Read This First



3406WD GWD3006 *LW426* **Aficio**™ MP W3601

Operating Instructions About This Machine





- 1 Simple Search
- 2 Getting Started
- 3 Adding Paper
- 4 Adding Toner
- 5 Entering Text
- 6 On-screen Operating Instructions
- 7 Remarks
- 8 Appendix

Documentation for This Machine

About This Machine (This manual)	
Troubleshooting	
Copy and Document Server Reference	💿
Using the various copier functions	💿
Using the Document Server functions	💿
Changing the default settings of the copier and Document Server functions, and related information	💿
Printer Reference	💿
Installing the driver for the printer function	💿
Changing the default settings of the printer function, and related information	💿
Scanner Reference	💿
Sending scan files	💿
Storing scan files	💿
Changing the default settings of the scanner function, and related information	💿
Network and System Settings Reference	💿
Connecting to a network	🚳
Registering addresses for scanner functions	💿
Changing the default settings of the system, and related information	💿
Security Reference	💿
VM Card Extended Feature Settings Device Reference	💿
VM Card Extended Feature Settings Web Reference	💿
Quick Reference Copy Guide	
Quick Reference Printer Guide	
Quick Reference Scanner Guide	

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Manuals for This Machine

Read this manual carefully before you use this machine.

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

Important

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

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

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Reference

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

Security Reference

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

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

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

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

VM Card Extended Feature Settings Device Reference

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

VM Card Extended Feature Settings Web Reference

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

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide



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

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

*1 Optional

Manuals List

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

What You Can Do with This Machine

This section introduces the features of this machine.



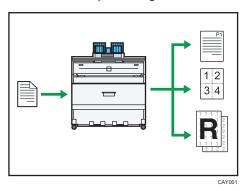
• For details about options, see "Options".

Reference

• p.52 "Options"

Using This Machine as a Copier

You can make copies of originals.



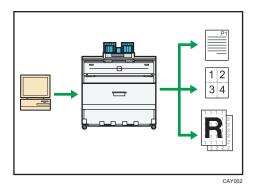
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.
- You can reduce or enlarge the copy image. With Auto Reduce / Enlarge, the machine automatically
 detects the original size, and then selects an appropriate reproduction ratio based on the paper size
 you select.
- You can use the "Combine" function to save paper by printing multiple pages on a single sheet.

Reference

• See Copy and Document Server Reference .

Using This Machine as a Printer

You can print documents created in applications with the printer unit (optional).



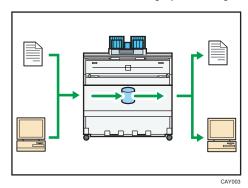
- This machine supports network and local connections.
- You can print HP-GL, HP-GL/2 (HP-RTL), TIFF, and CALS files directly using the GL/2 & TIFF filter.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent
 from computers using the printer driver. The following types of print jobs can be selected: Sample
 Print, Locked Print, Hold Print, and Stored Print.

■ Reference

See Printer Reference .

Utilizing Stored Documents

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



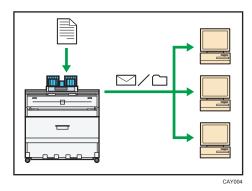
- You can retrieve stored documents scanned in scanner mode.
- Using the file format converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

■ Reference

- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Reference.
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference.
- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference.
- For details about Document Server, see "Document Server", Copy and Document Server Reference

Using the Scanner in a Network Environment

You can use a scanner over the network with the scanner unit (optional).



- You can perform color scanning.
- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery software^{*1} (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.
- * 1 For details to purchase ScanRouter delivery software, contact your local dealer.

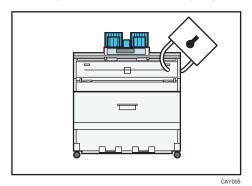
UNote

- For details about sending scan files by e-mail, see "Sending Scan Files by E-mail", Scanner Reference
- For details about file storage, see Scanner Reference .
- For details about sending scan files by Scan to Folder, see "Sending Scan Files to Folders", Scanner Reference.

- For details about the machine's settings for network delivery scanner, see "Network Settings Required to Use the Network Delivery Scanner", Network and System Settings Reference.
- For details about how to use the network delivery scanner function, see "Delivering Scan Files", Scanner Reference.

Administrating the Machine/Protecting Documents (Security Functions)

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



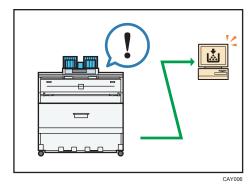
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

Reference

• See Security Reference .

Monitoring and Setting 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.
- 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.

Notice

Important

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

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

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

How to Read This Manual



This manual uses the following symbols:



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.



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

Reference

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

[]

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



Indicates instructions in book form.



Indicates instructions in sheet form.



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

Names of Major Items

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

- Roll Feeder Type 3601A \rightarrow Paper roll tray 1
- Roll Feeder Type 3601B → Paper roll tray 2
- Paper Cassette Type 240 → Cut paper tray
- Table Type 240 → Table

Terms

• Long length original/paper

Original/paper length longer than 1,189 mm (46.8 inches).

Notes

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

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

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:



⚠ WARNING

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



CAUTION

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

Safety Precautions to Be Followed

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

Environments where the machine can be used

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



⚠ WARNING

 Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

⚠ WARNING

• Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

** CAUTION**

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

^CAUTION

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

CAUTION

 Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

ACAUTION

 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.

ACAUTION

Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine
in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine
to malfunction.

ACAUTION

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

CAUTION

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

CAUTION

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

Handling power cords and power plugs

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

⚠WARNING

 Do not use any power sources other than those that match the specifications shown in "Specifications for the Main Unit" in this manual. Doing so could result in fire or electric shock.

MARNING

• Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

WARNING

• Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

MARNING

Do not use extension cords. Doing so could result in fire or electric shock.

MARNING

Do not use power cords that are damaged, broken, or modified. Also, do not use power cords
that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result
in fire or electric shock.

⚠ WARNING

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

WARNING

The supplied power cord is for use with this machine only. Do not use it with other appliances.
 Doing so could result in fire or electric shock.

MARNING

 It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

MARNING

• When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

MARNING

• Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

MARNING

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.

CAUTION

• Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

ACAUTION

• If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

ACAUTION

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.

ACAUTION

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

ACAUTION

 When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

Handling the main machine

This section explains safety precautions about handling the main machine.

∴ WARNING

• Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

⚠WARNING

 If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine.
 Doing so could result in fire or electric shock.

WARNING

If metal objects, or water or other fluids fall inside this machine, you must turn off its power
immediately. After turning off the power, be sure to disconnect the power cord plug from the wall
outlet. Then contact your service representative and report the problem. Do not use the machine.
Doing so could result in fire or electric shock.

MARNING

• Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.

WARNING

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.

ACAUTION

• Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

ACAUTION

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

ACAUTION

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.

CAUTION

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

ACAUTION

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

ACAUTION

• 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.

⚠ CAUTION

 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.

ACAUTION

• 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.

ACAUTION

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.

Handling the machine's interior

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

MARNING

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside
 this machine are high voltage components that are an electric shock hazard. Contact your sales
 or service representative if any of the machine's internal components require maintenance,
 adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock.

ACAUTION

Some of this machine's internal components get very hot. For this reason, take care when removing
misfed paper. Not doing so could result in burns.

ACAUTION

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

ACAUTION

Be careful when replacing the roll paper or removing misfed paper. Follow the instructions for these
procedures properly. Not doing so could result in injury from the paper cutter inside.

ACAUTION

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

ACAUTION

• If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can result from heavy accumulation of dust inside this machine. Contact your sales or service representative for details about and charges for cleaning the machine's interior.

ACAUTION

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

Handling the machine's supplies

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

↑ WARNING

Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite
on contact with naked flame.

MARNING

• Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

WARNING

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

MARNING

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

CAUTION

• Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

When removing jammed paper or replacing toner, avoid getting toner (new or used) on your
clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot
water will set the toner into the fabric and make removing the stain impossible.

ACAUTION

• When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

CAUTION

 Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

ACAUTION

• 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.

Other safety precautions

This section explains other safety precautions.



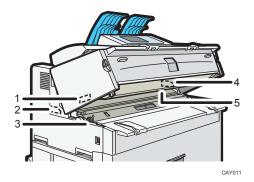
• A network interface cable with a ferrite core must be used for RF interference suppression.

Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels

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



1



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.

2



CAY0

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.

3



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

4

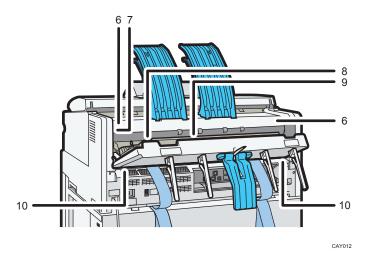


Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

5



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 a label indicates. 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.

8



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.

9



CAY051

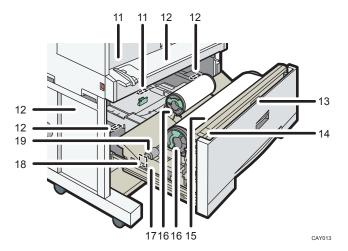
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

10



CAY052

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.



11





- · Hot surface avoid contact.
 - Superficie quente evitar contacto. Heiße oberfläche. ΑΠΟΦΤΓΕΤΕ ΤΗΝ ΕΠΑΦΗ ΣΕ ΖΕΣΤΗ ΕΠΙΦΑΝΕΙΑ.
 - Surface chaude evitez le contact. · 高温表面 请勿接触
- Superficie calda non toccare. 고온입니다. 손을 대지 마십시오. No tocar, alta temperatura. 高温です。手を触れないでください。 · Heet oppervlak-vermijdt contact.

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.

12



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.

13



- Internal cutter keep hands away.
- •内部切纸刀-保持手的距离。
- 내부에 커터가 있습니다. 손을 다칠 수 있으므로 주의해 주십시오. 부상을 입을 수 있습니다.



CAY054

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.

14



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.

15



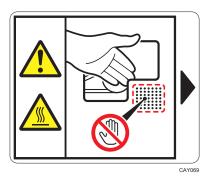
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

16



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.

17



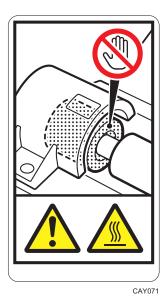
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

18

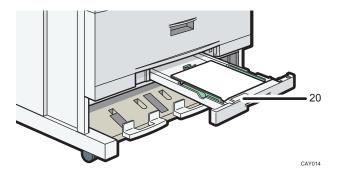


The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

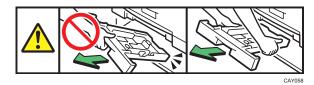
19



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.



20



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.

Power Switch Symbols

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

- I : POWER ON
- O : POWER OFF
- U: STANDBY

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program. This machine is compliant with the regulations specified by the ENERGY STAR® Program.

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

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

It is an open program in which manufacturers participate voluntarily.

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



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

Reference

• p.35 "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 7 minutes. This default time can be changed.

Off Mode (on machines with only copier function)

- If this machine remains idle for a specified period, it automatically turns off its power.
- The default delay time the machine waits before entering Off Mode is 14 minutes. This default time can be changed.

Sleep Mode (on machines with printer or scanner functions)

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 14 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep Mode.

Specifications

	Machine (Full system * 1)
Reduced Electrical Consumption by Low Power Mode	137 W
Time of Switch into Low Power Mode	7 minutes
Time of Switch out from Low Power Mode	88 seconds *2
Reduced Electrical Consumption by Off Mode	7.5 W
Time of Switch into Off Mode	14 minutes
Time of Switch out from Off Mode	120 seconds *2

- * 1 Main unit with the Roll Feeder Type 3601B and Paper Cassette Type 240
- *2 The machine might not recover in the time indicated, depending on the conditions of the environment it is operating in.



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

- For details about how to change the default interval, see "Timer Settings", Network and System Settings Reference.
- Depending on which Embedded Software Architecture application is installed on it, the machine might take longer than indicated to enter Sleep Mode.

■ Reference

• "Timer Settings", Network and System Settings Reference ©

Laws and Regulations

Legal Prohibition

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

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

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

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

Notes to users in the United States of America

FCC Rules

Declaration of Conformity

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000 Product Name: Multi Function Peripheral

Model Number:

3406WD/GWD3006/LW426/Aficio MP W3601

Note:

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

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

Caution:

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

Notes on lamp(s) inside this machine

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

Notes to users in the state of California

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

1. Simple Search

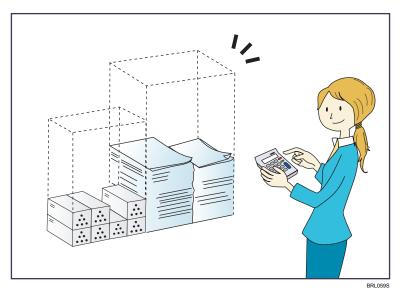
You can search for a procedure either by keyword or by what you want to do.

Searching by What You Want to Do

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

I Want to Reduce my Costs!

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



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

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

Reducing electricity consumption

 \Rightarrow See "Timer Settings", Network and System Settings Reference 0.

I Want to Convert Documents to Electronic Formats Easily!

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



Sending scan files

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

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

 \Rightarrow See "Sending the URL by E-mail", Scanner Reference 2 .

Storing scan files in a shared folder

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

Storing scan files on media

⇒ See "Basic Procedure for Saving Scan Files on a Removable Memory Device", Scanner Reference
③

Downloading scan files with Web Image Monitor

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

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

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

Changing the format of scanned files

 \Rightarrow See "Specifying the File Type and File Name", Scanner Referenceigotimes .

I Want to Register Destinations!

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



Using the control panel to register destinations in the Address Book

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

I Want to Operate the Machine More Effectively!

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



Registering and using frequently-used settings (Program)

- \Rightarrow See "Registering Frequently Used Functions", Copy and Document Server Reference 0.
- ⇒ See "Registering Frequently Used Settings", Scanner Reference .

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

- \Rightarrow See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference.
- \Rightarrow See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference 3.

Searching by Keyword

You can search for a procedure by keyword.

Paper/Original

I want to load paper.

- ⇒ p.76 "Loading Paper into the Paper Roll Tray"
- ⇒ p.77 "Loading Paper into the Cut Paper Tray"

I want to change the paper size.

- \Rightarrow p.79 "Changing the Paper Size in the Paper Roll Tray"
- \Rightarrow p.80 "Changing the Paper Size in the Cut Paper Tray"

I want to scan a custom size original.

⇒ See "Specifying Scan Settings", Scanner Reference .

I want to know what the paper specifications are.

 \Rightarrow p.82 "Recommended Paper Sizes and Types"

The paper has jammed.

 \Rightarrow See "Removing Jammed Paper", Troubleshooting \bigcirc \bigcirc .

I want to change the initial paper settings.

 \Rightarrow See "Tray Paper Settings", Network and System Settings Reference 0.

Register/Change/Delete

I want to register an e-mail address.

 \Rightarrow See "Registering an E-mail Destination", Network and System Settings Referenceigotimes .

I want to register an SMB folder.

 \Rightarrow See "Registering an SMB Folder", Network and System Settings Reference 0.

I want to register multiple addresses as a group.

 \Rightarrow See "Registering Names to a Group", Network and System Settings Reference 3.

I want to register frequently-used copier functions.

 \Rightarrow See "Registering Frequently Used Functions", Copy and Document Server Reference 2.

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

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

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

Settings

I want to configure authentication by User Code.

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

I want to specify the Scan to Folder settings.

⇒ See "Send Settings", Scanner Reference.

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

⇒ See "Send Settings", Scanner Reference.

Check

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

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

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

⇒ See "Check Modes", Scanner Reference.

I want to check the scan image before sending it.

 \Rightarrow See "Preview", Scanner Reference 3.

I want to view the transmission result.

⇒ See "Scanned Files Status", Scanner Reference .

Install

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

⇒ See "Using the SmartDeviceMonitor for Client Port", Printer Reference .

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

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

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

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

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

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

Supply

I want to load paper.

- \Rightarrow p.76 "Loading Paper into the Paper Roll Tray"
- \Rightarrow p.77 "Loading Paper into the Cut Paper Tray"

I want to add toner.

⇒ p.93 "Adding Toner"

2. Getting Started

This chapter describes how to start using this machine.

Guide to Components

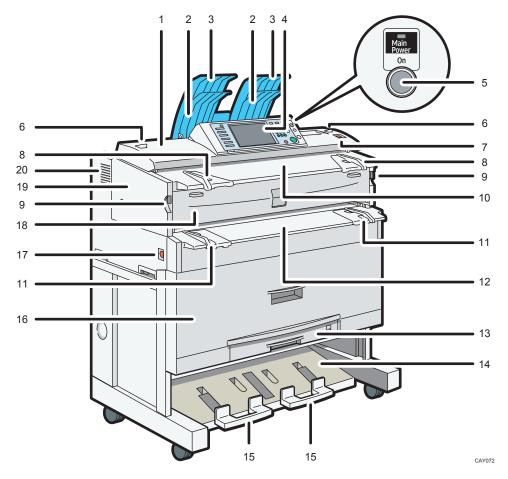
This section introduces the names and functions of the components.

MARNING

• When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

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

Front



1. Scanner cover

Open to clear jammed originals.

2. Original stacker

Originals are stacked here.

3. Upper output stacker

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

4. Control panel

See "Control Panel".

5. Operation switch

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

6. Original switching lever

Use to copy or scan folded originals.

7. [Scanner Stop] key

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

8. Original guide

Set to the width of your originals.

9. Imaging unit opening lever

Use to open the imaging unit.

10. Original table

Place originals here scanning side down.

11. Bypass tray's paper guide

Set to the width of the paper for bypass copying.

12. Bypass tray

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

13. Cut paper tray (optional)

Load cut paper here.

14. Lower output stacker

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

15. Lower output auxiliary guide

Pull this out to insert rolled paper or long originals.

16. Paper roll tray (optional)

Load a paper roll here.

17. 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. See "Turning On/Off the Power".

18. Imaging unit front cover

Open when toner runs out.

19. Imaging unit

Open when paper jam or toner runs out.

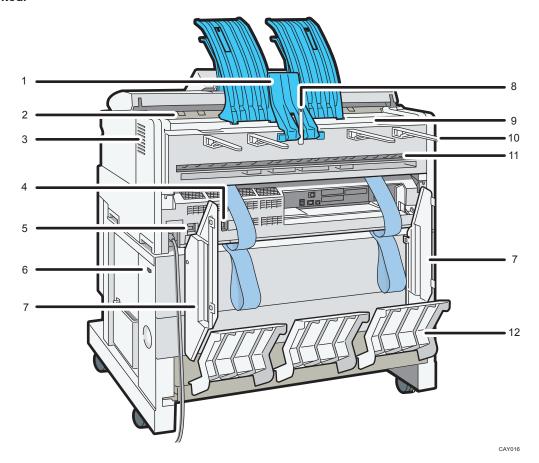
20. Ventilation holes

Prevent overheating.



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

Rear



1. Upper output guide

Takes delivered paper to the upper output stacker.

2. Original exit

Originals are delivered here.

3. Ventilation holes

Prevent overheating.

4. Anti-condensation heater switch

If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the anti-condensation heater.

5. Earth Leakage Breaker

To prevent electric shock this machine has an earth leakage breaker. The earth leakage breaker is normally in the on position.

If the power does not come on, check if the earth leakage breaker is in the off position. If so, do not turn it to the on position.

Contact your sales or service representative immediately.

6. 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. See "Anti-humidity Heater Switch".

7. Lower output guides

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

8. Original exit switching lever

Takes originals to the original output guide.

9. Upper output exit

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

10. Original output guide

Stacks originals delivered to the rear output.

11. Lower output exit

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

12. Lower output tray (optional)

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

U Note

• Use the lower output guides if AOD or A1D sheets are being delivered to the lower output exit.

Reference

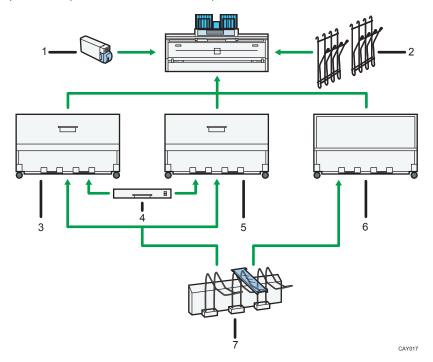
- p.56 "Control Panel"
- p.68 "Turning On/Off the Power"
- p.71 "Anti-humidity Heater Switch"

Options

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

External Options

This section provides explanations about external options.



1. Media slot

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

2. Original hanger

Allows you to hang originals.

3. Paper roll tray 1

You can load one paper roll.

4. Cut paper tray

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

5. Paper roll tray 2

You can load two paper rolls.

6. Table

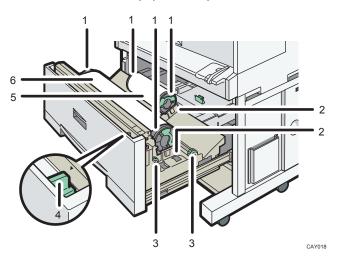
Put the main unit on this table. You can store cut paper and so on inside it.

7. Rear stacker

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

Paper roll tray

This illustration shows the paper roll tray 2.



1. Paper holder

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

2. Roll holder

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

3. Paper feed knob

Use when loading paper rolls or clearing paper jams.

4. 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.

- 5. Paper roll 2
- 6. Paper roll 1



• 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, and lower output guides cannot be used.

Internal Options

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

• Printer unit

Allows you to use the printer function.

Scanner unit

Allows you to use the scanner function.

• Wireless LAN board

Allows you to install a wireless LAN interface.

• Gigabit Ethernet (1000BASE-T)

Allows you to communicate over 1000BASE-T.

• File format converter

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

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

Browser Unit

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

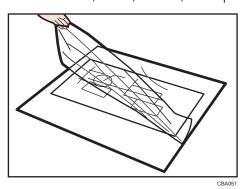


• Some options cannot be installed on the machine if certain other options already installed. For details about which options can be used in combination, contact your sales or service representative.

Other Options

Carrier sheet

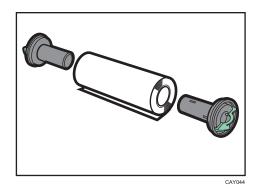
Use to load bent, folded, creased, thin or pasted originals.



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.



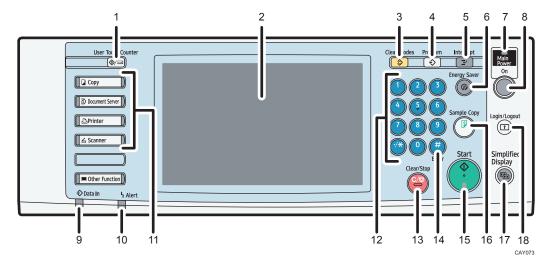
Control Panel

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



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

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



1. [User Tools/Counter] key

• User Tools

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

Counter

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

Inauiry

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

2. Display panel

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

3. [Clear Modes] key

Press to clear the current settings.

4. [Program] key (copier, Document Server, and scanner mode)

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

See "Registering Frequently Used Functions" and "Registering Frequently Used Functions for Printing Stored Documents from the Document Server", Copy and Document Server Reference.

See "Registering Frequently Used Settings", Scanner Reference.

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

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

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

5. [Interrupt] key (copier, Document Server, and scanner mode)

Press to make interrupt copies during copying or scanning. See "Interrupt Copy", Copy and Document Server Reference.

6. [Energy Saver] key

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

7. Main power indicator

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

8. Operation switch

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

9. Data In indicator (printer mode)

Flashes when the machine is receiving print jobs. See Printer Reference .

10. Alert indicator

Lights continuously if an error has occurred.

11. Function keys

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

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

12. Number keys

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

13. [Clear/Stop] key

• Clear

Press to delete a number entered.

Stop

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

14. [#] key (Enter key)

Press to confirm values entered or items specified.

15. [Start] key

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

16. [Sample Copy] key

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

17. [Simplified Display] key

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

18. [Login/Logout] key

Press this to log in or log out.

■ Reference

- p.59 "Display Panel"
- p.59 "Simplified Display"
- p.66 "Changing Modes"
- p.68 "Turning On/Off the Power"
- p.70 "Saving Energy"
- p.118 "Counter"
- p.119 "Inquiry"

Display Panel

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



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

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

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

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





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

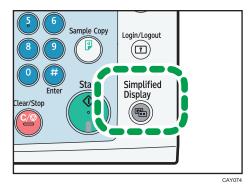
Simplified Display

This section explains how to switch to the simplified display.

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

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

1. Press the [Simplified Display] key.



This illustration shows the copier function's simplified display.



1. [Key Color]

Press to increase screen contrast by changing the color of the keys. This is available only for the simplified display.



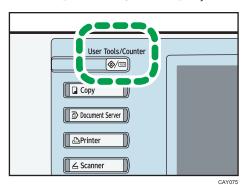
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Changing the Display Language

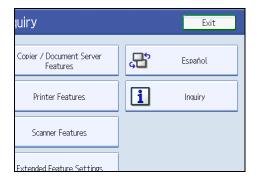
You can change the language used on the display. English is set as default.

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

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



2. Press [Español].



The language is changed to Spanish.

3. Press [Salir].



The menu appears in Spanish.



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

When the Authentication Screen is Displayed

This section explains the authentication screen.



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

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

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



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

User Code Authentication (Using the Control Panel)

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

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

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





- To log out, do one of the following:
 - Press the operation switch.

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

User Code Authentication (Using a Printer Driver)

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

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



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

Login (Using the Control Panel)

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

1. Press [Login].



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



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



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



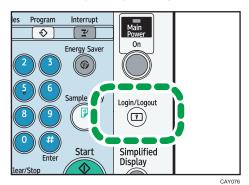
• If authentication fails, the "Authentication has failed." message appears. Check that the Login User Name and Login Password are correct.

Logout (Using the Control Panel)

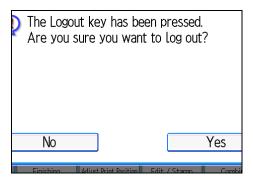
This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.



- 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.



2. Press [Yes].



Login (Using a Printer Driver)

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

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



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

Login (Using Web Image Monitor)

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

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



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

Logout (Using Web Image Monitor)

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

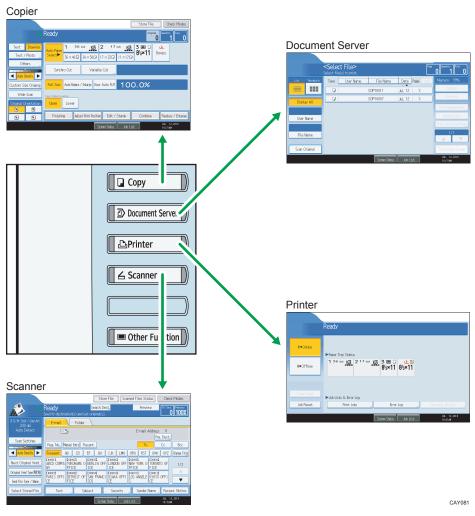
1. Click [Logout] to log out.



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

Changing Modes

This section explains how to change modes.



- **U** Note
 - You cannot switch modes in any of the following situations:
 - When accessing User Tools / Counter / Inquiry
 - 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 under Function Priority. See "System Settings", Network and System Settings Reference

System Reset

This section explains System Reset.

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For the procedure for specifying default settings under Function Priority, see "System Settings", Network and System Settings Reference ③.

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

Turning On/Off the Power

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

Power supply

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

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



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

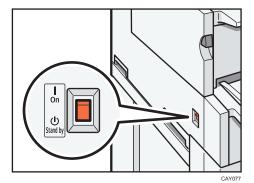
Turning On the Main Power

This section explains how to turn on the main power.



- 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.







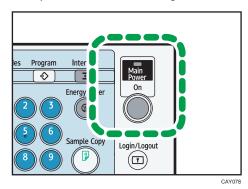
After you switch the main power on, a screen may appear to indicate that the machine is initializing.
 Do not switch the power off during this process. Initialization takes about three minutes.

Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



UNote

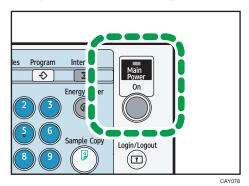
• If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

This section explains how to turn off the power.

1. Press the operation switch.

The operation switch indicator goes off.



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- 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

This section explains how to turn off the main power.



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

The main power indicator goes out.

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

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

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

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 under Energy Saver Timer.

Auto Off

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

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



- See "System Settings", Network and System Settings Reference .
- The Energy Saver, Low power mode, and Auto Off functions will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the "Add Toner" message appears
 - When toner is being replenished
 - When the User Tools / Counter / Inquiry screen is displayed
 - When fixed warm-up is in progress
 - When data is being processed
 - · When operations are suspended during printing
 - When the Data In indicator is on or blinking
 - When the sample print, locked print, hold print, or stored print screen is displayed

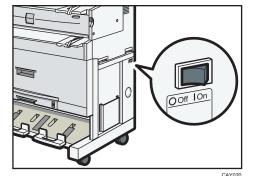
Anti-humidity Heater Switch

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.



Downloading Utility Software

This section explains the utility software for this machine.

SmartDeviceMonitor for Admin

This section describes the functions available with SmartDeviceMonitor for Admin.

SmartDeviceMonitor for Admin is an application that monitors network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

SmartDeviceMonitor for Admin has the following functions:

- Group management for the machines
- Monitoring the machines
- Operation restriction
- · Managing the Address Book
- Per-user counters
- User restriction

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

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



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

DeskTopBinder

This section describes the functions available with DeskTopBinder.

DeskTopBinder is to be installed on the client computers for integration and management of various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with the ScanRouter delivery software *1, you can view the files stored in in-trays of the delivery server, or use other functions for stored files.

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

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

* 1 For details to purchase ScanRouter delivery software, contact your local dealer.

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

SmartDeviceMonitor for Client

This section describes the functions available with SmartDeviceMonitor for Client.

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

SmartDeviceMonitor for Client has the following functions:

- · Checking printer supplies such as paper or toner
- · Checking results of print jobs executed from the computer

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



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

3. Adding Paper

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

Loading Paper

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

ACAUTION

Be careful when replacing the roll paper or removing misfed paper. Follow the instructions for these
procedures properly. Not doing so could result in injury from the paper cutter inside.

ACAUTION

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

ACAUTION

• 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.

CAUTION

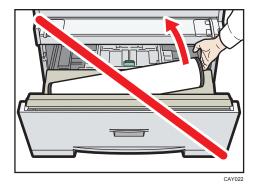
Hold the paper roll horizontally with both hands. When you grab the paper holder and hold the
paper roll vertically, the paper roll may fall off and an injury may result.

ACAUTION

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.

Mportant !

When removing paper rolls, lift the paper holders on either side of the paper roll before removing.
 Do not lift one side only. This could damage the machine.



U Note

- If the original hanger (optional) is installed, remove it before pulling out the paper roll tray or cut paper tray.
- For paper types and sizes that can be loaded in the paper roll tray and cut paper tray, see "Recommended Paper Sizes and Types".
- For details about changing the paper size in the paper roll tray or cut paper tray, see "Changing the Paper Size".
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy and Document Server Reference.

Reference

- p.79 "Changing the Paper Size"
- p.82 "Recommended Paper Sizes and Types"

Loading Paper into the Paper Roll Tray

The following procedure explains loading the paper roll.



 Open the paper roll tray. Hold both sides of the empty paper roll and remove it from the unit.



 Raise the green lever on the paper holder (①). Remove the paper holder from the empty paper roll core (②).

Note

· Remove both sides of the paper holder.



 Set the paper holder in the new paper roll (①). Lower the lever (②).

Note

- · Insert the paper holder firmly until it stops.
- · Set both sides of the paper holder.



 Hold both sides of the paper holder. Set it in the roll holder.



Set the paper roll.

Note

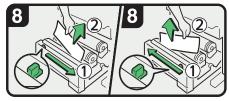
 The edge of the paper roll should be on the bottom.



 Pass the paper edge under the rubber part of the roller.



 Turn the paper feed knob in the direction of the arrows until the edge of the paper emerges.



• Cut the edge of the paper by sliding the cutter knob from left to right, or from right to left (①). Remove the offcut (②).



· Turn the paper holder 30 degrees forward.

Note

- In order to eject any cut-off that might have remained, be sure to turn the paper holder 30 degrees forward.
- Close the paper roll tray.

CAY037

U Note

- When you use the printer function, set the paper volume again after loading the paper roll. See "Tray Paper Settings", Network and System Settings Reference.
- When you change the paper size or paper type, make the paper size or type settings under System Settings. See "Tray Paper Settings", Network and System Settings Reference.

Loading Paper into the Cut Paper Tray

The following procedure explains loading cut paper.



 Pull out the cut paper tray while lifting upward and out.

Note

 Be sure to load paper after all the paper in the tray run out.



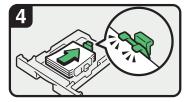
 Hold both sides and lift the front of the tray, and then remove it from of the machine.



• While pressing the release lever, open the side fence (1).

Note

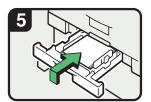
• When changing the paper size, adjust the end fence to the paper size while pressing the release lever (2).



· Load paper print face down.

Note

- Load paper below the limit mark on the paper guide.
- While pressing the release lever, adjust the side fence to the paper size.



 Insert the cut paper tray while lifting upward into the machine, push slowly until it stops.

Note

 If you push the cut paper tray forcefully, the tray's paper guide may become out of position.

CAY038

U Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- Extend the side-end fences when changing to a larger paper size such as A3. See "Changing the Paper Size in the Cut Paper Tray".

Reference

• p.80 "Changing the Paper Size in the Cut Paper Tray"

Changing the Paper Size

This section describes how to change the paper size.

Procedures for changing the paper size differ depending on the tray. Make sure you are following the appropriate procedure before you begin.



- Be sure to select the paper size with System Settings. If you do not, misfeeds might occur. See "Tray Paper Settings", Network and System Settings Reference.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

Reference

• p.82 "Recommended Paper Sizes and Types"

Changing the Paper Size in the Paper Roll Tray

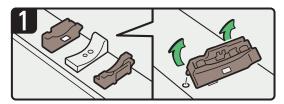
The following procedure explains how to change a paper size in the paper roll tray.

Removing the roll holder

The following procedure explains removing the roll holder.



 Always follow the instructions below when adjusting the roll holder. Do not force the roll holder by pulling or sliding it strongly. This could damage it.



- Push the roll holder inwards, and then pull it upwards.

 Note
- · The roll holder is attached with magnets and a hook.

CAY039

Setting the roll holder

The following procedure explains setting the roll holder.



- · Insert the hook on the roll holder into the hole (1).
- Hook on the outside and insert the hook into the hole (②).

 Note
- · Make sure the hooks are firmly in the holes.



 Check the paper size in the windows on the inside of the roll holder.

Note

 Make the same setting for both left and right sides.

CAY040



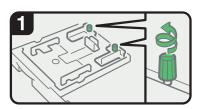
- For procedures about loading the paper, see "Loading Paper".
- Confirm paper width using the paper roll tray's scale.

■ Reference

• p.75 "Loading Paper"

Changing the Paper Size in the Cut Paper Tray

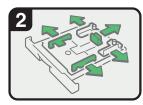
The following procedure explains how to change a paper size in the cut paper tray.



 Loosen the screws on the right and left side-end fences by turning them counterclockwise.

Note

· Remove paper if loaded.



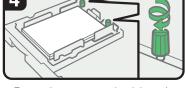
 While pressing the release lever, open the side fences, end fence, and side-end fences.



- Load paper print side down
 (1).
- While pressing the release lever, adjust the side fences, end fence, and side-end fences to the paper size (②).



CAY041



 Fasten the screws on the right and left side-end fences by turning them clockwise.

Note

- This procedure is required for loading A3D, B4D (11 \times 17D, 12 \times 18D) size paper.
- If you want to load A4 $^{\square}$ (8 $^{1}/_{2} \times 11^{\square}$, 8 $^{1}/_{2} \times 13^{\square}$, 8 $^{1}/_{2} \times 14^{\square}$) paper sizes, see "Loading Paper into the Cut Paper Tray".
- When you change the paper size or paper type, make the paper size or type settings under System Settings. See "Tray Paper Settings", Network and System Settings Reference.
- Fan the paper before loading.
- Straighten curled or warped paper before loading.

Reference

• p.77 "Loading Paper into the Cut Paper Tray"

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.



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

Paper roll tray (optional)

Paper type and weight	Paper size	Paper capacity
Plain paper	Paper roll	-
51 - 134 g/m ²	Diameter: 6.7 inches or less	
(13 ⁻ 35 lb.)	Internal diameter: 2.98 inches - 3.03 inches	
	Width: $8^{1}/_{2}$ inches, 9 inches, 11 inches, 12 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	
	Roll length: 590 inches (49.2 ft.) or less	
Translucent paper	Paper roll	-
(vellum)	Diameter: 6.7 inches or less	
	Internal diameter: 2.98 inches - 3.03 inches	
	Width: $8^1/_2$ inches, 9 inches, 11 inches, 12 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	
	Roll length: 590 inches (49.2 ft.) or less	

Paper type and weight	Paper size	Paper capacity
Recycled paper	Paper roll Diameter: 6.7 inches or less Internal diameter: 2.98 inches - 3.03 inches Width: 8 ¹ / ₂ inches, 9 inches, 11 inches, 12 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
	Roll length: 590 inches (49.2 ft.) or less	
Film	Paper roll Diameter: 6.7 inches or less Internal diameter: 2.98 inches - 3.03 inches Width: 8 ¹ / ₂ inches, 9 inches, 11 inches, 12 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches Roll length: 590 inches (49.2 ft.) or less	-

Cut paper tray (optional)

Paper type and weight	Paper size	Paper capacity
Plain paper 64 ⁻ 105 g/m ² (17 ⁻ 27 lb.)	12 × 18 ^D , 11 × 17 ^D , 8 ¹ / ₂ × 14 ^D , 8 ¹ / ₂ × 13 ^D , 8 ¹ / ₂ × 11	250 sheets
Recycled paper	$12 \times 18^{\text{D}}$, $11 \times 17^{\text{D}}$, $8^{1}/_{2} \times 14^{\text{D}}$, $8^{1}/_{2} \times 13^{\text{D}}$, $8^{1}/_{2} \times 11^{\text{D}}$	250 sheets

Bypass tray

Paper type and weight	Paper size	Paper capacity
Plain paper 51 ⁻ 134 g/m ² (13 ⁻ 35 lb.)	• 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
Translucent paper (vellum)	• 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
Recycled paper	 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

Paper type and weight	Paper size	Paper capacity
Film	• Engineering E (34 × 44) \(\tilde{\P}\), \(\D \) (22 × 34) \(\D \tilde{\P}\), \(\C \) (17 × 22) \(\D \tilde{\P}\), B (11 × 17) \(\D \tilde{\P}\), \(A \) (8\frac{1}{2} × 11) \(\D \tilde{\P}\) • Architecture E (36 × 48) \(\D \tilde{\P}\), \(\D \) (24 × 36) \(\D \tilde{\P}\), \(\C \) (18 × 24) \(\D \tilde{\P}\), \(B \) (12 × 18) \(\D \tilde{\P}\), \(A \) (9 × 12) \(\D \tilde{\P}\)	1 sheet

Paper Thickness

Paper Thickness *1	Paper weight
Plain Paper 1	110 g/m² (29 lb.)
Plain Paper 2	90 g/m ² (23 lb.)
Plain Paper 3	70 g/m ² (18 lb.)
Plain Paper 4	60 g/m ² (15 lb.)
Plain Paper 5	51 g/m ² (13 lb.)
Recycled Paper 1	110 g/m² (29 lb.)
Recycled Paper 2	90 g/m² (23 lb.)
Recycled Paper 3	70 g/m ² (18 lb.)
Recycled Paper 4	60 g/m ² (15 lb.)
Recycled Paper 5	51 g/m ² (13 lb.)
Translucent Paper 1	70 ⁻ 90 g/m ² (18 ⁻ 23 lb.)
Translucent Paper 2	70 ⁻ 80 g/m ² (18 ⁻ 21 lb.)
Translucent Paper 3	70 ⁻ 80 g/m ² (18 ⁻ 21 lb.)
Translucent Paper 4	51 - 70 g/m ² (13 - 18 lb.)
Translucent Paper 5	Hemmed paper

Paper Thickness *1	Paper weight
Film 1	0.07 ⁻ 0.095 mm (2.8 ⁻ 3.7 Mil)
Film 2	0.07 ⁻ 0.095 mm (2.8 ⁻ 3.7 Mil)
Film 3	0.07 ⁻ 0.095 mm (2.8 ⁻ 3.7 Mil)
Film 4	0.07 ⁻ 0.095 mm (2.8 ⁻ 3.7 Mil)

*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.



- 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 and the cut paper tray when the first tray 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. When you are printing from roll paper, this function is effective only if two paper roll is loaded. Before one roll runs out, another roll must be available.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "System Settings", Network and System Settings Reference . For the setting procedure of the Auto Tray Switching function, see "Copier and Document Server Features", Copy and Document Server Reference.

Paper Roll

If humidity is high, and the paper roll has expanded due to moisture, be sure to cut off approximately 1000 mm (40 inches), before making copies or printing.

Use a paper roll that has a black core.

When a paper roll of 90 g/m 2 (23 lb.) or 110 g/m 2 (29 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 inch) margins from the leading and trailing edges.

Cut Paper

- Straighten curled or warped paper before loading.
- To prevent multiple-sheet fed simultaneously, fan the paper before loading it in the tray.
- Do not load paper over the limit mark of the paper tray.
- Make sure the paper edges of the sheets are aligned to the front of the paper tray.
- Load translucent paper lengthways when possible.
- If the output copies are badly curled, turn the paper loaded in the cut paper trays upside down, or remove the copies during the copy run.

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.



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.

Unusable Paper

This section describes paper unusable on this machine.



 Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.



- 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 color 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.



- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - · Perforated paper
 - Slippery paper
 - Torn paper
 - · Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
 - Adhesive labels
 - OHP transparencies
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

- If you copy or print onto rough grain paper, the output image might be blurred.
- 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.

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.	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.
	Part of the image is lost on both translucent (vellum) and normal paper.	If you are not using the machine for a long time, remove paper from the machine and store it in a plastic bag.
(Normal conditions)		Store paper in a plastic bag each day after the last copy or print job is completed.
	Part of the image is lost on translucent paper (vellum).	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.
Low humidity	Part of the image is lost, or a multi-sheet feed or wrinkling occurs on both translucent (vellum) and normal paper.	 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.

CAVOSE



• If humidity is above 70%, turn on the anti-humidity heater. See "Anti-humidity Heater Switch".

Reference

• p.71 "Anti-humidity Heater Switch"

4. Adding Toner

This chapter explains how to replenish toner when it runs out.

Adding Toner

This section describes how to add and store toner.

MARNING

Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite
on contact with naked flame.

MARNING

• Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

WARNING

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

CAUTION

• Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

 When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

CAUTION

• When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

Important

- Fault may occur if you use toner other than the recommended type.
- · When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.
- When a message "LAdd Toner" is shown on the display, replace the applicable toner.
- · Store toner containers in a cool, dry place free from direct sunlight.
- Store toner on a flat surface.



- You can check the name of the required toner and the replacement procedure using the "🕍 Add Toner"
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings", Troubleshooting 🗐 💿.

Replacing Toner

This section describes how to replace toner.



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



 Lift both imaging unit opening levers, and then open the imaging unit upward.



 Open the imaging unit front cover.



 Hold the toner cartridge at the edge of the right side, and then roll it in the direction of the arrow.



 Hold the toner cartridge at the edge of the left side, and remove it from the machine.



• Take out the new toner cartridge (①), and then shake it gently five or six times (②).



Insert the end of the toner cartridge into the toner holder on the left (①). Insert the toner cartridge into the right in the direction of the arrow (②).



 Do not rotate the cartridge until you remove the tape (next step).



 Slowly remove the tape from the toner cartridge.



- Rotate the toner cartridge in the direction of the arrow until it stops.
- Close the imaging unit front cover and the imaging unit.

CAY042



The waste toner bottle makes a noise when toner is added. This noise does not indicate a malfunction.

Sending Scanned Documents When Toner Has Run Out

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

- 1. Make sure the machine is in scanner mode.
- 2. Press [Exit], and then perform transmission operation.

The error message disappears.



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

Used Toner

This section describes what to do with used toner.

Toner cannot be re-used.

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

5. Entering Text

This chapter describes how to enter characters.

Entering Text

This section explains how to enter text.

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

Available Characters

This section explains which characters are available.

You can enter the following characters:

- Alphabetic characters
- 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.





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

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

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

Entering numbers

This section explains how to enter numbers.

1. Press numbers you want to enter.



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

Deleting characters

This section explains how to delete characters.

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

Adding user text

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

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

1. Press [User Text].



2. Select the User Text you want to use.



6. On-screen Operating Instructions

This chapter describes the on-screen operating instructions of this machine. The on-screen operating instructions are included in the supplied manual CD-ROMs.

Formats of the Operating Instructions

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

- Printed manuals
- HTML manuals
- PDF manuals

The printed and electronic versions of a manual have the same contents. For details about the contents of each manual, see "Manuals for This Machine". The various manuals are available in different formats. For details about availability, see "Manuals List".

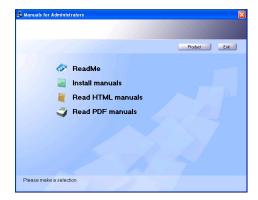
Reference

- p.6 "Manuals for This Machine"
- p.8 "Manuals List"

Reading the HTML Manuals on the CD-ROMs

This section describes how to read the HTML manuals on the supplied manual CD-ROMs.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language and a product, and then click [OK].
- 3. Click [Read HTML manuals].



4. Click the title of manual you want to read.

The browser opens, and then the manual appears.



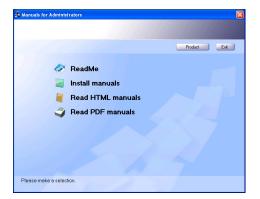
- Recommended browsers:
 - Internet Explorer 6 or later
 - Firefox 3.5 or later
 - Safari 4.0 or later
- Non-recommended browsers can display the simplified manual only.
- If you are using an earlier or non-recommended browser and the simplified version of the
 documentation does not appear automatically, open index.htm, which can be found in the following
 folder on the CD-ROM: MANUAL_HTML\LANG\(language)\(manual)\unv
- Depending on your computer's operating environments, the HTML manual you select will be one of the following:
 - Standard version
 - Simplified version
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read HTML manuals].
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.

Installing and Opening the HTML Manuals

This section describes how to install and open the HTML manuals on your computer.

For your convenience, we recommend you install these manuals on your computer.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language and a product, and then click [OK].
- 3. Click [Install manuals].



- 4. Install the HTML manuals by following the on-screen instructions.
- 5. When the installation is complete, click [Finish].
- 6. Click [Exit].
- 7. Open the HTML manuals that you installed.

When opening the manuals from an icon, double-click the icon on the desktop. To open the manuals from the [Start] menu, point to [All Programs] (Windows 2000: [Programs]), and then [Product Name].

8. Click the title of the manual you want to read.



- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows 2000/XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2
 - Minimum display resolution: 800 × 600 pixels
- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.
- If you cannot install a manual, copy the "MANUAL_HTML" folder to your computer's hard drive, and then run "Setup.exe".
- To delete an installed manual, on the [Start] menu, click [All Programs] (Windows 2000: [Programs]), then [Product Name], and then uninstall the data.

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

Reading the PDF Manuals on the CD-ROMs

This section explains how to read the PDF manuals on the supplied manual CD-ROMs.

File path

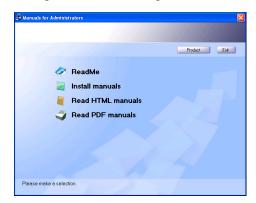
The manuals are included in the following folder on the CD-ROM:

MANUAL_PDF

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

The installer starts.

- 2. Select a language and a product, and then click [OK].
- 3. Click [Read PDF manuals].



4. Click the title of the manual you want to read.

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



- To read the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.
- If you want to read the PDF manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read PDF manuals].

7. Remarks

This chapter describes how to maintain and operate the machine.

Dos and Don'ts

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

WARNING

• Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

ACAUTION

Unplug the power cord from the wall outlet before you move the machine. While moving the
machine, take care that the power cord is not damaged under the machine. Failing to take these
precautions could result in fire or electric shock.

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage
 the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- The area around the ventilation holes 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 On/Off the Power".
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paper clips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapor from the paper, not a sign of malfunction.

- Do not open the imaging 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 imaging 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.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the anti-condensation heaters.
- The anti-humidity heater and anti-condensation heater warm the machine's interior to prevent buildup
 of humidity and condensation. With the anti-humidity heater turned on, the machine remains warm
 even if its power is turned off.
- 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 manufacturer shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m³/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Reference

• p.68 "Turning On/Off the Power"

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

This section describes precautions when moving the machine.

ACAUTION

 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.

ACAUTION

Unplug the power cord from the wall outlet before you move the machine. While moving the
machine, take care that the power cord is not damaged under the machine. Failing to take these
precautions could result in fire or electric shock.

ACAUTION

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

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

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

■ Reference

• p.68 "Turning On/Off the Power"

Optimum environmental conditions

This section describes precautions when locating the machine.

ACAUTION

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

ACAUTION

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

CAUTION

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

ACAUTION

 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.

ACAUTION

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

ACAUTION

Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine
in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine
to malfunction.

ACAUTION

- Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.
- Temperature: 10 30 °C (50 86 °F)

- Humidity: 15 90%
- A strong and level base.
- The machine must be level within 5 mm (0.2 inch): both front to rear and left to right.

Environments to avoid

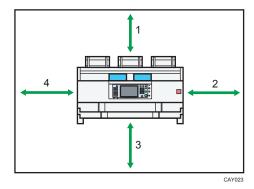
This section describes environments to avoid when locating the machine.

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

Access to the machine

This section describes the space required for the machine.

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



1. Rear: 60 cm (23.6 inches) or more

2. Right: 60 cm (23.6 inches) or more

3. Front: 100 cm (39.4 inches) or more

4. Left: 60 cm (23.6 inches) or more



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

This section describes power supply.

MARNING

 Do not use any power sources other than those that match the specifications shown in "Specifications for the Main Unit" in this manual. Doing so could result in fire or electric shock.

WARNING

• Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

∴ WARNING

• Do not use extension cords. Doing so could result in fire or electric shock.

⚠WARNING

Do not use power cords that are damaged, broken, or modified. Also, do not use power cords
that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result
in fire or electric shock.

MARNING

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

MARNING

The supplied power cord is for use with this machine only. Do not use it with other appliances.
 Doing so could result in fire or electric shock.

MARNING

• It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠WARNING

• Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

MARNING

• Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

MARNING

 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.

ACAUTION

• Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

ACAUTION

• If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet

ACAUTION

• 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.

ACAUTION

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

CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.
- When you unplug the power cord, the anti-condensation heaters go off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.

Reference

• p.124 "Specifications for the Main Unit"

Maintaining Your Machine

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

Mportant ...

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

Cleaning the Machine

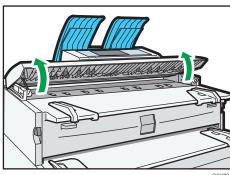
This section describes how to clean the machine.

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

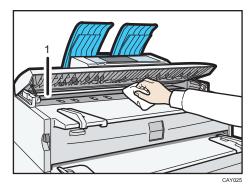
Cleaning Inside the Scanner Cover

If you open the scanner cover, you can access the exposure glass and original scanner feed mechanism.

1. Open the scanner cover while holding it on both sides.

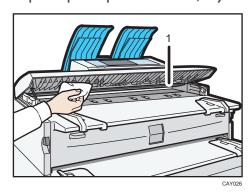


2. Wipe the exposure glass with soft, dry cloth.



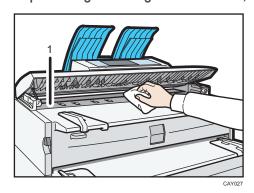
1. exposure glass

3. Wipe the platen plate with a soft, dry cloth.

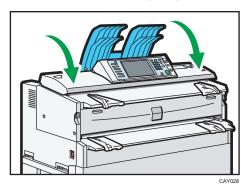


1. platen plate

4. Wipe the original feed guides with a soft, dry cloth.



1. original feed guides



Note

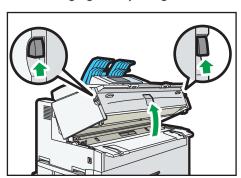
• If there is paper dust or fluff inside, remove it.

Cleaning the Imaging Unit

Clean off toner that may have collected on the imaging area.

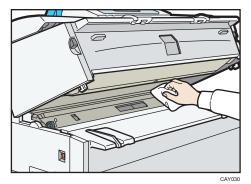


- Do not leave the imaging unit more than 10 minutes, otherwise copy quality may deteriorate.
- 1. Lift the imaging unit opening levers on either side and open the imaging unit.



/

2. Wipe it with a soft, dry cloth.



3. Close the imaging unit cover gently.

Cleaning the Power Cable Plug

This section describes precautions for cleaning the power cable plug.

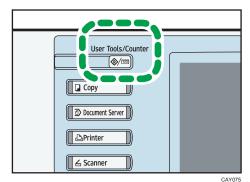


• Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

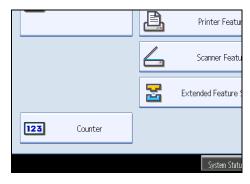
Counter

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

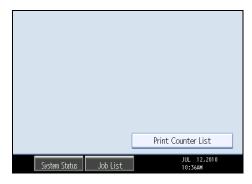
1. Press the [User Tools/Counter] key.



2. Press [Counter].



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



4. Press the [Start] key.

A counter list prints out.

5. Press [Exit] twice.

Inquiry

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

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

Consumables

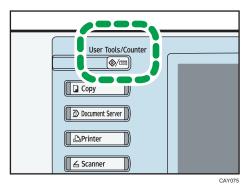
- Telephone No. to order
- Toner

Machine Maintenance/Repair

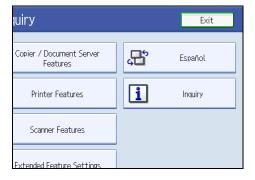
- Telephone No.
- Serial No. of Machine

Sales Representative

- Telephone No.
- 1. Press the [User Tools / Counter] key.



2. Press [Inquiry].



Inquiry information appears.

3. Press [Print Inquiry List].



4. Press the [Start] key.
Inquiry information prints out.

5. Press [Exit] twice.

8. Appendix

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

Software and Utilities Included on the CD-ROM

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



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

Viewing the Contents of the CD-ROM

This section explains how to view the contents of the CD-ROM.

- Insert the CD-ROM in the CD-ROM drive of your computer.
 The installer starts.
- 2. Select an interface language, and then click [OK].
- Click [Browse This CD-ROM].Explorer starts and displays the contents of the CD-ROM.

Printer Drivers for This Machine

This section explains printer drivers for this machine.



You can install the HDI driver and the Adobe PostScript printer drivers from the CD-ROM provided
with this machine or download them from the manufacturer's Web site. If your operating system is
Windows XP/Vista/7 x64, or Windows Server 2003/2003 R2/2008/2008 R2 x64, you must
download the printer drivers from the manufacturer's Web site Select this machine and the operating
system you are using, and then download them.

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM.

Printer Language	PostScript 3	HDI driver
Windows 2000 * 1	OK	ОК

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7	7	۸
- 1		y

Printer Language	PostScript 3	HDI driver
Windows XP *2	OK	OK
Windows Vista *3	ОК	OK
Windows 7 *4	OK	ОК
Windows Server 2003 *5	ОК	OK
Windows Server 2008 *6	ОК	ОК
Mac OS X *7	OK	-

- * 1 Microsoft Windows 2000 Professional/Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server
- *2 Microsoft Windows XP Professional Edition/Microsoft Windows XP Home Edition/Microsoft Windows XP Media Center Edition/Microsoft Windows XP Tablet PC Edition
- *3 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/ Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic
- *4 Microsoft Windows 7 Home Premium/Microsoft Windows 7 Professional/Microsoft Windows 7 Ultimate/ Microsoft Windows 7 Enterprise
- *5 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/ Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition
- *6 Microsoft Windows Server 2008 Standard/Microsoft Windows Server 2008 Enterprise
- *7 Mac OS X 10.2 or later (Native mode)

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.



• For details, see "Preparing the Machine", Printer Reference.

TWAIN Driver

This section describes the file path and system requirements of the TWAIN driver.

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

File path

The driver is included in the following folder on the CD-ROM:

\DRIVERS\TWAIN

System requirements

• Hardware

PC/AT-compatible machines that support the following operating system properly

Operating system

Windows 2000/XP/Vista/7

Windows Server 2003/2003 R2/2008

• Display resolution

800 × 600 pixels, 256 colors or higher

Specifications for the Main Unit

This section describes 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:

Center

Warm-up time:

Less than 2 minutes (23°C)

Originals:

Sheet

Original size (W × L):

Size that can be placed: $8^{1}/_{2} \times 7$ inches $^{-}37^{1}/_{2} \times 590$ inches (49.2 ft.)

Scan size: $8^{1}/_{2} \times 8^{1}/_{2}$ inches $^{-}$ 36 × 590 inches (49.2 ft.)

Copy size (W × L):

- FD -AD
- Paper roll: $8^{1}/_{2} \times 7$ inches $^{-}$ 36 \times 590 inches
- Bypass tray: $8^{1}/_{2} \times 10$ inches $^{-}36 \times 78$ inches
- Cut paper: $12 \times 18\overline{D}$, $11 \times 17\overline{D}$, $8^{1}/_{2} \times 14\overline{D}$, $8^{1}/_{2} \times 13\overline{D}$, $8^{1}/_{2} \times 11\overline{D}$

Paper weight:

$$51 - 134 \text{ g/m}^2 (13 - 35 \text{ lb.})$$

Non-reproduction area (Copier):

• Top: 0.32 inch

• Bottom: 0.32 inch

• Left and Right: 0.08 ± 0.08 inch (less than 0.20 inch on either side)

First copy time:

18 seconds (DD, paper roll tray), 19 seconds (BD, cut paper tray)

Copying speed (full-size copying):

3 copies/minute (A0 (E) □), 6 copies/minute (A1 (D) □)

Reproduction ratio:

• 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)

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 source:

120V, 60Hz, 15A or more

Power consumption:

• Main unit only

	Machine
Stand-by	About 312 W
During printing	About 1.37 kW
Maximum	About 1.44 kW

Complete system

	Machine
Maximum	About 1.44 kW

The complete system consists of the main unit, Roll Feeder Type 3601B, and Paper Cassette Type 240.

Dimensions (W × D × H):

 $1080 \times 637 \times 580 \text{ mm}$ (43 × 25 × 23 inches)

Space for main unit (W × D):

2280 × 1237 mm (89.8 × 48.8 inches)

Noise emission:

• Sound power level:

	Machine (Full system)	
Stand-by	Less than 43 dB (A)	
Copying	Less than 70 dB (A)	

• Sound pressure level:

	Machine (Full system)
Stand-by	Less than 37 dB (A)
Copying	Less than 62 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The full system consists of the main unit with the Roll Feeder Type 3601B and Paper Cassette Type 240.

Weight:

Approx. 107 kg (235.9 lb.)

Document Server

HDD:

160 GB × 1

Capacity:

3,000 pages (With all functions combined, a total of 3,000 pages can be accommodated.)

Maximum number of stored documents:

3.000 documents

Maximum number of pages per document:

1,000 pages

Capacity (Memory Sorting):

The following minimum numbers of sheets can be accommodated:

A0: 100

A1: 100

A2: 200

A3: 400

A4: 400

Additional functions:

Sample copy, Sort, Stack, Sample Print, Locked Print, Stamp

Specifications for Roll Feeder Type 3601A or 3601B (Optional)

Paper sizes:

Width: $8^{1}/_{2}$ ⁻ 36 inches, length: 150 m (diameter: 175 mm)

Paper widths:

 $8^{1}/_{2}$ inches, 9 inches, 11 inches, 12 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches

Power consumption

90 W (supplied by main unit)

Dimensions (W \times D \times H):

 $1080 \times 700 \times 720 \text{ mm}$ (43 × 27 × 28 inches)

Weight:

Approx. 70 kg (154.4 lb.) (Type 3601 A)

Approx. 72 kg (158.8 lb.) (Type 3601 B)

Specifications for Paper Cassette Type 240 (Optional)

Paper weight:

Paper sizes:

A3D, B4 JISD, A4D (
$$12 \times 18D$$
, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11D$)

Power consumption (Max):

Approx. 20 W (supplied by main unit)

Paper capacity:

250 sheets

Dimensions (W \times D \times H):

 $620 \times 570 \times 130 \text{ mm} (24 \times 22 \times 5 \text{ inches})$

Weight:

Approx. 6 kg (13.3 lb.)

Specifications for Table Type 240 (Optional)

Dimensions (W × D × H):

 $1080 \times 700 \times 720 \text{ mm} (43 \times 27 \times 28 \text{ inches})$

Weight:

Approx. 34 kg (75.0 lb.)

Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

Transmission spec.:

- Based on IEEE 802.11a/b/g (wireless LAN)
- Based on IEEE 802.11b/g (wireless LAN)

Protocol:

TCP/IP, IPX/SPX

Data transfer speed:

Auto select from the following speed:

1 Mbps, 2 Mbps, 5.5 Mbps, 6 Mbps, 9 Mbps, 11 Mbps, 12 Mbps, 18 Mbps, 24 Mbps, 36 Mbps, 48 Mbps, 54 Mbps

Frequency range:

- IEEE 802.11a/b/g wireless LAN:
 - 2412 2472 MHz (1 13 channels)
 - 5180 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)
- IEEE 802.11b/g wireless LAN:

2412 - 2462 MHz (1 - 11 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode



• Web Image Monitor is supported.

Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

Interface connector:

10Base-T, 100Base-TX, 1000Base-T

Data transmission speed:

1000 Mbps, 100 Mbps, 10 Mbps

Protocol:

TCP/IP, IPX/SPX

Distance between devices:

100 m

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Specifications for Other Options

This section describes specifications for other options.

Carrier sheet

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

Original hanger

Allows you to hang originals.

Rear stacker

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

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The proper names of the Windows operating systems are as follows:

• The product names of Windows 2000 are as follows:

Microsoft® Windows® 2000 Professional

Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Advanced Server

• The product names of Windows XP are as follows:

Microsoft® Windows® XP Professional Edition

Microsoft® Windows® XP Home Edition

Microsoft® Windows® XP Media Center Edition

Microsoft® Windows® XP Tablet PC Edition

• The product names of Windows Vista are as follows:

Microsoft® Windows Vista® Ultimate

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

• The product names of Windows 7 are as follows:

Microsoft® Windows® 7 Home Premium

Microsoft® Windows® 7 Professional

Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

Q

- The product names of Windows Server 2003 are as follows:
 Microsoft® Windows Server® 2003 Standard Edition
 Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows: Microsoft[®] Windows Server[®] 2003 R2 Standard Edition Microsoft[®] Windows Server[®] 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows: Microsoft® Windows Server® 2008 Standard Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows: Microsoft[®] Windows Server[®] 2008 R2 Standard Microsoft[®] Windows Server[®] 2008 R2 Enterprise

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