C9065/C9075
MP C6501sp/C7501sp
LD365C/LD375C
Aficio™ MP C6501sp/C7501sp

Operating Instructions
About This Machine

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

1 Simple Search

2 Getting Started

3 Adding Paper

4 Adding Toner, Staples, and Ring Combs

5 Entering Text

6 Operating Instructions

7 Handling the Ring Binder

8 Remarks

9 Appendix

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

Documentation for This Machine

TABLE OF CONTENTS

1. Simple Search

2. Getting Started

3. Adding Paper

9. Appendix

Manuals for This Machine

Read this manual carefully before you use this machine.

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

⭐ **Important**

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

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

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Reference

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

Security Reference

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

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

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

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

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

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

VM Card Extended Feature Settings Device Reference

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

VM Card Extended Feature Settings Web Reference

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

Other manuals

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

↓ Note

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

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

[1] Optional

Manuals List

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

What You Can Do with This Machine

This section introduces the features of this machine.

⬇Note
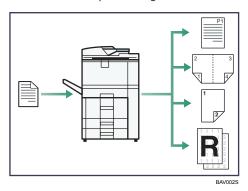
- For details about options, see "Options".

🗎Reference

- p.57 "Options"

Using This Machine as a Copier

You can make copies of originals.

BAV002S
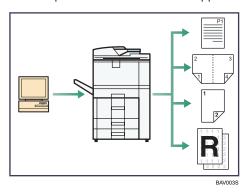
- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.

- 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 and OHP transparencies.

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

- The optional ring binder allows you to bind your copies with a ring comb.

Using This Machine as a Printer

You can print documents created in applications.

BAV003S
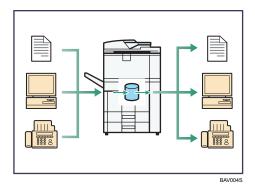
- This machine supports network and local connections.

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

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

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

- The optional ring binder allows you to bind your prints with a ring comb.

Utilizing Stored Documents

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

BAV004S
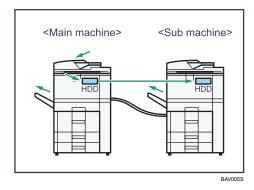
- You can retrieve documents scanned in copier mode. For details, see Scanner Reference 🔘.

- You can also retrieve stored documents scanned in scanner mode.

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

🄴 Reference

- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Reference 🔘.

- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference 🔘.

- For details about Document Server in fax mode, see "Storing a Document", Facsimile Reference 🔘.

- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference 🔘.

- For details about Document Server, see "Document Server", Copy and Document Server Reference 📦🔘.

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).

<Main machine>   <Sub machine>

HDD   HDD

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
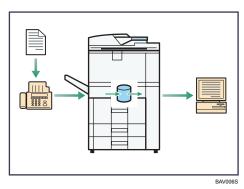
- See "Connect Copy", Copy and Document Server Reference 📖 💿.

Paperless Fax Transmission and Reception

You can send and receive fax messages without printing them.

Reception

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

BAV006S
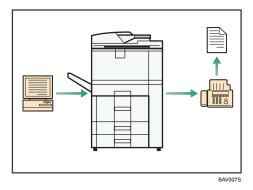
You can use Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

🔖 Reference

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

Transmission

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

BAV007S
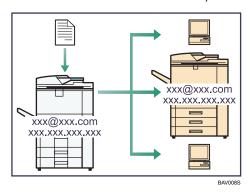
- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

🔲 Reference

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

Fax Transmission and Reception Over the Internet

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

xxx@xxx.com
xxx.xxx.xxx.xxx

xxx@xxx.com
xxx.xxx.xxx.xxx

BAV008S

E-mail Transmission

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

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

IP-Fax

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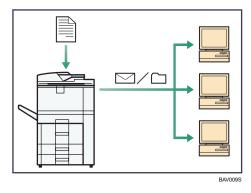
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

🔲 Reference

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

Using the Facsimile and the Scanner in a Network Environment

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

BAV009S

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network.
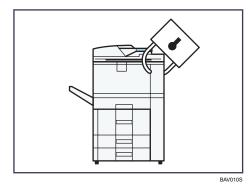
- You can use Web Services on Devices (WSD) to send scan files to a client computer.

🗐 Reference

- For details about sending scan files by e-mail, see "Specifying a Destination", Facsimile Reference 💿, and "Sending Scan Files by E-mail", Scanner Reference 💿.

- For details about file storage, see Scanner Reference 💿.

- For details about sending scan files by Scan to Folder, see "Specifying a Destination", Facsimile Reference 💿, and "Sending Scan Files to Folders", Scanner Reference 💿.

- For details about the machine's settings for network delivery scanner, see "Network Settings Required to Use the Network Delivery Scanner", Network and System Settings Reference 💿.

- For details about how to use the network delivery scanner function, see "Delivering Scan Files", Scanner Reference 💿.

- For details about sending using WSD, see "Sending Scan Files Using WSD", Scanner Reference 💿.

Administrating the Machine/Protecting Documents (Security Functions)

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

BAV010S
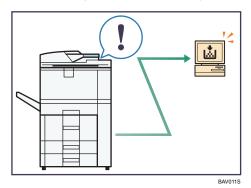
- You can protect documents from unauthorized access and stop them from being copied without permission.

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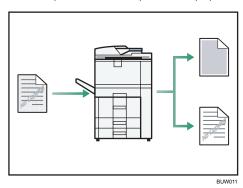
You can change the machine's settings and monitor its status from a connected computer.

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

Preventing an Unauthorized Copy

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

BUW011

Unauthorized Copy Prevention

You can configure this machine to detect and reproduce anti-copy patterns or text embedded in a source document by a device using a copy prevention function. Detection occurs when the machine is copying, faxing, scanning, or storing a document in Document Server. If the machine detects an embedded anti-copy pattern or text, it will reproduce the pattern or text at visible resolution to

discourage unauthorized copying. Note that this machine cannot embed reproducible anti-copy patterns or text.

Data Security for Copying

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

🗎 Reference

- See Security Reference ⊙.

Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

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

Note

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

Reference

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

[ ]

Indicates the names of keys on the machine's display or control panels.

Indicates instructions in book form.

Indicates instructions in sheet form.

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

Machine Types

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: C9065/MP C6501SP/LD365C/Aficio MP C6501SP
- Type 2: C9075/MP C7501SP/LD375C/Aficio MP C7501SP

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

Names of Major Items

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

- Auto Document Feeder → ADF

- Large Capacity Tray (optional) → LCT

- Wide Large Capacity Tray (optional) → Wide LCT

- Multi-Folding Unit FD5000 (optional) → Multi-folding unit

- Ring Binder RB5000 (optional) → Ring binder

Notes

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

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

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

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

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

⚠️ **WARNING**

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

⚠️ **CAUTION**

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

⚠️ **CAUTION**

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

⚠️CAUTION

- When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.

⚠️CAUTION

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

Handling power cords and power plugs

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

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

⚠️WARNING

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

> • To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
>
> • For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.
>
> • Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

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.

⚠️WARNING

> • Do not turn the earth leakage breakers from the Off to the On position. Otherwise it might lead to an electric shock, or cause the circuit breakers to trip.

⚠️CAUTION

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

⚠️ CAUTION

- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

⚠️ CAUTION

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

⚠️ CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

⚠️ CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

⚠️ CAUTION

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

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

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

Handling the machine's interior

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

⚠️ WARNING

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

⚠️ CAUTION

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

⚠️CAUTION

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

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

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

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

- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You might trap your fingers if you do not.

Handling the machine's supplies

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

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

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

⚠️WARNING

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

⚠️CAUTION

- Do not reuse stapled paper. Otherwise, a fire might occur.

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

- When binding paper manually with the ring opener, take care not to trap or injure your fingers.

⚠ CAUTION

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

⚠ CAUTION

- 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.

Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels

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

BUW012

1

BUW013

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

2

BUW014

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.

BUW015

3

CAUTION	Hot surface avoid contact
ATTENTION	Surface chaude Évitez tout contact
ACHTUNG	Heiße Oberfläche Kontakt vermeiden
ATTENZIONE	Superficie calda Evitare il contatto
PRECAUCIÓN	No tocar. Zona muy caliente.
VOORZICHTIG	Heet oppervlak vermijd contact
FÖRSIKTIGT	Het yta. Rör ej
FORSIGTIG	Varm overflade Undgå berøring
FORSIKTIG	Varm overflate, unngå kontakt
OSTRZEŻENIE	Gorąca powierzchnia nie dotykać
CUIDADO	Superfície quente Evitar contacto
POZOR	Horký povrch nedotýkat se
FIGYELEM	Ne érintse meg a forró felületeket!
TÄRKEÄÄ	**Kuuma pinta. Älä koske.**
ОСТОРОЖНО	Горячая поверхность Избегайте контакта
注意高温	表面高温,请勿接触。
高温注意	表面高温請勿碰觸
고온주의	표면이 뜨거우니 조심하십시오.
高温注意	表面が熱くなっていますので触らないでください。

BUW016

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.
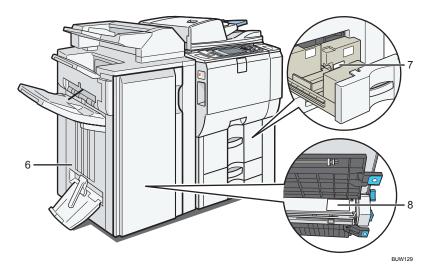
4

BUW017

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

5

BUW018

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

BUW129

6

BRK024S
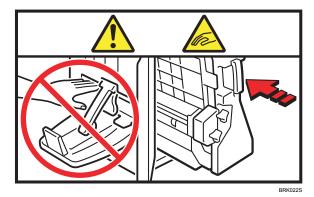
Do not touch the paper exit section of the finisher. It could cause injury.
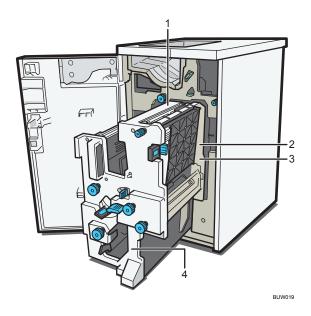
7

BRK023S

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.

8

BRK022S
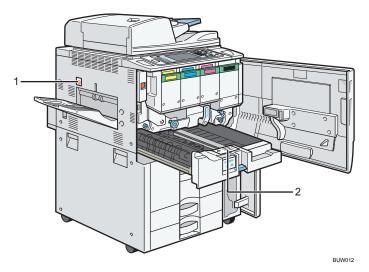
Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.

Multi-Folding Unit

BUW019

1

BQW058S

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

2

BQW059S

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

3
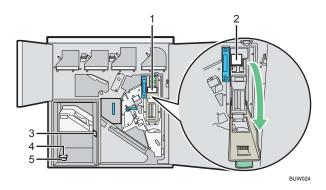
BQW060S

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

4

BQW064S
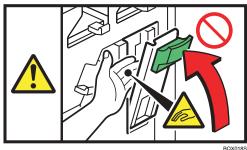
Do not touch the parts a label indicates. The inside of the multi-folding unit could be very hot. Caution should be taken when removing misfed paper.

Ring Binder

BUW024

1

BQX018S

Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.
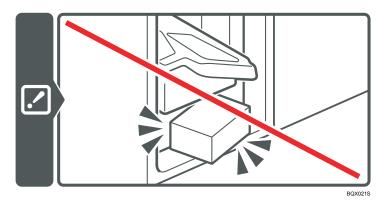
2

BQX019S

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

3

BQX022S

When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

4

BQX021S

Make sure the space below the ring binder tray is clear. Malfunctions can occur if this space is obstructed.

5

BQX020S

When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.

Power Switch Symbols

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

- **|** :POWER ON.
- **○** :POWER OFF.
- **⏻** :STANDBY.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

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

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

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

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

It is an open program in which manufacturers participate voluntarily.

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

🔽 **Note**

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

📑 **Reference**

- p.41 "Energy Saving Functions"

Energy Saving Functions

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

Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.

- The default period the machine waits before entering Low Power Mode is 15 minutes. This default time can be changed.

Sleep Mode (on machines with facsimile, printer, or scanner functions)

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.

- The default delay time the machine waits before entering Sleep Mode is 30 minutes. This default time can be changed.

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

Specifications

	Type 1	Type 2
Reduced Electrical Consumption by Low Power Mode	255.25 W or less	293.75 W or less
Time of Switch into Low Power Mode	15 minutes	15 minutes
Time of Switch out from Low Power Mode	35 seconds or less	30 seconds or less
Reduced Electrical Consumption by Sleep Mode	3 W or less	3 W or less
Time of Switch into Sleep Mode	30 minutes	30 minutes
Time of Switch out from Sleep Mode	70 seconds [1]	60 seconds [1]

  [1] The machine might not recover in the time indicated, depending on the conditions of the environment it is operating in.

⬇ **Note**

- Specifications can vary depending on which options are installed on the machine.

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

📖 **Reference**

- "Timer Settings", Network and System Settings Reference 🔘

Laws and Regulations

Legal Prohibition

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

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

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

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

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

Laser Safety

CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class I laser products. This equipment contains multiple 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 to users in the United States of America

FCC Rules

Declaration of Conformity

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.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number:

- C9065/MP C6501SP/LD365C/Aficio MP C6501SP
- C9075/MP C7501SP/LD375C/Aficio MP C7501SP

Note:

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

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

Caution:

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

FCC Rules to Finisher SR5000, Twin Interposer, and Ring Binder Users

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, 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.

Notes on lamp(s) inside this machine

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

Notes to users in the state of California

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

Important Safety Instructions

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

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.

- Do not use a telephone in the vicinity of a gas leak to report the leak.

- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

IMPORTANTES MESURES DE SÉCURITÉ

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

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.

- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.

- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.

- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

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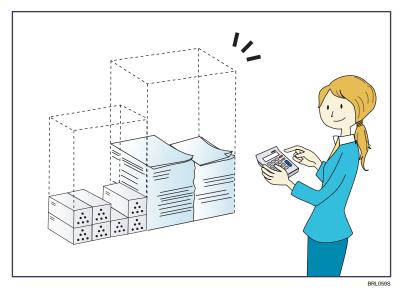
You can search for a procedure either by keyword or by what you want to do.

Searching by What You Want to Do

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

I Want to Reduce my Costs!

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

BRL059S

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

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

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

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

    ⇒ See "Combine Two Originals", Facsimile Reference 💿.

Restricting color printing

    ⇒ See "Authentication Information", Network and System Settings Reference 💿.

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

    ⇒ See "Two-sided Printing", Facsimile Reference 💿.

1

Converting received faxes to electronic formats (Paperless Fax)

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

Sending files from the computer without printing them (LAN-Fax)
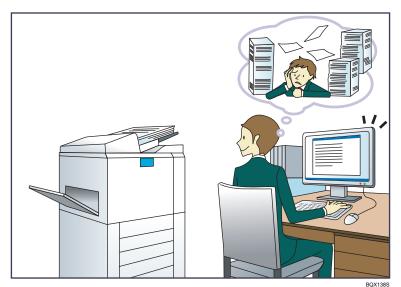
⇒ See "Sending Fax Documents from Computers", Facsimile Reference💿.

Reducing electricity consumption

⇒ See "Timer Settings", Network and System Settings Reference💿.

I Want to Convert Documents to Electronic Formats Easily!

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

BQX138S

Sending scan files

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

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

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

Storing scan files in a shared folder

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

Storing scan files on media

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

Downloading scan files with Web Image Monitor

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

Transferring sent faxes stored on this machine to a computer

⇒ See "Folder Transmission", Facsimile Reference⊙.

Managing and using documents converted to electronic formats (Document Server)
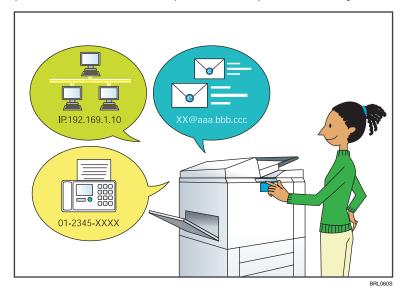
⇒ See "Relationship between Document Server and Other Functions", Copy and Document Server Reference📖 ⊙.

Changing the format of scanned files

⇒ See "Specifying the File Type and File Name", Scanner Reference⊙.

I Want to Register Destinations!

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

BRL060S

Using the control panel to register destinations in the Address Book

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

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

Using Web Image Monitor to register destinations from a computer

⇒ See "To add new receiver", Facsimile Reference⊙.

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

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

I Want to Operate the Machine More Effectively!

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

BQX139S

Registering and using frequently-used settings (Program)

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

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

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

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

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

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

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

Configuring page order for Booklet and Magazine printing

⇒ See "Advanced Copier Functions", Copy and Document Server Reference 📕 💿 .

⇒ See "Advanced Printing", Printer Reference 💿 .

Searching by Keyword

You can search for a procedure by keyword.

1

Paper/Original

I want to load paper.

⇒ p.79 "Loading Paper"

I want to change the paper size.

⇒ p.90 "Changing the Paper Size"

I want to scan a custom size original.

⇒ See "Scan Settings", Scanner Reference ⊚.

I want to know what the paper specifications are.

⇒ p.99 "Recommended Paper Sizes and Types"

The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting ▯ ⊚.

I want to change the initial paper settings.

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

Register/Change/Delete

I want to register a fax number.

⇒ See "Registering a Fax Destination", Network and System Settings Reference ⊚.

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

I want to register an IP-Fax number.

⇒ See "Registering an IP-Fax Destination", Network and System Settings Reference ⊚.

I want to register an e-mail address.

⇒ See "Registering an E-mail Destination", Network and System Settings Reference ⊚.

I want to register an SMB folder.

⇒ See "Registering an SMB Folder", Network and System Settings Reference ⊚.

I want to register multiple addresses as a group.

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

I want to register frequently-used copier functions.

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

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

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

I want to register the settings I use most frequently as the initial settings.

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

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

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

Color

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

⇒ See "Scan Settings", Scanner Reference ⊙.

Settings

I want the output tray to change automatically according to the function used.

⇒ See "General Features", Network and System Settings Reference ⊙.

I want the initial display to feature the saddle stitch settings I use most.

⇒ See "Input/Output", Copy and Document Server Reference 📖 ⊙.

I want to configure authentication by User Code.

⇒ See "Authentication Information", Network and System Settings Reference ⊙.

I want to specify the Scan to Folder settings.

⇒ See "Send Settings", Scanner Reference ⊙.

I want to specify the Scan to E-mail settings.

⇒ See "Send Settings", Scanner Reference ⊙.

I want to specify the settings for Shift Sort, Rotate Sort, and Collate.

⇒ See "Finishing", Copy and Document Server Reference 📖 ⊙.

⇒ See "Advanced Printing", Printer Reference ⊙.

I want to specify the trays for covers.

⇒ See "Advanced Copier Functions", Copy and Document Server Reference 📖 ⊙.

Check

I want to display the fax transmission status.

⇒ See "Confirming on Display", Facsimile Reference.

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

⇒ See "Confirming by Report", Facsimile Reference.

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

⇒ See "Communication Failure Report", Facsimile Reference.

I want to check the delivery result of a fax sent by Memory Transmission.

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

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

⇒ See "Using the Document Server", Copy and Document Server Reference.

I want to check the reception results of fax documents.

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

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

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

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

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

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

⇒ See "Check Modes", Scanner Reference.

I want to check the scan image before sending it.

⇒ See "Preview", Scanner Reference.

I want to view the transmission result.

⇒ See "Scanned Files Status", Scanner Reference.

Install

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

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

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

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

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

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

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

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

1 Supply

I want to load paper.

⇒ p.79 "Loading Paper"

I want to add toner.

⇒ p.115 "Adding Toner"

I want to add staples.

⇒ p.119 "Adding Staples"

Count

I want to count the number of pages printed by each user.

⇒ See "Authentication Information", Network and System Settings Reference 🔘.

I want to count the number of pages printed in both full color and B&W.

⇒ See "Authentication Information", Network and System Settings Reference 🔘.

I want to count the number of pages printed under each function.

⇒ See "Authentication Information", Network and System Settings Reference 🔘.

Specifications

I want to know what the specifications are.

⇒ p.163 "Specifications for the Main Unit"

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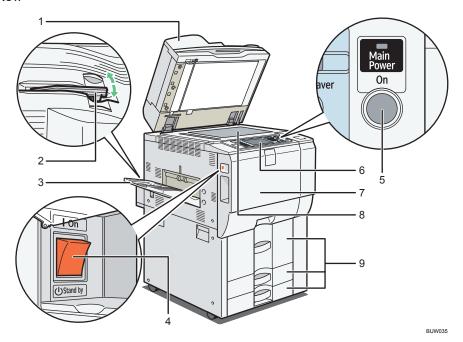
This chapter describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

🌟 **Important**

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

Front view

BUW035

1. **ADF**

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

2. **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 and fax messages are delivered here.

2

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**

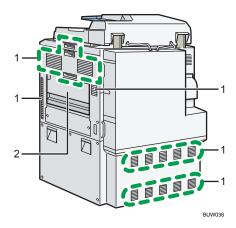   Open to access the inside of the machine.

8. **Exposure glass**

   Place originals face down here.

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

   Load paper here. Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.
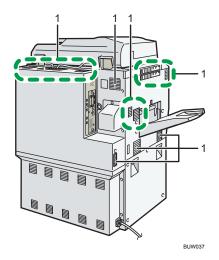
Rear left view

BUW036

1. **Ventilation holes**

   Prevent overheating.

2. **Bypass tray**

   Use to copy or print on OHP transparencies, label paper (adhesive labels), translucent paper, envelopes and custom size paper.

Rear right view

BUW037

1. Ventilation holes
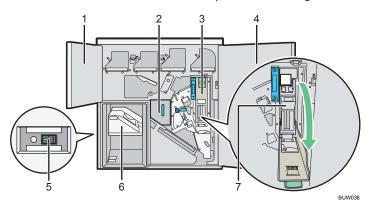
Prevent overheating.

Note

- The bypass tray cannot be used if the Wide LCT is installed.

Reference

- p.60 "Control Panel"

- p.72 "Turning On/Off the Power"

Guide to Components of the Ring Binder

This section introduces the names and functions of the components of the ring binder.

BUW038

1. Ring binder front left cover

Open to clear a paper jam.

2

2. **Comb binding punch receptacle**

    Collects the waste created by ring binding. For details about how to remove the punch waste, see "Removing Punch Waste", Troubleshooting 📖 ⊛.

3. **Comb cartridge cover**

    Open to access the ring comb cartridge.

4. **Ring binder front right cover**

    Open this cover to clear a paper jam or refill the ring comb cartridge.

5. **Earth leakage breaker**

    Protects users from electric shock. For details about checking the earth leakage breaker, see "Checking the Earth Leakage Breaker".

6. **Ring binder tray**

    Ring bound or punched sheets are delivered here.

7. **Ring comb cartridge**

    Contains ring combs. For details about how to insert the ring combs, see "Replacing Ring Combs".
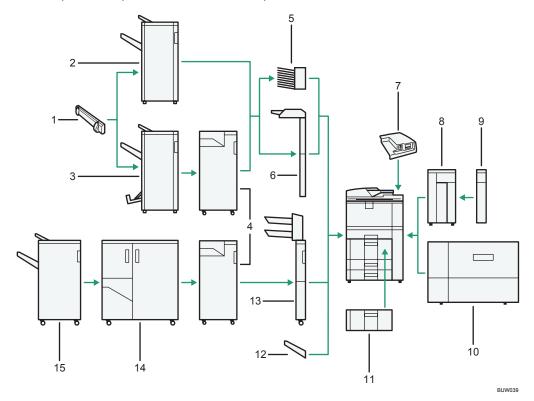
🔗 Reference

Options

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

External Options

This section provides explanations about external options.

BUW039

1. **Output jogger**

   Jogs the sheets delivered to the finisher shift tray.

2. **Finisher SR4030**

   Sorts, stacks, staples, and punches multiple sheets of paper. Consists of the following paper trays:

   • Finisher upper tray

   • Finisher shift tray

3. **Finisher SR4040**

   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. Consists of the following paper trays:

   • Finisher upper tray

   • Finisher shift tray

* Finisher booklet tray

4. **Multi-folding unit**

   The multi-folding unit can apply the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.

   To use the multi-folding unit, the Finisher SR4040 or the Finisher SR5000 is required.

5. **Mailbox**

   Sorts printed paper. Consists of mailbox output trays 1 - 9.

6. **Interposer**

   Inserts cover or slip sheets into copied or printed paper.

7. **Media slot**

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

8. **LCT**

   Holds 4,000 sheets of paper.

9. **Extension unit**

   Attached to the LCT and holds 2,500 sheets of B4 JIS (Japanese Industrial Standard)▽, A4▽, $8^1/_2 \times 14$▽, or $8^1/_2 \times 11$▽ paper.

10. **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, and custom size paper.

11. **A3/11 × 17 tray unit**

    You can load A3▽ or 11 × 17▽ paper in Tray 1 using this unit. If you install the A3/11 × 17 tray unit on your machine, you cannot use it as a tandem tray.

12. **Copy tray**

    Copied/printed paper and fax messages are delivered here.

13. **Twin interposer**

    Inserts cover or slip sheets into copied or printed paper.

14. **Ring binder**

    Binds sheets with a ring comb.

15. **Finisher SR5000**

    Sorts, stacks, staples, and punches multiple sheets of paper. Consists of the following paper trays:

    * Finisher upper tray
    * Finisher shift tray

⬇ **Note**

* The bypass tray cannot be used if the Wide LCT is installed.

2

Internal Options

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

- Fax unit

  Allows you to use the facsimile function.

- Extra G3 interface unit

  This lets you add a G3 fax line.

- HDD encryption unit

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

- Browser unit

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

- IEEE 1284 interface board

  Allows you to connect to an IEEE 1284 cable.

- Wireless LAN board

  Allows you to install a wireless LAN interface.

- Bluetooth interface unit

  Allows you to expand the interface.

- Gigabit Ethernet (1000BASE-T)

  Allows you to communicate over 1000BASE-T.

- File format converter

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

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

- Copy data security unit

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

- DataOverWriteSecurity unit

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

- Copy connector

  Allows you to use the Connect Copy function.

🔅Note

- Only one of the following options can be installed on the machine at any one time: IEEE 1284 interface board, wireless LAN board, Bluetooth interface unit, file format converter.
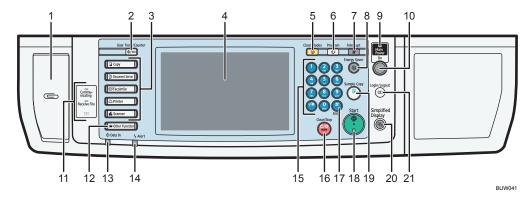
Control Panel

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.

BUW041

1. **Paper clip tray**

   Holds paper clips or staples removed from documents.

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

   - User Tools

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

   - Counter

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

   - Inquiry

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

3. **Function keys**

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

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

4. **Display panel**

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

5. **[Clear Modes] key**

   Press to clear the current settings.

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

   • Press to register frequently used settings, or to recall registered settings. See "Registering Frequently Used Settings", Copy and Document Server Reference 📔 ⊚, Facsimile Reference ⊚, and Scanner Reference ⊚.

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

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

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

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

7. **[Interrupt] key**

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

8. **[Energy Saver] key**

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

9. **Main power indicator**

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

10. **Operation switch**

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

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

    • Communicating indicator

       Lights continuously during data transmission and reception.

    • Receiving File indicator

       Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.
       See "Substitute Reception", Facsimile Reference ⊚.

    • Confidential File indicator

       Lights continuously while personal box data is being received.

       Blinks while Memory Lock file is being received.

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

12. **[Other Function] key**

    Calls up registered functions.

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

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

14. **Alert indicator**

    Lights continuously if an error has occurred.

15. **Number keys**

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

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

- Clear

Press to delete a number entered.

- Stop

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

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

Press to confirm values entered or items specified.

18. **[Start] key**

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

19. **[Sample Copy] key**

Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy", Copy and Document Server Reference 📖 ⑧.

20. **[Simplified Display] key**

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

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

Press this to log in or log out.

🔖 Reference

- p.63 "Display Panel"
- p.63 "Simplified Display"
- p.70 "Changing Modes"
- p.72 "Turning On/Off the Power"
- p.75 "Saving Energy"
- p.153 "Counter"
- p.154 "Inquiry"

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.
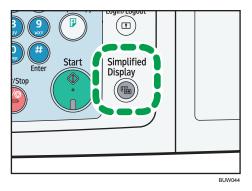
Simplified Display

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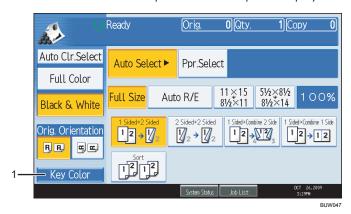
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

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

2

1. **Press the [Simplified Display] key.**

BUW044

This illustration shows the copier function's simplified display.

1 ——

BUW047

1. **[Key Color]**

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

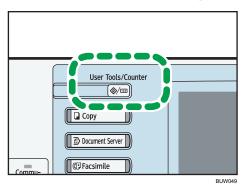This is available only for the simplified display.

⬇ **Note**

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

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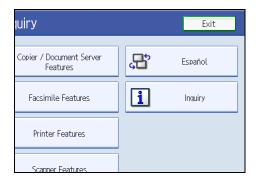
Changing the Display Language

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

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

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

BUW049

2. **Press [Español].**

The language is changed to Spanish.

3. **Press [Salir].**

The menu appears in Spanish.

↓Note

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

When the Authentication Screen is Displayed

This section explains the authentication screen.

⭐ **Important**

- **Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, contact your administrator.**

- **User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "Login User Name".**

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

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

📖 **Note**

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

User Code Authentication (Using the Control Panel)

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

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

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

📖 **Note**

- To log off, do one of the following:

  - Press the operation switch.

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

User Code Authentication (Using a Printer Driver)

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

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

Note

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

Login (Using the Control Panel)

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

1. **Press [Login].**

2. **Enter a Login User Name, and then press [OK].**

3. **Enter a Login Password, and then press [OK].**

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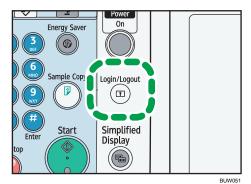
⬇**Note**

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

Logout (Using the Control Panel)

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

⭐**Important**

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

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

BUW051

2. **Press [Yes].**

Login (Using a Printer Driver)

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

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

⬇Note

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

Login (Using Web Image Monitor)

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

1. **Click [Login].**
2. **Enter a Login User Name and Login Password, and then click [Login].**

⬇Note

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

Logout (Using Web Image Monitor)

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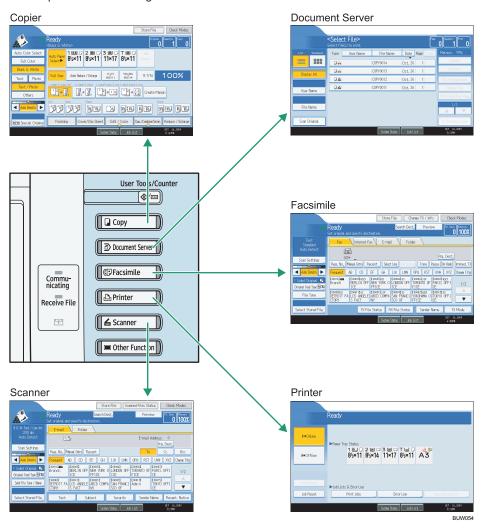
1. **Click [Logout] to log out.**

⬇Note

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

Changing Modes

This section explains how to change modes.

BUW054

Note

- You cannot switch modes in any of the following situations:
    - When scanning a fax message for transmission
    - During immediate transmission
    - When accessing User Tools / Counter / Inquiry
    - During interrupt copying
    - During On-hook dialling for fax transmission
    - While scanning an original

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

System Reset

This section explains System Reset.

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

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

Turning On/Off the Power

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

Power connection

Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main machine is plugged into.

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 off. When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

Note

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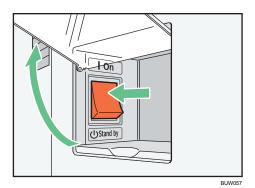
Turning On the Main Power

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.**

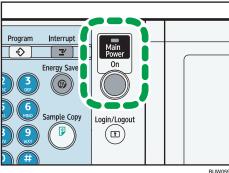   The main power indicator goes on.

BUW057

⬇ 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.

BUW059

⬇ Note

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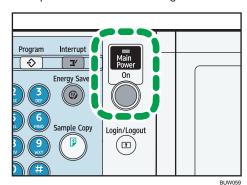
Turning Off the Power

This section explains how to turn off the power.

1. **Make sure the ADF is in the right position.**

2. **Press the operation switch.**

   The operation switch indicator goes off.

   BUW059

⤵**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, leading to malfunctions.

- After turning off the main power switch, wait for three seconds or more before turning it on again.

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

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

   The main power indicator goes out.

⤵**Note**

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

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

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

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

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

Auto Off

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

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

🔽 Note

• See "System Settings", Network and System Settings Reference.

• 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 On-hook dialing function is in use

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

    • When the Data In indicator is on or blinking

- When the screen of a document that was stored under the printer function appears. (The machine enters Energy Saver mode if this happens.)

- When the sample print, locked print, hold print, or stored print screen is displayed

- When the internal cooling fan is active

Downloading Utility Software

This section explains the utility software for this machine.

SmartDeviceMonitor for Admin

This section describes the functions available with SmartDeviceMonitor for Admin.

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

SmartDeviceMonitor for Admin has the functions to check the followings:

- Printer supplies such as paper or toner
- Results of print jobs executed from the computer

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

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

🔽Note

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

DeskTopBinder

This section describes the functions available with DeskTopBinder.

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

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

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

🔽Note

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

SmartDeviceMonitor for Client

This section describes the functions available with SmartDeviceMonitor for Client.

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

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

Note

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

3. Adding Paper

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

Loading Paper

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

⚠CAUTION

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

⭐**Important**

- **Do not stack paper over the limit mark.**

🔽**Note**

- Fan the paper before loading.

- Straighten curled or warped paper before loading.

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

- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy and Document Server Reference🔲 🔘.

📄**Reference**

- p.99 "Recommended Paper Sizes and Types"
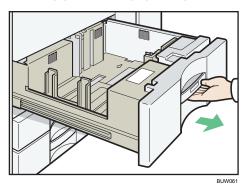
Loading Paper into Tray 1 (Tandem Tray)

This section describes how to load paper into Tray 1 (Tandem tray).

⭐**Important**

- **When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. While the paper is moving, a message instructing you to wait appears. Do not pull out the tray at this time.**

- **For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.**

- **Tray 1 uses only $8^1/_2 \times 11$▯ paper. If you want to load A4▯, contact your service representative.**
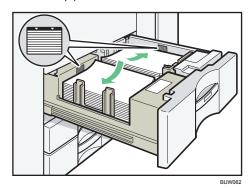
1. **Carefully pull out the paper tray until it stops.**

BUW061

2. **Square the paper and load it print side down.**
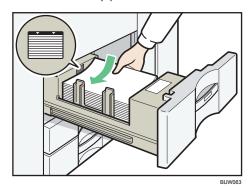
Do not stack paper over the limit mark.

- Whole tray pulled out

BUW062

- Left half of the tray pulled out

BUW063

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

⬇ Note

- You can load paper even while making copies from Tray 1. You can pull out the left half of the tray while copying is in.
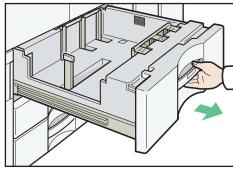
- Load the same size and orientation paper in the other half of the tray.

- Each tray can hold up to 1,100 sheets of paper.

Loading Paper into the A3/11 × 17 Tray Unit

This section describes how to load paper into the A3/11 × 17 tray unit.

⭐ **Important**
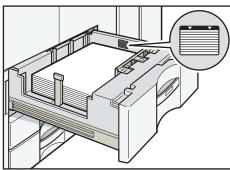
- To use the A3/11 × 17 tray unit, you must replace Tray 1.

- Make sure the paper stack is flush to the right side fence.

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

BUW064

2. **Place the paper print side down along the edge on the right.**

   Do not stack paper over the limit mark.

BUW065

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

⬇ **Note**

- The tray can hold up to 1,100 sheets of paper.
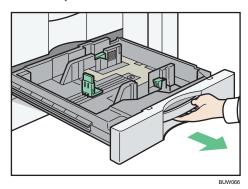
Loading Paper into Trays 2 and 3

This section describes how to load paper into Trays 2 and 3.
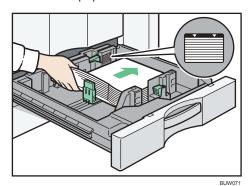
⭐ **Important**

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

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

BUW066

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

   Do not stack paper over the limit mark.

BUW071

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

⬇ **Note**

- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel. For details, see "Changing to a Size That Is Not Automatically Detected".
- Each tray can hold up to 550 sheets.
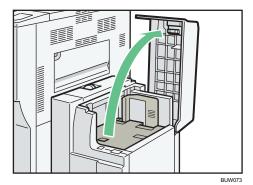
Loading Paper into the Large Capacity Tray

This section describes how to load paper into the LCT.

Important

- The LCT uses $8^1/_2 \times 11\square$ paper exclusively. If you want to load A4$\square$ or B5 JIS$\square$, contact your service representative.
- The optional extension unit is required to load B4 JIS$\square$, A4$\square$, $8^1/_2 \times 14\square$, or $8^1/_2 \times 11\square$ into the LCT.
- Align the paper neatly and press its edge to the right and left plate. Poorly loaded paper causes misfeeds.
- Check the paper edges are aligned at the left side.

1. **Open the top cover of the LCT.**

BUW073

2. **Press the [Down] key.**
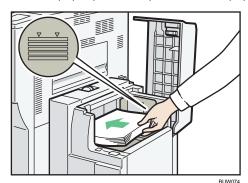
    The key blinks while the bottom plate is moving down.

BUW075

3

3. **Load paper into the tray along the edge on the left.**

   Load the paper print side up. Do not stack paper over the limit mark.

BUW074

4. **Close the top cover of the LCT.**

⬇ Note
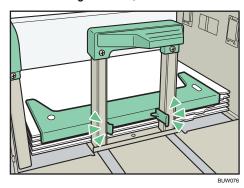
- The tray can hold up to 4,000 sheets.

Loading Paper into the Wide Large Capacity Tray
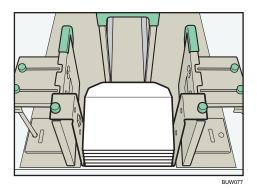
This section describes how to load paper into the Wide LCT.

⭐ Important
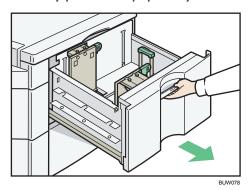
- Check that the paper edges are aligned with the left side.
- When loading tab stock, set the tab sheet fence in the Wide LCT.

BUW076

- When loading paper size which is smaller than that of envelope, set the postcard side fence in the Wide LCT.

BUW077

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

BUW078
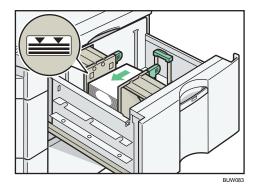
2. **Load paper into the paper tray by pushing the paper to the left side of the paper tray.**

Place paper with printing side up. Do not stack paper over the limit mark.

BUW083

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

↓Note

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

- The tray can hold up to about 2,000 sheets of paper.
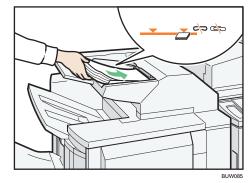
Loading Paper into the Interposer

This section describes how to load paper into the interposer.
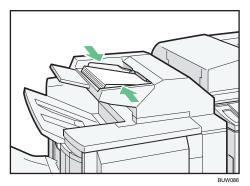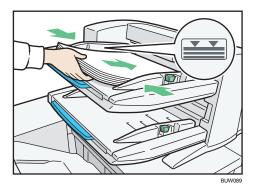
⭐ Important

- Load paper on the side already printed (the front side). If you are using the Finisher SR4040 (Saddle Stitch), load sheets print side down.
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple or punching location will be on the left side of the paper, when you are facing the machine.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.
- When using the folding functions, the paper in the interposer must be of the same size as the prints after they have been folded. If the paper in the interposer is larger than the folded sheets, a misfeed might occur.
- Do not use paper that has already been printed onto by this machine.

1. **Load paper orderly.**

   Do not stack paper over the limit mark.

   BUW085
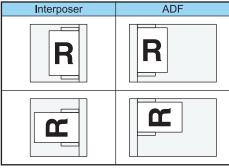
2. **Adjust the side fence to the paper size.**

BUW086

⏬ Note

- The tray can hold up to 200 sheets of paper.
- To set the paper in the interposer, align the orientation of originals in the ADF as shown below.

BUW087
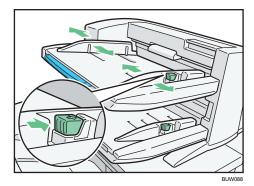
Loading Paper into the Twin Interposer

This section describes how to load paper into the twin interposer.

⭐ Important

- Load paper on the side already printed (the front side). If you are using the Finisher SR4040 (Saddle Stitch), load sheets print side down.
- Load paper in the twin interposer in the same orientation as paper in the paper tray.
- The staple or punching location will be on the left side of the paper, when you are facing the machine.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.
- When using the folding functions, the paper in the twin interposer must be of the same size as the prints after they have been folded. If the paper in the twin interposer is larger than the folded sheets, a misfeed might occur.

1. **While pressing the release lever, align the side fences with the paper size to be loaded.**

BUW088

2. **Load paper orderly. Tightly fit the side fences to the loaded paper.**

   Do not stack paper over the limit mark.

BUW089
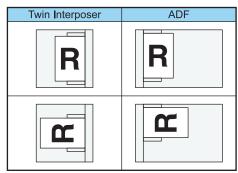
When loading paper larger than A4, draw out the paper extender.

⬇ **Note**

- Each tray can hold up to 200 sheets of paper.

- To set the paper in the twin interposer, align the orientation of originals in the ADF as shown below.

Twin Interposer	ADF
R	R
R	R
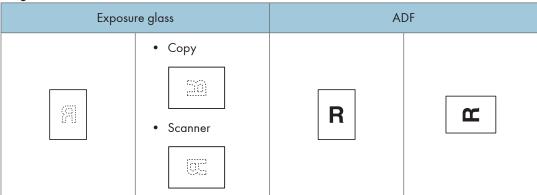
BUW090

Loading Orientation-Fixed Paper or Two-Sided Paper

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

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

Original Orientation

Exposure glass		ADF	
	• Copy • Scanner 		

Paper Orientation

Copier mode		Tray 1, 2, 3	LCT	Wide LCT	Bypass tray
	1 Sided		R	R	R *1
	2 Sided		R	R	——
	1 Sided		——	ᴚ	ᴚ *1
	2 Sided		——	ᴚ	——

*1 Select paper size.

BUW096

Changing the Paper Size

This section describes how to change the paper size.

⚠CAUTION

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

⭐**Important**

- Do not stack paper over the limit mark.
- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details about Tray Paper Size, see "System Settings", Network and System Settings Reference 💿.
- Tray 1 and the LCT use only $8^1/_2 \times 11$ paper. If you want to load A4 into Tray 1, or load A4 or B5 JIS into the LCT, contact your service representative.
- The optional extension unit is required to load B4 JIS, A4, $8^1/_2 \times 14$, or $8^1/_2 \times 11$ into the LCT.

⬇**Note**

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

📖**Reference**

-

Changing the Paper Size in Trays 2 and 3

This section describes how to change the paper size in Trays 2 and 3.

⭐**Important**
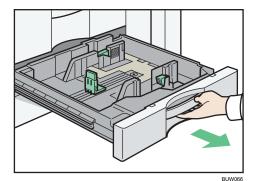
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Check the paper edges are aligned at the right side.
- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.
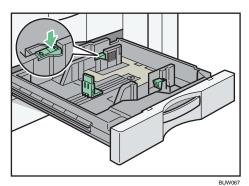
Various sizes of paper can be loaded in Trays 2 and 3 by adjusting the positions of the side fences and end fence.

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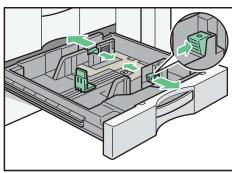

BUW066

2. **Remove paper if loaded.**

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

BUW067

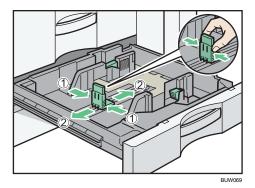4. **While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.**

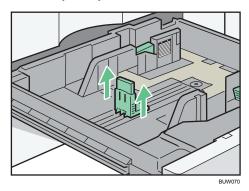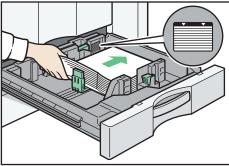   Make sure there are no gaps between the paper and side fences.

BUW068

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

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

BUW069

1. Pinch the release levers of the end fence.

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

6. **When adjusting the paper tray for custom size paper, pull up on the end fence to secure it at the required position.**

BUW070
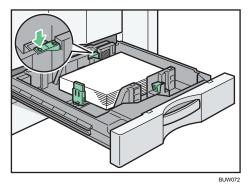
7. **Square the paper and load it print side down.**

Do not stack paper over the limit mark.

BUW071

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

BUW072

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

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

⬇ Note

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

- If you want to load custom size paper, contact your service representative.

▣ Reference
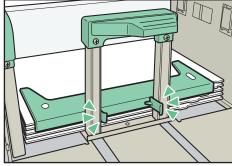
- p.96 "Changing to a Size That Is Not Automatically Detected"

Changing the Paper Size in the Wide Large Capacity Tray

This section describes how to change the paper size in the Wide LCT.

⭐ Important
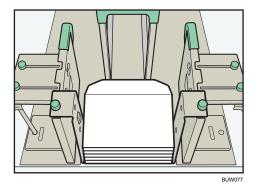
- Check that the paper edges are aligned with the left side.

- Do not stack paper over the limit mark.

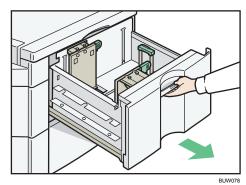- When loading tab stock, set the tab sheet fence in the Wide LCT.

BUW076

- When loading paper size which is smaller than that of envelope, set the postcard side fence in the Wide LCT.
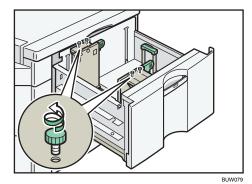

BUW077

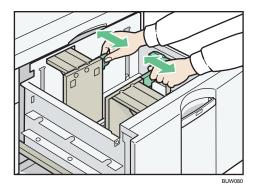Various sizes of paper can be loaded in the Wide LCT by adjusting the positions of the side fences and end fence.
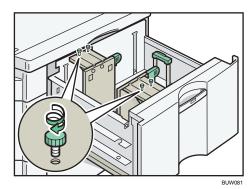
1. **Carefully pull out the paper tray until it stops.**

BUW078

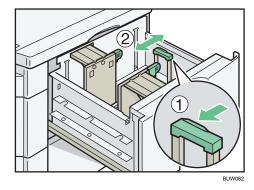2. **Pull out the screws fixing the side fences.**

BUW079

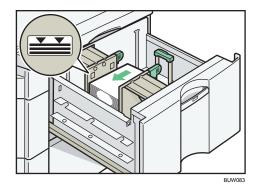3. **Take the grip of the side fences with your fingers, and adjust the side fences to the paper size.**

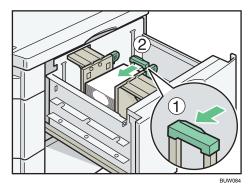BUW080

4. **Fasten the side fences with the screws.**

BUW081

5. **Release the lock on the back fence.**

BUW082

6. **Load paper into the paper tray by pushing the paper to the left side of the paper tray.**

Place paper with printing side up. Do not stack paper over the limit mark.

BUW083

7. **Tightly fit the back fence to the loaded paper and then re-lock the back fence again.**

BUW084

8. **Carefully slide the paper tray fully in.**

9. **Check the paper size on the display.**

♦ Note

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

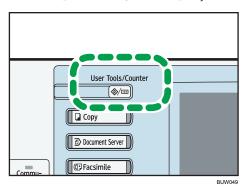- If you want to load custom size paper, contact your service representative.

📘 Reference

- p.96 "Changing to a Size That Is Not Automatically Detected"

Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper. This section explains how to load these paper taking 11 × 15 as an example.

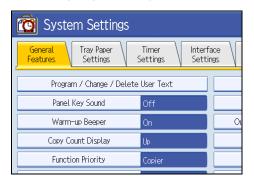1. **Press the [User Tools/Counter] key.**

BUW049
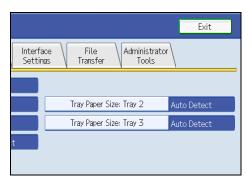
2. **Press [System Settings].**

3. **Press [Tray Paper Settings] tab.**

4. **Select the tray for which you want to change the paper settings.**
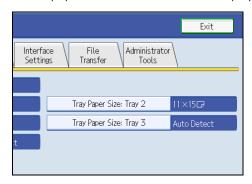
   Press either of [Tray Paper Size: Tray 2] or [Tray Paper Size: Tray 3].

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

The set paper size and feed direction is displayed.

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

The initial display is shown.

⬇️**Note**

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

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

🔖**Reference**

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

⭐ **Important**

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

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

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

- When loading thick paper of 164 - 216 g/m^2 (90 lb. Index - 80 lb. Cover) in paper trays 1 - 2, or of 281 - 300 g/m^2 (100 - 110 lb. Cover) in the bypass tray or in the Wide LCT, see the recommended conditions described in "Thick Paper".

Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity [1]
52 - 169 g/m^2 (14 lb. Bond - 90 lb. Index) Thin Paper - Thick Paper 1	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 - 169 g/m^2 (14 lb. Bond - 90 lb. Index) Thin Paper - Thick Paper 1	A3⬒	11 × 17⬒	1,100 sheets
52 - 169 g/m^2 (14 lb. Bond - 90 lb. Index) Thin Paper - Thick Paper 1	[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

Paper type and weight	Metric version	Inch version	Paper capacity [1]
52 - 169 g/m^2 (14 lb. Bond - 90 lb. Index) Thin Paper - Thick Paper 1	[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 - 169 g/m^2 (14 lb. Bond - 90 lb. Index) Thin Paper - Thick Paper 1	[4] 8$^1/_4$ × 14⊡, 11 × 15⊡, 11 × 14⊡, 10 × 15⊡, 170 × 210 mm⊡, 210 × 340 mm⊡		550 sheets
52 - 169 g/m^2 (14 lb. Bond - 90 lb. Index) Thin Paper - Thick Paper 1	[14] Custom size Vertical: 139.7 - 305.0 mm Horizontal: 139.7 - 457.2 mm	[14] Custom size Vertical: 5.50 - 12.00 inches Horizontal: 5.50 - 18.00 inches	550 sheets
Tab sheets [9] 163 g/m^2 (90 lb. Index), 199 g/m^2 (110 lb. Index)	A4⊡, 8$^1/_2$ × 11⊡, 8$^1/_2$ × 14⊡		200 sheets

Tray 3

Paper type and weight	Metric version	Inch version	Paper capacity [1]
52 - 249 g/m^2 (14 lb. Bond - 90 lb. Cover) 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

Paper type and weight	Metric version	Inch version	Paper capacity [*1]
52 - 249 g/m² (14 lb. Bond - 90 lb. Cover) Thin Paper - Thick Paper 2	[*4] 8¹/₄ × 14▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 170 × 210 mm▯, 210 × 340 mm▯		550 sheets
52 - 249 g/m² (14 lb. Bond - 90 lb. Cover) Thin Paper - Thick Paper 2	[*14] Custom size Vertical: 139.7 - 305.0 mm Horizontal: 180.0 - 457.2 mm	[*14] Custom size Vertical: 5.50 - 12.00 inches Horizontal: 7.09 - 18.00 inches	550 sheets
Tab sheets [*9] 163 g/m² (90 lb. Index), 199 g/m² (110 lb. Index)	A4▭, 8¹/₂ × 11▭, 8¹/₂ × 14▭		200 sheets

Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity [*1]
52 - 300 g/m² (14 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	[*3] A3▭, A4▭, A5▭, 8 × 13▭	[*3] A3▭, 11 × 17▭, 8¹/₂ × 14▭, 5¹/₂ × 8¹/₂▭	[*10] 100 sheets 100 sheets (Thin Paper) 30 sheets (Thick Paper 1) 20 sheets (Thick Paper 2) 10 sheets (Thick Paper 3)

Paper type and weight	Metric version	Inch version	Paper capacity [*1]
52 - 300 g/m² (14 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	[*5] B4 JIS▷, A4▷, B5 JIS▷▷, A5▷, B6 JIS▷, A6▷, 11 × 17▷, 8¹/₂ × 14▷, 8¹/₂ × 11▷▷, 5¹/₂ × 8¹/₂▷, 8¹/₂ × 13▷, 8¹/₄ × 13▷, 7¹/₄ × 10¹/₂▷▷, 11 × 15▷, 11 × 14▷, 10 × 15▷, 10 × 14▷, 8¹/₄ × 14▷, 8 × 10¹/₂▷▷, 8 × 10▷	[*5] B4 JIS▷, A4▷▷, B5 JIS▷▷, A5▷▷, B6 JIS▷, A6▷, 8¹/₂ × 11▷▷, 8¹/₂ × 13▷, 8¹/₄ × 13▷, 8 × 13▷, 7¹/₄ × 10¹/₂▷▷, 11 × 15▷, 11 × 14▷, 10 × 15▷, 10 × 14▷, 8¹/₄ × 14▷, 8 × 10¹/₂▷▷, 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 - 300 g/m² (14 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	[*6] Custom size Vertical: 100.0 - 305.0 mm (139.0 - 305.0 mm when prints are delivered to the finisher shift tray of the Finisher SR5000) Horizontal: 148 - 457.2 mm	[*6] Custom size Vertical: 3.94 - 12.0 inches (5.48 - 12.0 inches when prints are delivered to the finisher shift tray of the Finisher SR5000) 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▷, 8¹/₂ × 11▷ [*5] A4▷, 8¹/₂ × 11▷		50 sheets [*11]
Label paper (adhesive labels)	B4 JIS▷, A4▷, A4▷ [*5]		1 sheet
Tab sheets [*9] 163 g/m² (90 lb. Index), 199 g/m² (110 lb. Index)	[*5] A4▷, 8¹/₂ × 11▷, 8¹/₂ × 14▷		20 sheets

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

LCT (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
52 - 128 g/m^2 (14 - 34 lb. Bond) Thin Paper - Middle Thick	A4⊒	$8^1/_2 \times 11$⊒	4,000 sheets
52 - 128 g/m^2 (14 - 34 lb. Bond) Thin Paper - Middle Thick	[2] B4 JIS⊐ [12], A4⊐ [12], $8^1/_2 \times 14$⊐ [12], B5 JIS⊒, $8^1/_2 \times 11$⊒, $8^1/_2 \times 11$⊐ [11]	[2] B4 JIS⊐ [12], A4⊐ [12], A4⊒, $8^1/_2 \times 14$⊐ [12], B5 JIS⊒, $8^1/_2 \times 11$⊐ [12]	2,500 sheets

Wide LCT (optional)

Paper type and weight	Metric version	Inch version	Paper capacity [10]
52 - 300 g/m^2 (14 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	[3] A3⊐, B4 JIS⊐, A4 ⊒⊐, B5 JIS⊐, A5⊒⊐, 12 × 18⊐, 11 × 17 ⊐, $8^1/_2 \times 11$⊒, 8 × 13⊐, $5^1/_2 \times 8^1/_2$⊐	[3] A3⊐, B4 JIS⊐, A4 ⊒, B5 JIS⊐, A5⊐, 12 × 18⊐, 11 × 17⊐, $8^1/_2 \times 11$⊒⊐, 8 × 13 ⊐, $5^1/_2 \times 8^1/_2$⊒⊐	2,000 sheets

3
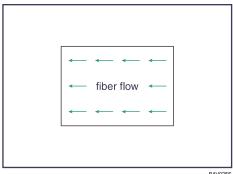
Paper type and weight	Metric version	Inch version	Paper capacity [*10]
52 - 300 g/m² (14 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	[*13] B5 JIS, B6 JIS, A6, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_4$ × 14, $8^1/_2$ × 11, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $8^1/_2$ × 13, $8^1/_4$ × 13, $7^1/_4$ × $10^1/_2$, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 8K, 16K	[*13] A4, B5 JIS, A5, B6 JIS, A6, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2$ × 14, $8^1/_4$ × 14, $8^1/_2$ × 13, $8^1/_4$ × 13, 8 × $10^1/_2$, 8 × 10, $7^1/_4$ × $10^1/_2$, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm	2,000 sheets
52 - 300 g/m² (14 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	[*14] Custom size Vertical: 100.0 - 305.0 mm (139.0 - 305.0 mm when prints are delivered to the finisher shift tray of the Finisher SR5000) Horizontal: 139.7 - 487.7 mm	[*14] Custom size Vertical: 3.94 - 12.0 inches (5.48 - 12.0 inches when prints are delivered to the finisher shift tray of the Finisher SR5000) Horizontal: 5.5 - 19.2 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]

Paper type and weight	Metric version	Inch version	Paper capacity [*10]
Tab sheets [*9] 163 g/m^2 (90 lb. Index), 199 g/m^2 (110 lb. Index)	[*13] A4▷, 8^1/$_2$ × 11▷, 8^1/$_2$ × 14▷		1,000 sheets
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".

*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", Network and System Settings Reference ⊚.

*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 extension unit is required.

*13   Select the paper size under Tray Paper Size: LCT in System Settings. See "System Settings", Network and System Settings Reference ⊚.

*14   Select the paper size using the Tray Paper Setting function. If you want to load custom size paper, contact your service representative. See "System Settings", Network and System Settings Reference ⊚.

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

fiber flow

BAV025S

Paper Thickness

Paper Thickness [1]	Metric version	Inch version
Thin Paper	52 - 65 g/m^2	14 - 17 lb. Bond
Plain Paper 1	66 - 80 g/m^2	18 - 20 lb. Bond
Plain Paper 2	81 - 100 g/m^2 (Type 1) 81 - 99 g/m^2 (Type 2)	20 - 24 lb. Bond
Middle Thick	101 - 127 g/m^2 (Type 1) 100 - 127 g/m^2 (Type 2)	28 - 34 lb. Bond
Thick Paper 1	128 - 169 g/m^2	34 lb. Bond - 90 lb. Index
Thick Paper 2	170 - 249 g/m^2	65 - 90 lb. Cover
Thick Paper 3	250 - 300 g/m^2	140 lb. Index - 110 lb. Cover

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

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", Network and System Settings Reference 🔘.

- When loading paper in the bypass tray, the LCT, or the 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 LCT is installed.

- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. For details, see Copy and Document Server Reference📖 💿, and Printer Reference💿.

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

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

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

- When copying or printing onto thick paper of 104 - 216 g/m^2 (28 lb. Bond - 80 lb. Cover), the copy/print speed is slower than usual.

- 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", Network and System Settings Reference💿. For the setting procedure of the Auto Tray Switching function, see "Copier and Document Server Features", Copy and Document Server Reference📖 💿.

🔖 Reference

- p.79 "Loading Paper"
- p.108 "Envelopes"
- p.110 "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 LCT, and be sure to specify the appropriate paper type. See "Copying from the Bypass Tray", Copy and Document Server Reference 📖 💿 and "Setting Paper on the Bypass Tray", Printer Reference 💿.

Specifications for envelopes are as follows:

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

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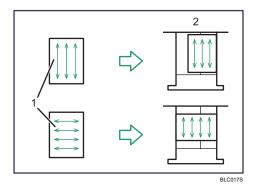
- Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.

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

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

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

3

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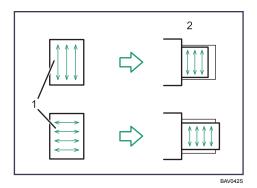
This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 164 - 216 g/m^2 (90 lb. Index - 80 lb. Cover) in paper trays 1 - 2, or of 281 - 300 g/m^2 (100 - 110 lb. Cover) in the bypass tray or in the 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%.
- When loading thick sheets, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
- Smooth out any curls in the paper before loading it.
- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper in paper trays 1 - 3 or the Wide LCT, set the paper direction according to its grain, as shown in the following diagram.

BLC017S

1: Direction of paper grain

2: Direction in which to set thick paper in paper trays 1 - 3 or the 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.

- Prints might have prominent vertical creases.

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

Unusable Paper

This section describes paper unusable on this machine.

⚠️CAUTION

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

⭐**Important**

- To prevent faults, do not use any of the following kinds of treated paper:
    - Paper for inkjet printers
    - Thermal fax paper
    - Art paper
    - Aluminum foil
    - Carbon paper
    - Conductive paper
    - Paper with perforated lines
    - Hemmed-edge paper
    - 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
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

Paper Storage

This section describes how to store paper.

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

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

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

    - Store on a flat surface.

    - Do not store paper vertically.

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

3

3

4. Adding Toner, Staples, and Ring Combs

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

Adding Toner

This section describes how to add and store toner.

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⭐ **Important**

- Always add toner when the machine instructs you.

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

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

- Do not use recycled toner. This will damage the machine.

- Store toner containers in a cool, dry place free from direct sunlight.

- Store toner on a flat surface.

⬇ **Note**

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

- If 🖼 appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it well, and then reinstall it.

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

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

- You can still make about 10 to 600 copies after 🖼 appears, but replace the toner early to prevent poor copy quality.

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

Replacing Toner

This section describes how to replace toner.

⭐ **Important**

- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.

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

1 · Open the front cover of the machine.

· Pull down the hook of the case containing the toner cartridge to be replaced, and then pull out the case.

2 · Holding the toner cartridge with the other hand, pull the cartridge up and out slowly.

3 · Take out the new toner cartridge from the box.

4 9~10 · Hold the toner cartridge mouth downward and shake it nine or ten times.
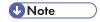
5 · Hold the toner cartridge color label facing forward and install it in the case.

6 · Push the case in slowly until its hook clicks into place.

· Close the front cover of the machine.

BUW134

⬇**Note**

• Sharp changes in air pressure or temperature may make the toner cartridge expand and become difficult to install. If you cannot install the cartridge, leave it for a while and then try installing it again. If this does not work, contact your service representative.

Sending Faxes or Scanned Documents When Toner Has Run Out

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

⭐**Important**

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

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

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

   The error message disappears.

⬇**Note**

• Any reports are not printed.

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

Used Toner

This section describes what to do with used toner.

Toner cannot be re-used.

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

Adding Staples

This section describes what to do when staples need replacing.

⚠CAUTION

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

⚠CAUTION

- 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.

⭐ **Important**

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

🔽 **Note**

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

- Refill the stapler according to the finisher type. (Check the type if you are unsure.) For details about type of finisher, see "Options".

🔗 **Reference**

- p.57 "Options"

Adding Staples to Finisher SR4030

This section describes how to add staples to the Finisher SR4030.

· Open the finisher front cover.

· Pull out the staple unit.

· Pull out the cartridge gently.

· Holding both sides of the cartridge, pull up the upper unit.

· Remove the empty refill in the direction of the arrow.

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

· Push the upper unit gently into the cartridge.

· Pull out the ribbon.

· Push the cartridge down until it clicks.

· Return the staple unit to its original position, and then close the finisher front cover.

BRL051S

Adding Staples to Finisher SR4040

This section describes how to add staples to the Finisher SR4040.

1
- Open the finisher front cover.
- Pull out the staple unit.

2
- Pull out the cartridge gently.

3
- Holding both sides of the cartridge, pull up the upper unit.

4
- Remove the empty refill in the direction of the arrow.

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

6
- Push the upper unit gently into the cartridge.

7
- Pull out the ribbon.

8
- Push the cartridge down until it clicks.
- Return the staple unit to its original position, and then close the finisher front cover.

BRL052S

Adding Staples to Finisher SR4040 (Saddle Stitch)

The following procedure explains how to add staples to the Finisher SR4040 (Saddle Stitch).

1

· Open the finisher front cover.

· Pull out the staple unit.

2

· Pull the lever S2.

3

· Pull out the cartridge gently.

4

· Holding both sides of the cartridge, pull up the upper unit.

5

· Remove the empty refill in the direction of the arrow.

6

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

7

· Push the upper unit gently into the cartridge.

8

· Pull out the ribbon.

9

· Push the cartridge down until it clicks.

10

· Return the lever S2 to its original position.

· Return the staple unit to its original position, and then close the finisher front cover.

BRL053S

Adding Staples to Finisher SR5000

This section describes how to add staples to the Finisher SR5000.

1

- Open the finisher
  front cover.

2

- Pull out the cartridge
  lever.

3

- Pull out the cartridge
  gently.

4

- Remove the empty
  refill in the direction
  of the arrow.

5

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

6

- Hold the lever and
  push in the cartridge.

7

- Push in the cartridge
  until it clicks.

8

- Return the staple unit
  to its original position
  and close the finisher
  front cover.

  BAZ036S

4

Replacing Ring Combs

This section describes how to replace ring combs.

⭐ **Important**

- **Use of non-recommended ring combs and/or ring comb cartridges can result in binding failures and comb jams.**
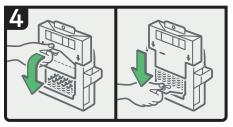
· Open the front right cover of the ring binder.

· Open the cartridge cover.

· Pull out the ring comb cartridge.

· Insert the ring comb package into the cartridge.

· Pull the tab at the base of the package toward you, and then pull it down.

· Remove the tab by tearing it along the perforated line.

· Remove the package.

· Push in the cartridge and then close the cartridge cover.

· Close the front right cover of the ring binder.

BUW105

↓ **Note**
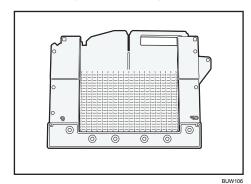
- Add new ring combs to the cartridge only when "Out of binding ring combs." appears on the display panel.

- The ring comb cartridge can hold both 100- and 50-sheet type ring combs, but do not mix the two sizes of ring comb inside the cartridge.

- We recommend that you prepare separate ring comb cartridges for each type and color of ring comb.

- Store ring combs in their original packaging and stand them upright.
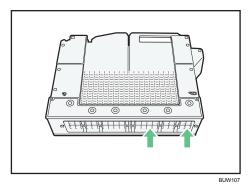
Changing the Type of Ring Combs in the Ring Comb Cartridge

Use this procedure to change the type of ring combs set in the ring comb cartridge.
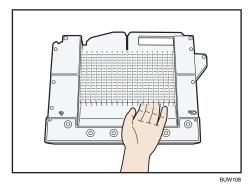
1. **Pull the ring comb cartridge out of the machine.**

    BUW106

2. **Push up the ring combs from the bottom of the cartridge.**

    BUW107

3. **Insert your fingers between the cartridge and the ring combs, and then remove the ring combs.**

    BUW108

4. **Insert the ring combs you want to use into the cartridge.**

5. **Put the cartridge back into the machine.**

Note

- Place removed ring combs on a level surface to prevent them rolling away.

4

5. Entering Text

This chapter describes how to enter characters.

Entering Text

This section explains how to enter text.

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

Available Characters

This section explains which characters are available.

You can enter the following characters:
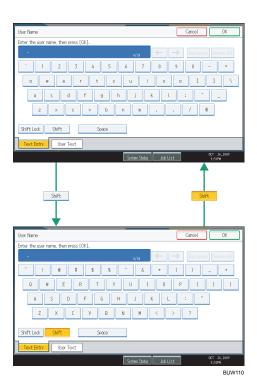
- Alphabetic characters
- Symbols
- Numerals

  0123456789

Keys

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

You can change the entry screen using the keys below.

BUW110

Note

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

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

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

Entering numbers

This section explains how to enter numbers.

1. **Press numbers you want to enter.**

Note

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

Deleting characters

This section explains how to delete characters.

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

Adding user text

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

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

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

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

6. Operating Instructions

This chapter describes the Operating Instructions of this machine.

Formats of the Operating Instructions

This section explains the various formats in which you can access the operating instructions of this machine.

⭐ **Important**

- The various manuals are available in different formats. For details about availability, see "Manuals List".
- The printed and electronic versions of a manual have the same contents.
- A Web browser must be installed in order to view the HTML manuals.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

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

- Printed manuals
- HTML manuals
- PDF manuals

⬇ **Note**

- The format of the manuals varies depending on where the machine was sold.
- The HTML manuals and the PDF manuals are included in the supplied "Manuals" CD-ROM.

📄 **Reference**

- p.10 "Manuals List"

6

Installing the HTML Manuals
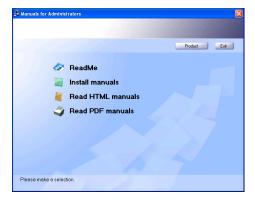
The supplied "Manuals" CD-ROM contains HTML format manuals. For easy access, we recommend you install the manuals on a computer.

Important

- **The "Manuals for Administrators" CD-ROM that includes Security Reference⊚ is for administrators of the machine.**
- **The system requirements for installing the manuals are as follows:**
  - **Operating system: Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008**
  - **Minimum display resolution: 800 × 600 pixels**

1. **Insert the CD-ROM into the CD-ROM drive of your computer.**

   The installer starts.

2. **Select a language and a product, and then click [OK].**

3. **Click [Install manuals].**

   - Clicking [ReadMe] tells you how to use this CD-ROM and applications for displaying manuals.
   - Clicking [Install manuals] installs HTML manuals on your computer.
   - Clicking [Read HTML manuals] displays HTML manuals using a Web browser without installing them.
   - Clicking [Read PDF manuals] displays PDF manuals. For details about viewing the PDF manuals, see "Viewing the PDF Manuals".

4. **Install the manual you require according to the displayed instructions.**

5. **When installation is complete, click [Finish].**

6. **Click [Exit].**

Note

- For details about viewing the installed manuals, see "Viewing the HTML Manuals".

- If you cannot install a manual, copy the "MANUAL_HTML" folder to your computer's hard drive, and then run "Setup.exe".

- To delete an installed manual, on the [Start] menu, click [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.

Reference
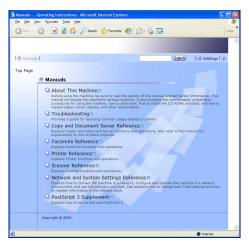
- p.134 "Viewing the HTML Manuals"

- p.136 "Viewing the PDF Manuals"

Viewing the HTML Manuals

This section explains how to view the HTML manuals.

⭐ **Important**

- A Web browser must be installed in order to view the HTML manuals. Recommended browser: 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.

- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.

Opening HTML Manuals from the Desktop Icon

This section explains how to use the desktop icon to open the HTML manuals installed on your computer.

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

   The browser opens and the manual appears.

Opening HTML Manuals from the [Start] Menu

This section explains how to open the HTML manuals installed on your computer from the [Start] menu.

1. **On the [Start] menu, point to [Programs] (Windows XP/Vista: [All Programs]), and then [Product Name].**

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

   The browser opens, and then the manual appears.

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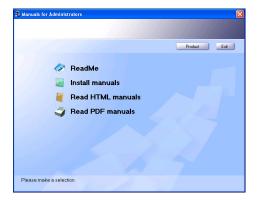
- Depending on the settings made during installation, menu folder names may differ.

Opening HTML Manuals from the CD-ROM

This section explains how to open the HTML manuals on the CD-ROM.

1. **Insert the CD-ROM into the CD-ROM drive of your computer.**

   The installer starts.

2. **Select a language and a product, and then click [OK].**

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

4. **Click the title of the manual you want to view.**
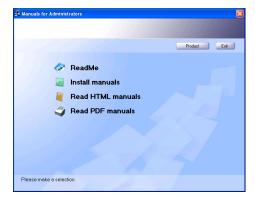
   The browser opens, and then the manual appears.

Viewing the PDF Manuals

This section explains how to view the PDF manuals.

⭐ **Important**

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

1. **Insert the CD-ROM into the CD-ROM drive of your computer.**

   The installer starts.

2. **Select a language and a product, and then click [OK].**

3. **Click [Read PDF manuals].**

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

   Adobe Acrobat Reader/Adobe Reader opens, and then the manual appears.

7. Handling the Ring Binder

This chapter explains procedures for handling the ring binder.

Changing the Ring Binding Settings

This section explains how you can use User Tools to specify which binding and punch hole positions appear for selection on the display panel.

Follow the procedure below to specify the items that appear on the display panel.

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

2. **Press [Copier / Document Server Features].**

3. **Press [Input / Output].**

4. **Select the menu tab.**

5. **Select the ring binding types you want to display, and then press [OK].**

6. **Press [Exit].**

   The display returns to the User Tools screen.

7. **Press [Exit].**

   Exits settings and gets ready to copy.

Ring Binding Types That Can Be Specified

This section explains ring binding types that you can specify.

You can specify the following items.

Ring binding types on the initial display

Using [Ring Binding Type], you can specify which ring binding types have priority on the initial display.

The following ring binding types are available:

- Ring Binding: Left
- Ring Binding: Top
- Punch Only: Left
- Punch Only: Top

Ring binding types on the [Finisher] tab

Using [Finisher: Ring Binding Type] on the [Finisher] tab, you can specify which ring binding types have priority.

The following ring binding types are available:

- Ring Binding: Left

- Ring Binding: Top
- Punch Only: Left
- Punch Only: Top

Ring binding types on the simplified display

Using [Simplified Screen: Finishing Types], you can specify whether or not to display [Ring Binding: Left] on the simplified display.
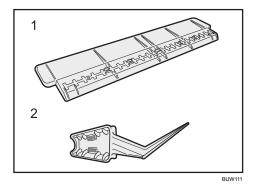
Inserting Pages into an Existing Ring Bound Booklet

This section explains how to insert new pages into a ring bound booklet.
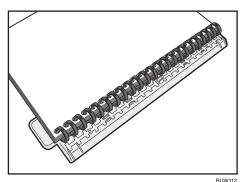
⚠️CAUTION

- When binding paper manually with the ring opener, take care not to trap or injure your fingers.
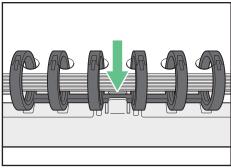
The ring stand and ring opener allow you to insert new pages into existing ring bound booklets. Use these devices when you need to insert covers, replace existing pages, or add new pages.

BUW111

1. **Ring stand**

2. **Ring opener**

1. **Punch holes into the pages that you want to insert into the ring bound booklet.**

   Make sure the position of the new pages' punch holes match those of the booklet.

2. **With the ring bound booklet closed, place the ring comb on the ring stand so that each of the rings is in a groove on the stand.**

BUW112

7

3. **Insert the spine of the ring comb into the fixing lug of the ring stand. Press down gently on the ring comb to secure it in the stand.**
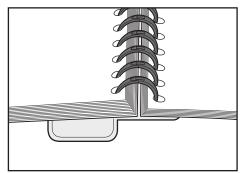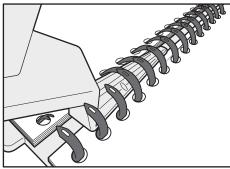
BUW113

4. **Open the bound booklet at where you want to insert the new pages, and then place one of your hands on the auxiliary plate.**

BUW114

5. **Insert the sharp end of the ring opener into one end of the ring comb, and then push it all the way through the ring comb.**

BUW115
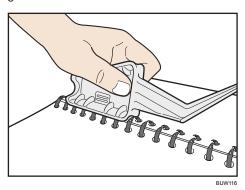
The rings of the comb will open as you push the ring opener through them.

6. **Insert the new pages.**

7. **Using the sides of the ring opener carefully press down the opened rings.**

   To close a 50-sheet type binding ring comb, use the side of the ring opener that has the smaller grooves.

   To close a 100-sheet type binding ring comb, use the side of the ring opener that has the larger grooves.

   BUW116

   The rings of the comb will close as you press them down with the ring opener.
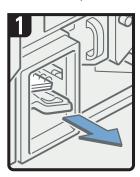
8. **Remove the ring comb from the ring stand.**

   ⬇Note
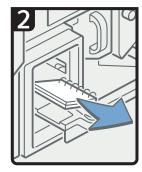
   • For details about how to punch the ring binding holes, see "Punching copies for ring binding", Copy and Document Server Reference📖⊙.

   • When using the ring opener, take care to point the sharp end away from anyone nearby.

Removing Bound Booklets from the Ring Binder Tray

This section explains how to remove bound booklets from the ring binder tray.

· Pull out the ring binder tray.

· Remove bound booklets.

· Carefully slide the ring binder tray fully in.

BUW117

Note

- Before pulling out the ring binder tray, make sure the machine is inactive.

- When removing bound booklets from the ring binder tray, be careful not to catch the rings on the machine.

8. Remarks

This chapter describes how to maintain and operate the machine.

Dos and Don'ts

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

⚠ WARNING

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

⚠ CAUTION

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

⭐ Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- 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 paper clips to fall into or become stuck inside the machine.

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

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

- If condensation forms inside the machine as a result of temperature change, the machine may not print properly.

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

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

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

🗐 **Reference**

- p.72 "Turning On/Off the Power"

Saving Color Copies

This section explains notes on saving color copies.

- Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies by storing them in a binder in a dark, dry place.

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

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

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

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

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

8

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

This section describes precautions when moving the machine.

⚠ CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

⚠ CAUTION

- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

⚠ CAUTION

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

⭐ **Important**

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

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

Reference

• p.72 "Turning On/Off the Power"

Optimum environmental conditions

This section describes precautions when locating the machine.

⚠ **CAUTION**

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

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

⚠ **CAUTION**

• After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

⚠ **CAUTION**

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

⚠ **CAUTION**

• When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.

⚠ **CAUTION**

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

• Temperature: 10 - 32 °C (50 - 89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)

• Humidity: 15 - 80% (temperature to be 27 °C, 80.6 °F at 80%)

• A strong and level base.

• The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.

• To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid
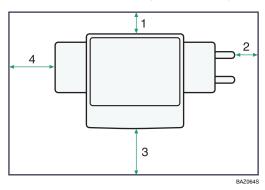
This section describes environments to avoid when locating the machine.

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

Access to the machine

This section describes the space required for the machine.

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

BAZ064S

1. **Rear: 10 cm (4 inches) or more**
2. **Right: 90 cm (35.5 inches) or more**
3. **Front: 40 cm (15.8 inches) or more**
4. **Left: 10 cm (4 inches) or more**

Note

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

Power Connection

This section describes power supply.

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

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

- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main machine is plugged into.

🔖 Reference

- p.163 "Specifications for the Main Unit"

8

Maintaining Your Machine

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

⭐ Important

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

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

Cleaning the Machine
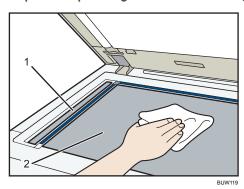
This section describes how to clean the machine.

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

Cleaning the Exposure Glass

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

1. **Wipe the exposure glass and the scanning glass.**

BUW119
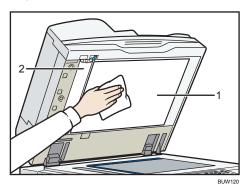
1. **Scanning glass**
2. **Exposure glass**

Cleaning the Auto Document Feeder
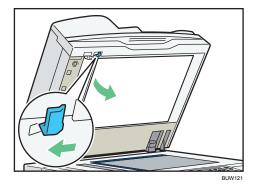
This section describes how to clean the ADF.
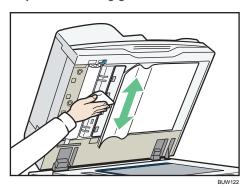
1. **Wipe the sheet and belt of the ADF.**

BUW120

    1. **Sheet**

    2. **Belt**

2. **Pull the lever.**

BUW121

3. **Wipe the scanning glass.**

BUW122

Cleaning the Power Cable Plug

This section describes precautions for cleaning the power cable plug.
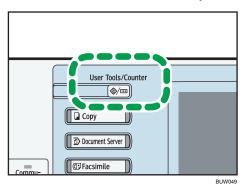
⚠️CAUTION

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

8
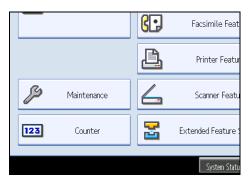
Counter

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

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

BUW049
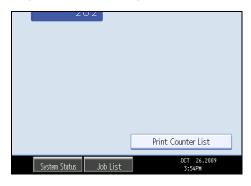
2. **Press [Counter].**

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

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

A counter list prints out.

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

Inquiry

The Inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner.

Be sure to contact your service engineer to verify the following:

Consumables
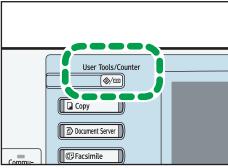
- Telephone No. to order
- Toner
- Staple
- Staple (Booklet)

Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine
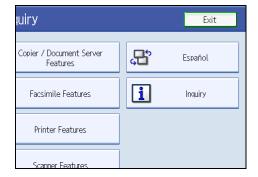
Sales Representative

- Telephone No.

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

BUW049
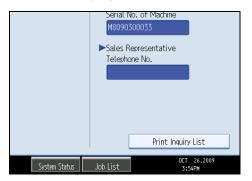
2. **Press [Inquiry].**

Inquiry information appears.

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

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

   Inquiry information prints out.

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

8

Checking the Earth Leakage Breakers

This section explains how to check the earth leakage breakers.

⚠️WARNING

- Do not turn the earth leakage breakers from the Off to the On position. Otherwise it might lead to an electric shock, or cause the circuit breakers to trip.

⭐Important
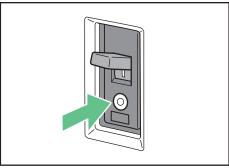
- If the earth leakage breakers are not functioning normally, contact your sales or service representative.

Some options are equipped with earth leakage breakers. For details about where they are located, see "Guide to Components".

Once a year, check that the earth leakage breakers function properly. Normally, the breakers are in the On position.
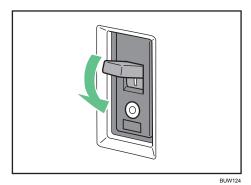
Check all breakers in the same way.

1. **Press the operation switch to turn off the power.**

2. **Turn off the main power.**

3. **Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.**
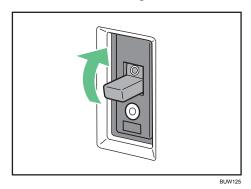
BUW123

4. **Check that the earth leakage breaker moves to the Off position.**

BUW124

5. **Return the earth leakage breaker to the On position.**

BUW125

6. **Turn on the main power.**

⬇ **Note**

- If an option does not become operational when you turn on the main power, check if any of its breakers are in the Off position. If any breaker is in the Off position, contact your sales or service representative. Do not reset the earth leakage breaker yourself.

🗒 **Reference**

- p.53 "Guide to Components"

8

8

9. Appendix

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

Software and Utilities Included on the CD-ROM

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

The following is included in the CD-ROM:

Font Manager

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

⬇ **Note**

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

Viewing the Contents of the CD-ROM

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

1. **Insert the CD-ROM into the CD-ROM drive of your computer.**

   The installer starts.

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

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

Printer Drivers for This Machine

This section explains printer drivers for this machine.

⭐ **Important**

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

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM.

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

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

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

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

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

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

[*6] Mac OS X 10.2 or later (Native mode)

PCL printer drivers

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

Adobe PostScript Printer Drivers and PPD files

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

PPD files

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

⬇Note

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

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

TWAIN Driver

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

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

File path

The driver is included in the following folder on the CD-ROM:

`\DRIVERS\TWAIN`

System requirements

- Hardware

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

- Operating system

    Windows 2000/XP/Vista

    Windows Server 2003/2003 R2/2008

- Display resolution

    800 × 600 pixels, 256 colors or higher

LAN-Fax Driver

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

⭐ **Important**

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

This driver is required to use LAN-Fax functions.

File path

The driver is included in the following folder on the CD-ROM:

`\DRIVERS\LAN-FAX\XP_VISTA`

System requirements

- Hardware

    PC/AT-compatible

- Operating systems

    Windows 2000/XP/Vista

    Windows Server 2003/2003 R2/2008

- Display

    VGA 640 × 480 pixels or more

Note

- Before beginning installation, exit all other applications.

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Console

Photosensitivity type:

OPC drum

Original scanning:

CCD Image Sensor

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

- Scanning originals: 600 dpi

- Copying: 600 dpi

- Printing: 200 dpi/300 dpi/400 dpi/600 dpi/1200 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (20°C (68°F), rated voltage):

- Type 1: 70 seconds or less

- Type 2: 60 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3⬓, 11 × 17⬓

Paper size:

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

- Trays (custom size):
  - Vertical: 139.7 - 305.0 mm (5.50 - 12.00 inches)
  - Horizontal: 139.7 - 457.2 mm (5.50 - 18.00 inches)
- Bypass tray: A3⬕ - A6⬕, 12 × 18⬕ - 5$^1/_2$ × 8$^1/_2$⬕
- Bypass tray (custom size):
  - Vertical: 100.0 - 305.0 mm (3.94 - 12.00 inches) (139.0 - 305.0 mm, 5.48 - 12.00 inches when prints are delivered to the finisher shift tray of the Finisher SR5000)
  - Horizontal: 148.0 - 457.2 mm (5.83 - 18.00 inches)
- Duplex: A3⬕ - A5⬕, 12 × 18⬕ - 5$^1/_2$ × 8$^1/_2$⬕, 8K (267 × 390 mm)⬕, 16K (195 × 267 mm)⬕⬕

Paper weight:

- Trays 1, 2: 52 - 169 g/m^2 (14 lb. Bond - 90 lb. Index)
- Tray 3: 52 - 249 g/m^2 (14 lb. Bond - 90 lb. Cover)
- Bypass tray: 52 - 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:
  - Thin Paper - Middle Thick: 3.0 - 6.0 mm (0.12 - 0.24 inches)
  - Thick Paper 1 - Thick Paper 3: 2.7 - 5.7 mm (0.11 - 0.23 inches)
- Trailing edge: 0 - 4.0 mm (0 - 0.16 inches) (except 12 × 18⬕)
- Left and right edges: 0 - 4.0 mm (0 - 0.16 inches)

First copy/print time:

- Type 1:
  - Full Color: 7.5 seconds or less
  - B&W: 5.7 seconds or less
- Type 2:
  - Full 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)

Copy/print speed (A4⬕, 8$^1/_2$ × 11⬕):

- Type 1:
  - Full Color: 60 sheets/minute
  - B&W: 65 sheets/minute

- Type 2:
  - Full Color: 70 sheets/minute
  - B&W: 75 sheets/minute

Reproduction ratio:

- Preset reproduction ratios:
  - Enlargement

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

  - Full size

Metric version	Inch version
100%	100%

  - Reduction

Metric version	Inch version
93%	93%
87%	85%
82%	78%
71%	73%
61%	65%
50%	50%
25%	25%

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

Maximum continuous copy run:

9,999 sheets

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

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

Power source:

- Type 1: 120 - 127 V, 60 Hz, 16 A
- Type 2: 208 - 240 V, 60 Hz, 12 A

Power consumption:

- Main unit only

	Type 1	Type 2
Warm-up	About 1.92 kW	About 2.4 kW
Stand-by	About 400 W	About 400 W
During printing	About 1.92 kW	About 2.4 kW
Maximum	About 1.92 kW	About 2.4 kW

- Complete system

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

The complete system consists of the main unit, finisher, multi-folding unit, LCT, and printer/scanner unit.

Dimensions (W × D × H up to ADF):

750 × 850 × 1,230 mm (29.6 × 33.5 × 48.5 inches)

Space for main unit (W × D):

1,110 × 856 mm (43.4 × 33.8 inches)

Noise emission:

- Sound power level:
  - Main unit only

	Type 1	Type 2
Stand-by	Less than 55.5 dB (A)	Less than 55.5 dB (A)
Copying	Less than 72 dB (A)	Less than 72.5 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	Less than 55.5 dB (A)	Less than 55.5 dB (A)
Copying	Less than 76 dB (A)	Less than 76.5 dB (A)

- Sound pressure level:
  - Main unit only

	Type 1	Type 2
Stand-by	Less than 49.5 dB (A)	Less than 49.5 dB (A)
Copying	Less than 66 dB (A)	Less than 66.5 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	Less than 49.5 dB (A)	Less than 49.5 dB (A)
Copying	Less than 70 dB (A)	Less than 70.5 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit, finisher, multi-folding unit, LCT, and printer/scanner unit.

Weight:

Approx. 298 kg (657 lb.)

⬇Note

- If you want to load custom size paper into Trays 2 and 3, contact your service representative.

📄 Reference

- p.110 "Thick Paper"

9

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

Number of originals to be set:

- 250 sheets: Less than 69 g/m^2 (18 lb. Bond) [1]
- 150 sheets: Less than 80 g/m^2 (20 lb. Bond)

    [1] Above specification depends on the paper type and condition.

Maximum power consumption:

Less than 95 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

680 × 560 × 180 mm (26.8 × 22 × 7.1 inches)

Weight:

Approx. 18.5 kg (40.8 lb.)

🔽 Note

- Specifications are subject to change without notice.

Document Server

HDD (Document Server):

Approx. 160 GB × 2

Maximum: 15,000 pages

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

Copier/B&W/A4 original: Approx. 15,000 pages

Copier/Full Color/A4 original: Approx. 5,000 pages

Printer/Full Color/A4 original/600 dpi, 2 bits: Approx. 15,000 pages

Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 15,000 pages

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

Maximum number of stored documents:

3,000 documents

(The maximum number of received faxes that can be stored is 1,000.)

Number of pages supported by memory sorting:

Maximum: 3,000 pages

Copier/B&W/A4 original: Approx. 3,000 pages

Printer/B&W/A4/600 dpi, 2 bits: Approx. 3,000 pages

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

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Specifications for Finisher SR4030 (Optional)

This section describes specifications for Finisher SR4030.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4030.

Paper size:

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

12 × 18⬏, 11 × 17⬏, 11 × 15⬏, 11 × 14⬏, 10 × 15⬏, 10 × 14⬏, $8^1/_2$ × 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 mm⬔⬏, 170 × 210 mm⬔⬏, 210 × 340 mm⬏, 8K⬏, 16K⬔⬏, custom size.

Paper weight:

52 - 163 g/m^2 (14 lb. Bond - 90 lb. Index)

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

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

Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR4030.

Paper size:

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

12 × 18⬏, 11 × 17⬏, 11 × 15⬏, 11 × 14⬏, 10 × 15⬏, 10 × 14⬏, $8^1/_2$ × 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 mm⬔⬏, 170 × 210 mm⬔⬏, 210 × 340 mm⬏, 8K⬏, 16K⬔⬏, custom size.

Paper weight:

52 - 256 g/m^2 (14 lb. Bond - 140 lb. Index)

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

- 3,000 sheets: A4⬏, $8^1/_2$ × 11⬏
- 1,500 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▯, $5^1/_2 \times 8^1/_2$▯▭

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 mm▯▭, 210 × 340 mm▯, 8K▯, 16K▯▭

Staple paper weight:

64 - 90 g/m^2 (17 lb. Bond - 24 lb. Bond)

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

- 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 mm▯, 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 mm▯▭, 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. Bond):

- 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)

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Weight:

Approx. 56 kg (123.5 lb.)

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Specifications for Finisher SR4040 (Optional)

This section describes specifications for Finisher SR4040.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR4040.

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 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K, custom size.

- With Z-fold:

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

Paper weight:

- Without Z-fold:

  52 - 163 g/m^2 (14 lb. Bond - 90 lb. Index)

- With Z-fold:

  64 - 80 g/m^2 (17 lb. Bond - 20 lb. Bond)

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

- 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, 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, 8K

Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR4040.

Paper size:

- Without Z-fold:

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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 mm, 170×210 mm, 210×340 mm, 8K, 16K, custom size.

- With Z-fold:

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

Paper weight:

- Without Z-fold:

$52 - 256$ g/m^2 (14 lb. Bond - 140 lb. Index)

- With Z-fold:

$64 - 80$ g/m^2 (17 - 20 lb. Bond)

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

- Without Z-fold:

  - 2,000 sheets: A4, $8^1/_2 \times 11$

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

  - 500 sheets: A5

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

- With Z-fold:

  - 20 sheets: A4, $8^1/_2 \times 11$

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

Staple paper size:

- Without Z-fold:

A3, B4 JIS, A4, B5 JIS,

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

- With Z-fold:

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

Staple paper weight:

- Without Z-fold:

$64 - 90$ g/m^2 (17 - 24 lb. Bond)

- With Z-fold:

  64 - 80 g/m^2 (17 - 20 lb. Bond)

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

- 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 mm⊐, 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 mm⊐⊐, 16K⊐⊐

  - 30 sheets: With Mixed Size mode

- With Z-fold:

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

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

- 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)

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Finisher Booklet Tray

This section describes specifications for the finisher booklet tray of Finisher SR4040.

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. Bond)

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

　1 set (15 sheets)

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

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

Saddle stitch position:

　Center 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)

Weight:

　Approx. 65 kg (143.3 lb.)

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Specifications for Finisher SR5000 (Optional)

This section describes specifications for Finisher SR5000.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR5000.

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 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K, custom size.

- With Z-fold:

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

Paper weight:

- Without Z-fold:

  52 - 216 g/m^2 (14 lb. Bond - 80 lb. Cover)

- With Z-fold:

  64 - 80 g/m^2 (17 - 20 lb. Bond)

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

- 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, 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.

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 mm📄📄, 170 × 210 mm📄📄, 210 × 340 mm📄, 8K📄, 16K📄📄, custom size.

- With Z-fold:

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

Paper weight:

- Without Z-fold:

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

- With Z-fold:

  64 - 80 g/m^2 (17 - 20 lb. Bond)

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

- 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 mm📄📄, 170 × 210 mm📄, 210 × 340 mm📄, 8K📄, 16K📄📄

- With Z-fold:

  A3📄, B4 JIS📄, 11 × 17📄

Staple paper weight:

- Without Z-fold:

  64 - 90 g/m^2 (17 - 24 lb. Bond)

- With Z-fold:

  64 - 80 g/m^2 (17 - 20 lb. Bond)

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

- 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 mm, 170 × 210 mm, 210 × 340 mm, 8K

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

- With Z-fold: 10 sheets

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

- 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:

Approx. 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 SR4030, Finisher SR4040) (Optional)

This section describes specifications for the punch unit (Finisher SR4030, Finisher SR4040).

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, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
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, 8 × $10^1/_2$, 8 × 10, 170 × 210 mm, 182 × 210 mm
2 & 4 holes type: 4 holes	▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 8K
2 & 4 holes type: 4 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$
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, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
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, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm
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, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
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, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm
2 & 3 holes type: 3 holes	▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K
2 & 3 holes type: 3 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10

Paper weight:

52 - 163 g/m^2 (14 lb. Bond - 90 lb. Index)

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, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
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, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm
2 & 4 holes type: 4 holes	▭: A3, B4 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 8K
2 & 4 holes type: 4 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$
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, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
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, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm
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, $8^1/_4$ × 14, 8 × $10^1/_2$, 8 × 10, 170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 11 × 15, 11 × 14, 10 × 15, 10 × 14
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, 8 × $10^1/_2$, 8 × 10, 182 × 210 mm, 170 × 210 mm
2 & 3 holes type: 3 holes	▭: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K
2 & 3 holes type: 3 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, 8 × $10^1/_2$, 8 × 10

Paper weight:

- 2 & 3 holes: 52 - 163 g/m^2 (14 lb. Bond - 90 lb. Index)

- 4 holes: 52 - 128 g/m^2 (14 lb. Bond - 34 lb. Bond)

Power consumption:

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

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, $5^1/_2 \times 8^1/_2$: 250 sheets
- B4 JIS, A4, $8^1/_2 \times 14$, $8^1/_2 \times 11$: 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.

You can tidy the printout with Finisher SR4030 or Finisher SR4040.

Paper size:

A3�él, B4 JIS▷, A4▷◁, B5 JIS▷, A5▷, 11 × 17▷, $8^1/_2$ × 14▷, $8^1/_2$ × 11▷◁, $5^1/_2$ × $8^1/_2$▷

Power consumption (Max):

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.)

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Specifications for Mailbox (Optional)

This section describes specifications for the mailbox.

To use the mailbox, the Finisher SR4030 or the Finisher SR4040 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, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × $10^1/_2$, 8 × 10, $5^1/_2$ × $8^1/_2$, $7^1/_4$ × $10^1/_2$,

170 × 210 mm, 182 × 210 mm, 210 × 340 mm, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14

Paper weight:

60 - 128 g/m^2 (16 - 34 lb. Bond)

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

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 SR4030 or the Finisher SR4040 is required.

Paper size:

Metric version	Inch version
A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 12 × 18□, 11 × 17□, 8^1/$_2$ × 13□, 8^1/$_2$ × 11□ □, 8^1/$_4$ × 13□, 8 × 13□, 8K□, 16K□□	A3□, A4□□, B5 JIS□, 12 × 18□, 11 × 17 □, 8^1/$_2$ × 14□, 8^1/$_2$ × 13□, 8^1/$_2$ × 11□ □, 8 × 10□, 7^1/$_4$ × 10^1/$_2$□□, 5^1/$_2$ × 8^1/$_2$ □□, 10 × 14□

Paper weight:

64 - 216 g/m^2 (17 lb. Bond - 80 lb. Cover)

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

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.)

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

Paper weight:

64 - 216 g/m^2 (17 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 × 1,270 mm (21.3 × 28.7 × 50 inches)

Weight:

Approx. 45 kg (98.0 lb.)

Specifications for Multi-Folding Unit (Optional)

This section describes specifications for the multi-folding unit.

To use the multi-folding unit, the Finisher SR4040 or the Finisher SR5000 is required.

Paper size:

- With Z-fold:

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

- With Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold:

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

- With Multi-sheet Fold:

  - Half Fold, Letter Fold-in:

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

  - Letter Fold-out:

    A4▷, B4 JIS▷, B5 JIS▷, $8^1/_2$ × 14▷, $8^1/_2$ × 11▷

Paper weight:

- With Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold:

  64 - 105 g/m^2 (17 - 28 lb. Bond)

- With Multi-sheet Fold:

  64 - 80 g/m^2 (17 - 20 lb. Bond)

Power source:

  120 V, 60 Hz, 2.0 A

Power consumption:

  Maximum 270 W (A separate power source is required.)

Dimensions (W × D × H):

  470 × 730 × 980 mm (18.6 × 28.8 × 38.6 inches)

Weight:

  Approx. 92 kg (202.9 lb.)

Specifications for Large Capacity Tray (Optional)

This section describes specifications for the LCT.

Paper size:

A4$\square$, B5 JIS$\square$, $8^1/_2 \times 11\square$

Paper weight:

52 - 128 g/m^2 (14 - 34 lb. Bond)

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

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.)

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Specifications for Wide Large Capacity Tray (Optional)

This section describes specifications for the 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▽, $8^1/_4$ × 14▽, $8^1/_4$ × 13▽, 8 × 13▽, 8 × $10^1/_2$▽▽, 8 × 10▽▽, $7^1/_4$ × $10^1/_2$▽▽, $5^1/_2$ × $8^1/_2$▽▽,

170 × 210 mm▽▽, 182 × 210 mm▽▽, 210 × 340 mm▽, 8K▽, 16K▽▽, 11 × 15▽, 11 × 14▽, 10 × 15▽, 10 × 14▽, custom size.

Paper weight:

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

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

2,000 sheets

Power consumption:

Maximum 120 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. 86 kg (189.6 lb.)

🔽 Note

- The bypass tray cannot be used if the Wide LCT is installed.
- If you want to load custom size paper, contact your service representative.

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Specifications for Ring Binder (Optional)

This section describes specifications for the ring binder.

Paper size (ring binding / comb binding punching):

A4⬐, 8^1/$_2$ × 11⬐

Paper weight (ring binding / comb binding punching):

64 - 216 g/m^2 (17 lb. Bond - 80 lb. Cover)

Ring binder main unit:

- Ring binding capacity: 100 sheets

- Capacity of the ring comb cartridge: 80 ring combs

- Ring comb type: 50-sheet type (white, black), 100-sheet type (white, black)

- Comb binding punch holes: 23 holes, 21 holes

Ring binder tray capacity:

- 51 to 100 leaf binding: 11 sets

- In comb binding punch mode: 50 sheets

Power source:

120 V, 60 Hz, 5 A

Power consumption:

Maximum 400 W (A separate power source is required.)

Dimensions (W × D × H):

870 × 730 × 980 mm (34.3 × 28.8 × 38.6 inches)

Weight:

Approx. 145 kg (319.7 lb.)

🔱Note

- You can apply 23-hole ring binding or punching to A4 sheets only if the A4 punch unit is installed.

- You can apply 21-hole ring binding or punching to 8^1/$_2$ × 11 sheets only if the letter punch unit is installed.

Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

⭐ **Important**

- **Do not use an IEEE 1284 cable that is longer than 3 meters.**

Transmission spec.:

IEEE 1284

Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

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Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

Transmission spec.:

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

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Data transfer speed:

Auto select from the following speed:

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

Frequency range:

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

    2412 - 2462 MHz (1 - 11 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode

Note

- Web Image Monitor is supported.

Specifications for Bluetooth Interface Unit (Optional)

This section describes specifications for the Bluetooth interface unit.

Supported profiles:

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

Frequency range:

2.45 GHz ISM band

Data transmission speed:

723 kbps

Maximum range:

10 m

🔽Note

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

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Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

Interface connector:

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

Data transmission speed:

1000 Mbps, 100 Mbps, 10 Mbps

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Distance between devices:

100 m

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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 Tray 1 using this unit.

Extension unit

You can load B4 JIS▷, A4▷, $8^1/_2$ × 14▷, or $8^1/_2$ × 11▷ paper in the 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.

Copy data security unit

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

DataOverWriteSecurity unit

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

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  Microsoft® Windows® 2000 Server

  Microsoft® Windows® 2000 Advanced Server

- The product names of Windows XP are as follows:

  Microsoft® Windows® XP Professional

  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Media Center Edition

  Microsoft® Windows® XP Tablet PC Edition

- The product names of Windows Vista are as follows:

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  Microsoft® Windows Vista® Enterprise

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

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