Operating Instructions

About This Machine

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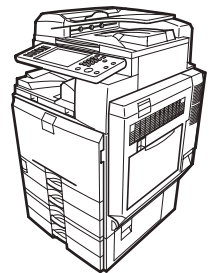
Introduction

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

Important

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

Notes:

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

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

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

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGalnP laser diodes, 7-milliwatt, 645-660 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

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

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Caution:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.9 "Machine Types".)

- Type 1: 20copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)
- Type 2: 25copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)
- Type 3: 30copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)

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

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

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

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

Power Source

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

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

Manuals for This Machine

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

❖ **About This Machine**

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **General Settings Guide**

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

❖ **Troubleshooting**

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

❖ **Security Reference**

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.

Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy/ 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 Guide**

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

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ **Other manuals**

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
- DeskTopBinder Lite Setup Guide
- DeskTopBinder Introduction Guide
- Auto Document Link Guide

📝 **Note**

❒ Manuals provided are specific to machine types.

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

❒ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite [*1] and DeskTopBinder Professional	DeskTopBinder
ScanRouter EX Professional [*1] and Scan-Router EX Enterprise [*1]	The ScanRouter delivery software

[*1] Optional

What You Can Do with This Machine

This section introduces the features of this machine.

✎ Note
❒ For details about options, see "Options".

🔍 Reference
p.13 "Options"

Copier, Facsimile, Printer, and Scanner Functions

This machine provides copier, facsimile (optional), printer, and scanner functions.

AMF002S
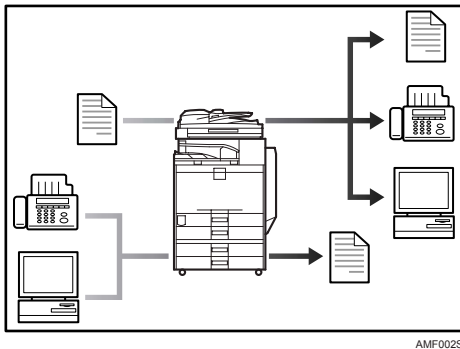
- You can make copies of originals. With a finisher (optional), you can staple copies. See Copy Reference.
- You can send originals by fax or e-mail, and receive faxes from other parties. See Facsimile Reference.
- You can print documents created in applications. See Printer Reference.
  You can print documents from Windows 95/98/Me (TCP/IP, IPP), Windows 2000 (TCP/IP, IPP), Windows XP/Server 2003 (TCP/IP, IPP), Windows NT 4.0 (TCP/IP, IPP), NetWare, UNIX (TCP/IP), and Macintosh (AppleTalk) environments because the machine supports all these. (multi-protocol)
- You can scan originals and send scan files to a computer. See Scanner Reference.

Utilizing Stored Documents

You can store files scanned by this machine, or files sent from other fax machine or computers, into the machine's hard disk. You can print and fax stored files as required. You can also change print settings and print multiple documents (Document Server).
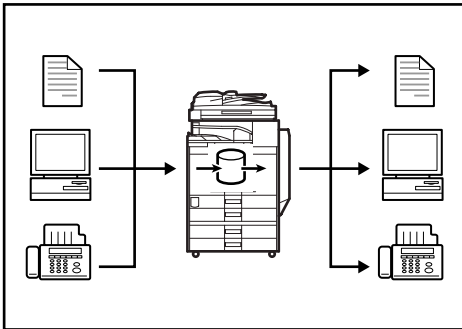

AMF003S

- With DeskTopBinder (optional), you can search, check, print and delete stored documents using your computer.
- You can also retrieve stored documents scanned in printer or scanner mode. For details, see Printer Reference, and Scanner Reference.
- You can retrieve files scanned under the copier function. For details, see Scanner Reference.
- For more information about machine's settings, see "Network Settings", General Settings Guide.
- For more information about document server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference.
- For more information about document server in fax mode, see "Storing a Document", Facsimile Reference.
- For more information about document server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference.
- For more information about document server, see "Document Server", Copy/Document Server Reference.
- For more information about DeskTopBinder, see DeskTopBinder manuals.

Paperless Fax Transmission and Reception

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

Reception

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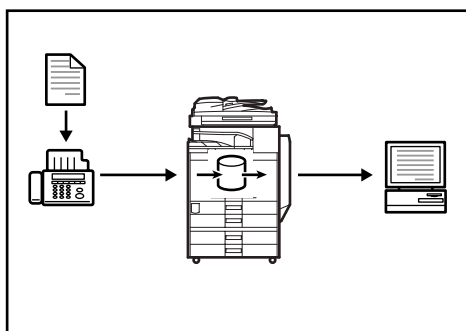

AMF004S

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

Transmission

You can send a fax from your computer over the network (Ethernet, IEEE 1394 (IP over 1394), or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).
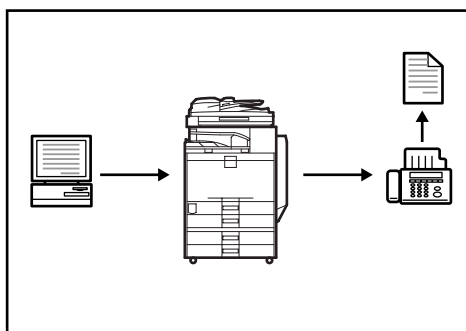
AMF005S

- Print from a Windows application, select the LAN-Fax printer, and then select the fax destination.
- The sender can check the images s/he has sent.
- For more information about machine's settings, see "Network Settings", General Settings Guide.
- For more information about how to use the function, see "Fax via Computer", Facsimile Reference.
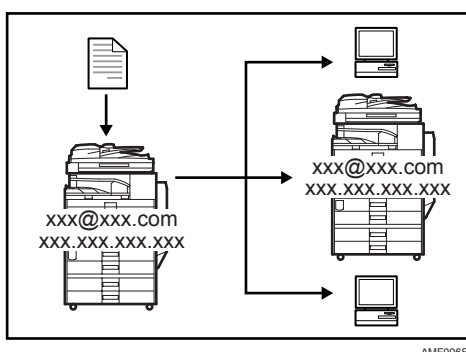
Fax Transmission and Reception Through the Internet

You can send fax documents via e-mail by specifying the recipient's e-mail address (Internet Fax Transmission).

You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception).

You can send fax documents by specifying IP-fax destination using IP addresses (IP-Fax Transmission).

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

AMF006S

❖ **Internet Fax**

- You can send fax documents through e-mail by specifying the recipient's e-mail address.

- You can receive sent documents via Internet Fax, or from computers.

- You can receive data such as e-mail from computers and faxes from Internet fax machines, and then print or forward that data.

- For more information about machine's settings, see "Network Settings", General Settings Guide.

- For more information about how to use the function, see "Transmission","Reception", Facsimile Reference.

❖ **IP-Fax**

- You can exchange documents between fax machines directly connected to the TCP/IP network.

- You can send documents by specifying an IP address or host name instead of a fax number.

- For details about the machine's settings, see "Network Settings", General Settings Guide.

- For details about how to use this function, see "Transmission" and "Reception", Facsimile Reference.

Using the Scanner in a Network Environment

You can use a scanner over the network.
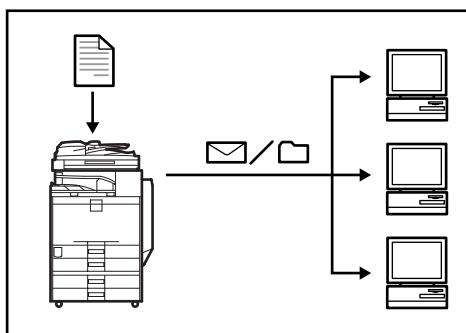
AMF008S

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

- With the ScanRouter delivery software, you can save scan files in specified destinations on network computers (Saving scan files). See Scanner Reference.

- You can send scan files directly to folders (Sending scan file by Scan to Folder) See "Sending Scan Files by Scan to Folder", Scanner Reference.

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

Administrating the Machine/Protecting Documents (Security Functions)

You can prevent information leakage by managing the machine and protecting documents.
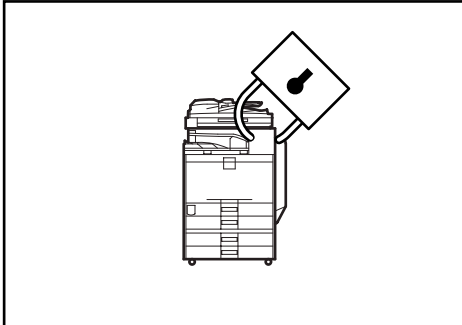
AMF009S

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

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

- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.

- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit* and Security Reference.

Monitoring the Machine Via Computer

You can monitor machine status and change settings using a computer.
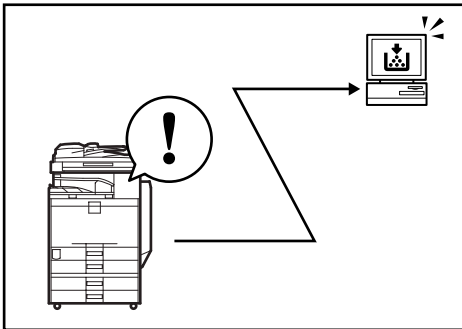
AMF010S

- Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web Image Monitor, you can use a computer to view the machine's status, such as to check on paper quantities, or misfeeds, etc. See General Settings Guide.

- You can use a Web Image Monitor to make network settings. See General Settings Guide.

- With Web Image Monitor, you can register an address book.
  See the Web Image Monitor's Help.

Preventing an Unauthorized Copy

You can print embedded pattern on paper to prevent them from being copied.
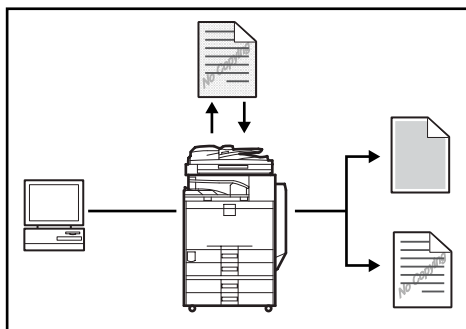
AMG028S

- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security Unit (optional), protected pages are grayed out in the copy, preventing confidential information from being copied. If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security Unit*, the machine beeps to notify users that unauthorized copying is being attempted.
  If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.
  See the printer driver Help and Printer Reference.

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

TABLE OF CONTENTS

1. Getting Started

2. Entering Text

3. Appendix

Notice

Notice To Wireless LAN Interface (optional) Users

$$C \in \textcircled{!}$$

Notice to Users in EEA Countries

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

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

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

This product is only for use in EEA or other authorized countries. Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ *WARNING:*

Indicates important safety notes.

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

⚠ *CAUTION:*

Indicates important safety notes.

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

❈ **Important**

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

✐ **Note**

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

🔎 **Reference**

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

[ ]

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

【 】

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

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.*

- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*
- *To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.*
- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:*
    - *You spill something into the machine.*
    - *You suspect that your machine needs service or repair.*
    - *The external housing of your machine has been damaged.*
- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame.*
- *Disposal can take place at our authorized dealer.*
- *Dispose of used toner containers in accordance with local regulations.*
- *Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.*
- *Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.*
- *Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.*
- *If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.*
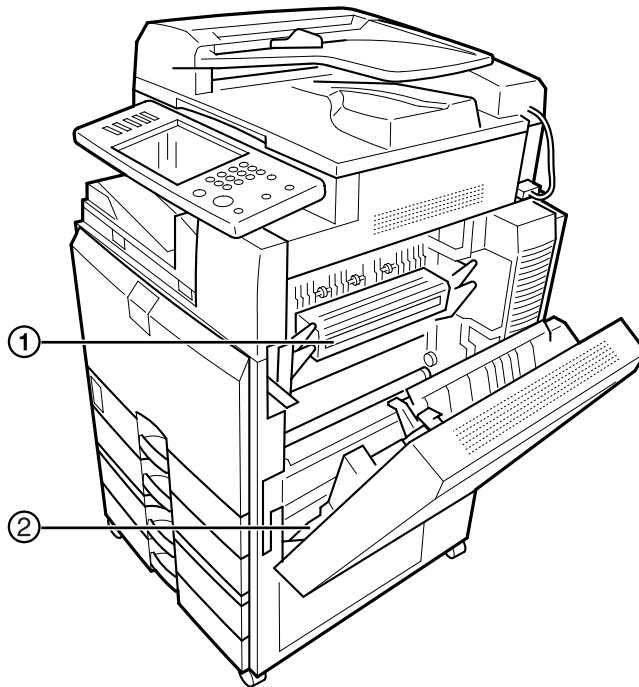
⚠ *CAUTION:*

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Before moving the machine, be sure to disconnect the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *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.*
- *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.*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *Avoid getting toner on your clothes or skin when removing paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*

⚠ *CAUTION:*

- *Do not look into the lamp. It can damage your eyes.*
- *When loading paper, take care not to trap or injure your fingers.*
- *During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.*
- *Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.*
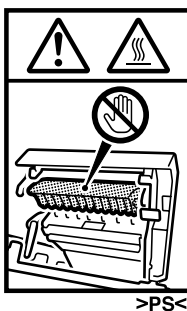
Positions of ⚠WARNING and ⚠CAUTION labels

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

①

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

- High temperature – Do not touch this unit when removing misfed paper.
- Température élevée – Ne touchez pas cette unité lorsque vous retirez le papier coincé.
- Hohe Temperaturen – Diese Einheit nicht berühren beim Beseitigen von Papierstaus
- Temperatura elevata – Non toccare questa unità durante la rimozione di carta inceppata.
- Muy caliente. No toque esta unidad al retirar el papel atascado.
- 高温 - 取出卡纸时请勿触摸此部件。●고온-용지를 제거할 때 닿지 않도록 조심하십시오.
- 高温注意，取出夾紙時請勿碰觸這單元。●内部は高温になっています。用紙を取り除く時は注意してください。

B2   >PET<

②

>PS<

AMF052S

7

ENERGY STAR Program

ENERGY STAR® Program

The ENERGY STAR® Program encourages 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.

❖ **Low-Power mode**

This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies press the 【Energy Saver】 key first.

- Off mode (for models equipped with the copier function only)
  If the machine is left idle for a specific time (default for Type 1: 20 minutes, default for Type 2, 3: 30 minutes), it is automatically switched off by Auto Off mode. To turn the machine back on, switch the Operation switch to "On".

- If the machine is left idle in Low-Power mode for a specific time (default for Type 1: 10 minutes, default for Type 2,3: 15 minutes), it automatically switches to a power saving mode. This is called "Sleep mode" in the ENERGY STAR Program. (Note that you can send print jobs from your computer or receive incoming faxes even in Sleep mode.) To wake the machine up, switch the Operation switch to "On".

❖ **Duplex Priority**

The ENERGY STAR Program recommends the duplex function. This function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals→ two-sided copies) can be selected preferentially when the Operation switch or 【**Clear Modes**】key is pressed, or the machine resets automatically.

		Printer and scanner installed		
		Type 1	Type 2	Type 3
Low-power Mode	Power consumption	99 W	99 W	
	Default interval	10 minutes	20 minutes	
	Recovery time	20 seconds	20 seconds	
Sleep mode	Power consumption	8 W	8 W	
	Default interval	20 minutes	30 minutes	
	Recovery time	30 seconds	30 seconds	

Duplex priority	One-sided→One-sided

$\mathcal{P}$**Reference**

For details about changing how long the machine waits before switching to Low-Power mode, see "Timer Settings", General Settings Guide.

For details about changing how long the machine waits before switching to Low-Power mode, see "Timer Settings", General Settings Guide.

For details about changing Duplex Priority mode, see "Programming Defaults in Initial Display", Copy/Document Server Reference.

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

Machine Types

This machine comes in two models which vary in copy speed. To ascertain which model you have, see the inside front cover.
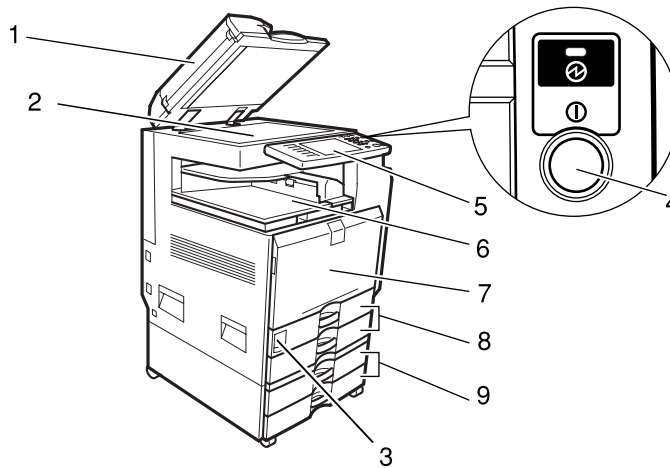
	Type 1	Type 2	Type 3
Copy speed	20 copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)	25 copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)	30 copies/minute (A4 $\square$, $8^1/_2$" × 11" $\square$)

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

AMG010S

1. Auto Document Feeder (ADF)

(The illustration shows the ADF.)

If you load a stack of originals in the auto-document feeder (ADF), the ADF will automatically feed the originals one by one.

2. Exposure glass

Place originals face down here for copying.

3. Main power switch

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

See "Turning On the Power".

4. Operation switch

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

See "Turning On the Power".

5. Control panel

See "1.2 Control Panel".

6. Internal Tray 1

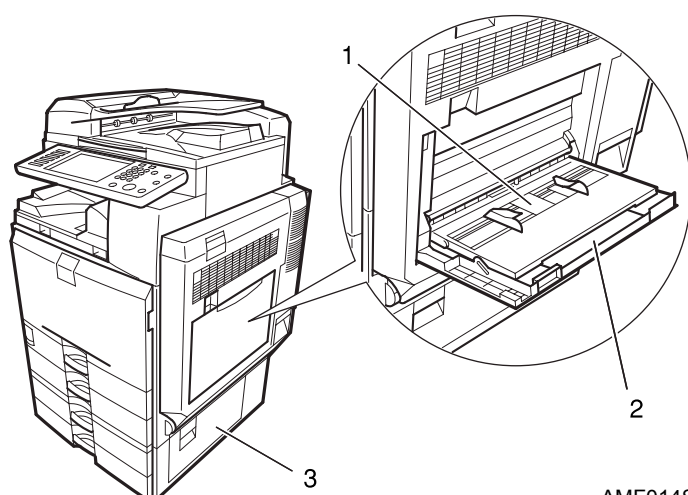Copied, printed paper or fax messages are delivered here.

7. Front Cover

Open this cover when a paper jam occurs.

8. Paper Tray 1,2

Load paper here.

9. Lower Paper Trays (optional)

Load paper here.

11

AMF014S

1. **Bypass Tray**

Use when copying onto OHP transparencies, adhesive labels, translucent paper, postcards, and custom size paper.

2. **Extender**

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

3. **Lower Right Cover**

Open this cover when a paper jam occurs.

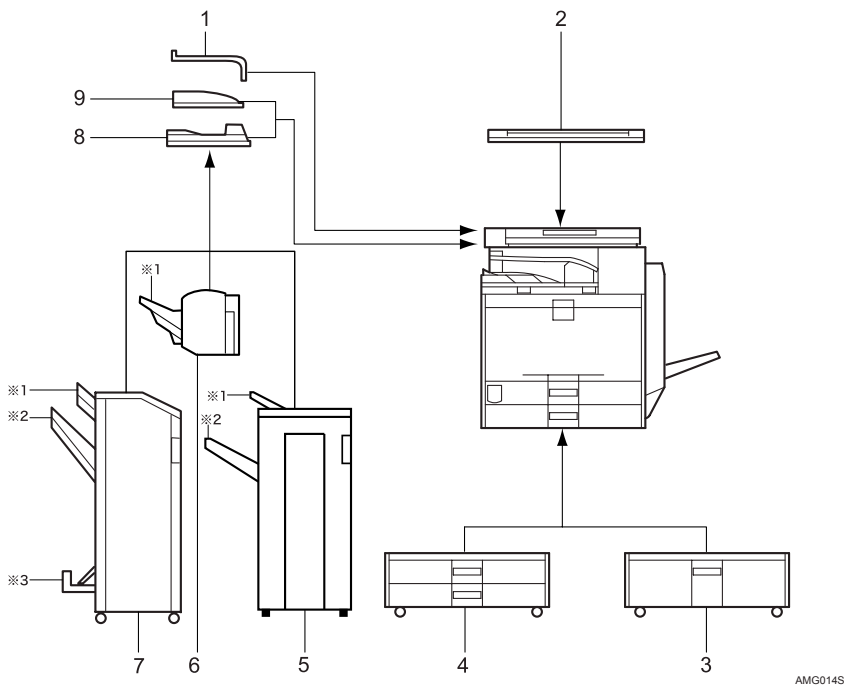## ℘Reference

p.15 "Control Panel"

p.25 "Turning On the Power"

12

Options

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

External Options

This section provides explanations about external options.

AMG014S

1. **Internal Tray 2**

If you select this as the output tray, copied paper will be delivered here face down.

2. **Exposure glass cover**

Lower over originals for copying.

3. **Paper Tray 3 (LCT)**

You can load up to 2,000 sheets of A4 paper in this tray.

4. **Lower Paper Trays**

This is a two-level paper tray.

5. **1000-sheet finisher**

Sorts, stacks, and staples copies.
*1: Finisher Upper Tray
*2: Finisher Shift Tray

6. **500-sheet finisher**

Using this, you can sort multiple copies and staple them.
*1: Finisher Upper Tray
*2: Finisher Shift Tray
*3: Finisher Booklet Tray

7. **booklet finisher**

Sorts, stacks, and staples copies.

8. **Bridge Unit**

Relays copies to the finisher.

9. **Internal Shift Tray**

Sorts, stacks, and tucks copies by job.

Internal Options

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

- Fax unit
  Allows you to use the fax function.

- Extra G3 Interface Unit
  This lets you add a G3 fax line.

- PictBridge card
  This lets you directly print photographs taken with a PictBridge -compatible digital camera.

- USB host board
  This lets you connect a PictBridge-compatible digital camera to the machine with a USB cable.

- IEEE 1284 Interface Board
  Allows you to connects to an IEEE 1284 cable.

- IEEE 1394 interface board
  Allows you to connect to an IEEE 1394 cable.

- IEEE 802.11b wireless LAN board
  Allows you to install a wireless LAN interface.

- Bluetooth unit
  Allows you to expand the interface.

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

- Copy Data Security Unit
  If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.

- DataOverWriteSecurity Unit
  Allows you to erase data on the hard disk.

✐ **Note**

❐ You cannot install two or more of the options below: IEEE 1394 interface board, IEEE 802.11b wireless LAN board, Bluetooth unit, IEEE 1284 interface board, USB host board.

❐ If the Copy Data Security Unit is installed in the machine, you cannot use the scanner and fax functions.

Control Panel

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

AMG009S
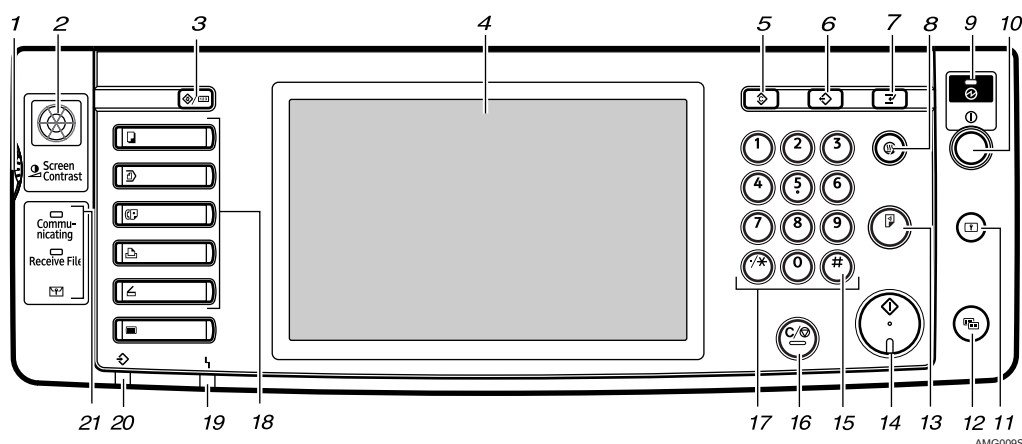
1. Screen contrast knob

Adjusts display panel brightness.

2. Colour circle

Refer to this when adjusting colours.

3. 【User Tools/Counter】 key

- User Tools
  Press to change the default and conditions to meet your requirements. See "Accessing User Tools (System Settings)", General Settings Guide.

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

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

4. Display panel

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

5. 【Clear Modes】 key

Press to check settings.

6. 【Program】 key (copier, facsimile, and scanner mode)

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

7. 【Interrupt】 key (copier and scanner mode)

Press to make interrupt copies during copying or scanning. See "Interrupt Copy", Copy/ Document Server Reference.

8. 【Energy Saver】 key

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

9. Main power indicator

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

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

10. Operation switch

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

15

11. 〖Login/Logout〗 key

Press this to log in or log out.

12. 〖Simplified Display〗 key

Press this to switch to the Simplified Display.

13. 〖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/ Document Server Reference.

14. 〖Start〗 key

Press to start copying. Start scanning or printing documents stored using the Document Server function.

15. 〖#〗 key (enter key)

Press to enter a value.

16. 〖Clear/Stop〗 key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a job in progress, such as scanning, faxing, or printing.

17. Number keys

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

18. Function keys

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

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

19. Alert indicator

Lights continuously if an error has occurred.

20. Data in indicator (printer mode)

Blinks continuously if the machine has received a print job.

21. 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.

$\mathcal{P}$ Reference

Display

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

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

When you select or specify an item on the display panel, it is highlighted like `Auto Density`. Keys appearing as `Backspace` cannot be used.

⚡Important

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

The copying screen is displayed as default after power on.

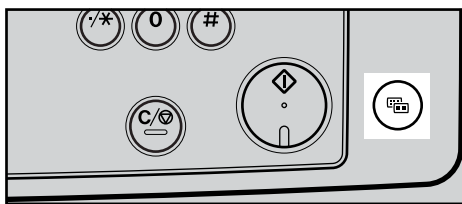The following display is of a machine with the options fully installed.

Simplified Display

This section explains the "Simplified Display" and its keys.

If you press 【Simplified Display】, functions screens change to their simplified displays.
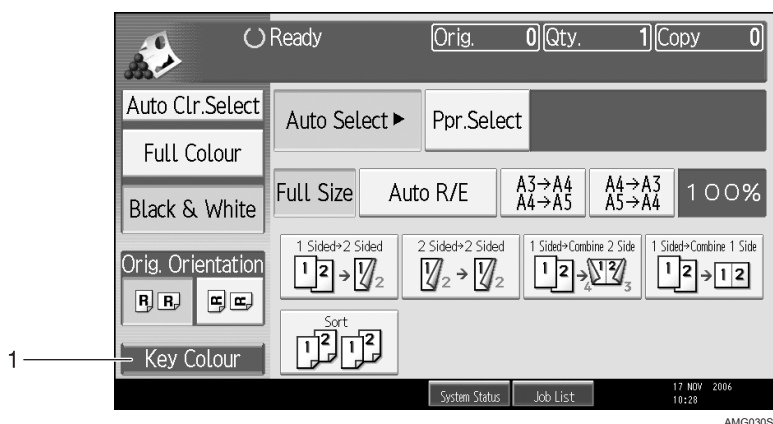
Simplified displays contain main functions only.

Enlarged characters and keys make for easier operation.

AMG051S

❖ **Simplified Display**

This illustration shows the copier function's simplified display.

AMG030S

1. **[Key Colour]**

Use this to intensify the screen contrast by changing the colour of the keys. This does not work on the default screens of the respective function.

✐ **Note**

❒ Press the 【Simplified Display】 key again to return to the copier function's default screen.

❒ Simplified displays do not contain every available key.

18

When the Authentication Screen is Displayed

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled, the Authentication Screen appears on the screen. The machine only becomes operable after entering your own logging user name and logging password. If user code authentication is enabled, 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.

⚹Important

❏ Ask the user administrator for the logging user name, logging password, and user code. For details about user authentication, contact your administrator.

❏ User code to enter on User Code Authentication is the numerical value registered in the address book as "login user name".

✐ Note

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

User Code Authentication (Using the Control Panel)

When user authentication is set, the following screen appears:
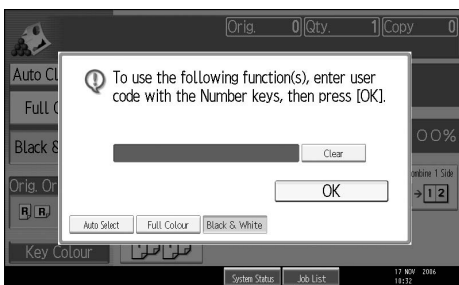
Enter a user code (up to eight digits), and then press **[OK]**.

✐ Note

❏ To log off, do one of the following:

- Press the Operation switch.

- Press the **【User Tools/Counter】** key, press **[System Settings]**, and then press the **【User Tools/Counter】** key.

- Press the **【Energy Saver】** key after jobs are completed.

User Code Authentication (Using a Printer Driver)

When user authentication is set, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

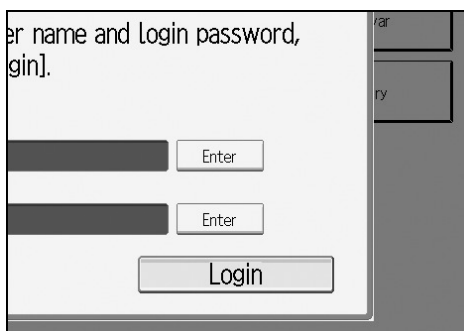# Login (Using the Control Panel)

Follow the procedure below to log on when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

A **Press [Enter] for [Login User Name].**
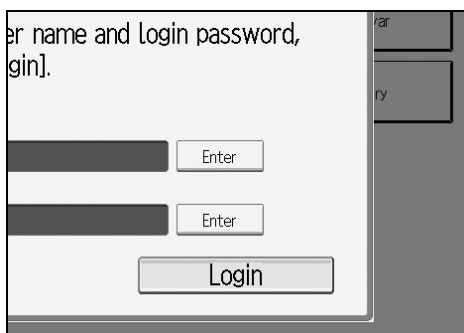
B **Enter a login user name, and then press [OK].**

C **Press [Enter] for [Login Password].**

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

E **Press [Login].**

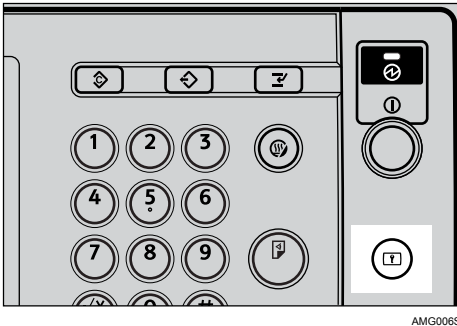When the user is authenticated, the screen for the function you are using appears.

Note

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

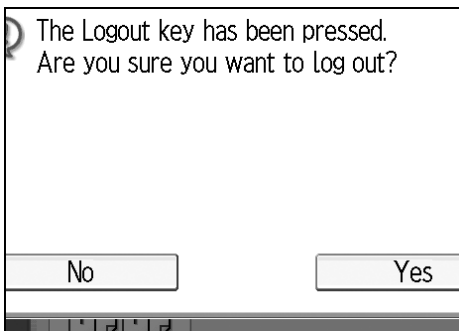❒ If user code authentication has been specified, a different screen appears.

Log Off (Using the Control Panel)

Follow the procedure below to log off when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

A Press the 【Login/Logout】 key.

AMG006S

B Press [Yes].

The Logout key has been pressed.
Are you sure you want to log out?

No   Yes

Login (Using a Printer Driver)

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

✐ Note

❒ When logged on using a printer driver, you do not have to log off.

21

Login (Using Web Image Monitor)

This section explains how to log onto the machine via Web Image Monitor.

A **Click [Login].**

B **Enter a login user name and password, and then click [Login].**

✐ Note

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

Log Off (Using Web Image Monitor)

A **Click [Logout] to log off.**

✐ Note

❒ Delete the cache memory in the Web Image Monitor after logging off.

Changing Modes

✐ Note

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

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing User Tools
- During interrupt copying
- During On hook dialing for fax transmission
- While scanning an original

❒ The copying screen is displayed as default after power on. You can change this default setting. For the setting procedure, see "General Features", General Settings Guide.
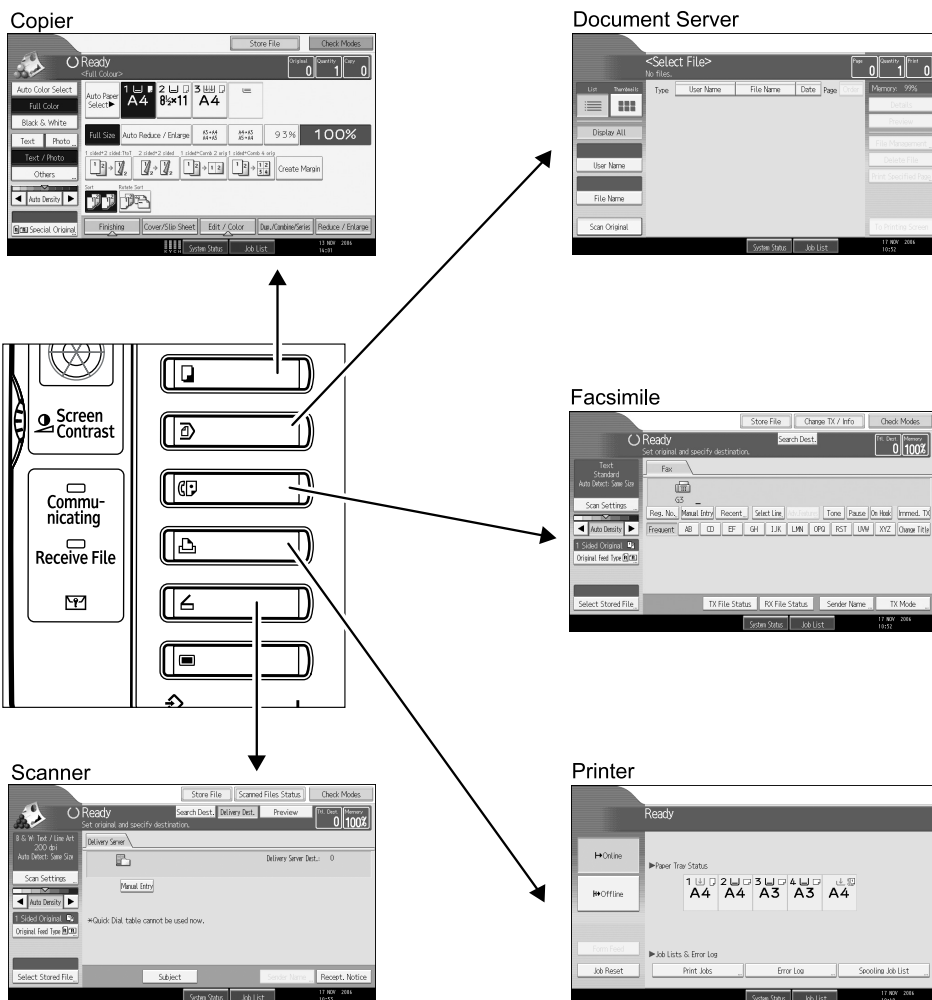
AMG029S

System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset". See "General Features", General Settings Guide.

You can change the System Reset time. See "Timer Settings", General Settings Guide.

Turning On the Power

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

❖ **Operation switch**

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 copies.

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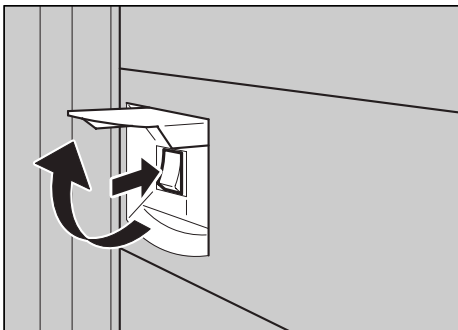
📝 **Note**

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See "Timer Settings", General Settings Guide.

Turning On the Main Power

Turn on the main power as follows:

A **Make sure the power code is firmly plugged into the wall outlet.**

B **Open the main power switch cover and turn on the main power switch.**

The main power indicator goes on.

AMF018S

📝 **Note**

❒ 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.

❒ 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

Turn on the power as follows:

1 **Press the operation switch.**

The On indicator goes on.
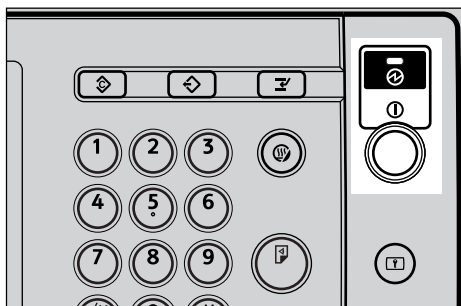
AMG007S

✐ Note

❒ If the power does not come on when the Operation switch is pressed, check the main power switch is on. If it is off, turn it on
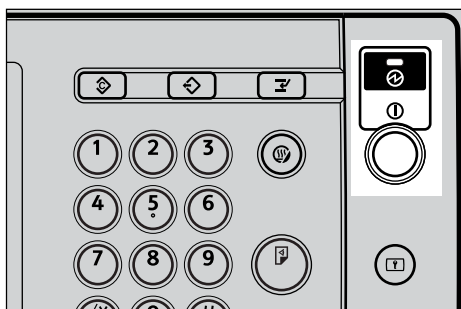
Turning Off the Power

Turn off the power as follows:

1 **Make sure the exposure glass cover and the ADF is in the right position.**

2 **Press the operation switch.**

The On indicator goes off.

AMG007S

✐ Note

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

- When the exposure glass cover or ADF is open.
- During communication with external equipment.
- When the hard disk is active.

26

Turning Off the Main Power

Turn off the main power as follows:

⚠️Important

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

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

A Make sure the On indicator is not lit.

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

The main power indicator goes out.

🖉 Note

❒ When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, keep the following points in mind:

❒ 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.

❒ The On indicator does not go out, but blinks in dial-in mode even if you press the operation switch. When this happens, check the explanations below, and turn off the main power switch.

- the computer is not controlling the machine.

- the machine is not receiving a fax.

Saving Energy

This machine has the following two 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. See "Timer Settings", General Settings Guide.

❖ **Auto Off**

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

You can change the Auto Off time. See "Timer Settings", General Settings Guide.

✐ **Note**

❒ The Auto Off function will not operate in the following cases:

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the cover is open
- When the "Add Toner" message appears
- When toner is being replenished
- When the User Tools/Counter/Enquiry screen is displayed
- When fixed warm-up is in progress
- When the facsimile, printer, or other functions are active
- When operations were suspended during printing
- When the On-hook dialing function is in use
- When a recipient is being registered in the address list or group dial list
- When the Data In indicator is on or blinking
- When the screen of stored document under the printer function is displayed

This section describes how to enter characters.

Entering 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. You can enter the characters below.
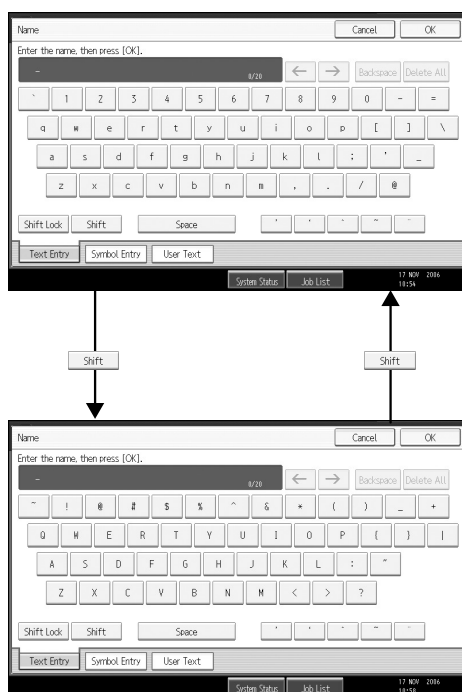
Available Characters

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
  0123456789

Keys

You can change the entry screen using the keys below.

AMG031S

Note

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

How to Enter Text

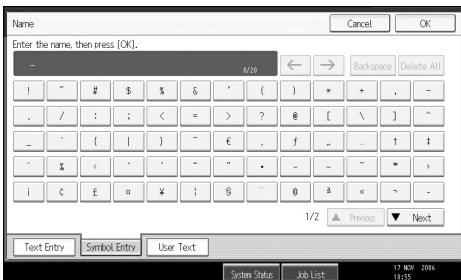This section explains text entry more specifically.

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

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

Entering Symbols

A **Press [Symbol Entry] to enter into the Symbols mode.**
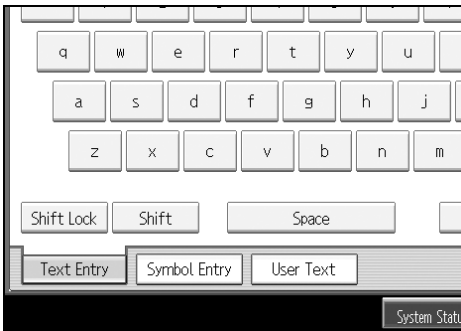
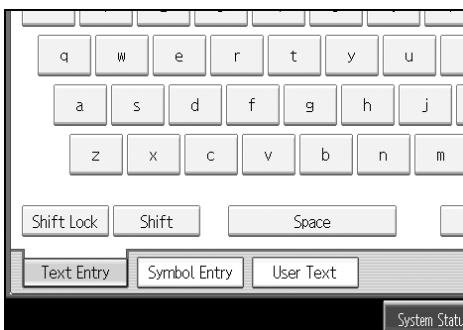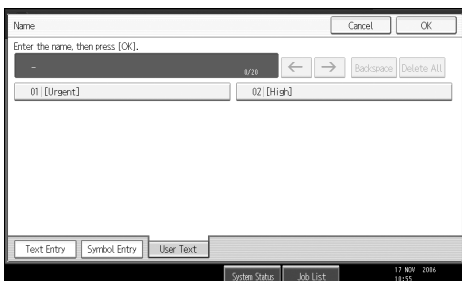**B** **Press the symbols you want to enter.**

Selecting a User Text

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

For details about registering User Texts, see "General Features", General Settings Guide.

A Press [User Text].

B Select the User Text you want to use.

℘Reference

"General Features" General Settings Guide

2

This section describes Dos and Don'ts and copy paper.

Dos and Don'ts

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

⚠ *CAUTION:*

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

⚠ *CAUTION:*

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

🔥Important

❒ Do not turn the power off while the On 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 Off the Power", "Turning Off the Main 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 hole 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 Off the Power", "Turning Off the Main Power".

❒ Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.

❒ Do not move or tilt the machine when the power is on.

❒ Do not allow small objects such as paperclips to fall into or become stuck inside the machine.

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

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

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

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

⌕Reference

p.26 "Turning Off the Power"

p.27 "Turning Off the Main Power"

Saving Colour Copies

Followings are notes on saving colour copies.

- There is no difference between colour prints and colour copies in terms of fading. However, for long-term storage, make sure to store them in a binder away from direct sunlight.

- 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.

Software and Utilities Included on the CD-ROM

Three CD-ROMs come with this machine: "Printer Drivers and Utilities", "Scanner/PostScript Drivers and Utilities", and "Print version Manuals". PS Driver is stored in "Scanner/PostScript Drivers and Utilities". In "Print version Manuals", manuals are stored in PDF format.

The following are included in the three separate CD-ROMs:

❖ **Font Manager 2000**
For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager 2000, see the manual on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **SmartDeviceMonitor for Admin**
For the system administrator to manage network printers.

❖ **DeskTopBinder-SmartDeviceMonitor for Client**
For users to manage their network print status.

❖ **1394 Utility**
For the optional IEEE 1394 interface unit. For details, see the Readme file or the manual provided with the optional IEEE 1394 interface unit.

❖ **Acrobat Reader**
This utility allows you to read PDF files (Portable Document Format).

❖ **Printer Utility for Mac**
This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript Supplement.

✒ Note
❒ Documentation about using the machine is included on the CD-ROM in PDF format. For details about using Acrobat Reader, see Acrobat Reader online Help.

🔍 Reference
SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client Help

Acrobat Reader online Help

Viewing the contents of the CD-ROM

Follow the procedure below to view the contents of the CD-ROMs.

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

The installer starts.

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

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

Printer Drivers for This Printer

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

Printer Language	PCL 6	PCL 5c	RPCS	PostScript 3
Windows 95 [*1]	OK	OK	OK	OK [*12]
Windows 98 [*2]	OK	OK	OK	OK [*12]
Windows Me [*3]	OK	OK	OK	OK [*12]
Windows 2000 [*4]	OK	OK	OK	OK [*13]
Windows XP [*5]	OK	OK	OK	OK [*13]
Windows Server 2003 [*6]	OK	OK	OK	OK [*13]
Windows NT 4.0 [*7]	OK [*11]	OK [*10]	OK [*10]	OK [*11] [*12]
Mac OS [*8]	–	–	–	OK [*12]
Mac OS X [*9]	–	–	–	OK [*14]

[*1] Microsoft Windows 95 operating system
[*2] Microsoft Windows 98 operating system
[*3] Microsoft Windows Millennium Edition
[*4] Microsoft Windows 2000 Advanced Server
Microsoft Windows 2000 Server
Microsoft Windows 2000 Professional
[*5] Microsoft Windows XP Professional
Microsoft Windows XP Home Edition
[*6] Microsoft Windows Server 2003 Standard Edition
Microsoft Windows Server 2003 Enterprise Edition
[*7] Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.
[*8] Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
[*9] Mac OS X 10.1 or later (Native mode)
[*10] Requires Service Pack 4 or later.
[*11] Requires Service Pack 6 or later.
[*12] The Adobe PostScript 3 printer drivers and PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

[*13] The PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

[*14] The Adobe PostScript Printer Description (PPD) installer is included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

❖ **PCL printer drivers**

Two kinds of PCL printer driver (PCL 5c and PCL 6) are included on the CD-ROM that comes with this machine. These drivers allow your computer to communicate with this machine via a printer language.

❖ **RPCS printer driver**

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

❖ **Adobe PostScript Printer Drivers and PPD files**

Adobe PostScript printer drivers and the PPD files are included on the CD-ROM provided with this machine. Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

❖ **PPD files**

PPD files are included on the CD-ROM provided with this machine. PPD files allow the printer driver to enable specific printer functions.

Note

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

Reference

"Preparing the Machine" Printer Reference

PostScript 3 Supplement

TWAIN Driver

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

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

❖ **File path**

The following drivers are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities" provided with this machine:
\DRIVERS\TWAIN

❖ **System requirements**

- Hardware
  PC/AT-compatible machines that support the following operating system properly
  Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.

- Operating system
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows NT 4.0
  Microsoft Windows Server 2003

- Display resolution
  800 x 600 pixels, 256 colours or higher

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ **File path**
The following folders are on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities":

- LAN-Fax Driver for Windows 98/Me
  \DRIVERS\LAN-FAX\WIN9X_ME

- LAN-Fax Driver for Windows NT 4.0
  \DRIVERS\LAN-FAX\NT4

- LAN-Fax Driver for Windows
  2000/XP and Windows Server 2003
  \DRIVERS\LAN-FAX\WIN2K_XP

❖ **System requirements**

- Hardware
  PC/AT-compatible

- Operating systems
  Microsoft Windows 98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003
  Microsoft Windows NT 4.0

- Display
  VGA 640×480 pixels or more

Note
❒ Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

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

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

❖ **File path**
The following drivers are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities" provided with this machine:
\UTILITY\DESKV2

❖ **System requirements**

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

- Operating system
  When installing all functions of Desk Navigator.
  Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition
  Microsoft Windows Server 2003 Standard Edition/Enterprise Edition

  When installing only SmartDeviceMonitor for Client
  Microsoft Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition Microsoft Windows Server 2003 Standard Edition/Enterprise Edition Microsoft Windows NT 4.0 SP5 or later

🔎 **Reference**
Scanner Reference

SmartDeviceMonitor for Admin

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

❖ **File path**

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

NETWORK\DEVMON\ADMIN\DISK1

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

❖ **Available functions**

SmartDeviceMonitor for Admin has the following functions to check:

- printer supplies such as paper or ink;
- results of print jobs executed from the computer.

$\mathcal{P}$**Reference**

Network Guide

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

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

❖ **File path**
DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities": **\UTILITY\DESKV2**

❖ **Operating environment of the printer driver**

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

- Applicable OS
Microsoft Windows 98SE/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003

🖉 **Note**
❒ See "DeskTopBinder Lite", Scanner Reference or Help of DeskTopBinder-SmartDeviceMonitor for Client.
❒ DeskTopBinder includes SmartDeviceMonitor for Client. See Help of Desk-TopBinder-SmartDeviceMonitor for Client.

Copy Paper

This section describes recommended paper sizes and types, unusable paper, and paper storage.

Recommended Paper Sizes and Types

The following limitations apply to each tray:

⚠️**Important**

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

❖ **Paper tray 1**

Paper type and weight	Metric version	Inch version	Paper capacity
Standard 60-81g/m^2 (16-22lb.)	A4 ⬠	$8^1/_2$" × 11" ⬠	500 sheets
Middle thick paper 82-105 g/m^2 (22-28 lb.)			*1
Thick paper 106-169 g/m^2 (22.5-44 lb.)			

*1 When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.

❖ **Paper tray 2 and Paper tray 3,4 (option)**

Paper type and weight	Metric version	Inch version	Paper capacity
Standard 60-81g/m^2 (16-22lb.)	A3⬓, A4 ⬠⬓, A5 ⬠, B4JIS⬓, B5JIS ⬠⬓, 11" × 17"⬓, $8^1/_2$" × 14"⬓, $8^1/_2$" × 11" ⬠⬓, $7^1/_4$"×$10^1/_2$" ⬠⬓,8"×13"⬓,$8^1/_2$"×13"⬓,$8^1/_4$"×13"⬓,8K⬓, 16K ⬠⬓		550 sheets
	Custom size (Vertical: 182-297 mm, Horizontal: 148-432 mm)	Custom size (Vertical: 7.1"-11.6", Horizontal: 5.5"-17")	

❖ Bypass Tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-81g/m² (16-22lb.)	A3⮣, A4🗍⮣, A5🗍⮣, A6⮣, B4JIS⮣, B5JIS🗍⮣, B6JIS⮣, 11" × 17"⮣, 8¹/₂" × 11"🗍⮣, 8¹/₂" × 14"⮣, 5¹/₂" × 8¹/₂"⮣, 12" × 18"⮣, 7¹/₄" × 10¹/₂"🗍⮣,8" × 13"⮣,8¹/₂" × 13"⮣, 8¹/₄" × 13"⮣		50 sheets
	Custom size(Vertical: 90-305mm, Horizontal: 148-457.2mm. For printer or fax - Vertical: 90- 305mm, Horizontal: 148-600mm.)	Custom size(Vertical: 3.55"-12", Horizontal: 5.5"-18". For printer or fax - Vertical: 3.55"-12", Horizontal: 5.5"-23.6".)	
Middle thick paper 82-105g/m² (22-28lb.)	A3⮣, A4🗍⮣, A5🗍⮣, A6⮣, B4JIS⮣, B5JIS🗍⮣, B6JIS⮣, 11" × 17"⮣, 8¹/₂" × 11"🗍⮣, 8¹/₂" × 14"⮣, 5¹/₂" × 8¹/₂"⮣, 12" × 18"⮣, 7¹/₄" × 10¹/₂"🗍⮣,8" × 13"⮣,8¹/₂" × 13"⮣, 8¹/₄" × 13"⮣		*1
	Custom size(Vertical: 90-305mm, Horizontal: 148-457.2mm. For printer or fax - Vertical: 90- 305mm, Horizontal: 148-600mm.)	Custom size(Vertical: 3.55"-12", Horizontal: 5.5"-18". For printer or fax - Vertical: 3.55"-12", Horizontal: 5.5"-23.6".)	
Thick paper 106-253g/m² (28.5-67lb.)	A3⮣, A4🗍⮣, A5🗍⮣, A6⮣, B4JIS⮣, B5JIS🗍⮣, B6JIS⮣, 11" × 17"⮣, 8¹/₂" × 11"🗍⮣, 8¹/₂" × 14"⮣, 5¹/₂" × 8¹/₂"⮣, 12" × 18"⮣, 7¹/₄" × 10¹/₂"🗍⮣,8" × 13"⮣,8¹/₂" × 13"⮣, 8¹/₄" × 13"⮣		*1
	Custom size(Vertical: 90-305mm, Horizontal: 148-457.2mm. For printer or fax - Vertical: 90- 305mm, Horizontal: 148-600mm.)	Custom size(Vertical: 3.55"-12", Horizontal: 5.5"-18". For printer or fax - Vertical: 3.55"-12", Horizontal: 5.5"-23.6".)	
Translucent paper	A3⮣, A4🗍⮣, B4JIS⮣, B5JIS🗍⮣		1 sheets
OHP transparencies	A4🗍⮣		50 sheets
Postcards	100 × 148mm⮣		40 sheets
Label paper (adhesive labels)	B4JIS⮣, A4🗍⮣		30 sheets
Envelope	9¹/₂" × 4¹/₈"🗍, 7¹/₂" × 3⁷/₈"🗍, C6 Env 🗍, C5 Env 🗍, DL Env 🗍		-

*1 When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.

❖ Large Capacity Tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard 60-105g/m² (16-28lb.)	A4🗍	8¹/₂" × 11"🗍	2000 sheets

3

✐ Note

❒ When you load paper in Paper Tray 1, 2, or 3 (LCT) or on the optional Lower Paper Trays, load it print side up.

❒ Load paper into the bypass tray with the print side up.

❒ When using the bypass tray, it is recommended to set the paper orientation to ▷.

❒ You must manually specify the size of custom size paper when loading it on the bypass tray.

❒ When loading paper in Paper Tray 3 (LCT), make sure the top of the stack is no higher than the limit mark. The number of sheets you can load depends on the thickness and condition of the paper.

❒ If you want to change the size of paper that can be loaded in Paper Tray 3 (LCT), contact your service representative.

❒ If multiple-sheet jams occur, load the paper sheet by sheet.

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

❒ We recommend you load OHP transparencies, and adhesive label sheets one at a time.

❒ When loading OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper orientation to ▷.

❒ When loading OHP transparencies, set **[Special Paper]** in Bypass Tray Paper to **[OHP]**.

❒ When using OHP transparencies, fan them for each use. If you store the sheets in the tray, they may adhere and may cause feeding problems.

❒ When copying onto OHP transparencies, remove copied sheets one by one.

❒ When loading postcards, thick paper (106-253g/m^2, 28.5-67lb.), or adhesive label sheets, make sure the top of the stack is no higher than the limit mark. The number of sheets you can load depends on the thickness and condition of the paper.

❒ To load thick paper (106-253g/m^2, 28.5-67lb.), set Bypass Tray Paper **[Special Paper]** to **[Thick Paper 1]**, **[Thick Paper 2]**, or **[Thick Paper 3]**.

❒ To print onto adhesive label sheets, set Bypass Tray Paper **[Special Paper]** to **[Thick Paper]**.

❒ When copying onto letterhead paper, the paper placing orientation is different depends on which function you are using. See "Orientation-Fixed Paper or Two-Sided Paper", Troubleshooting.

❒ If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to the other tray - except the bypass tray - when the first tray in use runs out of paper. This function is called "Auto Tray Switching". (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "General Features", and "Tray Paper Settings", General Settings Guide.

Unusable Paper

This section describes paper unusable on this machine.

⚠ *CAUTION:*

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

🕮Important

❒ To prevent faults, do not use any of the following kinds of treated paper:

- Paper for inkjet printers
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed-edge paper
- Tab stock

❒ Faults can occur if you copy onto sides that are already printed. Take care to copy 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

If you copy onto rough grain paper, the image might be blurred.

Do not reuse copy paper that has been already copied or printed onto.

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 vinyl bags.

INDEX

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript®, Acrobat®, are registered trademarks of Adobe Systems Incorporated.

The Bluetooth® word mark and logos are owned by the Bluetooth SIG, Inc. and any use of such marks by Ricoh Company, Ltd. is under license.

NetWare is a registered trademark of Novell, Inc.

PCL® is a registered trademark of Hewlett-Packard Company. AppleTalk, Macintosh, and Mac OS are trademarks of Apple Computer, Inc., registered in the U.S. and other countries. PowerPC is a trademark of International Business Machines Corporation in the United States, other countries, or both. PictBridge is a trademark.

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 name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:

  Microsoft® Windows® 2000 Advanced Server

  Microsoft® Windows® 2000 Server

  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:

  Microsoft® Windows® XP Professional

  Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:

  Microsoft® Windows Server™ 2003 Standard Edition

  Microsoft® Windows Server™ 2003 Enterprise Edition

  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows® NT are as follows:

  Microsoft® Windows NT® Server 4.0

  Microsoft® Windows NT® Workstation 4.0