5100WD / **7140**WD
GWD5100 / GWD7140
LW5100 / LW7140
Aficio™ MP W5100 / W7140

Operating Instructions
About This Machine

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

1	Getting Started
2	Entering Text
3	Operating Instructions
4	Appendix

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

Introduction

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

Important

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

Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.
Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Operator Safety

This machine contains LED Array in writing units.
The machine is considered a class 1 LED device, safe for both office and EDP use.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.30 "Machine Types".)

- Type 1: 5100WD/GWD5100/LW5100/Aficio MP W5100
- Type 2: 7140WD/GWD7140/LW7140/Aficio MP W7140

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

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

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

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

Power Source

208-240 V, 60 Hz, 16 A
Please be sure to connect the power cord to a power source as above. For details about power source, see Troubleshooting.

Manuals for This Machine

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

⭐ Important

- Media differ according to manual.

- The printed and electronic versions of a manual have the same contents.

- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

- A Web browser must be installed in order to view the html manuals.

- For details about the functions of RW-7140, refer to the manuals for this option.

About This Machine

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

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

Copy/Document Server Reference

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

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

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

General Settings Guide

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

Security Reference

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

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

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

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

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

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

UNIX Supplement

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.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other manuals

- Manuals for DeskTopBinder Lite

  - DeskTopBinder Lite Setup Guide

  - DeskTopBinder Introduction Guide

  - Auto Document Link Guide

⬇ Note

- Manuals provided are specific to machine types.

- The following software products are referred to using general names:

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

[1] Optional

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy/Document Server Reference	No	Yes	Yes
Printer Reference	No	Yes	Yes
Scanner Reference	No	Yes	Yes
Network Guide	No	Yes	Yes
General Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes
UNIX Supplement	No	No	Yes
Information	No	Yes	No

What You Can Do with This Machine

This section introduces the features of this machine.
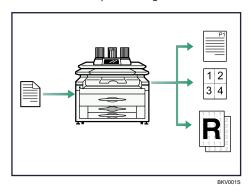
Using This Machine as a Copier

You can make copies of originals.
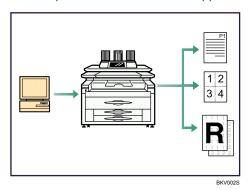

BKV001S

- 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. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.

- You can use the "Combine" function to save paper by printing multiple pages on a single sheet.

- You can specify how copies are finished. When attached to the machine, the optional folding finisher can automatically fold copies after they are printed.

Using This Machine as a Printer

You can print documents created in applications.
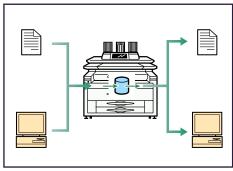

BKV002S

- 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. See Printer Reference.
- 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 DeskTopBinder (optional) or Web Image Monitor, you can use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents (Document Server).
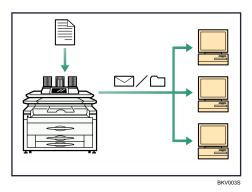

BKV031S

- You can also retrieve stored documents scanned in scanner mode.
- You can download documents stored in copier, Document Server, or printer mode to your computer.

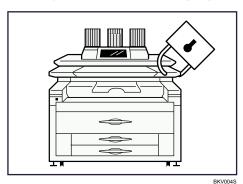## Using the Scanner in a Network Environment

You can use a scanner over the network.

BKV003S

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

Administrating the Machine/Protecting Documents (Security Functions)

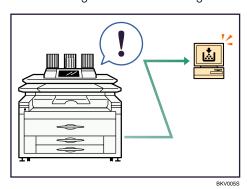You can prevent information leakage by managing the machine and protecting documents.

BKV004S

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

🔖 Reference

- See the manual for the DataOverWriteSecurity Unit (optional), and Security Reference.

Monitoring the Machine Via Computer

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

BKV005S

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

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

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

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

TABLE OF CONTENTS

1. Getting Started

2. Entering Text

3. Operating Instructions

4. Appendix

Notice

Important

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

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

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

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

Note to Users

Note to users in the United States of America

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: 5100WD/7140WD/GWD5100/GWD7140/LW5100/LW7140/Aficio MP W5100/Aficio MP W7140

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 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.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Regulatory Information

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

Note to users in the state of California

Perchlorate Material - special handling may apply,

See www.dtsc.ca.gov/hazardouswaste/perchlorate

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ Important

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

🔽 Note

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

🔢 Reference

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

[ ]

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

[ ]

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

Names of Major Options

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

- Roll Feeder Type 7140 → Paper roll tray
- Paper Cassette Type 7140 → Cut paper tray

Terms

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

- Long length original/paper

  Original/paper length longer than 1,189 mm (A0↙), 46.8".

- Fan fold

  The paper is fan-folded at right angles to the paper feed direction.

- Cross fold

  Paper can be successively folded in half, first one way and then the other.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

⚠️ **WARNING**

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

⚠️ **CAUTION**

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

⚠️ **CAUTION**

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

Handling power cords and power plugs

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

⚠ WARNING

- Connect this machine only to a power source that matches the specifications shown on the inside front cover of this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.

⚠CAUTION

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

Handling the main machine

This section explains safety precautions about handling the main machine.

⚠WARNING

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:

  - You spill something into the machine.

  - You suspect that your machine needs service or repair.

  - The external housing of your machine has been damaged.

⚠WARNING

- Do not turn the earth leakage breaker from the off to the on position. Otherwise it might lead to an electric shock, fire or smoke, or cause the circuit breakers to trip.

⚠CAUTION

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

⚠CAUTION

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

⚠CAUTION

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

⚠CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users.

⚠ CAUTION

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

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

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

Handling the machine's interior

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

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

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

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

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

Handling the machine's supplies

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

⚠ WARNING

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

⚠️WARNING

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

⚠️WARNING

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

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

⚠️CAUTION

- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.

- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

⚠ CAUTION

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

- 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.

Safety Labels of This Machine

This section explains the machine's safety information labels.

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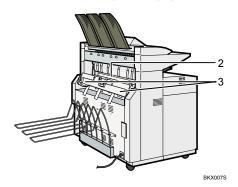
This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

BKV010S

1

BKV036S

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.

BKX007S
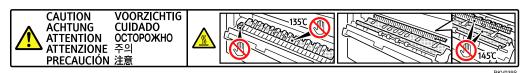
2
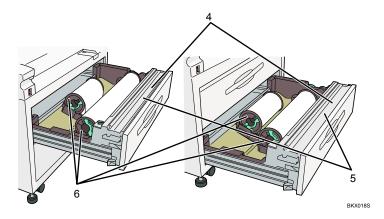
BKV038S

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.
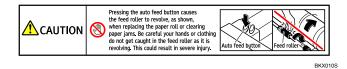
3

BKV039S

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.

BKX018S

4

BKX010S

Pressing the auto feed button causes the feed roller to revolve, as shown, when replacing the paper roll or clearing paper jams. Be careful your hands or clothing do not get caught in the feed roller as it is revolving. This could result in severe injury.

5 (This label is affixed to the back of the cover.)

BKX011S
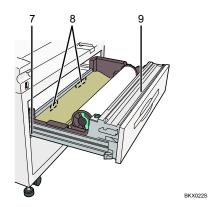
There is a cutter blade inside. When replacing or loading the paper roll, or clearing paper jams, do not touch the parts this label indicates. Otherwise an injury may result.

6

BKV043S

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.

BKX022S

7

BKV053S

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
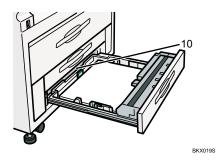
BKV052S

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.

9
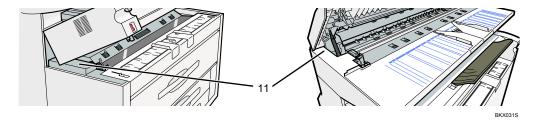
BKV054S

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.

BKX019S

10

BKX013S

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

BKX031S

11

BKX029S

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.


BKX032S

12

BKX030S
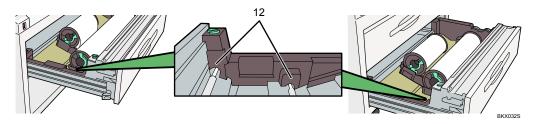
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

Power Switch Symbols

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

- **I** :POWER ON.

- $\bigcirc$:POWER OFF.
- $\bigcup$:STANDBY.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

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

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

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

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

It is an open program in which manufacturers participate voluntarily.

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

Note

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

Reference

• p.28 "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

	Type 1	Type 2
Reduced Electrical Consumption by Low Power Mode	210 W	210 W
Time of Switch into Low Power Mode	7 minutes	7 minutes
Time of Switch out from Low Power Mode	120 seconds or less	120 seconds or less
Reduced Electrical Consumption by Off Mode	11 W	11 W
Time of Switch into Off Mode	14 minutes	14 minutes
Time of Switch out from Off Mode	120 seconds or less	120 seconds or less

	Type 1	Type 2
Reduced Electrical Consumption by Sleep Mode	30 W	30 W
Time of Switch into Sleep Mode	14 minutes	14 minutes
Time of Switch out from Sleep Mode	120 seconds or less	120 seconds or less

Reference

- Figures for power consumption were obtained from testing performed prior to shipment.
- Using the Energy Saver Timer setting, you can change the length of time that the machine waits before it switches to Low Power mode. See "System Settings", General Settings Guide.
- Using the Auto Off Timer setting, you can change the length of time that the machine waits before it switches to Off mode. See "System Settings", General Settings Guide.

Machine Types

This machine comes in two models which vary in copy/print speed. To ascertain which model you have, see the inside front cover.

	Type 1	Type 2
Copy/print speed	5 sheets/minute (A0 (E) ▯) 10 sheets/minute (A1 (D) ▱)	7 sheets/minute (A0 (E) ▯) 14 sheets/minute (A1 (D) ▱)

1. Getting Started

This section describes how to start using this machine.

Guide to Components
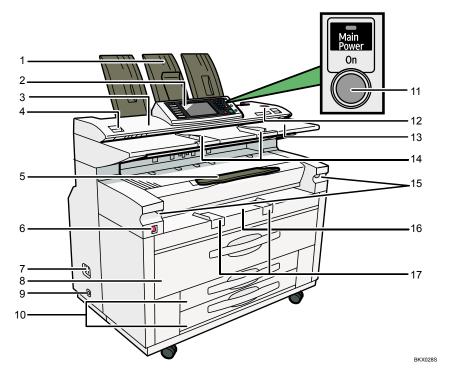
This section introduces the names and functions of the components.

⚠ WARNING

- Do not turn the earth leakage breaker from the off to the on position. Otherwise it might lead to an electric shock, fire or smoke, or cause the circuit breakers to trip.

⭐ Important

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

BKX028S

1. Upper output stacker

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

2. Control panel

See "Control Panel".

31

1

3. Scanner cover

This protects the original feed mechanism and the scanning glass.

4. Scanner cover release lever

Use to open the scanner cover to clear jammed originals or to clean the machine.

5. Front output auxiliary tray

Use to receive copy paper. When copying rolled originals, this can also serve as an original tray.

6. Main power switch

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

See "Turning On/Off the Power".

7. 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.

8. Upper tray

Includes Tray 1 (front) and Tray 2 (rear).

9. 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.

10. Lower tray (optional) or Cut paper trays (optional)

The illustration shows the cut paper trays.

11. 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".

12. [Scanner Stop] key

Use if originals are feeding in slanted, or to cancel scanning while an original is feeding in. You can also use this to release the paper edge hold function.

13. Original table

Place originals here scanning side up.

14. Original guide

Set to the width of your originals.

15. Imaging unit release lever

Use this lever to open the imaging unit when clearing paper jams inside or cleaning the machine.
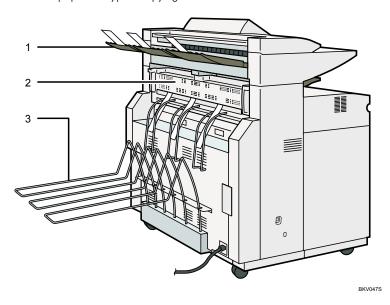
Do not leave the imaging unit open more than 10 minutes, otherwise copy quality may deteriorate.

While holding down the imaging unit, pull the release lever to open it.

16. Paper Bypass

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

17. Paper bypass's paper guide

Set to the width of the paper for bypass copying.

BKV047S

1. Rear original exit (straight)

Holds originals ejected at the back of the machine
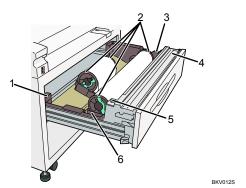
The rear original exit is used when the stacker is attached to the back of the machine. For details, contact your sales or service representative.

2. Fusing unit cover

Protects the fusing unit.

3. Rear output

Stacks copies delivered to the rear output.

BKV012S

1

1. **Anti-humidity heater switch**

   When humidity is high, paper in the paper tray may absorb moisture, which can affect copy quality. The anti-humidity heater prevents this.

   Turn this switch on when humidity is high.

2. **Paper holder**

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

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. **Auto feed button**

   Use this to clear misfeeds in the paper feed area. Keep this button pressed to feed the roll paper continuously.

   When approximately 100 mm, 3.9" of paper length is fed, release the button so that paper will be cut automatically.

6. **Roll holder**

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

🗐 Reference
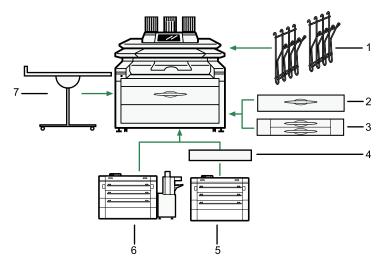
- p.39 "Control Panel"
- p.50 "Turning On/Off the Power"

Options

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

External options

This section provides explanations about external options.

BKX006S

1. **Original hanger**

   Stack originals here before copying or scanning them.

2. **Lower tray (paper roll tray)**

   You can load two paper rolls.

3. **Cut paper trays**

   Load cut paper here.

   You can load up to 250 sheets of A2 size paper for each.

4. **Bridge Unit**

   Relays copies to the folding finisher.

5. **Fan Folding Finisher**

   Automatically folds paper like fans or accordion.
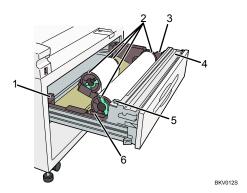
6. **Cross Folding Finisher**

   The machine rotates fan-folded copies to further fold them in half or into thirds.

7. **Multi Stacker**

   Attach this to the front or back of the machine.

   You can stack a large number of copies on it.

1

BKV012S

1. **Anti-humidity heater switch**

   When humidity is high, paper in the paper tray may absorb moisture, which can affect copy quality. The anti-humidity heater prevents this.

   Turn this switch on when humidity is high.

2. **Paper holder**

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

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. **Auto feed button**

   Use this to clear misfeeds in the paper feed area. Keep this button pressed to feed the roll paper continuously.

   When approximately 100 mm, 3.9" of paper length is fed, release the button so that paper will be cut automatically.

6. **Roll holder**

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

BKV014S

1. **Back fence**

   Adjust to the paper length.

1

2. **Anti-humidity heater switch**

   When humidity is high, paper in the paper tray may absorb moisture, which can affect copy quality. The anti-humidity heater prevents this.

   Turn this switch on when humidity is high.

3. **Side guide pocket**

   Use the side guide inside here to align translucent paper. Keep covered when not in use.

4. **Side lever**

   Use to fix the position of the side fences.

5. **Side fences**

   Adjust to the paper width.

Note

- 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.

Internal options

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

- Printer unit

  Allows you to use the printer function.

  You can install either Printer Option Type W7140 or Printer Controller Type RW-7140.

- Scanner unit

  Allows you to use the scanner function.

  You can install either Scanner Option Type W7140 or RW-7140 Scanner Option or both.

- IEEE 1284 Interface Board
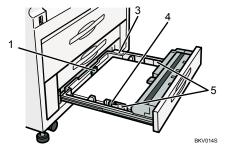
  Allows you to connect to an IEEE 1284 cable.

- Wireless LAN board

  Allows you to install a wireless LAN interface.

- DataOverWriteSecurity Unit

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

- Gigabit Ethernet (1000BASE-T)

  Allows you to communicate over 1000BASE-T.

- HDD Encryption Unit

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

- VM card

  With this card, you can install embedded software architecture applications.

• 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.
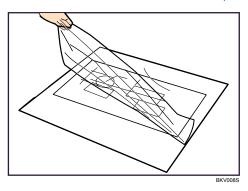
Note

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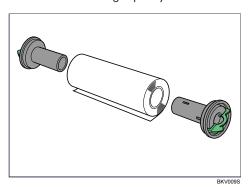
Use to load bent, folded, creased, thin or pasted originals.

BKV008S

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.

BKV009S

1
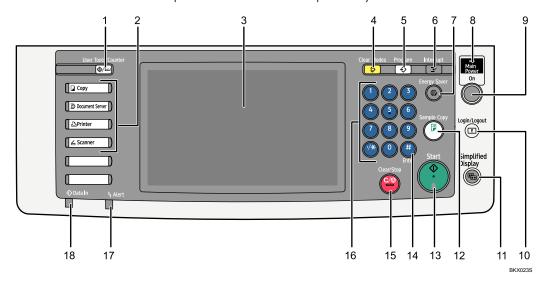
Control Panel

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

⭐ **Important**

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

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

BKX023S

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

   - User Tools

     Press to change the default and conditions to meet your requirements. See "Accessing User Tools", General Settings Guide.

   - Counter

     Press to check or print the counter value. See "Counter", General Settings Guide.

   - Inquiry

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

2. **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".

3. **Display panel**

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

4. **[Clear Modes] key**

   Press to clear the current settings.

1

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

   - Press to register frequently used settings, or to recall registered settings (except Document Server mode). See "Registering Frequently Used Functions", Copy/Document Server Reference.

     See "Registering Frequently Used Setting" 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 "Registering the Initial Display's Default Functions", Copy/Document Server Reference.

     See "Registering the Default Values of the Scanner's Initial Display", Scanner Reference.

6. **[Interrupt] key**

   Press to make interrupt copies. See "Interrupt Copy", Copy/Document Server Reference.

7. **[Energy Saver] key**

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

8. **Main power indicator**

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

9. **Operation switch**

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

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

    Press this to log in or log out.

11. **[Simplified Display] key**

    Press this to switch to the Simplified Display.

12. **[Sample Copy] key**

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

13. **[Start] key**

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

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

    Press to confirm values entered or items specified.

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

    - Clear

      Press to delete a number entered.

    - Stop

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

16. **Number keys**

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

17. **Alert indicator**

    Lights continuously if an error has occurred.

1

18. **Data In indicator (printer mode)**

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

🗐 Reference

- p.42 "Display Panel"
- p.48 "Changing Modes"
- p.50 "Turning On/Off the Power"

Display Panel

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

⭐ Important

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

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

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

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

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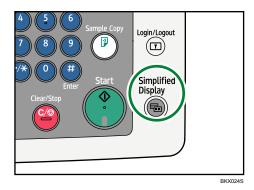
- The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

Simplified Display

This section explains how to switch to the simplified display.

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

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

BKX024S

Example of a simplified display

This illustration shows the copier function's simplified display.

BKX034S

1. **[Key Color]**

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

   This is available only for the simplified display.

🔽 **Note**

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

When the Authentication Screen is Displayed

This section explains the authentication screen.

⭐ **Important**

- Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.

- User code to enter on User Code Authentication is the numerical value registered in the address book as "login user name".

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

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

🔽 **Note**

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

User Code Authentication (Using the Control Panel)

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

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

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

🔽 **Note**

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

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

User Code Authentication (Using a Printer Driver)

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

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

🔅 Note

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

Login (Using the Control Panel)

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

1. **Press [Login].**

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

3. Enter a login password, and then press [OK].

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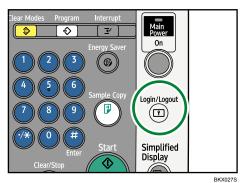
⬇️**Note**

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

Logout (Using the Control Panel)
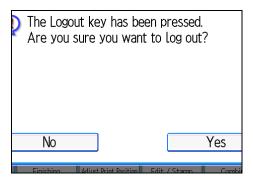
This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

⭐**Important**

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

1. Press the [Login/Logout] key.

BKX027S

1

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 password. For details, see the printer driver Help.

⬇ **Note**

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

## Login (Using Web Image Monitor)

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

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

⬇ **Note**

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

Logout (Using Web Image Monitor)

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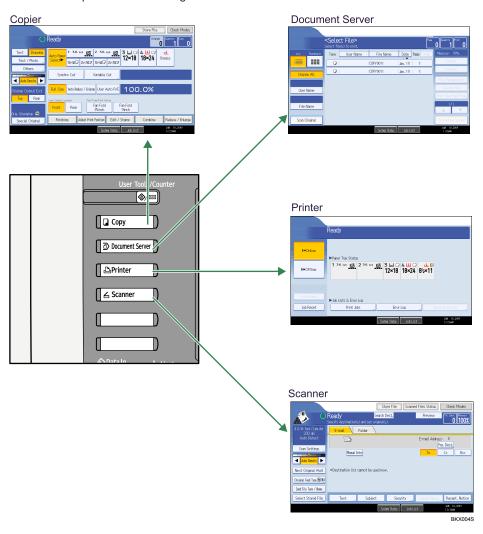
1. **Click [Logout] to log out.**

⬇ **Note**

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

Changing Modes

This section explains how to change modes.

Copier

Document Server

Printer

Scanner

BKX004S

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", General Settings Guide.

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", General Settings Guide.

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", General Settings Guide.

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 completely off.

⬇ **Note**

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

Turning On the Main Power
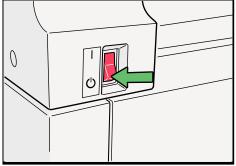
This section explains how to turn on the main power.

⭐ **Important**

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

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

2. **Turn on the main power switch.**

   The main power indicator goes on.

BKX016S

1

Note
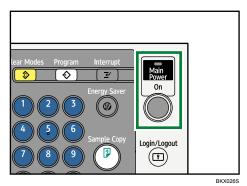
- To start using the folding finisher, turn its main power switch on before turning on the main unit's main power switch.

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

Turning On the Power

This section explains how to turn on the power.

1. **Press the operation switch.**

   The operation switch indicator goes on.

BKX026S

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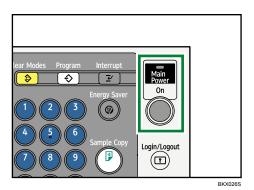
- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

This section explains how to turn off the power.

1. **Press the operation switch.**

   The operation switch indicator goes off.

BKX026S

↓ Note

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

Turning Off the Main Power

This section explains how to turn off the main power.

⭐ Important

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

1. **Make sure the operation switch indicator is not lit.**
2. **Turn off the main power switch.**

    The main power indicator goes out.

↓ Note

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

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

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

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

Auto Off

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

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

↓Note

- See "System Settings", General Settings Guide.

- The Energy Saver and Auto Off functions will not operate in the following cases:

    - When a warning message appears

    - When the service call message appears

    - When paper is jammed

    - When the cover is open

    - When the "Add Toner" message appears

    - When toner is being replenished

    - When the User Tools/Counter/Inquiry screen is displayed

    - When fixed warm-up is in progress

    - When data is being processed

    - When operations are suspended during printing

    - When the Data In indicator is on or blinking

    - When the screen of stored document under the printer function is displayed
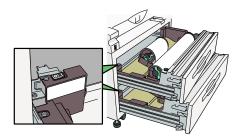
Anti-humidity Heater Switch

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

To prevent this, the machine has a built-in anti-humidity heater.
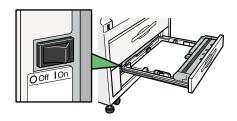
There is a switch for the anti-humidity heater in the left side of paper trays. Turn this switch on if the humidity level becomes high and copy quality is affected. Turn the switch off at other times.

Paper roll trays

BKV050S

Cut paper trays

BKV051S

🗐 **Reference**

- p.91 "Handling Paper"

2. Entering Text

This section describes how to enter characters.

Entering Text

This section explains how to enter text.

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

Available Characters

This section explains which characters are available.

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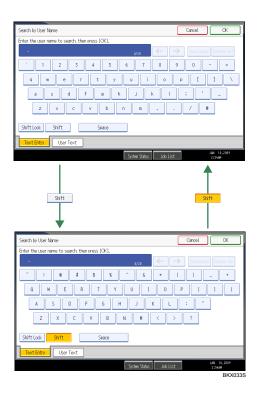
- Alphabetic characters
- Symbols
- Numerals

  0123456789

Keys

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

You can change the entry screen using the keys below.

BKX033S

🔽**Note**

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

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

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.**

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", General Settings Guide.

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

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

2

3. Operating Instructions

This section describes the Operating Instructions of this machine.

Installing Operating Instructions

The supplied CD-ROMs contain HTML format manuals. For easy access, we recommend you install the manuals on a computer.

⭐ Important

- The CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
    - Operating system: Windows 95/98/Me/2000/XP/Vista, Windows Server 2003/2003 R2, or Windows NT4.0
    - Minimum display resolution: 800 × 600 pixels
- Recommended browsers:
    - Microsoft Internet Explorer 4.01 SP2 or later
    - Netscape 6.2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.

1. Select a language and a product, and then click [OK].
2. Click [Install manuals].

    If you want to read manuals from the CD-ROM, click [Read HTML manuals] or [Read PDF manuals].

3. Install the manual you require according to the displayed instructions.
4. When installation is complete, click [Finish].
5. Click [Finish].

🔽 Note

- If you cannot install a manual, copy the "MANUAL_HTML" folder to your computer's hard drive, and then run "Setup.exe".
- To delete an installed manual, on the [Start] menu, click [Programs], then [Product Name], and then uninstall the data.
- If you are installing the manuals on a Macintosh, open the "Manuals.htm" file on the CD-ROM.

PDF Manuals

Some documentation about using the machine is included on the CD-ROMs in PDF format.

File path

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

`MANUAL_PDF\ENGLISH`

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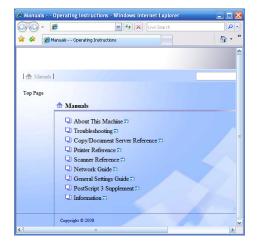
- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.

How to Use the Operating Instructions

This section explains how to use manuals.

Opening from the Icon

This section explains how to open a manual using its desktop icon.

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

   The browser opens and the manual appears.

Opening from the [Start] Menu

This section explains how to open a manual from the [Start] menu.

1. **On the [Start] menu, point to [Programs] (Windows XP: [All Programs]), then [Product Name], and then click the manual you want to view.**

   The browser opens, and then the manual appears.

🔽 Note

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

Opening from the CD-ROM

This section explains how to open a manual from the supplied CD-ROMs.

1. **Click [Read HTML manuals].**
2. **Click the title of the manual you want to view.**

   The browser opens, and then the manual appears.

3

4. Appendix

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

Dos and Don'ts

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

⚠ WARNING

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

⚠ CAUTION

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

⭐ Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not leave the main unit open for more than 10 minutes, otherwise image quality may deteriorate.
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.

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

- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction. Steam might cause condensation to form on the machine, but this will not result in operational problems.

- 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 build-up of humidity and condensation. With the anti-humidity heater turned on, the machine remains warm even if its power is turned off.

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

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

- 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.

- 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.

🗐 Reference

- p.50 "Turning On/Off the Power"

Software and Utilities Included on the CD-ROM

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

Two CD-ROMs come with this machine: "Printer Drivers and Utilities", and "Scanner Driver and Utilities".

The following are included in these CD-ROMs:

Font Manager

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

SmartDeviceMonitor for Admin

For the system administrator to manage network printers.

DeskTopBinder-SmartDeviceMonitor for Client

For users to manage their network print status.

Printer Utility for Mac

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

🔽 Note

- 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-ROMs.

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

   The installer starts.

2. **Click [Browse This CD-ROM].**

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

Printer Drivers for This Machine

This section explains printer drivers for this machine.

⭐ Important

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

drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

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

Printer Language	RPCS	PostScript 3	HDI driver
Windows 2000 [*1]	OK	OK	OK
Windows XP [*2]	OK	OK	OK
Windows Vista [*3]	OK	OK	OK
Windows Server 2003 [*4]	OK	OK	OK
Mac OS [*5]	—	OK	—
Mac OS X [*6]	—	OK	—

*1 Microsoft Windows 2000 Professional /Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server

*2 Microsoft Windows XP Professional/Microsoft Windows XP Home Edition

*3 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/ Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic

*4 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/ Microsoft Windows Server 2003 Web Edition/Microsoft Windows Server 2003 Datacenter Edition/Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition/Microsoft Windows Server 2003 R2 Datacenter Edition

*5 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

*6 Mac OS X 10.1 or later (Native mode)

RPCS printer driver

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

Adobe PostScript Printer Drivers and PPD files

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

PPD files

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

HDI driver

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

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

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

⬇ **Note**

- For details, see "Preparing the Machine", Printer Reference, and PostScript 3 Supplement.

- For details, see "Using the HDI Driver for AutoCAD", 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 labeled "Scanner Driver and Utilities" provided with this machine:

`\DRIVERS\TWAIN`

System requirements

- Hardware

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

- Operating system

  Windows 2000/XP/Vista

  Windows Server 2003/2003 R2

- Display resolution

  800 × 600 pixels, 256 colors or higher

⬇ **Note**

- For details, see Scanner Reference, and TWAIN driver help.

DeskTopBinder Lite

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

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

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

File path

The software is included in the following folder on the CD-ROM labeled "Scanner Driver and Utilities" provided with this machine:

`\UTILITY\DESKV2`

System requirements

- Hardware

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

- Operating system

    - When installing all functions of DeskTopBinder:

        Windows 2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition

    - When installing only SmartDeviceMonitor for Client:

        Windows 2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition

SmartDeviceMonitor for Admin

This section describes the file path and available functions of SmartDeviceMonitor for Admin.

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

File path

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

`\NETWORK\DEVMON\ADMIN\DISK1`

Operating system	Protocol stack
Windows 2000	TCP/IP provided with Windows 2000
	IPX/SPX provided with Windows 2000
	NetWare Client provided with Windows 2000
	Novell Client provided with Windows 2000 or Windows NT

Operating system	Protocol stack
Windows XP	TCP/IP provided with Windows XP
	IPX/SPX provided with Windows XP
	NetWare Client provided with Windows XP
	Novell Client provided with Windows XP
Windows Vista	TCP/IP provided with Windows Vista
	Novell Client provided with Windows Vista
Windows Server 2003	TCP/IP provided with Windows Server 2003
	IPX/SPX provided with Windows Server 2003
	NetWare Client provided with Windows Server 2003
	Novell Client provided with Windows Server 2003

Available functions

SmartDeviceMonitor for Admin has the functions to check the followings:

- Printer supplies such as paper or toner

- Results of print jobs executed from the computer

Note

- For details, see Network Guide, and SmartDeviceMonitor for Admin Help.

DeskTopBinder-SmartDeviceMonitor for Client

This section describes the file path and system requirements of DeskTopBinder-SmartDeviceMonitor for Client.

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

File path

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

`\NETWORK\DEVMON\CLIENT\DISK1`

Operating environment of the printer driver

- Applicable computer

  Machines which properly work with the applicable OS below. PC/AT compatible machine.

- Applicable OS

Windows 2000/XP/Vista

Windows Server 2003/2003 R2

⬇️**Note**

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

- SmartDeviceMonitor for Client is also included in DeskTopBinder and DeskTopBinder Lite. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

4

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Console

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:

- Scanning originals: 600 dpi

- Printing: 600 dpi

Original reference position:

Center

Warm-up time (23°C, rated voltage):

Less than 2 minutes

Originals:

Sheet

Maximum original size:

- Metric version:

    914 mm×30,000 mm

- Inch version:

    36"×1181" (98.4 ft.)

Paper size:

- Type 1

    - Metric version:

        Paper roll: 210×210 mm - 914×15,000 mm

Bypass tray: 210×182 mm - 914×2,000 mm

- Inch version:

    Paper roll: $8^1/_2$"×$8^1/_2$"-36"×590.6"

    Bypass tray: $8^1/_2$"×7.17"-36"×78"

- Type 2:

    - Metric version:

        Paper roll: 210×210 mm - 914×30,000 mm

        Bypass tray: 210×182 mm - 914×2,000 mm

    - Inch version:

        Paper roll: $8^1/_2$"×$8^1/_2$" - 36"×1181"

        Bypass tray: $8^1/_2$"×7.17" - 36"×78"

Paper weight:

52.3 - 110 g/m^2 (13.9 - 29.3 lb.)

Non-reproduction area (Copier):

- Metric version:

    - Top: Less than 8 mm

    - Bottom: Less than 8 mm

    - Left and Right 2 ± 2 mm (less than 5 mm on either side)

- Inch version:

    - Top: Less than 0.32"

    - Bottom: Less than 0.32"

    - Left and Right 0.08" ± 0.08" (less than 0.19" on either side)

First copy/print time:

- Type 1

    - Metric version:

        A1⊐: 13 seconds (Paper bypass: 31 seconds)

    - Inch version:

        D⊐: 13 seconds (Paper bypass: 31 seconds)

- Type 2

    - Metric version:

        A1⊐: 10 seconds (Paper bypass: 31 seconds)

    - Inch version:

        D⊐: 10 seconds (Paper bypass: 31 seconds)

Copying speed:

- Type 1: 5 copies/minute (A0 (E) ⬒), 10 copies/minute (A1 (D) ⬒)
- Type 2: 7 copies/minute (A0 (E) ⬒), 14 copies/minute (A1 (D) ⬒)

Reproduction ratio:

- Preset reproduction ratios:
  - Enlargement

Metric version	Inch version (Engineering)	Inch version (Architecture)
400.0%	400.0%	400.0%
282.8%	258.8%	266.7%
200.0%	200.0%	200.0%
141.4%	129.4%	133.3%

  - Full size

Metric version	Inch version (Engineering)	Inch version (Architecture)
100%	100%	100%

  - Reduction

Metric version	Inch version (Engineering)	Inch version (Architecture)
70.7%	64.7%	66.7%
50.0%	50.0%	50.0%
35.4%	32.4%	33.3%
25.0%	25.0%	25.0%

- Zoom: From 25.0 to 400.0% in increments of 0.1%

Maximum continuous copy run:

99 sheets

Power consumption:

- Main unit only

	Type 1	Type 2
Warm-up	2400 W	3500 W

	Type 1	Type 2
Stand-by	250 W	250 W
During printing	1750 W	2200 W
Maximum	2400 W	3500 W

- Complete system

	Type 1	Type 2
Warm-up	2400 W	3500 W
Stand-by	300 W	300 W
During printing	1750 W	2200 W
Maximum	2400 W	3500 W

- The complete system consists of the main unit with roll feeder or paper cassette.

Dimensions (W × D × H):

1250×755×1200 mm, 49.2×29.7×47.2 inches (Upper output stacker and rear output tray not included.)

Space for main unit (W × D):

1250×755 mm, 49.2×29.7 inches

Noise emission:

- Sound power level:

	Type 1	Type 2
Stand-by	Less than 57 dB (A)	Less than 66 dB (A)
Copying	Less than 73 dB (A)	Less than 76 dB (A)

- Sound pressure level:

	Type 1	Type 2
Stand-by	Less than 51 dB (A)	Less than 60 dB (A)
Copying	Less than 67 dB (A)	Less than 70 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.

• Sound power level and sound pressure level are measured from the position of the bystander.

Weight:

Approx. 295 kg, 649 lb.

Document Server

HDD:

160 GB × 2

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 Options

This section describes specifications for options.

Roll Feeder Type 7140

This section describes specifications for the lower tray of Roll Feeder Type 7140.

Paper size:

Width: 210 - 914 mm, length: 15,000 mm (diameter: 175 mm)

Paper widths:

- Metric version

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

- Inch version

  $8^1/_2$", 9", 11", 12", 17", 18", 22", 24", 30", 34", 36"

Power consumption

88 W (supplied by main unit)

Dimensions (W × D × H):

1124×369×236 mm, 44.3×14.6×9.3 inches

Weight:

Approx. 36 kg, 79.2 lb.

Paper Cassette Type 7140

This section describes specifications for the cut paper tray of Paper Cassette Type 7140

Paper size:

A2🔲, B3🔲, A3🔲🔲, B4🔲🔲, A4🔲🔲, 11"×17"🔲🔲, $8^1/_2$"×14"🔲🔲, $8^1/_2$"×13"🔲🔲, $8^1/_2$"×11"🔲🔲, 12"×18"🔲🔲, $14^1/_2$"×12"🔲, 15×11"🔲, 11"×14"🔲🔲, 9"×12"🔲🔲, $8^1/_2$"×12"🔲🔲

Paper weight:

64 - 110 g/m^2, 17 - 29.3 lb.

Power consumption:

76 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

1014×644×236 mm, 40.0×25.4×9.3 inches

Weight:

Approx. 38 kg, 83.6 lb.

Carrier Sheet

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

Original Hanger

Stack originals here before copying or scanning them.

Multi Stacker

Attach this to the front or back of the machine.

You can stack a large number of copies on it.

Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

Transmission spec.:

IEEE 1284

Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

Transmission spec.:

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

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Data transfer speed:

Auto select from the following speed:

1 Mbps, 2 Mbps, 5.5 Mbps, 6 Mbps, 9 Mbps, 11 Mbps, 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

Note

- SmartDeviceMonitor and Web Image Monitor are supported.

Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

Interface Connector:

Ethernet (10Base-T, 100Base-TX, 1000Base-T)

Data Transmission Speed:

1000 Mbps, 100 Mbps, 10 Mbps

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Distance Between Devices:

100 m

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

⭐ **Important**

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

Metric version

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Paper roll tray (optional)	Plain paper 52.3 - 110 g/m^2 (13.9 - 29.3 lb)	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-
Paper roll tray (optional)	Translucent paper	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-

4

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Paper roll tray (optional)	Recycled paper	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-
Paper roll tray (optional)	Film	Paper roll Diameter: less than 175 mm Core: 76.4 ± 0.25 mm Width: 210, 257, 297, 364, 420, 440, 490, 515, 594, 620, 625, 660, 680, 707, 728, 800, 841, 880, 914 mm Roll length: less than 150 m	-
Cut paper tray (optional)	Plain paper 64 - 110 g/m^2 (17 - 29.3 lb)	A2, B3, A3, B4, A4	250 sheets
Cut paper tray (optional)	Recycled paper	A2, B3, A3, B4, A4	250 sheets
Cut paper tray (optional) (Supported by Tray 4 only.)	Translucent paper (vellum)	A2, B3, A3, B4, A4	250 sheets

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Bypass tray	Plain paper 52.3 - 110 g/m^2 (13.9 - 29.3 lb)	A0, A1, A2, A3, A4, B1, B2, B3, B4 Paper width: 210 - 914 mm Paper length: 182 - 2000 mm	1 sheet
Bypass tray	Translucent paper	A0, A1, A2, A3, A4, B1, B2, B3, B4 Paper width: 210 - 914 mm Paper length: 182 - 2000 mm	
Bypass tray	Film	A0, A1, A2, A3, A4, B1, B2, B3, B4 Paper width: 210 - 914 mm Paper length: 182 - 2000 mm	

4

Inch version

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Paper roll tray (optional)	Plain paper 64 - 110 g/m^2 (17 - 29.3 lb)	Paper roll Diameter: 6.7" or less Internal diameter: 3.0" ± 0.01" Width: $8^1/_2$", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 590" (49.2 ft.) or less	-
Paper roll tray (optional)	Translucent paper (vellum)	Paper roll Diameter: 6.7" or less Internal diameter: 2.98" - 3.03" Width: $8^1/_2$", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 590" (49.2 ft.) or less	-
Paper roll tray (optional)	Film	Paper roll Diameter: 6.7" or less Internal diameter: 3.0" ± 0.01" Width: $8^1/_2$", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 590" (49.2 ft.) or less	-

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Cut paper tray (optional)	Plain paper 64 - 110 g/m^2 (17 - 29.3 lb)	11"×17"□, 8^1/$_2$"×14"□□, 8^1/$_2$"×13"□□, 8^1/$_2$"×11"□□, 12"×18"□□, 14^1/$_2$"×12"□, 15×11"□, 11"×14"□□, 9"×12"□□, 8^1/$_2$"×12"□□	250 sheets
Cut paper tray (optional)	Recycled paper	11"×17"□, 8^1/$_2$"×14"□□, 8^1/$_2$"×13"□□, 8^1/$_2$"×11"□□, 12"×18"□□, 14^1/$_2$"×12"□, 15×11"□, 11"×14"□□, 9"×12"□□, 8^1/$_2$"×12"□□	250 sheets
Cut paper tray (optional) (Supported by Tray 4 only.)	Translucent paper (vellum)	11"×17"□, 8^1/$_2$"×14"□□, 8^1/$_2$"×13"□□, 8^1/$_2$"×11"□□, 12"×18"□□, 14^1/$_2$"×12"□, 15×11"□, 11"×14"□□, 9"×12"□□, 8^1/$_2$"×12"□□	250 sheets

4

4. Appendix

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Bypass tray	Plain paper 52.3 - 110 g/m^2 (13.9 - 29.3 lb)	• Engineering E (34"×44") ⬓, D (22"×34") ⬓⬓, C (17"×22") ⬓⬓, B (11"×17") ⬓⬓, A (8^1/$_2$"×11") ⬓ • Architecture E (36"×48") ⬓, D (24"×36") ⬓⬓, C (18"×24") ⬓⬓, B (12"×18") ⬓⬓, A (9"×12") ⬓	1 sheet
Bypass tray	Translucent paper (vellum)	• Engineering E (34"×44") ⬓, D (22"×34") ⬓⬓, C (17"×22") ⬓⬓, B (11"×17") ⬓⬓, A (8^1/$_2$"×11") ⬓ • Architecture E (36"×48") ⬓, D (24"×36") ⬓⬓, C (18"×24") ⬓⬓, B (12"×18") ⬓⬓, A (9"×12") ⬓	1 sheet

4

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Bypass tray	Film	• Engineering E (34"×44")⊔, D (22"×34")⊔⊔, C (17"×22")⊔⊔, B (11"×17")⊔⊔, A (8$\frac{1}{2}$"×11")⊔ • Architecture E (36"×48")⊔, D (24"×36")⊔⊔, C (18"×24")⊔⊔, B (12"×18")⊔⊔, A (9"×12")⊔	1 sheet

⬇Note

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

Paper roll

- If humidity is high, and the paper roll has expanded due to moisture, be sure to cut off approximately 1000 mm (40"), before making copies or printing.
- Use a paper roll that has a black core.

- When a paper roll of 90 g/m^2 (24 lb) or 110 g/m^2 (29.3 lb) paper is used and there is little paper left on the roll, image may be faint near the leading and/or trailing edge, or an image may be doubled. To prevent this, set 3-5 mm (0.11"- 0.19") margins from the leading and trailing edges.

🔖 **Reference**

- p.53 "Anti-humidity Heater Switch"
- "Margin Adjustment", Copy/Document Server Reference

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.

Notes on using translucent paper

Smooth out any curls in the paper before loading it.

Load translucent paper lengthways when possible.

Hemmed paper

When using hemmed paper, wrinkles and other problems may occur on paper.

Use the following procedure when copying or printing onto hemmed paper:

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

⬇ **Note**

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

🔖 Reference

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

4

Unusable Paper

This section describes paper unusable on this machine.

⚠️ CAUTION

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

⭐ **Important**

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

⬇️ **Note**

- To prevent misfeeds, do not use the following kinds of paper:
    - Bent, folded, or creased paper
    - Perforated paper
    - Slippery paper
    - Torn paper
    - Rough paper
    - Thin paper with little stiffness
    - Paper with a dusty surface
    - Adhesive labels
    - OHP transparencies
- If you copy or print onto rough grain paper, the output image might be blurred.

- Do not reuse copy paper that has been already copied or printed onto.

- When using non-recommended paper (especially chemically treated paper, hemmed paper, film), paper jams may occur, paper wrinkle, or output image deteriorate.

- 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. If film is being supplied from the paper roll tray, jams can occur when the film runs out, whatever the color of the roll core.

- Film and translucent paper is prone to slight tearing when copied onto.

- 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.

4

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.

4

🖹 **Reference**

- p.91 "Handling Paper"

Handling Paper

This section describes handling paper.

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

%	State of paper	Try this ...
High humidity	Part of the image is lost, or a multi-sheet feed or wrinkling occurs on both translucent (vellum) and normal paper.	· 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.
60 (Normal conditions) 40		· 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.

BKX017S

🔽 **Note**

- If humidity is above 60%, turn on the anti-humidity heater.

📄 **Reference**

- p.53 "Anti-humidity Heater Switch"

4

INDEX

93

MEMO

Trademarks

Adobe, Acrobat, Acrobat Reader, PostScript, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Apple®, AppleTalk®, Macintosh®, and Mac OS® are registered trademarks of Apple Inc.

The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such marks by Ricoh Company, Ltd. is under license.

Microsoft®, Windows®, Windows NT®, Windows Server®, and Windows Vista® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Monotype is a registered trademark of Monotype Imaging, Inc.

Netscape and Netscape Navigator are registered trademarks of Netscape Communications Corporation.

NetWare is a registered trademark of Novell, Inc.

PCL® is a registered trademark of Hewlett-Packard Company.

PowerPC® is a trademark of International Business Machines Corporation in the United States, other countries, or both.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Limited.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

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

* The product name of Windows 95 is Microsoft® Windows® 95

* The product name of Windows 98 is Microsoft® Windows® 98

* The product name of Windows Me is Microsoft® Windows® Millennium Edition (Windows Me)

* 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
  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® Enterprise
  Microsoft® Windows Vista® Business
  Microsoft® Windows Vista® Home Premium
  Microsoft® Windows Vista® Home Basic

* The product names of Windows Server 2003 are as follows:
  Microsoft® Windows Server® 2003 Standard Edition
  Microsoft® Windows Server® 2003 Enterprise Edition
  Microsoft® Windows Server® 2003 Web Edition
  Microsoft® Windows Server® 2003 Datacenter 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
  Microsoft® Windows Server® 2003 R2 Datacenter Edition

* The product names of Windows NT 4.0 are as follows:
  Microsoft® Windows NT® Workstation 4.0
  Microsoft® Windows NT® Server 4.0

Type for 5100WD/GWD5100/LW5100/Aficio MP W5100
Type for 7140WD/GWD7140/LW7140/Aficio MP W7140

EN (USA) D046-7704