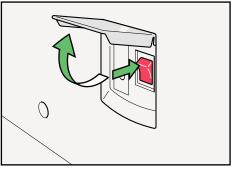
Turning On the Main Power

This section explains how to turn on the main power.

⭐**Important**

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.

1. **Make sure the power cord is firmly plugged into the wall outlet.**

2. **Open the main power switch cover, and turn on the main power switch.**

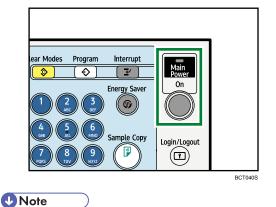   The main power indicator goes on.

BLC016S

⬇ **Note**

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

Turning On the Power

This section explains how to turn on the power.

1. **Press the operation switch.**

   The operation switch indicator goes on.
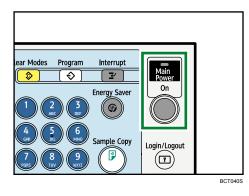

   BCT040S

⬇ **Note**

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

Turning Off the Power

This section explains how to turn off the power.

1. **Make sure the power indicator is off.**

2. **Press the operation switch.**

   The operation switch indicator goes off.

BCT040S

↓ Note

- Even if you press the operation switch, the operation switch indicator does not go out, but blinks in the following cases:

    - During communication with external equipment.

    - When the hard disk is active.

Turning Off the Main Power

This section explains how to turn off the main power.

★ Important

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.

- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.

1. Make sure the operation switch indicator is not lit.

2. Open the switch cover, and then turn off the main power switch.

    The main power indicator goes out.

↓ Note

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

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

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

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

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

Auto Off

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

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

⬇️**Note**

- See "System Settings", Network and System Settings Guide🔘.

- The Energy Saver and Auto Off functions will not operate in the following cases:

    - When a warning message appears

    - When the service call message appears

    - When paper is jammed

    - When the cover is open

    - When the "Add Toner" message appears

    - When toner is being replenished

    - When the User Tools/Counter/Enquiry screen is displayed

    - When fixed warm-up is in progress

    - When data is being processed

    - When operations are suspended during printing

    - When the On-hook dialing function is in use

    - When a recipient is being registered in the address list or group dial list

    - When the Data In indicator is on or blinking

    - When the screen of stored document under the printer function is displayed

3. Adding Paper

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

Loading Paper

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

⚠ CAUTION

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

↓ Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy and Document Server Reference ⊚ .

☰ Reference

- p.78 "Recommended Paper Sizes and Types"
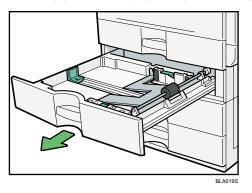
Loading Paper into the Paper Trays

This section describes how to load paper into the paper trays.
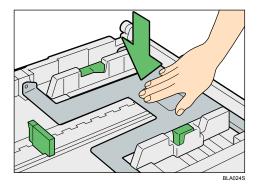
★ Important

- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- Each tray can hold up to 250 sheets of paper. Do not stack paper over the limit mark.

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

BLA019S

2. **Press the metal plate down until it clicks.**

BLA024S

3. **Square the paper and load it print side up.**

   Do not stack paper over the limit mark.

BLA023S

4. **Carefully push the paper tray fully in.**

Loading Paper into the Optional Paper Trays

This section describes how to load paper into the optional paper trays.

⭐**Important**

- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- Each tray can hold up to 500 sheets of paper. Do not stack paper over the limit mark.
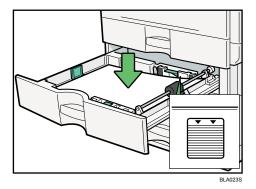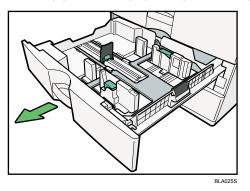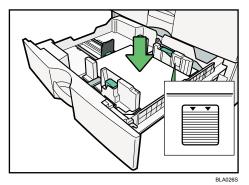
1. **Carefully pull out the paper tray until it stops.**

BLA025S

2. **Square the paper and load it print side up.**

   Do not stack paper over the limit mark.

BLA026S

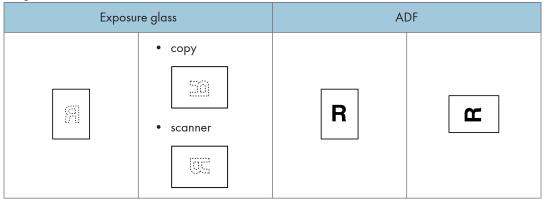3. **Carefully push the paper tray fully in.**

Orientation-Fixed Paper or Two-Sided Paper

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

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [Yes] in [Input / Output] under [Copier / Document Server Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier/Document

Server Features", Copy and Document Server Reference ⊙. For details about printing with the printer function, see Printer Reference ⊙.

Original Orientation

Exposure glass		ADF	
	• copy • scanner	R	R

Paper Orientation

Copy Mode		Paper Tray	Bypass Tray	
			When originals are placed on the exposure glass	When originals are placed on the ADF
▯	1 Sided	R	(A) *1	(B) *1
	2 Sided	(A)	———	———
▭	1 Sided	R	*1	*1
	2 Sided		———	———

*1 When the paper size is specified.

R :Shows the paper backside facing up.　A :Shows the paper frontside facing up.

BLC009S

Changing the Paper Size

This section describes how to change the paper size.

⬇️**Note**

- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details about Tray Paper Size, see "System Settings", Network and System General Settings Guide 🔘.

- Fan the paper before loading.

- Straighten curled or warped paper before loading.

- For details about paper sizes and types, see "Recommended Paper Sizes and Types".
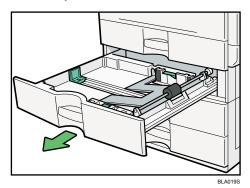
📖**Reference**

- p.78 "Recommended Paper Sizes and Types"

Changing the Paper Size in the Paper Trays

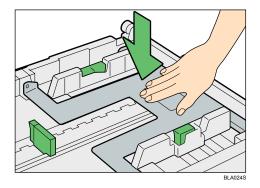This section describes how to change the paper size in the paper trays.

⭐**Important**

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.

- Do not stack paper over the limit mark.

- Check the paper edges are aligned with the right side.

- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.

1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**
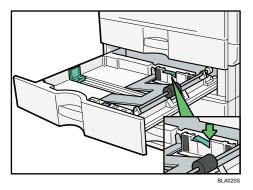

BLA019S

2. **Press the metal plate down until it clicks.**

BLA024S
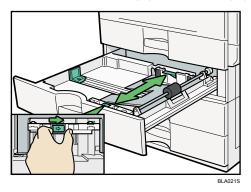
3. **Remove paper if loaded.**

4. **Release the lock on the side fences.**
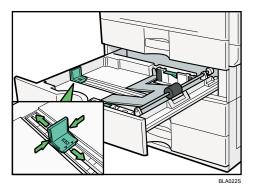
BLA020S

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

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

BLA021S

6. **Slide the end fence until it is aligned with the size of paper to you want to load.**

   Make sure there are no gaps between the paper and end fence.

BLA022S

7. **Square the paper and load it print side up.**

Do not stack paper over the limit mark.

BLA023S

8. **Re-lock the side fences again.**

BLA043S
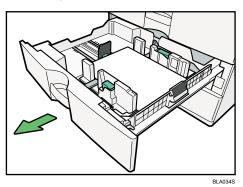
9. **Carefully slide the paper tray fully in.**

10. **Check the size on the display.**

Changing the Paper Size in the Optional Paper Trays
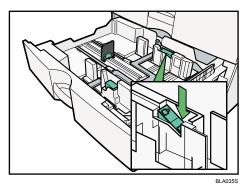
This section describes how to change the paper size in the optional paper trays.

⭐ **Important**

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

1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**

BLA034S
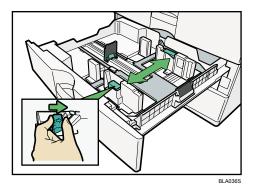
2. **Remove paper if loaded.**

3. **Release the lock on the side fences.**
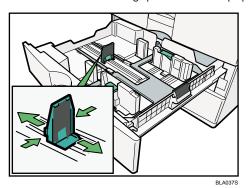
BLA035S

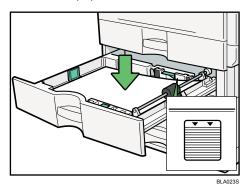4. **While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.**

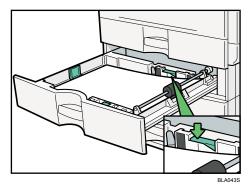   Make sure there are no gaps between the paper and side fences.

BLA036S

5. **Slide the end fence until it is aligned with the size of paper to you want to load.**

Make sure there are no gaps between the paper and end fence.

BLA037S
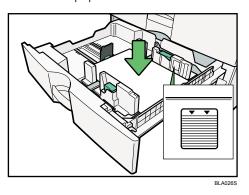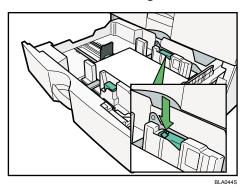
6. **Square the paper and load it print side up.**

Do not stack paper over the limit mark.

BLA026S

7. Re-lock the side fences again.

BLA044S
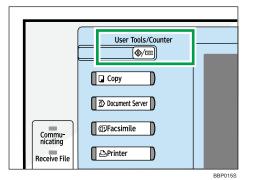
8. Carefully slide the paper tray fully in.

9. Check the size on the display.

Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper.

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

BBP015S

2. Press [System Settings].

3. **Press [Tray Paper Settings] tab.**
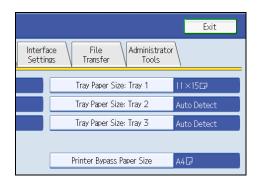
4. **Select the tray for which you want to change the paper settings.**

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

   The set paper size and feed direction is displayed.

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

The initial display is shown.

⬇ **Note**

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types".

- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 5. The setting is returned to "Auto Detect".

📄 **Reference**

- p.78 "Recommended Paper Sizes and Types"

Changing Paper Thickness Settings
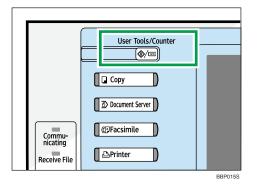
Select [Plain Paper 1] or [Plain Paper 2] depending on the type of plain paper.

If in System Settings, [Tray Paper Settings], you set "Paper Thickness" to [Plain Paper] for each tray's [Paper Type], you must then select [Maintenance], [Plain Paper Setting] and specify either [Plain Paper 1] or [Plain Paper 2], depending on the thickness of the loaded paper.
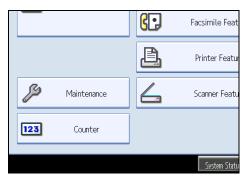
The default setting is **Plain Paper 2**.

⭐ **Important**

- Select [Plain Paper 1] when paper weight is between 60 g/m^2 (16 lb.) and 74 g/m^2 (20 lb.).
- Select [Plain Paper 2] when paper weight is between 74.1 g/m^2 (20 lb.) and 90 g/m^2 (24 lb.).

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

BBP015S
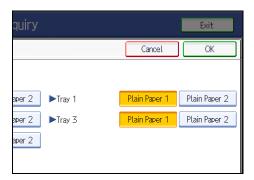
2. **Press [Maintenance].**
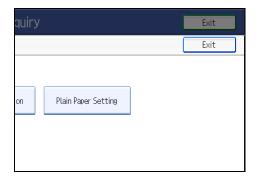
3. Press [Plain Paper Setting].

4. Select the plain paper type for each tray depending on the paper to be set and press [OK].

5. Press [Exit].

6. Press [Exit].

🔻**Note**

- If in System Settings, [Tray Paper Settings], you set "Paper Thickness" to [Plain Paper] for each tray's [Paper Type], you must then select [Maintenance], [Plain Paper Setting] and specify either [Plain Paper 1] or [Plain Paper 2], depending on the thickness of the loaded paper. In System Settings, [Tray Paper Settings], for each tray's [Paper Type] you can specify [Plain Paper], [Middle Thick], [Thick Paper 1], [Thick Paper 2], or [Thick Paper 3]. For details about paper thickness, see "Recommended Paper Sizes and Types".

Reference

- p.78 "Recommended Paper Sizes and Types"

3

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

⭐ **Important**

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

Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m^2, 16 - 28 lb. Thick Paper 106 - 256 g/m^2, 28 - 68 lb.	*1 A3▷, A4▽▷, A5▷, B4▷, B5▽▷, 8^1/$_2$ × 11▷	*1 A4▷, A5▷, B5▷, 11 × 17▷, 8 ^{1}/$_2$ × 14 ▷, 8^1/$_2$ × 11▽▷, 7^1/$_4$ × 10^1/$_2$▷	*7 250 sheets
60 - 105 g/m^2, 16 - 28 lb. Thick Paper 106 - 256 g/m^2, 28 - 68 lb.	*2 11 × 17▷, 8^1/$_2$ × 14 ▷, 8^1/$_2$ × 13▷, 8^1/$_2$ × 11▷, 8^1/$_4$ × 14▷, 8^1/$_4$ × 13▷, 8 × 13▷, 8 × 10▷, 7^1/$_4$ × 10^1/$_2$▽▷, 8K ▷, 16K▽▷, 11 × 15 ▷, 10 × 14▷	*2 A3▷, A4▷, B4▷, B5 ▷, 8^1/$_2$ × 13▷, 8^1/$_4$ × 14▷, 8^1/$_4$ × 13▷, 8 × 13▷, 8 × 10▷, 7^1/$_4$ × 10^1/$_2$ ▷, 8K▷, 16K▽▷, 11 × 15▷, 10 × 14▷	*7 250 sheets
60 - 105 g/m^2, 16 - 28 lb. Thick Paper 106 - 256 g/m^2, 28 - 68 lb.	*5 Custom size Vertical: 182.0-297.0 mm Horizontal: 148.0-432.0 mm	*5 Custom size Vertical: 7.17-11.69 inches Horizontal: 5.83-17.0 inches	*7 250 sheets

Tray 2

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m^2, 16 - 28 lb. Thick Paper 106 - 169 g/m^2, 28 - 45 lb.	*1 A3▭, A4▯▭, A5▭, B4▭, B5▯▭, 8^1/$_2$ × 11▭	*1 A4▭, A5▭, B5▭, 11 × 17▭, 8 ^{1}/$_2$ × 14▭, 8^1/$_2$ × 11▯▭, 7^1/$_4$ × 10^1/$_2$▭	*7 250 sheets
60 - 105 g/m^2, 16 - 28 lb. Thick Paper 106 - 169 g/m^2, 28 - 45 lb.	*2 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 13▭, 8^1/$_2$ × 11▯, 8^1/$_4$ × 14▭, 8^1/$_4$ × 13▭, 8 × 13▭, 8 × 10▭, 7^1/$_4$ × 10^1/$_2$▯▭, 8K▭, 16K▯▭, 11 × 15▭, 10 × 14▭	*2 A3▭, A4▯, B4▭, B5▯, 8^1/$_2$ × 13▭, 8^1/$_4$ × 14▭, 8^1/$_4$ × 13▭, 8 × 13▭, 8 × 10▭, 7^1/$_4$ × 10^1/$_2$▭, 8K▭, 16K▯▭, 11 × 15▭, 10 × 14▭	*7 250 sheets
60 - 105 g/m^2, 16 - 28 lb. Thick Paper 106 - 169 g/m^2, 28 - 45 lb.	*5 Custom size Vertical: 182.0-297.0 mm Horizontal: 148.0-432.0 mm	*5 Custom size Vertical: 7.17-11.69 inches Horizontal: 5.83-17.0 inches	*7 250 sheets

Lower paper trays (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m^2, 16 - 28 lb.	*1 A3▭, A4▯▭, A5▯▭, B4▭, B5▯▭	*1 A4▭, B5▯▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11▯▭, 7^1/$_4$ × 10^1/$_2$▯	*7 500 sheets

3

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m², 16 - 28 lb.	*2 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, 8K, 16K, 11 × 15, 10 × 14	*2 A3, A4, A5, B4, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, 8K, 16K, 11 × 15, 10 × 14	*7 500 sheets
60 - 105 g/m², 16 - 28 lb.	*5 Custom size Vertical: 140.0-297.0 mm Horizontal: 148.0-432.0 mm	*5 Custom size Vertical: 5.52-11.69 inches Horizontal: 5.83-17.0 inches	*7 500 sheets

Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
52 - 105 g/m², 14 - 28 lb.	*1 A3, A4, A5	*1 11 × 17, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$	100 sheets
52 - 105 g/m², 14 - 28 lb.	*4 A6, B4, B5, B6, 11 × 17, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 12 × 18, 11 × 15, 10 × 14	*4 A3, A4, A5, A6, B4, B5, B6, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, 8K, 16K, 12 × 18, 11 × 15, 10 × 14	100 sheets

Paper type and weight	Metric version	Inch version	Paper capacity
52 - 105 g/m^2, 14 - 28 lb.	*5 Custom size Vertical: 90.0 - 305.0 mm Horizontal: 148.0 - 600.0 mm	*5 Custom size Vertical: 3.55 - 12.00 inches Horizontal: 5.83 - 23.62 inches	100 sheets
Thick Paper *6 106 - 256 g/m^2, 28 - 68 lb.	*1 A3▭, A4▭▭, A5▭▭	*1 11 × 17▭, 8^1/$_2$ × 11 ▭▭, 5^1/$_2$ × 8^1/$_2$▭	*7
Thick Paper *6 106 - 256 g/m^2, 28 - 68 lb.	*4 A6▭, B4▭, B5▭▭, B6▭, 11 × 17, 8^1/$_4$ × 14▭, 8^1/$_4$ × 13▭, 8 × 13▭, 8 × 10▭, 7^1/$_4$ × 10^1/$_2$▭▭, 5^1/$_2$ × 8^1/$_2$▭, 8K▭, 16K▭▭, 12 × 18▭11 × 15▭10 × 14▭	*4 A3▭, A4▭▭, A5▭▭, A6▭, B4▭, B5▭, B6▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 13▭, 8^1/$_4$ × 14▭, 8^1/$_4$ × 13▭, 8 × 13▭, 8 × 10▭, 7^1/$_4$ × 10^1/$_2$▭, 8K▭, 16K▭▭, 12 × 18▭, 11 × 15▭, 10 × 14▭	*7
Thick Paper *6 106 - 256 g/m^2, 28 - 68 lb.	*5 Custom size Vertical: 90.0 - 305.0 mm Horizontal: 148.0 - 600.0 mm	*5 Custom size Vertical: 3.55 - 12.00 inches Horizontal: 5.83 - 23.62 inches	
OHP transparencies *8	A4	8^1/$_2$ × 11	*7 *9
Label paper (adhesive labels)	B4JIS▭, A4▭▭	B4JIS▭, A4▭▭	1 sheet
Envelope	Com10▭, Monarch▭, C5▭, C6▭, DL Env. ▭	Com10▭, Monarch▭, C5▭, C6▭, DL Env. ▭	

*1 The paper size is detected automatically.

*2   Select the paper size in System Settings. For details about Tray Paper Size: Tray 2-4, see "System Settings", Network and System Settings Guide ⊚.

*3   Enter the paper size using the number keys in System Settings. For details about Tray Paper Size: Tray 2-4, see "System Settings", Network and System Settings Guide ⊚.

*4   Press the [#] key, and then select the paper size.

*5   Press the [#] key, and then enter the paper size using the number keys.

*6   If you want to copy onto thick (105 g/m^2, 28 lb. or heavier) paper, select [Thick Paper]. See "Copying from the Bypass Tray", Copy and Document Server Reference ⊚.

*7   When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See "Loading Paper", for more information.

*8   If you wish to copy onto OHP transparencies, select [OHP (Transparency)].

*9   It is recommended to place one sheet at a time.

Paper Thickness

Paper Thickness	Metric version	Inch version
Thin Paper	52 - 59.9g/m^2	14 - 15.9 lb.
Plain Paper 1	60 - 74 g/m^2	16 - 20 lb.
Plain Paper 2	74.1 - 90 g/m^2	20 - 24 lb.
Middle Thick	90.1 - 105 g/m^2	24 - 28 lb.
Thick Paper 1	105.1 - 169 g/m^2	28 - 45 lb.
Thick Paper 2	169.1 - 210 g/m^2	45 - 56 lb.
Thick Paper 3	210.1 - 256 g/m^2	56 - 68 lb.

⬇ Note

- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (Glossy paper and OHP transparencies can produce noise when delivered.)

- When using translucent paper or label paper, make sure to select the appropriate paper type. For details about Paper Type: Bypass Tray, see "System Settings", Network and System Settings Guide ⊚.

- When loading paper in the paper trays 1 - 2, and the lower paper trays, place the print side face up.

- When loading paper in the bypass tray, place the print side face down.

- When you use the bypass tray, it is recommended to set the paper direction to ⊐.

- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.

- To print on OHP transparencies, load OHP transparencies on the bypass tray, press the [#] key, and then set [Special Paper] to [OHP(Transparency)]. For details, see "Copying from the Bypass Tray" in Copy and Document Server Reference and "Setting Paper on the Bypass Tray" in Printer Reference.

- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Use A4 or $8^1/_2 \times 11$ size transparencies, and specify their size. For details, see Copy and Document Server Reference and Printer Reference.

- When you use OHP transparencies, fan them for each use.

- We recommend you load OHP transparencies and sheets of label paper and translucent paper one by one. This prevents them becoming jammed inside the machine.

- Also, be sure to remove printed OHP transparencies and sheets of translucent paper one by one as they are delivered. This prevents them sticking together.

- We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.

- If multiple sheet feeding occurs, load sheets one by one.

- When you load label paper, set the paper direction to .

- Flatten out curled sheets before loading them.

- To print on envelopes from the bypass tray: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Envelope], and [Paper Thickness] to [Thick Paper 1].

- To print on coated paper from the bypass tray, Tray 1, or 2: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type] be sure to set [Paper Type] to [Coated Paper], and [Paper Thickness] to [Thick Paper 1].

- To print on high-gloss coated paper from the bypass tray, Tray 1, or 2: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Coated Paper: Gloss].

- Before loading coated or glossy sheets, be sure to fan them thoroughly. If sheets feed in together, become jammed, or produce strange noises when delivered, load them one by one from the bypass tray.

- When copying or printing onto letterhead paper, the paper placing orientation is different depends on which function you are using. See "Orientation-fixed paper or two-sided paper".

- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Tray 1-4. See "System Settings", Network and System Settings Guide. For the setting procedure of the Auto Tray Switching function, see "Copier/Document Server Features", Copy and Document Server Reference.

- When copying or printing onto prepunched paper, the copy/print speed is slower than usual.

- The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.

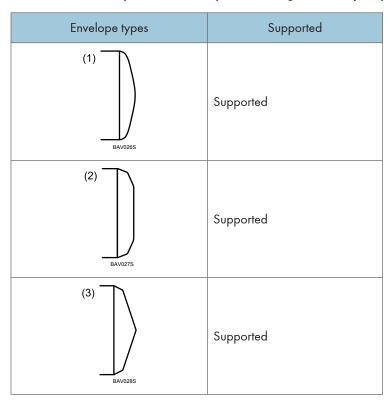**Reference**

- p.89 "Unusable Paper"

Envelopes

This section describes loading envelopes.

⭐ **Important**

- **This machine can print only on the envelopes listed below. Note that even the envelopes listed here can still become jammed if their flaps are too long or unusually shaped.**

Envelope types	Supported
(1) BAV026S	Supported
(2) BAV027S	Supported
(3) BAV028S	Supported

- To print on envelopes, load them on the bypass tray and be sure to specify the appropriate paper type.

  See "Copying from the Bypass Tray", Copy and Document Server Reference ⊙ and "Setting Paper on the Bypass Tray", Printer Reference ⊙.

- Specifications for envelopes are as follows:

	Metric version	Inch version
Weight	72 - 90 g/m^2	19 - 24 lb.

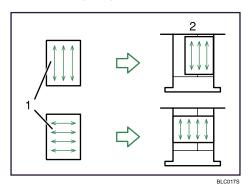|	Metric version	Inch version
Recommended weight and size	80 g/m^2, 114 × 229 mm (C5/6) 80 g/m^2, 114 × 162 mm (C6) 95 g/m^2, 162 × 229 mm (C5)	24 lb., $4^1/_8$ × $9^1/_2$ (Com10)

Note

- Before loading envelopes, flatten their leading edges (the edge going into the printer) by running a pencil or ruler across them.

- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.

- Print quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.

- In a hot and humid environment, the envelope might be output creased or improper printing quality.
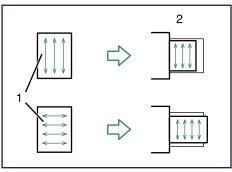
Thick Paper

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

When loading thick paper of 170 - 256 g/m^2 (45 - 68) in paper tray 1 or in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all paper together in the same place - a room where the temperature is 20 - 25°C (68 - 77°F) and humidity is 30 - 65%.

- When loading thick sheets, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.

- Smooth out any curls in the paper before loading it.

- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.

- When loading thick paper in paper tray 1, set the paper direction according to its grain, as shown in the following diagram.

BLC017S

1: Direction of paper grain

2: Direction in which to set thick paper in paper tray 1

- When loading thick paper in the bypass tray, set the paper direction according to its grain, as shown in the following diagram.

BAV042S

1: Direction of paper grain

2: Direction in which to set thick paper in the bypass tray

↓Note

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.

- Prints might have prominent vertical creases.

- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

Unusable Paper

This section describes paper unusable on this machine.

⚠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 treated paper:
  - Paper for inkjet printers
  - Thermal fax paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
  - Paper with perforated lines
  - Hemmed-edge paper
- Certain types of OHP transparencies for colour printing cannot be used. For details about types that can be used, contact your sales or service representative.
- Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print onto unprinted sides only.

⬇**Note**

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Perforated paper
  - Slippery paper
  - Torn paper
  - Rough paper
  - Thin paper with little stiffness
  - Paper with a dusty surface
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:

    - Do not store paper where it will be exposed to direct sunlight.

    - Avoid storing paper in humid areas (humidity: 70% or less).

    - Store on a flat surface.

    - Do not store paper vertically.

- Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in plastic bags.

4. Adding Toner and Staples

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

Adding Toner

This section describes how to add and store toner.

⚠️ **WARNING**

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

⚠️ **CAUTION**

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

⚠️ **CAUTION**

> - If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

⚠️ **CAUTION**

> - If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

⚠️ **CAUTION**

> - If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠️ **CAUTION**

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

⚠️ **CAUTION**

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

⭐ **Important**

- Always add toner when the machine instructs you.

- Fault may occur if you use toner other than the recommended type.

- When adding toner, do not turn off the operation switch. If you do, settings will be lost.

- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

- Do not shake the removed toner cartridge. Remaining toner might scatter.

🔽 **Note**

- If the message "🖾Check toner cartridge replacement(s)." appears, the toner has almost run out. Have a replacement toner cartridge at hand.

- You can check name of the required toner name and the replacement procedure using the "🖾Add Toner" screen.

- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings" Troubleshooting🗐 🔘.

- You can add all four colour toners in the same way.

Inserting Toner

This section describes how to insert toner.

· Open the front cover of the machine.
· Pull out the toner cartridge slowly.

· Take out the new toner cartridge from the box.

· Hold the toner cartridge and shake it five or six times.

· Peel off the seal.

· Check the orientation of the toner cartridge and insert it carefully.
· Close the front cover of the machine.

BLC011S

Sending Faxes or Scanned Documents When Toner Has Run Out

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

⭐ **Important**

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 200, communication is not possible.

1. **Make sure the machine is in facsimile or scanner mode.**

2. **Press [Exit], and then perform transmission operation.**

   The error message disappears.

🔽 **Note**

- Any reports are not printed.

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

Used Toner

Toner cannot be re-used.

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

Adding Staples

This section describes what to do when staples need replacing.

⚠CAUTION

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

⭐ Important

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

⬇ Note

- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.

Finisher

This section describes how to add staples to the finisher.

· Open the finisher cover.
· Pull out the cartridge.

· Remove the empty case by pulling it up.

· Insert the new case.

· Insert the cartridge.
· Close the finisher cover.
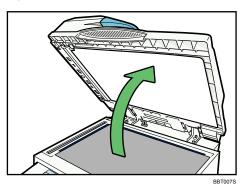
BLC013S

Replacing the Stamp Cartridge
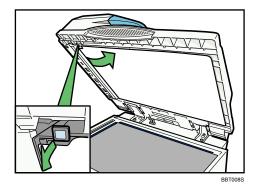
If the transmission stamp becomes faint, replace the cartridge.

⭐ **Important**

- This stamp cartridge is used for facsimile and scanner functions.
- Do not add ink to the cartridge by yourself. Neglecting this can cause ink leakage.
- Be sure not to dirty your fingers with ink from the cartridge.
- Use the cartridge specified for this machine.
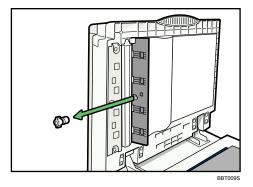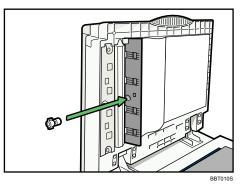
1. **Open the ADF cover.**

BBT007S

2. **Open the stamp cover.**

BBT008S

3. **Pull out the old stamp cartridge.**

   Tap the cartridge lock lever several times. The cartridge will eject. Then remove the cartridge, while pushing the lock lever.
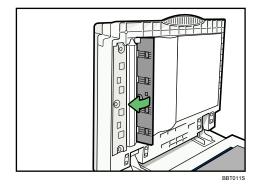
BBT009S

4. **Insert the new stamp cartridge.**

Insert the cartridge until the metal parts are no longer visible.

BBT010S

5. **Press the stamp cover back in until it clicks.**

BBT011S

6. **Close the ADF cover.**

5. Entering Text

This chapter describes how to enter characters.

Entering Text

This section explains how to enter text.

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

Available Characters

This section explains which characters are available.
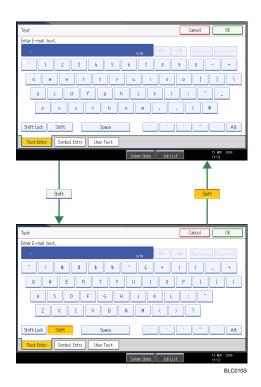
You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals

  0123456789

Keys

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

You can change the entry screen using the keys below.

BLC010S

Note

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

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

1. **Press [Shift] to switch between uppercase and lowercase.**

2. **Press the letters you want to enter.**

Entering symbols

This section explains how to enter symbols.

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

2. **Press the symbols you want to enter.**

⬇️**Note**

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

Deleting characters

This section explains how to delete characters.

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

Adding user text

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

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

1. **Press [User Text].**

2. **Select the User Text you want to use.**

6. Operating Instructions

This chapter describes the Operating Instructions of this machine.

Installing Operating Instructions

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

⭐ **Important**

- The "Manuals for Administrators" CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
    - Operating system: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008
    - Minimum display resolution: 800 × 600 pixels
- Recommended browsers:
    - Microsoft Internet Explorer 4.01 SP2 or later
    - Netscape 6.2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.
- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.

1. **Select a language and a product, and then click [OK].**
2. **Click [Install manuals].**

   If you want to read manuals from the CD-ROM, click [Read HTML manuals] or [Read PDF manuals].
3. **Install the manual you require according to the displayed instructions.**
4. **When installation is complete, click [Finish].**
5. **Click [Finish].**

⬇ **Note**

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

PDF Manuals

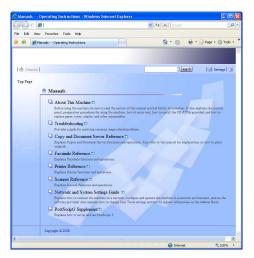The supplied "Manuals" CD-ROM contains PDF manuals.

File path

> The PDF manuals are in the following folder on the CD-ROM:
>
> MANUAL_PDF\ENGLISH

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

How to Use the Operating Instructions

This section explains how to use manuals.

Opening from the Icon

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

1. **Double-click the icon on your desktop.**

   The browser opens and the manual appears.

Opening from the [Start] Menu

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

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

   The browser opens, and then the manual appears.

🌜Note

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

Opening from the CD-ROM

This section explains how to open a manual from the supplied CD-ROMs.

1. **Click [Read HTML manuals].**

2. **Click the title of the manual you want to view.**

   The browser opens, and then the manual appears.

7. Remarks

This chapter describes how to maintain and operate the machine.

Dos and Don'ts

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

⚠️ WARNING

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

⚠️ CAUTION

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

⭐ **Important**

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

- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).

- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction.

- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.

- The optional anti-humidity heater and optional anti-condensation heater warm the machine's interior to prevent it becoming too humid. These heaters keep the machine warm even if it is switched off.

- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.

- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

🗐 Reference

- p.59 "Turning On/Off the 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.

- Toner may melt if a print and a half-dried print are put on top of each other.

- Toner may also melt when using solvent type adhesive agents for pasting prints.

- When folding prints, toner in the folds will come off.

- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.

- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

This section describes precautions when moving the machine.

⚠ CAUTION

- 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.

⚠ CAUTION

- 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.

⚠ 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**

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

7

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

🗐 Reference

- p.59 "Turning On/Off the Power"

Optimum environmental conditions

This section describes precautions when locating the machine.

⚠ **CAUTION**

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

⚠ **CAUTION**

- 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.

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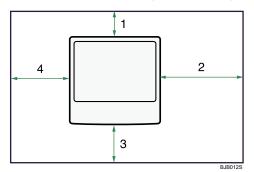
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inch: both front to rear and left to right.
- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

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

Access to the machine

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

BJB012S

1	Rear	10 cm (4 inches) or more
2	Right	90 cm (35.4 inches) or more
3	Front	40 cm (15.7 inches) or more
4	Left	10 cm (4 inches) or more

Note

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

Power Connection

This section describes power supply.

⚠ WARNING

- Connect this machine only to a power source that matches the specifications shown in "Specifications for the Main Unit" in this manual and do not use an extension cord.

- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

⚠ WARNING

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

⚠️WARNING

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

⚠️CAUTION

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

⚠️CAUTION

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.

- Make sure the plug is inserted firmly in the wall outlet.

- Voltage must not fluctuate by more than 10%.

- The wall outlet shall be installed near the machine and shall be easily accessible.

7

Maintaining Your Machine

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

⭐ **Important**

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.

- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

How to maintain

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

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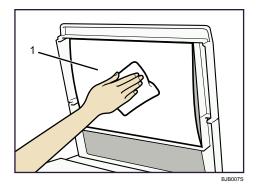
This section describes how to clean the exposure glass and the scanning glass.

BJA048S

Clean 1 and 2.

Cleaning the Exposure Glass Cover

This section describes how to clean the exposure glass cover.

BJB007S
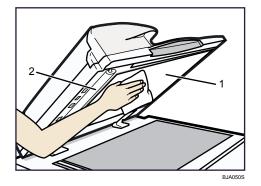
Clean 1.

Cleaning the Auto Document Feeder

This section describes how to clean the ADF.

BJA050S

Clean 1 and 2.

Cleaning the Dustproof Glass
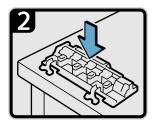
The dustproof glass may require cleaning if white lines appear on the print side of the document.

⭐Important
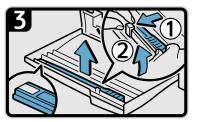
- Do not insert the brush forcefully, or the machine might be damaged.
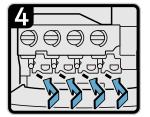
- Turn off the power switch, and then unplug the power cable.
- Open the front cover.
- Holding the grips (1), pull the cover out (2).
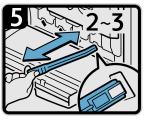
- Place the cover on a level surface.
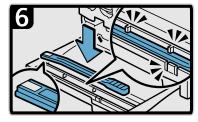
- Release the catch at the center of the cleaning brush (1) and keep hold of it to prevent it re-engaging, and then raise the cleaning brush grip (2).

- There are four holes for cleaning the dust proof glass.

- Slide the cleaning brush in and out slowly two to three times to clean all four areas.

- Return the cleaning brush to its original position behind the front cover.
- Reattach the cover removed in Step 2.
- Plug in the power cable, and then turn on the power switch.

BLC012S

Note
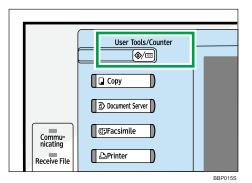
- Insert the cleaning brush with its white cloth facing down.

7

113

Counter
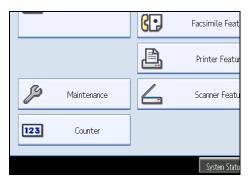
Displaying the Total Counter

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

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

BBP015S

2. **Press [Counter].**

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

4. **Press the [Start] key.**

A counter list prints out.

5. Press [Exit] twice.

7

Enquiry

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

Consumables
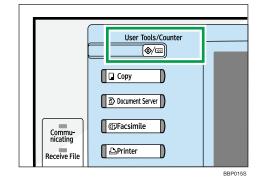
- Telephone No. to order
- Toner
- Staple
- TX Stamp Name

Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

- Telephone No.

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

BBP015S
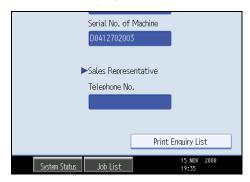
2. **Press [Enquiry].**

Enquiry information appears.

3. **Press [Print Enquiry List].**

4. **Press the [Start] key.**

   Enquiry information prints out.

5. **Press [Exit] twice.**

7

8. Appendix

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

Software and Utilities Included on the CD-ROM

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

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

The following are included in these CD-ROMs:

Font Manager

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

SmartDeviceMonitor for Admin

For the system administrator to manage network printers.

DeskTopBinder-SmartDeviceMonitor for Client

For users to manage their network print status.

Printer Utility for Mac

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

⬇Note

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

8

Viewing the Contents of the CD-ROM

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

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

   The installer starts.

2. **Click [Browse This CD-ROM].**

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

Printer Drivers for This Machine

This section explains printer drivers for this machine.

⭐ **Important**

- You can install the PCL printer drivers (PCL 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 R2/2008 x64, you must download the printer drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

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

Printer Language	PCL 6	PCL 5c	RPCS	PostScript 3
Windows 2000 [*1]	OK	OK	OK	OK
Windows XP [*2]	OK	OK	OK	OK
Windows Vista [*3]	OK	OK	OK	OK
Windows Server 2003 [*4]	OK	OK	OK	OK
Windows Server 2008 [*5]	OK	OK	OK	OK
Mac OS [*6]	—	—	—	OK
Mac OS X [*7]	—	—	—	OK

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

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

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

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

[*5] Microsoft Windows Server 2008 Standard/ Microsoft Windows Server 2008 Enterprise/ Microsoft Windows Server 2008 Datacenter

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

[*7] Mac OS X 10.1 or later (Native mode)

PCL printer drivers

Two kinds of PCL printer driver (PCL 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.

🔅Note

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

- For details, see "Preparing the Machine", Printer Reference and PostScript 3 Supplement .

TWAIN Driver

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

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

File path

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

`\DRIVERS\TWAIN`

System requirements

- Hardware

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

- Operating system

    Windows 2000/XP/Vista

    Windows Server 2003/2003 R2/2008

- Display resolution

    800 × 600 pixels, 256 colours or higher

LAN-Fax Driver

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

⭐ **Important**

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

This driver is required to use LAN-Fax functions.

File path

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

`\DRIVERS\LAN-FAX\XP_VISTA`

System requirements

- Hardware

  PC/AT-compatible

- Operating systems

  Windows 2000/XP/Vista

  Windows Server 2003/2003 R2/2008

- Display

  VGA 640 × 480 pixels or more

⬇ **Note**

- Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

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

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

File path

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

`\UTILITY\DESKV2`

System requirements

- Hardware

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

- Operating system

  - When installing all functions of DeskTopBinder:

    Windows 2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition

  - When installing only SmartDeviceMonitor for Client:

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

SmartDeviceMonitor for Admin

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

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

File path

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

`\NETWORK\DEVMON\ADMIN\DISK1`

Operating system	Protocol stack
Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client provided with Windows 2000
Windows XP	TCP/IP provided with Windows XP IPX/SPX provided with Windows XP NetWare Client provided with Windows XP Novell Client provided with Windows XP
Windows Vista	TCP/IP provided with Windows Vista Novell Client provided with Windows Vista

8

Operating system	Protocol stack
Windows Server 2003	TCP/IP provided with Windows Server 2003
	IPX/SPX provided with Windows Server 2003
	NetWare Client provided with Windows Server 2003
	Novell Client provided with Windows Server 2003
Windows Server 2008	TCP/IP provided with Windows Server 2008
	Novell Client provided with Windows Server 2008

Available functions

SmartDeviceMonitor for Admin has the functions to check the followings:

- Printer supplies such as paper or toner

- Results of print jobs executed from the computer

⤓Note

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

DeskTopBinder-SmartDeviceMonitor for Client

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

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

File path

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

`\NETWORK\DEVMON\CLIENT\DISK1`

Operating environment of the printer driver

- Applicable computer

  Machines which properly work with the applicable OS below. PC/AT compatible machine.

- Applicable OS

  Windows 2000/XP/Vista

  Windows Server 2003/2003 R2/2008

⤓Note

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

- SmartDeviceMonitor for Client is also included in DeskTopBinder and DeskTopBinder Lite. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

8

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Small diameter belt fusing system

Scan resolution:

- 600 dpi × 600 dpi

Copy/Print resolution:

- 600 dpi × 600 dpi
- 1200 dpi × 1200 dpi (for printer function only)

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (20°C, rated voltage):

- 26 seconds or less

  Warm-up time may differ depending on the condition and environment of the machine.

Originals:

Sheet/book/objects

Maximum original size:

A3▱, 11 × 17▱

Copy paper size:

- Trays: A3⬚ - A5⬚, 11 × 17⬚ - 8$^1/_2$ × 11⬚⬚, 8K (267 × 390 mm) ⬚, 16K (195 × 267 mm) ⬚⬚

- Bypass: A3⬚ - A6⬚, 12 × 18⬚ - 5$^1/_2$ × 8$^1/_2$⬚, 8K (267 × 390 mm) ⬚, 16K (195 × 267 mm)⬚⬚

- Bypass (custom size): Vertical: 90.0 - 305.0 mm, 3.6 - 12.1 inches

  Horizontal: 148.0 - 600.0 mm, 5.83 - 23.62 inches

- Duplex: A3⬚ - A5⬚⬚, 11 ×17⬚ - 5$^1/_2$ × 8$^1/_2$⬚⬚, 8K (267 × 390 mm)⬚, 16K (195 × 267 mm)⬚⬚

Paper weight:

- Tray 1: 60.0 -256.0 g/m^2, 16 lb. - 68 lb.

- Tray 2: 60.0 -169.0 g/m^2, 16 lb. - 45 lb.

- Tray 3, 4: 60.0 - 105.0 g/m^2, 16 lb. - 28 lb.

- Bypass: 52.0 - 256.0 g/m^2, 14 lb. - 68 lb.

- Duplex: 60.0 - 105.0 g/m^2, 16 lb. - 28 lb.

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

Non-reproduction area (Copier):

- Leading edge: 4.2 ± 1.5 mm, 0.17 ± 0.06 inches

- Trailing edge: 3.25 ± 2.75 mm, 0.13 ± 0.11 inches

- Left and Right: 2.25 ± 1.75 mm, 0.09 ± 0.07 inches

First copy/print time:

- Colour: 9.5 seconds or less

- B&W: 6.5 seconds or less

(A4⬚, 8$^1/_2$ × 11⬚, 100% reproduction, feeding from Tray 1, on the exposure glass)

Copying speed (Full Colour / B&W):

- Type 1:
    - 20/20 copies/minute (A4⬚, 8$^1/_2$×11⬚)

- Type 2:
    - 25/25 copies/minute (A4⬚, 8$^1/_2$×11⬚)

Reproduction ratio:

Preset reproduction ratios:

- Enlargement

Metric version	Inch version
400%	400%
200%	200%
141%	155%
122%	129%
115%	121%

- Full size

Metric version	Inch version
100%	100%

- Reduction

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

Zoom: From 25 to 400% in increments of 1%

Maximum continuous copy run:

999 sheets

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

- Tray1, 2: 250 sheets
- Bypass tray: 100 sheets

Power Source:

220-240 V, 50/60 Hz, 8 A or more

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

Power consumption:

- Main unit only

	Type 1	Type 2
Warm-up	About 1.38 kW	About 1.38 kW
Stand-by	About 180 W	About 180 W
During printing	About 563 W	About 563 W
Maximum	About 1.38 kW	About 1.38 kW

- Complete system

	Type 1	Type 2
Warm-up	About 1.42 kW	About 1.42 kW
Stand-by	About 231 W	About 231 W
During printing	About 632 W	About 632 W
Maximum	1.68 kW or less	1.68 kW or less

- The complete system consists of the main unit, ADF, right tray, finisher, punch unit, lower paper trays, fax unit, memory unit (512 MB), memory unit (32 MB), Gigabit Ethernet, USB2.0/SD Slot, Copy Data Security Unit, DataOverWriteSecurity Unit, and Postscript3 unit.

- Power consumption may differ depending on the condition and environment of the machine.

Dimensions (W × D × H up to ADF):

587 × 655 ×845 mm, 23.1 × 25.8 ×33.3 inches

Space for main unit (W × D):

892 × 655 mm, 35.1 × 25.8 inches (including the bypass tray)

Noise emission:

- Sound power level:

	Type 1	Type 2
Stand-by	Less than 37.0 dB (A)	Less than 36.0 dB (A)
Copying	B/W: Less than 63.0 dB (A) Colour: Less than 63.0 dB (A)	B/W: Less than 64.0 dB (A) Colour: Less than 64.0 dB (A)

The machine consists of the main unit and ADF.

- Sound pressure level:

	Type 1	Type 2
Stand-by	Less than 26.0 dB (A)	Less than 26.0 dB (A)
Copying	B/W: Less than 48.0 dB (A) Colour: Less than 50.0 dB (A)	B/W: Less than 51.0 dB (A) Colour: Less than 51.0 dB (A)

The machine consists of the main unit, ADF and lower paper trays.

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.

Weight:

Approx. 100 kg, 220 lb.

Reference

- p.87 "Thick Paper"
- p.109 "Power Connection"

Document Server

HDD (Document Server):

Approx. 8.5 GB

Maximum: 6,000 pages

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

Copier/Black and white mode/A4 original: 1,000

Copier/Full-color mode/A4 original: 250

Printer/Black and white/A4/600 dpi, 2 bits: about 6,000

Scanner/Full color/A4/200 dpi, 8 bits/JPEG: about 5,000

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

Maximum number of stored documents:

Maximum: 2,000

(The maximum number of received faxes that can be stored is 400.)

Number of Pages Supported by Memory Sorting:

Maximum: 1,000 pages

Copier/Black-and-white mode/A4 original: about 1,000

Printer/Black and white/A4/600 dpi, 2 bits: about 1,000

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

8

Specifications for Exposure Glass Cover (Optional)

This section describes specifications for exposure glass cover.

Lower this over originals for copying.

Specifications for Auto Document Feeder (Optional)

This section describes specifications for ADF.

Mode:

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

Original size:

- Metric version:
  - 1-sided originals: A3⬜ - A5⬛⬜
  - 2-sided originals: A3⬜ - A5⬛⬜
- Inch version:
  - 1-sided originals: 11 × 17⬜ - $5^1/_2$ × $8^1/_2$⬛⬜
  - 2-sided originals: 11 × 17⬜ - $5^1/_2$ × $8^1/_2$⬜

Original weight:

- 1-sided originals: 40 - 128 g/m^2 (10 - 34 lb.)
- 2-sided originals: 52 - 105 g/m^2 (14 - 28 lb.) (64 - 105 g/m^2 (17-28 lb.) for 11 × 17⬜)

Number of originals to be set:

50 sheets (80 g/m^2, 20 lb.)

Maximum power consumption:

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

Dimensions (W × D × H):

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

Weight:

Approx. 10 kg, 22 lb.

⬇Note

- Specifications are subject to change without notice.

Specifications for Finisher (Optional)

This section describes specifications for finisher.

Paper size:

A3, B4 JIS (Japanese Industrial Standard), A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 12 × 18, 11 × 17, 11 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_4$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_2$ × $5^1/_2$, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, 8K, 16K, custom size

Paper weight:

52 - 128 g/m^2, 14 - 34 lb.

Stack capacity (80 g/m^2, 20 lb.):

- 500 sheets: A4, $8^1/_2$ × 11 or smaller
- 250 sheets: B4 JIS, $8^1/_2$ × 14 or larger

Staple paper size:

A3, B4 JIS, A4, B5 JIS, B6, 11 × 17, $8^1/_2$ × 14, $8^1/_4$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 13, $7^1/_4$ × $10^1/_2$, 8K, 16K

Staple paper weight:

60 - 105 g/m^2, 16 - 28 lb.

Staple capacity (80 g/m^2, 20 lb.):

- Without Mixed Size:
    - 50 sheets: A4, $8^1/_2$ × 11 or smaller
    - 30 sheets: B4 JIS, $8^1/_2$ × 14 or larger
- With Mixed Size:
    - 30 sheets: A3 / A4, B4 JIS / B5 JIS, 11 × 17 / $8^1/_2$ × 11

Stack capacity after stapling (80 g/m^2, 20 lb.):

- A4, Letter ($8^1/_2$ × 11) or smaller: 2 -leaf binding...55 copies, 50 -leaf binding...9 copies
- B4, Legal ($8^1/_2$ × 14) or larger: 2 -leaf binding...33 copies, 30 -leaf binding...8 copies

Staple position:

3 positions (2 Staples, Top, Bottom)

Power consumption:

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

Dimensions (W × D × H):

535 × 525 × 205 mm, 21.1 × 20.7 × 8.1 inches

Weight:

Approx. 13 kg, 28.6 lb.

Specifications for Punch Kit (Optional)

This section describes specifications for the punch kit.

Paper size:

Punch unit type	Paper size
2 and 4 holes type: 2 holes	▭: A3, A4, B4 JIS, B5 JIS, 8K, 16K, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $8^1/_2$ × 13, $7^1/_4$ × $10^1/_2$
2 and 4 holes type: 2 holes	▯: A4, B5 JIS, 16K, $8^1/_2$ × 11
2 and 4 holes type: 4 holes	▭: A3, 11 × 17
2 and 4 holes type: 4 holes	▯: A4, $8^1/_2$ × 11
4 holes type: 4 holes (Wide)	▭: A3, A4, B4 JIS, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $8^1/_2$ × 13, $7^1/_4$ × $10^1/_2$
4 holes type: 4 holes (Wide)	▯: A4, B5 JIS, $8^1/_2$ × 11
2 & 3 holes type: 2 holes	▭: A3, A4, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$
2 & 3 holes type: 3 holes	▭: A3, 11 × 17
2 & 3 holes type: 3 holes	▯: A4, $8^1/_2$ × 11

Paper weight:

60 - 105 g/m^2, 16 - 28 lb.

Power consumption:

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

Dimensions (W × D × H):

98 × 500 × 165 mm, 3.9 × 19.7 × 6.5 inches

Weight:

Approx. 3.2 kg, 7.1 lb.

Specifications for Shift Sort Tray (Optional)

This section describes specifications for the shift sort tray.

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

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

Power consumption:

Maximum 13 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

431 × 477.5 × 107 mm, 16.9 × 18.8 × 4.2 inches

Weight:

Approx. 2 kg, 4.5 lb.

8

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

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

Number of bins:

> 1

Paper size:

> A3▷, B4 JIS▷, A4▽▷, B5 JIS▽▷, A5▽▷, 11 × 17▷, 8^1/$_2$ × 14▷, 8^1/$_2$ × 11▽▷, 5^1/$_2$ × 8^1/$_2$▷, 7^1/$_4$ × 10^1/$_2$▽▷, 8^1/$_2$ × 13▷, 8^1/$_4$ × 14▷, 8^1/$_4$ × 13▷, 8 × 13▷, 8 × 10▷, 11 × 15▷, 10 × 14▷, 10 × 15▷, 8K▷, 16K▽▷

Paper weight:

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

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

> 100 sheets

Power consumption:

> Approx. 1 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

> 429 × 497 × 113 mm, 16.9 × 19.6 × 4.4 inches

Weight:

> Approx. 2 kg, 4.4 lb.

Specifications for Right Tray (Optional)

This section describes specifications for the shift sort tray.

Paper Size

A3⊐, B4 JIS⊐, A4⊐⊐, B5 JIS⊐⊐, A5⊐⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐⊐, $5^1/_2$ × $8^1/_2$⊐, $7^1/_4$ × $10^1/_2$⊐⊐, $8^1/_2$ × 13⊐, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13⊐, 8 × 10⊐, 11 × 15⊐, 10 × 14⊐, 10 × 15⊐, 8K⊐, 16K⊐⊐

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

50 sheets

Power consumption:

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

Dimensions (W × D × H):

480 × 480 × 170 mm, 18.9 × 18.9 × 6.7 inches

Weight:

Approx. 2 kg, 4.5 lb.

8

Specifications for 1 Paper Tray Unit (Optional)

This section describes specifications for the lower paper tray.

Paper size:

A3▷, B4 JIS▷, A4▷▷, B5 JIS▷▷, A5▷▷, 11 × 17▷, 8^1/$_2$ × 14▷, 8^1/$_2$ × 11▷▷, 8^1/$_2$ × 13 ▷, 8^1/$_4$ × 13▷, 8 × 13▷, 7^1/$_4$ × 10^1/$_2$▷▷, 8^1/$_4$ × 14▷, 8 × 10▷, 11 × 15▷, 10 × 14▷, custom size

Paper weight:

60 - 105 g/m^2, 16 - 28 lb.

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

500 sheets × 1 tray

Power consumption:

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

Dimensions (W × D × H):

550 × 520 × 137 mm, 21.7 × 20.5 × 5.4 inches

Weight:

Approx. 12 kg, 26.4 lb.

8

Specifications for 2 Paper Tray Unit (Optional)

This section describes specifications for the lower paper trays.

Paper size:

A3▫, B4 JIS▫, A4▫▫, B5 JIS▫▫, A5▫▫, 11 × 17▫, 8^1/$_2$ × 14▫, 8^1/$_2$ × 11▫▫, 8^1/$_2$ × 13 ▫, 8^1/$_4$ × 13▫, 8 × 13▫, 7^1/$_4$ × 10^1/$_2$▫▫, 8^1/$_4$ × 14▫, 8 × 10▫, 11 × 15▫, 10 × 14▫, custom size

Paper weight:

60 - 105 g/m^2, 16 - 28 lb.

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

500 sheets × 2 trays

Power consumption:

Maximum 35 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

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

Weight:

Approx. 25 kg, 55.0 lb.

8

Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

Transmission spec.:

IEEE 1284

Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

8

Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

Transmission spec.:

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

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Data transfer speed:

Auto select from the following speed:

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

Frequency range:

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

Transmission mode:

- Ad hoc mode
- Infrastructure mode

🔽 **Note**

- SmartDeviceMonitor and Web Image Monitor are supported.

8

Specifications for Bluetooth Interface Unit (Optional)

This section describes specifications for the Bluetooth interface unit.

Supported Profiles:

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

Frequency Range:

2.45 GHz ISM band

Data Transmission Speed:

723 kbps

Maximum Range:

10 m

🔽Note

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

Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

Interface Connector:

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

Data Transmission Speed:

- Ethernet: 1000 Mbps, 100 Mbps, 10 Mbps

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Distance Between Devices:

- Ethernet: 100 m

8

Specifications for Other Options

This section describes specifications for other options.

Copy Data Security Unit

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

DataOverWriteSecurity Unit

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

8

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8

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8

INDEX

Operating Instructions About This Machine

Type for MP C2050/Aficio MP C2050
Type for MP C2550/Aficio MP C2550

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