Pro C550EX / Pro C700EX
Pro C550EX / Pro C700EX
Pro C550EX / Pro C700EX
Pro C550EX / Pro C700EX

Operating Instructions

About This Machine

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

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:

CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class I laser products. This equipment contains eight AlGaInP laser diodes, 9-milliwatt, 648 - 663 nanometer wavelength for each emitter. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

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.23 "Machine Types".)

- Type 1: Pro C550EX
- Type 2: Pro C700EX

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 inch 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

- Type 1: 120V, 60Hz, 16A or more
- Type 2: 208-240V, 60Hz, 12A 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.

⭐ 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

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

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

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables. Also refer to this manual for explanations on where to put the machine and how to maintain it.

Copy/Document Server Reference

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

Network Guide

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

General Settings Guide

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

Security Reference

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

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

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

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

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

🔽 Note

- Manuals provided are specific to machine types.

- In addition to the above, manuals are also provided for the Printer functions.

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy/Document Server Reference	Yes	Yes	Yes
Network Guide	No	Yes	Yes
General Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
Information	No	Yes	No

What You Can Do with This Machine
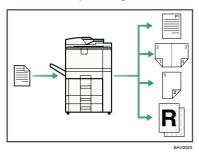
This section introduces the features of this machine.

Using This Machine as a Copier
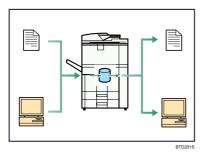
You can make copies of originals.

BAV002S

- 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 Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.

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

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

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

Utilizing Stored Documents

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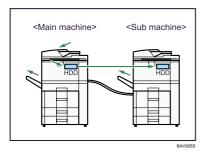

BTD201S

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

📄 Reference

- For details about machine's settings, see "Network Settings Required to Use Document Server", General Settings Guide.
- For details about Document Server, see "Document Server", Copy/Document Server Reference.

Connecting Two Machines for Copying

You can connect two machines together with Copy Connector (optional). When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so that copies can be made on both machines simultaneously (Connect Copy).

BAV005S

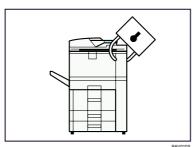- You can complete large volume copy runs in shorter time.

- Even if one machine runs out of paper, or stops because of a paper jam, the other machine can still continue to finish the job.

Reference

- See "Connect Copy", Copy/Document Server Reference.

Administrating the Machine/Protecting Documents (Security Functions)

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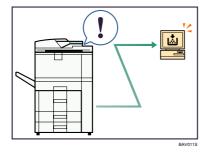

BAV010S

- 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.

Reference

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

Monitoring the Machine Via Computer

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

BAV011S

- 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, network settings, and security settings/certificate management), control print jobs, display the print job journal, and protect the data in the machine using authentication.

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2. Entering Text

3. Operating Instructions

4. Appendix

Notice

Important

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

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

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

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

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

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

Note to Users

Note to users in the United States of America

Declaration of conformity

Product Name: Multi Function Peripheral

Model Number: Pro C550EX/Pro C700EX

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with Part 15 of the FCC 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.

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 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.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Notes to Finisher SR5000 (optional) and Twin Interposer (optional) Users

Note to users in the United States of America

Note:

This equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Caution:

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

Note to users in Canada

Note:

This Class A digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

Regulatory Information

LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

Note to users in the state of California

Perchlorate Material - special handling may apply,

See www.dtsc.ca.gov/hazardouswaste/perchlorate

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.

Names of Major Options

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

- Auto document feeder ➜ ADF
- Large capacity tray ➜ LCT

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

⚠ **WARNING**

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

⚠ **CAUTION**

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

⚠ **WARNING**

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

⚠ **CAUTION**

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

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

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

Handling power cords and power plugs

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

⚠️WARNING

- Connect the machine to the power source specified on the inside front cover of this manual and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified on the inside front cover of this manual and extension cords are electric shock or fire hazards.
- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

⚠️CAUTION

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

Handling the main machine

This section explains safety precautions about handling the main machine.

⚠️WARNING

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

⚠CAUTION

- Protect the machine from dampness or wet weather, such as rain and snow.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.
- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Do not look into the lamp. It can damage your eyes.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

Handling the machine's interior

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

⚠WARNING

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

⚠CAUTION

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- 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.
- During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.
- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

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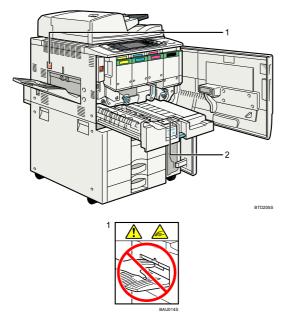
⚠️WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.
- Keep the waste oil bottle away from flames. There is a risk of fire or burns.

⚠️CAUTION

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.
- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.
- Keep toner (used or unused) and toner containers out of reach of children.
- 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 a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- When loading paper, take care not to trap or injure your fingers.
- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

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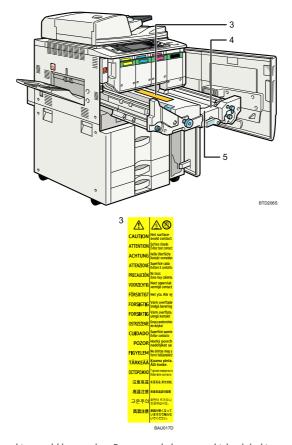
This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

BTD205S

BAU014S

Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.

BAU015D

Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

BTD206S

BAU017D

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.

BAU034S

Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

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BAU018S

Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

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

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

It is an open program in which manufacturers participate voluntarily.

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

Energy Saving Functions

Low Power mode

This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. If you wish to make copies press the [Energy Saver] key first.

Off mode (Copier only)

To conserve energy, this product automatically turns off 30 minutes after finishing the last copy or print job. In this manual, the Off mode is called the Auto Off mode. If you wish to make copies first press the operation switch.

Specifications

	Type 1	Type 2
Reduced Electrical Consumption by Low Power Mode	236 W	293.8 W
Time of Switch into Low Power Mode	15 minutes	15 minutes
Time of Switch out from Low Power Mode	45 seconds or less	45 seconds or less
Reduced Electrical Consumption by Off Mode	10 W or less	10 W or less
Time of Switch into Off Mode	30 minutes	30 minutes
Time of Switch out from Off Mode	90 seconds or less	75 seconds or less

Reference

- Figures for power consumption were obtained from testing performed prior to shipment.
- Using the Energy Saver Timer setting, you can change the length of time that the machine waits before it switches to Low Power mode. See "System Settings", General Settings Guide.
- Using the Auto Off Timer setting, you can change the length of time that the machine waits before it switches to Off mode or Sleep mode.

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
Copy speed (Full Color)	55 sheets/minute (A4⬐, 8$^1/_2$ × 11⬐)	70 sheets/minute (A4⬐, 8$^1/_2$ × 11⬐)
Copy speed (B&W)	60 sheets/minute (A4⬐, 8$^1/_2$ × 11⬐)	75 sheets/minute (A4⬐, 8$^1/_2$ × 11⬐)

1. Getting Started
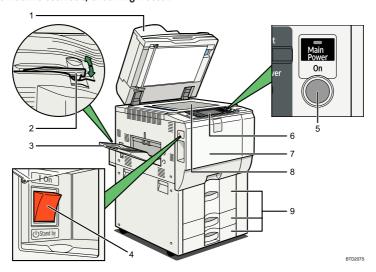
This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

⭐ **Important**

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

BTD207S

1. **Auto Document Feeder (ADF)**

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

   This document feeder can be used for two-sided originals.

2. **Copy tray guide**

   When copying or printing onto OHP transparencies and translucent paper, raise the guide to prevent output paper from curling when delivered.

3. **Copy tray (optional)**

   Copied/printed paper are delivered here.

4. **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".

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**

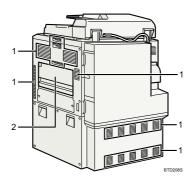   See "Control Panel".

7. **Front Cover**

   Open to access the inside of the machine.

8. **Exposure glass**

   Place originals here face down.

9. **Paper trays (Trays 1 - 3)**

   Load paper here.

BTD208S

1. **Ventilation holes**
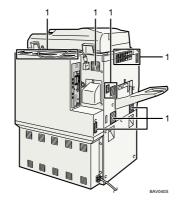
   Prevent overheating.

2. **Bypass Tray**

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

BAV040S

1. **Ventilation holes**

   Prevent overheating.

Note

- The bypass tray cannot be used if the wide large capacity tray (Wide LCT) is installed.

Reference

Options

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

External options

This section provides explanations about external options.

BAV016S

1. **Mailbox**

   Sorts printed paper.

   *: Mailbox output trays 1-9

2. **Output Jogger**

   Jogs the sheets delivered to the finisher shift tray.

3. **Finisher SR4010 (50-Sheet-Staples)**

   Sorts, stacks, staples, and punches multiple sheets of paper.

   *1: Finisher upper tray

   *2: Finisher shift tray

4. **Finisher SR4020 (Saddle Stitch)**

   Sorts, stacks, staples, and punches multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets.

   *3: Finisher upper tray

   *4: Finisher shift tray

   *5: Finisher booklet tray

5. **Large Capacity Tray (LCT)**

   Holds 4,000 sheets of paper.

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1

6. **Extension unit**

   Attached to the LCT and holds 2,500 sheets of B4 JIS (Japanese Industrial Standard) or $8^1/_2$ × 14 sized paper.

7. **Wide Large Capacity Tray (Wide LCT)**

   Holds 2,000 sheets of A3 or 11 × 17 sized paper. Use to copy or print onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.
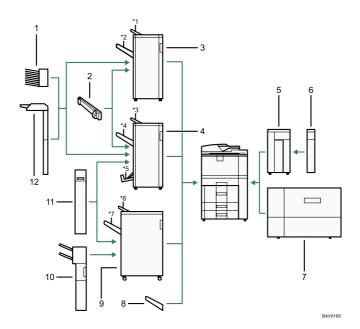
8. **Copy tray**

   Copied/printed paper are delivered here.

9. **Finisher SR5000 (100-Sheet-Staples)**

   Sorts, stacks, staples, and punches multiple sheets of paper.

   *6: Finisher upper tray

   *7: Finisher shift tray

10. **Twin Interposer**

    Inserts cover or slip sheets into copied or printed paper.

11. **Z-folding unit**

    Makes two parallel folds on copied or printed paper, one of which faces in and the other facing out.

12. **Interposer**

    Inserts cover or slip sheets into copied or printed paper.

🔽Note

- The bypass tray cannot be used if the wide large capacity tray (Wide LCT) is installed.

Internal options

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

- File Format Converter

  Allows you to download documents from the Document Server stored by copier function. See "Downloading Stored Documents with Web Image Monitor", Copy/ Document Server Reference.

- Copy Connector

  Allows you to use the connect copy function.

- DataOverWriteSecurity Unit

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

- HDD Encryption Unit

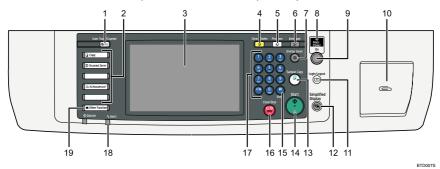 Allows you to encrypt data that is stored on the hard disk.

Control Panel

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

⭐ **Important**

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

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

BTD007S

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

   - User Tools

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

   - Counter

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

   - 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", General Settings Guide.

2. **Function keys**

   Press to display the operation screen of the desired function:

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

3. **Display panel**

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

4. **[Clear Modes] key**

   Press to clear the current settings.

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

   - Press to register frequently used settings, or to recall registered settings (except Document Server mode). See "Registering Frequently Used Functions", Copy/Document Server Reference.

1

- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on. See "Registering the Initial Display's Default Functions", Copy/Document Server Reference.

6. **[Interrupt] key**

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

7. **[Energy Saver] key**

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

8. **Main power indicator**

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

9. **Operation switch**

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

10. **Paper clip tray**

Holds paper clips or staples removed from documents.

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.

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

Press to confirm values entered or items specified.

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

- Clear

  Press to delete a number entered.

- Stop

  Press to stop a job in progress, such as copying.

17. **Number keys**

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

18. **Alert indicator**

Lights continuously if an error has occurred.

19. **[Other Function] key**

Calls up registered functions.

Reference

- p.33 "Display Panel"
- p.33 "Simplified Display"
- p.39 "Changing Modes"
- p.40 "Turning On/Off the Power"
- p.42 "Saving Energy"

Display Panel

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

⭐ **Important**

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

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

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

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

⬇ **Note**

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

Simplified Display

This section explains how to switch to the simplified display.
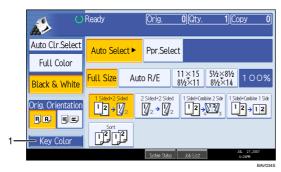
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

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

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Example of a simplified display

This illustration shows the copier function's simplified display.

BAV034S

1. **[Key Color]**

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

This is available only for the simplified display.

Note

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

When the Authentication Screen is Displayed

This section explains the authentication screen.

⭐ **Important**

- **Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.**

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

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

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

⬇ **Note**

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

User Code Authentication (Using the Control Panel)

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

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

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

⬇ **Note**

- To log off, do one of the following:

  - Press the operation switch.

1

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

Login (Using the Control Panel)

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

1. **Press [Login].**

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

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

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

🖋Note

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

Logout (Using the Control Panel)

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

⭐ **Important**

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

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

BTD008S

2. **Press [Yes].**

Login (Using Web Image Monitor)

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

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

⬇ **Note**

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

Logout (Using Web Image Monitor)

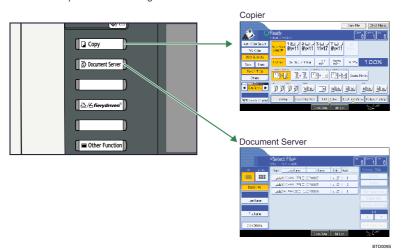This section explains the procedure for logging out the machine via Web Image Monitor.

1. **Click [Logout] to log out.**

🔸 Note

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

1

Changing Modes

This section explains how to change modes.

Copier

Document Server

BTD009S

⬇ Note

- You cannot switch modes in any of the following situations:
    - During immediate transmission
    - When accessing User Tools / Counter / Inquiry
    - During interrupt copying
- The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", General Settings Guide.

System Reset

This section explains System Reset.

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

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

Turning On/Off the Power

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

Power supply

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

- Operation switch (right side of the control panel)

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

- Main power switch (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.

⬇Note

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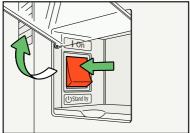
Turning On the Main Power

This section explains how to turn on the main power.

⭐Important

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

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

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

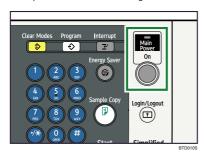   The main power indicator goes on.

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1

Note

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

Turning On the Power

This section explains how to turn on the power.

1. **Press the operation switch.**

   The operation switch indicator goes on.

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Note

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

Turning Off the Power

This section explains how to turn off the power.

1. **Press the operation switch.**

   The operation switch indicator goes off.

BTD010S

1

⬇Note

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

  - During communication with external equipment.

  - When the hard disk is active.

  - When the internal cooling fan is active.

Turning Off the Main Power

This section explains how to turn off the main power.

⭐Important

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

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

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

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

   The main power indicator goes out.

⬇Note

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

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

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

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

Auto Off

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

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

🔸Note

- See "System Settings", General Settings Guide.

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

  - When a warning message appears

  - When the service call message appears

  - When paper is jammed

  - When the cover is open

  - When the "Add Toner" message appears

  - When toner is being replenished

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

  - When fixed warm-up is in progress

  - When data is being processed

  - When operations are suspended during printing

  - When the internal cooling fan is active

1

2. Entering Text

This section 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

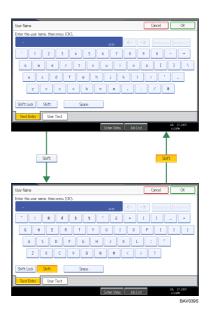This section explains which characters are available.

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.

2

BAV039S

🌢Note

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

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

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

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", General Settings Guide.

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

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

2

3. Operating Instructions

This section describes the Operating Instructions of this machine.

Installing Operating Instructions

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

⭐ **Important**

- The CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
    - Operating system: Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008
    - Minimum display resolution: 800 × 600 pixels
- Recommended browsers:
    - Microsoft Internet Explorer 4.01 SP2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.

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

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

⬇ **Note**

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

PDF Manuals

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

File path

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

`MANUAL_PDF\`(language)

💧Note

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

3

How to Use the Operating Instructions

This section explains how to use manuals.

Opening from the Icon

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

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

The browser opens and the manual appears.

Opening from the [Start] Menu

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

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

The browser opens, and then the manual appears.

⬇ **Note**

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

Opening from the CD-ROM

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

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

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

The browser opens, and then the manual appears.

3

4. Appendix

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

Dos and Don'ts

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

⚠️ **WARNING**

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

⚠️ **CAUTION**

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

⭐ Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- If room temperature where the machine is located is higher than 30°C (86°F), do not copy in full color continuously for more than two hours. If you do, white lines may appear on copies.
- If you will be making full color copies for two hours or longer and the temperature of the room in which the machine is located exceeds 30°C (86°F), use the Auto Off Timer setting to specify an interval of at least one hour. This interval allows the machine to cool down, preventing white lines from appearing on copies. During the interval, do not turn off the machine's operation switch or main power switch.
- When in standby mode, the machine becomes noisy when:
    - room temperature is higher than 32°C (89.6°F)
    - room temperature is 30°C (86°F), or higher and copying has been continuous
        This noise does not indicate malfunction. Do not turn off the machine.
- 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 ambient temperature is high, the internal cooling fan will make noise when the machine is in standby mode. This noise does not indicate malfunction. Do not turn off the machine.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

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.

4

Software and Utilities Included on the CD-ROM

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

⬇Note

- For details about the software and utilities CD-ROMs, see manuals provided with the printer functions.

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Console

Photosensitivity type:

OPC drum

Original scanning:

CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

- Scanning originals: 600 dpi

- Printing: 600 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (23°C, rated voltage):

- Type 1: 90 seconds or less

- Type 2: 75 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3�ut�, 11 × 17▱

Paper size:

- Trays: A3▱ - A5▱▱, 12 × 18▱ - $5^1/_2$ × $8^1/_2$▱▱, 8K (267 × 390 mm)▱, 16K (195 × 267 mm)▱▱

- Bypass: A3▱ - A6▱, 12 × 18▱ - $5^1/_2$ × $8^1/_2$▱

- Bypass (custom size): Vertical: 100.0 - 305.0 mm, 3.94 - 12.00 inches

  Horizontal: 148.0 - 457.2 mm, 5.83 - 18 inches

- Duplex: A3⤹ - A5⤹⤸, 12 × 18⤹ - 5^1/$_2$ × 8^1/$_2$⤹⤸, 8K (267 × 390 mm)⤹, 16K (195 × 267 mm)⤹⤸

Paper weight:

- Trays: 52.3 - 216 g/m^2, 14 lb. Bond - 80 lb. Cover

- Bypass: 52.3 - 300 g/m^2, 14 lb. Bond - 110 lb. Cover

- Duplex: 64 - 163 g/m^2, 17 lb. Bond - 90 lb. Index

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

Non-reproduction area (Copier):

- Leading edge: 3.0 - 6.0 mm, 0.12 - 0.24 inches (2.2 - 6.2 mm, 0.09 - 0.25 inches for paper heavier than 127.5 g/m^2, 34.0 lb.)

- Trailing edge: 0 - 4.0 mm, 0 - 0.16 inches (except 12 × 18⤹)

- Left and Right: 0 - 4.0 mm, 0 - 0.16 inches (Less than 4.0 mm, 0.16 inches in total)

First copy time:

- Type 1:
    - Color: 7.5 seconds or less
    - B&W: 5.7 seconds or less
- Type 2:
    - Color: 6.4 seconds or less
    - B&W: 4.9 seconds or less

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

Copying speed (Full Color / B&W):

- Type 1: 55/60 copies/minute (A4⤹, 8^1/$_2$ × 11⤹)
- Type 2: 70/75 copies/minute (A4⤹, 8^1/$_2$ × 11⤹)

Reproduction ratio:

- Preset reproduction ratios:
    - Enlargement

Metric version	Inch version
400%	400%
200%	200%
141%	155%

Metric version	Inch version
122%	129%
115%	121%

- Full size

Metric version	Inch version
100%	100%

- Reduction

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

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

Maximum continuous copy run:

9999 sheets

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

- Tray 1 (Tandem tray): 2,200 sheets (1,100 sheets × 2)
- Trays 2, 3 (550-sheet tray): 550 sheets
- Bypass tray: 100 sheets

Power consumption:

- Main unit only

	Type 1	Type 2
Warm-up	1.92 kW	2.4 kW
Stand-by	400 W	400 W

	Type 1	Type 2
During printing	1.92 kW	2.4 kW
Maximum	1.92 kW	2.4 kW

- Complete system

	Type 1	Type 2
Warm-up	1.92 kW	2.4 kW
Stand-by	450 W	450 W
During printing	1.92 kW	2.4 kW
Maximum	1.92 kW	2.4 kW

- The complete system consists of the main unit, finisher, large capacity tray (LCT).

Dimensions (W × D × H up to ADF):

Types 1, 2: 750 × 850 × 1,230 mm, 29.6 × 33.5 × 48.5 inches

Space for main unit (W × D):

Types 1, 2: 1,425 × 1,450 mm, 56.1 × 57.1 inches

Noise emission:

- Sound power level:
  - Main unit only

	Type 1	Type 2
Stand-by	Less than 51 dB (A)	Less than 56 dB (A)
Copying	Less than 71 dB (A)	Less than 73 dB (A)

  - Complete system

	Type 1	Type 2
Stand-by	Less than 51 dB (A)	Less than 56 dB (A)
Copying	Less than 75 dB (A)	Less than 77 dB (A)

- Sound pressure level:
  - Main unit only

	Type 1	Type 2
Stand-by	Less than 45 dB (A)	Less than 50 dB (A)
Copying	Less than 65 dB (A)	Less than 67 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	Less than 45 dB (A)	Less than 50 dB (A)
Copying	Less than 69 dB (A)	Less than 71 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.
- The complete system consists of the main unit, finisher, large capacity tray (LCT).

Weight:

Types 1, 2: Approx. 298 kg, 657 lb.

🗐 Reference

- p.96 "Thick Paper"

Auto Document Feeder

Mode:

Batch (SADF) mode, Mixed Sizes mode, Original Orientation mode

Original size:

- Metric version:
    - A3▭ - B6 JIS▯▭ (1-sided originals)
    - A3▭ - A5▯▭ (2-sided originals)
- Inch version:
    - 11 × 17▭ - $5^1/_2 × 8^1/_2$▯▭ (1-sided originals)
    - 11 × 17▭ - $5^1/_2 × 8^1/_2$▯▭ (2-sided originals)

Original weight:

- 1-sided originals: 40 - 128 g/m^2 (11 - 34 lb.)
- 2-sided originals: 52 - 128 g/m^2 (14 - 34 lb.)

4. Appendix

Number of originals to be set:

100 sheets (81.4 g/m^2, 22 lb.) or less than 12 mm, 0.4 inches

Maximum power consumption:

Less than 59 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

680 × 560 × 180 mm, 26.8 × 22 × 7.1 inches

Weight:

Approx. 19.5 kg, 43 lb.

⬇**Note**

4

• Specifications are subject to change without notice.

Document Server

HDD:

160 GB × 2

HDD (Document Server):

Approx. 170 GB

Capacity:

- • Copy:
  - • Approx. 5,000 pages (Full Color)(ITUT-No.4 chart)
  - • Approx. 15,000 pages (B&W)

Maximum number of stored documents:

3,000 documents

Maximum pages of stored documents:

15,000 pages

Maximum number of pages per document:

3,000 pages

Capacity (Memory Sorting):

Approx. 21 GB (A4 or 8$^1/_2$ × 11: Approx. 333 sheets - 2,760 sheets at maximum)

(The capacity differs depending on the functions used.)

Capacity (Others):

Approx. 83 GB

Specifications for Finisher SR4010 (50-Sheet-Staples) (Optional)

This section describes specifications for Finisher SR4010 (50-sheet-staples).

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4010 (50-sheet-staples).

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

12×18, 11×17, 11×15, 11×14, 10×15, 10×14, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$, 182×210, 170×210, 210×340, 100×148, 8K, 16K, custom size.

Paper weight:

$52 - 163 \text{ g/m}^2$, 14 - 43 lb.

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

- 250 sheets: A4, B5 JIS, A5, B6 JIS, A6, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$
- 50 sheets: A3, B4 JIS, 12×18, 11×17, $8^1/_2 \times 14$

Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR4010 (50-sheet-staples).

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

12×18, 11×17, 11×15, 11×14, 10×15, 10×14, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $5^1/_2 \times 8^1/_2$, $7^1/_4 \times 10^1/_2$, 182×210, 170×210, 210×340, 100×148, 8K, 16K, custom size.

Paper weight:

$52 - 256 \text{ g/m}^2$, 14 - 68 lb.

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

- 3,000 sheets: A4, $8^1/_2 \times 11$
- 1,500 sheets: A3, B4 JIS, A4, B5 JIS, 12×18, 11×17, $8^1/_2 \times 14$, $8^1/_2 \times 11$

- 100 sheets: A5, B6 JIS, A6, $5^1/_2 \times 8^1/_2$

Staple paper size:

A3, B4 JIS, A4, B5 JIS

12×18, 11×17, 11×15, 11×14, 10×15, 10×14, $8^1/_2 \times 14$, $8^1/_2 \times 11$, $7^1/_4 \times 10^1/_2$, 8×13, $8^1/_2 \times 13$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, $8 \times 10^1/_2$, 8×10, 182×210, 210×340, 8K, 16K

Staple paper weight:

64 - 90 g/m^2, 17 - 28 lb.

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

- Without Mixed Size:
    - 30 sheets: A3, B4 JIS, 12×18, 11×17, $8^1/_2 \times 14$, 8×13, $8^1/_2 \times 13$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 210×340, 11×15, 11×14, 10×15, 10×14, 8K
    - 50 sheets: A4, B5 JIS, $8^1/_2 \times 11$, $8 \times 10^1/_2$, 8×10, $7^1/_4 \times 10^1/_2$, 182×210, 16K
- With Mixed Size:
    - 30 sheets: A3/ A4, B4 JIS/ B5 JIS, 11×17/$8^1/_2 \times 11$

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

- Without Mixed Size:
    - 2 - 19 sheets: 150 sets (A4, $8^1/_2 \times 11$)
    - 20 - 50 sheets: 150 - 60 sets (A4, $8^1/_2 \times 11$)
    - 2 - 14 sheets: 100 sets (A4, B5 JIS, $8^1/_2 \times 11$)
    - 15 - 50 sheets:100 - 30 sets (A4, B5 JIS, $8^1/_2 \times 11$)
    - 2 - 14 sheets: 100 sets (other size paper)
    - 15 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
    - 2 - 30 sheets: 50 sets (A3/ A4, B4 JIS/ B5 JIS, 11×17/$8^1/_2 \times 11$)

Staple position:

4 positions (Top, Top Slant, Bottom, 2 Staples)

Power consumption:

Approx. 96 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

657 × 613 × 960 mm, 25.8 × 24.2 × 37.8 inches

Weight:

Approx. 56 kg, 123.5 lb.

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Specifications for Finisher SR4020 (Saddle Stitch) (Optional)

This section describes specifications for Finisher SR4020 (Saddle Stitch).

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4020 (Saddle Stitch).

Paper size:

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

  12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210, 170 × 210, 210 × 340, 100 × 148, 8K, 16K, custom size.

- With Z-fold:

  A3, B4 JIS, A4, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

Paper weight:

- Without Z-fold:

  52 - 163 g/m^2, 14 - 43 lb.

- With Z-fold:

  64 - 80 g/m^2, 17 - 21 lb.

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

- Without Z-fold:
  - 250 sheets: A4, B5 JIS, A5, B6 JIS, A6, $8^1/_2$ × 11, $8^1/_2$ × $5^1/_2$
  - 50 sheets: A3, B4 JIS, 12 × 18, 11 × 17, $8^1/_2$ × 14

- With Z-fold:
  - 20 sheets: A4, $8^1/_2$ × 11
  - 30 sheets: A3, B4 JIS, 12 × 18, 11 × 17, $8^1/_2$ × 14

Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR4020 (Saddle Stitch).

Paper size:

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

  12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210, 170 × 210, 210 × 340, 100 × 148, 8K, 16K, custom size.

- With Z-fold:

  A3, B4 JIS, A4, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

Paper weight:

- Without Z-fold:

  52 - 300 g/m^2, 14 - 80 lb.

- With Z-fold:

  64 - 80 g/m^2, 17 - 21 lb.

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

- Without Z-fold:

  - 2,000 sheets: A4, $8^1/_2$ × 11

  - 1,000 sheets: A3, B4 JIS, A4, B5 JIS, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

  - 500 sheets: A5

  - 100 sheets: A5, B6 JIS, A6, $5^1/_2$ × $8^1/_2$

- With Z-fold:

  - 20 sheets: A4, $8^1/_2$ × 11

  - 30 sheets: A3, B4 JIS, 12 × 18, 11 × 17, $8^1/_2$ × 14

Staple paper size:

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS

  12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × $10^1/_2$, 8 × 10, 182 × 210, 210 × 340, 8K, 16K

- With Z-fold:

  A3, B4 JIS, A4, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

Staple paper weight:

- Without Z-fold:

  64 - 90 g/m^2, 17 - 28 lb.

- With Z-fold:

    64 - 80 g/m^2, 17 - 20 lb.

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

- Without Z-fold:

    - 30 sheets: A3⤶, B4 JIS⤶, 12 × 18⤶, 11 × 17⤶, 8^1/$_2$ × 14⤶, 8 × 13⤶, 8^1/$_2$ × 13 ⤶, 8^1/$_4$ × 14⤶, 8^1/$_4$ × 13⤶, 210 × 340⤶, 11 × 15⤶, 11 × 14⤶, 10 × 15⤶, 10 × 14⤶, 8K⤶

    - 50 sheets: A4⤶⤶, B5 JIS⤶⤶, 8^1/$_2$ × 11⤶⤶, 8 × 10^1/$_2$⤶⤶, 8 × 10⤶⤶, 7^1/$_4$ × 10^1/$_2$⤶⤶, 182 × 210⤶⤶, 16K⤶⤶

    - 30 sheets: With Mixed Size mode

- With Z-fold:

    - 5 sheets: A3⤶, B4 JIS⤶, 11 × 17⤶

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

- Without Mixed Size:

    - 2 - 12 sheets: 150 sets (A4⤶, 8^1/$_2$ × 11⤶)

    - 13 - 50 sheets: 150 - 40 sets (A4⤶, 8^1/$_2$ × 11⤶)

    - 2 - 9 sheets: 100 sets (A4⤶, B5 JIS⤶⤶, 8^1/$_2$ × 11⤶)

    - 10 - 50 sheets:100 - 20 sets (A4⤶, B5 JIS⤶⤶, 8^1/$_2$ × 11⤶)

    - 2 - 9 sheets: 100 sets (other size paper)

    - 10 - 30 sheets: 100 - 33 sets (other size paper)

- With Mixed Size:

    - 2 - 30 sheets: 50 sets (A3⤶/ A4⤶, B4 JIS⤶/ B5 JIS⤶, 11 × 17⤶/8^1/$_2$ ×11⤶)

Staple position:

    4 positions (Top, Top Slant, Bottom, 2 Staples)

Finisher Booklet Tray

This section describes specifications for the finisher booklet tray of Finisher SR4020 (Saddle Stitch).

Saddle stitch paper size:

    A3⤶, B4 JIS⤶, A4⤶, B5 JIS⤶, 12 × 18⤶, 11 × 17⤶, 8^1/$_2$ × 14⤶, 8^1/$_2$ × 11⤶

Saddle stitch paper weight:

    64 - 90 g/m^2, 17 - 24 lb.

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

    1 set (15 sheets)

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

- 2 - 5 sheets: 30 sets
- 6 - 10 sheets: 15 sets
- 11 - 15 sheets: 10 sets

Saddle stitch position:

Centre 2 positions

Power consumption:

Approx. 96 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

657 × 613 × 960 mm, 25.8 × 24.2 × 37.8 inches

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Weight:

Approx. 65 kg, 143.3 lb.

Specifications for Finisher SR5000 (100-Sheet-Staples) (Optional)

This section describes specifications for Finisher SR5000 (100-Sheet-Staples).

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR5000 (100-Sheet-Staples).

Paper size:

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

  12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210, 170 × 210, 210 × 340, 100 × 148, 8K, 16K, custom size.

- With Z-fold:

  A3, B4 JIS, A4, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

Paper weight:

- Without Z-fold:

  52 - 216 g/m^2, 14 - 58 lb.

- With Z-fold:

  64 - 80 g/m^2, 17 - 21 lb.

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

- Without Z-fold:

  - 500 sheets: A4, B5 JIS, A5, B6 JIS, A6, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$

  - 250 sheets: A3, B4 JIS, 12 × 18, 11 × 17, $8^1/_2$ × 14

- With Z-fold:

  - 30 sheets

Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR5000 (100-Sheet-Staples).

Paper size:

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS, A5

  12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 182 × 210, 170 × 210, 210 × 340, 8K, 16K, custom size.

- With Z-fold:

  A3, B4 JIS, A4, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

Paper weight:

- Without Z-fold:

  52 - 300 g/m^2, 14 - 80 lb.

- With Z-fold:

  64 - 80 g/m^2, 17 - 21 lb.

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

- Without Z-fold:

  - 3,000 sheets: A4, B5 JIS, $8^1/_2$ × 11

  - 1,500 sheets: A3, B4 JIS, A4, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11

  - 1,000 sheets: 12 × 18

  - 500 sheets: A5, $5^1/_2$ × $8^1/_2$

  - 100 sheets: A5, $5^1/_2$ × $8^1/_2$

- With Z-fold:

  - 30 sheets

Staple paper size:

- Without Z-fold:

  A3, B4 JIS, A4, B5 JIS

  11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $7^1/_4$ × $10^1/_2$, 182 × 210, 210 × 340, 8K, 16K

- With Z-fold:

  A3, B4 JIS, 11 × 17

Staple paper weight:

- Without Z-fold:

  64 - 90 g/m^2, 17 - 28 lb.

- With Z-fold:

  64 - 80 g/m^2, 17 - 20 lb.

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

- Without Z-fold:

  - 50 sheets: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8$^1/_2$ × 14, 8$^1/_2$ × 13, 8$^1/_4$ × 14, 8$^1/_4$ × 13, 8 × 13, 8 × 10$^1/_2$, 8 × 10, 182 × 210, 170 × 210, 210 × 340, 8K

  - 100 sheets: A4, B5 JIS, 8$^1/_2$ × 11, 7$^1/_4$ × 10$^1/_2$, 16K

- With Z-fold:

  - 10 sheets: A3, B4 JIS, 11 × 17

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

- Without Mixed Size:

  - 2 - 9 sheets: 150 sets (A4, B5 JIS, 8$^1/_2$ × 11)

  - 10 - 100 sheets: 200 - 30 sets (A4, B5 JIS, 8$^1/_2$ ×11)

  - 2 - 9 sheets: 150 sets (A3, B4 JIS, 11 × 17, 8$^1/_2$ × 14)

  - 10 - 50 sheets: 150 - 30 sets (A3, B4 JIS, 11 × 17, 8$^1/_2$ × 14)

- With Mixed Size:

  - 2 - 50 sheets: 30 sets (A3/A4, B4 JIS/B5 JIS, 11 × 17/8$^1/_2$ ×11)

Staple position:

4 positions (Top, Top Slant, Bottom, 2 Staples)

Power consumption:

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

Dimensions (W × D × H):

800 × 730 × 980 mm, 31.5 × 28.7 × 38.6 inches

Weight:

Approx. 75 kg, 165.4 lb.

Specifications for Punch Unit (Finisher SR4010, Finisher SR4020) (Optional)

This section describes specifications for the punch unit (Finisher SR4010, Finisher SR4020).

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, 8K, 16K
2 & 4 holes type: 2 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K
2 & 4 holes type: 4 holes	▭: A3, B4 JIS, 11 × 17, 8K
2 & 4 holes type: 4 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K
4 holes type: 4 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, 8K, 16K
4 holes type: 4 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K
2 & 3 holes type: 2 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, 8K, 16K
2 & 3 holes type: 2 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K
2 & 3 holes type: 3 holes	▭: A3, B4 JIS, 11 × 17, 8K
2 & 3 holes type: 3 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K

Paper weight:

52 - 163 g/m^2, 14 - 43 lb.

Power consumption:

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

Dimensions (W × D × H):

110 × 484 × 117 mm, 4.3 × 19 × 4.6 inches

Weight:

Approx. 2.5 kg, 5.5 lb.

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Specifications for Punch Unit (Finisher SR5000) (Optional)

This section describes specifications for the punch unit (Finisher SR5000).

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, 8K, 16K
2 & 4 holes type: 2 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K
2 & 4 holes type: 4 holes	▭: A3, B4 JIS, 12 × 18, 11 × 17, 8K
2 & 4 holes type: 4 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K
4 holes type: 4 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, 8K, 16K
4 holes type: 4 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K
2 & 3 holes type: 2 holes	▭: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 13, 8K, 16K
2 & 3 holes type: 2 holes	▯: A4, B5 JIS, A5, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$, 16K
2 & 3 holes type: 3 holes	▭: A3, B4 JIS, 12 × 18, 11 × 17, 8K
2 & 3 holes type: 3 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K

Paper weight:

- 2 & 3 holes: 52 - 163 g/m^2, 14 - 43 lb.
- 4 holes: 52 - 128 g/m^2, 14 - 34 lb.

Dimensions (W × D × H):

463 × 105 × 100 mm, 18.3 × 4.2 × 4.0 inches

Weight:

Approx. 4.5 kg, 10 lb.

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Specifications for Copy Tray (Optional)

This section describes specifications for the copy tray.

Paper capacity:

- A3, B5 JIS, 11 × 17, $5^1/_2$ × $8^1/_2$: 250 sheets
- B4 JIS, A4, $8^1/_2$ × 14, $8^1/_2$ × 11 : 500 sheets

Dimensions (W × D × H):

390 × 330 × 130 mm, 15.4 × 13 × 5.1 inches

Weight:

Approx. 650 g, 1.4 lb.

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Specifications for Output Jogger (Optional)

This section describes specifications for the output jogger. To use the output jogger, the Finisher SR4010 or the Finisher SR4020 is required.

Paper size:

A3▭, B4 JIS▭, A4▯▭, B5 JIS▭, A5▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11▯▭, 5^1/$_2$ × 8^1/$_2$▯

Power consumption:

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

Dimensions (W × D × H):

108 × 452 × 130 mm, 4.3 × 17.8 × 5.2 inches

Weight:

Approx. 2 kg, 4.4 lb.

Specifications for Mailbox (Optional)

This section describes specifications for the mailbox. To use the mailbox, the Finisher SR4010 or the Finisher SR4020 is required.

Number of trays:

9 trays

Paper size:

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

Paper weight:

60 - 128 g/m^2, 16 - 34 lb.

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

100 sheets per tray

Power consumption:

Approx. 48 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

540 × 600 × 660 mm, 21.3 × 23.6 × 26 inches

Weight:

Approx. 15 kg, 33 lb.

Specifications for Interposer (Optional)

This section describes specifications for the interposer. To use the interposer, the Finisher SR4010 or the Finisher SR4020 is required.

Paper size:

A3▭, B4 JIS▭, A4▭▭, B5 JIS▭▭, A5▭▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 11▭▭, $5^1/_2$ × $8^1/_2$▭▭

Paper weight:

64 - 216 g/m^2, 17 - 58 lb.

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

200 sheets

Power consumption (Max):

Approx. 43 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

500 × 600 × 600 mm, 19.7 × 23.7 × 23.7 inches

Weight:

Approx. 12 kg, 26.5 lb.

Specifications for Twin Interposer (Optional)

This section describes specifications for the twin interposer. To use the twin interposer, the Finisher SR5000 is required.

Paper size:

- Width: A5▯, $5^1/_2 \times 8^1/_2$▯ - 12 inches
- Length: A5▯, $5^1/_2 \times 8^1/_2$▯ - 18 inches

Paper weight:

64 - 216 g/m^2, 20 lb. Bond - 80 lb. Cover

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

200 sheets × 2

Power consumption (Max):

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

Dimensions (W × D × H):

540 × 730 × 1270 mm, 21.3 × 28.7 × 50 inches

Weight:

Approx. 45 kg, 98.0 lb.

Specifications for Z-folding Unit (Optional)

This section describes specifications for the Z-folding unit. To use the Z-folding unit, the Finisher SR4020 or the Finisher SR5000 is required.

Paper size:

A3⊐, B4 JIS⊐, A4⊐, 12 × 18⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐

Paper weight:

- Without Z-fold:

    52 - 300 g/m^2, 14 - 80 lb.

- With Z-fold:

    64 - 80 g/m^2, 17 - 21 lb.

Power consumption:

Maximum 100 W (A separate power source is required.)

Dimensions (W × D × H):

177 × 620 × 960 mm, 6.9 × 24.4 × 37.8 inches

Weight:

Approx. 55 kg, 121.3 lb.

Specifications for Large Capacity Tray (LCT) (Optional)

This section describes specifications for the large capacity tray (LCT).

Paper size:

A4📄, B5 JIS📄, $8^1/_2 × 11$📄

Paper weight:

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

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

4,000 sheets

Power consumption:

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

Dimensions (W × D × H):

314 × 458 × 659 mm, 12.4 × 18 × 25.9 inches

Weight:

Approx. 20 kg, 44 lb.

Specifications for Wide Large Capacity Tray (Wide LCT) (Optional)

This section describes specifications for the wide large capacity tray (Wide LCT).

Paper size:

A3▭, B4 JIS▭, A4▯▭, B5 JIS▭, A5▯▭, B6 JIS▭, A6▭

12 × 18▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 11▯▭, $8^1/_2$ × 13▭, $8^1/_4$ × 13▭, 8 × 13▭, $5^1/_2$ × $8^1/_2$▯▭, $7^1/_4$ × $10^1/_2$▯▭, 8K▭, 16K▯▭

Paper weight:

52 - 300 g/m^2, 14 lb. Bond - 110 lb. Cover

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

2,000 sheets

Power consumption:

Maximum 90 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

865 × 730 × 746 mm, 34.1 × 28.8 × 29.4 inches

Weight:

Approx. 85 kg, 187.4 lb.

⬇ Note

• The bypass tray cannot be used if the wide large capacity tray (Wide LCT) is installed.

Specifications for Other Options

This section describes specifications for other options.

A3 / 11 × 17 Tray Unit

You can load A3▷ or 11 × 17▷ paper in the tray 1 using this unit.

B4 JIS / 8^1/$_2$ × 14 Tray Unit

You can load B4 JIS▷/A4▷ or 8^1/$_2$ × 14▷ paper in the large capacity tray (LCT) using this unit.

Tab Sheet Holder

You can use tab sheets with this holder.

Copy Connector

You can utilize the connect copy function bridging two machines with the copy connector.

DataOverWriteSecurity Unit

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

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

⭐ **Important**

- If you use damp or curled paper, a staple clogging or paper jam may occur.
- When loading thick paper of 164 -216 g/m^2 (61 - 80 lb. Cover) in paper trays 1-3, or of 281 - 300 g/m^2 (104 - 110 lb. Cover) in the bypass tray or in the wide large capacity tray (Wide LCT), see the recommended conditions described in "Thick Paper".

Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity [1]
52.3 - 216 g/m^2 (14 - 57 lb. Bond, 20 - 80 lb. Cover, 29 - 119 lb. Index) Thin Paper - Thick Paper 2	A4⊳, 8^1/$_2$ × 11⊳ [2]	A4⊳ [2], 8^1/$_2$ × 11⊳	1,100 sheets × 2

Tray 1 (A3/11 × 17 Tray Unit (optional))

Paper type and weight	Metric version	Inch version	Paper capacity [1]
52.3 - 216 g/m^2 (14 - 57 lb. Bond, 20 - 80 lb. Cover, 29 - 119 lb. Index) Thin Paper - Thick Paper 2	A3⊳	11 × 17⊳	1,100 sheets
52.3 - 216 g/m^2 (14 - 57 lb. Bond, 20 - 80 lb. Cover, 29 - 119 lb. Index) Thin Paper - Thick Paper 2	[2] B4 JIS⊳, A4⊳⊳, 11 × 17⊳, 8^1/$_2$ × 14 ⊳, 8^1/$_2$ × 11⊳⊳	[2] A3⊳, B4 JIS⊳, A4 ⊳⊳, 8^1/$_2$ × 14⊳, 8^1/$_2$ × 11⊳⊳	1,100 sheets

Tray 2, 3

Paper type and weight	Metric version	Inch version	Paper capacity [*1]
52.3 - 216 g/m^2 (14 - 57 lb. Bond, 20 - 80 lb. Cover, 29 - 119 lb. Index) Thin Paper - Thick Paper 2	[*3] A3▽, B4 JIS▽, A4▽▽, B5 JIS▽▽, A5▽▽ 12 × 18▽, 11 × 17▽, 8^1/$_2$ × 14▽, 8^1/$_2$ × 13▽, 8^1/$_4$ × 13▽, 8 × 13▽, 8^1/$_2$ × 11▽▽, 7^1/$_4$ × 10^1/$_2$▽▽, 5^1/$_2$ × 8^1/$_2$▽▽, 8K (267 × 390 mm)▽, 16K (195 × 267 mm)▽▽		550 sheets
52.3 - 216 g/m^2 (14 - 57 lb. Bond, 20 - 80 lb. Cover, 29 - 119 lb. Index) Thin Paper - Thick Paper 2	[*4] 8^1/$_4$ × 14▽, 11 × 15▽, 11 × 14▽, 10 × 15▽, 170 × 210 mm▽, 340 × 210 mm▽		550 sheets
Tab sheets [*9] 163 g/m^2 (43 lb. Bond, 60 lb. Cover, 90 lb. Index), 199 g/m^2 (53 lb. Bond, 73 lb. Cover, 110 lb. Index)	A4▽, 8^1/$_2$ × 11▽, 8^1/$_2$ × 14▽		200 sheets

Bypass Tray

Paper type and weight	Metric version	Inch version	Paper capacity [*1]
52.3 - 300 g/m^2 (14 - 80 lb. Bond, 20 - 110 lb. Cover, 29 - 165 lb. Index) Thin Paper - Thick Paper 3	[*3] A3▽, A4▽, A5▽, 8 × 13▽	[*3] A3▽, 11 × 17▽, 8^1/$_2$ × 14▽, 5^1/$_2$ × 8^1/$_2$▽	[*10] 100 sheets 100 sheets (Thin Paper) 30 sheets (Thick Paper 1) 20 sheets (Thick Paper 2) 10 sheets (Thick Paper 3)

4. Appendix

Paper type and weight	Metric version	Inch version	Paper capacity [*1]
52.3 - 300 g/m^2 (14 - 80 lb. Bond, 20 - 110 lb. Cover, 29 - 165 lb. Index) Thin Paper - Thick Paper 3	[*5] B4 JIS⊐, A4⊐, B5 JIS⊐⊐, A5⊐, B6 JIS ⊐, A6⊐ 12 × 18⊐, 11 × 17 ⊐, 8^1/$_2$ × 14⊐, 8^1/$_2$ × 11⊐⊐, 5^1/$_2$ × 8^1/$_2$⊐, 8^1/$_2$ × 13 ⊐, 8^1/$_4$ × 13⊐, 8 × 13⊐, 7^1/$_4$ × 10^1/$_2$⊐ ⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, 8^1/$_4$ × 14⊐, 8 × 10^1/$_2$⊐⊐, 8 × 10 ⊐⊐	[*5] B4 JIS⊐, A4⊐⊐, B5 JIS⊐⊐, A5⊐⊐, B6 JIS⊐, A6⊐ 12 × 18⊐, 8^1/$_2$ × 11 ⊐⊐, 8^1/$_2$ × 13⊐, 8^1/$_4$ × 13⊐, 8 × 13 ⊐, 7^1/$_4$ × 10^1/$_2$⊐ ⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, 8^1/$_4$ × 14⊐, 8 × 10^1/$_2$⊐⊐, 8 × 10 ⊐⊐	[*10] 100 sheets 100 sheets (Thin Paper) 30 sheets (Thick Paper 1) 20 sheets (Thick Paper 2) 10 sheets (Thick Paper 3)
52.3 - 300 g/m^2 (14 - 80 lb. Bond, 20 - 110 lb. Cover, 29 - 165 lb. Index) Thin Paper - Thick Paper 3	[*6] Custom size Vertical: 100 - 305 mm Horizontal: 148 - 457.2 mm	[*6] Custom size Vertical: 3.94 - 12 inches Horizontal: 5.83 - 18 inches	[*10] 100 sheets 100 sheets (Thin Paper) 30 sheets (Thick Paper 1) 20 sheets (Thick Paper 2) 10 sheets (Thick Paper 3)
Translucent paper [*15]	A3⊐, B4 JIS⊐, A4⊐, B5 JIS⊐, A4⊐ [*5], B5 JIS ⊐ [*5]		50 sheets [*11]
OHP transparencies [*7]	[*3] A4⊐, 8^1/$_2$ × 11⊐ [*5] A4⊐, 8^1/$_2$ × 11⊐		50 sheets [*11]
Label paper (adhesive labels)	B4 JIS⊐, A4⊐, A4⊐ [*5]		1 sheet

Paper type and weight	Metric version	Inch version	Paper capacity [*1]
Tab sheets [*9] 163 g/m^2 (43 lb. Bond, 60 lb. Cover, 90 lb. Index), 199 g/m^2 (53 lb. Bond, 73 lb. Cover, 110 lb. Index)	[*5] A4, 8^1/$_2$ × 11, 8^1/$_2$ × 14		20 sheets
Envelopes [*8]	[*6] 114 × 229 mm (C5/6), 114 × 162 mm (C6), 162 × 229 mm (C5)	[*6] 4^1/$_8$ × 9^1/$_2$ (Com10)	10 sheets [*11]

Large Capacity Tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
52.3 - 127.9 g/m^2 (14 - 34 lb. Bond, 20 - 47 lb. Cover, 29 - 71 lb. Index) Thin Paper - Middle Thick	A4	8^1/$_2$ × 11	4,000 sheets
52.3 - 127.9 g/m^2 (14 - 34 lb. Bond, 20 - 47 lb. Cover, 29 - 71 lb. Index) Thin Paper - Middle Thick	[*2] B4 JIS [*12], A4 [*12], 8^1/$_2$ × 14 [*12], B5 JIS, 8^1/$_2$ × 11	[*2] B4 JIS [*12], A4 [*12], A4, 8^1/$_2$ × 14 [*12], B5 JIS	4,000 sheets

Wide Large Capacity Tray (Wide LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity [10]
52 - 300 g/m^2 (14 - 80 lb. Bond, 20 - 110 lb. Cover, 29 - 165 lb. Index) Thin Paper - Thick Paper 3	[3] A3⊐, B4 JIS⊐, A4 ⊐⊏, B5 JIS⊐, A5⊐, 12 × 18⊐, 11 × 17 ⊐, 8$^1/_2$ × 11⊐, 8 × 13, 5$^1/_2$ × 8$^1/_2$⊐	[3] A3⊐, B4 JIS⊐, A4 ⊐, B5 JIS⊐, A5⊐, 12 × 18⊐, 11 × 17⊐, 8$^1/_2$ × 11⊐, 8 × 13 ⊐, 5$^1/_2$ × 8$^1/_2$⊐⊏	2,000 sheets
52 - 300 g/m^2 (14 - 80 lb. Bond, 20 - 110 lb. Cover, 29 - 165 lb. Index) Thin Paper - Thick Paper 3	[13] B5 JIS⊏, A5⊏, B6 JIS, A6⊏, 8$^1/_2$ × 14⊏, 8$^1/_2$ × 11⊏, 5$^1/_2$ × 8$^1/_2$⊏, 8$^1/_2$ × 13⊏, 8$^1/_4$ × 13⊏, 7$^1/_4$ × 10$^1/_2$⊐⊏, 8K ⊏, 16K⊐⊏	[13] A4⊏, B5 JIS⊏, A5⊏, B6 JIS⊏, A6⊏, 8$^1/_2$ × 14⊏, 8$^1/_2$ × 13⊏, 8$^1/_4$ × 13⊏, 7$^1/_4$ × 10$^1/_2$⊐⊏	2,000 sheets
52 - 300 g/m^2 (14 - 80 lb. Bond, 20 - 110 lb. Cover, 29 - 165 lb. Index) Thin Paper - Thick Paper 3	[14] Custom size Vertical: 100 - 305 mm Horizontal: 139.7 - 458 mm	[14] Custom size Vertical: 3.94 - 12 inches Horizontal: 5.5 - 18 inches	2,000 sheets
Translucent paper [15]	A3⊐, B4 JIS⊐, A4⊐, B5 JIS⊐, A4⊏ [13], B5 JIS⊏ [13]		1,000 sheets [11]
OHP transparencies [7]	[3] A4⊐, 8$^1/_2$ × 11⊐ [13] A4⊏, 8$^1/_2$ × 11⊏		1,000 sheets [11]
Label paper (adhesive labels)	B4 JIS⊐, A4⊐, A4⊏ [13]		20 sheets [11]
Tab sheets [9] 163 g/m^2 (43 lb. Bond, 60 lb. Cover, 90 lb. Index), 199 g/m^2 (53 lb. Bond, 73 lb. Cover, 110 lb. Index)	[13] A4⊏, 8$^1/_2$ × 11⊏, 8$^1/_2$ × 14⊏		1,000 sheets

Paper type and weight	Metric version	Inch version	Paper capacity [*10]
Envelopes [*8]	[*14] 114 × 229 mm (C5/6)▯, 114 × 162 mm (C6) ▯, 162 × 229 mm (C5) ▯	[*14] $4^1/_8 × 9^1/_2$ (Com10) ▯	10 sheets [*11]

*1   When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. See "Loading Paper", Troubleshooting.

*2   The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.

*3   The paper size is detected automatically.

*4   Select the paper size under Tray Paper Size: Tray 2-3 in System Settings. See "System Settings", General Settings Guide.

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

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

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

*8   For details about loading envelopes, see "Envelopes".

*9   The optional tab sheet holder is required.

*10   Depending on the paper thickness, the actual paper capacity may be less than specified.

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

*12   The optional B4 JIS/$8^1/_2$ × 14 tray unit is required to load B4 JIS/$8^1/_2$ × 14 size paper. (2,500 sheets can be loaded in this tray.)

*13   Select the paper size under Tray Paper Size: LCT in System Settings. See "System Settings", General Settings Guide.

*14   If you want to copy onto custom size paper, select the size using the Tray Paper Settings function. See "System Settings", General Settings Guide.

*15   When loading translucent paper, set the paper direction according to the grain.

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fiber flow

BAV025S

Paper Thickness

The classification of thick paper may be different depending on the brand of paper.

Paper Thickness	Metric version	Inch version (Bond paper)	Inch version (Cover paper)	Inch version (Index paper)
Thin Paper	52.3 - 65.9 g/m^2	13.9 - 17.9 lb.	19.3 - 23.9 lb.	28.9 - 36.4 lb.
Plain Paper 1	66 - 80.9 g/m^2	18 - 21.9 lb.	24 - 29.9 lb.	36.5 - 44.9 lb.
Plain Paper 2	81 - 100.9 g/m^2	22 - 26.9 lb.	30 - 37 lb.	45 - 55.9 lb.
Middle Thick	101 - 127.4 g/m^2	27 - 33.9 lb.	37.1 - 46.9 lb.	56 - 70.4 lb.
Thick Paper 1	127.5 - 163.9 g/m^2	34 - 43.9 lb.	47 - 60.4 lb.	70.5 - 90.4 lb.
Thick Paper 2	164 - 249.9 g/m^2	44 - 66.9 lb.	60.5 - 91.9 lb.	90.5 - 137.9 lb.
Thick Paper 3	250 - 300 g/m^2	67 - 80 lb.	92 - 110 lb.	138 - 165.7 lb.

Note

- When loading paper in the paper trays 1 - 3, place the print side face down.
- When using translucent paper or label paper, make sure to select the appropriate paper type under Paper Type: Bypass Tray or Paper Type: LCT. See "System Settings", General Settings Guide.
- When loading paper in the bypass tray, the large capacity tray (LCT) or the wide large capacity tray (Wide LCT), place the print side face up.
- When you use the bypass tray, it is recommended to set the paper direction to ▭.
- The bypass tray cannot be used if the wide large capacity tray (Wide LCT) is installed.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.

- Do not use colour OHP transparencies with coatings that are easily melted by heat.

- 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/Document Server Reference.

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

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

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

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

- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Tray 2-3 and Paper Type: LCT. See "System Settings", General Settings Guide. For the setting procedure of the Auto Tray Switching function, see "Copier/Document Server Features", General Settings Guide.

Reference

- p.94 "Envelopes"
- p.96 "Thick Paper"

Envelopes

This section describes loading envelopes.

⭐ **Important**

- **Only envelopes (1) and (2) as shown below are supported.**

Envelope types	Supported/Not supported
(1) BAV026S	Supported [*1]
(2) BAV027S	Supported [*1]
(3) BAV028S	Not supported

[*1] Misfeeds might also occur when using envelopes (1) and (2) depending on the length and shape of the flaps.

- To print on envelopes, load them on the bypass tray or in the wide large capacity tray (Wide LCT) and be sure to specify the appropriate paper type.

  See "Copying from the Bypass Tray", Copy/Document Server Reference.

- Specifications for envelopes are as follows:

	Metric version	Inch version
Weight	72 - 90 g/m^2	19 - 24 lb.
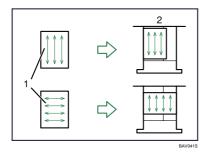
	Metric version	Inch version
Recommended weight and size	80 g/m^2, 114 × 229 mm (C5/6) 80 g/m^2, 114 × 162 mm (C6) 95 g/m^2, 162 × 229 mm (C5)	24 lb., $4^1/_8$ × $9^1/_2$ (Com10)

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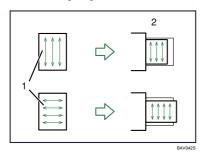
This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 164 - 216 g/m^2 (61 - 80 lb. Cover) in paper trays 1 - 3, or of 281 - 300 g/m^2 (104 - 110 lb. Cover) in the bypass tray or in the wide large capacity tray (Wide LCT), follow the recommendations below to prevent misfeeds and loss of image quality.

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

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

- When loading thick paper in paper trays 1 - 3 or the wide large capacity tray (Wide LCT), set the paper direction according to its grain, as shown in the following diagram.

BAV041S

1: Direction of paper grain

2: Direction in which to set thick paper in paper trays 1 - 3 or the wide large capacity tray (Wide LCT)

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

BAV042S

1: Direction of paper grain

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

Note

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

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

⬇ **Note**

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

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MEMO

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

❙ means POWER ON.

⏻ means STAND BY.

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* The product names of Windows XP are as follows:

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