



User Guide

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How to Read the Manuals

Symbols Used in the Manuals

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.

 **Region A** (mainly Europe)

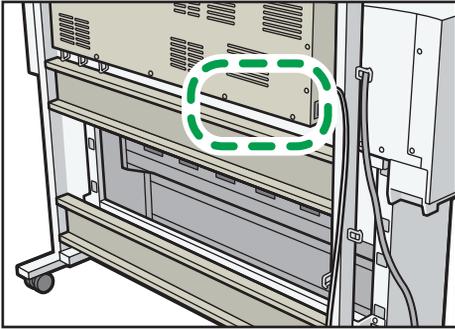
 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 8 "Model-Specific Information".

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



DNE003

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27
- 220–240 V

 **Region B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120–127 V

 **Note**

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Names of Major Features

In this manual, major features of the machine are referred to as follows:

- Roll Unit RU6550 → Paper Input Location 2



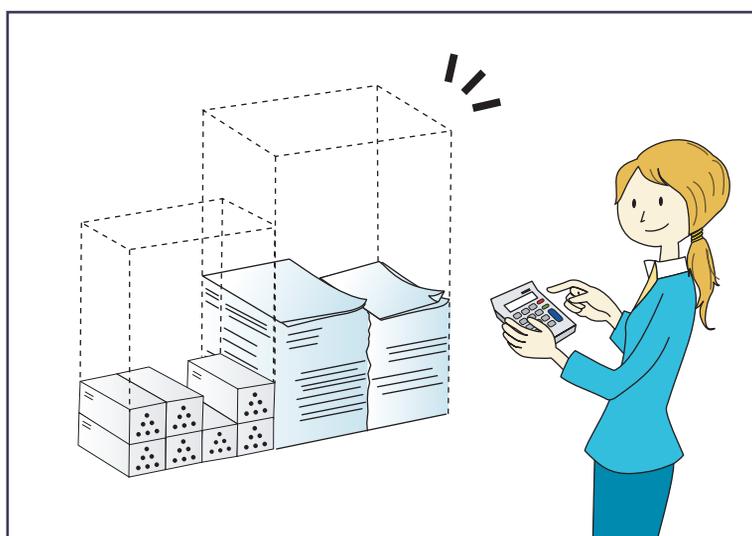
1. What You Can Do with This Machine

You can search for a description 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.

Reducing my Costs



BRL059S

Printing multi-page documents on a single sheet (Combine)

⇒ See "Combined Copying", Copy/ Document Server.

Conserving ink when printing (Ink Save function)

⇒ See "Enabling the Ink Saving Function", Print.

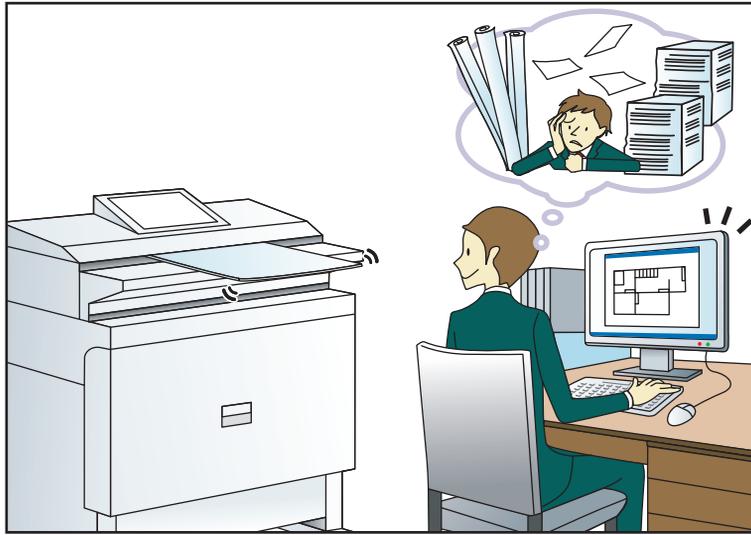
Reducing electricity consumption

⇒ See "Saving Energy", Getting Started.

⇒ See "Timer Settings", Connecting the Machine/ System Settings.

Using Scanned Files on the Computer

1



CQH100

Sending scan files

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

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

⇒ See "Sending the URL by E-mail", Scan.

Storing scan files in a shared folder

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

Storing scan files on media

⇒ See "Basic Procedure for Saving Scan Files on a Memory Storage Device", Scan.

Embedding text information in scanned files

⇒ See "Embedding Text Information in Scanned Data", Scan.

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

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

Reducing the document size of scanned data (Reduce / Enlarge)

⇒ See "Edit", Scan.

Reducing the file size of scanned data while maintaining the text legibility (PDF (JPEG 2000))

⇒ See "Specifying the File Type", Scan.

Registering Destinations

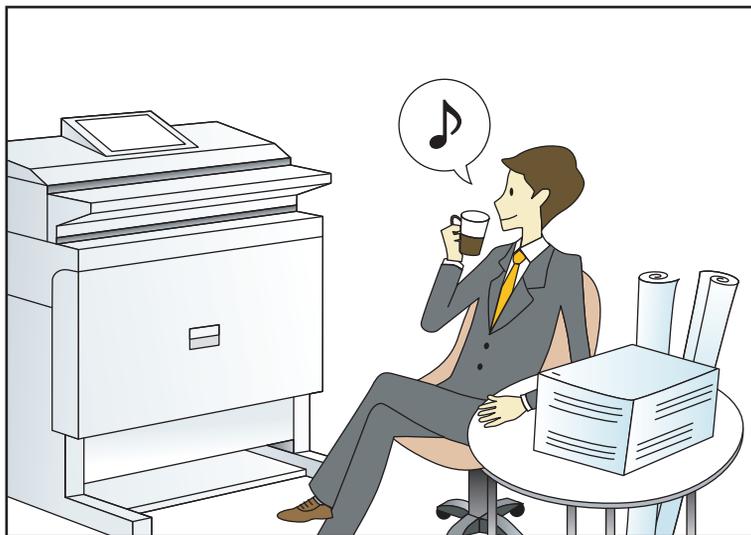


CQH101

Using the control panel to register destinations in the Address Book

⇒ See "Registering a destination in the address book manually", Scan.

Operating the Machine More Effectively



CQH102

Registering and using frequently-used settings (Program)

⇒ See "Registering Functions in a Program", Convenient Functions.

Registering frequently-used settings as initial settings (Program as Defaults)

⇒ See "Changing the Default Functions of the Initial Screen", Convenient Functions.

Registering frequently-used printing settings to the printer driver

⇒ See "Using One Click Presets", Print.

Changing the initial settings of the printer driver to frequently-used printing settings

⇒ See "Displaying the [Printing Preferences] Dialog Box", Print.

Adding shortcuts to frequently used programs or Web pages

⇒ See "Adding Icons to the [Home] Screen", Convenient Functions.

Changing the order of the function and shortcut icons

⇒ See "Changing the Order of Icons on the [Home] Screen", Convenient Functions.

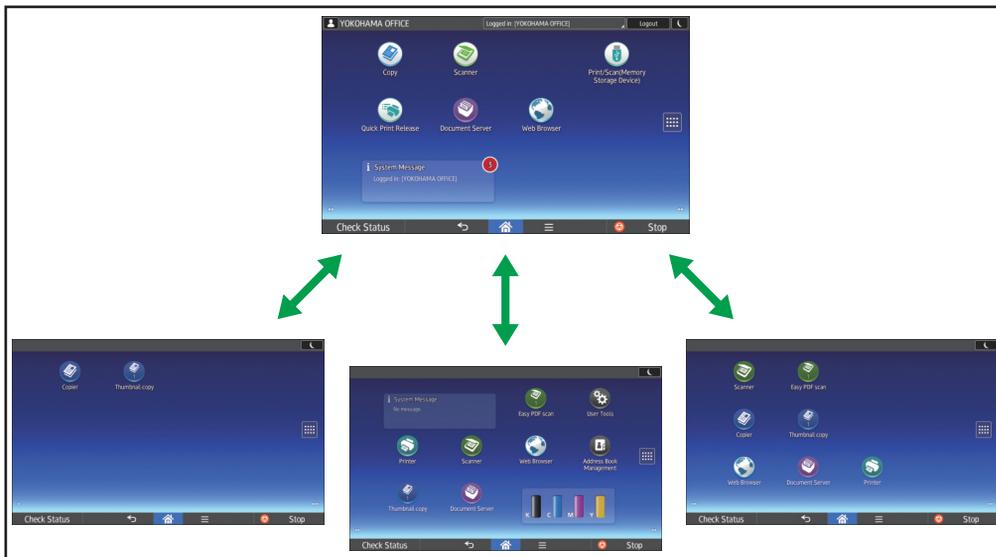
What You Can Do with This Machine

This section describes the features of this machine.

1

Customizing the [Home] Screen

The icons of each function are displayed on the [Home] screen.



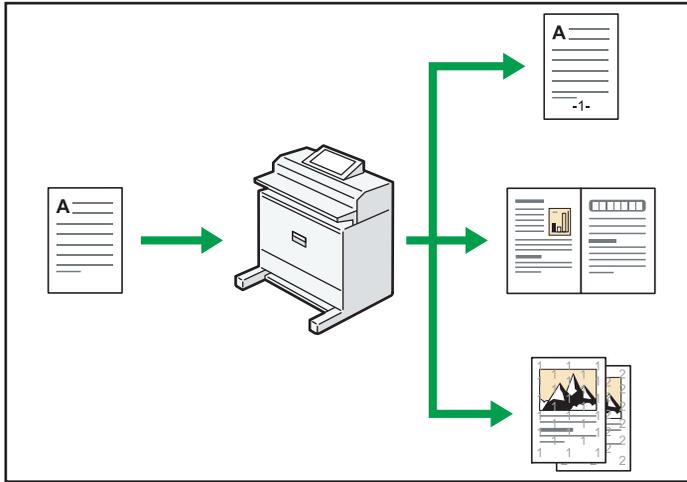
DNE059

- You can add shortcuts to often used programs or Web pages to the [Home] screen. The programs or Web pages can be recalled easily by pressing the shortcut icons.
- You can display only the icons of functions and shortcuts that you use.
- You can change the order of the function and shortcut icons.

Reference

- For details about the features on the [Home] screen, see "How to Use the [Home] Screen", Getting Started.
- For details about how to customize the [Home] screen, see "How to Customize the [Home] Screen", Convenient Functions.

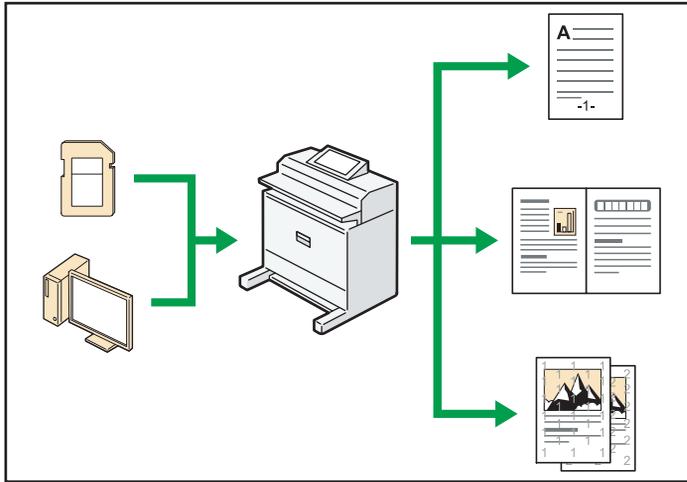
Making Copies Using Various Functions



CQH002

- 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.
⇒ See "Copying in Color", Copy/ Document Server.
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, page numbers, and texts.
⇒ See "Stamps", Copy/ Document Server.
- You can adjust the color tones and image quality of your copies.
⇒ For details about a color adjustment, see "Adjusting Color", Copy/ Document Server.
⇒ For details about an image adjustment, see "Image Adjustment", Copy/ Document Server.
- You can reduce or enlarge the copy image. Auto Reduce/Enlarge function enables the machine to detect the original size automatically. Also, it enables the machine to select an appropriate reproduction ratio based on the paper size you specify. If the orientation of the original is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees to match it with the copy paper.
⇒ See "Reducing or Enlarging Originals", Copy/ Document Server.
- Copier function such as Combine allows you to save on paper by copying multiple pages onto single sheets.
⇒ For details about combined copying, see "Combined Copying", Copy/ Document Server.
- You can sort copies.
⇒ See "Sort", Copy/ Document Server.

Printing Data Using Various Functions

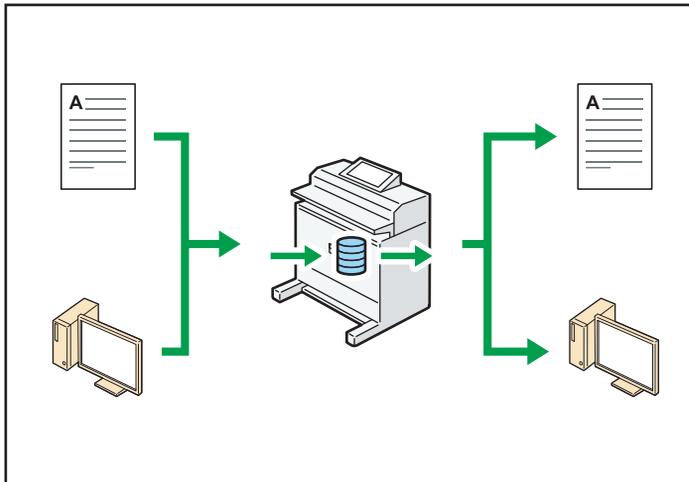


CQH003

- This machine supports network and local connections.
- 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.
 - ⇒ See "Storing Documents in the Hard Disk Drive and Printing Them", Print.
- You can collate printed paper.
 - ⇒ See "Collate", Print.
- You can print files stored on a removable memory device and specify print conditions such as print quality and print size.
 - ⇒ See "Direct Printing from a Memory Storage Device", Print.

Utilizing Stored Document

You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. Web Image Monitor allows you to 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).



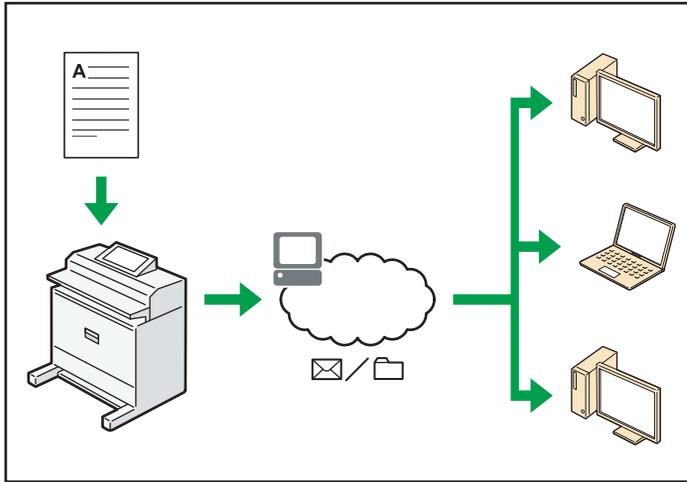
CQH004

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

Reference

- For details about how to use the Document Server, see "Storing Data in the Document Server", Copy/ Document Server.
- For details about the Document Server in copier mode, see "Document Server", Copy/ Document Server.
- For details about the Document Server in printer mode, see "Saving and Printing Using the Document Server", Print.
- For details about the Document Server in scanner mode, see "Storing and Saving the Scanned Documents", Scan.

Using the Scanner in a Network Environment



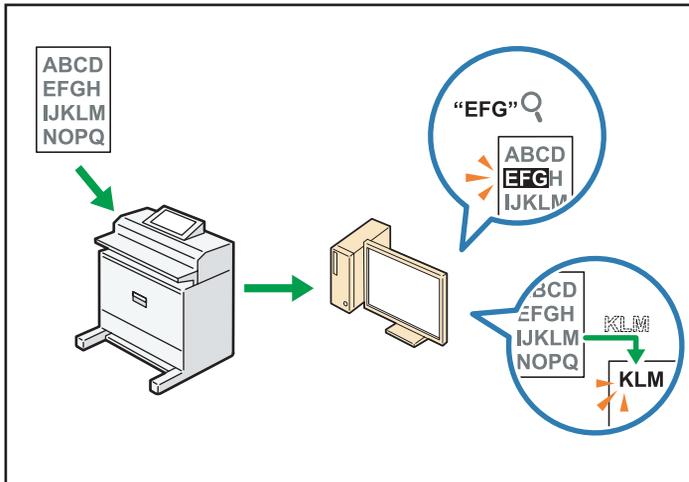
CQK103

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scan.
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
⇒ See "Basic Procedure When Using Scan to Folder", Scan.

Embedding Text Information in Scanned Files

You can extract text information from a scanned document and embed it in the file without using a computer.

If you scan a document using this function, embedded text can be searched by using the text search function or copied to another document.



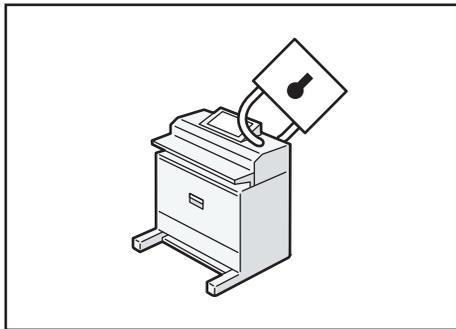
DHJ266

- To use this function, the OCR unit is required.
- You can select a file type from [PDF], [PDF (JPEG 2000)], or [PDF/A].
- This function allows the machine to optically recognize characters in various languages and up to approximately 40,000 characters a page on paper up to A1 size.

Reference

- See "Embedding Text Information in Scanned Data", Scan.

Preventing Information Leakage (Security Functions)



COK104

- 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 or encrypt the data on the hard disk to minimize the risk of information leakage.

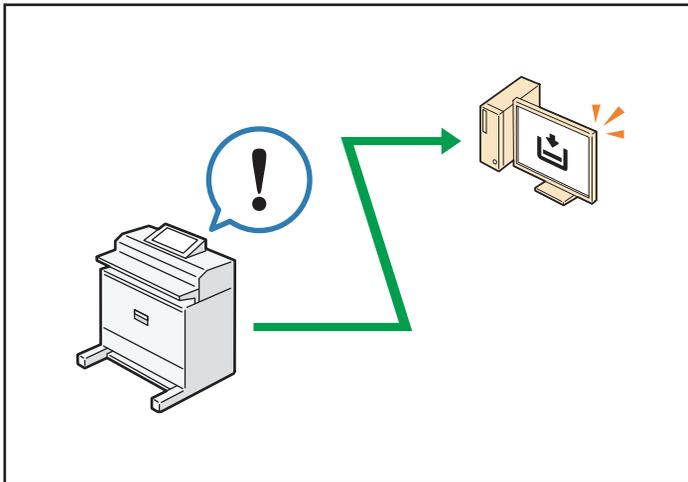
- You can limit the usage of functions for each user.

Reference

- See Security Guide.

Monitoring and Setting the Machine Using a Computer

Using Web Image Monitor, you can check the machine's status and change the settings.



CQH005

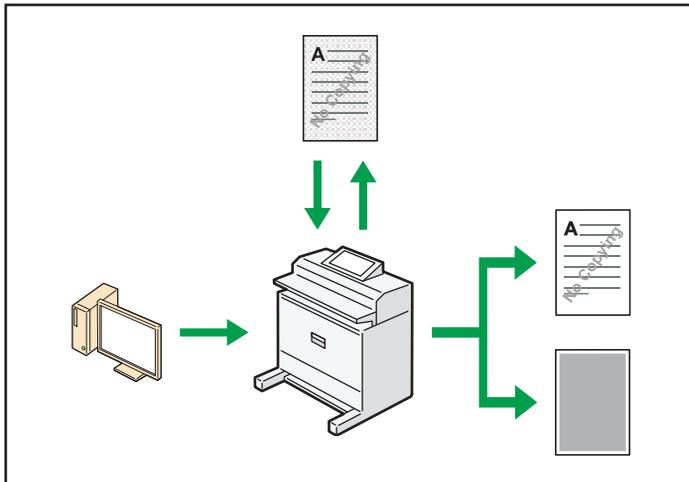
You can check which paper input location is running out of paper, register information in the Address Book, specify the network settings, configure and change the system settings, manage jobs, print the job history, and configure the authentication settings.

Reference

- See "Using Web Image Monitor", Connecting the Machine/ System Settings.
- See Web Image Monitor Help.

Preventing Unauthorized Copying

You can print embedded patterns on printouts to prevent unauthorized copying.



CQH103

- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security unit, protected pages are grayed out in the copy. This can minimize the risk of confidential information being copied.

If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.

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

Reference

- For details, see the printer driver Help and "Unauthorized Copy Prevention / Data Security for Copying", Security Guide.
- For details about this function in the printer mode, see "Printing Documents That Are Not Authorized for Duplication" Print.

2. Getting Started

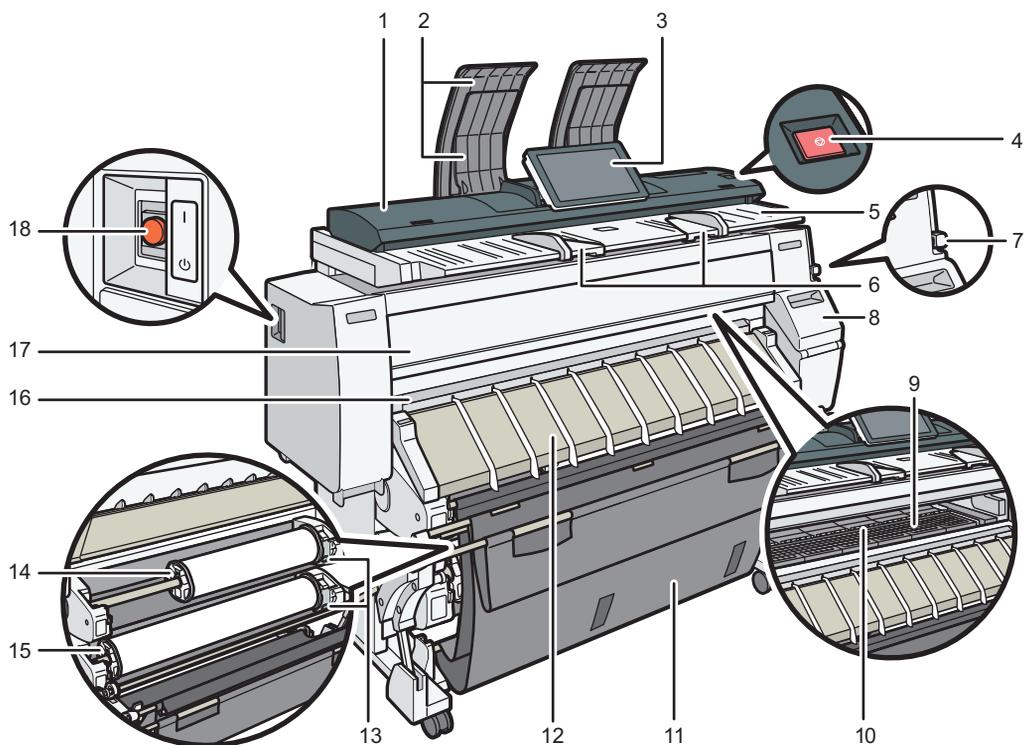
This chapter describes how to start using this machine.

Guide to Names and Functions of Components

⚠ CAUTION

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

Front



DNE001

1. Original cover

Open to clear jammed originals.

2. Original stacker

Originals are stacked here.

3. Control panel

See page 27 "Guide to the Names and Functions of the Machine's Control Panel".

4. [Scanner Stop] key

Use if originals are feeding in slanted, or to cancel scanning while an original is feeding in.

5. Original table

Place originals here scanning side down.

6. Original guide

Set to the width of your originals.

7. Paper holding lever

This lever holds paper that is inserted into the paper input location or the paper bypass location. Use this lever to copy or print from the bypass location, or to remove misfed paper.

8. Cartridge cover

Open to replace print cartridges.

9. Platen

Paper is sucked down and prevented from floating. Clean this area if the back of the printouts becomes dirty. See "Cleaning the Platen", Maintenance and Specifications.

10. Paper bypass location

Load paper here when you copy or print from the paper bypass location. Load paper print side up.

11. Output basket

The delivered paper is stacked here. Change the mode of the basket according to the size of the paper.

12. Paper input location cover

Open to load the paper roll onto the paper input location or to remove misfed paper.

13. Rewind button

Press this button to load the paper roll or to remove misfed paper.

14. Paper Input Location 1

Load a paper roll here.

15. Paper Input Location 2

Load a paper roll here.

16. Paper output location

The printouts are delivered here.

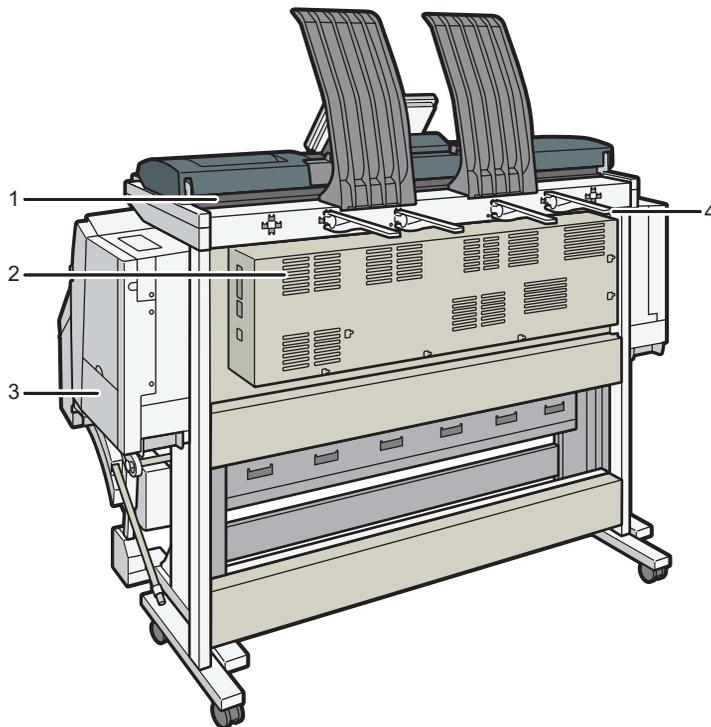
17. Front cover

This is the cover of the paper bypass location. Open this cover to copy or print from the paper bypass location, to remove misfed paper, or to clean the platen.

18. Main power switch

To operate the machine, the main power switch must be on. If it is off, turn the switch on.

Rear



DNE002

1. Original exit

Originals are delivered here.

2. Vents

Prevent overheating.

3. Ink collector unit cover

Open this cover to replace the ink collector unit. Ink used for maintenance collects in the ink collector unit.

4. Original output guide

Stacks originals delivered to the rear output.

↓ Note

- The fan inside the machine near the vents may continue running to cool the machine. For details, see page 220 "When Other Messages Appear".

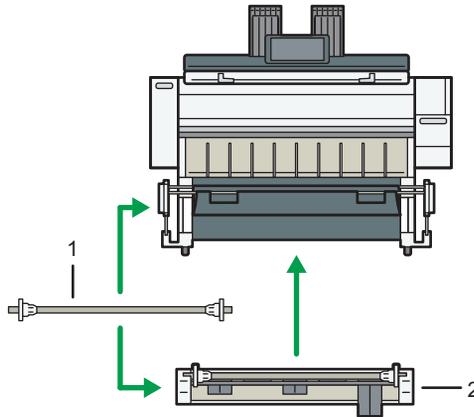
Guide to Functions of the Machine's Options

Guide to Functions of the Machine's External Options

2

★ Important

- Using Print Copy Tool, you can edit and manage print, copy, or scan jobs and configure device settings. For details about the available Print Copy Tool functions, see the Print Copy Tool manual.



DNE004

1. Paper holder

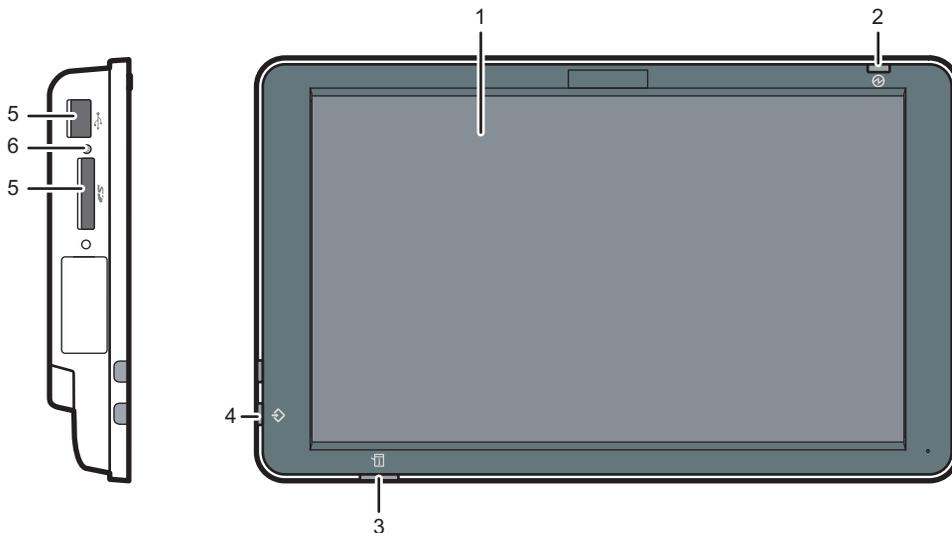
Use to set a paper roll onto the paper input location.

This is useful to change quickly to a different size paper roll from the paper holder.

2. Paper Input Location 2

Load a paper roll onto this unit.

Guide to the Names and Functions of the Machine's Control Panel



2

DNE093

1. Display panel

This is a touch panel display that features icons, keys, shortcuts, and widgets that allow you to navigate the screens of the various functions and applications and provide you with information about operation status and other messages. See page 39 "How to Use the [Home] Screen" and page 43 "How to Use Each Application".

2. Main power indicator

The main power indicator goes on when you turn on the main power switch. When the machine is in Sleep mode, the main power indicator flashes slowly. In Low Power mode, the main power indicator is lit.

3. Status indicator

Indicates the status of the system. Stays lit when an error occurs or the ink runs out.

4. Data In indicator (printer mode)

Flashes when the machine is receiving print jobs from a computer. See Print.

5. Media slots

Use to insert an SD card or a USB flash memory device.

6. Media access lamp

Lights up when an SD card is inserted in the media slot.

Changing the Display Language

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

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Change Langs. Widget].
3. Select the language you want to display.
4. Press [OK].

Setting 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.

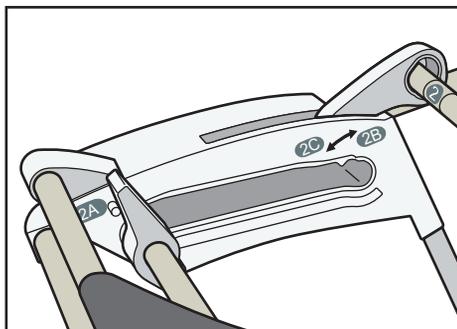
There are three ways to set up the output basket.

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

- Basic mode

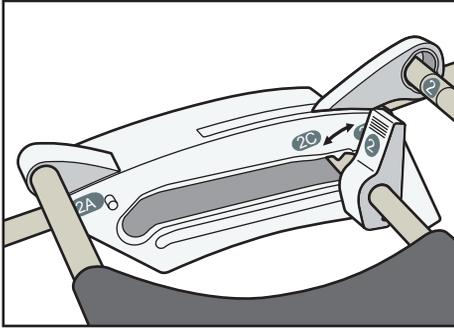
For most printing, the basic mode can be used for the basket. For details, see page 31 "Setting Up the Output Basket in Basic Mode".

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



- A0/A1/E/D stack mode

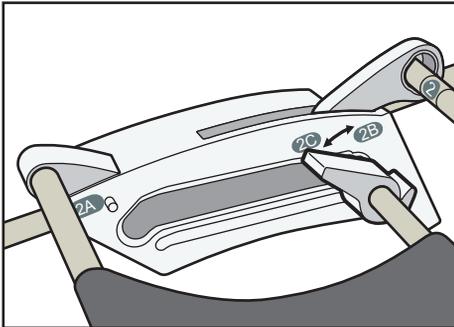
To stack A0/E or A1/D paper properly, set up the output basket in A0/A1/E/D stack mode, see page 32 "Setting Up the Output Basket in A0/A1/E/D Stack Mode".



DNE063

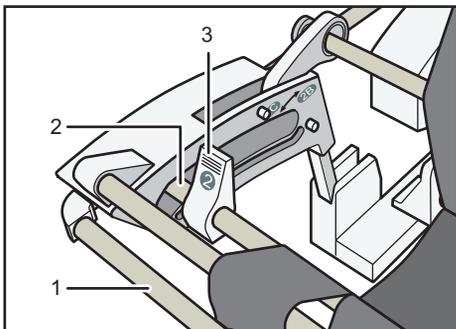
- A1/A2 (landscape)/D/C (landscape) stack mode

To stack A1/D or A2/C (landscape) paper properly, set up the output basket in A1/A2 (landscape)/D/C (landscape) stack mode, see page 35 "Setting Up the Output Basket in A1/A2 (landscape)/D/C (landscape) Stack Mode".



DNE064

Names of the parts of the output basket



DNE066

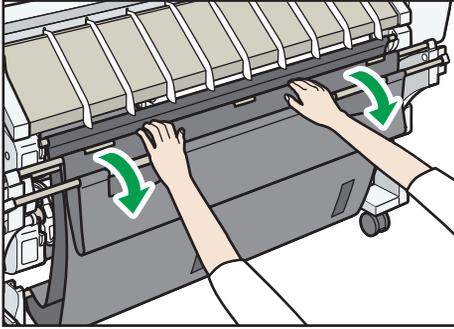
1. Bar 1
2. Bar 2
3. Lever

Hold them to change the mode of the output basket.

Setting Up the Output Basket in Basic Mode

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

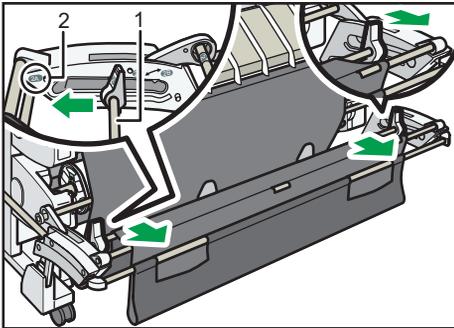
1. Make sure the output basket is closed, and then pull it out.



DNE067

2. Slide bar 2 toward 2A.

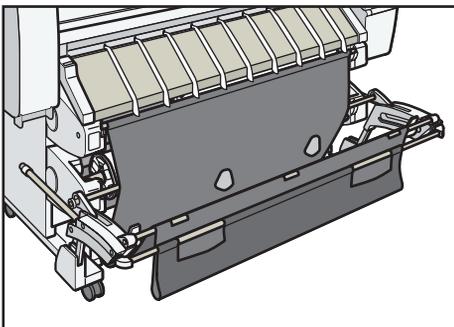
Hold both ends of bar 2.



DNE122

1. Bar 2

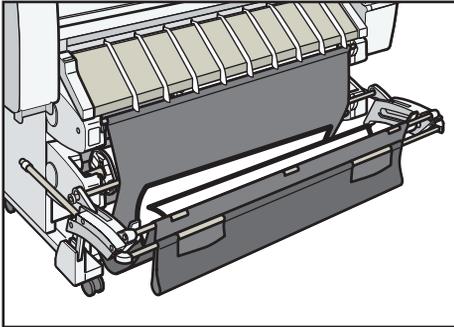
2. 2A



DNE068

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

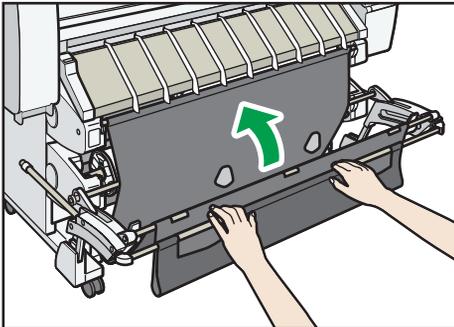
Printed paper is output as shown in the illustration.



DNE124

Close the output basket

1. Push the output basket towards the machine.

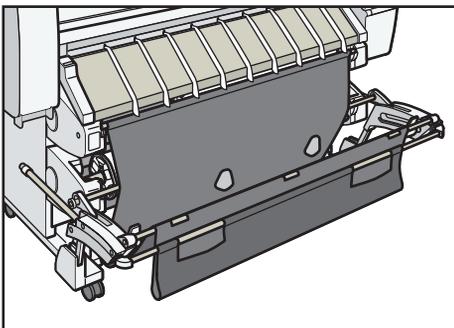


DNE069

Setting Up the Output Basket in A0/A1/E/D Stack Mode

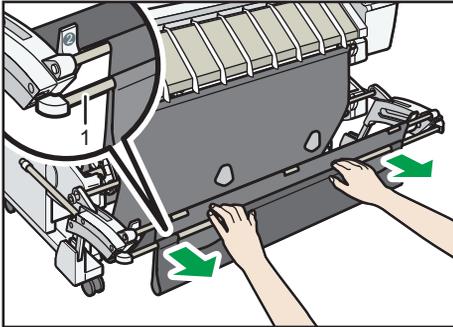
To stack A0/E or A1/D paper properly, set up the output basket in A0/A1/E/D stack mode.

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



DNE068

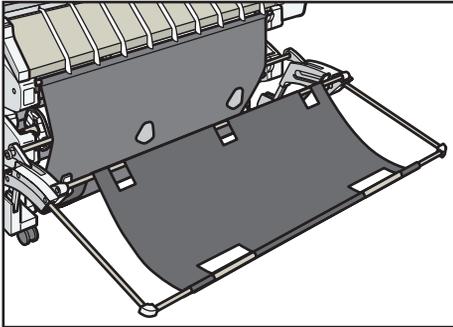
2. Carefully pull out bar 1 horizontally until it stops.



DNE070

1. Bar 1

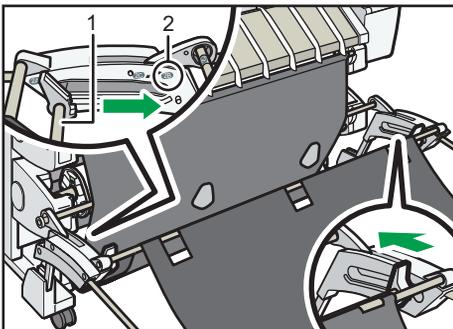
The output basket locks in the horizontal position.



DNE071

3. Slide bar 2 toward 2B.

Hold both ends of bar 2.

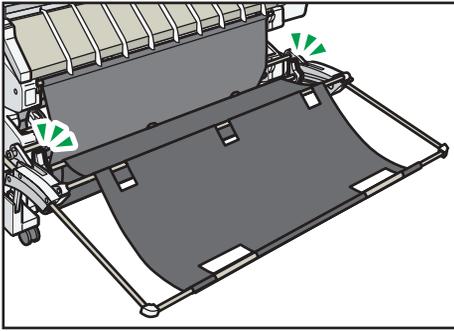


DNE096

1. Bar 2

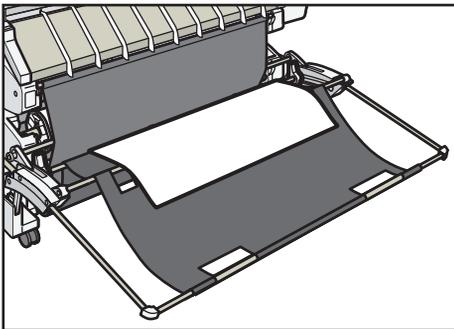
2. 2B

Slide bar 2 until it clicks.



DNE097

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

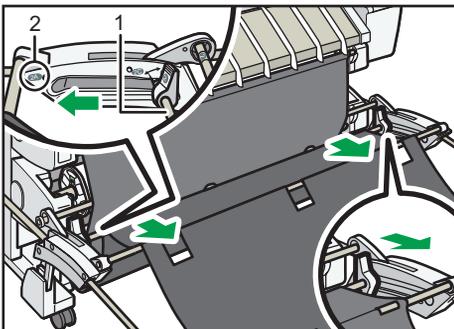


DNE125

Set the output basket to its original position

1. Slide bar 2 toward 2A.

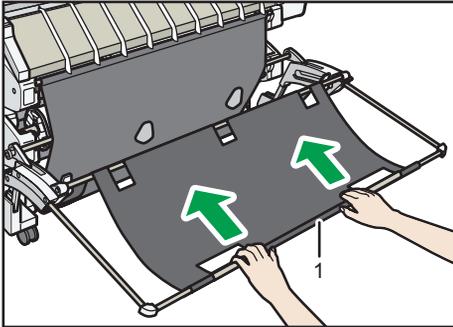
Hold both ends of bar 2.



DNE098

1. Bar 2
2. 2A

2. Carefully push in bar 1 horizontally until it stops.



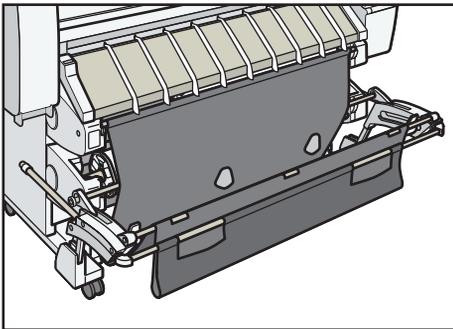
DNE072

1. Bar 1

Setting Up the Output Basket in A1/A2 (landscape)/D/C (landscape) Stack Mode

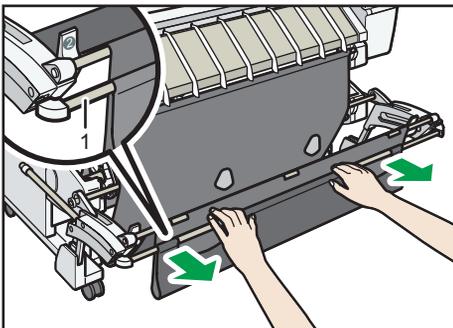
To stack A1/D or A2/C (landscape) paper properly, set up the output basket in A1/A2 (landscape)/D/C (landscape) stack mode.

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



DNE068

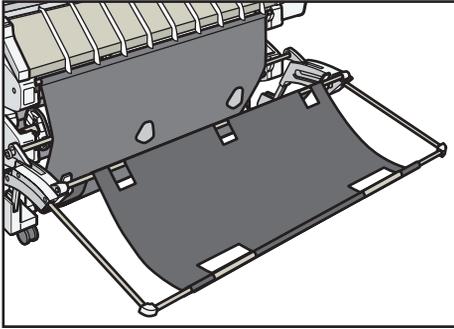
2. Carefully pull out bar 1 horizontally until it stops.



DNE070

1. Bar 1

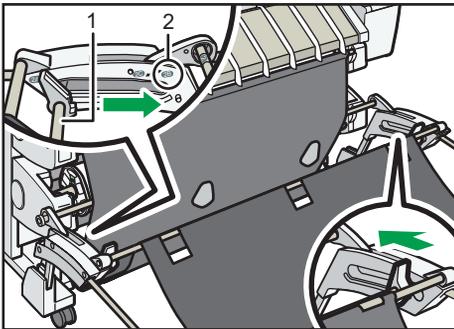
The output basket locks in the horizontal position.



DNE071

3. Slide bar 2 toward 2B.

Hold both ends of bar 2. Slide bar 2 until it clicks.

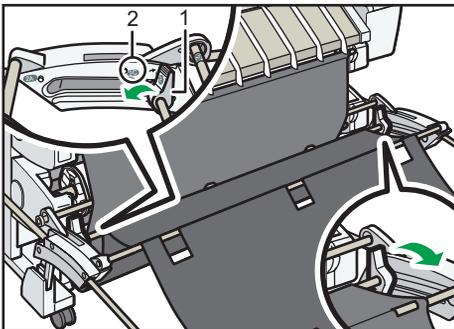


DNE096

1. Bar 2

2. 2B

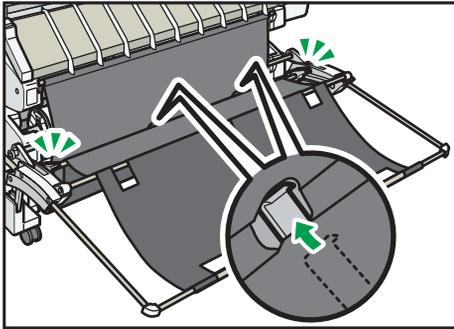
4. Turn lever to 2C.



DNE099

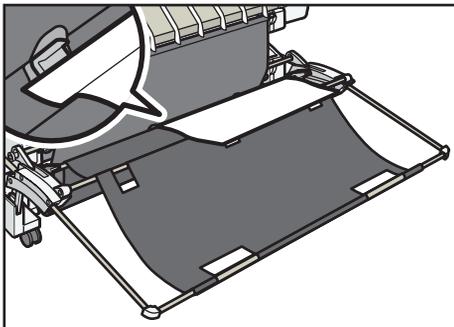
1. Lever

2. 2C



DNE100

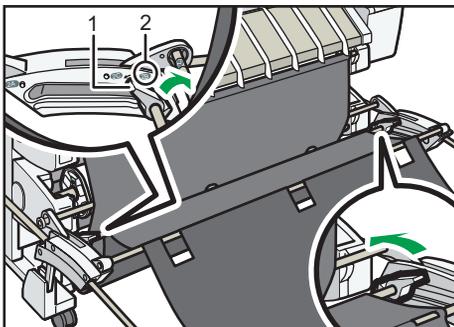
When you start printing, make sure that the output basket is open as shown above.
Printed paper is output as shown in the illustration.



DNE126

Set the output basket to its original position

1. Turn lever to 2B.



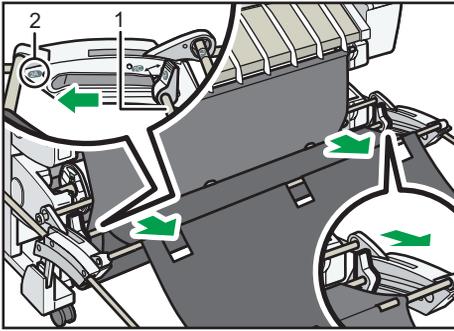
DNE121

1. Lever

2. 2B

2. Slide bar 2 toward 2A.

Hold both ends of bar 2.

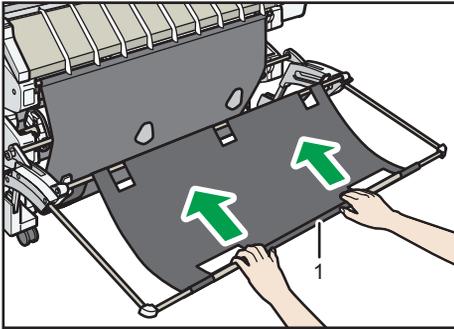


DNE098

1. Bar 2

2. 2A

3. Carefully push in bar 1 horizontally until it stops.



DNE072

1. Bar 1

How to Use the [Home] Screen

The [Home] screen is set as the default screen when the machine is turned on.

One icon is assigned to each function, and these icons are displayed on the [Home] screen. You can add shortcuts to frequently used functions or Web pages to the [Home] screen. Also, you can register widgets such as the Change Langs. Widget to it. The [Home] screen and the screen of each function may differ depending on the optional units that are installed.

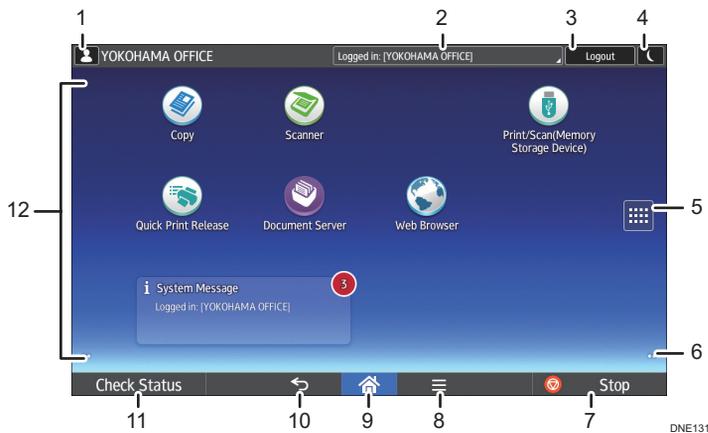
To display the [Home] screen, press [Home] (🏠) at the bottom of the screen in the center.

★ Important

- Do not 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 [Home] screen consists of five screens, from Home screen 1 to Home screen 5. Home screen 3 is the default screen that appears first after you press [Home].

To switch between screens, flick your finger to the right or left on the screen.



1. Logged-in user icon

When user authentication is enabled, an icon is displayed that indicates that users are logged in.

Press the icon to show the names of the users that are currently logged in.

2. System message

Displays messages from the machine system and applications.

3. [Login]/[Logout]

These keys are displayed when user authentication is enabled. When you press [Login], the authentication screen appears. If you have been already logged in to the machine, [Logout] appears. To log out of the machine, press [Logout].

For details about how to log in and out, see page 57 "Logging In the Machine".

4. [Energy Saver] (🌙)

Press to switch to Low Power mode or Sleep mode.

For details about the modes, see "Saving Energy", Getting Started.

5. Application list icon 

Press to display the application list. You can create shortcuts to the applications on the [Home] screen.

To use an application displayed in the [Widget] tab and [Program] tab, create a shortcut for the application on the [Home] screen. For details, see "Customizing the [Home] Screen", Convenient Functions.

6. Icons to switch between screens 

Press to switch between the five home screens. The icons appear at the bottom right and left of the screen, the number of icons indicates the number of screens on each side of the current screen. For example, when you view Home screen 3, 2 icons are displayed at both the right and left sides.

7. [Stop]

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

8. [Menu] 

Displays the menu screen of the application you are using. Depending on the application you are using, this key may be disabled. You can also press this key in the [Home] screen to restore the [Home] screen's settings to their defaults.

9. [Home] 

Press to display the [Home] screen.

10. [Return] 

Press this key to return to the previous screen while Screen Features are enabled or applications are used. Depending on the application you are using, this key may be disabled. You can specify whether this key is enabled or not in some applications. For details about the settings, see "Screen Features", Connecting the Machine/ System Settings.

11. [Check Status]

Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

12. Icon display area

Displays the function or application icons and widgets. Displayed icons differ between the five home screens. For details about icons on each screen, see "Main Icons on the [Home] Screen", Getting Started.

You can also add shortcuts and arrange icons using folders. For details, see "Customizing the [Home] Screen", Convenient Functions.

 Note

- You can change the [Home] screen's wallpaper. For details, see "Changing the [Home] Screen's Wallpaper", Convenient Functions.
- You can switch modes by pressing icons on the [Home] screen. You can also switch modes by pressing the function keys. For details about the function keys, see "Changing Modes by Pressing the Function Keys", Getting Started.
- You cannot switch modes in any of the following situations:
 - While scanning an original using the scanner function
 - When accessing the following screens:

- Machine Features
 - Counter
 - Inquiry
 - Address Book Management
 - Tray Paper Settings
 - Current Job / Job History
- The [Home] screen is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "Screen Features", Connecting the Machine/ System Settings.

Adding Icons to the [Home] Screen

Adding shortcuts to the [Home] screen

You can add shortcuts to the machine's functions.

You can display the icons for the machine's functions and the embedded software applications after you delete them from the [Home] screen.

1. Press [Home]  at the bottom of the screen in the center.
2. Press .
3. Press the [Apps] tab to add a shortcut to an application other than the Classic Applications. Press the [Program] tab to add a shortcut to one of the Classic Applications.
4. Press and hold down the application icon to add a shortcut to an application other than the Classic Applications. Press and hold down the [Classic Applications] icon to add a shortcut to one of the Classic Applications.

The image of where the shortcut is to be placed on the [Home] screen is displayed.

5. Drag the icon to where you want to place it on the screen.
If you want to add a shortcut to the Classic Applications, proceed to Step 6.
6. Select the Classic Applications that you want to add from the list.

Adding shortcuts to bookmarks on the [Home] screen

You can add shortcuts to bookmarks that have been registered in favorites in the Web Browser to the [Home] screen.

1. Press [Home]  at the bottom of the screen in the center.
2. Press .

3. Press the [Program] tab.

4. Press and hold down the [Bookmark] icon.

The image of where the shortcut is to be placed on the [Home] screen is displayed.

5. Drag the icon to where you want to place it on the screen.

6. Select the bookmark you want to add from the bookmark list.

Adding shortcuts to programs to the [Home] screen

You can add shortcuts to programs registered on Copier mode, Scanner mode, or quick applications.

1. Display the function screen to which you want to register a program.

2. When you are using the standard applications or quick applications, press [Menu] () at the bottom of the screen in the center. When you are using the Classic Applications, press [Recall/Program/Change Program] on the bottom left of the screen.

3. Register a program.

4. Press [Home] () at the bottom of the screen in the center.

5. Press .

6. Press the [Program] tab.

7. To display a program registered to the standard applications or quick applications, hold down the application icon. To display a program registered to the Classic Applications, hold down the [Classic Applications] icon.

The image of where the shortcut is to be placed on the [Home] screen is displayed.

8. Drag the icon to where you want to place it on the screen.

9. Select the program you want to add from the list.

Adding widgets to the [Home] screen

You can add widgets to the [Home] screen to show the remaining amount of ink or change the display language.

1. Press [Home] () at the bottom of the screen in the center.

2. Press .

3. Press the [Widget] tab.

4. Press and hold down the widget icon you want to add.

The image of where the widget is to be placed on the [Home] screen is displayed.

5. Drag the icon to where you want to place it on the screen.

How to Use Each Application

You can open the function screens by pressing icons such as [Copy] or [Scanner] on the [Home] screen.

Three kinds of screens ("Standard Application Screen", "Classic Application Screen", and "Quick Application Screen") can be used by each function.

Standard Application Screen

Functions and settings that are used frequently are shown on the top screen. Flick the screen up or down to select a setting item. When you select an item, the pull-down menu appears, or the setting item pops up. For details about operations on this screen, see "Possible Operations on the Standard Application Screen", Getting Started. For details about how to use the screen, see page 43 "[Copy] Screen" and page 46 "[Scanner] Screen".

Classic Application Screen

You can select advanced functions and detailed settings according to the functions and settings you use frequently. For details about how to use this screen, see "[Copier (Classic)] screen", "[Scanner (Classic)] screen", "[Printer (Classic)] Screen", and "[Document Server] Screen", Getting Started. For details about keys that appear on the screen of each Classic Application, see "Keys that Appear on the Initial Settings Screen and Screens of Each Classic Application", Getting Started.

Quick Application Screen

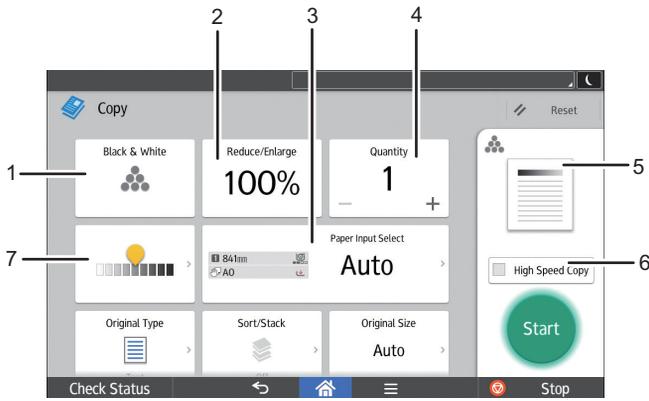
You can easily set the basic operations, such as sending scanned documents by e-mail or other operations. For details about how to use this screen, see "[Quick Scanner] screen", Getting Started.

Functions usable on each screen

Screen	Functions usable
Standard Application Screen	<ul style="list-style-type: none"> • Copier • Scanner
Classic Application Screen	<ul style="list-style-type: none"> • Copier • Scanner • Printer • Document Server
Quick Application Screen	<ul style="list-style-type: none"> • Scanner

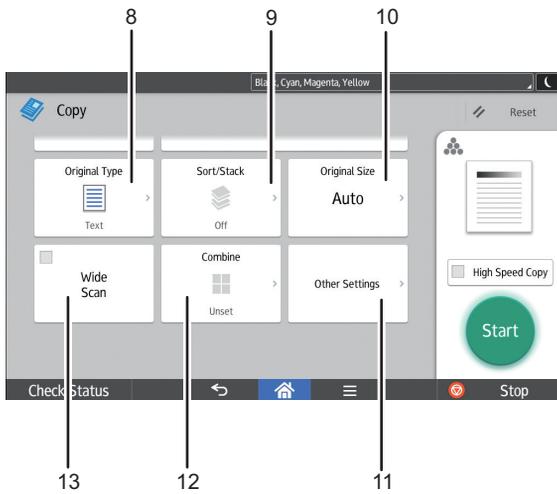
[Copy] Screen

You can switch the two screens described in this section by flicking the screen up or down.



DNE110

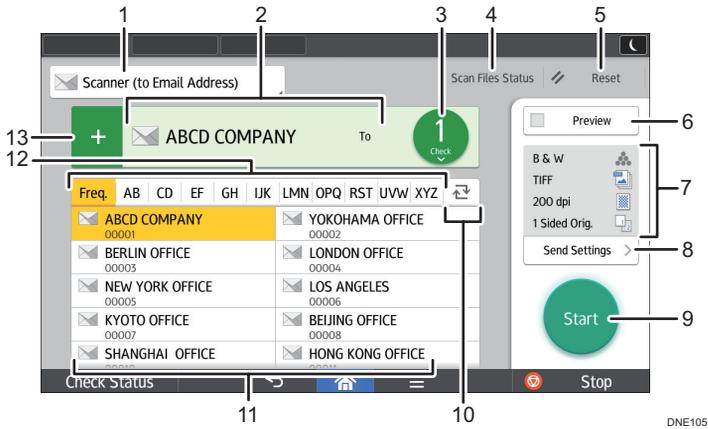
No.	Icon	Description
1		You can select a color mode.
2	100%	You can reduce or enlarge images.
3	Auto	You can select the paper input location containing the paper you want to copy onto, and specify the length to cut the paper loaded in the paper input location.
4	1	You can specify the numbers of copies to be made. Press a number to enter the number of copies using the keyboard. You can also specify the number of copies by pressing [+] or [-].
5		Preview prints change according to the settings you make.
6	<input type="checkbox"/> High Speed Copy	You can reduce vertical resolutions to increase print speed.
7		You can adjust the density of the overall original in nine steps. Specify the density by touching the icon and dragging it right or left.



DNE132

No.	Icon	Description
8		You can select an original type that is suitable for your originals.
9		You can assemble copies as sets in sequential order.
10	Auto	You can specify the size of originals when copying custom size originals.
11	Other Settings	You can find other settings.
12		You can select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.
13	Wide Scan	You can set the machine to scan using a predetermined width, regardless of the actual width of the original.

[Scanner] Screen



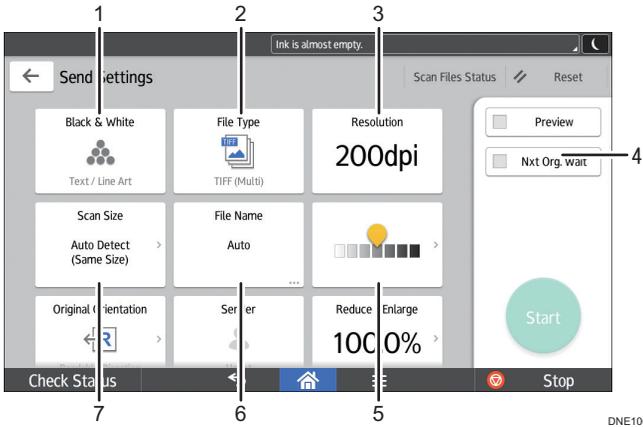
DNE105

No.	Icon	Description
1		Displays the type of scanner destination. Press to switch between e-mail destinations and folder destinations.
2		The specified destination is shown here. By tapping the destination, you can register it to the Address Book or remove it from the destinations. By flicking up and down, you can confirm the selected destinations.
3		The total number of the selected destinations appears. Press to display a screen to Stop confirm destinations. In the screen to confirm destinations, you can do the following: <ul style="list-style-type: none"> • Switch the "To", "Cc", and "Bcc" fields of the e-mail destinations • Register destinations to the Address Book • Edit destinations • Remove destinations from the destination list
4		Press to display the transmission results screen. In the transmission results screen, you can do the following: <ul style="list-style-type: none"> • Check sent jobs • Check error descriptions • Cancel transmission of a document in standby • Print a list of transmission results

No.	Icon	Description
5		Press to clear your current settings.
6		Press to display the preview screen after scanning originals.
7		You can check the settings in Send Settings.
8		Press to open the send settings screen. For details, see page 47 "[Send Settings] screen".
9		Press to scan originals and start sending.
10		Press to switch the section of the Address Book.
11		Shows the destinations in the Address Book. If a password or protection code is specified to a folder destination, enter the password or protection code on the screen displayed after tapping the folder destination.
12		The sections of the Address Book.
13		Press to add a destination. Destinations can be added as follows: <ul style="list-style-type: none"> • Input destinations manually • Select from the transmission history • Specify a registration number from the Address Book • Search for a destination in the Address Book or on the LDAP server

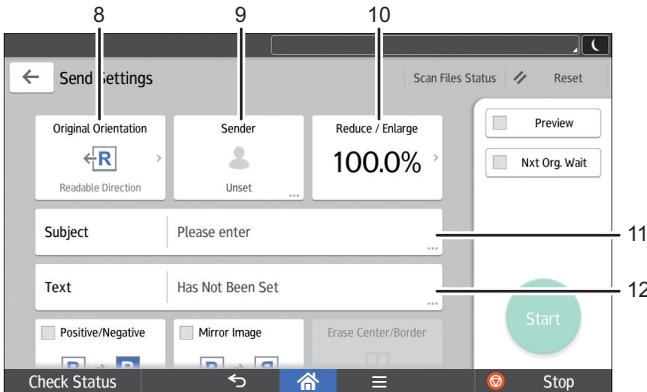
[Send Settings] screen

You can switch the three screens described in this section by flicking the screen up or down.



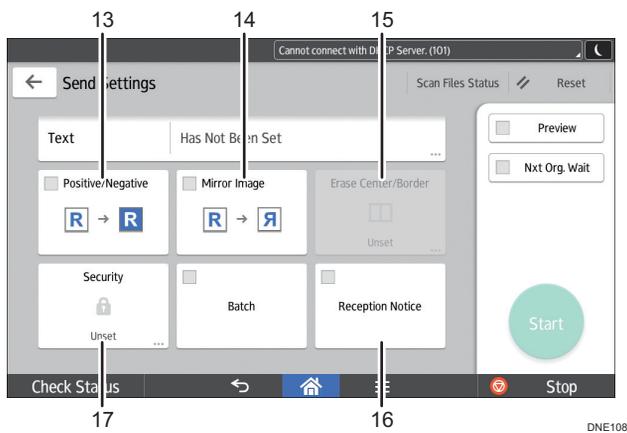
DNE106

No.	Icon	Description
1		Press to select the settings that are appropriate for the type of your original and color mode.
2		Press to select a file type.
3	200 dpi	Press to select the resolution to scan the original.
4	<input type="checkbox"/> Nxt Org. Wait	If you select this, the machine waits indefinitely for additional originals.
5		Press to specify the density to scan the original. You can also specify the density by touching the icon and dragging it right or left.
6	Auto	Press to specify a file name.
7	Auto Detect (Same Size)	Press to select the scanning size of the original.



DNE107

No.	Icon	Description
8		Press to select the orientation of the original.
9		Press to specify the sender.
10	100.0%	Press to specify the magnification ratio for scanning the original.
11		Press to enter the subject of the e-mail.
12		Press to enter the main text of the e-mail.



DNE108

No.	Icon	Description
13		If you select [Positive / Negative], a black and white original will produce a negative scanned image.
14		If you select [Mirror Image], the scanned image will be a mirror image of the original.
15		Press to erase the image from a specified width around the document and in the center of the document when the document is scanned.
16		Press this to notify the sender that the e-mail recipient has opened the e-mail.
17		Press to sign and encrypt the e-mail.

Registering Functions in a Program

Depending on the functions, the number of programs that can be registered is different.

Standard Applications

- Copy: 25 programs
- Scanner: 100 programs

Classic Applications

- Copier (Classic): 25 programs
- Document Server: 25 programs
- Scanner (Classic): 25 programs

Quick Applications

- Quick Scanner: 100 programs

The following settings can be registered to programs:

Standard Applications

- Copy:
Color mode, Reduce/Enlarge, Quantity, Density, Paper Input Select, Combine, Sort, Original Size, Original Type, Other Settings
- Scanner:
Destination, Preview, Send Settings

Classic Applications

- Copier (Classic):
High Speed Copy, color mode, original type, density, Original Settings, paper input location/ paper bypass location, Store File (except for User Name, File Name, and Password), Synchro Cut, Variable Cut, Auto Reduce / Enlarge, User Auto R/E, Finishing, Adjust Print Position, Edit / Color, Combine, Reduce / Enlarge, number of copies
- Document Server (on the initial document print screen):
Finishing, Adjust Print Position, Stamp, number of prints
- Scanner (Classic):
Scan Settings, density, Next Original Wait, Original Feed Type, Send File Type / Name (except for Security Settings and Start No.), Store File (except for User Name, File Name, and Password), Preview, Destinations selected from the Address Book, Text, Subject, Security, Recept. Notice, File Emailing Method

Quick Applications

- Quick Scanner:
Destination, Original Type, File Type, Resolution, Original Orientation, Scan Size, Preview

This section explains how to register functions to a program by using each application.

Standard Applications/Quick Applications

1. Edit the settings so all functions you want to register to a program are selected on the [Copy], [Scanner], or [Quick Scanner] screen.
2. Press [Menu] (☰) at the bottom of the screen in the center.
3. Press [Reg. Current Setting to Program].
4. Press the program number you want to register.
5. Enter the program name.
6. Select the icon for the program.
7. Press [Prev. Screen].

When using the quick application, press [Previous Scr.].

8. Press [OK].
9. Press [Place].

Even if you select [Do not Place], you can add shortcuts to the program to the [Home] screen after the program registration is complete.

10. Press [Exit].

Classic Applications

1. Edit the settings so all functions you want to register to a program are selected on the [Copier (Classic)], [Document Server], or [Scanner (Classic)] screen.

When using the Document Server, edit the settings on the initial document print screen.

2. Press [Recall/Program/Change Program] on the bottom left of the screen.
3. Press [Program].
4. Press the program number you want to register.

The screenshot shows a screen titled "Program (Scanner)". Below the title, it says "Select No. to program." There are four buttons: "Recall", "Program" (highlighted in yellow), "Change Name", and "Delete". Below the buttons is a grid of 12 program slots, numbered 001 to 012. Each slot contains a number, a star icon, and the text "Not Programmed".

Program (Scanner)	
Select No. to program.	
◀ Recall	▶ Program
Change Name	Delete
001 * Not Programmed	002 * Not Programmed
003 * Not Programmed	004 * Not Programmed
005 * Not Programmed	006 * Not Programmed
007 * Not Programmed	008 * Not Programmed
009 * Not Programmed	010 * Not Programmed
011 * Not Programmed	012 * Not Programmed

5. Enter the program name.
6. Press [OK].
7. Press [Exit].

Note

- The number of characters you can enter for a program name varies depending on the functions as follows:
 - Standard Applications
 - Copy: 40 characters
 - Scanner: 40 characters
 - Classic Applications
 - Copier (Classic): 34 characters
 - Document Server: 34 characters
 - Scanner (Classic): 34 characters
 - Quick Applications
 - Quick Scanner: 40 characters
- When a specified program is registered as the default, its values become the default settings, which are displayed without recalling the program, when modes are cleared or reset, and after the machine is turned on. See "Changing the Default Functions of the Initial Screen", Convenient Functions.
- If the paper input location you specified in a program runs out of paper and an another paper input location is configured with the same size of paper, the paper input location will automatically switch to the other.
- Destinations can be registered to a program of the scanner mode only when [Include Destinations] is selected for [Program Setting for Destinations] in [Scanner Features]. For details about the setting, see "General Settings", Scan.
- Folder destinations that have protection codes cannot be registered to a program of the scanner mode.
- Programs are not deleted by turning the power off or by pressing [Reset] unless the program is deleted or overwritten.
- When you are using the Classic Applications, program numbers with ↗ next to them indicate that the programs have been registered.
- Programs can be registered to the [Home] screen, and can be recalled easily. For details, see page 41 "Adding Icons to the [Home] Screen". Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.

Example of Programs (When Using the Classic Applications)

Copier (Classic)

Program name	Program description	Effect
Dated confidential copy	In [Edit / Color], specify [CONFIDENTIAL] under [Preset Stamp], and [Date Stamp].	You can increase security awareness by printing "CONFIDENTIAL" and the date on copies.
Stamping corporate name copy	Specify [User Stamp] in [Edit / Color].	You can stamp the name of your company on copies of working or architectural drawings. Your company name needs to be pre-registered in the machine.
Unified-size copy	Specify [Auto Reduce / Enlarge].	You can print various size copies onto one size of paper, so they are easier to manage.
Thumbnail copy	Specify [Combine].	You can copy up to 8 pages onto one side of a sheet, so that you can save paper.
Storage copy: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

Scanner (Classic)

Program name	Program description	Effect
Easy PDF scan	Select [Full Color: Text / Photo] in [Scan Settings]. In [Send File Type / Name], select [PDF] under [File Type] and enter the business details such as "London branch: daily report" under [File Name].	You can scan documents efficiently.
High compression PDF scan	Select [Full Color: Text / Photo] in [Scan Settings] and [PDF (JPEG 2000)] in [Send File Type / Name].	You can compress the data size of scanned documents, so that you can send and store them.

Program name	Program description	Effect
Long-term storage scan	Select [PDF/A] in [Send File Type / Name].	You can easily digitize documents to "PDF/A" file format, which is suitable for long-term storage.
Unified-size scan	In [Scan Settings], select [Reduce / Enlarge] under [Edit], and then specify the reproduction ratio or finished size of scanned data for each page of the original.	You can skip the procedure to unify the print size when reprinting scanned data.
Digital signature scan	In [Send File Type / Name], specify [PDF], [PDF (JPEG 2000)], or [PDF/A] and also specify [Digital Signature].	You can add a digital signature to an important document such as a contract, so that any data tampering can be detected.
High resolution scan	In [Send File Type / Name], specify [TIFF]. Also, specify a higher resolution in [Scan Settings].	Scanned documents maintain much of the detail of the originals, but the size of the data may be quite large.
Scan to XXXX (replace XXXX by a destination name)	Select e-mail or folder destinations from the list that is registered in the machine's Address Book, and then specify the scan settings.	If you register destinations and scan settings that you use often, you can skip the procedures to specify them when sending a scanned file.
Storage scan: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

Note

- Depending on the options installed, some functions cannot be registered. For details, see "Functions Requiring Optional Configurations", Getting Started.
- The names of programs given above are just examples. You can assign any name to a program according to your objectives.
- Depending on your business details or the type of documents to be scanned, registering a program cannot be recommended.

Turning On/Off the Power

★ Important

- Do not repeatedly push the main power switch.
- When you push the main power switch, wait at least 10 seconds after it is confirmed that the main power indicator has lit up or gone out. Not doing so may result in nozzle clogging due to dried head, leading to malfunctions.

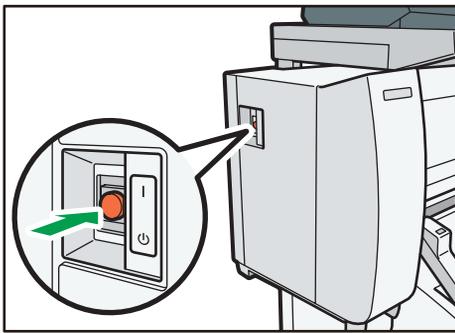
The main power switch is on the left side of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off.

2

Turning On the Main Power

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Push the main power switch.

The main power indicator goes on.



DNE005

Turning Off the Main Power

⚠ CAUTION

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

★ Important

- Do not turn off the power while the machine is in operation. Doing so may result in nozzle clogging due to dried head, leading to malfunctions.

- **Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.**

1. Push the main power switch.

The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

Logging In the Machine

When the Authentication Screen is Displayed

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

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

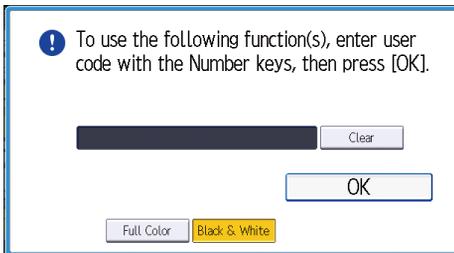
★ Important

- Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, see "Configuring User Authentication", Security Guide.
- User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".

User Code Authentication Using the Control Panel

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

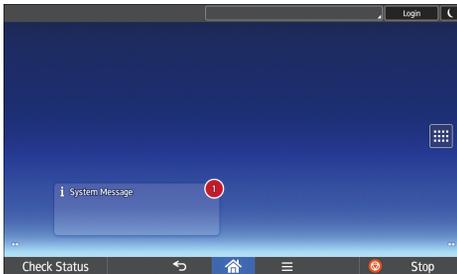
1. Enter a User Code (up to eight digits), and then press [OK].



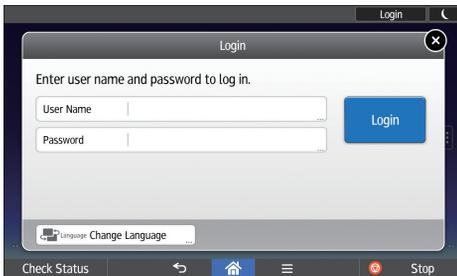
Logging In Using the Control Panel

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

1. Press [Login] on the top right on the screen.



2. Press [User Name].



3. Enter a Login User Name, and then press [Done].
4. Press [Password].
5. Enter a Login Password, and then press [Done].
6. Press [Login].

Logging Out Using the Control Panel

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

★ Important

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

1. Press [Logout] on the top right on the screen.



2. Press [OK].

Placing Originals

★ Important

- Place one original at a time on the original table.
- When inserting an original, push it lightly against the rollers. Pushing it with force may cause an original jam.
- Once an original start to feed in, do not push or pull it. This may damage the original.
- If the original's front or rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.
- When the machine is printing on paper that requires a long time for the ink to dry, such as translucent (vellum) paper, wait until each job has finished printing before loading the next original. If you load the next original while the machine is printing, the original might touch the printout and be stained with ink.
- Be sure not to place anything other than originals on the original table.
- Load the original only after the machine is ready.

Placing Originals on the Original Table

1. Press [Home] (🏠) at the bottom of the screen in the center.

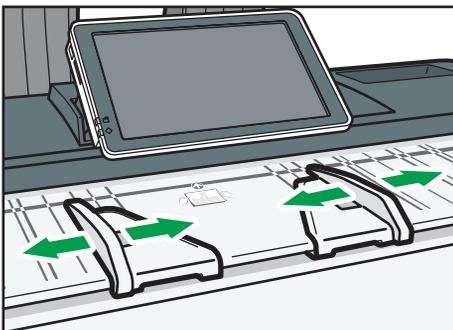
2. Press the [Copy] or [Scanner] icon.

Make sure that "Please wait." message disappears from the screen.

3. Adjust the original guides to the original size.

Adjust the original guides so they are the same distance from the center of the original table.

Make sure that the original guides are flush against the original. Do not push the original guide side fences with force.



DNE012

4. Using both hands, carefully insert the original between the original guides, scan side down.

Push the original so that it makes light contact with the feed rollers.

Support the original with your hands until it feeds in.

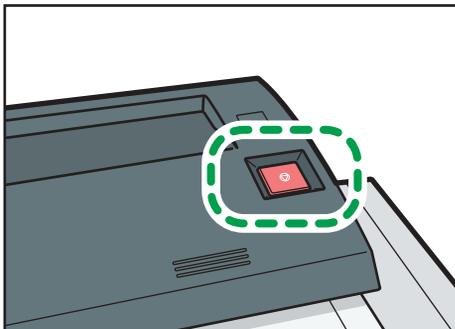


DNE013

2

Stopping originals from feeding in

If the originals are feeding in slanted, or jamming, etc., press the [Scanner Stop] key to stop them feeding in.



DNE014

Scanning an Original using a Carrier Sheet

Use the carrier sheet when scanning originals such as originals drawn in pencil, and pasted originals.

For details, see "Originals that should be scanned using the carrier sheet", Paper Specifications and Adding Paper.

★ Important

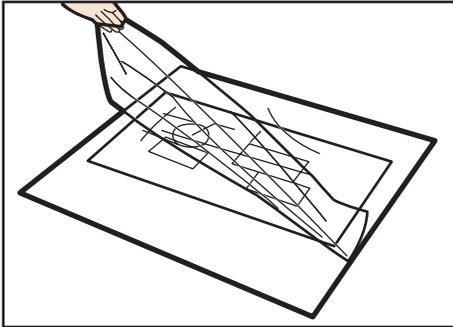
- When using the carrier sheet, originals should be ejected onto the original output guides. If the original is ejected onto the original stackers, it might be damaged. For details about how to eject

originals onto the original output guides, see "Ejecting originals onto the original output guides", Paper Specifications and Adding Paper.

1. Open the carrier sheet with the transparent sheet face up, and then insert the original also face up.

Align the original with the fold of the carrier sheet.

2



CBA051

2. Adjust the original guides to the size of the carrier sheet.
3. Using both hands, hold the carrier sheet face down, and carefully insert the folded edge of the carrier sheet between the original guides.

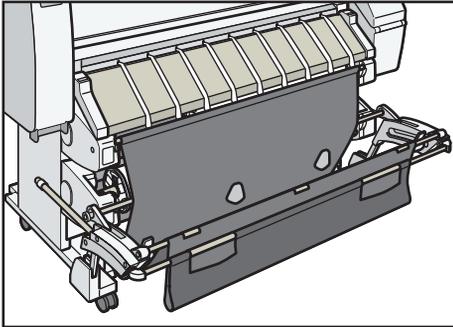


DNE130

Placing Rolled Originals

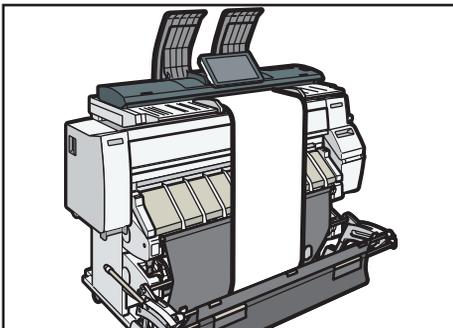
When placing rolled originals, you can use the output basket.

1. Check that the output basket is in basic mode.



DNE016

2. Adjust the original guides to the original size.
3. Place the trailing edge of the rolled original on the output basket.
4. Pull the leading edge of the original up to the original table with the side to be scanned facing down.
5. Using both hands, carefully insert the original between the original guides.



DNE017

3. Copy

This chapter describes frequently used copier functions and operations. For information not included in this chapter, see Copy/ Document Server available on our website.

Basic Procedure

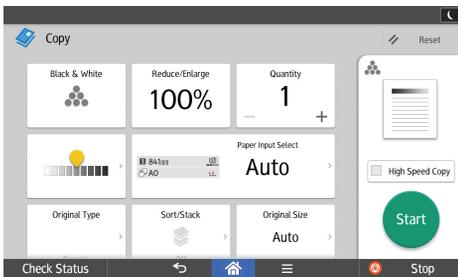
To make copies of originals, place them on the original table. For details, see page 60 "Placing Originals on the Original Table".

To specify output locations for originals, see "Output Locations for Originals", Paper Specifications and Adding Paper.

To copy onto paper other than plain paper, specify the paper type in User Tools according to the weight of the paper you are using. For details, see "System Settings", Connecting the Machine/ System Settings.

To get the output basket ready, see page 29 "Setting the Output Basket".

When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Copier (Classic)] icon.
3. Make sure that no previous settings remain.

When there are previous settings remaining, press [Reset].

4. Specify the output location for originals.

If the rear original stackers are installed, originals are ejected onto the original stackers. If the rear original stackers are not installed, originals are ejected onto the original output guides.

5. Select an original orientation that matches the orientation of your originals.
6. Make desired settings.
7. Enter the number of copies with the number keys.

The maximum copy quantity that can be entered is 99.

8. Place the original on the original table.

The original feeds into the machine automatically, and copying starts.

If [Press Start Key] is selected for [Feed Start Method], copying starts after you press [Start].

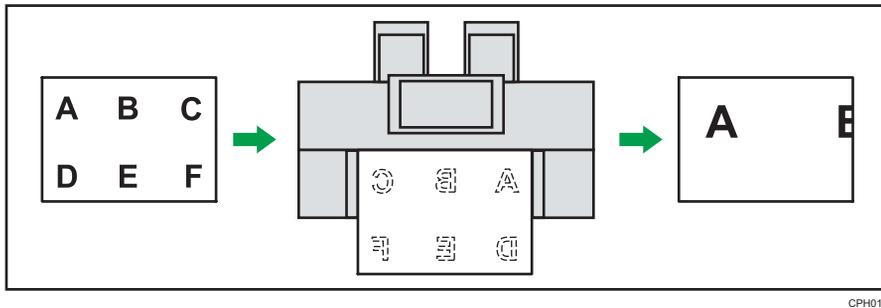
9. When the copy job is finished, press [Reset] to clear the settings.

Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.

Base Point

The upper right corner is the base point.



In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available. For details about these functions, see "Advanced Reduce/Enlarge Copying", Copy/Document Server.

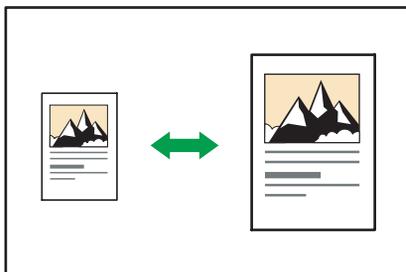
Note

- The reproduction ratio is between 25.0 and 400.0%.

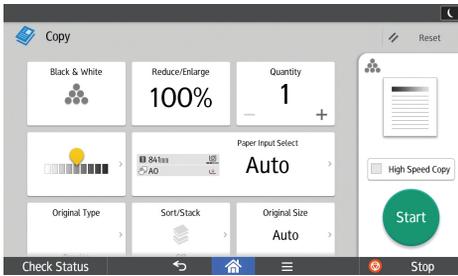
Preset Reduce / Enlarge

This function allows you to reduce or enlarge images by selecting a preset ratio.

You can register up to three frequently used reproduction ratios other than the preset reduce/enlarge ratios.



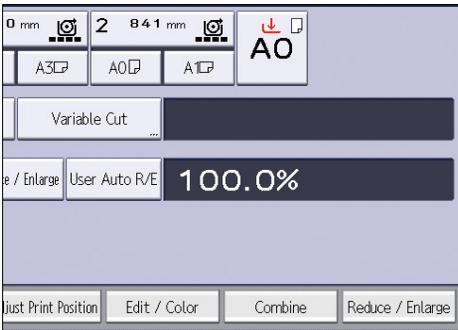
When Using the Copy Application



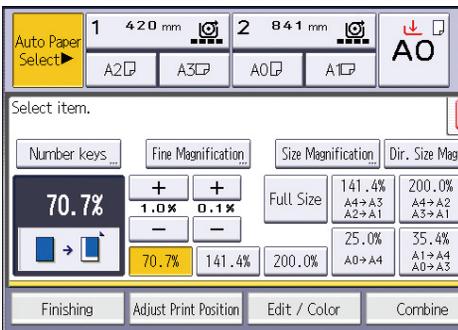
About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Reduce / Enlarge].



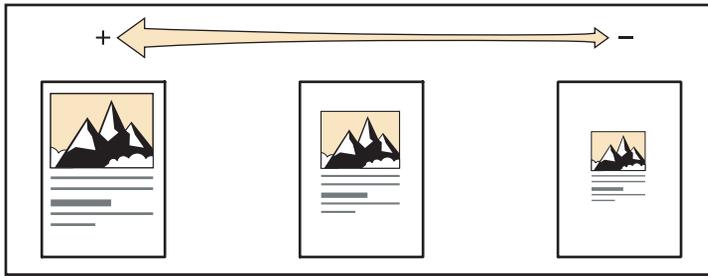
2. Select a ratio, and then press [OK].



3. Place the original, and start scanning.

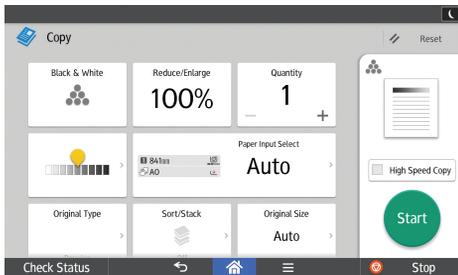
Zoom

You can specify the reproduction ratio in increments of 0.1%.



CKN007

When Using the Copy Application



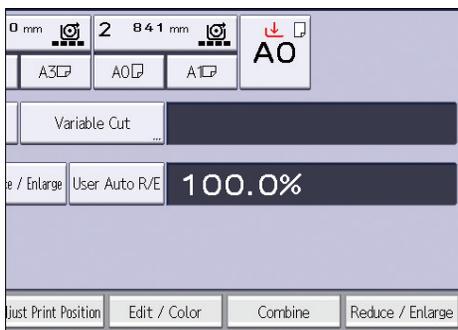
About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

To specify a reproduction ratio, enter the ratio using the number keys or specify the ratio with **[+]** or **[-]**.

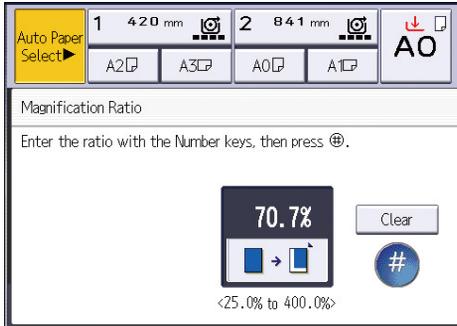
This section describes how to enter the ratio using the number keys.

1. Press [Reduce / Enlarge].



2. Press [Number keys].

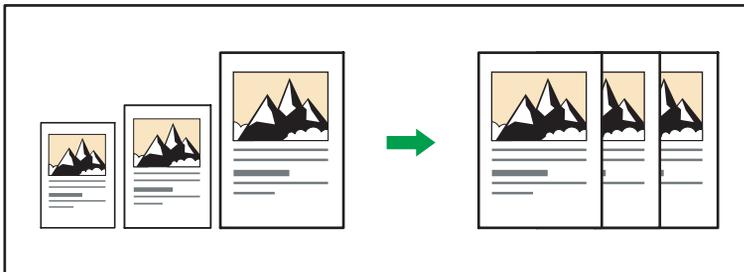
3. Enter the desired ratio with the number keys, and then press [#].



4. Press [OK] twice.
5. Place the original, and start scanning.

Auto Reduce / Enlarge

The machine automatically detects the original size and then selects an appropriate reproduction ratio based on the paper size you select.



CKN008

★ Important

- You cannot use the paper bypass location with this function.

This is useful to copy different size originals to the same size paper.

To ensure the print result you require is produced, specify the original orientation before using Auto Reduce / Enlarge. Make sure that the original orientation setting matches the actual orientation of your original. For details, see "Original Orientation", Copy/ Document Server.

The original sizes and orientations you can use with this function are as follows:

🌐 Region A (mainly Europe)

A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS

🌐 Region B (mainly North America)

- Engineering

E (34 × 44)☐, D (22 × 34)☐☐, C (17 × 22)☐☐☐, B (11 × 17)☐☐☐, A (8¹/₂ × 11)☐☐☐

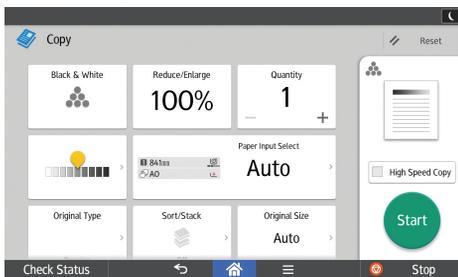
- Architecture

E (36 × 48)☐, D (24 × 36)☐☐☐, C (18 × 24)☐☐☐☐, B (12 × 18)☐☐☐☐, A (9 × 12)☐☐☐☐

- Others

8¹/₂ × 12☐☐☐, 8¹/₂ × 13☐, 8¹/₂ × 14☐, 11 × 14☐, 11 × 15☐, 12 × 14¹/₂☐, 30 × 21☐, 30 × 42☐

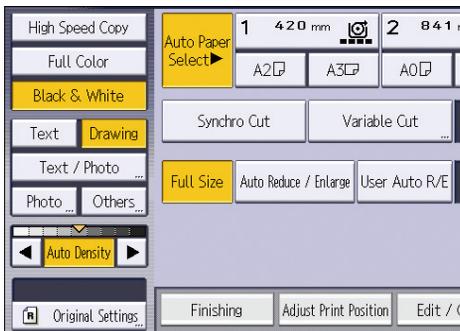
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Auto Reduce / Enlarge].



2. Select the paper size.

3. Place the original, and start scanning.

User Auto Reduce / Enlarge

When the original is placed, the machine automatically enlarges or reduces the image to fit the paper size specified in advance.

★ Important

- You cannot use the paper bypass location with this function.

Using User Tools allows you to specify how much each original is enlarged or reduced.

You can select the following combinations:

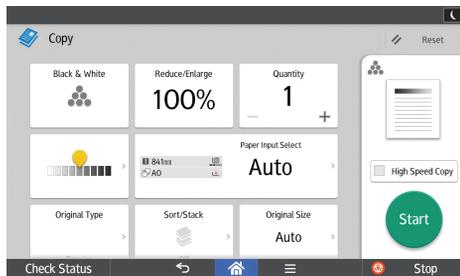
 **Region A (mainly Europe)**

Original size		Copy size
A0		A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS
A1		
A2		
A3		
A4		
B1 JIS		
B2 JIS		
B3 JIS		
B4 JIS		

 **Region B (mainly North America)**

Original size		Copy size
Engineering	E (34 × 44)	E (34 × 44), D (22 × 34), C (17 × 22), B (11 × 17), A (8 ¹ / ₂ × 11)
	D (22 × 34)	
	C (17 × 22)	
	B (11 × 17)	
	A (8 ¹ / ₂ × 11)	
Architecture	E (36 × 48)	E (36 × 48), D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)
	D (24 × 36)	
	C (18 × 24)	
	B (12 × 18)	
	A (9 × 12)	

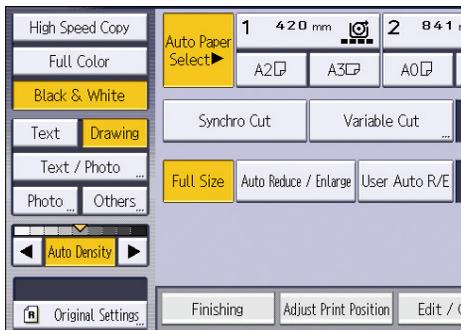
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [User Auto R/E].



2. Check that the combination selected for User Auto Reduce / Enlarge is the one you want.
3. Place the original, and start scanning.

Combined Copying

This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

The machine selects a reproduction ratio between 25.0 and 400.0%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.



CKN014

★ Important

- You cannot use the paper bypass location with this function.

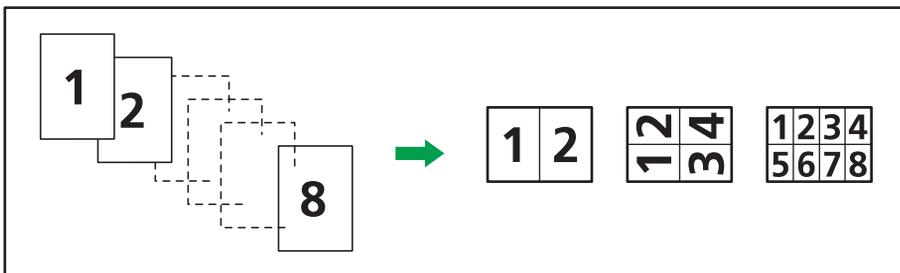
There are three types of One-Sided Combine.

- **1 Sided 2 Originals → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.
- **1 Sided 4 Originals → Combine 1 Side**
Copies four 1-sided originals to one side of a sheet.
- **1 Sided 8 Originals → Combine 1 Side**
Copies eight 1-sided originals to one side of a sheet.

Orientation of the original and image position of Combine

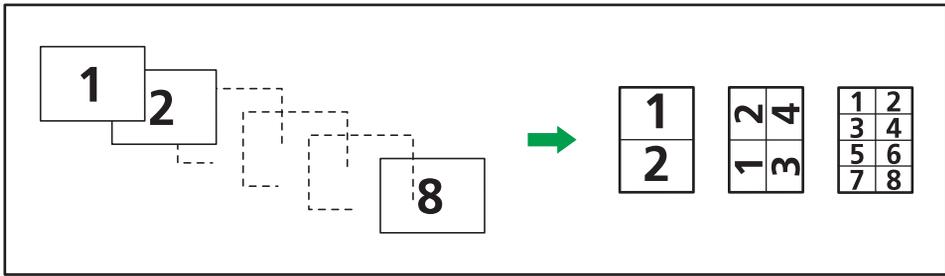
The image position of Combine differs according to original orientation and the number of originals to be combined.

- Portrait (📄) originals



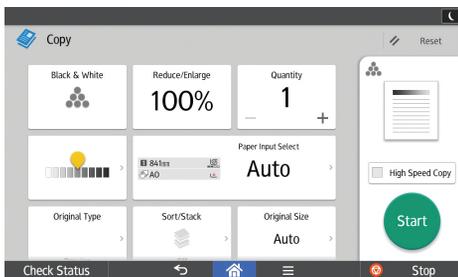
CKN015

- Landscape (📄) originals



CKN016

When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Combine].



2. Select the number of originals to combine.
3. Press [Original Orientation].
4. Select the original orientation.
5. Press [OK] twice.
6. Select the paper size.
7. Place the original, and start scanning.

Specifying the Length of Copy Paper Cut

Specify the length to cut the paper loaded in the paper input location.

★ Important

- You cannot cut the paper in the paper bypass location.

The following paper cut methods are available:

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

Variable Cut

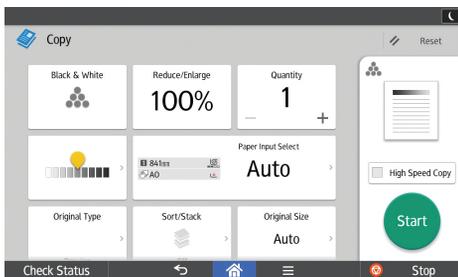
Cuts the paper to the size entered.

3

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

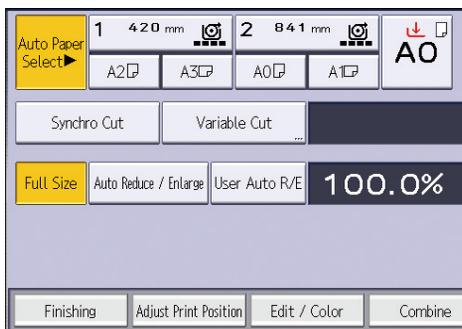
📄 When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Select Paper Input Location 1 or 2.

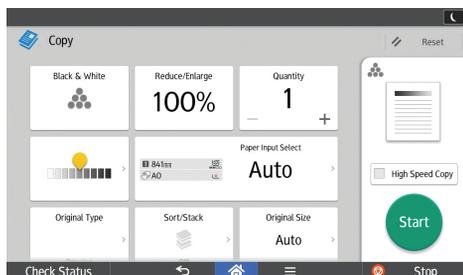


2. Make sure that [Synchro Cut] is selected.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

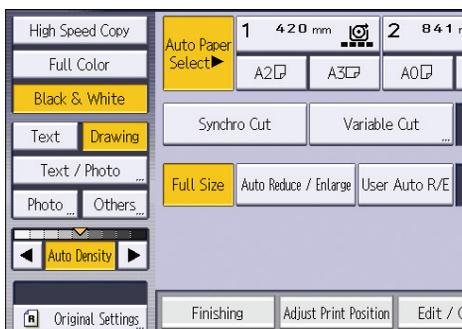
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Select a preset cut size of Paper Input Location 1 or 2.



The preset cut size differs depending on the paper roll width. It is cut in the following sizes.

 **Region A (mainly Europe)**

Paper roll width	Preset 	Preset 
841 mm	A0 	A1 
594 mm	A1 	A2 
420 mm	A2 	A3 
297 mm	A3 	A4 
728 mm	B1 JIS 	B2 JIS 
515 mm	B2 JIS 	B3 JIS 
364 mm	B3 JIS 	B4 JIS 
914 mm	1,219 mm	610 mm
880 mm	1,189 mm	594 mm
800 mm	1,189 mm	594 mm
707 mm	1,000 mm	500 mm
680 mm	841 mm	420 mm
660 mm	841 mm	420 mm
625 mm	880 mm	440 mm
620 mm	880 mm	440 mm
490 mm	594 mm	297 mm
440 mm	594 mm	297 mm

 **Region B (mainly North America)**

- Engineering

Paper roll width	Preset 	Preset 
34 inch	34 × 44 	22 × 34 
22 inch	22 × 34 	17 × 22 
17 inch	17 × 22 	11 × 17 

Paper roll width	Preset	Preset
11 inch	11 × 17	8 ¹ / ₂ × 11

- Architecture

Paper roll width	Preset	Preset
36 inch	36 × 48	24 × 36
30 inch	30 × 42	21 × 30
24 inch	24 × 36	18 × 24
18 inch	18 × 24	12 × 18
12 inch	12 × 18	9 × 12

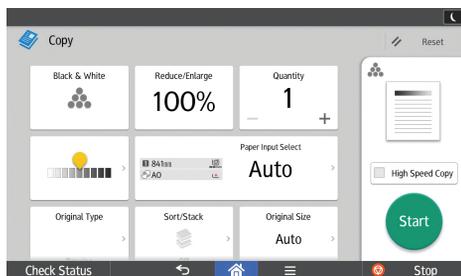
- Others

Paper roll width	Preset	Preset
15 inch	15 × 20	-
14 inch	-	8 ¹ / ₂ × 14

Variable Cut

Cuts the paper to the size entered.

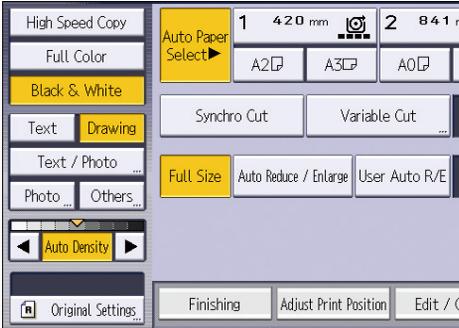
When Using the Copy Application



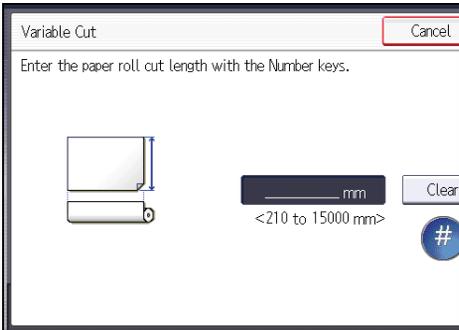
About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Select [Variable Cut].



2. Enter the length with the number keys, and then press [#].



3. Press [OK].

4. Select Paper Input Location 1 or 2.

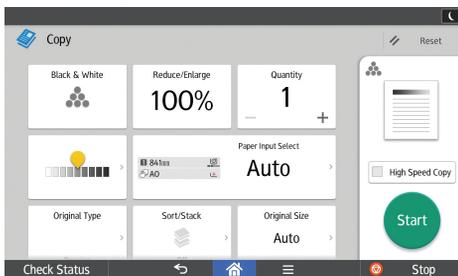
Copying from the Paper Bypass Location

Use the paper bypass location to copy onto paper sizes that cannot be loaded on the paper input locations.

About how to load paper in the paper bypass location, see page 152 "Loading Paper into the Paper Bypass Location".

If cables are hanging from the back of the machine or objects are near the back of the machine, paper may bump against them and cause a paper jam or wrinkle the paper. Check that there are no objects on the back of the machine before you start copying.

When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Open the front cover, and then pull up the paper holding lever.
2. Insert the paper copy side up into the paper bypass location.
3. Lower the paper holding lever, and then close the front cover.
4. Specify the type of the paper as necessary.
5. Make sure that the paper bypass location () is selected, and then press [#].
6. Press [Paper Size].
7. Specify the size of the paper, and then press [OK] twice.
8. Enter the number of copies with the number keys.
9. Place the original, and start scanning.

Copying starts automatically.

10. When copying the originals onto two or more sheets of paper, repeat Steps 1 to 4 for as many copies as you are making.

In Step 4, select [Matches].

11. When the copy job is finished, press [Reset] to clear the settings.

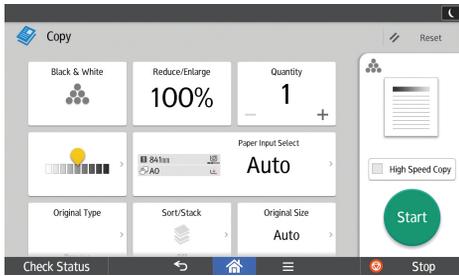
Note

- If you specify [Display Automatically] for [Paper Settings Screen for Bypass], you can display the [Bypass Paper] screen by pressing [≡] instead of pressing [#]. For details, see "General Features", Copy/ Document Server.
- If the paper bypass location is not automatically selected, press [≡].

Copying onto Regular Size Paper from the Paper Bypass Location

3

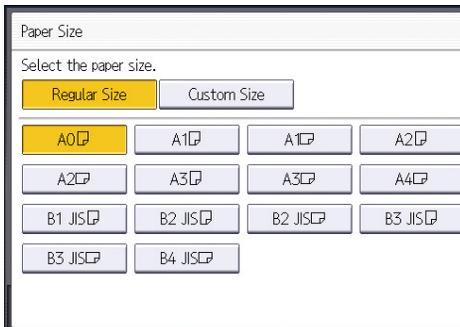
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Open the front cover, and then pull up the paper holding lever.
2. Insert the paper copy side up into the paper bypass location.
3. Lower the paper holding lever, and then close the front cover.
4. Specify the type of the paper as necessary.
5. Make sure that the paper bypass location (≡) is selected, and then press [#].
6. Press [Paper Size].
7. Select the paper size.

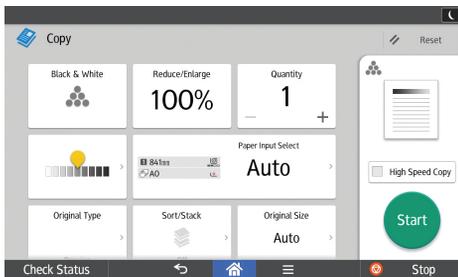


8. Press [OK] twice.

Copying onto Custom Size Paper from the Paper Bypass Location

Paper that has a horizontal length of 279.4–914.4 mm (11.00–36.00 inches) and a vertical length of 210.0–2,000.0 mm (8.27–78.74 inches) can be fed in from the paper bypass location.

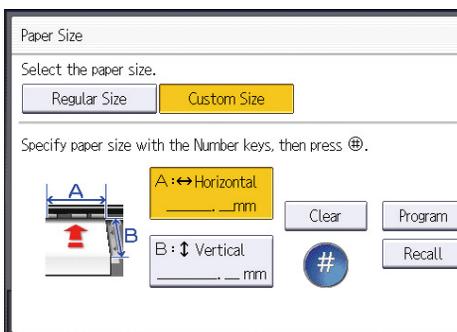
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Open the front cover, and then pull up the paper holding lever.
2. Insert the paper copy side up into the paper bypass location.
3. Lower the paper holding lever, and then close the front cover.
4. Specify the type of the paper as necessary.
5. Make sure that the paper bypass location (≡) is selected, and then press [#].
6. Press [Paper Size].
7. Press [Custom Size].
8. Enter the horizontal size with the number keys, and then press [#].



9. Enter the vertical size with the number keys, and then press [#].
10. Press [OK] twice.

Sort

The machine assembles copies as sets in sequential order.

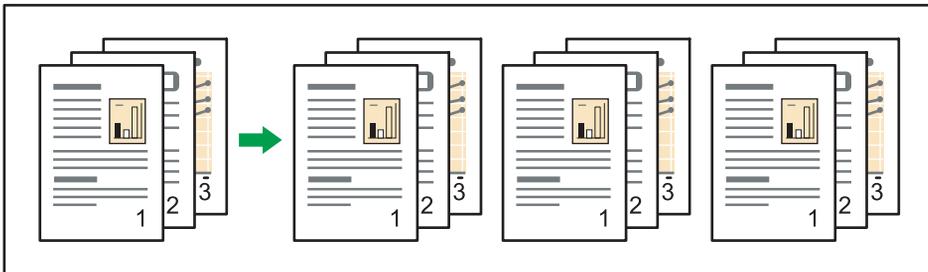
Depending on your model and which options are installed on it, some of these functions might not be available. For details, see "Functions Requiring Optional Configurations", Getting Started.

★ Important

- To use the Rotate Sort function, two paper input locations that can be fed paper of the same size and type, but in different orientation (↻), are required. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings.
- You cannot use the paper bypass location with Rotate Sort.

Sort

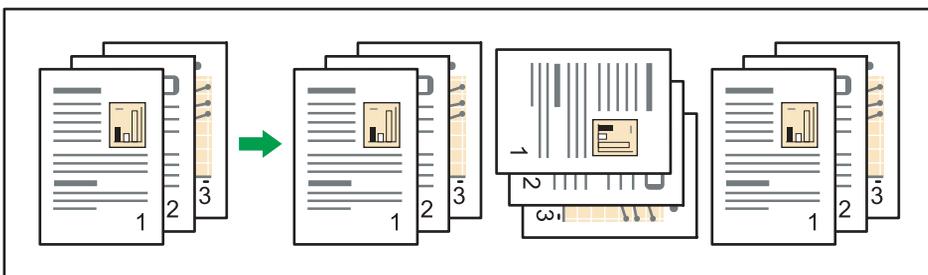
Copies are assembled as sets in sequential order.



CKN018

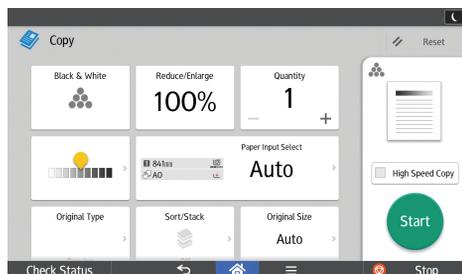
Rotate Sort

Every other copy set is rotated by 90 degrees (↻) and delivered to the output basket.



CKN019

When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

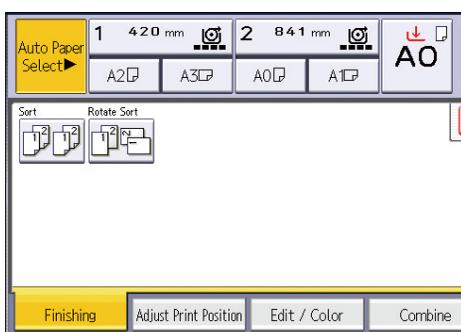
3

When Using the Copier (Classic) Application

1. Press [Finishing].



2. Select [Sort] or [Rotate Sort], and then press [OK].



3. Enter the number of copy sets using the number keys.

4. Place your original, and start scanning.

To confirm the type of finishing, press [Sample Copy].

Scan each page of your original.

Press [#] after all the originals have been scanned.

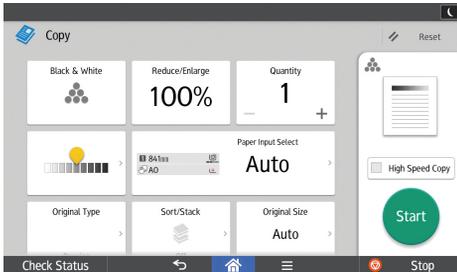
Changing the Number of Sets

You can change the number of copy sets during copying.

★ Important

- This function can be used only when the Sort function is selected.

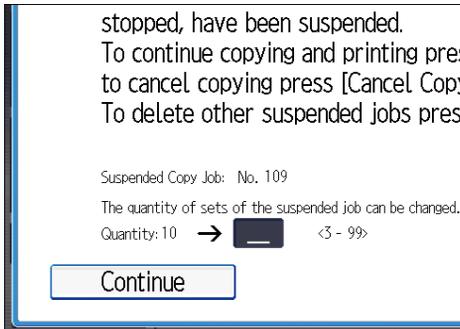
📄 When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

📄 When Using the Copier (Classic) Application

1. While "Copying..." is displayed, press [Stop].
2. Enter the number of copy sets with the number keys.



3. Press [Continue].

Copying starts again.

Storing Data in the Document Server

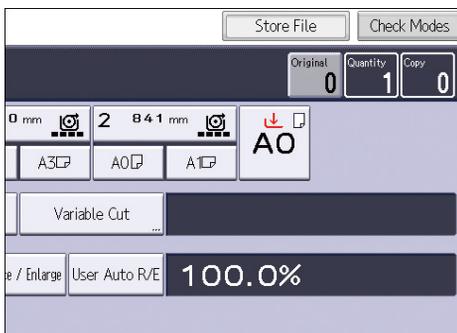
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

You can check the stored documents on the Document Server screen. For details about the Document Server, see page 131 "Storing Data".

★ Important

- You cannot use the paper bypass location with this function.

1. Press [Store File].



2. Enter a user name, file name, or password if necessary.
3. Specify a folder in which to store the document if necessary.
4. Press [OK].
5. Place the original, and start scanning.

The original feeds into the machine automatically, and copying starts. The scanned data is also stored in the memory. If you want to store another document, do so after copying is complete.

4. Print

This chapter describes frequently used printer functions and operations. For information not included in this chapter, see Print available on our website.

Installing the Printer Driver for a Network Connection

This section describes the installation procedure of the printer drivers for network connection.

★ Important

- **Manage Printers permission is required to install the driver. Log on as an Administrators group member.**

Installing the Printer Driver for the Selected Port

Describes the driver installation procedure for each printer port. See the installation procedure for the printer port you are using.

Port Type	Reference
Standard TCP/IP port	page 89 "Using the Standard TCP/IP port"
IPP port	page 90 "Using the IPP port"
LPR port	page 91 "Using the LPR port"

Using the Standard TCP/IP port

1. Click [PostScript 3 Printer Driver] on the installer screen.
2. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
3. Select a printer driver you want to use, and then click [Next >].
4. Select [Specify a new port], and then click [Next >].
5. Select [Standard TCP/IP Port], and then click [Next >].
6. Click [Next].
7. Enter the machine name or IP address, and then click [Next].
When the device type selection appears, select "RICOH Network Printer C model".
8. Click [Finish].

9. Select the [Printer Name:] check box of the machine model you want to use.
10. Configure the user code, default printer, and shared printer as necessary.
11. Click [Continue].

The installation starts.

12. Click [Finish].

When you are prompted to restart your computer, restart it by following the instructions that appear.

Using the IPP port

★ Important

- Installation of the certificate is especially necessary for users who want to print via IPP-SSL from Windows Vista/7/8/8.1/10 or Windows Server 2008/2008 R2/2012/2012 R2. For details, consult your administrator.
- If a certificate authority issues a certificate that must be authenticated by an intermediate certificate authority, and the certificate is installed on this machine, an intermediate certificate must be installed on the client computer. Otherwise, validation by the certificate authority will not be performed correctly.
- If validation cannot be performed properly, a warning message informing you that installation is not possible might appear when you try to add a printer using IPP-SSL under Windows Vista/7/8/8.1/10 or Windows Server 2008/2008 R2/2012/2012 R2. To enable authentication from the client computer, install the intermediate certificate on the client computer, and then reestablish connection.
- Intermediate certificates cannot be installed on this machine.

1. On the [Start] menu, click [Devices and Printers].

If you are using a computer that is running Windows 8/8.1 or Windows Server 2012/2012 R2, click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

If you are using a computer that is running Windows 10, right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Click [Add a printer].

If you are using a computer that is running Windows 8/8.1/10 or Windows Server 2012/2012 R2, proceed to Step 4.

3. Click [Add a network, wireless or Bluetooth printer].
4. Click [The printer that I want isn't listed].

5. In the [Select a shared printer by name] box, enter "http://(machine's IP address or host name)/printer (or ipp)" as the printer's address, and then click [Next].
6. Click [Have Disk...].
7. Click [Browse...], and then specify a location for the INF file.
If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:
32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1
64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1
8. Click [Open].
9. Click [OK] to close the [Install From Disk] window.
10. Select the manufacturer and model name of the machine you want to use, and then click [OK].
The installation starts.
11. Follow the instructions that appear. Modify settings such as printer name and default printer configuration, as necessary. You can also print a test page.
12. Click [Finish].

Using the LPR port

1. Click [PostScript 3 Printer Driver] on the installer screen.
2. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
3. Select a printer driver you want to use, and then click [Next >].
4. Select [Specify a new port], and then click [Next >].
5. Select [LPR Port], and then click [Next >].
6. Enter the machine name or IP address in the [Name or address of server providing lpd:] box.
7. Enter "lp" in the [Name of printer or print queue on that server:] box, and then click [OK].
8. Select the [Printer Name:] check box of the machine model you want to use.
9. Configure the user code, default printer, and shared printer as necessary.
10. Click [Continue].
The installation starts.
11. Click [Finish].
When you are prompted to restart your computer, restart it by following the instructions that appear.

Using Windows Print Server

1. Click [PostScript 3 Printer Driver] on the installer screen.
2. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
3. Select a printer driver you want to use, and then click [Next >].
4. Select [Specify a new port], and then click [Next >].
5. Select [Network Printer], and then click [Next >].
6. Double-click the computer name you want to use as a print server in the [Browse for Printer] window.
7. Select the machine you want to use, and then click [OK].
8. Select the [Printer Name:] check box of the machine model you want to use.
9. Configure the user code, default printer, and shared printer as necessary.
10. Click [Continue].

The installation starts.

11. Click [Finish].

When you are prompted to restart your computer, restart it by following the instructions that appear.

Installing the Printer Driver for USB Connection

This section explains how to install the printer driver using USB. See the installation procedure for the operating system you are using. Before installing, check that only the operating system is running on the computer and no print jobs are in progress.

★ Important

- **Manage Printers permission is required to install the driver. Log on as an Administrators group member.**

If the printer driver has already been installed, and plug and play is enabled, the icon of the printer connected to the "USB" port is added to the [Printers], [Printers and Faxes], or [Devices and Printers] window.

If the printer driver is not installed, follow the plug-and-play instructions of the machine to install it from the CD-ROM provided with this machine.

4

Windows Server 2003/2003 R2

1. **Check that the power of the machine is off.**
2. **Connect the machine and computer using the USB cable.**
Connect the USB cable firmly.
3. **Turn on the power of the machine.**
Found New Hardware Wizard starts, and USB Printing Support is installed automatically.
4. **Select [No, not this time], and then click [Next].**
5. **Click [Install from a list or specific location [Advanced]], and then click [Next].**
6. **Select the [Search removable media (floppy, CD-ROM...)] check box under [Search for the best driver in these locations.], and then click [Next].**
7. **Select the name of the machine whose driver you want to install.**
Check the location where the source files of the printer driver is stored.
If the CD-ROM drive is D, the source files are stored in the following locations:
32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK 1
64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK 1
8. **Click [Next].**
The installation starts.

9. Click [Finish].

If the printer driver has already been installed and plug and play is enabled, the icon of the printer connected to the "USB001" port is added to the [Printers], [Printers and Faxes], or [Devices and Printers] window.

The number after "USB" varies depending on the number of printers connected.

Windows Vista, Windows Server 2008

1. Check that the power of the machine is off.

2. Connect the machine and computer using a USB cable.

Connect the USB cable firmly.

3. Turn on the power of the machine.

Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. In the [Found New Hardware] window, click [Locate and install driver software (recommended)].

5. Select the name of the machine whose driver you want to install.

Check the location where the source files of the printer driver is stored.

If the CD-ROM drive is D, the source files are stored in the following locations:

32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1

64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

6. Click [Next].

The installation starts.

7. Click [Close].

If the printer driver has already been installed and plug and play is enabled, the icon of the printer connected to the "USB001" port is added to the [Printers], [Printers and Faxes], or [Devices and Printers] window.

The number after "USB" varies depending on the number of printers connected.

Windows 7/8/8.1/10, Windows Server 2008 R2/2012/2012 R2

1. Open the [Devices and Printers] window.

- Windows 7, Windows Server 2008 R2:
On the [Start] menu, select [Devices and Printers].
- Windows 8/8.1, Windows Server 2012/2012 R2:

Click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

- Windows 10:

Right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Click any machine icon, and then click [Print server properties].
3. Click the [Drivers] tab, and then click [Add].
4. Click [Next].
5. Check the [x64] (64 bit) or [x86] (32 bit) check box, and then click [Next].
6. Click [Have Disk...].
7. Click [Browse...], and then select the printer driver location.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1

64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

8. Click [OK].
9. Select the manufacturer and model name of the machine you want to use, and then click [Next].
10. Click [Finish].
11. Click [Close] to close the print server properties window.
12. Check that the power of the machine is off.
13. Connect the machine and computer using a USB cable.
Connect the USB cable firmly.
14. Turn on the power of the machine.

Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

★ Important

- **Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.**
- **You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.**

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printer properties].

Standard Printing

This section explains how to print documents from the printer driver using WordPad in Windows 7 as an example. The screens displayed may differ depending on the application.

★ Important

- If you send a print job via USB 2.0 while the machine is in Low Power mode or Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the [Select Printer] list, select the printer you want to use.
3. Click [Preferences].
4. Select the [Frequently Used Settings] tab.
5. In the "Job Type:" list, select [Normal Print].
6. In the "Document Size:" list, select the size of the original to be printed.
7. In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.
8. In the "Paper Type:" list, select the type of paper that is loaded in the paper input location.
9. In the "Paper Input Location:" list, select the paper input location that contains the paper you want to print onto.

If you select [Auto Select Paper Input] in the "Paper Input Location:" list, the paper input location is automatically selected according to the paper size and type specified.

10. Select [Color] or [Black and White] in the "Color/Black and White:" list.
11. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
12. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].

You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.

13. Click [OK].
14. Start printing from the application's [Print] dialog box.

Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

1. Click the **WordPad** menu button in the upper left corner of the window, and then click **[Print]**.
2. In the **[Select Printer]** list, select the printer you want to use.
3. Click **[Preferences]**.
4. Click the **[Detailed Settings]** tab.
5. In the "Menu:" box, click **[2 Sided/Layout/Booklet]**.
6. Select the combination pattern in the "Layout:" list, and then specify the method for combining pages in the "Page Order:" list.

To draw a border line around each page, select the **[Draw Frame Border]** check box.

7. Click the **[Frequently Used Settings]** tab.

You can also click the **[Detailed Settings]** tab, and then click **[Print Quality:Standard]** in the "Menu:" box.

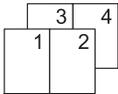
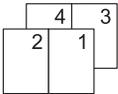
8. In the "Select Print Quality:" list, select **[Speed Priority (Drawing)]**, **[Speed Priority]**, **[Standard]**, or **[Quality Priority]**.
9. Change any other print settings if necessary.
10. Click **[OK]**.
11. Start printing from the application's **[Print]** dialog box.

Types of Combine Printing

This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

The following illustrations show example page ordering patterns for 2- and 4-page combinations.

2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Landscape		

4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left																
<table border="1"> <tr><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td></tr> </table>	1	2	3	4	<table border="1"> <tr><td>1</td><td>3</td></tr> <tr><td>2</td><td>4</td></tr> </table>	1	3	2	4	<table border="1"> <tr><td>2</td><td>1</td></tr> <tr><td>4</td><td>3</td></tr> </table>	2	1	4	3	<table border="1"> <tr><td>3</td><td>1</td></tr> <tr><td>4</td><td>2</td></tr> </table>	3	1	4	2
1	2																		
3	4																		
1	3																		
2	4																		
2	1																		
4	3																		
3	1																		
4	2																		

Locked Print

Sending a Locked Print File

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, click [Locked Print].
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box, and then enter a password in the "Password:" box.
7. Click [OK].
8. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].

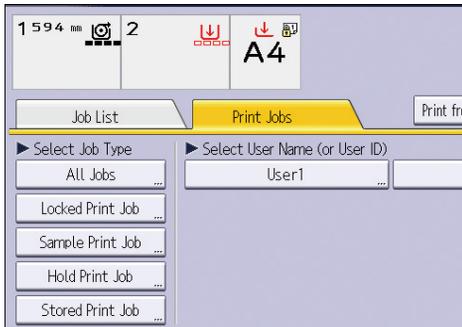
You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.
9. Change any other print settings if necessary.
10. Click [OK].
11. Start printing from the application's [Print] dialog box.

Printing a Locked Print File Using the Control Panel

★ Important

- When printing is completed, the stored file will be deleted.
1. Press [Home]  at the bottom of the screen in the center.
 2. Flick the screen to the left, and then press the [Printer (Classic)] icon.

3. Press the [Print Jobs] tab.



4. Press [Locked Print Job].

5. Select the files you want to print.

You can select all the Locked Print files at once by pressing [Select All Jobs] after selecting a file.

6. Press [Print].

7. Enter the password using the number keys, and then press [OK].

8. Enter the number of copies using the number keys if necessary, and then press [Print].

Hold Print

Sending a Hold Print File

4

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, click [Hold Print].
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box.

You can optionally set a file name of a Hold Print file.

7. To specify the print time of the document, select the [Set Print Time] check box, and then specify the time.

You can specify the time in 24-hour format.

8. Click [OK].
9. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].

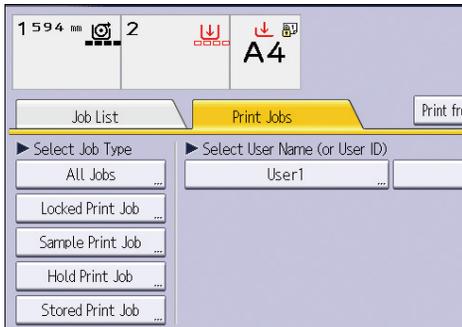
You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.

10. Change any other print settings if necessary.
11. Click [OK].
12. Start printing from the application's [Print] dialog box.

Printing a Hold Print File Using the Control Panel

★ Important

- When printing is completed, the stored file will be deleted.
1. Press [Home]  at the bottom of the screen in the center.
 2. Flick the screen to the left, and then press the [Printer (Classic)] icon.

3. Press the [Print Jobs] tab.**4. Press [Hold Print Job].****5. Select the files you want to print.**

You can select all the Hold Print files at once by pressing [Select All Jobs] after selecting a file.

6. Press [Print].**7. Enter the number of copies using the number keys if necessary, and then press [Print].**

Stored Print

Sending a Stored Print File

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, select the print method to be used for Stored Print files.

You can select four methods of Stored Print:

To use the [Stored Print (Shared)] and [Store and Print (Shared)] functions, authentication must be enabled beforehand. For details, see the printer driver Help.

- **Stored Print**
Stores the file in the machine and prints it later using the control panel.
- **Store and Print**
Prints the file at once and also stores the file in the machine.
- **Stored Print (Shared)**
Stores the file in the machine and allows any user who has print privileges to print the file later using the control panel.
- **Store and Print (Shared)**
Prints the file immediately and also stores the file in the machine. Any user who has print privileges can print any stored file afterward.

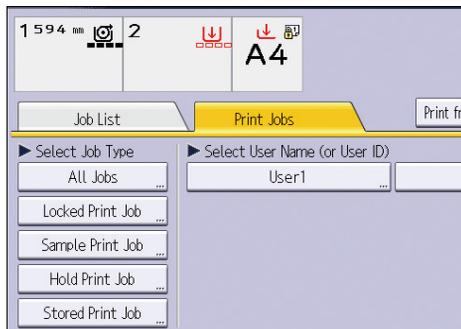
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box.
You can optionally set a file name and a password of a Stored Print file.
7. Click [OK].
8. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].
You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.
9. Change any other print settings if necessary.
10. Click [OK].
11. Start printing from the application's [Print] dialog box.

Printing a Stored Print File Using the Control Panel

★ Important

- The Stored Print files are not deleted even after the printing has been completed. For the procedure to delete the documents, see "Deleting Stored Print files", Print.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Printer (Classic)] icon.
3. Press the [Print Jobs] tab.



4. Press [Stored Print Job].
5. Select the files you want to print.

You can select all the Stored Print files at once by pressing [Select All Jobs] after selecting a file.

6. Press [Print].

If you set the password in the printer driver, enter the password.

If multiple print files are selected, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

7. Enter the number of copies using the number keys if necessary, and then press [Print].

Saving and Printing Using the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

★ Important

- Do not cancel the file transfer process while the data is being sent to the Document Server. The process may not be canceled properly. If you accidentally cancel a print job, use the control panel of the machine to delete the transferred data. For details about how to delete documents that are stored in the Document Server, see "Deleting Stored Documents", Copy/ Document Server, or Web Image Monitor Help.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already been stored. Even if less than 3,000 files are stored, new files cannot be stored when
 - The number of pages in a document exceeds 1,000.
 - The total number of stored pages in the machine and the sent data has reached 3,000 (It may be fewer depending on the print data).
 - The hard disk is full.

Storing Documents in Document Server

★ Important

- If the machine is not used as the Document Server, the maximum number of the documents that can be stored in the server may be less than the number described in the specification.
1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
 2. In the "Select Printer" list, select the printer you want to use.
 3. Click [Preferences].
 4. In the "Job Type:" list, click [Document Server].
 5. Click [Details...].
 6. Enter a user ID, file name, and password as required.
 7. Specify the folder number to store the document in the "Folder Number" box.
When "0" is specified in the "Folder Number:" box, documents will be saved in the Shared folder.
 8. If the folder is protected by a password, enter the password in the "Folder Password:" box.

9. Click [OK].
10. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].

You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.
11. Change any other print settings if necessary.
12. Click [OK].
13. Start printing from the application's [Print] dialog box.

Note

- You can print the documents stored in the Document Server using the control panel. For details, see page 133 "Printing Stored Documents".

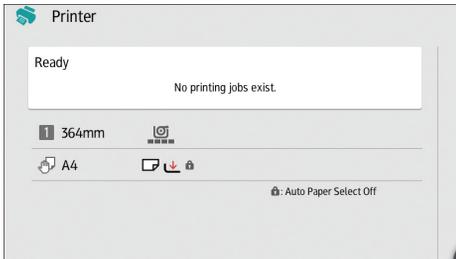
Managing Documents Stored in Document Server

You can view or delete the documents stored in the machine's Document Server using Web Image Monitor from a client computer connected to the network.

Checking the Printer Status from the Printer Icon

The quick applications that are installed on this machine allow you to operate some of the printer functions from a single screen. Using the Printer function of the quick applications, you can check the status of the jobs that have been sent from computers. If a transmitted job is put on hold for an error, you can easily reset the error by following the instruction that is displayed in the dialog box. Also, you can view the detailed information on the cause of the error.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Printer] icon.
3. Check the status of the print job and the machine.



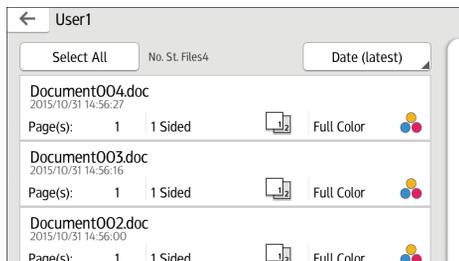
4. When an error occurs, follow the instruction that is displayed in the dialog box to reset the error.

Using the Quick Print Release Function

The quick applications that are installed on this machine allow you to operate some of the printer functions from a single screen. Using the Quick Print Release function, you can view the list of documents that are stored on the machine. From the list, any documents can be selected and printed. The print settings of the document and the date and time to send the document can be changed as well.

1. Press [Home]  at the bottom of the screen in the center.
2. Press the [Quick Print Release] icon.
3. Select the user as required.
4. If necessary, enter the password for the documents.

The list of both the documents that have not password specified, and that matches the entered password is displayed.



5. Select documents.

More than one document can be selected at one time.

You can perform the following operations on the selected documents:

- Delete
Deletes the selected documents.
- Preview
Shows the preview image of the first page of the document.
- Change Setg
Configures the print settings of the document.
- File Managmnt
Specifies the date and time to send the document, and the password.
The file information cannot be modified when more than one document is selected.

6. Press [Print].

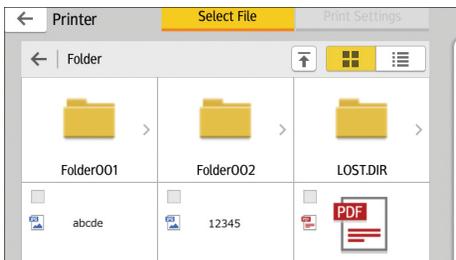
Using the Print/Scan(Memory Storage Device) Function

The Print/Scan(Memory Storage Device) function allows you to read and print files that are stored on a memory storage device such as an SD card or USB flash memory device. Also, you can save the scanned data on a memory storage device.

The files in the following formats can be printed using the Print/Scan(Memory Storage Device) function: JPEG, TIFF, and PDF. The scanned data can be saved in JPEG, TIFF, or PDF format.

Printing a file in a memory storage device

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press the [Print/Scan(Memory Storage Device)] icon.
3. Press [Media Print].
4. Insert a memory storage device in the media slot.
For details about how to insert a memory storage device, see "Inserting/Removing a Memory Storage Device", Getting Started.
5. Press [USB] or [SD Card], depending on the type of the storage device.
6. Select the document to print.



You can perform the following operations on the selected document:

- Preview
Shows the preview image of the first page of the document.
- Selected
Displays the list of the selected documents.

7. If necessary, press [Print Settings] to change the settings such as the number of copies.
8. Press [Start].

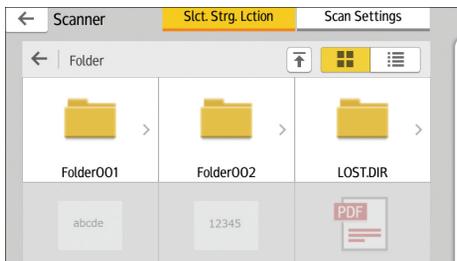
Saving the scanned data in a memory storage device

1. Press [Home] (🏠) at the bottom of the screen in the center.

2. Press the [Print/Scan(Memory Storage Device)] icon.
3. Press [Scan to Media].
4. Insert a memory storage device in the media slot.

For details about how to insert a memory storage device, see "Inserting/Removing a Memory Storage Device", Getting Started.

5. Press [USB] or [SD Card], depending on the type of the storage device that you are using.
6. Specify the location to save the scanned data.



7. If necessary, press [Scan Setting] to change the settings such as the file type or scan resolution.
8. To see the scanned image before saving it to a file, press [Preview].
9. Place the originals.

If scanning does not start automatically, press [Start].
10. Press [Finish Scan] after scanning of the original has been completed.

If there are more originals to be scanned, place the next original, and then press [Scan Next Original].
11. When the preview screen appears, check the scanned image, and then press [Save].

5. Scan

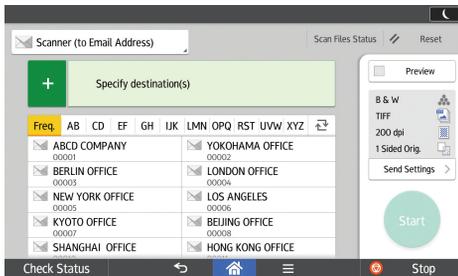
This chapter describes frequently used scanner functions and operations. For information not included in this chapter, see Scan available on our website.

Basic Procedure When Using Scan to Folder

★ Important

- Before performing this procedure, see "Preparation for Sending by Scan to Folder", Scan and confirm the details of the destination computer. See also "Registering Folders", Connecting the Machine/ System Settings, and register the address of the destination computer to the address book.

📄 When Using the Scanner Application



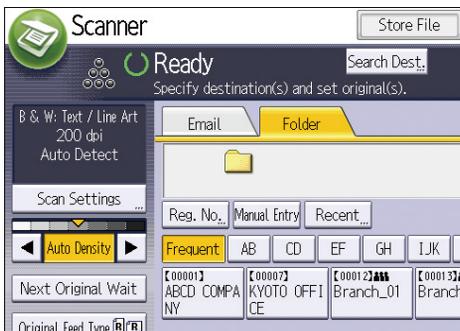
About how to use the application's screen, see page 46 "[Scanner] Screen".

📄 When Using the Scanner (Classic) Application

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Scanner (Classic)] icon.
3. Make sure that no previous settings remain.

If a previous setting remains, press [Reset].

4. Press the [Folder] tab.



5. If necessary, specify the scan settings according to the original to be scanned.

Example: Scanning the document in color mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Send File Type / Name], press [PDF], and then press [OK].

6. If necessary, press [Next Original Wait].**7. Specify the destination.****8. Place the originals.**

If scanning does not start automatically, press [Start].

Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

5

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

- 1. On the [Start] menu, point to [All Programs], click [Accessories], and then click [Command Prompt].**
- 2. Enter the command "ipconfig/all", and then press the [Enter] key.**
- 3. Confirm the name of the computer.**

The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

- 4. Enter the command "set user", and then press the [Enter] key.**

Be sure to put a space between "set" and "user".

- 5. Confirm the user name.**

The user name is displayed under [USERNAME].

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

★ Important

- You must log in as an Administrators group member to create a shared folder.
 - If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.
1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer.
 2. Right-click the folder, and then click [Properties].
 3. On the [Sharing] tab, click [Advanced Sharing...].
 4. Select the [Share this folder] check box.
 5. Click [Permissions].
 6. In the [Group or user names:] list, select "Everyone", and then click [Remove].
 7. Click [Add...].
 8. In the [Select Users or Groups] window, click [Advanced...].
 9. Specify one or more object types, select a location, and then click [Find Now].
 10. From the list of results, select the groups and users you want to grant access to, and then click [OK].
 11. In the [Select Users or Groups] window, click [OK].
 12. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.
Configure the access permissions for each group and user.
 13. Click [OK].

Step 3: Specifying access privileges for the created shared folder

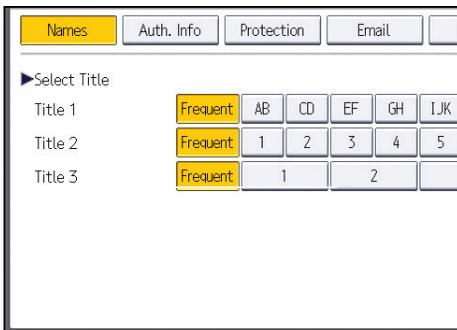
If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. Right-click the folder created in Step 2, and then click [Properties].
2. On the [Security] tab, click [Edit...].
3. Click [Add...].
4. In the [Select Users or Groups] window, click [Advanced...].

5. Specify one or more object types, select a location, and then click [Find Now].
6. From the list of results, select the groups and users you want to grant access to, and then click [OK].
7. In the [Select Users or Groups] window, click [OK].
8. In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.
9. Click [OK].

Registering an SMB Folder

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Program / Change] is selected.
4. Press [New Program].
5. Press [Change] under "Name".
The name entry display appears.
6. Enter the name, and then press [OK].
7. Press [▼Next].
8. Press the key for the classification you want to use under "Select Title".

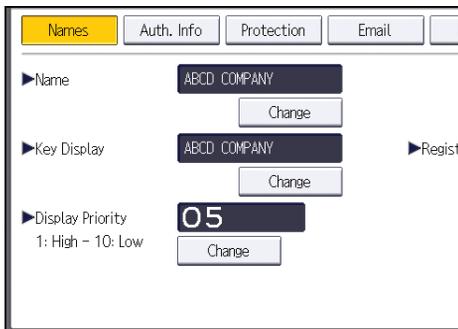


The keys you can select are as follows:

- [Frequent]: Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

You can select [Frequent] and one more key for each title.

9. Press [Auth. Info], and then press [▼Next].



10. Press [Specify Other Auth. Info] on the right side of "Folder Authentication".

When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in "Default User Name / Password (Send)" of File Transfer settings are applied.

11. Press [Change] under "Login User Name".

12. Enter the login user name of the destination computer, and then press [OK].

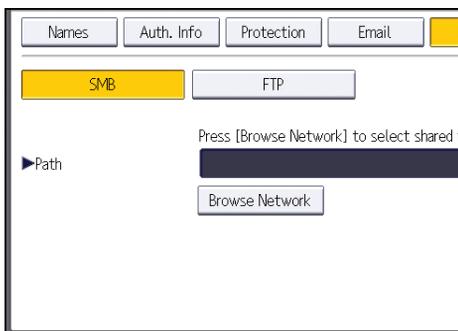
13. Press [Change] under "Login Password".

14. Enter the password of the destination computer, and then press [OK].

15. Enter the password again to confirm, and then press [OK].

16. Press [Folder].

17. Check that [SMB] is selected.



18. Press [Change] or [Browse Network], and then specify the folder.

To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

19. Press [Connection Test] to check the path is set correctly.

20. Press [Exit].

If the connection test fails, check the settings, and then try again.

21. Press [OK].

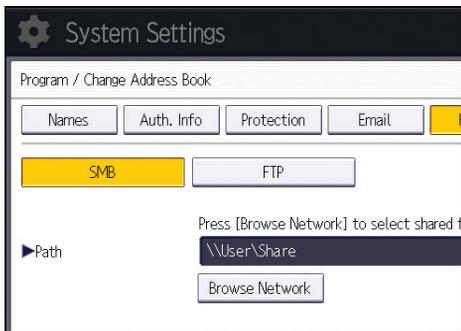
22. Press [User Tools] (⚙️) on the top right of the screen.

23. Press [Home]  at the bottom of the screen in the center.

Locating the SMB folder manually

1. Press [Change] under "Path".
2. Enter the path where the folder is located.

For example: if the name of the destination computer is "User", and the folder name is "Share", the path will be \\User\Share.



If the network does not allow automatic obtaining of IP addresses, include the destination computer's IP address in the path. For example: if the IP address of the destination computer is "192.168.0.191", and the folder name is "Share", the path will be \\192.168.0.191\Share.

3. Press [OK].

If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

Locating the SMB folder using Browse Network

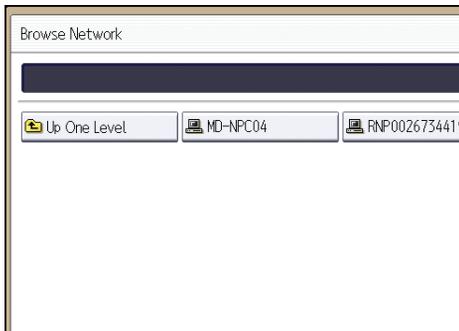
1. Press [Browse Network].

The client computers sharing the same network as the machine appear.

Network display only lists client computers you are authorized to access.

2. Select the group that contains the destination computer.
3. Select the computer name of the destination computer.

Shared folders under it appear.



You can press [Up One Level] to switch between levels.

4. Select the folder you want to register.
5. Press [OK].

Deleting an SMB Registered Folder

5

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Program / Change] is selected.
4. Select the name whose folder you want to delete.

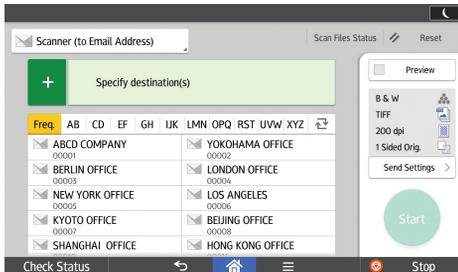
Press the name key, or enter the registered number using the number keys.

You can search by the registered name, user code, folder name, or e-mail address.

5. Press [Folder].
6. Press the protocol which is not currently selected.
A confirmation message appears.
7. Press [Yes].
8. Press [OK].
9. Press [User Tools] (⚙️) on the top right of the screen.
10. Press [Home] (🏠) at the bottom of the screen in the center.

Entering the Path to the Destination Manually

When Using the Scanner Application

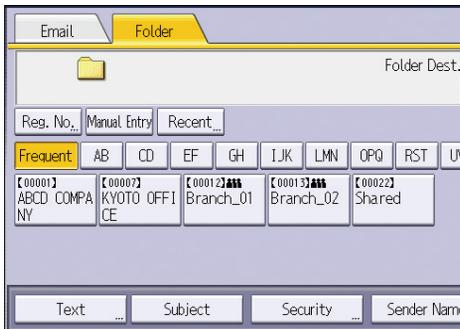


About how to use the application's screen, see page 46 "[Scanner] Screen".

When Using the Scanner (Classic) Application

5

1. Press [Manual Entry].



2. Make sure that [SMB] is selected.

3. Press [Manual Entry] on the right side of the path field.

4. Enter the path for the folder.

In the following example path, the shared folder name is "user" and the computer name is "desk01":

```
\\desk01\user
```

5. Press [OK].

6. Depending on the destination setting, enter the user name for logging in to the computer.

Press [Manual Entry] to the right of the user name field to display the soft keyboard.

7. Press [OK].

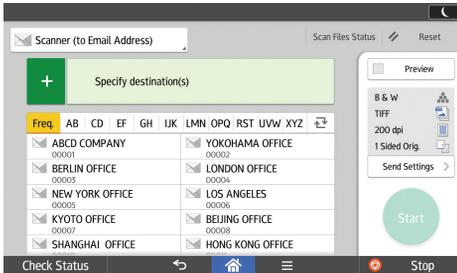
8. Depending on the destination setting, enter the password for logging in to the computer.

Press [Manual Entry] for the password to display the soft keyboard.

9. Press [OK].
10. Press [Connection Test].
A connection test is performed to check whether the specified shared folder exists.
11. Check the connection test result, and then press [Exit].
12. Press [OK].

Basic Procedure for Sending Scan Files by E-mail

When Using the Scanner Application

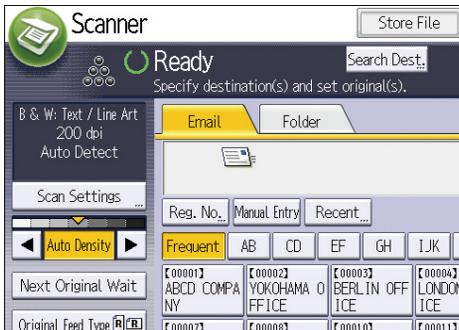


About how to use the application's screen, see page 46 "[Scanner] Screen".

5

When Using the Scanner (Classic) Application

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Scanner (Classic)] icon.
3. Make sure that no previous settings remain.
 - If a previous setting remains, press [Reset].
4. Make sure that the [Email] tab is selected.



5. If necessary, specify the scan settings according to the original to be scanned.

Example: Scanning the document in color mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Send File Type / Name], press [PDF], and then press [OK].

6. If necessary, press [Next Original Wait].
7. Specify the destination.

You can specify multiple destinations.

8. Press [Sender Name], select the e-mail sender, and then press [OK].

9. To use Message Disposition Notification, press [Recept. Notice].

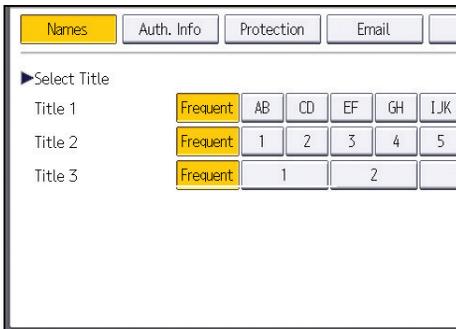
If you press [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

10. Place the originals.

If scanning does not start automatically, press [Start].

Registering an E-mail Destination

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Program / Change] is selected.
4. Press [New Program].
5. Press [Change] under "Name".
The name entry display appears.
6. Enter the name, and then press [OK].
7. Press [▼Next].
8. Press the key for the classification you want to use under "Select Title".



The keys you can select are as follows:

- [Frequent]: Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

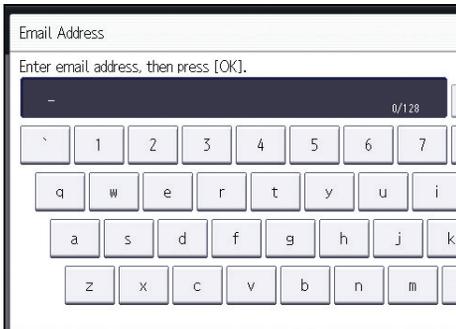
You can select [Frequent] and one more key for each title.

9. Press [Email].

10. Press [Change] under "Email Address".



11. Enter the e-mail address, and then press [OK].



12. Press [OK].

13. Press [User Tools] (⚙️) on the top right of the screen.

14. Press [Home] (🏠) at the bottom of the screen in the center.

Deleting an E-mail Destination

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Program / Change] is selected.
4. Select the name whose e-mail address you want to delete.

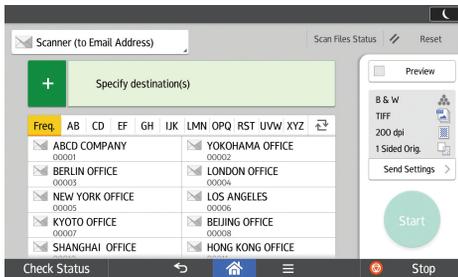
Press the name key, or enter the registered number using the number keys. You can search by the registered name, user code, folder name, or e-mail address.

5. Press [Email].
6. Press [Change] under "Email Address".
7. Press [Delete All], and then press [OK].
8. Press [OK].
9. Press [User Tools] (⚙️) on the top right of the screen.

10. Press [Home]  at the bottom of the screen in the center.

Entering an E-mail Address Manually

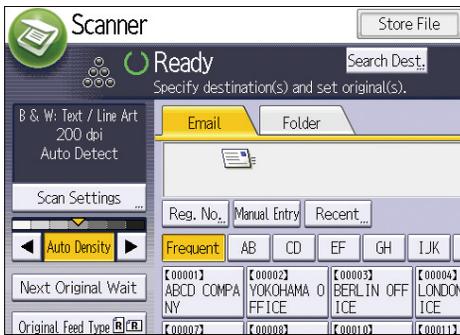
When Using the Scanner Application



About how to use the application's screen, see page 46 "[Scanner] Screen".

When Using the Scanner (Classic) Application

1. Press [Manual Entry].



2. Enter the e-mail address.

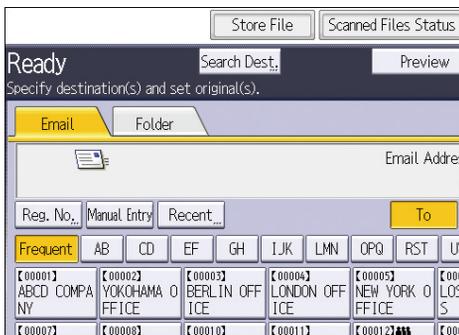
3. Press [OK].

Basic Procedure for Storing Scan Files

★ Important

- You can specify a password for each stored file. We recommend that you protect stored files from unauthorized access by specifying passwords.
- Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The supplier shall not be responsible for any damage that may result from the loss of files.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Scanner (Classic)] icon.
3. Make sure that no previous settings remain.
If a previous setting remains, press [Reset].
4. Press [Store File].



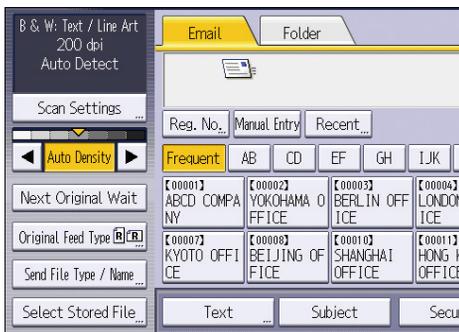
5. Press [Store to HDD].
6. If necessary, specify the stored file's information, such as [User Name], [File Name], [Password], and [Select Folder].
 - User Name
Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].
 - File Name
Press [File Name], enter a file name, and then press [OK].
 - Password
Press [Password], enter a password, and then press [OK]. Re-enter the password for confirmation, and then press [OK].
 - Select Folder
Press [Select Folder], specify the folder in which to save the stored files, and then press [OK].
7. Press [OK].

8. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.
9. If necessary, press [Next Original Wait].
10. Place the originals.
If scanning does not start automatically, press [Start].

Checking a Stored File Selected from the List

This section explains how to preview a file selected from the list of stored files.

1. Press [Select Stored File].



2. Specify the folder in which the file you want to check is stored.
3. From the list of stored files, select the file you want to check.
You can select more than one file.
4. Press [Preview].

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send.

File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF]

If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

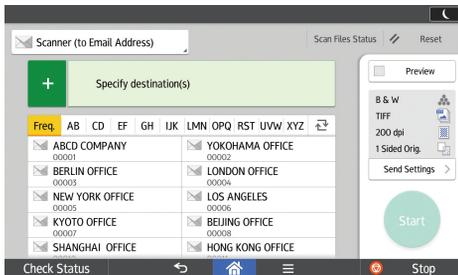
- Multi-page: [TIFF], [PDF]

If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

5

Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes about and limitations of file types", Scan.

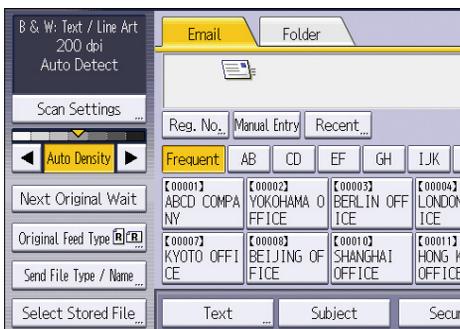
When Using the Scanner Application



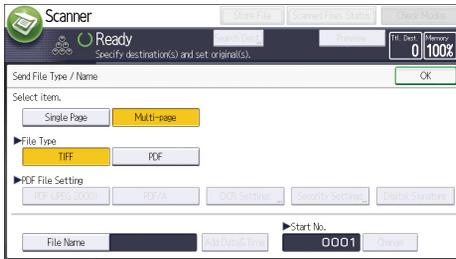
About how to use the application's screen, see page 46 "[Scanner] Screen".

When Using the Scanner (Classic) Application

1. Press [Send File Type / Name].



2. Select a file type.

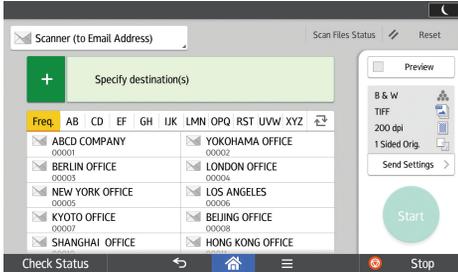


If the File Type is set to [PDF], configure PDF File Setting as required.

3. Press [OK].

Specifying Scan Settings

When Using the Scanner Application

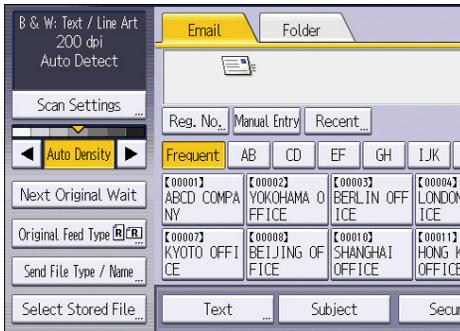


About how to use the application's screen, see page 46 "[Scanner] Screen".

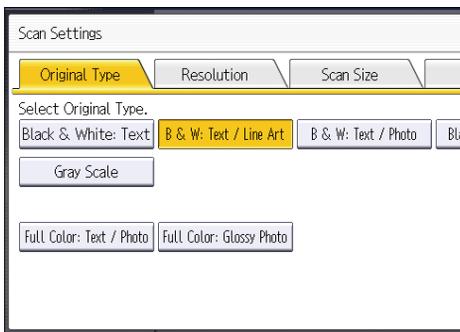
When Using the Scanner (Classic) Application

5

1. Press [Scan Settings].



2. Specify resolution, scan size, and other settings, as required.



3. Press [OK].

6. Document Server

This chapter describes frequently used Document Server functions and operations. For information not included in this chapter, see Copy/ Document Server available on our website.

Storing Data

This section describes the procedure for storing documents on the Document Server.

★ Important

- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press [Reset] to cancel the document selection.
- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- When turning on the scanning by the scanner, make sure that all other operations are ended.

File Name

A file name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the file name.

User Name

You can register a user name to identify the user or user group that stored the documents. To assign it, select the user name registered in the Address Book, or enter the name directly. Depending on the security setting, [Access Privileges] may appear instead of [User Name].

For details about the Address Book, see "Registering Addresses and Users", Connecting the Machine/ System Settings.

Password

To prevent unauthorized printing, you can specify a password for any stored document. A protected document can only be accessed if its password is entered. If a password is specified for the documents, the lock icon appears on the left side of the file name.

1. Press [Home]  at the bottom of the screen in the center.
2. Press the [Document Server] icon.
3. Press [To Scanning Screen].
4. Press [Target Fldr. to Store].
5. Specify a folder in which to store the document, and then press [OK].
6. Press [User Name].

7. Specify a user name, and then press [OK].

The user names shown are names that were registered in the Address Book. To specify a name not shown in the screen, press [Manual Entry], and then enter a user name.

8. Press [File Name].

9. Enter a file name, and then press [OK].

10. Press [Password].

11. Enter a password with the number keys, and then press [OK].

You can use four to eight digits for the password.

12. For double-check, enter the password again, and then press [OK].

13. Place the original.

The original feeds into the machine automatically.

If [Press Start Key] is selected for [Feed Start Method], scanning starts when you press [Start].

The original is scanned.

14. Press [Finish Scanning] after all documents are scanned.

The document is saved in the Document Server.

Printing Stored Documents

Prints stored documents on the Document Server.

The items you can specify on the printing screen are as follows:

- Paper input locations
- The number of prints
- [Finishing] (Sort, Rotate Sort)
- [Adjust Print Position]
- [Stamp] (Background Numbering, Preset Stamp, User Stamp, Date Stamp, Page Numbering, Stamp Text)
- [Reduce / Enlarge] (Preset Reduce / Enlarge, Zoom, Fine Magnification)
- [Variable Cut]
- [Auto Reduce / Enlarge]

For details about each function, see Copy/ Document Server.

1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Oct. 10:40	
002	User002	31 Oct. 10:40	
003	User003	31 Oct. 10:40	
004	User004	31 Oct. 18:38	
005	User005	31 Oct. 18:38	

2. Select a document to be printed.

3. When printing two or more documents at a time, repeat Step 2.

Up to 30 documents can be printed.

4. When specifying printing conditions, press [To Printing Screen], and then configure print settings.

5. Enter the number of print copies with the number keys.

The maximum quantity that can be entered is 99.

6. Press [Start].

7. Web Image Monitor

This chapter describes frequently used Web Image Monitor functions and operations. For information not included in this chapter, see Connecting the Machine/ System Settings available on our website or Web Image Monitor Help.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

★ Important

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".

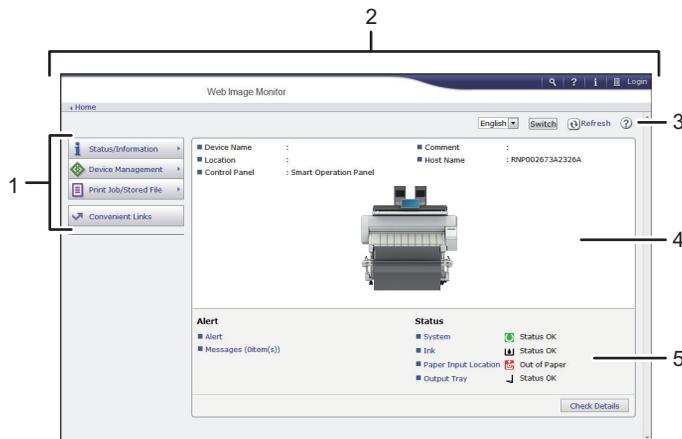
1. Start your web browser.
2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.

Top Page of Web Image Monitor appears.

If the machine's host name has been registered on the DNS or WINS server, you can enter it.

When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

Web Image Monitor is divided into the following areas:



DNL006

1. Menu area

If you select a menu item, its content will be shown.

2. Header area

Display icons for the links to Help and the keyword search function. This area also displays [Login] and [Logout], which allows you to switch between the administrator and guest mode.

3. Refresh/Help

 (Refresh): Click  at the upper right in the work area to update the machine information. Click the web browser's [Refresh] button to refresh the entire browser screen.

 (Help): Use Help to view or download Help file contents.

4. Basic Information area

Display the basic information of the machine.

5. Work area

Display the contents of the item selected in the menu area.

8. Adding Paper and Ink

This chapter explains how to load paper. It also describes recommended paper sizes and types, and precautions for adding ink and replacing the ink collector unit.

Loading Paper

Precautions for Loading Paper

CAUTION

- When loading paper, take care not to trap or injure your fingers.
- 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.
- When lifting up or lowering the paper input location cover, be careful not to trap or injure your fingers.
- 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.
- A paper roll may be as heavy as 14 kg (30.9 lb.). Hold the paper roll horizontally with both hands. If you hold the paper roll vertically or with one hand, the paper roll may fall and cause an injury.
- 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.

Note

- You cannot load paper in the following situations:
 - When printing
 - During maintenance or other operations
 - When covers are open
 - In Low Power mode or Sleep mode
 - If paper is jammed
 - If a service call message is displayed

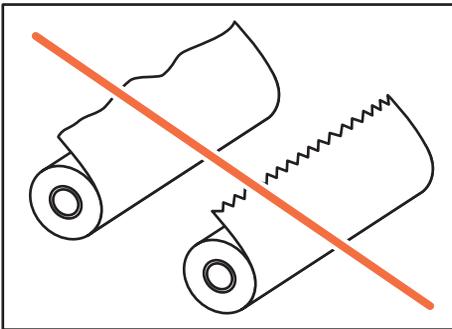
- For paper types and sizes that can be loaded in the paper input locations and paper bypass location, see page 159 "Recommended Paper Sizes and Types".
- When copying onto custom size paper, specify the paper size. When copying onto custom size cut paper using the copier function, see "Copying onto Custom Size Paper from the Paper Bypass Location", Copy/ Document Server. When printing onto custom size paper roll using the printer function, see page 151 "Specifying a custom size roll of paper using the control panel". When printing onto custom size cut paper, see page 157 "Specifying a custom size of cut paper using the control panel".

Loading Paper Roll into the Paper Input Location

This section explains how to load a paper roll into the paper input location.

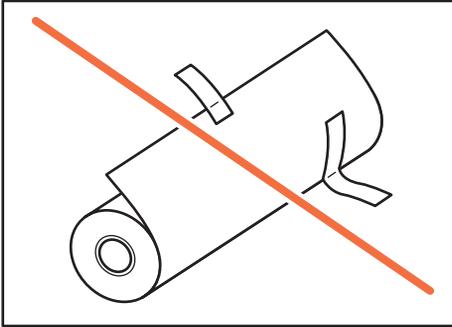
★ Important

- Bring the paper holder flush against the paper edge to fasten the paper.
- Insert the paper holder flange securely.
- Make sure not to load a paper roll in the opposite direction.
- Before loading the paper roll into the paper input location, remove any paper that is in the paper bypass location.
- 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



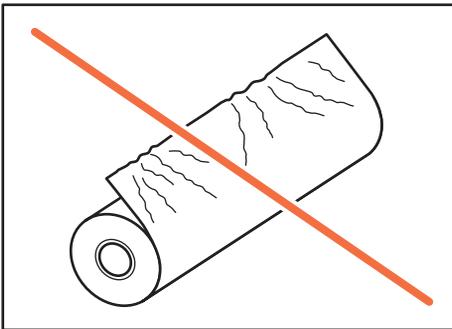
DHJ346

- Adhesive tape, glue or paste is sticking to it



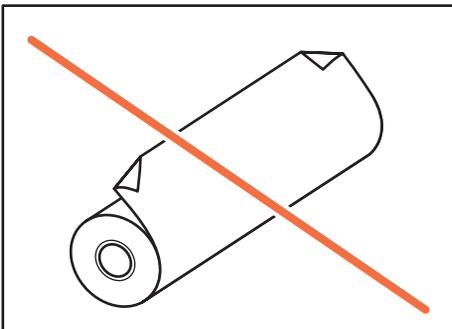
DHJ347

- The paper is wrinkled



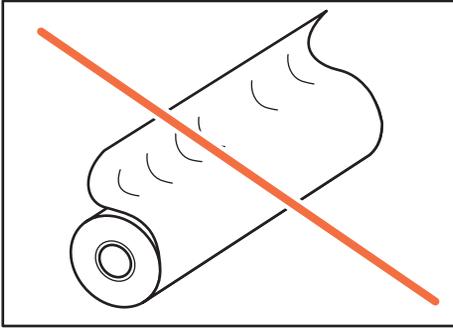
DHJ348

- The corners are folded



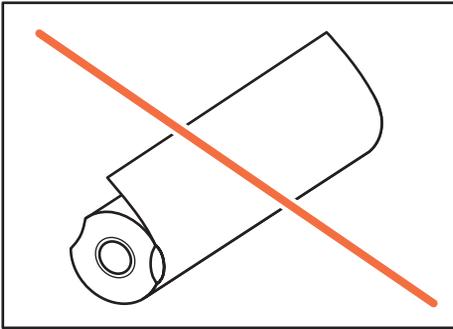
DHJ350

- The paper curls away from the paper roll



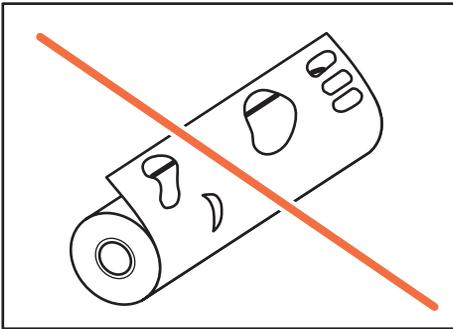
DHJ351

- The edge is dented



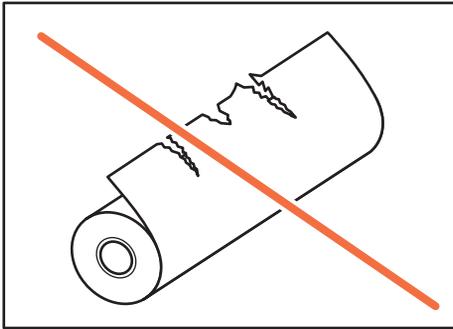
DHJ352

- The paper has holes in it



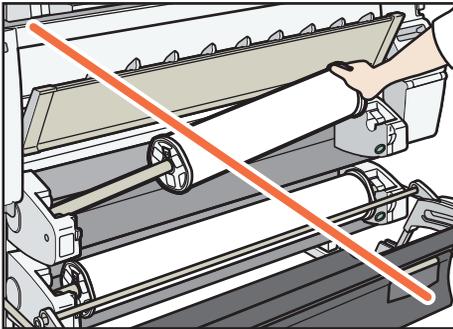
DHJ349

- The paper is torn



DHJ353

- 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.



DNE035

- 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.
- 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.

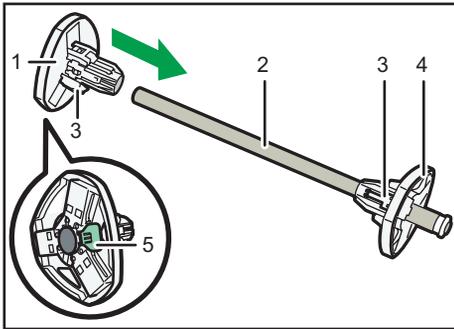
Load the paper roll when the power of the machine is on.

Check that the output basket is in basic mode before loading a paper roll. For details, see page 31 "Setting Up the Output Basket in Basic Mode".

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.

Names of the parts of the paper holder

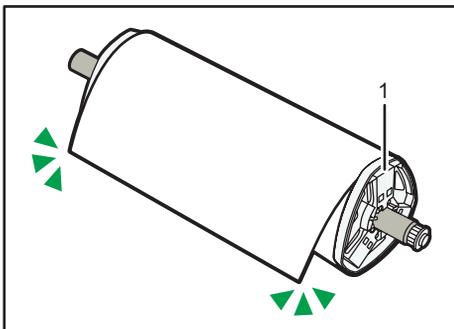


DNE036

1. Left flange
2. Spool
3. Paper roll adjustment levers
4. Right flange
5. Lock lever

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.



DNE038

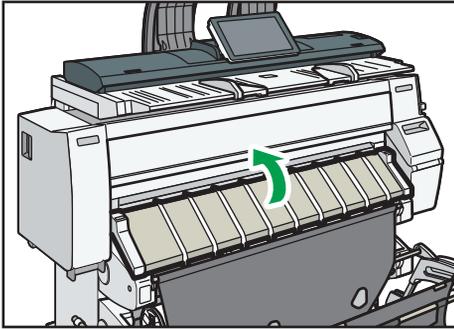
1. Right flange

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.

1. Press [Home]  at the bottom of the screen in the center.
2. Press the [Copy] or [Printer (Classic)] icon.

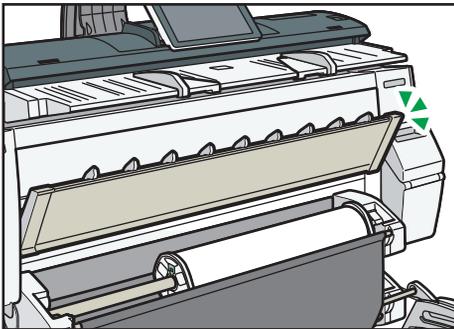
Make sure that "Ready" appears on the screen.

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



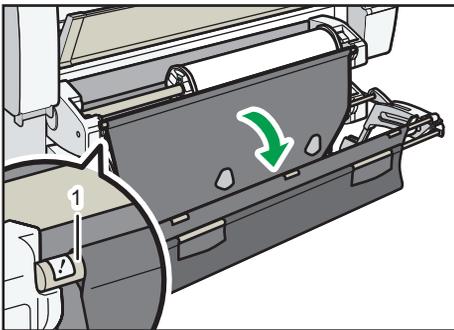
DNE039

Lock the paper input location cover while it is open.



DNE040

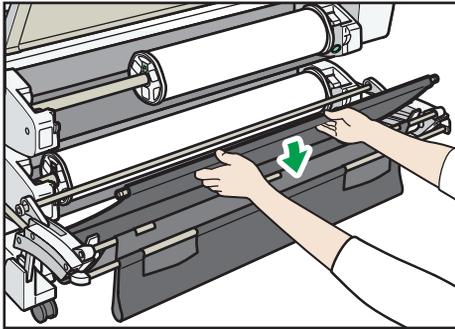
4. Remove bar A, and then hook it in front of the output basket.



DNE041

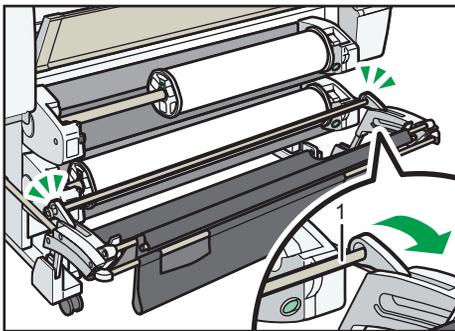
1. Bar A

You can see the paper input location.



DNE042

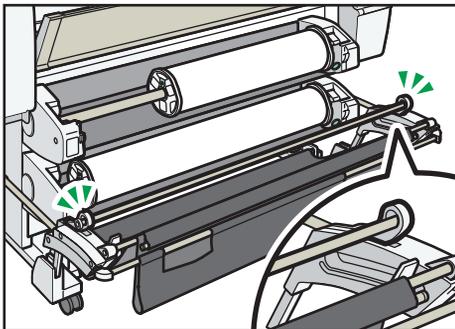
5. Pull bar B forward.



DNE043

1. Bar B

A space opens in front of the paper input location.



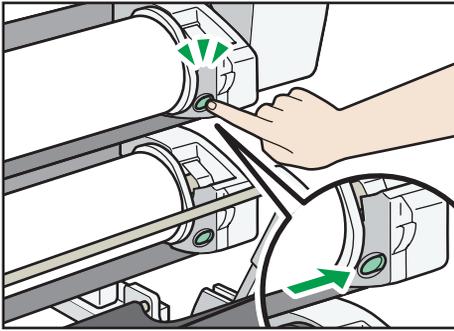
DNE061

6. 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.

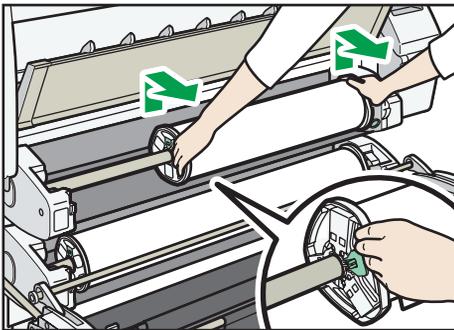
If the paper is not rewound, press the button again.

If there is no paper roll loaded, proceed to Step 12.



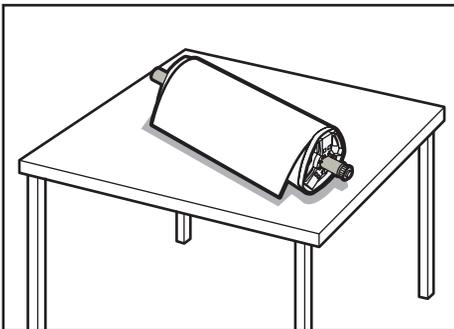
DNE044

7. Hold the left and right flanges firmly, and then remove the paper roll or spool from the paper input location.



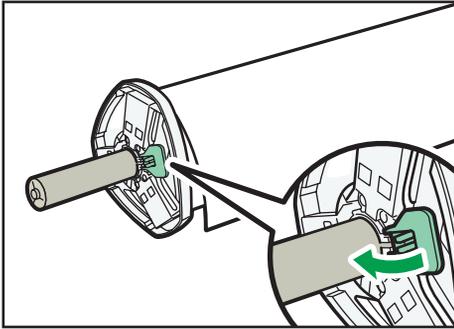
DNE045

8. Place the paper roll on a flat surface.



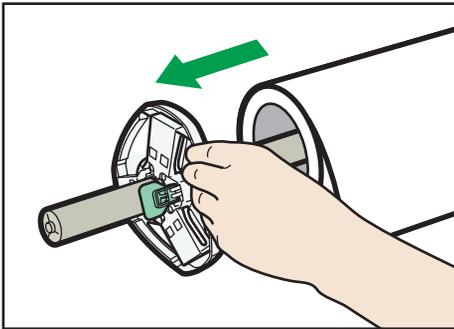
DNE046

9. Raise the lock lever on the left flange.



DNE047

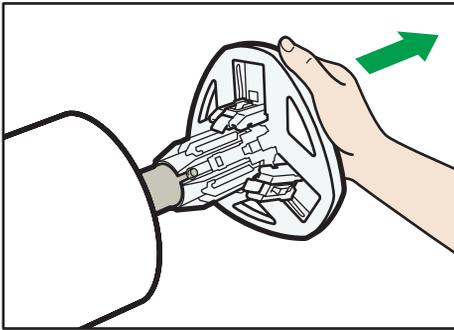
10. Remove the left flange from the spool.



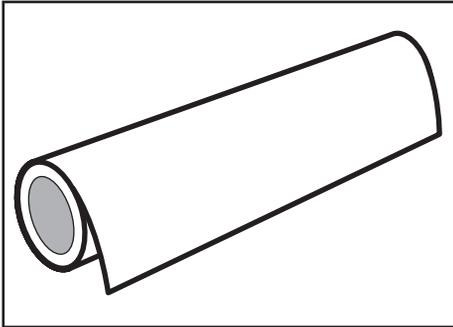
DNE048

8

11. Remove both the right flange and spool from the paper roll.



DNE049

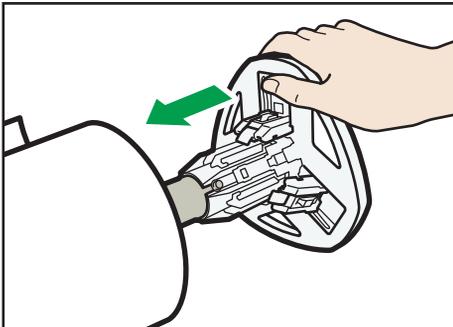
12. Prepare the paper roll for replacement.

DNE127

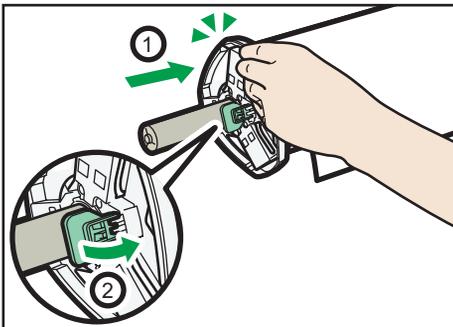
13. Insert a spooling flange to touch the paper roll from the right of it.

Set the paper roll as shown in the illustration.

Place the paper roll on a flat horizontal surface, and then slowly insert the flange into the paper roll. Do not stand the paper roll upright. The flange may be damaged if you throw it down when inserting it.



DNE051

14. Insert the spool into the left flange, and then lower the lock lever on the left flange.

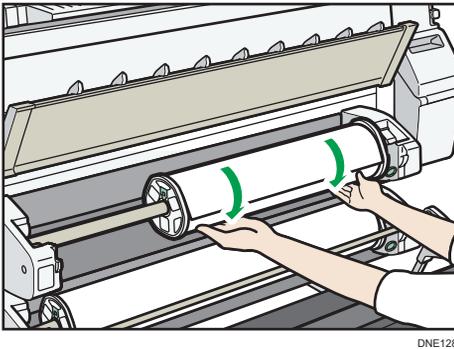
DNE052

15. Hold both flanges and place the paper roll on the paper input location.

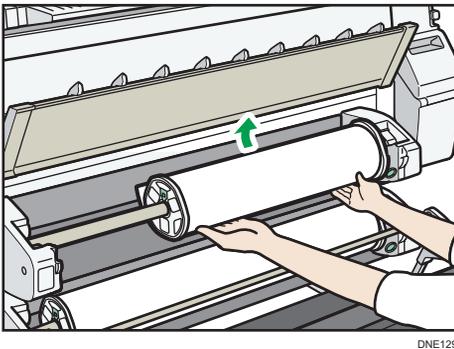


Be sure to place the spool so that its right edge is covered by the black shutter.

16. Rotate the paper roll so that the edge of the paper comes to the front.

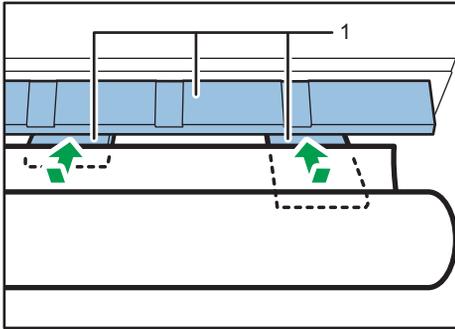


17. Rotate the paper roll so that the edge of the paper goes above the lower guides.



When you insert the paper between the guides, it is clamped internally.

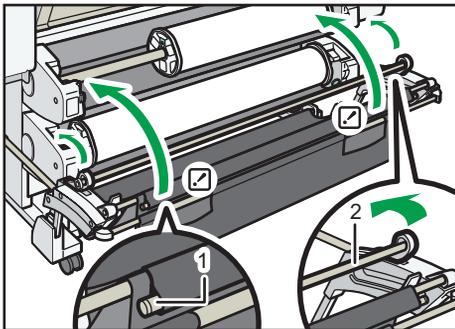
When set correctly, the paper is pulled into the machine and the beeper sounds.



DNE055

1. Guides

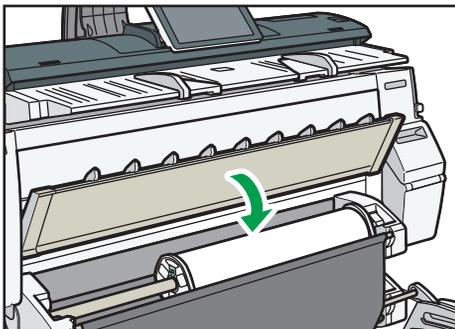
18. Push bar B into the machine, and then lift bar A up and hook it.



DNE057

1. Bar A
2. Bar B

19. Lower the paper input location cover.



DNE058

20. Make sure that the [Copy] or [Printer (Classic)] screen is displayed.
21. On the screen, press [Exit].

22. Select whether or not to cut off the edge of the paper roll on the screen.

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

23. 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].

24. Make sure that [Ⓜ] is displayed at paper input location 1 on the screen.**Note**

- When [Film (Matte)] 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 (Matte)] 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 23 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 22, 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 3 and start again.
- When loading two paper rolls into the paper input locations 1 and 2, make sure that [Ⓜ] is displayed at the paper input location you loaded first, and then load the other paper roll into the other paper input location.
- When the [Notification Sound] is set to [No Sound], it will not sound if you insert paper into the paper input location. For details about [Notification Sound], see "Screen Features", Connecting the Machine/ System Settings.
- When printing from a computer, see page 151 "Printing from the Paper Input Location Using the Printer Function".
- 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.
- For details about the settings for the paper thickness and types, see "System Settings", Connecting the Machine/ System Settings.
- For details about how to store the paper roll, see "Paper Storage", Paper Specifications and Adding Paper.

Printing from the Paper Input Location Using the Printer Function

With the printer function, you can print on a custom size paper roll. This section explains how to specify the paper size from the control panel of the machine.

If you load regular size paper roll, the machine detects the paper size automatically.

Note

- Settings remain valid until they are changed.
- For details about setting printer drivers, see "Printing Documents", Print.

Specifying a custom size roll of paper using the control panel

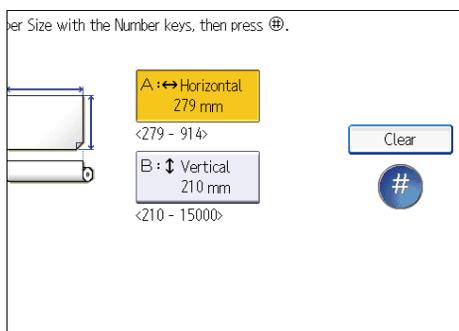
This section explains how to specify the size for a custom size roll of paper from the control panel when using RP-GL/2 or RTIFF as a printer language.

For details about how to change the printer language, see "Specifying a Printer Language", RP-GL/2 and RTIFF.

Paper sizes that can be specified are 279–914 mm (11.0–36.0 inches) horizontally and 210–15000 mm (8.3–590.5 inches) vertically.

When using RTIFF as a printer language, the machine can detect the size of a custom size roll of paper by default.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Machine Features].
4. Press [Printer Features].
5. Press [System(EM)].
6. Select [Custom Size: Paper Input Location 1] or [Custom Size: Paper Input Location 2].
7. Enter the horizontal size of the paper using the number keys, and then press [#].



8. Enter the vertical size of the paper using the number keys, and then press [#].

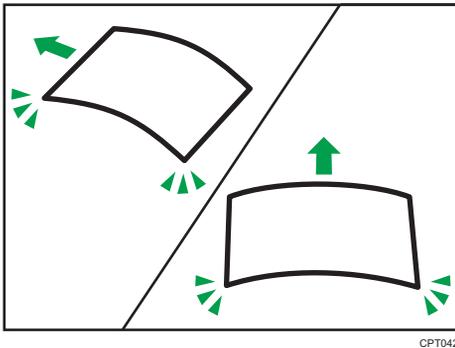
9. Press [OK].
10. Press [User Tools] (⚙️) on the top right of the screen.
11. Press [Home] (🏠) at the bottom of the screen in the center.

Loading Paper into the Paper Bypass Location

Use the paper bypass location to copy onto paper sizes that cannot be loaded on the paper input location.

★ 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.
- The print heads light blue while printing is performed. Do not open the front cover while the print heads are lit blue. A paper jam may occur.
- Do not insert multiple sheets of paper concurrently.
- Do not load unsupported paper.

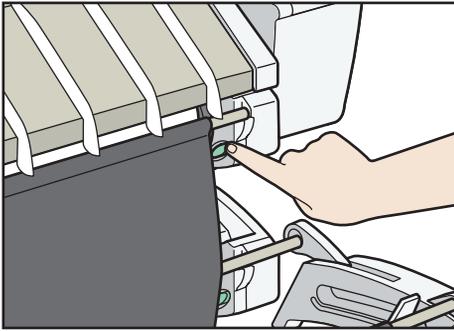
1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press the [Copy] or [Printer (Classic)] icon.

Make sure that "Ready" appears on the screen.

3. 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 more than one second.

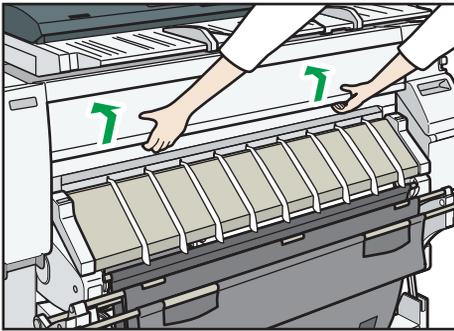
After you release the button, the paper is rewound automatically.

If the paper roll is not loaded, proceed to Step 4.



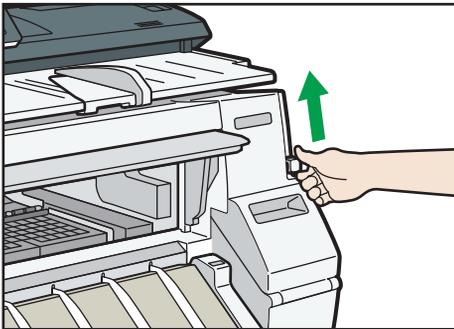
DNE018

4. Open the front cover.



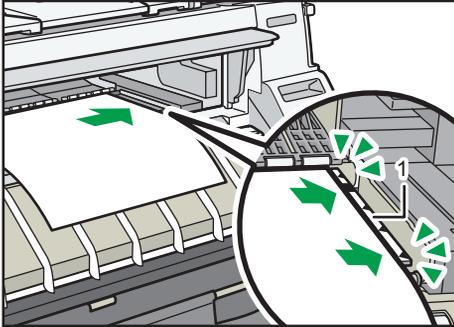
DNE019

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



DNE020

6. Place the paper with the printable side up and align the right side of the paper with the paper set position on the right side of the platen.



DNE021

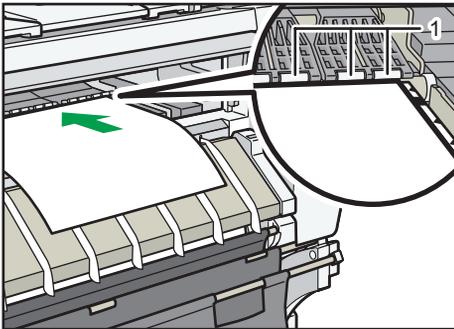
1. Paper set position

7. Insert paper under the rollers until it bumps against the back of the paper bypass location.

Insert paper straight with both hands.

The beeper sounds about two seconds after the paper bumps against the back of the paper bypass location correctly.

If it does not sound, set the paper again.

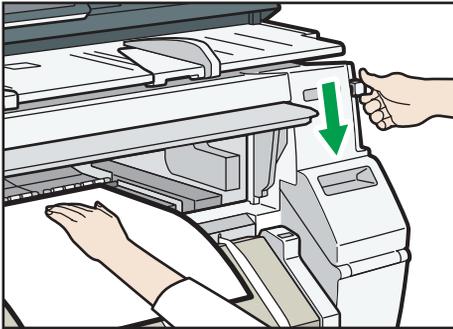


DNE123

1. Rollers

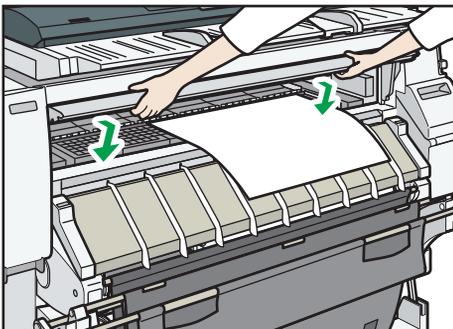
8. Lower the paper holding lever to fix the paper position.

Lower the paper holding lever while holding the paper with your hand.



DNE022

9. Close the front cover.



DNE023

10. Make sure that the [Copy] or [Printer (Classic)] screen is displayed.

11. 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].

12. 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 (Matte)] 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 (Matte)] 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.
- Do not print on both sides of the paper.
- Do not use paper already printed on.
- Do not insert multiple sheets at one time. Doing so can result in jams and poor quality prints.

- If you are printing multiple pages, insert each additional sheet after the preceding sheet is fully ejected from the machine.
- If you load paper that curls severely, the edge of the paper may be caught when it is fed into the paper bypass location. Flatten the curled paper with your hands before loading the paper.
- If the edge of the roll paper is ejected from the machine, load it again after copying or printing from the paper bypass location. For details about how to load the paper roll, see page 138 "Loading Paper Roll into the Paper Input Location".
- 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 [Notification Sound] is set to [No Sound], the beeper does not sound when paper bumps against the back of the paper bypass location. For details about [Notification Sound], see "Screen Features", 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 page 156 "Printing from the Paper Bypass Location Using the Printer Function".

Printing from the Paper Bypass Location Using the Printer Function

When using the printer function to print on paper fed from the paper bypass location, you can specify the paper size and type from the control panel.

For details about setting printer drivers, see "Printing Documents", Print.

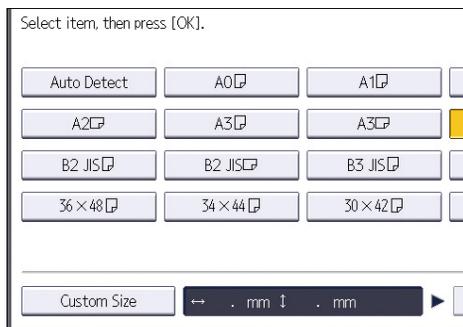
Note

- The settings made will remain valid until they are changed.
-  **Region A** (mainly Europe)
 - [A4] is the default setting for [Printer Bypass Paper Size].
-  **Region B** (mainly North America)
 - [8 1/2 × 11] is the default setting for [Printer Bypass Paper Size].

Specifying regular sizes using the control panel

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Tray Paper Settings].
4. Press [Printer Bypass Paper Size].

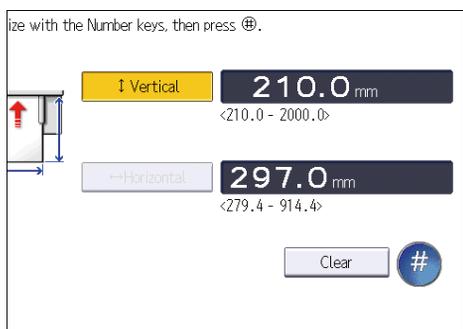
5. Select the paper size.



6. Press [OK].
7. Press [User Tools] (⚙️) on the top right of the screen.
8. Press [Home] (🏠) at the bottom of the screen in the center.

Specifying a custom size of cut paper using the control panel

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon (⚙️).
3. Press [Tray Paper Settings].
4. Press [Printer Bypass Paper Size].
5. Press [Custom Size].
If a custom size is already specified, press [Change Size].
6. Press [Vertical].
7. Enter the vertical size of the paper using the number keys, and then press [#].

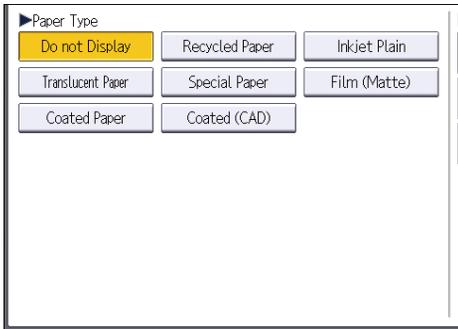


8. Press [Horizontal].
9. Enter the horizontal size of the paper using the number keys, and then press [#].
10. Press [OK] twice.
11. Press [User Tools] (⚙️) on the top right of the screen.

12. Press [Home]  at the bottom of the screen in the center.

Specifying paper type using the control panel

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Tray Paper Settings].
4. Press [▼Next].
5. Press [Paper Type: Paper Bypass].
6. Select the proper items, according to the paper type and thickness you want to use.



7. Press [OK].
8. Press [User Tools]  on the top right of the screen.
9. Press [Home]  at the bottom of the screen in the center.

Recommended Paper

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

★ Important

- If you use paper that curls, either because it is too dry or too damp, a paper jam may occur.
- Use only translucent (vellum) paper and matte film that are intended for use in inkjet printers.

Paper input locations 1–2 Region A (mainly Europe)

Paper type and weight	Paper size	Paper capacity
Plain paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Recycled Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-

Paper type and weight	Paper size	Paper capacity
Translucent Paper (vellum) 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Special Paper 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Film (Matte) 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-

Paper type and weight	Paper size	Paper capacity
Coated (CAD) 80–125 g/m ² (21–33 lb.) Plain Paper–Middle Thick	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Coated Paper 80–190 g/m ² (21–51 lb.) Plain Paper–Thick Paper 1	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Inkjet Plain 51–125 g/m ² (14–33 lb.) Thin Paper–Middle Thick	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-

Paper input locations 1–2  **Region B** (mainly North America)

Paper type and weight	Paper size	Paper capacity
Plain paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Recycled Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Translucent Paper (vellum) 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Special Paper 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-

Paper type and weight	Paper size	Paper capacity
Film (Matte) 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Coated (CAD) 80–125 g/m ² (21–33 lb.) Plain Paper–Middle Thick	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Coated Paper 80–190 g/m ² (21–51 lb.) Plain Paper–Thick Paper 1	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Inkjet Plain 51–125 g/m ² (14–33 lb.) Thin Paper–Middle Thick	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-

Paper bypass location  **Region A (mainly Europe)**

Paper type and weight	Paper size	Paper capacity
Plain paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

Paper type and weight	Paper size	Paper capacity
<p>Recycled Paper 51–94 g/m² (14–25 lb.) Thin Paper–Plain Paper</p>	<p>Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm</p>	1 sheet
<p>Translucent Paper (vellum) 51–94 g/m² (14–25 lb.) Thin Paper–Plain Paper</p>	<p>Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm</p>	1 sheet

Paper type and weight	Paper size	Paper capacity
<p>Special Paper 51–220 g/m² (14–59 lb.) Thin Paper–Thick Paper 2</p>	<p>Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm</p>	1 sheet
<p>Film (Matte) 51–190 g/m² (14–51 lb.) Thin Paper–Thick Paper 1</p>	<p>Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm</p>	1 sheet

Paper type and weight	Paper size	Paper capacity
Coated (CAD) 80–125 g/m ² (21–33 lb.) Plain Paper–Middle Thick	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet
Coated Paper 80–220 g/m ² (21–59 lb.) Plain Paper–Thick Paper 2	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

Paper type and weight	Paper size	Paper capacity
<p>Inkjet Plain 51–125 g/m² (14–33 lb.) Thin Paper–Middle Thick</p>	<p>Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm , 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm</p>	<p>1 sheet</p>

Paper bypass location  Region B (mainly North America)

Paper type and weight	Paper size	Paper capacity
Plain paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: <ul style="list-style-type: none"> • Engineering E (34 × 44) , D (22 × 34) , C (17 × 22) , B (11 × 17) , A (8½ × 11)  • Architecture E (36 × 48) , D (24 × 36) , C (18 × 24) , B (12 × 18) , A (9 × 12)  • Other 8½ × 13⅔ , 8½ × 14 , 15 × 20 , 30 × 42 , 21 × 30  Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet
Recycled Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: <ul style="list-style-type: none"> • Engineering E (34 × 44) , D (22 × 34) , C (17 × 22) , B (11 × 17) , A (8½ × 11)  • Architecture E (36 × 48) , D (24 × 36) , C (18 × 24) , B (12 × 18) , A (9 × 12)  • Other 8½ × 13⅔ , 8½ × 14 , 15 × 20 , 30 × 42 , 21 × 30  Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet

Paper type and weight	Paper size	Paper capacity
<p>Translucent Paper (vellum) 51–94 g/m² (14–25 lb.) Thin Paper–Plain Paper</p>	<p>Cut paper Regular size:</p> <ul style="list-style-type: none"> • Engineering E (34 × 44)□, D (22 × 34)□□, C (17 × 22)□□, B (11 × 17)□□, A (8¹/₂ × 11)□ • Architecture E (36 × 48)□, D (24 × 36)□□, C (18 × 24)□□, B (12 × 18)□□, A (9 × 12)□ • Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ <p>Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches</p>	<p>1 sheet</p>
<p>Special Paper 51–220 g/m² (14–59 lb.) Thin Paper–Thick Paper 2</p>	<p>Cut paper Regular size:</p> <ul style="list-style-type: none"> • Engineering E (34 × 44)□, D (22 × 34)□□, C (17 × 22)□□, B (11 × 17)□□, A (8¹/₂ × 11)□ • Architecture E (36 × 48)□, D (24 × 36)□□, C (18 × 24)□□, B (12 × 18)□□, A (9 × 12)□ • Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ <p>Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches</p>	<p>1 sheet</p>

Paper type and weight	Paper size	Paper capacity
Film (Matte) 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Cut paper Regular size: <ul style="list-style-type: none"> • Engineering E (34 × 44)□, D (22 × 34)□□, C (17 × 22)□□, B (11 × 17)□□, A (8¹/₂ × 11)□ • Architecture E (36 × 48)□, D (24 × 36)□□, C (18 × 24)□□, B (12 × 18)□□, A (9 × 12)□ • Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet
Coated (CAD) 80–125 g/m ² (21–33 lb.) Plain Paper–Middle Thick	Cut paper Regular size: <ul style="list-style-type: none"> • Engineering E (34 × 44)□, D (22 × 34)□□, C (17 × 22)□□, B (11 × 17)□□, A (8¹/₂ × 11)□ • Architecture E (36 × 48)□, D (24 × 36)□□, C (18 × 24)□□, B (12 × 18)□□, A (9 × 12)□ • Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet

Paper type and weight	Paper size	Paper capacity
<p>Coated Paper 80–220 g/m² (21–59 lb.) Plain Paper–Thick Paper 2</p>	<p>Cut paper Regular size:</p> <ul style="list-style-type: none"> • Engineering E (34 × 44)□, D (22 × 34)□□, C (17 × 22)□□, B (11 × 17)□□, A (8¹/₂ × 11)□ • Architecture E (36 × 48)□, D (24 × 36)□□, C (18 × 24)□□, B (12 × 18)□□, A (9 × 12)□ • Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ <p>Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches</p>	<p>1 sheet</p>
<p>Inkjet Plain 51–125 g/m² (14–33 lb.) Thin Paper–Middle Thick</p>	<p>Cut paper Regular size:</p> <ul style="list-style-type: none"> • Engineering E (34 × 44)□, D (22 × 34)□□, C (17 × 22)□□, B (11 × 17)□□, A (8¹/₂ × 11)□ • Architecture E (36 × 48)□, D (24 × 36)□□, C (18 × 24)□□, B (12 × 18)□□, A (9 × 12)□ • Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ <p>Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches</p>	<p>1 sheet</p>

Paper Thickness

Paper Thickness ^{*1}	Paper weight
Thin Paper	51–79 g/m ² (14–21 lb.)
Plain Paper	80–94 g/m ² (21–25 lb.)
Middle Thick	95–125 g/m ² (25–33 lb.)
Thick Paper 1	126–190 g/m ² (34–51 lb.)
Thick Paper 2	191–220 g/m ² (51–59 lb.)

*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

- If you specify [Film (Matte)] 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 you print on matte film in a cold and dry environment, the back side of the paper might get dirty.
- If the paper loaded in Paper Input Locations 1 and 2 are the same type, thickness, and width, the machine automatically shifts to the other paper input location when the first paper input location runs out of paper. This function is called "Auto Tray Switching". This saves interrupting a copy run to replenish paper when making a large number of copies. You can specify the paper type of the paper input locations under [Paper Type]. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings. For the setting procedure of the Auto Tray Switching function, see "Copier / Document Server Features", Copy/ Document Server.

Paper roll

- If humidity is high, and the paper roll has expanded due to moisture, be sure to cut off with scissors approximately 1000 mm (40 inches) before making copies or printing. Then load the paper roll, and select [Cut] on the screen.
- The sizes of paper that can be printed from the paper input locations differ according to the paper type. Plain paper and recycled paper up to 15000 mm (590.6 inches) can be printed on, and other types of paper up to 3600 mm (141.8 inches) can be printed on.
- Load a paper roll into Paper Input Location 1 that meets the following conditions:
 - Width of more than 841 mm (33.2 inches)
 - Paper thickness of 0.150 mm (0.006 inches) or more
 - Paper weight of 120 g/m² (32 lb.) or more

Cut paper

Straighten curled or warped paper before loading.

Translucent paper

- Smooth out any curls in the paper before loading translucent paper (vellum).
- When copying or printing an original or data that contains a lot of images, such as photos, onto the translucent (vellum) paper, let the printouts dry for about an hour before stacking them.

Adding Ink

This section explains precautions when adding ink, how to send scanned documents when the ink has run out. It also describes recommendations and cautions for handling and storing ink.

WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
 - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

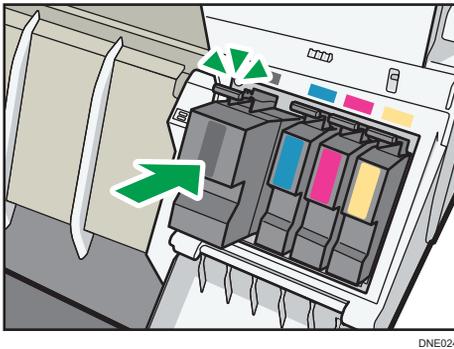
CAUTION

- Keep ink and ink containers out of reach of children.
- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- When removing the print cartridge, avoid putting your hand near the place where the print cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap and water.

Important

- Use only manufacturer-recommended print cartridges. Recommended cartridges have been safety-evaluated and will not damage the machine.
- When replacing print cartridges, do not turn off the main power. If you do, settings are canceled and printing cannot resume.
- Be sure to replace print cartridges when the machine requests you to do so.
- After replacing the print cartridge, close the cartridge cover and wait for the "Please wait" message to disappear before loading paper into the paper bypass location.

- If you load paper into the paper bypass location while the cartridge cover is open, "Paper Misfeed" may appear on the screen. If "Paper Misfeed" appears, follow the on-screen instructions to clear the misfeed.
- Do not touch the IC (integrated circuit) chip on ink cartridges.
- Do not open the cartridge cover other than when replacing the print cartridges. Doing so may result in misfeeds.
- Push in the print cartridge until the lever clicks. If it does not click into place, ink may leak inside the machine.



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When "Check Print Cartridge replacement." appears on the System Mes. Widget, approximately 35% of the original amount of ink remains in the print cartridge. If "Printing is not possible even if only one cartridge is depleted." appears on the System Mes. Widget, prepare the appropriate color print cartridge. When this message appears, approximately 20% of the original amount of ink remains in the print cartridge. Have parts necessary for replacing print cartridges. When  "No ink." appears on the System Mes. Widget, replace corresponding color print cartridges.

Follow the instruction on the screen regarding how to replace a print cartridge.

When replacing a print cartridge, make sure that the ink does not splatter.

Note

- You can check the name of the required print cartridge and the replacement procedure using the [Replace Print Cartridge] screen.
- For details about how to check contact number where you can order supplies, see "Inquiry", Maintenance and Specifications.
- For details about storing print cartridges, see page 177 "Storing Ink".
- To protect the print head and ensure print quality, ink is consumed not only when printing, but also when the main power switch is turned on, during head cleaning, flushing, and loading of cartridges. Therefore, the frequency of head cleaning or flushing will be increased and the print cartridge might run out of ink quickly even if the number of pages printed is extremely small.
- The reductions shown by the remaining ink indicator vary depending on the capacity of the cartridge.
- Be sure to check the color before inserting the print cartridges so as not to replace the wrong color.

- If, after replacing the print cartridge, add ink messages continue to appear, turn off the machine's power, and then turn it back on again.
- Print cartridges should be used up before their expiration date, ideally within six months of being removed from their packaging.
- Open the print cartridge pack immediately before replacement.
- Do not shake the print cartridge. Doing so can result in leakage.
- Do not disassemble the print cartridge.
- Do not turn off the power during the replacement procedure and do not disconnect the power plug from the wall outlet.
- Once it is inserted, do not remove the print cartridge unless necessary.
- Do not remove or tamper with the print cartridges during printing. This will cause printing to stop.
- Color ink may be consumed even though color printing is not performed.
- When the machine has run out of ink, the indicator on the display lights. Note that even if there is no ink left, you can still send scanned documents.

Handling Ink

CAUTION

- Keep ink and ink containers out of reach of children.

Use only manufacturer-recommended print cartridges. Recommended cartridges have been safety-evaluated and will not damage the machine.

Note

- For details about how to add print cartridges, see page 175 "Adding Ink".

Storing Ink

CAUTION

- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

CAUTION

- When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

When storing print cartridges, the following precautions should always be followed:

- Do not store print cartridges where they will be exposed to direct sunlight
- Store print cartridges where the temperature is -30 to 43°C (-22 to 109.4°F) and the humidity is 15 to 80%
- Store print cartridges on a flat surface

Used Print Cartridges

WARNING

- Dispose of used ink containers in accordance with local regulations.

Print cartridge cannot be re-used.

 **Region A** (mainly Europe)

If you want to discard your used print cartridge, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

 **Region B** (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Replacing an Ink Collector Unit

WARNING

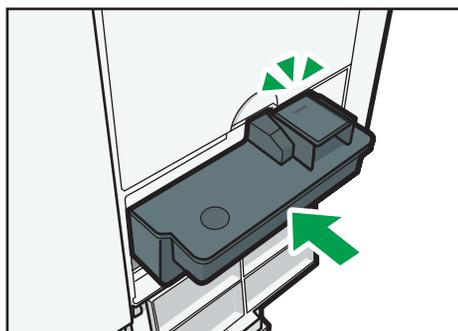
- The following explains the warning messages on the plastic bag used in this product's packaging.
 - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

CAUTION

- Keep ink and ink containers out of reach of children.
- When replacing ink collector unit, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

Important

- When removing the ink collector unit, do not touch the inside of the machine.
- Store the unused ink collector in the plastic bag.
- Do not touch the ink collector unit's chip contacts.
- Do not drop or tilt the ink collector unit. Doing so may result in leakage.
- Take care not to drop the ink collector unit when putting it in the supplied plastic bag. The bag might tear, causing ink to spill.
- Push in the ink collector unit until the lever clicks. If it does not click into place, ink may leak inside the machine.



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- Do not open the ink collector unit cover other than when replacing the ink collector unit. Doing so may result in misfeeds.

Follow the instruction on the screen regarding how to replace an ink collector unit.

9. Troubleshooting

This chapter describes basic troubleshooting procedures.

When a Status Icon Is Displayed

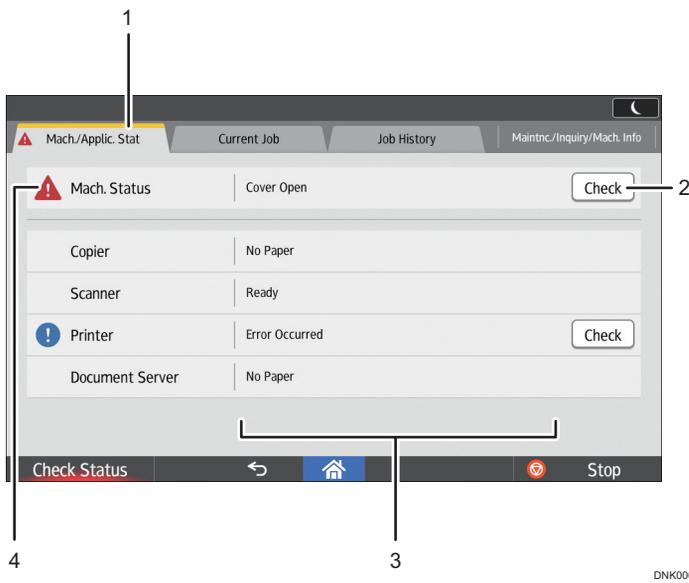
This section describes the status icons displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

Status Icon	Status
 : Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
 : Original Misfeed icon	Appears when an original misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
 : Load Paper icon	Appears when paper runs out. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
 : Add Ink icon	Appears when ink runs out. For details about adding ink, see "Adding Ink", Maintenance and Specifications.
 : Waste Ink Full icon	Appears when the ink collector unit is full. For details about replacing the ink collector unit, see "Replacing an Ink Collector Unit", Maintenance and Specifications.
 : Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
 : Open Cover icon	Appears when one or more covers of the machine are open.

When the Indicator Lamp for [Check Status] Is Lit or Flashing

If the indicator lamp for [Check Status] lights up or flashes, press [Check Status] to display the [Check Status] screen. Check the status of each function in the [Check Status] screen.

[Check Status] screen



DNK006

1. [Mach./Applic. Stat] tab

Indicates the status of the machine and each function.

2. [Check]

If an error occurs in the machine or a function, press [Check] to view details.

Pressing [Check] displays an error message or the corresponding function screen. Check the error message displayed on the function screen and take the appropriate action. For details about how to resolve the problems described in error messages, see "When Messages Appear", Troubleshooting.

3. Messages

Displays a message that indicates the status of the machine and each function.

4. Status icons

The status icons that can be displayed are described below:

: The function is performing a job.

: An error has occurred on the machine.

: The function cannot be used because an error has occurred in the function or machine. This icon may also appear if the ink is running low.

The following table explains problems that cause the indicator lamp for [Check Status] to light or flash.

Problem	Cause	Solution
Documents and reports do not print out.	There is no paper left.	Load paper. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
An error has occurred.	A function which has the status "Error Occurred" in the [Check Status] screen is defective.	Press [Check] in the function which the error has occurred. Then check the displayed message, and take appropriate action. For details about error messages and their solutions, see "When Messages Appear", Troubleshooting. You can use other functions normally.
The machine is unable to connect to the network.	A network error has occurred.	<ul style="list-style-type: none"> • Check that the machine is correctly connected to the network and that the machine is correctly set. For details about how to connect the network, see "Interface Settings", Connecting the Machine/ System Settings. • For details about connecting to the network, contact your administrator. • If the indicator lamp is still lit even after you try to solve the problem as described here, contact your service representative.

When the Machine Makes a Beeping Sound

The following table describes the meaning of the various beep patterns that the machine produces to alert users about left originals and other machine conditions.

Beep pattern	Meaning	Cause
Single short beep	Panel/screen input accepted.	A screen key was pressed.
Short, then long beep	Panel/screen input rejected.	An invalid key was pressed on the control panel or screen, or the entered password was incorrect.
Single long beep	Job completed successfully.	A Copier/Document Server Features job has finished.
2 long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
5 long beeps	Soft alert	An auto reset was performed through the simple screen of the Copier/Document Server function or the Scanner function.
5 long beeps repeated four times.	Soft alert	Paper is empty.
5 short beeps repeated five times.	Strong alert	The machine requires user attention because paper has jammed, the ink needs replenishing, or other problems have occurred.

↓ Note

- Users cannot mute the machine's beep alerts. When the machine beeps to alert users of a paper jam or ink request, if the machine's covers are opened and closed repeatedly within a short space of time, the beep alert might continue, even after normal status has resumed.
- You can enable or disable beep alerts. For details about Panel Key Sound, see "General Features", Connecting the Machine/ System Settings.

When You Have Problems Operating the Machine

Problem	Cause	Solution
When the machine is turned on, the only icon that appears on the home screen is the [Copy] icon.	Functions other than the copier function are not yet ready.	Wait a little longer.
The machine has just been turned on and the User Tools screen is displayed, but the User Tools menu has items missing.	Functions other than the copier function are not yet ready. Time required varies by function. Functions appear in the User Tools menu when they become ready for use.	Wait a little longer.
Can only use the scanner function and scan originals.	The machine is performing maintenance operations.	Wait until the maintenance operations are finished.
The machine does not enter Sleep mode even though it has finished printing.	There is still cut paper in the paper output location.	Remove the remaining paper from the paper output location.
The indicator lamp remains lit and the machine does not enter Sleep mode even though [Energy Saver] was pressed.	In some cases, the machine does not enter Sleep mode when [Energy Saver] is pressed.	Before you press [Energy Saver], check that Sleep mode can be enabled. For details about enabling Sleep mode, see "Saving Energy", Getting Started.
The display is turned off.	The machine is in Low Power Mode.	Touch the display panel.
The display is turned off.	The machine is in Sleep Mode.	Touch the display panel.
Nothing happens when the display panel is touched.	The power is turned off.	Make sure the main power indicator is off, and then turn on the power.
The power turns off automatically.	The Weekly Timer setting is set to [Main Power Off].	Change the Weekly Timer setting. For details about the Weekly Timer setting, see "Timer Settings", Connecting the Machine/ System Settings.

Problem	Cause	Solution
The user code entry screen is displayed.	Users are restricted by User Code Authentication.	For details about how to log in when User Code Authentication is enabled, see "When the Authentication Screen is Displayed", Getting Started.
The Authentication screen appears.	Basic Authentication, Windows Authentication, or LDAP Authentication is set.	Enter your login user name and user password. For details about the Authentication screen, see "When the Authentication Screen is Displayed", Getting Started.
The edge of the paper roll cannot be fed back into the machine automatically.	The paper roll is set at an angle.	Insert the edge of the paper roll squarely under the rollers of the paper feeding slit. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
The edge of the paper roll cannot be fed back into the machine automatically when it is set in Paper Input Location 2 in Low Power mode.	The paper input location cover is not raised when the paper roll is set in Paper Input Location 2.	<ul style="list-style-type: none"> • Raise the paper input location cover before setting the paper roll. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper. • Exit Low Power mode. For details about exiting Low Power mode, see "Saving Energy", Getting Started.
The paper cannot be easily loaded into the paper bypass location.	The paper is curled excessively.	Before loading the paper, flatten out the paper to remove the curl. For details about loading paper into the paper bypass location, see "Loading Paper into the Paper Bypass Location", Paper Specifications and Adding Paper.
Cannot specify the paper type and thickness when loading paper.	The [User Tools] screen is currently displayed.	Switch to the copier screen, the Document Server screen, or the printer screen before loading paper. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.

Problem	Cause	Solution
An error message is still displayed, even if misfed paper is removed.	<ul style="list-style-type: none"> When a misfeed message appears, it remains until you open and close the front cover as required. Paper is still jammed in the paper input location. 	After removing misfed paper, fully open the front cover, and then close it. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
"Cover Open" remains displayed.	The paper input location cover is not fully lowered.	Press down on the paper input location cover.
An error message is still displayed, even if the indicated cover is closed.	One or more covers that are not indicated are still open.	Close all the covers of the machine.
The paper input location cover is held down by its own weight and cannot stay open.	The magnet that holds the paper input location cover in place is covered with dust.	Wipe the magnet with a soft dry cloth.
Images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper into the paper bypass location with the print side up. For details about loading paper into the paper bypass location, see "Loading Paper into the Paper Bypass Location", Paper Specifications and Adding Paper.
Print is disabled.	Ink has run out.	Both Black & White and Color print are disabled if only one of the four ink colors runs out. Replace the print cartridge before this happens. For the replacement procedure, see "Adding Ink", Maintenance and Specifications.
Print is disabled.	The ink collector unit is full.	Contact your sales or service representative.

Problem	Cause	Solution
Misfeeds occur frequently.	Using curled cut paper often causes misfeeds or soiled paper edges.	<ul style="list-style-type: none"> • Flatten the paper with your hands to straighten out the curl. • Load the paper up side down so that the curled edges face downward. For details about recommended paper, see "Recommended Paper", Paper Specifications and Adding Paper. • Place the cut paper on a flat surface to prevent paper from curling, and do not lean it against the wall. For details about the proper way to store paper, see "Paper Storage", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	The paper is wrinkled or has been folded/creased.	<ul style="list-style-type: none"> • Cut folded or wrinkled areas off the paper roll using the Cut Paper function. For details about how to cut a paper roll, see "Cut Paper", Troubleshooting. • Replace cut paper that is folded or wrinkled. • Use recommended paper. For details about recommended paper, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper. • Use paper that has been stored in the recommended temperature and humidity conditions. For details about the proper way to store paper, see "Paper Storage", Paper Specifications and Adding Paper.

Problem	Cause	Solution
Misfeeds occur frequently.	You may have loaded paper of a size different from the paper size settings.	<ul style="list-style-type: none"> Remove misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. Select a proper paper size.
Misfeeds occur frequently.	Paper of undetectable size has been loaded.	<ul style="list-style-type: none"> Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel.
Misfeeds occur frequently.	Jammed or torn paper is inside the machine.	Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
The machine does not turn off in 3 minutes after the main power is turned off.	The machine cannot perform the shutdown procedure.	Repeat the shutdown procedure. If the machine does not turn off, disconnect the machine's power cord from the wall outlet.
The machine makes a loud clicking sound shortly after the main power switch is turned off.	The main power switch makes a loud clicking sound inside the machine when the main power is turned off automatically.	You will hear a loud clicking sound inside the machine when it shuts down. This is not a malfunction.
An error has occurred when the Address Book is changed from the display panel or Web Image Monitor.	The Address Book cannot be changed while you delete the multiple stored documents.	Wait a while, and then retry the operation.

Problem	Cause	Solution
The function does not run or cannot be used.	If you cannot carry out your job, it may be that the machine is being used by another function.	Wait until the current job is completed before trying again. For details about Function Compatibility, see "When Multiple Functions Cannot Be Executed Simultaneously", Troubleshooting.
Performing an adjustment fails.	An error occurred while an adjustment was being performed.	Check why the error occurred, and then perform the adjustment again. For details about possible error causes, see "Adjusting the Print Quality", Troubleshooting.

Note

- If you cannot make copies as you want because of paper type or paper size problems, use the recommended paper. For details about recommended paper, see page 159 "Recommended Paper Sizes and Types".

When Multiple Functions Cannot Be Executed Simultaneously

If you cannot carry out your job, it may be that the machine is being used by another function.

Wait until the current job is completed before trying again. In certain cases, you can carry out another job using a different function while the current job is being performed.

For details about Function Compatibility, see "Function Compatibility", Troubleshooting.

Messages Displayed When You Use the Copy/Document Server Function

★ Important

- If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. For details about recommended paper, see page 159 "Recommended Paper Sizes and Types".

Message	Cause	Solution
"Cannot delete the folder because it contains files with passwords. Delete the files with passwords, or please contact the file administrator."	The folder cannot be deleted because it contains a locked original.	Unlock the locked original to delete it. For details about locked files, see "Managing Stored Files", Security Guide.
"Cannot detect original size."	The machine cannot detect the size of the original.	Specify the size manually. Do not use Auto Paper Select mode or the Auto Reduce / Enlarge function.
"Cannot display preview of this page."	The image data may have been corrupted.	Press [Exit] to display the preview screen without a thumbnail. If the selected document contains several pages, press [Switch] on the "Display Page" area to change the page, and then a preview of the next page will appear.
"Check paper size."	An irregular paper size is set.	<ul style="list-style-type: none"> • Check the settings for [Reduce / Enlarge], etc., and then try again. • If you press [Start], the copy will start using the selected paper.
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"	The number of scanned pages exceeds the capacity per file of the Document Server.	<ul style="list-style-type: none"> • If you want to store the scanned pages as a file in the Document Server, press [Yes]. • If you do not want to store scanned pages, press [No]. Scanned data is deleted.

Message	Cause	Solution
"Exceeded the maximum number of sheets that can be used. Copying will be stopped."	The number of pages the user is permitted to copy has been exceeded.	For details about how to check the number of copies available per user, see "Managing Print Volume per User", Security Guide.
"File being stored exceeded max. number of pages per file. Copying will be stopped."	The scanned originals have too many pages to store as one document.	Press [Exit], and then store again with an appropriate number of pages.
"Maximum number of sets is n." ("n" is replaced by a variable.)	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity from [Max. Copy Quantity] in [General Features] under [Copier / Document Server Features]. For details about Max. Copy Quantity, see "General Features", Copy/ Document Server.
"Memory is full. nn originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals." ("n" is replaced by a variable.)	The number of scanned originals exceed the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear Memory] to cancel the scanning data and not copy.
"Press [Continue] to scan and copy remaining originals."	The machine checked if the remaining originals should be copied, after the scanned originals were printed.	<ul style="list-style-type: none"> Remove all copies, and then press [Continue] to continue copying. Press [Stop] to stop copying.
"Rotate Sort is not available with this paper size."	A size of paper for which Rotate Sort is not available is selected.	Select an appropriate paper size. For details about paper sizes, see "Sort", Copy/ Document Server.
"The selected folder is locked. Please contact the file administrator."	An attempt was made to edit or use a locked folder.	For details about locked folders, see "Managing Folders", Security Guide.

Messages Displayed When You Use the Printer Function

This section describes the principal messages that appear on the display panel, error logs or reports. If other messages appear, follow their instructions.

Messages Displayed on the Control Panel When You Use the Printer Function

★ Important

- Before turning off the power, see page 55 "Turning On/Off the Power".

Message	Cause	Solution
"Hardware Problem: Ethernet"	An error has occurred in the Ethernet interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: HDD"	An error has occurred in the hard disk.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: USB"	An error has occurred in the USB interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: Wireless Card" (A "wireless LAN board" is referred to as a "wireless card".)	<ul style="list-style-type: none"> • The wireless LAN board has malfunctioned. • The wireless LAN board you are using is not compatible with this machine. 	Turn off the power, and then confirm the wireless LAN board is inserted correctly. And then, turn on the power again. If the message appears again, contact your service representative.

Message	Cause	Solution
<p>"Load following paper in n. To cancel job, press [Job Reset]." (A figure is placed at n.)</p>	<ul style="list-style-type: none"> • The printer driver settings are incorrect. • The paper input location does not contain paper of the size selected in the printer driver. 	<p>Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the paper input location. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper.</p>
<p>"Paper size and type are mismatched. Select another tray from the following and press [Continue]. To cancel job, press [Job Reset]. Paper size and type can also be changed in User Tools."</p>	<ul style="list-style-type: none"> • The printer driver settings are incorrect. • The paper input location does not contain paper of the size or type selected in the printer driver. 	<ul style="list-style-type: none"> • Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the paper input location. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper. • Select the paper input location manually to continue printing, or cancel a print job. For details about how to select the paper input location manually, or cancel a print job, see "If an Error Occurs with the Specified Paper Size and Type", Print.
<p>"Paper size of n is mismatched. Select another tray from the following and press [Continue]. Paper type can also be changed in User Tools."</p>	<p>The size of the paper in the paper input location does not match the paper size specified in the printer driver.</p>	<p>Select a paper input location containing paper that is the same size as the specified paper size.</p>
<p>"Printer font error."</p>	<p>An error has occurred in the font settings.</p>	<p>Contact your service representative.</p>

When using direct print from a memory storage device

Message	Cause	Solution
"Cannot display files from the selected memory device."	The memory device used cannot be recognized.	For details about the recommended memory devices for the Direct printing function from removable memory devices, contact your service representative. The USB flash memory that features password protection or other security features may not work normally.
"Exceeded the limit value for total data size of the selected files. Cannot select more files."	<ul style="list-style-type: none"> The size of the selected file exceeds 1 GB. The total size of the selected files exceeds 1 GB. 	<p>Files or groups of files larger than 1 GB cannot be printed.</p> <ul style="list-style-type: none"> When the total size of the multiple files that are selected exceeds 1 GB, select files separately. When the size of the selected file exceeds 1 GB, print from a memory storage device using a function other than the Direct printing function. <p>You cannot select files of different formats at the same time.</p>
"Unable to access the specified memory storage device."	<ul style="list-style-type: none"> An error occurred when the machine accessed the memory storage device or a file stored on the memory storage device. An error occurred when the user used the Direct printing function to print from a memory storage device. 	Save the file to a different memory storage device, and then print again.

Messages Printed on the Error Logs or Reports When You Use the Printer Function

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

When print jobs are canceled

Message	Cause	Solution
"91: Error"	Printing was canceled by the auto job cancel function due to a command error.	Check that the data is valid.
"Error occurred, not printed job via network exists. It is stored as job not printed."	Jobs with errors were stored because an error occurred with a print job via the network while the error job storing function was enabled.	Contact your administrator to check whether the machine is connected correctly to the network. For details about how to check and print jobs stored when print configuration errors occur, see "Printing of Documents Stored When Print Configuration Errors Occur", Print.
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	You tried to store a file in the Document Server when the [Unauthorized Copy Prevention] was specified.	Only when using PostScript 3 On the printer driver, select a job type other than [Document Server] in "Job Type:" or deselect [Unauthorized Copy Prevention].
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	The [Enter User Text:] field on the [Unauthorized Copy Prevention for Pattern Details] screen is blank.	Only when using PostScript 3 On the printer driver's [Detailed Settings] tab, click [Effects] in "Menu:". Select [Unauthorized Copy Prevention], and then click [Details...] to display [Unauthorized Copy Prevention for Pattern Details]. Enter text in [Enter User Text:].

Message	Cause	Solution
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	The resolution is set to a value less than 600 dpi when [Unauthorized Copy Prevention] is specified.	Only when using PostScript 3 On the printer driver, set the resolution to 600 dpi or higher, or cancel [Unauthorized Copy Prevention].
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	In [Administrator Tools] under [System Settings], priority was specified to be given to Unauthorized Copy Prevention Printing set on this machine.	Only when using PostScript 3 Cancel Unauthorized Copy Prevention Printing for the printer driver. For details about how to cancel the settings, see the printer driver Help.
"Collate Cancelled"	Collate was canceled.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Receiving data failed."	Data reception was aborted.	Resend the data.
"Sending data failed."	The machine received a command to stop transmission from the printer driver.	Check if the computer is working correctly.
"The selected paper size is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper size is incorrect.	Specify the correct paper size, and then print the file again.
"The selected paper type is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper type is incorrect.	Specify the correct paper type, and then print the file again.

When there is a problem with the print settings

Message	Cause	Solution
"Exceeded Max. Pages (Collate)"	The number of pages exceeds the maximum number of sheets that you can use Collate with.	Reduce the number of pages to print.

Message	Cause	Solution
"Print Overrun"	Images were discarded while printing.	Only when using PostScript 3 Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.

When documents cannot be stored in the Document Server

Message	Cause	Solution
"Document Server is not available to use. Cannot store."	You cannot use the Document Server function.	For details about using Document Server function, contact your administrator. For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"Exceeded max. capacity of document server. Cannot store."	The hard disk became full after a file was stored.	Delete some of the files stored in the Document Server or reduce the size that you want to send.
"Exceeded max. number of files of document server. Cannot store."	The maximum file capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server.
"Exceeded max. number of files. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum file capacity for file storage or Hold Print file management (automatic) was exceeded.	Delete Hold Print files (automatic) or unneeded files stored on the machine.
"Exceeded max. number of pages of document server. Cannot store."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.

Message	Cause	Solution
"Exceeded max. number of pages. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum page capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.
"Job cancelled because capture file could not be stored: Exceeded max. memory."	The hard disk became full after a file was stored.	Delete the files stored in the Document Server or reduce the file size to be sent.
"Job cancelled because capture file could not be stored: Exceeded max. files."	The maximum file capacity of the Document Server was exceeded.	Delete the files stored in the Document Server.
"Job cancelled because capture file could not be stored: Exceeded max pages per file."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.
"The specified folder in document server is locked. Cannot store."	The specified folder is locked.	Unlock the folder or specify another folder number that can be used. For details about locked folders, see "Managing Folders", Security Guide.

When there is not enough free hard disk space

Message	Cause	Solution
"HDD Full"	When you were printing with the PostScript 3 printer driver, the hard disk capacity for fonts and forms was exceeded.	Delete unneeded forms or fonts registered on the machine.
"HDD Full"	The hard disk became full while you were printing a Sample Print, Locked Print, Hold Print, or Stored Print file.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Sample Print, Locked Print, Hold Print, or Stored Print file.

Message	Cause	Solution
"HDD is full. (Auto)"	The hard disk became full while you were using the error job store function to store Normal Print jobs as Hold Print files.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Temporary Print file and/or the Stored Print file.

When there is not enough memory

Message	Cause	Solution
"84: Error"	There is no work area available for image processing.	Decrease the number of files sent to the machine.

When there is a problem with a parameter

Message	Cause	Solution
"86: Error"	Parameters of the control code are invalid.	Check the print settings.

When the user lacks privileges to perform an operation

Message	Cause	Solution
"No response from the server. Authentication has failed."	A timeout occurred while connection to the server was being established for LDAP authentication or Windows Authentication.	Check the status of the server.
"You do not have a privilege to print this PDF file."	You have no privileges to print the PDF document you tried to print.	Contact the owner of the document.
"You do not have a privilege to use this function. This job has been cancelled."	The entered login user name or login password is not correct.	Check that the user name and password are correct.

Message	Cause	Solution
"You do not have a privilege to use this function. This job has been cancelled."	The logged in user is not allowed to use the selected function.	For details about how to set permissions, see "Configuring User Authentication", Security Guide.
"You do not have a privilege to use this function. This operation has been cancelled."	The logged in user does not have the privileges to register programs or change the paper tray settings.	For details about how to set permissions, see "Configuring User Authentication", Security Guide.

When a user cannot be registered

Message	Cause	Solution
"Auto-registration of user information has failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the Address Book is full.	For details about automatic registration of user information, see "Auto Registration to the Address Book", Security Guide.
"Information for user authentication is already registered for another user."	The user name for LDAP authentication was already registered in a different server with a different ID, and a duplication of the user name occurred due to a switching of domains (servers), and so on.	For details about user authentication, see "Configuring User Authentication", Security Guide.

When other errors occur

Message	Cause	Solution
"85: Error"	The specified graphics library is unavailable.	Check that the data is valid.
"98: Error"	The machine could not access the hard disk correctly.	Turn off the power, and then back on again. If the message appears frequently, contact your service representative.

Message	Cause	Solution
"99: Error"	This data cannot be printed. The specified data is either corrupt or it cannot be printed from a memory storage device using the Direct printing function.	Check that the data is valid. For details about the kinds of data that can be printed from a memory storage device using the Direct printing function, see "Direct Printing from a Memory Storage Device", Print.
"Address Book is currently in use by another function. Authentication has failed."	The machine currently cannot perform authentication because the Address Book is being used by another function.	Wait a while, and then retry the operation.
"Command Error"	An RPCS command error occurred.	Check using the following procedure: <ul style="list-style-type: none"> • Check if the communication between the computer and the machine is working correctly. • Check if the correct printer driver is being used. • Check if the machine's memory size is set correctly in the printer driver. • Check that the printer driver is the most up-to-date version available.
"Compressed Data Error"	The printer detected corrupt compressed data.	<ul style="list-style-type: none"> • Check the connection between the computer and the printer. • Check that the program you used to compress the data is functioning correctly.
"Data Storage Error"	You tried to print a Sample Print, Locked Print, Hold Print, or Stored Print file, or to store a file in the Document Server when the hard disk was malfunctioning.	Contact your service representative.
"Error has occurred."	A syntax error, etc., occurred.	Check that the PDF file is valid.

Message	Cause	Solution
"Exceeded Max. Stored Files"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum file capacity was exceeded.	Delete unneeded files stored on the machine.
"Exceeded Max. Stored Pages"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum page capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.
"File system error. Cannot print PDF file(s)."	PDF direct printing could not be performed because the file system could not be obtained.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"File system is full."	PDF file does not print out because the capacity of the file system is full.	Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine.
"I/O Buffer Overflow"	An input buffer overflow occurred.	<ul style="list-style-type: none"> In [Printer Features], under [Host Interface], select [I/O Buffer], and then set the maximum buffer size to a larger value. Reduce the number of files being sent to the machine.
"Insufficient Memory"	A memory allocation error occurred.	Only when using PostScript 3 Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.
"Memory Retrieval Error"	A memory allocation error occurred.	Turn off the power and then back on again. If the message appears again, replace the RAM. For details about replacing the RAM, contact your service representative.

If printing does not start, contact your service representative.

 **Note**

- The contents of errors may be printed on the Configuration Page. Check the Configuration Page in conjunction with the error log. For details about how to print the Configuration Page, see "List / Test Print", Print.

Messages Displayed When You Use the Scanner Function

Messages Displayed on the Control Panel When You Use the Scanner Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel. If a message not described here appears, act according to the message.

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	The destination computer name or folder name is invalid.	Check whether the computer name and the folder name for the destination are correct.
"Cannot find the specified path. Please check the settings."	An antivirus program or a firewall is preventing the machine from connecting to your computer.	<ul style="list-style-type: none"> • Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Entered user code is not correct. Please re-enter."	You have entered an incorrect user code.	Check the authentication settings, and then enter a correct user code.

Message	Cause	Solution
"Exceeded max. number of alphanumeric characters for the path."	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Scan.
"Exceeded max. number of alphanumeric characters."	The maximum enterable number of alphanumeric characters has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Scan.
"File types have been automatically set for some files because multiple files were selected."	If there are selected stored documents which cannot be converted to a specified file format, those documents are automatically converted to a convertible format before they are transmitted.	For details about the file formats used to transmit stored documents, see "Sending a Stored File", Scan.
"Scanner journal is full." "Cannot send the scanned data."	"Print & Delete Scanner Journal" in [Scanner Features] is set to [Do not Print: Disable Send], and Scanner Journal is full.	Print or delete Scanner Journal. For details about Scanner Features, see "General Settings", Scan.

Message	Cause	Solution
"The entered file name contains invalid character(s). Enter the file name again using any of the following 1 byte characters. "0 to 9", "A to Z", "a to z", ". - _"	The file name contains a character that cannot be used.	<ul style="list-style-type: none"> • Check the file name set at the time of scanning. For details about characters that can be used in file names, see "Specifying the File Name", Scan. • Check the file name specified at the time of scanning. The file name specified in the Sending Scan Files to Folders function cannot contain the following characters: <code> \ / : * ? " < > </code> The file name cannot start or end with a period ".".
"The program is recalled. Cannot recall the destination(s) for which access privileges are required."	The currently logged-in user does not have permission to view the destination that was registered in the program.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"The program is recalled. Cannot recall the destination(s) that is deleted from the address book."	The destination stored in the program could not be recalled because it was deleted from the address book.	Enter the destination directly to send data separately.
"The program is recalled. Cannot recall the folder destination(s) with protection code(s)."	The folder destinations for which the protection code was set were registered in the program.	A destination for which the protection code is set cannot be recalled by the program. Cancel the protection code setting or send scanned files to the destination separately.

When documents cannot be scanned properly

Message	Cause	Solution
"All the pages are detected as blank. No file was created."	No PDF file was created because all the pages of the scanned original were detected as blank when [On] is specified for [Delete Blank Page] in [OCR Settings].	Check whether the original is set upside down. Change [OCR Scanned PDF: Blank Page Sensitivity] in [Scanner Features] to "Sensitivity Level 1".
"Check original's orientation."	Originals may sometimes not be scanned depending on a combination of items such as the specified scaling factor and document size.	Change the orientation of the original, and then scan the original again.
"Exceeded max. No. of results to display. Max.: n" (A figure is placed at n.)	Search results have exceeded the max. displayable number.	Search again after changing the search conditions.
"Exceeded max. data capacity. Check scanning resolution, then press Start key again."	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.
"Exceeded max. data capacity." "Check the scanning resolution, then reset n original(s)." ("n" in the message represents a variable.)	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.
"Exceeded max. data capacity." "Check the resolution and the ratio and then press the Start key again."	The data being scanned is too large for the scale ratio specified in [Specify Size].	Reduce the resolution or [Specify Size] value, and then scan the original again.

Message	Cause	Solution
"Exceeded max. data capacity. Set Original Orientation to "R" then press the Start key again."	The scanned original was too large, or its orientation was not correct.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. Re-loading the original in a different orientation may enable the machine to scan large originals. For details about the settings for scan function, see "Relationship between Resolution and Scan Size", Scan.
"Exceeded max. number of files which can be used in Document Server at the same time."	The maximum number of files that can be stored in the Document Server has been exceeded.	Check the files stored by the other functions, and then delete unneeded files. For details about how to delete files, see "Deleting Stored Documents", Copy/ Document Server.
"Exceeded max. data capacity." "Change Scan Size, then press the Start key again."	The scanned data exceeded maximum data capacity.	Specify a small size, and then scan the original again.
"Not all of the image will be scanned."	If the scaling factor specified in "Specify Reproduction Ratio" is too large, part of the image may be lost.	Reduce the scaling factor in "Specify Reproduction Ratio", and then try to scan the original again. If displaying the entire image is not necessary, press [Start] to start scanning with the current scaling factor.
"Not all of the image will be scanned." "Check the ratio and then press the Start key again."	Using "Specify Reproduction Ratio" to scale down a large document may cause part of the image to be lost.	Specify a large size in [Specify Size], and then scan the original again. If displaying the entire image is not necessary, press [Start] to start scanning with the current scaling factor.
"Some page(s) are near blank. To cancel, press the Stop key."	The first page of the document is almost blank.	The original's blank side might have been scanned. Be sure to place your originals correctly.

Message	Cause	Solution
<p>"The size of the scanned data is too small."</p> <p>"Check the resolution and the ratio and then press the Start key again."</p>	<p>The data being scanned is too small for the scale ratio specified in [Specify Size].</p>	<p>Specify a higher resolution or a large size in [Specify Size], and then scan the original again.</p>

When documents cannot be scanned because the memory is full

Message	Cause	Solution
<p>"Memory is full. Cannot scan. The scanned data will be deleted."</p>	<p>Because of insufficient hard disk space, the first page could not be scanned.</p>	<p>Try one of the following measures:</p> <ul style="list-style-type: none"> • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. For details about changing scan area and scanning resolution, see "Scan Settings" of Various Scan Settings, Scan. • Delete unneeded stored files. For details about how to delete stored files, see "Deleting a Stored File", Scan.
<p>"Memory is full. Do you want to store scanned file?"</p>	<p>Because there is not enough free hard disk space in the machine for storing in the Document Server, only some of the pages could be scanned.</p>	<p>Specify whether or not to use the data.</p>
<p>"Memory is full. Scanning has been cancelled. Press [Send] to send the scanned data, or press [Cancel] to delete."</p>	<p>Because there is not enough free hard disk space in the machine for sending by e-mail while data is being stored in the Document Server, only some of the pages could be scanned.</p>	<p>Specify whether or not to use the data.</p>

When data transmission fails

Message	Cause	Solution
"Authentication with the destination has failed. Check settings. To check the current status, press [Scanned Files Status]."	The entered user name or password was invalid.	<ul style="list-style-type: none"> • Check that the user name and password are correct. • Check that the ID and password for the destination folder are correct. • A password of 128 or more characters may not be recognized.
"Exceeded max. email size. Sending email has been cancelled. Check [Max. Email Size] in Scanner Features."	The file size per page has reached the maximum e-mail size specified in [Scanner Features].	<p>Change the scanner features settings as follows:</p> <ul style="list-style-type: none"> • Increase the e-mail size limit in [Max. Email Size]. • Change the [Divide & Send Email] setting to [Yes (per Page)] or [Yes (per Max. Size)]. For details about these settings, see "Send Settings", Scan.
"Sending the data has failed. The data will be resent later."	A network error has occurred and a file was not sent correctly.	Wait until sending is retried automatically after the preset interval. If sending fails again, contact your administrator.
"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press [Scanned Files Status]."	Transmission has failed. There was not enough free space on the hard disk of the SMTP server, FTP server, or client computer at the destination.	Allocate sufficient space.
"Transmission has failed. To check the current status, press [Scanned Files Status]."	While a file was being sent, a network error occurred and the file could not be sent correctly.	If the same message appears again after scanning again, the cause could be a mixed network. For details about network error, contact your administrator.

When data cannot be sent because a currently used file is selected

Message	Cause	Solution
"Selected file is currently in use. File name cannot be changed."	You cannot change the name of a file whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the file name.
"Selected file is currently in use. Password cannot be changed."	You cannot change the password of a file whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the password.
"Selected file is currently in use. User name cannot be changed."	You cannot change the sender's name whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the user name.
"Some of selected files are currently in use. They could not be deleted."	You cannot delete a file which is waiting to be transmitted ("Waiting..." status displayed).	Cancel transmission ("Waiting..." status cleared), and then delete the file.

When data cannot be sent because there are too many documents or pages

Message	Cause	Solution
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"	The file being stored has exceeded the maximum number of pages for one file.	Specify whether to store the data or not. Scan the pages that were not scanned, and then store them as a new file. For details about storing files, see "Storing and Saving the Scanned Documents", Scan.
"Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable."	Too many files are waiting to be sent.	Try again after they have been sent.
"Exceeded max. page capacity per file. Press [Send] to send the scanned data, or press [Cancel] to delete."	The number of scanned pages exceeded the maximum page capacity.	Specify whether to send the data that has already been scanned.

Message	Cause	Solution
"Exceeded maximum number of file to store. Delete all unnecessary files."	Too many files are waiting to be sent.	Try again after they have been sent.

When documents cannot be stored on a memory storage device

Message	Cause	Solution
"Cannot write on the memory storage device because remaining free space is insufficient."	The memory storage device is full and scan data cannot be saved. Even if the memory storage device appears to have sufficient free space, data might not be saved if the maximum number of files that can be saved is exceeded.	<ul style="list-style-type: none"> • Replace the memory storage device. • If the document is scanned as single-page or divided into multiple pages, data already written to the memory storage device is saved as is. Replace the memory storage device, and then press [Retry] to save the remaining data, or press [Cancel] to redo the scan.
"Cannot write on the memory storage device because the device is write-protected."	The memory storage device is write-protected.	Unlock the write-protection on the memory storage device.
"Cannot write on the memory storage device. Check the memory storage device and machine settings."	The memory storage device is faulty, or the file name contains a character that cannot be used.	<ul style="list-style-type: none"> • Check to see if the memory storage device is defective. • Check the memory storage device. It might be unformatted, or its format might be incompatible with this machine. • Check the file name set at the time of scanning. For details about the characters that can be used in file names, see "Specifying the File Name", Scan.

Message	Cause	Solution
"Exceeded max. page capacity per file. Press [Write] to write the scanned data to the memory storage device, or press [Cancel] to delete."	The scan could not be completed because the maximum number of pages that can be scanned by this machine was exceeded during the scanned data was written to the memory storage device.	Reduce the number of documents to be written to the memory storage device, and then try again.
"Memory is full. Press [Write] to write the current scanned data to the memory storage device, or press [Cancel] to delete."	The scan could not be completed because there was insufficient hard disk memory when the scanned data was saved to the memory storage device.	Specify whether or not to save the scanned document to the memory storage device.

Messages Displayed on the Client Computer

This section describes likely causes of and possible solutions for the main error messages displayed on the client computer when you use the TWAIN driver. If a message not described here appears, follow the instruction.

Message	Cause	Solution
"Any of Login User Name, Login Password or Driver Encryption Key is incorrect."	The entered login user name, password, or driver encryption key was invalid.	Check your login user name, login password, or driver encryption key, and then enter them correctly. For details about login user name, login password, and driver encryption key, see "Encrypting Transmitted Passwords", Security Guide.
"Authentication succeeded. However, the access privileges for scanner function has been denied."	The logged in user name does not have permissions for scanner function.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"Call Service" "Please call service."	An unrecoverable error has occurred in the machine.	Contact your service representative.

Message	Cause	Solution
"Exceeded the maximum number of scan modes to save. Reenter after deleting."	The maximum number of registrable scan modes has been exceeded.	The maximum number of modes that can be stored is 100. Delete unneeded modes.
"Cannot connect to the scanner. Check the network Access Mask settings in User Tools."	An access mask is set.	For details about an access mask, contact your administrator.
"Cannot detect the paper size of the original. Specify the scanning size."	The set original was misaligned.	<ul style="list-style-type: none"> Place the original correctly. Specify the scan size.
"Cannot specify any more scanning area."	The maximum number of registerable scan areas has been exceeded.	The maximum number of scanning areas that can be stored is 100. Delete unneeded scanning areas.
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check whether the client computer can use the TCP/IP protocol.
"Error has occurred in the scanner driver."	An error has occurred in the driver.	<ul style="list-style-type: none"> Check whether the network cable is connected correctly to the client computer. Check whether the Ethernet board of the client computer is recognized correctly by Windows. Check whether the client computer can use the TCP/IP protocol.
"Error has occurred in the scanner."	The application-specified scan conditions have exceeded the setting range of the machine.	Check whether the scanning settings made with the application exceed the setting range of the machine.
"Fatal error has occurred in the scanner."	An unrecoverable machine error has occurred.	An unrecoverable machine error has occurred. Contact your service representative.

Message	Cause	Solution
"Insufficient memory. Close all other applications, then restart scanning."	Memory is insufficient.	<ul style="list-style-type: none"> • Close all the unnecessary applications running on the client computer. • Uninstall the TWAIN driver, and then reinstall it after restarting the computer.
"Insufficient memory. Reduce the scanning area."	Scanner memory is insufficient.	<ul style="list-style-type: none"> • Reset the scan size. • Lower the resolution. • Set with no compression. For details about the settings, see TWAIN driver Help. <p>The problem may be due to the following:</p> <ul style="list-style-type: none"> • Scanning cannot be performed if large values are set for brightness when halftone or high resolution is used. For details about the relationship between scan settings, see "Relationship between Resolution and Scan Size", Scan. • If a misfeed occurs, you might not scan an original. Remove the misfeed, and then scan the original again.
"Invalid Winsock version. Please use version 1.1 or higher."	You are using an invalid version of Winsock.	Install the operating system of the computer or copy Winsock from the operating system CD-ROM.
"No User Code is registered. Consult your system administrator."	Access is restricted with user codes.	For details about User Code Authentication, see "User Code Authentication", Security Guide.

Message	Cause	Solution
"No response from the scanner."	The machine or client computer is not connected to the network correctly.	<ul style="list-style-type: none"> • Check whether the machine or client computer is connected to the network correctly. • Disable the client computer's own firewall. For details about firewall, see Windows Help.
"No response from the scanner."	The network is crowded.	Wait for a while, and then connect to the network again.
"Scanner is in use for other function. Please wait."	A function of the machine other than the Scanner function is being used such as the Copier function.	<ul style="list-style-type: none"> • Wait for a while, and then connect to the network again. • Cancel the job that is being processed. Press [Stop]. Follow the instructions in the message that appears and exit the function that is running.
"Scanner is not available on the specified device."	The TWAIN scanner function cannot be used on this machine.	Contact your service representative.
"Scanner is not ready. Check the scanner and the options."	The original cover is open.	Check whether the original cover is closed.
"The name is already in use. Check the registered names."	You tried to register a name that is already in use.	Use another name.

When there is a problem connecting to the scanner

Message	Cause	Solution
"Cannot connect to the scanner. Check the network Access Mask settings in User Tools."	An access mask is set.	For details about an access mask, contact your administrator.

Message	Cause	Solution
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The main power of the previously used scanner is not set to "On".	Check whether the main power of the scanner used for the previous scan is turned on.
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The machine is not connected to the network correctly.	<ul style="list-style-type: none"> • Check that the previously used scanner is connected to the network correctly. • Cancel the personal firewall of the client computer. For details about firewall, see Windows Help. • Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. For details about how to check this, see "Remote Maintenance Using telnet", Connecting the Machine/ System Settings. • Select the scanner used for the previous scan.
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check whether the client computer can use the TCP/IP protocol.
"Scanner is not available. Check the scanner connection status."	The machine's power is off.	Turn on the power.

Message	Cause	Solution
"Scanner is not available. Check the scanner connection status."	The machine is not connected to the network correctly.	<ul style="list-style-type: none"> • Check whether the machine is connected to the network correctly. • Cancel the personal firewall function of the client computer. For details about firewall, see Windows Help. • Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. For details about how to check this, see "Remote Maintenance Using telnet", Connecting the Machine/ System Settings.
"Scanner is not available. Check the scanner connection status."	Network communication is not available because the machine's IP address could not be obtained from the host name. If only "IPv6" is set to [Active], the IPv6 address might not be obtained.	<ul style="list-style-type: none"> • Check whether the machine's host name is specified in the Network Connection Tool. • Use Web Image Monitor to set "LLMNR" of "IPv6" to [Active].

When Other Messages Appear

Message	Cause	Solution
"Cannot connect with the wireless card. Turn the main power switch off, then check the card."	<ul style="list-style-type: none"> The wireless LAN board was not inserted when the machine was turned on. The wireless LAN board was pulled out after the machine was turned on. The settings are not updated although the unit is detected. 	Turn off the power, and then check the wireless LAN board is inserted correctly. After this, turn on the power again. If the message appears again, contact your service representative.
"Failed to read the PDF file."	There is a possibility that the PDF version is not supported by the browser's PDF viewer or an unsupported encryption level is specified.	With this machine's browser PDF files other than those whose versions and encryption levels are specified below cannot be viewed. <ul style="list-style-type: none"> PDF version: 1.3–1.7 PDF encryption level: 128Bit AES or 256Bit AES
"Following output tray is full. Remove paper."	The output tray is full.	Remove paper from the output tray to resume printing.
"Internal cooling fan is active."	The internal cooling fan may start running to cool the interior of the machine.	The fan will emit noise, but this is normal and the machine will be operable while the fan is running. The amount of paper that can be printed and the total operation time until the fan starts running depends on the temperature of the location at which the machine is installed.

Message	Cause	Solution
"Self checking..."	<ul style="list-style-type: none"> The machine is performing image adjustment operations. The machine is cleaning its print-head. 	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to resume operation.

When There Is a Problem Scanning or Storing Originals

Message	Cause	Solution
"Cannot detect original size." "Select scan size."	The machine failed to detect the size of the original.	<ul style="list-style-type: none"> Place the original correctly. Specify the scan size, and then place the originals again.
"Cannot display preview of this page."	The size of the image you want to preview is larger than 914.4 × 1219.2 mm (36 × 48 inches).	Images larger than 914.4 × 1219.2 mm (36 × 48 inches) cannot be previewed. Specify 914.4 × 1219.2 mm (36 × 48 inches) or a smaller image, or scan again at 914.4 × 1219.2 mm (36 × 48 inches) or smaller.
"Captured file exceeded max. number of pages per file. Cannot send the scanned data."	The maximum number of pages per file has been exceeded.	Reduce the number of pages in the transmitted file, and then resend the file. For details about the maximum number of pages per file, see "Storage Function", Scan.
"Original is being scanned by another function. Please wait."	Another function of the machine is being used.	Cancel the job in progress. Press [Exit], and then press [Stop]. Follow the instructions in the message that appears and exit the function that is running.

When the Address Book Is Updated

Message	Cause	Solution
"Updating the destination list has failed. Try again?"	A network error has occurred.	<ul style="list-style-type: none"> • Check whether the server is connected. • Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not turn off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before operation is resumed. Operation is not possible while this message is displayed.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.

When Data Cannot Be Sent Due to a Problem with the Destination

Message	Cause	Solution
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The specified group contains e-mail destinations, and/or folder destination that is not supported by the specified transmission method.	In the message that appears at each transmission, press [Select].
"SMTP authentication email address and administrator email address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	For details about how to set SMTP authentication, see "File Transfer", Connecting the Machine/ System Settings.

When the Machine Cannot Be Operated Due to a Problem with the User Certificate

Message	Cause	Solution
"The destination cannot be selected because its encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.
"The group destination cannot be selected because it contains a destination with a encryption certificate that is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.
"Transmission cannot be performed because the encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.

Message	Cause	Solution
"XXX cannot be YYY because the device certificate used for the S/MIME signature is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (S/MIME) has expired.	A new device certificate (S/MIME) must be installed. For details about how to install a device certificate (S/MIME), see "Communication Paths via a Device Certificate", Security Guide.
"XXX cannot be YYY because there is a problem with the device certificate used for the S/MIME signature. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (S/MIME), or the certificate is invalid.	For details about the device certificate (S/MIME), see "Protecting Communication Paths via a Device Certificate", Security Guide.
"XXX cannot be YYY because the Digital Signature's device certificate is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (PDF with digital signature or PDF/A with digital signature) has expired.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see "Configuring PDFs with Electronic Signatures", Security Guide.
"XXX cannot be YYY because there is a problem with the Digital Signature's device certificate. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (PDF with digital signature or PDF/A with digital signature), or the certificate is invalid.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see "Configuring PDFs with Electronic Signatures", Security Guide.

 **Note**

- If an e-mail cannot be sent and a message appears which states that there is a problem with the device certificate or user certificate, a new certificate must be installed. For details about how to install a new certificate, see "Configuring S/MIME" or "Protecting Communication Paths via a Device Certificate", Security Guide.

When Problems Occur While Logging In

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	For details about the correct login user name and login password, see "Basic Authentication", Security Guide.
"Authentication has failed."	The machine cannot perform authentication.	For details about authentication, see "Configuring User Authentication", Security Guide.

When the User Lacks Privileges to Perform an Operation

Message	Cause	Solution
"You do not have the privileges to use this function."	The logged in user name does not have permissions for the selected function.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the permission to do so.	To check your access permission for stored documents, or to delete a document you do not have permission to delete, see "Managing Stored Files", Security Guide.

When the LDAP Server Cannot Be Used

Message	Cause	Solution
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed.	<p>Try the operation again. If the message is still displayed, the network may be busy.</p> <p>Check the settings for LDAP server in [System Settings]. For details about settings for LDAP server, see "Programming the LDAP Server", Connecting the Machine/ System Settings.</p>

Message	Cause	Solution
<p>"Exceeded time limit for LDAP server search. Check the server status."</p>	<p>A network error has occurred and connection has failed.</p>	<ul style="list-style-type: none"> • Try the operation again. If the message is still displayed, the network may be busy. • Check that the correct settings for LDAP server are listed in [Administrator Tools] of [System Settings]. For details about LDAP server, see "Programming the LDAP Server", Connecting the Machine/ System Settings.
<p>"LDAP server authentication has failed. Check the settings."</p>	<p>A network error has occurred and connection has failed.</p>	<p>Configure settings correctly for the user name and the password for LDAP server authentication.</p>

When Print Results Are Not Satisfactory

If there is a problem with the quality of the printing such as dirty or faint and patchy prints, first check the condition of the machine.

Checking Whether the Print-heads Scratch the Paper

Set Prevent Paper Abrasion mode if the prints have smeared ink.

★ Important

- **Setting Prevent Paper Abrasion mode may result in lower print quality and speed.**

Depending on the type of paper, images to be printed, or the print quality, the print-heads may scratch the paper, causing the ink to smear. If this occurs, set Prevent Paper Abrasion mode, and then try printing again.

Prevent Paper Abrasion mode raises the print-heads to prevent smeared ink on the prints.

↓ Note

- If you specify [Film (Matte)] for Paper Type, the machine specifies Prevent Paper Abrasion mode automatically.
- For details about setting Prevent Paper Abrasion mode, see "General Features", Connecting the Machine/ System Settings.

Checking Whether a Nozzle Is Clogged

Print the nozzle check test pattern to check whether the print-head nozzles are all ejecting ink properly, and, if necessary, carry out head cleaning or flushing.

1. **Print the nozzle check test pattern.**
2. **If the pattern is patchy, clean the print-heads, then print the test pattern and check the result.**
3. **Do not use the machine for at least 10 minutes, then print the test pattern again and check the result.**
4. **Clean the print-heads, and then print the test pattern. Then, clean and print a second time, and then check the result.**
5. **If the pattern is still patchy, flush the print-heads, then print the test pattern again and check the result.**
6. **Do not use the machine for at least 10 minutes, then print the test pattern again and check the result.**

7. If the pattern is still patchy, leave the machine for about eight hours. Then, print the test pattern and check the result.

This should resolve the problem. If the test pattern is still patchy, contact your service representative.

↓ Note

- For details about printing the test pattern, see page 229 "Print Nozzle Check Pattern".
- For details about head cleaning, see page 230 "Clean Print-heads".
- For details about head flushing, see page 232 "Flush Print-heads".

If the Printout Is Smeared with Dots of Ink That Are 1 to 2 mm in Diameter

If your printouts are smeared by unwanted spots of ink that are about 1 to 2 mm in diameter, you need to clean the print-heads.

Clean the print-head when you use the ink that is the same color as the spots.

If you cannot identify the color, clean all the print-heads.

↓ Note

- For details about head cleaning, see page 230 "Clean Print-heads".

Adjusting the Print Quality

Repeated printing may dirty or clog parts of the machine's interior, reducing printing quality. This can be corrected using [Maintenance].

Print Nozzle Check Pattern

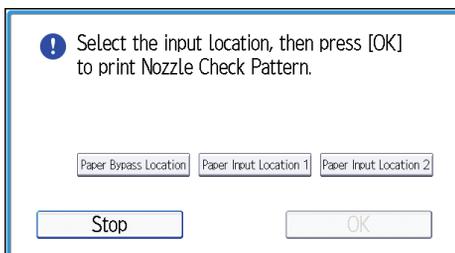
Print the test pattern to check for non-firing nozzles.

To check the print results of the test pattern, proceed to Step 7.

★ Important

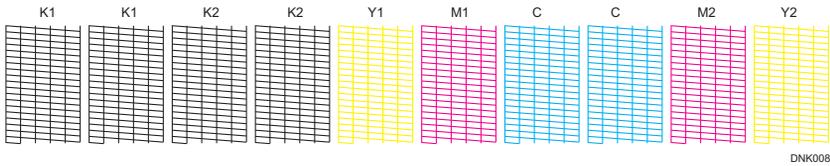
- Printing the test pattern consumes ink. Perform this function only when necessary.
- Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.
- During printing the test pattern, do not conduct any other operations.
- An error will occur and test patterns will not print if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Machine Features].
4. Press [Maintenance].
5. Press [Print Nozzle Check Pattern].
6. Select the paper input location from which you want to print out the test pattern, and then press [OK].

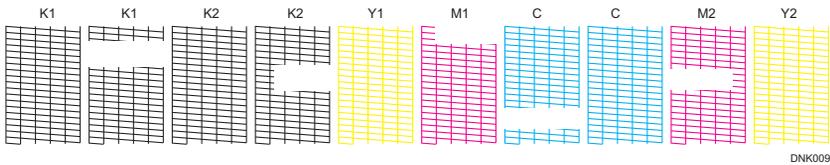


7. Check the print results of the test pattern.

- Normal print results:



- If a nozzle is not firing:



The print results of the test pattern correspond to, from left to right, [Black (K1)], [Black (K2)], [Yellow (Y1) Magenta (M1)], [Cyan (C)], and [Magenta (M2) Yellow (Y2)] for the [Clean Print-heads] and [Flush Print-heads] functions in [Maintenance]. Text, such as K1, K2, Y1, C, and M1, are printed on the print results of the test pattern.

For example, if a print result indicates that the test pattern of K1 is not firing, select [Black (K1)] for [Clean Print-heads] or [Flush Print-heads] to reactivate the nozzle.

8. Press [Exit].

If a nozzle is not firing, perform head cleaning.

9. Press [User Tools] (⚙️) on the top right of the screen.

10. Press [Home] (🏠) at the bottom of the screen in the center.

↓ Note

- For details about Prevent Paper Abrasion mode, see page 227 "Checking Whether the Print-heads Scratch the Paper".
- If the temperature changes suddenly from low to high, print-head nozzles may occasionally clog and not fire. If cleaning print-heads twice cannot reactivate the nozzle, flush the print-heads. For details about how to reactivate the nozzle, see page 227 "Checking Whether a Nozzle Is Clogged".
- For details about head cleaning, see page 230 "Clean Print-heads".

Clean Print-heads

Use this function to clean the print-heads if a specific color is not printing or prints out unclearly.

Perform this function on a color basis.

★ Important

- Head cleaning consumes ink. Perform this function only when necessary.
- Perform no other operations during head cleaning.
- Cleaning may be incomplete if ink in a cartridge gets too low or runs out during cleaning.
- An error will occur and head cleaning will not be possible if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Machine Features].
4. Press [Maintenance].
5. Press [Clean Print-heads].
6. Select the color of the head you want to clean, and then press [Start].



7. Press [Exit].

To check the results of head cleaning, print the test pattern.

8. Press [User Tools]  on the top right of the screen.
9. Press [Home]  at the bottom of the screen in the center.

↓ Note

- If a nozzle still fails to start firing, perform head cleaning again. For details about checking the condition of the print-heads, see page 227 "Checking Whether a Nozzle Is Clogged".
- For details about printing the test pattern, see page 229 "Print Nozzle Check Pattern".

Flush Print-heads

Use this function to clean the print-heads far more thoroughly. It consumes much more ink than head cleaning.

Use this function only if repeated head cleaning fails to reactivate a mis- or nonfiring nozzle. Perform this function on a color basis.

★ Important

- Flushing consumes ink. Perform this function only when necessary.
- Perform no other operations during flushing.
- Flushing is not possible if even one color has run out.
- Flushing may be incomplete if ink in a cartridge gets too low or runs out during flushing.
- An error will occur and flushing will not be possible if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Machine Features].
4. Press [Maintenance].
5. Press [Flush Print-heads].
6. Select the color of the head you want to flush, and then press [Start].



7. Press [Exit].

To check the results of head flushing, print the test pattern.

8. Press [User Tools]  on the top right of the screen.
9. Press [Home]  at the bottom of the screen in the center.

Note

- For details about printing the test pattern, see page 229 "Print Nozzle Check Pattern".

Adjustment

Auto Adjust Head Position

If bidirectional printing produces misaligned verticals or blurred colors, printing the test pattern will recalibrate the machine. The test pattern differs depending on the print quality.

Important

- **Printing the test pattern consumes ink. Perform this function only when necessary.**
- **Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.**
- **Perform no other operations while the test pattern is printing.**
- **An error will occur and test patterns will not print if:**
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - An adjustment sensor failure occurred while performing an adjustment.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Machine Features].
4. Press [Maintenance].
5. Press [Auto Adjust Head Position].
6. Select the items of the head position you want to adjust, and then press [Adjustment].



The print quality you need to select differs depending on the write mode you want to adjust the head position for.

- Select [Stan./Speed Priority (Drawg.)] for normal printing.
- Select [Speed Priority] to prioritize the adjustment time.
- Select [Quality Priority] to prioritize the print quality.

7. Press [Exit].

If Auto Adjust Head Position has failed, perform Manual Adjust Head Position.

8. Press [User Tools] () on the top right of the screen.

9. Press [Home] () at the bottom of the screen in the center.

Note

- Auto Adjust Head Position cannot be performed when "Paper Type" is set to [Film (Matte)]. Perform Manual Adjust Head Position.
- Auto Adjust Head Position cannot be performed for the paper bypass location. Perform Manual Adjust Head Position.
- For details about Prevent Paper Abrasion mode, see page 227 "Checking Whether the Print-heads Scratch the Paper".
- For details about Manual Adjust Head Position, see page 234 "Manual Adjust Head Position".

Manual Adjust Head Position

If Auto Adjust Head Position has failed, perform Manual Adjust Head Position.

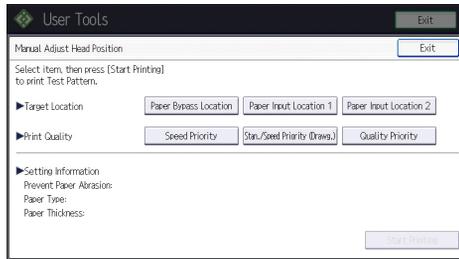
To check the print results of the test pattern, proceed to Step 7.

Important

- **Printing the test pattern consumes ink. Perform this function only when necessary.**
- **Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.**
- **Perform no other operations while the test pattern is printing.**
- **An error will occur and test patterns will not print if:**
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.

1. Press [Home] () at the bottom of the screen in the center.

2. Flick the screen to the left, and then press the [User Tools] icon (🔧).
3. Press [Machine Features].
4. Press [Maintenance].
5. Press [Manual Adjust Head Position].
6. Select the items of the head position you want to adjust, and then press [Start Printing].

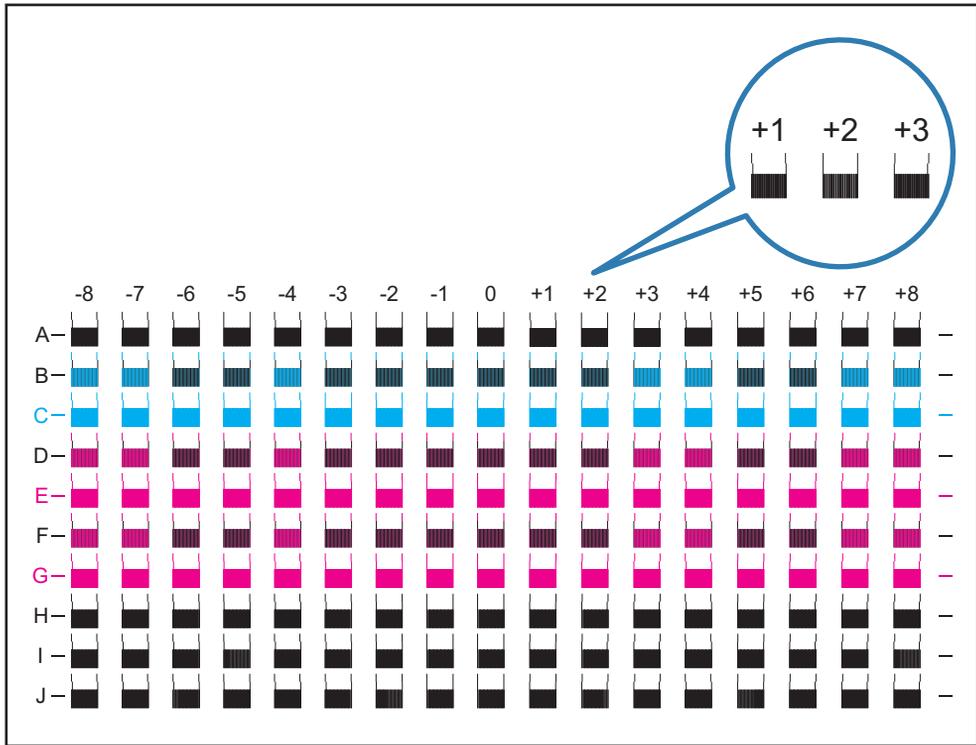


The print quality you need to select differs depending on the write mode you want to adjust the head position for.

- Select [Stan./Speed Priority (Drawg.)] for normal printing.
- Select [Speed Priority] to prioritize the adjustment time.
- Select [Quality Priority] to prioritize the print quality.

7. Check the optimal adjustment value based on the print results of the test pattern.

The optimal adjustment value is the number above the square pattern that has the faintest color closest to gray and aligned verticals on both sides. If the value in column "A" is "+2", the adjustment value of "A" is "+2".



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8. Press [Adjustment].
9. Enter the adjustment value with [+] [-], and then press [OK].
10. Press [Exit].
To check the results of adjustment, print the test pattern again.
11. Press [User Tools] (⚙️) on the top right of the screen.
12. Press [Home] (🏠) at the bottom of the screen in the center.

⬇️ Note

- For details about Prevent Paper Abrasion mode, see page 227 "Checking Whether the Print-heads Scratch the Paper".

Adjust Print Position

This function prints the test sheet for adjusting the print start position of paper on a paper input location basis.

To check the print results of the test sheet, proceed to Step 8.

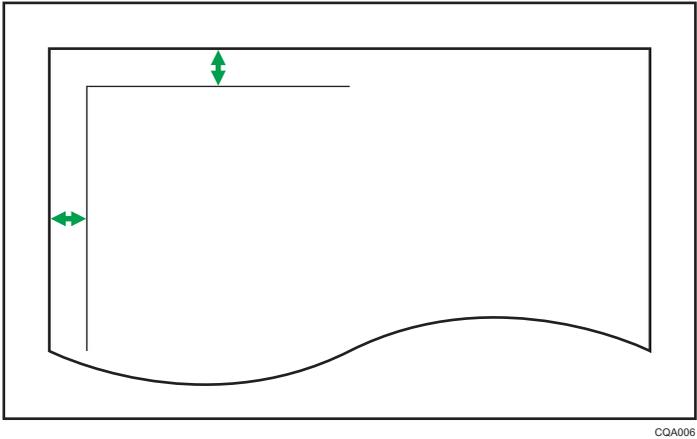
★ Important

- Printing the test sheet consumes ink. Perform this function only when necessary.

- Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.
 - Perform no other operations while the test sheet is printing.
 - An error will occur and test sheets will not print if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
1. Press [Home]  at the bottom of the screen in the center.
 2. Flick the screen to the left, and then press the [User Tools] icon .
 3. Press [Machine Features].
 4. Press [Maintenance].
 5. Press [Adjust Print Position].
 6. Select the paper input location of the print position you want to adjust, and then press [Print Test Sheet].

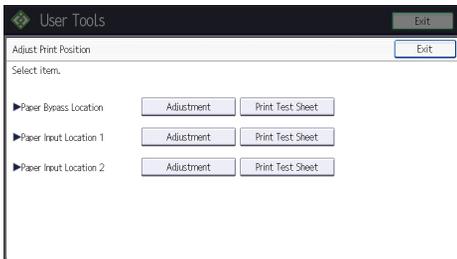


7. Press [Start Printing].
8. Check the optimal adjustment value based on the print results of the test sheet.
 - Measure the margins between the center of the printed lines and the paper edges.



- Adjust so that the margins are 5 mm (0.20 inches). For example, if the center of the horizontal line is printed 4 mm (0.16 inches) from the top edge of the sheet, the adjustment value of "Top Margin" is "1.0 mm (0.04 inches)".
- In the same manner, if the center of the vertical line is printed 8 mm (0.32 inches) from the left edge of the sheet, the adjustment value of "Left Margin" is "-3.0 mm (-0.12 inches)".

9. Select the paper input location of the print position you selected to adjust, and then press [Adjustment].



9

10. Enter the adjustment values, and then press [OK].

- Press [↑] and [↓] to enter the adjustment value of "Top Margin".
- Press [←] and [→] to enter the adjustment value of "Left Margin".

11. Press [Exit].

To check the results of adjustment, print the test sheet again.

12. Press [User Tools] (⚙️) on the top right of the screen.

13. Press [Home] (🏠) at the bottom of the screen in the center.

↓ Note

- For details about Prevent Paper Abrasion mode, see page 227 "Checking Whether the Print-heads Scratch the Paper".

Adjust Paper Feed

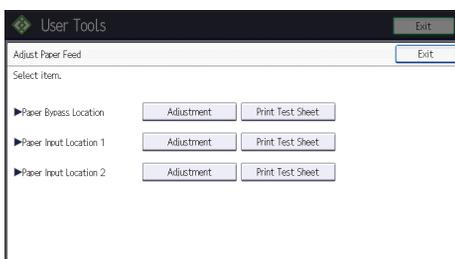
This function prints the test sheet for adjusting paper feed if misalignment of horizontals or image surface irregularities occurs.

To check the print results of the test sheet, proceed to Step 8.

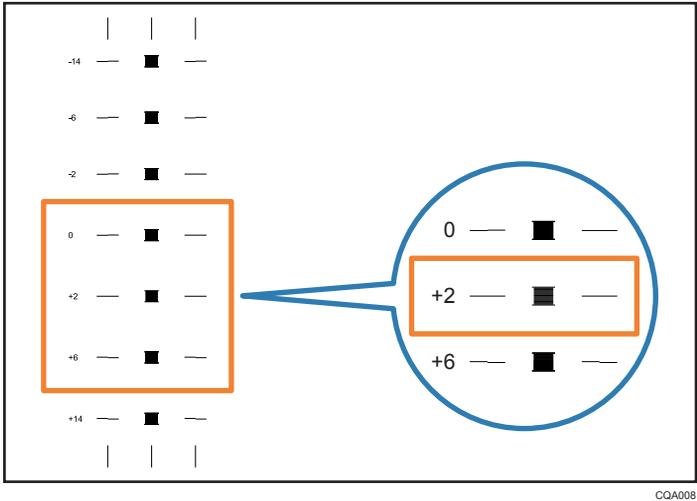
★ Important

- **Printing the test sheet consumes ink. Perform this function only when necessary.**
- **Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.**
- **Perform no other operations while the test sheet is printing.**
- **An error will occur and test sheets will not print if:**
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.

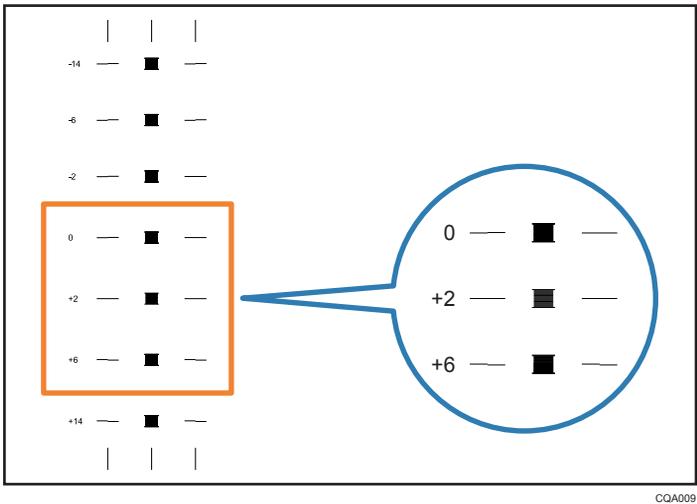
1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Machine Features].
4. Press [Maintenance].
5. Press [Adjust Paper Feed].
6. Select the paper input location of the paper feed you want to adjust, and then press [Print Test Sheet].



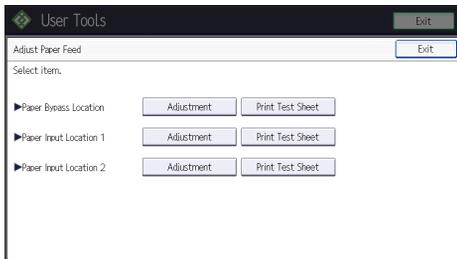
7. Press [Start Printing].
8. Check the optimal adjustment value based on the print results of the test sheet.
 - The optimal adjustment value is the number next to the square pattern that has the faintest color closest to gray and aligned horizontals on both sides. If the value on the left of the pattern is "+2", the adjustment value is "+2".



- If the horizontal lines on the both sides of the faintest square are misaligned, determine an adjustment value based on a pattern that is above or below, whose horizontals are misaligned in the opposite direction. For example, "+2" square is the faintest and the horizontals on both sides of "+6" are in the opposite direction to "+2", so the adjustment value is between "+3" and "+5" depending on the degree of misalignment. After completing the adjustment, adjust the paper feed again to check if the optimal adjustment value is set.



9. Select the paper input location of the paper feed you selected to adjust, and then press [Adjustment].



10. Enter the adjustment value with [+] [-], and then press [OK].
11. Press [Exit].
To check the results of adjustment, print the test sheet again.
12. Press [User Tools] (⚙️) on the top right of the screen.
13. Press [Home] (🏠) at the bottom of the screen in the center.

⬇️ Note

- For details about Prevent Paper Abrasion mode, see page 227 "Checking Whether the Print-heads Scratch the Paper".

Cut Paper

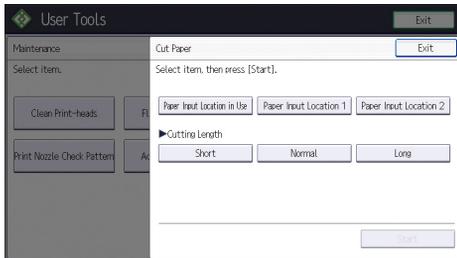
This function cuts a paper roll at the specified length from the paper's leading edge.

★ Important

- Perform no other operations while a paper roll is being cut.
- An error will occur and cutting paper will not be possible if:
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of paper.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon (⚙️).
3. Press [Machine Features].
4. Press [Maintenance].
5. Press [Cut Paper].

6. Select the paper input location and length to cut paper, and then press [Start].



The cutting length is set to [Short] when you select [Paper Input Location in Use].

7. Press [Exit].

8. Press [User Tools] (⚙️) on the top right of the screen.

9. Press [Home] (🏠) at the bottom of the screen in the center.

Note

- For details about how to cut a paper roll while removing jammed paper, see "Removing Jammed Paper", Troubleshooting.

10. Information for This Machine

This chapter describes environmental precautions and regulations.

Information on Environmental Regulations

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 page 243 "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 1 minute. This default time can be changed.

Sleep mode

- If this machine remains idle for a specified period or when [Energy Saver] () is pressed, it enters Sleep mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep mode is 14 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep mode.

Specification

-  **Region A** (mainly Europe)

	Specification
Reduced electrical consumption in Low Power mode ^{*1}	45.0 W
Time of switch into Low Power mode	1 minute
Time of switch out from Low Power mode ^{*1}	1.3 seconds
Reduced electrical consumption in Sleep mode ^{*1}	0.83 W
Time of switch into Sleep mode	14 minutes
Time of switch out from Sleep mode ^{*1}	3.5 seconds

^{*1} The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

-  **Region B** (mainly North America)

	Specification
Reduced electrical consumption in Low Power mode ^{*1}	44.4 W
Time of switch into Low Power mode	1 minute
Time of switch out from Low Power mode ^{*1}	1.8 seconds
Reduced electrical consumption in Sleep mode ^{*1}	0.84 W
Time of switch into Sleep mode	14 minutes
Time of switch out from Sleep mode ^{*1}	4.7 seconds

^{*1} The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

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", Connecting the Machine/ System Settings.
- The machine enters sleep mode directly in the following situations:
 - Low Power Mode Timer and Sleep Mode Timer are set to the same time
 - Sleep Mode Timer is set shorter than Low Power Mode Timer
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

User Information on Electrical and Electronic Equipment Region **A** (mainly Europe)

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

For Turkey only

AEEE Yönetmeliğine Uygundur.

Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere AEEE Yönetmeliğine Uygundur.

Üretici:

Ricoh Company, Ltd.

3-6, Nakamagome 1-chome,

Ohta-ku, Tokyo 143-8555 Japan

+81-3-3777-8111 (English only/Sadece İngilizce)

Note for the Battery and/or Accumulator Symbol (For EU countries only)

 Region **A** (mainly Europe)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

10

Notes to users in the state of California (Notes to Users in USA) Region **B** (mainly North America)

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

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MEMO

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