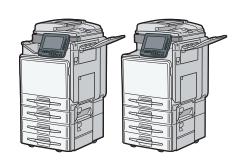


C230/C230SR/C240/C240SR LD130C/LD130CSR/LD140C/LD140CSR Aficio™ MP C300/C300sr/C400/C400sr

Operating Instructions About This Machine





- 1 Simple Search
- 2 Getting Started
- 3 Adding Paper
- 4 Adding Toner and Staples
- 5 Entering Text
- 6 On-screen Operating Instructions
- 7 Remarks
- 8 Appendix

Documentation for This Machine

About This Machine (This manual)	(3)
	<u></u>
Copy and Document Server Reference	<u></u>
Using the various copier functions	<u></u>
Using the Document Server functions	_
Changing the default settings of the copier and Document Server functions, and related information	_
Facsimile Reference	_
Sending and receiving faxes	_
Using the fax function through a computer	_
Changing the default settings of the fax function, and related information	_
Printer Reference	_
Installing the driver for the printer function	_
Changing the default settings of the printer function, and related information	_
Scanner Reference	_
Sending scan files	_
Storing scan files	_
Changing the default settings of the scanner function, and related information	_
Network and System Settings Reference	_
Connecting to a network	
Registering addresses for fax/scanner functions	_
Changing the default settings of the system, and related information	_
Security Reference	_
PostScript 3 Supplement	_
VM Card Extended Feature Settings Device Reference	_
VM Card Extended Feature Settings Web Reference	_
Quick Reference Copy Guide	
Quick Reference Printer Guide	
Quick Reference Fax Guide	
Quick Reference Scanner Guide	
App2Me Start Guide	

TABLE OF CONTENTS

Documentation for This Machine	1
Manuals for This Machine	7
Manuals List	9
What You Can Do with This Machine	10
Using This Machine as a Copier	10
Using This Machine as a Printer	11
Utilizing Stored Documents	11
Paperless Fax Transmission and Reception	12
Fax Transmission and Reception Over the Internet	14
Using the Facsimile and the Scanner in a Network Environment	15
Administrating the Machine/Protecting Documents (Security Functions)	15
Monitoring and Setting the Machine Via Computer	16
Preventing an Unauthorized Copy	1 <i>7</i>
Notice	18
Important	18
How to Read This Manual	19
Symbols	19
Machine Types	19
Names of Major Items	20
Notes	20
Safety Information	21
Safety During Operation	21
Safety Precautions to Be Followed	21
Safety Labels of This Machine	29
Positions of WARNING and CAUTION labels on Types 1 and 3	29
Positions of WARNING and CAUTION labels on Types 2 and 4	31
Power Switch Symbols	34
ENERGY STAR Program	35
Energy Saving Functions	36
Laws and Regulations	37
Legal Prohibition	37
Laser Safety	37
Notes to users in the United States of America	37

Important Safety Instructions	39
1. Simple Search	
Searching by What You Want to Do	41
I Want to Save my Paper Document!	41
I Want to Convert Documents to Electronic Formats Easily!	42
l Want to Register Destinations!	43
I Want to Operate the Machine More Effectively!	43
Searching by Keyword	45
Paper	45
Register/Change/Delete	45
Color	46
Check	46
Install	47
Envelope	47
2. Getting Started	
Guide to Components	49
Options	52
External Options	52
Internal Options	52
Control Panel	54
Adjusting the Angle of the Control Panel	57
Display Panel	58
Simplified Display	58
Changing the Display Language	59
When the Authentication Screen is Displayed	61
User Code Authentication (Using the Control Panel)	61
User Code Authentication (Using a Printer Driver)	62
Login (Using the Control Panel)	62
Logout (Using the Control Panel)	63
Login (Using a Printer Driver)	63
Login (Using Web Image Monitor)	64
Logout (Using Web Image Monitor)	64
Changing Modes	65

System Reset	66
Turning On/Off the Power	67
Turning On the Main Power	67
Turning On the Power	68
Turning Off the Power	68
Turning Off the Main Power	69
Saving Energy	70
Inserting and Removing a Removable Memory Device	72
Inserting an SD Card	72
Inserting a USB Memory	73
Removing an SD Card	73
Removing a USB Memory	74
Downloading Utility Software	75
SmartDeviceMonitor for Admin	75
DeskTopBinder	75
SmartDeviceMonitor for Client	76
3. Adding Paper	
Loading Paper	77
Loading Paper into Trays 1 - 4	77
Loading Orientation-Fixed Paper or Two-Sided Paper	79
Changing the Paper Size	80
Changing the Paper Size in Trays 1 - 4	80
Changing to a Size That Is Not Automatically Detected	83
Changing Paper Thickness Settings.	87
Recommended Paper Sizes and Types	89
Envelopes	94
Thick Paper	95
Unusable Paper	96
Paper Storage	98
4. Adding Toner and Staples	
Adding Toner	99
Replacing Toner	100
Sending Faxes or Scanned Documents When Toner Has Run Out	102

Used Toner	102
Adding Staples	103
5. Entering Text	
Entering Text	105
Available Characters	105
Keys	105
How to Enter Text	106
6. On-screen Operating Instructions	
Formats of the Operating Instructions	109
Reading the HTML Manuals on the CD-ROMs	110
Installing and Opening the HTML Manuals	111
Reading the PDF Manuals on the CD-ROM	113
7. Remarks	
Dos and Don'ts	115
Saving Color Copies	116
Where to Put Your Machine	117
Machine Environment	117
Power Connection	120
Maintaining Your Machine	122
Cleaning the Machine	122
Cleaning the Exposure Glass	122
Cleaning the Auto Document Feeder	122
Cleaning the Dustproof Glass	123
Cleaning the Power Cord Plug	124
Backing Up Hard Disk Data	125
Counter	126
Inquiry	127
8. Appendix	
Software and Utilities Included on the CD-ROM	129
Viewing the Contents of the CD-ROM	129
Printer Drivers for This Machine	129
TWAIN Driver	130
IAN-Fax Driver	131

Specifications for the Main Unit	133
Auto Document Feeder	137
Document Server	138
Finisher (Types 2 and 4 Only)	138
Specifications for Lower Paper Tray (Optional)	140
Specifications for Lower Paper Trays (Optional)	141
Specifications for Internal Tray 2 (Optional) (Types 1 and 3 Only)	142
Specifications for Right Tray (Optional)	143
Specifications for Wireless LAN Board (Optional)	144
Specifications for Gigabit Ethernet (Optional)	145
Specifications for Other Options	146
Trademarks	147
INDEX	149

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 Reference

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.

VM Card Extended Feature Settings Device Reference

Explains how to set up the extended features settings with the machine.

VM Card Extended Feature Settings Web Reference

Explains how to set up the extended features settings using Web Image Monitor.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- App2Me Start Guide



- 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
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 Reference	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes
VM Card Extended Feature Settings Device Reference	No	Yes	Yes
VM Card Extended Feature Settings Web Reference	No	Yes	Yes

What You Can Do with This Machine

This section introduces the features of this machine.



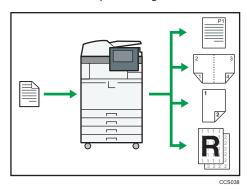
• For details about options, see "Options".

Reference

• p.52 "Options"

Using This Machine as a Copier

You can make copies of originals.



- You can make copies in full color. You can switch the color 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 color tones and image quality of your copies.
- You can reduce or enlarge the copy image. With the Auto Reduce/Enlarge function, the machine
 automatically calculates the reproduction ratio based on the sizes of the originals and the paper you
 have specified.
- 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 finisher allows you to sort and staple in your copies (types 2 and 4 only). For details about types 2 and 4, see "Machine Types".

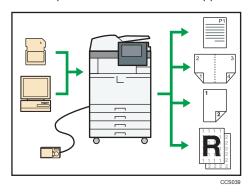


• p.19 "Machine Types"

• See Copy and Document Server Reference .

Using This Machine as a Printer

You can print documents created in applications.



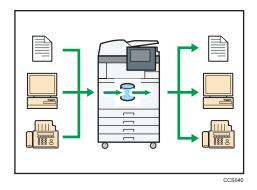
- This machine supports network and local connections.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent
 from computers using the printer driver. The following types of print jobs can be selected: Sample
 Print, Locked Print, Hold Print, and Stored Print.
- The finisher allows you to collate and staple in your prints (types 2 and 4 only). For details about types 2 and 4, see "Machine Types".
- 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.
- You can print files stored on a removable memory device and specify print conditions such as color mode and print size.

Reference

- p.19 "Machine Types"
- See Printer Reference .

Utilizing Stored Documents

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



- You can retrieve stored documents scanned in scanner mode.
- Using the file format converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

Reference

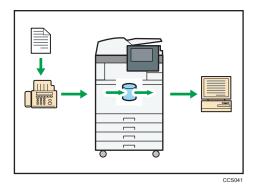
- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Reference.
- For details about Document Server in copier mode, see "Storing Data in the Document Server", Copy and Document Server Reference.
- For details about Document Server 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

Paperless Fax Transmission and Reception

You can send and receive fax messages without printing them.

Reception

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



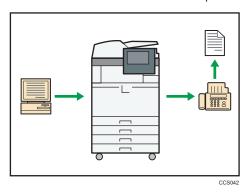
You can use Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

Reference

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

Transmission

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



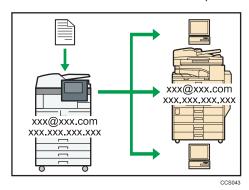
- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

Reference

- For details about the machine's settings, see "Network Settings Required to Use the Printer/LAN-Fax", Network and System Settings Reference.
- For details about how to use the function, see "Fax via Computer", Facsimile Reference .

Fax Transmission and Reception Over the Internet

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



E-mail Transmission

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

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

IP-Fax

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

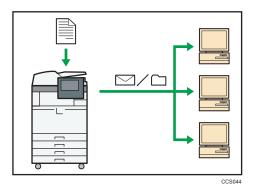
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Reference

- For details about settings, see "Network Settings Required to Use Internet Fax", Network and System Settings Reference.
- For details about how to transmit and receive documents over the Internet, see "Transmission" and "Reception", Facsimile Reference.

Using the Facsimile and the Scanner in a Network Environment

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



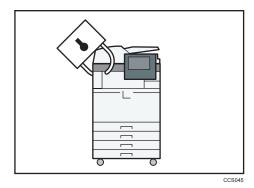
- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery software^{*1} (Network
 delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer
 on the same network.
- You can use Web Services on Devices (WSD) to send scan files to a client computer.
- * 1 For details to purchase ScanRouter delivery software, contact your local dealer.

Reference

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

Administrating the Machine/Protecting Documents (Security Functions)

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



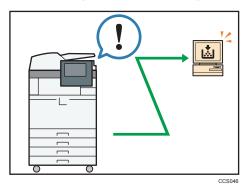
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

■ Reference

• See Security Reference .

Monitoring and Setting the Machine Via Computer

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

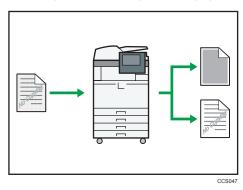


- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
- Using Web Image Monitor, you can register information in the Address Book, specify the machine's settings, and check the machine's status with ease.

• 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.

Preventing an Unauthorized Copy

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



Unauthorized Copy Prevention

You can configure this machine to detect and reproduce anti-copy patterns or text embedded in a source document by a device using a copy prevention function. Detection occurs when the machine is copying, faxing, scanning, or storing a document in Document Server. If the machine detects an embedded anti-copy pattern or text, it will reproduce the pattern or text at visible resolution to discourage unauthorized copying. Note that this machine cannot embed reproducible anti-copy patterns or text.

Data Security for Copying

You can configure this machine to print over copies if it detects an anti-copy pattern or text embedded in a source document by a device using a copy prevention function. Detection occurs when the machine is copying, faxing, scanning, or storing a document in Document Server. If the machine detects an embedded anti-copy pattern or text, it will print over the copies of the source document with solid gray to discourage unauthorized copying. If you want the machine to print over copies of documents in which anti-copy patterns or text have been embedded, you must install the optional copy data security unit. Note that this machine cannot embed anti-copy patterns or text that will cause copies to be printed over. For details about data security for copying, see "Data Security for Copying", Security Reference .



• See Security Reference .

Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:



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.



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 on the machine's display or control panels.



Indicates instructions in book form.



Indicates instructions in sheet form.



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

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: C230/LD130C/Aficio MP C300
- Type 2: C230SR/LD130CSR/Aficio MP C300SR
- Type 3: C240/LD140C/Aficio MP C400
- Type 4: C240SR/LD140CSR/Aficio MP C400SR

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

Names of Major Items

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

• Auto document feeder → ADF

Notes

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

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

The color samples in this manual may differ slightly from the colors 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

 Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

⚠ WARNING

• Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

** CAUTION**

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

^CAUTION

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

ACAUTION

 Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

ACAUTION

 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.

ACAUTION

Do not expose the machine to salt-bearing air or corrosive gases. Also, do not locate the machine
in environments where chemical experiments are performed, such as in a laboratory. Doing so
could result in malfunction.

ACAUTION

· Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

ACAUTION

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

Handling power cords and power plugs

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

⚠WARNING

 Do not use any power sources other than those that match the specifications shown in "Specifications for the Main Unit" in this manual. Doing so could result in fire or electric shock.

MARNING

Do not use any frequencies other than those that match the specifications shown. Doing so could
result in fire or electric shock.

WARNING

• Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

MARNING

• Do not use extension cords. Doing so could result in fire or electric shock.

MARNING

Do not use power cords that are damaged, broken, or modified. Also, do not use power cords
that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result
in fire or electric shock.

MARNING

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

WARNING

• The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

⚠ WARNING

• It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock

⚠WARNING

• Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

MWARNING

 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.

ACAUTION

• Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

ACAUTION

• If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

ACAUTION

When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling
the cord can damage the power cord. Use of damaged power cords could result in fire or electric
shock.

CAUTION

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

ACAUTION

 When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

Handling the main machine

This section explains safety precautions about handling the main machine.

MARNING

Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection
of the power cord in the event of an emergency.

MARNING

If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power
immediately. After turning off the power, be sure to disconnect the power cord plug from the wall
outlet. Then contact your service representative and report the problem. Do not use the machine.
Doing so could result in fire or electric shock.

⚠WARNING

• If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠WARNING

Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result
in electric shock.

MARNING

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

CAUTION

Unplug the power cord from the wall outlet before you move the machine. While moving the
machine, take care that the power cord is not damaged under the machine. Failing to take these
precautions could result in fire or electric shock.

ACAUTION

• 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.

ACAUTION

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.

ACAUTION

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

ACAUTION

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

ACAUTION

 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

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside
 this machine are high voltage components that are an electric shock hazard and laser components
 that could cause blindness. Contact your sales or service representative if any of the machine's
 internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock.
 Note again that exposure to the laser components inside this machine risks blindness.

ACAUTION

Some of this machine's internal components get very hot. For this reason, take care when removing
misfed paper. Not doing so could result in burns.

ACAUTION

• 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.

ACAUTION

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

ACAUTION

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. Otherwise, an injury might occur.

ACAUTION

If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can
result from heavy accumulation of dust inside this machine. Contact your sales or service
representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

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

MARNING

Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite
on contact with naked flame.

WARNING

Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks
fire and burns. Toner will ignite on contact with naked flame.

MARNING

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

MARNING

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

ACAUTION

• Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

ACAUTION

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

ACAUTION

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

ACAUTION

• 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.

ACAUTION

When removing jammed paper or replacing toner, avoid getting toner (new or used) on your
clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot
water will set the toner into the fabric and make removing the stain impossible.

ACAUTION

• When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

ACAUTION

• Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

Other safety precautions

This section explains other safety precautions.

ACAUTION

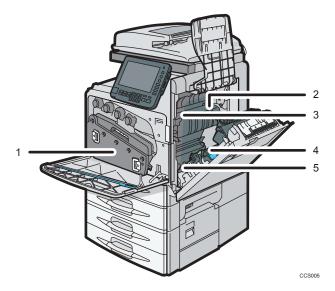
• A network interface cable with a ferrite core must be used for RF interference suppression.

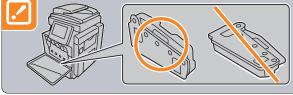
Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels on Types 1 and 3

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







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

2

1



- \bullet Wait a while to allow the Fusing Unit to cool down before removing misfed paper.
- Attendre que l'unité de fusion refroidisse avant de retirer le papier coincé.
- •Warten Sie vor Entfernen des Papierstaus eine Weile, damit die Fixiereinheit abkühlen kann.
- Attendere finché l'unità di fusione si raffredda prima di rimuovere la carta inceppata.

CCS032

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.



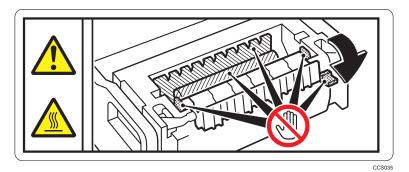
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

4

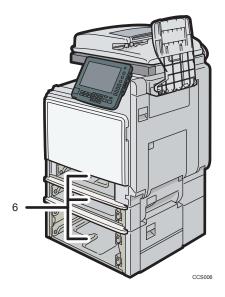


The inside of the machine could be very high in voltage. Do not touch the parts which a label is put on. Otherwise, an electric shock occur.

5



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.





CAUTION ATTENTION ACHTUNG ATTENZIONE PRECAUCIÓN 注意 주의

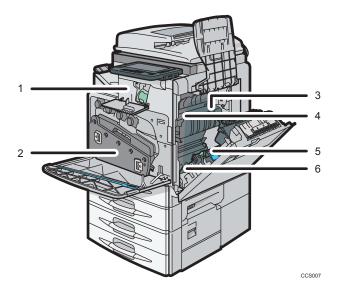
- High temperature parts. 高温部件
- •T° des pièces élevée.
 - 高溫部分● 고온주의
- Heiße Geräteteile!
 - Temperatura elevata. 高温になっています。
 - Piezas muy calientes.

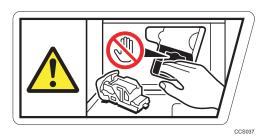
CCS036

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.

Positions of WARNING and CAUTION labels on Types 2 and 4

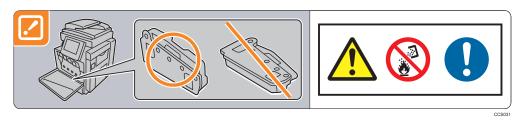
This machine has labels for \triangle WARNING and \triangle CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.





Keep your hands clear of the finisher when removing the staple cartridge. You might trap your fingers if you do not.

2



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

3



CCS032

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



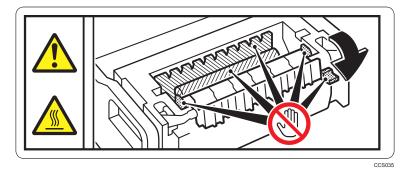
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

5

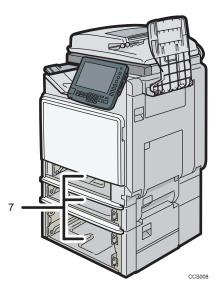


The inside of the machine could be very high in voltage. Do not touch the parts which a label is put on. Otherwise, an electric shock occur.

6



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.





CAUTION ATTENTION ACHTUNG ATTENZIONE PRECAUCIÓN 注意 주의

- High temperature parts. ●高温部件
- T° des pièces élevée. 高溫部分
- Heiße Geräteteile!고온주의
- Temperatura elevata. ◆高温になっています。
- Piezas muy calientes.

CCS036

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.

Power Switch Symbols

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

- I : POWER ON
- U: 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.



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

Reference

• p.36 "Energy Saving Functions"

Energy Saving Functions

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

Low Power Mode

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

Sleep Mode

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 11 minute. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

Specifications

	Type 1	Type 2	Туре 3	Type 4
Reduced Electrical Consumption by Low Power Mode	97.6 W	106 W	99.0 W	107 W
Time of Switch into Low Power Mode	5 minutes	5 minutes	5 minutes	5 minutes
Time of Switch out from Low Power Mode	15 seconds	15 seconds	18 seconds	18 seconds
Reduced Electrical Consumption by Sleep Mode	1.3 W	1.3 W	1.3 W	1.3 W
Time of Switch into Sleep Mode	11 minutes	11 minutes	11 minutes	11 minutes
Time of Switch out from Sleep Mode	34 seconds	34 seconds	45 seconds	45 seconds



- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Network and System Settings Reference.
- Depending on which Embedded Software Architecture application is installed on it, the machine might take longer than indicated to enter Sleep Mode.

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

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class I laser products. This equipment contains two AlGaInP laser diodes, 15 milliwatts, 657 - 663 nanometer wavelength for each emitter.

Caution:

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

Notes to users in the United States of America

FCC Rules and IC Rules

Declaration of Conformity

This device complies with Part 15 of the FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number:

- C230/LD130C/Aficio MP C300
- C230SR/LD130CSR/Aficio MP C300SR
- C240/LD140C/Aficio MP C400
- C240SR/LD140CSR/Aficio MP C400SR

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Warning:

This device complies with part 15 of the FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device must not be co-located or operated in conjunction with any other antenna or transmitter except for Wireless LAN module R-WL54MN (FCC ID: BBP-WLRWL541) which performed colocation testing.

Notes to users in the state of California

Perchlorate Material - special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate

Important Safety Instructions

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

IMPORTANTES MESURES DE SÉCURITÉ

Certaines mesures de sécurité doivent être prises pendant l'utilisation de material téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici guelques-unes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

1. Simple Search

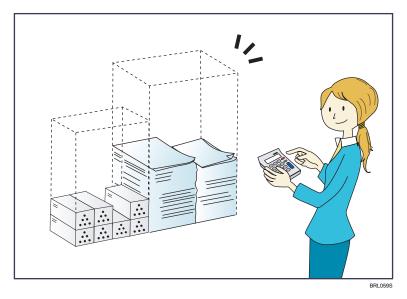
You can search for a procedure either by keyword or by what you want to do.

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!

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



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

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

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

- \Rightarrow See "Combined Copying", Copy and Document Server Reference 2.
- \Rightarrow See "Combine Two Originals", Facsimile Reference \odot .

Printing received faxes on both sides of sheets (2 Sided Print)

 \Rightarrow See "Two-Sided Printing", Facsimile Reference \odot .

Converting received faxes to electronic formats (Paperless Fax)

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

41

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!

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



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

 \Rightarrow See "Sending the URL by E-mail", Scanner Reference igotimes .

Storing scan files in a shared folder

 \Rightarrow See "Basic Procedure When Using Scan to Folder", Scanner Reference 3.

Storing scan files on media

 \Rightarrow See "Saving Scan Files on a Removable Memory Device", Scanner Reference 2.

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

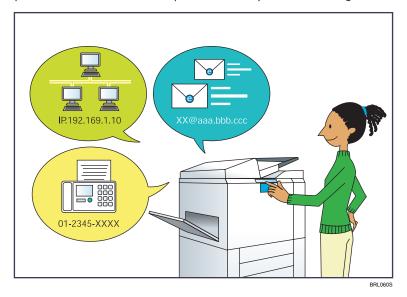
⇒ See "Folder Transmission", Facsimile Reference .

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

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

I Want to Register Destinations!

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



Using the control panel to register destinations in the Address Book

- ⇒ See "Registering Entered Destinations to the Address Book", Facsimile Reference .
- ⇒ See "Entering an E-mail Address Manually", Scanner Reference .

Using Web Image Monitor to register destinations from a computer

 \Rightarrow See "To add new receiver", Facsimile Reference \odot .

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!

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



Registering and using frequently-used settings (Program)

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

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

- \Rightarrow See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference \odot .
- \Rightarrow See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference 3.
- ⇒ 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.

 \Rightarrow p.77 "Loading Paper"

I want to change the paper size.

⇒ p.80 "Changing the Paper Size"

I want to know what the paper specifications are.

⇒ p.89 "Recommended Paper Sizes and Types"

The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting Q.

I want to change the initial paper settings.

⇒ See "Tray Paper Settings", Network and System Settings Reference .

Register/Change/Delete

I want to register a fax number.

- ⇒ See "Registering a Fax Destination", Network and System Settings Reference.
- ⇒ See "Registering Destinations in the Address Book", Facsimile Reference.

I want to register an IP-Fax number.

 \Rightarrow See "Registering an IP-Fax Destination", Network and System Settings Reference \odot .

I want to register an e-mail address.

 \Rightarrow See "Registering an E-mail Destination", Network and System Settings Reference 0.

I want to register an SMB folder.

 \Rightarrow See "Registering an SMB Folder", Network and System Settings Reference 0.

I want to register multiple addresses as a group.

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

I want to register frequently-used copier functions.

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

1

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 .

Color

I want to scan a color original (Normal Color Scan)

⇒ See "Scan Settings", Scanner Reference.

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

 \Rightarrow 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.

 \Rightarrow See "Communication Failure Report", Facsimile Reference @.

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

 \Rightarrow See "Communication Result Report (Memory Transmission)", Facsimile Reference 0.

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

 \Rightarrow See "Using the Document Server", Copy and Document Server Reference $\textcircled{\ensuremath{\mathfrak{D}}}.$

I want to check which faxes have been received.

 \Rightarrow See "Checking the Reception Result (Reception File Status)", Facsimile Reference \odot .

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.

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

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

 \Rightarrow See "Check Modes", Scanner Reference \odot .

I want to check the scan image before sending it.

⇒ See "Preview", Scanner Reference.

I want to view the transmission result.

⇒ See "Scanned Files Status", Scanner Reference.

Install

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

 \Rightarrow See "Using the Smart Device Monitor for Client Port", Printer Reference 0.

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

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

I want to install the printer driver so I can use as 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.

 \Rightarrow See "Copying onto Envelopes from the Bypass Tray", Copy and Document Server Reference \odot .

I want to print onto envelopes.

 \Rightarrow See "Setting Envelopes Using the Control Panel", Printer Reference 2.

2. Getting Started

This chapter describes how to start using this machine.

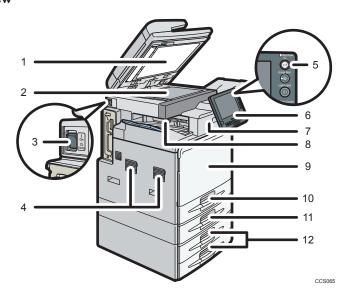
Guide to Components

This section introduces the names and functions of the components.



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

Front and left view



1. ADF

Lower the ADF over originals placed on the exposure glass.

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

2. Exposure glass

Place originals face down here.

3. 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".

4. Ventilation holes

Prevent the machine from overheating.

5. Operation switch

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

6. Control panel

See "Control Panel".

7. Finisher (types 2 and 4 only)

Sorts, stacks, and staples multiple sheets of paper.

8. Internal tray 1 (types 1 and 3 only)/ Finisher shift tray (types 2 and 4 only)

Copied/printed paper and fax messages are delivered here.

9. Front cover

Open to access the inside of the machine.

10. Tray 1

Load paper here print side up.

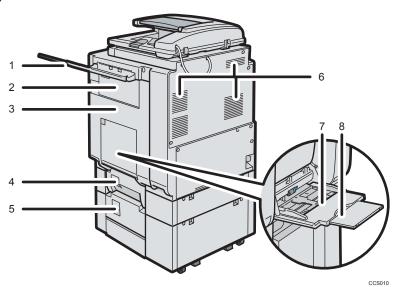
11. Lower paper tray (optional)

Load paper here print side up.

12. Lower paper trays (optional)

Load paper here print side up.

Rear and right view



1. Right tray (optional)

Printed paper is delivered print face down.

2. Upper right cover

Open this cover to remove misfed paper.

3. Duplex unit

Open this cover to remove misfed paper.

4. Tray 2 right cover (optional)

Open this cover to remove misfed paper.

5. Lower right cover (optional)

Open this cover to remove misfed paper.

6. Ventilation holes

Prevent the machine from overheating.

7. Bypass tray

Use to print onto plain paper, thick paper, OHP transparencies, and custom size paper.

8. Extender

Pull this extender out when loading A4 or larger size paper in the bypass tray.

■ Reference

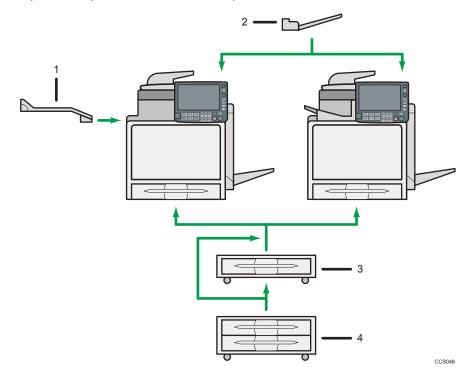
- p.54 "Control Panel"
- p.67 "Turning On/Off the Power"

Options

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

External Options

This section provides explanations about external options.



1. Internal tray 2 (types 1 and 3 only)

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

2. Right tray

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

3. Lower paper tray

Adds a paper tray. Holds up to 550 sheets of paper.

4. Lower paper trays

Adds two paper trays. Holds up to 1,100 sheets of paper. Each paper tray hold 550 sheets.

Internal Options

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

• Fax unit

Allows you to use the facsimile function.

• 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.

• Wireless LAN board

Allows you to install a wireless LAN 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 grayed out in the copy.

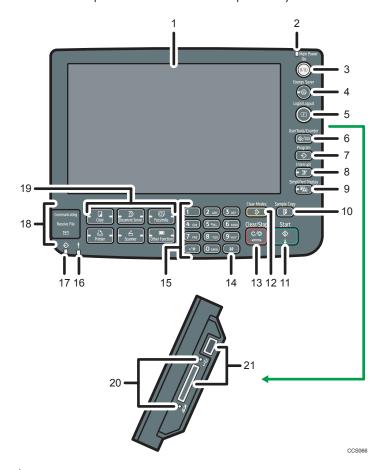
Control Panel

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



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

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



1. Display panel

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

2. Main power indicator

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

3. Operation switch

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

4. [Energy Saver] key

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

5. [Login/Logout] key

Press to log in or log out.

6. [User Tools/Counter] key

• User Tools

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

Counter

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

Inquiry

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

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

• Press to register frequently used settings, or to recall registered settings.

See "Registering Frequently Used Functions" and "Registering Frequently Used Functions for Printing Stored Documents from the Document Server", Copy and Document Server Reference.

See "Registering Frequently Used Settings", Facsimile Reference .

See "Registering Frequently Used Settings", 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 .

8. [Interrupt] key

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

9. [Simplified Display] key

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

10. [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 $^{\textcircled{3}}$.

11. [Start] key

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

12. [Clear Modes] key

Press to clear the current settings.

13. [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.

14. [#] key (Enter key)

Press to confirm values entered or items specified.

15. Number keys

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

16. Alert indicator

Lights continuously if an error has occurred.

17. 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.

18. 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.

19. Function keys

Press to display the operation screen of one of the following functions: copy, Document Server, facsimile, printer, or scapper

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

20. Media access lamp

Lights up when a removable memory device is inserted in the media slot or accessed.

21. Media slots

Use to insert an SD card or a USB memory.

■ Reference

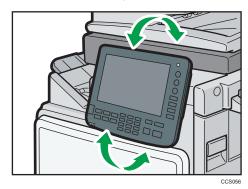
- p.58 "Display Panel"
- p.58 "Simplified Display"
- p.65 "Changing Modes"
- p.67 "Turning On/Off the Power"

- p.70 "Saving Energy"
- p.126 "Counter"
- p.127 "Inquiry"

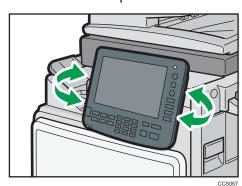
Adjusting the Angle of the Control Panel

This section describes how to adjust the angle of the control panel for easier use.

1. Position the control panel at the vertical angle that you require.



2. Position the control panel at the horizontal angle that you require.



Display Panel

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



 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 has been been been used.

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





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

Simplified Display

This section explains how to switch to the simplified display.

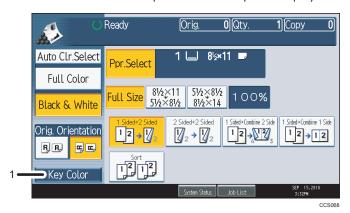
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

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

1. Press the [Simplified Display] key.



This illustration shows the copier function's simplified display.



1. [Key Color]

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



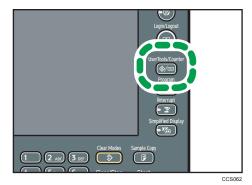
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Changing the Display Language

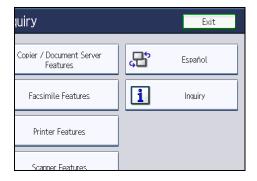
You can change the language used on the display. English is set as default.

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

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



2. Press [Español].



The language is changed to Spanish.

3. Press [Salir].



The menu appears in Spanish.



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

2

When the Authentication Screen is Displayed

This section explains the authentication screen.



- 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 "User Code".

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.



• 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].



- **U**Note
 - To log out, do one of the following:
 - Press the operation switch.

9

• 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.



• 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.



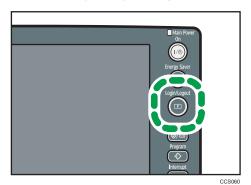
• If authentication fails, the "Authentication has failed." message appears. Check that the Login User Name and Login Password are correct.

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.



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



2. Press [Yes].

Login (Using a Printer Driver)

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

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, make encryption settings in the printer properties of the printer driver, and then specify a Login User Name and Login Password. For details, see the printer driver Help.



• 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 Login Password, and then click [Login].



• For User Code Authentication, enter a User Code in [Login User Name], and then click [Login].

Logout (Using Web Image Monitor)

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

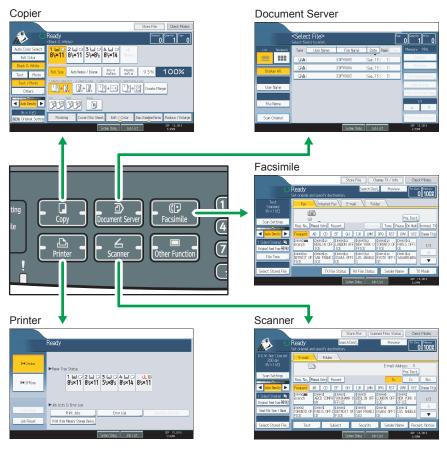
1. Click [Logout] to log out.



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

Changing Modes

This section explains how to change modes.



CCS069

U 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 / Inquiry
 - · During interrupt copying
 - During On-hook dialing for fax transmission
 - While scanning an original

2

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 Reference

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 Reference .

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 Reference.

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.



• 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 Reference.

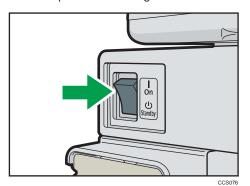
Turning On the Main Power

This section explains how to turn on the main power.



- 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. Turn on the main power switch.

The main power indicator goes on.





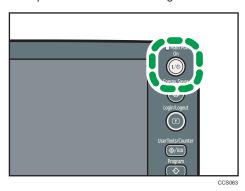
After you switch the main power on, a screen may appear to indicate that the machine is initializing.
 Do not switch the power off during this process. Initialization takes about three minutes.

Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.





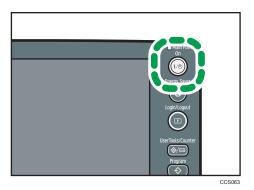
• If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

This section explains how to turn off the power.

- 1. Make sure the ADF is in the right position.
- 2. Press the operation switch.

The operation switch indicator goes off.





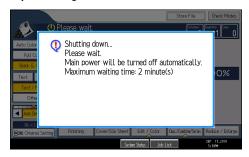
- Even if you press the operation switch, the operation switch indicator does not go out, but blinks in the following cases:
 - During communication with external equipment.
 - When the hard disk is active.
 - When the internal cooling fan is active.

Turning Off the Main Power

This section explains how to turn off the main power.



- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may
 result in damage to the hard disk or memory, leading to malfunctions.
- The "Shutdown" function stops the machine and powers it down safely. Shutdown prevents damage
 to the memory and hard disk occurring if the main power switch is turned off during an operation or
 while the machine is in an energy saving state. The following screen will appear when the machine
 is performing shutdown.



Do not turn off the main power switch while the machine is saving data. Doing so risks data corruption
and damage to the hard disk.

- After turning the machine's power off, wait at least a few seconds before turning it back on. If the
 message "Turn main Power Switch off" appears, turn the machine's power off, wait three seconds or
 more, and then turn it back on again. Never turn the power back on immediately after turning it off.
- 1. Make sure the operation switch indicator is not lit.
- 2. Turn off the main power switch.

The main power indicator goes out.



- 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 Panel Off Timer.

Low power mode

If you do not use the machine for a certain period, it automatically lowers its power consumption. When you press the [Energy Saver] key, the machine returns to ready condition.

You can change the amount of time the machine waits before switching to the Low power mode under Energy Saver Timer.

Auto Off

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

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



- See "System Settings", Network and System Settings Reference .
- The Energy Saver, Low power mode, 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 / Inquiry 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 a document that was stored under the printer function appears. (The machine enters Energy Saver mode and Low power mode if this happens.)
 - When the sample print, locked print, hold print, or stored print screen is displayed
 - · When the internal cooling fan is active

Inserting and Removing a Removable Memory Device

This section discusses how to insert/remove a removable memory device.



- Do not turn off the main power switch while the machine is saving data to a removable memory device.
 Doing so may damage the device. If you have to turn off the main power switch while data is being saved, be sure to check whether the data in your device was saved correctly.
- Removable memory devices of up to 2 GB can be used.

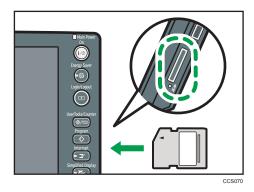


- If the media access lamp does not light when a removable memory device is pushed into the media slot, do the following:
 - Reinsert the removable memory device.
 - The removable memory device may be broken. Contact the shop where you bought it.

Inserting an SD Card

This section describes how to insert an SD card.

1. Align the SD card in the correct direction, and then push it straight into the media slot until it clicks.



When it is inserted correctly, the media access lamp beside the media slot lights.



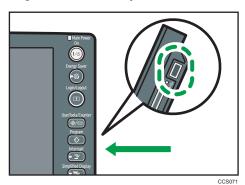
• The media access lamp lights up only when the SD card is being accessed.

Inserting a USB Memory

This section describes how to insert a USB memory.



- Certain types of USB memory cannot be used.
- 1. Align the USB memory in the correct direction, and then push it straight into the media slot.



When it is inserted correctly, the media access lamp beside the media slot lights.

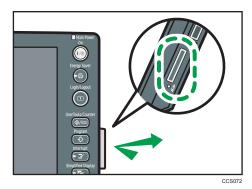


• The media access lamp lights up and remains lit as long as a USB memory is inserted.

Removing an SD Card

This section describes how to remove an SD card.

- 1. Make sure the media access lamp is not lighted.
- 2. Push and release the SD card.

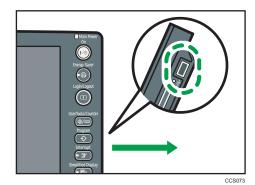


3. Pinch the SD card, and then pull it carefully out of the slot.

Removing a USB Memory

This section describes how to remove a USB memory.

- 1. Make sure the machine is not reading from or writing to the USB memory.
- 2. Pull the USB memory carefully out of the slot.



Downloading Utility Software

This section explains the utility software for this machine.

SmartDeviceMonitor for Admin

This section describes the functions available with SmartDeviceMonitor for Admin.

SmartDeviceMonitor for Admin is an application that monitors network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

SmartDeviceMonitor for Admin has the following functions:

- Group management for the machines
- Monitoring the machines
- · Operation restriction
- · Managing the Address Book
- Per-user counters
- User restriction

SmartDeviceMonitor for Admin with full functionality can be purchased from your local dealer. Contact your local dealer for information on purchasing the software.

SmartDeviceMonitor for Admin with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.



For details about the functionality, see the manual for SmartDeviceMonitor for Admin.

DeskTopBinder

This section describes the functions available with DeskTopBinder.

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 *1, you can view the files stored in in-trays of the delivery server, or use other functions for stored files.

DeskTopBinder Professional provides the full functionality of the software. Contact your local dealer for information on purchasing the software.

DeskTopBinder Lite with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.

* 1 For details to purchase ScanRouter delivery software, contact your local dealer.



• For details about the functionality, see Help of DeskTopBinder.

SmartDeviceMonitor for Client

This section describes the functions available with SmartDeviceMonitor for Client.

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.

SmartDeviceMonitor for Client has the following functions:

- · Checking printer supplies such as paper or toner
- · Checking results of print jobs executed from the computer

SmartDeviceMonitor for Client is available as a free download. Contact your local dealer for information on downloading the software.



• For details about the functionality, see Help of SmartDeviceMonitor for Client.

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.

• Do not stack paper over the limit mark.

UNote

- 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.89 "Recommended Paper Sizes and Types"

Loading Paper into Trays 1 - 4

This section describes how to load paper into trays 1 - 4.

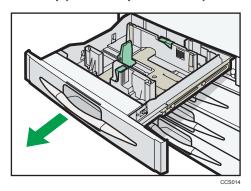
Every paper tray is loaded in the same way.

In the following example procedure, paper is loaded in tray 1.

Mportant !

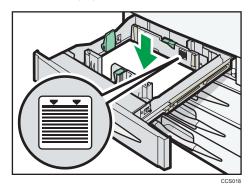
• Check the paper edges are aligned at the right side.

1. Carefully pull out tray 1 until it stops.



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

Do not stack paper over the limit mark.



3. Carefully push tray 1 fully in.

U Note

- 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.
- Various sizes of paper can be loaded in trays 1 4 by adjusting the positions of side fences and end
 fence. For details, see "Changing the Paper Size in Trays 1 4".
- You can load envelopes in trays 1 4. For details about how to load envelopes, see "Changing the Paper Size in Trays 1 4". For details about various details about and recommendations concerning envelopes, see "Envelopes".
- Each tray can hold up to 550 sheets.

Reference

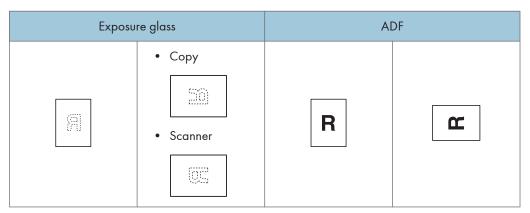
- p.80 "Changing the Paper Size in Trays 1 4"
- p.83 "Changing to a Size That Is Not Automatically Detected"
- p.94 "Envelopes"

Loading Orientation-Fixed Paper or Two-Sided Paper

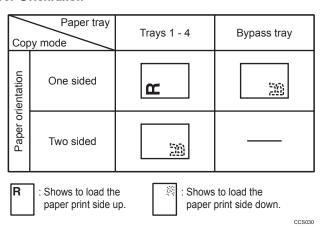
This section describes loading paper that has a specified orientation and printing side (such as letterhead paper).

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 and Document Server Features", Copy and Document Server Reference. For details about printing with the printer function, see "Printing on Orientation-Fixed or Two-Sided Paper", Printer Reference.

Original Orientation



Paper Orientation



Changing the Paper Size

This section describes how to change the paper size.

ACAUTION

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

• Do not stack paper over the limit mark.

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 Settings Reference.
- 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.89 "Recommended Paper Sizes and Types"

Changing the Paper Size in Trays 1 - 4

This section describes how to change the paper size in trays 1 - 4.

The paper size setting is changed in the same way for trays 1^{-4} .

In the following example procedure, the paper size setting for tray 1 is changed.

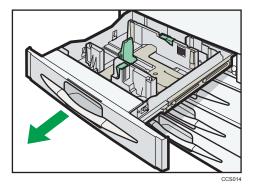
Mportant (

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

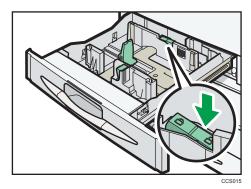
Various sizes of paper can be loaded in trays 1 ⁻ 4 by adjusting the positions of the side fences and end fence.

2

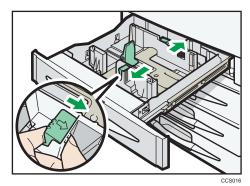
1. Check that paper in tray 1 is not being used, and then pull tray 1 carefully out until it stops.



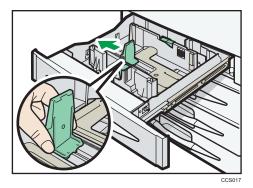
- 2. Remove paper if loaded.
- 3. Release the lock on the side fences.



4. While pressing down the release lever, slide the side fences outward.

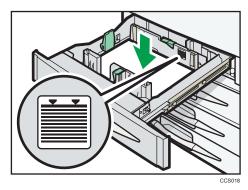




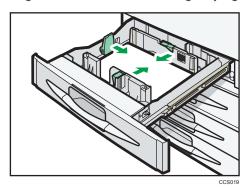


6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



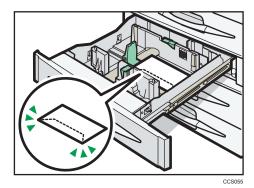
7. Align the back and side fences gently against the paper you loaded.



- 8. Re-lock the side fences.
- 9. Carefully slide tray 1 fully in.
- 10. Check the paper size on the display.



- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- You can load envelopes in trays 1 ⁻ 4. Set envelopes so that their flaps are closed and pointing toward the front of the machine.



- For details about various details about and recommendations concerning envelopes, see "Envelopes".
- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel. For details, see "Changing to a Size That Is Not Automatically Detected".

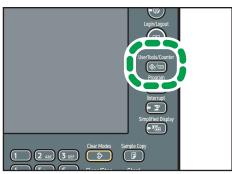
Reference

- p.83 "Changing to a Size That Is Not Automatically Detected"
- p.94 "Envelopes"

Changing to a Size That Is Not Automatically Detected

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

This section explains how to load these paper taking B5 JIS (Japanese Industrial Standard) \square as an example.

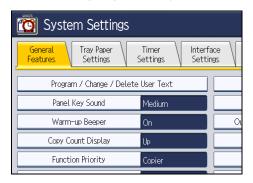


CCS06

2. Press [System Settings].

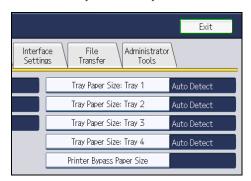


3. Press the [Tray Paper Settings] tab.



3

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.



- 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".



• p.89 "Recommended Paper Sizes and Types"

Changing Paper Thickness Settings

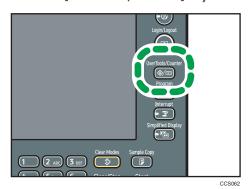
Select [Plain Paper 1] or [Plain Paper 2] depending on the type of plain paper.

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.

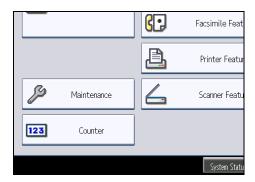
The default setting is Plain Paper 2.



- Select [Plain Paper 1] when paper weight is between 61 80 g/m² (16 20 lb. Bond).
- Select [Plain Paper 2] when paper weight is between 81^{-} 90 g/m² (20^{-} 24 lb. Bond).
- 1. Press the [User Tools/Counter] key.



2. Press [Maintenance].

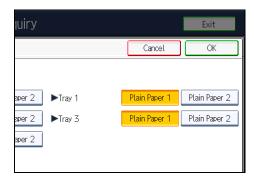


3

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].



• In System Settings, [Tray Paper Settings], for each tray's [Paper Type] you can specify "Paper Thickness". For details about paper thickness, see "Recommended Paper Sizes and Types".

Reference

• p.89 "Recommended Paper Sizes and Types"

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use color OHP transparencies with coatings that are easily melted by heat.
- If you use damp or curled paper, a staple clogging or paper jam may occur.

Tray 1

Paper type and weight	Paper size	Paper capacity * 1
52 - 220 g/m² (14 lb. Bond - 80 lb. Cover) Thin Paper - Thick Paper 3	Paper sizes that can be detected automatically: $A4\Box, 8^{1}/_{2} \times 11\Box, 7^{1}/_{4}$ $\times 10^{1}/_{2}\Box, 5^{1}/_{2} \times 8^{1}/_{2}$ \Box	550 sheets
52 - 220 g/m² (14 lb. Bond - 80 lb. Cover) Thin Paper - Thick Paper 3	Paper sizes that you need to specify*3: A5□, A6□, B5 JIS□, B6 JIS□, 16K□	550 sheets
52 ⁻ 220 g/m ² (14 lb. Bond ⁻ 80 lb. Cover)	Paper sizes that you need to enter*2:	550 sheets
Thin Paper ⁻ Thick Paper 3	Vertical: 3.86 ⁻ 8.50 inches Horizontal: 5.83 ⁻ 11.69 inches	
Envelopes *7	Sizes of envelopes that you need to specify*3: $4^{1}/_{8} \times 9^{1}/_{2} \square, \ 3^{7}/_{8} \times 7^{1}/_{2} \square, \ C5 \ Env \square, \ C6 \ Env \square, \ DL \ Env \square$	15 mm ^{*8}

Tray 2 ⁻ 4

Paper type and weight	Paper size	Paper capacity * 1
52 ⁻ 220 g/m ² (14 lb. Bond ⁻ 80 lb. Cover) Thin Paper ⁻ Thick Paper 3	Paper sizes that can be detected automatically: $A4\Box, 8^{1}/_{2} \times 14\Box, 8^{1}/_{2} \times 11\Box, 7^{1}/_{4} \times 10^{1}/_{2}\Box, 5^{1}/_{2} \times 8^{1}/_{2}\Box$	550 sheets
52 - 220 g/m² (14 lb. Bond - 80 lb. Cover) Thin Paper - Thick Paper 3	Paper sizes that you need to specify*3: A5□, A6□, B5 JIS□, B6 JIS□, 8¹/2 × 13□, 8¹/4 × 13□, 8 × 13□, 16K□	550 sheets
52 - 220 g/m² (14 lb. Bond - 80 lb. Cover) Thin Paper - Thick Paper 3	Paper sizes that you need to enter *2: Vertical: 3.86 - 8.50 inches Horizontal: 5.83 - 14.00 inches	550 sheets
Envelopes *7	Sizes of envelopes that you need to specify*3: $4^{1}/_{8} \times 9^{1}/_{2} \square, 3^{7}/_{8} \times 7^{1}/_{2} \square, C5 \text{ Env} \square, C6 \text{ Env} \square, DL \text{ Env} \square$	15 mm ^{*8}

Bypass tray

Paper type and weight	Paper size	Paper capacity * 1
52 ⁻ 256 g/m ² (14 lb. Bond ⁻ 140 lb. Index)	Paper sizes that can be detected automatically:	100 sheets *9
Thin Paper ⁻ Thick Paper 4	$8^{1}/_{2} \times 11^{\square}, 7^{1}/_{4} \times 10^{1}/_{2}^{\square}, 5^{1}/_{2} \times 8^{1}/_{2}^{\square}$	

Paper type and weight	Paper size	Paper capacity * 1
52 ⁻ 256 g/m ² (14 lb. Bond ⁻ 140 lb. Index)	Paper sizes that you need to specify*4:	100 sheets *9
Thin Paper ⁻ Thick Paper 4	A4 \square , A5 \square , A6 \square , B5 JIS \square , B6 JIS \square , 8 $^{1}/_{2} \times 14\square$, $8^{1}/_{2} \times 13\square$, $8^{1}/_{4} \times 13$ \square , 8 × 13 \square , 16K \square	
52 ⁻ 256 g/m ² (14 lb. Bond ⁻ 140 lb. Index)	Paper sizes that you need to enter *5:	100 sheets *9
Thin Paper ⁻ Thick Paper 4	Vertical: 2.76 ⁻ 8.50 inches	
	Horizontal: 5.00 ⁻ 23.62 inches	
OHP transparencies *6	A4D	10 mm/100 sheets*9 *10
Label paper (adhesive labels)	A4D	1 sheet
Envelopes *7	Paper sizes that you need to specify* 4 : $4^1/_8 \times 9^1/_2\Box$, $3^7/_8 \times 7^1/_2\Box$, C5 Env \Box , C6 Env \Box , DL Env \Box	10 mm/100 sheets ^{*9}

- * 1 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- *2 Enter the paper size under Tray Paper Size: Tray 1 ⁻ 4 in System Settings. See "System Settings", Network and System Settings Reference.
- *3 Select the paper size under Tray Paper Size: Tray 1 4 in System Settings. See "System Settings", Network and System Settings Reference.
- *4 Press [Bypass], and the [#] key, and then select the paper size.
- *5 Press [Bypass], and the [#] key, and then enter the paper size using the number keys.
- *6 Press [Bypass], and the [#] key, and then select [OHP (Transparency)] for [Paper Type].
- *7 For details about loading envelopes, see "Envelopes".
- *8 Paper can be loaded to a maximum stack height of 15 mm approximately.
- *9 The amount of paper that can be set is 10 mm/100 sheets approximately.
- *10 It is recommended to place one sheet at a time.

Paper Thickness

Paper Thickness *1	Paper weight
Thin Paper	52 ⁻ 60 g/m ² (14 ⁻ 16 lb. Bond)
Plain Paper 1	61 ⁻ 80 g/m ² (16 ⁻ 20 lb. Bond)
Plain Paper 2	81 ⁻ 90 g/m ² (20 ⁻ 24 lb. Bond)
Middle Thick	91 ⁻ 105 g/m ² (24 ⁻ 28 lb. Bond)
Thick Paper 1	106 ⁻ 130 g/m ² (28 ⁻ 35 lb. Bond)
Thick Paper 2	131 ⁻ 163 g/m ² (35 lb. Bond ⁻ 90 lb. Index)
Thick Paper 3	164 ⁻ 220 g/m ² (90 lb. Index ⁻ 80 lb. Cover)
Thick Paper 4	221 ⁻ 256 g/m ² (80 lb. Cover ⁻ 140 lb. Index)

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



- When loading paper in trays 1 4, place the print side up. When loading paper in the bypass tray, place the print side down.
- When using translucent paper or label paper, make sure to select the appropriate paper type under Paper Type: Bypass Tray. See "System Settings", Network and System Settings Reference.
- 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 you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. For details, see Copy and Document Server Reference and Printer Reference.
- When you use OHP transparencies, fan them for each use.
- We recommend that you use a 4000 ANSI lumen or brighter overhead projector to project OHP transparencies.
- When copying or printing onto OHP transparencies, the copy/print speed is slower than usual.
- When copying or printing onto thick paper of 106 ⁻ 256 g/m² (28 lb. Bond ⁻ 140 lb. Index), the copy/print speed is slower than usual.
- Flatten out curled sheets before loading them.
- If multiple sheet feeding occurs, load sheets one by one.

- To print on coated paper from the bypass tray or trays 1 4: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type] be sure to set [Paper Type] to [Coated: Matted], and [Paper Thickness] to [Thick Paper 1].
- To print on high-gloss coated paper from the bypass tray or trays 1 4: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Coated: Glossy].
- 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 depending on which function you are using. See "Loading 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 trays 1 4 under Paper Type: Tray 1 4. See "System Settings", Network and System Settings Reference. For the setting procedure of the Auto Tray Switching function, see "Copier and Document Server Features", Copy and Document Server Reference.

■ Reference

- p.77 "Loading Paper"
- p.79 "Loading Orientation-Fixed Paper or Two-Sided Paper"
- p.94 "Envelopes"
- p.95 "Thick Paper"

Envelopes

This section gives you various details about and recommendations concerning envelopes.

- Misfeeds might occur depending on the length and shape of the flaps.
- Do not use window envelopes.

To print on envelopes, be sure to specify the appropriate paper type. For details about how to load envelopes in trays 1 - 4, see "Changing the Paper Size in Trays 1 - 4". For details about how to copy onto envelopes, see "Copying onto Envelopes from the Bypass Tray", Copy and Document Server Reference . For details about how to print onto envelopes, see "Setting Envelopes Using the Control Panel", Printer Reference.

Specifications for envelopes are as follows:

- Weight: 91 220 g/m² (24 lb. Bond 80 lb. Cover)
- Paper Size: $4^{1}/_{8} \times 9^{1}/_{2}$, $3^{7}/_{8} \times 7^{1}/_{2}$, C5 Env , C6 Env , DL Env

U Note

- When loading envelopes on the bypass tray, place them address side facing down. When loading
 envelopes in trays 1 4, place them address side facing up.
- Load only one size and type of envelope at a time.
- Before loading envelopes, press down on them to remove any air from inside, flatten out all four edges. If they are bent or curled, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Fan the envelopes before loading them to separate them and prevent the glue on them from causing them to stick together.
- 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.
- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.

Reference

• p.80 "Changing the Paper Size in Trays 1 - 4"

Thick Paper

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

When loading thick paper of 131^-220 g/m² (35 lb. Bond ⁻ 80 lb. Cover) in trays 1^-4 or 131^-256 g/m² (35 lb. Bond ⁻ 140 lb. Index) in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all your paper in the same environment a room where the temperature is 20 25 °C (68 77 °F) and the humidity is 30 65%.
- When loading thick sheets in trays 1 4, 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.



- 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.



• Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.



- 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
 - Color OHP transparencies with easily melted coatings
 - Window envelopes
- Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print
 onto unprinted sides only.



- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - · Perforated paper
 - Slippery paper
 - Torn paper
 - · Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you copy or print onto rough grain paper, the output image might be blurred.

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

Paper Storage

This section describes how to store paper.

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

2

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.

MARNING

Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite
on contact with naked flame.

MARNING

• Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

⚠ WARNING

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

CAUTION

• Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

 When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

CAUTION

• When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

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.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35 °C, or high humidity.
- Store toner on a flat surface.



- If the message "LaCheck toner cartridge replacement(s)." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- If 🖾 appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- You can check the name of the required toner and the replacement procedure using the "LAdd 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 color toners in the same way.

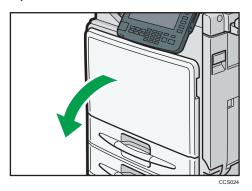
Replacing Toner

This section describes how to replace toner.

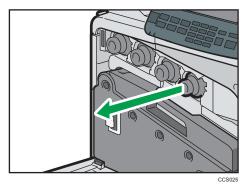
Mportant !

- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

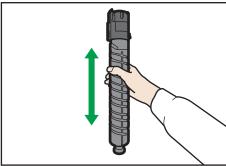
1. Open the front cover.



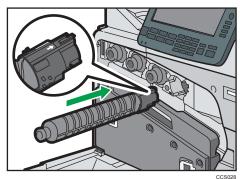
2. Pull out the toner cartridge slowly.



- 3. Take the new toner cartridge out of the box.
- 4. Hold the toner cartridge and shake it five or six times.



CCS026



6. Close the front cover.

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.



- 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.
- Press [Exit], and then perform transmission operation.The error message disappears.



- 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

This section describes what to do with 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.

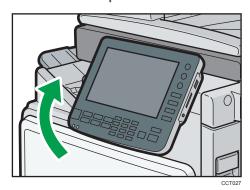
4

Adding Staples

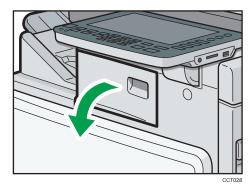
This section describes what to do when staples need replacing.



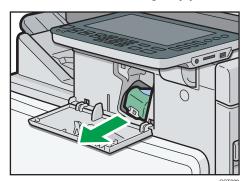
- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.
- 1. Raise the control panel.

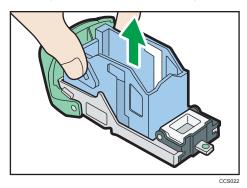


2. Open the finisher's front cover.

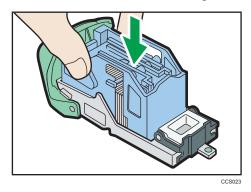


3. Hold the lever, and then gently pull out the cartridge.

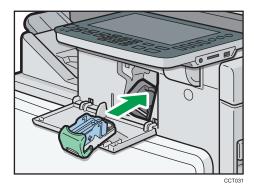




5. Push the new refill into the cartridge until it clicks.



6. Hold the lever, and then push in the cartridge until it clicks.



- 7. Close the finisher's front cover.
- 8. Return the control panel to its original position.



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

4

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.





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

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

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

Entering numbers

This section explains how to enter numbers.

1. Press numbers you want to enter.



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

Deleting characters

This section explains how to delete characters.

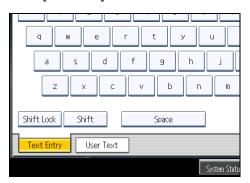
1. Press [Backspace] or [Delete All] to delete characters.

Adding user text

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

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

1. Press [User Text].



2. Select the User Text you want to use.



6. On-screen Operating Instructions

This chapter describes the on-screen operating instructions of this machine. The on-screen operating instructions are included in the supplied manual CD-ROMs.

Formats of the Operating Instructions

The operating instructions of this machine are provided in the following formats:

- Printed manuals
- HTML manuals
- PDF manuals

The printed and electronic versions of a manual have the same contents. For details about the contents of each manual, see "Manuals for This Machine". The various manuals are available in different formats. For details about availability, see "Manuals List".

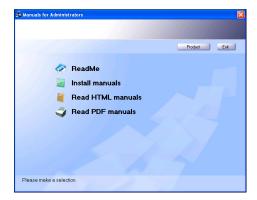
Reference

- p.7 "Manuals for This Machine"
- p.9 "Manuals List"

Reading the HTML Manuals on the CD-ROMs

This section describes how to read the HTML manuals on the supplied manual CD-ROMs.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language and a product, and then click [OK].
- 3. Click [Read HTML manuals].



4. Click the title of manual you want to read.

The browser opens, and then the manual appears.



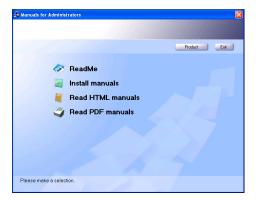
- The browsers we recommend are Internet Explorer 6 or later, Firefox 3.5 or later, and Safari 4.0 or later
- Non-recommended browsers can display the simplified manual only.
- If you are using an earlier or non-recommended browser and the simplified version of the
 documentation does not appear automatically, open index.htm, which can be found in the following
 folder on the CD-ROM: MANUAL_HTML\LANG\(language)\(manual)\unv
- Depending on your computer's operating environment, the HTML manual you select will be one of the following:
 - Standard version
 - · Simplified version
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read HTML manuals].
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.

Installing and Opening the HTML Manuals

This section describes how to install and open the HTML manuals on your computer.

For your convenience, we recommend you install these manuals on your computer.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language and a product, and then click [OK].
- 3. Click [Install manuals].



- 4. Install the HTML manuals by following the on-screen instructions.
- 5. When the installation is complete, click [Finish].
- 6. Click [Exit].
- 7. Open the HTML manuals that you installed.

To open the manuals from an icon, double-click the icon on the desktop. To open the manuals from the [Start] menu, point to [All Programs] (Windows 2000: [Programs]), and then [Product Name].

8. Click the title of the manual you want to read.



- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows 2000/XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2
 - Minimum display resolution: 800 × 600 pixels
- 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.
- 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 [All Programs] (Windows 2000: [Programs]), then [Product Name], and then uninstall the data.

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

Reading the PDF Manuals on the CD-ROM

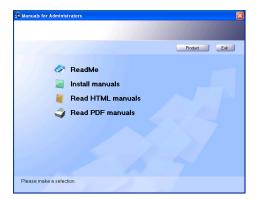
This section describes how to read the PDF manuals on the supplied manual CD-ROM.

File path

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

MANUAL_PDF\(language)

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language and a product, and then click [OK].
- 3. Click [Read PDF manuals].



4. Click the title of the manual you want to read.



- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read PDF manuals].

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

• Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

ACAUTION

Unplug the power cord from the wall outlet before you move the machine. While moving the
machine, take care that the power cord is not damaged under the machine. Failing to take these
precautions could result in fire or electric shock.

- 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.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paper clips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).

- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapor from the paper, not a sign of malfunction.
- The optional anti-humidity heaters warm the machine's interior to prevent it becoming too humid. These heaters keep the machine warm even if the main power switch is turned off.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The manufacturer shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m³/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Reference

• p.67 "Turning On/Off the Power"

Saving Color Copies

This section explains notes on saving color copies.

- Like most prints, color 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.

ACAUTION

 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.

ACAUTION

• Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

ACAUTION

• 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.

ACAUTION

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.

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. For details about how to turn the main power off, see "Turning On/Off
 the Power".

- Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip
 the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
- Close all covers and trays, including the front cover and bypass tray.
- Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling
 may cause a malfunction or damage the hard disk or memory, resulting in loss of stored files.
- Do not take off the holding stand.
- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files
 to be lost. As a precautionary measure, files should be copied to another computer.

Reference

• p.67 "Turning On/Off the Power"

Optimum environmental conditions

This section describes precautions when locating the machine.

ACAUTION

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

CAUTION

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

ACAUTION

• 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.

ACAUTION

• 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.

ACAUTION

Do not expose the machine to salt-bearing air or corrosive gases. Also, do not locate the machine
in environments where chemical experiments are performed, such as in a laboratory. Doing so
could result in malfunction.

ACAUTION

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

- Temperature: 10 $^{-}$ 32 $^{\circ}$ C (50 $^{-}$ 89.6 $^{\circ}$ F) (humidity to be 54% at 32 $^{\circ}$ C, 89.6 $^{\circ}$ 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.

Environments to avoid

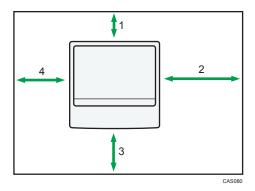
This section describes environments to avoid when locating the machine.

- 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

This section describes the space required for the machine.

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



Types 1 and 3

- 1. Rear: 10 cm (4 inches) or more
- 2. Right: 31.5 cm (12.4 inches) or more
- 3. Front: 40 cm (15.8 inches) or more
- 4. Left: 10 cm (4 inches) or more

Types 2 and 4

1. Rear: 10 cm (4 inches) or more

- 2. Right: 31.5 cm (12.4 inches) or more
- 3. Front: 40 cm (15.8 inches) or more
- 4. Left: 12 cm (4.8 inches) or more



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

Power Connection

This section describes power supply.

⚠ WARNING

 Do not use any power sources other than those that match the specifications shown in "Specifications for the Main Unit" in this manual. Doing so could result in fire or electric shock.

WARNING

• Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

∴ WARNING

• Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

WARNING

• Do not use extension cords. Doing so could result in fire or electric shock.

MARNING

Do not use power cords that are damaged, broken, or modified. Also, do not use power cords
that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result
in fire or electric shock.

MARNING

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

MARNING

The supplied power cord is for use with this machine only. Do not use it with other appliances.
 Doing so could result in fire or electric shock.

MARNING

 It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

MARNING

• Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

MARNING

 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.

ACAUTION

• Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

ACAUTION

• If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

CAUTION

When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling
the cord can damage the power cord. Use of damaged power cords could result in fire or electric
shock.

CAUTION

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

ACAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall
 outlet.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than +8.66% or less than -10%.

Maintaining Your Machine

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

Mportant ...

- 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.

Cleaning the Machine

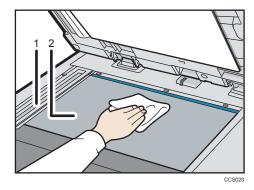
This section describes how to clean the machine.

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

Cleaning the Exposure Glass

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

1. Wipe the exposure glass and the scanning glass.

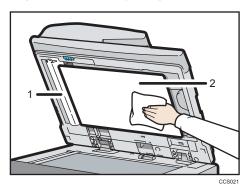


- 1. Scanning glass
- 2. Exposure glass

Cleaning the Auto Document Feeder

This section describes how to clean the ADF.

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



- 1. Guide plate
- 2. Sheet

Cleaning the Dustproof Glass

The dustproof glass may require cleaning if white or black lines appear on prints.



• Do not insert the cleaning brush forcefully, or the machine might be damaged.

- Turn off the main power switch, and then unplug the power plug.
- · Open the front cover.
- Raise the two grips on the front of the waste toner bottle, and then pull it out slowly.



Release the catch of the cleaning brush (1), hold the catch to prevent it reengaging, and then raise the cleaning brush grip (2).



- Insert the cleaning brush into a hole so that its arrow mark is pointing up.
- Slide the cleaning brush slowly into and out of all four holes four or five times to clean the dustproof glass.



 Return the cleaning brush to its original position.



Insert the waste toner bottle carefully.



- Return the two grips to its original position.
- · Close the front cover.
- Make sure the power cord is firmly plugged into the wall outlet.

CCS049

Cleaning the Power Cord Plug

This section describes precautions for cleaning the power cord plug.

ACAUTION

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

/

Backing Up Hard Disk Data

You can store data such as images and Address Book information on the machine's hard disk.

This section describes how to back up or download this data.



If the machine's hard disk fails, data stored on it, including Address Book information might be lost.
 For this reason, do not save important data on the machine's hard disk without backing it up or downloading it. We also recommend backing up fonts, forms, and any other downloaded resources that are stored on the hard disk. The manufacturer is not liable for damages resulting from lost data.

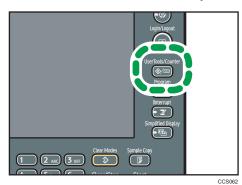


- You can use SmartDeviceMonitor for Admin or Web Image Monitor to back up the machine's Address
 Book. For details about SmartDeviceMonitor for Admin, see the manual for SmartDeviceMonitor for
 Admin. For details about Web Image Monitor, see the Help for Web Image Monitor.
- You can use Web Image Monitor to download data stored on the Document Server to your computer.
 For details about how to do this, see "Downloading Stored Documents with Web Image Monitor",
 Copy and Document Server Reference , or the Help for Web Image Monitor.

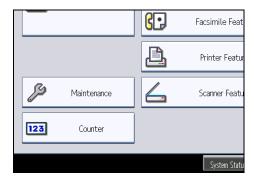
Counter

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

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



2. Press [Counter].



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



- 4. Press the [Start] key.
 - A counter list prints out.
- 5. Press [Exit] twice.

Inquiry

The Inquiry 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

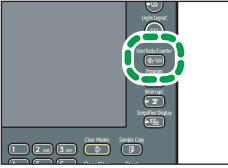
- Telephone No. to order
- Toner
- Staple

Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

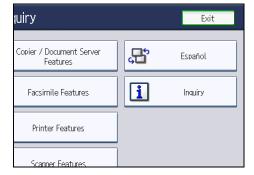
Sales Representative

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



CCS062

2. Press [Inquiry].



Inquiry information appears.

3. Press [Print Inquiry List].



4. Press the [Start] key.
Inquiry information prints out.

5. Press [Exit] twice.

8. Appendix

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

Software and Utilities Included on the CD-ROM

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

The following is included in the CD-ROM:

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.

Viewing the Contents of the CD-ROM

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

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language and a product, and then click [OK].
- 3. 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.



You can install the PCL printer drivers (PCL 5c and PCL 6), and the Adobe PostScript printer driver from the CD-ROM provided with this machine or download them from the manufacturer's Web site. If your operating system is Windows XP/Vista/7 x64, or Windows Server 2003/2003 R2/2008/2008 R2 x64, you must download the printer drivers from the manufacturer'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.

Printer Language	PCL 5c	PCL 6	PostScript 3
Windows 2000 * 1	ОК	OK	OK
Windows XP *2	OK	OK	ОК

K	0)
7		١
٨	ŭ	4

Printer Language	PCL 5c	PCL 6	PostScript 3
Windows Vista *3	OK	OK	ОК
Windows 7 *4	OK	OK	ОК
Windows Server 2003 *5	OK	OK	ОК
Windows Server 2008 *6	OK	OK	ОК
Mac OS X *7	_	_	OK

- * 1 Microsoft Windows 2000 Professional / Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server
- *2 Microsoft Windows XP Professional Edition/Microsoft Windows XP Home Edition/Microsoft Windows XP Media Center Edition/Microsoft Windows XP Tablet PC 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 7 Home Premium/Microsoft Windows 7 Professional/Microsoft Windows 7 Ultimate/ Microsoft Windows 7 Enterprise
- *5 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/ Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition
- *6 Microsoft Windows Server 2008 Standard/Microsoft Windows Server 2008 Enterprise
- *7 Mac OS X 10.2 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.

Adobe PostScript printer driver and PPD files

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

PPD files

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



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

\DRIVERS\TWAIN

System requirements

Hardware

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

Operating system

Windows 2000/XP/Vista/7

Windows Server 2003/2003 R2/2008

Display resolution

800 × 600 pixels, 256 colors or higher

LAN-Fax Driver

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



You can install the LAN-Fax driver from the CD-ROM provided with this machine or download it from
the manufacturer's Web site. If your operating system is Windows XP/Vista/7 x64, or Windows
Server 2003/2003 R2/2008/2008 R2 x64, you must download the LAN-Fax driver from the
manufacturer'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 folder on the CD-ROM:

\DRIVERS\LAN-FAX\XP_VISTA

System requirements

• Hardware

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

· Operating systems

Windows 2000/XP/Vista/7

Windows Server 2003/2003 R2/2008

Display

VGA 640 × 480 pixels or more

• Before beginning installation, exit all other applications.

Specifications for the Main Unit

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Laser beam scanning and electro-photographic printing

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

• Scanning:

Exposure glass: 600×600 dpi

ADF: 600×300 dpi

• Printing:

600×600 dpi, 1,200×1,200 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (23°C (73°F), rated voltage):

- Types 1 and 2: 41 seconds
- Types 3 and 4: 46 seconds

Originals:

Sheet/book/objects

Maximum original size:

A4
$$\Box$$
, 8 $^{1}/_{2} \times 11\Box$

Paper size:

• Tray 1:

A4 \Box , A5 \Box , A6 \Box , B5 JIS \Box , B6 JIS \Box , 8 $^{1}/_{2} \times 11\Box$, $7^{1}/_{4} \times 10^{1}/_{2}\Box$, $5^{1}/_{2} \times 8^{1}/_{2}\Box$, 16K

 $4^{1}/_{8} \times 9^{1}/_{2}\Box$, $3^{7}/_{8} \times 7^{1}/_{2}\Box$, C5 Env \Box , C6 Env \Box , DL Env \Box

• Tray 1 (custom size):

Vertical: 98.0 - 216.0 mm (3.86 - 8.50 inches)

Horizontal: 148.0 - 297.0 mm (5.83 - 11.69 inches)

• Bypass tray:

A4D, A5D, A6D, B5 JISD, B6 JISD, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11D$, $8^{1}/_{4} \times 13$ \Box , 8 × 13 \Box , $7^{1}/_{4}$ × 10 $^{1}/_{2}\Box$, $5^{1}/_{2}$ × 8 $^{1}/_{2}\Box$, 16K \Box ,

 $4^{1}/_{8} \times 9^{1}/_{2}\Box$, $3^{7}/_{8} \times 7^{1}/_{2}\Box$, C5 Env \Box , C6 Env \Box , DL Env \Box

• Bypass tray (custom size):

Vertical: 70.0 - 216.0 mm (2.76 - 8.50 inches)

Horizontal: 127.0 - 600.0 mm (5.00 - 23.62 inches)

Duplex:

A4D, A5D, A6D, B5 JISD, B6 JISD, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11D$, $8^{1}/_{4} \times 13$ \Box , 8 × 13 \Box , $7^{1}/_{4}$ × $10^{1}/_{2}\Box$, $5^{1}/_{2}$ × $8^{1}/_{2}\Box$, 16K \Box

Paper weight:

- Tray 1: 52 220 g/m² (14 lb. Bond 80 lb. Cover)
- Bypass: 52 256 g/m² (14 lb. Bond 140 lb. Index)
- Duplex: 60 163 g/m² (16 lb. Bond 90 lb. Index)

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

Non-reproduction area (Copier):

- Plain paper, middle thick, or thick paper 1 to 4:
 - Leading edge: 2.7 5.7 mm (0.11 0.23 inches)
 - Left and right: 0.5 3.5 mm (0.02 0.14 inches)
 - Trailing edge: 1.5 6.9 mm (0.06 0.28 inches)
- Thin paper:
 - Leading edge: 3.7 6.7 mm (0.14 0.26 inches)
 - Left and right: 0.5 3.5 mm (0.02 0.14 inches)
 - Trailing edge: 0.5 5.9 mm (0.02 0.24 inches)

First copy/print time:

- Full Color:
 - Types 1 and 2: 10 seconds
 - Types 3 and 4: 8.2 seconds

B&W:

• Types 1 and 2: 8.1 seconds

• Types 3 and 4: 7.2 seconds

(A4 \square , $8^1/_2 \times 11\square$, 100% reproduction, feeding from tray 1, on the exposure glass)

Copy/print speed (Full Color / B&W):

• Types 1 and 2: 32 sheets/minute $(8^{1}/_{2} \times 11 \square)$

• Types 3 and 4: 42 sheets/minute $(8^{1}/_{2} \times 11 \square)$

Reproduction ratio:

• Preset reproduction ratios:

• Enlargement: 155%, 129%

• Full size: 100%

• Reduction: 93%, 78%, 65%

• Zoom:

• ADF: From 25 to 200% in increments of 1%

• Exposure glass: From 25 to 400% in increments of 1%

Maximum continuous copy run:

999 sheets

Paper capacity (80 g/m², 20 lb. Bond):

• Tray 1: 550 sheets

• Bypass tray: 100 sheets

Power source:

120 - 127 V, 60 Hz, 12 A

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	Туре 3	Type 4
Stand-by	About 168 W	About 168 W	About 168 W	About 170 W
During printing	About 732 W	About 764 W	About 854 W	About 898 W
Maximum	1,600 W	1,600 W	1,600 W	1,600 W

Complete system

	Type 1	Type 2	Туре 3	Type 4
Maximum	1,600 W	1,600 W	1,600 W	1,600 W

The complete system consists of the main unit, lower paper tray, lower paper trays, fax unit, wireless LAN board, and anti-humidity heater.

Dimensions (W × D × H up to ADF):

 $550 \times 570 \times 710 \text{ mm}$ (21.7 × 22.4 × 28.0 inches)

Space for main unit (W × D):

- Types 1 and 3: 965 × 1,070 mm (38.0 × 42.1 inches)
- Types 2 and 4: 985 × 1,070 mm (38.8 × 42.1 inches)

Noise emission:

- Sound power level:
 - Main unit only

	Type 1	Type 2	Туре 3	Type 4
Stand-by	Less than 38.7	Less than 38.4	Less than 39.0	Less than 38.5
	dB(A)	dB(A)	dB(A)	dB(A)
Copying	Less than 62.3	Less than 64.9	Less than 65.8	Less than 67.7
	dB(A)	dB(A)	dB(A)	dB(A)

Complete system

	Type 1	Type 2	Туре 3	Type 4
Stand-by	Less than 39.5	Less than 38.6	Less than 39.3	Less than 39.1
	dB(A)	dB(A)	dB(A)	dB(A)
Copying	Less than 68.7	Less than 68.6	Less than 70.0	Less than 69.6
	dB(A)	dB(A)	dB(A)	dB(A)

- Sound pressure level:
 - Main unit only

	Type 1	Type 2	Туре 3	Type 4
Stand-by	Less than 29.2	Less than 27.7	Less than 29.7	Less than 28.0
	dB(A)	dB(A)	dB(A)	dB(A)
Copying	Less than 54.8	Less than 58.7	Less than 58.0	Less than 61.1
	dB(A)	dB(A)	dB(A)	dB(A)

Complete system

	Type 1	Type 2	Туре 3	Type 4
Stand-by	Less than 28.0	Less than 26.8	Less than 27.1	Less than 27.1
	dB(A)	dB(A)	dB(A)	dB(A)
Copying	Less than 59.3	Less than 59.4	Less than 60.1	Less than 59.9
	dB(A)	dB(A)	dB(A)	dB(A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system of types 1 and 3 consists of the main unit, right tray, lower paper tray, lower paper trays, and internal tray 2.
- The complete system of types 2 and 4 consists of the main unit, right tray, lower paper tray, and lower paper trays.

Weight:

- Types 1 and 3: 80 kg (176.4 lb.) or less
- Types 2 and 4: 85 kg (187.4 lb.) or less

Reference

- p.95 "Thick Paper"
- p.120 "Power Connection"

Auto Document Feeder

Mode:

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

Original size:

$$A4\Box$$
 - $A5\Box$, $8^{1}/_{2} \times 14\Box$ - $5^{1}/_{2} \times 8^{1}/_{2}\Box$

Original weight:

- 1-sided originals: 52 ⁻ 128 g/m² (14 ⁻ 34 lb. Bond)
- 2-sided originals: 60 105 g/m² (16 28 lb. Bond)

Number of originals to be set:

50 sheets (80 g/m², 20 lb. Bond)

Document Server

HDD (Document Server):

Approx. 78 GB

Maximum: 9,000 pages

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

Copier/B&W/A4 original: Approx. 9,000 pages

Printer/B&W/A4 original/600 dpi, 2 bits: Approx. 9,000 pages

Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 9,000 pages

(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 3,000 documents

Number of pages supported by memory sorting:

Maximum: 2,000 pages

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

Finisher (Types 2 and 4 Only)

Paper size:

A4 \square , A5 \square , A6 \square , B5 JIS \square , B6 JIS \square , 8 $^1/_2 \times 14 \square$, 8 $^1/_2 \times 13 \square$, 8 $^1/_2 \times 11 \square$, 8 $^1/_4 \times 13 \square$, 8 $\times 13 \square$, $7^1/_4 \times 10^1/_2 \square$, $5^1/_2 \times 8^1/_2 \square$, 16K \square ,

 $4^{1}/_{8} \times 9^{1}/_{2}$ \square , $3^{7}/_{8} \times 7^{1}/_{2}$ \square , C5 Env \square , C6 Env \square , DL Env \square , custom size

Paper weight:

52 - 256 g/m² (14 lb. Bond - 140 lb. Index)

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

250 sheets

Staple paper size:

A4 \square , B5 JIS \square , $8^{1}/_{2} \times 14\square$, $8^{1}/_{2} \times 13\square$, $8^{1}/_{2} \times 11\square$, $8^{1}/_{4} \times 13\square$, $8 \times 13\square$, $7^{1}/_{4} \times 10^{1}/_{2}$ \square , $16K\square$

Staple paper weight:

52 - 90 g/m² (14 - 24 lb. Bond)

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

• 30 sheets: $8^{1}/_{2} \times 14\Box$, $8^{1}/_{2} \times 13\Box$, $8^{1}/_{4} \times 13\Box$, $8 \times 13\Box$

• 50 sheets: A4 \square , B5 JIS \square , $8^1/_2 \times 11\square$, $7^1/_4 \times 10^1/_2\square$, 16K \square

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

• 2 sheets: 33 sets

• 30 sheets: 7 sets

• 50 sheets: 4 sets

Staple position:

Тор

Power consumption:

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

Dimensions (W × D × H):

 $500 \times 420 \times 176 \text{ mm} (19.7 \times 16.5 \times 6.9 \text{ inches})$

Weight:

7.5 kg (16.5 lb.) or less

Specifications for Lower Paper Tray (Optional)

Paper size:

A4D, A5D, A6D, B5 JISD, B6 JISD, $8^1/_2 \times 14D$, $8^1/_2 \times 13D$, $8^1/_2 \times 11D$, $8^1/_4 \times 13D$, $8 \times 13D$, $7^1/_4 \times 10^1/_2D$, $5^1/_2 \times 8^1/_2D$, 16KD,

 $4^{1}/_{8} \times 9^{1}/_{2}$ \Box , $3^{7}/_{8} \times 7^{1}/_{2}$ \Box , C5 Env \Box , C6 Env \Box , DL Env \Box , custom size

Paper weight:

52 - 220 g/m² (14 lb. Bond - 80 lb. Cover)

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

550 sheets × 1 tray

Power consumption:

- Lower paper tray only: 45 W or less
- With lower paper trays: 98 W or less

(Power is supplied from the main unit.)

Dimensions (W × D × H):

 $520 \times 563 \times 121 \text{ mm} (20.5 \times 22.2 \times 4.8 \text{ inches})$

Weight:

13 kg (28.7 lb.) or less

Q

Specifications for Lower Paper Trays (Optional)

Paper size:

A4D, A5D, A6D, B5 JISD, B6 JISD, $8^1/_2 \times 14D$, $8^1/_2 \times 13D$, $8^1/_2 \times 11D$, $8^1/_4 \times 13D$, $8 \times 13D$, $7^1/_4 \times 10^1/_2D$, $5^1/_2 \times 8^1/_2D$, 16KD,

 $4^{1}/_{8} \times 9^{1}/_{2}$ \Box , $3^{7}/_{8} \times 7^{1}/_{2}$ \Box , C5 Env \Box , C6 Env \Box , DL Env \Box , custom size

Paper weight:

52 - 220 g/m² (14 lb. Bond - 80 lb. Cover)

Paper capacity (80 g/m², 20 lb. Bond):

550 sheets × 2 trays

Power consumption:

62 W or less (Power is supplied from the main unit.)

Dimensions (W \times D \times H):

 $520 \times 563 \times 271$ mm (20.5 × 22.2 × 10.7 inches)

Weight:

24 kg (52.9 lb.) or less

Specifications for Internal Tray 2 (Optional) (Types 1 and 3 Only)

Number of bins:

1

Paper size:

A4 \square , A5 \square , A6 \square , B5 JIS \square , B6 JIS \square , 8 $^1/_2 \times 14\square$, 8 $^1/_2 \times 13\square$, 8 $^1/_2 \times 11\square$, 8 $^1/_4 \times 13\square$, 8 $\times 13\square$, $7^1/_4 \times 10^1/_2\square$, $5^1/_2 \times 8^1/_2\square$, 16K \square , custom size

Paper weight:

 $52 - 220 \text{ g/m}^2$ (14 lb. Bond - 80 lb. Cover)

Paper capacity (80 g/m², 20 lb. Bond):

100 sheets

Power consumption:

11 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

 $400 \times 320 \times 80 \text{ mm} (15.7 \times 12.6 \times 3.1 \text{ inches})$

Weight:

2 kg (4.4 lb.) or less

Specifications for Right Tray (Optional)

Paper size:

A4D, A5D, A6D, B5 JISD, B6 JISD, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11D$, $8^{1}/_{4} \times 13D$, $8 \times 13D$, $7^{1}/_{4} \times 10^{1}/_{2}D$, $5^{1}/_{2} \times 8^{1}/_{2}D$, 16KD, custom size

Paper weight:

60 - 163 g/m² (16 lb. Bond - 90 lb. Index)

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

50 sheets

Dimensions (W \times D \times H):

- When the right tray is open: $315 \times 417 \times 161$ mm ($12.4 \times 16.4 \times 6.3$ inches)
- When the right tray is close: $85 \times 417 \times 295$ mm (3.3 × 16.4 × 11.6 inches)

Weight:

2 kg (4.4 lb.) or less

Q

Specifications for Wireless LAN Board (Optional)

Transmission spec.:

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

Protocol:

TCP/IP, IPX/SPX

Transmission Rate:

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 (Center Frequency):

- 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



- Web Image Monitor is supported.
- The channel in use might differ depending on the country.

8

8

Specifications for Gigabit Ethernet (Optional)

Interface connector:

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

Data transmission speed:

1000 Mbps, 100 Mbps, 10 Mbps

Protocol:

TCP/IP, IPX/SPX

Distance between devices:

100 m

Specifications for Other Options

Copy data security unit

The copy data security unit deletes images and prints the gray ground color of the paper when the documents marked unauthorized are copied.

8

Trademarks

Adobe, Acrobat, Acrobat Reader, PostScript, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Macintosh®, Mac OS®, and Safari® are registered trademarks of Apple Inc.

Firefox[®] is a registered trademark of the Mozilla Foundation.

Microsoft[®], Windows[®], Windows Server[®], and Windows Vista[®] are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

PCL® is a registered trademark of Hewlett-Packard Company.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/ Open Company Limited.

IPX and IPX/SPX are either registered trademarks or trademarks of Novell, Inc.

Java, JavaScript, and all trademarks and logos based on Java are trademarks or registered trademarks of Sun Microsystems, Inc. in the U.S. and other countries.

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

The proper names of the Windows operating systems are as follows:

• The product names of Windows 2000 are as follows:

Microsoft® Windows® 2000 Professional

Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Advanced Server

• The product names of Windows XP are as follows:

Microsoft® Windows® XP Professional Edition

Microsoft® Windows® XP Home Edition

Microsoft® Windows® XP Media Center Edition

Microsoft® Windows® XP Tablet PC Edition

• The product names of Windows Vista are as follows:

Microsoft® Windows Vista® Ultimate

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

• The product names of Windows 7 are as follows:

Microsoft® Windows® 7 Home Premium

Microsoft® Windows® 7 Professional Microsoft® Windows® 7 Ultimate Microsoft® Windows® 7 Enterprise

- The product names of Windows Server 2003 are as follows: Microsoft[®] Windows Server[®] 2003 Standard Edition Microsoft[®] Windows Server[®] 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:
 Microsoft[®] Windows Server[®] 2003 R2 Standard Edition
 Microsoft[®] Windows Server[®] 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows:
 Microsoft[®] Windows Server[®] 2008 Standard
 Microsoft[®] Windows Server[®] 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:
 Microsoft® Windows Server® 2008 R2 Standard
 Microsoft® Windows Server® 2008 R2 Enterprise

Q

INDEX

	Color originals46
1 his term	Color printing41
1 bin tray	Color tones10
TUUUBASE-133	Combine10, 41
A	Communicating indicator56
Access to the machine119	Components49
Adding staples103	Computer16
Adding toner99	Confidential File indicator56
Address book	Contents of the CD-ROM129
ADF20, 49, 122, 137	Control panel50, 54, 61, 62, 63
Adhesive labels89	Converting documents to electronic formats42
Alert indicator	Copier10, 65
Authentication screen	Copy data security unit17, 53, 146
Auto Document Feeder20, 49, 122, 137	Copy speed19
Auto Off70	Counter126
Auto Reduce / Enlarge10	Counterfeit bank bills37
Available characters105	D
В	Data In indicator56
Backing up hard disk data125	Delete45
Booklet	Deleting characters107
Browser unit	DeskTopBinder75
Bypass tray	DeskTopBinder Lite75
вураss пау1, 90, 93	DeskTopBinder Professional75
С	Destinations43
CAUTION21	Display language59
CAUTION labels29, 31	Display panel54, 58
CD-ROM110, 111, 113, 129	Document Server11, 42, 46, 65, 138
Change45	Documentation for This Machine1
Changing modes65	Dos and Don'ts115
Changing Paper Thickness Settings87	Downloading utility software75
Changing the paper size80, 83	Duplex10, 41
Check	Duplex unit51
Checking before sending46	Dustproof glass123
Class B	
Cleaning122, 123, 124	E
Clear key55	E-mail address45
Clear Modes key55	E-mail transmission14
Clear/Stop key55	Energy Saver70
Coated paper89	Energy Saver key55
Collate11	Energy saving functions36
Color	ENERGY STAR Program35
Color copy	Enlarge10
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Enter key (# key)56

Entering letters	106	High Compression PDF	46
Entering numbers	106	Hold Print	11
Entering text	.105, 106	How to enter text	106
Entry screen	105	HTML manuals9, 10	9, 110, 111
Envelope47, 8	30, 89, 94	1	
Environments to avoid	119	•	
Environments where the machine can be		Image quality Important	
Ethernet		Important safety instructions	
Exposure glass		IMPORTANTES MESURES DE SÉCURI	
Extender		Initial settings	
External options		Inquiry	
External tray		Inserting a USB memory	
	145	Inserting an SD card	
F		Inserting and removing a removab	
Facsimile	12, 14, 65	device	72
Fax number	45	Install	
Fax transmission status	46	Installing the HTML manuals	111
Fax unit	53	Internal options	
FCC Rules	37	Internal tray 1 (types 1 and 3 only)	
FCC Rules and IC Rules	37	Internal tray 2	
File format converter	11, 53	Internet Fax	14
File type	42	Interrupt key	55
Finisher	50, 138	IP-Fax	14
Finisher shift tray (types 2 and 4 only)	50	IP-Fax number	45
Font Manager	129	ltems	20
Formats of the operating instructions	109	K	
Frequently-used settings	43		
Front cover	50	Key arrangement	
Function keys	56	Key Color	59
G		L	
Genuine parts	18	Label paper (adhesive labels)	
Genuine toner	18	LAN-Fax	
Gigabit Ethernet	53, 145	LAN-Fax driver	
Grain	95	LAN-Fax driver destination list	
н		Laser safety	
		Laws	
Handling power cords		Legal prohibition	
Handling power plugs		Legality of copying or printing	
Handling the machine's interior		Loading paper	
Handling the machine's supplies		Local connection	
Handling the main machine		Locked Print	
Hard disk	125	Login	62, 63, 64

Login key	55	Operation switch	.50, 54, 67
Login/Logout key	55	Optimum environmental conditions	118
Logout	63, 64	Options	52
Logout key	55	Orientation-fixed paper	79
Low Power mode		Other safety precautions	28
Lower paper tray	50, 52, 140	P	
Lower paper trays	50, 52, 141		
Lower right cover	51	Paper	
M		Paper grain	
		Paper setting direction	
Machine environment		Paper size	
Machine smell		Paper size that is not automatically detec	
Machine types		Paper storage	
Magazine	10	Paper trays	
Mail to Print		Paper types	89
Main power	67, 69	Paperless fax	41
Main power indicator	54	Paperless fax reception	12
Main power switch		Paperless fax transmission	
Main unit	133	Password	15
Maintaining your machine	122	PCL	129
Manuals	109, 110, 111, 113	PDF manuals	9, 113
Manuals for Administrators	111	Perchlorate material	39
Manuals for this machine	7	Plug	124
Manuals list	9	Positions of WARNING and CAUTION	
Media	109	types 1 and 3	
Media access lamp	56	Positions of WARNING and CAUTION types 2 and 4	
Media slot	56	PostScript 3	
Memory transmission	46	Power	
Moving	117	Power connection	
N		Power cord plug	
		Power supply	
Names of major items		Power switch symbols	
Network		PPD	
Network connection		Preventing an unauthorized copy	
Network delivery scanner		Print job function	
Normal Color Scan		Print speed	
Notes		Printed manuals	
Notice		Printer	
Number keys		Printer driver6	
Numbers	106	Printing a PDF file directly	
0		Printing with the finisher	
OHP transparencies	10 80	Program	
Operating instructions		Program as Defaults	

Program key	55	Software included on the CD-ROM	129
R		Sort	1C
	<i></i>	Space required for the machine	
Receiving File indicator		Specifications133, 137, 138, 140	
Recommended paper sizes and types			4, 145, 146
Reduce		Specifying the paper size	
Reducing costs		Stamp	
Register		Standard TCP/IP	
Registering destinations		Staple	
Regulations		Start key	
Removing a USB memory		Stop key	
Removing an SD card		Stored Print	
Replacing toner		Storing paper	
Right tray5	0, 52	Storing received documents	
S		Symbols	
Safety information	21	System Reset	66
Safety labels		T	
Safety precautions to be followed		Telephone equipment	39
Sample Copy key		Text	
Sample Print		Thick paper	
Saving color copies		Toner9	
Saving paper		Total counter	
Scan files		Trademarks	
Scanner1		Tray 1	
Scanning color originals		Tray 2	
ScanRouter1		Tray 2 right cover	
SD card		Tray 3	
Searching by keyword		Tray 4	
Searching by what you want to do		Turning off the main power	
Security functions		Turning off the power	
Sending faxes when toner has run out		Turning on the main power	
Sending scan files by e-mail		Turning on the power	
Sending scan files by Scan to Folder		TWAIN driver	
Sending scanned documents when toner ha		Two-sided paper	
out		Two-Sided Print	
Simplified display	58		
Simplified Display key5	55, 58	U	
Size notation		Unauthorized copy prevention	17
Sleep mode	36	Unusable paper	96
SmartDeviceMonitor for Admin		Upper right cover	50
SmartDeviceMonitor for Client	76	USB	47
SMB folder	45	USB memory	72, 73, 74
Smell	115	Used toner	102

User Code Authentication	61, 62	
User Text		
User Tools key		
User Tools/Counter key	55, 59	
Utilities included on the CD-ROM	129	
Utility software	75	
V		
Ventilation	115	
Ventilation holes	49, 51	
Viewing the HTML manuals	110	
W		
WARNING	21	
WARNING labels	29, 31	
Web Image Monitor11	, 12, 16, 64	
Web Services on Devices	15	
When toner has run out	102	
Where to put your machine	117	
Windows Network Printer	47	
Wireless LAN	12, 144	
Wireless LAN board	53, 144	
WSD	15	

MEMO

MEMO

MEMO

