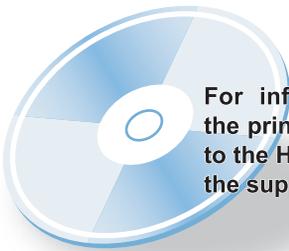
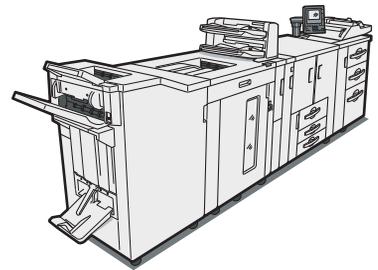


Pro 907
Pro 1107
Pro 1357

Operating Instructions About This Machine



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



-
- 1** Simple Search
 - 2** Getting Started
 - 3** Adding Paper
 - 4** Adding Toner and Staples
 - 5** Entering Text
 - 6** Operating Instructions
 - 7** Handling the Stacker
 - 8** Remarks
 - 9** Appendix

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Changing the default settings of the printer function, and related information.....	
Network and System Settings Guide.....	
Connecting to a network.....	
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Manuals for This Machine

Read this manual carefully before you use this printer.

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

★ Important

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Printer Reference

Explains Printer functions and operations.

Network and System Settings Guide

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

Security Reference

This manual is for administrators of the printer. It explains security functions that you can use to prevent unauthorized use of the printer, 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.
- Change the password for printer settings using Web Interface.

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.

Other manual

- Quick Reference Printer Guide

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Printer Reference	No	Yes	Yes
Network and System Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes

What You Can Do with This Machine

This section introduces the features of this printer.

↓ Note

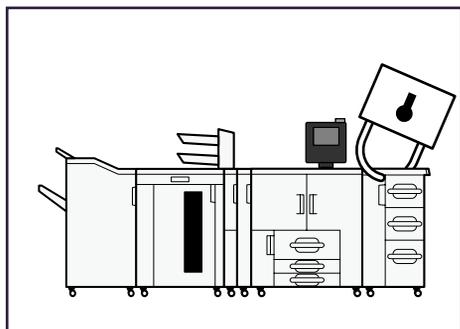
- For details about options, see "Options".

📖 Reference

- p.42 "Options"

Administrating the Machine/Protecting Documents (Security Functions)

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



BSA002S

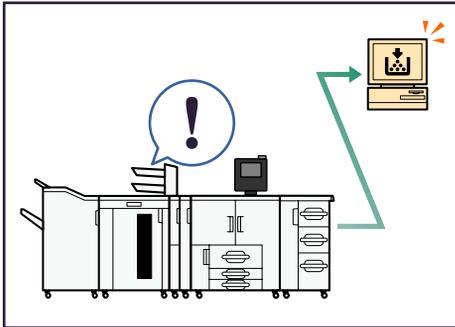
- You can protect documents from unauthorized access and stop them from being printed without permission.
- You can control the use of the printer, as well as prevent printer settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

📖 Reference

- See the manual for the optional security unit, and Security Reference .

Monitoring and Setting the Machine Via Computer

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



BSA003S

- Web Image Monitor and Web Interface let you configure and operate the printer using a Web browser on a computer.
- Using Web Image Monitor, you can register information in the address book.
- Using Web Image Monitor, you can specify the printer's settings and check the printer's status with ease.
- Using Web Interface, you can specify the printer controller's settings and status with ease.
- Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, network settings, and security settings/certificate management), control print jobs, display the print job journal, and protect the data in the printer using authentication.
- Using Web Interface, you can check and specify the initial settings (printer features, network settings, and security settings/certificate management), control print jobs, display the print job journal, and protect the data in the printer using authentication.

Notice

Important

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

For good print 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.

When using the machine for the first time, see "Adjustment Settings for Operators", Network and System Settings Guide and specify [Suspended] for [When Double Feed is Detected] in [0109: Double Feed Detect] under [Adjustment Settings for Operators].

If printing does not begin again after you have resolved the paper jam or whatever problem caused printing to stop, check that the paper in Tray 1 is set correctly.

How to Read This Manual

Symbols

This manual uses the following symbols:



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



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



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 printer's display panel.



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



Indicates instructions in book form.



Indicates instructions in sheet form.



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

Machine Types

The model names of the printers do not appear in the following pages.

Check the type of your printer before reading this manual.

- Type 1: Pro 907
- Type 2: Pro 1107
- Type 3: Pro 1357

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

Names of Major Options

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

- Decurl Unit DU5000 → Decurler
- Attention Light AL5000 → Attention light
- Finisher SR5000 → Finisher
- Booklet Finisher SR5020 → Booklet finisher
- Punch Unit PU5000 → Punch unit
- Punch Unit PU5020 → Punch unit
- Trimmer Unit TR5020 → Trimmer
- A3/11 × 17 Tray Unit TK5010 → Wide tray unit
- Multi Bypass Tray BY5000 → Multi bypass tray
- Cover Interposer Tray CI5010 → Cover interposer
- Multi-Folding Unit FD5000 → Multi-Folding unit
- LCIT RT5030 → LCT
- LCIT RT5040 → Wide LCT
- High Capacity Stacker SK5010 → Stacker
- Roll-Away Cart Type 5010 → Roll-Away cart (Stacker Tray)
- Data Overwrite Security Unit Type M → Security unit
- VM card Type K → VM card

Note

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

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

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

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING**

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

 **CAUTION**

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

Safety Precautions to be Followed

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

Environments where the machine can be used

This section explains safety precautions about environments where the printer 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 in “Specifications for the Main Unit” in 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

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock 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 printer with a damaged power cord may cause an electric shock or fire.

WARNING

- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

WARNING

- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.

WARNING

- The wall outlet shall be installed near the printer and shall be easily accessible.

CAUTION

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

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.

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 printer will not be used for an extended period of time such as holidays.
- Before moving the printer, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

Handling the main machine

This section explains safety precautions about handling the main unit.

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 printer.
 - You suspect that your printer needs service or repair.
 - The external housing of your printer has been damaged.
- 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 breakers to trip.

CAUTION

- Protect the printer 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. The machine's various handling areas are for service engineer use only. Do not touch these areas.

CAUTION

- Do not allow paper clips, staples, or other small metallic objects to fall inside the printer.
- Do not look into the lamp. It can damage your eyes.
- For environmental reasons, do not dispose of the printer or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

CAUTION

- Do not push or pull the attention light when installed to the printer. Doing so may result in damage or malfunction of the attention light or the printer.

Handling the machine's interior

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

WARNING

- To avoid hazardous electric shock or laser radiation exposure, 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 printer could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise, an injury might occur.
- When loading paper, take care not to trap or injure your fingers.
- During operation, rollers for transporting the paper revolve. A safety device has been installed so that the printer can be operated safely. But take care not to touch the printer during operation. An injury might occur.
- Fire and breakdown can result from heavy accumulation of dust inside this printer. Consult your service representative for details about and charges for cleaning the printer's interior.
- Keep your hands clear of the inside of the stacker and the space under the roll-away cart. You might trap your fingers if you do not.

Handling the machine's supplies

This section explains safety precautions about handling the printer'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.

WARNING

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

CAUTION

- Do not reuse stapled paper. Otherwise, a fire might occur.

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

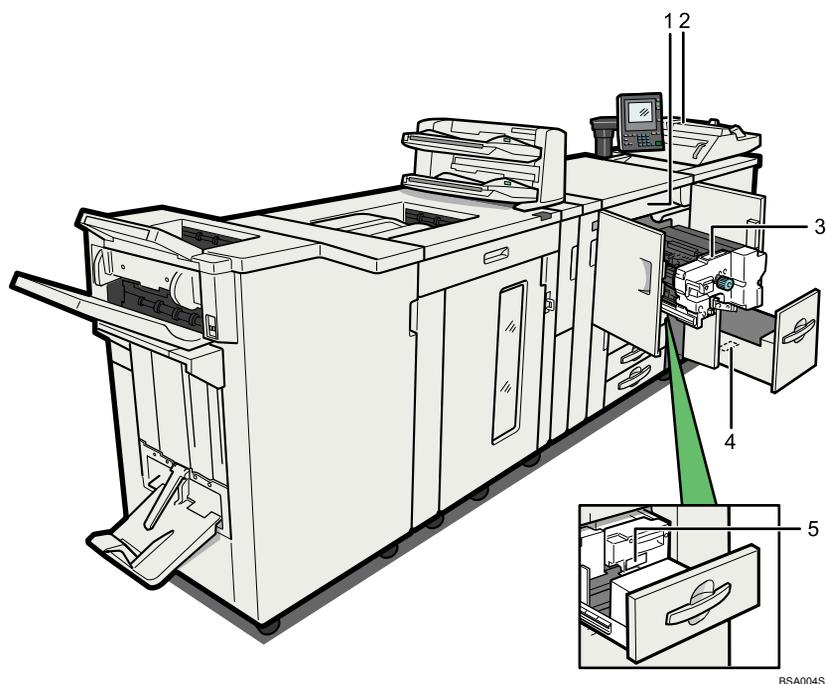
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

Safety Labels of This Machine

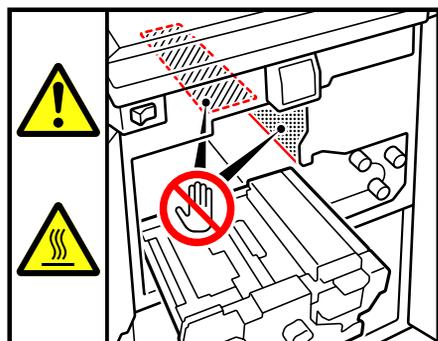
This section explains the printer's safety information labels.

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.

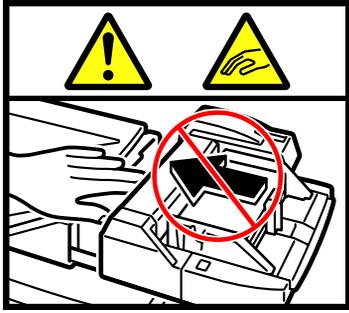


1



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

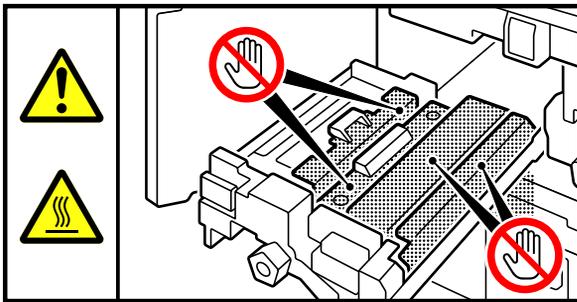
2



BQX012S

Keep your hands clear of the multi bypass tray when removing paper jam. You might trap your fingers if you do not.

3



BSA058S

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

4



BQX013S

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

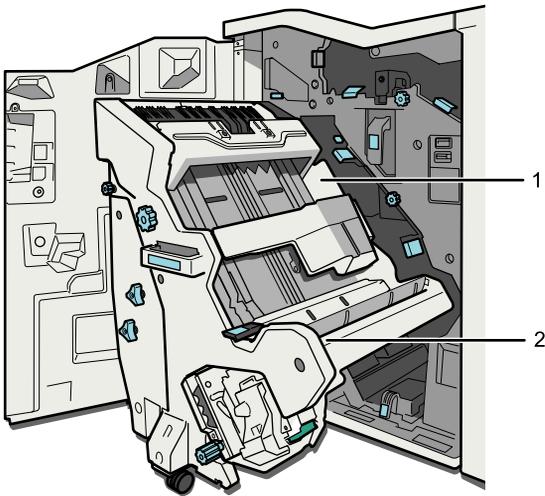
5



BSA055S

Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

Booklet Finisher



BQX134S

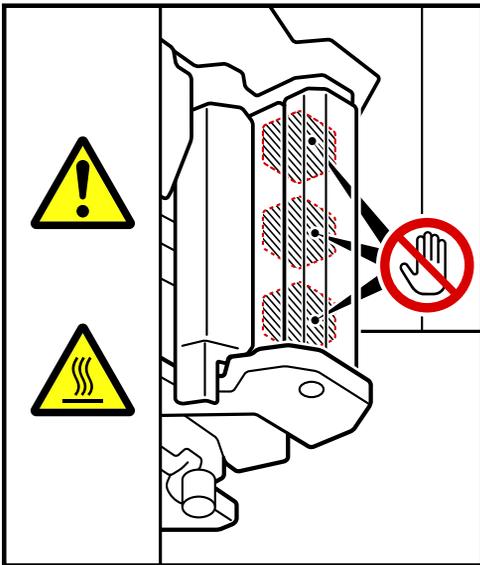
1



BQX122S

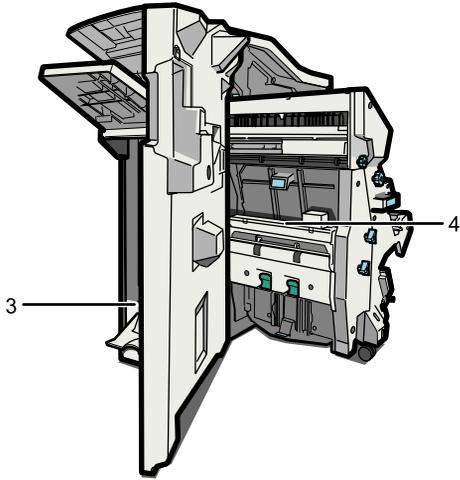
The inside of the booklet finisher could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

2



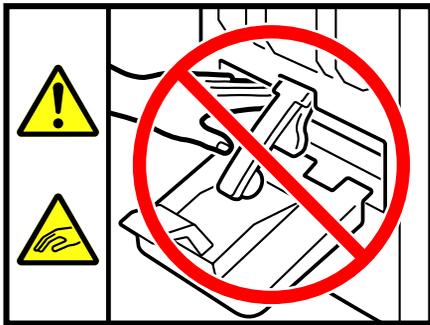
BQX123S

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



BQX135S

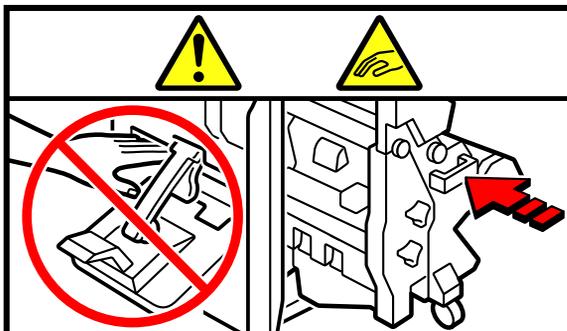
3



BQX016S

Keep your hands clear of the booklet finisher tray when removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

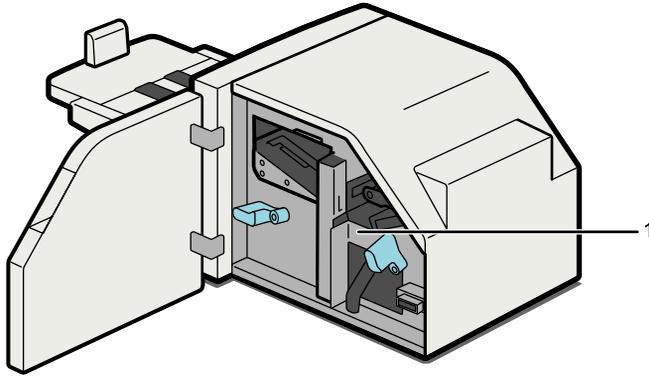
4



BQX015S

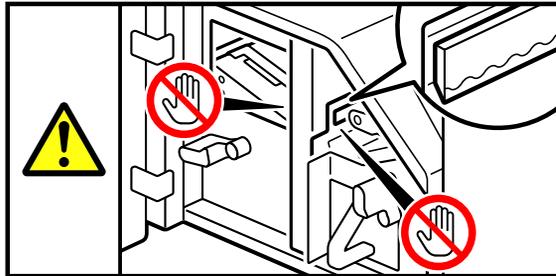
Keep your hands clear of the booklet finisher tray when pulling out or pushing in the booklet finisher's staple unit. You might trap your fingers if you do not.

Trimmer



BQX124S

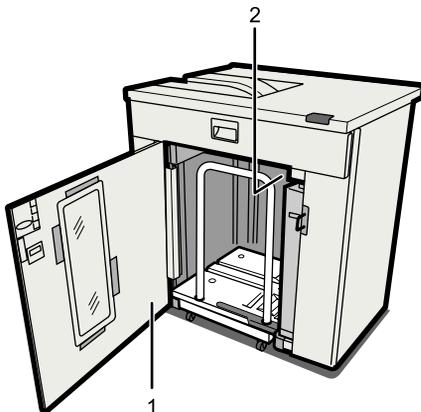
1



BQX125S

Keep your hands clear of the internal cutting blade when you are removing jammed paper. Not doing so risks injury to your fingers from the cutting blade.

Stacker



BQX126S

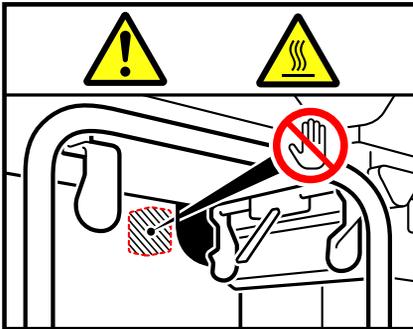
1



BQX127S

Do not attempt to get inside the stacker. Otherwise, an injury might occur.

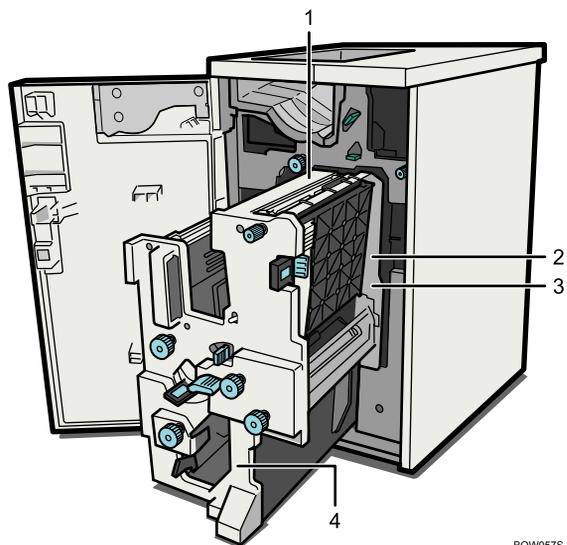
2



BQX158S

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

Multi-Folding unit



BQW057S

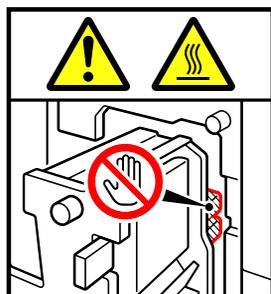
1



BQW058S

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

2



BQW059S

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

3



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

4



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

Power Switch Symbols

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

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

ENERGY STAR Program (Type 2 and Type 3)

ENERGY STAR® Program Requirements for Imaging Equipment



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 multifunction devices. Energy Star standards and logos are internationally uniform.

Low Power Mode

- If this printer remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the printer waits before entering Low Power Mode is 15 minutes. This default time can be changed.

Sleep Mode

- If this printer 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 printer waits before entering Sleep Mode is 120 minutes. This default time can be changed.
- The printer can print jobs from computers while in Sleep Mode.

Specifications

	Type 2	Type 3
Reduced Electrical Consumption by Low Power Mode	155.1 W	146.8 W
Time of Switch into Low Power Mode	15 minutes	15 minutes

	Type 2	Type 3
Time of Switch out from Low Power Mode	31 seconds	62 seconds
Reduced Electrical Consumption by Sleep Mode	55 W	55 W
Time of Switch into Sleep Mode	120 minutes	120 minutes

Note

- Specifications can vary depending on which options are installed on the printer.
- For details about how to change the default interval, see “Timer Settings”, Network and System Settings Guide .

Reference

- “Timer Settings”, Network and System Settings Guide .

Laws and Regulations

Legal Prohibition

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

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

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

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

Laser Safety

CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class I laser products. This equipment contains multiple AlGaAs laser diodes, 15-milliwatt, 770 - 810 nanometer wavelength for each emitter. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

FCC Rules and IC Rules

Warning:

This device complies with part 15 of the FCC Rules and RSS-Gen of IC 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.

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

Notes to users in the United States of America

FCC Rules

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Caution:

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

Notes on lamp(s) inside this machine

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

Note to users in the state of California

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

1. Simple Search

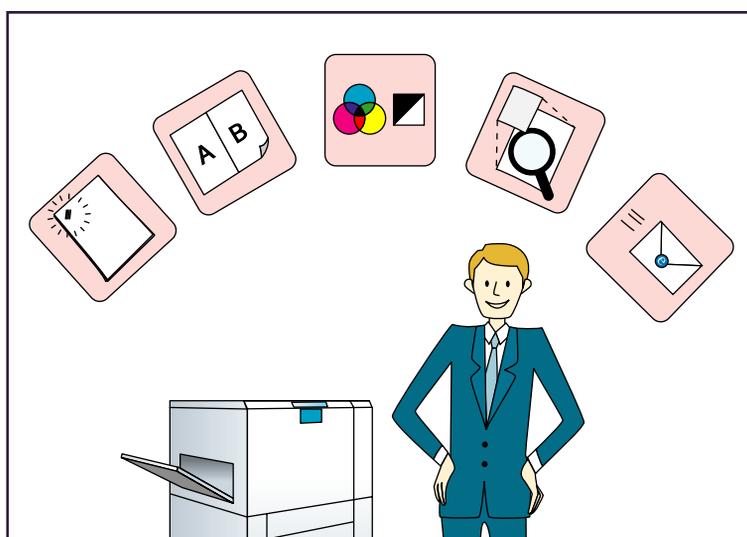
You can search for a procedure either by keyword or by what you want to do.

Searching by What You Want to Do

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

I Want to Change the Default Settings to Reflect the Settings I Use Most!

This section explains the functions and procedures you can use to set frequently-used settings as defaults.



BSA046S

Registering frequently-used paper settings for each tray

⇒ See "Items of Tray Paper Settings", Network and System Settings Guide .

Searching by Keyword

You can search for a procedure by keyword.

1

Paper

I want to load paper.

⇒ p.59 "Loading Paper"

I want to change the paper size.

⇒ p.77 "Changing the Paper Size"

I want to know what the paper specifications are.

⇒ p.88 "Recommended Paper Sizes and Types"

The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting  .

I want to change the initial paper settings.

⇒ See "Items of Tray Paper Settings", Network and System Settings Guide .

Register/Change/Delete

I want to register multiple addresses as a group.

⇒ See "Registering Names to a Group", Network and System Settings Guide .

Install

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

⇒ See "Installing the Printer Driver (Standard TCP/IP Port)", Printer Reference .

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

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

2. Getting Started

This chapter describes how to start using this printer.

Guide to Components

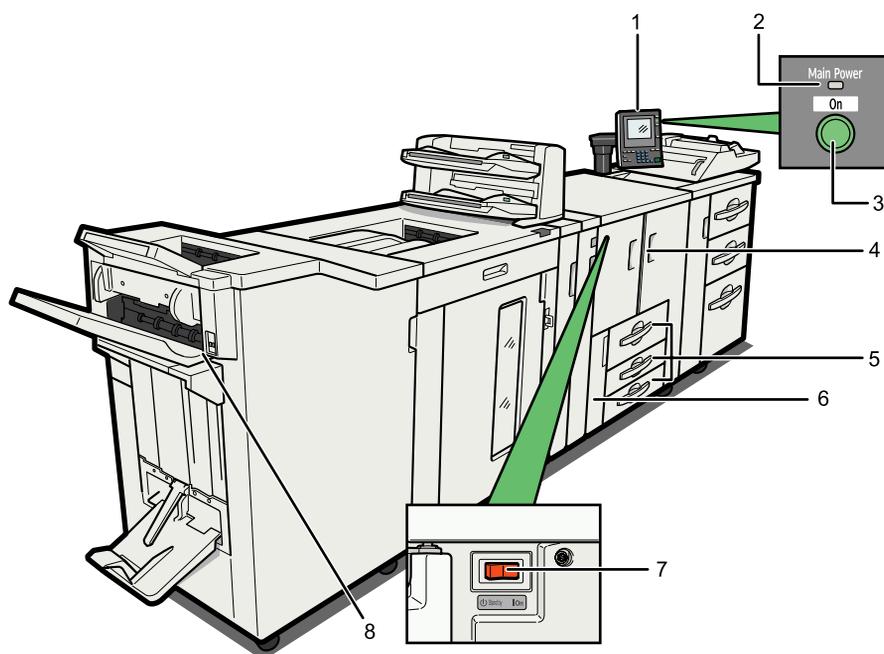
This section introduces the names and functions of the components.

2

★ Important

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

Front view



BSA061

1. Control panel

See "Control Panel".

2. Main power indicator

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

3. 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".

4. Front cover

Open to access the inside of the printer.

5. Paper trays (Trays 1 - 3)

Load paper here.

Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.

6. Front Lower Left Cover

Open to change the toner container.

7. Main power switch

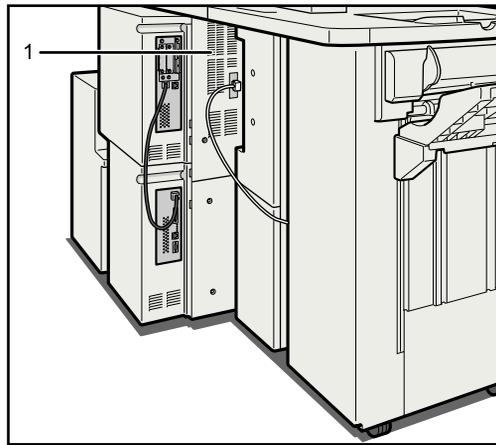
If the printer does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

See "Turning On/Off the Power".

8. Suspend/Resume switch

Press to momentarily stop printing. Pressing again resumes the stopped operation.

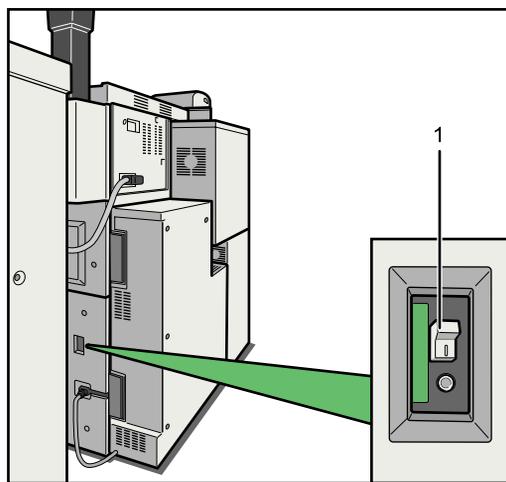
Rear right view



BSA006S

1. Ventilation holes

Prevent overheating.

Rear left view

BSA007S

1. Earth leakage breaker

Protects users from electric shock. For details about checking the earth leakage breaker, see "Checking the Earth Leakage Breaker".

Note

- When the Energy Saver Timer is enabled, the operation switch might flash during printing. This indicates the printer will enter Energy Saver mode when it finishes the current print job. When the printer is about to enter Energy Saver mode, the operation switch is the only usable key. To use any other keys, you must first press the operation switch.

Reference

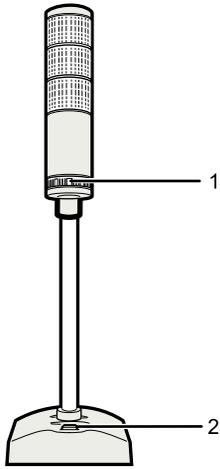
- p.44 "Control Panel"
- p.55 "Turning On/Off the Power"
- p.139 "Checking the Earth Leakage Breaker"

Guide to Components of the Attention Light

This section introduces the names and functions of the components of the optional attention light.

⚠ CAUTION

- Do not push or pull the attention light when installed to the printer. Doing so may result in damage or malfunction of the attention light or the printer.



BSA023S

1. Use the lever to adjust the volume.
2. Push the lever to switch the buzzer on/off.

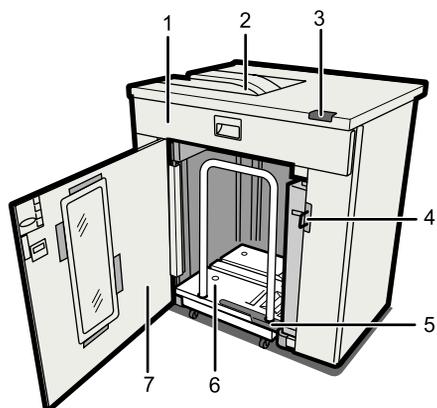
The optional attention light notifies the user by light and buzzer when there is a paper jam or no paper is left.

The colors of the lamp and their meanings are as follows:

Lamp Status (Buzzer)	Meanings
The bottom LED lights green (no buzzer)	Printing
The top LED lights red (buzzer)	Error occurred (Example) <ul style="list-style-type: none"> • Paper jam • Out of paper • Memory overflow Read the message on the control panel and take appropriate action.
The top LED flashes red (no buzzer)	Warning (Example) Toner level low Read the message on the control panel and take appropriate action.

Guide to Components of the Stacker

This section introduces the names and functions of the components of the optional stacker.



BOX144S

1. Stacker Upper Cover

Open to clear a paper jam.

2. Stacker Upper Tray

Prints are delivered here.

3. Stacker Control Panel

For details about the stacker control panel, see "Stacker Control Panel".

4. Padlock loops

Allows you to secure the stacker front cover with a padlock, preventing unauthorized persons accessing the stacker's interior. For details about locking the stacker front cover, see "Locking the Stacker Front Cover".

5. Paper Press

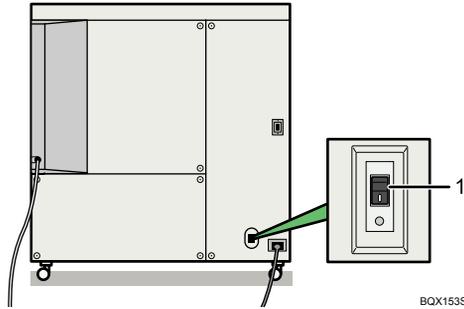
This holds paper in place while it is being transported on the optional roll-away cart.

6. Roll-Away cart (Stacker Tray)

Output paper is collected here. The optional roll-away cart and stacker tray combine to form a single unit. The stacker tray receives the output paper, and the optional roll-away cart allows you to transport it.

7. Stacker Front Cover

Open to clear a paper jam and to load and unload the optional roll-away cart.



1. Earth Leakage Breaker

Protects users from electric shock. For details about checking the earth leakage breaker, see “Checking the Earth Leakage Breaker”.

Note

- If a second stacker is installed, the main control panel displays the following tray names:

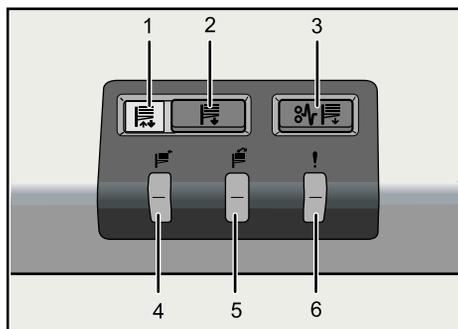
Component Position	Tray Name
First Stacker, Stacker Tray	Stacker Tray
Second Stacker, Stacker Upper Tray	Stacker Upper Tray
Second Stacker, Stacker Tray	Second Stacker Tray

Reference

- p.40 "Stacker Control Panel"
- p.128 "Locking the Stacker Front Cover"
- p.139 "Checking the Earth Leakage Breaker"

Stacker Control Panel

This section introduces the names and functions of the components of the stacker's control panel.



BOX151S

1. Tray Moving Indicator

This flashes green when the stacker tray is moving up or down. When the stacker tray has moved all the way up and is in the standby state, the indicator turns off. When the stacker tray has moved all the way down, the indicator lights up green.

2. Tray Lowering Button

Press this button to lower the tray. The tray cannot move if the stacker front cover is open.

3. Paper Jam Button

This lights red when a paper jam occurs. Pressing this button lowers the stacker tray into the paper removal position.

4. Stacker Collecting Indicator

This lights green when the stacker tray is collecting output paper.

5. Stacker Full Indicator

This lights red when the stacker tray is full.

6. Error Indicator

This lights to indicate one or more of the following errors:

- The optional roll-away cart is not properly set.
- The stacker front cover is open.
- Paper is detected in the stacker when the optional roll-away cart is docked or the main power switch is turned on.

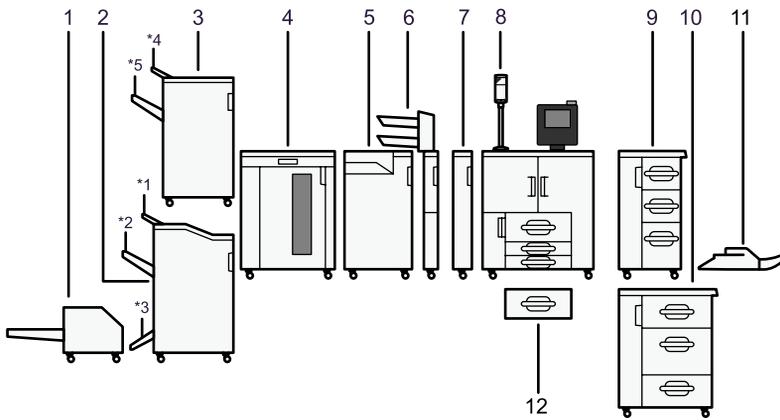
Options

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

External options

2

This section provides explanations about external options.



BSA062

1. Trimmer

Cuts the fore edge of the book block after the book block is saddle stitched.

2. Booklet finisher

Sorts, stacks, staples and punches multiple sheets of paper. The saddle stitch function can staple the print in the center and fold them into booklets.

- *1 Finisher upper tray
- *2 Finisher shift tray
- *3 Finisher booklet tray

3. Finisher

Sorts, stacks, staples and punches multiple sheets of paper.

- *4 Finisher upper tray
- *5 Finisher shift tray

4. Stacker

Stacks 5,250 sheets of paper.

You can install two stackers.

5. Multi-Folding unit

The optional multi-folding unit can apply the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.

To use the optional multi-folding unit, the optional finisher or the optional booklet finisher is required.

6. Cover interposer

Inserts cover or slip sheets into the printed paper.

7. Decurler

Flattens curls from sheets to prevent paper jams.

8. Attention light

Notifies you of errors during printing, such as paper jam and out of paper.

9. LCT

Holds 4,550 sheets of paper.

10. Wide LCT

Holds 4,000 sheets of paper.

11. Multi bypass tray

Use when printing onto a thick paper, OHP transparency, and custom size paper.

12. Wide tray unit

You can load 11 × 17 $\frac{1}{4}$ paper in Tray 1 using this unit. If you install the optional wide tray unit on your printer, you cannot use it as a tandem tray.

Note

- The punch function is not available on Type 3 model that is equipped with the optional finisher.
- The printer cannot support two stackers if any of the following options is installed:
 - Multi-Folding unit
 - Finisher

Internal options

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

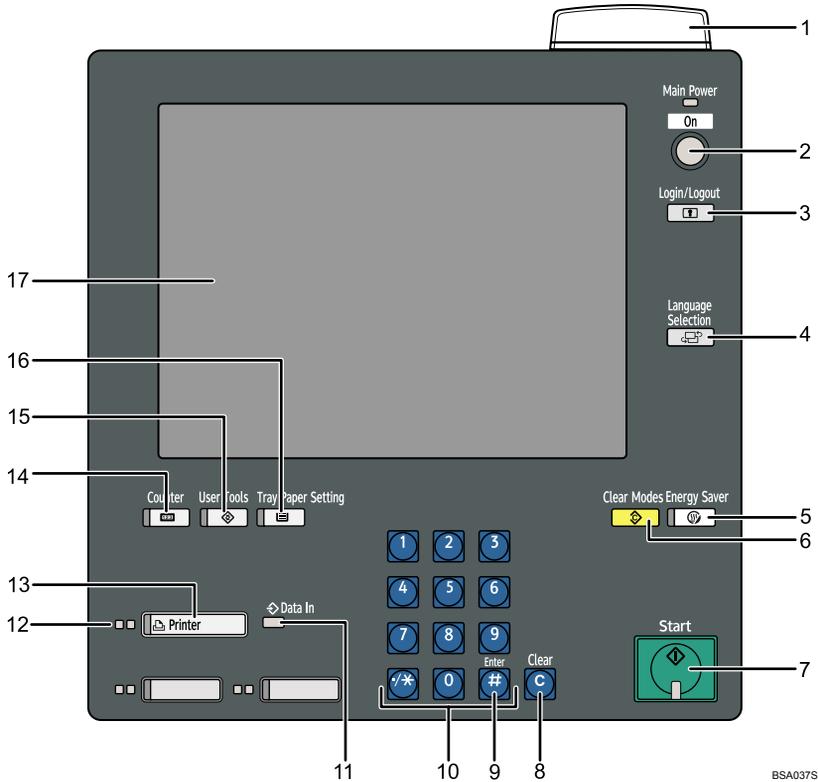
- VM card
With this card, you can install embedded software architecture applications.
- Security unit
Allows you to erase data that is stored on the hard disk.

Control Panel

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

★ Important

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



1. Status indicator

Displays the printer's current status. By default, this indicator is off (unlit). You can select whether or not it is lit.

- Off: The main power switch is turned off or the printer is ready to print.
- Lit green: Printing.
- Flashing red: A warning message is displayed.
- Lit red: An error, such as a paper jam, has occurred.

If the status indicator is lit red, paper jam has occurred in the current print job. Bring up the current job screen.

2. Operation switch

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

3. [Login/Logout] key

Press to log in or out of the system.

4. [Language Selection] key

Press to change the language of the display.

5. [Energy Saver] key

Press to switch the printer into and out of Low Power mode. See "Saving Energy".

6. [Clear Modes] key

Press to clear the current settings.

7. [Start] key

Press to start printing lists and reports.

8. [Clear] key

Press to delete entered numbers.

9. [#] key (Enter key)

Press to confirm values entered or items specified.

10. Number keys

Use to enter the numbers.

11. Data In indicator

Lights up when the printer is receiving data.

12. Function status indicators

These show the status of the printer function.

- Green: active.
- Red: interrupted. Press the function key to change the display, and then follow the instructions that appear.

13. [Printer] key

Press to display the operation screen of the printer function.

14. [Counter] key

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

15. [User Tools] key

Press to change the default settings and conditions to meet your requirements. See "System Settings", Network and System Settings Guide .

16. [Tray Paper Setting] key

Specify settings for the paper tray. See "Tray Paper Settings", Network and System Settings Guide .

17. Display panel

Shows function menus, error messages, and the printer's operation status. See "Display Panel".

 Note

- When the Energy Saver Timer is enabled, the operation switch might flash during printing. This indicates the printer will enter Energy Saver mode when it finishes the current print job. When the

printer is about to enter Energy Saver mode, the operation switch is the only usable key. To use any other keys, you must first press the operation switch.

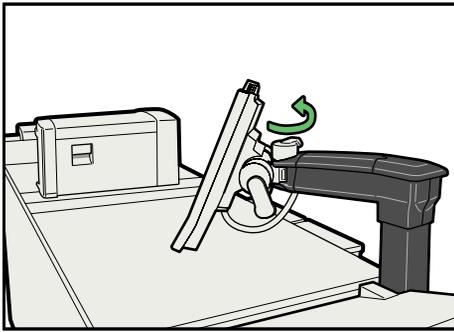
Reference

- p.48 "Display Panel"
- p.55 "Turning On/Off the Power"
- p.58 "Saving Energy"
- p.136 "Counter"

Adjusting the Angle of the Control Panel

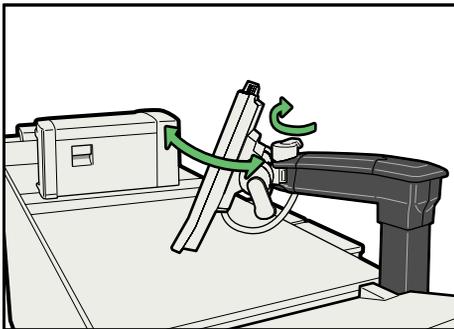
Use the following procedures to adjust the angle of the control panel for easier use.

1. Turn the handle to the left to unlock the horizontal joint securing the control panel.



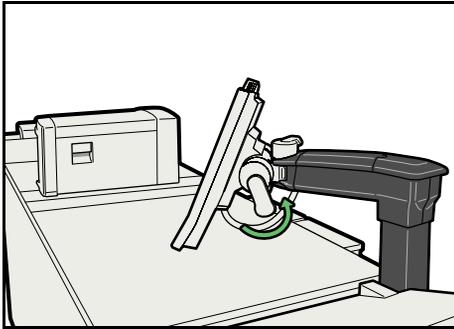
BSA010S

2. Position the control panel at the horizontal angle that you require. Turn the handle to the right to lock the joint.



BSA011S

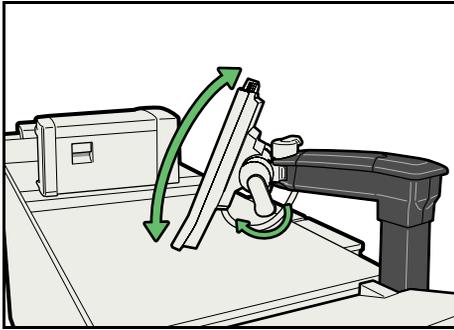
3. Turn the handle upward to unlock the vertical joint securing the control panel.



BSA012S

2

4. Position the control panel at the vertical angle that you require. Turn the handle downward to lock the joint.



BSA013S

Display Panel

The display panel shows printer 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 Tray 1. Keys appearing as Tray 7 cannot be used.

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



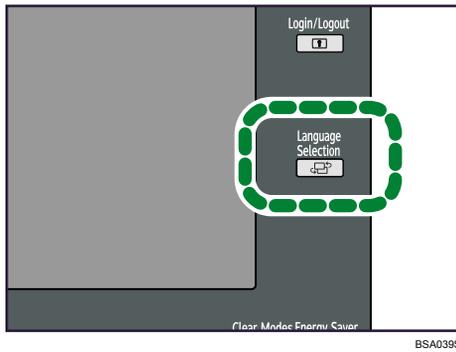
↓ Note

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

Changing the Display Language

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

1. Press the [Language Selection] key.



↓ Note

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

When the Authentication Screen is Displayed

This section explains the authentication screen.

★ 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 "User Code".

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

If you can use the printer, 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 printer, 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.

If User Code Authentication is Specified

If User Code Authentication is enabled, the authentication message will not appear.

The printer's User Code Authentication supports authentication from the printer driver or utilities. For details about authentication using the printer driver, see "Login (Using a Printer Driver)".

Login (Using a Printer Driver)

If User Code Authentication, Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication has been set, make encryption settings in the printer properties dialog box, and then enter either the login user name and password or the user code.

Enter the following user information in the "User Authentication" area of the printer properties dialog box:

Under Basic Authentication, Windows Authentication, LDAP Authentication, and Integration Server Authentication

"Login user name": Login user name

"Login password": Login password

Under User Code Authentication

“Login user name”: Login user code (up to 8 digits)

“Login password”: Blank (Login password not necessary for user code authentication)

Note

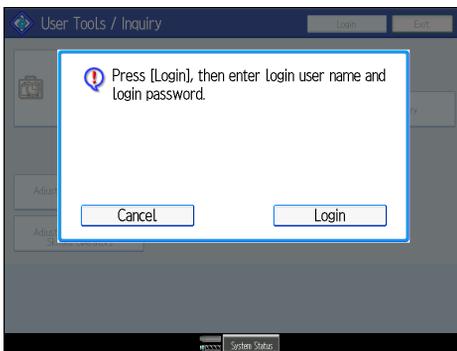
- For details about applying user authentication via the printer driver, see “Using User Authentication”, Printer Reference ②.
- When logged on using a printer driver, logging off is not required.

2

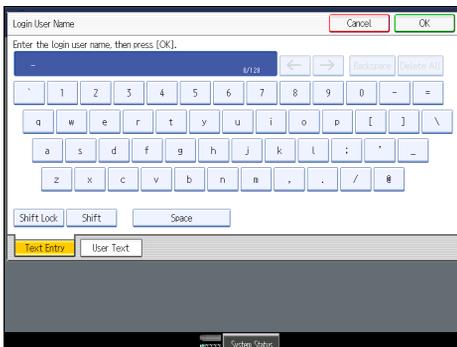
Login (Using the Control Panel)

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

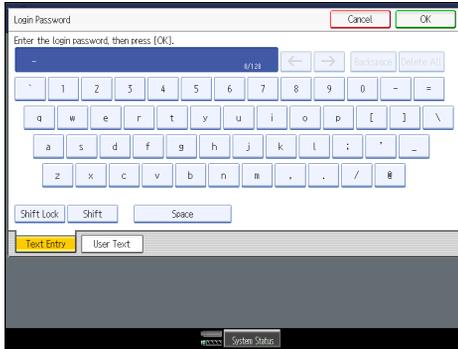
1. Press [Login].



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.

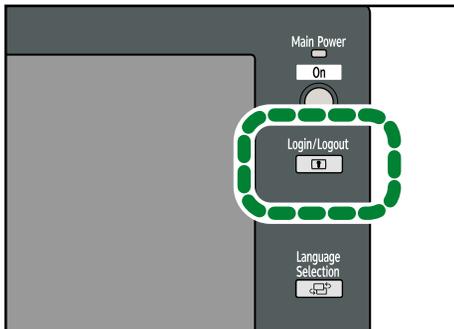
Logout (Using the Control Panel)

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

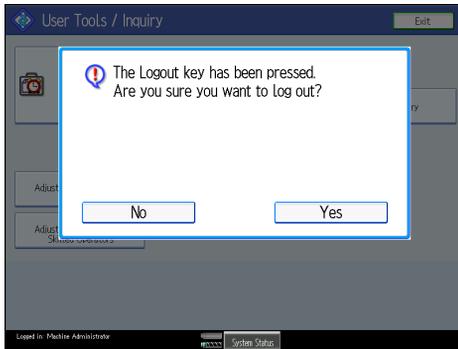
Important

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

1. Press the [Login/Logout] key.



2. Press [Yes].



Login (Using Web Interface)

This section explains the procedure for logging in to the printer via Web Interface.

1. Click [Configurations/Jobs] or [Logs].
2. Enter a login user name and password, and then click [OK].

↓ Note

- To open the [Configurations/Jobs] page, enter "system" or "service" in the [User Name] box.
- To open the [Logs] page, enter "service" in the [User Name] box.

Logout (Using Web Interface)

This section explains the procedure for logging out the printer via Web Interface.

1. Close the Web browser.
You will be logged out.

Login (Using Web Image Monitor)

This section explains the procedure for logging in to the printer 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 the user code (up to 8 digits) in "Login User Name", and then click Login.

Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

 **Note**

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

System Reset

This section explains System Reset.

After finishing a job, the printer waits a specified length of time and then automatically displays the operation screen for the printer function. This function is called "System Reset".

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

Turning On/Off the Power

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

Power connection

Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main unit is plugged into.

Power supply

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

- Operation switch (right side of the control panel)

Press to activate the printer. When the printer has finished warming up, you can make use of each function.

- Main power switch (inside the front left cover)

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, printer power is completely off. Use this switch only when necessary.

Note

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

Turning On the Main Power

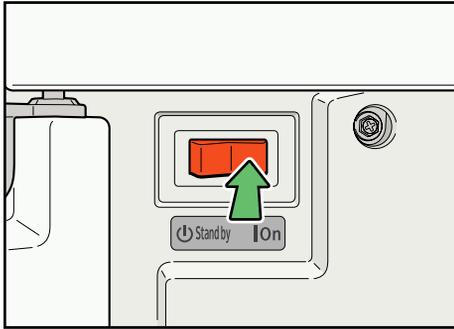
This section explains how to turn on the main power.

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.
- After turning off the main power switch, wait for two minutes or more before turning it on again.

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the front left cover, and turn on the main power switch.

The main power indicator goes on.



3. Close the front left cover.

Note

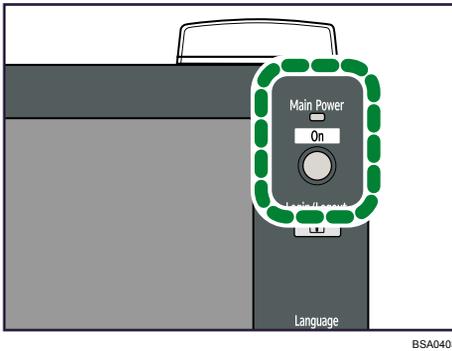
- After you switch the main power on, a screen may appear to indicate that the printer is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



Note

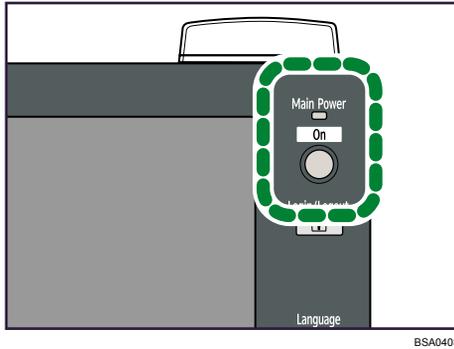
- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

This section explains how to turn off the power.

1. Press the operation switch.

The operation switch indicator goes off.



↓ 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.
 - When data is being processed.
 - When operations are suspended during printing.
 - When the Data In indicator is on or blinking.

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, leading to malfunctions.
 - After turning off the main power switch, wait for two minutes or more before turning it on again.
 - If the operation switch indicator remains lit five minutes after the operation switch is pressed, turn off the main power by performing steps 2 to 4.
1. Make sure the operation switch indicator is not lit.
 2. Open the front left cover, and then turn off the main power switch.
 3. The main power indicator goes out.
 4. Close the front left cover.

Saving Energy

This section explains the printer's energy saving functions.

This printer has the following energy saving functions.

Energy Saver

2

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

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

Auto Off

The printer 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", Network and System 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 / Inquiry screen is displayed
 - When the Counter 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

3. Adding Paper

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

Loading Paper

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

CAUTION

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

Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- When paper in trays that are set to automatically eject unnecessary tab stock sheets runs out, reload the tab stock from the beginning of the cycle (the first sheet).
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

Reference

- p.88 "Recommended Paper Sizes and Types"

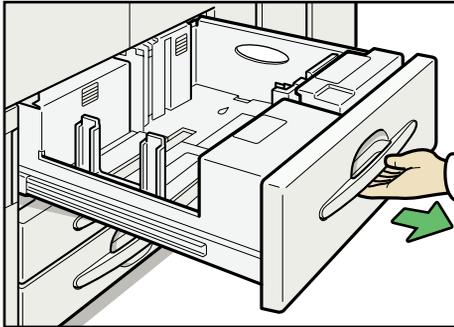
Loading Paper into Tray 1 (Tandem Tray)

This section describes how to load paper into Tray 1 (Tandem tray).

Important

- When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. Do not pull out Tray 1 while the tray is moving paper; wait until sounds stop coming from the tray.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.
- Tray 1 uses only 8 1/2 × 11[□] paper. If you want to load A4[□], contact your service representative.
- Do not stack paper over the limit mark.

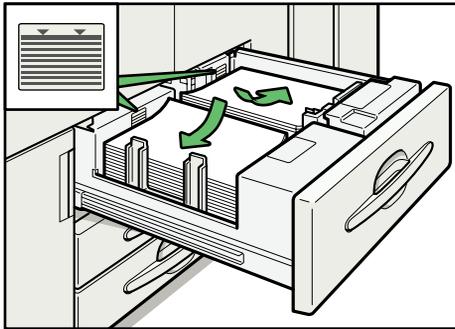
1. Carefully pull out the paper tray until it stops.



BQX046S

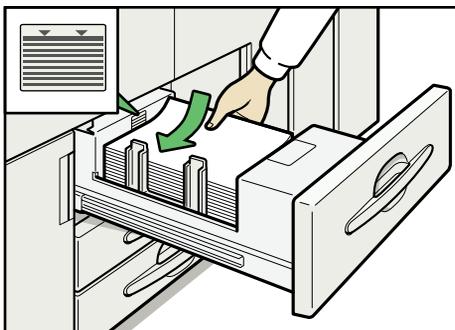
2. Square the paper and load it print side down.

- Whole tray pulled out



BQX047S

- Left half of the tray pulled out



BQX048S

3. Carefully push the paper tray fully in.

Note

- You can load paper even while printing from Tray 1. You can pull out the left half of the tray while printing is in.
- Load the same size and orientation paper in the other half of the tray.

- Each tray can hold up to 1,100 sheets of paper.

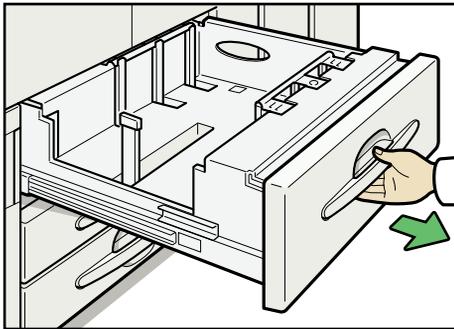
Loading Paper into the Wide Tray Unit

This section describes how to load paper into the optional wide tray unit.

★ Important

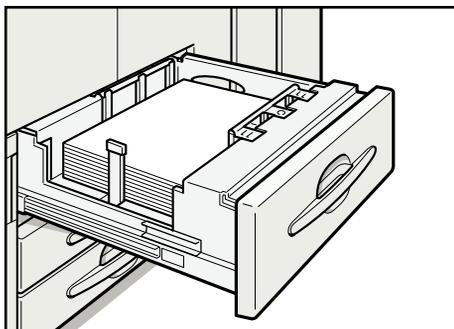
- To use the optional wide tray unit, you must replace Tray 1.
- The optional wide tray unit uses only 11 × 17" paper. If you want to load A3, A4, B4 JIS (Japanese Industrial Standard), 8 1/2 × 14", or 8 1/2 × 11", contact your service representative.
- Check the paper edges are aligned at the right side.

1. Carefully pull out the paper tray until it stops.



BQX049S

2. Square the paper and load it print side down.



BQX050S

3. Carefully push the paper tray fully in.

↓ Note

- The tray can hold up to 1,100 sheets.

Loading Paper into Tray 2 and 3

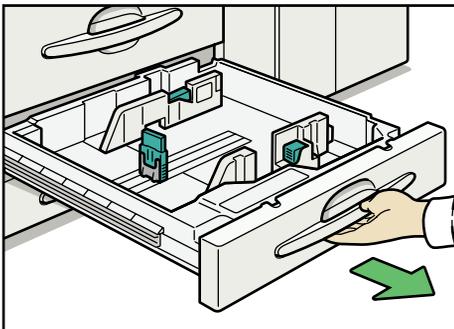
This section describes how to load paper into Tray 2 and 3.

★ Important

- Various sizes of paper can be loaded in Tray 2 and 3 by adjusting the positions of side fence and end fence.
- Check the paper edges are aligned at the right side.
- Do not stack paper over the limit mark.

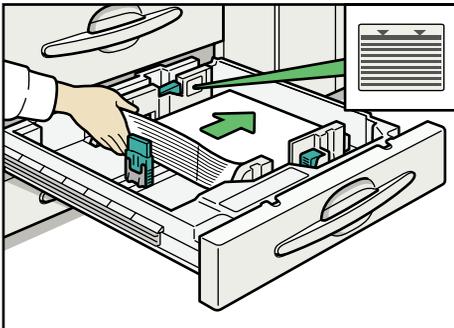
3

1. Carefully pull out the paper tray until it stops.



BQX051S

2. Square the paper and load it print side down.



BQX052S

3. Carefully push the paper tray fully in.

↓ Note

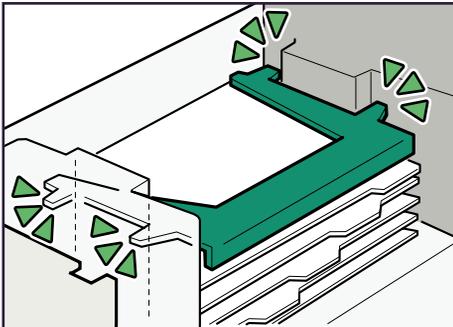
- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel.
- The tray can hold up to 550 sheets.

Loading Paper into the Large Capacity Tray

This section describes how to load paper into the optional LCT.

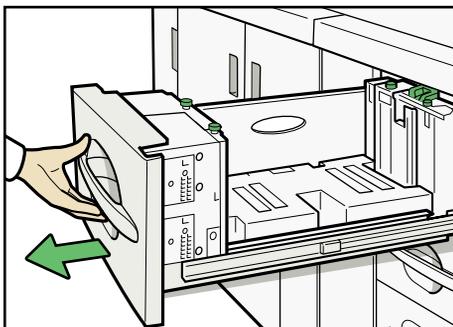
★ Important

- The optional LCT is identified as Tray 4, Tray 5, and Tray 6.
- Various sizes of paper can be loaded in Tray 4 and Tray 5 by adjusting the positions of side fence and end fence.
- Tray 6 uses only $8\frac{1}{2} \times 11$ paper. If you want to load A5, B5 JIS, A4, or $5\frac{1}{2} \times 8\frac{1}{2}$, contact your service representative.
- Check the paper edges are aligned at the left side.
- Do not stack paper over the limit mark.
- When setting tab stock, always use the tab sheet holder.

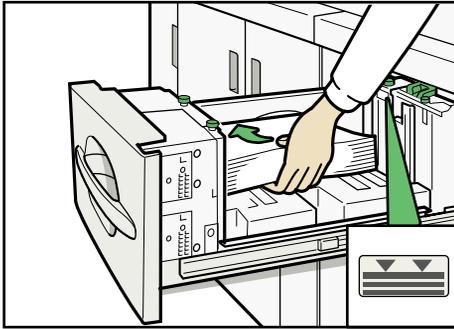


- Tab stock can be loaded only in Tray 4 and Tray 5.

1. Carefully pull out the paper tray until it stops.



2. Load paper into the paper tray by pushing it against to the left side of the paper tray.
Load the paper print side up.



3

3. Carefully push the paper tray fully in.

Note

- The tray can hold up to 1,000 sheets in Tray 4 and Tray 5, and 2,550 sheets in Tray 6.

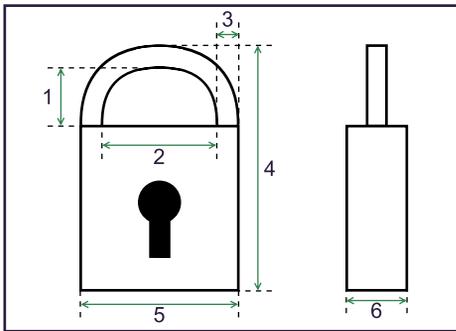
Locking the Large Capacity Tray

This section explains how to lock the optional LCT.

Important

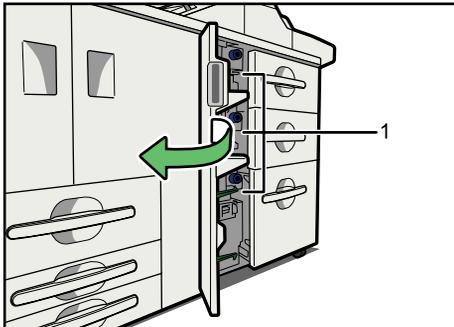
- A padlock is not supplied with the optional LCT. For details about the padlocks we recommend, contact your service representative.

If you are providing the padlock yourself, check that it conforms to the dimensions shown below.



1. 4.5 mm (0.2 inches) or more
2. 8 mm (0.4 inches) or more
3. 4 mm (0.2 inches) or less
4. 42 mm (1.7 inches) or more
5. 24 mm (1.0 inch) or less
6. 13 mm (0.6 inches) or less

1. Open the LCT front cover.

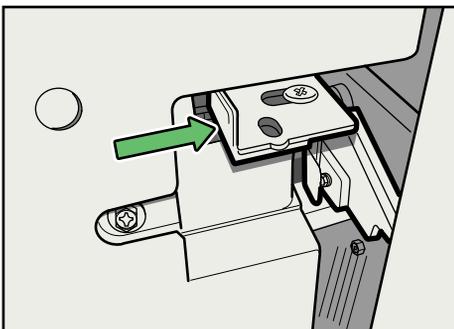


BSA052S

1. Padlock fittings

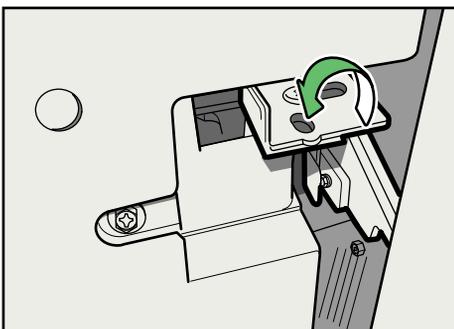
2. Slide the padlock fitting to the right.

Padlock fittings are on the left side of each tray.



BSA054S

3. While pushing the padlock fitting to the right, push the hook of the padlock through the hole, and then close the padlock.



BSA054S

4. Close the LCT front cover.

↓ Note

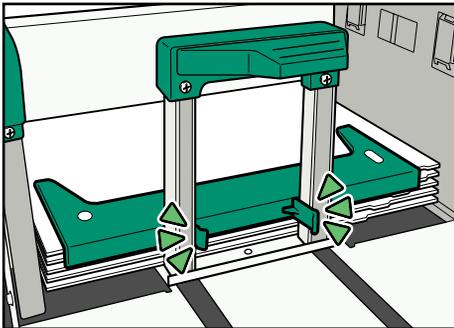
- To unlock the optional LCT, perform the steps of the lock procedure in reverse.

Loading Paper into the Wide Large Capacity Tray

This section describes how to load paper into the optional wide LCT.

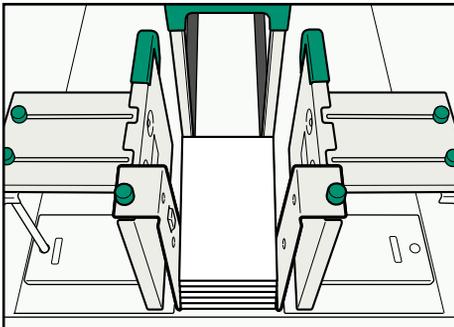
★ Important

- The optional wide LCT is identified as Tray 4, Tray 5, and Tray 6.
- Various sizes of paper can be loaded in the optional wide LCT by adjusting the positions of side fence and end fence.
- Check the paper edges are aligned at the left side.
- Do not stack paper over the limit mark.
- When setting tab stock, always use the tab sheet holder.



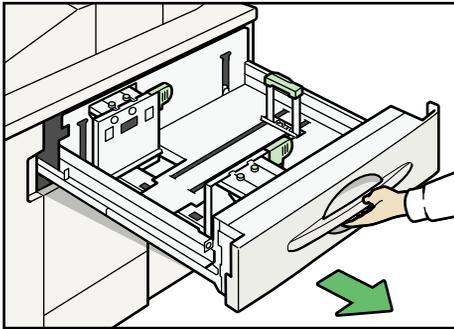
BAS177S

- When loading the optional wide LCT with paper that is 100 - 139.7 mm (4.0 - 5.5 inches) long, always use the special side fence.



BAS178S

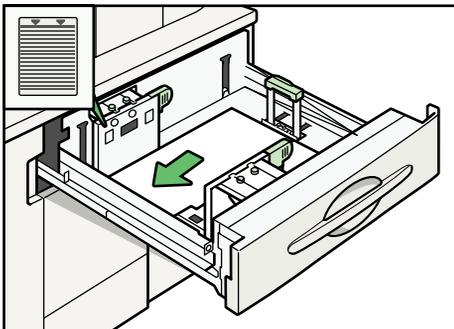
1. Carefully pull out the paper tray until it stops.



BQX055S

2. Load paper into the paper tray by pushing it against to the left side of the paper tray.

Load the paper print side up.



BQX056S

3. Carefully push the paper tray fully in.

↓ Note

- The tray can hold up to 1,000 sheets in Tray 4 and 6, and 2,000 sheets in Tray 5.
- If you load paper that cannot be automatically detected, specify its size using the control panel.

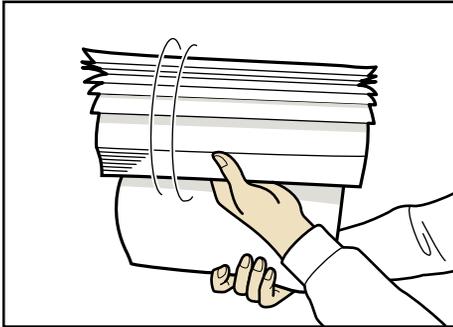
Fanning the Paper

This section explains how to fan a stack of paper before you load it in a paper tray.

★ Important

- If you are loading coated paper in the optional wide LCT, it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly.

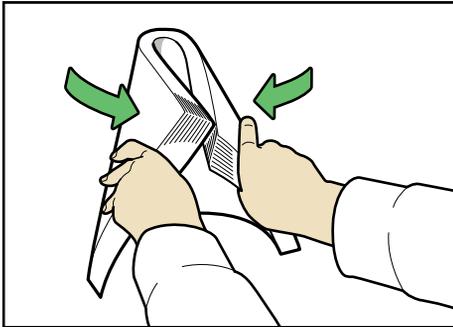
1. Loosen the stack by riffling the sheets.



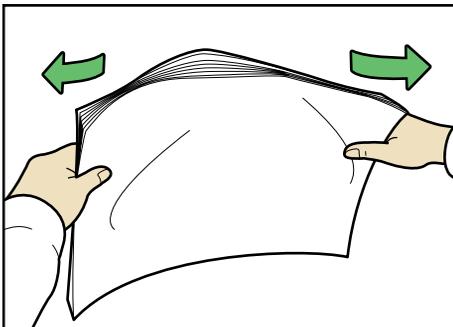
BJU107S

3

2. Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.

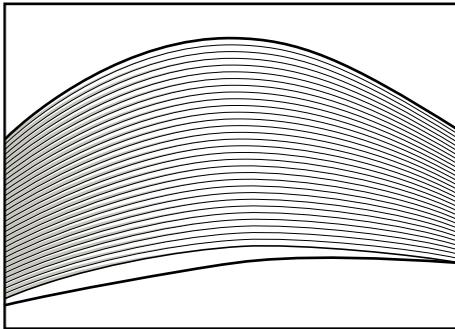


BJU108S



BJU109S

3. Make sure there is space between the sheets.



BJU110S

3

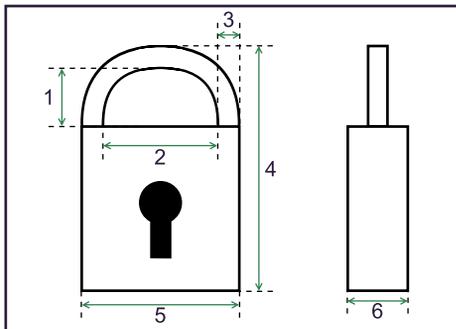
Locking the Wide Large Capacity Tray

This section explains how to lock the optional wide LCT.

★ Important

- A padlock is not supplied with the optional wide LCT. For details about the padlocks we recommend, contact your service representative.

If you are providing the padlock yourself, check that it conforms to the dimensions shown below.

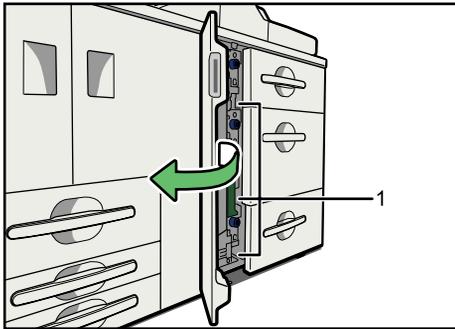


BSA056S

1. 4.5 mm (0.2 inches) or more
2. 8 mm (0.4 inches) or more
3. 4 mm (0.2 inches) or less
4. 42 mm (1.7 inches) or more
5. 24 mm (1.0 inch) or less
6. 13 mm (0.6 inches) or less

3

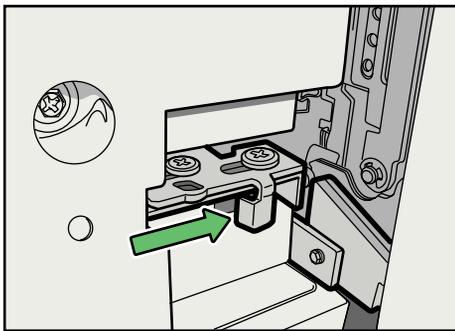
1. Open the wide LCT front cover.



1. Padlock fittings

2. Slide the padlock fitting to the right.

Padlock fittings are on the left side of each tray.



3. While pushing the padlock fitting to the right, push the hook of the padlock through the hole, and then close the padlock.



4. Close the wide LCT front cover.

↓ Note

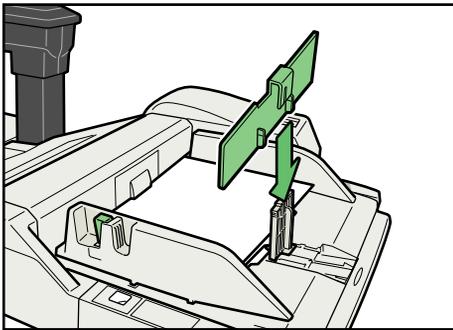
- To unlock the optional wide LCT, perform the steps of the lock procedure in reverse.

Loading Paper into the Multi Bypass Tray

This section describes how to load paper into the optional multi bypass tray.

★ Important

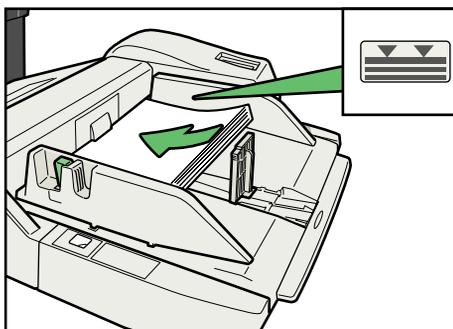
- Check the paper edges are aligned at the left side.
- The maximum number of sheets you can load into the optional multi bypass tray depends on paper type. The number should not exceed the upper limit.
- When setting tab stock, always use the tab sheet fence.



BSA029S

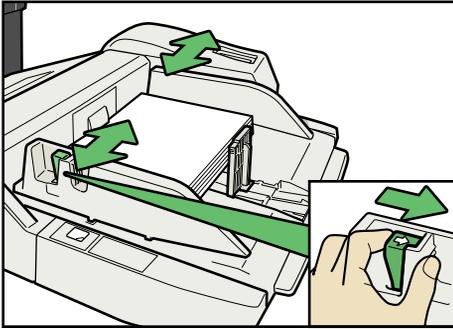
1. Set the side fences to the paper size.
2. Place paper in the multi bypass tray.

Load paper print side up.



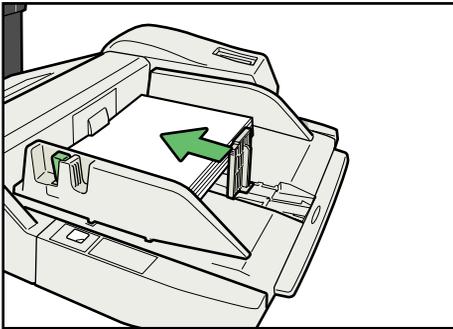
BSA030S

3. Adjust the side fences again to ensure they properly fit the paper size.



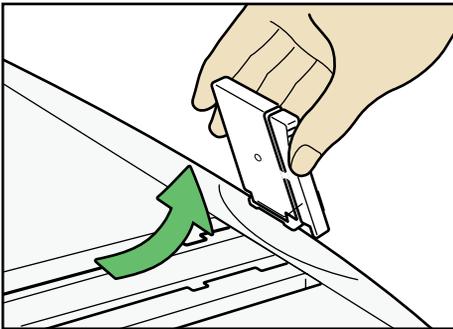
BSA031S

4. Set the end fence.



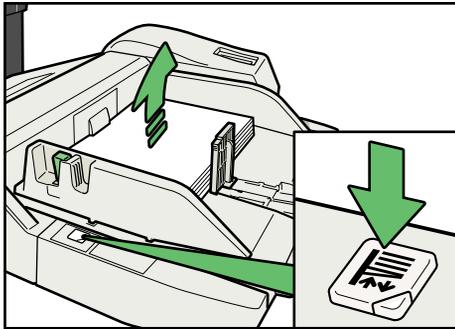
BSA032S

To remove the end fence, slide it to the right by pressing the stopper down.



BJU043S

5. Press the elevator switch on the multi bypass tray.



BSA033S

The green lamp of the elevator switch is blinking while the paper table is going up and down, and keeps lit when it stops.

Press the elevator switch to move down the paper table if you want to either add paper or remove jammed ones.

↓ Note

- The tray can hold up to 500 sheets.

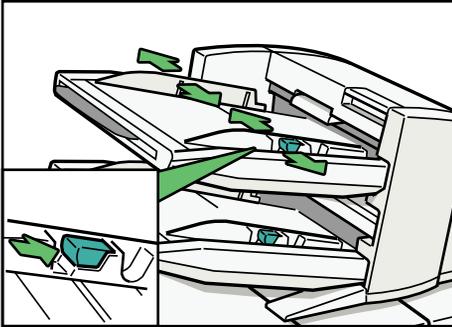
Loading Paper in the Cover Interposer

This section describes how to load paper into the optional cover interposer.

★ Important

- Load paper on the side already printed (the front side). If you are using the optional booklet finisher, load sheets print side down.
- Load paper in the optional cover interposer in the same orientation as paper in the paper tray.
- The staple or punching location will be on the left side of the paper, when you are facing the printer.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.
- When using the folding functions, the paper in the optional cover interposer must be of the same size as the prints after they have been folded. If the paper in the optional cover interposer is larger than the folded sheets, a misfeed might occur.
- Do not stack paper over the limit mark.
- Do not use paper that has already been printed onto by this printer.

1. While pressing the release lever, align the side fences with the paper size to be loaded.



BSB019S

2. Load paper orderly. Tightly fit the side fences to the loaded paper.



BSB020S

When loading paper larger than A4, draw out the paper extender.

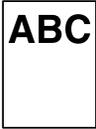
Note

- Each tray can hold up to 200 sheets of paper.
- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel.
- When loading the optional cover interposer, be sure to load the paper in the orientation that it will be delivered.

Printing on Orientation-Fixed or Two-Sided Paper

This section explains how to print on paper whose orientation and printing side are unchangeable (letterhead paper, for example).

Use the settings and paper orientations shown below to ensure the printer prints onto orientation-fixed paper (such as letterhead or continuous stationery) correctly. Place paper as shown below. For details about the letterhead print settings, see "Paper Types".

Paper Orientation	Paper Trays 1 - 3	Paper Trays 4 - 7
Simplex ☐		
Duplex ☐		
Simplex ☐		
Duplex ☐		

↓ Note

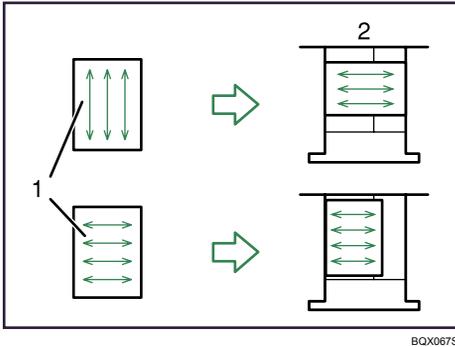
- To print on letterhead paper, you must specify [Letterhead] as the paper type in the printer driver's settings.
- Press the [Tray Paper Setting] key, specify [Letterhead] as "Paper Type" for the paper tray you want to use. See "Tray Paper Settings", Network and System Settings Guide .
- For details about how to make 2-sided prints, see "Printing on Both Sides of Sheets", Printer Reference .

Paper Grain

This section explains paper grains and how to load thick paper into the paper trays.

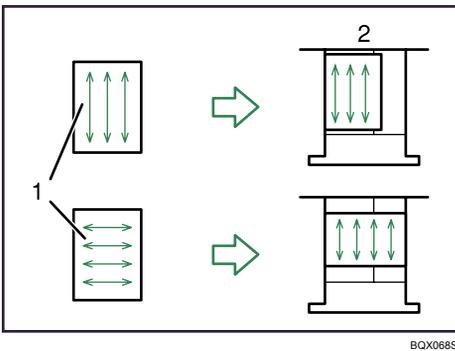
When you want to print onto translucent paper or paper lighter than 80 g/m² (20 lb. Bond) set the paper as shown in the following illustration. Not doing so might cause a paper jam, marked edges or the paper edges to be folded.

3



1. Direction of paper grain (top image indicates long grain, bottom image indicates short grain)
2. How to set the paper in the paper tray (direction as seen from above the paper tray)

If you want to set 80g/m² (20 lb. Bond) or heavier paper, set the paper as shown in the following illustration.



1. Direction of paper grain (top image indicates long grain, bottom image indicates short grain)
2. How to set the paper in the paper tray (direction as seen from above the paper tray)

Changing the Paper Size

This section describes how to change the paper size.

★ Important

- Procedures for changing the paper size differ depending on the tray (Tray 2 and 3 or other optional paper tray units). Make sure you are following the appropriate procedure before you begin.

↓ Note

- Be sure to select the paper size with Tray Paper Settings. If you do not, misfeeds might occur. For details about Paper Size, see "Tray Paper Settings", Network and System Settings Guide .
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

📖 Reference

- p.88 "Recommended Paper Sizes and Types"

3

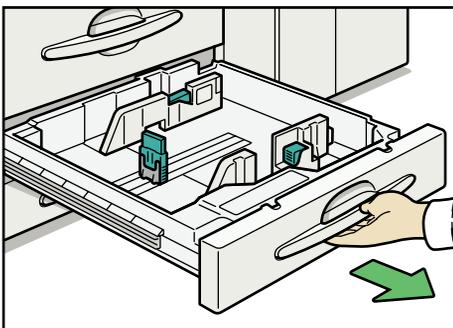
Changing the Paper Size in Tray 2 and 3

This section describes how to change the paper size in Tray 2 and 3.

★ Important

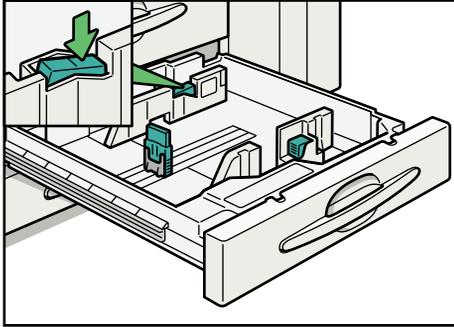
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Do not stack paper over the limit mark.
- Check the paper edges are aligned with the right side.
- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



BQX051S

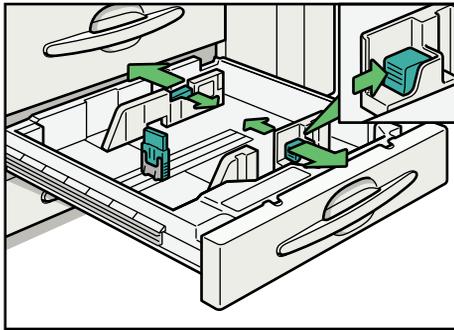
2. Remove paper if loaded.
3. Release the lock on the side fences.



BQX070S

4. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.

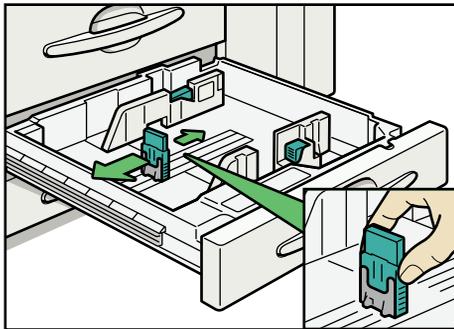
Make sure there are no gaps between the paper and side fences.



BQX071S

5. While pressing down on both sides of the end fence, slide it until it is aligned with the size of paper to you want to load.

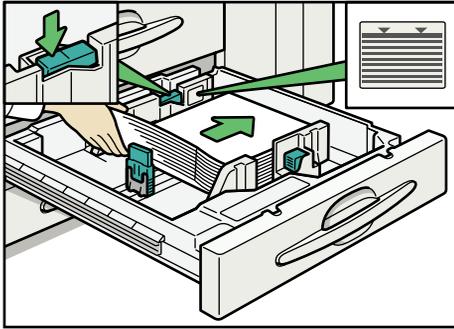
Make sure there are no gaps between the paper and end fence.



BQW054S

6. Square the paper and load it print side down.

Re-lock the side fences again.



BQX073S

7. Carefully slide the paper tray fully in.
8. Check the size on the display.

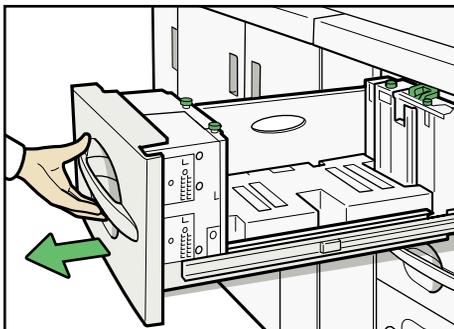
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Changing the Paper Size in the Large Capacity Tray

This section describes how to change the paper size in the optional LCT.

★ Important

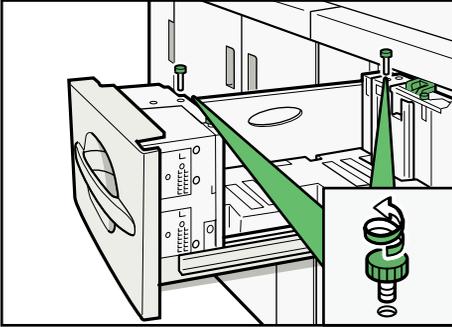
- As for changing paper sizes of Tray 6, contact your service representative.
 - If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - Do not stack paper over the limit mark.
 - Check the paper edges are aligned with the left side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



BQX053S

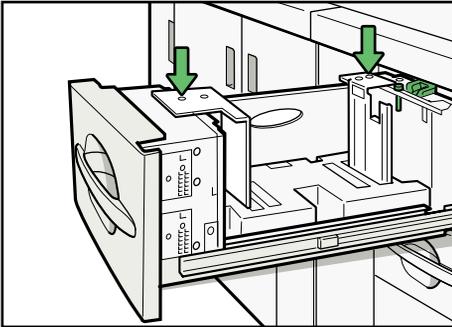
2. Remove paper if loaded.

3. Pull out the screws fixing the side fences.



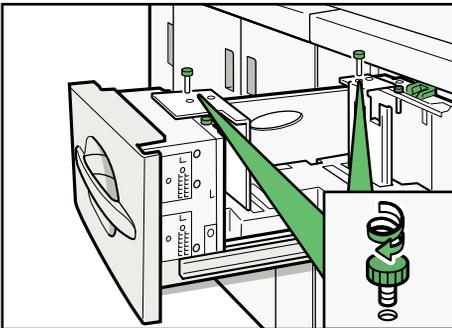
BQX074S

4. Set the side fences to the size you want.



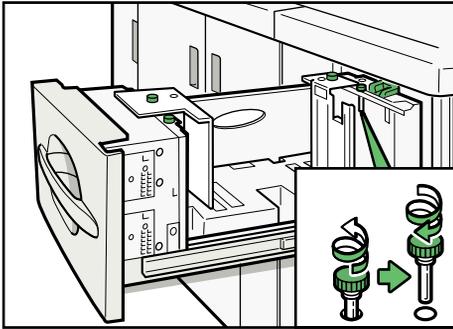
BQX075S

5. Fasten the side fences with the screws.



BQX076S

6. Set the end fence along the paper size.

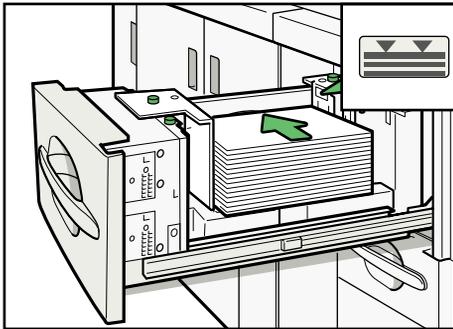


BQX077S

3

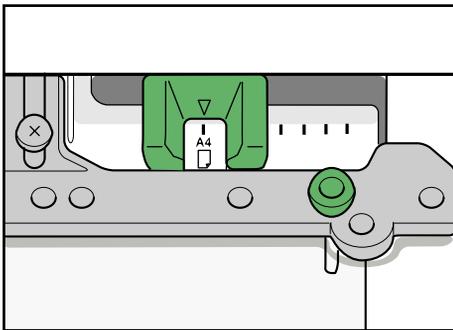
7. Square the paper and set it in the tray.

Do not stack paper over the limit mark.



BQX078S

8. Set the paper size selector in the innermost part of the tray to the new paper size.



BQX079S

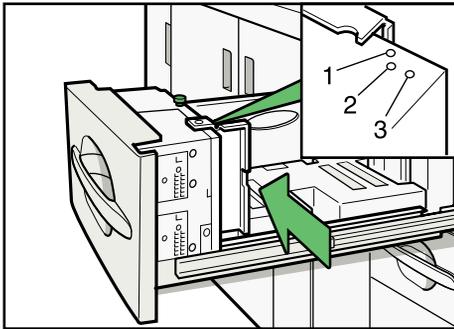
9. Carefully slide the paper tray fully in.

10. Check the size on the display.

Loading A4, 8 1/2 × 11 into the Large Capacity Tray

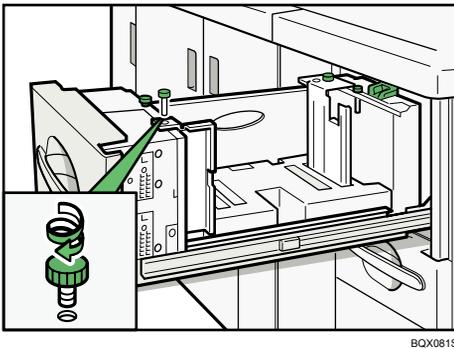
This section describes how to set the end fence for A4 or 8 1/2 × 11.

1. Set the end fence according to the paper size.



1. A4
2. 8¹/₂ × 11
3. Tab Stock

2. Fasten the end fence using the screw provided.



↓ Note

- When loading Tab Stock, shift the end fence for A4, 8¹/₂ × 11 to position 3 before setting the end fence for Tab Stock.

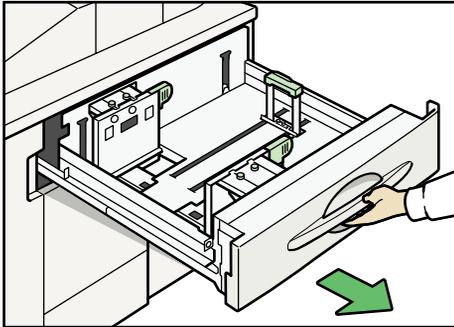
Changing the Paper Size in the Wide Large Capacity Tray

This section describes how to change the paper size in the optional wide LCT.

★ Important

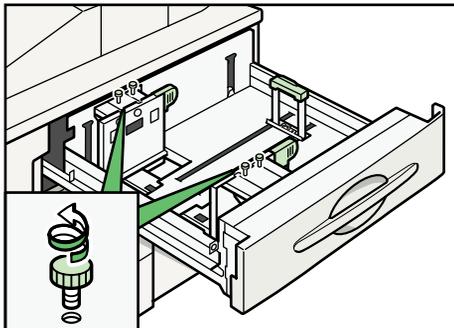
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Do not stack paper over the limit mark.
- Check the paper edges are aligned with the left side.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



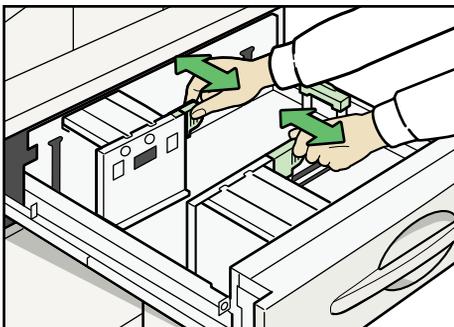
BQX055S

2. Remove paper if loaded.
3. Pull out the screws fixing the side fence.



BQX082S

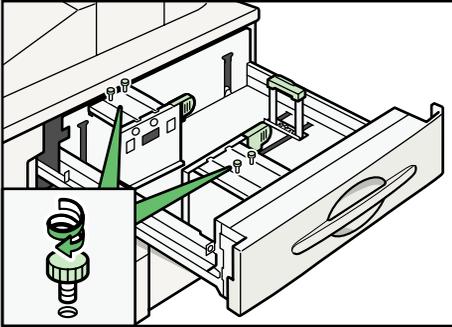
4. Take the grip of the side fence with your fingers, and adjust the side fence to the paper size. Make sure there are no gaps between the paper and side fences.



BQX083S

3

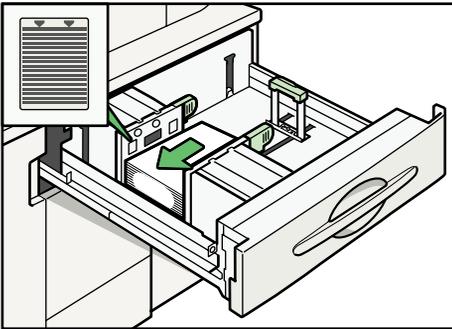
5. Fasten the side fence with the screws.



BQX084S

6. Square the paper and set it in the tray.

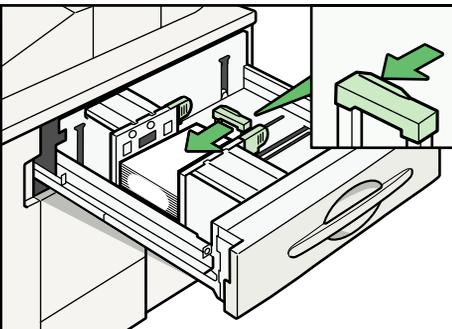
Do not stack paper over the limit mark.



BQX085S

7. Tightly fit the back fence to the loaded paper.

Make sure there are no gaps between the paper and side fences.



BQX086S

8. Carefully slide the paper tray fully in.

9. Check the size on the display.

↓ Note

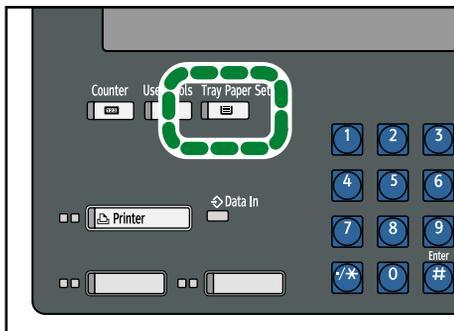
- Before you print on coated paper or NCR paper from the optional wide LCT for the first time, contact your service representative.

Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper. This section explains how to load these paper taking $8\frac{1}{4} \times 14$ as an example.

3

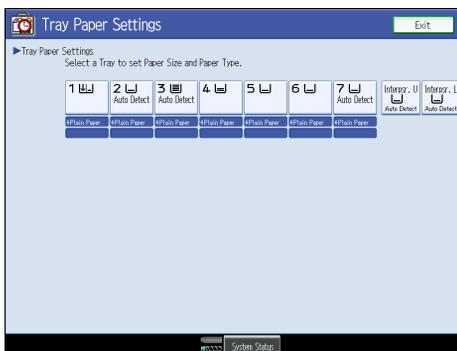
1. Press the [Tray Paper Setting] key.



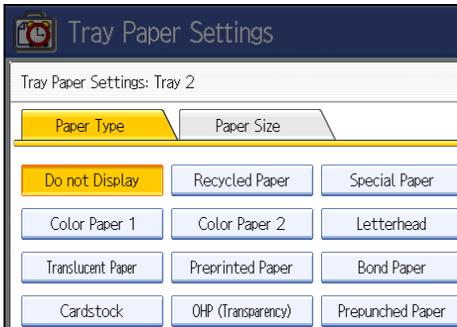
BSA041S

The Tray Paper Settings screen appears.

2. Select the tray number on the screen.



3. Press [Paper Size] tab.

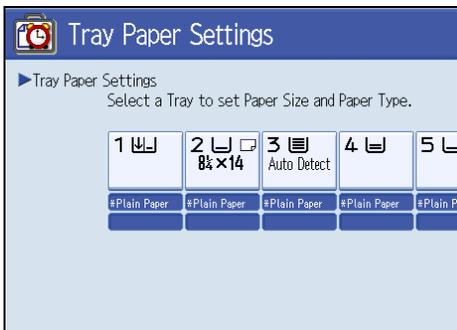


3

4. Select the loaded paper size and feed direction, and then press [OK].



The set paper size and feed direction is displayed.



5. Press [Exit].

The initial display is shown.

Note

- If the optional LCT is installed, the [Paper Size] tab will not appear in the menus for Trays 4 ~ 6.
- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types".
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 4. The setting is returned to "Auto Detect".

 **Reference**

- p.88 "Recommended Paper Sizes and Types"

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.
- Duplex printing is not possible if the following paper types are specified: Thin Paper, Thick Paper 3, Translucent Paper, OHP (Transparency), Tab Stock, Label Paper

3

Tray 1

Paper type and weight ^{*1}	Metric version	Inch version	Paper capacity ^{*2}
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 1	*3 A4	*3 8 1/2 × 11	1,100 sheets × 2

Wide tray unit (optional)

Paper type and weight ^{*1}	Metric version	Inch version	Paper capacity
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 1	*3 A3	*3 11 × 17	1,100 sheets

Tray 2, 3

Paper type and weight ^{*1}	Metric version	Inch version	Paper capacity ^{*2}
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 1	*4 A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 13, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 12 × 18		550 sheets

Papertype and weight ^{*1}	Metric version	Inch version	Paper capacity ^{*2}
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 1	*5 8 1/4 × 14, 8 × 10, 11 × 14, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm		550 sheets
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 1	*6 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 139.7 - 458 mm	*6 Custom size Vertical: 5.5 - 13 inches Horizontal: 5.5 - 18.03 inches	550 sheets

Multi bypass tray (optional)

Papertype and weight ^{*1}	Metric version	Inch version	Paper capacity ^{*2}
52 - 256 g/m ² (14 lb. Bond - 140 lb. Index) Plain Paper - Thick Paper 2	*4 A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	*4 A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	550 sheets

Paper type and weight ^{*1}	Metric version	Inch version	Paper capacity ^{*2}
52 - 256 g/m ² (14 lb. Bond - 140 lb. Index) Plain Paper - Thick Paper 2	*5, *15 A6☐, B5 JIS☐, B6 JIS☐, 8 ¹ / ₂ × 14☐, 8 ¹ / ₄ × 14☐, 8 ¹ / ₂ × 13☐, 8 ¹ / ₂ × 11☐, 8 ¹ / ₂ × 5 ¹ / ₂ ☐, 8 ¹ / ₄ × 13☐, 8 × 10☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 ¹ / ₅ ☐, 13 × 19☐, 12 ³ / ₅ × 19 ¹ / ₅ ☐, 12 ³ / ₅ × 18 ¹ / ₂ ☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	*5, *15 A4☐, A5☐, A6☐, B5 JIS☐, B6 JIS☐, 8 ¹ / ₂ × 14☐, 8 ¹ / ₄ × 14☐, 8 ¹ / ₂ × 13☐, 8 ¹ / ₄ × 13☐, 8 × 10☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 ¹ / ₅ ☐, 13 × 19☐, 12 ³ / ₅ × 19 ¹ / ₅ ☐, 12 ³ / ₅ × 18 ¹ / ₂ ☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	550 sheets
52 - 256 g/m ² (14 lb. Bond - 140 lb. Index) Plain Paper - Thick Paper 2	*6 Custom size Vertical: 100 - 330.2 mm Horizontal: 139.7 - 487.7 mm	*6 Custom size Vertical: 3.94 - 13 inches Horizontal: 5.5 - 19.2 inches	550 sheets
Translucent paper ^{*7}	A3☐, A4☐☐, B4 JIS☐, B5 JIS☐☐		*8, *9
OHP transparencies ^{*10}	A4☐☐, 8 ¹ / ₂ × 11☐☐		*8, *9
Tab sheets ^{*11}	A4☐, 8 ¹ / ₂ × 11☐, 8 ¹ / ₂ × 14☐		-

LCT (optional) Tray 4, 5

Paper type and weight ^{*1}	Metric version	Paper capacity ^{*2}
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 1	*12 A4☐, B5 JIS☐, A5☐☐, 8 1/2 × 11☐, 8 1/2 × 5 1/2☐☐	1,100 sheets

3

LCT (optional) Tray 6

Paper type and weight	Metric version	Inch version	Paper capacity ^{*2}
52 - 163 g/m ² (14 lb. Bond - 90 lb. Index) Plain Paper - Middle Thick	*3 A4☐	*3 8 1/2 × 11☐	2,800 sheets

Wide LCT (optional) Tray 4, 6

Paper type and weight ^{*1}	Metric version	Inch version	Paper capacity ^{*2}
52 - 256 g/m ² (14 lb. Bond - 140 lb. Index) Plain Paper - Thick Paper 2	*4 A3☐, A4☐☐, A5☐☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 1/2 × 11☐, 8 × 13☐, 5 1/2 × 8 1/2☐, 12 × 18☐	*4 A3☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 1/2 × 11☐☐, 8 × 13☐, 5 1/2 × 8 1/2☐☐, 12 × 18☐	1,100 sheets

Paper type and weight *1	Metric version	Inch version	Paper capacity *2
52 - 256 g/m ² (14 lb. Bond - 140 lb. Index) Plain Paper - Thick Paper 2	*5, *13 A6☐, B5 JIS☐, B6 JIS☐, 8 ¹ / ₂ × 14☐, 8 ¹ / ₂ × 13☐, 8 ¹ / ₂ × 11☐, 8 ¹ / ₄ × 14☐, 8 ¹ / ₄ × 13☐, 8 × 10☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐, 8K☐, 16K☐, 11 × 14☐, 13 × 19 ¹ / ₅ ☐, 13 × 19☐, 12 ³ / ₅ × 19 ¹ / ₅ ☐, 12 ³ / ₅ × 18 ¹ / ₂ ☐, 13 × 18☐, SRA3☐, SRA4☐, 226 × 310 mm☐, 310 × 432 mm☐	*5, *14 A4☐, A5☐, A6☐, B5 JIS☐, B6 JIS☐, 8 ¹ / ₂ × 14☐, 8 ¹ / ₂ × 13☐, 8 ¹ / ₄ × 14☐, 8 ¹ / ₄ × 13☐, 8 × 10☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐, 8K☐, 16K☐, 11 × 14☐, 13 × 19 ¹ / ₅ ☐, 13 × 19☐, 12 ³ / ₅ × 19 ¹ / ₅ ☐, 12 ³ / ₅ × 18 ¹ / ₂ ☐, 13 × 18☐, SRA3☐, SRA4☐, 226 × 310 mm☐, 310 × 432 mm☐	1,100 sheets
52 - 256 g/m ² (14 lb. Bond - 140 lb. Index) Plain Paper - Thick Paper 2	*6, *13 Custom size Vertical: 100 - 330.2 mm Horizontal: 139.7 - 487.7 mm	*6, *14 Custom size Vertical: 3.94 - 13 inches Horizontal: 5.5 - 19.2 inches	1,100 sheets
*16 Coated paper NCR paper	*4 A3☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 ¹ / ₂ × 11☐, 8 × 13☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐, 12 × 18☐	*4 A3☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 ¹ / ₂ × 11☐, 8 × 13☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐, 12 × 18☐	-

Paper type and weight *1	Metric version	Inch version	Paper capacity *2
*16 Coated paper NCR paper	*5, *13 A6, B5 JIS, B6 JIS 8 1/2 x 14, 8 1/2 x 13 8 1/2 x 11, 8 1/4 x 14, 8 1/4 x 13, 8 x 10, 7 1/4 x 10, 7 1/4 x 10 1/2, 5 1/2 x 8 1/2, 8K, 16K 11 x 14, 13 x 19 1/5, 13 x 19, 12 3/5 x 19 1/5, 12 3/5 x 18 1/2, 13 x 18, SRA3, SRA4, 226 x 310 mm, 310 x 432 mm	*5, *14 A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 x 14, 8 1/2 x 13, 8 1/4 x 14, 8 1/4 x 13, 8 x 10, 7 1/4 x 10 1/2, 8K, 16K, 11 x 14, 13 x 19 1/5, 13 x 19, 12 3/5 x 19 1/5, 12 3/5 x 18 1/2, 13 x 18, SRA3, SRA4, 226 x 310 mm, 310 x 432 mm	-
*16 Coated paper NCR paper	*6, *13 Custom size Vertical: 139.3 - 330.2 mm Horizontal: 139.7 - 487.7 mm	*6, *14 Custom size Vertical: 5.49 - 13 inches Horizontal: 5.5 - 19.2 inches	-

Wide LCT (optional) Tray 5

Paper type and weight *1	Metric version	Inch version	Paper capacity *2
40 - 300 g/m ² (11 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	*4 A3, A4, A5, B4 JIS, B5 JIS, 11 x 17, 8 1/2 x 11, 8 x 13, 5 1/2 x 8 1/2, 12 x 18	*4 A3, A4, A5, B4 JIS, B5 JIS, 11 x 17, 8 1/2 x 11, 8 x 13, 5 1/2 x 8 1/2, 12 x 18	2,200 sheets

Paper type and weight *1	Metric version	Inch version	Paper capacity *2
40 - 300 g/m ² (11 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	*5, *13 A6☐, B5 JIS☐, B6 JIS☐, 8 1/2 × 14☐, 8 1/2 × 13☐, 8 1/2 × 11☐, 8 1/4 × 14☐, 8 1/4 × 13☐, 8 × 10☐, 7 1/4 × 10 1/2☐☐, 5 1/2 × 8 1/2☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 1/5☐, 13 × 19☐, 12 3/5 × 19 1/5☐, 12 3/5 × 18 1/2☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	*5, *14 A4☐, A5☐, A6☐, B5 JIS☐, B6 JIS☐, 8 1/2 × 14☐, 8 1/2 × 13☐, 8 1/4 × 14☐, 8 1/4 × 13☐, 8 × 10☐, 7 1/4 × 10 1/2☐☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 1/5☐, 13 × 19☐, 12 3/5 × 19 1/5☐, 12 3/5 × 18 1/2☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	2,200 sheets
40 - 300 g/m ² (11 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 3	*6, *13 Custom size Vertical: 100 - 330.2 mm Horizontal: 139.7 - 487.7 mm	*6, *14 Custom size Vertical: 3.94 - 13 inches Horizontal: 5.5 - 19.2 inches	2,200 sheets
*16 Coated paper NCR paper	*4 A3☐, A4☐☐, A5☐☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 1/2 × 11☐☐, 8 × 13☐, 5 1/2 × 8 1/2☐, 12 × 18☐	*4 A3☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 1/2 × 11☐☐, 8 × 13☐, 5 1/2 × 8 1/2☐☐, 12 × 18☐	-

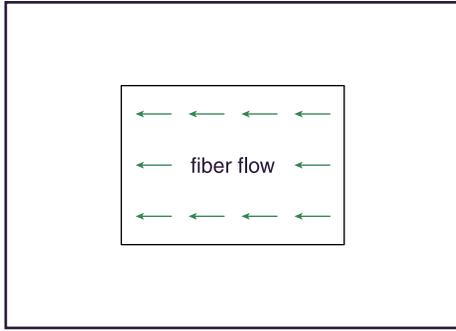
Paper type and weight *1	Metric version	Inch version	Paper capacity *2
*16 Coated paper NCR paper	*5, *13 A6☐, B5 JIS☐, B6 JIS☐, 8 1/2 × 14☐, 8 1/2 × 13☐, 8 1/2 × 11☐, 8 1/4 × 14☐, 8 1/4 × 13☐, 8 × 10☐, 7 1/4 × 10 1/2☐☐, 5 1/2 × 8 1/2☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 1/5☐, 13 × 19☐, 12 3/5 × 19 1/5☐, 12 3/5 × 18 1/2☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	*5, *14 A4☐, A5☐, A6☐, B5 JIS☐, B6 JIS☐, 8 1/2 × 14☐, 8 1/2 × 13☐, 8 1/4 × 14☐, 8 1/4 × 13☐, 8 × 10☐, 7 1/4 × 10 1/2☐☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 1/5☐, 13 × 19☐, 12 3/5 × 19 1/5☐, 12 3/5 × 18 1/2☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	-
*16 Coated paper NCR paper	*6, *13 Custom size Vertical: 139.3 - 330.2 mm Horizontal: 139.7 - 487.7 mm	*6, *14 Custom size Vertical: 5.49 - 13 inches Horizontal: 5.5 - 19.2 inches	-

Cover interposer (optional)

Paper type and weight	Metric version	Inch version	Paper capacity *2
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 2	*4 A3☐, A4☐☐, A5☐☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 1/2 × 11☐, 8 × 13☐, 8 1/2 × 5 1/2☐, 12 × 18☐	*4 A3☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8 1/2 × 11☐☐, 8 × 13☐, 8 1/2 × 5 1/2☐☐, 12 × 18☐	200 sheets × 2

Paper type and weight	Metric version	Inch version	Paper capacity ^{*2}
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 2	*5 B5 JIS☐, 8 1/2 × 14☐, 8 1/4 × 14☐, 8 1/2 × 13☐, 8 1/2 × 11☐, 8 1/2 × 5 1/2☐, 8 1/4 × 13☐, 8 × 10☐, 7 1/4 × 10 1/2☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 1/5☐, 13 × 19☐, 12 3/5 × 9 1/5☐, 12 3/5 × 18 1/2☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	*5 A4☐, A5☐, B5 JIS☐, 8 1/2 × 14☐, 8 1/4 × 14☐, 8 1/2 × 13☐, 8 1/4 × 13☐, 8 × 10☐, 7 1/4 × 10 1/2☐☐, 8K☐, 16K☐☐, 11 × 14☐, 13 × 19 1/5☐, 13 × 19☐, 12 3/5 × 9 1/5☐, 12 3/5 × 18 1/2☐, 13 × 18☐, SRA3☐, SRA4☐☐, 226 × 310 mm☐☐, 310 × 432 mm☐	200 sheets × 2
52 - 216 g/m ² (14 lb. Bond - 80 lb. Cover) Plain Paper - Thick Paper 2	*6 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 139.7 - 487.7 mm	*6 Custom size Vertical: 5.5 - 13 inches Horizontal: 5.5 - 19.2 inches	200 sheets × 2

- *1 If you want to print onto thick paper (164 g/m² (90 lb. Index) or heavier), select [Thick Paper 1], [Thick Paper 2], or [Thick Paper 3].
- *2 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See "Loading Paper".
- *3 The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.
- *4 The paper size is detected automatically.
- *5 Select the paper size using the Tray Paper Setting function. For details, see "Tray Paper Settings", Network and System Settings Guide ④.
- *6 If you want to print onto custom size paper, select the size using the Tray Paper Setting function. See "Tray Paper Settings", Network and System Settings Guide ④.
- *7 When loading translucent paper, set the paper direction according to the grain.



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- *8 It is recommended to place one sheet at a time.
- *9 The maximum number of sheets you can set at once depends on the paper's thickness and condition.
- *10 If you wish to print onto OHP transparencies, select [OHP (Transparency)].
- *11 The tab sheet holder is required.
- *12 Select the paper size using the paper size selector.
- *13 The paper width of between 100 and 139.7 mm are available only when the special side fence is utilized.
- *14 The paper width of between 3.94 and 5.50 inches are available only when the special side fence is utilized.
- *15 The following paper sizes cannot be used if the optional LCT is installed: $13 \times 19\frac{1}{5}$, 13×19 , $12\frac{3}{5} \times 19\frac{1}{5}$, $12\frac{3}{5} \times 18\frac{1}{2}$, 13×18 , SRA3, SRA4, 226×310 mm, 310×432 mm
- *16 Before you print on coated paper or NCR paper from the optional wide LCT for the first time, contact your service representative.

Paper Thickness *1

Paper Thickness	Metric version	Inch version (Bond paper)
Thin Paper	40 - 51 g/m ²	11 - 14 lb. Bond
Plain Paper	52 - 105 g/m ²	14 - 28 lb. Bond
Middle Thick	106 - 163 g/m ²	28 lb. Bond - 90 lb. Index
Thick Paper 1	164 - 216 g/m ²	90 lb. Index - 80 lb. Cover
Thick Paper 2	217 - 256 g/m ²	80 lb. Cover - 140 lb. Index
Thick Paper 3	257 - 300 g/m ²	140 lb. Index - 110 lb. Cover

*1 Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

Note

- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (OHP transparencies can produce noise when delivered.)

- When loading paper in the paper trays 1 - 3, place the print side face down.
- When loading paper in the optional multi bypass tray, the optional LCT or the optional wide LCT, place the print side face up.
- When using the optional multi bypass tray, the maximum custom width differs depending on which tray is installed:
 - LCT: 305.0 mm (12 inches)
 - Wide LCT: 330.2 mm (13 inches)
- When using tab sheets or label paper, make sure to select the appropriate paper type under [Tray Paper Settings]. See "Tray Paper Settings", Network and System Settings Guide .
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- To print on OHP transparencies, set [Paper Type] to [OHP (Transparency)].
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Use A4  or 8 1/2 × 11  size transparencies, and specify their size.
- When you use OHP transparencies, fan them for each use.
- We recommend you load OHP transparencies and sheets of label paper and translucent paper one by one. This prevents them becoming jammed inside the printer.
- Also, be sure to remove printed OHP transparencies and sheets of translucent paper one by one as they are delivered. This prevents them sticking together.
- You can specify whether or not the printer auto detects multi-sheet feeds in paper from every tray. The default setting is [On]. In the [Adjustment Settings for Operators] menu, you can also specify whether current jobs are suspended or continued when a multi-sheet feed is detected.
- If multiple sheet feeding occurs, load sheets one by one.
- When you load label paper, set the paper direction to .
- Flatten out curled sheets before loading them.
- To print on coated paper from the wide large capacity tray: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type] be sure to set [Paper Type] to [Coated Paper], and [Paper Thickness] to [Thick Paper 1].
- Before loading coated sheets, be sure to fan them thoroughly.
- If you load paper of the same size in two or more trays, the printer automatically shifts to the other tray when the first tray in use runs out of paper.
- When printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. See "Printing on Orientation-Fixed or Two-Sided Paper".
- The paper types you can select in System Settings are only general classifications. Print quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.
- Feeding B5 JIS , A5 , or 5 1/2 × 8 1/2  paper into the printer might cause a marked edge or a misfeed. In this case, change the orientation or turn over the paper stack in the paper tray.

Reference

- p.59 "Loading Paper"
- p.74 "Printing on Orientation-Fixed or Two-Sided Paper"
- p.106 "Thick Paper"
- p.107 "Unusable Paper"

Types of Paper

3

This section describes the types of paper and required settings.

Plain paper

Item	Description
Paper thickness	52 - 105 g/m ² (14 - 28 lb. Bond)
Printer setup	The default setting of [Paper Type] is [Do not Display]. If any other [Paper Type] is selected, change the setting using the following procedure. Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to [Do not Display] → Set [Paper Thickness] to [Plain Paper].
Printer driver setup	Select [Plain] in [Paper Type].
Supported paper feeding tray	Any input tray can be used.
Paper capacity	<ul style="list-style-type: none"> • Tray 1: 2,200 sheets (1,100 sheets × 2) • Tray 2, 3: 550 sheets • Tray 4, 5 (LCT): 1,100 sheets • Tray 6 (LCT): 2,800 sheets • Tray 4, 6 (wide LCT): 1,100 sheets • Tray 5 (wide LCT): 2,200 sheets • Multi bypass tray: 550 sheets <p>When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. Paper capacity is calculated using paper that is 0.1 mm (0.01 inch) thick.</p>
Duplex printing	Supported

Thick paper

Item	Description
Paper thickness	<p>106 - 300 g/m² (28 lb. Bond - 110 lb. Cover)</p> <ul style="list-style-type: none"> • [Middle Thick]: 106 - 163 g/m² (28 lb. Bond - 90 lb. Index) • [Thick Paper 1]: 164 - 216 g/m² (90 lb. Index - 80 lb. Cover) • [Thick Paper 2]: 217 - 256 g/m² (80 lb. Cover - 140 lb. Index) • [Thick Paper 3]: 257 - 300 g/m² (140 lb. Index - 110 lb. Cover)
Printer setup	Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to the type you want displayed first → Set [Paper Thickness] to [Middle Thick], [Thick Paper 1], [Thick Paper 2], or [Thick Paper 3].
Printer driver setup	Select the same Paper Type as you specified in [Tray Paper Settings].
Supported paper feeding tray	<ul style="list-style-type: none"> • [Middle Thick]: Any input tray can be used. • [Thick Paper 1]: Trays 1 - 3, wide tray unit, Tray 4, 5 (LCT), Trays 4 - 6 (wide LCT), and multi bypass tray • [Thick Paper 2]: Wide tray unit and multi bypass tray • [Thick Paper 3]: Tray 5 (wide LCT)
Paper capacity	<ul style="list-style-type: none"> • The maximum number of sheets you can set at once depends on the paper's thickness and condition. • When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
Duplex printing	<ul style="list-style-type: none"> • [Middle Thick], [Thick Paper 1], [Thick Paper 2]: Supported • [Thick Paper 3]: Not supported
Additional cautions	For details about the recommended conditions for using thick paper, see "Thick Paper".

Thin paper

Item	Description
Paper thickness	40 - 51 g/m ² (11 - 14 lb. Bond)

Item	Description
Printer setup	Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to the type you want displayed first → Set [Paper Thickness] to [Thin Paper].
Printer driver setup	Select the same Paper Type as you specified in [Tray Paper Settings].
Supported paper feeding tray	Tray 5 (wide LCT)
Paper capacity	<ul style="list-style-type: none"> • The maximum number of sheets you can set at once depends on the paper's thickness and condition. • When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
Duplex printing	Not supported
Additional cautions	Thin paper cannot be used with the punch or staple function.

OHP transparencies

Item	Description
Printer setup	Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to [OHP (Transparency)].
Printer driver setup	Select [Transparency] in [Paper Type].
Supported paper feeding tray	Trays 2 - 6 and multi bypass tray
Paper capacity	<ul style="list-style-type: none"> • The maximum number of sheets you can set at once depends on the paper's thickness and condition. • When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
Duplex printing	Not supported
Additional cautions	<ul style="list-style-type: none"> • OHP transparencies cannot be used with the punch or staple function. • When you use OHP transparencies, fan them for each use.

Letterhead

Item	Description
Printer setup	Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to [Letterhead] → Set [Paper Thickness] to [Thin Paper], [Plain Paper], [Middle Thick], [Thick Paper 1], [Thick Paper 2], or [Thick Paper 3].
Printer driver setup	Select [Letterhead] in [Paper Type].
Supported paper feeding tray	Any input tray can be used.
Paper capacity	<ul style="list-style-type: none"> The maximum number of sheets you can set at once depends on the paper's thickness and condition. When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
Duplex printing	Supported
Additional cautions	<ul style="list-style-type: none"> If [Paper Thickness] is set to [Thin Paper] or [Thick Paper 3], the staple and punch functions will not be available. When loading paper whose orientations are specified such as letterhead or letter paper, misprints may occur. For details, see "Printing on Orientation-Fixed or Two-Sided Paper".

Label paper

Item	Description
Printer setup	Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to [Label Paper].
Printer driver setup	Select [Label] in [Paper Type].
Supported paper feeding tray	Tray 5
Paper capacity	<ul style="list-style-type: none"> The maximum number of sheets you can set at once depends on the paper's thickness and condition. When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
Duplex printing	Not supported
Additional cautions	Label paper cannot be used with the punch or staple function.

Coated paper

Item	Description
Printer setup	Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to [Coated Paper].
Printer driver setup	Select [Coated] in [Paper Type].
Supported paper feeding tray	Trays 4 - 6 (wide LCT)
Paper capacity	<ul style="list-style-type: none"> • The maximum number of sheets you can set at once depends on the paper's thickness and condition. • When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
Duplex printing	Supported
Additional cautions	<ul style="list-style-type: none"> • If [Paper Thickness] is set to [Thin Paper] or [Thick Paper 3], the staple and punch functions will not be available. • Coated paper cannot be used with the Multi-sheet fold function. • When you use coated paper, fan them for each use.

3

Special paper

Item	Description
Special paper standard	When you cannot print successfully with other paper type settings, set special paper.
Printer setup	Press the [Tray Paper Setting] key → Select the tray number on the screen → Set [Paper Type] to [Special Paper].
Printer driver setup	Select [Special] in [Paper Type].
Supported paper feeding tray	Any input tray can be used.
Paper capacity	<ul style="list-style-type: none"> • The maximum number of sheets you can set at once depends on the paper's thickness and condition. • When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
Duplex printing	Supported

Item	Description
Additional cautions	<ul style="list-style-type: none">• If [Paper Thickness] is set to [Thin Paper] or [Thick Paper 3], the functions will not be available.

Note

- The optional wide LCT has a fan that blows air between loaded sheets to prevent them becoming jammed. The fan has a setting that allows you to specify how long the fan continues to blow air. For details about this setting, see "Adjustment Settings for Operators", Network and System Settings Guide.
- When active, the fan inside the optional wide LCT will produce noise. This noise is normal and does not indicate a problem.
- If extremely curled paper often becomes jammed, adjust the level of paper curl correction. For details about adjusting this setting, see "Adjustment Settings for Operators", Network and System Settings Guide.

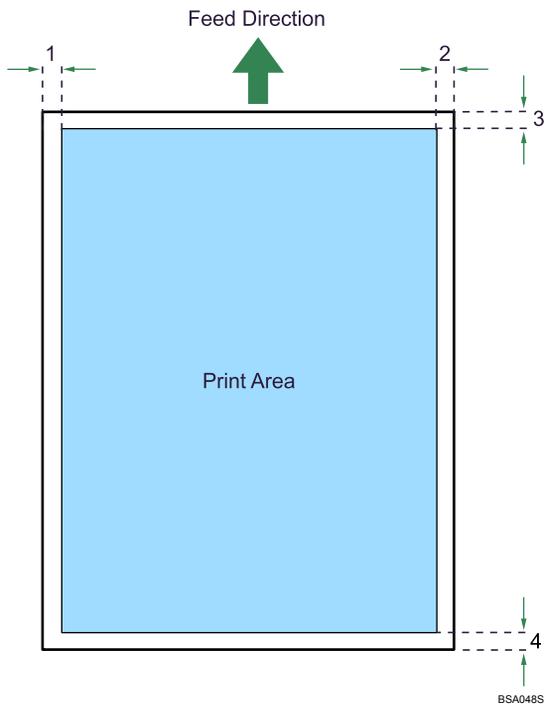
Reference

- p.74 "Printing on Orientation-Fixed or Two-Sided Paper"
- p.106 "Thick Paper"

Print Area

This section describes the area of a page that is available for printing.

The following diagram shows the print area for this printer.



1. 0.5 - 3.5 mm (0.1 - 0.2 inches)
2. 0.5 - 3.5 mm (0.1 - 0.2 inches)
3. 2 - 6 mm (0.1 - 0.3 inches)
4. 0.3 - 4.0 mm (0.1 - 0.2 inches)

Note

- While printing may be possible on the entire page depending on the settings of the printer driver or print conditions, the quality cannot be guaranteed for the 2 - 6 mm (0.1 - 0.3 inches) margin of the upper side, the 0.5 - 3.5 mm (0.1 - 0.2 inches) margins of the right and left sides, and the 0.3 - 4.0 mm (0.1 - 0.2 inches) margin of the lower side.

Thick Paper

This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 127 - 216 g/m² (34 lb. Bond - 80 lb. Cover) in paper trays or in the optional LCT, or of 127 - 256 g/m² (34 lb. Bond - 140 lb. Index) in the optional multi bypass tray, or of 127 - 300 g/m² (34 lb. Bond - 110 lb. Cover) in the optional wide LCT, follow the recommendations below to prevent misfeeds and loss of image quality.

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- Store all paper together in the same place - a room where the temperature is 20 - 25°C (68 - 77° F) and humidity is 30 - 65%.
- When loading thick sheets, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
- Smooth out any curls in the paper before loading it.
- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the optional multi bypass tray.

↓ Note

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

Unusable Paper

This section describes paper unusable on this printer.

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
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed-edge paper
 - Envelopes
 - Tab stock (when using the stacker tray)
- Faults can occur if you print onto sides that are already printed. Take care to 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
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

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. Adding Toner and Staples

This chapter explains how to replenish toner and staples when they run out.

Adding Toner

This section describes how to add and store toner.

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.

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

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

★ Important

- Always add toner when the printer instructs you.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Do not repeatedly install and remove toner bottles. This will result in toner leakage.
- Do not shake the removed toner bottle. Remaining toner might scatter.
- Do not use recycled toner. This will damage the printer.
- During toner adding, the toner bottle is rotating. Do not touch the toner bottle.
- If toner remains in the bottle, you cannot remove the bottle. Do not remove the bottle forcibly.
- Be sure to set the new toner bottle in the lower hole first.
- Store toner containers in a cool, dry place free from direct sunlight.
- Store toner on a flat surface.

↓ Note

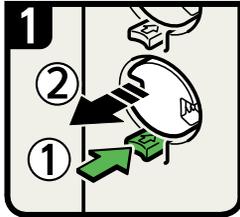
- If the message "🖨️ Check toner cartridge replacement(s)." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- You can check the name of the required toner and the replacement procedure using the "🖨️ Add Toner" screen.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings", Troubleshooting 🖨️ 🛠️.
- Approximately 200 sheets can be printed after 🖨️ appears. However, prints may become increasingly faded, so replace the toner bottle as soon as possible.
- If one of the toner bottle is empty, you can keep printing by using the other bottle.
- You can change the toner bottle during printing.
- When you change one toner bottle, do not touch the other one.

Inserting Toner

This section describes how to insert toner.

★ Important

- Do not shake the toner bottle with its mouth down after removing it. Residual toner may scatter.
- Be sure to set the new toner bottle in the lower hole first.



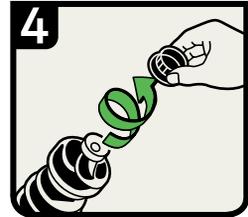
- Open the toner cover.
- Push the button to release the toner bottle.



- Gently pull out the toner bottle.



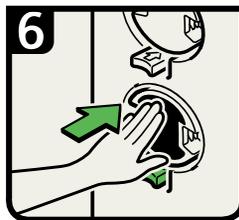
- Do not shake the toner bottle strongly or toner might spill out.



- Remove the outer cap.



- Place the toner bottle in position, and then push it in until the button clicks.



- Return the button under the toner bottle to its original position.
- Close the toner cover.

↓ Note

- Do not remove the inner cap.
- If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the left or right, then try again.

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Used Toner

Toner cannot be re-used.

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

Adding Staples

This section describes what to do when staples need replacing.

⚠ CAUTION

- When closing the finisher, keep hands clear of the finisher's upper surface.

★ Important

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

↓ Note

- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.
- Refill the stapler according to the finisher type. (Check the type if you are unsure.) For details about type of finisher, see "Options".

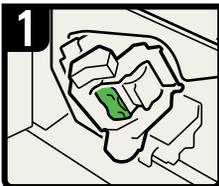
📖 Reference

- p.42 "Options"

4

Finisher

This section describes how to add staples to the optional finisher.



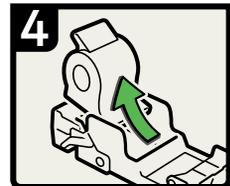
- Open Finisher Front Cover.
- Turn knob R10 counterclockwise.



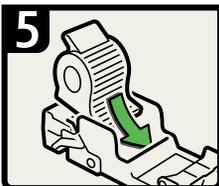
- Pull out the cartridge lever.



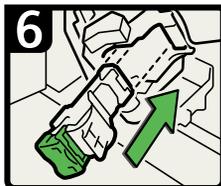
- Gently pull out the cartridge.



- Remove the empty refill in the direction of the arrow.



- Push in the new cartridge until it clicks.



- Hold the lever and push in the cartridge.



- Push in the cartridge until it clicks, then raise the lever.



- Return the staple unit to its original position, and then close Finisher Front Cover.

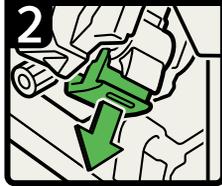
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Booklet Finisher

This section describes how to add staples to the optional booklet finisher.



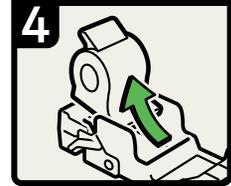
- Open Finisher Front Cover.
- Turn knob Rb19 counterclockwise.



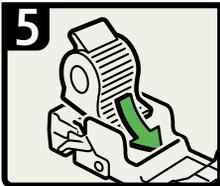
- Pull out the cartridge lever.



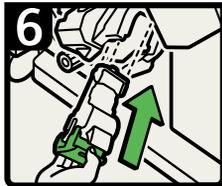
- Gently pull out the cartridge.



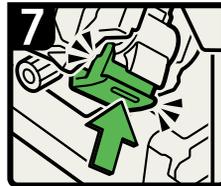
- Remove the empty refill in the direction of the arrow.



- Push in the new cartridge until it clicks.



- Hold the lever and push in the cartridge.



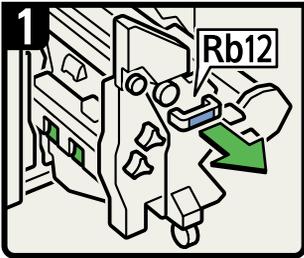
- Push in the cartridge until it clicks.
- Return the staple unit to its original position, and then close Finisher Front Cover.

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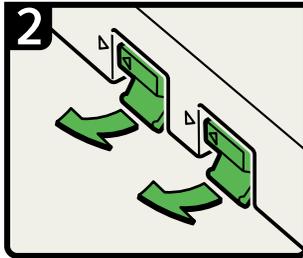
4

Booklet Finisher (Saddle Stitch)

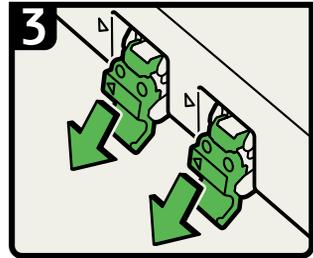
The following procedure explains how to add staples to the optional booklet finisher (Saddle Stitch).



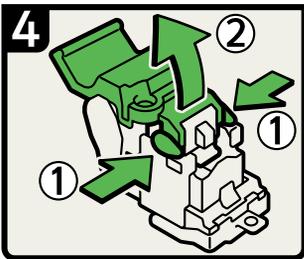
· Open Finisher Front Cover.
· Pull out the staple unit.



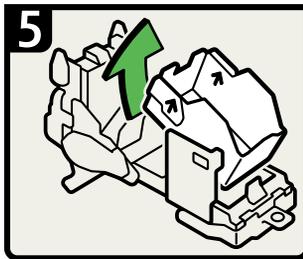
· Raise the levers.



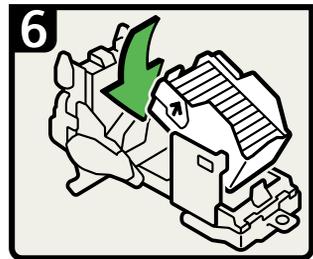
· Gently pull out the cartridges.



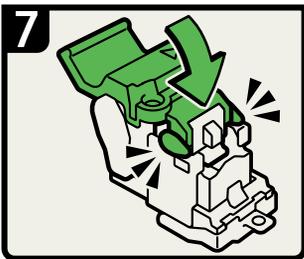
· Hold both sides of the cartridge then raise the upper unit.



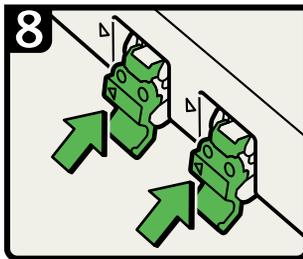
· Remove the empty refill in the direction of the arrow.



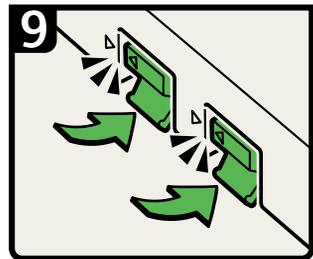
· Push in the new staples until the arrows are aligned.



· Gently push down the upper unit into the cartridge.



· Hold the levers and push in the cartridges.



· Push in the cartridges until they click, then lower the levers.
· Put the staple unit back.
· Close Finisher Front Cover.

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5. Entering Text

This chapter describes how to enter characters.

Entering Text

This section explains how to enter text.

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

Available Characters

This section explains which characters are available.

You can enter the following characters:

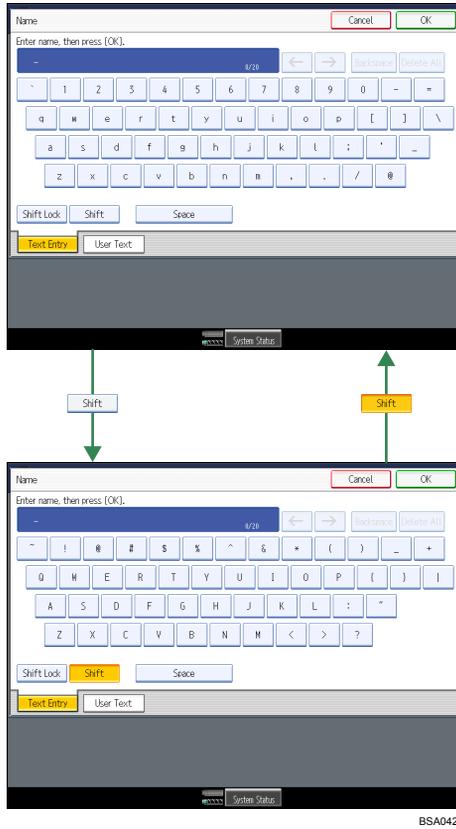
- Alphabetic characters
- Symbols
- Numerals

0123456789

Keys

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

You can change the entry screen using the keys below.



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Note

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

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

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

Entering numbers

This section explains how to enter numbers.

1. Press numbers you want to enter.

↓ Note

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

Deleting characters

This section explains how to delete characters.

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

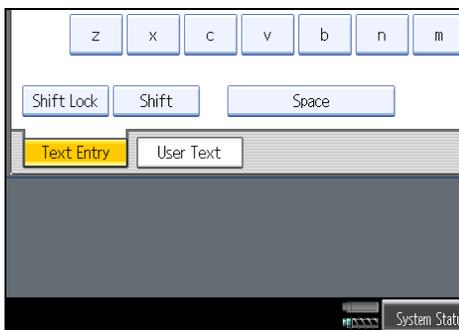
Adding user text

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

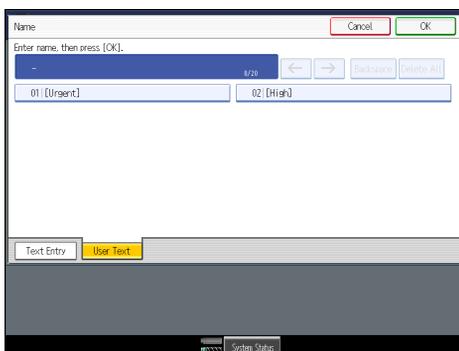
For the registration procedure under Program / Change / Delete User Text, see “System Settings”, Network and System Settings Guide .

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1. Press [User Text].



2. Select the User Text you want to use.



6. Operating Instructions

This chapter describes the Operating Instructions of this printer.

Installing Operating Instructions

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

★ Important

- You need administrator permissions to install the manuals. Log on as an Administrators group member.
- The “Manuals for Administrators” CD-ROM that includes Security Reference is for administrators of the printer.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows 2000/XP/Vista/7, Windows Server 2003/2003 R2/2008
 - Minimum display resolution: 800 × 600 pixels
- Recommended browser: Microsoft Internet Explorer 4.01 SP2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.
- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.

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

The supplied “Manuals” CD-ROM contains PDF manuals.

File path

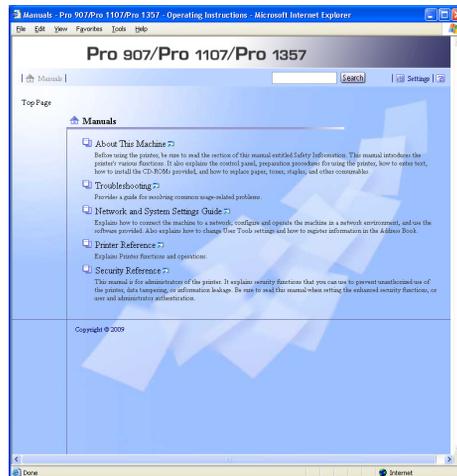
The PDF manuals are in the following folder on the CD-ROM:

MANUAL_PDF\ENGLISH

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

How to Use the Operating Instructions

This section explains how to use manuals.



6

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/Vista: [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.

7. Handling the Stacker

This section explains procedures for handling the optional stacker.

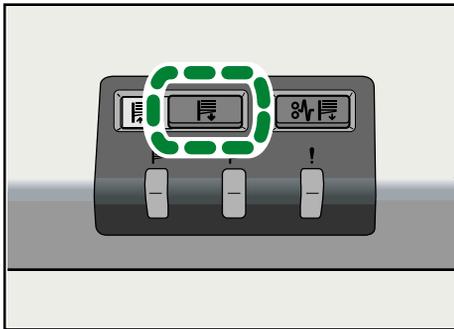
Removing Paper from the Stacker

This section explains how to remove prints from the optional stacker.

★ Important

- Use the optional roll-away cart for transporting paper from the optional stacker. Do not use the optional roll-away cart for any other purpose.
- Do not attempt to get inside the optional stacker.
- About delivering paper to the stacker
 - If you select [Do not Stack Jobs] in Multi-job Output Method to Stacker under [Output Tray Setting] and the place multiple stacking jobs on the stacker at the same time, an error message instructing you to remove paper will appear before each stacking job begins. To stop this message appearing, change the setting from [Do not Stack Jobs] to [Stack Jobs].
 - If paper remains on the stacker when the printer's main power switch is turned on, you cannot specify that stacker for the output tray.
 - When the finisher or booklet finisher is installed, you cannot specify the stacker upper tray as the output tray. Neither can you specify the first stacker's upper tray as the output tray when the second stacker is installed. The "first stacker" is the stacker nearest the printer.

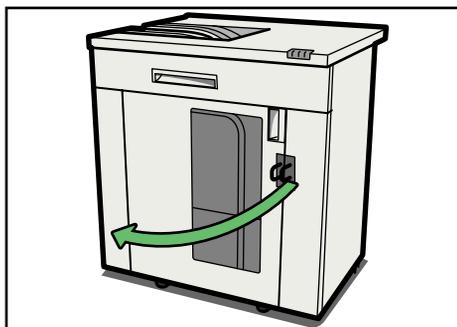
1. Press the Tray Lowering button.



BQX154S

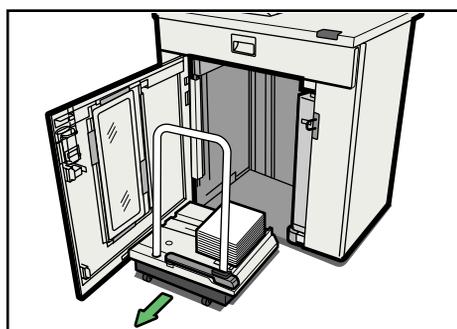
When the stacker tray is fully lowered, the Tray Moving Indicator stops flashing and remains lit.

2. Open the stacker front cover.



BQX140S

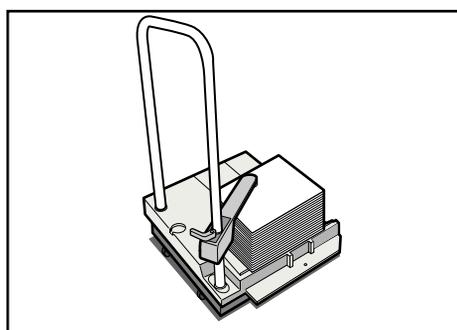
3. Carefully pull out the roll-away cart.



BQX143S

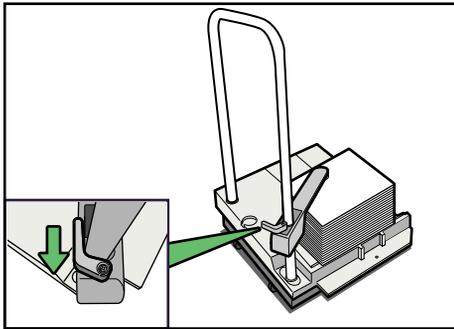
Take care not to let the paper stack topple.

4. Rest the paper press on top of the paper stack.



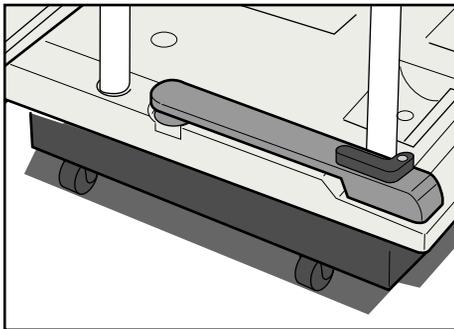
BQX141S

5. Pull the lever on the paper press toward you.



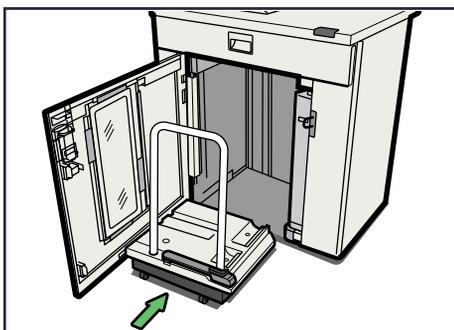
BQX145S

6. Transport the paper to where it is required, and then unload the roll-away cart.
7. Return the paper press to its original location.



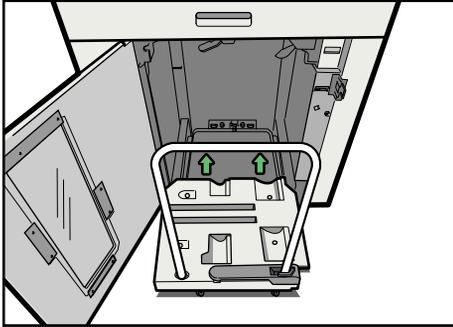
BQW043S

8. Put the roll-away cart back inside the stacker.



BQX156S

Be careful to push the roll-away cart in straight, not at an angle.



BQX142S

9. Close the stacker front cover.

The stacker tray begins elevating automatically and the Tray Moving Indicator begins flashing. When the Tray Moving Indicator stops flashing, the tray is fully elevated.

↓ Note

- Before moving the optional stacker, be sure to take the optional roll-away cart out of the optional stacker.
- You can purchase extra roll-away carts if you need them. For details, contact your service representative.

Connecting and Using a Second Stacker

This section explains how to connect and use a second stacker.

If you install a second stacker, paper collection can continue without interruption when the first stacker becomes full. While one stacker is collecting paper, you can unload and reload the optional roll-away cart of the other stacker.

★ Important

- To switch output trays automatically, “Output Tray” must be set to [Auto Change] in [Output Tray Setting] under System Settings.
- When a second stacker is installed and “Output Tray” is set to [Auto Change], the output tray will change automatically in the following cases:
 - Whenever the receiving stacker becomes full and the other stacker tray is empty.
 - If the settings of the receiving stacker are changed from the receiving main control panel or a connected computer and the other stacker tray is empty.
 - If “Multi-job Output Method to Stacker” is set to [Do not Stack Jobs] and the other stacker tray is empty when a new job begins.

↓ Note

- Even if “Output Tray” is set to [Auto Change], output stops if the other stacker tray is not empty.
- If a paper jam occurs when a second stacker is installed, the Paper Jam button of the stacker in which the paper jam occurred lights red.

Locking the Stacker Front Cover

This section explains how to lock the stacker front cover.

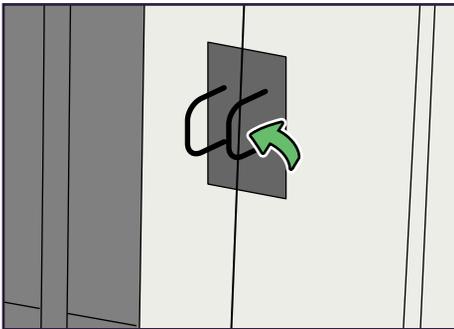
The stacker has padlock loops that allow you to secure the front cover, preventing access to the stacker's interior.

If you are printing sensitive documents, use the following procedure to lock the stacker front cover.

★ Important

- A padlock is not supplied with the stacker. For details about the padlocks we recommend, contact your service representative.

1. Push the padlock's hook through the padlock loops, and then close the padlock.



BOX146S

8. Remarks

This chapter describes how to maintain and operate the printer.

Dos and Don'ts

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

WARNING

- Keep the printer 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 printer 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 printer is moved from a cold to a warm place, condensation may form inside it. After moving the printer, do not use it for at least an hour. The printer requires this time to adapt to its new environment.
- The printer 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 printer is in operation. See "Turning On/Off the Power".
- Do not open the covers of the printer when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the printer when the power is on.
- Do not allow small objects such as paper clips to fall into or become stuck inside the printer.
- Do not knock the printer while it is operating (for instance, do not use the printer's surfaces to knock stacks of paper into square).
- Do not climb on the printer or place heavy stacks of paper or originals on it.
- Do not climb on the printer or place heavy stacks of paper or originals on it.

- 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.
- If condensation forms inside the printer as a result of temperature change, the printer may not print properly.
- Be sure to make a note of the registered printer 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 printer, loss of settings, or use of the printer.

Reference

- p.55 "Turning On/Off the Power"

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your printer's location carefully.

Environmental conditions greatly affect its performance.

Moving

This section describes precautions when moving the printer.

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. The machine's various handling areas are for service engineer use only. Do not touch these areas.

CAUTION

- Before moving the printer, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.

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

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

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

Reference

- p.55 "Turning On/Off the Power"

Optimum environmental conditions

This section describes precautions when locating the printer.

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

- 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

- 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.

8

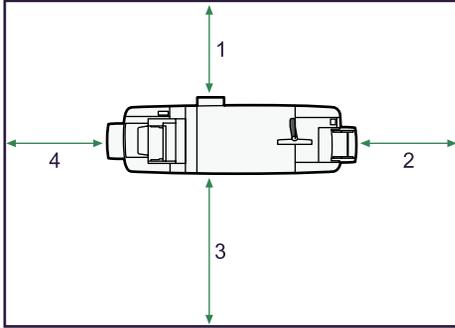
- Temperature: 10 - 32 °C (50 - 89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15 - 80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The printer must be level within 5 mm, 0.2 inches: both front to rear and left to right.
- To avoid possible buildup of ozone, make sure to locate this printer in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

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

Access to the machine

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



BSA060

1	Rear	50 cm (19.7 inches) or more
2	Right	100 cm (39.4 inches) or more
3	Front	100 cm (39.4 inches) or more
4	Left	100 cm (39.4 inches) or more

↓ Note

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

Power Connection

This section describes power supply.

⚠ WARNING

- Connect this machine only to a power source that matches the specifications shown in "Specifications for the Main Unit" in 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

- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the printer with a damaged power cord may cause an electric shock or fire.

⚠ 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.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- When the trimmer is in use, voltage fluctuation must not exceed +6% to -10%. Voltage fluctuation in excess of this range can result in the trimmer malfunctioning.
- The wall outlet shall be installed near the printer and shall be easily accessible.
- Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main unit is plugged into.

Maintaining Your Machine

This section explains how to clean the printer.

Important

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

How to maintain

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

Cleaning the Power Cable Plug

CAUTION

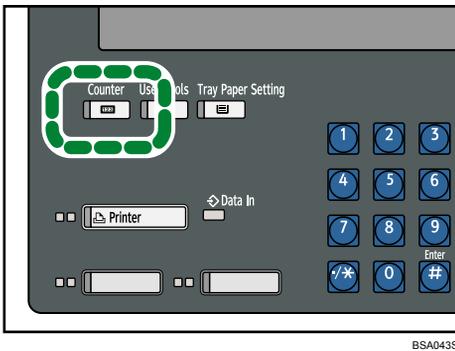
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

Counter

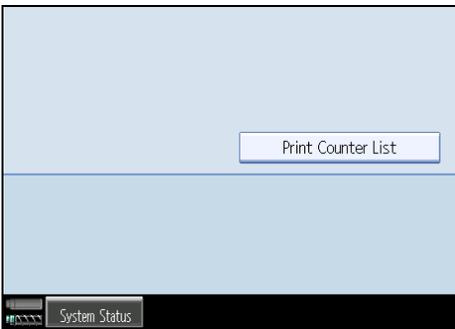
Displaying the Total Counter and GPC Counter

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

1. Press the [Counter] key.



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



3. Press the [Start] key.
A counter list prints out.
4. Press [Exit].

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner. Be sure to contact your service engineer to verify the following:

Supplies

- Telephone No. to order
- Toner
- Staple
- Staple (Booklet)

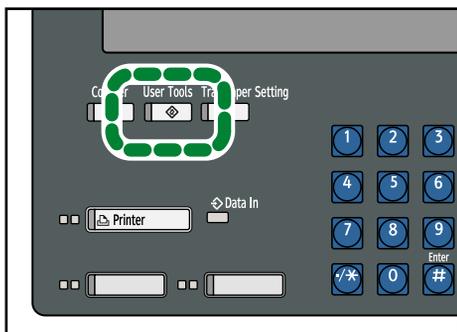
Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

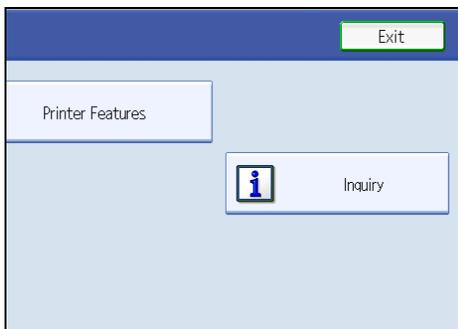
- Telephone No.

1. Press the [User Tools] key.



BSA044S

2. Press [Inquiry].



Inquiry information appears.

3. Press [Print Inquiry List].



4. Press the [Start] key.

Inquiry information prints out.

5. Press [Exit] twice.

Checking the Earth Leakage Breaker

This section explains how to check the earth leakage breakers.

This printer and some of its options are equipped with earth leakage breakers.

For details about where they are located, see "Guide to Components".

WARNING

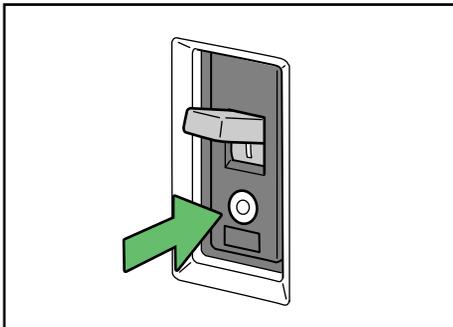
- Do not turn the earth leakage breakers from the off to the on position. Otherwise it might lead to an electric shock, or cause the circuit breakers to trip.

Once a year, check that the earth leakage breakers function properly. Normally, the breakers are in the On position.

Check all breakers in the same way.

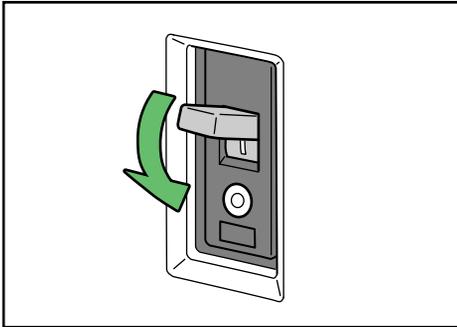
Important

- If the earth leakage breakers are not functioning normally, contact your sales or service representative.
1. Press the operation switch to turn off the power.
 2. Turn off the main power.
 3. Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.



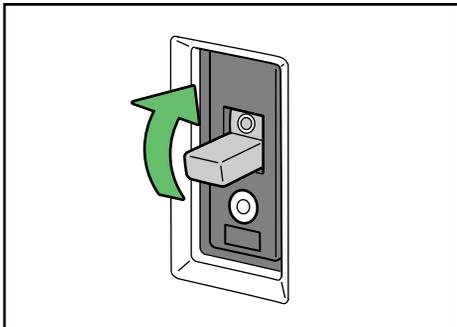
BJU061S

4. Check that the earth leakage breaker moves to the Off position.



BJU082S

5. Return the earth leakage breaker to the On position.



BJU083S

8

6. Turn on the main power.

Note

- If the printer does not start up when you turn its main power switch back on, check whether the earth leakage breaker is in the Off position. If any breaker is in the Off position, contact your sales or service representative. Do not reset the earth leakage breaker yourself.
- If an option does not become operational when you turn on its main power, check if any of its breakers are in the Off position. If any breaker is in the Off position, contact your sales or service representative. Do not reset the earth leakage breaker yourself.

Reference

- p.35 "Guide to Components"

9. Appendix

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

Software and Utilities Included on the CD-ROM

This section explains the software and utilities included on the “Printer Drivers and Utilities” CD-ROM that comes with this printer.

Note

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

Viewing the Contents of the CD-ROM

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

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.

M Driver

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

Important

- You need administrator permissions to install the M driver. Log on as an Administrators group member.
- You can install the M driver from the CD-ROM provided with this printer or download them from the supplier's Web site.
- If your operating system is Windows XP/Vista/7 x64, or Windows Server 2003/2003 R2/2008/2008 R2 x64, you must download the printer drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

This printer driver allows the computer to communicate with the printer using a printer language.

File path

The driver is included in the following folder on the CD-ROM labeled “Printer Drivers and Utilities” provided with this printer:

`\DRIVERS\MDriver`

System requirements

- Hardware
PC/AT-compatible machines that support the following operating system properly
- Operating system
Windows 2000/XP/Vista/7
Windows Server 2003/2003 R2/2008/2008 R2
- Display resolution
800 × 600 pixels, 256 colors or higher

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Console

Memory:

- Printer Memory: 1 GB
- System Memory: 512 MB

Hard Disk Drive:

160 GB

Photosensitivity type:

OPC drum

Print process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

- 1200 dpi × 1200 dpi
- 600 dpi × 600 dpi
- 300 dpi × 300 dpi

Warm-up time (23°C, rated voltage):

360 seconds or less

Printer language:

PCL 5e/PCL 6, PostScript 3, PDF

Network Protocol:

TCP/IP, AppleTalk

Printer Interface:

- Gigabit Ethernet (10BASE-T/100BASE-TX/1000BASE-T)
- IEEE1284

System Interface:

Ethernet (10BASE-T/100BASE-TX)

Paper size:

- Tray 1: 8¹/₂ × 11
- Tray 2, 3:
 - A3, B4 JIS, A4, A5, B5 JIS,
 - 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₂ × 5¹/₂, 8¹/₄ × 13, 8 × 13, 7¹/₄ × 10¹/₂, 8K, 16K,
 - 8¹/₄ × 14, 8 × 10, 11 × 14, 13 × 18,
 - SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size
- Duplex:
 - A3, A4, A5, B4 JIS, B5 JIS,
 - 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8¹/₂ × 5¹/₂, 8K, 16K,
 - 12 × 18, 11 × 14, 13 × 19¹/₅, 13 × 19, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

Paper weight:

- Tray 1 - Tray 3: 52.0 - 216.0 g/m² (14 lb. Bond - 80 lb. Cover)
- Duplex: 52.0 - 216.0 g/m² (14 lb. Bond - 80 lb. Cover)

For details about and recommendations concerning thick paper, see "Thick Paper".

First print time:

- Type 1: 5.7 seconds or less
- Type 2: 5 seconds or less
- Type 3: 4.3 seconds or less

(A4, 8¹/₂ × 11, feeding from Tray 1)

Printing speed:

- Type 1:
 - 90 prints/minute (A4, 8¹/₂ × 11)
- Type 2:
 - 110 prints/minute (A4, 8¹/₂ × 11)
- Type 3:
 - 135 prints/minute (A4, 8¹/₂ × 11)

Fonts:

- PCL 5e/PCL 6: 80 fonts
- PostScript, PDF: 136 fonts

Paper capacity (80 g/m² (20 lb. Bond)):

- Tray 1 (Tandem tray): 2,200 sheets (1,100 sheets × 2)
- Tray 2 (550-sheet tray): 550 sheets
- Tray 3 (550-sheet tray): 550 sheets

Power Source:

208~240 V, 50/60 Hz, 20 A or more

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

Power consumption:

- Main unit only

	Type 1	Type 2	Type 3
Warm-up	About 1.24 kW	About 1.36 kW	About 1.93 kW
Stand-by	About 331 W	About 363 W	About 349 W
During printing	About 1.73 kW	About 2.01 kW	About 2.31 kW
Maximum	About 3.07 kW	About 3.15 kW	About 3.59 kW

- Complete system

	Type 1	Type 2	Type 3
Warm-up	About 1.38 kW	About 1.49 kW	About 2.04 kW
Stand-by	About 435 W	About 478 W	About 549 W
During printing	About 2.07 kW	About 2.33 kW	About 2.54 kW
Maximum	About 3.16 kW	About 3.24 kW	About 3.69 kW

The complete system consists of the main unit, decurler, optional attention light, optional finisher, optional interposer, optional wide LCT, and optional multi bypass tray.

Dimensions (W × D × H):

870 × 860 × 1,356 mm, 34.3 × 33.9 × 53.4 inches

Space for main unit (W × D):

870 × 860 mm, 34.3 × 33.9 inches

Noise emission:

- Sound power level:

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	Less than 59.1 dB (A)	Less than 61.5 dB (A)	Less than 61.7 dB (A)
Printing	Less than 73.7 dB (A)	Less than 75.8 dB (A)	Less than 77.4 dB (A)

- Complete System

	Type 1	Type 2	Type 3
Stand-by	Less than 59.6 dB (A)	Less than 61.2 dB (A)	Less than 61.3 dB (A)
Printing	Less than 75.8 dB (A)	Less than 76.1 dB (A)	Less than 77.3 dB (A)

- Sound pressure level:

- Main unit only

	Type 1	Type 2	Type 3
Stand-by	Less than 45.5 dB (A)	Less than 46.9 dB (A)	Less than 47.0 dB (A)
Printing	Less than 58.7 dB (A)	Less than 60.9 dB (A)	Less than 62.8 dB (A)

- Complete system

	Type 1	Type 2	Type 3
Stand-by	Less than 45.0 dB (A)	Less than 45.8 dB (A)	Less than 46.0 dB (A)
Printing	Less than 61.1 dB (A)	Less than 61.3 dB (A)	Less than 62.7 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the operator.
- The complete system consists of the main unit, decurler, optional booklet finisher, and optional wide LCT.

Weight:

Max. 290 kg, 639.4 lb.

Reference

- p.106 "Thick Paper"
- p.133 "Power Connection"

Specifications for Decurler (Optional)

This section describes specifications for decurler.

Paper size:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,

11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8¹/₂ × 5¹/₂, 8K, 16K,

12 × 18, 11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,

SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

Paper weight:

40 - 300 g/m² (11 lb. Bond - 110 lb. Cover)

Power consumption:

Approx. 30 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

170 × 730 × 990 mm, 6.7 × 28.8 × 39 inches

Weight:

Approx. 30 kg, 66.2 lb.

Specifications for Finisher (Optional)

This section describes specifications for optional finisher.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of optional finisher.

Paper size:

- Without Z-fold:
 - A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
 - 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13,
 - 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K,
 - 12 × 18, 11 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18,
 - SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size
- With Z-fold:
 - A3, A4, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8K, 12 × 18

Paper weight:

- Without Z-fold:
 - 52 - 216 g/m² (14 lb. Bond - 80 lb. Cover)
- With Z-fold:
 - 64 - 105 g/m² (17 - 28 lb. Bond)

Stack capacity (80 g/m² (20 lb. Bond)):

- Without Z-fold:
 - 500 sheets: A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 × 11, 8 × 10, 7 1/4 × 10 1/2, 8 1/2 × 5 1/2, 16K
 - 250 sheets: A3, B4 JIS,
 - 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8K,
 - 12 × 18, 11 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2,
 - 13 × 18,
 - SRA3, SRA4, 226 × 310 mm, 310 × 432 mm
- With Z-fold:
 - 30 sheets

Finisher Shift Tray

This section describes specifications for the finisher shift tray of optional finisher.

Paper size:

- Without Z-fold:

A3, A4, A5, B4 JIS, B5 JIS,

11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8¹/₂ × 5¹/₂, 8K, 16K,

12 × 18, 11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,

SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

- With Z-fold:

A3, B4 JIS, A4, 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 8K

Paper weight:

- Without Z-fold:

40 - 300 g/m² (11 lb. Bond - 110 lb. Cover)

- With Z-fold:

64 - 105 g/m² (17 - 28 lb. Bond)

Stack capacity (80 g/m² (20 lb. Bond)):

- Without Z-fold:

- 3,000 sheets: A4, B5 JIS, 8¹/₂ × 11

- 1,500 sheets: A3, B4 JIS, A4, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11

- 1,000 sheets: 12 × 18, 13 × 19¹/₅

- 500 sheets: A5, 8¹/₂ × 5¹/₂

- 100 sheets: A5, 5¹/₂ × 8¹/₂

- With Z-fold:

30 sheets

Staple paper size:

- Without Z-fold:

A3, B4 JIS, A4, B5 JIS,

11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K, 11 × 14,

- With Z-fold:

A3, B4 JIS, 11 × 17

Staple paper weight:

- Without Z-fold:

64 - 80 g/m² (17 - 20 lb. Bond)

Each print set can have either two covers or two slip sheets that are A4 (8¹/₂ × 11) and up to 200 g/m² (110 lb. Index). Each print set cannot be more than 11 mm (0.5 inch) thick.

- With Z-fold:

64 - 80 g/m² (17 - 20 lb. Bond)

Staple capacity (80 g/m² (20 lb. Bond)):

- Without Z-fold:

- 50 sheets:

A3□, B4 JIS□, 11 × 17□, 11 × 14□, 8¹/₂ × 14□, 8¹/₄ × 14□, 8 × 10□, 8K□

- 100 sheets:

A4□□, B5 JIS□□, 8¹/₂ × 13□, 8¹/₂ × 11□□, 8¹/₄ × 13□, 8 × 13□, 7¹/₄ × 10¹/₂□□, 16K□□

- With Z-fold:

10 sheets: A3□, B4 JIS□, A4□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□

Stack capacity after stapling (80 g/m² (20 lb. Bond)):

- Without Mixed Size:

- 2 - 9 sheets: 150 sets (A4□□, B5 JIS□□, 8¹/₂ × 11□□)

- 10 - 100 sheets: 200 - 30 sets (A4□□, B5 JIS□□, 8¹/₂ × 11□□)

- 2 - 9 sheets: 150 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)

- 10 - 50 sheets: 150 - 30 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)

- With Mixed Size:

- 2 - 50 sheets: 30 sets (A3□/A4□, B4 JIS□/ B5 JIS□, 11 × 17□/ 8¹/₂ × 11□)

Staple position:

4 positions (Top, Top Slant, Bottom, 2 Staples)

Power consumption:

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

Dimensions (W × D × H):

806 × 730 × 980 mm, 31.5 × 28.7 × 38.6 inches

Weight:

Approx. 75 kg, 165.4 lb.

Specifications for Booklet Finisher (Optional)

This section describes specifications for optional booklet finisher.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of optional booklet finisher.

Paper size:

- Without Z-fold:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,

11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K,

12 × 18, 11 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18,

SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

- With Z-fold:

A3, A4, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8K, 12 × 18

Paper weight:

- Without Z-fold:

52 - 216 g/m² (14 lb. Bond - 80 lb. Cover)

- With Z-fold:

64 - 105 g/m² (17 - 28 lb. Bond)

Stack capacity (80 g/m² (20 lb. Bond)):

- Without Z-fold:

- 250 sheets: A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 × 11, 8 × 10, 7 1/4 × 10 1/2, 8 1/2 × 5 1/2, 16K

- 50 sheets: A3, B4 JIS,

11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8K,

12 × 18, 11 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18,

SRA3, SRA4, 226 × 310 mm, 310 × 432 mm

- With Z-fold:

- 20 sheets: A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 × 11, 8 × 10, 7 1/4 × 10 1/2, 8 1/2 × 5 1/2, 16K

- 30 sheets: A3, B4 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8K, 12×18 , 11×14 , $13 \times 19\frac{1}{5}$, 13×19 , $12\frac{3}{5} \times 19\frac{1}{5}$, $12\frac{3}{5} \times 18\frac{1}{2}$, 13×18 , SRA3, SRA4, 226×310 mm, 310×432 mm

Finisher Shift Tray

This section describes specifications for the finisher shift tray of optional booklet finisher.

Paper size:

- Without Z-fold:
 - A3, B4 JIS, A4, A5, B5 JIS,
 - 12×18 , 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{4} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 5\frac{1}{2}$, $8\frac{1}{4} \times 13$, 8×13 , 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 16K,
 - 11×14 , $13 \times 19\frac{1}{5}$, 13×19 , $12\frac{3}{5} \times 19\frac{1}{5}$, $12\frac{3}{5} \times 18\frac{1}{2}$, 13×18 , SRA3, SRA4, 226×310 mm, 310×432 mm, custom size
- With Z-fold:
 - A3, A4, B4 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, 8K, 12×18

Paper weight:

- Without Z-fold:
 - 40 - 300 g/m² (11 lb. Bond - 110 lb. Cover)
- With Z-fold:
 - 64 - 105 g/m² (17 - 28 lb. Bond)

Stack capacity (80 g/m² (20 lb. Bond)):

- Without Z-fold:
 - 2,500 sheets: A4, B5 JIS, $8\frac{1}{2} \times 11$
 - 1,500 sheets: A3, A4, B4 JIS, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, SRA4, 226×310 mm
 - 1,000 sheets: 12×18 , $13 \times 19\frac{1}{5}$, 13×19 , $12\frac{3}{5} \times 19\frac{1}{5}$, $12\frac{3}{5} \times 18\frac{1}{2}$, 13×18 , SRA3, 310×432 mm
 - 500 sheets: A5, $5\frac{1}{2} \times 8\frac{1}{2}$
 - 100 sheets: A5, $5\frac{1}{2} \times 8\frac{1}{2}$
- With Z-fold:
 - 30 sheets: A3, B4 JIS, 12×18 , 11×17 , $8\frac{1}{2} \times 14$
 - 20 sheets: A4, $8\frac{1}{2} \times 11$

Staple paper size:

- Without Z-fold:

A3, A4, B4 JIS, B5 JIS,

11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K, 11 × 14

- With Z-fold:

A3, B4 JIS, 11 × 17

Staple paper weight:

- Without Z-fold:

64 - 90 g/m² (17 - 24 lb. Bond)

- With Z-fold:

64 - 105 g/m² (17 - 28 lb. Bond)

Staple capacity (80 g/m² (20 lb. Bond)):

- Without Z-fold:

- 50 sheets:

A3, B4 JIS, 11 × 17, 11 × 14, 8¹/₂ × 14, 8¹/₄ × 14, 8 × 10, 8K

- 100 sheets:

A4, B5 JIS, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 13, 8 × 13, 7¹/₄ × 10¹/₂, 16K

- 50 sheets: With Mixed Size mode

- With Z-fold:

10 sheets: A3, A4, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 12 × 18

Stack capacity after stapling (80 g/m² (20 lb. Bond)):

- Without Mixed Size:

- 20 - 100 sheets: 125 - 25 sets (A4, B5 JIS, 8¹/₂ × 11)

- 10 - 19 sheets: 200 - 105 sets (A4, B5 JIS, 8¹/₂ × 11)

- 2 - 9 sheets: 150 sets (A4, B5 JIS, 8¹/₂ × 11)

- 10 - 100 sheets: 150 - 15 sets (A4, B5 JIS, 8¹/₂ × 11)

- 2 - 9 sheets: 150 sets (A4, B5 JIS, 8¹/₂ × 11)

- 10 - 50 sheets: 150 - 30 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)

- 2 - 9 sheets: 150 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)

- With Mixed Size:

- 2 - 50 sheets: 30 sets (A3/A4, B4 JIS/B5 JIS, 11 × 17/8¹/₂ × 11)

Staple position:

8 positions (Top 1, Center, Left 2, Top 2, Bottom 1, Slant, Top Right 1, Right 2)

Finisher Booklet Tray

This section describes specifications for the finisher booklet tray of optional booklet finisher.

Saddle stitch paper size:

A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8¹/₄ × 13☐, 12 × 18☐, 13 × 19¹/₅☐, 13 × 19☐, 12³/₅ × 19¹/₅☐, 12³/₅ × 18¹/₂☐, 13 × 18☐, SRA3☐, SRA4☐, 226 × 310 mm☐, 310 × 432 mm☐

Saddle stitch paper weight:

64 - 90 g/m² (17 - 24 lb. Bond)

Saddle stitch capacity (80 g/m² (20 lb. Bond)):

Max. 20 sheets

Stack capacity after saddle stitching (80 g/m² (20 lb. Bond)):

- 2 - 5 sheets: 30 sets
- 6 - 10 sheets: 15 sets
- 11 - 15 sheets: 10 sets
- 16 - 20 sheets: 5 sets

Saddle stitch position:

Center 2 positions

Power source:

120 V, 60 Hz, 2 A

Power consumption:

Approx. 250 W (A separate power source is required.)

Dimensions (W × D × H):

990 × 730 × 1,130 mm, 39 × 28.8 × 44.5 inches

Weight:

Approx. 130 kg, 286.6 lb.

Specifications for Punch Unit (Finisher) (Optional)

This section describes specifications for optional punch unit (finisher).

To use the optional punch unit, the optional finisher is required.

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, A6, B6 JIS, 11 × 17, 11 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 8 ¹ / ₄ × 14, 8 × 10, 8K, 16K
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 5 ¹ / ₂ , 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11 × 17, 11 × 14, 8K
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 11 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 8K, 16K
4 holes type: 4 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, A6, B6 JIS, 11 × 17, 11 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 8K, 16K
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11 × 17, 11 × 14, 8K
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K

Paper weight:

- 2 & 3 holes: 52 - 163 g/m² (14 lb. Bond - 90 lb. Index)
- 4 holes: 52 - 128 g/m² (14 - 34 lb. Bond)

Dimensions (W × D × H):

463 × 105 × 100 mm, 18.3 × 4.2 × 4.0 inches

Weight:

Approx. 4.5 kg, 10 lb.

Specifications for Punch Unit (Booklet Finisher) (Optional)

This section describes specifications for optional punch unit (booklet finisher).

To use the optional punch unit, the optional booklet finisher is required.

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, A6, B6 JIS, 11 × 17, 11 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 8 ¹ / ₄ × 14, 8 × 10, 8K, 16K
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 5 ¹ / ₂ , 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11 × 17, 11 × 14, 8K
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 11 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 8K, 16K
4 holes type: 4 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, A6, B6 JIS, 11 × 17, 11 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 8K, 16K
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11 × 17, 11 × 14, 8K
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K

Paper weight:

- 2 & 3 holes: 52 - 209 g/m² (14 lb. Bond - 110 lb. Index)
- 4 holes: 52 - 163 g/m² (14 lb. Bond - 90 lb. Index)

Dimensions (W × D × H):

46 × 408.5 × 70.5 mm, 1.8 × 16.1 × 2.8 inches

Weight:

Approx. 1 kg, 2.2 lb.

Specifications for Multi-Folding Unit (Optional)

This section describes specifications for optional multi-folding unit.

To use the optional multi-folding unit, the optional finisher or the optional booklet finisher is required.

Paper size:

- With Z-fold:
A3☐, A4☐, B4 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐
- With Half Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐, 13 × 19¹/₅☐, 13 × 19☐, 12³/₅ × 19¹/₅☐, 12³/₅ × 18¹/₂☐, 13 × 18☐, SRA3☐, SRA4☐, 226 × 310 mm☐, 310 × 432 mm☐
- With Letter Fold-out:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐
- With Letter Fold-in:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐
- With Double Parallel Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐
- With Gate Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐
- With Multi-sheet fold:
 - Half Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐, 13 × 19¹/₅☐, 13 × 19☐, 12³/₅ × 19¹/₅☐, 12³/₅ × 18¹/₂☐, 13 × 18☐, SRA3☐, SRA4☐, 226 × 310 mm☐, 310 × 432 mm☐
 - Letter Fold-out:
A4☐, B4 JIS☐, B5 JIS☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐
 - Letter Fold-in:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐

Paper weight:

- With Z-fold:
64 - 105 g/m² (17 - 28 lb. Bond)
- With Half Fold:
64 - 105 g/m² (17 - 28 lb. Bond)

- With Letter Fold-out:
64 - 105 g/m² (17 - 28 lb. Bond)
- With Letter Fold-in:
64 - 105 g/m² (17 - 28 lb. Bond)
- With Double Parallel Fold:
64 - 105 g/m² (17 - 28 lb. Bond)
- With Gate Fold:
64 - 105 g/m² (17 - 28 lb. Bond)
- With Multi-sheet fold:
64 - 80 g/m² (17 - 20 lb. Bond)
- Without Fold:
40 - 300 g/m² (11 lb. Bond - 110 lb. Cover)

Power source:

120 V, 60 Hz, 2 A

Power consumption:

Maximum 270 W (A separate power source is required.)

Dimensions (W × D × H):

466 × 980 × 730 mm, 18.3 × 38.6 × 28.8 inches

Weight:

Approx. 92 kg, 202.9 lb.

Note

- Coated paper cannot be used with the Multi-sheet fold function.
- The Multi-sheet fold function can fold a maximum of three sheets at a time.
- Wrinkling can occur when applying letter fold-in, letter fold-out, or gate fold to B4 JIS[□], A3[□], 8¹/₂ × 14[□], 11 × 17[□], 12 × 18[□], 8K[□], or larger sheets. In some cases, you may have to use A4 sheets or smaller when applying folds in combination with the reduction function.

Specifications for Cover Interposer (Optional)

This section describes specifications for the optional cover interposer.

Paper size:

A3, A4, A5, B4 JIS, B5 JIS,

12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₂ × 5¹/₂,
8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K,

11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,

SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

- Width: 139.7 - 330.2 mm (5.5 - 13 inches)
- Length: 139.7 - 487.7 mm (5.5 - 19.2 inches)

Paper weight:

52 - 216 g/m² (14 lb. Bond - 80 lb. Cover)

Paper capacity (80 g/m² (20 lb. Bond)):

200 sheets × 2

Power consumption:

Maximum 90 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

540 × 730 × 1,270 mm, 21.3 × 28.7 × 50 inches

Weight:

Approx. 45 kg, 98.0 lb.

Specifications for Large Capacity Tray (Optional)

This section describes specifications for the optional LCT.

Paper size:

A4, B5 JIS, A5, 8 1/2 × 11, 8 1/2 × 5 1/2

Paper weight:

- Tray 4, 5: 52 - 216 g/m² (14 lb. Bond - 80 lb. Cover)
- Tray 6: 52 - 163 g/m² (14 lb. Bond - 90 lb. Index)

Paper capacity (80 g/m², 20 lb. Bond):

- Tray 4, 5: 1,000 sheets (80 g/m² (20 lb. Bond))
- Tray 6: 2,550 sheets (80 g/m² (20 lb. Bond))

Power consumption:

Maximum 132 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

540 × 730 × 980 mm, 21.3 × 28.8 × 38.6 inches

Weight:

Approx. 102 kg, 224.9 lb.

Specifications for Wide Large Capacity Tray (Optional)

This section describes specifications for the optional wide LCT.

Paper size:

A3, B4 JIS, A4, A5, A6, B5 JIS, B6 JIS,

12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₂ × 5¹/₂,
8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K,

11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,

SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

The paper width of between 100 mm (3.94 inches) and 139.7 mm (5.50 inches) are available only when the special side fence is utilized.

Paper weight:

Tray 4, 6: 52 - 256 g/m² (14 lb. Bond - 140 lb. Index)

Tray 5: 40 - 300 g/m² (11 lb. Bond - 110 lb. Cover)

Paper capacity (80 g/m² (20 lb. Bond)):

Tray 4, 6: 1,100 sheets (80 g/m² (20 lb. Bond))

Tray 5: 2,200 sheets (80 g/m² (20 lb. Bond))

Power consumption:

Maximum 258 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

880 × 730 × 980 mm, 34.7 × 28.8 × 38.6 inches

Weight:

Approx. 170 kg, 77.2 lb.

↓ Note

- Before you print on coated paper or NCR paper from the optional wide LCT for the first time, contact your service representative.

Specifications for Multi Bypass Tray (Optional)

This section describes specifications for the optional multi bypass tray.

To use the optional multi bypass tray, the optional LCT or the optional wide LCT is required.

Paper size:

- A3, B4 JIS, A4, A5, A6, B5 JIS, B6 JIS,
 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₂ × 5¹/₂,
 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K,
 11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,
 SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size
- Width: 100 - 330.2 mm (3.94 - 13 inches)
 - Length: 139.7 - 487.7 mm (5.5 - 19.2 inches)

Paper weight:

52 - 256 g /m² (14 lb. Bond - 140 lb. Index)

Paper capacity (80 g/m² (20 lb. Bond)):

550 sheets

Power consumption:

Maximum. 75 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

702 × 560 × 210 mm, 28 × 22.1 × 8.3 inches

Weight:

Approx. 18 kg, 39.7 lb.

↓ Note

- The maximum custom width differs depending on which tray is installed:
 - LCT: 305.0 mm (12 inches)
 - wide LCT: 330.2 mm (13 inches)
- The following paper sizes cannot be used if the LCT is installed: 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm

Specifications for Trimmer (Optional)

This section describes specifications for optional trimmer.

To use the optional trimmer, the optional booklet finisher is required.

Paper size:

A3, A4, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 12 × 18, 13 × 19¹/₅,
13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, 226 × 310
mm, 310 × 432 mm

Paper weight:

64 - 90 g/m² (17 lb. - 24 lb. Bond)

Stack capacity (80 g/m² (20 lb. Bond)):

- 1 sheet: 60 sets
- 2 - 5 sheets: 60 sets
- 6 - 10 sheets: 35 - 40 sets
- 11 - 20 sheets: 20 - 25 sets

The stack capacity varies according to the size of the sheets.

Power source:

120 V, 60 Hz, 2 A

Power consumption:

Maximum 75 W (A separate power source is required.)

Dimensions (W × D × H):

1,114 × 590 × 555 mm, 43.9 × 23.3 × 21.9 inches

Weight:

Approx. 70 kg, 154.4 lb.

Specifications for Stacker (Optional)

This section describes specifications for optional stacker.

Stacker Upper Tray

This section describes specifications for the stacker upper tray of the stacker.

Paper size:

A3, B4 JIS, A4, A5, A6, B5 JIS, B6 JIS,
 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₂ × 5¹/₂,
 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K,
 11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,
 SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

Paper weight:

40 - 300 g/m² (11 lb. Bond - 110 lb. Cover)

Stack capacity (80 g/m² (20 lb. Bond)):

250 sheets (except A6)

Roll-Away Cart

This section describes specifications for the roll-away cart.

Paper size:

A3, B4 JIS, A4, A5, B5 JIS,
 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₂ × 5¹/₂,
 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K,
 11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,
 SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, custom size

Paper weight:

40 - 300 g/m² (11 lb. Bond - 110 lb. Cover)

Stack capacity (80 g/m² (20 lb. Bond)):

- 5,000 sheets: A3, B4 JIS, A4,
 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 13,
 8 × 13, 7¹/₄ × 10¹/₂, 8K, 16K,
 11 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,
 SRA3, SRA4, 226 × 310 mm, 310 × 432 mm

- 2,500 sheets: A5, B5 JIS, $8\frac{1}{2} \times 5\frac{1}{2}$, 8×10

Power source:

120 V, 60 Hz, 2 A

Power consumption:

Max. 120 W (A separate power source is required.)

Dimensions (W × D × H):

900 × 980 × 730 mm, 35.5 × 38.6 × 28.8 inches

Weight:

Approx. 135 kg, 297.7 lb. (including the stacker tray)

Note

- Two stackers cannot be connected at the same time when one of the following options is installed:
 - Multi-Folding unit
 - Finisher

Specifications for Other Options

This section describes specifications for other options.

Wide tray unit

You can load A3 or 11 × 17 paper in tray 1 using this unit.

Security unit

The optional security unit overwrites the data that remains on the hard disk.

Attention light

The optional attention light notifies the user by light and buzzer when there is a paper jam or no paper is left.

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MEMO

Operating Instructions About This Machine

