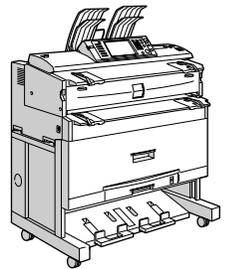


Operating Instructions About This Machine



-
- 1 Getting Started
 - 2 Entering Text
 - 3 Appendix

Introduction

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

Important

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

Notes:

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

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

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

Operator Safety

This machine contains LED Array in scanner and writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.14 "Machine Types".)

- Type 1: 2 sheets/minute (A0 (E) □), 4 sheets/minute (A1 (D) □)
- Type 2: 3 sheets/minute (A0 (E) □), 6 sheets/minute (A1 (D) □)

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

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

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

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

Power Source

220 - 240V, 50/60Hz, 10A or more

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

Manuals for This Machine

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

Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.
- For details about the functions of RW-3600, refer to the manuals for this option.

❖ About This Machine

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ General Settings Guide

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

❖ Troubleshooting

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

❖ Security Reference

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ Copy/Document Server Reference

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

❖ Printer Reference

Explains Printer functions and operations.

❖ Scanner Reference

Explains Scanner functions and operations.

❖ Network Guide

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

❖ **Other manuals**

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript 3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

 **Note**

- Manuals provided are specific to machine types.
- For “UNIX Supplement”, please visit our Web site or consult an authorized dealer.
- “PostScript 3 Supplement” and “UNIX Supplement” include descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

| Product name | General name |
|---|----------------------------------|
| DeskTopBinder Lite and DeskTopBinder Professional ^{*1} | DeskTopBinder |
| ScanRouter EX Professional ^{*1} and ScanRouter EX Enterprise ^{*1} | The ScanRouter delivery software |

^{*1} Optional

What You Can Do with This Machine

This section introduces the features of this machine.

Note

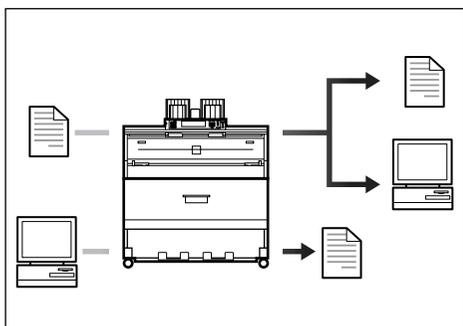
- For details about options, see “Options”.
- For functions of printer (Printer Controller RW-3600) and scanner (RW-3600 Scanner Option), see manuals that come with those options.
- Scanner functions stated below apply to Scanner Option Type W3600 only.

Reference

p.20 “Options”

Copier, Printer, and Scanner Functions

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

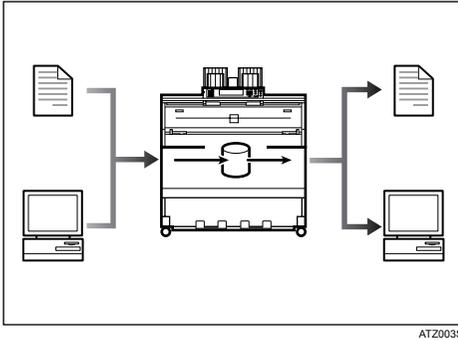


ATZ002S

- You can make copies of originals. See Copy Reference.
- You can print documents created in applications. See Printer Reference.
You can print documents from Windows 95/98/Me (TCP/IP, IPP), Windows 2000 (TCP/IP, IPP), Windows XP/Server 2003 (TCP/IP, IPP), Windows NT 4.0 (TCP/IP, IPP), NetWare, UNIX (TCP/IP), and Macintosh (AppleTalk) environments because the machine supports all these. (multi-protocol)
- You can print HP-GL, HP-GL/2 (HP-RTL), TIFF, and CALS files directly using the GL/2 & TIFF filter. See Printer Reference.
- You can scan originals and send scan files to a computer. See Scanner Reference.

Utilizing Stored Documents

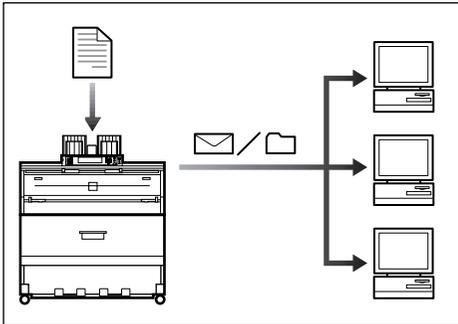
You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. With DeskTopBinder (optional) or Web Image Monitor, you can use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents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



- You can also retrieve stored documents scanned in scanner mode. For details, see *Scanner Reference*.
- Using *File Format Converter* (optional), you can download documents stored in copier, document server, or printer mode to your computer. For details, see *Copy/Document Server Reference*, and *Printer Reference*.
- For details about machine's settings, see "Network Settings", *General Settings Guide*.
- For details about document server in printer mode, see "Saving and Printing Using the Document Server", *Printer Reference*.
- For details about document server in scanner mode, see "Storing Files Using the Scanner Function", *Scanner Reference*.
- For details about document server, see "Document Server", *Copy/Document Server Reference*.
- For details about *DeskTopBinder*, see the *DeskTopBinder* manuals.

Using the Scanner in a Network Environment

You can use a scanner over the network.

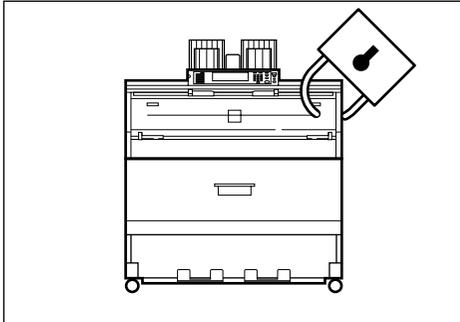


ATZ004S

- You can send scan files to a specified destination using e-mail (Sending scan file by e-mail). See “Sending Scan Files by E-mail”, Scanner Reference.
- You can send scan files directly to folders (Sending scan file by Scan to Folder) See “Sending Scan Files to Folder”, Scanner Reference.
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see “Network Settings”, General Settings Guide. For details about how to use the function, see “Delivering Scan Files”, Scanner Reference.

Administrating the Machine/Protecting Documents (Security Functions)

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

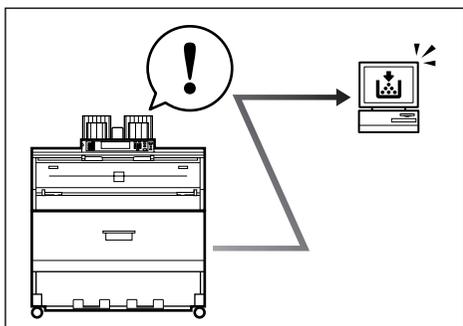


ATZ005S

- You can protect documents from unauthorized access and stop them from being copied without permission. See Security Reference.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.
- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.
- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit (optional) and Security Reference.

Monitoring the Machine Via Computer

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



Web Image Monitor lets you configure and operate the machine using a Web browser on a computer. You can also install SmartDeviceMonitor for Admin on a computer to configure and operate the machine.

Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.

Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

You can also use SmartDeviceMonitor for Admin to register information in the address book.

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Notice

Important

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

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

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

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

Notes To Wireless LAN Interface (optional) Users



Declaration of Conformity

Notice to Users in EEA Countries

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

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

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

Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

How to Read This Manual

Symbols

This manual uses the following symbols:

 **WARNING:**

Indicates important safety notes.

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

 **CAUTION:**

Indicates important safety notes.

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

 **Important**

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

 **Note**

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

 **Reference**

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

[]

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

[]

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

Names of Major Options

This section explains the names of the major options described in this manual.

Major options for this machine are referred to as follows:

- Roll Feeder Type 240A → Paper roll tray 1
- Roll Feeder Type 240B → Paper roll tray 2
- Paper Cassette Type 240 → Cut paper tray
- Table Type 240 → Table
- Folder FD6500A → Folding finisher

Terms

This section explains the meanings of terms used in this manual.

- Long length original/paper
Original/paper length longer than 1,189 mm, 46.8".

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

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

⚠ WARNING:

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

⚠ CAUTION:

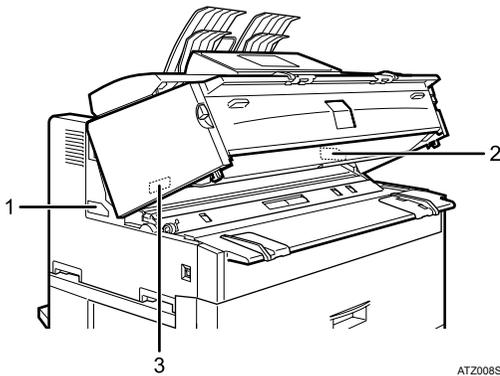
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*
- *Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.*
- *Do not open toner cartridges forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*

⚠ CAUTION:

- *Avoid getting toner on your clothes or skin when removing paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*
- *Do not look into the lamp. It can damage your eyes.*
- *When loading paper, take care not to trap or injure your fingers.*
- *During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.*
- *Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.*
- *There is a cutter blade inside the paper roll tray. When replacing or loading the paper roll, or clearing paper jams, do not touch the parts a label indicates. Otherwise an injury may result.*
- *When replacing or loading the paper roll, do not put the paper roll on the upper of the paper roll tray. Otherwise the tray may fall and an injury may result.*
- *Hold the paper roll horizontally with both hands. When you grab the paper holder and hold the paper roll vertically, the paper roll may fall off and an injury may result.*
- *When replacing or loading the paper, or clearing paper jams, pull out the cut paper tray slowly with both hands. Do not pull out the cut paper tray with a single hand. Otherwise the rear of the cut paper tray may fall and an injury may result.*

Positions of ⚠️ WARNING and ⚠️ CAUTION labels

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



ATZ008S



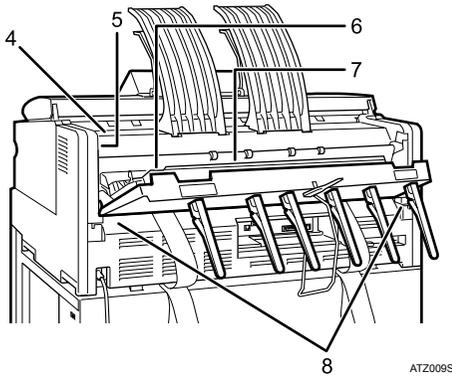
Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.



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



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



ATZ009S



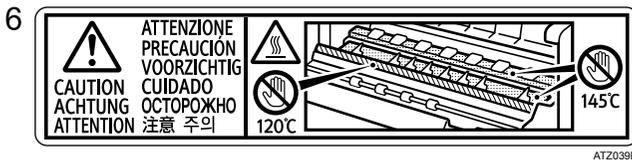
ATZ049D

The inside of the machine could be very hot. Do not touch the parts a label indicates. Otherwise, an injury might occur.



ATZ038S

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



ATZ039D

Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper. The higher temperature (145°C) applies to plain paper. Translucent paper can cause the indicated part to reach 160°C.

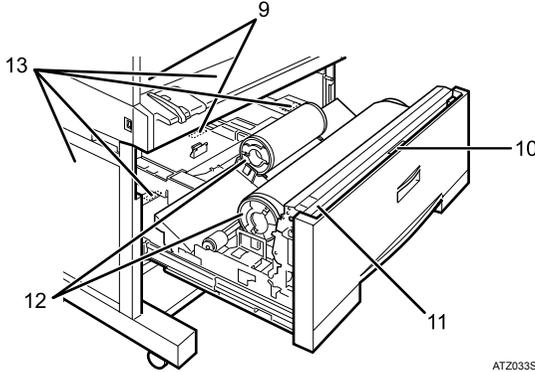


ATZ088D

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



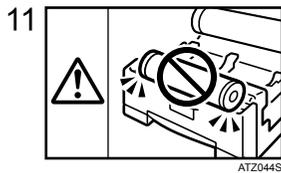
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



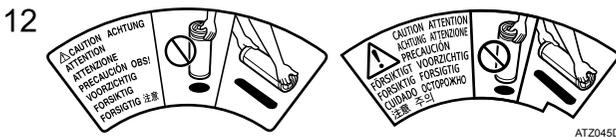
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



There is a cutter blade inside. When replacing or loading the paper roll, or clearing paper jams, do not touch the parts this label indicates. Otherwise an injury may result.



When replacing or loading the paper roll, do not put the paper roll on the upper of the paper roll tray. Otherwise the tray may fall and an injury may result.



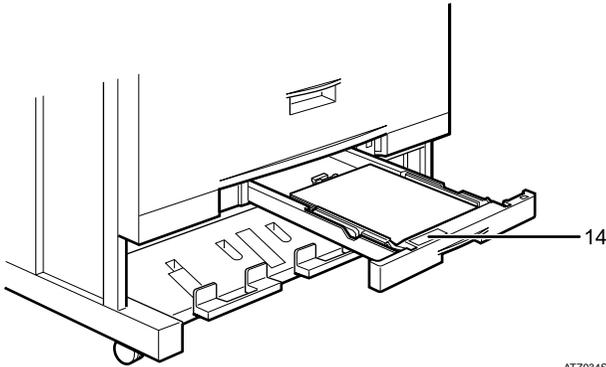
Hold the paper roll horizontally with both hands. When you grab the paper holder and hold the paper roll vertically, the paper roll may fall off and an injury may result.

13



ATZ046S

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



ATZ034S

14



ATZ047S

When replacing or loading the paper, or clearing paper jams, pull out the cut paper tray slowly with both hands. Do not pull out the cut paper tray with a single hand. Otherwise the rear of the cut paper tray may fall and an injury may result.

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

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.

ENERGY STAR Program

ENERGY STAR® Program



The ENERGY STAR® Program encourages energy conservation by promoting energy efficient computers and other office equipment.

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

It is an open program in which manufacturers participate voluntarily.

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

❖ **Low power mode**

This product automatically lowers its power consumption 7 minutes after the last copy or print job is completed. Printing is possible in this mode, but to use the copier, press the **[Energy Saver]** key.

❖ **Sleep mode**

To conserve energy, this product automatically turns off 14 minutes after the last copy or print job is completed. Printing is possible in this mode, but to use the copier, press the operation switch.

Specifications

| | | |
|----------------|-------------------|-------------|
| Low power mode | Power consumption | 133 W |
| | Default interval | 7 minutes |
| | Recovery time | 82 seconds |
| Sleep mode | Power consumption | 37 W |
| | Default interval | 14 minutes |
| | Recovery time | 120 seconds |

Note

- For details about changing how long the machine waits before switching to Low power mode, see “Timer Settings”, General Settings Guide.
- For details about changing how long the machine waits before switching to Auto Off, see “Timer Settings”, General Settings Guide.

Reference

“Timer Settings”, General Settings Guide

Recycled Paper

We recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

Machine Types

This machine comes in two models which vary in copy/print speed.

| | Type 1 | Type 2 |
|------------------|---|---|
| Copy/print speed | 2 sheets/minute (A0 (E)☐), 4 sheets/minute (A1 (D)☐) | 3 sheets/minute (A0 (E)☐), 6 sheets/minute (A1 (D)☐) |

1. Getting Started

This section describes how to start using this machine.

Guide to Components

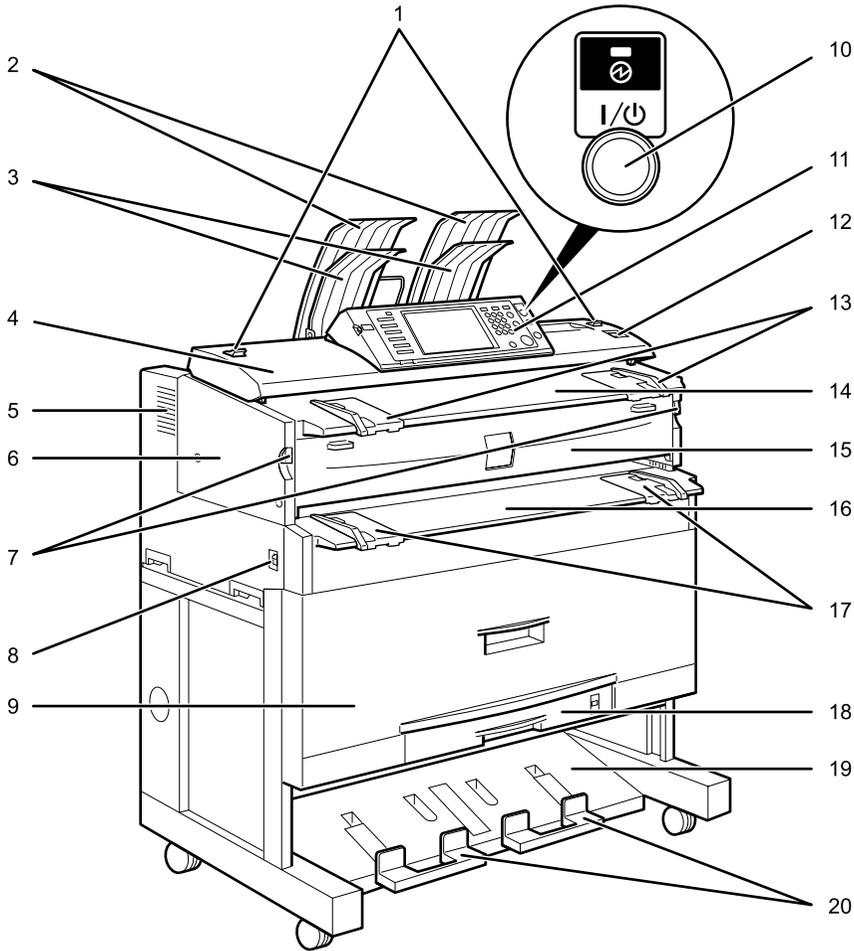
This section introduces the names and functions of the components.

Important

- Do not leave the main unit open for more than 10 minutes, otherwise image quality may deteriorate.
- Do not obstruct the ventilation holes by placing anything near or leaning objects against them. If the machine overheats, a failure might occur.

❖ Front

1



ATY002S

1. Original switching lever

Use to copy or scan folded originals.

2. Upper output stacker

When the upper output is selected, output paper is stacked here.

3. Original stacker

Originals are stacked here.

4. Original cover

Open to clear jammed originals.

5. Ventilation holes

Prevent overheating.

6. Main unit

Open when paper jam or toner runs out.

7. Main unit opening lever

Use to open the main unit.

8. Main power switch

Use to turn the main power on or off. If you will not use the machine for a long time, disconnect the power cord. Normally, the machine should be left on.

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

9. Paper roll tray (optional)

Load a paper roll here.

10. Operation switch

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

11. Control panel

See "Control Panel".

12. [Scanner Stop] key

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

13. Original guide

Set to the width of your originals.

14. Original table

Place originals here scanning side down.

15. Main unit front cover

Open when toner runs out.

16. Bypass tray

Use to feed paper in manually. Load paper print side up.

17. Bypass tray's paper guide

Set to the width of the paper for bypass copying.

18. Cut paper tray (optional)

Load cut paper here.

19. Lower output stacker

When the lower output is selected, output paper is stacked here.

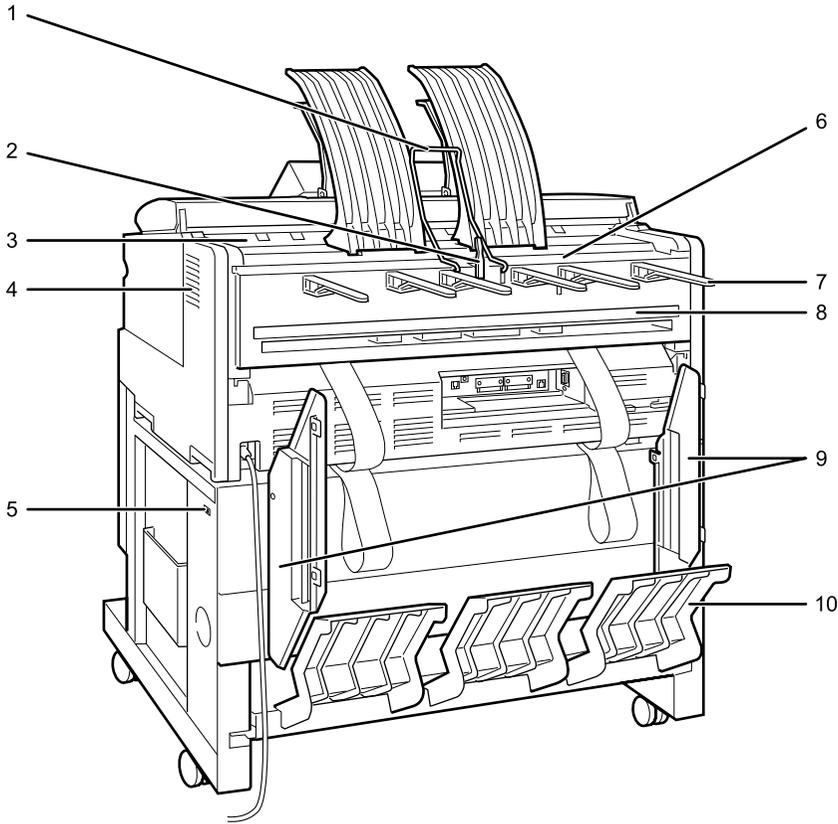
20. Lower output auxiliary guide

Pull this out to insert rolled paper or long originals.

 **Note**

- Do not pull out the lower output auxiliary guide when lower output is selected. Otherwise, output paper may not be stacked properly.

❖ Rear



ATZ011S

1. Upper output guide

Takes delivered paper to the upper output stacker.

2. Original exit switching lever

Takes originals to the original output guide, and switches delivery to the rear output.

3. Original exit

Originals are delivered here.

4. Ventilation holes

Prevent overheating.

5. Anti-humidity heater switch (optional)

When humidity is high, paper in the paper roll or cut paper trays may absorb moisture, which can affect image quality. The anti-humidity heater prevents this. Turn this switch on when humidity is high.

6. Upper output exit

When the upper output is selected, output paper is delivered here with the print side facing the user.

7. Original output guide

Stacks originals delivered to the rear output.

8. Lower output exit

When the lower output is selected, output paper is delivered here with the print side up.

9. Lower output guides

Prevent delivered paper being stacked at an angle when the lower output is selected.

10. Lower output tray (optional)

Delivers paper from the lower output exit, and then sends them to the lower output stacker.

 **Note**

- Use the lower output guides if A0 or A1 sheets are being delivered to the lower output exit.

 **Reference**

p.20 "Options"

p.23 "Control Panel"

p.37 "Anti-humidity Heater Switch"

"Original Output Locations", Copy/Document Server Reference

"Copy Output Locations", Copy/Document Server Reference

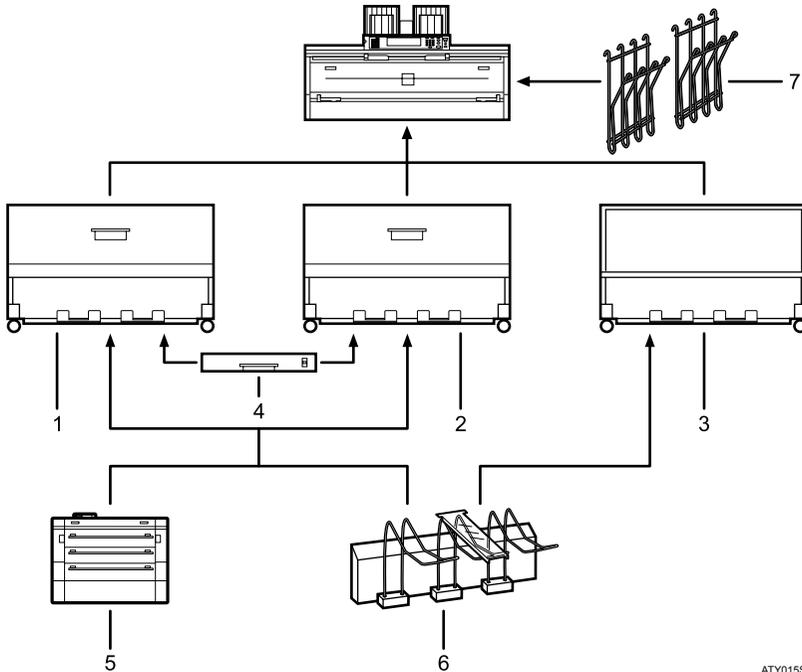
"Setting Folded Originals (the Original Switching Lever)", Copy/Document Server Reference

Options

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

External Options

This section provides explanations about external options.



ATY015S

1. Paper roll tray 1

You can load one paper roll.

2. Paper roll tray 2

You can load two paper rolls.

3. Table

Put the main unit on this table. You can store cut paper and so on inside it.

4. Cut paper tray

Load cut paper here. You can load up to 250 A3 sheets.

5. Folding finisher

Automatically folds paper like fans or accordion.

6. Rear stacker

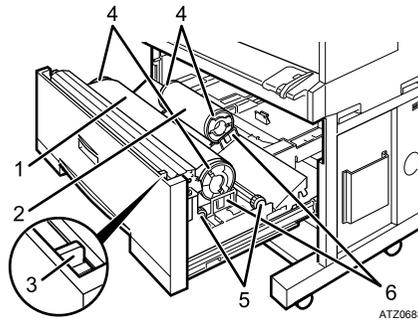
Allows you to stack paper delivered to the lower output exit.

7. Original hanger

Allows you to hang originals.

❖ Paper roll tray

This illustration shows the paper roll tray 2.



1. Paper roll 1

2. Paper roll 2

3. Cutter knob

Use to manually cut paper if there are paper jams in the cutter area of the machine. Always return the cutter knob to the left or right end.

4. Paper holder

The two paper holders grip the paper roll and are mounted on the paper roll tray's roll holder.

5. Paper feed knob

Use when loading paper rolls or clearing paper jams.

6. Roll holder

Adjust this to the size of the paper roll you are using.

Note

- The paper roll tray is required to install the cut paper tray.
- If the rear stacker is installed, the lower output stacker, lower output tray, lower output guides, and folding finisher cannot be used.

Reference

p.21 "Other Options"

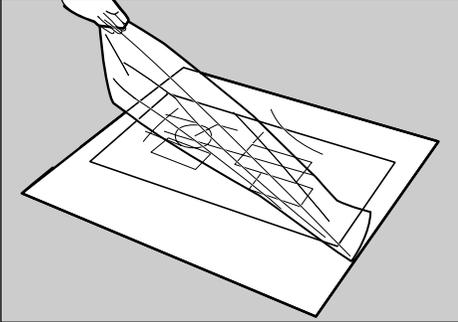
p.55 "Roll Feeder Type 240 A or 240 B"

Other Options

This section provides explanations about other options.

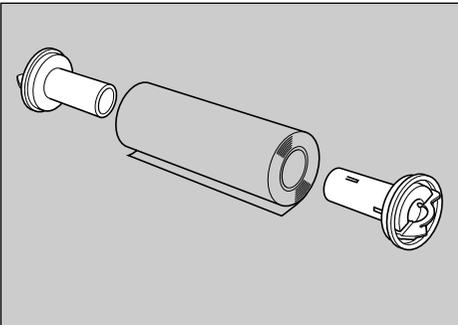
- **Printer unit**
Allows you to use the printer function.
You can install either Type W3600 or RW-3600 printer unit.
- **Scanner unit**
Allows you to use the scanner function.
- **USB host board (For Type W3600)**
Allows you to connect a variety of external devices.
- **IEEE 802.11b wireless LAN board (For Type W3600)**
Allows you to install a wireless LAN interface.
- **Gigabit Ethernet (1000BASE-TX) (For Type W3600)**
Allows you to communicate with 1000BASE-TX.

- **File Format Converter**
Allows you to download stored documents scanned in copier, document server, or printer mode. See *Copy/Document Server Reference*, and *Printer Reference*.
- **DataOverWriteSecurity Unit**
Allows you to erase data on the hard disk.
- **Carrier sheet**
Use to load bent, folded, creased, thin or pasted originals.



ZEDP020J

- **Paper holder**
Use to set a paper roll in the paper roll tray's roll holder. This is useful to change quickly to a different size paper roll from the paper holder.



ZEDP030J

 **Note**

- You cannot install two or more of the options below: IEEE 802.11b wireless LAN board, IEEE 1284 interface board, Gigabit Ethernet (1000BASE-TX).

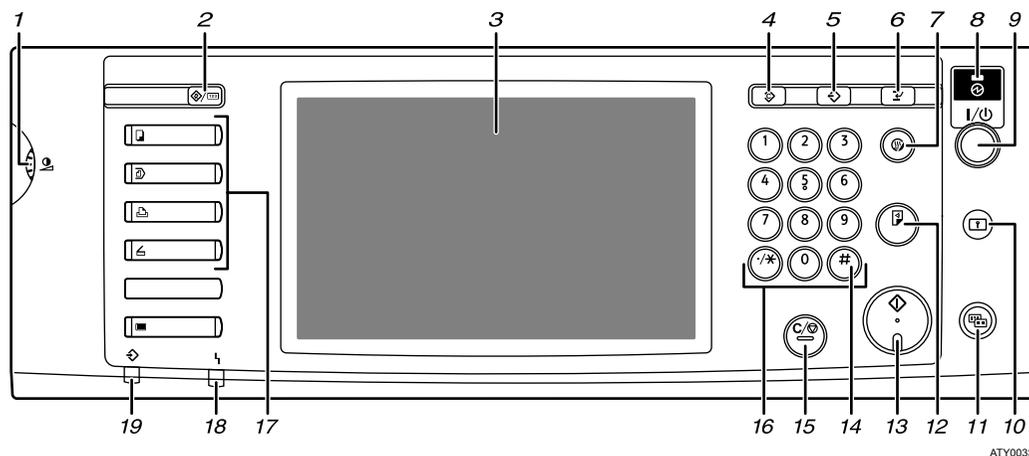
 **Reference**

“Setting the Carrier Sheet”, *Copy/Document Server Reference*
Printer Reference

Control Panel

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

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



ATY003S

1. Screen contrast knob

Adjusts display panel brightness.

2. [User Tools/Counter] key

- User Tools
Press to change the default and conditions to meet your requirements. See “Accessing User Tools”, General Settings Guide.
- Counter
Press to check or print the counter value. See “Counter”, General Settings Guide.
- Enquiry
Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See “Enquiry”, General Settings Guide.

3. Display panel

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

4. [Clear Modes] key

Press to clear the current settings.

5. [Program] key (copier, document server, and scanner mode)

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

6. [Interrupt] key (copier, document server, and scanner mode)

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

7. [Energy Saver] key

Press to switch to and from Energy Saver mode. See “Saving Energy”.

8. Main power indicator

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

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

9. Operation switch

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

10. [Login/Logout] key

Press this to log in or log out.

11. [Simplified Display] key

Press this to switch to the Simplified Display.

12. [Sample Copy] key

Press to make a single set of copies or prints to check print quality before making multiple sets. See “Sample Copy”, Copy/Document Server Reference.

13. [Start] key

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

14. [#] key (Enter key)

Press to confirm values entered or items specified.

15. [Clear/Stop] key

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

16. Number keys

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

17. Function keys

Press to display the operation screen of one of the following functions: copier, document server, printer, or scanner.

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

18. Alert indicator

Lights continuously if an error has occurred.

19. Data In indicator (printer mode)

Blinks continuously if the machine has received a print job.

 Reference

p.25 “Display Panel”

p.26 “Simplified Display”

p.31 “Changing Modes”

p.33 “Turning On the Power”

p.36 “Saving Energy”

“Accessing User Tools”, General Settings Guide

“Counter”, General Settings Guide

“Enquiry”, General Settings Guide

“Interrupt Copy”, Copy/Document Server Reference

“Sample Copy”, Copy/Document Server Reference

Display Panel

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

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

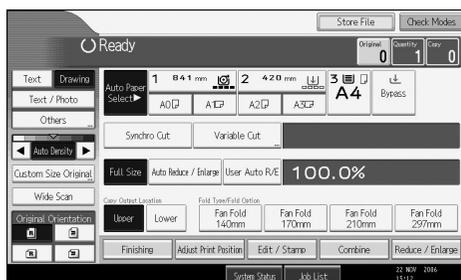
When you select or specify an item on the display panel, it is highlighted like **Auto Reduce / Enlarge**. Keys appearing as **Auto Reduce / Enlarge** cannot be used.

Important

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

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

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



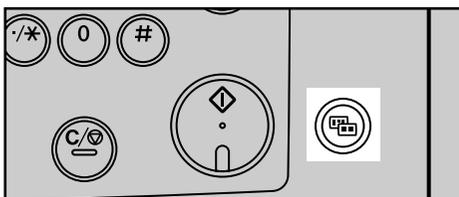
Simplified Display

This section explains how to switch to the simplified display.

1

When you press the **[Simplified Display]** key, the screen changes from the initial display to the simplified display.

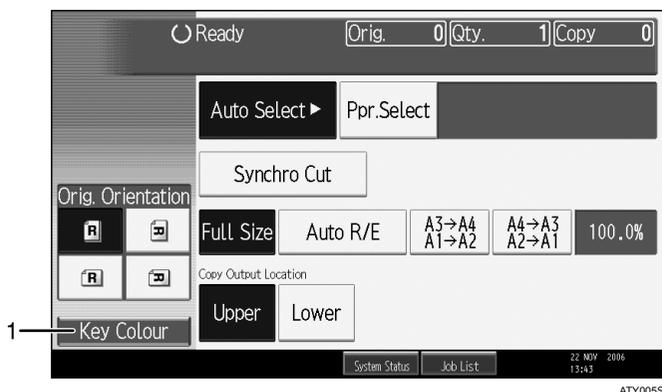
Letters and keys are displayed at a larger size, making operations easier.



ATY004S

❖ Example of a simplified display

This illustration shows the copier function's simplified display.



ATY005S

1. [Key Colour]

Press to increase screen contrast.

This is available only for the simplified display.

Note

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

When the Authentication Screen is Displayed

1

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

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

Important

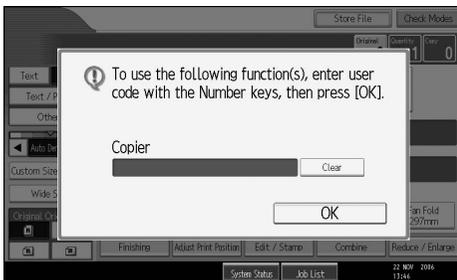
- Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.
- User code to enter on User Code Authentication is the numerical value registered in the address book as “login user name”.

Note

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

User Code Authentication (Using the Control Panel)

When user authentication is set, the following screen appears:



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

Note

- To log out, do one of the following:
 - Press the operation switch.
 - Press the **[User Tools/Counter]** key, press **[System Settings]**, and then press the **[User Tools/Counter]** key.
 - Press the **[Energy Saver]** key after jobs are completed.

User Code Authentication (Using a Printer Driver)

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

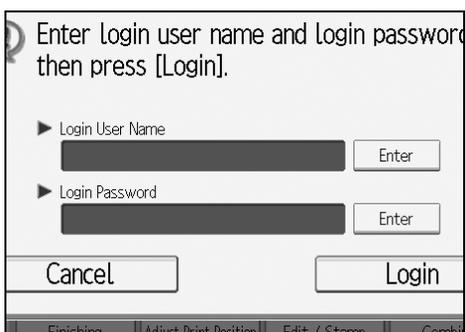
Note

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

Login (Using the Control Panel)

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

- 1** Press [Enter] for [Login User Name].



The screenshot shows a dialog box titled "Enter login user name and login password then press [Login]". It contains two input fields: "Login User Name" and "Login Password". The "Login User Name" field is currently selected, and the "Enter" button next to it is highlighted. At the bottom of the dialog, there are "Cancel" and "Login" buttons. The background shows a printer control panel interface with options like "Finishing", "Adjust Print Position", "Edit / Stop", and "Copy".

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

- 3** Press [Enter] for [Login Password].



The screenshot shows the same login dialog box as in the previous step. The "Login Password" field is now selected, and the "Enter" button next to it is highlighted. The "Login User Name" field now contains the text "User". The "Cancel" and "Login" buttons remain at the bottom. The background shows the same printer control panel interface.

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

- 5** Press [Login].

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

Note

- If authentication fails, the “Authentication has failed.” message appears. Check that the login user name and login password are correct.
- If user code authentication has been specified, a different screen appears. See “Authentication Information”, General Settings Guide.

Reference

“Authentication Information”, General Settings Guide

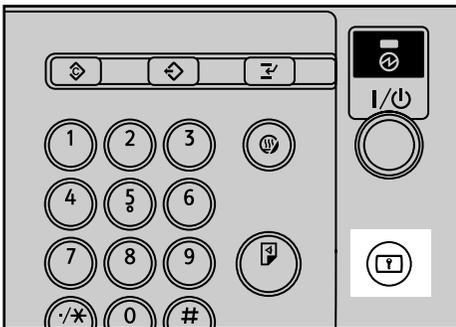
Logout (Using the Control Panel)

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

Important

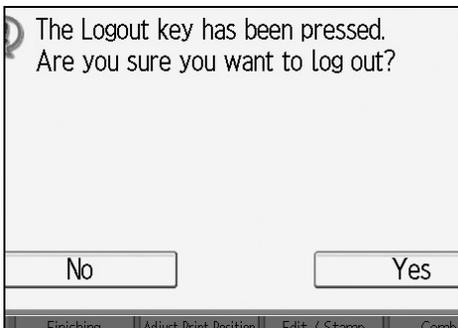
- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1 Press the [Login/Logout] key.



ATY006S

2 Press [Yes].



Login (Using a Printer Driver)

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

 **Note**

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

Login (Using Web Image Monitor)

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

1 Click [Login].

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

 **Note**

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

Logout (Using Web Image Monitor)

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

1 Click [Logout] to log out.

 **Note**

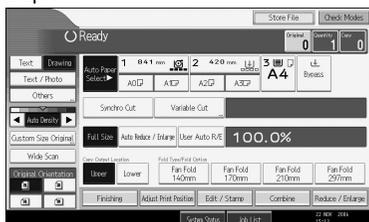
- Delete the cache memory of a Web browser after logging out.

Changing Modes

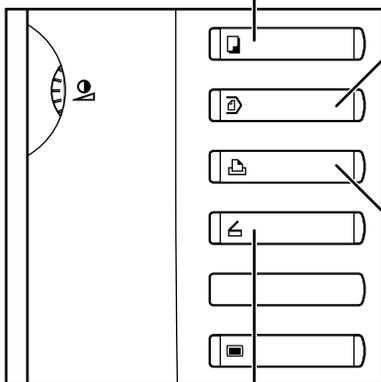
This section explains how to change modes.

1

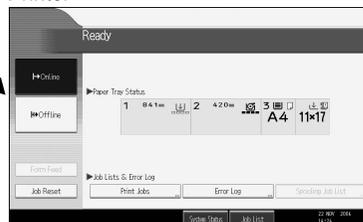
Copier



Document Server



Printer



Scanner



ATY007S

Note

- ❑ You cannot switch modes in any of the following situations:
 - When accessing User Tools / Counter / Enquiry
 - During interrupt copying
 - While scanning an original
- ❑ The copy display is set as the default screen when the machine is turned on. You can change this default setting. For the setting procedure, see “System Settings”, General Settings Guide.

Reference

“System Settings”, General Settings Guide

System Reset

1

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

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

Reference

“System Settings”, General Settings Guide

“Timer Settings”, General Settings Guide

Turning On the Power

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

❖ Operation switch

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

- Operation switch (right side of the control panel)
Press to activate the machine. When the machine has finished warming up, you can make use of each function.
- Main power switch (left side of the machine)
Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. Use this switch only when necessary.

📌 Note

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

🔍 Reference

“Timer Settings”, General Settings Guide

Turning On the Main Power

Turn on the main power as follows:

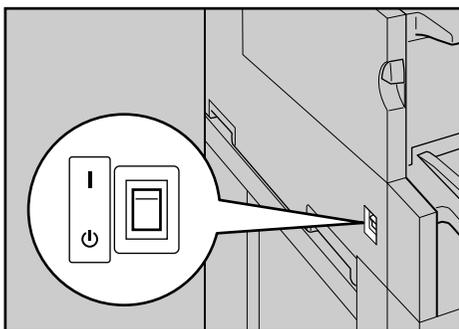
⚠ Important

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

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

2 Turn on the main power switch.

The main power indicator goes on.



ATY024S

Note

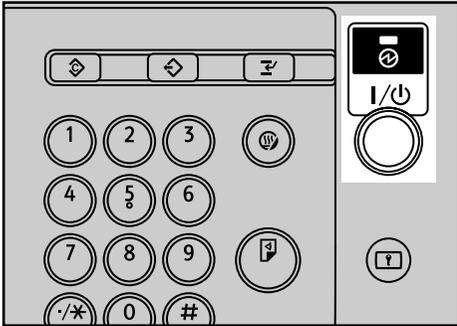
- To start using the folding finisher, turn its main power switch on before turning on the main unit's main power switch.
- After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

Turning On the Power

Turn on the power as follows:

1 Press the operation switch.

The operation switch indicator goes on.



ATY0085

Note

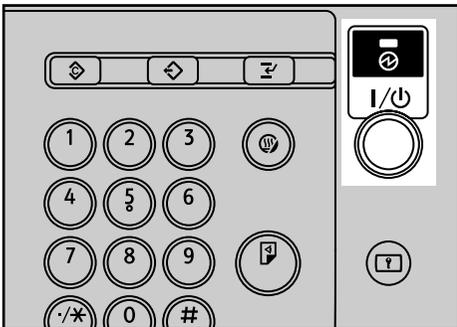
- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

Turn off the power as follows:

1 Press the operation switch.

The operation switch indicator goes off.



ATY0085

 **Note**

- Even if you press the operation switch, the operation switch indicator does not go out, but blinks in the following cases:
 - During communication with external equipment.
 - When the hard disk is active.

Turning Off the Main Power

Turn off the main power as follows:

 **Important**

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.

1 Make sure the operation switch indicator is not lit.

2 Turn off the main power switch.

The main power indicator goes out.

 **Note**

- To power down the folding finisher, turn off the main power switch of the main unit first, and then turn off the folding finisher's main power switch.

Saving Energy

This machine has the following energy saving functions.

1

❖ Energy Saver

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

You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See “Timer Settings”, General Settings Guide.

❖ Low power mode

If you do not use the machine for a certain period, it automatically lowers its power consumption. When you press the **[Energy Saver]** key, the machine returns to standby.

You can change the amount of time the machine waits before switching to the Low power mode. See “Timer Settings”, General Settings Guide.

❖ Auto Off

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

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

Note

❑ The Energy Saver, Low power mode, and Auto Off function will not operate in the following cases:

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the cover is open
- When the “Add Toner” message appears
- When toner is being replenished
- When the User Tools / Counter / Enquiry screen is displayed
- When fixed warm-up is in progress
- When the printer, or other functions are active
- When operations are suspended during printing
- When the Data In indicator is on or blinking
- When the screen of stored document under the printer function is displayed

Reference

“Timer Settings”, General Settings Guide

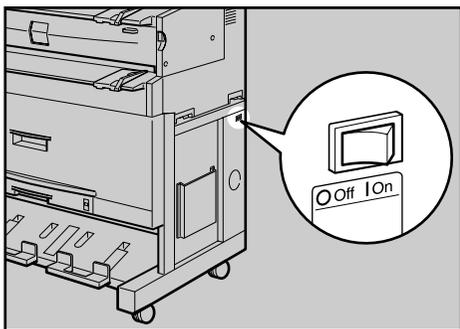
Anti-humidity Heater Switch

This section explains the anti-humidity heater switch.

During winter or humid periods when there can be sudden changes in temperature and humidity, the paper in the paper roll tray, or the cut paper tray can absorb moisture. This may cause image quality to deteriorate.

To prevent this, the machine has a built-in anti-humidity heater.

There is a switch for the anti-humidity heater on the right side of the paper roll tray. Turn this switch on if the humidity level becomes high and image quality is affected. Turn the switch off at other times.



ATZ019S

Reference

p.64 "Handling Paper"

2. Entering Text

This section describes how to enter characters.

Entering Text

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

Available Characters

This section explains which characters are available.

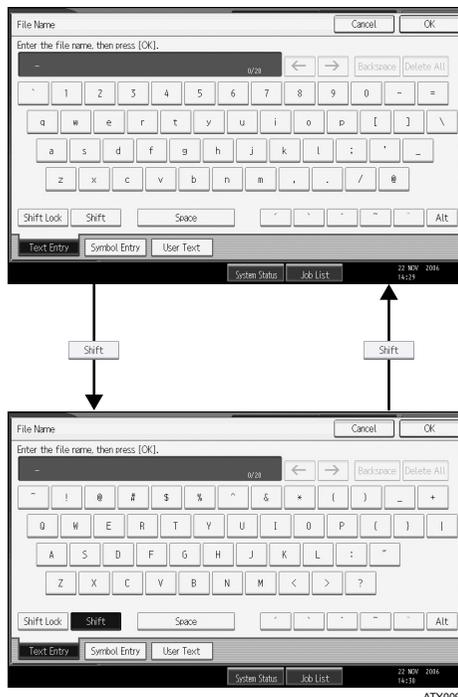
You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
0123456789

Keys

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

You can change the entry screen using the keys below.



ATY009S

Note

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

Reference

p.41 “Adding user text”

2

How to Enter Text

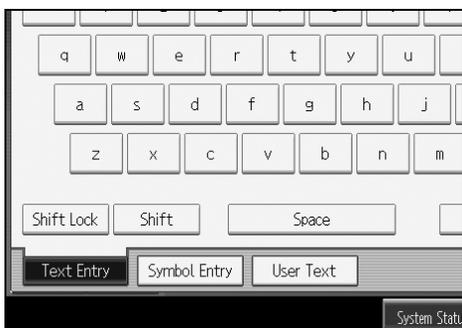
This section explains text entry more specifically.

Entering letters

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

Entering symbols

- 1** Press **[Symbol Entry]** to enter into the Symbol Entry mode.



- 2** Press the symbols you want to enter.



Deleting characters

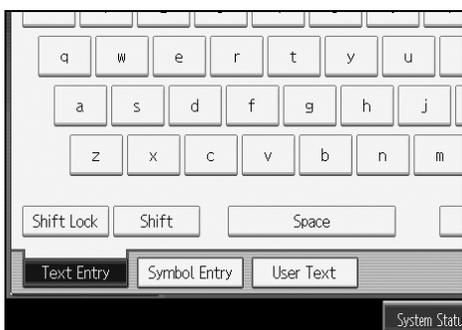
1 Press [Backspace] or [Delete All] to delete characters.

Adding user text

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

For details about registering User Texts, see “System Settings”, General Settings Guide.

1 Press [User Text].



2 Select the User Text you want to use.



Reference

“System Settings”, General Settings Guide

3. Appendix

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

Dos and Don'ts

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

CAUTION:

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

CAUTION:

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

Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning Off the Power", "Turning Off the Main Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- When you use this machine for a long time in a poorly ventilated confined space, you may detect an odd smell. To keep the workplace comfortable, we recommend good ventilation.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning Off the Power", "Turning Off the Main Power".
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).

- ❑ Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction.
- ❑ Do not open the main unit cover, the paper roll tray, or the cut paper tray when the machine is in operation. If you do, misfeeds might occur.
- ❑ Do not leave the main unit open for more than 10 minutes, otherwise image quality may deteriorate.
- ❑ If you do not use the machine for a long time, remove the paper from the paper roll tray, or the cut paper tray and place it in its storage bag.
- ❑ Condensation can lead to image deterioration. To prevent this, this machine has an anti-condensation function. Even when the main power switch is in the standby position, the anti-condensation heater is active, keeping the machine body slightly warm.
- ❑ The paper roll tray has the anti-humidity function. Even when the main power switch is in the standby position, the anti-humidity heater is active if it is turned on.
- ❑ Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- ❑ The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

p.34 "Turning Off the Power"

p.35 "Turning Off the Main Power"

p.37 "Anti-humidity Heater Switch"

Software and Utilities Included on the CD-ROM

Three CD-ROMs come with this machine: “Printer Drivers and Utilities”, “Scanner Driver and Utilities”, and “Manuals”. In “Manuals”, operating instructions are stored in PDF format.

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

❖ Font Manager 2000

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

❖ SmartDeviceMonitor for Admin

For the system administrator to manage network printers.

❖ DeskTopBinder-SmartDeviceMonitor for Client

For users to manage their network print status.

❖ Printer Utility for Mac

This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript 3 Supplement.

Note

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

Reference

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client Help

Acrobat Reader online Help

Viewing the Contents of the CD-ROM

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

1 Insert the CD-ROM into the CD-ROM drive.

The installer starts.

2 Click [Browse This CD-ROM].

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

Printer Drivers for This Machine

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

| Printer Language | RPCS | PostScript 3 | HDI driver |
|-----------------------------------|------|--------------|------------|
| Windows 95 ^{*1} | OK | OK | OK |
| Windows 98 ^{*2} | OK | OK | OK |
| Windows Me ^{*3} | OK | OK | OK |
| Windows 2000 ^{*4} | OK | OK | OK |
| Windows XP ^{*5} | OK | OK | OK |
| Windows Server 2003 ^{*6} | OK | OK | OK |
| Windows NT 4.0 ^{*7} | – | – | OK |
| Mac OS ^{*8} | – | OK | – |
| Mac OS X ^{*9} | – | OK | – |

^{*1} Microsoft Windows 95 operating system

^{*2} Microsoft Windows 98 operating system

^{*3} Microsoft Windows Millennium Edition

^{*4} Microsoft Windows 2000 Advanced Server

Microsoft Windows 2000 Server

Microsoft Windows 2000 Professional

^{*5} Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

^{*6} Microsoft Windows Server 2003 Standard Edition

Microsoft Windows Server 2003 Enterprise Edition

^{*7} Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

^{*8} Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

^{*9} Mac OS X 10.1 or later (Native mode)

❖ RPCS printer driver

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

❖ Adobe PostScript Printer Drivers and PPD files

Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

❖ PPD files

PPD files allow the printer driver to enable specific printer functions.

❖ HDI driver

The HDI driver for the AutoCAD 2000 series is provided to work specifically with the AutoCAD 2000 series of CAD applications.

Using the HDI driver reduces data size during print out, enabling faster print out.

Also, the HDI driver is specially designed for use in environments where AutoCAD 2000 applications are running.

🔍 Reference

“Preparing the Machine”, Printer Reference

“Using the HDI Driver for AutoCAD”, Printer Reference

PostScript 3 Supplement

3

TWAIN Driver

This section describes the file path and system requirements of the TWAIN driver. This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

❖ File path

The following drivers are included on the CD-ROM labeled “Scanner Driver and Utilities” provided with this machine:

`\DRIVERS\TWAIN`

❖ System requirements

- Hardware
PC/AT-compatible machines that support the following operating system properly
- Operating system
Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows NT 4.0
Microsoft Windows Server 2003
- Display resolution
800×600 pixels, 256 colours or higher

📌 Note

- ❑ Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.

DeskTopBinder Lite

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

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

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

❖ File path

The following drivers are included on the CD-ROM labeled “Scanner Driver and Utilities” provided with this machine:

`\UTILITY\DESKV2`

❖ System requirements

- Hardware
PC/AT-compatible machines that support the operating system properly
- Operating system
When installing all functions of Desk Navigator
Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition

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

Reference

Scanner Reference

SmartDeviceMonitor for Admin

SmartDeviceMonitor for Admin is an application that uses TCP/IP and IPX/SPX to monitor network printers. It can monitor multiple network printers using IPv4 address. We recommend that network administrators use this application.

❖ File path

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

NETWORK\DEVMON\ADMIN\DISK1

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

❖ Available functions

SmartDeviceMonitor for Admin has the functions to check the followings:

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

Reference

Network Guide

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

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

❖ File path

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

NETWORK\DEVMON\CLIENT\DISK1

❖ Operating environment of the printer driver

- Applicable computer
Machines which properly work with the applicable OS below. PC/AT compatible machine.
- Applicable OS
Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows NT 4.0
Microsoft Windows Server 2003

Note

- ❑ See "DeskTopBinder Lite", Scanner Reference or Help of DeskTopBinder-SmartDeviceMonitor for Client.
- ❑ DeskTopBinder includes SmartDeviceMonitor for Client. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

Specifications for the Main Unit

- ❖ **Configuration:**
Desktop
- ❖ **Photosensitivity type:**
OPC drum
- ❖ **Original scanning:**
Original feed image scanning over fixed contact image sensor
- ❖ **Copy process:**
Dry electrostatic transfer system
- ❖ **Development:**
Dry two-component magnetic brush development system
- ❖ **Fusing:**
Heating roll pressure system
- ❖ **Resolution:**
600 dpi
- ❖ **Original reference position:**
Centre
- ❖ **Warm-up time:**
Less than 2 minutes (23°C)
- ❖ **Originals:**
Sheet
- ❖ **Original size (W × L):**
 - Metric version:
Size that can be placed: 210 × 182 mm-960 × 15000 mm
Scan size: 210 × 210 mm-914 × 15000 mm
 - Inch version:
Size that can be placed: 8¹/₂" × 7"-37¹/₂" × 590" (49.2 ft.)
Scan size: 8¹/₂" × 8¹/₂"-36" × 590" (49.2 ft.)

❖ Copy size (W × L):

- Metric version:
Paper roll: 210 × 279 mm-914 × 15000 mm
Bypass tray: 210 × 257 mm-914 × 2000 mm
Cut paper: A3 , B4 , A4 
- Inch version:
E -A 
Paper roll: 8¹/₂" × 11"-36" × 590"
Bypass tray: 8¹/₂" × 10"-36" × 78"
Cut paper: 12" × 18" , 11" × 17" , 8¹/₂" × 14" , 8¹/₂" × 13" , 8¹/₂" × 11" 

❖ Paper weight:

52.3 - 110 g/m² (13.9 - 29.3 lb.)

❖ Non-reproduction area (Copier):

- Metric version:
 - Top: 8 mm
 - Bottom: 8 mm
 - Left and Right: 2 ± 2 mm (less than 5 mm on either side)
- Inch version:
 - Top: 0.32"
 - Bottom: 0.32"
 - Left and Right: 0.08" ± 0.08" (less than 0.20" on either side)

❖ First copy time:

- Metric version:
18 seconds (A1 , paper roll tray), 19 seconds (A3 , cut paper tray)
- Inch version:
18 seconds (D , paper roll tray), 19 seconds (B , cut paper tray)

❖ Copying speed (full-size copying):

- Type 1:
2 copies/minute (A0 (E) ) , 4 copies/minute (A1 (D) )
- Type 2:
3 copies/minute (A0 (E) ) , 6 copies/minute (A1 (D) )

❖ **Reproduction ratio:**

- Metric version:
Full-size: 100%
Reduce: 25.0%, 35.4%, 50.0%, 70.7%
Enlarge: 141.4%, 200.0%, 282.8%, 400.0%
Zoom: 25.0-400.0% (0.1% increments)
- Inch version (Engineering):
Full-size: 100%
Reduce: 25.0%, 32.4%, 50.0%, 64.7%
Enlarge: 129.4%, 200.0%, 258.8%, 400.0%
Zoom: 25.0-400.0% (0.1% increments)
- Inch version (Architecture):
Full-size: 100%
Reduce: 25.0%, 33.3%, 50.0%, 66.7%
Enlarge: 133.3%, 200.0%, 266.7%, 400.0%
Zoom: 25.0-400.0% (0.1% increments)

❖ **Maximum continuous copy run:**

99 sheets

❖ **Copy paper feed method:**

Bypass tray

❖ **Power consumption:**

| | Type 1 (Full system *1) | Type 2 (Full system *1) |
|---------------------------------------|-------------------------|-------------------------|
| Warm-up | 1.4 kw | 1.4 kw |
| Stand-by (Anti-humidity heater = OFF) | 0.110 kw | 0.110 kw |
| Stand-by (Anti-humidity heater = ON) | 0.190 kw | 0.190 kw |
| Copying | 0.94 kw | 0.96 kw |
| Maximum | 1.5 kw | 1.5 kw |

*1 Main unit with the Roll Feeder Type 240B, Paper Cassette Type 240, Printer Option Type W3600, Scanner Option Type W3600, File Format Converter Type C, USB Host Interface Unit Type 7300, and Gigabit Ethernet Board Type A

❖ **Dimensions (W×D×H):**

1080 × 637 × 580 mm, 43" × 25" × 23"

❖ **Space for main unit (W × D):**

2280 × 1237 mm, 89.8" × 48.8"

❖ **Noise emission:**

Sound power level:

| | |
|----------|--------------------|
| Stand-by | Less than 40 dB(A) |
| Copying | Less than 68 dB(A) |

Sound pressure level:

| | |
|----------|--------------------|
| Stand-by | Less than 30 dB(A) |
| Copying | Less than 57 dB(A) |

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.

❖ **Weight:**

Approx. 107 kg, 235.9 lb.

❖ **HDD:**

80 GB or more

- Capacity for Document Server
26 GB
- Capacity for memory sorting
14 GB
- Capacity for others
0.8 GB or more

Specifications for Options

Roll Feeder Type 240 A or 240 B

❖ **Paper sizes:**

Width: 210 – 914 mm, length: 150 m (diameter: 175 mm)

❖ **Paper widths:**

- Metric version

210 mm, 257 mm, 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm

- Inch version

8¹/₂", 9", 11", 12", 17", 18", 22", 24", 30", 34", 36"

❖ **Power consumption**

90 W (supplied by main unit)

❖ **Dimensions (W × D × H):**

1080 × 700 × 720 mm, 43" × 27" × 28"

❖ **Weight:**

Approx. 70 kg (Type 240 A), 72 kg (Type 240 B)

Paper Cassette Type 240

❖ **Paper weight:**

64 – 105 g/m².

❖ **Paper sizes:**

A3 , B4 , A4 , 12" × 18" , 11" × 17" , 8¹/₂" × 14" , 8¹/₂" × 13" , 8¹/₂" × 11" 

❖ **Power consumption (Max):**

Approx. 20 W (supplied by main unit)

❖ **Paper capacity:**

250 sheets

❖ **Dimensions (W × D × H):**

620 × 570 × 130 mm, 24" × 22" × 5"

❖ **Weight:**

Approx. 6 kg

Table Type 240

- ❖ **Dimensions (W × D × H):**
1080 × 700 × 720 mm, 43" × 27" × 28"
- ❖ **Weight:**
Approx. 34 kg

Carrier Sheet

Allows you to load bent, folded, creased, thin, or pasted originals using this sheet.

IEEE 802.11b Interface Unit Type H

- ❖ **Transmission spec.:**
Based on IEEE 802.11b (wireless LAN)
 - ❖ **Protocol:**
TCP/IP, IPX/SPX, AppleTalk
-  **Note**
- SmartDeviceMonitor and Web Image Monitor are supported.

- ❖ **Data transfer speed:**
Auto select from the following speed
1 Mbps, 2 Mbps, 5.5 Mbps, 11 Mbps

- ❖ **Frequency range:**
 - Inch version:
2412 - 2462 MHz (1 - 11 channels)
 - Metric version:
2412 - 2472 MHz (1 - 13 channels)

- ❖ **Transmittable distance:**
1 Mbps: 400 m
2 Mbps: 270 m
5.5 Mbps: 200 m
11 Mbps: 140 m

 **Note**

- These figures are a guideline for outdoor use. In general, the transmittable distance indoors is 10 - 100 m, depending on environment.

- ❖ **Transmission mode:**
Ad hoc, and infrastructure mode

USB Host Interface Unit Type 7300

- ❖ **Interface Connector:**
USB 1.1 host interface A type
- ❖ **Data Transmission Speed:**
12 Mbps (Full speed)
- ❖ **Distance Between Devices:**
2.5 m

Gigabit Ethernet Board Type A

- ❖ **Interface Connector:**
 - Ethernet (10Base-T, 100Base-TX, 1000Base-T)
 - USB 2.0
It requires a USB computer port and cable that support USB 2.0.
- ❖ **Data Transmission Speed:**
 - Ethernet: 1000 Mbps, 100 Mbps, 10 Mbps
 - USB: 480 Mbps (High speed: USB 2.0), 12 Mbps (Full speed)
- ❖ **Protocol:**
TCP/IP, IPX/SPX, AppleTalk
- ❖ **Distance Between Devices:**
 - Ethernet: 100 m
 - USB: 5 m

Copy Paper

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

Recommended Paper Sizes and Types

The following limitations apply to each tray:

Important

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

❖ Metric version

| Where paper is placed | Paper type | Paper size | Number of sheets that can be placed |
|----------------------------|--|--|-------------------------------------|
| Paper roll tray (optional) | Plain paper 52.3 – 110 g/m ² (13.9 – 29.3 lb) | Paper roll Diameter: less than 175 mm Core: 75.7 mm – 77 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m | – |
| Paper roll tray (optional) | Translucent paper | Paper roll Diameter: less than 175 mm Core: 75.7 mm – 77 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m | – |
| Paper roll tray (optional) | Recycled paper | Paper roll Diameter: less than 175 mm Core: 75.7 mm – 77 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m | – |
| Paper roll tray (optional) | Film | Paper roll Diameter: less than 175 mm Core: 75.7 mm – 77 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m | – |

| Where paper is placed | Paper type | Paper size | Number of sheets that can be placed |
|---------------------------|--|--|-------------------------------------|
| Cut paper tray (optional) | Plain paper 52.3-110 g/m ² (13.9-29.3 lb) | A3  , B4  , A4  | 250 sheets |
| Cut paper tray (optional) | Recycled paper | A3  , B4  , A4  | 250 sheets |
| Bypass tray | Plain paper 52.3-110 g/m ² (13.9-29.3 lb) | A0  , A1   , A2   A3   , A4  , B1  , B2   , B3   , B4   Paper width: 210 – 914 mm Paper length: 257 – 2000 mm | 1 sheet |
| Bypass tray | Translucent paper | A0  , A1   , A2   A3   , A4  , B1  , B2   , B3   , B4   Paper width: 210 – 914 mm Paper length: 257 – 2000 mm | 1 sheet |
| Bypass tray | Film | A0  , A1   , A2   A3   , A4  , B1  , B2   , B3   , B4   Paper width: 210 – 914 mm Paper length: 257 – 2000 mm | 1 sheet |

❖ Inch version

| Where paper is placed | Paper type | Paper size | Number of sheets that can be placed |
|----------------------------|--|--|-------------------------------------|
| Paper roll tray (optional) | Plain paper 52.3 – 110 g/m ² (13.9 – 29.3 lb) | Paper roll Diameter: 6.7" or less Internal diameter: 2.98" - 3.03" Width: 8 ¹ / ₂ ", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 590" (49.2 ft.) or less | – |
| Paper roll tray (optional) | Translucent paper (vellum) | Paper roll Diameter: 6.7" or less Internal diameter: 2.98" - 3.03" Width: 8 ¹ / ₂ ", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 590" (49.2 ft.) or less | – |
| Paper roll tray (optional) | Film | Paper roll Diameter: 6.7" or less Internal diameter: 2.98" - 3.03" Width: 8 ¹ / ₂ ", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 590" (49.2 ft.) or less | – |
| Cut paper tray (optional) | Plain paper 52.3-110 g/m ² (13.9-29.3 lb) | 12" × 18" □, 11" × 17" □, 8 ¹ / ₂ " × 14" □, 8 ¹ / ₂ " × 13" □, 8 ¹ / ₂ " × 11" □ | 250 sheets |
| Cut paper tray (optional) | Recycled paper | 12" × 18" □, 11" × 17" □, 8 ¹ / ₂ " × 14" □, 8 ¹ / ₂ " × 13" □, 8 ¹ / ₂ " × 11" □ | 250 sheets |
| Bypass tray | Plain paper 52.3-110 g/m ² (13.9-29.3 lb) | <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") □ | 1 sheet |

| Where paper is placed | Paper type | Paper size | Number of sheets that can be placed |
|-----------------------|----------------------------|--|-------------------------------------|
| Bypass tray | Translucent paper (vellum) | <ul style="list-style-type: none"> Engineering <ul style="list-style-type: none"> E (34"×44")  D (22"×34")  C (17"×22")  B (11"×17")  A (8 1/2"×11")  Architecture <ul style="list-style-type: none"> E (36"×48")  D (24"×36")  C (18"×24")  B (12"×18")  A (9"×12")  | 1 sheet |
| Bypass tray | Film | <ul style="list-style-type: none"> Engineering <ul style="list-style-type: none"> E (34"×44")  D (22"×34")  C (17"×22")  B (11"×17")  A (8 1/2"×11")  Architecture <ul style="list-style-type: none"> E (36"×48")  D (24"×36")  C (18"×24")  B (12"×18")  A (9"×12")  | 1 sheet |

Note

- Load paper into the cut paper tray with the print side down.
- Load paper into the bypass tray with the print side up.
- You must manually specify the size of custom size paper when loading it on the bypass tray.
- If multiple-sheet jams occur, load the paper sheet by sheet.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to the other tray - except the bypass tray - when the first tray in use runs out of paper. This function is called "Auto Tray Switching". (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "Copier / Document Server Features", and "Tray Paper Settings", General Settings Guide.

Reference

"Copier / Document Server Features", General Settings Guide
 "Tray Paper Settings", General Settings Guide

Paper roll

- If humidity is high, and the paper roll has expanded due to moisture, be sure to cut off approximately 1000 mm (40"), before making copies or printing.
- Use a paper roll that has a black core.
- When a paper roll of 90 g/m² (24 lb) or 110 g/m² (29.3 lb) paper is used and there is little paper left on the roll, image may be faint near the leading and/or trailing edge, or an image may be doubled. To prevent this, set 3-5 mm (0.11"-0.19") margins from the leading and trailing edges.

Reference

"Margin Adjustment", Copy/Document Server Reference

Notes on using translucent paper

Smooth out any curls in the paper before loading it.

Load translucent paper lengthways when possible.

Hemmed paper

When using hemmed paper, wrinkles and other problems may occur on paper. Use the following procedure when copying or printing onto hemmed paper:

- Use the bypass tray.
- Make sure the paper is straight, and align the paper guides of the bypass tray to the paper size.
- Load only one sheet at a time.
- Remove each paper from the output tray and place it on a flat surface.

Note

- Due to the thickness of hemmed paper, image may be faint, blurred, or wrinkled, and paper jams may occur. You may be able to prevent this by copying or printing on the rear surface of the paper or feeding the bottom of the paper in first.

Reference

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

Unusable Paper

This section describes paper unusable on this machine.

CAUTION:

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

Important

- To prevent faults, do not use any of the following kinds of treated paper:
 - Paper for inkjet printers
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - OHP transparencies for colour copying
 - Paper with perforated lines
 - Tab stock
 - Envelopes
- Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print onto unprinted sides only.

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
 - Adhesive labels
 - OHP transparencies
- If you copy or print on to rough grain paper, the output image might be blurred.
- When using non-recommended paper (especially chemically treated paper, hemmed paper, film), paper jams may occur, paper wrinkle, or output image deteriorate.
- Do not use paper that has already been copied or printed on.
- Do not copy or print on both sides of paper.
- If you use paper roll that is not marked with a black core, paper jams might occur when the paper ends.
- Do not use paper printed onto with an inkjet printer, as it may become entangled or jammed, which may damage the machine. In the worst event, this may cause fire, depending on paper and ink type combination.

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
 - Do not store paper vertically.
- Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in plastic bags.

 **Reference**

p.64 “Handling Paper”

Handling Paper

This section describes handling paper.

Depending on the humidity of the storage environment, handle paper as follows:

| % | State of paper | Try this ... |
|---------------------------|---|---|
| High humidity ↑ | Part of the image is lost, or a multi-sheet feed or wrinkling occurs on both translucent (vellum) and normal paper. | <ul style="list-style-type: none"> • Improve the environment where the machine is placed (e.g., install an air conditioner or dehumidifier). • Remove paper from the machine immediately after copying or printing, and store it in a plastic bag. |
| 70 (Normal conditions) | Part of the image is lost on both translucent (vellum) and normal paper. | <ul style="list-style-type: none"> • If you are not using the machine for a long time, remove paper from the machine and store it in a plastic bag. |
| 40 ↓ | Part of the image is lost on translucent paper (vellum). | <ul style="list-style-type: none"> • Store paper in a plastic bag each day after the last copy or print job is completed. |
| Low humidity | Part of the image is lost, or a multi-sheet feed or wrinkling occurs on both translucent (vellum) and normal paper. | <ul style="list-style-type: none"> • If you are not using the machine for a long time, remove translucent paper (vellum) from the machine and store it in a plastic bag. • Improve the environment where the machine is placed (e.g., install an air conditioner or humidifier). • Remove paper from the machine immediately after copying or printing, and store it in a plastic bag. |

ATY039S

 **Note**

- If humidity is above 70%, turn on the anti-humidity heater.

 **Reference**

p.37 “Anti-humidity Heater Switch”

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

I means **POWER ON.**

⏻ means **STAND BY.**

In accordance with IEC 60417, this machine uses the following symbols for the anti-humidity heater switch:

I means **POWER ON.**

○ means **POWER OFF.**

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Operating Instructions About This Machine

