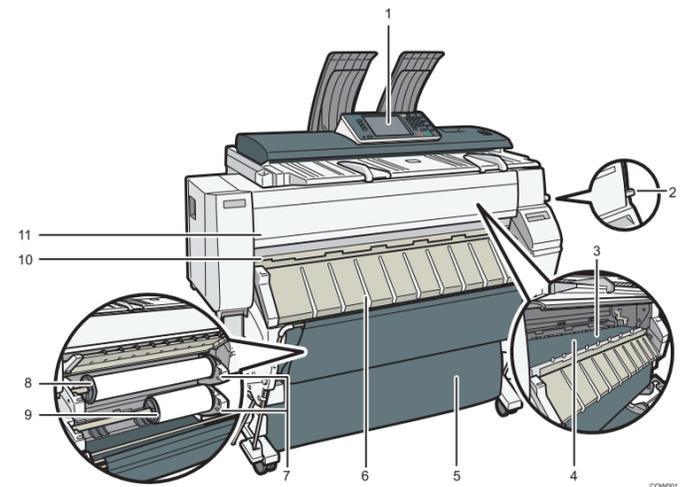




For safe and correct use, be sure to read the Safety Information in "Read This First" before using the machine.

1 Guide to Names of Components

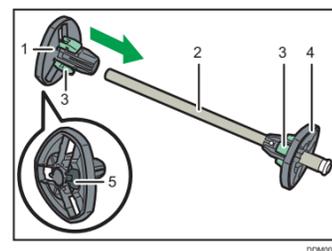


- | | |
|-------------------------------|--------------------------------------|
| 1. Display panel | 7. Rewind button |
| 2. Paper holding lever | 8. Paper Input Location 1 |
| 3. Platen | 9. Paper Input Location 2 (Optional) |
| 4. Paper bypass location | 10. Paper output location |
| 5. Output basket | 11. Front cover |
| 6. Paper input location cover | |

Note

- This illustration shows the machine with optional Paper Input Location 2 installed.

Names of the parts of the paper holder



- Left flange
- Spool
- Paper roll adjustment levers
- Right flange
- Lock lever

2 Loading Paper into the Paper Input Location

CAUTION

- Be careful when replacing the paper, clearing paper jams, or cleaning the platen. Follow the instructions for these procedures properly. Not doing so could result in injury from the paper cutter inside.

CAUTION

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

CAUTION

- When lifting up or lowering the paper input location cover, be careful not to trap or injure your fingers.

CAUTION

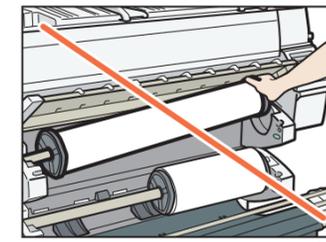
- Hold the paper roll horizontally with both hands. When the paper roll is attached to the paper holder and if you hold the paper roll vertically, the paper roll may fall off and an injury may result.

CAUTION

- When replacing paper rolls, do not touch the spool near the gear. Doing so may cause your hands to get dirty. If your hands get dirty, wash the affected area thoroughly with soap and water.

Important

- When the paper roll is in one of the following conditions, you cannot use it. Cut off the edge of the paper with scissors before loading it.
 - The leading edge is damaged
 - Adhesive tape, glue or paste is sticking to it
 - The paper is wrinkled
 - The corners are folded
 - The paper curls away from the paper roll
 - The edge is dented
 - The paper has holes in it
 - The paper is torn
- To cut paper edges with scissors, cut the paper vertically to the feed direction, so that the paper edges can be pulled into the machine.
- If you cut off the paper edges of a paper roll that is installed in the paper input location, be careful not to cut the cloth part of the output basket.
- When removing paper rolls from the paper input locations, lift the flanges on either side of the paper roll before removing them. Do not lift one side only. This could damage the machine.



- Attach the flange with all the paper roll adjustment levers open when loading a paper roll whose core is 50.8 mm (2 inches). If you close the paper roll adjustment lever after the paper roll is attached to the paper holder, you may damage the paper roll.
- Do not squeeze the flange into the paper roll when the end face of the paper roll is not aligned to the paper core or when a small quantity of paper is left. If the flange is squeezed too tightly against the paper roll, the edge of the paper may crease or wrinkle.

Load the paper roll when the power of the machine is on.

Check that the output basket is in basic mode before loading a paper roll. For details, see "[4] How to Use the Output Basket".

You can load the paper roll into Paper Input Locations 1 and 2. Each paper input location is loaded in the same way. In the following example procedure, the paper roll is loaded into Paper Input Location 1.

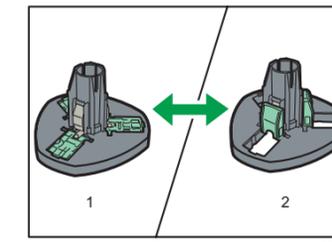
The paper roll is heavy and may need to be lifted by two people.

When replacing paper holder to other paper roll, place the paper roll on a flat surface.

Position of the paper roll adjustment levers

Switch the paper roll adjustment levers depending on the internal diameter of the paper roll. There are three paper roll adjustment levers on each flange. Make sure that all six levers are in the same position.

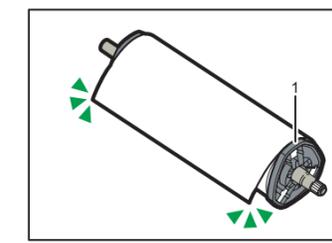
When the core of the paper roll is 50.8 mm (2 inches), open the paper roll adjustment levers. When the core of the paper roll is 76.2 mm (3 inches), close the paper roll adjustment levers.



- When the core of the paper roll is 50.8 mm (2 inches)
- When the core of the paper roll is 76.2 mm (3 inches)

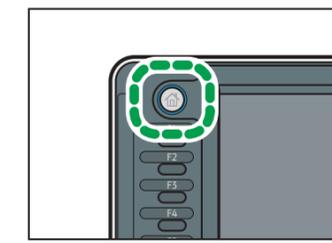
Paper roll direction

When loading the paper roll to the paper holder and machine, make sure that the edge of the paper feeds from top of the roll toward the front.



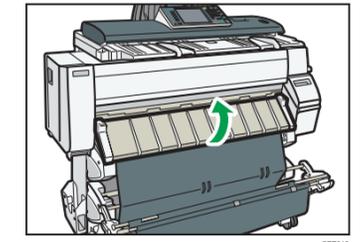
- Right flange

- Press the [Home] key on the top left of the control panel, and press the [Copier] or [Printer] icon on the [Home] screen.

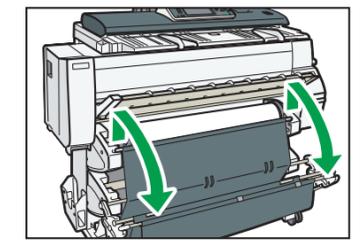


Make sure that "Ready" appears on the screen.

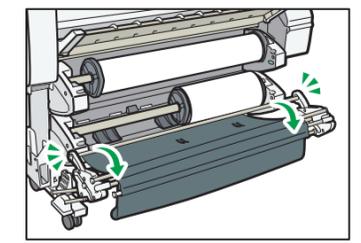
- Lift up the paper input location cover until it clicks.



- Remove the bar in front of Paper Input Location 1, and then hook it in front of the output basket.



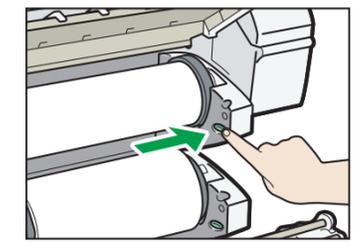
- Pull the bar in front of Paper Input Location 2 forward.



- When the paper roll is loaded, press down the rewind button on the right of the paper input location for one second or more.

After you release the button, the paper is rewound automatically.

If there is no paper roll loaded, proceed to step 13.



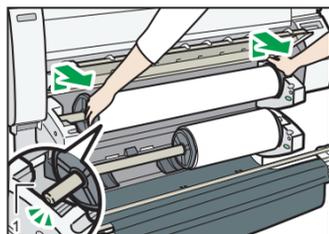


Setting Paper/ Preparation for Paper Output 2/4

- 6** Make sure the edge of the paper feeds out of the machine.

If the paper does not come out, press the button for at least a second and then release it so that the paper feeds out.

- 7** Hold both flanges and place the paper roll on the flat place in front of the bearing.

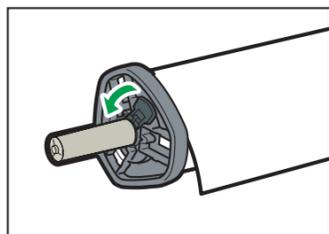


1. Bearing

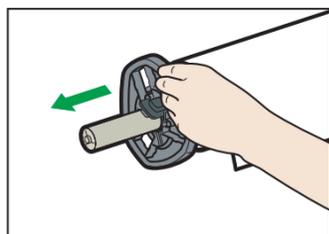
- 8** Grip the flanges again, and then remove it from the paper input location.

- 9** Place the paper roll on a flat surface.

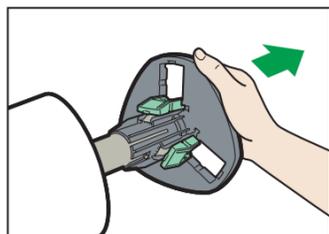
- 10** Raise the lock lever on the left flange.



- 11** Remove the left flange from the spool.

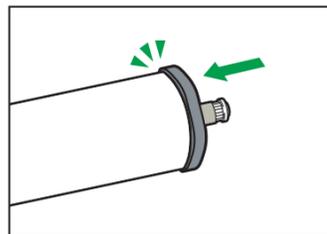


- 12** Remove both the right flange and spool from the paper roll.

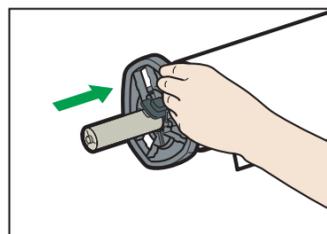


- 13** Adjust the paper roll adjustment levers of both flanges, according to the core of the paper roll you want to load.

- 14** Insert the flange with the spool from the right side of the paper roll until it touches the paper roll.

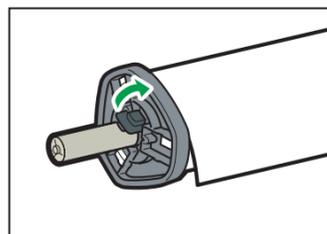


- 15** Insert the spool into the left flange.

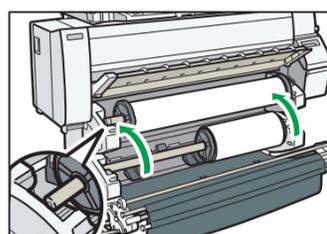


- 16** Holding the right flange with your hand, insert the left flange until it touches the paper roll.

- 17** Lower the lock lever on the left flange.



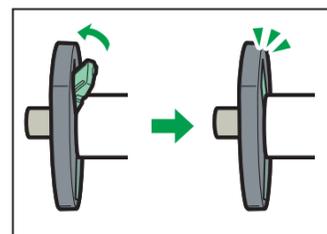
- 18** Place the paper roll on the flat place in front of the bearing.



- 19** Place the right and left edge of the spool into the bearing.

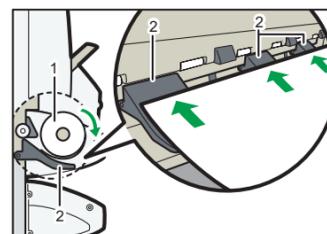
Turn the paper roll so that the edge of the paper feeds from the top of the roll towards the front.

- 20** When loading a 50.8 mm (2 inches) paper roll, make sure that all six paper roll adjustment levers are fully open.



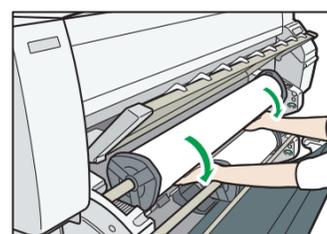
When loading a 76.2 mm (3 inches) paper roll, proceed to step 21.

- 21** Hold the edge of the paper with your hands underneath the paper, and feed paper so that the edge of the paper passes over the guides behind the paper roll.



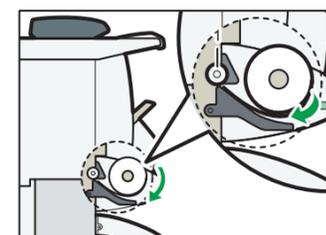
1. Paper roll
2. Guides

Be sure to hold the right and left side of the paper roll with both hands.



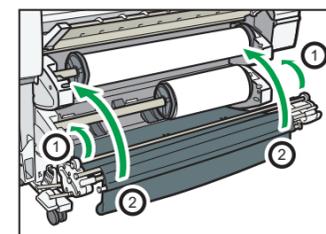
- 22** Insert the edge of the paper under the rollers of the paper feeding slit, rotate the paper roll until the edge of the paper is pulled in automatically to the inside of the machine.

If you insert the paper correctly, the edge of the paper is pulled in to the inside of the machine and the beeper sounds.



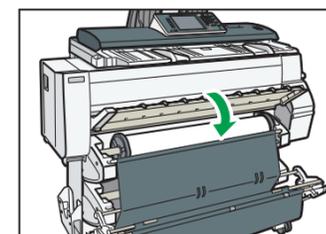
1. Roller

- 23** Replace the bars of the output basket.



After pushing the bar that is in front of Paper Input Location 2 into the machine (action ① in the illustration), lift the bar of the output basket up and hook it in front of the paper roll (action ② in the illustration).

- 24** Lower the paper input location cover.



- 25** On the screen, select whether or not to cut off the edge of the paper roll.

Select [Cut] when the edge of the paper is cut manually, such as with scissors, or the paper is expanded due to moisture.

- 26** Follow the on-screen instructions to specify the paper type and thickness of the paper roll.

Press [Matches] if the paper type and thickness of paper roll you loaded are the same as those displayed on the screen.

If the paper type and thickness are different from those displayed, press [Does not Match]. Select the proper items according to the paper type and thickness you want to use, and then press [OK].

- 27** Make sure that the size of paper roll you loaded is displayed correctly on the screen.

Note

- When [Film (Matted)] is specified for Paper Type or when Prevent Paper Abrasion is specified, press [Exit] on the screen after lowering the paper input location cover. You can change the Prevent Paper Abrasion setting in System Settings if necessary. However, if you specify [Film (Matted)] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. For details about Prevent Paper Abrasion, see "System Settings", Connecting the Machine/ System Settings.

- When the settings in step 26 are finished, the machine pulls the paper inside, and paper is output about one meter (40 inches) from the paper output location. Then the machine rewinds the paper to the prescribed position. Do not touch the output paper until the machine stops moving. If you select [Cut] in step 25, the edge of the paper is cut off.

- If you insert a roll of paper into the machine at an angle or if there is space between the paper and the flanges, the paper may not be pulled into the inside of the machine. If that happens, return to step 2 and start again.

- When you load two paper rolls into Paper Input Locations 1 and 2 in succession, make sure that the paper size you loaded first is displayed on the screen correctly, and then load the other paper roll into the other paper input location.

- You can specify the types of paper you load in the paper input location in advance. For details, see "System Settings", Connecting the Machine/ System Settings.

3 Loading Paper into the Paper Bypass Location

CAUTION

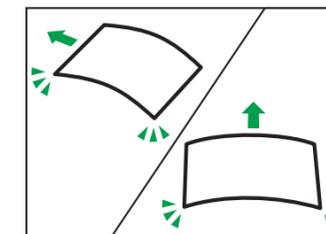
- Be careful when replacing the paper, clearing paper jams, or cleaning the platen. Follow the instructions for these procedures properly. Not doing so could result in injury from the paper cutter inside.

CAUTION

- When opening or closing the front cover, do not put your fingers over the folding parts of the covers. Doing so may result in your fingers becoming trapped or injured.

Important

- If the paper is curled, load it so that it curls facing downward.



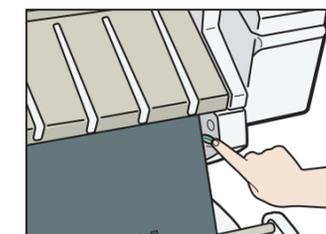
- When loading paper that is longer than A1 (D) , place a clean cloth or sheet of paper behind the machine in advance. If the edge of the paper touches the floor and get dirty, a malfunction might occur.

- 1** Make sure that "Ready" appears on the screen.

- 2** When the paper roll is loaded, press down the rewind button on the right of the paper input location for where the paper roll is loaded for one second or more.

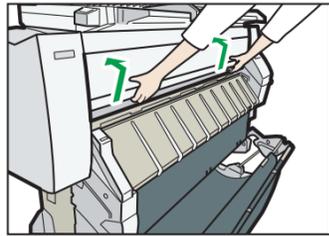
After you release the button, the paper is rewound automatically.

If the paper roll is not loaded, proceed to step 3.

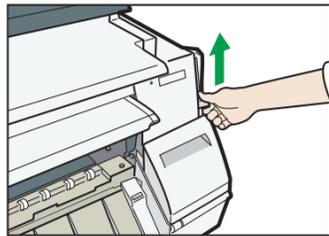


Setting Paper/ Preparation for Paper Output 3/4

3 Open the front cover.

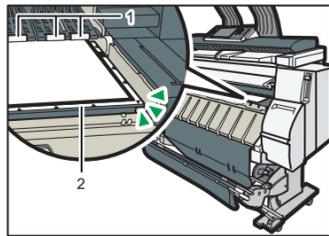


4 Pull up the paper holding lever on the right of the machine.



5 Insert the paper face up under the rollers in the paper bypass location.

Align the right corner of the paper to the paper set position on the paper bypass location.



1. Rollers
2. Paper set position

6 Lower the paper holding lever to fix the paper position.

When using paper that is longer than A2 (C), lower the paper holding lever while holding the paper with your hand.



7 Close the front cover.



8 Follow the on-screen instructions to specify the paper type and thickness of the paper.

Press [Matches] if the paper type and thickness of paper you loaded are the same as those displayed on the screen.

If the paper type and thickness are different from those displayed, press [Does not Match]. Select the proper items according to the paper type and thickness you want to use, and then press [OK].

9 Make sure that [] appears at the paper bypass location on the screen.

Note

- Do not operate the machine while “Please wait.” is displayed when the machine is turned on.
- Press the rewind button to rewind the roll of paper. Rewinding it manually may cause paper jams.
- When [Film (Matted)] is specified for Paper Type or when Prevent Paper Abrasion is specified, press [Exit] on the screen after closing the front cover. You can change the Prevent Paper Abrasion setting in System Settings if necessary. However, if you specify [Film (Matted)] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. For details about Prevent Paper Abrasion, see “System Settings”, Connecting the Machine/ System Settings.
- You can specify the types of paper you load in the paper bypass location in advance. For details, see “System Settings”, Connecting the Machine/ System Settings.
- When copying from the paper bypass location, see “Copying from the Paper Bypass Location”, Copy/ Document Server. When printing from a computer, see “Printing from the Paper Bypass Location Using the Printer Function”, Paper Specifications and Adding Paper.

4 How to Use the Output Basket

Important

- Open the output basket before you start printing.
- Hold the bars with both hands. If you hold the bars with only one hand, you might drop the bars.
- If the machine is installed near an air conditioner or heater, the delivered paper might not be stacked properly due to the air from the air conditioner or heater.
- Printing photos or other images that use a lot of ink may make the paper frail so that it does not stack properly.
- Do not touch output paper until printing is complete. Doing so may cause it to misfeed and result in a malfunction.
- Do not obstruct the paper output location or put anything in the output basket. Doing so may cause it to misfeed and result in a malfunction.

Prints are delivered to the output basket. Remove the prints one at a time from the output basket.

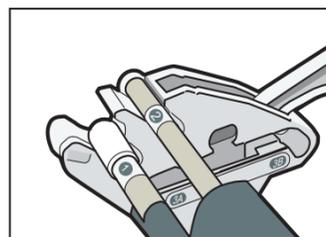
There are three ways to set up the output basket.

The illustrations show the position of the bars of the basket.

Basic mode

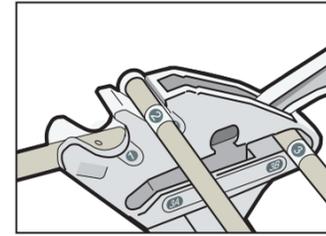
For most printing, the basic mode can be used for the basket. For details, see “[5] Setting Up the Output Basket in Basic Mode”.

Be sure to always use basic mode when printing on special paper or smaller size plain paper (A2 or smaller size).



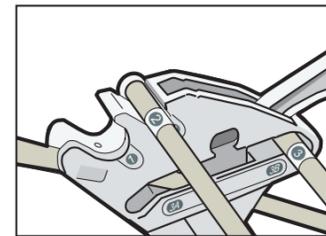
A0 /A1 stack mode

To stack A0 or A1 paper properly, set up the output basket in A0 /A1 stack mode, see “[6] Setting Up the Output Basket in A0 /A1 Stack Mode”.



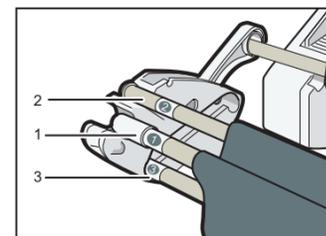
A1 /A2 stack mode

To stack A1 or A2 paper properly, set up the output basket in A1 /A2 stack mode, see “[7] Setting Up the Output Basket in A1 /A2 Stack Mode”.



After you have finished printing, set the output basket to its original position by doing the reverse of the procedure you used to set up the output basket. For details, see “Setting the Output Basket”, Getting Started.

Names of the parts of the output basket

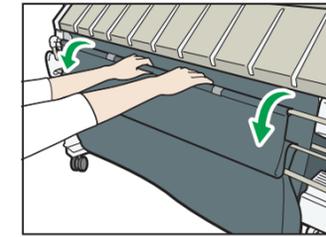


1. Bar 1
 2. Bar 2
 3. Bar 3
- Hold them to change the mode of the output basket.

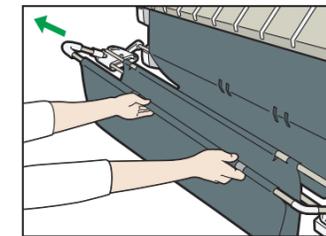
5 Setting Up the Output Basket in Basic Mode

For most printing, the basket can be set up in the basic mode.

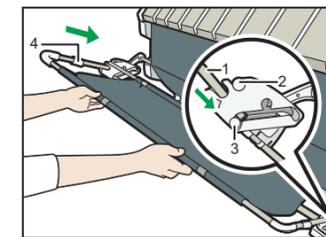
1 Make sure the output basket is closed, and then pull out Bar 1.



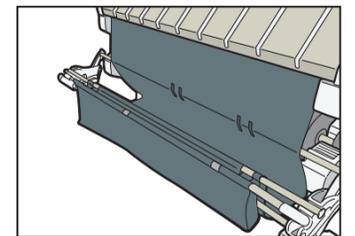
2 Carefully pull out Bar 1 at an angle until it stops.



3 Lift Bar 1 upward slightly so it is not stopped by the stopper, and then push it fully in.



1. Bar 1
2. Bar 2
3. Bar 3
4. Stopper



Make sure the output basket is open before you start printing.

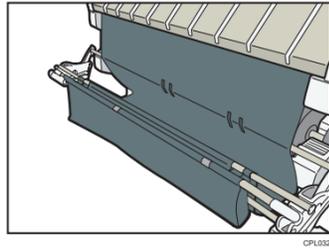


Setting Paper/ Preparation for Paper Output 4/4

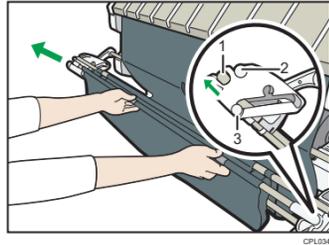
6 Setting Up the Output Basket in A0/A1 Stack Mode

To stack A0 or A1 paper properly, set up the output basket in A0/A1 stack mode.

- 1** Make sure that the output basket is in basic mode.

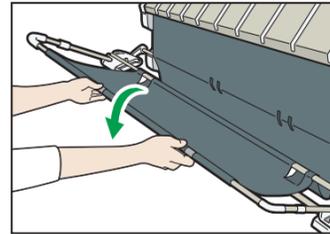


- 2** Carefully pull out Bar 1 at an angle until it stops.

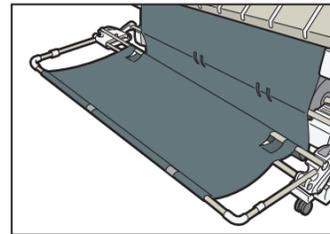


1. Bar 1
2. Bar 2
3. Bar 3

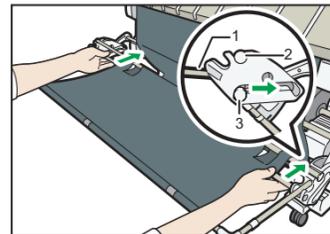
- 3** Lower Bar 1 so the basket is horizontal.



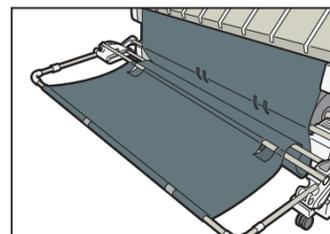
Lock the output basket in the horizontal position.



- 4** Slide Bar 3 toward the machine.



1. Bar 1
2. Bar 2
3. Bar 3

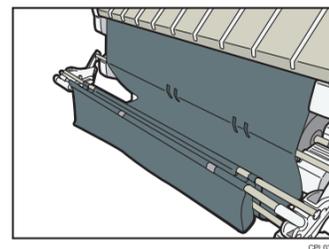


When you start printing, make sure that the output basket is open as shown above.

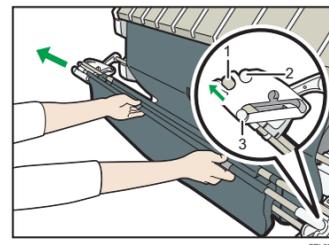
7 Setting Up the Output Basket in A1/A2 Stack Mode

To stack A1 or A2 paper properly, set up the output basket in A1/A2 stack mode.

- 1** Make sure that the output basket is in the basic mode.

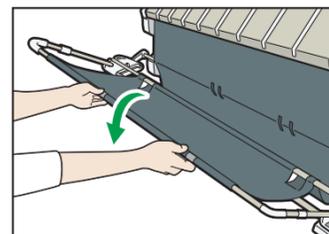


- 2** Carefully pull out Bar 1 at an angle until it stops.



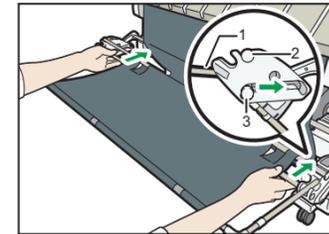
1. Bar 1
2. Bar 2
3. Bar 3

- 3** Lower Bar 1 so the basket is horizontal.



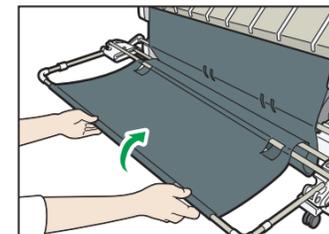
Lock the output basket in the horizontal position.

- 4** Slide Bar 3 toward the machine.

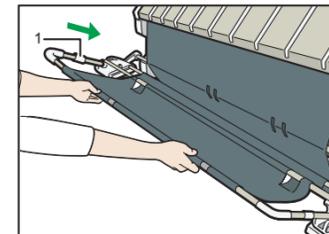


1. Bar 1
2. Bar 2
3. Bar 3

- 5** Lift Bar 1 upward slightly.

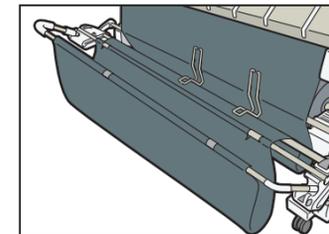
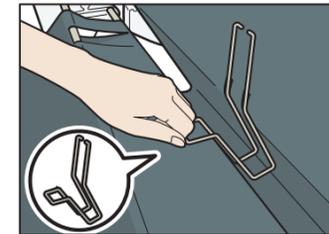


- 6** Carefully push Bar 1 until it is stopped by the stopper.



1. Stopper

- 7** Install two hooks in the direction of the hole on the inside of the output basket.



When you start printing, make sure that the output basket is open as shown above.