

Pro C7100/C7100x/C7110/C7110x

Operating Instructions
About This Machine

TABLE OF CONTENTS

1. Easy Search

Searching by What You Want to Do.....	7
I Want to Reduce my Costs.....	7
I Want to Operate the Machine More Effectively.....	8
What You Can Do with This Machine.....	9
You Can Customize the [Home] Screen.....	9
You Can Print Data Using Various Functions.....	10
You Can Prevent Information Leakage (Security Functions).....	11
You Can Monitor and Set the Machine Using a Computer.....	11
You Can Prevent Unauthorized Copying.....	12

2. Getting Started

Overview of This Machine.....	13
Names of Major Features.....	13
Model-Specific Information.....	13
Functions Requiring Optional Configurations.....	14
Guide to Names and Functions of Components.....	17
Guide to Functions of the Attention Light.....	20
Guide to Functions of the Machine's Options.....	22
Guide to Functions of the Machine's External Options.....	22
Guide to Functions of the Machine's Internal Options/Option Controller.....	27
Guide to the Names and Functions of the Machine's Control Panel.....	29
Adjusting the Angle of the Control Panel.....	31
Inserting/Removing a Memory Storage Device.....	32
Inserting an SD Card.....	32
Inserting a USB Flash Memory Device.....	33
Removing an SD Card.....	34
Removing a USB Flash Memory Device.....	34
Changing Modes.....	35
Displaying the [Home] Screen.....	35
How to Use the [Top] Screen and the [Home] Screen.....	35
Changing Modes by Pressing the Function Keys.....	37
System Reset.....	39
How to Use the Screens on the Control Panel.....	41

How to Use the [Printer] Screen.....	41
How to Use the [Information] Screen.....	42
Switching Screen Patterns.....	44
Changing the Display Language.....	45
Logging In the Machine.....	46
When the Authentication Screen Is Displayed.....	46
User Code Authentication Using the Control Panel.....	46
User Code Authentication Using a Printer Driver.....	46
Logging In Using the Control Panel.....	47
Logging Out Using the Control Panel.....	47
Auto Logout Function.....	48
Logging In Using a Printer Driver.....	48
Logging In Using Web Image Monitor.....	49
Logging Out Using Web Image Monitor.....	49
User Lockout Function.....	50
Changing the Login Password.....	50
Turning On/Off the Power.....	53
Turning On/Off the Power.....	53
Saving Energy.....	54
Anti-humidity Heater Switch.....	56
Entering Text.....	57
Character Entry Display.....	57
Available Characters.....	60
Entering Text.....	61
Software that You Can Download.....	64
Device Manager NX.....	64
SmartDeviceMonitor for Client.....	64
Using the Ring Binder and the High Capacity Stacker.....	65
Using the Ring Binder.....	65
Using the High Capacity Stacker.....	68

3. Information for This Machine

Information on Environmental Regulations.....	73
ENERGY STAR Program.....	73

Energy Saving Functions.....	73
User Information on Electrical and Electronic Equipment  Region A (mainly Europe).....	75
Note for the Battery and/or Accumulator Symbol (For EU Countries Only)  Region A (mainly Europe).....	76
Environmental Advice for Users  Region A (mainly Europe).....	76
Notes to Users in the State of California (Notes to Users in USA)  Region B (mainly North America).....	77

4. Paper Specifications and Adding Paper

Loading Paper.....	79
Precautions for Loading Paper.....	79
Loading Paper into Tray 1.....	81
Loading Paper into the A3/11 × 17 Tray Unit.....	83
Loading Paper into Tray 2.....	84
Loading Paper into the Multi Bypass Tray (Tray A).....	86
Loading Paper into the Three-tray Wide Large Capacity Tray.....	88
Loading Paper into the Two-tray Wide Large Capacity Tray.....	89
Loading Paper into the Interposer.....	91
Loading Cover Sheets into the Interposer of the Perfect Binder.....	92
Loading Orientation-fixed Paper or Two-sided Paper.....	94
Changing the Paper Size.....	96
Precautions for Changing the Paper Size.....	96
Changing the Paper Size in Tray 2.....	96
Changing the Paper Size in the Three-tray Wide Large Capacity Tray.....	99
Changing the Paper Size in the Two-tray Wide Large Capacity Tray.....	105
Changing to a Size That Is Not Automatically Detected.....	110
Changing to a Custom Paper Size.....	111
Recommended Paper.....	112
Recommended Paper Sizes and Types.....	112
Unusable Paper.....	137
Paper Storage.....	138

5. Convenient Functions

Customizing the [Home] Screen.....	139
Types of [Home] Screens and How to Customize Them.....	139

Adding Icons to the [Home] Screen.....	140
Changing the Order of Icons on the [Home] Screen.....	143
Deleting an Icon on the [Home] Screen.....	144
Displaying an Image on the [Home] Screen.....	145
Restoring the [Home] Screen Default.....	147
Checking Machine Status and Settings.....	149
Managing Jobs.....	152
Types of Screens to Manage Jobs.....	152
Checking Jobs in the Job List.....	153
Changing the Order of Jobs.....	154
Deleting Jobs.....	154
Checking the Job History.....	155

6. Maintenance and Specifications

General Requirements.....	157
Dos and Don'ts.....	157
Saving Printouts.....	159
Backing Up Hard Disk Data.....	159
Replenishing and Replacing Consumables.....	160
Adding Toner.....	160
Replacing the Waste Toner Bottle.....	162
Adding Staples.....	164
Replacing Ring Combs.....	164
Filling the Glue Container.....	166
Where to Put Your Machine.....	167
Moving the Machine.....	167
Optimum Environmental Conditions After Moving the Machine.....	167
Maintaining Your Machine.....	172
How to Clean the Machine.....	172
Cleaning the Power Cord Plug.....	172
Checking the Earth Leakage Breakers.....	173
Useful Information.....	176
Counter.....	176
Inquiry.....	176

Specifications.....	179
Specifications for the Main Unit.....	179
Specifications for Printer.....	182
Specifications for Finisher SR5050.....	183
Specifications for Booklet Finisher SR5060.....	187
Specifications for Punch Unit.....	191
Specifications for Interposer.....	192
Specifications for Multi-Folding Unit.....	193
Specifications for Three-Tray Wide Large Capacity Tray.....	194
Specifications for Two-Tray Wide Large Capacity Tray.....	195
Specifications for Multi Bypass Tray (Tray A).....	195
Specifications for Decurl Unit.....	196
Specifications for Trimmer.....	197
Specifications for Ring Binder.....	197
Specifications for Perfect Binder.....	198
Specifications for Buffer Pass Unit.....	200
Specifications for High Capacity Stacker.....	201

7. Appendix

Trademarks.....	203
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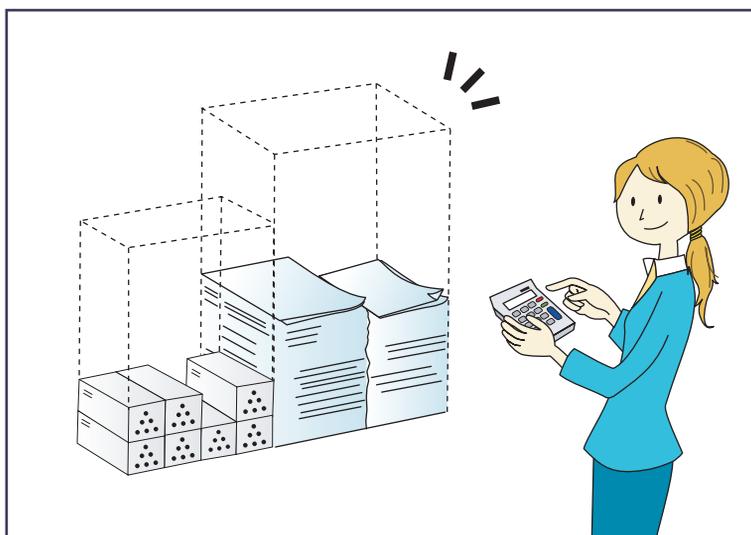
1. Easy Search

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



BRL059S

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

⇒ page 42 "How to Use the [Information] Screen"

Reducing electricity consumption

⇒ page 54 "Saving Energy"

I Want to Operate the Machine More Effectively

1



BQX139S

Registering frequently-used printing settings to the printer driver

⇒ See Print for details.

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

⇒ See Print for details.

Adding the function and shortcut icons

⇒ page 140 "Adding Icons to the [Home] Screen"

Changing the order of the function and shortcut icons

⇒ page 143 "Changing the Order of Icons on the [Home] Screen"

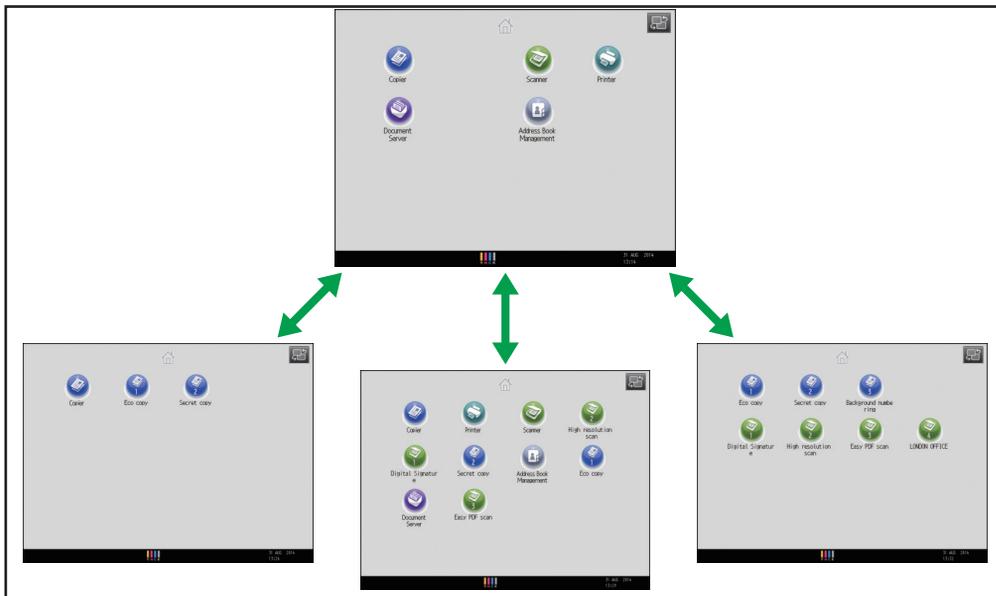
What You Can Do with This Machine

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.

The contents displayed on the following screens differ depending on the machine.



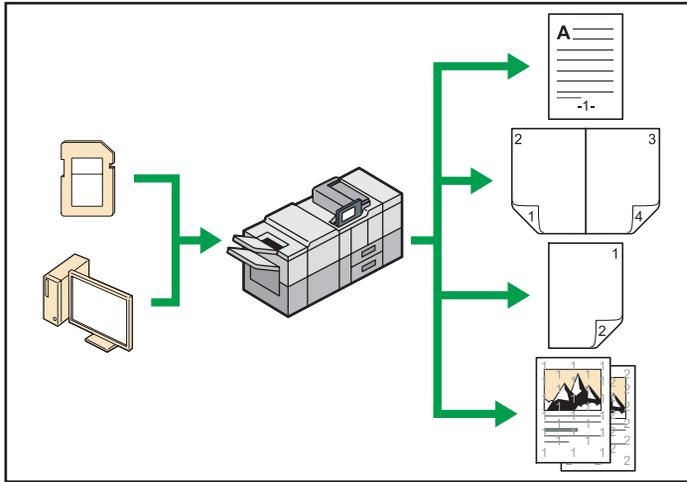
DER151

- 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 35 "How to Use the [Top] Screen and the [Home] Screen".
- For details about how to customize the [Home] screen, see page 139 "Types of [Home] Screens and How to Customize Them".

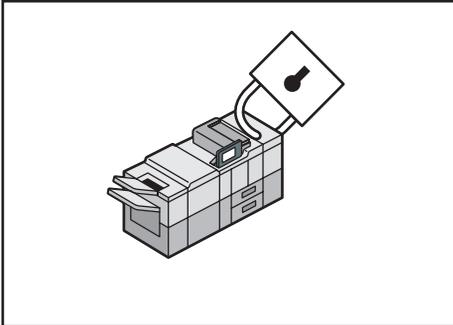
You Can Print Data Using Various Functions



CWW103

- 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.
 - ⇒ 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.
 - ⇒ 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.
 - ⇒ 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.
 - ⇒ See Print for details.

You Can Prevent Information Leakage (Security Functions)



CWW108

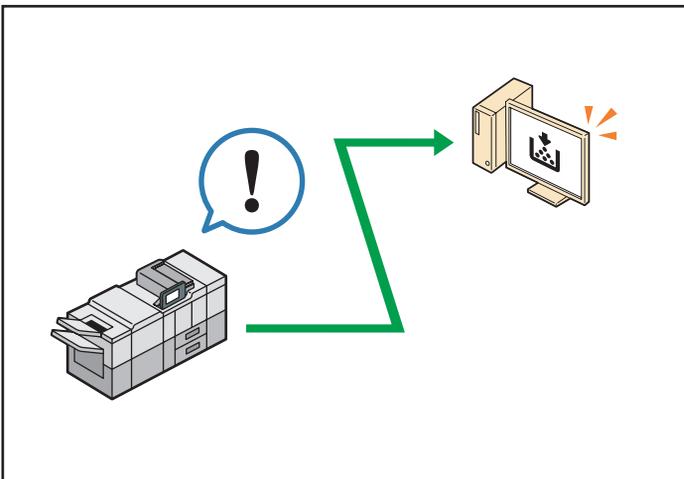
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- 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 Monitor and Set the Machine Using a Computer

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



CWW110

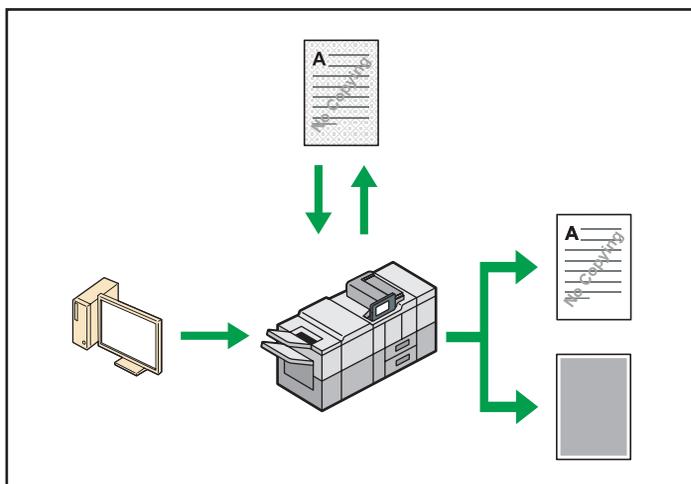
You can check which tray is running out of paper, register information in the Address Book, specify the network settings, configure and change the system settings, manage jobs, print the job history, and configure the authentication settings.

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.



DER153

- 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*.

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

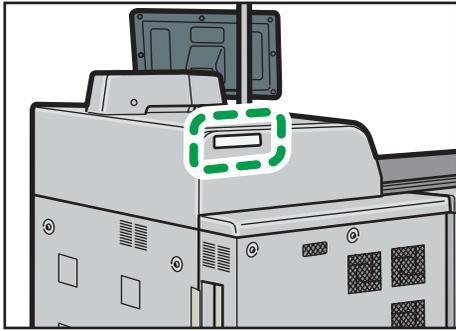
In this manual, major features of the machine are referred to as follows:

- 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.

 **Region A** (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.
- If your machine is a Region A model and "CODE XXXX -29" is printed on the label, see " **Region A** (mainly Asia)" also.

Functions Requiring Optional Configurations

- Printer mode

Function	Option
Printing from the multi bypass tray (Tray A)	One of the following combinations of options is required: <ul style="list-style-type: none"> Multi bypass tray (Tray A) and three-tray wide LCT Multi bypass tray (Tray A) and two-tray wide LCT
<ul style="list-style-type: none"> Staple Shift Collate 	One of the following options is required: <ul style="list-style-type: none"> Finisher SR5050 Booklet Finisher SR5060
Printing onto tab stock	One of the following options is required: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Finisher SR5050 and punch unit Booklet Finisher SR5060 and punch unit
<ul style="list-style-type: none"> Z-fold Letter Fold-out Letter Fold-in Double Parallel Fold Gate Fold 	One of the following combinations of options is required: <ul style="list-style-type: none"> Finisher SR5050 and multi-folding unit Booklet Finisher SR5060 and multi-folding unit
Half Fold	One of the following combinations of options is required: <ul style="list-style-type: none"> 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

Function	Option
<ul style="list-style-type: none">• PostScript 3• Preventing unauthorized copies• Data security for copying function	PostScript 3 unit

- Others

Function	Option
NetWare functions	SD card for NetWare printing

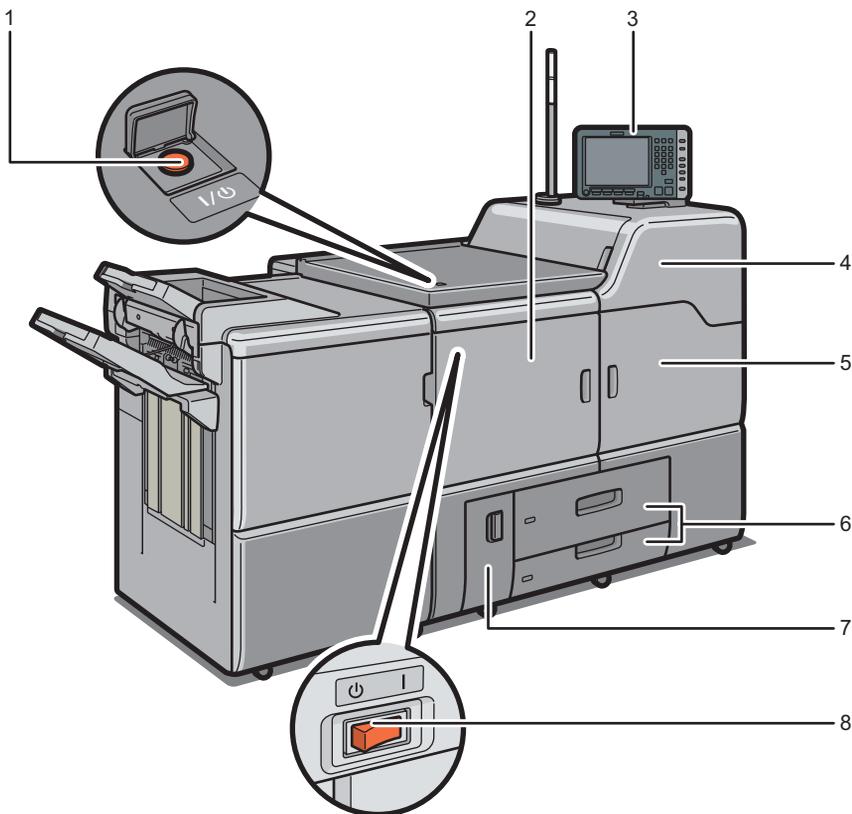
Guide to Names and Functions of Components

⚠ CAUTION

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

2

Front and left view



DER006

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.

2. Front left cover

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

3. Control panel

See page 29 "Guide to the Names and Functions of the Machine's Control Panel".

4. Front upper right cover

Open to change toner cartridges.

5. Front right cover

Open to remove paper jams.

6. 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.

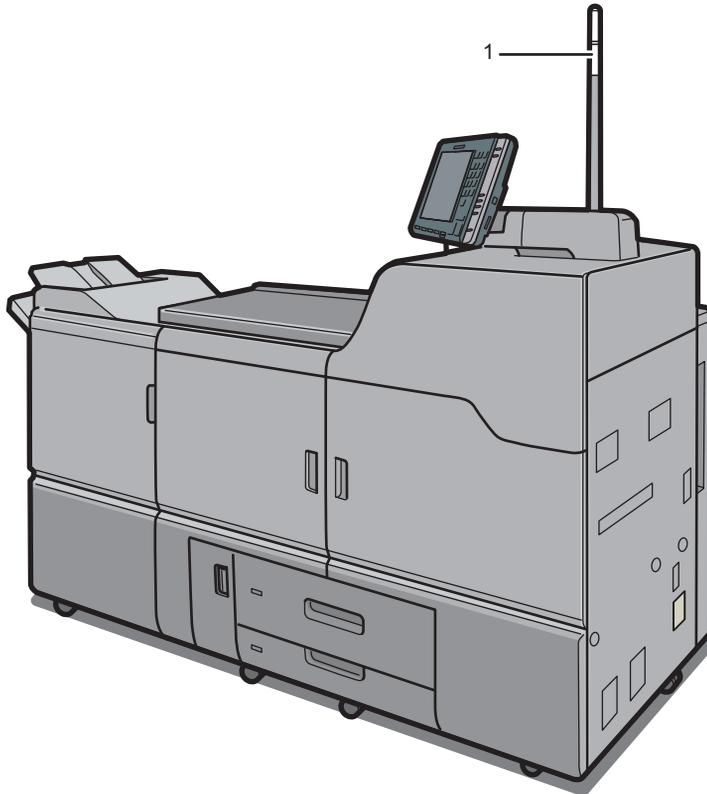
7. Front lower left cover

Open to replace the waste toner bottle.

8. 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 157 "Dos and Don'ts".

Front and right view

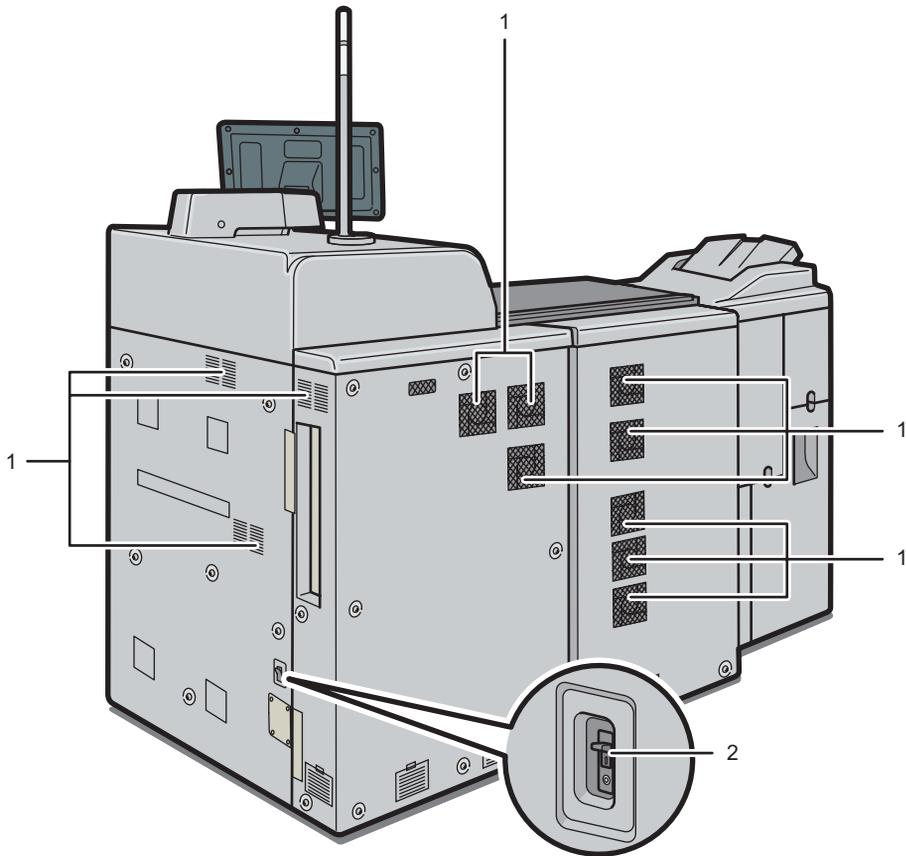


DER007

1. Attention light

See page 20 "Guide to Functions of the Attention Light".

Rear and right view



DER008

1. Vents

Prevent overheating.

2. Earth leakage breaker

Protects users from electric shock. For details about checking the earth leakage breaker, see page 173 "Checking the Earth Leakage Breakers".

Note

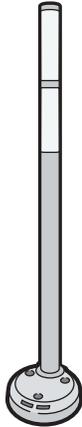
- If you perform a large amount of print jobs in a high-temperature environment, the print jobs may be suspended and the machine's inner fans near the vents continue running to cool the machine.
- The fan inside the machine near the vents may continue running to cool the machine after a large print job.

Guide to Functions of the Attention Light

★ Important

- 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.

2



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:

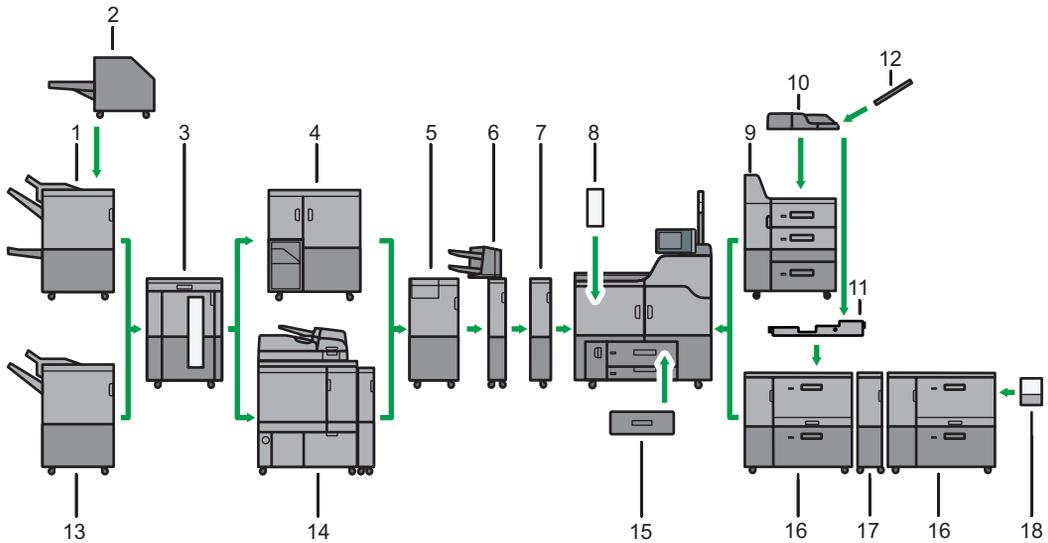
Lamp	Status
The bottom lamp lights blue.	Printing
The bottom lamp flashes blue.	Data in
The top lamp lights red.	Error occurred (Example) <ul style="list-style-type: none"> • When the service call message appears • Paper jam • Out of paper • Out of toner • Memory overflow Read the message on the display panel, and then take appropriate action. For details, see "When Messages Appear", Troubleshooting.

Lamp	Status
<p>The top lamp flashes yellow.</p>	<p>Warning (Example)</p> <ul style="list-style-type: none"> • Toner has nearly run out. • Waste toner bottle is nearly full. <p>Read the message on the display panel, and then take appropriate action. For details, see "When Messages Appear", Troubleshooting.</p>

Guide to Functions of the Machine's Options

Guide to Functions of the Machine's External Options

2



DER010

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

Prints 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 Z-fold.

6. Interposer

Inserts cover or slip sheets into printed paper.

7. Buffer pass unit

Cools printed paper.

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 $13 \times 19\frac{1}{5}$.

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

Prints 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 × 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 $13 \times 19\frac{1}{5}$. 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.

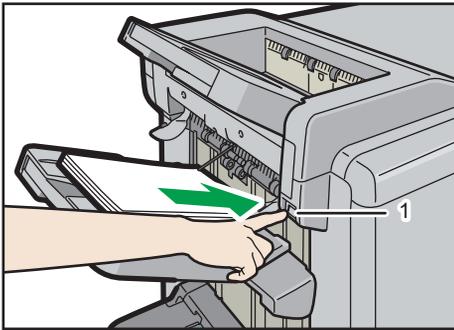
- You cannot install the three-tray wide LCT and the two-tray wide LCT simultaneously.
- If you have connected two high capacity stackers, you cannot install the multi-folding unit, the ring binder, or the perfect binder.
- You can install the multi-folding unit only if either Finisher SR5050 or Booklet 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 print job when using the finisher.

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

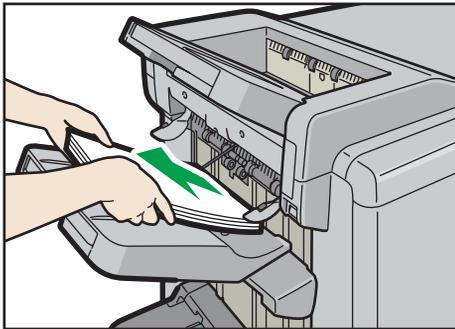
1. Press the [Suspend / Resume] key.



DER120

1. [Suspend / Resume] key

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



DER121

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

↓ Note

- You can suspend printing only when the finisher shift tray is selected as the output tray.

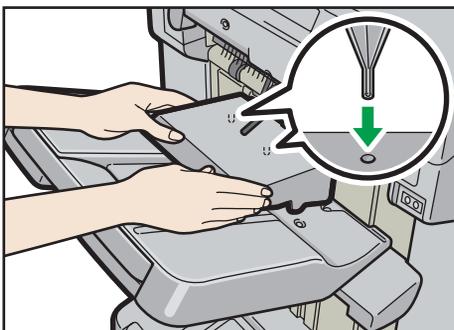
When using the Z-fold function

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

Finisher SR5050 and Booklet Finisher SR5060

- Finisher shift tray

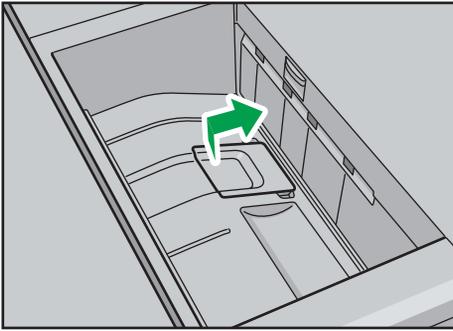
Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



CWR001

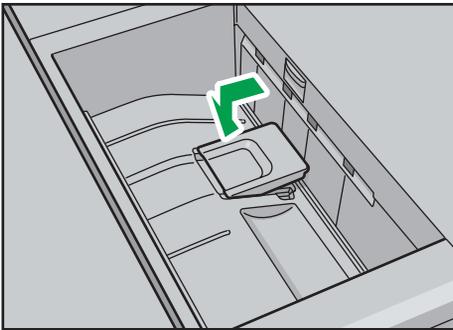
Multi-folding unit

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



CWR002

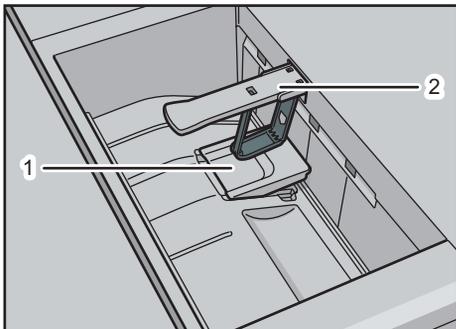
When you have finished using the Z-fold support tray for multi-folding unit, lift it up and slide the tray to the left, and then lower it.



CWR003

When using the Letter Fold-out function

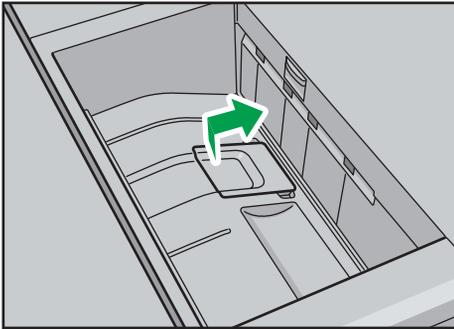
To use the Letter Fold-out function and the Multi-sheet Fold function at the same time, install the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out.



CWR007

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.



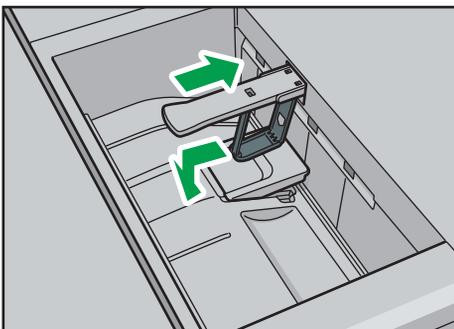
CWR002

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



CWR008

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.



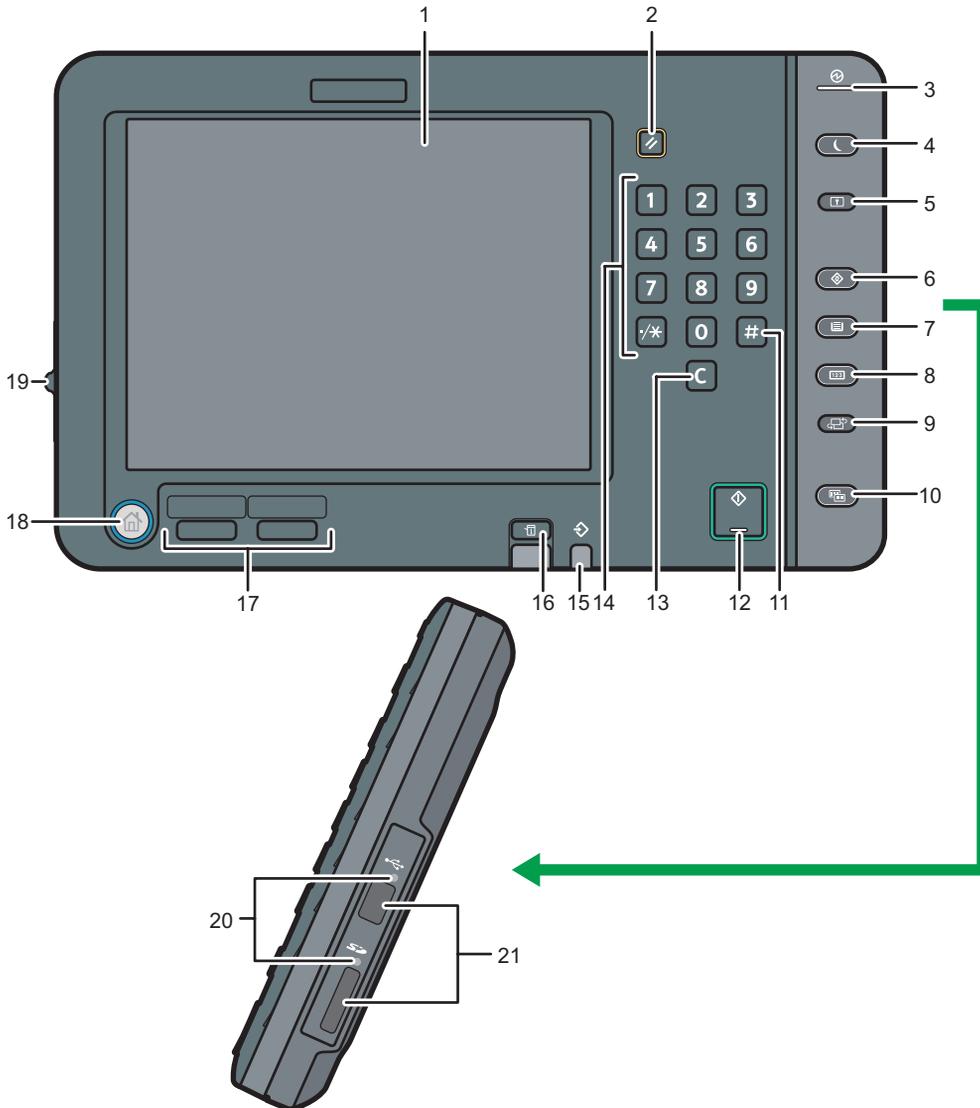
CWR009

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

- 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 41 "How to Use the Screens on the Control Panel".

2. [Reset] key

Press to clear the current settings.

DER011

3. Main power indicator

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

4. [Energy Saver] key

Press to switch to and from Low Power mode or Sleep mode. See page 54 "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.

5. [Login/Logout] key

Press to log in or log out.

6. [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 176 "Checking Inquiry using the User Tools".

7. [Paper Setting] key

Specify settings for the paper tray. See Paper Settings.

8. [Counter] key

Press to check or print the counter value. See page 176 "Counter".

9. [Language] key

Press to change the language of the display. See page 45 "Changing the Display Language".

10. [Simple Screen] key

Press to switch to the simple screen. See page 44 "Switching Screen Patterns".

11. [#] key (Enter key)

Press to confirm values entered or items specified.

12. [Start] key

Press to start printing a counter list, an inquiry list, or another list.

13. [Clear] key

Press to delete a number entered.

14. Number keys

Use to enter the numbers.

15. Data In indicator (printer mode)

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

16. [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.

17. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions. For details, see page 38 "Configuring function keys".

18. [Home] key

Press to display the [Home] screen. For details, see page 35 "How to Use the [Top] Screen and the [Home] Screen".

19. Screen brightness slider

Adjusts display panel brightness.

20. Media access lamp

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

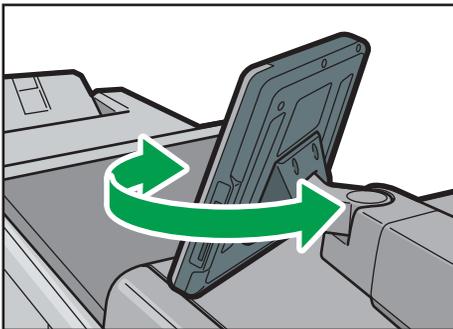
21. Media slots

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

Adjusting the Angle of the Control Panel

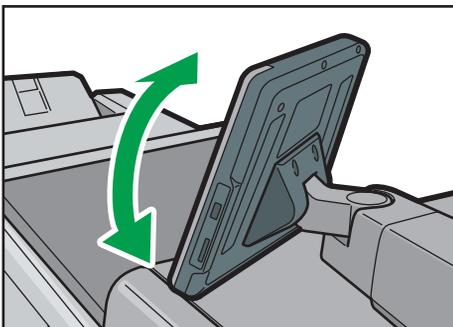
To improve usability, you can adjust the angle of the control panel.

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



DER013

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



DER015

Inserting/Removing a Memory Storage Device

CAUTION

- 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

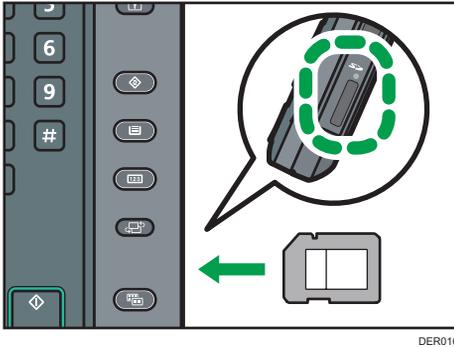
- If the media access lamp does not light when a memory storage device is pushed into the media slot, do the following:
 - Reinsert the memory storage device.
 - The memory storage device may be broken. Contact the shop where you bought it.

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

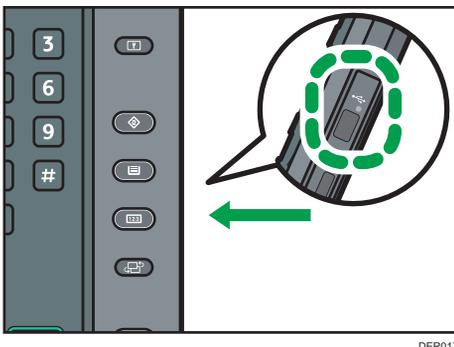
- The media access lamp flashes when the SD card is being accessed.

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.

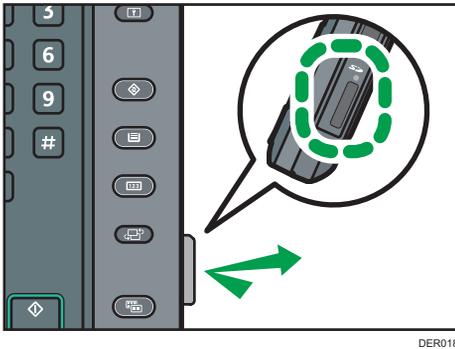
Note

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

Removing an SD Card

2

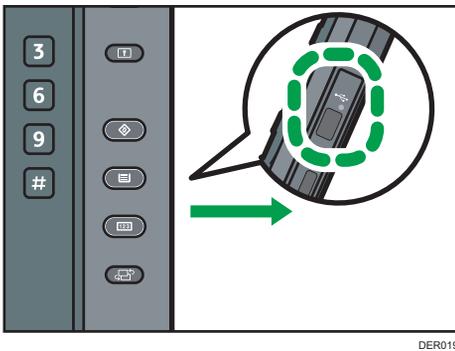
1. Make sure the media access lamp is not flashing.
2. Push and release the SD card.



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

↓ Note

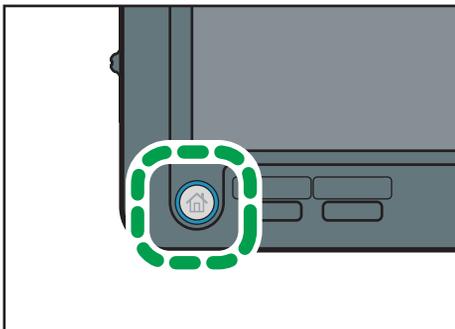
- You cannot switch modes when accessing User Tools / Inquiry.
- The [Printer] screen is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", Connecting the Machine/ System Settings.

2

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 35 "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.

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

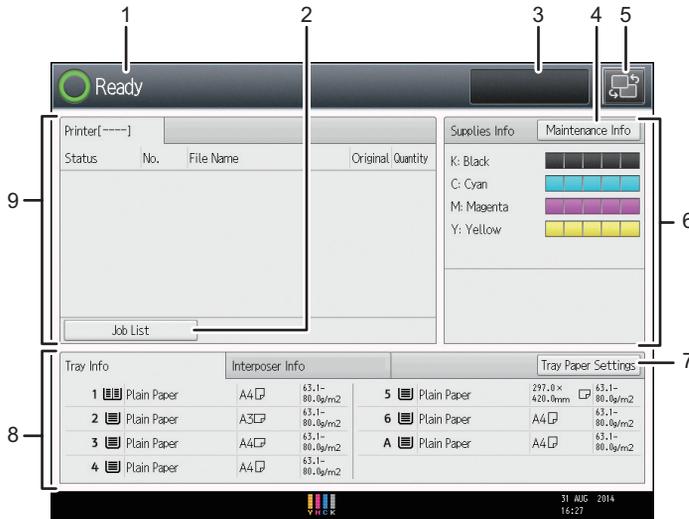
When you press the [Home] key just after the machine is turned on, the [Top] screen is displayed.

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.

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



DER023

[Home] screen



DER024

1. Operational status and messages

Displays operational status and messages.

2. [Job List]

Press to display the [Job List] tab on the [Printer] 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. [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.

11. Home screen image

You can display an image on the [Home] screen, such as a corporate logo. To change the image, see page 145 "Displaying an Image on the [Home] Screen".

12. [Address Book Management] 

Press to display the Address Book.

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

13. ▲/▼

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

Note

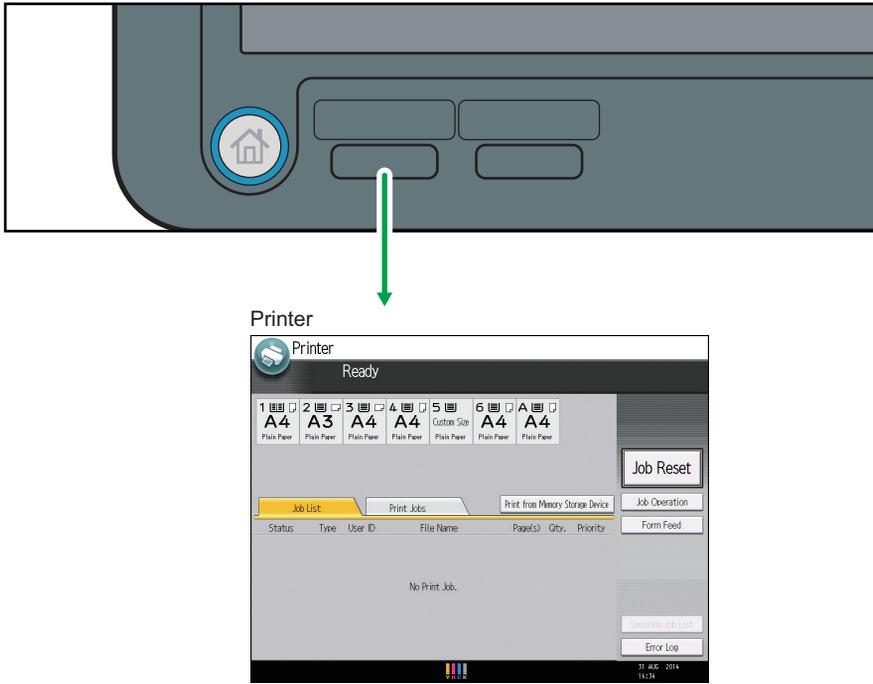
- When an embedded software application is installed, a function icon for the application is displayed on the [Home] screen.
- You can change the order of icons. For details, see page 143 "Changing the Order of Icons on the [Home] Screen".
- On the simple screen, up to 8 icons are displayed on each page. 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 44 "Switching Screen Patterns".

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. For details, see page 38 "Configuring function keys".

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



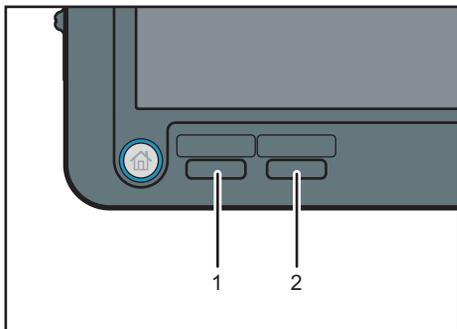
DER027

Note

- For details about how to read the screen of each function, see page 41 "How to Use the Screens on the Control Panel".

Configuring function keys

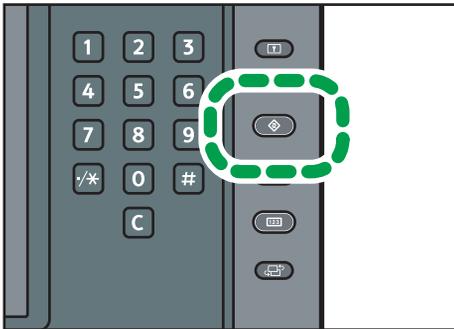
Functions can be assigned to the function keys as desired.



DER028

1. Function Key 1**2. Function Key 2****Functions that can be assigned to function keys:**

- Printer
- Embedded software applications
- Color controller

1. Press the [User Tools] key.

DER029

2. Press [System Settings].**3. Make sure the [General Features] tab is selected.****4. Press [Function Key Allocation].****5. Select [Function Key 1] or [Function Key 2] 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 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.

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 **Start Date**. Keys appearing as **Start Date** cannot be used.

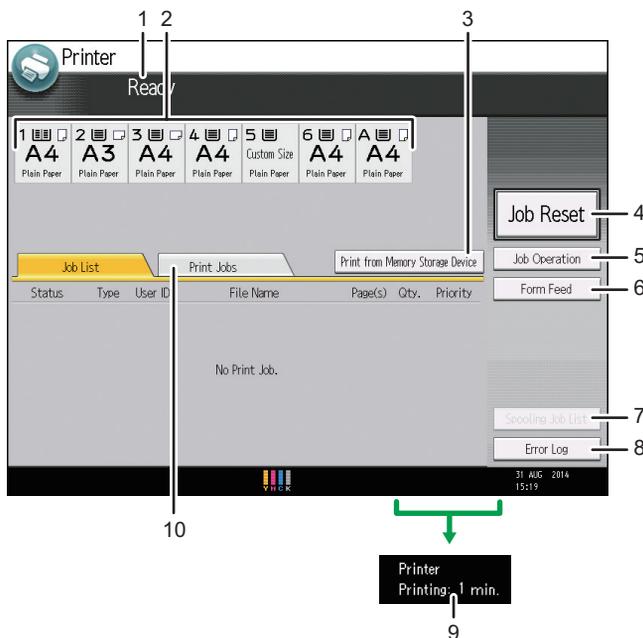
★ Important

- 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 [Printer] 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 [Printer] Screen



DER034

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

Displays 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]

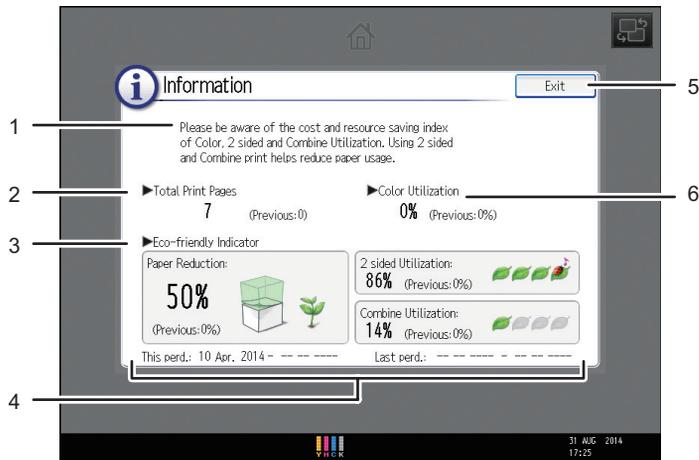
Press to display print jobs sent from a computer.

How to Use the [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.



DER044

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.

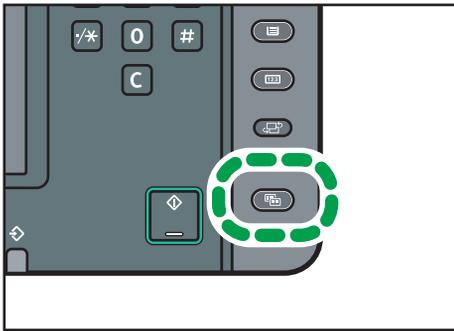
Switching Screen Patterns

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

Only the main functions can be used.

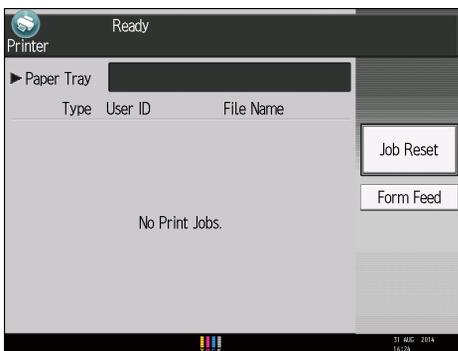
Letters and keys are displayed at a larger size, making operations easier.

1. Press the [Simple Screen] key.



DER046

This illustration shows the printer function's simple screen.



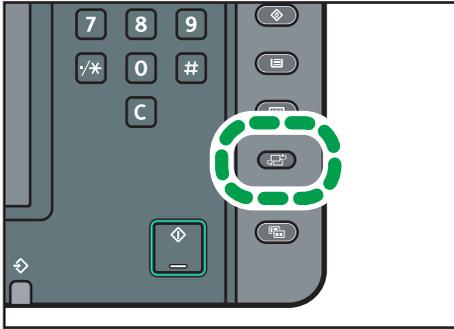
↓ Note

- 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].

↓ Note

- 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.

↓ Note

- 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.

Note

- 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 46 "User Code Authentication Using the Control Panel".

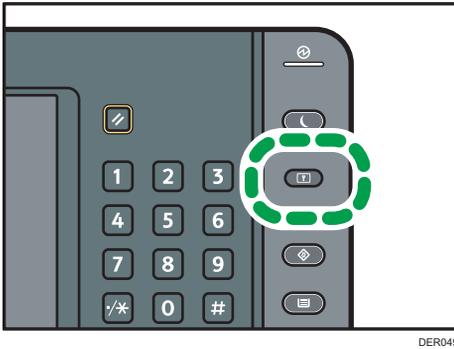
Logging Out Using the Control Panel

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.

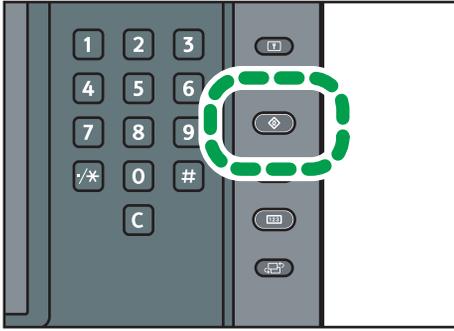
Passwords can contain the following characters:

- 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.



DER029

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

2

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.

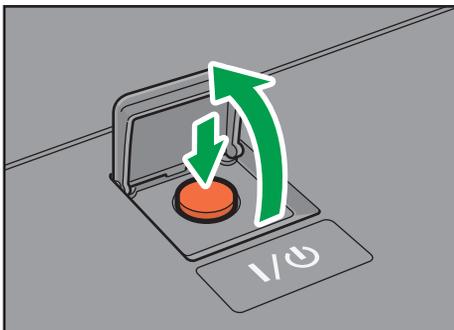
↓ Note

- 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 54 "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.



DER101

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 157 "Dos and Don'ts".

Turning off the main power

CAUTION

- 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 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, start print jobs.

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 179 "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:

- 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:

- 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 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 machine's cover is 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 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

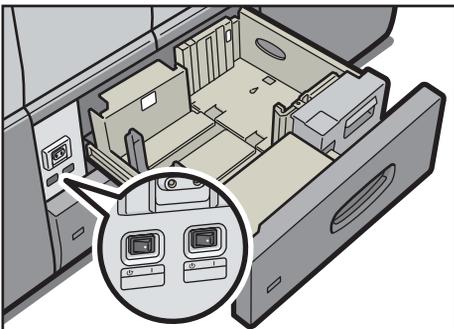
Anti-humidity Heater Switch

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.



DER102

Entering Text

This section describes how to enter characters.

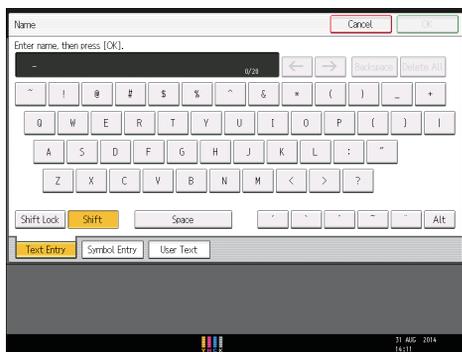
Character Entry Display

2

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

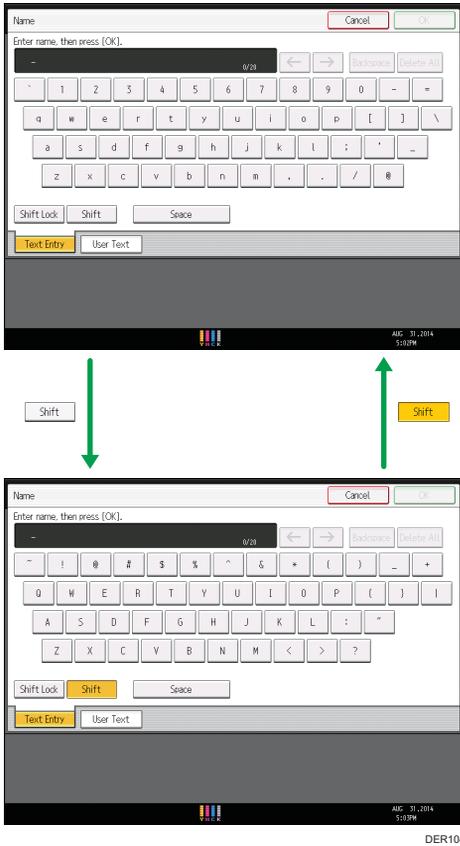
You can change the entry screen using the keys below.

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



DER103

 **Region B** (mainly North America)



Note

- 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)



-  **Region B** (mainly North America)



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 45 "Changing the Display Language".

Keyboard for French



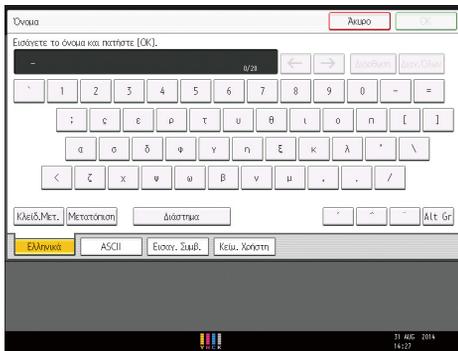
Keyboard for German



Keyboard for Russian



Keyboard for Greek



Available Characters

You can enter the following characters:

- Alphabetic characters
-  **Region A** (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.

2

Entering letters

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

↓ Note

- 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

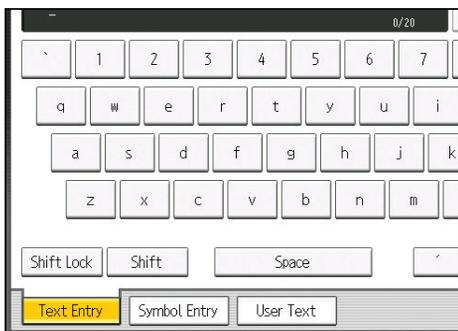
1. Press numbers you want to enter.

↓ Note

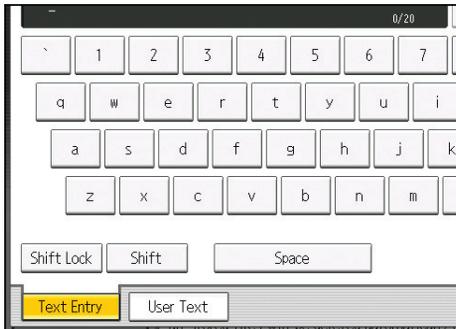
- You can also use the number keys to enter numbers, regardless of mode.

Entering symbols Region A (mainly Europe and Asia)

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



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 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.

 **Note**

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

Using the Ring Binder and the High Capacity Stacker

Using the Ring Binder

2

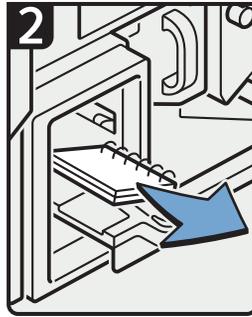
Removing bound booklets from the ring binder tray

⚠ CAUTION

- 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.

CGH014

↓ Note

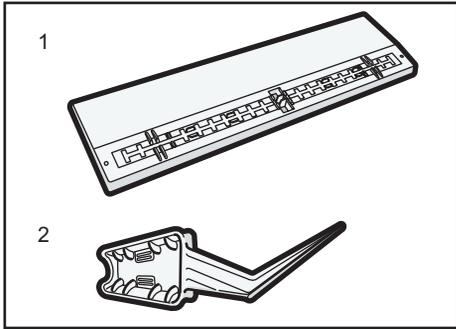
- Before pulling out the ring binder tray, make sure the machine is not in operation.
- When removing bound booklets from the ring binder tray, be careful not to catch the rings on the machine.

Inserting pages into an existing ring bound booklet

⚠ CAUTION

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

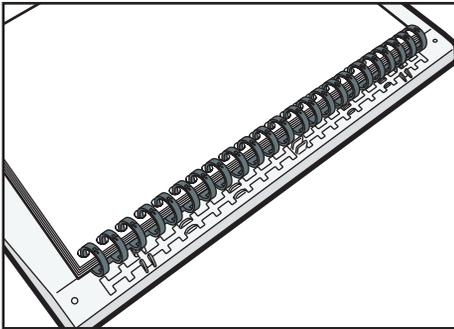
You can use the ring stand and ring opener to insert new pages into the existing ring bound booklets. Use these devices when you need to insert covers, replace existing pages, or add new pages.



CET031

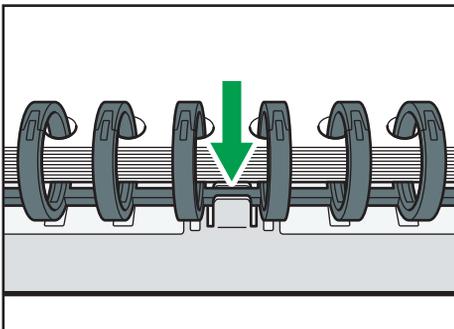
- 1. Ring stand
- 2. Ring opener

- 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.



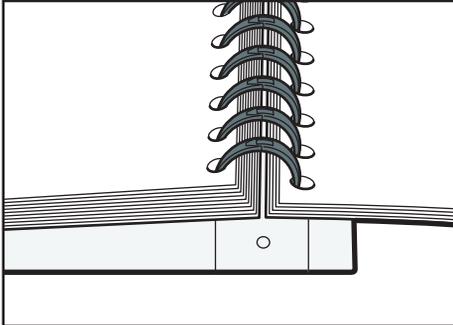
CET032

- 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.



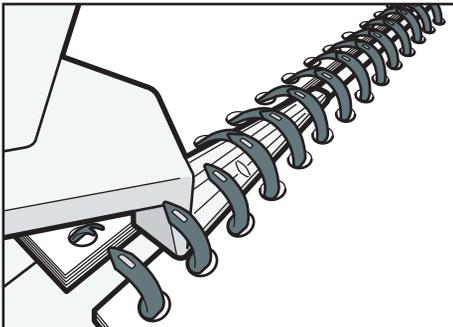
CET033

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.



CET034

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.



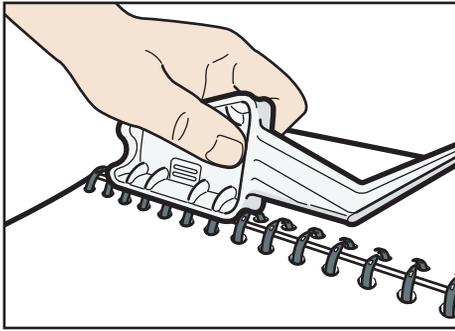
CET035

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.



CET036

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

8. Remove the ring comb from the ring stand.

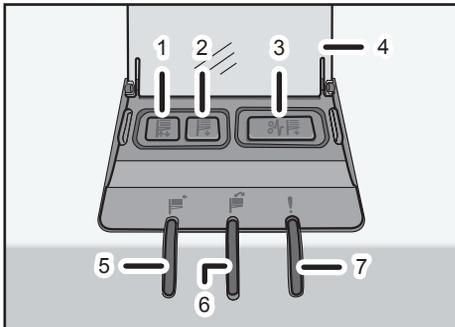
Note

- 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.



CGH007

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:

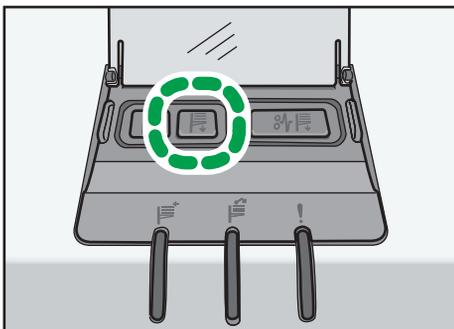
- The handcart is not properly set.
- The stacker front cover is open.
- Jammed paper is still inside the high capacity stacker.

Removing paper

★ Important

- 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.

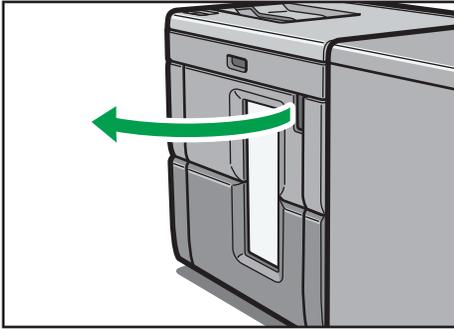


CET019

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

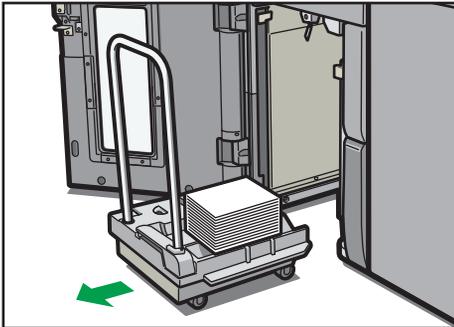
When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2. Open the stacker front cover.



DER105

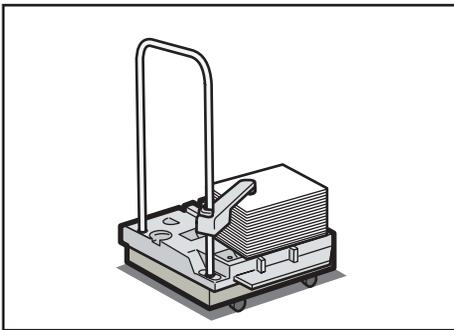
3. Carefully pull out the stacker cart.



DER106

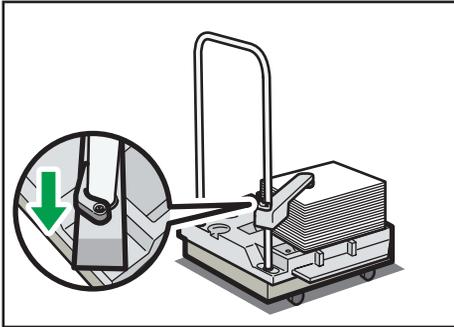
Take care not to let the paper stack topple.

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



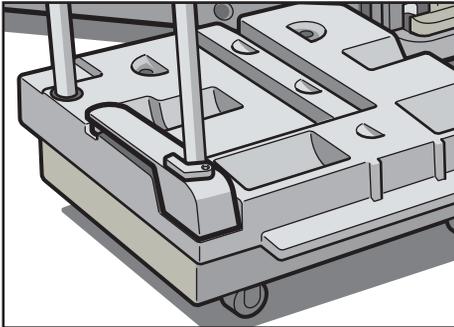
CET022

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



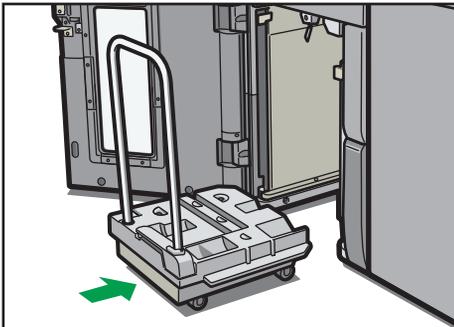
CET023

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



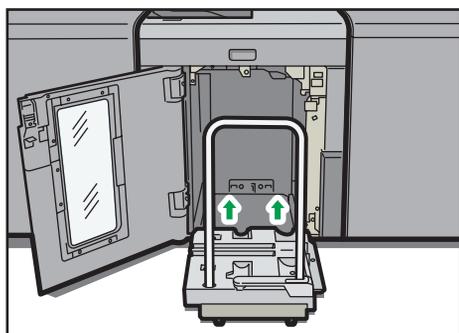
CET024

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



DER107

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® Program Requirements for Imaging Equipment



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

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

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

It is an open program in which manufacturers participate voluntarily.

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

↓ Note

- For details about the "default delay time", see page 73 "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.

3

Specification

	Type 1	Type 2	Type 3	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 *1	26 seconds	26 seconds	26 seconds	26 seconds
Reduced electrical consumption in Sleep mode *1	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 *1	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.

↓ Note

- 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.

3

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.

Note for the Battery and/or Accumulator Symbol (For EU Countries Only)

 Region **A** (mainly Europe)



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 Region **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/m² 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 sheets and about their specifications.

Loading Paper

Precautions for Loading Paper

CAUTION

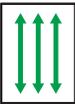
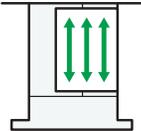
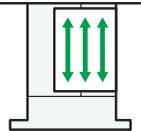
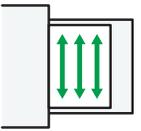
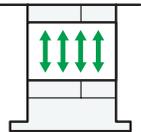
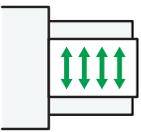
- When loading paper, take care not to trap or injure your fingers.

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)
			
	Not recommended		

Note

- 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/m² (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.

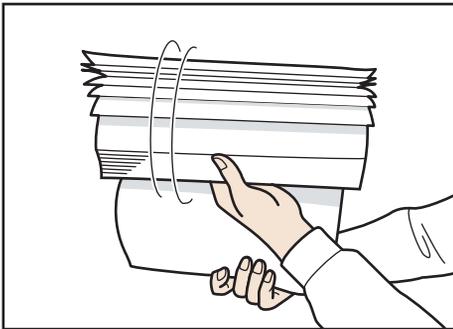
- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading 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 112 "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

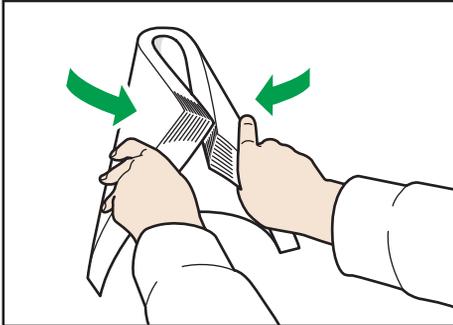
- If you load coated paper, label paper, or thick paper of 163.1–360.0 g/m² (60.1 lb. Cover–198.0 lb. Index) in the three-tray wide LCT, it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly.

1. Loosen the stack by riffling the sheets.

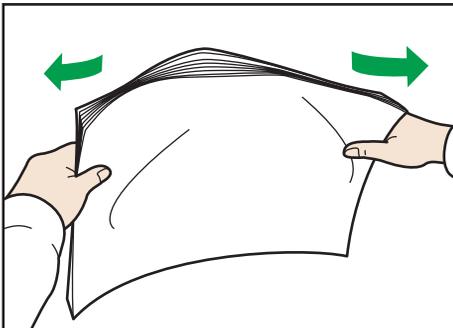


CVA068

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

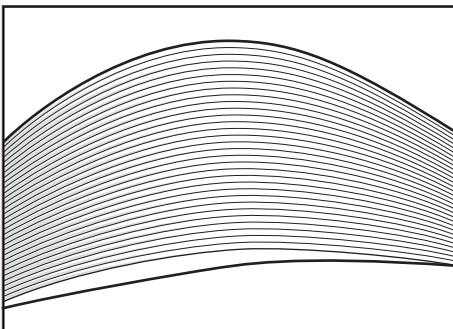


CVA069



CVA070

3. Make sure there is space between the sheets.



CVA071

Loading Paper into Tray 1

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

Tray 1 can hold A4 paper only. If you want to print on $8\frac{1}{2} \times 11$ from Tray 1, contact your service representative.

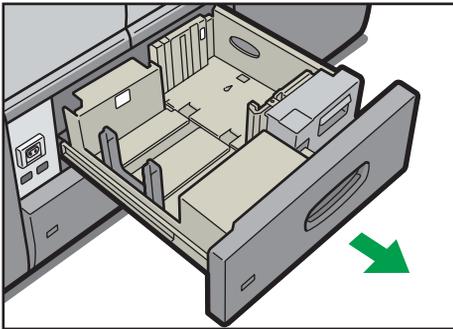
 **Region B** (mainly North America)

Tray 1 can hold 8 1/2 × 11 paper only. If you want to print on A4 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.

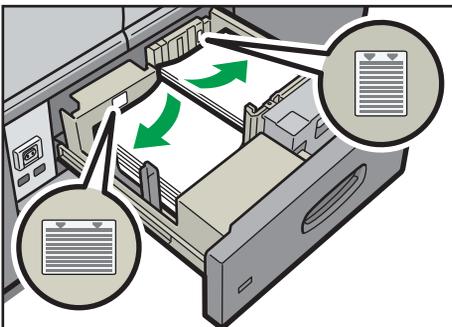


DER055

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

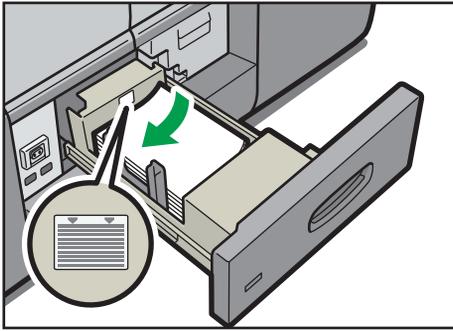
Do not stack paper over the limit mark.

- Whole tray pulled out



DER056

- Left half of the tray pulled out



DER057

3. Carefully push the paper tray fully in.

↓ Note

- 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

🌐 Region A (mainly Europe and Asia)

A3/11 × 17 tray unit can hold A3 paper only. If you want to print on A4, B4 JIS, 11 × 17, 8 1/2 × 14, or 8 1/2 × 11, contact your service representative.

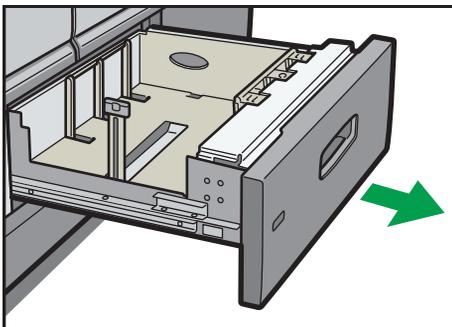
🌐 Region B (mainly North America)

A3/11 × 17 tray unit can hold 11 × 17 paper only. If you want to print on A3, A4, B4 JIS, 8 1/2 × 14, or 8 1/2 × 11, contact your service representative.

★ Important

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

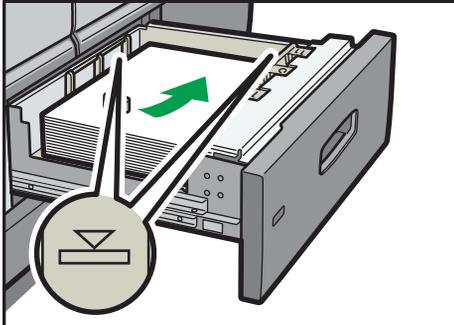
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER058

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

Do not stack paper over the limit mark.



DER059

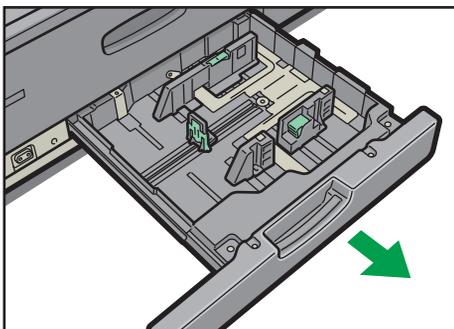
3. Carefully push the paper tray fully in.

Loading Paper into 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/m² (14.0–16.9 lb. Bond), it may wrinkle.

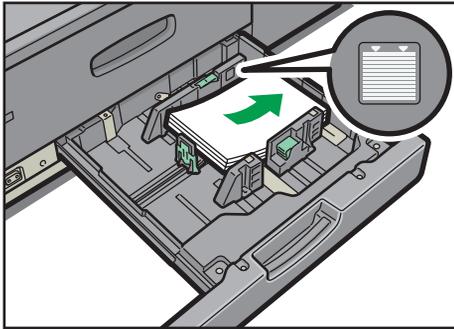
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER060

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

Do not stack paper over the limit mark.



DER061

3. Carefully push the paper tray fully in.

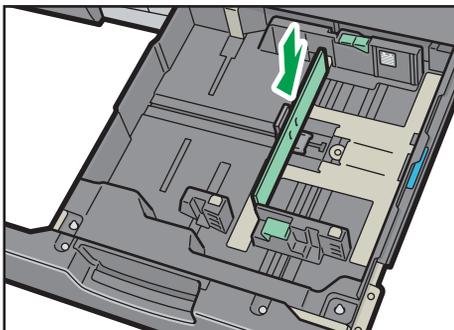
↓ Note

- Various sizes of paper can be loaded in Tray 2 by adjusting the positions of side fences and end fence. For details, see page 96 "Changing the Paper Size in Tray 2".

4

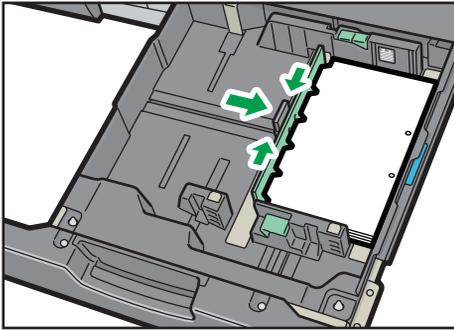
Loading tab stock into Tray 2

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



DER067

- 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.



DER068

4

Loading Paper into the Multi Bypass Tray (Tray A)

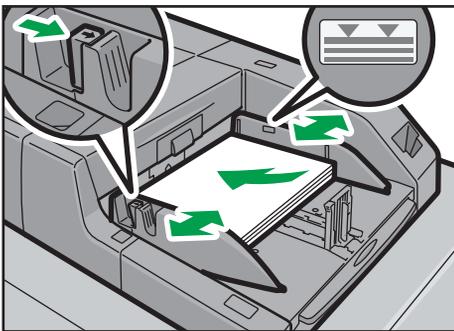
Use the multi bypass tray (Tray A) to use transparencies, translucent paper, and paper that cannot be loaded in the paper trays.

★ Important

- 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 112 "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/m² (14.0–16.9 lb. Bond), it may wrinkle.

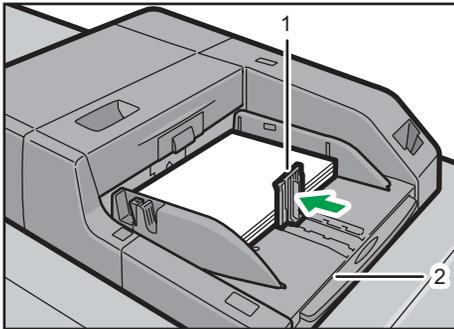
1. Set the side fences to the paper size, and then square the paper and load it print side up.

Do not stack paper over the limit mark.



DER069

2. Set the end fence.

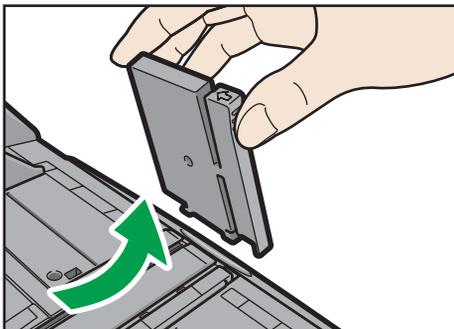


DER070

1. End fence

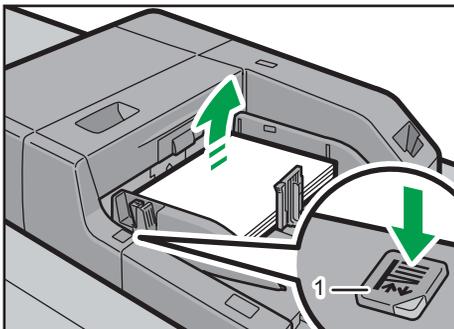
2. Extender

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



CWW312

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



DER072

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.

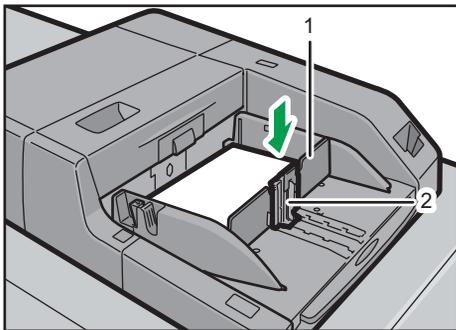
Note

- Pull the extender out when loading A4, 8 1/2 × 11 or larger sheets in the multi bypass tray (Tray A).
- Letterhead paper must be loaded in a specific orientation. For details, see page 94 "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 135 "Envelopes".
- Specify the sizes of paper that are not automatically detected. For details about the sizes that can be detected automatically, see page 112 "Recommended Paper Sizes and Types". For details about how to specify sizes, see page 110 "Changing to a Size That Is Not Automatically Detected".

4

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).



DER073

1. Tab fence
2. End fence

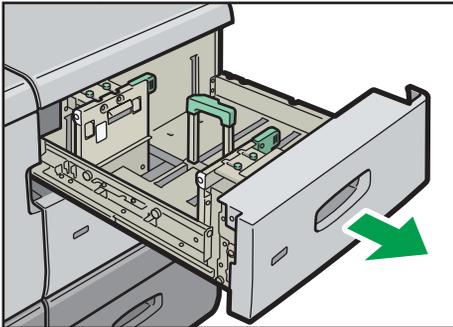
Loading Paper into the Three-tray Wide Large Capacity Tray

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.

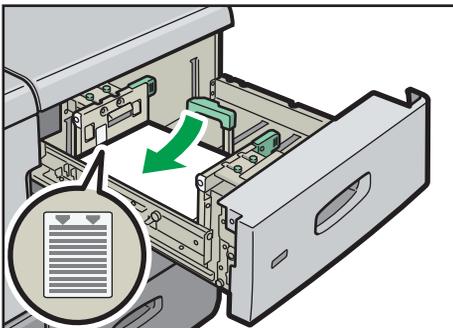
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER074

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

Do not stack paper over the limit mark.



DER075

3. Carefully push the paper tray fully in.

↓ Note

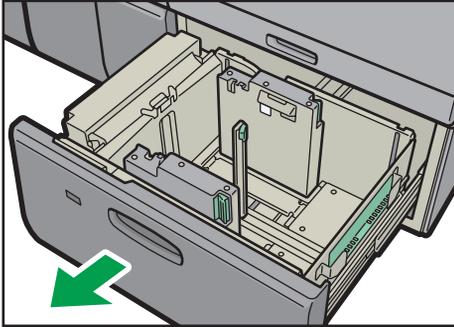
- If you select Paper Weight 5 to 8, [Coated: Glossy], [Coated: Matte], [Coated Paper: Gloss], or [Label Paper] in [Tray Paper Settings], air is blown out automatically to fan the paper loaded in the three-tray wide LCT. Fan this paper before loading it. For details, see page 80 "Fanning the paper".
- 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 99 "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 135 "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

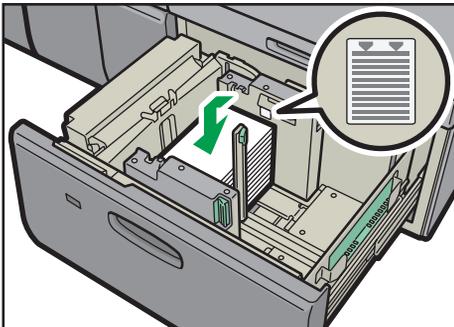
- Check the paper edges are aligned at the left side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER088

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

Do not stack paper over the limit mark.



DER089

3. Carefully push the paper tray fully in.

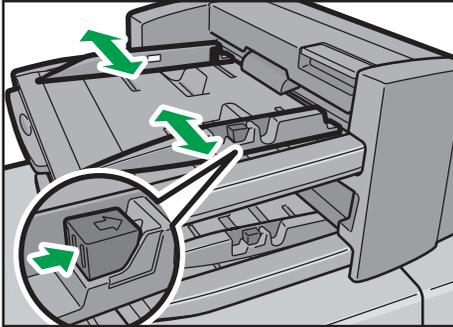
↓ Note

- 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 105 "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 135 "Envelopes".

Loading Paper into the Interposer

★ Important

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

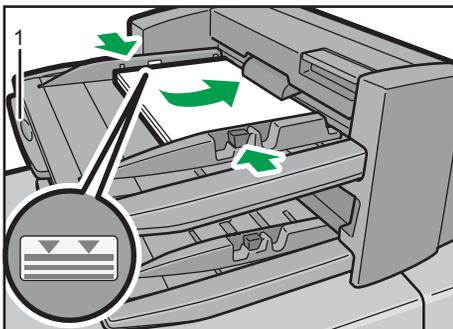


DER099

- Load paper orderly.

Do not stack paper over the limit mark.

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



DER100

- 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 ($8\frac{1}{2} \times 11$) , pull out the paper extender.

Loading Cover Sheets into the Interposer of the Perfect Binder

★ Important

- 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.

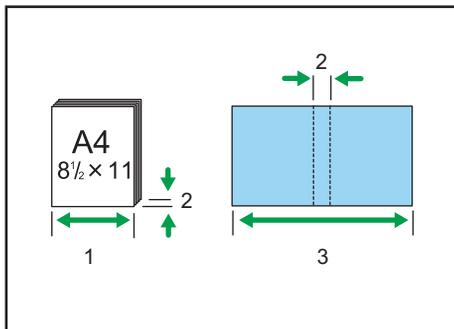
The following list shows examples for A4 or $8\frac{1}{2} \times 11$ size, 80.0 g/m² (20.0 lb. Bond) paper:

- 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):

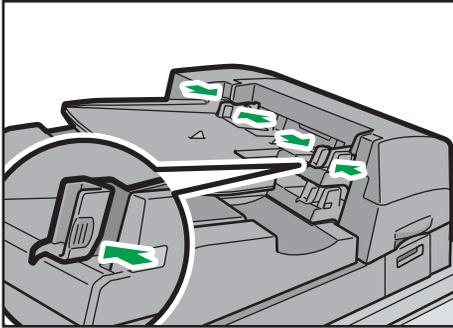


CWW369

1. Length of book block sheet
2. Thickness of spine

3. Length of cover sheet

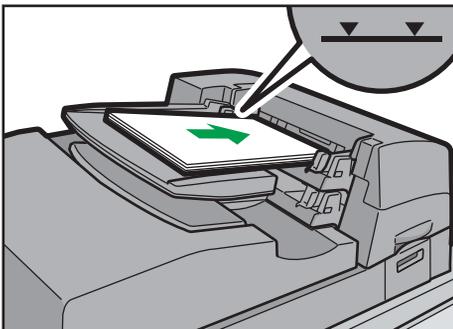
1. While lightly pinching the side fence, align it with the paper size to be loaded.



CWW323

2. Load paper face up and neatly stacked.

Do not stack paper over the limit mark.



CWW324

↓ Note

- 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 might be slightly different. For details, refer to the procedure for your machine.
- When loading thick paper of 251.0 g/m² (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 paper is placed.

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 "System", Print.

Paper orientation

The meanings of the icons are as follows:

Icon	Meaning
	Load paper printed side face up.
	Load paper printed side face down.

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

Note

- 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, one-sided 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 two-sided 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

CAUTION

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

Important

- 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.

Note

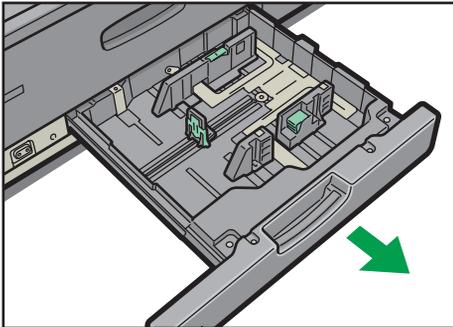
-  **Region A** (mainly Europe and Asia)
Tray 1 can hold A4 paper only. If you want to print on other paper sizes from Tray 1, contact your service representative.
-  **Region B** (mainly North America)
Tray 1 can hold 8 1/2 × 11 paper only. If you want to print on other paper sizes from Tray 1, contact your service representative.
-  **Region A** (mainly Europe and Asia)
A3/11 × 17 tray unit can hold A3 paper only. If you want to print on other paper sizes from A3/11 × 17 tray unit, contact your service representative.
-  **Region B** (mainly North America)
A3/11 × 17 tray unit can hold 11 × 17 paper only. If you want to print on other paper sizes from A3/11 × 17 tray unit, 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 110 "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 112 "Recommended Paper Sizes and Types".

Changing the Paper Size in Tray 2

Important

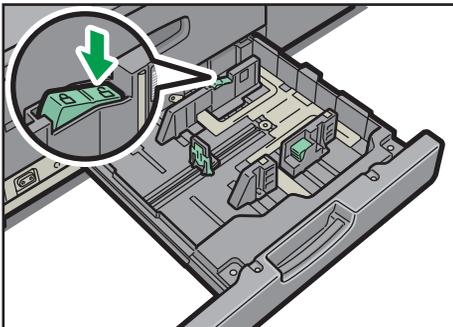
- Check the paper edges are aligned at the right side.

- 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/m² (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.



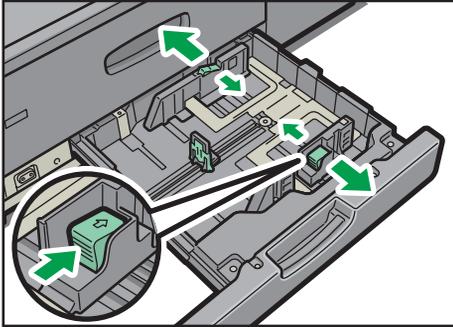
DER060

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



DER062

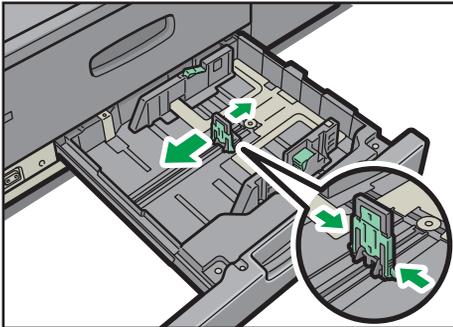
4. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.



DER063

4

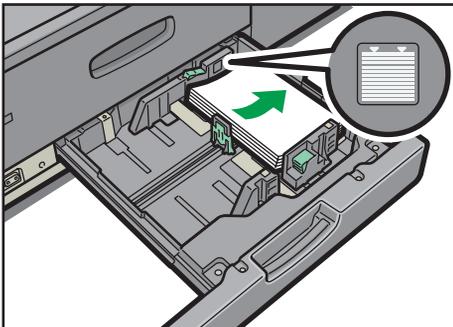
5. While pressing down on both sides of the end fence, slide it until it is aligned with the size of paper to you want to load.



DER064

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

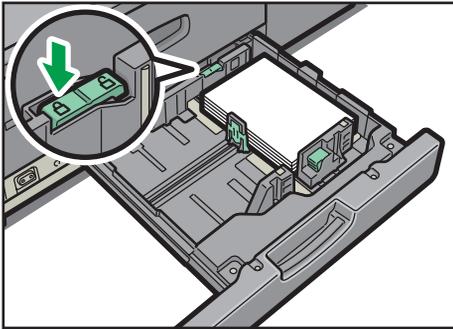
Do not stack paper over the limit mark.



DER065

7. Re-lock the side fences.

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



DER066

8. 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.

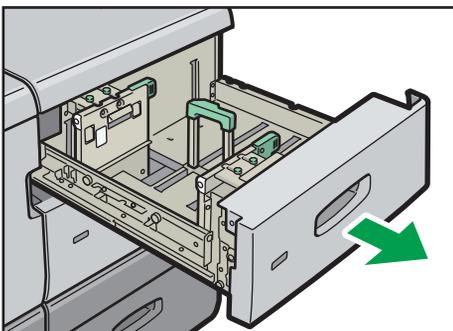
4

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.

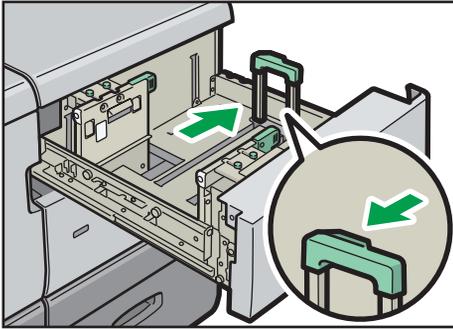
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER074

2. Remove paper if loaded.

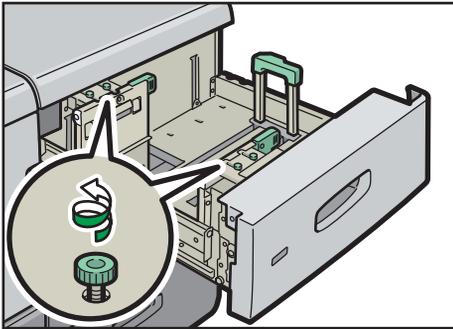
3. Release the end fence.



DER076

4

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



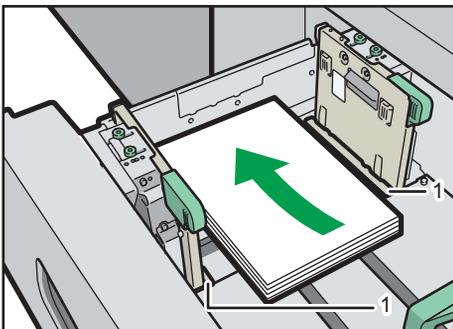
DER077

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.



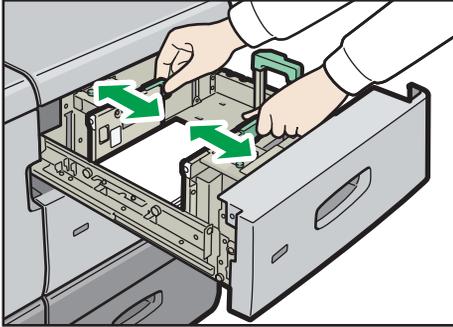
DER078

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.

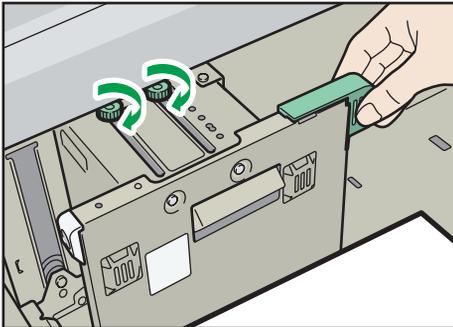
Check that the scale numbers on the top of the side fences are roughly the same.



DER079

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.

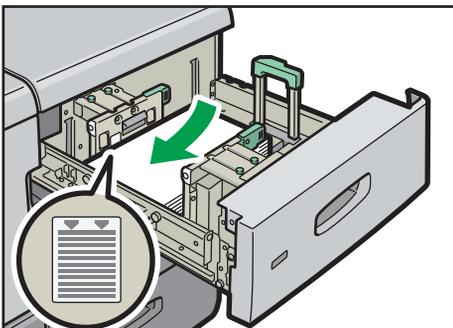
Fasten the front side fence in the same way.



CWW341

8. Load additional sheets, if necessary.

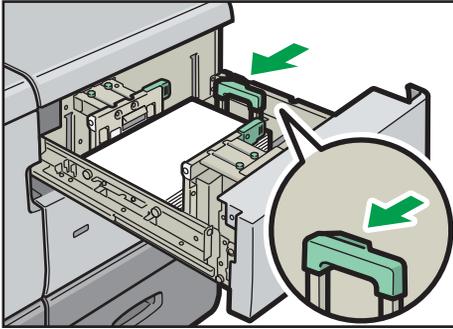
Do not stack paper over the limit mark.



DER081

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.



4

10. Carefully slide the paper tray fully in.

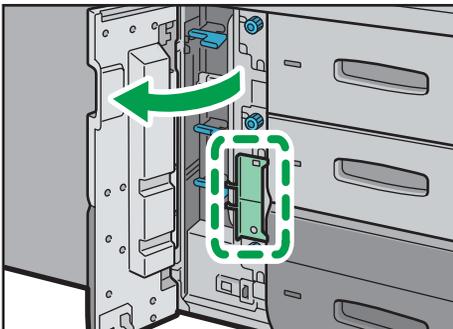
Note

- 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 three-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 135 "Envelopes".

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

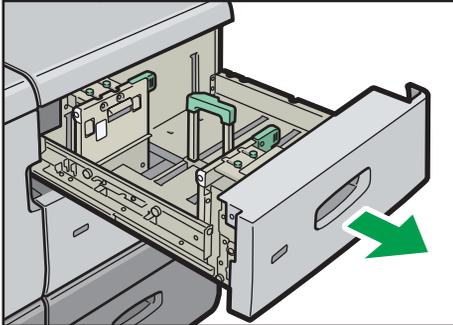
When loading tab stock, attach the tab fence.

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



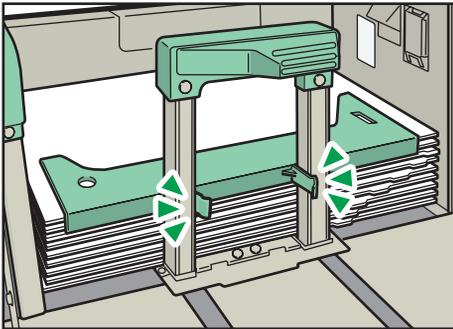
2. Close the front cover.

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



DER074

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.



CWW345

6. Carefully slide the paper tray fully in.

↓ Note

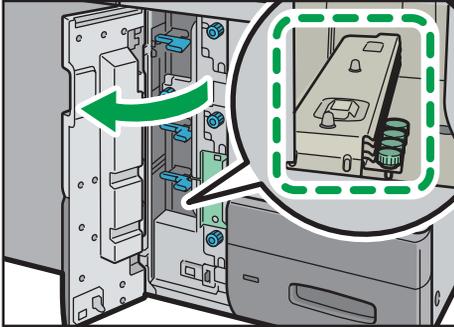
- Replace the tab fence after use.

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.

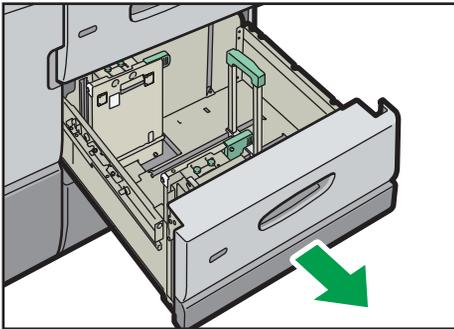
1. Open the front cover of the three-tray wide LCT, and then pull the postcard side fences and screws out.



DER085

4

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.

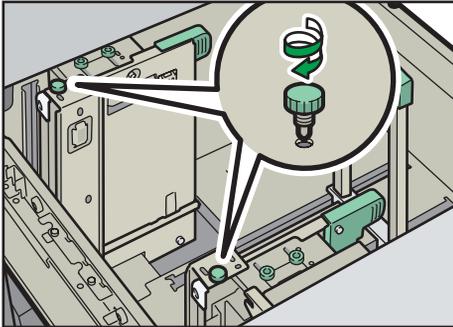


CWW372

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.



CWW347

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.

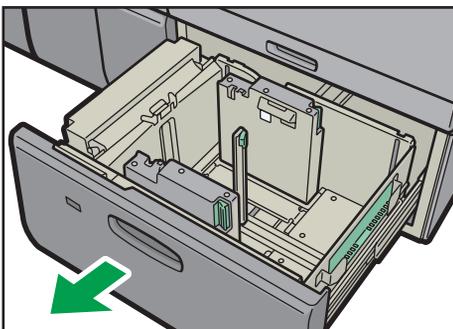
Note

- Replace the postcard side fences after use.

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

Important

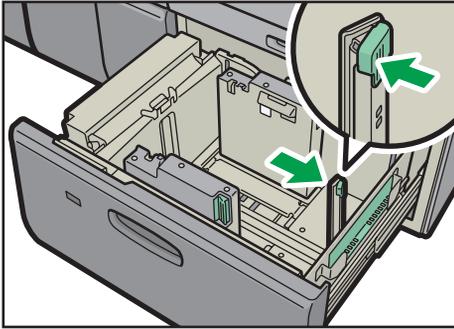
- Check that the paper edges are aligned with the left side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER088

2. Remove paper if loaded.

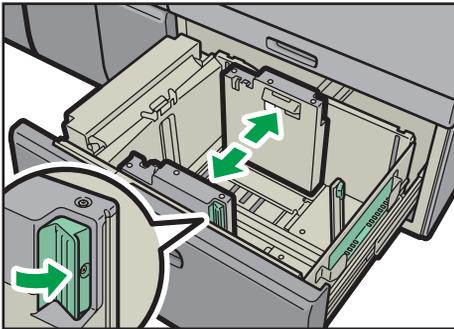
3. Release the end fence.



DER090

4

4. Release the side fence.



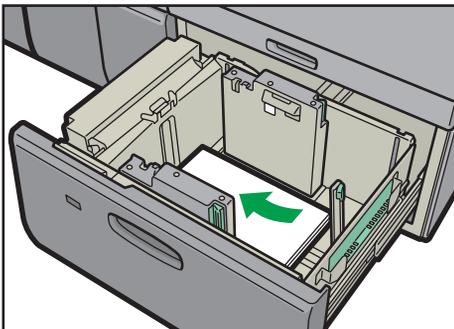
DER091

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

Place paper with print side up.

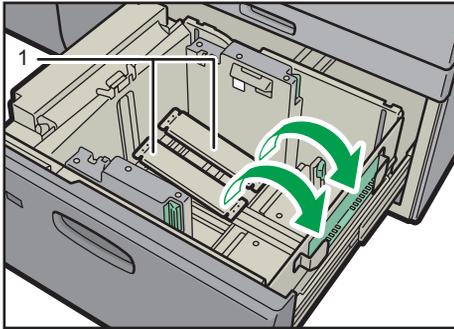
Load a stack of paper about 5–10 mm (0.2–0.4 inches) high.

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



DER092

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



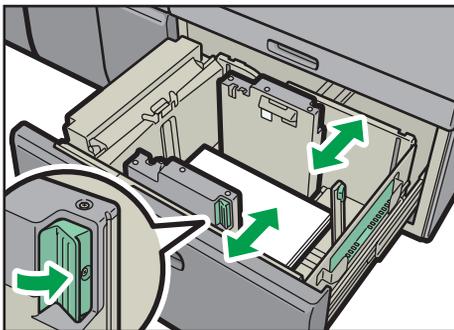
DER094

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.

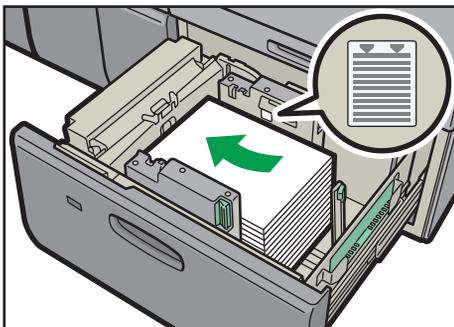
Check that the scale numbers on the top of the side fences are roughly the same.



DER093

7. Load additional sheets, if necessary.

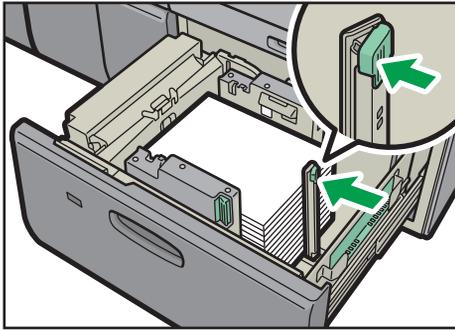
Do not stack paper over the limit mark.



DER095

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.

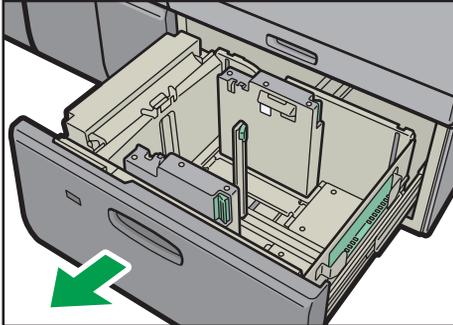
↓ Note

- 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 135 "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 short-end 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

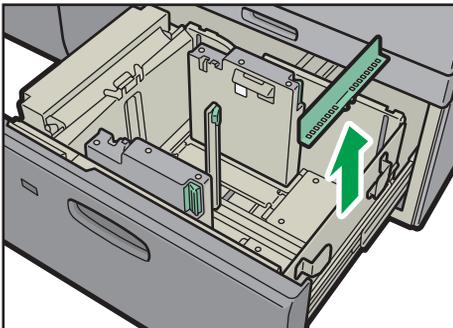
When loading tab stock, attach the tab fence.

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



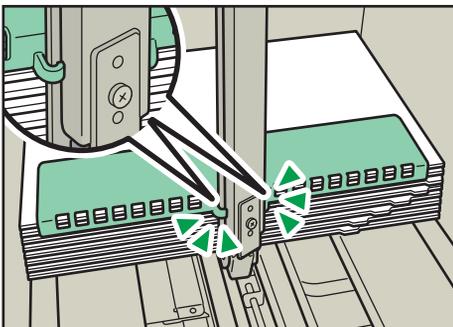
DER088

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



DER097

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.



DER098

5. Carefully slide the paper tray fully in.

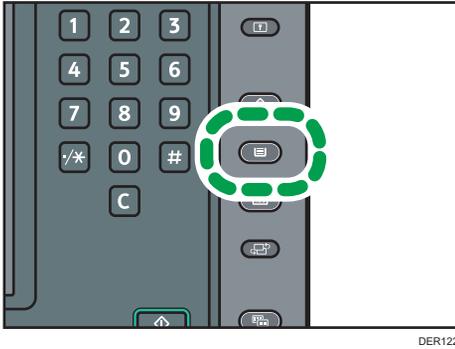
Note

- Replace the tab fence after use.

Changing to a Size That Is Not Automatically Detected

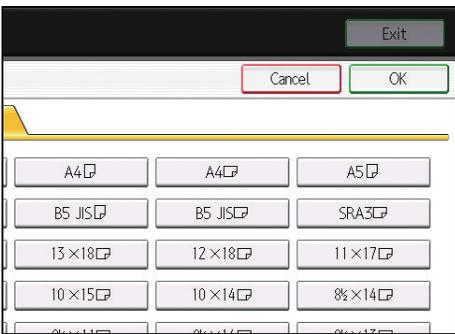
If you load a paper size that is not selected automatically, specify the paper size using the control panel.

1. Press the [Paper Setting] key.



4

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].



6. Press the [Paper Setting] key.

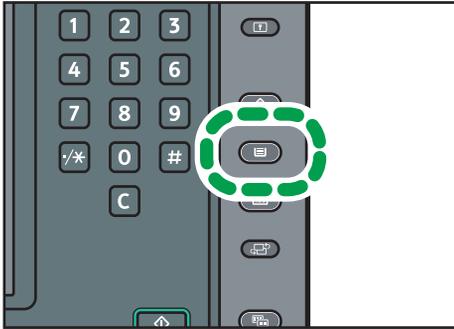
Note

- For details about paper sizes selected automatically, see page 112 "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

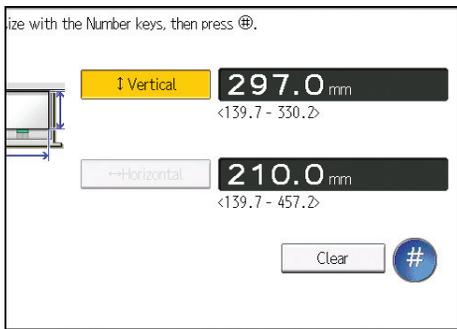
When the custom size paper is loaded, the user must specify the paper size using the control panel.

1. Press the [Paper Setting] key.



DER122

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

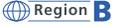
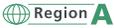
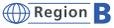
Recommended Paper Sizes and Types

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 ² (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	 Region A A4   Region B 8 1/2 × 11 	1,000 sheets × 2
52.3–300.0g/m ² (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	*1  Region A 8 1/2 × 11   Region B A4 	1,000 sheets × 2

*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 ² (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	 Region A A3   Region B 11 × 17 	1,000 sheets

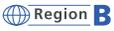
Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m ² (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	*1  Region A A4  , B4 JIS  , 11 × 17  , 8 1/2 × 14  , 8 1/2 × 11   Region B A3  , A4  , B4 JIS  , 8 1/2 × 14  , 8 1/2 × 11 	1,000 sheets
52.3–300.0g/m ² (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	Custom size *2:  Region A Vertical: 210.0–305.0 mm Horizontal: 210.0–439.0 mm  Region B Vertical: 8.27–12.00 inches Horizontal: 8.27–17.28 inches	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 ² (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Paper sizes that can be detected automatically: A3  , A4  , A5  , B4 JIS  , B5 JIS  , 11 × 17  , 8 1/2 × 14  , 8 1/2 × 13  , 8 1/2 × 11  , 8 1/4 × 13  , 8 × 13  , 7 1/4 × 10 1/2  , 5 1/2 × 8 1/2  , 8K  , 16K  , 12 × 18 	500 sheets

Paper type and weight	Paper size	Paper capacity
52.3–256.0g/m ² (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 × 14□, 8 × 10□, 11 × 15 □, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 18□, SRA3□, SRA4□	500 sheets
52.3–256.0g/m ² (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 ² (14.0–16.9 lb. Bond) Paper Weight 1	A3□, A4□□, B4 JIS□, B5 JIS□□	*1
Transparencies 163.1–220.0 g/m ² (60.1–80.9 lb. Cover) Paper Weight 5	A4□□	*1
Tab stock ⁺²	A4□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 11□	200 sheets (80.0–199.0 g/m ² , 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 ² (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	Paper sizes that can be detected automatically:  Region A A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8 ¹ / ₂ × 11, 8 × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 12 × 18  Region B A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8 ¹ / ₂ × 11, 8 × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 12 × 18	500 sheets

Paper type and weight	Paper size	Paper capacity
<p>52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover)</p> <p>Paper Weight 1–Paper Weight 5</p>	<p>*1</p> <p> Region A</p> <p>B5 JIS□, B6 JIS□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□, 4¹/₅ × 5¹/₂□</p> <p> Region B</p> <p>A4□, A5□, B5 JIS□, B6 JIS□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□, 4¹/₅ × 5¹/₂□</p>	<p>500 sheets</p>
<p>52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover)</p> <p>Paper Weight 1–Paper Weight 5</p>	<p>Custom size: *2</p> <p> Region A</p> <p>Vertical: 100.0–330.2 mm</p> <p>Horizontal: 139.7–487.7 mm *3</p> <p> Region B</p> <p>Vertical: 3.94–13.00 inches</p> <p>Horizontal: 5.50–19.20 inches *3</p>	<p>500 sheets</p>

Paper type and weight	Paper size	Paper capacity
Translucent paper 52.3–63.0 g/m ² (14.0–16.9 lb. Bond) Paper Weight 1	A3☐, A4☐, B5 JIS☐	*4
Transparencies 163.1–216.0 g/m ² (60.1–79.9 lb. Cover) Paper Weight 5	A4☐, 8 1/2 × 11☐	*4
Tab stock*5 52.3–216.0 g/m ² (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	A4☐, 8 1/2 × 11☐	–
Envelopes 163.1–216.0 g/m ² (60.1 lb. Cover–79.9 lb. Cover) Paper Weight 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	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.

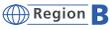
*5 The tab fence is required.

Three-tray wide LCT (Trays 3 and 5)

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

Paper type and weight	Paper size	Paper capacity
<p>52.3–256.0 g/m² (14.0 lb. Bond–141.0 lb. Index)</p> <p>Paper Weight 1–Paper Weight 6</p>	<p>Select the paper size using the Tray Paper Settings menu:</p> <p> Region A</p> <p>A6[*], B5 JIS[*], B6 JIS[*], 8¹/₂ × 14[*], 8¹/₂ × 13[*], 8¹/₂ × 11[*], 8¹/₄ × 14[*], 8¹/₄ × 13[*], 8 × 10[*], 7¹/₄ × 10¹/₂[*], 5¹/₂ × 8¹/₂[*], 8K[*], 16K[*], 11 × 15[*], 11 × 14[*], 10 × 15[*], 10 × 14[*], 13 × 19¹/₅[*], 13 × 19[*], 12³/₅ × 19¹/₅[*], 12³/₅ × 18¹/₂[*], 13 × 18[*], SRA3[*], SRA4[*], 4¹/₅ × 5¹/₂[*]</p> <p> Region B</p> <p>A4[*], A5[*], A6[*], B5 JIS[*], B6 JIS[*], 8¹/₂ × 14[*], 8¹/₂ × 13[*], 8¹/₄ × 14[*], 8¹/₄ × 13[*], 8 × 10[*], 7¹/₄ × 10¹/₂[*], 8K[*], 16K[*], 11 × 15[*], 11 × 14[*], 10 × 15[*], 10 × 14[*], 13 × 19¹/₅[*], 13 × 19[*], 12³/₅ × 19¹/₅[*], 12³/₅ × 18¹/₂[*], 13 × 18[*], SRA3[*], SRA4[*], 4¹/₅ × 5¹/₂[*]</p>	1,000 sheets
<p>52.3–256.0 g/m² (14.0 lb. Bond–141.0 lb. Index)</p> <p>Paper Weight 1–Paper Weight 6</p>	<p>Custom size:</p> <p> Region A</p> <p>Vertical: 100.0–330.2 mm^{*1}</p> <p>Horizontal: 139.7–487.7 mm</p> <p> Region B</p> <p>Vertical: 3.94–13.00 inches^{*1}</p> <p>Horizontal: 5.50–19.20 inches</p>	1,000 sheets

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–256.0 g/m ² (17.0 lb. Bond –141.0 lb. Index) Paper Weight 2–Paper Weight 6	Paper sizes that can be detected automatically:  Region A A3□, A4□□, A5□□, B4 JIS□, B5 JIS□, 11 × 17□, 8 ¹ / ₂ × 11□, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □, 12 × 18□  Region B A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8 ¹ / ₂ × 11□□, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □□, 12 × 18□	–
Coated: Glossy Coated: Matte 63.1–256.0 g/m ² (17.0 lb. Bond –141.0 lb. Index) Paper Weight 2–Paper Weight 6	Select the paper size using the Tray Paper Settings menu:  Region A B5 JIS□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □□, 5 ¹ / ₂ × 8 ¹ / ₂ □, 8K□, 16K□□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA3□, SRA4□□  Region B A4□, A5□, B5 JIS□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □□, 8K□, 16K□□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA3□, SRA4□□	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–256.0 g/m ² (17.0 lb. Bond –141.0 lb. Index) Paper Weight 2–Paper Weight 6	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	–
Translucent paper 52.3–63.0 g/m ² (14.0–16.9 lb. Bond) Paper Weight 1	A3  , A4  , B5 JIS 	*2
Transparencies 163.1–220.0 g/m ² (60.1–80.9 lb. Cover) Paper Weight 5	A4  , 8 1/2 × 11 	*2
Tab stock *3 52.3–256.0 g/m ² (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	A4  , 8 1/2 × 11 	–
Envelopes 163.1–256.0 g/m ² (60.1 lb. Cover–141.0 lb. Index) (Thickness of overlapping part of the envelope.)	*1, *4, *5, *6 240 × 332 mm, 235 × 120mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	10 sheets

*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.

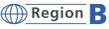
*3 The tab fence is required.

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

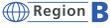
*5 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.

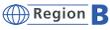
*6 Sizes do not include flap sizes.

Three-tray wide LCT (Tray 4)

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	Paper sizes that can be detected automatically:  Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 ¹ / ₂ × 11, 8 × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 12 × 18  Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 ¹ / ₂ × 11, 8 × 13, 5 ¹ / ₂ × 8 ¹ / ₂ , 12 × 18	2,000 sheets

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

Paper type and weight	Paper size	Paper capacity
<p>Coated: Glossy Coated: Matte 63.1–360.0 g/m² (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8</p>	<p>Paper sizes that can be detected automatically:</p> <p> Region A</p> <p>A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18</p> <p> Region B</p> <p>A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18</p>	<p>–</p>
<p>Coated: Glossy Coated: Matte 63.1–360.0 g/m² (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8</p>	<p>Select the paper size using the Tray Paper Settings menu:</p> <p> Region A</p> <p>B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K,</p> <p>11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4</p> <p> Region B</p> <p>A4, A5, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K,</p> <p>11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4</p>	<p>–</p>

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m ² (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8	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	–
Translucent paper 52.3–63.0 g/m ² (14.0–16.9 lb. Bond) Paper Weight 1	A3  , A4  , B5 JIS 	*2
Transparencies 163.1–220.0 g/m ² (60.1–80.9 lb. Cover) Paper Weight 5	A4  , 8 1/2 × 11 	*2
Tab stock *3 52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4  , 8 1/2 × 11 	–
Label paper 52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4  , 8 1/2 × 11 	–
Envelopes 163.1–300.0 g/m ² (60.1 lb. Cover–165.0 lb. Index) (Thickness of overlapping part of the envelope.)	*1, *4, *5, *6 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	10 sheets

- *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) *1

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8 *2	<p>Paper sizes that can be detected automatically: *3</p> <p> Region A</p> <p>A3, A4, A5, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 12 × 18, 13 × 19 1/5, SRA3, SRA4</p> <p> Region B</p> <p>A3, A4, A5, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 12 × 18, 13 × 19 1/5, SRA3, SRA4</p>	2,400 sheets

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8* ²	Select the paper size using the Tray Paper Settings menu: * ⁴  Region A A6□, B5 JIS□□, B6 JIS□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 5 ¹ / ₂ × 8 ¹ / ₂ □, 8K□, 16K□□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA4□, 4 ¹ / ₅ × 5 ¹ / ₂ □  Region B A4□, A5□, A6□, B5 JIS□□, B6 JIS□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 8K□, 16K□□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA4□, 4 ¹ / ₅ × 5 ¹ / ₂ □	2,400 sheets
52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8* ²	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 * ⁶

Paper type and weight	Paper size	Paper capacity
<p>Coated: Glossy Coated: Matte 63.1–360.0 g/m² (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8*²</p>	<p>Paper sizes that can be detected automatically:</p> <p> Region A</p> <p>A3□, A4□□, A5□□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 11□, 8 × 13□, 5¹/₂ × 8¹/₂□, 12 × 18□</p> <p> Region B</p> <p>A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 11□□, 8 × 13□, 5¹/₂ × 8¹/₂□□, 12 × 18□</p>	<p>–</p>
<p>Coated: Glossy Coated: Matte 63.1–360.0 g/m² (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8*²</p>	<p>Select the paper size using the Tray Paper Settings menu:</p> <p> Region A</p> <p>B5 JIS□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□□, 5¹/₂ × 8¹/₂□, 8K□, 16K□□,</p> <p>11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□□</p> <p> Region B</p> <p>A4□, A5□, B5 JIS□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□□, 8K□, 16K□□,</p> <p>11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□□</p>	<p>–</p>

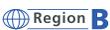
Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m ² (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8 *2	Custom size:  Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm  Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	–
Translucent paper *7 52.3–63.0 g/m ² (14.0–16.9 lb. Bond) Paper Weight 1	A3  , A4  , B5 JIS 	*8
Transparencies *7 163.1–220.0 g/m ² (60.1–80.9 lb. Cover) Paper Weight 5	A4  , 8 1/2 × 11 	*8
Tab stock *7, *9 52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4  , 8 1/2 × 11 	–
Label paper *7 52.3–360.0 g/m ² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4  , 8 1/2 × 11 	–
Envelopes *7 163.1–300.0 g/m ² (60.1 lb. Cover–165.0 lb. Index) (Thickness of overlapping part of the envelope.)	*10, *11, *12 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	10 sheets

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

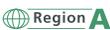
- *2 When paper whose horizontal length is 487.8 mm (19.20 inches) or more is specified, the maximum paper weight of the tray is Paper Weight 7.
- *3 When the banner sheet tray is installed, paper sizes are not detected automatically.
- *4 When the banner sheet tray is installed, you cannot select paper 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 ² (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	<p>Paper sizes that can be detected automatically:</p> <p> Region A</p> <p>A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18</p> <p> Region B</p> <p>A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18</p>	200 sheets × 2

Paper type and weight	Paper size	Paper capacity
64.0–216.0 g/m ² (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	<p>Select the paper size using the Tray Paper Settings menu:</p> <p> Region A</p> <p>B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K,</p> <p>11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4</p> <p> Region B</p> <p>A4, A5, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15,</p> <p>11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4</p>	200 sheets × 2
64.0–216.0 g/m ² (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	<p>Custom size:</p> <p> Region A</p> <p>Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm</p> <p> Region B</p> <p>Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches</p>	200 sheets × 2

Interposer of the perfect binder

Paper type and weight	Paper size	Paper capacity
90.0–300.0 g/m ² (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Paper sizes that can be detected automatically:  Region A A3  , 13 × 19   Region B 11 × 17  , 13 × 19 	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m ² (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Select the paper size using the Tray Paper Settings menu:  Region A B4 JIS  , 11 × 17  , 8K  , 12 × 18  , 11 × 15  , 13 × 19 ¹ / ₅  , 12 ³ / ₅ × 19 ¹ / ₅  , 12 ³ / ₅ × 18 ¹ / ₂  , 13 × 18   Region B A3  , B4 JIS  , 8K  , 12 × 18  , 11 × 15  , 13 × 19 ¹ / ₅  , 12 ³ / ₅ × 19 ¹ / ₅  , 12 ³ / ₅ × 18 ¹ / ₂  , 13 × 18  SRA3 	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m ² (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 *1	Metric	Bond paper	Cover paper	Index paper
Paper Weight 1 *2	52.3–63.0 g/m ²	14.0–16.9 lb. Bond	19.0–23.0 lb. Cover	29.0–34.9 lb. Index
Paper Weight 2	63.1–80.0 g/m ²	17.0–21.0 lb. Bond	23.1–29.9 lb. Cover	35.0–44.0 lb. Index
Paper Weight 3	80.1–105.0 g/m ²	21.1–28.0 lb. Bond	30.0–38.9 lb. Cover	44.1–58.0 lb. Index
Paper Weight 4	105.1–163.0 g/m ²	28.1–43.0 lb. Bond	39.0–60.0 lb. Cover	58.1–90.0 lb. Index
Paper Weight 5	163.1–220.0 g/m ²	43.1–58.9 lb. Bond	60.1–80.9 lb. Cover	90.1–121.0 lb. Index
Paper Weight 6	220.1–256.0 g/m ²	59.0–68.0 lb. Bond	81.0–94.0 lb. Cover	121.1–141.0 lb. Index
Paper Weight 7	256.1–300.0 g/m ²	68.1–80.0 lb. Bond	94.1–110.0 lb. Cover	141.1–165.0 lb. Index
Paper Weight 8	300.1–360.0 g/m ²	80.1–96.0 lb. Bond	110.1–132.0 lb. Cover	165.1–198.0 lb. 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/m² (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 print speed may be slower than usual.
- When loading envelopes, see page 135 "Envelopes".
- When printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see page 94 "Loading Orientation-fixed Paper or Two-sided Paper".
- 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 137 "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:
 - 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

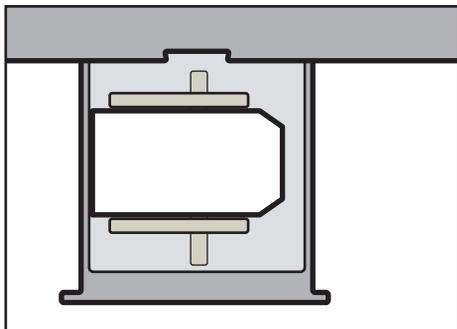
This section describes loading envelopes.

★ Important

- 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.

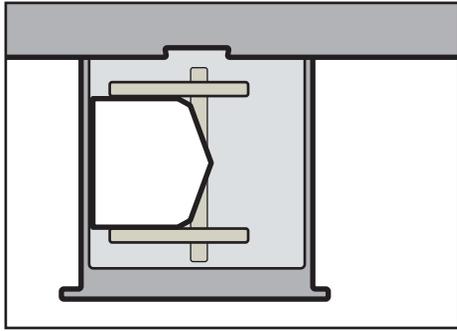
To print on envelopes, load them into the Wide LCT or multi bypass tray (Tray A), and be sure to specify an appropriate paper type.

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



CDL070

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



CDL081

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 111 "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/m² (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

CAUTION

- 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 print onto sides that are already printed. Take care to 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.

Note

- 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 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.

4

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 a plastic bag and tightly seal it.

5. Convenient Functions

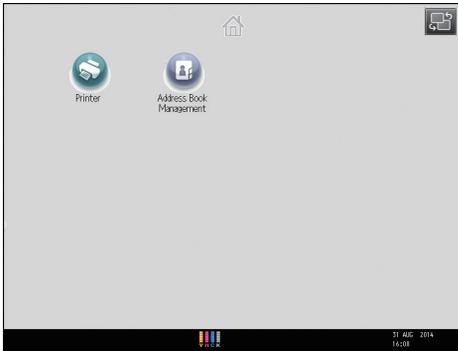
This chapter describes how to customize the Home Screen. It also describes how to manage a job.

Customizing the [Home] Screen

You can add function and shortcut icons to the [Home] screen. Tap an icon to use the function allocated to it. You can change the position of 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 35 "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 User Tools or Web Image Monitor. When customizing a user's [Home] screen, use Web Image Monitor. The following contents can be customized:

- Adding icons

You can add function and shortcut icons to the [Home] screen. The icons you add appear on the [Home] screen. Tap an icon to use the function allocated to it. For details, see page 140 "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 143 "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 145 "Displaying an Image on the [Home] Screen".

↓ Note

- 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 function and shortcut icons.

You can also review icons of functions and embedded software applications that you deleted from the [Home] screen.

↓ Note

- 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 "...".
- You can register up to 72 function and shortcut icons. Delete unused icons if the limit is reached. For details, see page 144 "Deleting an Icon on the [Home] Screen".
- You can change the position of icons. For details, see page 143 "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.

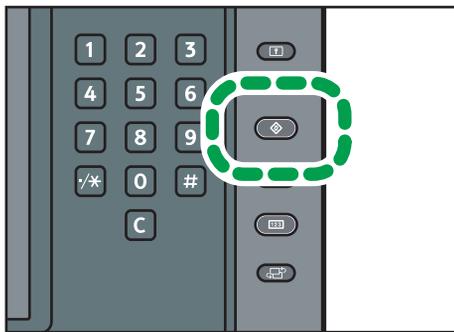
2. Log in to Web Image Monitor.

3. 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].
5. Point to [+Icon can be added.] of the position that you want to add, and then click [+ 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

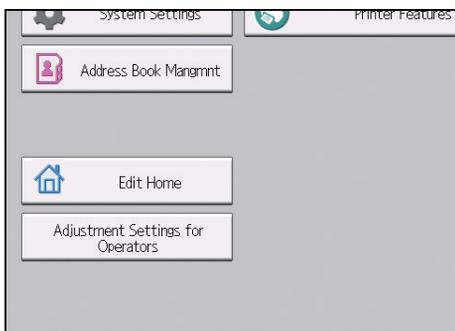
In the following procedure, a shortcut icon is registered to the [Home] screen.

1. Press the [User Tools] key.

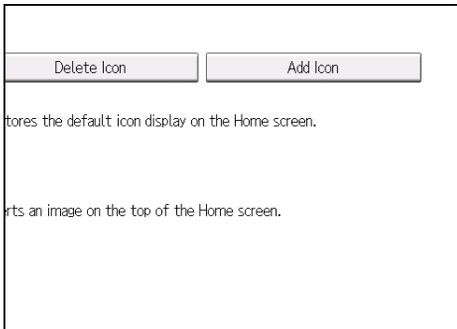


DER029

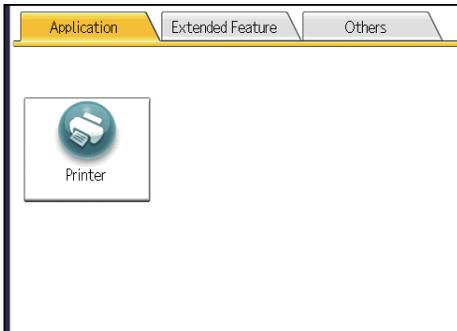
2. Press [Edit Home].



3. Press [Add Icon].

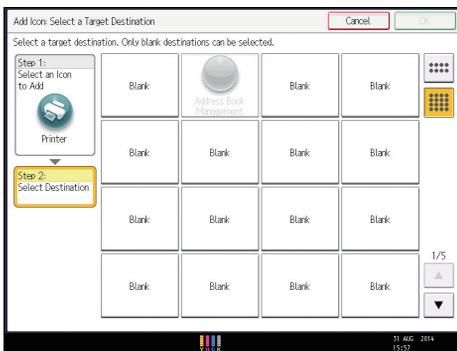


4. Press the [Application] tab.

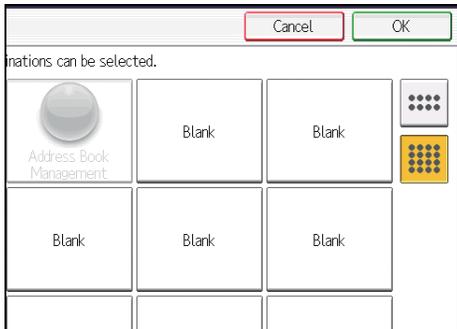


5. Select the application you want to add.

6. Specify the position where [Blank] is displayed.



7. Press [OK].



8. Press the [User Tools] key.

↓ Note

- 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.

3. 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].

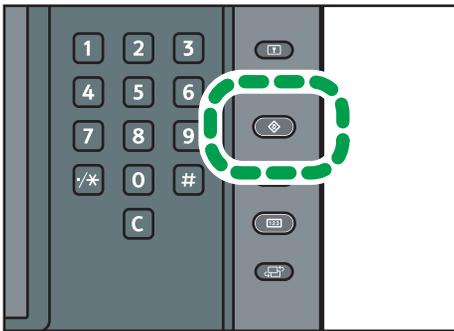
5. Drag the icon that you want to move, and then drop it to the new position.
6. Click [OK] three times.

Note

- 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.



DER029

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.

Note

- 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 on the [Home] screen is deleted, the function is not deleted.

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.

3. 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].

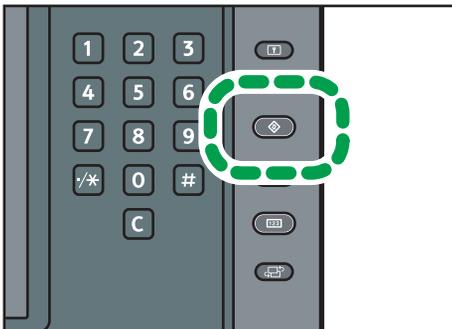
5. Drag the icon that you want to delete, and then drop it in the trash box on the left of the screen.

6. Click [OK] three times.

Deleting an icon on the [Home] screen using User Tools

5

1. Press the [User Tools] key.



DER029

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*¹

*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.

5

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.

3. Point to [Device Management], and then click [Device Home Management].

4. Click [Home Screen Settings].

5. 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.

⚠ CAUTION

- 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.

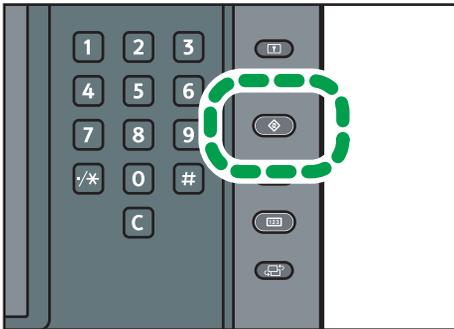
Specify a file path and name as follows:

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 32 "Inserting an SD Card".

2. Press the [User Tools] key.

DER029

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 34 "Removing an SD Card".

Note

- 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.

Note

- 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].

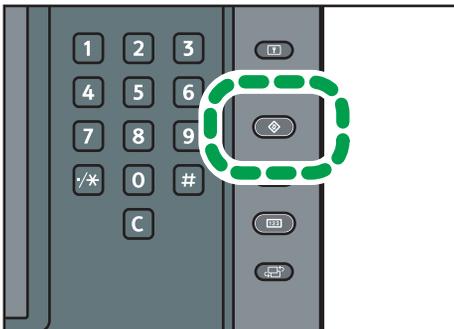
4. Click [Restore Default Icon Display].

5. Click [OK] twice.

Restoring the [Home] screen default using the User Tools

5

1. Press the [User Tools] key.



DER029

2. Press [Edit Home].

3. Press [Restore Default Icon Display].

4. Press [OK].

5. Press the [User Tools] key.

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.
- **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

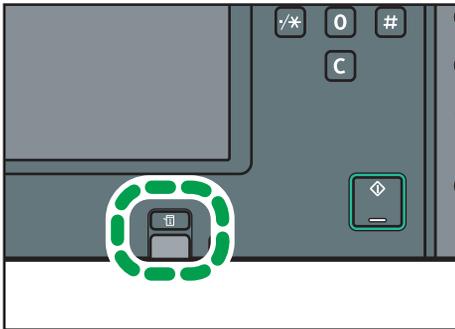
- **HDD Remaining Memory**
Displays the amount of available hard disk memory.
- **HDD File(s)**
Displays the total number of jobs stored on the hard disk.

- **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

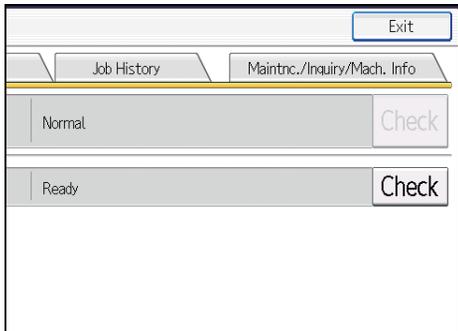
- **Machine IPv4 Address**
Displays the machine's IPv4 address.
- **Machine IPv6 Address**
Displays the machine's IPv6 address.

1. Press the [Check Status] key.

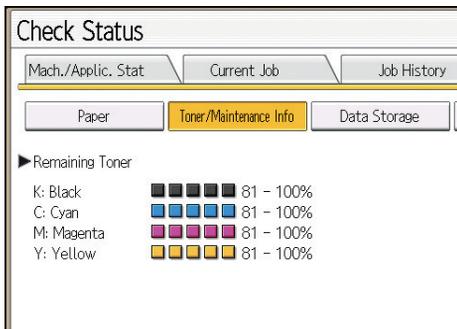


DER119

2. Press the [Maintnc./Inquiry/Mach. Info] tab.



3. Press each key, and then check the contents.



4. After checking the information, press [Exit].

↓ Note

- 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

When you print jobs, the data is temporarily stored on the machine, and then the jobs are printed in the order they are received. You can manage these jobs on the [Check Status] screen.

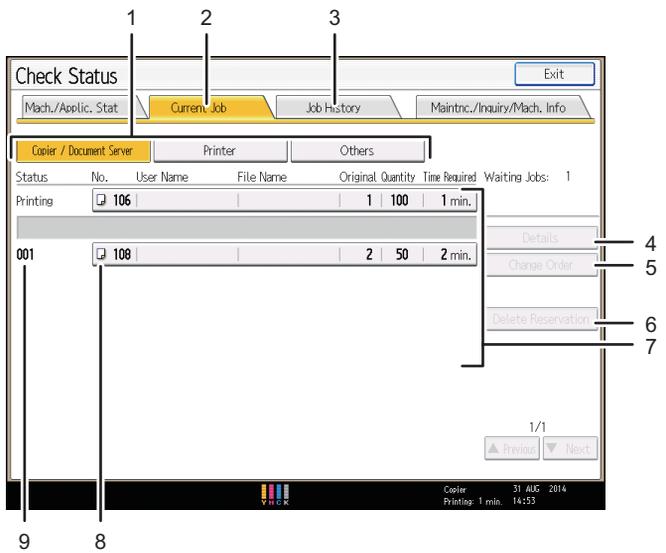
For example, you can cancel incorrect job settings or print an urgent document.

This section explains displays and icons that appear on the [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.

The contents displayed on the following screens differ depending on the machine.

5



DER162

1. [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. [Details]

Press to display the contents of the job you select.

5. [Change Order]

Press to change the order of jobs.

6. [Delete Reservation]

Press to cancel jobs you select.

7. 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.

8. Icons of the functions used to print jobs

: Job printed using printer function

: Job printed using Web Image Monitor

9. Job number

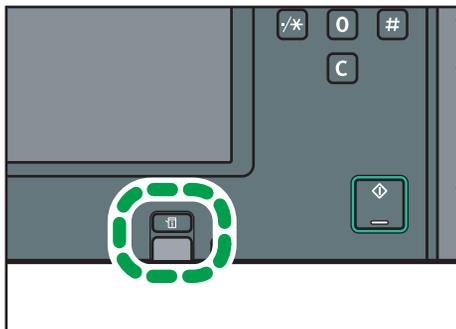
Displays reserved job numbers.

↓ Note

- 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.

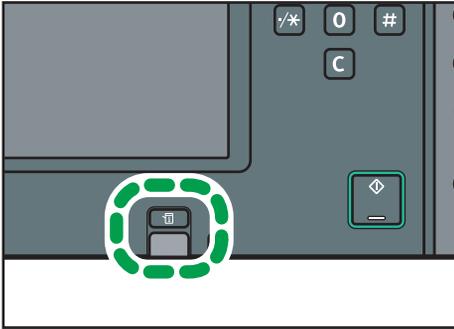
DER119

2. Press the [Current Job] tab.
3. Select [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.

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.

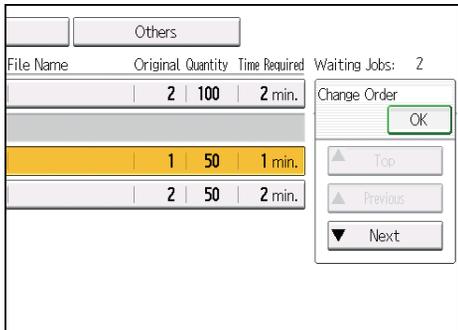


DER119

5

2. Press the [Current Job] tab.
3. Select [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].

The contents displayed on the following screens differ depending on the machine.

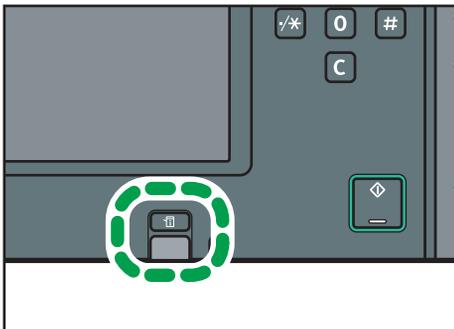


7. Press [OK].
8. Press [Exit].

Deleting Jobs

In the following procedure, the [Check Status] screen is used to delete jobs.

1. Press the [Check Status] key.



DER119

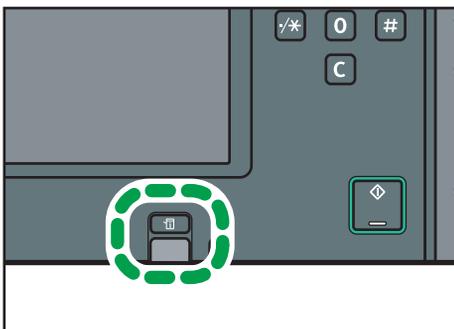
2. Press the [Current Job] tab.
3. Select [Printer] or [Others].
4. Select the job you want to delete.
To delete two or more print jobs, select them.
5. Press [Delete Reservation].
6. Press [OK].
7. Press [Exit].

5

Checking the Job History

You can view the history and contents of completed print jobs.

1. Press the [Check Status] key.



DER119

2. Press the [Job History] tab.
3. Select [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.

↓ Note

- 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.

CAUTION

- 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 54 "Turning off the main power".
- 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.
- 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 m³/hr/person.

6

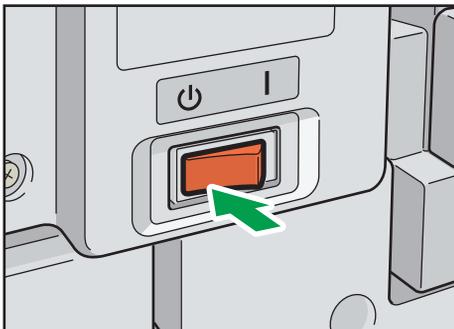
New machine smell

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.



DER109

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 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 54 "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.

Replenishing and Replacing Consumables

This section explains precautions for adding toner or staples.

Adding Toner

This section explains precautions when adding toner 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.

CAUTION

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

⚠ CAUTION

- 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 [🖨️Add Toner] screen.
- For details about how to check contact number where you can order supplies, see page 176 "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.

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.

 **Region B** (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

6

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.

CAUTION

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

⚠ CAUTION

- 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

- **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

CAUTION

- 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.

Note

- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.

Replacing Ring Combs

CAUTION

- 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.

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.

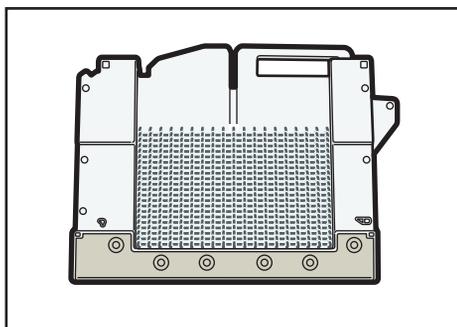
Note

- 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.

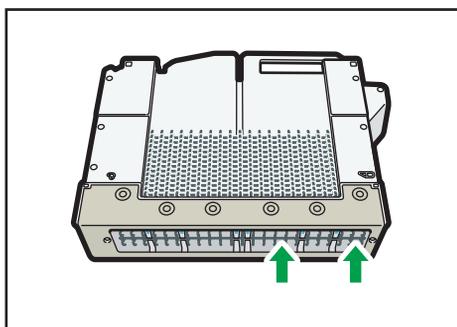
Changing the type of ring combs

1. Pull the ring comb cartridge out of the machine.



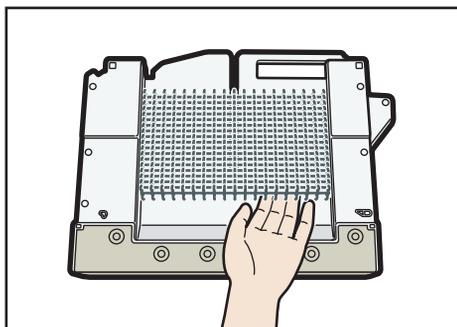
CET028

2. Push the ring combs up from the bottom of the cartridge.



CET029

3. Place your fingers between the cartridge and the ring combs, and then remove the ring combs.



CET030

4. Insert the ring combs you want to use into the cartridge.
5. Put the cartridge back into the machine.

Filling the Glue Container

★ Important

- 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.

CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

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.

CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

CAUTION

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

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

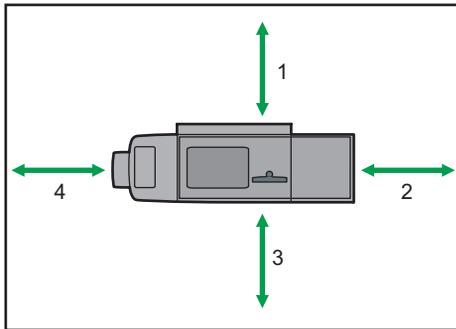
The following is the recommended temperature and humidity range:

- 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.



DER110

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.

6

Power connection

⚠ WARNING

- 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.

CAUTION

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

- 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.

⚠ CAUTION

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

- Power Source

-  **Region A** (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

CAUTION

- 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 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.

⚠ CAUTION

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

★ Important

- Turn off the main power switch before unplugging the power cord. See page 54 "Turning off the main power".

↓ Note

- 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**⚠ 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.

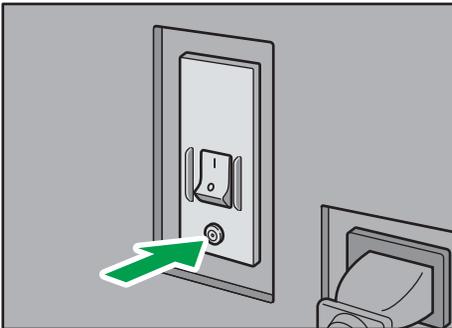
3. Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.

Main unit



DER115

Trimmer



CWW508

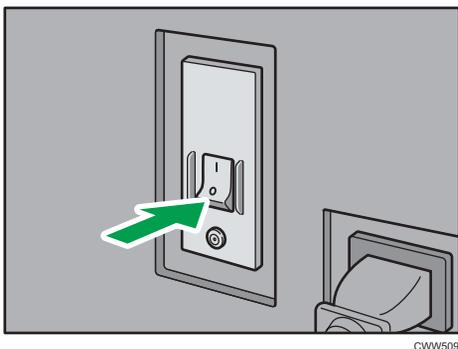
4. Check that the earth leakage breaker moves to the Off position.

Main unit



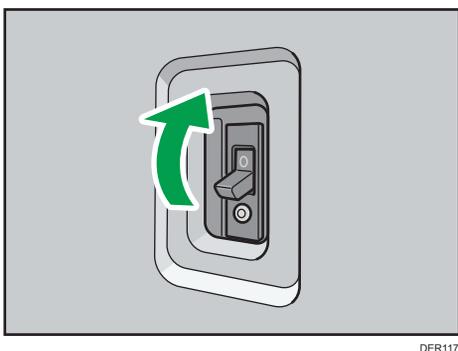
DER116

Trimmer

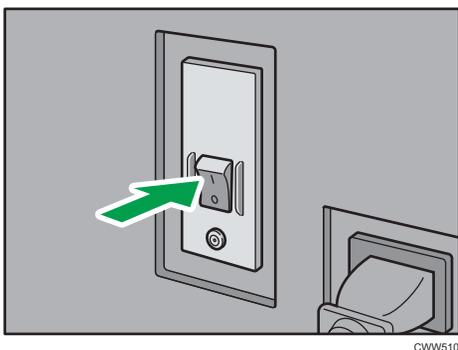


5. Return the earth leakage breaker to the On position.

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

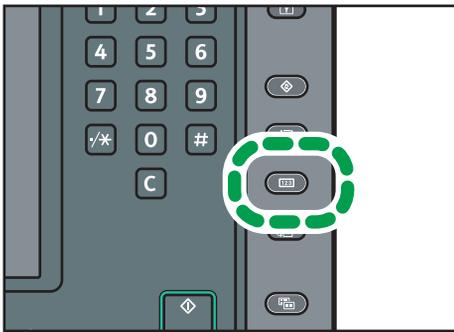
This section describes how to check the counter value, telephone number for repairs, or ordering consumables such as toner.

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

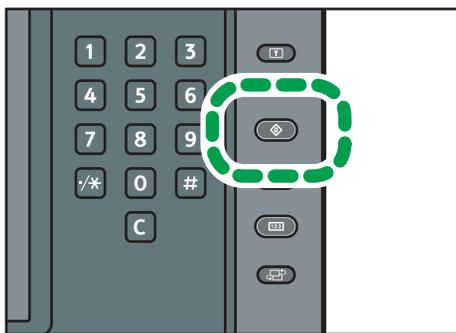
Sales Representative

- 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.

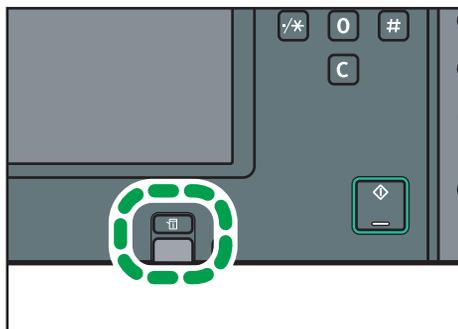
Checking Inquiry using the [Check Status] key

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

Print process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

1,200 × 4,800 dpi

Warm-up time (23°C (73.4°F), rated voltage)

298 seconds

Paper size:

- Trays 1–2:
For details, see page 112 "Recommended Paper Sizes and Types".
- Duplex:
A3, A4, A5, B4 JIS, B5 JIS,
11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13,
8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K,
12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 18, SRA3, 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 112 "Recommended Paper Sizes and Types".
- Duplex: 52.3–300.0 g/m² (14.0 lb. Bond–165.0 lb. Index)

First print time (Full Color/B&W):

8.7 seconds

(A4□, 8¹/₂ × 11□, feeding from Tray 1)

Print speed (Full Color / B&W):

- Type 1 and 2:
 - 80 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 1–Paper Weight 7)
 - 65 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 8)
- Type 3 and 4:
 - 90 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 1–Paper Weight 7)
 - 75 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 8)

Zoom:

From 25–400% in increments of 1%

Maximum continuous print run:

9,999 sheets

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

For details, see page 112 "Recommended Paper Sizes and Types".

Power requirements:

-  **Region A** (mainly Europe and Asia)
220–240 V, 25 A (16 A × 2), 50/60 Hz
-  **Region B** (mainly North America)
208–240 V, 24 A (16 A × 2), 50/60 Hz

Power consumption:

-  **Region A** (mainly Europe and Asia)
 - Main unit only

	Type 1	Type 2	Type 3	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

	Type 1	Type 2	Type 3	Type 4
Maximum	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

-  **Region B** (mainly North America)
 - Main unit only

	Type 1	Type 2	Type 3	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			

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 the top of the toner feed port (excluding the control panel and the attention light)):

1,320 × 910 × 1,218 mm (52.0 × 35.9 × 48.0 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	Type 2	Type 3	Type 4
Stand-by	53 dB (A)	53 dB (A)	53 dB (A)	53 dB (A)
Printing	78 dB (A)	78 dB (A)	78 dB (A)	78 dB (A)

- Sound pressure level:
 - Main unit only

	Type 1	Type 2	Type 3	Type 4
Stand-by	40 dB (A)	40 dB (A)	40 dB (A)	40 dB (A)

	Type 1	Type 2	Type 3	Type 4
Printing	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 Printer

Resolution:

1,200 × 4,800 dpi

Printing speed:

- Type 1:
 - 80 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 1–Paper Weight 7)
 - 65 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 8)
- Type 3:
 - 90 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 1–Paper Weight 7)
 - 75 sheets/minute (A4□, 8¹/₂ × 11□, 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:

- 2 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 Finisher SR5050**Paper size for the finisher upper tray:**

- Without Z-fold:
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13,
8 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂, 8K, 16K, 12 × 18, 11 × 15,
11 × 14, 10 × 15, 10 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, custom size
- With Z-fold:
A3, A4, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 8K, 12 × 18

Paper weight for the finisher upper tray:

- Without Z-fold:
52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover)
- With Z-fold:

64.0–105.0 g/m² (17.1–28.0 lb. Bond)

Stack capacity for the finisher upper tray (80 g/m², 20 lb. Bond):

- Without Z-fold:
 - 250 sheets: A4, 8¹/₂ × 11 or smaller
 - 50 sheets: B4 JIS, 8¹/₂ × 14 or larger
- With Z-fold:
 - 20 sheets: A4□, 8¹/₂ × 11□
 - 30 sheets: B4 JIS□, 8¹/₂ × 14□ or larger

Paper size for the finisher shift tray:

- Without Z-fold:

A3□, A4□□, A5□□, B4 JIS□, B5 JIS□□,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□□, 5¹/₂ × 8¹/₂□□, 8K□, 16K□□, 12 × 18□, 11 × 15□,

11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□□, custom size
- With Z-fold:

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

Paper weight for the finisher shift tray:

- Without Z-fold:

52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index)
- With Z-fold:

64.0–105.0 g/m² (17.1–28.0 lb. Bond)

Paper sizes that can be shifted when delivered to the finisher shift tray:

A3□, A4□□, A5□□, B4 JIS□, B5 JIS□□,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□□, 5¹/₂ × 8¹/₂□□, 8K□, 16K□□, 12 × 18□, 11 × 15□,

11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□□, custom size

Paper weight that can be shifted when delivered to the finisher shift tray:

52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index)

Stack capacity for the finisher shift tray (80 g/m², 20 lb. Bond):

- Without Z-fold:
 - 3,000 sheets: A4□, B5 JIS□, 8¹/₂ × 11□

- 1,500 sheets: A3, A4, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, SRA4
- 1,000 sheets: 12 × 18, 13 × 19, SRA3, 13 × 18, 12³/₅ × 18¹/₂, 12³/₅ × 19¹/₅, 13 × 19¹/₅
- 500 sheets: A5, 5¹/₂ × 8¹/₂
- 100 sheets: A5, 5¹/₂ × 8¹/₂
- With Z-fold: 30 sheets

Staple paper size:

- Without Z-fold:
 - A3, A4, B4 JIS, B5 JIS,
 - 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13,
 - 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14
- With Z-fold:
 - A3, B4 JIS, 11 × 17, 8K
- With Z-fold and Mixed Sizes:
 - A3/A4
 - B4 JIS/B5 JIS
 - 11 × 17/8¹/₂ × 11
 - 8K/16K

Staple paper weight:

- Without Z-fold:
 - 63.1–200.0 g/m² (17.0 lb. Bond–110.7 lb. Cover)
- With Z-fold:
 - 64.0–105.0 g/m² (17.1–28.0 lb. Bond)

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

- Without Z-fold and Mixed Sizes:
 - 50 sheets: A3, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8K, 11 × 15, 11 × 14, 10 × 15, 10 × 14
 - 100 sheets: A4, B5 JIS, 8¹/₂ × 11, 8 × 10, 7¹/₄ × 10¹/₂, 16K
- With Mixed Sizes:
 - 50 sheets (A3/A4, B4 JIS/B5 JIS, 11 × 17/8¹/₂ × 11, 8K/16K)
- 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/m², 20 lb. Bond):

- Without Z-fold and Mixed Sizes:
 - 20–100 sheets: 150–30 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 10–19 sheets: 200–105 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 2–9 sheets: 150 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 10–100 sheets: 150–15 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 2–9 sheets: 150 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 10–50 sheets: 150–30 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
 - 2–9 sheets: 150 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
- With 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 8¹/₂ × 11, 8K Z-folded paper with 16K)
- With Mixed Sizes:
 - 2–50 sheets: 30 sets (A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□/8¹/₂ × 11□, 8K□/16K□)

Staple position:

7 positions (Top, Top Slant, Bottom, Top 2, Left 2, Right 1, Right 2)

Power requirements:

-  **Region A** (mainly Europe and Asia)
220–240 V, 1.2 A, 50/60Hz
-  **Region B** (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/m² (21.1 lb. Bond) and 100.0 g/m² (26.7 lb. Bond), the staple capacity is a half that of 80.0 g/m² (20.0 lb. Bond) paper.
- For paper between 100.1 g/m² (26.8 lb. Bond) and 200.0 g/m² (110.7 lb. Cover), the staple capacity is one-third that of 80.0 g/m² (20.0 lb. Bond) paper.

Specifications for Booklet Finisher SR5060

Paper size for the finisher upper tray:

- Without Z-fold:
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13,
8 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂, 8K, 16K, 12 × 18, 11 × 15,
11 × 14, 10 × 15, 10 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, custom size
- With Z-fold:
A3, A4, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 8K, 12 × 18

Paper weight for the finisher upper tray:

- Without Z-fold:
52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover)
- With Z-fold:
64.0–105.0 g/m² (17.1–28.0 lb. Bond)

Stack capacity for the finisher upper tray (80 g/m², 20 lb. Bond):

- Without Z-fold:
 - 250 sheets: A4, 8¹/₂ × 11 or smaller
 - 50 sheets: B4 JIS, 8¹/₂ × 14 or larger
- With Z-fold:
 - 20 sheets: A4, 8¹/₂ × 11
 - 30 sheets: B4 JIS, 8¹/₂ × 14 or larger

Paper size for the finisher shift tray:

- Without Z-fold:
A3, A4, A5, B4 JIS, B5 JIS,
11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13,
8 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂, 8K, 16K, 12 × 18, 11 × 15,

11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□, custom size

- With Z-fold:

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

Paper weight for the finisher shift tray:

- Without Z-fold:

52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index)

- With Z-fold:

64.0–105.0 g/m² (17.1–28.0 lb. Bond)

Paper sizes that can be shifted when delivered to the finisher shift tray:

A3□, A4□, A5□, B4 JIS□, B5 JIS□,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□, 8K□, 16K□, 12 × 18□, 11 × 15□,

11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□, custom size

Paper weight that can be shifted when delivered to the finisher shift tray:

52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index)

Stack capacity for the finisher shift tray (80 g/m², 20 lb. Bond):

- Without Z-fold:

- 2,500 sheets: A4□, B5 JIS□, 8¹/₂ × 11□

- 1,500 sheets: A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, SRA4□

- 1,000 sheets: 12 × 18□, 13 × 19□, SRA3□, 13 × 18□, 12³/₅ × 18¹/₂□, 12³/₅ × 19¹/₅□, 13 × 19¹/₅□

- 500 sheets: A5□, 5¹/₂ × 8¹/₂□

- 100 sheets: A5□, 5¹/₂ × 8¹/₂□

- With Z-fold: 30 sheets

Staple paper size:

- Without Z-fold:

A3□, A4□, B4 JIS□, B5 JIS□,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10□, 7¹/₄ × 10¹/₂□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□

- With Z-fold:

A3□, B4 JIS□, 11 × 17□, 8K□

- With Z-fold and Mixed Sizes:
 - A3□/A4□
 - B4 JIS□/B5 JIS□
 - 11 × 17□/8¹/₂ × 11□
 - 8K□/16K□

Staple paper weight:

- Without Z-fold:
63.1–200.0 g/m² (17.0 lb. Bond–110.7 lb. Cover)
- With Z-fold:
64.0–105.0 g/m² (17.1–28.0 lb. Bond)

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

- Without Z-fold and Mixed Sizes:
 - 50 sheets: A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□
 - 100 sheets: A4□□, B5 JIS□□, 8¹/₂ × 11□□, 8 × 10□, 7¹/₄ × 10¹/₂□□, 16K□□
- With Mixed Sizes:
50 sheets (A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□/8¹/₂ × 11□, 8K□/16K□)
- 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/m², 20 lb. Bond):

- Without Z-fold and Mixed Sizes:
 - 20–100 sheets: 125–25 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 10–19 sheets: 200–105 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 2–9 sheets: 150 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 10–100 sheets: 150–15 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 2–9 sheets: 150 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 10–50 sheets: 150–30 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
 - 2–9 sheets: 150 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
- With 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 8¹/₂ × 11, 8K Z-folded paper with 16K)

- With Mixed Sizes:

2–50 sheets: 30 sets (A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□/8¹/₂ × 11□, 8K□/16K□)

Staple position:

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

Saddle stitch paper size:

A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 7¹/₄ × 10¹/₂□, 8K□, 16K□, 12 × 18□, 11 × 15□,

11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□

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/m² (17.1 lb. Bond–60.0 lb. Cover)

You can use a sheet of paper weighing between 90.1 g/m² (24.1 lb. Bond) and 163.0 g/m² (60.0 lb. Cover) per set as a cover sheet.

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

1 set (20 sheets)

Stack capacity after saddle stitching (80 g/m², 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:

A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 7¹/₄ × 10¹/₂□, 8K□, 16K□, 12 × 18□,

11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□

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/m² (17.1–24.0 lb. Bond)

Folding capacity of half folding function:

6 sheets

Power requirements:

-  **Region A** (mainly Europe and Asia)
220–240 V, 1.2 A, 50/60Hz
-  **Region B** (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:

130 kg (286.7 lb.) or less

Note

- For paper between 80.1 g/m² (21.1 lb. Bond) and 100.0 g/m² (26.7 lb. Bond), the staple capacity is a half that of 80.0 g/m² (20.0 lb. Bond) paper.
- For paper between 100.1 g/m² (26.8 lb. Bond) and 200.0 g/m² (110.7 lb. Cover), the staple capacity is one-third that of 80.0 g/m² (20.0 lb. Bond) paper.

Specifications for Punch Unit

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 8 × 13, 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 5 ¹ / ₂ × 8 ¹ / ₂ , 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A4, A5, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 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	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, 16K, custom size
4 holes type: 4 holes	☐: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 8K, 16K, 11×15 , 11×14 , 10×15 , 10×14 , custom size
4 holes type: 4 holes	☐: A4, A5, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 16K, custom size
2 & 3 holes type: 2 holes	☐: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×13 , 8×10 , $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 8K, 16K, 11×15 , 11×14 , 10×15 , 10×14 , custom size
2 & 3 holes type: 2 holes	☐: A4, A5, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 16K, custom size
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11×17 , 8K, 11×15 , 11×14 , 10×15 , 10×14 , custom size
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, 16K, custom size

Paper weight:

- 2 holes, 3 holes: 52.3–209.0 g/m² (14.0 lb. Bond–77.3 lb. Cover)
- 4 holes: 52.3–163.0 g/m² (14.0 lb. Bond–60.0 lb. Cover)

Specifications for Interposer**Paper size:**

For details, see page 112 "Recommended Paper Sizes and Types".

Paper weight:

For details, see page 112 "Recommended Paper Sizes and Types".

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

For details, see page 112 "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:
A3☐, A4☐, B4 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐
- With Half Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐,
13 × 19¹/₅☐, 13 × 19☐, 12³/₅ × 19¹/₅☐, 12³/₅ × 18¹/₂☐, 13 × 18☐, SRA3☐,
SRA4☐
- With Letter Fold-out, Letter Fold-in, Double Parallel Fold, and Gate Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐
- With Multi-sheet Fold:
 - Half Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 ×
18☐, 13 × 19¹/₅☐, 13 × 19☐, 12³/₅ × 19¹/₅☐, 12³/₅ × 18¹/₂☐, 13 × 18☐,
SRA3☐, SRA4☐
 - Letter Fold-in:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 ×
18☐
 - Letter Fold-out:
A4☐, B4 JIS☐, B5 JIS☐, 8¹/₂ × 14☐, 8¹/₂ × 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/m² (17.1–28.0 lb. Bond)
- With Multi-sheet Fold:

64.0–80.0 g/m² (17.1–21.0 lb. Bond)

Folding capacity of multi-sheet folding function:

3 sheets

Power requirements:

-  **Region A** (mainly Europe and Asia)
220–240 V, 1.2 A, 50/60 Hz
-  **Region 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

 **Note**

- Wrinkling can occur when applying letter fold-in, letter fold-out, or gate fold to B4 JIS \square , A3 \square , 8¹/₂ × 14 \square , 11 × 17 \square , 8K \square , 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 112 "Recommended Paper Sizes and Types".

Paper weight:

For details, see page 112 "Recommended Paper Sizes and Types".

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

For details, see page 112 "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

Specifications for Two-Tray Wide Large Capacity Tray

Paper size:

For details, see page 112 "Recommended Paper Sizes and Types".

Paper weight:

For details, see page 112 "Recommended Paper Sizes and Types".

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

For details, see page 112 "Recommended Paper Sizes and Types".

Power requirements:

-  **Region A** (mainly Europe and Asia)
220–240 V, 5.0 A, 50/60 Hz
-  **Region 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 112 "Recommended Paper Sizes and Types".

Paper weight:

For details, see page 112 "Recommended Paper Sizes and Types".

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

For details, see page 112 "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:

A3□, A4□, A5□, A6□, B4 JIS□, B5 JIS□, B6 JIS□,
11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□,
8 × 10□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□,
8K□, 16K□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□,
13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□,
□, 4¹/₅ × 5¹/₂□, custom size

Paper weight:

52.3–360.0 g/m² (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:

A3, A4, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 7¹/₄ × 10¹/₂, 8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, custom size

Paper weight:

63.1–163.0 g/m² (17.0 lb. Bond–60.0 lb. Cover)

You can use 1 sheet of paper weighing between 90.1 g/m² (24.1 lb. Bond) and 163.0 g/m² (60.0 lb. Cover) per set as a cover sheet.

Fore edge cut capacity (80 g/m², 20 lb. Bond):

20 sheets

Stack capacity (A4, 8¹/₂ × 11, 80 g/m², 20 lb. Bond):

- 1–5 sheets: 60 sets
- 6–10 sheets: 35 sets
- 11–15 sheets: 25 sets
- 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):

-  **Region A** (mainly Europe and Asia)
A4
-  **Region B** (mainly North America)

$8\frac{1}{2} \times 11\frac{1}{4}$

Paper weight (ring binding/comb binding punching):

64.0–216.0 g/m² (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
-  **Region B** (mainly North America)
21 holes

6

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
-  **Region B** (mainly North America)
120 V, 2.8 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 112 "Recommended Paper Sizes and Types".

Paper size (book block):

A4, B5 JIS, $8\frac{1}{2} \times 11$, $7\frac{1}{4} \times 10\frac{1}{2}$, 16K, SRA4

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 112 "Recommended Paper Sizes and Types".
- Book block: 80.1–163.0 g/m² (21.1 lb. Bond–60.0 lb. Cover)

You can use 10 sheets of paper weighing between 106.0 g/m² (28.4 lb. Bond) and 163.0 g/m² (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/m² (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/m² (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 A** (mainly Europe and Asia)
220–240 V, 3 A, 50/60 Hz
-  **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:

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

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

8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14,

13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, 4¹/₅ × 5¹/₂

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/m² (14.0 lb. Bond–198.0 lb. Index)

Power requirements:

-  **Region A** (mainly Europe and Asia)
220–240 V, 50/60 Hz, 1 A
-  **Region B** (mainly North America)
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, A5, A6, B4 JIS, B5 JIS, B6 JIS,
 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8
 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂,
 8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14,
 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4,
 4¹/₅ × 5¹/₂, custom size

Paper weight for the stacker upper tray:

52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index)

Stack capacity for the stacker upper tray (80 g/m², 20 lb. Bond):

250 sheets

Paper size for the stacker tray:

A3, A4, A5, B4 JIS, B5 JIS,
 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8
 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂,
 8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14,
 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4,
 custom size

Paper weight for the stacker tray:

52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index)

Stack capacity for the stacker tray (80 g/m², 20 lb. Bond):

- 5,000 sheets: A3, A4, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4
- 2,500 sheets: A5, B5 JIS, 8 × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂, 16K

Power requirements:

-  **Region A** (mainly Europe and Asia)
220–240 V, 50/60 Hz, 0.8 A
-  **Region B** (mainly North America)
100–127 V, 50/60 Hz, 2.0 A

Power consumption:

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

91.6 W

-  **Region B** (mainly North America)

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

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