

# Pro C7100s/C7100sx/C7110s/C7110sx

# Operating Instructions About This Machine

For safe and correct use, be sure to read the Safety Information in Read This First before using the machine.

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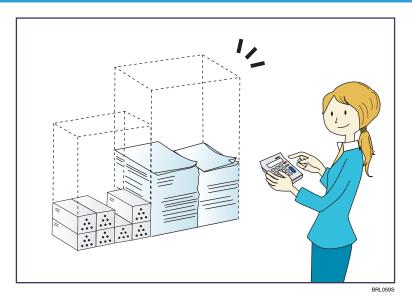
# 1. Easy Search

You can search for a description by what you want to do. Also, this machine's distinctive functions are explained.

# Searching by What You Want to Do

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

# I Want to Reduce my Costs



### Printing multi-page documents on both sides of sheets (Duplex Copy)

⇒ See Copy/ Document Server for details.

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

 $\Rightarrow$  See Copy/ Document Server for details.

# Checking how much paper is saved ([Information] screen)

⇒ page 73 "How to Use the [Information] Screen"

### **Reducing electricity consumption**

 $\Rightarrow$  page 85 "Saving Energy"

# I Want to Use Scanned Files on the Computer



# Sending scan files

 $\Rightarrow$  See Scan for details.

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

 $\Rightarrow$  See Scan for details.

# Storing scan files in a shared folder

⇒ See Scan for details.

### Storing scan files on media

 $\Rightarrow$  See Scan for details.

# Embedding text information in scanned files

⇒ See Scan for details.

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

 $\Rightarrow$  See Copy/ Document Server for details.

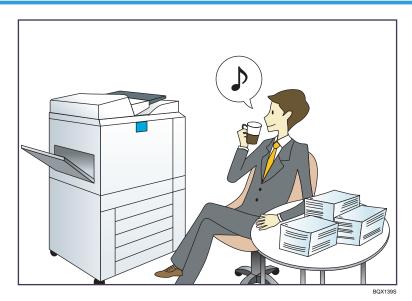
# I Want to Register Destinations



# Using the control panel to register destinations in the Address Book

⇒ See Scan for details.

# I Want to Operate the Machine More Effectively



# Registering and using frequently-used settings (Program)

⇒ page 181 "Registering Functions in a Program"

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

 $\Rightarrow$  page 192 "Changing the Default Functions of the Initial Screen"

# Registering frequently-used printing settings to the printer driver

 $\Rightarrow$  See Print for details.

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

 $\Rightarrow$  See Print for details.

# Adding shortcuts to frequently used programs

 $\Rightarrow$  page 195 "Adding lcons to the [Home] Screen"

### Changing the order of the function and shortcut icons

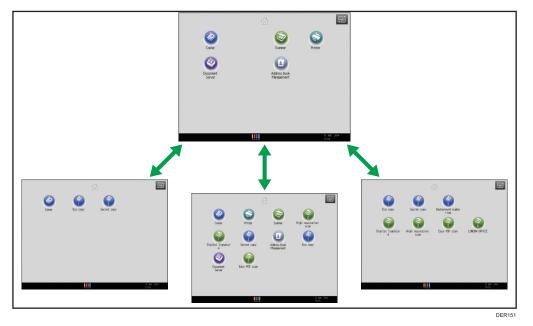
⇒ page 198 "Changing the Order of Icons on the [Home] Screen"

# What You Can Do with This Machine

This section describes the features of this machine.

# You Can Customize the [Home] Screen

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

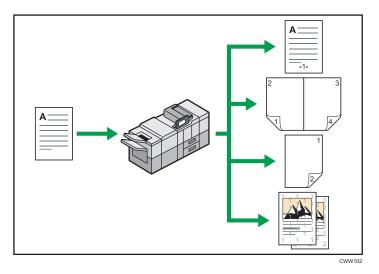


- You can add shortcuts to often used programs to the [Home] screen. The programs can be recalled easily by pressing the shortcut icons.
- You can display only the icons of functions and shortcuts that you use.
- You can change the order of the function and shortcut icons.

# Reference

- For details about the features on the [Home] screen, see page 46 "How to Use the [Top] Screen and the [Home] Screen".
- For details about how to customize the [Home] screen, see page 194 "Types of [Home] Screens and How to Customize Them".

# You Can Make Copies Using Various Functions



• You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.

 $\Rightarrow$  See Copy/ Document Server for details.

• You can print stamps on copies. Stamps can include background numbers, scanned images, dates, page numbers, and texts.

 $\Rightarrow$  See Copy/ Document Server for details.

- You can adjust the color tones and image quality of your copies.
  - ⇒ For details about a color adjustment, see Copy/ Document Server.
  - ⇒ For details about an image adjustment, see Copy/ Document Server.
- You can reduce or enlarge the copy image. Auto Reduce / Enlarge function enables the machine to detect the original size automatically. Also, it enables the machine to select an appropriate reproduction ratio based on the paper size you specify. If the orientation of the original is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees to match it with the copy paper.
  - $\Rightarrow$  See Copy/ Document Server for details.
- Copier functions such as Duplex, Combine, Booklet, and Magazine allow you to save on paper by copying multiple pages onto single sheets.
  - $\Rightarrow$  For details about duplex copying, see Copy/ Document Server.
  - $\Rightarrow$  For details about combined copying, see Copy/ Document Server.
  - $\Rightarrow$  For details about the booklet and magazine functions, see Copy/ Document Server.
- You can copy onto various types of paper such as envelopes and transparencies.
  - $\Rightarrow$  See Copy/ Document Server for details.

• The finisher allows you to sort, staple, and punch holes in your copies.

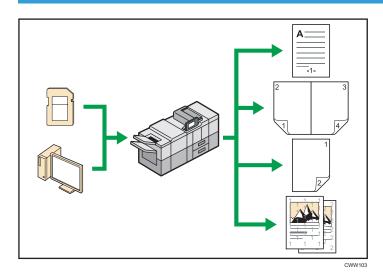
⇒ See Copy/ Document Server for details.

• The multi-folding unit allows you to fold your copies.

 $\Rightarrow$  See Copy/ Document Server for details.

- The ring binder allows you to bind your copies with a ring comb.
  - $\Rightarrow$  See Copy/ Document Server for details.
- The perfect binder allows you to apply adhesive to the spine of gathered pages to bind them in a booklet.
  - $\Rightarrow$  See Copy/ Document Server for details.

# You Can Print Data Using Various Functions



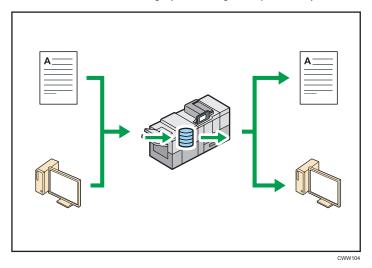
- This machine supports network and local connections.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.
  - $\Rightarrow$  See Print for details.
- The finisher allows you to staple and punch holes in your prints.
  - ⇒ For details about stapling, see Print.
  - ⇒ For details about punching, see Print.
- The multi-folding unit allows you to fold your prints.
  - $\Rightarrow$  See Print for details.
- The ring binder allows you to bind your prints with a ring comb.

⇒ See Print for details.

- The perfect binder allows you to apply adhesive to the spine of gathered pages to bind them in a booklet.
  - $\Rightarrow$  See Print for details.
- You can print files stored on a removable memory device and specify print conditions such as print quality and print size.
  - $\Rightarrow$  See Print for details.

# You Can Utilize Stored Documents

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

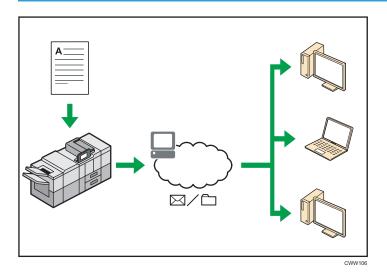


• You can retrieve stored documents scanned in scanner mode to your computer.

# Reference

- For details about how to use the Document Server, see Copy/ Document Server.
- For details about the Document Server in copier mode, see Copy/ Document Server.
- For details about the Document Server in printer mode, see Print.
- For details about the Document Server in scanner mode, see Scan.

# You Can Use the Scanner in a Network Environment

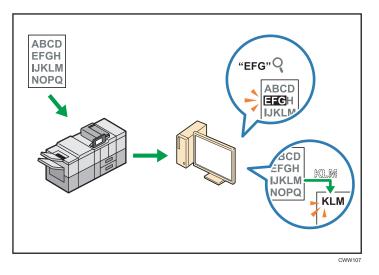


- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
   ⇒ See Scan for details.
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
   ⇒ See Scan for details.
- You can use Web Services on Devices (WSD) to send scan files to a client computer.
  - $\Rightarrow$  See Scan for details.

# You Can Embed Text Information in Scanned Files

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

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

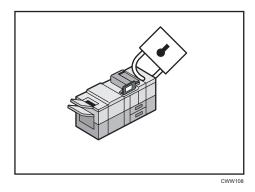


- To use this function, the OCR unit is required.
- You can select a file type from [PDF], [High Compression PDF], or [PDF/A].
- This function can optically recognize characters in various languages and up to approximately 40,000 characters a page.

### Reference

• See Scan for details.

# You Can Prevent Information Leakage (Security Functions)



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

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

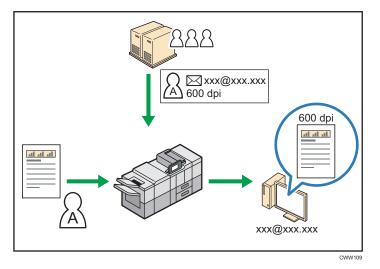
# Reference

• See Security Guide.

# You Can Centrally Control Scan Conditions and Distribution

You can use the distributed scan management (DSM) system in Windows Server 2008 R2/2012 to manage the destinations and scan settings for each individual user in a group and to use the information when distributing scanned data.

You can also use this system to centrally manage information about people using the network and the machine's scanner functions. Both delivered files and user information can be controlled.



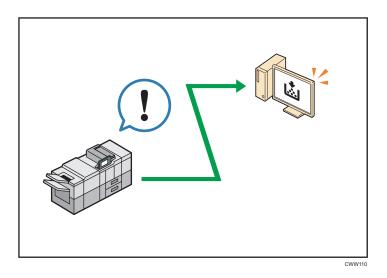
• You must set up and configure a Windows server to use the distributed scan management system. This system is supported by Windows Server 2008 R2 or later.

# Reference

• For details about how to deliver files using the distributed scan management system, see Scan.

# You Can Monitor and Set the Machine Using a Computer

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



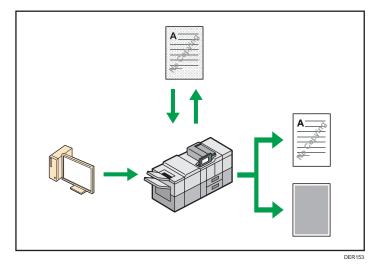
You can check which tray is running out of paper, register information in the Address Book, specify the network settings, configure and change the system settings, manage jobs, print the job history, and configure the authentication settings.

# Reference

- See Connecting the Machine/ System Settings for details.
- See Web Image Monitor Help.

# You Can Prevent Unauthorized Copying

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



Using the printer driver, you can embed a pattern in the printed document. If the document is
copied on a machine with the Copy Data Security unit, protected pages are grayed out in the
copy. This can minimize the risk of confidential information being copied. If a document protected
by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security
unit, the machine beeps to notify users that unauthorized copying is being attempted.

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

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

# Reference

- For details, see the printer driver Help and Security Guide.
- For details about this function in the printer mode, see Print.

1. Easy Search

# 2. Getting Started

This chapter describes preparations for using the machine, operating instructions, and character input methods.

# **Overview of This Machine**

# Names of Major Features

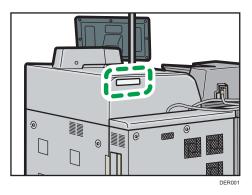
In this manual, major features of the machine are referred to as follows:

- Auto Document Feeder → ADF
- Multi Bypass Tray BY5010 → Multi bypass tray (Tray A)
- Wide Large Capacity Tray → Wide LCT (in this manual, "wide LCT" refers to the three-tray wide LCT and the two-tray wide LCT)
- LCIT RT5090 → Three-tray wide Large Capacity Tray (Three-tray wide LCT)
- Vacuum Feed LCIT RT5100 → Two-tray wide Large Capacity Tray (Two-tray wide LCT)
- Multi-Folding Unit FD5020 → Multi-folding unit
- Decurl Unit DU5040 → Decurl unit
- Buffer Pass Unit Type S3 → Buffer pass unit
- Ring Binder RB5020 → Ring binder
- High Capacity Stacker SK5030 → High capacity stacker
- Trimmer Unit TR5040 → Trimmer
- Cover Interposer Tray CI5030 → Interposer
- Perfect Binder GB5010 → Perfect binder
- Tab Sheet Holder Type 3260 → Tab sheet holder

# **Model-Specific Information**

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

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



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

(mainly Europe and Asia)

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

- CODE XXXX -27, -29, -67
- 220-240 V

Region B (mainly North America)

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

- CODE XXXX -17, -57
- 208-240 V

### Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.
- If your machine is a Region A model and "CODE XXXX -27, -67" is printed on the label, see
   "

   Region A (mainly Europe)" also.

# **Functions Requiring Optional Configurations**

• Copier mode

Function	Option
Copying from the multi bypass tray (Tray A)	<ul> <li>One of the following combinations of options is required:</li> <li>Multi bypass tray (Tray A) and three-tray wide LCT</li> <li>Multi bypass tray (Tray A) and two-tray wide LCT</li> </ul>
Copying onto tab stock	One of the following options is required: • Tab Sheet Holder • Multi bypass tray (Tray A) • Three-tray wide LCT • Two-tray wide LCT
<ul><li>Shift Sort</li><li>Stack</li></ul>	One of the following options is required: • Finisher SR5050 • Booklet Finisher SR5060 • High Capacity Stacker
Staple	One of the following options is required: • Finisher SR5050 • Booklet Finisher SR5060
Staple (Center)	Booklet Finisher SR5060
Punch	One of the following combinations of options is required: • Finisher SR5050 and punch unit • Booklet Finisher SR5060 and punch unit
<ul> <li>Z-fold</li> <li>Letter Fold-out</li> <li>Letter Fold-in</li> <li>Double Parallel Fold</li> <li>Gate Fold</li> </ul>	One of the following combinations of options is required: • Finisher SR5050 and multi-folding unit • Booklet Finisher SR5060 and multi- folding unit

Function	Option
Half Fold	One of the following combinations of options is required:
	Booklet Finisher SR5060
	• Finisher SR5050 and multi-folding unit
Fore Edge Cut	Booklet Finisher SR5060 and trimmer
Perfect Binding	Perfect binder
Ring Binding	Ring binder

• Printer mode

Function	Option
Printing from the multi bypass tray (Tray A)	<ul> <li>One of the following combinations of options is required:</li> <li>Multi bypass tray (Tray A) and three-tray wide LCT</li> <li>Multi bypass tray (Tray A) and two-tray wide LCT</li> </ul>
<ul><li>Staple</li><li>Shift Collate</li></ul>	One of the following options is required: • Finisher SR5050 • Booklet Finisher SR5060
Printing onto tab stock	One of the following options is required: • Tab Sheet Holder • Multi bypass tray (Tray A) • Three-tray wide LCT • Two-tray wide LCT
Punch	One of the following combinations of options is required: • Finisher SR5050 and punch unit • Booklet Finisher SR5060 and punch unit

Function	Option
<ul> <li>Z-fold</li> <li>Letter Fold-out</li> <li>Letter Fold-in</li> <li>Double Parallel Fold</li> <li>Gate Fold</li> </ul>	One of the following combinations of options is required: • Finisher SR5050 and multi-folding unit • Booklet Finisher SR5060 and multi- folding unit
Half Fold	One of the following combinations of options is required: • Booklet Finisher SR5060 • Finisher SR5050 and multi-folding unit
Perfect Binding	Perfect binder
Ring Binding	Ring binder
Fore Edge Cut	Booklet Finisher SR5060 and trimmer
<ul> <li>PostScript 3</li> <li>Preventing unauthorized copies</li> <li>Data security for copying function</li> </ul>	PostScript 3 unit

• Scanner mode

Function	Option
Searchable PDF	OCR unit

• Others

Function	Option
NetWare functions	SD card for NetWare printing

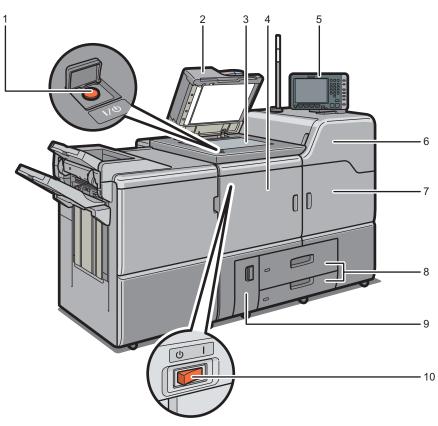
2

# **Guide to Names and Functions of Components**

# 

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

### Front and left view



#### 1. Main power switch

To operate the machine, the main power switch must be on. If it is off, open the main power switch's cover and turn the switch on.

DER003

# 2. ADF

Lower the ADF over originals placed on the exposure glass.

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.

### 3. Exposure glass

Place originals face down here.

### 4. Front left cover

Open to remove paper jams or turn on/off the AC power switch.

### 5. Control panel

See page 39 "Guide to the Names and Functions of the Machine's Control Panel".

### 6. Front upper right cover

Open to change toner cartridges.

### 7. Front right cover

Open to remove paper jams.

### 8. Paper trays (Trays 1–2)

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.

An indicator on the front left side of the tray lights while paper is feeding.

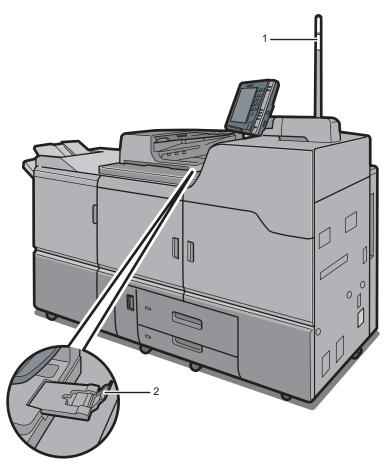
### 9. Front lower left cover

Open to replace the waste toner bottle.

### 10. AC power switch

Press to completely turn off the power of the machine. The AC power switch must be kept on in normal use. The switch is inside the front left cover. For details, see page 215 "Dos and Don'ts".

# Front and right view



DER004

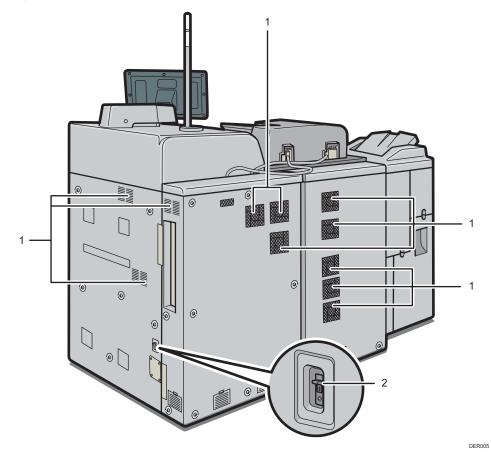
# 1. Attention light

See page 30 "Guide to Functions of the Attention Light".

### 2. ADF's extender

Pull this extender to support large paper.

### Rear and right view



### 1. Vents

Prevent overheating.

# 2. Earth leakage breaker

Protects users from electric shock. For details about checking the earth leakage breaker, see page 234 "Checking the Earth Leakage Breakers".

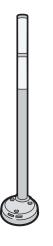
# • Note

- If you perform a large amount of print jobs in a high-temperature environment, the print jobs may be suspended and the machine's inner fans near the vents continue running to cool the machine.
- The fan inside the machine near the vents may continue running to cool the machine after a large print job.

# Guide to Functions of the Attention Light

### Coloritant 🗋

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



CUV121

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

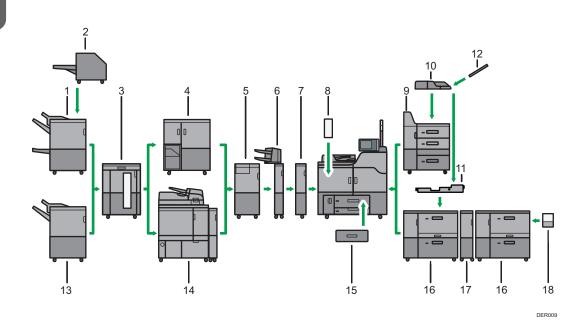
The colors of the lamp and their meanings are as follows:

Lamp	Status
The bottom lamp lights blue.	Printing
The bottom lamp flashes blue.	• Scanning
	• Data in
The top lamp lights red.	Error occurred
	(Example)
	• When the service call message appears
	• Paper jam
	Out of paper
	Out of toner
	Memory overflow
	Read the message on the display panel, and then take appropriate action. For details, see "When Messages Appear", Troubleshooting.

Lamp	Status
The top lamp flashes yellow.	Warning (Example) • Toner has nearly run out. • Waste toner bottle is nearly full. Read the message on the display panel, and then take appropriate action. For details, see "When Messages Appear", Troubleshooting.

# Guide to Functions of the Machine's Options

# Guide to Functions of the Machine's External Options



### 1. Booklet Finisher SR5060

Sorts, stacks, and staples multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray
- Finisher booklet tray

Copies can be punched if the optional punch unit is installed on the finisher.

### 2. Trimmer

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

### 3. High capacity stacker

Consists of the following paper trays:

- Stacker upper tray
- Stacker tray

The stacker upper tray can hold up to 250 sheets of paper, and stacker tray can hold up to 5,000 sheets of paper. You can connect up to two high capacity stackers.

### 4. Ring binder

Binds sheets of paper with a ring comb.

### 5. Multi-folding unit

Applies the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Zfold.

#### 6. Interposer

Inserts cover or slip sheets into copied or printed paper.

### 7. Buffer pass unit

Cools copies or prints.

### 8. Decurl unit

Flattens curls from sheets to prevent paper jams.

#### 9. Three-tray wide LCT

Holds up to 4,400 sheets of paper. You can load paper whose sizes are up to SRA3 or  $13 \times 19^{1}/_{5}$ .

#### 10. Multi bypass tray (Tray A)

Holds up to 500 sheets of paper.

### 11. Multi bypass attachment kit

Attaches the multi bypass tray (Tray A) to the two-tray wide LCT.

### 12. Banner sheet tray of multi bypass tray (Tray A)

Allows you to load large-sized paper in the multi bypass tray (Tray A).

#### 13. Finisher SR5050

Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray

Copies can be punched if the optional punch unit is installed on the finisher.

### 14. Perfect binder

Applies adhesive to the spine of gathered pages to bind them in a booklet.

#### 15. A3/11 × 17 tray unit

You can load A3,  $11 \times 17$  or larger size paper in Tray 1 using this unit. If you install the A3/11 × 17 tray unit on your machine, you cannot use it as a tandem tray.

An indicator on the front left side of the tray lights while paper is feeding.

### 16. Two-tray wide LCT

Holds up to 4,800 sheets of paper. You can load paper whose sizes are up to SRA3 or  $13 \times 19^{1}/_{5}$ . You can connect up to three two-tray wide LCTs.

#### 17. Bridge unit of two-tray wide LCT

Connects a two-tray wide LCT to an additional two-tray wide LCT.

### 18. Banner sheet tray of two-tray wide LCT

Allows you to load large-sized paper in the two-tray wide LCT.

### 🕹 Note

• You cannot install multiple finishers simultaneously.

2

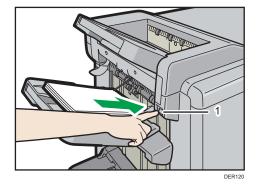
- You cannot install the three-tray wide LCT and the two-tray wide LCT simultaneously.
- If you have connected two high capacity stackers, you cannot install the multi-folding unit, the ring binder, or the perfect binder.
- You can install the multi-folding unit only if either Finisher SR5050 or Booklet Finisher SR5060 is installed.
- You can install the ring binder or the perfect binder only if one of the following options is installed: Finisher SR5050, Booklet Finisher SR5060, or the high capacity stacker.
- You can install the trimmer only if Booklet Finisher SR5060 is installed.
- You can install the high capacity stacker only if the decurl unit is installed.
- You cannot install the ring binder and perfect binder simultaneously.
- The multi bypass tray (Tray A) can be attached only if either the three-tray wide LCT or the two-tray wide LCT is installed. However, you can attach the multi bypass tray (Tray A) to the two-tray wide LCT only if the multi bypass attachment kit is installed.

# Removing prints from finisher during printing

This section describes how to suspend a large copy or print job when using the finisher.

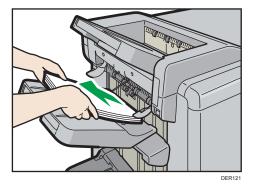
Depending on the image you are copying or printing, prints might not stack properly. If this happens, suspend the job, remove the prints and then restart the job.

1. Press the [Suspend / Resume] key.



1. [Suspend / Resume] key

2. Remove the stack of paper from the finisher shift tray.



3. Press the [Suspend / Resume] key to restart the print.

#### Vote

• You can suspend copying or printing only when the finisher shift tray is selected as the output tray.

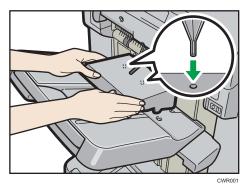
#### When using the Z-fold function

To use the Z-fold function, you must attach the Z-fold support tray.

#### Finisher SR5050 and Booklet Finisher SR5060

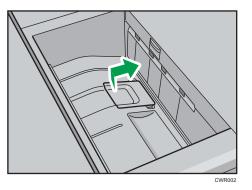
• Finisher shift tray

Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.

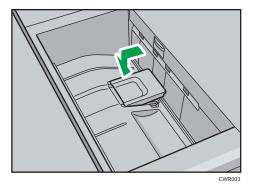


#### Multi-folding unit

1. Lift up and slide the Z-fold support tray for multi-folding unit to the right, and then set it in place.

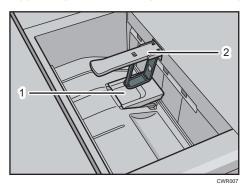


When you have finished using the Z-fold support tray for multi-folding unit, lift it up and slide the tray to the left, and then lower it.

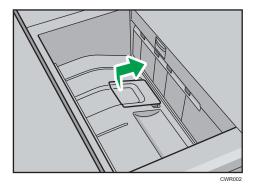


#### When using the Letter Fold-out function

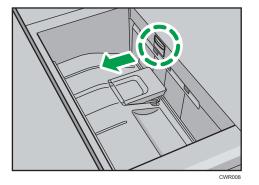
To use the Letter Fold-out function and the Multi-sheet Fold function at the same time, install the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out.



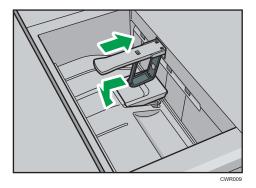
- 1. Z-fold support tray for multi-folding unit
- 2. Output holding unit for letter fold-out
- 1. Lift up and slide the Z-fold support tray for multi-folding unit to the right, and then set it in place.



2. Pull out the output holding unit for letter fold-out.



When you have finished using the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out, return each to their previous positions.



### Guide to Functions of the Machine's Internal Options/Option Controller

• OCR unit

Allows you to use the searchable PDF function.

• PostScript 3 unit

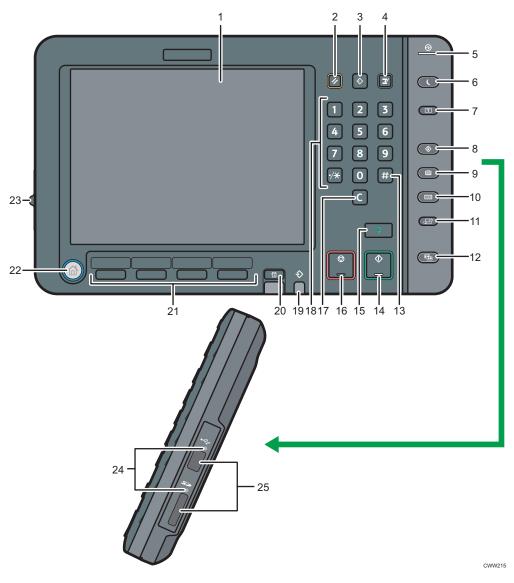
Allows you to print by Adobe PostScript 3 printer driver.

Color controller

Allows you to print by Fiery controller.

• SD card for NetWare printing This card is needed when using a NetWare server.

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



#### 1. Display panel

Displays keys for each function, operation status, or messages. See page 54 "How to Use the Screens on the Control Panel".

#### 2. [Reset] key

Press to clear the current settings.

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

- Press to register frequently used settings, or to recall registered settings.
   See page 181 "Registering Frequently Used Functions".
- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the main power switch is turned on.

See page 192 "Changing the Default Functions of the Initial Screen".

#### 4. [Interrupt] key

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

#### 5. Main power indicator

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

#### 6. [Energy Saver] key

Press to switch to and from Low Power mode or Sleep mode. See page 85 "Saving Energy".

When the machine is in Low Power mode, the [Energy Saver] key is lit. In Sleep mode, the [Energy Saver] key flashes slowly.

#### 7. [Login/Logout] key

Press to log in or log out.

#### 8. [User Tools] key

Press to change the default settings to meet your requirements. See "Accessing User Tools", Connecting the Machine/ System Settings.

You can find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See page 237 "Checking Inquiry using the User Tools".

#### 9. [Paper Setting] key

Specify settings for the paper tray. See Paper Settings.

#### 10. [Counter] key

Press to check or print the counter value. See page 237 "Counter".

#### 11. [Language] key

Press to change the language of the display. See page 75 "Changing the Display Language".

#### 12. [Simple Screen] key

Press to switch to the simple screen. See page 74 "Switching Screen Patterns".

#### 13. [#] key (Enter key)

Press to confirm values entered or items specified.

#### 14. [Start] key

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

#### 15. [Sample Copy] key

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

#### 16. [Stop] key

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

#### 17. [Clear] key

Press to delete a number entered.

#### 18. Number keys

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

#### 19. Data In indicator (printer mode)

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

#### 20. [Check Status] key

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

#### 21. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions and programs. For details, see page 51 "Configuring function keys".

#### 22. [Home] key

Press to display the [Home] screen. For details, see page 46 "How to Use the [Top] Screen and the [Home] Screen".

#### 23. Screen brightness slider

Adjusts display panel brightness.

#### 24. Media access lamp

Lights up when a memory storage device is inserted in the media slot.

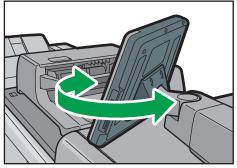
#### 25. Media slots

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

### Adjusting the Angle of the Control Panel

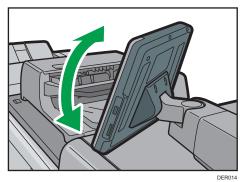
To improve usability, you can adjust the angle of the control panel.

1. Position the control panel at the horizontal angle that you require.



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2. Position the control panel at the vertical angle that you require.



## Inserting/Removing a Memory Storage Device

## 

• Keep SD cards or USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.

#### 🔁 Important

- Do not turn off the main power switch while the machine is saving data to a memory storage device. Doing so may damage the device. If you turned off the main power switch while data was being saved, be sure to check whether the data in your device was saved correctly.
- USB flash memory device and SD cards are supported for direct printing. However, certain types
  of USB flash memory device and SD cards cannot be used. For details, contact your sales or
  service representative.
- This machine supports FAT16 or FAT32 format USB flash memory device and SD cards. Other forms of memory storage device are not compatible.
- This machine does not support the use of external USB hubs or SD card readers.
- If a memory storage device is being accessed, do not disconnect it and do not turn off the machine.
   Doing so can damage the memory device and corrupt its data.
- If the machine is turned off or the memory storage device is removed while data is being accessed, check that the data stored on it is not corrupted.
- It is possible that any data stored in the memory storage device will be damaged or lost by user error during operation or software error. Be sure to back up of all data beforehand. The manufacturer shall not be liable to you for damages or loss of any data produced by using this function.

#### Note

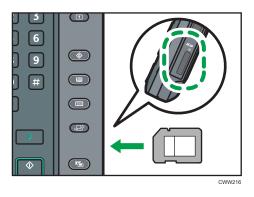
- If the media access lamp does not light when a memory storage device is pushed into the media slot, do the following:
  - Reinsert the memory storage device.
  - The memory storage device may be broken. Contact the shop where you bought it.

#### Inserting an SD Card

#### 🔁 Important

- This machine supports SD or SDHC memory cards with a maximum capacity of 32GB. SDXC memory card cannot be used.
- Insert only an SD card into the SD card slot; do not insert any other object. Doing so may cause a malfunction.

1. Align the SD card in the correct direction, and then push it straight into the media slot until it clicks.



When it is inserted correctly, the media access lamp beside the media slot lights.

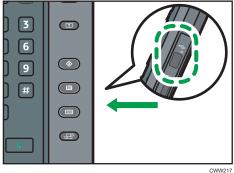
#### Note

• The media access lamp flashes when the SD card is being accessed.

#### Inserting a USB Flash Memory Device

#### 🔁 Important

- Certain types of USB flash memory device cannot be used.
- Do not use a USB extension cable to connect a USB flash memory device to the machine. Insert the USB flash memory device directly into the media slot.
- USB flash memory device with password protection or other security features might not be compatible with this machine.
- Connect only USB flash memory device to the USB slot; do not connect any other type of USB device. Doing so may cause a malfunction.
- 1. Align the USB flash memory device in the correct direction, and then push it straight into the media slot.



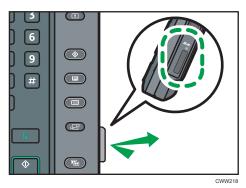
When it is inserted correctly, the media access lamp beside the media slot lights.

Vote

• The media access lamp lights up and remains lit as long as a USB flash memory device is inserted.

#### Removing an SD Card

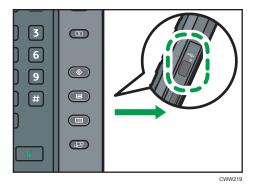
- 1. Make sure the media access lamp is not flashing.
- 2. Push and release the SD card.



3. Pinch the SD card, and then pull it carefully out of the slot.

### Removing a USB Flash Memory Device

1. Pull the USB flash memory device carefully out of the slot.



## **Changing Modes**

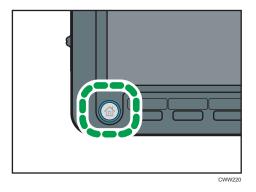
#### Vote

- You cannot switch modes in any of the following situations:
  - While scanning an original using the scanner function
  - When accessing User Tools / Inquiry
  - During interrupt copying
- The [Top] screen is set as the default screen when the machine is turned on. You can change this
  default setting under Function Priority. See "System Settings", Connecting the Machine/ System
  Settings.

#### Displaying the [Home] Screen

1. Press the [Home] key.

If the [Home] screen does not appear, press the 🔜 icon at the upper right corner of the screen to switch to the menu screen.



#### Note

- Function or shortcut icons will be displayed on the [Home] screen. For details, see page 46 "How to Use the [Top] Screen and the [Home] Screen".
- To use a different function, press the icon of the function you want to use. For details, see page 49 "Changing Modes by Pressing the Icons on the [Home] Screen".

#### How to Use the [Top] Screen and the [Home] Screen

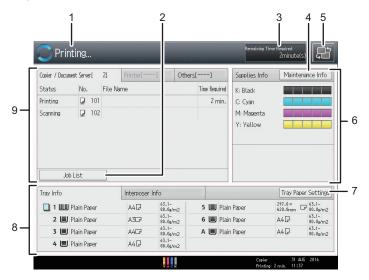
The [Top] screen is displayed when the machine is turned on.

Using the [Top] screen, you can check the job list, toner status, and paper status.

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

You can add shortcuts to frequently used programs to the [Home] screen. The program shortcuts appear on the [Home] screen. The programs can be recalled easily by pressing the shortcuts.

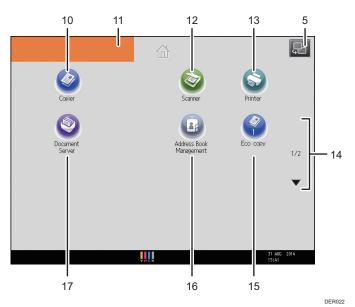
To display the [Home] screen, press the [Home] key. If the [Home] screen does not appear, press the 📰 icon at the upper right corner of the screen to switch to the menu screen.



#### [Top] screen



#### [Home] screen



#### 1. Operational status and messages

Displays operational status and messages.

#### 2. [Job List]

Press to display the [Current Job] tab on the [Check Status] screen.

#### 3. Estimated time

Indicated by the time estimated to complete the job at the top of the currently displayed job list.

#### 4. [Maintenance Info]

Press to display the [Maintnc./Inquiry/Mach. Info] tab on the [Check Status] screen.

#### 5. Switch screens

Press to switch between the [Home] screen and the [Top] screen.

#### 6. [Supplies Info]

Displays the information about supplies, such as the remaining amount of toner.

#### 7. [Tray Paper Settings]

Press to display the [Tray Paper Settings] screen.

#### 8. [Tray Info]/[Interposer Info]

Displays the status of the paper trays and the interposer.

#### 9. [Job List]

Displays current and pending jobs.

#### 10. [Copier]

Press to make copies.

For details about how to use the copy function, see Copy/ Document Server.

#### 11. Home screen image

You can display an image on the [Home] screen, such as a corporate logo. To change the image, see page 201 "Displaying an Image on the [Home] Screen".

#### 12. [Scanner]

Press to scan originals and save images as files.

For details about how to use the scanner function, see Scan.

#### 13. [Printer]

Press to make settings for using the machine as a printer.

For details about how to make settings for the printer function, see Print.

#### 14. ▲/▼

Press to switch pages when the icons are not displayed on 1 page.

#### 15. Shortcut icon

You can add shortcuts to programs to the [Home] screen. For details about how to register shortcuts, see page 195 "Adding Icons to the [Home] Screen". The program number appears on the bottom of the shortcut icon. For details about examples of shortcuts that you can program, see page 183 "Example of programs".

#### 16. [Address Book Management]

Press to display the Address Book.

2

For details about how to use the Address Book, see "Address Book", Connecting the Machine/ System Settings.

#### 17. [Document Server]

Press to store or print documents on the machine's hard disk.

For details about how to use the Document Server function, see Copy/ Document Server.

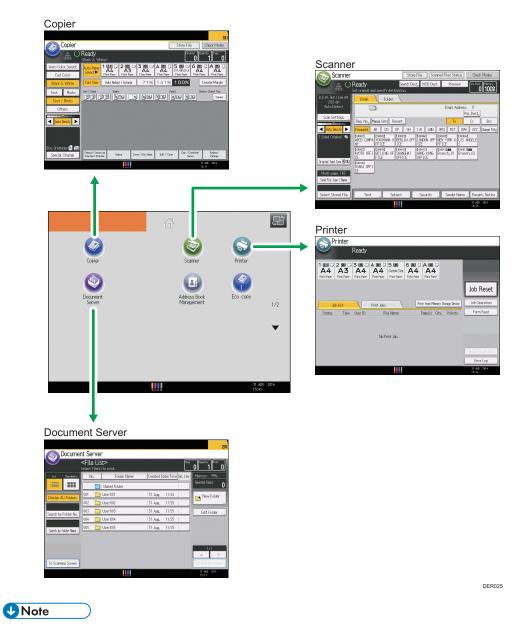
#### Vote

- When an embedded software application is installed, a function icon for the application is displayed on the [Home] screen.
- You can change the order of icons. For details, see page 198 "Changing the Order of Icons on the [Home] Screen".
- On the simple screen, up to 8 icons are displayed on each page. Letters and keys are displayed in a larger size, making operations easier. On the standard screen, up to 16 icons are displayed on each page. For details, see page 74 "Switching Screen Patterns".

#### Changing Modes by Pressing the Icons on the [Home] Screen

🔁 Important

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



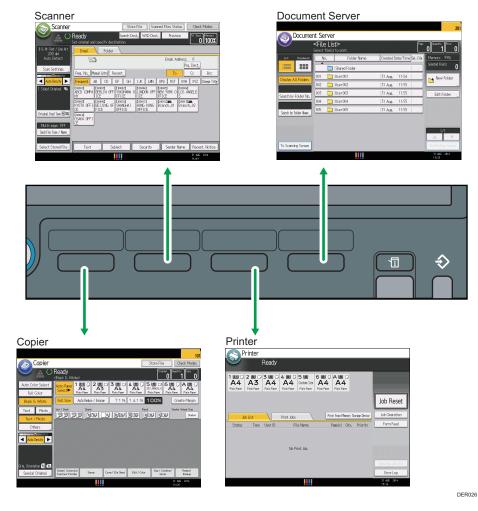
- For details about how to read the [Home] screen, see page 46 "How to Use the [Top] Screen and the [Home] Screen".
- For details about how to read the screen of each function, see page 54 "How to Use the Screens on the Control Panel".

#### Changing Modes by Pressing the Function Keys

You can change modes by pressing the function keys on the bottom left of the control panel.

No functions are registered to the function keys as a factory default. You can register often used functions and programs. For details, see page 51 "Configuring function keys".

The illustration below is an example of some of the functions that can be registered.

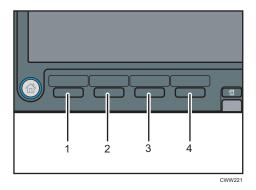


Note

• For details about how to read the screen of each function, see page 54 "How to Use the Screens on the Control Panel".

#### **Configuring function keys**

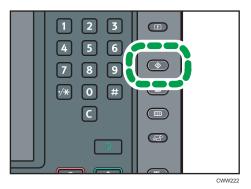
Functions, programs, etc., can be assigned to the function keys as desired.



- 1. Function Key 1
- 2. Function Key 2
- 3. Function Key 3
- 4. Function Key 4

#### Functions that can be assigned to function keys:

- Copier
- Document Server
- Printer
- Scanner
- Embedded software applications
- Programs registered from the copy or scanner functions
- Color controller
- 1. Press the [User Tools] key.



- 2. Press [System Settings].
- 3. Make sure the [General Features] tab is selected.
- 4. Press [Function Key Allocation].

- 5. Select [Function Key 1], [Function Key 2], [Function Key 3], or [Function Key 4] which you want to assign to a function to.
- 6. Select a function, and then press [OK].

To cancel a function that has been assigned, select [Do not Allocate], and then press [OK].

7. Press the [User Tools] key.

#### Note

- Only 1 function can be assigned to a function key.
- The same function or program cannot be assigned to more than one function key.
- These settings can also be configured from Web Image Monitor. For details, see Web Image Monitor Help.
- For details about how to make a program, see page 181 "Registering Functions in a Program".

#### System Reset

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For details about Function Priority, see "System Settings", Connecting the Machine/ System Settings.

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

## How to Use the Screens on the Control Panel

The display panel shows the operation status, messages, and function menus.

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

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

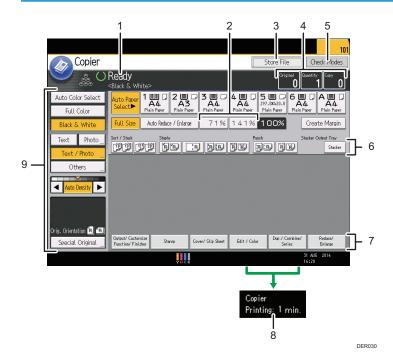
#### C Important

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

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

The [Top] screen, the [Home] screen, and the screen of each function may differ depending on the optional units that are installed.

#### How to Use the [Copier] Screen



#### 1. Operational status and messages

Displays operational status and messages.

#### 2. Frequently used reduce/enlarge ratios

You can register up to two frequently used reduce/enlarge ratios other than the preset ratios under [Reproduction Ratio] in the User Tools menu. For details, see "Reproduction Ratio", Copy/ Document Server.

#### 3. [Store File]

Allows you to store documents in the Document Server.

#### 4. Original, Quantity, and Copy

Displays the numbers of originals scanned, copies set, and copies made.

#### 5. [Check Modes]

Press the key to confirm the current settings.

#### 6. Sort, Stack, Staple, Punch, and Fold functions

Displays settings that can be selected for sorting, stacking, stapling, punching, and folding copies.

You can register frequently used staple, punch, and fold functions under [Input / Output] in the User Tools menu. For details, see "Input / Output", Copy/ Document Server.

#### 7. Available functions

Press a function to display its menu. When you select a function, 🛆 is displayed under the key.

#### 8. Estimated time

Displays the estimated time of completion for the printing of a copy job. This time does not change, even if the job is interrupted.

#### 9. Original and scanning settings

Use this area to specify the original type, color mode, image density level, and other settings.

#### How to Use the [Document Server] Screen

You can organize documents stored in the Document Server in folders.

You can view a list of the documents in a folder by touching the folder key.

#### Folder list screen



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#### File list screen

		8	9	
				201
S Documer	nt Server			
	<file list=""> Select file(s) to print.</file>		Page	0 Quantity Print 0
List Thumbnails	Shared Folder		🔁 Up Gne Level	Memory: 99%
	Type User Name	File Name	Date Page Order	Number of Files: 5
Display All	🛛 👶 User 5	COPY0005	31 Aug.   5	Preview
	User4	COPY0004	31 Aug.   5	Edit File
User Name	🛛 🚕 User 3	COPY0003	31 Aug.   5	
	🛛 👶 User 2	COPY0002	31 Aug.   5	Delete File
File Name	🛛 🚴 User 1	C0PY0001	31 Aug.   5	Print Specified Page — 10
				Trees 2 71 Store Sectings
				1/1
To Scanning Screen				To Printing Screen
				31 AUG 2014 16:08
		YHCK		16:00
	11			
				DER032

DER032

#### 1. Operational status and messages

Displays operational status and messages.

#### 2. [No.], [Folder Name], and [Created Date/Time]

Press the item to sort the folders. Select the same item once more for a reverse sort.

#### 3. Page, Quantity, and Print

Displays the number of originals stored in memory, number of sets to be printed, and prints made.

#### 4. [New Folder]

Press to create a new folder.

#### 5. [Edit Folder]

Press to change the folder name or password, or to delete the folder.

#### 6. Folder keys

Press to display the list of stored files in the folder. If a password has been specified for a folder, a lock icon 🛱 appears to the left of the folder name.

#### 7. List and Thumbnails

Displays keys for switching the display between list and thumbnails.

#### 8. [User Name], [File Name], and [Date]

Press the item to sort the files. Select the same item once more for a reverse sort.

#### 9. [Up One Level]

Press to display the list of folders.

#### 10. Operation keys

Press to operate stored files.

If the file you want to select is not displayed in the list, press [▲] or [▼] to scroll the screen.

#### 11. Icons

Displays an icon that indicates the function and color mode used to store the document. If a password has been specified for a file, a lock icon 🛱 appears to the left of the user name for the file.

The following icons appear in the list of the Document Server to indicate the function and color mode used to store a document. On Type 2 and Type 4 machines, a plus sign appears over the color mode icon if a document contains special colors.

Function	lcon
Copier	Ģ
Printer	<u>_</u>

Color mode	lcon
Full color	2
Black and white	Å

#### [Thumbnail] screen

In thumbnail view, reduced versions of the stored documents are displayed. This is useful for checking a document's content on the file list screen.

$\mathbf{>}$	<file list=""> Select file(s) to print.</file>		Papa	0 Quantity Print
List Thurdeoils	Shared Folder		🔁 Up One Level Memory: 999	
	Type User Name	e File Name	Date Page Order	Number of Files: 5
Display All	31 Aug. 16:15	31 Aug. 16:11	31 Aug. 16:10	Preview
User Name				Edit File
	COPY0005	C0PY0004	COPY0003	Print Specified P
File Name	31 Aug. 16:08	31 Aug. 16:02		Keep 2 /1 Sided Set
	COPY000Z	COPY0001		A 3

#### Vote

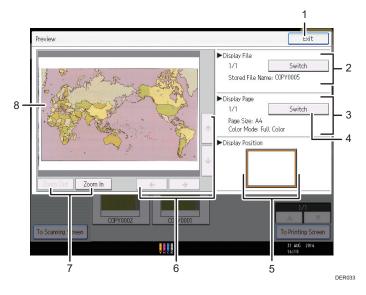
- Some stored documents may not be displayed, depending on the security settings.
- For details about how to check the files stored using the scanner function, see page 66 "[Select Stored File] screen under the scanner function".

#### [Preview] screen under the Document Server function

This section explains the items that appear on the [Preview] screen and how to preview stored documents.

The [Preview] screen denotes the screen that allows confirming contents of the scanned documents.

To preview stored documents, select the documents you want to preview on the file list screen, and then press [Preview].



#### 1. [Exit]

Closes the preview display.

#### 2. Display File

Displays the file name.

If you have selected two or more files for preview, press [Switch] to switch between them.

#### 3. Display Page

Displays the number of the currently displayed page, total number of pages, page size, and color mode.

#### 4. [Switch]

Flips the page of the selected file.

#### 5. Display Position

Indicates the location of the displayed preview image when the image is enlarged.

#### 6. [←][→][↑][↓]

Moves the display area in the direction indicated by the arrow.

#### 7. [Zoom Out] and [Zoom In]

Scales the displayed page down or up.

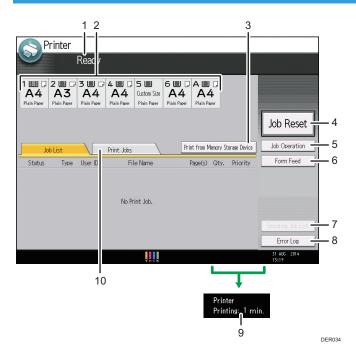
#### 8. Preview image

Displays a preview of scanned documents. Double-tapping the image allows you to enlarge and display it at the original magnification. The position where you tapped the image is displayed in the center of the preview area when the preview image is magnified.

#### Vote

- When the preview is already selected from another function, the preview screen function may become unusable.
- The preview display is also not available when the paper size is larger than A3 or if the image file is corrupt. If the image file is corrupt, store it again.

#### How to Use the [Printer] Screen



#### 1. Operational status or messages

Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

#### 2. Paper tray status indicators

Diplays paper tray settings.

#### 3. [Print from Memory Storage Device]

Press to display the screen for printing files stored on memory storage devices directly.

#### 4. [Job Reset]

Press to cancel the current print job.

If you press it when the Hex Dump is selected, Hex Dump is canceled.

#### 5. [Job Operation]

Press to suspend a job being processed.

#### 6. [Form Feed]

Press to print all the data left in the machine's input buffer.

#### 7. [Spooling Job List]

Press to display spooled jobs.

#### 8. [Error Log]

Press to display the error logs of print jobs sent from a computer.

#### 9. Estimated time until printing completes

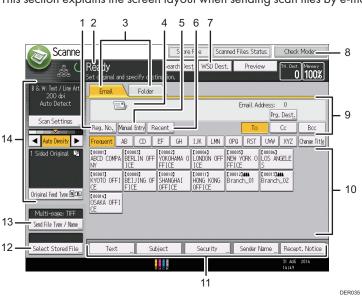
Displays estimated time until printing completes after receiving all data from the computer.

#### 10. [Print Jobs]

Press to display print jobs sent from a computer.

#### How to Use the [Scanner] Screen

#### [Email] screen



This section explains the screen layout when sending scan files by e-mail.

#### 1. [Reg. No.]

Press this key to specify the destination using a five-digit registration number.

#### 2. Operational status and messages

Displays operational status and messages.

#### 3. Email / Folder

Press these tabs to switch between the [Email] screen and [Scan to Folder] screen.

- When frail (Email) is selected, you can specify e-mail destinations.
- When Folder (Folder) is selected, you can specify folder destinations.

Switch the screen also when sending the same files by both e-mail and Scan to Folder.

#### 4. E-mail icon

Indicates that the [Email] screen is displayed.

#### 5. [Manual Entry]

To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears.

#### 6. [Recent]

Press this key to select destinations that have been recently specified using [Manual Entry]. If there are multiple recent destinations, press [▲] or [▼] to scroll through them.

#### 7. Switch screens

Press to switch to the [WSD scanner (Push Type)] screen or the [DSM scanner] screen. If you are using the WSD scanner, [WSD Dest.] appears. If you are using the DSM scanner, [DSM Destination] appears.

#### 8. [Check Modes]

Allows you to confirm the scanning settings.

#### 9. Destination field

The specified destination appears. If more than one destination has been specified, press  $[\bullet]$  or  $[\bullet]$  to scroll through the destinations.

#### 10. Destination list

The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

The (**11**) symbol indicates a group destination.

The ( 🖨 or 🛤) symbol indicates a destination that can receive encrypted e-mail.

#### 11. [Text], [Subject], [Security], [Sender Name], and [Recept. Notice]

Enter the message and specify the subject, security (encryption and a signature), sender, and whether or not to use Message Disposition Notification.

#### 12. [Select Stored File]

Allows you to send the documents stored in the Document Server.

#### 13. [Send File Type / Name]

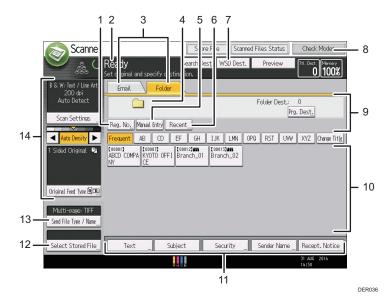
Press to specify settings such as file format and file name.

#### 14. Original and scanning settings

Allows you to specify scan settings and original feed types.

#### [Scan to Folder] screen

This section describes the screen layout when sending scan files by Scan to Folder.



#### 1. [Reg. No.]

Press to specify a destination using a five-digit registration number.

#### 2. Operational status and messages

Displays operational status and messages.

#### 3. Email / Folder

Press to switch between the [Scan to Folder] screen and [Email] screen.

- When Email (Email) is selected, you can specify e-mail destinations.
- When Folder (Folder) is selected, you can specify folder destinations.

Also switch the screen when sending a file simultaneously by both Scan to Folder and e-mail.

#### 4. Scan to Folder icon

Shows that the [Scan to Folder] screen is displayed.

#### 5. [Manual Entry]

To specify destinations not registered in the address book, specify Scan to Folder destinations on the screen displayed by pressing this key.

#### 6. [Recent]

Press this key to select destinations that have been recently specified using [Manual Entry]. If there is more than one recent destination, press [▲] or [▼] to scroll through them.

#### 7. Switch screens

Press to switch to the [WSD scanner (Push Type)] screen or the [DSM scanner] screen. If you are using the WSD scanner, [WSD Dest.] appears. If you are using the DSM scanner, [DSM Destination] appears.

#### 8. [Check Modes]

Allows you to confirm the scanning settings.

#### 9. Destination field

The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

#### 10. Destination list

The list of destinations registered in the machine appears.

If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

The (**\*\*\*\***) symbol indicates a group destination.

#### 11. [Text], [Subject], [Security], [Sender Name], and [Recept. Notice]

Enter the message and specify the subject, e-mail security (encryption and a signature), sender, and whether or not to use Message Disposition Notification. The entries will be used for e-mail transmission when sending files simultaneously by Scan to Folder and e-mail. For details, see "Sending Scanned Documents to a Client Computer", Scan.

#### 12. [Select Stored File]

Allows you to send the documents stored in the Document Server.

#### 13. [Send File Type / Name]

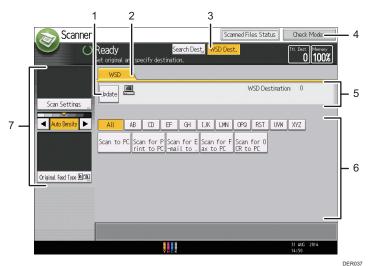
Press to specify settings such as file format and file name.

#### 14. Original and scanning settings

Allows you to specify scan settings and original feed types.

#### [WSD scanner (Push Type)] screen

This section explains the layout of the screen that allows you to send scan files using WSD (Push Type).



#### 1. [Update]

Press this key to update the destination list.

#### 2. WSD

This tab is highlighted whenever the machine is used as a WSD scanner.

#### 3. [WSD Dest.]

Press to switch to the [Email] screen or [Scan to Folder] screen.

#### 4. [Check Modes]

Allows you to confirm the scanning settings.

#### 5. Destination field

The specified destination is displayed here. You can specify only one destination.

#### 6. Destination list

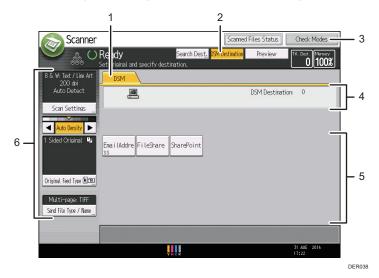
The list of available destinations is displayed here. If all of the destinations cannot be displayed, press [▲] or [▼] to move through the list.

#### 7. Original and scanning settings

Allows you to specify scan settings and original feed types.

#### [DSM scanner] screen

This section explains the layout of the screen that allows you to send scan files using DSM.



#### 1. DSM

This tab is highlighted whenever the machine is used as a DSM scanner.

#### 2. [DSM Destination]

Press to switch to the [Email] screen or [Scan to Folder] screen.

#### 3. [Check Modes]

Allows you to confirm the scanning settings.

#### 4. Destination field

The specified destination is displayed here. You can specify only one destination.

#### 5. Destination list

The list of available destinations is displayed here.

If all of the destinations cannot be displayed, press  $[]{\bullet}]$  or  $[]{\bullet}]$  to move through the list.

#### 6. Original and scanning settings

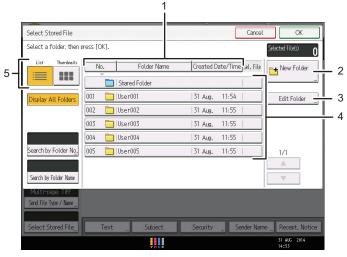
Allows you to specify scan settings and original feed types.

#### [Select Stored File] screen under the scanner function

This section describes how the list of stored files is displayed.

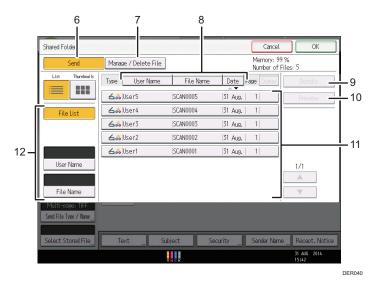
To display stored files, press [Select Stored File] on the initial scanner display. You can organize files stored in folders. You can view a list of the files in a folder by touching the folder key.

#### Folder list screen



DER039

#### File list screen



#### 1. [No.], [Folder Name], and [Created Date/Time]

Press the item to use to sort the folders. Select the same item once more for a reverse sort.

#### 2. [New Folder]

Press to create new folder.

#### 3. [Edit Folder]

Press to change the folder name or password, or to delete the folder.

#### 4. Folder keys

Press to display the list of stored files in the folder. If a password has been specified for a folder, a lock icon (<sup>(1)</sup>) appears to the left of the folder name.

#### 5. List/Thumbnails

You can select whether to display stored files as a list or as thumbnails.

#### 6. [Send]

Press this to deliver or send a stored file by e-mail or Scan to Folder.

#### 7. [Manage / Delete File]

Press this to delete stored files or change the file data.

#### 8. [User Name], [File Name], and [Date]

Press to sort the files using the selected item. Select the same item once more for a reverse sort. However, the files cannot be sorted in reverse delivery.

#### 9. [Details]

Press this to display details about the selected file.

#### 10. [Preview]

Press this to display a preview of the selected file. For details, see "Checking a Stored File Selected from the List", Scan.

#### 11. List of stored files

Displays the list of stored files.

If the file you want to select is not displayed in the list, press [▲] or [▼] to scroll the screen. If a password has been specified for a file, a lock icon (⊕) appears to the left of the user name for the file.

#### 12. Keys for searching for files

Press to switch to the screens for searching for a file by user name or file name, or to the screen for displaying all files.

#### Note

- Depending on the security setting, some files may not appear in the list.
- Files stored under functions other than the scanner function do not appear on this screen.

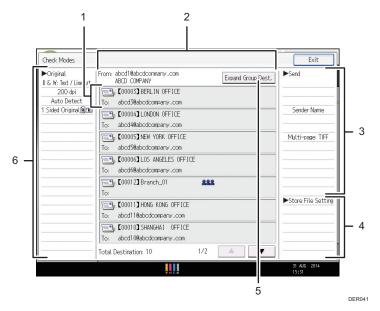
#### [Check Modes] screen under the scanner function

Use the [Check Modes] screen to check scanning and transmission settings.

Pressing [Check Modes] switches the screen from the initial scanner display to the [Check Modes] screen.

Store	File Sca	nned Files S	tatus	Chec	k Modes	
Search Des	t. WSD Des	t. Pre	view	Ttl. Des	t. Memory	
/ destination.						
older						
Email Address: 0						
			Pr	g. Dest <u>,</u>		
y Recent			o	Cc	Bcc	
D EF GH	IJK LMN	OPQ RS	T UVW	XYZ	Change Titl <u>e</u>	
OFF YOKOHAMA O	[00004] LONDON OFF	C000053	0 LOS	ANGELE		
FFICE	ICE	FFICE	S			
[00010]	[00011]	000123455	00013	1455		

#### [Check Modes] screen



#### 1. Transmission function icon

Displays the icon of the transmission function in use.

The (**AAA**) symbol indicates a group destination.

The ( 🖨 or 🖴 ) symbol indicates a destination that can receive encrypted e-mail.

#### 2. Sender and destination

Displays the sender and transmission destinations.

3. Send

Displays transmission settings such as sender and subject.

You can also check the security settings (encryption and signature).

#### 4. Store File Setting

Displays settings for storing documents selected in [Store File].

#### 5. [Expand Group Dest.]

Press to display the members of the group, when a group is specified as the destination.

#### 6. Original

Displays Scan Settings, Original Feed Type, and other scanning settings.

Vote

• While this machine is being used as a WSD scanner, only the settings specified directly on the machine can be displayed.

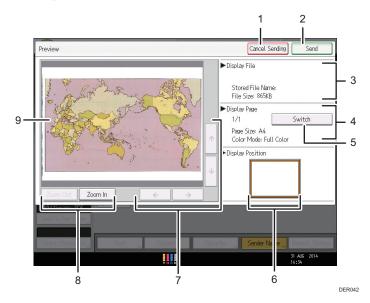
#### [Preview] screen under the scanner function

Use the [Preview] screen to check that originals have been scanned correctly.

This section explains about the [Preview] screen that can be used before sending files by e-mail or Scan to Folder, or the DSM scanner.

Before you start scanning, press [Preview]. If you scan originals while [Preview] is selected, the [Preview] screen appears.

You can start or cancel sending the files after checking the preview and the scan settings used for scanning.



#### 1. [Cancel Sending]

Press to close a preview and interrupt a transmission.

#### 2. [Send]

Press to close a preview and continue a transmission.

#### 3. Display File

Displays a file's name and size.

#### 4. Display Page

Displays the number of the currently displayed page, total number of pages, page size, and color mode.

#### 5. [Switch]

Press to change the page of the scanned original that is displayed.

#### 6. Display Position

Displays the position of an image when enlarged.

#### 7. [←][→][↑][↓]

Press to shift the displayed area.

#### 8. [Zoom Out] and [Zoom In]

Press to reduce or enlarge the displayed preview.

#### 9. Preview image

Displays a preview of scanned documents. Double-tapping the image allows you to enlarge and display it at the original magnification. The position where you tapped the image is displayed in the center of the preview area when the preview image is magnified.

#### Note

- Preview is not available if you are scanning by WSD. View the scanned images on the destination computer instead.
- Preview is not available if a file is scanned using [Store to HDD]. You can view a stored file using the [Preview] screen displayed from the list of stored files. For details about viewing a stored file, see "Checking a Stored File Selected from the List", Scan.
- Preview is not available if you select [High Compression PDF] as the file type.
- Preview might not be displayed if scanning failed or the image file is corrupted. If this is the case, scan the original again.

#### [Scanned Files Status] screen under the scanner function

This section explains items that are displayed and how to display the [Scanned Files Status] screen.

Use the [Scanned Files Status] screen to check e-mail transmission and Scan to Folder results.

Press [Scanned Files Status] to display the [Scanned Files Status] screen.

Store File	Scanned	Files Stat	us	Chec	k Modes
Search Dest, WSD	) Dest.	Previe	W	Ttl. Des	t. Memory
/ destination.					
older					
		Email Ad	ldress:	0	_
			Prg	. Dest.	
v Recent		То		Cc	Bcc
D EF GH IJK L	_MN OP	Q RST	UVW	XYZ	Change Title
OFF YOKOHAMA 0 LONDON FFICE COUNT	OFF NEW FFI	YORK O	[00006] LOS AI S	GELE	
[00010] [00011]	000	123488	[00013]	111	

Up to nine transmission results are displayed at the same time. Press [▲] or [▼] to switch between results.

#### [Scanned Files Status] screen

1 :	23			4		5	6		
									_
Scan 🛪 Files Statu								Exit	
	files stat is is displa	yed.							
Date 'Time	estinatic			Sender		File Na ne	e St tu	IS	
31 Aug. 16:33	🖃 OSAKA OFFICE	+	1	YOKOHAMA	OFFICE	· ·	Waitin	g Cancel •	7
31 Aug. 16:32	🖼 ABCD COMPANY	+	3	YOKOHAMA	OFFICE		Tmsm	ntg. Print List •	8
31 Aug. 16:30	🖽 ABCD COMPANY	+	1	YOKOHAMA	OFFICE		Error		
31 Aug. 16:30	🖽 ABCD COMPANY			YOKOHAMA	OFFICE		Error		
31 Aug. 16:30	≝LONDON OFFICE			YOKOHAMA	OFFICE		Error		
31 Aug. 16:30	BERLIN OFFICE			YOKOHAMA	OFFICE		Error		
31 Aug. 15:51	⊞KYOTO OFFICE			YOKOHAMA	OFFICE	SCAN0005	5 Error	1/2	
31 Aug. 15:33	™NEW YORK OFFICE			YOKOHAMA	OFFICE	SCAN0003	5 Error		<u> </u>
31 Aug. 15:33	≝LONDON OFFICE			YOKOHAMA	OFFICE	SCAN0003	5 Error	▼	ľ
Multi-page: TIFF									
Send File Type / Name									
		_		_		_			
Select Stored File			Sub	ject	Secur	ity "	Sender Name	Recept. Notice	
			ļ	HCK				31 AUG 2014 16:33	
									DER043

#### 1. Date / Time

Displays the time and date transmission was specified by this machine or the time and date when Completed, Error, or Cancelled was confirmed.

#### 2. Transmission function icon

Displays the icon of the transmission function used.

The (2) symbol indicates a destination that can receive encrypted e-mail.

#### 3. Destination

Displays the transmission destination.

If you have selected multiple destinations, the first selected destination is displayed.

Other destinations appear as "+ X" (X indicates the number of destinations.) when sending files by email.

#### 4. Sender

Displays the sender name.

#### 5. File Name

Displays the stored file name of files that are simultaneously sent and stored, or of stored files that are sent.

#### 6. Status

Displays one of the following transmission statuses: Completed, Trnsmtg., Waiting..., Error, or Cancelled.

#### 7. [Cancel]

To cancel transmission, select a file whose status is "Waiting...", and then press [Cancel].

#### 8. [Print List]

Press to print transmission results.

#### 9. [▲]/[▼]

Press to scroll the screen.

#### Vote

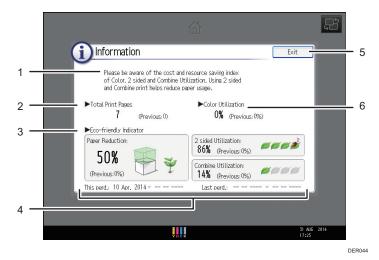
- You cannot check scanner function transmission results in the [Job History] screen. To check transmission results, press [Scanned Files Status].
- Depending on security settings, some transmission results might not be displayed.

#### How to Use the [Information] Screen

To raise awareness of resource conservation, you can configure the machine to display the reduction in paper usage.

The color utilization ratio is also displayed on the [Information] screen.

When user authentication is enabled, the screen is displayed when you log in to the machine. When user authentication is not enabled, the screen is displayed after returning from Low Power mode or Sleep mode or after a system reset. The [Information] screen appears when the power is turned on, regardless of the authentication settings.



#### 1. Message

A message from the administrator is displayed.

#### 2. Total Print Pages

Total number of pages printed in the current count period and the previous count period are displayed.

#### 3. Eco-friendly Indicator

• Paper Reduction:

Shows the amount of paper saved by using the duplex and combine printing functions. The figure indicates the percentage of paper saved from the total of all the paper used. As the percentage

increases the stack of paper decreases and the sprout grows. If the percent is 76% or more, the flower will bloom.

• 2 sided Utilization:

The ratio of 2-sided prints to the total number of prints is displayed.

The higher the ratio is, the more leaves are displayed.

• Combine Utilization:

The ratio of combined prints to the total number of prints is displayed.

The higher the ratio is, the more leaves are displayed.

#### 4. Count periods

The current and previous count periods are displayed.

5. [Exit]

Press this to close the [Information] screen and return to operation.

6. Color Utilization

The ratio of color prints to the total number of prints is displayed.

#### 🖖 Note

- Depending on the machine settings, the [Information] screen may not be displayed. For details, see Security Guide.
- You can also use Web Image Monitor to check the usage status. For details about how to check them, see Web Image Monitor Help.
- Under [Eco-friendly Counter Period / Administrator Message] in [System Settings], you can check "Count Period", "Administrator Message", "Display Information Screen", and "Display Time". Only the administrator can change the settings. For details, see Security Guide.

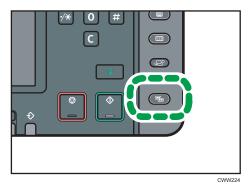
#### Switching Screen Patterns

This section explains how to switch to the simple screen and the keys that are displayed.

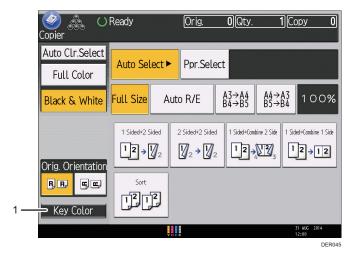
Only the main functions can be used.

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

1. Press the [Simple Screen] key.



This illustration shows the copier function's simple screen.



#### 1. [Key Color]

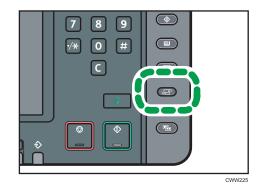
Press to increase screen contrast by changing the color of the keys.

Vote

• To return to the initial display, press the same key used in Step 1.

#### Changing the Display Language

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



1. Press the [Language] key until the language you want to display appears.

#### • Note

- You can register up to five display languages. For details about Select Switchable Languages, see "Administrator Tools", Connecting the Machine/ System Settings.
- Changing the language using the [Language] key will not operate in the following cases:
  - Logging out is being processed
  - The [System Settings] screen is displayed
  - The authentication screen is displayed on the [User Tools / Inquiry] screen
  - The authentication screen is displayed during operating the [Job List] screen

### Logging In the Machine

#### When the Authentication Screen Is Displayed

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

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

#### 🚼 Important

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

#### Note

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

#### User Code Authentication Using the Control Panel

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

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

	• To use the following function(s), enter user code with the Number keys, then press [OK].					
	Clear					
	Auto Select Full Color Black S. White					
J)N	ote					

• To log out, press the [Energy Saver] key after jobs are completed.

#### User Code Authentication Using a Printer Driver

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

Vote

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

#### Logging In Using the Control Panel

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

1. Press [Login].



- 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.

Vote

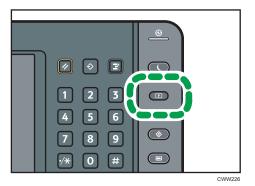
- If authentication fails, the "Authentication has failed." message appears. Check that the Login User Name and Login Password are correct.
- When User Code Authentication is active, a different screen appears. See page 77 "User Code Authentication Using the Control Panel".

#### Logging Out Using the Control Panel

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

#### 🔁 Important

 To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine. 1. Press the [Login/Logout] key.



2. Press [Yes].

#### Auto Logout Function

This machine has an auto logout function.

If the machine is idle for a specified period, the user is automatically logged out.

#### Logging In Using a Printer Driver

Enter your login user name and password as registered in the machine. You need only do this the first time you access the machine.

The procedure is explained using Windows 7 as an example.

- 1. Open the printer properties dialog box, and then click the [Advanced Options] tab.
- 2. Select the [User Authentication] check box.
- **3.** If you want to encrypt the login password, click [Driver Encryption Key...]. If you do not want to encrypt the password, proceed to Step 6.
- 4. Enter the driver encryption key already set on the machine.
- 5. Click [OK] to close the [Driver Encryption Key] dialog box.
- 6. Click [OK] to close the printer properties dialog box.
- 7. From the [Print] window, open the printing preferences dialog box.
- 8. Specify the user authentication setting.

If you are using the PCL 5c printer driver, click the [Valid Access] tab, and then click [Authentications...].

If you are using the PCL 6 printer driver, click the [Detailed Settings] tab, click [Job Setup], and then click [Authentication...] in the [Job Setup] area.

9. Enter a login user name and login password already set on the machine or the server for user authentication.

Be sure to enter the same login user name and login password that is registered on the machine or the server.

If you do not enter a valid login user name and login password, printing will not start.

10. Click [OK] to close the [Authentication] dialog box.

#### 11. Click [OK] to close the printing preferences dialog box.

#### 🕹 Note

- Depending on the application in use, the properties specified in this procedure may not take effect.
- If you log in using the driver, you do not need to log out when you finish.

#### Logging In Using Web Image Monitor

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

- 1. Open a web browser.
- 2. Enter "http://(the machine's IP address or host name)/" in the address bar.
- 3. Click [Login].
- 4. Enter a Login User Name and Login Password, and then click [Login].

Depending on the configuration of your web browser, the login user name and password might be saved. If you do not want to save them, configure your web browser's settings so that this information is not saved.

#### 🕹 Note

- For User Code Authentication, enter a User Code in the [Login User Name] box, and then click [Login].
- The procedure may differ depending on the web browser used.

#### Logging Out Using Web Image Monitor

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

#### 1. Click [Logout].

#### 🖖 Note

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

#### **User Lockout Function**

This machine has a User Lockout function.

If an incorrect password is entered the number of times specified by the administrator, the User Lockout function prevents further login attempts under the same user name.

Even if the locked out user enters the correct password later, authentication will fail and it will not be possible to use the machine.

For details about releasing a locked out user, see Security Guide.

#### Changing the Login Password

You can use alphanumeric characters and symbols when registering login user passwords.

You can register up to 128 single-byte characters.

The passwords are case-sensitive. Keep this in mind when registering them.

#### 🚼 Important

- Do not disclose the password to outsiders. Similarly, do not write the password down and leave it where others can see it.
- Change the password periodically.
- Make the password difficult to guess.

#### **Password Policy**

This machine has a password policy.

Only passwords meeting the specified criteria for level of complexity and minimum number of characters can be registered. For details about the criteria, see Security Guide.

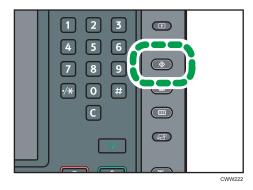
Passwords can contain the following characters:

- Upper case letters: A to Z (26 characters)
- Lower case letters: a to z (26 characters)
- Numbers: 0 to 9 (10 characters)
- Symbols: (space) ! " # \$ % & ' ( ) \* + , . / : ; < = > ? @ [ \ ] ^ \_ ` { ] } ~ (33 characters)

Some characters are not available, regardless of whether their codes are entered using the keyboard or the control panel.

#### Changing the login password using the control panel

1. Press the [User Tools] key.



- 2. Press [Login] twice.
- 3. Enter a Login User Name, and then press [OK].
- 4. Enter a Login Password, and then press [OK].
- 5. Press [Address Book Mangmnt].
- 6. Select the user.
- 7. Press [Auth. Info].
- 8. Press [Change] for [Login Password].
- 9. Enter a new login password, and then press [OK].
- 10. If a password reentry screen appears, enter the login password, and then press [OK].
- 11. Press [OK].
- 12. Press the [User Tools] key.

#### Changing the login password using Web Image Monitor

- 1. Open a web browser.
- 2. Enter "http://(the machine's IP address or host name)/" in the address bar.
- 3. Click [Login].
- 4. Enter the login user name and login password, and then click [Login].
- 5. Point to [Device Management], and then click [Address Book].
- 6. Select the user or group.
- 7. Click [Change].
- 8. Click [Change] next to [Login Password] in the [Authentication Information] area.
- 9. Enter the new password in the [New Password] box.

- 10. Enter the new password in the [Confirm Password] box.
- 11. Click [OK].
- 12. Click [Logout].

#### Changing the login password for the printer driver

- 1. From the [Print] window, open the printing preferences dialog box.
- 2. Specify the user authentication setting.

If you are using the PCL 5c printer driver, click the [Valid Access] tab, and then click [Authentications...].

If you are using the PCL 6 printer driver, click the [Detailed Settings] tab, click [Job Setup], and then click [Authentication...] in the [Job Setup] area.

3. Enter a login password already set on the machine or the server for user authentication.

Be sure to enter the same login password that is registered on the machine or the server.

If you do not enter a valid login password, printing will not start.

- 4. Click [OK] to close the [Authentication] dialog box.
- 5. Click [OK] to close the printing preferences dialog box.

# Turning On/Off the Power

#### Turning On/Off the Power

#### 🔁 Important 🗋

- Do not push the main power switch repeatedly.
- When you push the main power switch, wait at least 10 seconds after it is confirmed that the main power indicator has lit up or gone out.
- If the main power indicator does not light up or go out in 5 minutes after you push the main power switch, contact your service representative.

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

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 machine is plugged into.

#### Note

• This machine automatically enters Fusing Unit Off mode, Low Power mode, or Sleep mode if you do not use it for a while. For details, see page 85 "Saving Energy".

#### Turning on the main power

- 1. Make sure the power cord is firmly plugged into the wall outlet.
- 2. Open the main power switch cover, and then push the main power switch.

The main power indicator goes on.



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#### • Note

- After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about 13 minutes. However, the time for initialization may differ depending on which options are installed on the machine.
- If the machine does not turn on even if you press the main power switch, open the front left cover and make sure that the AC power switch is turned on. For details about the AC power switch, see page 215 "Dos and Don'ts".

#### Turning off the main power

### 

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

#### 🔁 Important

- Do not turn off the power while the machine is in operation.
- Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.
- 1. Open the main power switch cover, and then push the main power switch.

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

#### Saving Energy

This machine has the following energy saving functions.

#### Fusing Unit Off mode

If you do not use the machine for a certain period after an operation, the machine makes a clicking sound and enters Fusing Unit Off mode.

When the machine is in Fusing Unit Off mode, the display is on but the fusing unit heater is off to save energy. In this mode, you can scan documents and change the machine's settings on the control panel. However, the machine must exit this mode to print.

You can change the amount of time that the machine waits before switching to Fusing Unit Off mode under [Fusing Unit Off Mode (Energy Saving) On/Off]. For details, see "System Settings", Connecting the Machine/ System Settings.

To exit Fusing Unit Off mode, do one of the following:

2

- Start print jobs
- Switch to the [Copier] screen
- Touch the display panel or press one of the keys on the control panel when the [Copier] screen is displayed

The time required to return from Fusing Unit Off mode and resume printing is as long as the time required for warm-up time. For details about the warm-up time, see page 240 "Specifications for the Main Unit".

#### Low Power mode

If you do not use the machine for a certain period after an operation, the display will turn off and the machine goes into Low Power mode. The machine uses less electricity in Low Power mode.

You can change the amount of time that the machine waits before switching to Low Power mode under [Low Power Mode Timer]. For details, see "System Settings", Connecting the Machine/System Settings.

You can change the machine's settings to enter Low Power mode when you press the [Energy Saver] key. For details, see "System Settings", Connecting the Machine/ System Settings.

To exit Low Power mode, do one of the following:

- Lift the ADF
- Place an original in the ADF
- Pull out the paper trays
- Touch the display panel or press one of the keys on the control panel

#### Sleep mode

If the machine remains inactive for a specified period or the [Energy Saver] key is pressed, it enters Sleep mode to further reduce the electricity it consumes. For details, see "System Settings", Connecting the Machine/ System Settings.

When the machine is in Sleep mode, only the [Energy Saver] key and the [Check Status] key are usable. The machine can print jobs from computers.

You can change the amount of time that the machine waits before switching to Sleep mode under [Sleep Mode Timer]. For details, see "System Settings", Connecting the Machine/ System Settings.

To exit Sleep mode, do one of the following:

- Lift the ADF
- Place an original in the ADF
- Press the [Energy Saver] key
- Press the [Check Status] key

#### 🕹 Note 🛛

 When the machine is in Low Power mode, the [Energy Saver] key is lit. In Sleep mode, the [Energy Saver] key flashes slowly. In Fusing Unit Off mode, the [Energy Saver] key is not lit.

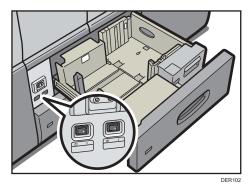
- The energy saving functions will not operate in the following cases:
  - When fixed warm-up is in progress
  - When operations are suspended during printing
  - When a warning message appears (The machine enters Fusing Unit Off mode unless the cover is open.)
  - When paper is jammed (The machine enters Fusing Unit Off mode except when the cover is open.)
  - When the Data In indicator is lit or flashing (The machine enters Fusing Unit Off mode except when the Data In indicator is lit or flashing due to storing documents.)
- The machine does not enter Low Power mode or Sleep mode in the following cases:
  - During communication with external equipment
  - When the hard disk is active
  - When the service call message appears
  - When the ADF, machine's cover, or ADF cover are opened
  - 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 the [Tray Paper Settings] screen is displayed
  - When data is being processed
  - When a recipient is being registered in the address list
  - When the sample print, locked print, hold print, or stored print screen is displayed
  - When the screen of a document that was stored under the printer function appears (The machine enters Low Power mode if this happens)
  - When the internal cooling fan is active
  - When accessing the machine using Web Image Monitor

#### Anti-humidity Heater Switch

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

To prevent this, the machine has two built-in anti-humidity heaters.

There are two switches for the anti-humidity heaters on the internal cover which is revealed when the Tray 1 is pulled out. Turn these switches on if the humidity level becomes high and image quality is affected. Turn the switches off at other times. The left switch is for the paper tray heater and the right switch is for the transfer unit heater.



## **Entering Text**

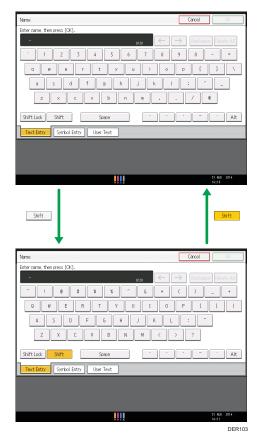
This section describes how to enter text on the screens of the functions such as copier or on the User Tools screen.

### **Character Entry Display**

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

You can change the entry screen using the keys below.

Region A (mainly Europe and Asia)



Region B (mainly North America)

Name Cancel OK
Enter name, then press (OK).
- avai C - Backspace Delete All
<u>1</u> 2 3 4 5 6 7 8 9 0 - =
qwertyuiop[]\
z x c v b n m / 8
Shift Look Shift Space
Text Entry User Text
AUG 31,2014 510/5M
1
Shift
+ I
Name Cancel OK
Enter name, then press [OK].
- Rackspace Delete All
~ ! @ # S % ^ & × ( ) _ +
Q W E R T Y U I O P ( ) I
Shift Lock Space
Text Entry User Text
415 31.3014 5307M

Vote

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

#### Keyboard layout

Generally, the QWERTY keyboard appears.

### QWERTY keyboard

• **Region** A (mainly Europe and Asia)

Name		Cancel	OK
Enter name, then press [OK].			
-	<sub>0/21</sub> ←	→ Backspa	pe Delete All
<u>` 1 2 3 4 5 6</u>	7 8	9 0	- =
q w e r t y u	i o	P [	1 \
as df gh	j k l		_
z x c v b n	n ,	. /	8
Shift Look Shift Space			Alt
Text Entry Symbol Entry User Text			
			31 405 2014

• **(mainly North America)** 

Name		Cancel	OK OK
Enter name, then press [OK].			
		← → Backsrad	e Delete All
<u>` 1 2 3 4</u>	5 6 7	8 9 0	- =
q w e r	t y u i	0 P [	1 \
a s d f	g h j	k l ; '	-
Z X C V	b n m	, . /	8
Shift Lock Shift	Space		
Text Entry User Text			
	Y II C K		AUG 31,2014 5:02PM

The layout of the keyboard varies depending on the set display language. To use the QWERTY keyboard, press the key displayed on the bottom of the screen, and change the layout of the keyboard. For details about the display language, see page 75 "Changing the Display Language".

#### **Keyboard for French**

Nom	Amuler	OK
Entrer le nom puis appuyer sur [OK].		
- 0/:	$\leftarrow \rightarrow$ Retour	Effac.Tout
&	l c ) ·	-
azertyu	i o p	S
a s d f g h j	k l m	μ
< W X C V b	n . ; : =	
Tout MAJ Majuscule Espace	· · · ·	Ält Gr
Entrée texte Entrée symbole Texte util.		OWERTY
		31 AUG 2014 14:25

#### Keyboard for German



#### Keyboard for Russian



#### Keyboard for Greek

Όνομα	Акиро	CK
Εισάγετε το όνομα και πατήστε [OK].		
- 0/28 <-	-> Διόρθυση	Διαγ.Όλων
<u>` 1 2 3 4 5 6 7 8</u>	9 0	- =
υ <del>Β</del> υ <del>Σ</del> 9 3 2 ;	0 N	[ ]
α σ δ φ γ η ξ κ	λ '	
Κ ζ χ ψ φ Β ν μ	)	
Κλείδ.Μετ. Μετατόπιση Διάστημα		Ält Gr
Ελληνικά ASCII Εισαγ, Συμβ. Κείμ. Χρήστη		
V H C K		31 AUG 2014 14:27

### **Available Characters**

You can enter the following characters:

- Alphabetic characters
- **Region** (mainly Europe and Asia)

Symbols

- Numerals
  - 0123456789

#### **Entering Text**

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

#### **Entering letters**

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

#### Vote

• You can connect a commercially available USB keyboard to this machine and use it for entering text. If you want to use an external keyboard, contact your service representative.

#### **Entering numbers**

1. Press numbers you want to enter.

#### Vote

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

#### Entering symbols **Region** A (mainly Europe and Asia)

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



2. Press the symbols you want to enter.



Note

• Depending on the machine type, this function may not be available.

#### Entering 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 Connecting the Machine/ System Settings for details.

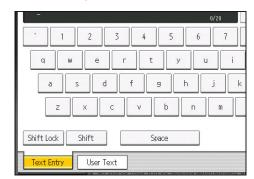
1. Press [User Text].

Region A (mainly Europe and Asia)



2

Region B (mainly North America)



- 2. Select the User Text you want to use.
- 3. Press [OK].

#### **Deleting characters**

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

### Software that You Can Download

#### **Device Manager NX**

Device Manager NX is an application that monitors network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

Device Manager NX Lite is available as a free download. For Device Manager NX Accounting, contact your local dealer for information on downloading the software.

#### 🕗 Note

- For details about the functionality, see the manual for Device Manager NX.
- Device Manager NX can use the data generated by SmartDeviceMonitor for Admin.

#### SmartDeviceMonitor for Client

This section describes the functions available with SmartDeviceMonitor for Client.

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

SmartDeviceMonitor for Client has the following functions:

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

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

#### Vote Vote

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

# Using the Ring Binder and the High Capacity Stacker

#### Using the Ring Binder

#### Removing bound booklets from the ring binder tray

### 

• Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.



- Pull out the ring binder tray.
- Remove bound booklets.
  Slide the ring binder
- tray fully in carefully.

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#### Vote

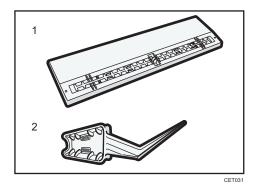
- Before pulling out the ring binder tray, make sure the machine is not in operation.
- When removing bound booklets from the ring binder tray, be careful not to catch the rings on the machine.

#### Inserting pages into an existing ring bound booklet

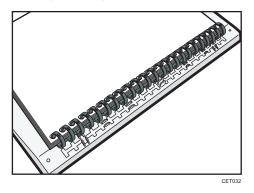
### 

• When binding paper manually with the ring opener, take care not to trap or injure fingers.

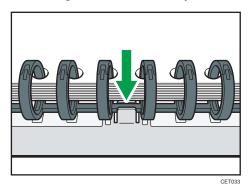
You can use the ring stand and ring opener to insert new pages into the existing ring bound booklets. Use these devices when you need to insert covers, replace existing pages, or add new pages.



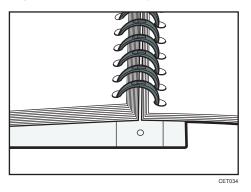
- 1. Ring stand
- 2. Ring opener
- 1. Punch holes into the pages that you want to insert into the ring bound booklet.
- 2. With the ring bound booklet closed, place the ring comb on the ring stand so that each of the rings is in a groove on the stand.



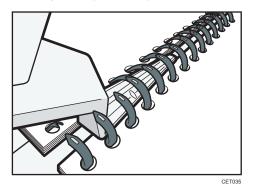
3. Insert the spine of the ring comb into the fixing lug of the ring stand. Gently press down on the ring comb to lock it into place.



4. Open the bound booklet to where you want to insert the new pages, and then place one of your hands on the ring stand.



5. Insert the sharp end of the ring opener into one end of the ring comb, and then push it all the way through the ring comb.

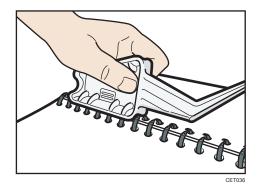


The rings of the comb will open as you push the ring opener through them.

- 6. Insert the new pages.
- 7. Holding the sides of the ring opener, carefully press down the opened rings.

To close a 50-sheet type binding ring comb, use the side of the ring opener that has the smaller grooves.

To close a 100-sheet type binding ring comb, use the side of the ring opener that has the larger grooves.



The rings of the comb will close as you press down with the ring opener.

8. Remove the ring comb from the ring stand.

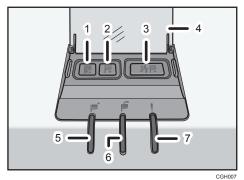


• When using the ring opener, take care to avoid injuring self or others and damaging nearby equipment.

#### Using the High Capacity Stacker

#### Stacker control panel

The high capacity stacker has a control panel that you can use to lower the stacker tray and confirm the status of the high capacity stacker.



#### 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. Lower Tray Button

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

#### 3. Paper Jam Button

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

#### 4. Cover of the Stacker Control Panel

#### 5. Stacker Collecting Indicator

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

#### 6. Stacker Full Indicator

This is lit red when the stacker tray is full.

#### 7. Error Indicator

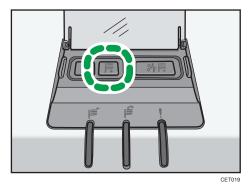
This is lit to indicate one or more of the following errors:

- The handcart is not properly set.
- The stacker front cover is open.
- Jammed paper is still inside the high capacity stacker.

#### **Removing paper**

Coloritant 🗋

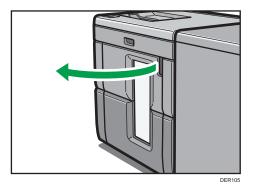
- Use the stacker cart for transporting paper from the high capacity stacker. Do not use the stacker cart for any other purpose.
- Do not attempt to get inside the high capacity stacker.
- The paper press might leave a mark on the top of the paper stack. To prevent this, put several sheets of unwanted paper or a protective sheet between the paper press and the paper stack.
- 1. Open the cover of the stacker control panel, and then press the lower tray button.



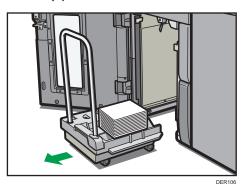
To stop the lowering stacker tray, press the lower tray button again.

When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2. Open the stacker front cover.

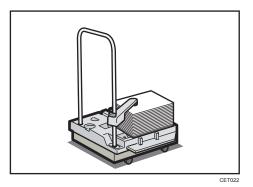


3. Carefully pull out the stacker cart.

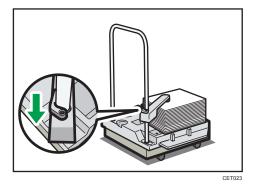


Take care not to let the paper stack topple.

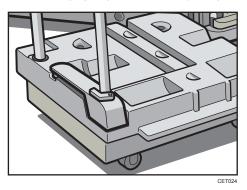
4. Rest the paper press on top of the paper stack.



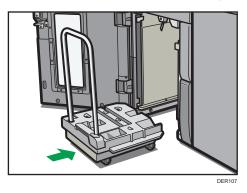
5. Pull the lever on the paper press toward you.



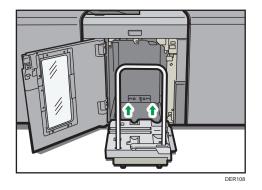
- 6. Transport the paper to where it is required, and then unload the stacker cart.
- 7. Return the paper press to its original position.



8. Put the stacker cart back inside the high capacity stacker.



Be careful to push the stacker cart in straight, not at an angle.



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 high capacity stacker, be sure to take the stacker cart out of the high capacity stacker.

# 3. Information for This Machine

This chapter describes environmental precautions and regulations.

# Information on Environmental Regulations

#### **ENERGY STAR Program**

#### ENERGY STAR<sup>®</sup> Program Requirements for Imaging Equipment



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

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

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

It is an open program in which manufacturers participate voluntarily.

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

#### Vote

• For details about the "default delay time", see page 105 "Energy Saving Functions".

#### **Energy Saving Functions**

To reduce its power consumption, this machine has the following functions:

#### Low Power mode

• If this machine remains idle for a specified period, it automatically reduces its electrical consumption.

• The default period the machine waits before entering Low Power mode is 15 minutes. This default time can be changed.

#### Sleep mode

- If this machine remains idle for a specified period or when the [Energy Saver] key is pressed, it enters Sleep mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep mode is 60 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep mode.

#### Specification

	Туре 1	Туре 2	Туре З	Type 4
Reduced electrical consumption in Low Power mode * 1	293 W	293 W	293 W	293 W
Time of switch into Low Power mode	15 minutes	15 minutes	15 minutes	15 minutes
Time of switch out from Low Power mode <sup>* 1</sup>	26 seconds	26 seconds	26 seconds	26 seconds
Reduced electrical consumption in Sleep mode <sup>* 1</sup>	2.0 W	2.0 W	2.0 W	2.0 W
Time of switch into Sleep mode	60 minutes	60 minutes	60 minutes	60 minutes
Time of switch out from Sleep mode <sup>* 1</sup>	298 seconds	298 seconds	298 seconds	298 seconds
Duplex Function *2	Standard	Standard	Standard	Standard

\*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

\*2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

#### Vote

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Connecting the Machine/ System Settings.
- The machine enters sleep mode directly in the following situations:
  - Low Power Mode Timer and Sleep Mode Timer are set to the same time
  - Sleep Mode Timer is set to a shorter time than Low Power Mode Timer
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

# User Information on Electrical and Electronic Equipment (Region A (mainly Europe)

# Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

# All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

# For Turkey only

EEE Yönetmeliğine Uygundur.

Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere EEE Yönetmeliğine Uygundur.



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

# Environmental Advice for Users <u>Region</u> A (mainly Europe)

#### Users in the EU, Switzerland and Norway

#### **Consumables yield**

Please refer to either the User's Manual for this information or the packaging of the consumable.

# **Recycled** paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m<sup>2</sup> paper, which contains less raw materials and represents a significant resource reduction.

# Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

#### Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

#### **Energy efficiency**

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

# Notes to Users in the State of California (Notes to Users in USA) (Region B (mainly North America)

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

# 4. Paper Specifications and Adding Paper

Describes how to load originals and sheets and about their specifications.

# **Placing Originals**

# **Recommended Original Sizes and Weights**

This section describes the sizes and weights of originals that can be placed in the ADF or on the exposure glass.

# Region A (mainly Europe and Asia)

Original location	Original size	Original weight
Exposure glass	Up to A3 <b>⊡</b>	-
ADF (One-sided originals)	A3D-B6 JIS (Japanese Industrial Standard)DD 11 × 17D-5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> DD* <sup>1</sup>	40.0–128.0 g/m <sup>2</sup> (10.7 lb. Bond–47.3 lb. Cover)
ADF (Two-sided originals)	A3 $\Box$ -A5 $\Box$ $\Box$ 11 × 17 $\Box$ -5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ * <sup>1</sup>	52.3–128.0 g/m <sup>2</sup> (14.0 lb. Bond–47.3 lb. Cover)
ADF (Mixed Sizes mode)	A3 <sup>[]</sup> , B4 JIS <sup>[]</sup> , A4 <sup>[]</sup> <sup>[]</sup> , B5 JIS <sup>[]</sup> <sup>[]</sup> , 11 × 17 <sup>[]</sup> , 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>[]</sup> , 8 <sup>1</sup> / <sub>2</sub> × 11 <sup>[]</sup>	52.3-81.4 g/m <sup>2</sup> (14.0- 21.7 lb. Bond)

\*1  $5^1/_2 \times 8^1/_2$  are be used only in the scanner function.

# Region B (mainly North America)

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17₽	-
ADF	11 × 17 $\Box$ -5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$	40.0–128.0 g/m <sup>2</sup> (10.7 lb.
(One-sided originals)	A3 $\Box$ -A5 $\Box$ $\Box$ *1	Bond–47.3 lb. Cover)
ADF	11 × 17 $\Box_{-5}^{1}/_{2}$ × 8 <sup>1</sup> / <sub>2</sub> $\Box_{-5}^{1}$	52.3–128.0 g/m <sup>2</sup> (14.0 lb.
(Two-sided originals)	A3 $\Box_{-A5}^{2}$ $\Box_{-1}^{*1}$	Bond–47.3 lb. Cover)

Original location	Original size	Original weight
ADF (Mixed Sizes mode)	11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 10 × 14 $\Box$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\Box$ , A3 $\Box$ , A4 $\Box$ $\Box$	52.3-81.4 g/m <sup>2</sup> (14.0- 21.7 lb. Bond)

\* ] A5 $\Box$  can be used only in the scanner function.

# Note

- About 220 originals can be loaded in the ADF. Specifications can vary depending on the type and condition of the paper.
- You can place originals of two different sizes only at a time in the Mixed Sizes mode.

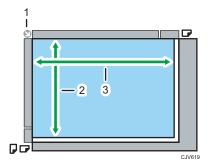
Maximum scan area

This section explains the size of the area the machine can scan and detect.

# When placing an original on the exposure glass

This section explains the maximum scan area when the original is placed on the exposure glass.

• Maximum scan area of the exposure glass



- 1. Positioning mark
- 2. Vertical size:

297 mm (11.7 inches)

3. Horizontal size:

432 mm (17.1 inches)

• Maximum standard original size for the exposure glass:

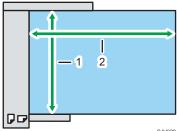
A3₽, 11 × 17₽

## When placing an original into the ADF

This section explains the maximum scan area when the original is placed in the ADF.

Maximum scan area of the ADF

112



CJV620

1. Vertical size:

297 mm (11.7 inches)

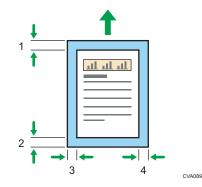
- 2. Horizontal size:
  - In copier mode:
    - 1,260 mm (49.7 inches)
  - In scanner mode:
     432 mm (17.1 inches)
- Maximum standard original size for the ADF:

A3₽, 11 × 17₽

# Missing image area

Even if you place originals in the ADF or on the exposure glass correctly, margins of a few millimeters on all four sides of the original might not be copied.

## **Missing Image Area**



#### 1. Leading edge:

- When you use paper other than coated paper: 5.0 ± 0.5 mm (0.20 ± 0.02 inches) (Paper Weight 1–Paper Weight 3), 4.0 ± 0.5 mm (0.16 ± 0.02 inches) (Paper Weight 4–Paper Weight 8)
- When you use coated paper: 7.0 ± 0.5 mm (0.28 ± 0.02 inches) (Paper Weight 2), 5.0 ± 0.5mm (0.20 ± 0.02 inches) (Paper Weight 3), 4.0 ± 0.5 mm (0.16 ± 0.02 inches) (Paper Weight 4– Paper Weight 8)

#### 2. Trailing edge:

- When you use paper other than coated paper: 5.0 ± 1.0 mm (0.20 ± 0.04inches) (Paper Weight 1–Paper Weight 3), 4.0 ± 1.0 mm (0.16 ± 0.04 inches) (Paper Weight 4–Paper Weight 8)
- When you use coated paper: 7.0 ± 1.0 mm (0.28 ± 0.04 inches) (Paper Weight 2), 5.0 ± 1.0mm (0.20 ± 0.04 inches) (Paper Weight 3), 4.0 ± 1.0 mm (0.16 ± 0.04 inches) (Paper Weight 4– Paper Weight 8)
- 3. Left edge: 2.0 ± 1.5 mm (0.08 ± 0.06 inches)
- 4. Right edge: 2.0 ± 1.5 mm (0.08 ± 0.06 inches)

# Note

The missing image area can be changed. For details, consult the administrator or contact your service representative. If plain paper that weighs less than 70 g/m<sup>2</sup> or coated paper that weighs less than 105 g/m<sup>2</sup> is registered as custom paper from the paper library, the missing image area for the leading edge is set to approximately 5 mm. Depending on the paper's condition, the reverse side's missing image area and its registered values may be different.

# Sizes Detectable with Auto Paper Select

The following sizes and orientations of originals are detected automatically:

# Region A (mainly Europe and Asia)

Original location	A30	B4 JIS₽	A4DD	B5 JIS₽ ₽	A5₽	A5 <b>₽</b>	B6 JIS₽ ₽
Exposure glass	O*1	O*1	O*1, *2	O*1	O*1	×*1,*3	×
ADF	0	0	0	0	0	0	O*4

Original location	11×17₽	8 <sup>1</sup> / <sub>2</sub> ×11 <b>₽</b> ₽	8 <sup>1</sup> / <sub>2</sub> × 13₽
Exposure glass	×	×*2	O*7
ADF	O*5	O*6	O*7

O: Detectable size, ×: Undetectable size

- \*1 If you want to switch the detectable sizes from these sizes to 8K and 16K, contact your service representative.
- \*2 Default is A4. If you want to switch the detectable size from A4 to  $8^{1}/_{2} \times 11$ , contact your service representative.
- \*3 If you want to make A5D size detectable, contact your service representative.

- \*4 You cannot use the two-sided scanning mode.
- \*5 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 8K, contact your service representative.
- \*6 Default is  $8^{1}/_{2} \times 11$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 11$  to 16K, contact your service representative.
- \*7 Default is  $8^{1}/_{2} \times 13$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 13$  to  $8^{1}/_{4} \times 13$  or  $8 \times 13$ , contact your service representative.

Region B (mainly North America)

Original location	11 × 17₽	8 <sup>1</sup> / <sub>2</sub> × 14 ₽	8 <sup>1</sup> ∕₂×11 ₽	8 <sup>1</sup> / <sub>2</sub> × 11 ₽	$\frac{5^{1}/_{2} \times}{8^{1}/_{2} \square}$	$\frac{5^{1}/_{2} \times}{8^{1}/_{2} \square}$
Exposure glass	0	0	O*3	O*3	0	x*6
ADF	O*1	O*2	O*4	O*5	0	0

Original location	10 × 14 🗗	$7^{1}/_{4} \times 10^{1}/_{2}$	A3 <b>D</b>	A4DD
Exposure glass	×	×	×	×*3
ADF	0	0	0	0

O: Detectable size, ×: Undetectable size

- \*1 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.
- \*2 Default is  $8^{1}/_{2} \times 14$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 14$  to  $8^{1}/_{2} \times 13$ , contact your service representative.
- \*3 Default is  $8^1/_2 \times 11$ . If you want to switch the detectable size from  $8^1/_2 \times 11$  to A4, contact your service representative.
- \*4 Default is  $8^{1}/_{2} \times 11^{1}$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 11^{1}$  to  $7^{1}/_{4} \times 10^{1}/_{2}^{1}$ , contact your service representative.
- \*5 Default is  $8^{1}/_{2} \times 11^{\Box}$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 11^{\Box}$  to  $8 \times 10^{\Box}$ , contact your service representative.
- \*6 If you want to make  $5^{1}/_{2} \times 8^{1}/_{2} \square$  size detectable, contact your service representative.

## Vote

- Originals whose size is non-auto detectable will be scanned at the wrong paper size if fed in from the ADF.
- If the size of your original cannot be detected automatically, you must specify its size. If the size is not specified, part of the image may be cropped or not output satisfactorily. For details about how

to specify the size of the originals, see "Specifying Original Sizes", Copy/ Document Server or "Specifying Scan Settings", Scan.

# Originals that are difficult to detect the size

If the original type is one of the following, the machine might not detect its size correctly and the receiver's machine might print it on paper of the wrong size. The machine may also fail to copy or print the image on an appropriate size of paper.

If the original type is one of the following, select the paper size manually:

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges
- Originals with glossy surfaces
- Bound originals of more than 10 mm (0.4 inches) in thickness, such as books

# Placing Originals on the Exposure Glass

# 

 Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so may result in an injury if your hands or fingers are pinched.

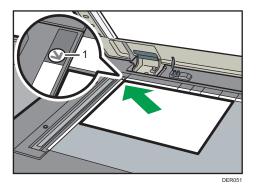
🔁 Important

- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.
- 1. Lift the ADF.

Be sure to lift the ADF by more than 30 degrees. Otherwise, the size of the original might not be detected correctly.

 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

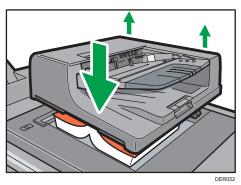
Start with the first page to be scanned.



- 1. Positioning mark
- 3. Lower the ADF.



 When you place a thick book or three-dimensional original on the exposure glass and lower the ADF, the back side of the ADF rises up to accommodate the original. Keep your hands away from the hinges at the back of the ADF when you close it.



- Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be scanned.
- For details about how to specify the size of the originals, see "Specifying Original Sizes", Copy/ Document Server or "Specifying Scan Settings", Scan.
- For details about the sizes of originals that can be used, see page 111 "Recommended Original Sizes and Weights".

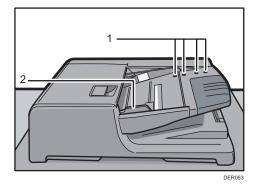
# Left original beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after scanning.

You can change the beeper setting under [Alert Sound: Original left on Exposure Glass] in the User Tools menu. For details, see "General Features", Copy/ Document Server.

# Placing Originals in the Auto Document Feeder

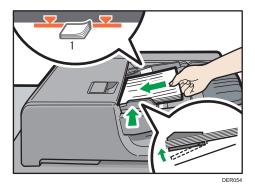
Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the original incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.



- 1. Sensors
- 2. Original guide
- 1. Adjust the original guide to the original size.
- 2. Place the aligned originals squarely face up in the ADF.

Do not stack originals beyond the limit mark.

The first page should be on the top.



#### 1. Limit mark

🗸 Note

- For information on using the ADF, see "Specifying the Settings for Originals", Copy/ Document Server.
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the original before placing it in the ADF.
- When originals are loaded in the ADF, the bottom plate rises automatically.

- Do not add paper to the ADF after the bottom plate has risen automatically.
- You can specify when the bottom plate of the ADF rises. For details, see "General Features", Connecting the Machine/ System Settings.
- Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be scanned.
- For details about the sizes and weights of originals that you can place in the ADF, see page 111 "Recommended Original Sizes and Weights".

# Non-compatible originals for the Auto Document Feeder

Placing unsuitable originals in the ADF can cause paper misfeeds or black lines, or result in damage to the originals.

Place the following types of originals on the exposure glass instead:

- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with adhesive tape, glue or paste stuck to them
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as transparencies or translucent paper

#### Vote

• The original might become dirty if it is written with a pencil or a similar tool.

# **Loading Paper**

# **Precautions for Loading Paper**

# 

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

## 🔁 Important 🗋

• Do not stack paper over the limit mark.

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.

When loading paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Tray 1	A3/11 × 17 tray unit, Tray 2, or the wide LCT	Multi bypass tray (Tray A)
ttt	Not recommended		

## Vote

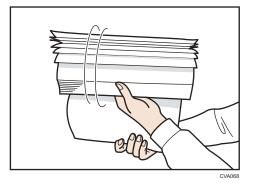
- Even if paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- When loading 52.3 g/m<sup>2</sup> (14.0 lb. Bond) paper into paper trays or loading translucent paper into the wide LCT or the multi bypass tray (Tray A), always use long grain paper.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled. For details about settings for flattening out curled paper, see "Adjustment Settings for Operators", Paper Settings.
- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- 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).
- When you load paper into the paper tray for the first time or when you change the size or type of paper in the paper tray, be sure to specify the appropriate paper settings in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings.
- For details about the paper sizes and types that can be used, see page 154 "Recommended Paper Sizes and Types".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

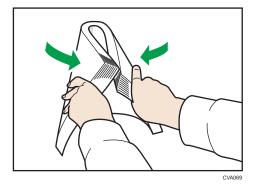
# Fanning the paper

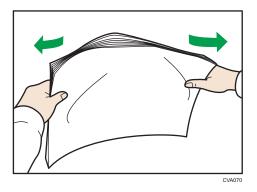
#### 🔁 Important

- If you load coated paper, label paper, or thick paper of 163.1–360.0 g/m<sup>2</sup> (60.1 lb. Cover– 198.0 lb. Index) in the three-tray 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.

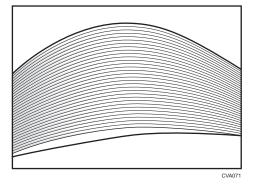


2. Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.





3. Make sure there is space between the sheets.



# Loading Paper into Tray 1

Region A (mainly Europe and Asia)

Tray 1 can hold A4D paper only. If you want to print on  $8^{1}/_{2} \times 11D$  from Tray 1, contact your service representative.

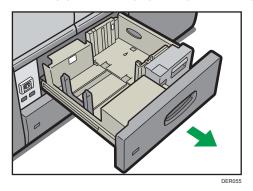
# Region B (mainly North America)

Tray 1 can hold  $8^1/_2 \times 11^{12}$  paper only. If you want to print on A4<sup>D</sup> from Tray 1, contact your service representative.

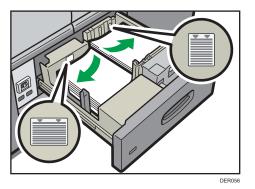
## 🔂 Important

- 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.
- If Tray 1 is closed too quickly, the paper in the tray may force the right tray's side fence to slip out of place. If the paper misfeeds because of this, open the tray, adjust the fence, and close the tray slowly.
- 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.

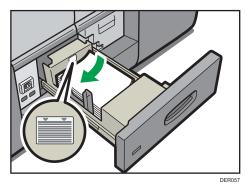
1. Carefully pull out the paper tray until it stops.



- Square the paper and load it print side down.
   Do not stack paper over the limit mark.
  - Whole tray pulled out



• Left half of the tray pulled out



3. Carefully push the paper tray fully in.



• You can load paper even if Tray 1 is in use. It is okay to pull out the left half of the tray while Tray 1 is in use.

4

# Loading Paper into the A3/11 × 17 Tray Unit

(mainly Europe and Asia)

A3/11 × 17 tray unit can hold A3<sup>D</sup> paper only. If you want to print on A4<sup>D</sup><sup>D</sup>, B4 JIS<sup>D</sup>, 11 × 17<sup>D</sup>,  $8^{1}/_{2} \times 14^{D}$ , or  $8^{1}/_{2} \times 11^{D}^{D}$ , contact your service representative.

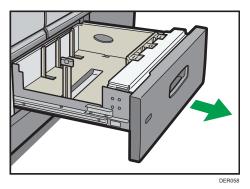
Region B (mainly North America)

A3/11 × 17 tray unit can hold 11 × 17<sup>D</sup> paper only. If you want to print on A3<sup>D</sup>, A4<sup>D</sup><sup>D</sup>, B4 JIS<sup>D</sup>,  $8^{1}/_{2} \times 14^{D}$ , or  $8^{1}/_{2} \times 11^{D}^{D}$ , contact your service representative.

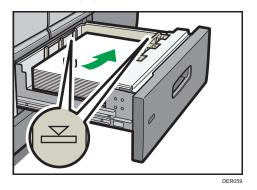
# Coloritant 🔿

## • Check the paper edges are aligned at the right side.

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



Square the paper and load it print side down.
 Do not stack paper over the limit mark.

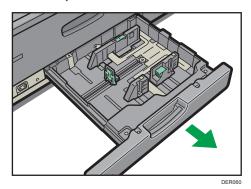


3. Carefully push the paper tray fully in.

# Loading Paper into Tray 2

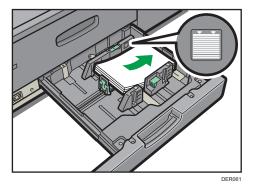
#### Comportant 🔁

- Check the paper edges are aligned at the right side.
- 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.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0g/m<sup>2</sup> (14.0–16.9 lb. Bond), it may wrinkle.
- Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



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

Do not stack paper over the limit mark.



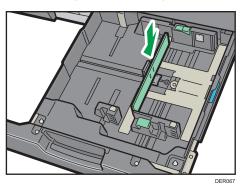
3. Carefully push the paper tray fully in.



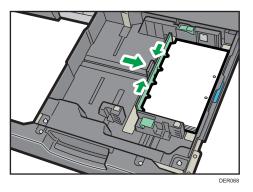
• Various sizes of paper can be loaded in Tray 2 by adjusting the positions of side fences and end fence. For details, see page 138 "Changing the Paper Size in Tray 2".

# Loading tab stock into Tray 2

• When loading tab stock, always use the tab sheet holder.



- 4
- Load tab stock so that the side with the tab faces the tab sheet holder.
- When loading tab stock, adjust the end fence position so that the tab sheet holder will fit the tab stock.



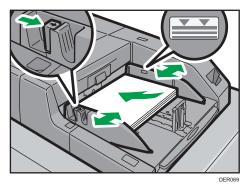
# Loading Paper into the Multi Bypass Tray (Tray A)

Use the multi bypass tray (Tray A) to use transparencies, translucent paper, and paper that cannot be loaded in the paper trays.

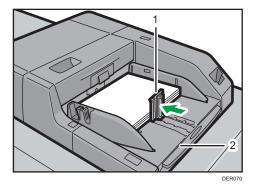
## Coloritant 🖸

- The maximum number of sheets you can load at the same time depends on paper type. Do not stack paper over the limit mark. For the maximum number of sheets you can load, see page 154 "Recommended Paper Sizes and Types".
- Check the paper edges are aligned at the left side.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0 g/m<sup>2</sup> (14.0–16.9 lb. Bond), it may wrinkle.

 Set the side fences to the paper size, and then square the paper and load it print side up. Do not stack paper over the limit mark.

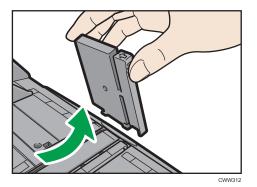


2. Set the end fence.

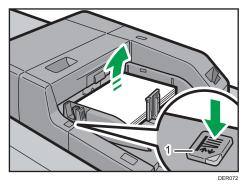


- 1. End fence
- 2. Extender

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



3. Press the elevator switch on the multi bypass tray (Tray A).



#### 1. Elevator switch

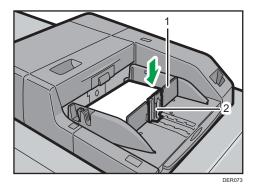
The lamp of the elevator switch is blinking while the tray is going up, and keeps lit when it stops. Press the elevator switch to move down the tray if you want to either add paper or remove jammed ones.

## Vote

- Pull the extender out when loading A4□, 8<sup>1</sup>/<sub>2</sub> × 11□ or larger sheets in the multi bypass tray (Tray A).
- Letterhead paper must be loaded in a specific orientation. For details, see page 135 "Loading Orientation-fixed Paper or Two-sided Paper".
- You can load envelopes into the multi bypass tray (Tray A). Envelopes must be loaded in a specific orientation. For details, see page 177 "Envelopes".
- Specify the sizes of paper that are not automatically detected. For details about the sizes that can be detected automatically, see page 154 "Recommended Paper Sizes and Types". For details about how to specify sizes, see page 152 "Changing to a Size That Is Not Automatically Detected".
- When copying from the multi bypass tray (Tray A), see "Copying from the Multi Bypass Tray (Tray A)", Copy/ Document Server.

# Loading tab stock into the multi bypass tray (Tray A)

When setting tab stock, always use the tab fence. Tabs must be set at the right side of the multi bypass tray (Tray A).



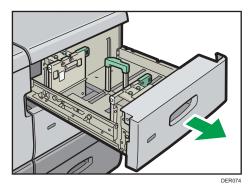
- 1. Tab fence
- 2. End fence

# Loading Paper into the Three-tray Wide Large Capacity Tray

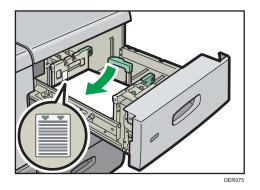
The three-tray wide LCT is identified as Tray 3, Tray 4, and Tray 5.

#### 🔁 Important

- Check that the paper edges are aligned with the left side.
- 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.
- 1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



2. Load paper into the paper tray with print side up. Do not stack paper over the limit mark.



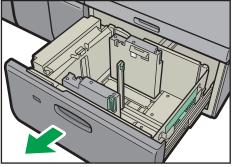
- 3. Carefully push the paper tray fully in.
- Note
  - If you select Paper Weight 5 to 8, [Coated: Glossy], [Coated: Matte], [Coated Paper: Gloss], or [Label Paper] in [Tray Paper Settings], air is blown out automatically to fan the paper loaded in the three-tray wide LCT. Fan this paper before loading it. For details, see page 121 "Fanning the paper".
  - Various sizes of paper can be loaded in the three-tray wide LCT by adjusting the positions of side fences and end fence. For details, see page 141 "Changing the Paper Size in the Three-tray Wide Large Capacity Tray".
  - You can load envelopes in the three-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 177 "Envelopes".

# Loading Paper into the Two-tray Wide Large Capacity Tray

The two-tray wide LCT is identified as Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, and Tray 8.

# 🔂 Important

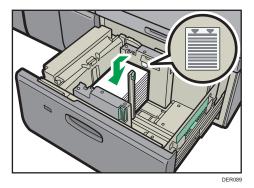
- Check the paper edges are aligned at the left side.
- 1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER088

2. Load paper into the paper tray with print side up.

Do not stack paper over the limit mark.



3. Carefully push the paper tray fully in.

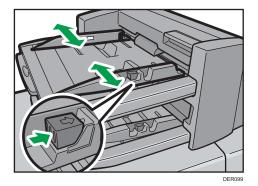
# Vote

- Various sizes of paper can be loaded in the two-tray wide LCT by adjusting the positions of side fence and end fence. For details, see page 147 "Changing the Paper Size in the Two-tray Wide Large Capacity Tray".
- You can load envelopes in the two-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 177 "Envelopes".

# Loading Paper into the Interposer

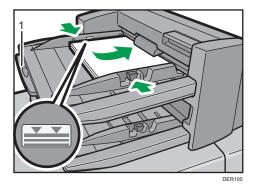
## Coloritant 🔁

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



2. Load paper orderly.

Do not stack paper over the limit mark.



Align the side fences gently against the paper you loaded, if necessary.

1. Paper extender

# Note

- Load paper with its printed side up (the front side). If you are using the booklet finisher, load sheets print side down.
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple position or punch hole position will be on the left side of the paper, when you are facing the machine.
- When loading paper larger than A4  $(8^1/_2 \times 11)$ D, pull out the paper extender.
- To load the paper in the interposer, align the orientation of originals in the ADF as shown below.

Interposer	ADF
R	R

# Loading Cover Sheets into the Interposer of the Perfect Binder

## Comportant 🗋

- The length/size of cover sheets depends on the thickness of the spine.
- Load paper in the 🗗 orientation.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly detected or paper jams.

#### Estimating the thickness of the spine

This section explains how to calculate the approximate spine thickness and the cover sheet length and size.

Note that the length and size of a cover sheet depends on the thickness of the book block spine.

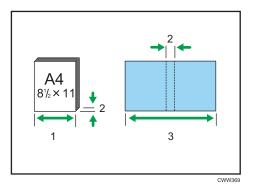
The following list shows examples for A4 or  $8^{1}/_{2} \times 11$  size, 80.0 g/m<sup>2</sup> (20.0 lb. Bond) paper:

- 10-sheet book block: 1 mm (0.04 inches)
- 30-sheet book block: 3 mm (0.12 inches)
- 50-sheet book block: 5 mm (0.20 inches)
- 80-sheet book block: 8 mm (0.32 inches)
- 100-sheet book block: 10 mm (0.40 inches)
- 200-sheet book block: 20 mm (0.80 inches)

Specify the cover sheet size based on the thickness of the book block spine. Use the following equation to calculate the length of the cover sheet:

Minimum length of cover sheet (mm/inch) = "length of book block sheet (mm/inch)" × 2 + "thickness of spine (mm/inch)"

To perfect bind a booklet with the following dimensions, specify a cover sheet length of at least 440 mm (17.4 inches):



- 1. Length of book block sheet
- 2. Thickness of spine
- 3. Length of cover sheet

#### Orientation and binding position of covers and originals

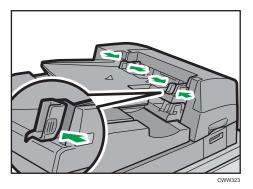
This section explains the orientation and binding positions of covers and originals.

Place covers and originals in the orientation in which they are read.

	Placing the cover in the interposer	Placing the book block sheet in the ADF	Binding position
Left binding	RR		R
Top binding <sup>*1</sup>	<b>א</b> נג		R
Right binding	RR		R

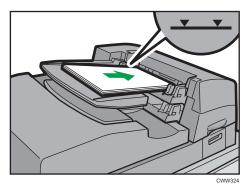
\*1 Select 🖼 (unreadable orientation) in Original Orientation, and then select top binding.

1. While lightly pinching the side fence, align it with the paper size to be loaded.



2. Load paper face up and neatly stacked.

Do not stack paper over the limit mark.



# Vote

- You cannot perfect bind a booklet if the thickness of the book block's spine exceeds 23 mm (0.9 inches).
- Depending on your machine, the procedure for selecting the orientation of covers and originals for the printer function might be slightly different. For details, refer to the procedure for your machine.
- When loading thick paper of 251.0 g/m<sup>2</sup> (138.8 lb. Index) or heavier in the interposer trays of the perfect binder, make sure the grain of the paper is perpendicular to the feed direction.
- If you are loading sheets that are likely to stick together (such as sheets of coated paper), be sure to fan them thoroughly before loading. Fanning them will help prevent jams and allow them to be fed in one sheet at a time.
- The perfect binding process may scratch glossy paper.

# Loading Orientation-fixed Paper or Two-sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not be printed correctly, depending on how the originals and paper are placed.

## Settings for the User Tools

• Copier mode

Specify [Yes] for [Letterhead Setting] in [Input / Output] under the Copier / Document Server Features menu, and then place the original and paper as shown below.

• Printer mode

Specify [Auto Detect] or [On (Always)] for [Letterhead Setting] in [System] under the Printer Features menu, and then place the paper as shown below.

For details about the letterhead settings, see "Input / Output", Copy/ Document Server, or "System", Print.

## Original orientation and paper orientation

The meanings of the icons are as follows:

lcon	Meaning
R	Place or load paper scanned or printed side face up.

lcon	Meaning
R	Place or load paper scanned or printed side face down.
e2	

# • Original orientation

Original orientation	Exposure glass	ADF
Readable orientation		R
Unreadable orientation	• Copy	
	• Scanner	

# • Paper orientation

• Copier mode

Copy side	Tray 1	Tray 2 or A3/11 × 17 tray unit	Multi bypass tray (Tray A) or wide LCT
One-sided	E		-
		8	<b>.</b>

Copy side	Tray 1	Tray 2 or A3/11 × 17 tray unit	Multi bypass tray (Tray A) or wide LCT
Two-sided			-
			<b>.</b>

• Printer mode

Print side	Tray 1	Tray 2 or A3/11 × 17 tray unit	Multi bypass tray (Tray A) or wide LCT
One-sided	c3	c;	-
		0	
Two-sided	c3		-

## • Note

- In copier mode:
  - For details about how to make two-sided copies, see "Duplex Copying", Copy/ Document Server.
- In printer mode:
  - To print on letterhead paper when [Auto Detect] is specified for [Letterhead Setting], you must specify [Letterhead] as the paper type in the printer driver's settings.
  - If a print job is changed partway through printing from one-sided to two-sided printing, onesided output after the first copy may be printed facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for one-sided and twosided printing. Note also that two-sided printing must be disabled for the tray specified for one-sided printing.
  - For details about how to make two-sided prints, see "Printing on Both Sides of Sheets", Print.

# **Changing the Paper Size**

# Precautions for Changing the Paper Size

# 

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

# Comportant 🗋

- Do not stack paper over the limit mark.
- Do not change the size of the paper for the specified printing tray while documents are being scanned or printed.

# Vote

- Region B (mainly North America)

   Tray 1 can hold 8<sup>1</sup>/<sub>2</sub> × 11<sup>D</sup> paper only. If you want to print on other paper sizes from Tray 1, contact your service representative.

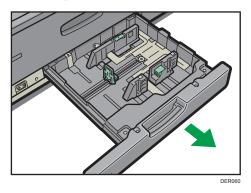
- After loading paper whose sizes are not detected automatically, be sure to specify the appropriate paper size in [Tray Paper Settings]. If you do not, misfeeds might occur. For details, see page 152 "Changing to a Size That Is Not Automatically Detected".
- To prevent multiple sheets from being fed at once, fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about the paper sizes and types that can be used, see page 154 "Recommended Paper Sizes and Types".

# Changing the Paper Size in Tray 2

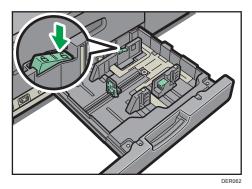
# 🚼 Important

• Check the paper edges are aligned at the right side.

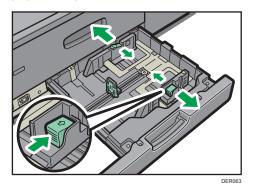
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0g/m<sup>2</sup> (14.0–16.9 lb. Bond), it may wrinkle.
- 1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



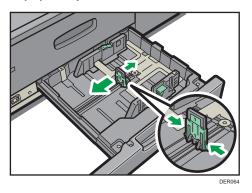
- 2. Remove paper if loaded.
- 3. Release the lock on the side fences.



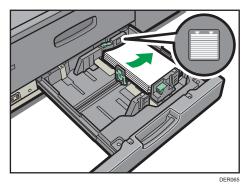
4. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.



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.

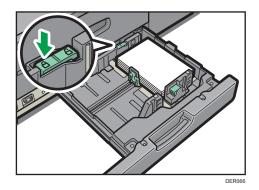


Square the paper and load it print side down.
 Do not stack paper over the limit mark.



7. Re-lock the side fences.

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



8. Carefully slide the paper tray fully in.

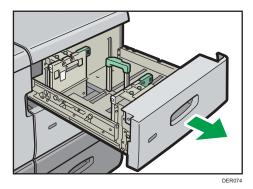


• After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen. To display the printer's initial screen, display the [Home] screen and press the [Printer] icon.

# Changing the Paper Size in the Three-tray Wide Large Capacity Tray

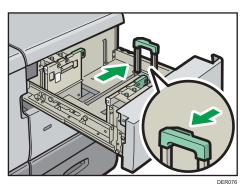
# 🚼 Important

- Check that the paper edges are aligned with the left side.
- 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.
- 1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

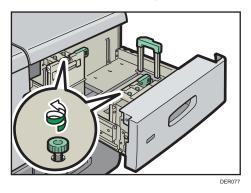


2. Remove paper if loaded.

3. Release the end fence.



4. Loosen the screws holding the side fences in position.

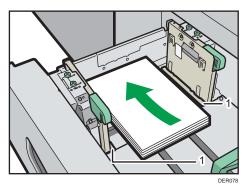


5. Load paper by aligning the paper with the left side of the paper tray.

Place paper with print side up.

Load a stack of paper about 5–10 mm (0.2–0.4 inches) high.

Make sure the paper rest on top of the supporting plates on both sides.

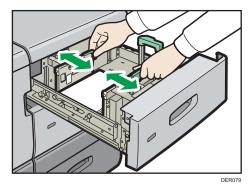


1. Supporting plates

6. Take the grip of the side fences with your fingers, and adjust the side fences to the paper size.

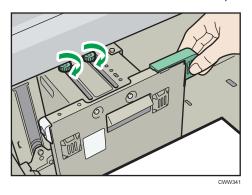
Set the paper flush against the protrusions in the bottom of the inner side fence.

Check that the scale numbers on the top of the side fences are roughly the same.



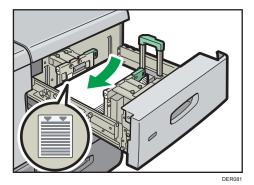
7. Hold the grip of the side fence at the back of the paper tray, then turn the screws slowly to fasten it in place.

Fasten the front side fence in the same way.



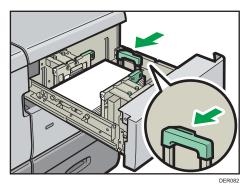
8. Load additional sheets, if necessary.

Do not stack paper over the limit mark.



4

**9. Tightly fit the end fence to the loaded paper, and then re-lock the end fence again.** Make sure there are no gaps between the paper and end fence.



10. Carefully slide the paper tray fully in.

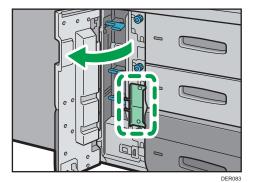
## Vote

- After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen. To display the printer's initial screen, display the [Home] screen and press the [Printer] icon.
- You can load envelopes into the three-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 177 "Envelopes".

## Attaching the tab fence in the three-tray wide Large Capacity Tray

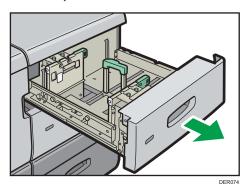
When loading tab stock, attach the tab fence.

1. Open the front cover of the three-tray wide LCT, and then take out the tab fence.

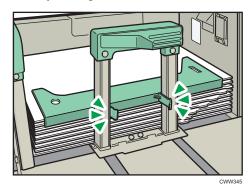


2. Close the front cover.

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



- 4. Set the side fences to the size of the tab stock to be loaded, and then load it.
- 5. Attach the tab fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.



6. Carefully slide the paper tray fully in.

## Note

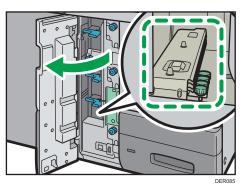
• Replace the tab fence after use.

## Attaching the postcard side fences in the three-tray wide Large Capacity Tray

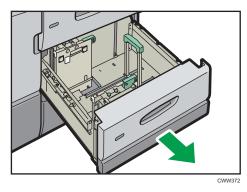
When loading paper that is 100.0 to 139.2 mm (3.94 to 5.49 inches) in vertical length, attach the postcard side fences.

The three-tray wide LCT is equipped with two types of postcard side fences: the long type and the short type. Use the longer pair for Tray 4 and the shorter pair for Trays 3 and 5.

1. Open the front cover of the three-tray wide LCT, and then pull the postcard side fences and screws out.



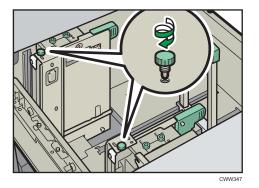
- 2. Close the front cover.
- 3. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



- 4. Fit the indentation on the bottom of the postcard side fence with the limit mark into the head of the screw on the bottom of the inner side fence.
- 5. Fit the hole on the top of the postcard side fence into the projection on the top of the side fence.

Set the other postcard side fence to the front side fence in the same way.

6. Fasten the postcard side fences with the screws.



- 7. Align the end fence and side fences with the paper size to be loaded, and then load the paper.
- 8. Carefully slide the paper tray fully in.

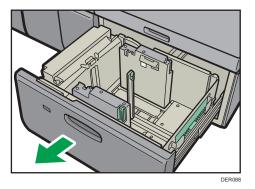
#### • Note

• Replace the postcard side fences after use.

## Changing the Paper Size in the Two-tray Wide Large Capacity Tray

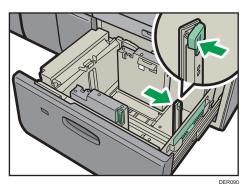
## Coloritant 🔂

- Check that 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.

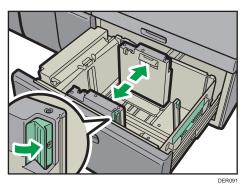


2. Remove paper if loaded.

3. Release the end fence.



4. Release the side fence.

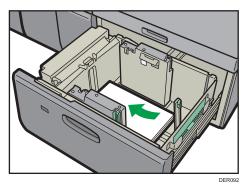


5. Load paper by aligning the paper with the left side of the paper tray.

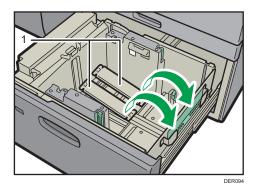
Place paper with print side up.

Load a stack of paper about 5–10 mm (0.2–0.4 inches) high.

Make sure the paper rest on top of the supporting plates on both sides.



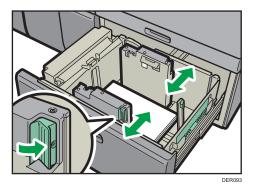
When you load paper that is 204 mm (8.04 inches) or smaller, remove the supporting plates from the bottom of the paper tray.



- 1. Supporting plates
- 6. Take the grip of the side fences with your fingers, and adjust the side fences to the paper size.

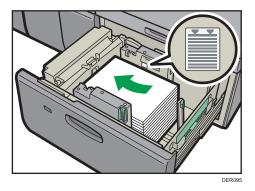
Set the paper flush against the protrusions in the bottom of the inner side fence.

Check that the scale numbers on the top of the side fences are roughly the same.

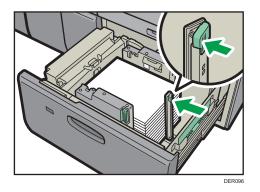


7. Load additional sheets, if necessary.

Do not stack paper over the limit mark.



8. Tightly fit the end fence to the loaded paper, and then re-lock the end fence again. Make sure there are no gaps between the paper and end fence.



9. Carefully slide the paper tray fully in.

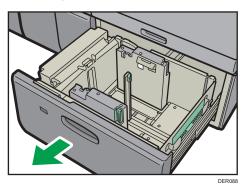
#### ✓ Note

- After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen. To display the printer's initial screen, display the [Home] screen and press the [Printer] icon.
- You can load envelopes into the two-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 177 "Envelopes".
- When you load paper that is 420.0 mm (16.54 inches) or wider in the banner sheet tray of the two-tray wide LCT, load it as follows:
  - Press the elevator switch to move the bottom plate down until the lamp goes out, and then open the cover and load the paper.
  - Hold the paper lengthwise and load it little by little.
  - If you load thin paper or coated paper, load it little by little. Press down on the paper while you load it so that the paper loaded in the bottom is not dragged.
  - If you load thick paper, load it little by little and align the side fence with the horizontal side of the paper.
  - Check that the paper is correctly positioned against the back of the paper feed tray and the label on which is printed the paper sizes for the paper tray.
  - When you load paper that is 420.0-559.9 mm (16.54–22.00 inches) wide, use two shortend fences. When you load paper that is 560.0-700.0 mm (22.00–27.55 inches) wide, use one long-end fence.
  - When you load paper that is thicker than Paper Weight 5, load the paper and set the auxiliary side fence. Align the auxiliary side fence against the side of the paper that is higher than the side fence extension.

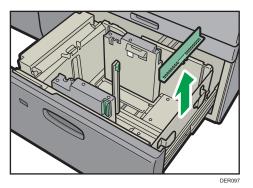
## Attaching the tab fence in the two-tray wide Large Capacity Tray

When loading tab stock, attach the tab fence.

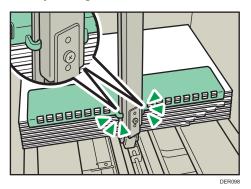
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



2. Take out the tab fence from the pocket on the right-hand side of the paper tray.



- 3. Set the side fences to the size of the tab stock to be loaded, and then load it.
- 4. Attach the tab fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.



5. Carefully slide the paper tray fully in.

## Note

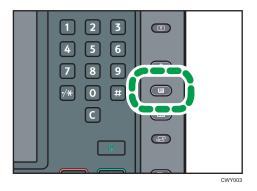
• Replace the tab fence after use.

4

## Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, specify the paper size using the control panel.

1. Press the [Paper Setting] key.



- 2. Select the tray for which you want to change the paper size.
- 3. Press [Manual Paper Settings].
- 4. Press [Paper Size] tab.
- 5. Select the loaded paper size, and then press [OK].

		Exit
	Can	icel OK
<u>\</u>		
A4 🖓	A4D	A5 🖓
B5 JIS 🖓	B5 JISD	SRA3D
13×18₽	12×18⊡	11×17⊡
10×15G	10×14⊡	8½×14₽
	043417	011117

6. Press the [Paper Setting] key.

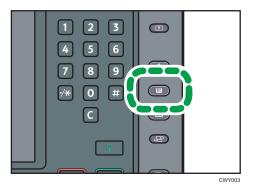
## Note

- For details about paper sizes selected automatically, see page 154 "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 5.

## **Changing to a Custom Paper Size**

When the custom size paper is loaded, the user must specify the paper size using the control panel.

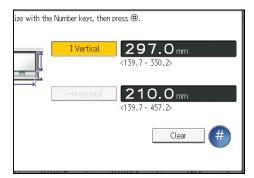
1. Press the [Paper Setting] key.



- 2. Select the tray for which you want to change the paper size.
- 3. Press [Manual Paper Settings].
- 4. Press the [Paper Size] tab.
- 5. Press [Custom Size].

If a custom size is already specified, press [Change Size].

- 6. Press [Vertical].
- 7. Enter the vertical size using the number keys, and then press [#].



- 8. Press [Horizontal].
- 9. Enter the horizontal size using the number keys, and then press [#].
- 10. Press [OK] twice.
- 11. Press the [Paper Setting] key.

# **Recommended Paper**

## **Recommended Paper Sizes and Types**

This section describes recommended paper sizes and types.

#### 🔁 Important

- If you use paper that curls, either because it is too dry or too damp, a staple clogging or paper jam may occur.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- When you load transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.

Tray 1

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index)	Region A	1,000 sheets × 2
Paper Weight 1–Paper Weight 7	Region B	
	$8^{1}/_{2} \times 11^{1}$	
52.3–300.0g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index)	* ] ()) Region	1,000 sheets × 2
Paper Weight 1–Paper Weight 7	8 <sup>1</sup> / <sub>2</sub> ×11D	
	Region	
	A4D	

\*1 To load paper any of the sizes specified above, contact your service representative.

#### Tray 1 (A3/11 × 17 tray unit)

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index)	Region A	1,000 sheets
Paper Weight 1–Paper Weight 7	Region B	
	× 7₽	

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	*1 $\bigcirc$ Region <b>A</b> A4DD, B4 JISD, 11 × 17D, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 11DD$ $\bigcirc$ Region <b>B</b> A3D, A4DD, B4 JISD, $8^{1}/_{2}$	1,000 sheets
52.3–300.0g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	× 14□, 8 <sup>1</sup> / <sub>2</sub> × 11□□ Custom size <sup>*2</sup> :	1,000 sheets

\*1 To load paper any of the sizes specified above, contact your service representative.

\*2 For details about how to load custom size paper, contact your service representative.

## Tray 2

Paper type and weight	Paper size	Paper capacity
52.3–256.0g/m <sup>2</sup> (14.0 lb. Bond–141.0 lb. Index)	Paper sizes that can be detected automatically:	500 sheets
Paper Weight 1–Paper Weight 6	A3, A4, D, A5, A5, B4, JIS, B5, B5, JIS, 11 × 17, $8^{1}/_{2} \times 14$ $P, 8^{1}/_{2} \times 13, 8^{1}/_{2} \times 11$ , $8^{1}/_{4} \times 13, 8 \times 13, 7^{1}/_{4} \times 10^{1}/_{2}$ , $5^{1}/_{2} \times 8^{1}/_{2}$ , 8K $P, 16$ , $12 \times 18$	

Paper type and weight	Paper size	Paper capacity
52.3–256.0g/m <sup>2</sup> (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Select the paper size using the Tray Paper Settings menu: $8^{1}/_{4} \times 14^{\Box}$ , $8 \times 10^{\Box}$ , $11 \times 15^{\Box}$ , $11 \times 14^{\Box}$ , $10 \times 15^{\Box}$ , $10 \times 14^{\Box}$ , $13 \times 18^{\Box}$ , SRA3 $\Box$ , SRA4 $\Box$ $\Box$	500 sheets
52.3–256.0g/m <sup>2</sup> (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–457.2 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–18.00 inches	500 sheets
Translucent paper 52.3–63.0 g/m <sup>2</sup> (14.0–16.9 Ib. Bond) Paper Weight 1	АЗФ, А4ФФ, В4 JISФ, В5 JISФФ	*1
Transparencies 163.1–220.0 g/m <sup>2</sup> (60.1– 80.9 lb. Cover) Paper Weight 5	A4D₽	*1
Tab stock <sup>*2</sup>	A4 $\overline{D}$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\overline{D}$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\overline{D}$	200 sheets (80.0–199.0 g/m <sup>2</sup> , 21.0 lb. Bond– 110.0 lb. Index)

\* 1 Do not stack paper over the limit mark. The maximum number of sheets you can set at once depends on the paper's thickness and condition.

\*2 The optional tab sheet holder is required.

## Multi bypass tray (Tray A)

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m <sup>2</sup> (14.0 lb. Bond–79.9 lb. Cover)	Paper sizes that can be detected automatically:	500 sheets
Paper Weight 1–Paper	Region	
Weight 5	A3, A4, A4, A5, A5, A6, A6, B4 JIS, B5, JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11, 8 × 13, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 12 × 18,	
	Region B	
	A3, A4, A5, A5, A6, B4 JIS □, B5 JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11, 0, 8 × 13, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □, 12 × 18	

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m <sup>2</sup> (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	*1 $\bigcirc$ Region A B5 JISC, B6 JISC, $8^{1}/_{2} \times 14^{-}$ , $8^{1}/_{2} \times 13^{-}$ , $8^{1}/_{2} \times 11^{-}$ , $8^{1}/_{4}$ $\times 14^{-}$ , $8^{1}/_{4} \times 13^{-}$ , $8 \times 10^{-}$ , $7^{1}/_{4} \times 10^{1}/_{2}^{-}$ , $5^{1}/_{2} \times 8^{1}/_{2}^{-}$ $\bigcirc$ 8KC, 16KCC, 11 × 15C, 11 × 14C, 10 × 15C, 10 × 14C, 13 × $19^{1}/_{5}^{-}$ , 13 × 19C, $12^{3}/_{5} \times$ $19^{1}/_{5}^{-}$ , 13 × 19C, $12^{3}/_{5} \times$ $19^{1}/_{5}^{-}$ , 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> C, 13 × 18C, SRA3C, SRA4CC, $4^{1}/_{5} \times 5^{1}/_{2}^{-}$ $\bigcirc$ Region B A4C, A5C, B5 JISC, B6 JISC, $8^{1}/_{2} \times 14^{-}$ , $8^{1}/_{2} \times 13^{-}$ , $8^{1}/_{4}$ $\times 14^{-}$ , $8^{1}/_{4} \times 13^{-}$ , $8 \times 10^{-}$ , $7^{1}/_{4} \times 10^{1}/_{2}^{-}$ C, $8^{-}$ , $16^{-}$ C, $10 \times 14^{-}$ , $13 \times 19^{1}/_{5}^{-}$ , $13 \times$ $19^{-}$ , $12^{3}/_{5} \times 19^{1}/_{5}^{-}$ , $13^{-}$ $\times 18^{1}/_{2}^{-}$ , $13 \times 18^{-}$ , SRA3C, SRA4C, $4^{1}/_{5} \times 5^{1}/_{2}^{-}$	500 sheets
52.3–216.0 g/m <sup>2</sup> (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	Custom size: *2 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm <sup>*3</sup> Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches <sup>*3</sup>	500 sheets

Paper type and weight	Paper size	Paper capacity
Translucent paper 52.3–63.0 g/m <sup>2</sup> (14.0–16.9 Ib. Bond) Paper Weight 1	A3☞, A4₽₽, B5 JIS₽₽	*4
Transparencies 163.1–216.0 g/m <sup>2</sup> (60.1– 79.9 lb. Cover) Paper Weight 5	A4D□, 8 <sup>1</sup> / <sub>2</sub> × 11D□	*4
Tab stock <sup>*5</sup> 52.3–216.0 g/m <sup>2</sup> (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	A4₽, 8 <sup>1</sup> / <sub>2</sub> ×11₽	-
Envelopes 163.1–216.0 g/m <sup>2</sup> (60.1 lb. Cover–79.9 lb. Cover) Paper Weight 5	<ul> <li></li></ul>	10 sheets

- \*1 Select the paper size. For details, see "Changing Tray Paper Settings", Paper Settings.
- \*2 Enter the paper size. For details, see "Changing Tray Paper Settings", Paper Settings.
- \*3 When the banner sheet tray is installed, the maximum horizontal length of custom size paper is 700.0 mm (27.55 inches).
- \*4 The maximum number of sheets you can set at once depends on paper thicknesses and conditions.
- \*5 The tab fence is required.

## Three-tray wide LCT (Trays 3 and 5)

Paper type and weight	Paper size	Paper capacity
52.3–256.0 g/m <sup>2</sup> (14.0 lb. Bond–141.0 lb. Index)	Paper sizes that can be detected automatically:	1,000 sheets
Paper Weight 1–Paper	Region	
Weight 6	A3, A4, A5, A5, A5, B4, JIS, B5, JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11 D, 8 × 13, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 12 × 18,	
	Region B	
	A3, A4, A5, A5, B4, JIS, B5 JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 110, 8 × 13, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 12 × 18,	

Paper type and weight	Paper size	Paper capacity
52.3–256.0 g/m <sup>2</sup> (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper	Select the paper size using the Tray Paper Settings menu:	1,000 sheets
Weight 6	A6 $\Box^{*1}$ , B5 JIS $\Box$ , B6 JIS $\Box^{*1}$ , $8^{1}/_{2} \times 14\Box$ , $8^{1}/_{2} \times 13\Box$ , $8^{1}/_{2}$ $\times 11\Box$ , $8^{1}/_{4} \times 14\Box$ , $8^{1}/_{4} \times 13$ $\Box$ , $8 \times 10\Box$ , $7^{1}/_{4} \times 10^{1}/_{2}\Box$ , $5^{1}/_{2} \times 8^{1}/_{2}\Box$ , 8K $\Box$ , 16K $\Box$ $\Box$ , $11 \times 15\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10 × 14 $\Box$ , 13 × 19^{1}/_{5}\Box, $13 \times 19\Box$ , $12^{3}/_{5} \times 19^{1}/_{5}\Box$ , $12^{3}/_{5} \times 18^{1}/_{2}\Box$ , 13 × 18 $\Box$ , SRA3 $\Box$ , SRA4 $\Box$ $\Box$ , $4^{1}/_{5} \times 5^{1}/_{2}$ $\Box$ $\blacksquare$ Region <b>B</b>	
	A4 $\Box$ , A5 $\Box$ , A6 $\Box^{*1}$ , B5 JIS $\Box$ , B6 JIS $\Box^{*1}$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\Box$ , 8 × 10 $\Box$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ , 8K $\Box$ , 16K $\Box$ $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10 × 14 $\Box$ , 13 ×	
	$19^{1}/_{5}$ , $13 \times 19$ , $12^{3}/_{5} \times 19^{1}/_{5}$ , $12^{3}/_{5} \times 18^{1}/_{2}$ , $13 \times 18$ , SRA3 × 18, SRA3 , SRA4 , $4^{1}/_{5} \times 5^{1}/_{2}$	
52.3–256.0 g/m <sup>2</sup> (14.0 lb. Bond–141.0 lb. Index)	Custom size:	1,000 sheets
Paper Weight 1–Paper Weight 6	Vertical: 100.0–330.2 mm <sup>*1</sup> Horizontal: 139.7–487.7 mm <sup>(() Region</sup> B	
	Vertical: 3.94–13.00 inches <sup>*1</sup> Horizontal: 5.50–19.20 inches	

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–256.0 g/m² (17.0 lb. Bond – 141.0 lb. Index) Paper Weight 2–Paper Weight 6	Paper sizes that can be detected automatically: Pregion <b>A</b> A3D, A4DD, A5DD, B4 JISD, B5 JISD, 11 × 17D, $8^{1}/2 \times 11$ D, 8 × 13D, $5^{1}/2 \times 8^{1}/2^{D}$ , 12 × 18D Region <b>B</b> A3D, A4D, A5D, B4 JISD, B5 JISD, 11 × 17D, $8^{1}/2 \times 11DD$ , 8 × 13D, $5^{1}/2 \times 8^{1}/2^{D}$ , 12 × 18D	_
Coated: Glossy Coated: Matte 63.1–256.0 g/m <sup>2</sup> (17.0 lb. Bond – 141.0 lb. Index) Paper Weight 2–Paper Weight 6	Select the paper size using the Tray Paper Settings menu: $\bigcirc$ Region <b>A</b> B5 JISD, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 13D$ , $8^{1}/_{2} \times 11D$ , $8^{1}/_{4} \times 14$ $\Box$ , $8^{1}/_{4} \times 13D$ , $8 \times 10D$ , $7^{1}/_{4} \times 10^{1}/_{2}DD$ , $5^{1}/_{2} \times 8^{1}/_{2}D$ , $8K$ $\Box$ , $10^{1}/_{2}DD$ , $5^{1}/_{2} \times 8^{1}/_{2}D$ , $8K$ $\Box$ , $10 \times 14D$ , $13 \times 19^{1}/_{5}D$ , $13 \times 19D$ , $12^{3}/_{5} \times 19^{1}/_{5}D$ , $12^{3}/_{5} \times 18^{1}/_{2}D$ , $13 \times 18D$ , SRA3D, SRA4DD $\bigcirc$ Region <b>B</b> A4D, A5D, B5 JISD, $8^{1}/_{2} \times 14$ $\Box$ , $8^{1}/_{2} \times 13D$ , $8^{1}/_{4} \times 14D$ , $8^{1}/_{4} \times 13D$ , $8 \times 10D$ , $7^{1}/_{4} \times 10^{1}/_{2}DD$ , $8KD$ , $16KDD$ , $11 \times 15D$ , $11 \times 14D$ , $10 \times 15$ $\Box$ , $10 \times 14D$ , $13 \times 19^{1}/_{5}D$ , $13 \times 19D$ , $12^{3}/_{5} \times 19^{1}/_{5}D$ , $12^{3}/_{5} \times 18^{1}/_{2}D$ , $13 \times 18D$ , SRA3D, SRA4DD	

Paper type and weight	Paper size	Paper capacity
Coated: Glossy	Custom size:	-
Coated: Matte	Region	
63.1–256.0 g/m <sup>2</sup> (17.0 lb.	Vertical: 139.7–330.2 mm	
Bond –141.0 lb. Index)	Horizontal: 139.7–487.7 mm	
Paper Weight 2–Paper Weight 6	Region B	
	Vertical: 5.50–13.00 inches	
	Horizontal: 5.50–19.20 inches	
Translucent paper	АЗФ, А4ФФ, В5 JISФФ	*2
52.3-63.0 g/m <sup>2</sup> (14.0-16.9 lb. Bond)		
Paper Weight 1		
Transparencies	A400, 8 <sup>1</sup> / <sub>2</sub> × 1100	*2
163.1–220.0 g/m <sup>2</sup> (60.1– 80.9 lb. Cover)		
Paper Weight 5		
Tab stock <sup>*3</sup>	$A4D, 8^{1}/_{2} \times 11D$	-
52.3–256.0 g/m <sup>2</sup> (14.0 lb. Bond–141.0 lb. Index)		
Paper Weight 1–Paper Weight 6		
Envelopes	*1, *4, *5, *6	10 sheets
$163.1-256.0 \text{ g/m}^2$ (60.1 lb.	240 × 332 mm, 235 × 120mm,	
Cover-141.0 lb. Index)	120 × 235 mm, 105 × 241 mm, 110 × 220 mm	
(Thickness of overlapping part of the envelope.)		

\*1 The postcard side fences are required to load paper that is between 100.0 and 139.2 mm (3.94 and 5.49 inches).

- \*2 The maximum number of sheets you can set at once depends on the paper's thickness and condition.
- \*3 The tab fence is required.

\*4 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.

\*5 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.

\*6 Sizes do not include flap sizes.

## Three-tray wide LCT (Tray 4)

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)	Paper sizes that can be detected automatically:	2,000 sheets
Paper Weight 1–Paper Weight 8	$\begin{array}{c} \textcircledlength{\textcircled{\baselineskiplimity}{llllllllllllllllllllllllllllllllllll$	

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper	Select the paper size using the Tray Paper Settings menu:	2,000 sheets
Weight 8	A6 $\Box^{*1}$ , B5 JIS $\Box$ , B6 JIS $\Box^{*1}$ , $8^{1}/_{2} \times 14\Box$ , $8^{1}/_{2} \times 13\Box$ , $8^{1}/_{2}$ $\times 11\Box$ , $8^{1}/_{4} \times 14\Box$ , $8^{1}/_{4} \times 13$ $\Box$ , $8 \times 10\Box$ , $7^{1}/_{4} \times 10^{1}/_{2}\Box\Box$ , $5^{1}/_{2} \times 8^{1}/_{2}\Box$ , 8K $\Box$ , 16K $\Box\Box$ , $11 \times 15\Box$ , $11 \times 14\Box$ , $10 \times 15$ $\Box$ , $10 \times 14\Box$ , $13 \times 19^{1}/_{5}\Box$ , $13 \times 19\Box$ , $12^{3}/_{5} \times 19^{1}/_{5}\Box$ , $12^{3}/_{5} \times 18^{1}/_{2}\Box$ , $13 \times 18\Box$ , SRA3 $\Box$ , SRA4 $\Box\Box$ , $4^{1}/_{5} \times 5^{1}/_{2}$	
	Region B	
	A4 $\Box$ , A5 $\Box$ , A6 $\Box^{*1}$ , B5 JIS $\Box$ , B6 JIS $\Box^{*1}$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\Box$ , 8 × 10 $\Box$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ , 8K $\Box$ , 16K $\Box$ $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ ,	
	10 × 15 $\Box$ , 10 × 14 $\Box$ , 13 × 19 <sup>1</sup> / <sub>5</sub> $\Box$ , 13 × 19 $\Box$ , 12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> $\Box$ , 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> $\Box$ , 13 × 18 $\Box$ , SRA3 $\Box$ , SRA4 $\Box$ $\Box$ , 4 <sup>1</sup> / <sub>5</sub> × 5 <sup>1</sup> / <sub>2</sub> $\Box$	
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)	Custom size:	2,000 sheets
Paper Weight 1–Paper Weight 8	Wertical: 100.0−330.2 mm <sup>*1</sup> Horizontal: 139.7−487.7 mm	
	Vertical: 3.94–13.00 inches <sup>*1</sup> Horizontal: 5.50–19.20 inches	

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m² (17.0 lb. Bond – 198.0 lb. Index) Paper Weight 2–Paper Weight 8	Paper sizes that can be detected automatically:	_
Coated: Glossy Coated: Matte 63.1–360.0 g/m <sup>2</sup> (17.0 lb. Bond – 198.0 lb. Index) Paper Weight 2–Paper Weight 8	Select the paper size using the Tray Paper Settings menu:	

Paper type and weight	Paper size	Paper capacity
Coated: Glossy	Custom size:	-
Coated: Matte		
63.1–360.0 g/m <sup>2</sup> (17.0 lb.	Vertical: 139.7–330.2 mm	
Bond –198.0 lb. Index) Paper Weight 2–Paper	Horizontal: 139.7–487.7 mm	
Weight 8	Region B	
	Vertical: 5.50–13.00 inches	
	Horizontal: 5.50–19.20 inches	
Translucent paper 52.3–63.0 g/m <sup>2</sup> (14.0–16.9 Ib. Bond) Paper Weight 1	АЗФ, А4ФФ, В5 JISФФ	*2
Transparencies	A400, 8 <sup>1</sup> / <sub>2</sub> × 1100	*2
163.1–220.0 g/m <sup>2</sup> (60.1– 80.9 lb. Cover) Paper Weight 5	A400,072.1100	
Tab stock <sup>*3</sup>	A4D, 8 <sup>1</sup> / <sub>2</sub> × 11D	
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)	A40, 0 / 2 × 110	_
Paper Weight 1–Paper Weight 8		
Label paper	A400, 8 <sup>1</sup> / <sub>2</sub> × 1100	-
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)		
Paper Weight 1–Paper Weight 8		
Envelopes	*1, *4, *5, *6	10 sheets
163.1–300.0 g/m <sup>2</sup> (60.1 lb. Cover–165.0 lb. Index)	240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm,	
(Thickness of overlapping part of the envelope.)	110 × 220 mm	

- \*1 The postcard side fences are required to load paper that is between 100.0 and 139.2 mm (3.94 and 5.49 inches).
- \*2 The maximum number of sheets you can set at once depends on the paper's thickness and condition.
- \*3 The tab fence is required.
- \*4 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.
- \*5 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.
- \*6 Sizes do not include flap sizes.

## Two-tray wide LCT (Trays 3 to 8)<sup>\*1</sup>

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)	Paper sizes that can be detected automatically: <sup>*3</sup>	2,400 sheets
Paper Weight 1–Paper Weight 8 <sup>*2</sup>	$ \begin{array}{c} \textcircled{\begin{tabular}{lllllllllllllllllllllllllllllllllll$	

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8 <sup>*2</sup>	Select the paper size using the Tray Paper Settings menu: *4 $\bigcirc$ Region A A6D, B5 JISDD, B6 JISD, 8 <sup>1</sup> / <sub>2</sub> × 13D, 8 <sup>1</sup> / <sub>2</sub> × 11D, 8 <sup>1</sup> / <sub>4</sub> × 14 D, 8 <sup>1</sup> / <sub>4</sub> × 13D, 8 × 10D, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> D, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> D, 8K D, 16KDD, 11 × 15D, 11 × 14D, 10 × 15 D, 10 × 14D, 13 × 19D, 12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> D, 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> D, 13 × 18D, SRA4D, 4 <sup>1</sup> / <sub>5</sub> × 5 <sup>1</sup> / <sub>2</sub> D $\bigcirc$ Region B A4D, A5D, A6D, B5 JISDD, B6 JISD, 8 <sup>1</sup> / <sub>4</sub> × 13D, 8 × 10D, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> D, 8KD, 16KDD, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, 13 × 19 D, 12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> D, 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> D, 13 × 18D, SRA4D, 4 <sup>1</sup> / <sub>5</sub> × 5 <sup>1</sup> / <sub>2</sub> D	2,400 sheets
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8 <sup>*2</sup>	Custom size: *5 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	2,400 sheets <sup>*6</sup>

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m <sup>2</sup> (17.0 lb. Bond – 198.0 lb. Index) Paper Weight 2–Paper Weight 8 <sup>*2</sup>	Paper sizes that can be detected automatically: $\bigcirc$ Region <b>A</b> A3D, A4DD, A5DD, B4 JISD, B5 JISD, 11 × 17D, 8 <sup>1</sup> / <sub>2</sub> × 11 D, 8 × 13D, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> D, 12 × 18D $\bigcirc$ Region <b>B</b> A3D, A4D, A5D, B4 JISD, B5 JISD, 11 × 17D, 8 <sup>1</sup> / <sub>2</sub> × 11DD, 8 × 13D, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> DD, 12 × 18D	
Coated: Glossy Coated: Matte 63.1–360.0 g/m <sup>2</sup> (17.0 lb. Bond – 198.0 lb. Index) Paper Weight 2–Paper Weight 8 <sup>*2</sup>	Select the paper size using the Tray Paper Settings menu:	

Paper type and weight	Paper size	Paper capacity
Coated: Glossy	Custom size:	-
Coated: Matte	Region	
$63.1 - 360.0 \text{ g/m}^2 (17.0 \text{ lb.})$	Vertical: 139.7–330.2 mm	
Bond –198.0 lb. Index) Paper Weight 2–Paper	Horizontal: 139.7–487.7 mm	
Weight 8 <sup>*2</sup>	Region B	
	Vertical: 5.50–13.00 inches	
	Horizontal: 5.50–19.20 inches	
Translucent paper <sup>*7</sup>	АЗФ, А4ФФ, В5 JISФФ	*8
52.3-63.0 g/m <sup>2</sup> (14.0-16.9 lb. Bond)		
Paper Weight 1		
Transparencies <sup>*7</sup>	A400, 8 <sup>1</sup> / <sub>2</sub> × 1100	*8
163.1-220.0 g/m <sup>2</sup> (60.1-		
80.9 lb. Cover)		
Paper Weight 5		
Tab stock <sup>*7, *9</sup>	$A4D, 8^{1}/_{2} \times 11D$	-
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)		
Paper Weight 1–Paper Weight 8		
Label paper <sup>*7</sup>	A400, 8 <sup>1</sup> / <sub>2</sub> × 1100	-
52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)		
Paper Weight 1–Paper Weight 8		
Envelopes <sup>*7</sup>	*10, *11, *12	10 sheets
163.1–300.0 g/m <sup>2</sup> (60.1 lb. Cover–165.0 lb. Index)	240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm,	
(Thickness of overlapping part of the envelope.)	110 × 220 mm	

\*1 You can install the banner sheet tray for Tray 3, 5, or 7.

- \*2 When paper whose horizontal length is 487.8 mm (19.20 inches) or more is specified, the maximum paper weight of the tray is Paper Weight 7.
- \*3 When the banner sheet tray is installed, paper sizes are not detected automatically.
- \*4 When the banner sheet tray is installed, you cannot select paper sizes.
- \*5 You can print on paper whose size is between 210.0-330.2 mm (8.27-13.00 inches) vertically and 420.0-700.0 mm (16.54-27.55 inches) horizontally if the banner sheet tray is installed.
- \*6 When the horizontal length of paper is 420.0–559.9 mm (16.54–22.00 inches), paper capacity is 800 sheets. When the horizontal length of paper is 560.0–700.0 mm (22.00–27.55 inches), paper capacity is 1,100 sheets.
- \*7 When the banner sheet tray is installed, you cannot select paper types.
- \*8 The maximum number of sheets you can set at once depends on the paper's thickness and condition.
- \*9 The tab fence is required.
- \*10 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.
- \*11 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.
- \*12 Sizes do not include flap sizes.

#### Interposer

Paper type and weight	Paper size	Paper capacity
64.0–216.0 g/m <sup>2</sup> (17.1 lb. Bond–79.9 lb. Cover)	Paper sizes that can be detected automatically:	200 sheets × 2
Paper Weight 2–Paper	Region	
Weight 5	A3, A4, A4, A5, A5, B4, JIS, B5, B5, JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11 D, 8 × 13, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 12 × 18,	
	Region B	
	A30, A40, A50, B4 JIS0, B5 JIS0, 11 × 170, 8 <sup>1</sup> / <sub>2</sub> × 1100, 8 × 130, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> 00, 12 × 180	

Paper type and weight	Paper size	Paper capacity
64.0–216.0 g/m <sup>2</sup> (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Select the paper size using the Tray Paper Settings menu: <b>B5</b> JISD, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 13D$ , $8^{1}/_{2} \times 11D$ , $8^{1}/_{4} \times 14D$ D, $8^{1}/_{4} \times 13D$ , $8 \times 10D$ , $7^{1}/_{4} \times 10^{1}/_{2}DD$ , $5^{1}/_{2} \times 8^{1}/_{2}D$ , $8KD$ , $16KDD$ , 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, 13 × 19^{1}/_{5}D, 13 × 19^{D}, 12^{3}/_{5} \times 19^{1}/_{5}D, 12^{3}/_{5} \times 18^{1}/_{2}D, $13 \times 18D$ , SRA3D, SRA4DD <b>Region B</b> A4D, A5D, B5 JISD, $8^{1}/_{2} \times 14D$ , $8^{1}/_{4} \times 13D$ , $8 \times 10D$ , $7^{1}/_{4} \times 10^{1}/_{2}DD$ , $8KD$ , $16KDD$ , $11 \times 15D$ , $11 \times 14D$ , $10 \times 15D$ , $10 \times 14D$ , $13 \times 19^{1}/_{5}D$ , $13 \times 19D$ , $12^{3}/_{5} \times 19^{1}/_{5}D, 13 \times 19D$ , $12^{3}/_{5} \times 19^{1}/_{5}D, 13 \times 19D$ , $12^{3}/_{5} \times 19^{1}/_{5}D, 13 \times 19D$ , $12^{3}/_{5} \times 19^{1}/_{5}D, 12^{3}/_{5} \times 18^{1}/_{2}D$ , $13 \times 18D$ , SRA4DD	200 sheets × 2
64.0–216.0 g/m <sup>2</sup> (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	200 sheets × 2

## Interposer of the perfect binder

Paper type and weight	Paper size	Paper capacity
90.0–300.0 g/m <sup>2</sup> (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Paper sizes that can be detected automatically: Region A A3D, 13 × 19D Region B 11 × 17D, 13 × 19D	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m <sup>2</sup> (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Select the paper size using the Tray Paper Settings menu: $\bigcirc$ Region $\land$ B4 JISD, 11 × 17D, 8KD, 12 × 18D, 11 × 15D, 13 × 19 <sup>1</sup> / <sub>5</sub> D, 12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> D, 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> D, 13 × 18 $\bigcirc$ , SRA3D $\bigcirc$ Region $\blacksquare$ A3D, B4 JISD, 8KD, 12 × 18D, 11 × 15D, 13 × 19 <sup>1</sup> / <sub>5</sub> D, 12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> D, 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> D, 13 × 18 $\bigcirc$ , SRA3D	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m <sup>2</sup> (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Custom size: Region A Vertical: 257.0–330.2 mm Horizontal: 364.0–487.7 mm Region B Vertical: 10.12–13.00 inches Horizontal: 14.34–19.20 inches	200 sheets (or up to 24 mm in height) × 2

#### **Paper thickness**

Paper thickness <sup>* 1</sup>	Metric	Bond paper	Cover paper	Index paper
Paper Weight	52.3-63.0	14.0–16.9 lb.	19.0–23.0 lb.	29.0–34.9 lb.
1 <sup>*2</sup>	g/m <sup>2</sup>	Bond	Cover	Index
Paper Weight 2	63.1-80.0	17.0–21.0 lb.	23.1–29.9 lb.	35.0–44.0 lb.
	g/m <sup>2</sup>	Bond	Cover	Index
Paper Weight 3	80.1-105.0	21.1–28.0 lb.	30.0–38.9 lb.	44.1–58.0 lb.
	g/m <sup>2</sup>	Bond	Cover	Index
Paper Weight 4	105.1-163.0	28.1–43.0 lb.	39.0–60.0 lb.	58.1–90.0 lb.
	g/m <sup>2</sup>	Bond	Cover	Index
Paper Weight 5	163.1-220.0	43.1–58.9 lb.	60.1–80.9 lb.	90.1–121.0 lb.
	g/m <sup>2</sup>	Bond	Cover	Index
Paper Weight 6	220.1-256.0	59.0–68.0 lb.	81.0–94.0 lb.	121.1–141.0 lb.
	g/m <sup>2</sup>	Bond	Cover	Index
Paper Weight 7	256.1-300.0	68.1–80.0 lb.	94.1–110.0 lb.	141.1–165.0 lb.
	g/m <sup>2</sup>	Bond	Cover	Index
Paper Weight 8	300.1-360.0	80.1–96.0 lb.	110.1–132.0 lb.	165.1–198.0 lb.
	g/m <sup>2</sup>	Bond	Cover	Index

\*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.

\*2 When loading paper of 52.3–63.0 g/m<sup>2</sup> (14.0–16.9 lb. Bond), the edges may crease or the paper misfeed depending on the paper type.

#### Note

- Certain types of paper, such as translucent paper or transparencies, may produce noise when delivered. This noise does not indicate a problem and print quality is unaffected.
- The paper capacity described in the tables above is an example. Actual paper capacity might be lower, depending on the paper type.
- When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the multi bypass tray (Tray A).
- You can specify whether or not the machine auto detects multi-sheet feeds in paper from every tray. 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. However, depending on the condition

of the paper, the machine may not detect a multi-sheet feed correctly. For details about Adjustment Settings for Operators, see "Adjustment Settings for Operators", Paper Settings.

- Flatten out curled sheets before loading them.
- The Adjust Paper Curl function might not be able to fully remove curl, depending on the type of
  paper and the direction of its grain. If long grain paper does not uncurl properly, try short grain
  paper instead. For details about the Adjust Paper Curl function, see "Adjustment Settings for
  Operators", Paper Settings.
- Depending on the paper's size, weight, and type, the copy/print speed may be slower than usual.
- When loading envelopes, see page 177 "Envelopes".
- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see page 135 "Loading Orientation-fixed Paper or Two-sided Paper".
- If you load paper of the same size and same type in two or more trays, the machine automatically
  feeds from one of the trays in which [Yes] is selected for [Apply Auto Paper Select] when the first
  tray in use runs out of paper. This function is called Auto Tray Switching. This saves interrupting a
  copy run to replenish paper when making a large number of copies. You can specify the paper
  type of the paper trays under [Paper Type] tab. For details, see "Tray Paper Settings", Paper
  Settings. For the setting procedure of the Auto Tray Switching function, see "General Features",
  Copy/ Document Server.
- The paper types you can select in Tray Paper Settings are only general classifications. Print quality for every kind of paper in a classification is not guaranteed. For details, see page 179 "Unusable Paper".
- If the surface of the paper is dusty, white spots might appear on prints. To remove dust, fan the paper thoroughly.
- When loading label paper:
  - Select [Label Paper] for [Paper Type] in [Tray Paper Settings], and select an appropriate paper thickness under [Paper Weight].
- When loading transparencies:
  - When copying onto transparencies, see "Copying onto Transparencies", Copy/ Document Server.
  - To print on transparencies, select [Transparency] for [Paper Type] in [Tray Paper Settings].
  - When you load transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.
  - Fan transparencies thoroughly whenever you use them. This prevents transparencies from sticking together, and from feeding incorrectly.
  - Remove copied or printed sheets one by one.
- When loading translucent paper:

- When loading translucent paper, always use long grain paper, and set the paper direction according to the grain.
- Translucent paper easily absorbs humidity and becomes curled. Remove curl in the translucent paper before loading. For details about settings for flattening out curled paper, see "Adjustment Settings for Operators", Paper Settings.
- Remove copied or printed sheets one by one.
- When loading coated paper:
  - If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use
    matted paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type].
    For details about the settings for using coated paper with custom paper, see "Registering a
    Custom Paper", Paper Settings.
  - When loading coated paper or glossy paper, always fan the paper before using it.
  - If a paper jam occurs or if the machine makes a strange noise when feeding stacks of coated paper, feed the coated paper one sheet at a time.
  - To load coated paper into the wide LCT, you must specify [Coated: Glossy], [Coated: Matte], or [Coated Paper: Gloss] as the paper type and select an appropriate paper thickness under [Paper Weight].

## **Envelopes**

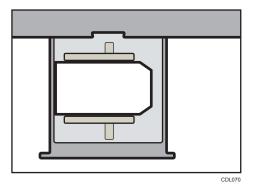
This section describes loading envelopes.

#### Coloritant 🖸

- Misfeeds might occur depending on the length and shape of the flaps.
- Only envelopes that are at least 139.7 mm (5.5 inches) wide can be loaded.

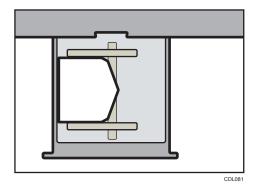
To print on envelopes, load them into the Wide LCT or multi bypass tray (Tray A), and be sure to specify an appropriate paper type.

To load envelopes, be sure to unfold their flaps and set them in the 🗗 orientation with print side face up.



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If you are copying onto side-opening envelopes, be sure to unfold their flaps and set them in the  $\Box$  orientation with print side face up. Flaps must be at the right side of the Wide LCT or multi bypass tray (Tray A).



#### Recommended envelopes

For information about recommended envelopes, contact your local dealer.

#### Storage of envelopes

Keep envelopes stored in sealed plastic bags and remove only the quantity needed. Do not add envelopes during printing, as this might cause misfeeds.

## • Note

- Be sure to specify the size of the envelope and flap size in [Tray Paper Settings]. For details, see page 153 "Changing to a Custom Paper Size".
- When using envelopes, set [Paper Weight] in [Tray Paper Settings] to the same value as two sheets of the paper used for the envelopes.
- Before loading envelopes, press down on them to remove any air inside and to flatten any edges or creases. When loading envelopes, make sure they do not go over the limit mark.
- Place one envelope at a time if you still get any of the following results:
  - The envelope jams
  - The envelope is not fed
  - Multiple envelopes are fed at the same time
- Humidity levels of over 50% can cause envelopes to come out creased or misprinted.
- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color or image on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.
- If the horizontal size of the envelope is 297 mm (11.7 inches) or less, a paper misfeed might occur. If this happens, turn off Skew Detection. For details, see "Adjustment Settings for Operators", Paper Settings.
- When printing on envelopes thicker than 127.0 g/m<sup>2</sup> (47.0 lb. Cover), do not use [Adjust 
   Curl: Strong] or [Adjust 
   Curl: Strong] for [Adjust Paper Curl] of [Adjustment Settings for Operators].

# Unusable Paper

# 

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

#### 🔁 Important

- To prevent faults, do not use any of the following kinds of treated paper:
  - Paper for inkjet printers
  - Thermal paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
  - Paper with perforated lines
  - Hemmed-edge paper
- If you use metallic/pearl paper or black paper, the conductivity of the paper may affect the machine. Use only paper that has been verified. If any problem occurs, stop feeding the paper immediately and contact your service representative.
- Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print onto unprinted sides only.
- Certain types of transparencies for color printing cannot be used. For details about types that can be used, contact your sales or service representative.

#### **Vote**

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Torn paper
  - Paper with a dusty surface
- The following paper types are not supported by the perfect binder and the interposer.
  - Heavily curled paper
  - Paper with staples or clips
  - Torn paper
  - Label paper
  - Tab stock
  - Cardstock

- Paper with penciled characters or images
- Folded paper
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)
- Some kinds of colored paper cannot be used depending on the color of the paper. For details, contact your local dealer or service representative.

# **Paper Storage**

- When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Store all your thick paper in the same environment a room where the temperature is 20– 25°C (68–77°F) and the humidity is 30–65%.
  - Store on a flat surface.
  - Do not store paper vertically.
- Once opened, store paper in plastic bags.
- Keep paper tightly sealed in a bag made of anti-humidity material even if the package of paper has not been opened yet. If sheets of paper are not stored in an anti-humidity bag, store them in aplastic bag and tightly seal it.

This chapter describes how to register frequently used settings and customize the Home Screen. It also describes how to manage a job.

# **Registering Frequently Used Functions**

You can store frequently used job settings in the machine memory and recall them easily.

## **Registering Functions in a Program**

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

- Copier: 25 programs
- Document Server: 25 programs
- Scanner: 25 programs

The following settings can be registered to programs:

#### Copier:

Color mode, original type, density, Original Size, Mixed Sizes, Batch, SADF, Original Orientation, Reverse Orientation, paper tray, Store File (except for User Name, File Name, and Password), Auto Reduce / Enlarge, Create Margin, Output/ Customize Function/ Finisher, Stamp (except for Change Start No. in Stamp Text), Cover/ Slip Sheet, Edit / Color, Dup./ Combine/ Series, Reduce/ Enlarge, number of copies

#### Document Server (on the initial document print screen):

Output/ Finisher, Stamp, Cover/ Slip Sheet (except for Main Sheets in Designate / Chapter), Edit, 2 Sided / Book, number of prints

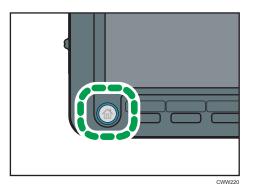
#### Scanner:

Scan Settings, density, Original Feed Type, Send File Type / Name (except for Security Settings and Start No.), Store File (except for User Name, File Name, and Password), Preview, Text, Subject, Security, Recept. Notice

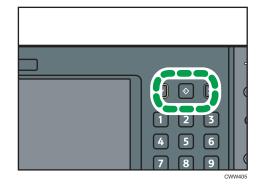
This section explains how to register functions in a program using copier function as an example.

#### 1. Press the [Home] key on the control panel, and press the [Copier] icon on the screen.

If the [Copier] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



- 2. Edit the copy settings so all functions you want to store in a program are selected.
- 3. Press the [Program] key.



- 4. Press [Program].
- 5. Press the program number you want to register.

Program (Copier)	Program (Copier)			
♦ Recall	Program	Change Name	Delete	
001   <b>*</b> Not Pr	001   * Not Programmed   002			
003   * Not P	003   * Not Programmed   004   :			
005   🗶 Not P	005   * Not Programmed   006			
007   * Not Programmed   008			008 *	
009   * Not Programmed   010		010 *		
011   * Not Programmed   012			012 *	
013   * Not Programmed   014			014 *	

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



• You can enter up to 40 characters for a program name.

- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the [Program] key, when modes are cleared or reset, and after the machine is turned on. See page 192 "Changing the Default Functions of the Initial Screen".
- When the paper tray you specified in a program is empty and if there is more than one paper tray with the same size paper in it, the paper tray prioritized under [Paper Tray Priority: Copier] will be selected first. For details, see "System Settings", Connecting the Machine/ System Settings.
- Destinations can be registered to a program of the scanner mode only when [Include Destinations] is selected for [Program Setting for Destinations] in [Scanner Features]. For details about the setting, see "General Settings", Scan.
- Folder destinations that have protection codes cannot be registered to a program of the scanner mode.
- Programs are not deleted by turning the power off or by pressing the [Reset] key unless the program is deleted or overwritten.
- Program numbers with  $\diamondsuit$  next to them already have settings made for them.
- Programs can be registered to the [Home] screen, and can be recalled easily. For details, see page 186 "Registering a Shortcut to a Program to the [Home] Screen" and page 195 "Adding lcons to the [Home] Screen". Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.

Program name	Program description	Effect
Есо сору	Specify [Combine 2 Sides] in [Dup./ Combine/ Series].	You can save paper and toner.
Dated confidential copy	In [Stamp], specify [CONFIDENTIAL] under [Preset Stamp], and [Date Stamp].	You can increase security awareness by printing "CONFIDENTIAL" and the date on copies.
Conference material copy	Specify [Combine 2 Sides] in [Dup./ Combine/ Series] and [Staple] in [Output/ Customize Function/ Finisher].	You can copy conference materials efficiently.

#### Example of programs

#### Copier mode

#### 5. Convenient Functions

Program name	Program description	Effect
Magazine copy	Specify [Magazine] in [Dup./ Combine/ Series] and [Staple: Center] in [Output/ Customize Function/ Finisher].	You can save paper. Also, you can perform printing jobs such as producing leaflets in-house instead of having them printed by an outside printing company.
Unified-size copy	Specify [Mixed Sizes] and [Auto Reduce / Enlarge].	You can print various size copies onto one size of paper, so they are easier to manage.
Stamping corporate name copy	Specify [User Stamp] in [Stamp].	You can stamp the name of your company on copies of working or architectural drawings. Your company name needs to be pre- registered in the machine.
Z-folding copy	Specify [Z-fold] in [Output/ Customize Function/ Finisher].	A3 size paper is folded to A4 size. You can print various size copies onto one size of paper, so they are easier to manage.
Thumbnail copy	Specify [Combine 1 Side] in [Dup./ Combine/ Series].	You can copy up to eight pages onto one side of a sheet, so that you can save paper.
Storage copy: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

#### Scanner mode

Program name	Program description	Effect
Easy PDF scan	Select [Full Color: Text / Photo] in [Scan Settings]. In [Send File Type / Name], select [PDF] under [File Type] and enter the business details such as "London branch: daily report" under [File Name].	You can scan documents efficiently.

Program name	Program description	Effect
High compression PDF scan	Select [Full Color: Text / Photo] in [Scan Settings] and [High Compression PDF] in [Send File Type / Name].	You can compress the data size of scanned documents, so that you can send and store them.
Long-term storage scan	Select [PDF/A] in [Send File Type / Name].	You can easily digitize documents to "PDF/A" file format, which is suitable for long-term storage.
Unified-size scan	In [Scan Settings], select [Mixed Original Sizes] in [Scan Size] and specify the finished size of scanned data in [Reduce / Enlarge] under [Edit].	You can skip this procedure to unify the size when reprinting scanned data.
Digital signature scan	In [Send File Type / Name], specify [PDF] in [File Type], and also specify [Digital Signature].	You can add a digital signature to an important document such as a contract, so that any data tampering can be detected.
Dividing file scan	Specify [Divide] in [Original Feed Type].	You can scan a multiple page original as one file by splitting it into groups of a specified number of pages.
High resolution scan	In [Send File Type / Name], specify TIFF format in [File Type]. Also, specify a higher resolution in [Scan Settings].	Scanned documents maintain much of the detail of the originals, but the size of the data may be quite large.
Batch document scan	Select [Batch] in [Original Feed Type].	You can apply multiple scans to a large volume of originals and send the scanned originals as a single job.
Scan to XXXX (replace XXXX by a destination name)	Select e-mail or folder destinations from the list that is registered in the machine's Address Book, and then specify the scan settings.	If you register destinations and scan settings that you use often, you can skip the procedures to specify them when sending a scanned file.

Program name	Program description	Effect
Storage scan: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

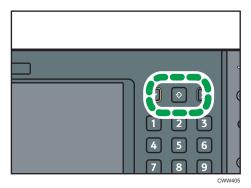
#### Vote

- Depending on the options installed, some functions cannot be registered. For details, see page 22 "Functions Requiring Optional Configurations".
- The names of programs given above are just examples. You can assign any name to a program according to your objectives.
- Depending on your business details or the type of documents to be scanned, registering a program cannot be recommended.

# Registering a Shortcut to a Program to the [Home] Screen

You can register shortcuts to programs stored in copier or scanner mode to the [Home] screen. Once you have registered a shortcut, you can recall the program with just one touch.

- 1. Display the [Copier] or [Scanner] screen.
- 2. Press the [Program] key.



- 3. Press [Program to Home].
- 4. Select the number of the program you want to register as a shortcut.
- 5. Press [Yes].
- 6. Press [Exit].

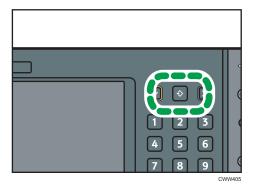
Vote

• Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.

- For details about the [Home] screen, see page 194 "Types of [Home] Screens and How to Customize Them".
- 🛱 next to a program means that its shortcut is registered in the [Home] screen.
- You can register up to 72 function and shortcut icons. Delete unused icons if the limit is reached. For details, see page 200 "Deleting an Icon on the [Home] Screen".
- New shortcut icons are added next to the last position of a shortcut icon in line. If an icon already exists in the last position, the new icon is placed in the first available position from the front of the line.
- You can also register a shortcut using User Tools or Web Image Monitor. For details, see page 195 "Adding Icons to the [Home] Screen".
- You can change the position of shortcut icons. For details, see page 198 "Changing the Order of Icons on the [Home] Screen".

# Deleting a Shortcut to a Program from the [Home] Screen

- 1. Display the [Copier] or [Scanner] screen.
- 2. Press the [Program] key.



- 3. Press [Program to Home].
- 4. Select the number of the program for the shortcut that you want to delete.
- 5. Press [Yes].
- 6. Press [Exit].

Note

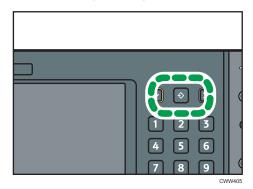
- 🛍 next to a program means that its shortcut is registered in the [Home] screen.
- Even if a shortcut is removed from the [Home] screen, the program remains registered on the machine.
- A shortcut is not removed from a user's [Home] screen even if it is removed from the default [Home] screen. Also, a shortcut is not removed from the default [Home] screen even if it is removed from the

user's [Home] screen. For details about the default [Home] screen and user's [Home] screen, see page 194 "Types of [Home] Screens and How to Customize Them".

# **Recalling a Stored Program**

You can recall the program and operate the machine using the stored settings.

- 1. Display the [Copier], [Document Server], or [Scanner] screen.
- 2. Press the [Program] key.



- 3. Make sure that [Recall] is selected.
- 4. Press the program number you want to recall.

To recall a program in which a password-protected folder is registered, you must enter the password.

## • Note

- Only programs with  $\diamondsuit$  next to them contain a program.
- Using the program causes the previous settings to be cleared.
- If you have not programmed any destinations or scan settings as programs, select the program number, and then specify the settings.
- The content of destinations that are registered in a program of the scanner mode is changed if the content of the Address Book is changed.
- You cannot add or delete destinations when you recall the scanner mode program in which destinations are registered. If you want to delete destinations, press the [Reset] key to clear the recalled settings.
- If destinations are registered in a scanner mode program that you recalled, destinations will not be recalled if [Program Setting for Destinations] is set to [Exclude Destinations] in [Scanner Features].

# Changing a Stored Program

#### Vote

• When the content of a program that is registered to the [Home] screen as a shortcut is changed, the content of the shortcut on the [Home] screen is also changed.

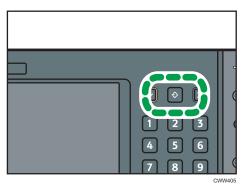
#### Changing the settings of the program

You can change the settings of the program and overwrite the exiting program.

1. Recall a program.

For details, see page 188 "Recalling a Stored Program".

- 2. Edit the settings so all functions you want to store in a program are selected.
- 3. Press the [Program] key.



- 4. Press [Program].
- 5. Press the program number you want to change.
- 6. Press [Yes].
- 7. Enter the program name.
- 8. Press [OK].
- 9. Press [Exit].

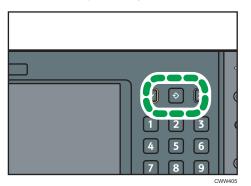
#### Note

- When it is overwritten, the previous program is deleted.
- You can change the settings of a program and then save it as a new program. Press a program number that does not have a ⇒.

#### Changing the name of program

1. Display the [Copier], [Document Server], or [Scanner] screen.

2. Press the [Program] key.



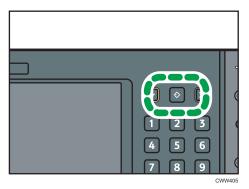
- 3. Press [Change Name].
- 4. Press the program number you want to change.
- 5. Press [Change].

If you selected [Document Server] in Step 1, proceed to Step 6.

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

# **Deleting a Stored Program**

- 1. Display the [Copier], [Document Server], or [Scanner] screen.
- 2. Press the [Program] key.



- 3. Press [Delete].
- 4. Press the program number you want to delete.
- 5. Press [Yes].
- 6. Press [Exit].

# • Note

• When the program whose shortcut is registered to the [Home] screen is deleted, the shortcut on the [Home] screen is also deleted.

# Changing the Default Functions of the Initial Screen

This section explains how to set defaults for the initial screen, which appears when the machine is turned on or when settings are cleared or reset.

The following settings can be registered as defaults:

#### Copier:

Color mode, original type, density, Original Size, Mixed Sizes, Batch, SADF, Original Orientation, Reverse Orientation, paper tray, Store File (except for User Name, File Name, Password, and Target Folder to Store), Auto Reduce / Enlarge, Create Margin, Output/ Customize Function/ Finisher, Stamp (except for Change Start No. in Stamp Text), Cover/ Slip Sheet, Edit / Color, Dup./ Combine/ Series, Reduce/ Enlarge, number of copies

#### **Document Server:**

• Initial document print screen

Output/ Finisher, Stamp, Cover/ Slip Sheet (except for Main Sheets in Designate / Chapter), Edit, 2 Sided / Book, number of prints

• Initial scan original screen

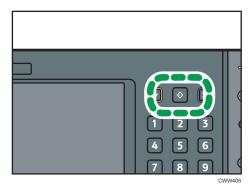
Color mode, original type, density, Original Size, Mixed Sizes, Batch, SADF, Original Orientation, Reverse Orientation, paper tray, Auto Reduce / Enlarge, Create Margin, Edit / Color, Dup./ Combine/ Series, Reduce/ Enlarge

#### Scanner:

Scan Settings, density, Original Feed Type, Send File Type / Name (except for Security Settings and Start No.), Store File (except for User Name, File Name, Password, and Target Folder to Store), Preview, Text, Subject, Security, Recept. Notice

This section explains how to change the default functions of the initial copy screen.

- 1. Specify scan settings and any other settings you require on the initial copy screen.
- 2. Press the [Program] key.



- 3. Press [Program as Defaults].
- 4. Press [Program].
- 5. Press [Yes].

# Vote

- To restore the factory default settings on the initial screen, press [Restore Factory Defaults] in Step 4, and then press [Yes].
- The default settings can be programmed separately for the normal and simple screens.

# **Customizing the [Home] Screen**

You can add shortcuts to frequently used programs on the [Home] screen. The programs can be recalled easily by pressing the shortcut icons. You can change the order of functions and shortcut icons.

## Types of [Home] Screens and How to Customize Them

The icons of each function are displayed on the [Home] screen. You can change modes by pressing the icons. For details about the items on the [Home] screen, see page 46 "How to Use the [Top] Screen and the [Home] Screen".



Depending on the authentication settings, there are two kinds of [Home] screens:

• Default [Home] screen

This screen is displayed when the authentication function is not enabled or when the authentication function is enabled and you are logged in as an administrator. The default [Home] screen is also used as the initial screen of a user's [Home] screen. When the default [Home] screen is customized, the initial screen of a user's [Home] screen is also changed.

• User's [Home] screen

This screen is for each user. To use a user's [Home] screen, enable the authentication. The use of a user's [Home] screen can be limited. For details, see Security Guide.

You can customize the [Home] screen to make it more accessible. The default [Home] screen and user's [Home] screen can be customized separately. When customizing the default [Home] screen, use the [Program] key, User Tools, or Web Image Monitor. When customizing a user's [Home] screen, use the [Program] key or Web Image Monitor. The following contents can be customized:

• Adding icons

You can add shortcuts to frequently used programs to the [Home] screen. The icons of added shortcuts appear on the [Home] screen. The programs can be recalled easily by pressing the shortcut icons. For details, see page 195 "Adding Icons to the [Home] Screen".

• Changing the icon order

You can change the order of the function and shortcut icons. For details, see page 198 "Changing the Order of Icons on the [Home] Screen".

• Registering an image

You can display a favorite image on the upper right on the [Home] screen. For details, see page 201 "Displaying an Image on the [Home] Screen".

#### Vote

- Depending on the machine settings, a user's [Home] screen cannot be used. For details, see Security Guide.
- When customizing a user's [Home] screen, the contents of the default [Home] screen are not changed.
- When customizing the default [Home] screen after making a user's [Home] screen, the settings for the user's [Home] screen that have already been registered are not changed.

# Adding Icons to the [Home] Screen

You can add shortcuts to programs stored in copier or scanner mode.

You can also review icons of functions and embedded software applications that you deleted from the [Home] screen.

#### Vote

- Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.
- Shortcut names of up to 32 characters can be displayed in a standard screen. If the name of the
  shortcut is longer than 32 characters, the 32nd character is replaced with "...". Only 30 characters
  can be displayed in a simple screen. If the name of the shortcut is longer than 30 characters, the
  30th character is replaced with "...".
- For details about how to make a program, see page 181 "Registering Functions in a Program".
- For details about the procedure for registering a shortcut using the [Program] screen, see page 186 "Registering a Shortcut to a Program to the [Home] Screen".
- You can register up to 72 function and shortcut icons. Delete unused icons if the limit is reached. For details, see page 200 "Deleting an Icon on the [Home] Screen".
- You can change the position of icons. For details, see page 198 "Changing the Order of Icons on the [Home] Screen".

#### Adding icons to the [Home] screen using Web Image Monitor

1. Start Web Image Monitor.

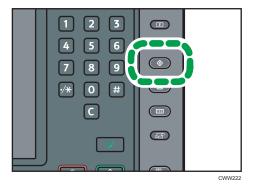
For details, see "Using Web Image Monitor", Connecting the Machine/ System Settings.

- 2. Log in to Web Image Monitor.
- To add icons to the default [Home] screen, point to [Device Management], and then click [Device Home Management]. To add icons to a user's [Home] screen, point to [Customize Screen per User].
- 4. Click [Edit Icons].
- Point to [<sup>+</sup>Icon can be added.] of the position that you want to add, and then click [<sup>+</sup> Add].
- 6. Select the function or shortcut icon you want to add.
- 7. Click [OK] four times.

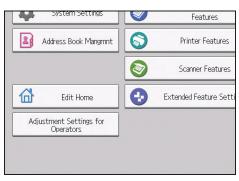
#### Adding icons to the [Home] screen using the User Tools

In the following procedure, a shortcut to a copier program is registered to the [Home] screen.

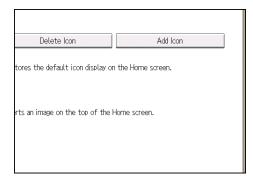
- 1. Register a program.
- 2. Press the [User Tools] key.



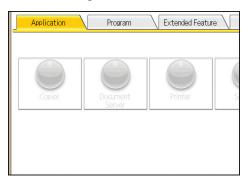
3. Press [Edit Home].



## 4. Press [Add Icon].



5. Press the [Program] tab.



6. Make sure that [Copier Program] is selected.

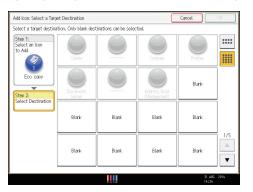


7. Select the program you want to add.

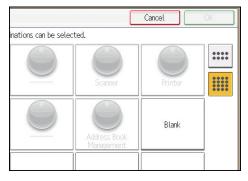
197

5

8. Specify the position where [Blank] is displayed.



**9.** Press [OK].



- 10. Press the [User Tools] key.
- Vote
  - Press 🛲 on the upper-right corner of the screen to check the position on the simple screen.

# Changing the Order of Icons on the [Home] Screen

You can change the order of the function and shortcut icons on the [Home] screen to make them more accessible.

#### • Note

- The number of icons that can be displayed on 1 page varies depending on which screen pattern is selected. On the simple screen, 8 icons can be displayed. On the initial screen, 16 icons can be displayed.
- The initial and simple screens are the same in order of icons. An icon displayed on the bottom right of the initial screen in page 1 will be displayed on the bottom right on the simple screen in page 2.
- The [Move Icon] screen displays icons for functions that have not been installed. These icons can be moved; however, icons cannot be displayed on the [Home] screen.
- The icons switch position if another icon is already registered in a destination.

#### Editing icons using Web Image Monitor

1. Start Web Image Monitor.

For details, see "Using Web Image Monitor", Connecting the Machine/ System Settings.

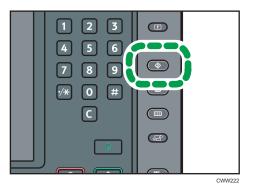
- 2. Log in to Web Image Monitor.
- To change the order of the icons on the default [Home] screen, point to [Device Management], and then click [Device Home Management]. To change the order of the icons on a user's [Home] screen, point to [Customize Screen per User].
- 4. Click [Edit Icons].
- 5. Drag the icon that you want to move, and then drop it to the new position.
- 6. Click [OK] three times.

Vote

• To move the icon to another page, drag it to the destination page on the thumbnail displayed on the right of the screen. After the page is switched, drop the icon at the new position.

#### Editing the icons using the User Tools

1. Press the [User Tools] key.



- 2. Press [Edit Home].
- 3. Press [Move Icon].
- 4. Select an icon that you want to move.
- 5. Specify the position where [Blank] is displayed.

If you specify a position in which another icon is already registered, the new icon replaces the existing icon.

6. Press the [User Tools] key.

#### Vote

• Press 🕮 on the upper-right corner of the screen to check the position on the simple screen.

# Deleting an Icon on the [Home] Screen

Delete unused function or shortcut icons. You can display only the icons of functions and shortcuts that you use.

#### Note

- Even if a function icon or shortcut icon to a program on the [Home] screen is deleted, the program or function is not deleted.
- You can also delete a shortcut icon from the [Program] screen. See page 187 "Deleting a Shortcut to a Program from the [Home] Screen".

#### Deleting an icon on the [Home] screen using Web Image Monitor

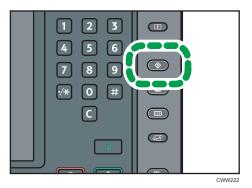
1. Start Web Image Monitor.

For details, see "Using Web Image Monitor", Connecting the Machine/ System Settings.

- 2. Log in to Web Image Monitor.
- To delete an icon on the default [Home] screen, point to [Device Management], and click [Device Home Management]. To delete an icon on the user's [Home] screen, point to [Customize Screen per User].
- 4. Click [Edit Icons].
- 5. Drag the icon that you want to delete, and then drop it in the trash box on the left of the screen.
- 6. Click [OK] three times.

#### Deleting an icon on the [Home] screen using User Tools

1. Press the [User Tools] key.



- 2. Press [Edit Home].
- 3. Press [Delete Icon].

- 4. Select the icon that you want to delete.
- 5. Press [OK].
- 6. Press the [User Tools] key.

#### Displaying an Image on the [Home] Screen

You can display an image such as a company logo on the [Home] screen.

To load an image, store it in the following format:

#### File format:

PNG (recommended) or JPEG<sup>\*1</sup>

\*1 For a JPEG image, reduce the horizontal size of the image to 94% of the original before using it.

#### Number of pixels:

324 × 66 pixels

#### Maximum file size:

45 KB

Note

- The machine does not support 1-bit, 2-bit, and 4-bit grayscale images.
- The image displayed on the default [Home] screen is also displayed on each user's [Home] screen. Different images cannot be displayed on individual user's [Home] screens.

#### Displaying an image on the [Home] screen using Web Image Monitor

1. Start Web Image Monitor.

For details, see "Using Web Image Monitor", Connecting the Machine/ System Settings.

2. Log in to Web Image Monitor as an administrator.

For details, see Security Guide.

- Point to [Device Management], and then click [Device Home Management].
- 4. Click [Home Screen Settings].
- Click [Insert Image] in the [Insert Image] box.
- 6. Click [Browse], and then select a file.
- 7. Click [OK].

Note

- To change the image, click [Select Another Image] in Step 5, and then select a new image.
- To delete the image, click [Delete Image] in Step 5, and then click [OK] twice.

#### Displaying an image on the [Home] screen using the User Tools

To load an image using the User Tools, store it on an SD card.

# 

• Keep SD cards or USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.

Specify a file path and name as follows:

#### File path:

```
(root):\custom_ui\image
```

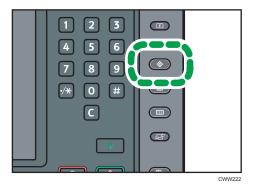
#### File name:

insert

1. Insert an SD card into the media slot.

For details about the procedure for inserting an SD card, see page 43 "Inserting an SD Card".

2. Press the [User Tools] key.



- 3. Press [Edit Home].
- 4. Press [Insert Image on Home Screen].
- 5. Press [Insert Image on Home Screen].
- 6. Press [OK].
- 7. Press the [User Tools] key.
- 8. Remove the SD Card.

For details about the procedure for removing an SD card, see page 45 "Removing an SD Card".

Vote

• To delete the image, press [Delete Image on Home Screen] in Step 5.

# Restoring the [Home] Screen Default

To restore the default [Home] screen, use the User Tools. When the default [Home] screen is restored, the settings return to their factory defaults.

To restore the user's initial [Home] screen, use Web Image Monitor. When the user's initial [Home] screen is restored, the setting returns to the default [Home] screen.

#### **Vote**

• When embedded software applications are installed, the application icons are not deleted even if restoring the [Home] screen default.

#### Restoring the [Home] screen default using Web Image Monitor

1. Start Web Image Monitor.

For details, see "Using Web Image Monitor", Connecting the Machine/ System Settings.

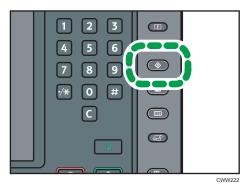
2. Log in to Web Image Monitor as an administrator.

For details, see Security Guide.

- 3. Point to [Device Management], and then click [Device Home Management].
- 4. Click [Restore Default Icon Display].
- 5. Click [OK] twice.

#### Restoring the [Home] screen default using the User Tools

1. Press the [User Tools] key.



- 2. Press [Edit Home].
- 3. Press [Restore Default Icon Display].
- 4. Press [OK].
- 5. Press the [User Tools] key.

5

# **Checking Machine Status and Settings**

#### Paper

Displays the paper type, size, and weight loaded into the paper trays.

#### Toner/Maintenance Info

• Remaining Toner

Displays the approximate amount of toner remaining.

• No Staples

Allows the user to check whether or not there are staples remaining.

• Waste Staple Recept. Full

Allows the user to check whether or not the waste staple receptacle is full.

Punch Receptacle Full

Allows the user to check whether or not the hole punch receptacle is full.

• Binding Ring Comb Type

Displays the ring type loaded into the ring binder.

• No Binding Ring Combs

Allows the user to check whether or not there are ring combs remaining.

• Original Misfeed

Displays the state of and solutions for original misfeeds.

• Paper Misfeed

Displays the state of and solutions for paper misfeeds.

Cover Open

Indicates whether one or more covers of the machine are open.

• Waste Paper Receptcl Full

Allows the user to check whether or not the waste paper receptacle for the trimmer or perfect binder is full.

• No Binding Glue

Allows the user to check whether or not there is glue for the perfect binder remaining or not.

• Output Tray Full

Allows the user to check whether or not the output tray is overloaded.

#### Data Storage

• HDD Remaining Memory

Displays the amount of available hard disk memory.

• HDD File(s)

Displays the total number of jobs stored on the hard disk.

• Print Job(s)

Displays the number of jobs for [Hold Print Job(s):], [Stored Print Job(s):], [Locked Print Job(s):], and [Sample Print Job(s):].

• Memory Erase Status

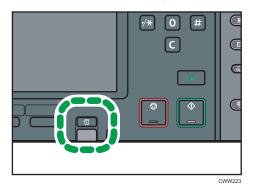
Displays the state of the memory data.

#### **Machine Address Info**

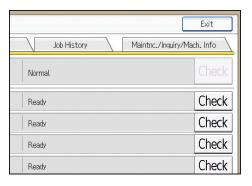
- Machine IPv4 Address
   Displays the machine's IPv4 address.
- Machine IPv6 Address

Displays the machine's IPv6 address.

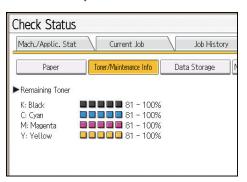
1. Press the [Check Status] key.



2. Press the [Maintnc./Inquiry/Mach. Info] tab.



3. Press each key, and then check the contents.



4. After checking the information, press [Exit].

#### Vote

- Only [Remaining Toner] and [Binding Ring Comb Type] appear on the [Toner/Maintenance Info] screen if there is no error.
- Depending on the security settings, [Machine Address Info] might not be displayed.
- For details about how to locate and remove misfeeds, see "Removing Jammed Paper", Troubleshooting.

# **Managing Jobs**

You can manage jobs stored on the machine.

# Types of Screens to Manage Jobs

Jobs printed using copier, Document Server, or printer mode are temporarily stored in the machine, and then executed in order. You can manage these jobs on the [Check Status] screen or the [Job List] screen.

For example, you can cancel incorrect job settings or print an urgent document.

You cannot use the Job List function when Interrupt Copy is active.

Documents printed using the scanner function are not displayed in the job list.

This section explains displays and icons that appear on the [Check Status] screen and the [Job List] screen.

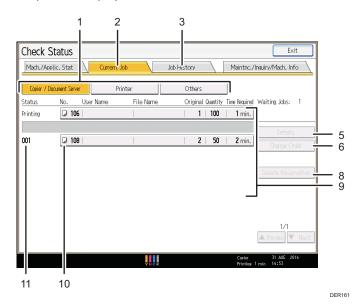
The screens vary depending on whether [Job Order] is selected with [Print Priority] for the [System Settings]. For details about the setting, see "System Settings", Connecting the Machine/ System Settings.

#### [Check Status] screen

To display this screen, press the [Check Status] key, and then press the [Current Job] tab. The jobs continue when this screen is open.

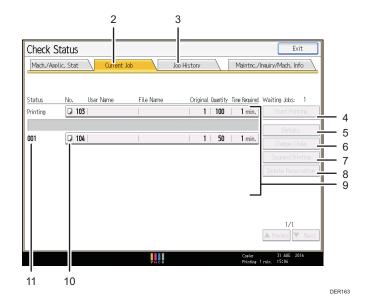
• When [Job Order] is not selected:

The job list is displayed for each of the functions.



• When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.



#### 1. [Copier / Document Server], [Printer], and [Others]

Switches between job lists for each function.

#### 2. [Current Job] tab

Displays current and waiting jobs.

#### 3. [Job History] tab

Displays the history. You can check the contents of completed print jobs.

#### 4. [Start Printing]

Press to print jobs continuously without intervals. You can specify the time interval between print jobs under Time Interval between Printing Jobs in User Tools. For details about this setting, see "System Settings", Connecting the Machine/ System Settings.

#### 5. [Details]

Press to display the contents of the job you select.

#### 6. [Change Order]

Press to change the order of jobs.

#### 7. [Suspend Printing]

Press to hold jobs you select.

#### 8. [Delete Reservation]

Press to cancel jobs you select.

#### 9. Job list

Displays the job list. If the job you want to select is not displayed in the list, press [▲Previous] or [▼ Next] to scroll the screen.

#### 10. Icons of the functions used to print jobs

□: Job printed using copy function

- 🕒: Job printed using printer function
- D: Job printed using Document Server function
- 📇: Job printed using Web Image Monitor
- 11. Job number

Displays reserved job numbers.

#### [Job List] screen

To display this screen, press the [Stop] key, and then press [Job List]. The jobs stop when this screen is open.

• When [Job Order] is not selected:

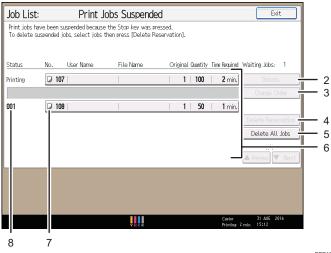
The job list is displayed for each of the functions.

	1	1	
Job List	:	Print Jobs Suspe	nded Exit
		pended because the Stop key w vs, select jobs then press [Dele	
Copier / D	ocument Server	Printer	Others
Status	No.	User Name File Name	Original Quantity Time Required Waiting Jobs: 1
Printing	D 106		1   100   1 min. Details 2
			Change Order 3
001	🛛 108		2 50 2 min.
			Delete Reservation 4
			[Copier] Delete All
			6
			Previous Vext
		YHCK	Copier 31 AUG 2014 Printing: 1 min. 14:53
8	1		

DER164

• When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.



DER166

#### 1. [Copier / Document Server], [Printer], and [Others]

Switches between job lists for each function.

#### 2. [Details]

Press to display the contents of the job you select.

#### 3. [Change Order]

Press to change the order of jobs.

#### 4. [Delete Reservation]

Press to cancel jobs you select.

#### 5. Delete all jobs

Press to cancel all jobs.

#### 6. Job list

Displays the job list. If the job you want to select is not displayed in the list, press [▲Previous] or [▼ Next] to scroll the screen.

#### 7. Icons of the functions used to print jobs

- . Job printed using copy function
- 🕒: Job printed using printer function
- D: Job printed using Document Server function
- 📇: Job printed using Web Image Monitor

#### 8. Job number

Displays reserved job numbers.

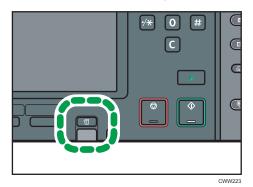
#### Vote

• When the user authentication is enabled, only logging in user's jobs are displayed.

# Checking Jobs in the Job List

In the following procedure, the [Check Status] screen is used to check jobs.

1. Press the [Check Status] key.



- 2. Press the [Current Job] tab.
- 3. Select [Copier / Document Server], [Printer], or [Others].
- 4. Select the job whose contents you want to check.
- 5. Press [Details], and then check the contents.
- 6. Press [Exit] twice.

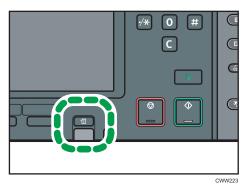
Vote

• You can check jobs using the [Job List] screen. When a job is being processed, press the [Stop] key, press [Job List], and then follow the procedure from Step 3.

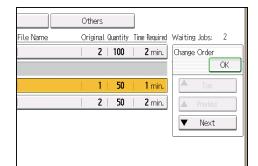
# Changing the Order of Jobs

In the following procedure, the [Check Status] screen is used to change the order of jobs.

1. Press the [Check Status] key.



- 2. Press the [Current Job] tab.
- 3. Select [Copier / Document Server], [Printer], or [Others].
- 4. Select the job whose order you want to change.
- 5. Press [Change Order].
- 6. Change the order using [▲Top], [▲Previous], or [▼Next].

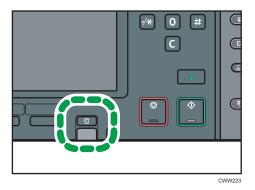


- 7. Press [OK].
- 8. Press [Exit].
- Vote
  - You can change the order of jobs using the [Job List] screen. When a job is being processed, press the [Stop] key, press [Job List], and then follow the procedure from Step 3.

# **Holding Jobs**

This function is available only if [Job Order] is selected.

1. Press the [Check Status] key.



- 2. Press the [Current Job] tab.
- 3. Select the job you want to hold.

4. Press [Suspend Printing].

The selected job and the jobs that follow it are suspended. "Suspended" is displayed at the left of the jobs in the job list that are suspended.

5. Press [Exit].

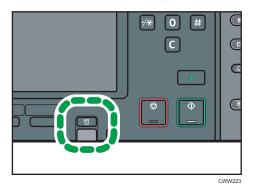
#### Vote

• To resume the suspended jobs, press [Resume Printing].

#### **Deleting Jobs**

In the following procedure, the [Check Status] screen is used to delete jobs.

1. Press the [Check Status] key.



- 2. Press the [Current Job] tab.
- 3. Select [Copier / Document Server], [Printer], or [Others].
- 4. Select the job you want to delete.

To delete two or more print jobs, select them.

- 5. Press [Delete Reservation].
- 6. Press [OK].
- 7. Press [Exit].

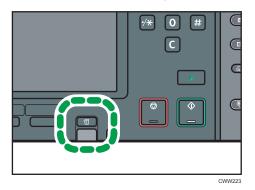
```
Note
```

- You can delete jobs using the [Job List] screen. When a job is being processed, press the [Stop] key, press [Job List], and then follow the procedure from Step 3.
- You can delete all jobs easily in the [Job List] screen. The key that appears varies depending on the function: [[Copier] Delete All], [[Printer] Delete All], or [[Others] Delete All]. When [Job Order] is selected, [Delete All Jobs] appears.

# **Checking the Job History**

You can view the history and contents of completed print jobs.

1. Press the [Check Status] key.



- 2. Press the [Job History] tab.
- 3. Select [Copier / Document Server], [Printer], or [Others].
- 4. Select the job whose contents you want to check.
- 5. Press [Details], and then check the contents.
- 6. Press [Exit] twice.

#### Vote

• The most recent 100 job histories are displayed for each function. Jobs are displayed in the order of the time when the logs are created, not in the order of the time when the job ended.

# 6. Maintenance and Specifications

This chapter describes how to replace supplies and how to install and clean this machine. It also describes the specifications of the main unit and options.

# **General Requirements**

This section explains the items that should be followed during use of this machine.

### Dos and Don'ts

# **WARNING**

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.
- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items in the vicinity of this machine. Doing so could result in fire or electric shock.

# 

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

#### 🔁 Important

- Turn off the main power switch before unplugging the power cord. See page 85 "Turning off the main power".
- After scanning originals continuously, the exposure glass may become warm this is not a malfunction.
- The area around the vents might feel warm. This is caused by exhaust air and is not a malfunction.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After
  moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its
  new environment.
- Do not turn off the power while the machine is in operation.
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.

## 6

- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the vents at the rear right side of the machine during printing. This is water vapor from the paper, not a sign of malfunction.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.
- The anti-humidity heater and the optional anti-condensation heater warm the machine's interior to maintain the proper humidity. These heaters keep the machine warm even if the main power switch is turned off.

#### Ventilation

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

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

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

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 50 m<sup>3</sup>/hr/person.

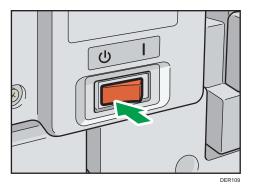
#### New machine smell

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

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

#### AC power switch

If the machine is not used for several days or longer at a time, turn off the AC power switch in order to completely turn off the machine. Make sure that the main power switch is turned off and the main power indicator goes out before turning off the AC power switch. Not doing so may damage the hard disk.



The anti-humidity heater and the anti-condensation heater work even after the AC power switch is turned off as long as the power cord is connected.

### **Saving Printouts**

- Prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies by storing them in a binder in a dark, dry place.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

### Backing Up Hard Disk Data

You can store data such as images and Address Book information on the machine's hard disk.

This section describes how to back up or download this data.

#### 🚼 Important

- Avoid strong impact to the machine. Doing so may damage the hard disk.
- When turning off the power or disconnecting the power cord, follow the proper procedures. Not
  doing so may damage the hard disk. For details about how to turn off the power, see page 85
  "Turning off the main power".
- If the machine's hard disk fails, data stored on it, including Address Book information might be lost.
   For this reason, do not save important data on the machine's hard disk without backing it up or downloading it. We also recommend backing up fonts, forms, and any other downloaded resources that are stored on the hard disk. The manufacturer is not liable for damages resulting from lost data.

#### Note

- You can use Device Manager NX or Web Image Monitor to back up the machine's Address Book.
   For details about Device Manager NX, see the manual for Device Manager NX. For details about
   Web Image Monitor, see Web Image Monitor Help.
- You can use Web Image Monitor to download data stored on the Document Server to your computer. For details about how to do this, see "Downloading Stored Documents with Web Image Monitor", Copy/ Document Server, or Web Image Monitor Help.

# **Replenishing and Replacing Consumables**

This section explains precautions for adding toner or staples.

### Adding Toner

This section explains precautions when adding toner, how to send scanned documents when the toner has run out, and how to dispose of used toner.

## **WARNING**

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.
- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so
  risks fire and burns. Toner will ignite on contact with naked flame.
- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.
- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner
  may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner.
  However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If
  toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is
  not scattered.

# **ACAUTION**

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.
- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

# 

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

### Important

- Always replace the toner cartridge when a notification appears on the machine.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the main power. If you do, settings will be lost.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or high humidity.
- Store toner horizontally.
- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

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

#### • Note

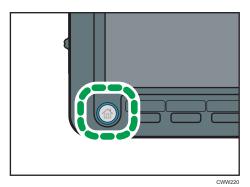
- If "Toner Cartridge is almost empty." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- You can check the name of the required toner and the replacement procedure using the [La Add Toner] screen.
- For details about how to check contact number where you can order supplies, see page 237 "Inquiry".
- If 🖾 appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- You can add all four color toners in the same way.

#### Sending scanned documents when toner has run out

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

1. Press the [Home] key on the control panel, and press the [Scanner] icon on the [Home] screen.

If the [Scanner] icon does not appear, press the 📰 icon at the upper right corner of the screen to switch to the menu screen.



2. Perform transmission operation.

#### Note

• Any reports are not printed.

#### Disposing of used toner

This section describes what to do with used toner.

Toner cannot be re-used.

Pack used toner containers in the container's box or a bag to prevent the toner from leaking out of the container when you dispose of it.

Region A (mainly Europe and Asia)

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

(mainly North America)

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

### Replacing the Waste Toner Bottle

# **WARNING**

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.
- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.
- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.
- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner
  may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner.
  However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If
  toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is
  not scattered.

# 

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.
- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

# 

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

#### Coloritant 🗋

- Waste toner bottles cannot be reused.
- Before removing the waste toner bottle from the machine, spread paper or some other material around the area to keep toner from dirtying your workspace.
- When removing the waste toner bottle, do not touch the inside of the machine.
- Be careful to not allow the toner to leak from the waste toner bottle when you remove it.
- Carefully pull the waste toner bottle out horizontally when you are replacing it.
- Do not use a waste toner bottle that has not been used for a long time.
- Take care not to drop the waste toner bottle.
- Make sure the waste toner bottle is fully inserted. If it is not, toner will leak inside the machine.
- We recommend purchasing and keeping a spare waste toner bottle on hand since waste toner bottles are consumable items.

Follow the instruction on the screen regarding how to replace a waste toner bottle.

#### Note

- Replace the waste toner bottle if "Waste Toner Bottle is full. Replace Waste Toner Bottle." appears on the display.
- When the "Replacement of Waste Toner Bottle will soon be necessary." appears on the display, the waste toner bottle should be replaced soon. Prepare a new waste toner bottle.
- Your service representative can replace the waste toner bottle if it is included in your contract. For details, contact your local dealer or service representative.

### Adding Staples

# 

• Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.

#### 🔁 Important

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

Follow the instruction on the screen regarding how to add staples.

#### Vote

• If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.

### **Replacing Ring Combs**

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• Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

#### C Important

• Use of non-recommended ring combs and/or ring comb cartridges can result in binding failures and comb jams.

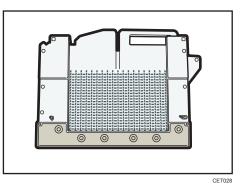
Follow the instruction on the screen regarding how to replace ring combs.

Note

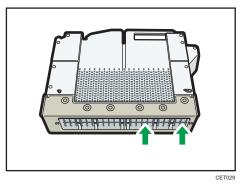
- Add new ring combs to the cartridge only when the "Out of binding ring combs." message appears on the display panel.
- The ring comb cartridge can hold both 100-sheet and 50-sheet type ring combs, but be sure not to mix the two sizes inside the cartridge.
- We recommend that you prepare separate ring comb cartridges for each type and color of ring comb.
- Store ring combs in their original packaging and stand them upright.

### Changing the type of ring combs

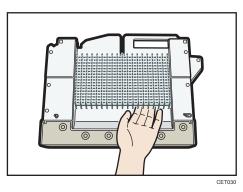
1. Pull the ring comb cartridge out of the machine.



2. Push the ring combs up from the bottom of the cartridge.



3. Place your fingers between the cartridge and the ring combs, and then remove the ring combs.



- 4. Insert the ring combs you want to use into the cartridge.
- 5. Put the cartridge back into the machine.

### Filling the Glue Container

#### Comportant 🗋

- Store binding glue in a dark room whose ambient temperature is -20 to 40°C (-4 to 104°F), away from moisture, extremely high temperatures, direct sunlight, and open flames.
- Keep binding glue out of the reach of children.
- Use of non-recommended glue can result in failed bindings and faulty adhesion of the cover sheet and book block.
- To use binding glue, you must first heat it. To begin the heating process, press the glue temperature adjustment key.

Follow the instruction on the screen regarding how to fill the glue container with binding glue.

#### Note

- The container can hold up to 380 g (0.84 lb.) of glue (about two of the provided cups).
- You can change the glue heating time under [Timer Settings] in [System Settings]. For details, see "Timer Settings", Connecting the Machine/ System Settings.
- The glue requires up to 6.5 minutes before the binding can begin. To begin binding quickly, be sure to press the glue temperature adjustment key in advance.

# Where to Put Your Machine

This section describes precautions for installation and movement.

#### **Moving the Machine**

This section describes precautions when moving the machine.

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

# 

 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.

#### 🔁 Important

• Contact your sales representative before moving the machine out of the building or to another location in the building. A moving service can be provided for a fee.

## Optimum Environmental Conditions After Moving the Machine

#### **Optimum environmental conditions**

## 🕂 WARNING

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

## 

- 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.
- 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.

# 

• 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.

#### 🔁 Important

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

Avoid the following environments when locating the machine. If the machine is placed somewhere where the conditions are different from those recommended, a failure may occur.

• Low temperature and humidity or high temperature and humidity

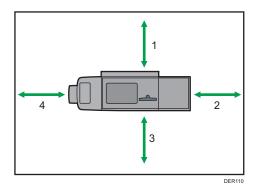
The following is the recommended temperature and humidity range:

- 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%)
- Places that are exposed to direct sunlight or other sources of strong light (more than 1,500 lux)
- Places that are directly exposed to cool air from an air conditioner or heated air from a heater (Sudden temperature changes can cause condensation to form inside the machine)
- Places that are where the machine will be subject to frequent strong vibration
- Places that are where the machine is exposed to dampness or wet weather, such as rain and snow
- Places that are with poor ventilation
- Dusty areas
- Places that are close to machines generating ammonia, such as a diazo copy machine
- Unstable places
  - Place the machine on a level spot. The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.

#### Optimum space for locating the machine

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

The clearance shown is necessary for using and servicing the machine.



- 1. Rear: 80 cm (31.5 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

## <u> WARNING</u>

- Do not use any power sources other than those that match the specifications shown. Doing so could result in fire or electric shock.
- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.
- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.
- Do not use extension cords. Doing so could result in fire or electric shock.
- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.
- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

# **WARNING**

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.
- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.
- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.
- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.
  - The power cord's coating has a crack or dent.
  - When bending the power cord, the power turns off and on.
  - Part of the power cord becomes hot.
  - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

# 

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.
- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.
- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.
- 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.

# 

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.
- Power Source
  - <u>Region</u> (mainly Europe and Asia)
    - 220-240 V, 16 A, 50/60 Hz
  - **Region B** (mainly North America)

208-240 V, 16 A, 50/60 Hz

Please be sure to connect the power cord to a power source as above.

• Voltage tolerance

Voltage must not fluctuate by more than 10%.

# **Maintaining Your Machine**

### How to Clean the Machine

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

# 

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.
- If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can
  result from heavy accumulation of dust inside this machine. Contact your sales or service
  representative for details about and charges for cleaning the machine's interior.

🔿 Important

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

#### **Cleaning the Machine**

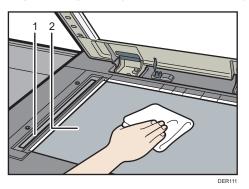
Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

#### Cleaning the Exposure Glass and Scanning Glass

#### 🔁 Important

• Do not close the ADF while hard objects are placed on the scanning glass. Doing so may damage the machine.

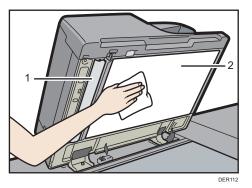
1. Wipe the exposure glass and the scanning glass.



- 1. Scanning glass
- 2. Exposure glass

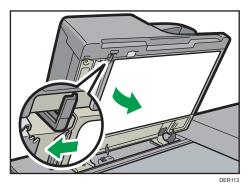
# Cleaning the Auto Document Feeder

1. Wipe the sheet and guide plate of the ADF.

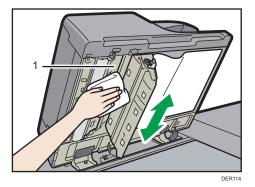


- 1. Guide plate
- 2. Sheet

2. Slide the lever to the left.



3. Wipe the scanning glass.



- 1. Scanning glass
- 4. Return the sheet to its original position.

### **Cleaning the Power Cord Plug**

# **WARNING**

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

# **WARNING**

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.
  - The power cord's coating has a crack or dent.
  - When bending the power cord, the power turns off and on.
  - Part of the power cord becomes hot.
  - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

## 

• 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.

#### Comportant 🗋

• Turn off the main power switch before unplugging the power cord. See page 85 "Turning off the main power".

#### Vote

• After cleaning the power cord plug, make sure that the power cord is connected to the machine firmly, and then connect the plug to the wall outlet.

### Checking the Earth Leakage Breakers

# \Lambda WARNING

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

#### 🔁 Important

• If the earth leakage breaker is not functioning normally, contact your sales or service representative.

An earth leakage breaker is installed on this machine, trimmer, ring binder, and perfect binder.

Once a year, check that the earth leakage breaker functions properly. Normally, the breaker is in the On position.

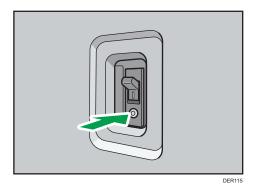
The following procedure is explained using illustrations of the main unit and trimmer as an example.

1. Turn off the main power.

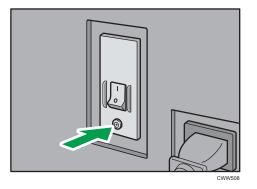
Make sure that the main power indicator goes out.

- 2. Open the front left cover, and then turn off the AC power switch.
- 3. Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.

Main unit

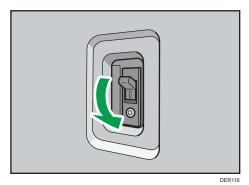


#### Trimmer

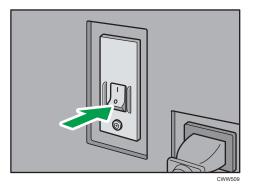


4. Check that the earth leakage breaker moves to the Off position.

#### Main unit

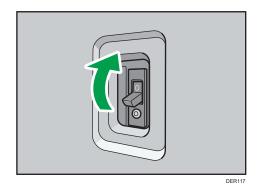


#### Trimmer

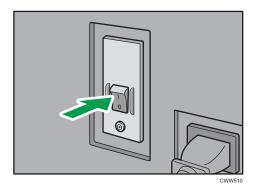


5. Return the earth leakage breaker to the On position.

#### Main unit



#### Trimmer



- 6. Turn on the AC power switch, and then close the front left cover.
- 7. Push the main power switch to turn on the main power.

Note

• If the machine 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 the breaker is in the Off position, contact your sales or service representative. Do not reset the earth leakage breaker yourself.

# **Useful Information**

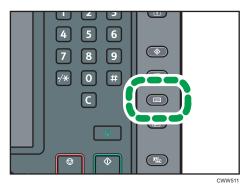
This section describes how to check the counter value, telephone number for repairs, or ordering consumables such as toner.

#### Counter

The counter displays the total number of pages used by each of the functions.

You can also print out the counter information.

1. Press the [Counter] key.



- 2. To print a counter list, press [Print Counter List], and then press the [Start] key.
- 3. Press the [Counter] key.

### Inquiry

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

#### Checking Inquiry using the User Tools

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

#### Supplies

- Toner
- Waste Toner Bottle
- Staple
- Staple (Booklet)
- Binding Glue

- Black Binding Combs (50 sheets)
- White Binding Combs (50 sheets)
- Black Binding Combs (100 sheets)
- White Binding Combs (100 sheets)

#### Machine Maintenance/Repair

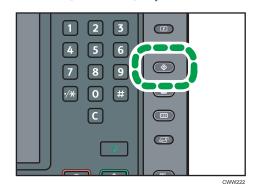
- Telephone No.
- Serial No. of Machine

#### **Sales Representative**

• Telephone No.

#### Supply Order

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



- 2. Press [Inquiry].
- 3. To print an inquiry list, press [Print Inquiry List], and then press the [Start] key.
- 4. Press the [User Tools] key.

#### Checking Inquiry using the [Check Status] key

You can check the following items under [Inquiry]:

• [Machine Repairs]

Displays the machine number and contact number which are required for service.

• [Sales Representative]

Displays the sales representative's telephone number.

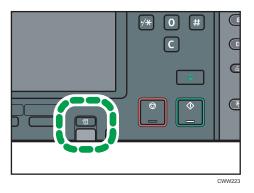
• [Supply Order]

Displays the contact number for placing supply orders.

• [Supply Details]

Displays the name of toner, staples, etc., used on the machine.

1. Press the [Check Status] key.



- 2. Press the [Maintnc./Inquiry/Mach. Info] tab.
- 3. Press [Inquiry].
- 4. After checking the information, press [Exit].

# **Specifications**

#### Note

• We have obtained each author's permission for the use of applications including open-source software applications. For details about the copyright information for these software applications, see "OSS.pdf" on the CD-ROM supplied with the machine.

### **Specifications for the Main Unit**

#### **Configuration:**

Console

#### Hard disk:

320 GB × 2

#### Photosensitivity type:

OPC drum

#### **Original scanning:**

One-dimensional solid scanning system through CCD

#### Copy process:

Dry electrostatic transfer system

#### **Development:**

Dry two-component magnetic brush development system

#### **Fusing:**

Oilless belt fusing

#### **Resolution:**

- Scanning originals: 600 dpi
- Copying: 1,200 × 4,800 dpi

#### Exposure glass:

Stationary original exposure type

#### Original reference position:

Rear left corner

#### Warm-up time (23°C (73.4°F), rated voltage)

298 seconds

#### Originals:

Sheet, book, three-dimensional object

#### Maximum original size (ADF, exposure glass):

A3₽

11 × 17⊡

#### Paper size:

• Trays 1-2:

For details, see page 154 "Recommended Paper Sizes and Types".

• Duplex:

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

11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$ , 8K $\square$ , 16K $\square$ ,

12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 18, SRA3, SRA4, SRA4

• Duplex (custom size):

Vertical: 139.7-330.2 mm (5.50-13.00 inches)

Horizontal: 210.0-457.2 mm (8.27-18.00 inches)

#### Paper weight:

- Trays 1–2: For details, see page 154 "Recommended Paper Sizes and Types".
- Duplex: 52.3-300.0 g/m<sup>2</sup> (14.0 lb. Bond-165.0 lb. Index)

#### Missing image area (Copier):

For details, see page 113 "Missing image area".

#### First copy/print time (Full Color/B&W):

8.7 seconds

 $(A4D, 8^{1}/_{2} \times 11D, 100\%$  reproduction, feeding from Tray 1, on the exposure glass)

#### Copy/print speed (Full Color / B&W):

- Type 1 and 2:
  - 80 sheets/minute (A4D, 8<sup>1</sup>/<sub>2</sub> × 11D, Paper Weight 1–Paper Weight 7)
  - 65 sheets/minute (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , Paper Weight 8)
- Type 3 and 4:
  - 90 sheets/minute (A4D, 8<sup>1</sup>/<sub>2</sub> × 11D, Paper Weight 1–Paper Weight 7)
  - 75 sheets/minute (A4 $\Box$ ,  $8^1/_2 \times 11\Box$ , Paper Weight 8)

#### **Reproduction ratio:**

Preset reproduction ratios (%):

- Enlargement: 400, 200, 141, 122, 115
- Full size: 100
- Reduction: 93, 82, 75, 71, 65, 50, 25
- **(mainly North America)**

Preset reproduction ratios (%):

- Enlargement: 400, 200, 155, 129, 121
- Full size: 100
- Reduction: 93, 85, 78, 73, 65, 50, 25
- Zoom: From 25–400% in increments of 1%

#### Maximum continuous copy run:

9,999 sheets

#### Paper capacity ( $80 \text{ g/m}^2$ , 20 lb. Bond):

For details, see page 154 "Recommended Paper Sizes and Types".

#### **Power requirements:**

- Region A (mainly Europe and Asia)

   220–240 V, 25 A (16 A × 2), 50/60 Hz
- <u>Region</u> **B** (mainly North America)

208–240 V, 24 A (16 A × 2), 50/60 Hz

#### Power consumption:

- - Main unit only

	Type 1	Туре 2	Туре З	Type 4
Ready	386 W	386 W	386 W	386 W
During printing	1,830 W	1,830 W	1,880 W	1,880 W
Maximum	5,000 W or less	5,000 W or less	5,000 W or less	5,000 W or less

The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less

- - Main unit only

	Type 1	Туре 2	Туре З	Type 4
Ready	386 W	386 W	386 W	386 W
During printing	1,840 W	1,840 W	1,900 W	1,900 W
Maximum	5,000 W or less	5,000 W or less	5,000 W or less	5,000 W or less

The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less

#### Dimensions (W × D × H up to ADF (excluding the control panel and the attention light)):

1,320 × 910 × 1,230 mm (52.0 × 35.9 × 48.5 inches)

#### Space for main unit (W × D):

1,320 × 910 mm (52.0 × 35.9 inches)

#### Noise emission:

- Sound power level:
  - Main unit only

	Type 1	Туре 2	Туре 3	Type 4
Stand-by	53 dB (A)	53 dB (A)	53 dB (A)	53 dB (A)
Copying	78 dB (A)	78 dB (A)	78 dB (A)	78 dB (A)

- Sound pressure level:
  - Main unit only

	Type 1	Туре 2	Туре З	Type 4
Stand-by	40 dB (A)	40 dB (A)	40 dB (A)	40 dB (A)
Copying	68 dB (A)	68 dB (A)	68 dB (A)	68 dB (A)

• Sound pressure level is measured from the position of the bystander.

#### Weight:

• Type 1 and 3:

Approx. 580 kg (1278.7 lb.)

• Type 2 and 4:

Approx. 600 kg (1322.8 lb.)

### Specifications for the Document Server

#### HDD (Document Server):

Approx. 170 GB

Maximum: 15,000 pages

(Total number of pages that can be accommodated stored with all functions combined.)

Copier/B&W/A4 original: Approx. 15,000 pages

Copier/Full Color/A4 original: Approx. 5,000 pages

Printer/Full Color/A4/600 dpi, 2 bits: Approx. 15,000 pages

Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 15,000 pages

(Under the printer and scanner modes, the number of the pages that can be stored depends on the print image and original.)

#### Maximum number of stored documents:

3,000 documents

#### Number of pages supported by memory sorting:

Maximum: 5,000 pages

Copier/B&W/A4 original: Approx. 5,000 pages

Printer/B&W/A4/600 dpi, 4 bits: Approx. 3,000 pages

(Under the printer mode, the number of the pages that can be sorted depends on the print image.)

### **Specifications for Printer**

#### **Resolution:**

1,200 × 4,800 dpi

#### Printing speed:

- Type 1:
  - 80 sheets/minute (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , Paper Weight 1–Paper Weight 7)
  - 65 sheets/minute (A4 $\overline{P}$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\overline{P}$ , Paper Weight 8)
- Type 3:
  - 90 sheets/minute (A4D, 8<sup>1</sup>/<sub>2</sub> × 11D, Paper Weight 1–Paper Weight 7)
  - 75 sheets/minute (A4 $\overline{P}$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\overline{P}$ , Paper Weight 8)

Printing speeds depend on the machine. Check which type of machine you have. See Read This First.

#### Interface:

- Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T)
- USB 2.0 (Type A) port (on the control panel)
- SD card slot

#### Network protocol:

- Standard: TCP/IP (IPv4, IPv6)
- Option: IPX/SPX

#### Printer language:

- Standard: PCL 5c/6, PDF
- Option: PostScript 3

#### Fonts:

- PCL 5c/6: 45 fonts, 13 International fonts
- PDF: 136 fonts
- PostScript 3: 136 fonts

#### Memory:

• 3 GB

#### USB interface (standard) :

Supported operating system:

 Windows Vista/7/8/8.1, Windows Server 2003/2003 R2/2008/2008 R2/2012/2012 R2, Mac OS X 10.7 or later

Transmission spec:

• USB 2.0 Standard

Connectable device:

• Devices corresponding to USB 2.0 Standard

🕹 Note

- When using the Mac OS X operating system, use only the standard USB Interface. An optional USB interface board is not supported.
- The maximum length for the cable connecting the machine to an Ethernet network is 100 meters.

### **Specifications for Scanner**

#### Type:

Full-color scanner

#### Scan method:

Flatbed scanning

#### Image sensor type:

CCD Image Sensor

#### Scan type:

Sheet, book, three-dimensional object

#### Original sizes that can be scanned:

• Length

10-297 mm (0.4-11.6 inches)

• Width

10-432 mm (0.4-17.0 inches)

#### Scan sizes automatically detectable from the exposure glass:

#### Scan sizes automatically detectable from the ADF:

- **Region B** (mainly North America)

A3D, A4DD, 11 × 17D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 11DD,  $7^{1}/_{4}$  × 10<sup>1</sup>/<sub>2</sub>D,  $5^{1}/_{2}$  ×  $8^{1}/_{2}$ D, 10 × 14D

#### Scan speed:

When using the E-mail, Scan to Folder, WSD (Push Type), or Scan to Removable device (Original size:  $A4\overline{D}/8^{1}/_{2} \times 11\overline{D}$ , Resolution: 200 dpi/300 dpi):

• When scanning one-sided originals

Black and white: 120 pages/minute

• When scanning two-sided originals

Black and white: 220 pages/minute

(Original Type: B & W: Text / Line Art, Compression (Black & White): MMR, ITU-T No 1 Chart)

• When scanning one-sided originals

```
Full Color: 120 pages/minute
```

• When scanning two-sided originals

Full Color: 220 pages/minute

(Original Type: Full Color: Text / Photo, Compression (Gray Scale / Full Color): Default, Original Chart)

Scanning speed differs depending on the following; operating environment of the machine and computer, scan settings, and the content of originals (denser images require more time).

#### Tone:

Black and white: 2 tones

Full color / Gray scale: 256 tones

#### **Basic scanning resolution:**

600 dpi

#### Image compression type for black and white (two-value):

TIFF (MH, MR, MMR, JBIG2)

#### Image compression type for gray scale/full color:

JPEG

#### Interface:

- Ethernet interface (100BASE-TX/10BASE-T)
- USB 2.0 (Type A) port (on the control panel)
- SD card slot

#### Network protocol:

TCP/IP

#### Selectable scanning resolutions when using the E-mail function:

100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi

#### Protocol for sending e-mail:

SMTP

#### Sendable file formats when using the E-mail function:

TIFF, JPEG, PDF, High Compression PDF, PDF/A

When you select [PDF], [High Compression PDF], or [PDF/A] for the file format, you can attach a digital signature. You can also specify the security settings for [PDF] or [High Compression PDF]. For details, see "Specifying Digital Signature for PDF files" and "Security Settings for PDF Files", Scan.

#### Selectable scanning resolutions when using the Scan to Folder function:

100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi

#### Protocol for Scan to Folder:

SMB, FTP, NCP

#### Sendable file formats when using the Scan to Folder function:

TIFF, JPEG, PDF, High Compression PDF, PDF/A

When you select [PDF], [High Compression PDF], or [PDF/A] for the file format, you can attach a digital signature. You can also specify the security settings for [PDF] or [High Compression PDF]. For details, see "Specifying Digital Signature for PDF files" and "Security Settings for PDF Files", Scan.

#### WSD

Supported.

#### DSM

Supported.

#### Selectable scanning resolution when using TWAIN scanner:

100-1,200 dpi

#### Protocol for TWAIN scanner:

TCP/IP

#### **Operating system for TWAIN scanner:**

Windows Vista/7/8/8.1, Windows Server 2003/2003 R2/2008/2008 R2/2012/2012 R2

(TWAIN scanner runs in 32-bit compatible mode on a 64-bit operating system, so TWAIN scanner is not compatible with 64-bit applications. Use it with 32-bit applications.)

#### Vote

- Specifications are subject to change without notice.
- The maximum length for the cable connecting the machine to an Ethernet network is 100 meters.

### **Specifications for Auto Document Feeder**

#### Mode:

Batch mode, SADF mode, Mixed Sizes mode, Custom Size originals mode, Original Orientation mode

#### Original size Region A (mainly Europe and Asia):

- One-sided originals: A3D-B6 JISDD,  $11 \times 17D-8^{1}/_{2} \times 11DD$
- Two-sided originals: A3 $\square$ -A5 $\square$  $\square$ , 11 × 17 $\square$ -8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$

#### Original size (Region B (mainly North America):

- One-sided originals:  $11 \times 17 \square -5^1/_2 \times 8^1/_2 \square \square$ , A3  $\square -A4 \square \square$
- Two-sided originals: 11 × 17 -5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> A3 A4 A4

#### Original weight:

- One-sided originals: 40.0–128.0 g/m<sup>2</sup> (10.7 lb. Bond–47.3 lb. Cover)
- Two-sided originals: 52.3–128.0 g/m<sup>2</sup> (14.0 lb. Bond–47.3 lb. Cover)

#### Number of originals to be set (80 g/ $m^2$ , 20 lb. Bond):

220 sheets

#### **Specifications for Finisher SR5050**

#### Paper size for the finisher upper tray:

• Without Z-fold:

A30, A400, A500, A60, B4 JIS0, B5 JIS00, B6 JIS0,

 $\begin{array}{l} 11\times17^{\Box},\,8^{1}/_{2}\times14^{\Box},\,8^{1}/_{2}\times13^{\Box},\,8^{1}/_{2}\times11^{\Box}^{\Box},\,8^{1}/_{4}\times14^{\Box},\,8^{1}/_{4}\times13^{\Box},\,8\times13^{\Box},\,8\times13^{\Box},\,8\times10^{\Box},\,7^{1}/_{4}\times10^{1}/_{2}^{\Box}^{\Box}^{\Box},\,5^{1}/_{2}\times8^{1}/_{2}^{\Box}^{\Box}^{\Box},\,8K^{\Box}^{\Box},\,16K^{\Box}^{\Box}^{\Box},\,12\times18^{\Box}^{\Box},\,11\times15^{\Box}^{\Box},\,11\times15^{\Box}^{\Box},\,13\times19^{1}/_{5}^{\Box}^{\Box},\,13\times19^{\Box}^{\Box},\,12^{3}/_{5}\times19^{1}/_{5}^{\Box}^{\Box},\,12^{3}/_{5}\times18^{1}/_{2}^{\Box}^{\Box},\,13\times18^{\Box}^{\Box},\,\text{SRA3}^{\Box},\,\text{SRA4}^{\Box}^{\Box}^{\Box},\,\text{custom size}\end{array}$ 

• With Z-fold:

A3D, A4D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8KD, 12 × 18D

#### Paper weight for the finisher upper tray:

• Without Z-fold:

52.3-216.0 g/m<sup>2</sup> (14.0 lb. Bond-79.9 lb. Cover)

• With Z-fold:

64.0-105.0 g/m<sup>2</sup> (17.1-28.0 lb. Bond)

#### Stack capacity for the finisher upper tray (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold:
  - 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
  - 50 sheets: B4 JIS,  $8^{1}/_{2} \times 14$  or larger
- With Z-fold:
  - 20 sheets: A4□, 8<sup>1</sup>/<sub>2</sub> × 11□
  - 30 sheets: B4 JIS $\square$ ,  $8^1/_2 \times 14\square$  or larger

#### Paper size for the finisher shift tray:

• Without Z-fold:

 11 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ , 13 × 19<sup>1</sup>/<sub>5</sub> $\square$ , 13 × 19 $\square$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\square$ , 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> $\square$ , 13 × 18 $\square$ , SRA3 $\square$ , SRA4 $\square$  $\square$ , custom size

• With Z-fold:

A3<sup>C</sup>, A4<sup>C</sup>, B4 JIS<sup>C</sup>, 11 × 17<sup>C</sup>, 8<sup>1</sup>/<sub>2</sub> × 14<sup>C</sup>, 8<sup>1</sup>/<sub>2</sub> × 11<sup>C</sup>, 8K<sup>C</sup>, 12 × 18<sup>C</sup>

#### Paper weight for the finisher shift tray:

• Without Z-fold:

52.3-360.0 g/m<sup>2</sup> (14.0 lb. Bond-198.0 lb. Index)

• With Z-fold:

64.0-105.0 g/m<sup>2</sup> (17.1-28.0 lb. Bond)

#### Paper sizes that can be shifted when delivered to the finisher shift tray:

A30, A400, A500, B4 JIS0, B5 JIS00,

 $11 \times 17^{\text{D}}, 8^{1}/_{2} \times 14^{\text{D}}, 8^{1}/_{2} \times 13^{\text{D}}, 8^{1}/_{2} \times 11^{\text{D}}, 8^{1}/_{4} \times 14^{\text{D}}, 8^{1}/_{4} \times 13^{\text{D}}, 8 \times 13^{\text{D}}, 8 \times 10^{\text{D}}, 7^{1}/_{4} \times 10^{1}/_{2}^{\text{D}}, 5^{1}/_{2} \times 8^{1}/_{2}^{\text{D}}, 8^{\text{KD}}, 16^{\text{KD}}, 12 \times 18^{\text{D}}, 11 \times 15^{\text{D}}, 8^{1}/_{2}^{\text{M}}$ 

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11 × 14\Box, 10 × 15\Box, 10 × 14\Box, 13 × 19<sup>1</sup>/<sub>5</sub>\Box, 13 × 19\Box, 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub>\Box, 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub>\Box, 13 × 18\Box, SRA3\Box, SRA4\Box\Box, custom size
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Paper weight that can be shifted when delivered to the finisher shift tray:
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52.3–360.0 g/m<sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)

#### Stack capacity for the finisher shift tray (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold:
  - 3,000 sheets: A4 $\square$ , B5 JIS $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$
  - 1,500 sheets: A3D, A4D, B4 JISD, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, SRA4DD
  - 1,000 sheets:  $12 \times 18^{\Box}$ ,  $13 \times 19^{\Box}$ , SRA3 $\Box$ ,  $13 \times 18^{\Box}$ ,  $12^{3}/_{5} \times 18^{1}/_{2}$  $\Box$ ,  $12^{3}/_{5} \times 19^{1}/_{5}$  $\Box$
  - 500 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
  - 100 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
- With Z-fold: 30 sheets

#### Staple paper size:

• Without Z-fold:

• With Z-fold:

- With Z-fold and Mixed Sizes:
  - A3₽/A4₽
  - B4 JIS□ / B5 JIS□
  - 11 × 17□/8<sup>1</sup>/<sub>2</sub> × 11□
  - 8K₽/16K₽

#### Staple paper weight:

- Without Z-fold:
  - 63.1-200.0 g/m<sup>2</sup> (17.0 lb. Bond-110.7 lb. Cover)
- With Z-fold:

64.0-105.0 g/m<sup>2</sup> (17.1-28.0 lb. Bond)

#### Staple capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold and Mixed Sizes:
  - 50 sheets: A3D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 13D, 8<sup>1</sup>/<sub>4</sub> × 14D, 8<sup>1</sup>/<sub>4</sub>
     × 13D, 8 × 13D, 8KD, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D
  - 100 sheets: A4PP, B5 JISPP,  $8^{1}/_{2} \times 11$ PP,  $8 \times 10$ P,  $7^{1}/_{4} \times 10^{1}/_{2}$ PP, 16KPP
- With Mixed Sizes:

50 sheets (A3 $\Box$ /A4 $\Box$ , B4 JIS $\Box$ /B5 JIS $\Box$ , 11 × 17 $\Box$ /8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , 8K $\Box$ /16K $\Box$ )

- With Z-fold: 10 sheets
- Combination of Z-folded sheets and unfolded sheets:

10 Z-folded sheets, 9 Z-folded sheets and 0 to 10 unfolded sheets, 8 Z-folded sheets and 0 to 20 unfolded sheets, 7 Z-folded sheets and 0 to 30 unfolded sheets, 6 Z-folded sheets and 0 to 40 unfolded sheets, 5 Z-folded sheets and 0 to 50 unfolded sheets, 4 Z-folded sheets and 0 to 60 unfolded sheets, 3 Z-folded sheets and 0 to 70 unfolded sheets, 2 Z-folded sheets and 0 to 80 unfolded sheets, 1 Z-folded sheet and 1 to 90 unfolded sheets

#### Stack capacity after stapling (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold and Mixed Sizes:
  - 20-100 sheets: 150-30 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
  - 10-19 sheets: 200-105 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
  - 2-9 sheets: 150 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
  - 10-100 sheets: 150-15 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 2-9 sheets: 150 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 10-50 sheets: 150-30 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
  - 2-9 sheets: 150 sets (A3 $\square$ , B4 JIS $\square$ , 11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ )
- With Z-fold and Mixed Sizes:

1–10 sheets: 30–3 sets (A3 Z-folded paper with A4, B4 JIS Z-folded paper with B5 JIS, 11 × 17 Z-folded paper with  $8^{1}/_{2} \times 11$ , 8K Z-folded paper with 16K)

• With Mixed Sizes:

2-50 sheets: 30 sets (A3 $\Box$ /A4 $\Box$ , B4 JIS $\Box$ /B5 JIS $\Box$ , 11 × 17 $\Box$ /8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , 8K $\Box$ /16K  $\Box$ )

#### Staple position:

7 positions (Top, Top Slant, Bottom, Top 2, Left 2, Right 1, Right 2)

#### **Power requirements:**

- - 220-240 V, 1.2 A, 50/60Hz
- **(mainly North America)** 
  - 120 V, 2.0 A, 50/60 Hz

#### Power consumption:

150 W or less (A separate power source is required.)

#### Dimensions (W × D × H):

1,113 × 730 × 1,192 mm (43.9 × 28.8 × 47.0 inches)

#### Weight:

112 kg (247.0 lb.) or less

#### Note

- For paper between 80.1 g/m<sup>2</sup> (21.1 lb. Bond) and 100.0 g/m<sup>2</sup> (26.7 lb. Bond), the staple capacity is a half that of 80.0 g/m<sup>2</sup> (20.0 lb. Bond) paper.
- For paper between 100.1 g/m<sup>2</sup> (26.8 lb. Bond) and 200.0 g/m<sup>2</sup> (110.7 lb. Cover), the staple capacity is one-third that of 80.0 g/m<sup>2</sup> (20.0 lb. Bond) paper.

## **Specifications for Booklet Finisher SR5060**

#### Paper size for the finisher upper tray:

• Without Z-fold:

11 × 17 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$  $\Box$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\Box$ , 8 × 13 $\Box$ , 8 × 10 $\Box$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\Box$  $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$  $\Box$ , 8K $\Box$ , 16K $\Box$  $\Box$ , 12 × 18 $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10 × 14 $\Box$ , 13 × 19<sup>1</sup>/<sub>5</sub> $\Box$ , 13 × 19 $\Box$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\Box$ , 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> $\Box$ , 13 × 18 $\Box$ , SRA3 $\Box$ , SRA4 $\Box$  $\Box$ , custom size

• With Z-fold:

A3D, A4D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8KD, 12 × 18D

#### Paper weight for the finisher upper tray:

- Without Z-fold:
  - 52.3–216.0 g/m<sup>2</sup> (14.0 lb. Bond–79.9 lb. Cover)
- With Z-fold:

64.0-105.0 g/m<sup>2</sup> (17.1-28.0 lb. Bond)

## Stack capacity for the finisher upper tray (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold:
  - 250 sheets: A4,  $8^1/_2 \times 11$  or smaller
  - 50 sheets: B4 JIS,  $8^1/_2 \times 14$  or larger
- With Z-fold:
  - 20 sheets: A4□, 8<sup>1</sup>/<sub>2</sub> × 11□
  - 30 sheets: B4 JIS $\square$ ,  $8^1/_2 \times 14\square$  or larger

#### Paper size for the finisher shift tray:

• Without Z-fold:

A3D, A4DD, A5DD, B4 JISD, B5 JISDD,

11 × 17 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$  $\Box$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\Box$ , 8 × 13  $\Box$ , 8 × 10 $\Box$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\Box$  $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$  $\Box$ , 8K $\Box$ , 16K $\Box$  $\Box$ , 12 × 18 $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10 × 14 $\Box$ , 13 × 19<sup>1</sup>/<sub>5</sub> $\Box$ , 13 × 19 $\Box$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\Box$ , 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> $\Box$ , 13 × 18 $\Box$ , SRA3 $\Box$ , SRA4 $\Box$  $\Box$ , custom size

• With Z-fold:

A3<sup>D</sup>, A4<sup>D</sup>, B4 JIS<sup>D</sup>, 11 × 17<sup>D</sup>, 8<sup>1</sup>/<sub>2</sub> × 14<sup>D</sup>, 8<sup>1</sup>/<sub>2</sub> × 11<sup>D</sup>, 12 × 18<sup>D</sup>, 8K<sup>D</sup>

#### Paper weight for the finisher shift tray:

• Without Z-fold:

52.3-360.0 g/m<sup>2</sup> (14.0 lb. Bond-198.0 lb. Index)

• With Z-fold:

64.0-105.0 g/m<sup>2</sup> (17.1-28.0 lb. Bond)

#### Paper sizes that can be shifted when delivered to the finisher shift tray:

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

11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 8K $\square$ , 16K $\square$  $\square$ , 12 × 18 $\square$ , 11 × 15 $\square$ ,

11 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ , 13 × 19<sup>1</sup>/<sub>5</sub> $\square$ , 13 × 19 $\square$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\square$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\square$ , 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> $\square$ , 13 × 18 $\square$ , SRA3 $\square$ , SRA4 $\square$  $\square$ , custom size

#### Paper weight that can be shifted when delivered to the finisher shift tray:

52.3-360.0 g/m<sup>2</sup> (14.0 lb. Bond-198.0 lb. Index)

#### Stack capacity for the finisher shift tray (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold:
  - 2,500 sheets: A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽
  - 1,500 sheets: A3D, A4D, B4 JISD, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, SRA4DD
  - 1,000 sheets:  $12 \times 18^{\Box}$ ,  $13 \times 19^{\Box}$ , SRA3 $\Box$ ,  $13 \times 18^{\Box}$ ,  $12^{3}/_{5} \times 18^{1}/_{2}\Box$ ,  $12^{3}/_{5} \times 19^{1}/_{5}\Box$
  - 500 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
  - 100 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
- With Z-fold: 30 sheets

#### Staple paper size:

• Without Z-fold:

11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 8K $\square$ , 16K $\square$  $\square$ , 11 × 15 $\square$ , 11 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ 

• With Z-fold:

A3₽, B4 JIS₽, 11 × 17₽, 8K₽

- With Z-fold and Mixed Sizes:
  - A3₽/A4₽
  - B4 JIS⊄/B5 JIS₽
  - 11 × 17□/8<sup>1</sup>/2 × 11□
  - 8K₽/16K₽

#### Staple paper weight:

- Without Z-fold:
  - 63.1–200.0 g/m<sup>2</sup> (17.0 lb. Bond–110.7 lb. Cover)
- With Z-fold:

64.0-105.0 g/m<sup>2</sup> (17.1-28.0 lb. Bond)

## Staple capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold and Mixed Sizes:
  - 50 sheets: A3D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 13D, 8<sup>1</sup>/<sub>4</sub> × 14D, 8<sup>1</sup>/<sub>4</sub>
     × 13D, 8 × 13D, 8KD, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D
  - 100 sheets: A4D, B5 JISD,  $8^{1}/_{2} \times 11$ D,  $8 \times 10^{1}$ ,  $7^{1}/_{4} \times 10^{1}/_{2}$ D, 16KD,  $10^{1}/_{2}$ D,  $10^{1}/_{2}$ D,
- With Mixed Sizes:

50 sheets (A3 $\Box$ /A4 $\Box$ , B4 JIS $\Box$ /B5 JIS $\Box$ , 11 × 17 $\Box$ /8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , 8K $\Box$ /16K $\Box$ )

- With Z-fold: 10 sheets
- Combination of Z-folded sheets and unfolded sheets:

10 Z-folded sheets, 9 Z-folded sheets and 0 to 10 unfolded sheets, 8 Z-folded sheets and 0 to 20 unfolded sheets, 7 Z-folded sheets and 0 to 30 unfolded sheets, 6 Z-folded sheets and 0 to 40 unfolded sheets, 5 Z-folded sheets and 0 to 50 unfolded sheets, 4 Z-folded sheets and 0 to 60 unfolded sheets, 3 Z-folded sheets and 0 to 70 unfolded sheets, 2 Z-folded sheets and 0 to 80 unfolded sheets, 1 Z-folded sheet and 1 to 90 unfolded sheets

#### Stack capacity after stapling (80 g/m<sup>2</sup>, 20 lb. Bond):

- Without Z-fold and Mixed Sizes:
  - 20-100 sheets: 125-25 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
  - 10-19 sheets: 200-105 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
  - 2-9 sheets: 150 sets (A4 $\square$ , B5 JIS $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$ )
  - 10-100 sheets: 150-15 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 2-9 sheets: 150 sets (A4 $\square$ , B5 JIS $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$ )
  - 10-50 sheets: 150-30 sets (A3<sup>-</sup>, B4 JIS<sup>-</sup>, 11 × 17<sup>-</sup>, 8<sup>1</sup>/<sub>2</sub> × 14<sup>-</sup>)
  - 2-9 sheets: 150 sets (A3 $\square$ , B4 JIS $\square$ , 11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ )
- With Z-fold and Mixed Sizes:

1–10 sheets: 30–3 sets (A3 Z-folded paper with A4, B4 JIS Z-folded paper with B5 JIS, 11 × 17 Z-folded paper with  $8^{1}/_{2} \times 11$ , 8K Z-folded paper with 16K)

• With Mixed Sizes:

2-50 sheets: 30 sets (A3 $\Box$ /A4 $\Box$ , B4 JIS $\Box$ /B5 JIS $\Box$ , 11 × 17 $\Box$ /8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , 8K $\Box$ /16K  $\Box$ )

#### Staple position:

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

#### Saddle stitch paper size:

A3D, A4D, B4 JISD, B5 JISD, 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11D$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}D$ , 8KD, 16KD, 12 × 18D, 11 × 15D,

11 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ , 13 × 19<sup>1</sup>/<sub>5</sub> $\square$ , 13 × 19 $\square$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\square$ , 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> $\square$ , 13 × 18 $\square$ , SRA3 $\square$ , SRA4 $\square$ 

Custom size

- Vertical: 182.0-330.2 mm (7.17-13.00 inches)
- Horizontal: 257.0-487.7 mm (10.12-19.20 inches)

#### Saddle stitch paper weight:

64.0-163.0 g/m<sup>2</sup> (17.1 lb. Bond-60.0 lb. Cover)

You can use a sheet of paper weighing between 90.1 g/m<sup>2</sup> (24.1 lb. Bond) and 163.0 g/m<sup>2</sup> (60.0 lb. Cover) per set as a cover sheet.

## Saddle stitch capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

1 set (20 sheets)

Stack capacity after saddle stitching (80 g/m<sup>2</sup>, 20 lb. Bond):

- 2-5 sheets: 45 sets
- 6-10 sheets: 23 sets
- 11-15 sheets: 15 sets
- 16-20 sheets: 10 sets

#### Saddle stitch position:

Center 2 positions

#### Types of folds:

Half Fold

#### Half fold paper size:

A3D, A4D, B4 JISD, B5 JISD, 11 × 17D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 13D,  $8^{1}/_{2}$  × 11D,  $8^{1}/_{4}$  × 14D,  $8^{1}/_{4}$  × 13D,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}$ D, 8KD, 16KD, 12 × 18D,

11 × 15 $\square$ , 11 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ , 13 × 19<sup>1</sup>/<sub>5</sub> $\square$ , 13 × 19 $\square$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\square$ , 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> $\square$ , 13 × 18 $\square$ , SRA3 $\square$ , SRA4 $\square$ 

Custom size

- Vertical: 182.0-330.2 mm (7.17-13.00 inches)
- Horizontal: 257.0-487.7 mm (10.12-19.20 inches)

#### Half fold paper weight:

```
64.0-90.0 g/m<sup>2</sup> (17.1-24.0 lb. Bond)
```

#### Folding capacity of half folding function:

6 sheets

#### **Power requirements:**

- - 220-240 V, 1.2 A, 50/60Hz

120 V, 2.0 A, 50/60 Hz

#### Power consumption:

150 W or less (A separate power source is required.)

#### Dimensions (W × D × H):

1,113 × 730 × 1,192 mm (43.9 × 28.8 × 47.0 inches)

## Weight:

130 kg (286.7 lb.) or less

#### Note

- For paper between 80.1 g/m<sup>2</sup> (21.1 lb. Bond) and 100.0 g/m<sup>2</sup> (26.7 lb. Bond), the staple capacity is a half that of 80.0 g/m<sup>2</sup> (20.0 lb. Bond) paper.
- For paper between 100.1 g/m<sup>2</sup> (26.8 lb. Bond) and 200.0 g/m<sup>2</sup> (110.7 lb. Cover), the staple capacity is one-third that of 80.0 g/m<sup>2</sup> (20.0 lb. Bond) paper.

## **Specifications for Punch Unit**

#### Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	$\Box$ : A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 <sup>1</sup> / <sub>4</sub> × 13, 8 × 13, 8 × 10, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size
2 & 4 holes type: 2 holes	$\square$ : A4, A5, B5 JIS, $8^{1}/_{2} \times 11$ , $7^{1}/_{4} \times 10^{1}/_{2}$ , $5^{1}/_{2} \times 8^{1}/_{2}$ , 16K, custom size
2 & 4 holes type: 4 holes	□ A3, B4 JIS, 11 × 17, 8K, 11 × 15, 11 × 14, custom size
2 & 4 holes type: 4 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
4 holes type: 4 holes	$\Box$ : A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 <sup>1</sup> / <sub>4</sub> × 13, 8 × 13, 8 × 10, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size
4 holes type: 4 holes	$   \overrightarrow{P}: A4, A5, B5 JIS, 8^{1}/_{2} \times 11, 7^{1}/_{4} \times 10^{1}/_{2}, 5^{1}/_{2} \times 8^{1}/_{2}, 16K, $ custom size
2 & 3 holes type: 2 holes	$\Box$ : A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 <sup>1</sup> / <sub>4</sub> × 13, 8 × 13, 8 × 10, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size
2 & 3 holes type: 2 holes	
2 & 3 holes type: 3 holes	□ A3, B4 JIS, 11 × 17, 8K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size

Punch unit type	Paper size
2 & 3 holes type: 3 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size

#### Paper weight:

- 2 holes, 3 holes: 52.3–209.0 g/m<sup>2</sup> (14.0 lb. Bond–77.3 lb. Cover)
- 4 holes: 52.3-163.0 g/m<sup>2</sup> (14.0 lb. Bond-60.0 lb. Cover)

## **Specifications for Interposer**

#### Paper size:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper weight:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper capacity ( $80 \text{ g/m}^2$ , 20 lb. Bond):

For details, see page 154 "Recommended Paper Sizes and Types".

#### Power consumption:

84 W or less (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

540 × 730 × 1,290 mm (21.3 × 28.8 × 50.8 inches) (Except protruding parts)

#### Weight:

45 kg (99.3 lb.) or less

## **Specifications for Multi-Folding Unit**

#### Types of folds:

Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold

#### Paper size:

• With Z-fold:

A3D, A4D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8KD, 12 × 18D

• With Half Fold:

A3D, A4D, B4 JISD, B5 JISD, 11 × 17D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 11D, 8KD, 12 × 18D, 13 × 19<sup>1</sup>/<sub>5</sub>D, 13 × 19D, 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub>D, 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub>D, 13 × 18D, SRA3D, SRA4D

• With Letter Fold-out, Letter Fold-in, Double Parallel Fold, and Gate Fold:

A3D, A4D, B4 JISD, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8KD, 12 × 18D

- With Multi-sheet Fold:
  - Half Fold:

A3 $\Box$ , A4 $\Box$ , B4 JIS $\Box$ , B5 JIS $\Box$ , 11 × 17 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , 8K $\Box$ , 12 × 18 $\Box$ , 13 × 19<sup>1</sup>/<sub>5</sub> $\Box$ , 13 × 19 $\Box$ , 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> $\Box$ , 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> $\Box$ , 13 × 18 $\Box$ ,

SRA3₽, SRA4₽

• Letter Fold-in:

A3D, A4D, B4 JISD, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8KD, 12 × 18D

• Letter Fold-out:

A4, B4 JIS, B5 JIS, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11

#### Paper weight:

- With Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, and Gate Fold: 64.0–105.0 g/m<sup>2</sup> (17.1–28.0 lb. Bond)
- With Multi-sheet Fold:

64.0-80.0 g/m<sup>2</sup> (17.1-21.0 lb. Bond)

#### Folding capacity of multi-sheet folding function:

3 sheets

#### **Power requirements:**

220-240 V, 1.2 A, 50/60 Hz

• <u>Region</u> **B** (mainly North America)

120 V, 2.0 A, 50/60 Hz

#### Power consumption:

240 W or less (A separate power source is required.)

#### Dimensions (W × D × H):

470 × 730 ×1,000 mm (18.6 × 28.8 × 39.4 inches)

#### Weight:

92 kg (202.9 lb.) or less

#### Vote

Wrinkling can occur when applying letter fold-in, letter fold-out, or gate fold to B4 JISD, A3D, 8<sup>1</sup>/<sub>2</sub> × 14D, 11 × 17D, 8KD, 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 Three-Tray Wide Large Capacity Tray

#### Paper size:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper weight:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

For details, see page 154 "Recommended Paper Sizes and Types".

#### **Power consumption:**

324 W or less (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

865 × 730 × 1,000 mm (34.1 × 28.8 × 39.4 inches) (Except protruding parts)

#### Weight:

185 kg (407.9 lb.) or less

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## Specifications for Two-Tray Wide Large Capacity Tray

#### Paper size:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper weight:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

For details, see page 154 "Recommended Paper Sizes and Types".

#### **Power requirements:**

```
220-240 V, 5.0 A, 50/60 Hz
```

• <u>Region</u> **B** (mainly North America)

100–127 V, 10.0 A, 50/60 Hz

#### Power consumption:

683 W or less (A separate power source is required.)

#### Dimensions (W × D × H):

• Without banner sheet tray:

1,024 × 730 × 1,000 mm (40.4 × 28.8 × 39.4 inches) (Except protruding parts)

• With banner sheet tray:

1,290 × 730 × 1,000 mm (50.8 × 28.8 × 39.4 inches) (Except protruding parts)

#### Dimensions of bridge unit (W × D × H):

330 × 730 × 1,000 mm (13.0 × 28.8 × 39.4 inches) (Except protruding parts)

#### Weight:

• Without banner sheet tray:

255 kg (562.2 lb.) or less

• With banner sheet tray:

265 kg (584.3 lb.) or less

#### Weight of bridge unit:

60 kg (132.3 lb.) or less

## Specifications for Multi Bypass Tray (Tray A)

#### Paper size:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper weight:

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

For details, see page 154 "Recommended Paper Sizes and Types".

#### **Power consumption:**

70 W or less (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

- Without banner sheet tray:
   690 × 561 × 210 mm (27.2 × 22.1 × 8.3 inches) (Except protruding parts)
- With banner sheet tray:

1,090 × 561 × 210 mm (43.0 × 22.1 × 8.3 inches) (Except protruding parts)

#### Weight:

- Without banner sheet tray:
  - 20 kg (44.1 lb.) or less
- With banner sheet tray: 25 kg (55.2 lb.) or less

## **Specifications for Decurl Unit**

#### Paper size:

A3D, A4DD, A5DD, A6D, B4 JISD, B5 JISDD, B6 JISD, 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ , 8KD, 16KDD, 12 × 18D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, 13 × 19^{1}/\_{5}D, 13 × 19D, 12^{3}/\_{5} × 19^{1}/\_{5}D, 12^{3}/\_{5} × 18^{1}/\_{2}D, 13 × 18D, SRA3D, SRA4D D,  $4^{1}/_{5} \times 5^{1}/_{2}D$ , custom size

#### Paper weight:

52.3-360.0 g/m<sup>2</sup> (14.0 lb. Bond-198.0 lb. Index)

#### Power consumption:

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

#### Dimensions (W × D × H):

54.5 × 482.7 × 188.7 mm (2.2 × 19.1 × 7.5 inches)

#### Weight:

5 kg (11.1 lb.) or less

## **Specifications for Trimmer**

#### Paper size:

A3D, A4D, B4 JISD, B5 JISD,  $11 \times 17D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11D$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}D$ , 8KD, 16KD, 12 × 18D, 11 × 15D,

11 × 14D, 10 × 15D, 10 × 14D, 13 × 19<sup>1</sup>/<sub>5</sub>D, 13 × 19D,  $12^{3}/_{5} \times 19^{1}/_{5}D$ ,  $12^{3}/_{5} \times 19^{1}/_{5}D$ ,  $12^{3}/_{5} \times 18^{1}/_{2}D$ , 13 × 18D, SRA3D, SRA4D, custom size

#### Paper weight:

63.1–163.0 g/m<sup>2</sup> (17.0 lb. Bond–60.0 lb. Cover)

You can use 1 sheet of paper weighing between 90.1 g/m<sup>2</sup> (24.1 lb. Bond) and 163.0 g/m<sup>2</sup> (60.0 lb. Cover) per set as a cover sheet.

#### Fore edge cut capacity (80 g/ $m^2$ , 20 lb. Bond):

20 sheets

Stack capacity (A4<sup>D</sup>, 8<sup>1</sup>/<sub>2</sub> × 11<sup>D</sup>, 80 g/m<sup>2</sup>, 20 lb. Bond):

- 1-5 sheets: 60 sets
- 6–10 sheets: 35 sets
- 11–15 sheets: 25 sets

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• 16-20 sheets: 20 sets

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

#### **Power requirements:**

100-240 V, 2 A, 50/60 Hz

#### **Power consumption:**

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

#### Dimensions (W × D × H):

1,115 × 591 × 555 mm (43.9 × 23.3 × 21.9 inches)

#### Weight:

75 kg (165.4 lb.) or less

## **Specifications for Ring Binder**

#### Paper size (ring binding/comb binding punching):

 $8^{1}/_{2} \times 11^{\Box}$ 

#### Paper weight (ring binding/comb binding punching):

64.0-216.0 g/m<sup>2</sup> (17.1 lb. Bond-79.9 lb. Cover)

#### Ring binding capacity:

2–100 sheets

#### Capacity of the ring comb cartridge:

80 ring combs

#### Ring comb type:

50-sheet type (white, black), 100-sheet type (white, black)

#### Comb binding punch holes:

• **Region** A (mainly Europe and Asia)

23 holes

21 holes

#### Ring binder tray capacity:

- 51 to 100 leaf binding: 11 sets
- In comb binding punch mode: 100 sheets

#### **Power requirements:**

- Region A (mainly Europe and Asia)

   220–240 V, 1.9–1.7 A, 50/60 Hz

#### **Power consumption:**

400 W or less (A separate power source is required.)

#### Dimensions (W × D × H):

870 × 730 × 1,010 mm (34.3 × 28.8 × 39.8 inches)

#### Weight:

140 kg (308.7 lb.) or less

## **Specifications for Perfect Binder**

#### Paper size (cover):

For details, see page 154 "Recommended Paper Sizes and Types".

#### Paper size (book block):

A4 $\Box$ , B5 JIS $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\Box$ , 16K $\Box$ , SRA4 $\Box$ 

Custom size:

- Vertical: 257.0-320.0 mm (10.12-12.59 inches)
- Horizontal: 182.0-228.6 mm (7.17-9.00 inches)

#### Paper weight:

- Cover: For details, see page 154 "Recommended Paper Sizes and Types".
- Book block: 80.1–163.0 g/m<sup>2</sup> (21.1 lb. Bond–60.0 lb. Cover)

You can use 10 sheets of paper weighing between 106.0 g/m<sup>2</sup> (28.4 lb. Bond) and 163.0 g/m<sup>2</sup> (60.0 lb. Cover) per set as slip sheets.

#### Perfect binding capacity:

- Book block capacity:
  - 10-150 sheets (paper weight: 81.0-105.0 g/m<sup>2</sup> (21.7-28.0 lb. Bond))
- Book block spine: Up to 23.0 mm (0.90 inches)

#### Glue capacity:

```
380 g (0.84 lb.)
```

#### Interposer on the perfect binder:

Tray capacity: 200 sheets (height: 24.0 mm (1.00 inch) or less) × 2

## Tray capacity for lower left tray (80 g/m<sup>2</sup> (20 lb. Bond)):

10-sheet book blocks: 26 sets

30-sheet book blocks: 17 sets

50-sheet book blocks: 13 sets

80-sheet book blocks: 8 sets

- 100-sheet book blocks: 7 sets
- 200-sheet book blocks: 4 sets

#### Power requirements:

- Region B (mainly North America)

   208 V, 3 A, 50/60 Hz

#### **Power consumption:**

623 W or less (A separate power source is required.)

#### Dimensions (W × D × H):

1,090 × 791 × 1,387 mm (43.0 × 31.2 × 54.7 inches)

#### Weight:

350 kg (771.7 lb.) or less

## **Specifications for Buffer Pass Unit**

#### Paper size:

A30, A400, A500, A60, B4 JIS0, B5 JIS00, B6 JIS0,

$$\begin{split} &11\times 17^{\Box}, 8^{1}/_{2}\times 14^{\Box}, 8^{1}/_{2}\times 13^{\Box}, 8^{1}/_{2}\times 11^{\Box}^{\Box}, 8^{1}/_{4}\times 14^{\Box}, 8^{1}/_{4}\times 13^{\Box}, 8\times 13^{\Box}, 8\\ &\times 10^{\Box}, 7^{1}/_{4}\times 10^{1}/_{2}^{\Box}^{\Box}^{\Box}, 5^{1}/_{2}\times 8^{1}/_{2}^{\Box}^{\Box}^{\Box}, \end{split}$$

8KD, 16KDD, 12 × 18D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,

 $13 \times 19^{1}/_{5}$ ,  $13 \times 19$ ,  $12^{3}/_{5} \times 19^{1}/_{5}$ ,  $12^{3}/_{5} \times 18^{1}/_{2}$ ,  $13 \times 18$ , srag, srag, srag,  $13 \times 18^{1}/_{2}$ ,  $13 \times 1$ 

Custom size:

- Vertical: 100.0-330.2 mm (3.94-13.00 inches)
- Horizontal: 139.7-487.7 mm (5.50-19.20 inches)

#### Paper weight:

52.3-360.0 g/m<sup>2</sup> (14.0 lb. Bond-198.0 lb. Index)

#### **Power requirements:**

- Region A (mainly Europe and Asia)

   220–240 V, 50/60 Hz, 1 A

100–120 V, 50/60 Hz, 3 A

#### Power consumption:

200 W or less (A separate power source is required.)

#### Dimensions (W × D × H):

330 × 730 × 1,000 mm (13.0 × 28.8 × 39.4 inches)

#### Weight:

90 kg (198.5 lb.) or less

## **Specifications for High Capacity Stacker**

#### Paper size for the stacker upper tray:

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

$$\begin{split} &11\times 17\Box, 8^{1}/_{2}\times 14\Box, 8^{1}/_{2}\times 13\Box, 8^{1}/_{2}\times 11\Box\Box, 8^{1}/_{4}\times 14\Box, 8^{1}/_{4}\times 13\Box, 8\times 13\Box, 8\\ &\times 10\Box, 7^{1}/_{4}\times 10^{1}/_{2}\Box\Box, 5^{1}/_{2}\times 8^{1}/_{2}\Box\Box, \end{split}$$

8KD, 16KDD, 12 × 18D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,

 $13 \times 19^{1}/_{5}$ ,  $13 \times 19$ ,  $12^{3}/_{5} \times 19^{1}/_{5}$ ,  $12^{3}/_{5} \times 18^{1}/_{2}$ ,  $13 \times 18$ , SRA3, SRA4, SRA4,  $\Box$ ,  $4^{1}/_{5} \times 5^{1}/_{2}$ , custom size

#### Paper weight for the stacker upper tray:

52.3–360.0 g/m<sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)

## Stack capacity for the stacker upper tray (80 g/m<sup>2</sup>, 20 lb. Bond):

250 sheets

#### Paper size for the stacker tray:

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

11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$  $\square$ ,

8KD, 16KDD, 12 × 18D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,

 $13 \times 19^{1}/_{5}$ ,  $13 \times 19$ ,  $12^{3}/_{5} \times 19^{1}/_{5}$ ,  $12^{3}/_{5} \times 18^{1}/_{2}$ ,  $13 \times 18$ , SRA3, SRA4, SRA4, sraat, SRA4, SRA4,

#### Paper weight for the stacker tray:

52.3-360.0 g/m<sup>2</sup> (14.0 lb. Bond-198.0 lb. Index)

#### Stack capacity for the stacker tray (80 g/m<sup>2</sup>, 20 lb. Bond):

- 5,000 sheets: A3D, A4DD, B4 JISD, 11 × 17D,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11D$ D, 8KD, 12 × 18D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, 13 × 19<sup>1</sup>/<sub>5</sub>D, 13 × 19D, 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub>D, 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub>D, 13 × 18D, SRA3D, SRA4DD
- 2,500 sheets: A5DD, B5 JISDD,  $8 \times 13D$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 10D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ , 16KDD

#### Power requirements:

- (mainly North America)

100-127 V, 50/60 Hz, 2.0 A

#### Power consumption:

91.6 W

105 W

(A separate power source is required. However, a voltage of 5 V or 24 V supplied from the main unit is required.)

#### Dimensions (W × D × H):

900 × 730 × 1,000 mm (35.5 × 28.8 × 39.4 inches)

#### Weight:

- High capacity stacker: 120 kg (264.6 lb.) or less
- Stacker cart: 15 kg (33.1 lb.) or less

# 7. Appendix

This section describes the trademarks.

## Trademarks

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