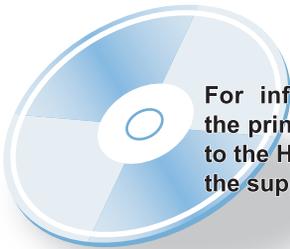


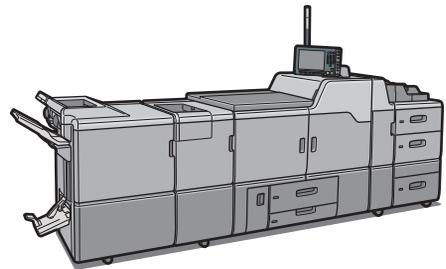


Pro C751

Operating Instructions About This Machine



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



-
- 1** Getting Started
 - 2** Adding Paper
 - 3** Removing Bound Booklets from the Ring Binder and Paper from the High Capacity Stacker
 - 4** Adding Toner, Staples, and Ring Combs
 - 5** Entering Text
 - 6** On-screen Operating Instructions
 - 7** Remarks
 - 8** Appendix

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Network and System Settings Reference.....	
Connecting to a network.....	
Changing the default settings of the system, and related information.....	
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Security Reference.....	
Guide to Paper	

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Manuals for This Machine

Read this manual carefully before you use this machine.

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

Important

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Network and System Settings Reference

Explains how to connect the machine to a network and how to configure and operate the machine in a network environment. It also explains how to change System Settings, how to specify Adjustment Settings for Operators, and how to register information in the Address Book.

Paper Settings Reference

Explains how to make paper settings for each tray using the paper library, which contains optimum printing conditions. It also explains how to manually specify a paper size and type for a paper tray.

Security Reference

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

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

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

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

Guide to Paper

Explains paper characteristics and methods for handling paper.

↓ Note

- Manuals provided are specific to machine types.
- In addition to the above, manuals are also provided for the Printer function.

Manuals List

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

What You Can Do with This Machine

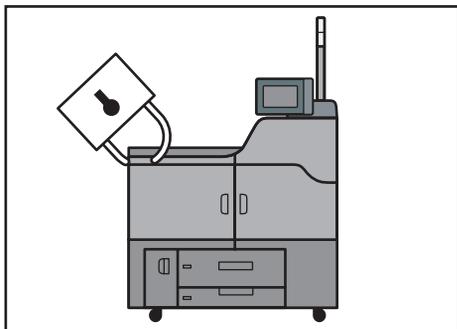
This section introduces the features of this machine.

↓ Note

- For details about options, see p.44 "Options".

Administrating the Machine/Protecting Documents (Security Functions)

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



CET001

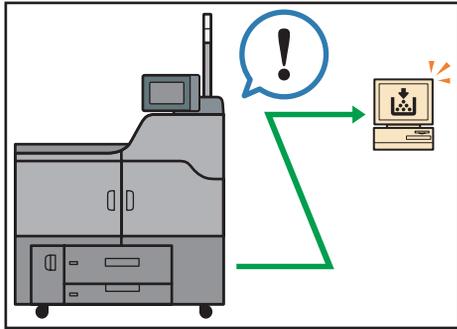
- You can protect documents from unauthorized access and stop them from being printed without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

📖 Reference

- See Security Reference .

Monitoring and Setting the Machine Via Computer

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



CET002

- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
- Using Web Image Monitor, you can register information in the Address Book, specify the machine's settings, and check the machine's status with ease.
- Using Web Image Monitor, you can check and specify the initial settings (System Settings, network settings, security settings/certificate management, and e-mail notification), and protect the data in the machine using authentication.

Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

 **Important**

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

 **Note**

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

 **Reference**

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



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



Indicates instructions in book form.



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

Names of Major Items

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

- Multi Bypass Tray BY5010 (optional) → Multi bypass tray
- LCIT RT5060 (optional) → Wide large capacity tray (Wide LCT)
- Multi-Folding Unit FD5010 (optional) → Multi-folding unit
- Decurler Unit DU5010 (optional) → Decurler unit
- Tab Sheet Holder Type3260 (optional) → Tab sheet holder
- Buffer Pass Unit Type 5010 (optional) → Buffer pass unit
- Ring Binder RB5010 (optional) → Ring binder
- High Capacity Stacker SK5020 (optional) → High capacity stacker
- Trimmer Unit TR5040 (optional) → Trimmer unit

-
- Cover Interposer Tray CI5020 (optional) → Interposer

Notes

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

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

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING**

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

 **CAUTION**

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

Safety Precautions to Be Followed

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

Environments where the machine can be used

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

 **WARNING**

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

 **WARNING**

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

 **CAUTION**

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

CAUTION

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

CAUTION

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

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.

CAUTION

- 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.

CAUTION

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

Handling power cords and power cord plugs

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

WARNING

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

WARNING

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

WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

- The power cord that comes with the optional equipment is for use with that equipment 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.

⚠ WARNING

- 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.

⚠ 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.

⚠ 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.

⚠ CAUTION

- 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.

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.

CAUTION

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

CAUTION

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

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

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

WARNING

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

WARNING

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

WARNING

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

WARNING

- 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.

CAUTION

- 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.

CAUTION

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

CAUTION

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

CAUTION

- Do not 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.

Handling the machine's interior

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

WARNING

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

CAUTION

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

CAUTION

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

CAUTION

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

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.

CAUTION

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

CAUTION

- 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.

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.

CAUTION

- Keep your hands clear of the inside of the high capacity stacker and the space under the stacker tray. You can trap your fingers if you do not.

Handling the machine's supplies

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

WARNING

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

WARNING

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

WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
 - Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

CAUTION

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

CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

CAUTION

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

CAUTION

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

CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

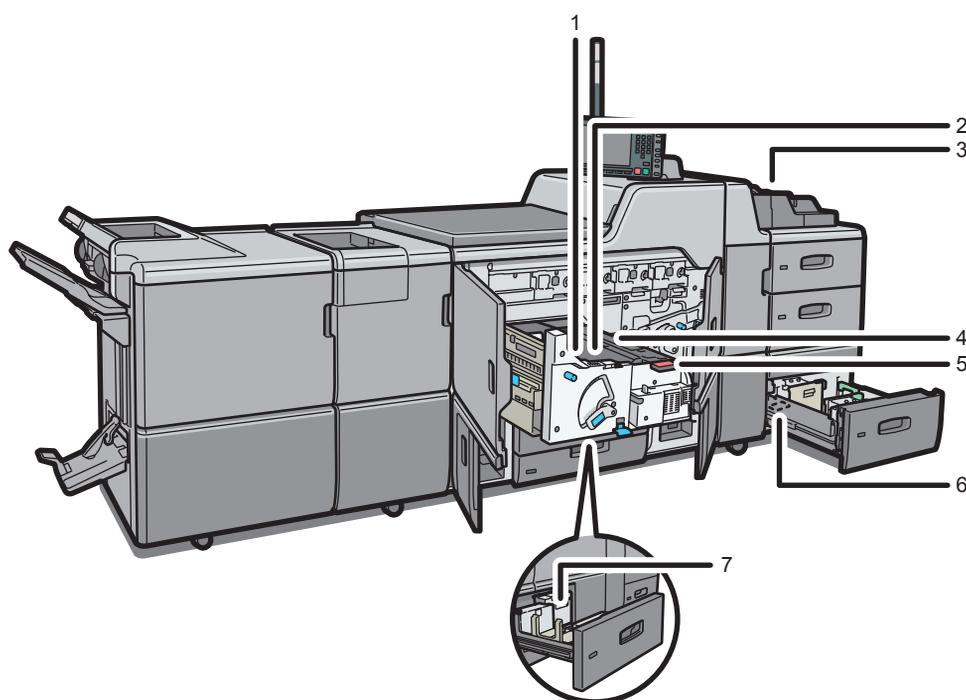
Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels

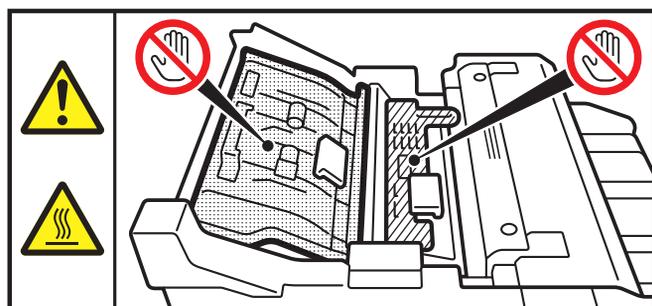
This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

Main unit, multi bypass tray, and Wide LCT



CET003

1



CDL086

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

2



CDL084

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

3



CDL008

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

4

 190°C	
CAUTION	Fusing Unit surface and inside very hot.
ATTENTION	Surface de l'unité de fusion et intérieur très chauds.
ACHTUNG	Oberfläche und Inneres der Fixiereinheit sehr heiß.
ATTENZIONE	Superficie e area interna unità di fusione molto calde.
PRECAUCIÓN	Superficie unidad fusión e interior muy calientes.
VOORZICHTIG	Het oppervlak en de binnenkant vd fuseereenh. zijn erg heet.
FÖRSIKTIGT	Fixeringsenhetens yta och insida är mycket het.
FORSIGTIG	Varmeenhedens overflade og indre dele er meget varme.
FORSIKTIG	Fuserenhetens overflade og innside er svært varm.
OSTRZEŻENIE	Powierzchnia i wnętrze zespołu grzejnego są b.gorące.
CUIDADO	Superficie e interior da unid. de fusão muito quentes.
POZOR	Povrch zažehlovací jednotky vnitřek jsou velmi horké.
FIGYELEM	A fixáló egység felülete és belseje nagyon forró.
TÄRKEÄÄ	Lämpöyksikön pinta ja sisäosat ovat kuumia.
ОСТОРОЖНО	Поверх-ть и внутр.детали Блока термозакреплен. очень горячие.
注意高温	定影单元的表面和内部非常热。
高温注意	定影单元表面和内部非常热。
고온주의	정착 유니트의 표면과 내부가 매우 뜨겁습니다.
高温注意	定着ユニット表面および内部が高温です。

CDL007

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

5



CDK024

This label indicates the weight of the unit. However, this label is meant for customer engineers and operators who have received training. Do not lift a unit that has this label.

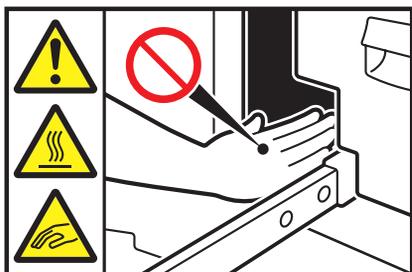
6

	CAUTION ATTENTION ACHTUNG ATTENZIONE PRECAUCIÓN 注意 주의
	● High temperature parts. ● Piezas muy calientes. ● T° des pièces élevée. ● 高温部件 ● 高温部分
	● Heiße Geräteteile! ● 고온주의 ● Temperatura elevata. ● 高温になっています。

CDL009

High temperature parts. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

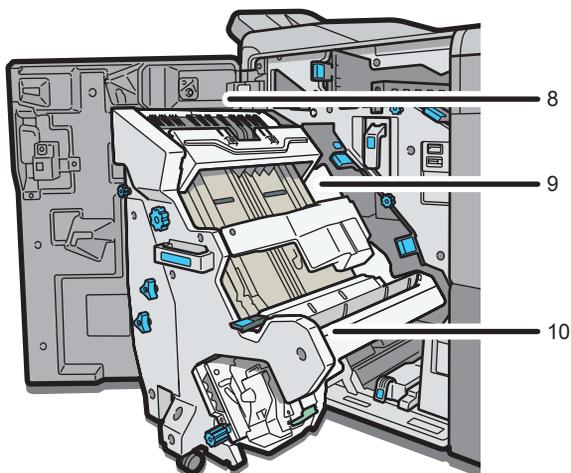
7



CDL010

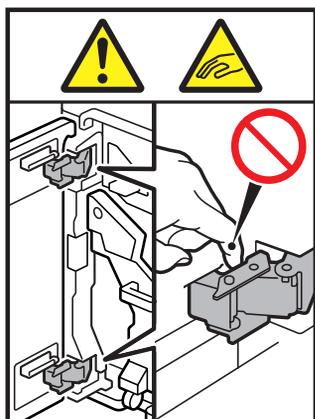
Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

Finisher SR5030 and Booklet Finisher SR5040



CDL011

8



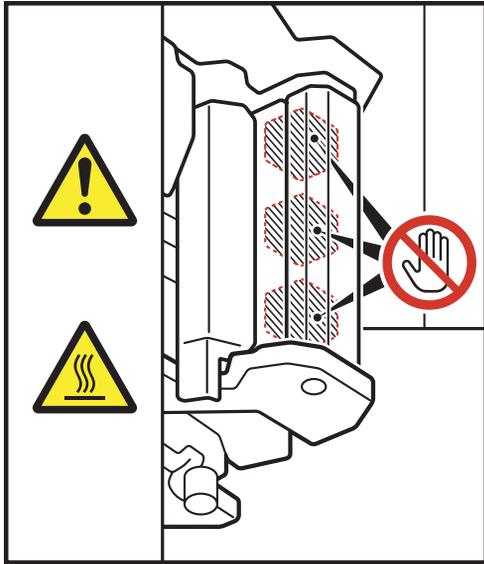
When opening and closing the front cover of the Finisher SR5030 or Booklet Finisher SR5040, keep your hands clear of the hinges. The hinges are a hazard. You risk trapping your fingers if you do not keep your hands clear of them.

9



The inside of the Finisher SR5030 and Booklet Finisher SR5040 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

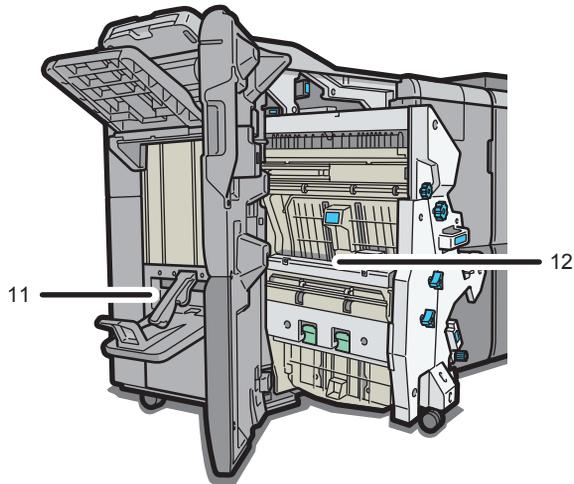
10



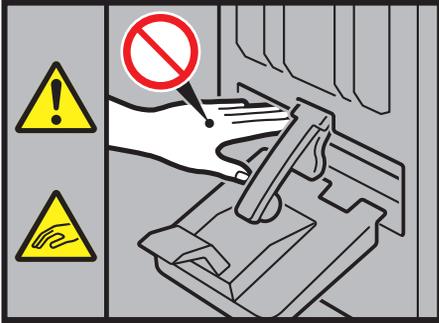
BZY018

Do not touch the parts a label indicates. The inside of the Finisher SR5030 and Booklet Finisher SR5040 could be very hot. Caution should be taken when removing misfed paper.

Booklet Finisher SR5040



CET004



CKV002

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

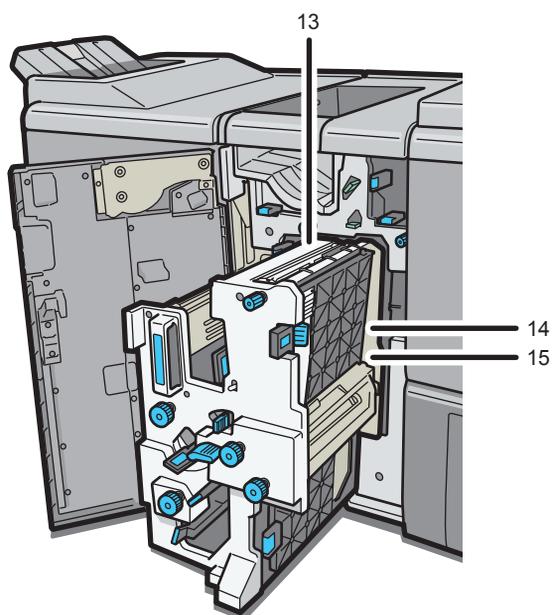
12



BZY021

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

Multi-Folding Unit



CDL018

13



CDL019

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

14



CDL020

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

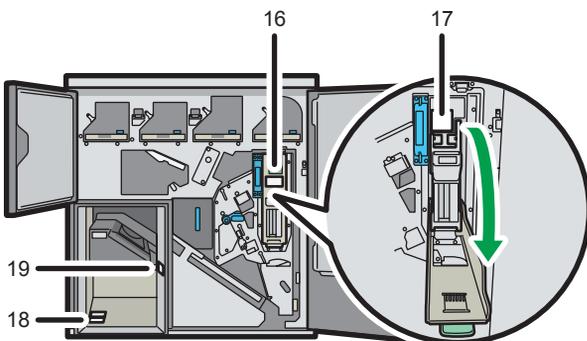
15



CDL021

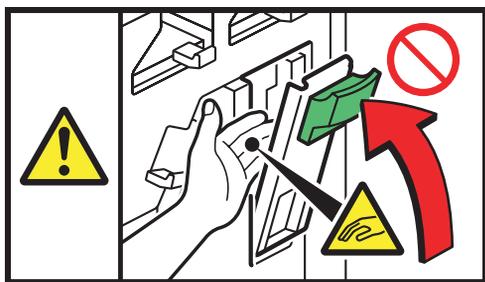
Do not touch the parts a label indicates. The inside of the multi-folding unit could be very hot. Caution should be taken when removing misfed paper.

Ring Binder



CET006

16



BZY023

Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.

17



BZY024

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

18



CET040

When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.

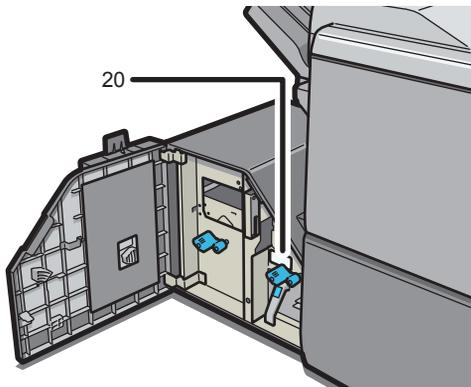
19



CET041

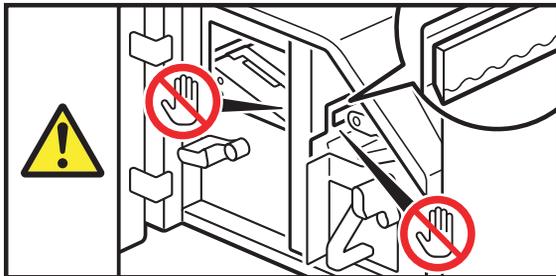
When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

Trimmer Unit



CET007

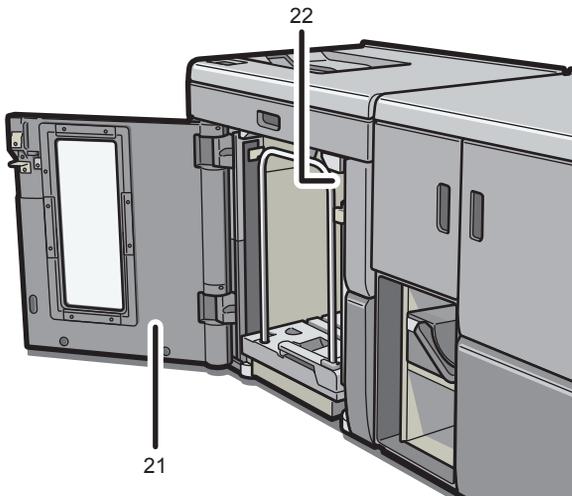
20



BZY031

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

High Capacity Stacker



CET008

21



CET042

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

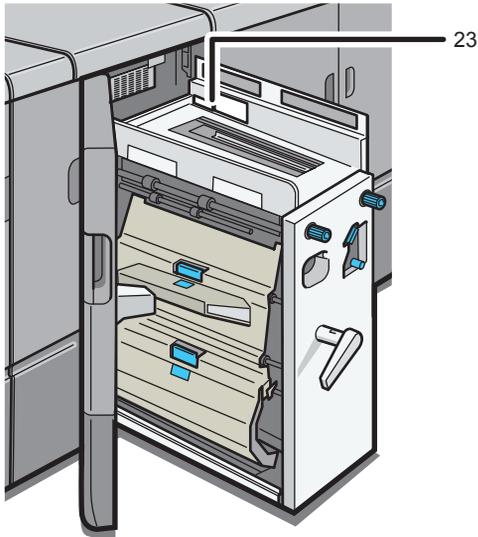
22



BZY034

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

Buffer Pass Unit



CET037

23



CET038

These labels indicate the weight of the unit and describe how to lift the unit. However, these labels are meant for customer engineers. Do not lift a unit that has these labels.

Power Switch Symbols

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

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

ENERGY STAR Program

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 p.37 "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 is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 60 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep Mode.

Specification

	Machine
Reduced Electrical Consumption by Low Power Mode	400 W or less
Time of Switch into Low Power Mode	15 minutes
Time of Switch out from Low Power Mode	100 seconds or less
Reduced Electrical Consumption by Sleep Mode	20 W or less
Time of Switch into Sleep Mode	60 minutes
Time of Switch out from Sleep Mode	300 seconds or less

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”, Network and System Settings Reference .
- Depending on which Embedded Software Architecture application is installed on it, the machine might take longer than indicated to enter Sleep Mode.

Laws and Regulations

Legal Prohibition

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

Printing the following items is generally prohibited by local law:

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

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

Laser Safety

CDRH Regulations

This machine complies with the requirements of 21 CFR Subchapter J for class 1 laser product. The machine contains four VCSELs (Vertical Cavity Surface Emitting Laser), 772 - 792 nanometer wavelength for each emitter. Each VCSEL has forty light sources and the maximum output power of each light source is 1.4 milliwatt.

Caution:

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

Notes to USA Users of FCC Requirements

Part 15 of the FCC Rules

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

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

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

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection

against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Caution:

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

Notes to Canadian Users of IC Rules

Notes to users in Canada

This device complies with Industry Canada licence-exempt RSS standard(s).

Operation is subject to the following two conditions:

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

Remarques à l'attention des utilisateurs canadiens

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Notes to users in the United States of America

Notes to users in the state of California

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



1. Getting Started

This chapter describes how to start using this machine.

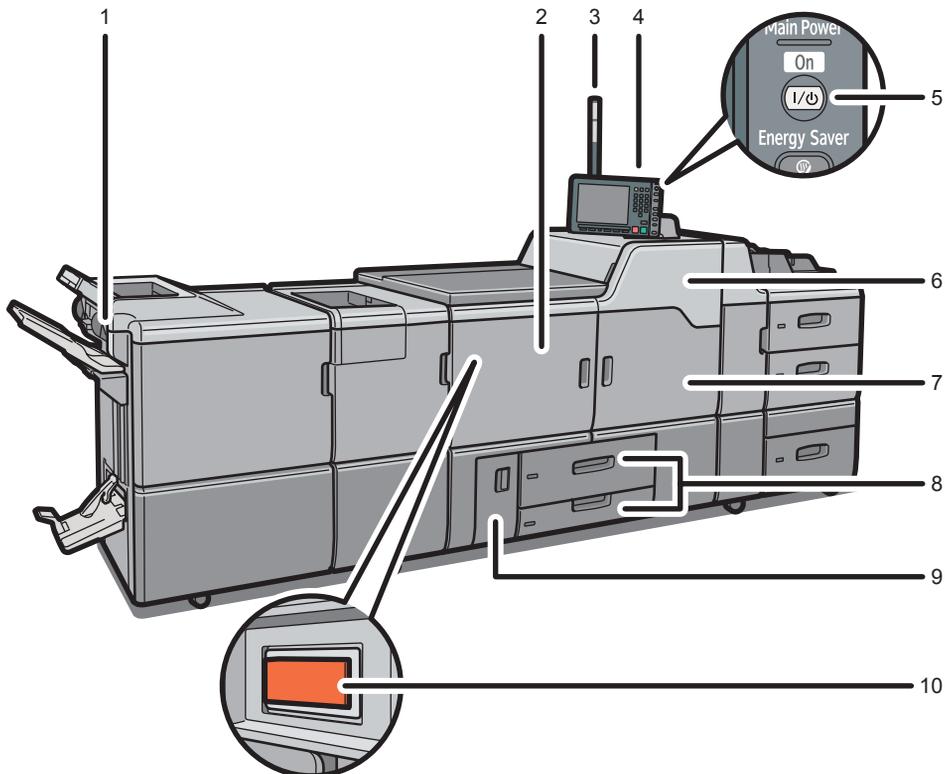
Guide to Components

This section introduces the names and functions of the components.

⚠ CAUTION

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

Front and left view



CET048

1. Suspend/Resume switch

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

2. Front left cover

Open to access the inside of the machine or to turn the main power switch on or off.

3. Attention light

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

4. Control panel

See p.46 "Control Panel".

5. Operation switch

Press to turn the power on (the operation switch indicator lights up). To turn the power off, press again (the operation switch indicator goes off). See p.54 "Turning On/Off the Power".

6. Front upper right cover

Open to change toner cartridges.

7. Front right cover

Open to access the inside of the machine.

8. Paper trays (trays 1 - 2)

Load paper here.

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

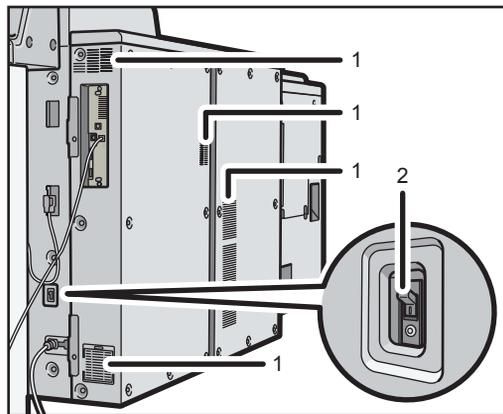
9. Front lower left cover

Open to change the waste toner bottle.

10. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. See p.54 "Turning On/Off the Power".

Rear and right view



1. Ventilation holes

Prevent overheating.

2. Earth leakage breaker

Protects users from electric shock. For details about checking the earth leakage breaker, see p.139 "Checking the Earth Leakage Breaker".

Note

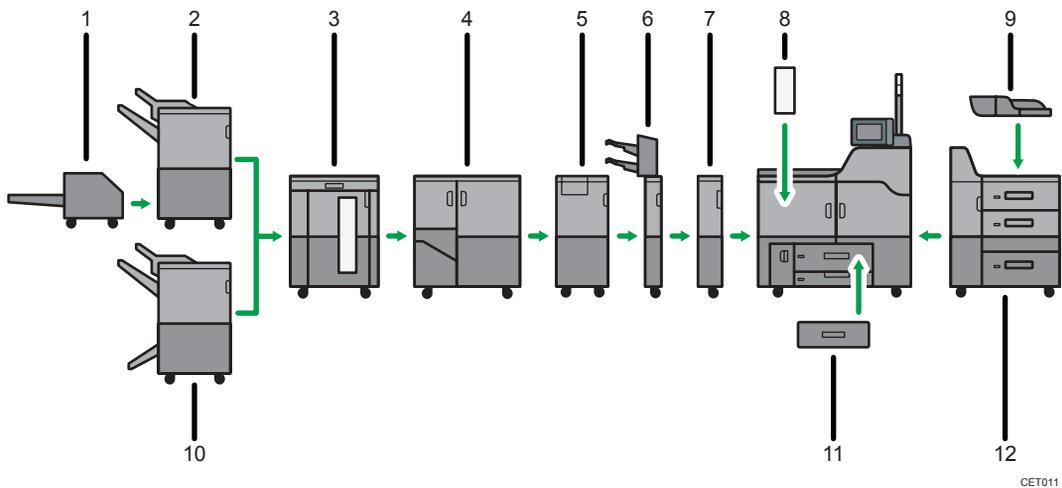
- To cool the machine's interior, the fan may continue running after the machine finishes a large print job.

Options

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

External Options

This section provides explanations about external options.



1. Trimmer unit

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

2. Finisher SR5030

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

- Finisher upper tray
- Finisher shift tray

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 the stacker tray can hold up to 5,000 sheets of paper.

4. Ring binder

Binds sheets with a ring comb.

5. Multi-folding unit

The multi-folding unit can apply the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold. To use the multi-folding unit, the Finisher SR5030 or Booklet Finisher SR5040 is required.

6. Interposer

Inserts cover or slip sheets into printed paper.

7. Buffer pass unit

Cools printed paper.

8. Decurler unit

Flattens curls from sheets to prevent paper jams.

9. Multi bypass tray

Holds up to 500 sheets of paper.

Use to print onto thick paper, tab sheets, and custom size paper. To use the multi bypass tray, the Wide LCT is required.

10. Booklet Finisher SR5040

Sorts, stacks, staples, and punches 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

11. A3/11 × 17 tray unit

You can load 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.

12. Wide LCT

Holds up to 4,000 sheets of paper.

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

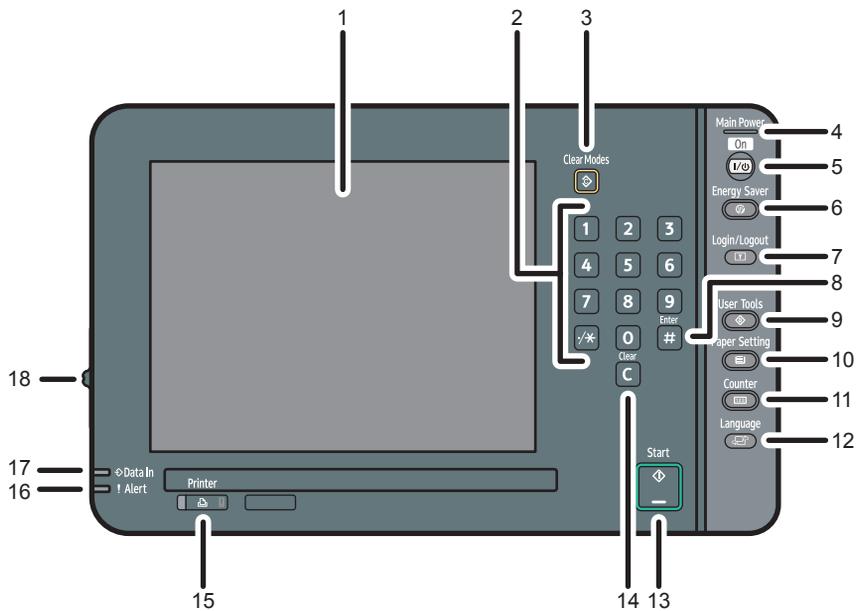
↓ Note

- You cannot install the Finisher SR5030 and Booklet Finisher SR5040 at the same time.

Control Panel

★ Important

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



BZW027

1. Display panel

Displays keys for each function, operation status, or messages. See p.49 "Display Panel".

2. Number keys

Use to enter the numbers.

3. [Clear Modes] key

Press to clear the current settings.

4. Main power indicator

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

5. Operation switch

Press to turn the power on (the operation switch indicator will light up). To turn the power off, press this switch again (the operation switch indicator goes off).

See p.54 "Turning On/Off the Power".

6. [Energy Saver] key

Press to switch to and from Energy Saver mode. See p.56 "Saving Energy".

7. [Login/Logout] key

Press to log in or log out.

8. [#] key (Enter key)

Press to confirm values entered or items specified.

9. [User Tools] key

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

10. [Paper Setting] key

Specify settings for the paper tray. See Paper Settings Reference  .

11. [Counter] key

Press to check or print the counter value. See p.136 "Counter".

12. [Language] key

Press to change the language of the display. See p.49 "Changing the Display Language".

13. [Start] key

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

14. [Clear] key

Press to delete an entered number.

15. [Printer] key

Press to display the operation screen of the printer function.

When you select this function, the indicator to the left of the key will light up.

If an error occurs, the indicator to the right side of the function key lights up. Press the function key to change the display, and then follow the instructions that appear.

16. Alert indicator

Lights continuously if an error has occurred.

17. Data In indicator

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

18. Screen contrast slider

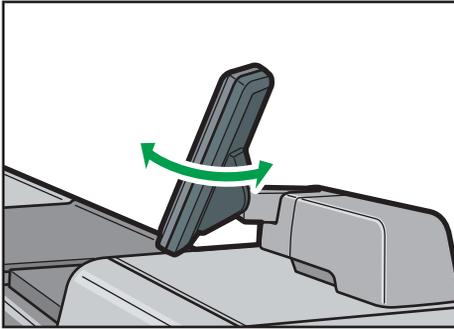
Adjusts display panel brightness.

Adjusting the Angle of the Control Panel

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

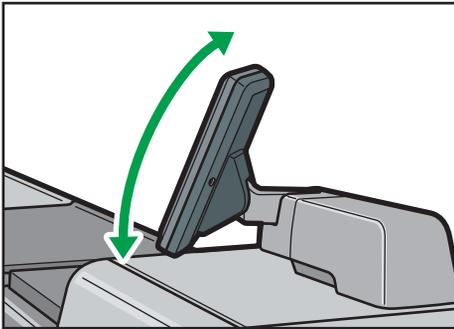
1

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



CET012

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



CET013

Display Panel

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

★ Important

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

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

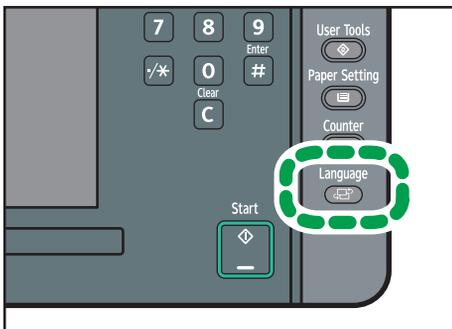
When you select or specify an item on the display panel, it is highlighted like . Keys appearing as cannot be used.

Changing the Display Language

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

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

1. Press the [Language] key.



CAH119

When the Authentication Screen is Displayed

This section explains the authentication screen.

★ Important

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

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

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

↓ Note

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

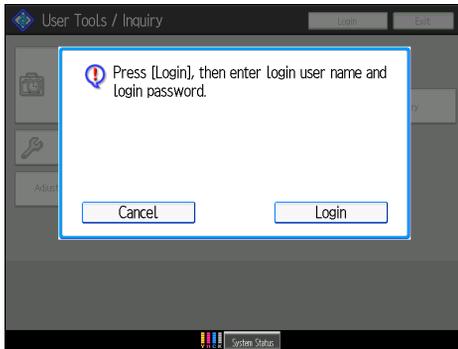
User Code Authentication (Using a Printer Driver)

When User Code Authentication is set, specify a user code in the printer driver's printing preferences dialog box. For details, see the printer driver Help.

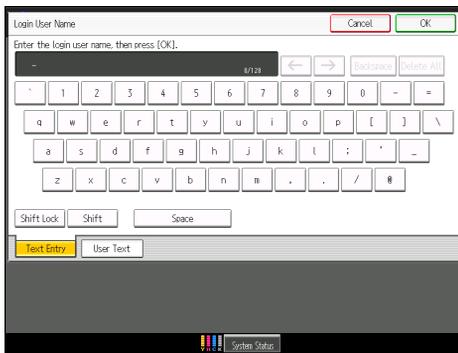
Login (Using the Control Panel)

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

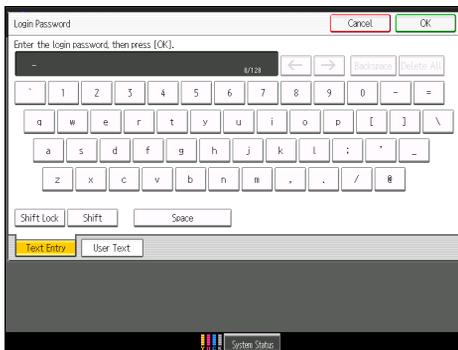
1. Press [Login].



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



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



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

↓ Note

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

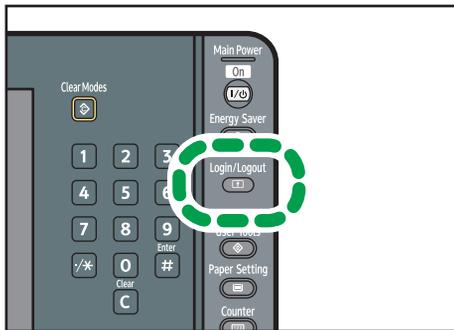
Logout (Using the Control Panel)

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

★ Important

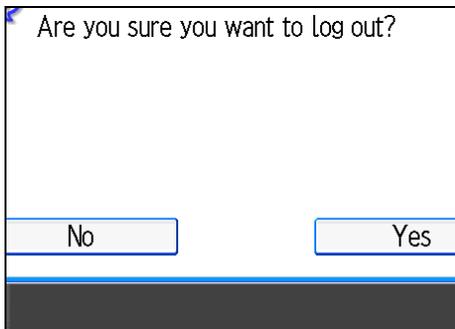
- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. Press the [Login/Logout] key.



BZW028

2. Press [Yes].



Login (Using Web Image Monitor)

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

1. Start a Web browser.
2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.
3. Click [Login].
4. Enter a Login User Name and Login Password, and then click [Login].

Note

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

Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

Note

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

System Reset

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

To change the length of time that the machine waits before automatically switching the screen to the printer function, use the System Auto Reset Timer setting. See "System Settings", Network and System Settings Reference .

Turning On/Off the Power

Power connection

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

Power supply

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

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

Note

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

Turning On the Main Power

Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.
 - After turning off the main power switch, wait for two minutes or more before turning it on again.
1. Make sure the power cord is firmly plugged into the wall outlet.
 2. Open the front left cover.

3. Turn on the main power switch.



CDL031

The main power indicator goes on.

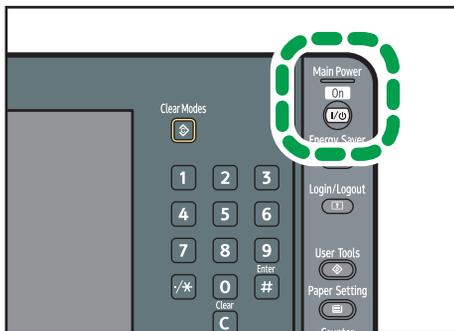
4. Close the front left cover.

↓ 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 three minutes.

Turning On the Power

1. Press the operation switch.



BZW029

The operation switch indicator goes on.

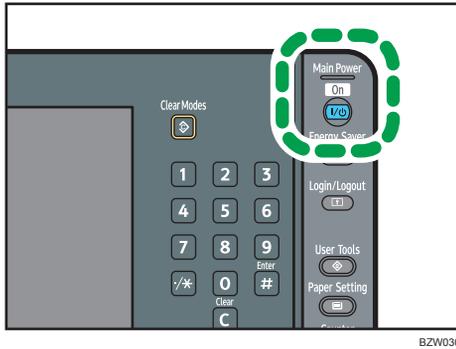
↓ Note

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

Turning Off the Power

1. Press the operation switch.

The operation switch indicator goes off.



↓ Note

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

Turning Off the Main Power

The procedure for turning off the main power varies depending on the machine's configuration. For details, see the procedure for turning off the machine's color controller.

Saving Energy

This machine has the following energy saving functions.

Energy Saver

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

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

Low power mode

If you do not use the machine for a certain period, it automatically lowers its power consumption. When you press the [Energy Saver] key, the machine returns to ready condition.

You can change the amount of time the machine waits before switching to the Low power mode under Energy Saver Timer.

Auto Off

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

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

↓ Note

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

Anti-humidity Heater Switch

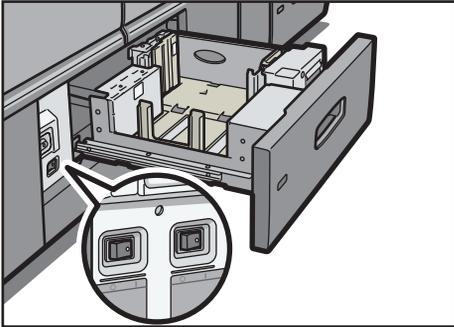
During winter or humid periods when there can be sudden changes in temperature and humidity, the paper in the paper trays can absorb moisture. This may cause image quality to deteriorate.

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.

1

The left switch is for the paper tray heater and the right switch is for the transfer unit heater.



CDL077

2. Adding Paper

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

Loading Paper

⚠ CAUTION

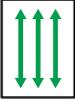
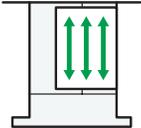
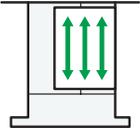
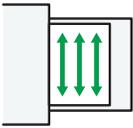
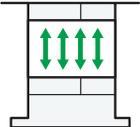
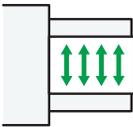
- When loading paper, take care not to trap or injure your fingers.

★ Important

- Do not stack paper over the limit mark.
- 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 set the appropriate paper settings in Tray Paper Settings. For details about Tray Paper Settings, see “Changing Tray Paper Settings”, Paper Settings Reference .

Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the Wide LCT.

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
			
	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.
- 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”, Network and System Settings Reference .
- Fan the paper before loading.

- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see p.82 "Recommended Paper Sizes and Types".

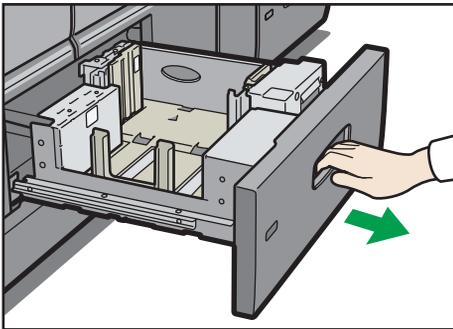
Loading Paper into Tray 1 (Tandem Tray)

2

★ 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 print paper with the right edge of the tray. For the left stack, align the left edge of the print paper to the left edge of the tray.
- Tray 1 can hold $8\frac{1}{2} \times 11$ paper only. If you want to print on A4 from tray 1, contact your service representative.

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

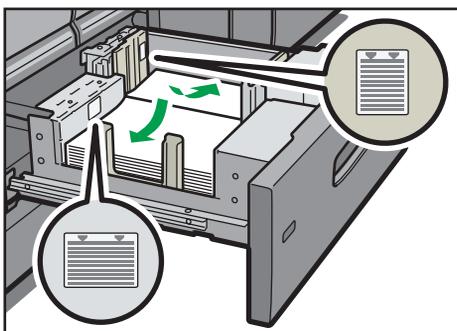


CDL032

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

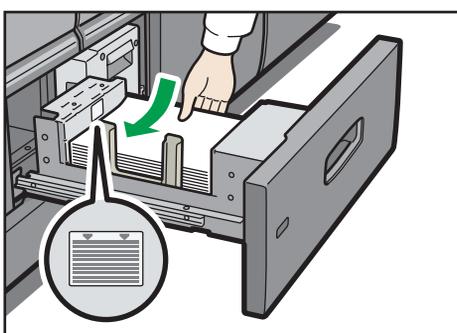
Do not stack paper over the limit mark.

- Whole tray pulled out



CDL033

- Left half of the tray pulled out



CDL034

3. Carefully push the paper tray fully in.

↓ Note

- You can load paper even while making prints from tray 1. You can pull out the left half of the tray while printing is in.
- Load the same size and orientation paper in the other half of the tray.
- Each tray can hold up to 1,000 sheets of paper.

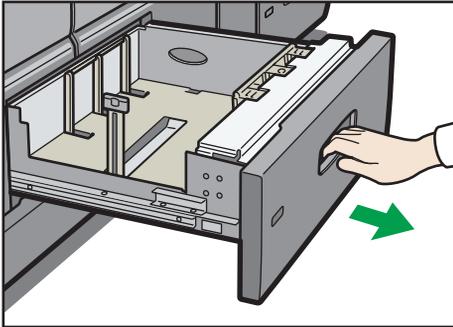
Loading Paper into the A3/11 × 17 Tray Unit

★ Important

- To use the A3/11 × 17 tray unit, you must replace tray 1.
- A3/11 × 17 tray unit can hold 11 × 17□ paper only. If you want to print on A3□, A4□□, B4 JIS (Japanese Industrial Standard)□, 8¹/₂ × 14□, or 8¹/₂ × 11□□, contact your service representative.
- Check the paper edges are aligned at the right side.

2

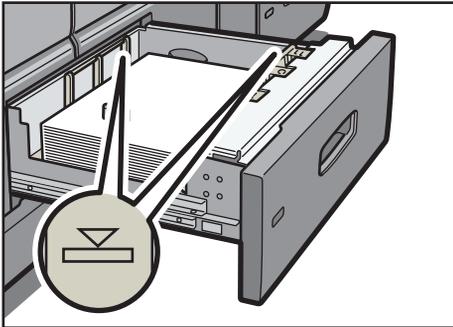
1. Carefully pull out the paper tray until it stops.



CDL035

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

Do not stack paper over the limit mark.



CDL036

3. Carefully push the paper tray fully in.

Note

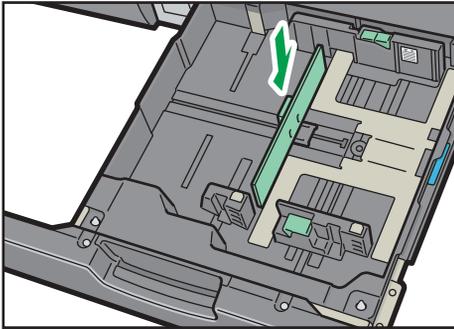
- The tray can hold up to 1,000 sheets of paper.

Loading Paper into Tray 2

Important

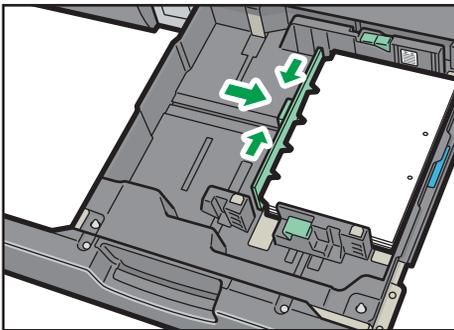
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- If you load paper when 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.
- Check the paper edges are aligned at the right side.

- When loading tab stock in tray 2, always use the optional tab sheet holder.



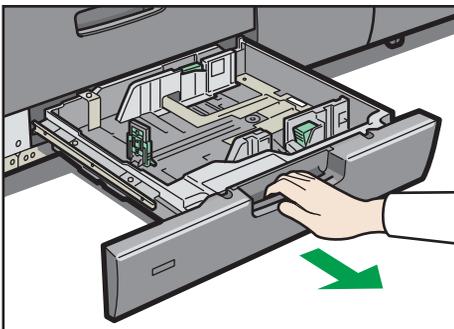
CDH006

- Load tab stock so that the side with the tab faces the tab sheet holder.
- When loading tab stock in tray 2, adjust the end fence position so that the optional tab sheet holder will fit the tab stock.



CDH007

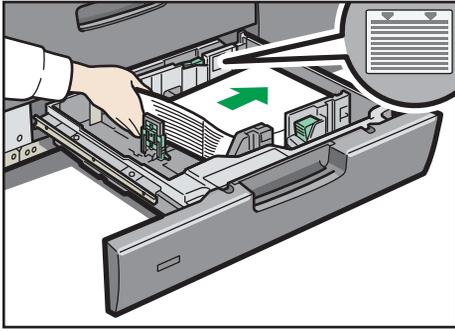
1. Carefully pull out the paper tray until it stops.



CDL037

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

Do not stack paper over the limit mark.



3. Carefully push the paper tray fully in.

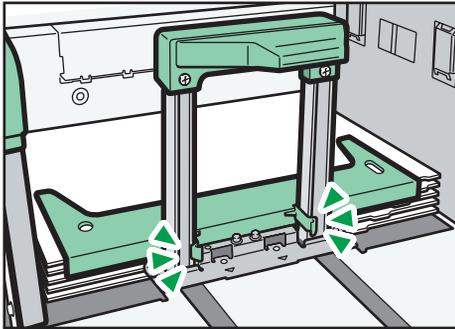
Note

- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel. For details, see p.79 "Changing to a Size That Is Not Automatically Detected".
- The tray can hold up to 500 sheets of paper.
- Various sizes of paper can be loaded in tray 2 by adjusting the positions of side fences and end fence. For details, see p.73 "Changing the Paper Size in Tray 2".

Loading Paper into the Wide Large Capacity Tray

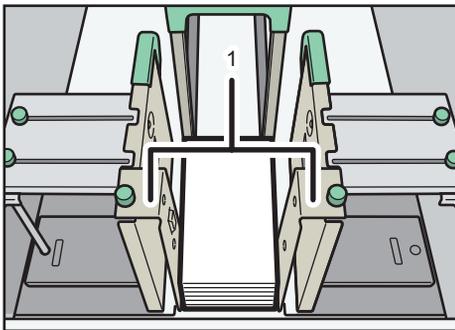
Important

- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- 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.
- 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.
- Check the paper edges are aligned at the left side.
- When setting tab stock, always use the tab fence.



CDL039

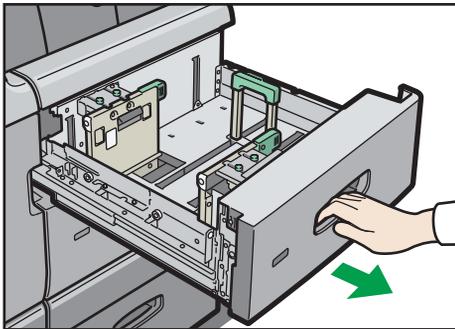
- When loading the Wide LCT with paper that is 100.0 - 139.2 mm (3.94 - 5.48 inches) long, always use the special side fence.



CDL040

1. Special side fence

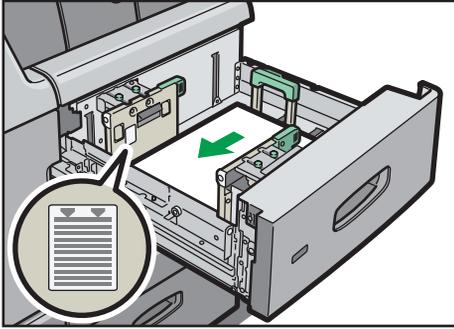
1. Carefully pull out the paper tray until it stops.



CDL041

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

Do not stack paper over the limit mark.



3. Carefully push the paper tray fully in.

Note

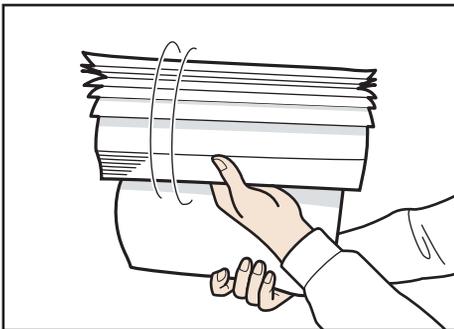
- The Wide LCT can hold up to 1,000 sheets of paper in tray 3 and 5, and 2,000 sheets of paper in tray 4.
- If you load paper that cannot be automatically detected, specify its size using the control panel. For details, see p.79 "Changing to a Size That Is Not Automatically Detected".
- The Wide LCT is identified as tray 3, tray 4, and tray 5.
- Various sizes of paper can be loaded in the Wide LCT by adjusting the positions of side fences and end fence. For details, see p.76 "Changing the Paper Size in the Wide Large Capacity Tray".

Fanning the Paper

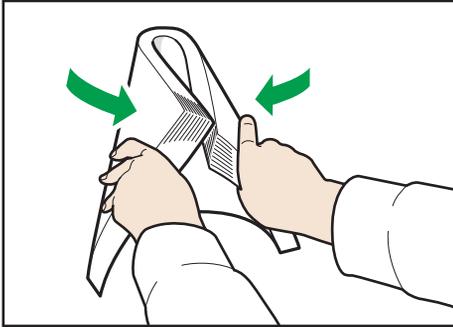
Important

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

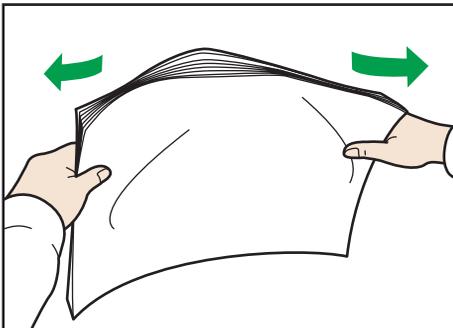
1. Loosen the stack by riffling the sheets.



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

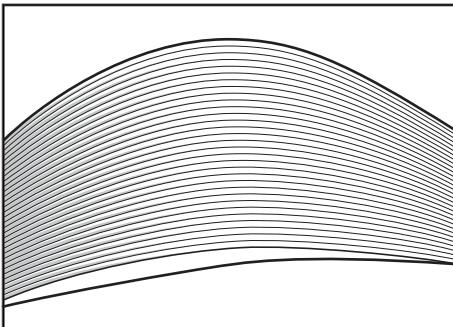


CAL087



CDL085

3. Make sure there is space between the sheets.



CAL089

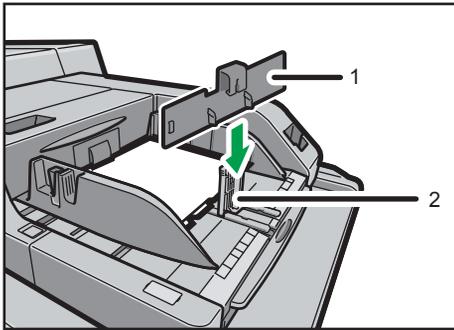
Loading Paper into the Multi Bypass Tray

★ Important

- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.

- 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.
- Check the paper edges are aligned at the left side.
- When setting tab stock, always use the tab fence.

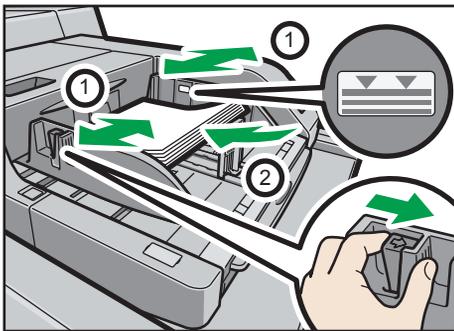
2



CDH030

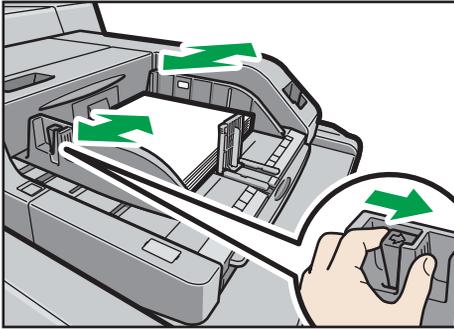
1. Tab fence
2. End fence

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.



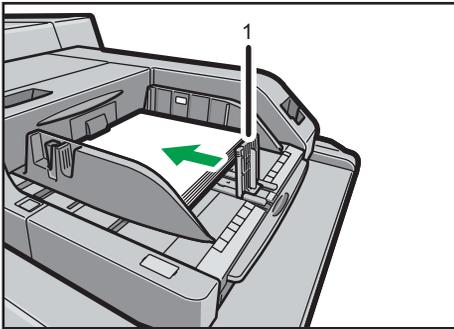
CDL047

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



CDH031

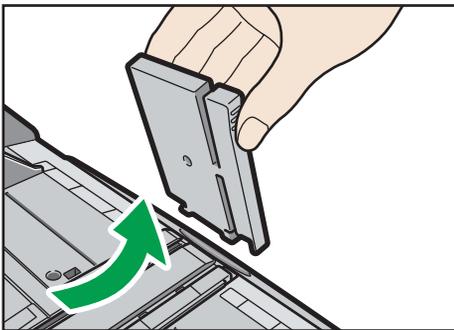
3. Set the end fence.



CDH035

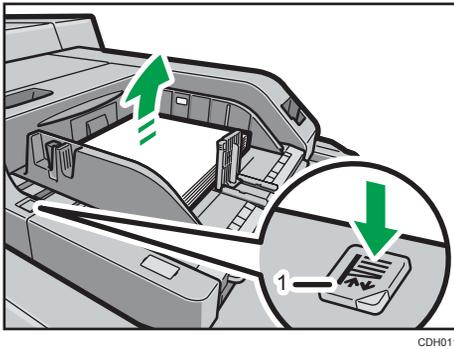
1. End fence

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



CDH010

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



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

- The tray can hold up to 500 sheets of paper.
- If you load paper that cannot be automatically detected, specify its size using the control panel. For details, see p.79 "Changing to a Size That Is Not Automatically Detected".
- The multi bypass tray is identified as tray 6.

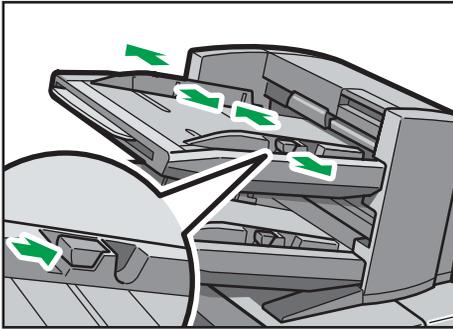
Loading Paper into the Interposer

Important

- Load paper on the side already printed (the front side). If you are using the Booklet Finisher SR5040, load sheets printed side down.
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple or punching location will be on the left side of the paper, when you are facing the machine.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.
- When using the Z-fold function and inserting sheets of paper from the interposer at the same time, change the paper size in the interposer according to the tray that the printouts are delivered to. Otherwise, a misfeed might occur.
 - Use the same size as the Z-folded paper to deliver to the finisher upper tray or the finisher shift tray.

- Use A4, A5, B5 JIS, 8 1/2 × 11, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 16K, SRA4, or custom size (horizontal length of 257.0 mm or less) to deliver to the multi-folding unit tray.

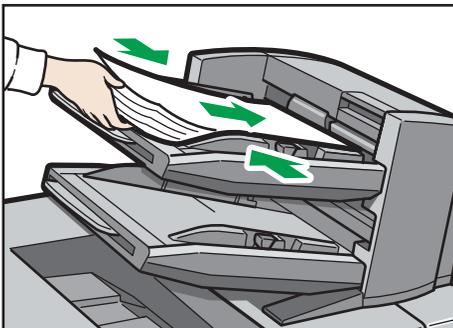
1. While pressing the release lever, align the side fences with the paper size to be loaded.



CET014

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

Do not stack paper over the limit mark.



CET015

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

↓ Note

- Each tray can hold up to 200 sheets of paper.
- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel. For details, see p.79 "Changing to a Size That Is Not Automatically Detected".
- When loading the interposer, be sure to load the paper in the orientation that it will be delivered.

Loading Orientation-Fixed Paper or Two-Sided Paper

Use the settings and paper orientations shown below to ensure the printer prints onto orientation-fixed paper (such as letterhead or continuous stationery) correctly. Place paper as shown below.

Paper Orientation

Print Mode		Tray 1	Tray 2 and A3/11×17 tray unit	Wide LCT and multi bypass tray
		1 Sided		
2 Sided				
1 Sided	—			
2 Sided	—			

: Shows the paper frontside facing up.

: Shows the paper backside facing up.

CET016

Note

- To print on letterhead paper, specify the appropriate paper type in the printer driver's settings.
- Press the [Paper Setting] key, specify [Letterhead] as "Paper Type" for the paper tray you want to use. See "Changing Tray Paper Settings", Paper Settings Reference .

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.
- After changing the paper size, be sure to specify the appropriate paper size in Tray Paper Settings. If you do not, misfeeds might occur. For details about Tray Paper Settings, see “Changing Tray Paper Settings”, Paper Settings Reference  .
- Tray 1 can hold $8\frac{1}{2} \times 11$ paper only. If you want to print on A4 from tray 1, contact your service representative.
- A3/11 × 17 tray unit can hold 11×17 paper only. If you want to print on A3, A4, B4 JIS, $8\frac{1}{2} \times 14$, or $8\frac{1}{2} \times 11$, contact your service representative.
- Procedures for changing the paper size differ depending on the tray. Make sure you are following the appropriate procedure before you begin.

Note

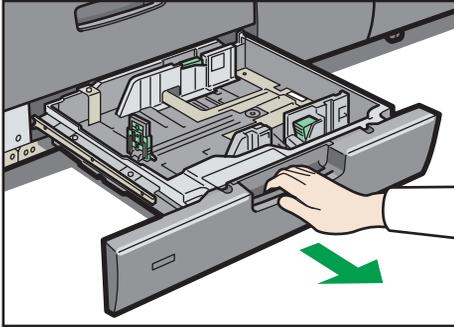
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see p.82 "Recommended Paper Sizes and Types".

Changing the Paper Size in Tray 2

Important

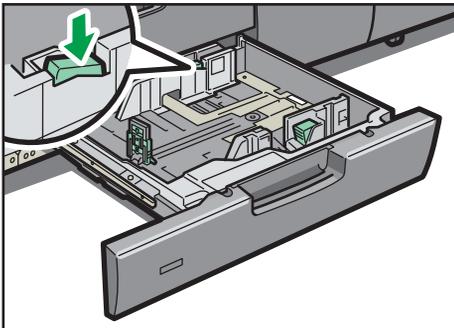
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- Check the paper edges are aligned with the right side.
- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.

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



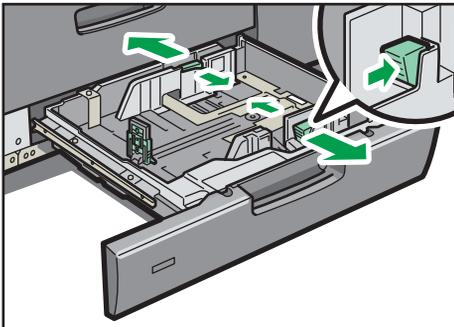
CDL037

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



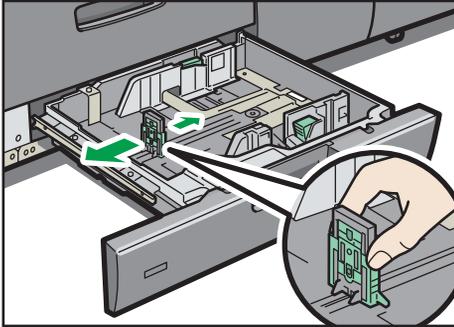
CDL050

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



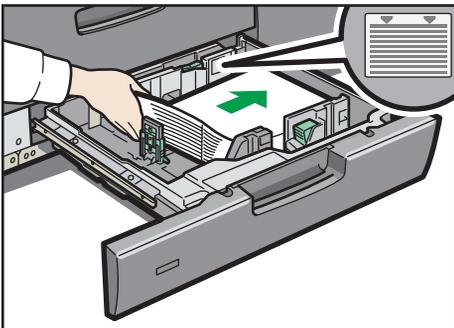
CDL051

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.



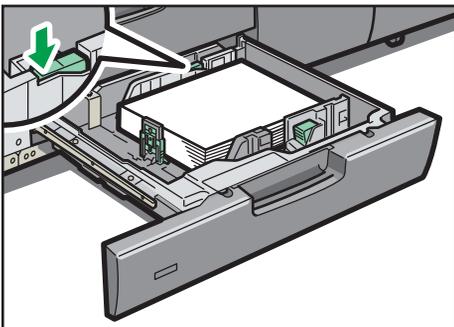
6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



7. Re-lock the side fences.

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

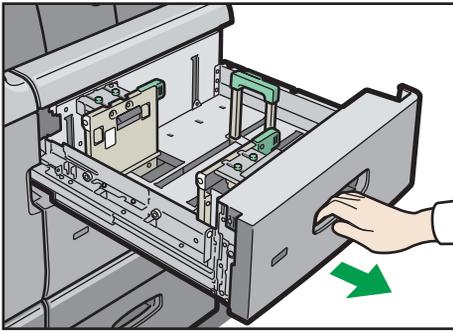


8. Carefully slide the paper tray fully in.
9. Check the paper size on the display.

Changing the Paper Size in the Wide Large Capacity Tray

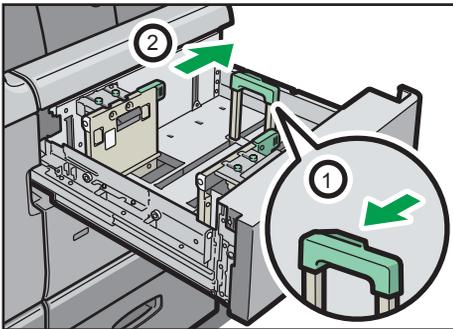
★ Important

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
 - Check the paper edges are aligned with the left side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

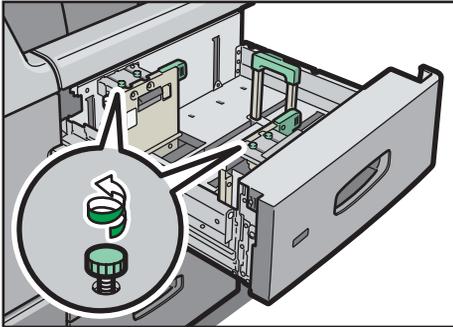


CDL041

2. Remove paper if loaded.
3. Release the end fence.



CDL054

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

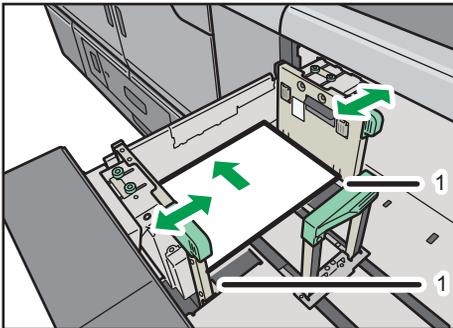
CDL055

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

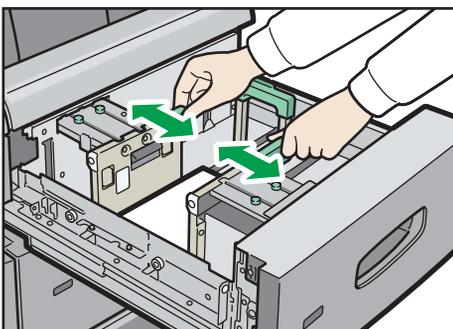
Place paper with print side up.

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.



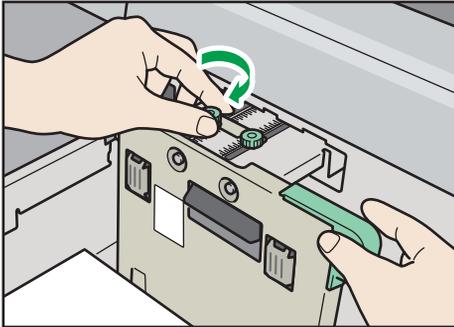
CDL079

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

CDL056

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

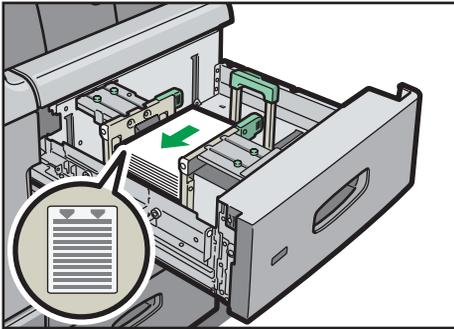
8. Secure the side fences by carefully tightening the screws.



CDL078

9. Load additional sheets, if necessary.

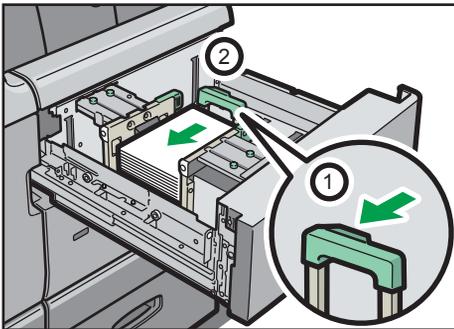
Do not stack paper over the limit mark.



CDL058

10. 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.



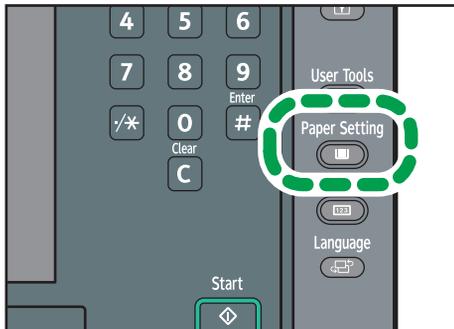
CDL059

11. Carefully slide the paper tray fully in.
12. Check the paper size on the display.

Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load 13 × 18 paper into tray 2 as an example.

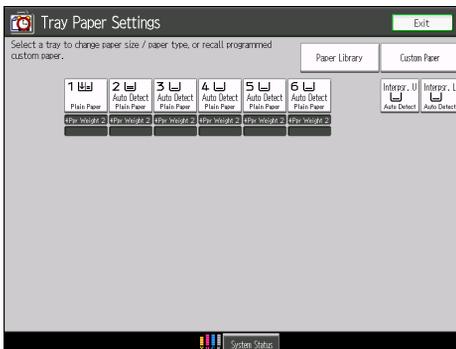
1. Press the [Paper Setting] key.



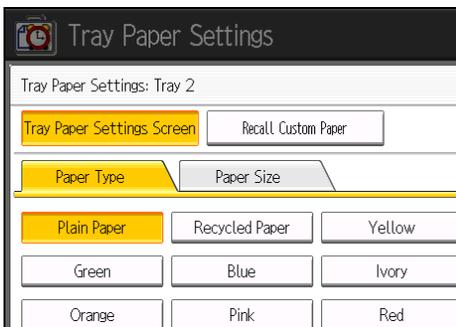
CAL166

The Tray Paper Settings screen appears.

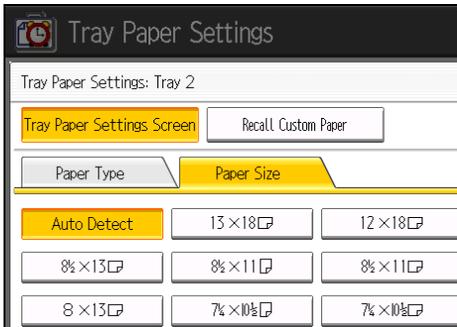
2. Select the tray number on the screen.



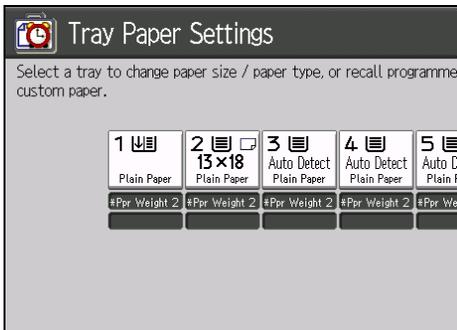
3. Press the [Paper Size] tab.



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



The set paper size and feed direction is displayed.



5. Press the [Paper Setting] key.

Note

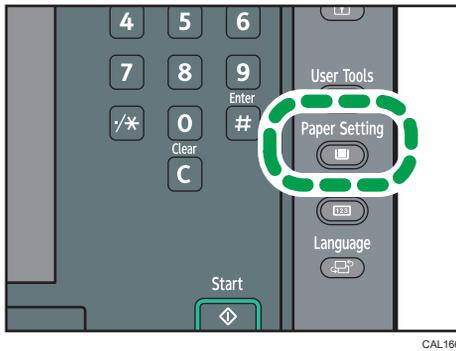
- For details about paper sizes selected automatically, see p.82 "Recommended Paper Sizes and Types".
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 4. The setting is returned to "Auto Detect".

Specifying Custom Size Paper

This section describes how to specify the custom size paper.

When the custom size paper is loaded, the user must set the paper size on the control panel.

1. Press the [Paper Setting] key.



2. Select the tray number on the screen.
3. Press the [Paper Size] tab.
4. Press [Custom Size].
5. Enter the horizontal and vertical size of paper using the number keys, and then press the [#] key.
6. Press [OK] twice.
7. Press the [Paper Setting] key.

Recommended Paper Sizes and Types

★ Important

- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use color OHP transparencies with coatings that are easily melted by heat.
- If you use damp or curled paper, a staple clogging or paper jam may occur.

Tray 1

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	8 1/2 × 11 	1,000 sheets × 2
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	^{*4} A4 	1,000 sheets × 2

Tray 1 (A3/11 × 17 tray unit) (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	11 × 17 	1,000 sheets
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	^{*4} A3  , A4  , B4 JIS  , 8 1/2 × 14  , 8 1/2 × 11 	1,000 sheets
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	^{*4} Custom size Vertical: 8.27 - 12.00 inches Horizontal: 8.27 - 17.28 inches	1,000 sheets

Tray 2

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*5 A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 5 1/2 × 8 1/2, 12 × 18	500 sheets
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*6 A5, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 13 × 18, SRA4, SRA3	500 sheets
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*7 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 5.50 - 18.00 inches	500 sheets
Tab Stock ^{*8}	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)

Multi bypass tray (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	*5 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 ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	*6 A4□, A5□, 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□□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □ 13 × 18□, SRA3□, SRA4□□	500 sheets
52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	*7 Custom size Vertical: 3.94 - 13.00 inches Horizontal ^{*9} : 5.50 - 19.20 inches	500 sheets
Translucent Paper 52.3 - 63.0 g/m ² Paper Weight 1	A3□, A4□□, B5 JIS□□	*10, *11
OHP (Transparency) ^{*12} 163.1 - 216.0 g/m ² Paper Weight 5	A4□□, 8 ¹ / ₂ × 11□□	*10, *11
Tab Stock ^{*13} 52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	A4□, 8 ¹ / ₂ × 11□	-

Wide LCT (tray 3, 5) (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*5 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 ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*6 A4□, A5□, A6□ ^{*14} , B5 JIS□, B6 JIS□ ^{*14} , 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□□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA3□, SRA4□□	1,000 sheets
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*7, *14 Custom size Vertical: 3.94 - 13.00 inches Horizontal: 5.50 - 19.20 inches	1,000 sheets
Coated: Glossy Coated: Matted 80.1 - 256.0 g/m ² Paper Weight 3 - Paper Weight 6	*5 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: Matted 80.1 - 256.0 g/m ² Paper Weight 3 - Paper Weight 6	*6 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□□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA3□, SRA4□□	-
Coated: Glossy Coated: Matted 80.1 - 256.0 g/m ² Paper Weight 3 - Paper Weight 6	*7 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 5.50 - 19.20 inches	-

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
Tab Stock ^{*13} 52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	A4□, 8 ¹ / ₂ × 11□	-
Translucent Paper 52.3 - 63.0 g/m ² Paper Weight 1	A3□, A4□□, B5 JIS□□	*10, *11
OHP (Transparency) ^{*12} 163.1 - 220.0 g/m ² Paper Weight 5	A4□□, 8 ¹ / ₂ × 11□□	*10, *11
Envelopes 163.1 - 256.0 g/m ² (Thickness of overlapping part of the envelope.)	*14, *15, *16, *17 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	-

Wide LCT (tray 4) (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*5 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
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*6 A4□, A5□, A6□ ^{*14} , B5 JIS□, B6 JIS□ ^{*14} , 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□□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA3□, SRA4□□	2,000 sheets

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*7, *14 Custom size Vertical: 3.94 - 13.00 inches Horizontal: 5.50 - 19.20 inches	2,000 sheets
Coated: Glossy Coated: Matted 80.1 - 300.0 g/m ² Paper Weight 3 - Paper Weight 7	*5 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: Matted 80.1 - 300.0 g/m ² Paper Weight 3 - Paper Weight 7	*6 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 □□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA3□, SRA4□□	-
Coated: Glossy Coated: Matted 80.1 - 300.0 g/m ² Paper Weight 3 - Paper Weight 7	*7 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 5.50 - 19.20 inches	-
Tab Stock ^{*13} 52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	A4□, 8 ¹ / ₂ × 11□	-
Translucent Paper 52.3 - 63.0 g/m ² Paper Weight 1	A3□, A4□□, B5 JIS□□	*10, *11
OHP (Transparency) ^{*12} 163.1 - 220.0 g/m ² Paper Weight 5	A4□□, 8 ¹ / ₂ × 11□□	*10, *11

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
Label Paper 52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	A4, 8 1/2 × 11	-
Envelopes 163.1 - 300.0 g/m ² (Thickness of overlapping part of the envelope.)	*14, *15, *16, *17 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	-

Interposer (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
63.1 - 216.0 g/m ² Paper Weight 2 - Paper Weight 5	*5 A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	200 sheets × 2
63.1 - 216.0 g/m ² Paper Weight 2 - Paper Weight 5	*6 A4, A5, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 8K, 16K, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, 7 1/4 × 10 1/2, SRA3, SRA4	200 sheets × 2
63.1 - 216.0 g/m ² Paper Weight 2 - Paper Weight 5	*7 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 5.50 - 19.20 inches	200 sheets × 2

*1 For details about the basis for the weights for Paper Weight 1 to 7, refer to the table titled "Paper Thickness" in this section.

*2 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See p.59 "Loading Paper".

*3 Actual paper capacity might be lower than indicated here, depending on the paper type.

- *4 The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.
- *5 The paper size is detected automatically.
- *6 Select the paper size using the Tray Paper Settings function. For details, see “Changing Tray Paper Settings”, Paper Settings Reference  .
- *7 If you want to print onto custom size paper, enter the size using the Tray Paper Settings function. See “Changing Tray Paper Settings”, Paper Settings Reference  .
- *8 The optional tab sheet holder is required.
- *9 For details on how to use paper that has a horizontal length of between 487.8 and 630.0 mm (19.20 and 24.80 inches), contact your service representative.
- *10 It is recommended to place one sheet at a time.
- *11 The maximum number of sheets you can set at once depends on the paper's thickness and condition.
- *12 If you wish to print onto OHP transparencies, select [OHP (Transparency)].
- *13 The tab fence is required.
- *14 The paper width of between 100.0 and 139.2 mm (3.94 and 5.48 inches) are available only when the special side fence is utilized.
- *15 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.
- *16 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.
- *17 Sizes do not include flap sizes.

Paper Thickness ^{*1}

Paper Thickness	Metric	Bond paper	Cover paper	Index paper
Paper Weight 1	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

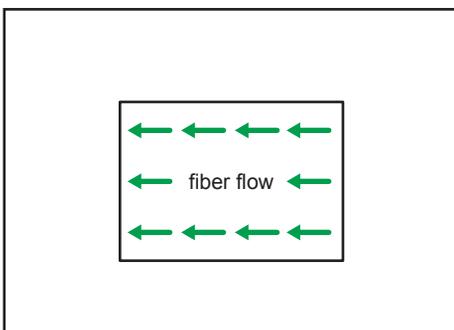
Paper Thickness	Metric	Bond paper	Cover paper	Index paper
Paper Weight 7	256.1 - 300.0 g/m ²	68.1 - 80.0 lb. Bond	94.1 - 110.0 lb. Cover	141.1 - 165.0 lb. Index

*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

↓ **Note**

- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (OHP transparencies can produce noise when delivered.)
- When loading paper in the paper trays 1 - 2, place the print side face down.
- When using the duplex function with tray 1 or tray 2, load the paper so that the odd pages of the printout are face down.
- When loading paper in the multi bypass tray or the Wide LCT, place the print side face up.
- When using the duplex function with the multi bypass tray or the Wide LCT, load the paper so that the odd pages of the printout are face up.
- When using tab stock or label paper, make sure to select the appropriate paper type under [Tray Paper Settings]. See "Changing Tray Paper Settings", Paper Settings Reference  .
- We recommend you load sheets of label paper one by one. This prevents them becoming jammed inside the machine.
- You can specify whether or not the machine auto detects multi-sheet feeds in paper from every tray. The default setting is [On]. In the [Adjustment Settings for Operators] menu, you can also specify whether current jobs are suspended or continued when a multi-sheet feed is detected. For details about Adjustment Settings for Operators, see "Adjustment Settings for Operators", Network and System Settings Reference .
- If multiple sheet feeding occurs, load sheets one by one.
- 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, always use long grain paper.



CDL066

- When printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. See p.71 "Loading Orientation-Fixed Paper or Two-Sided Paper".
- When the "Paper Weight" is set to [Paper Weight 6] or [Paper Weight 7], the print speed is slower than usual.
- 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. See p.95 "Unusable Paper" for more information.
- If the surface of the paper is dusty, white spots might appear on prints. To remove dust, fan the paper thoroughly.
- 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", Network and System Settings Reference .

OHP transparencies

- To print on OHP transparencies from the Wide LCT or the multi bypass tray, press the [Paper Setting] key, and then set "Paper Type" to [OHP (Transparency)].
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.
- When you use OHP transparencies, fan them for each use.
- We recommend you load OHP transparencies one by one. This prevents them becoming jammed inside the machine.
- Also, be sure to remove printed OHP transparencies one by one as they are delivered. This prevents them sticking together.

Translucent Paper

- We recommend you load sheets of translucent paper one by one. This prevents them becoming jammed inside the machine.
- Also, be sure to remove printed sheets of translucent paper one by one as they are delivered. This prevents them sticking together.

Coated Paper

- If you want to use glossy paper, select "Coated: Glossy" for "Paper Type". If you want to use matte paper (including silk, dull, and satin paper), select "Coated: Matted" for "Paper Type". For details

about the settings for using coated paper with custom paper, see “Registering a Custom Paper”, Paper Settings Reference  .

- Before loading coated sheets, be sure to fan them thoroughly.

Envelopes

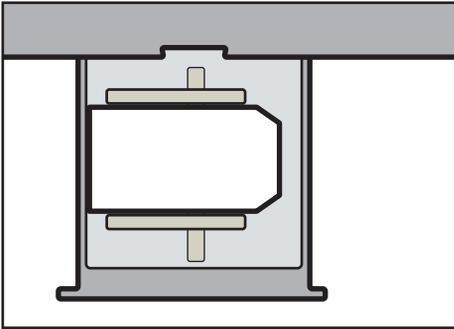
This section describes loading envelopes.

★ 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 in the Wide LCT.

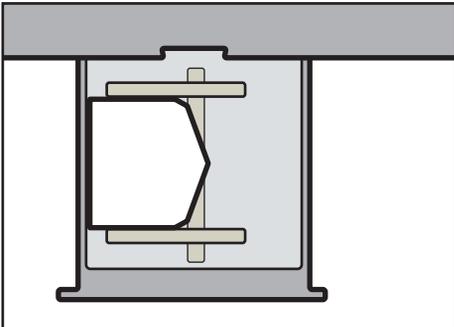
To print on envelopes, load them into the Wide LCT, and be sure to specify the appropriate paper type.

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



CDL070

If you are printing 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.



CDL081

↓ Note

- Be sure to specify the size of the envelope and flap size in Tray Paper Settings. For details, see p.80 "Specifying Custom Size Paper".
- For details about the types of envelopes supported, consult your sales representative.
- When using envelopes, set "Paper Thickness" in "Tray Paper Settings" to the same value as two sheets of the paper used for the envelopes.

- Before loading envelopes, place them on a flat table or desk and press down on them to release excess air and flatten them out. When loading envelopes, make sure they do not go over the limit mark.
- Place one envelope at a time on the Wide LCT 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”, Network and System Settings Reference .
- 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.
- Keep envelopes stored in sealed plastic bags and remove only the quantity needed. Do not add envelopes during printing, as this might cause misfeeds.

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 fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed-edge paper
 - Color OHP transparencies with easily melted coatings
- Faults can occur if you print onto sides that are already printed. Take care to print onto unprinted sides only.
- Do not load sheets that have already been printed onto by another machine.

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Torn paper
 - Rough paper
 - Paper with a dusty surface
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you print onto rough grain paper, the output image might be blurred.
- Some kinds of colored paper cannot be used depending on the color of the paper. For details, contact your local dealer or service representative.

Paper Storage

2

- 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 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.
- Under high temperature and humidity conditions, or low temperature and humidity conditions, 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.

3. Removing Bound Booklets from the Ring Binder and Paper from the High Capacity Stacker

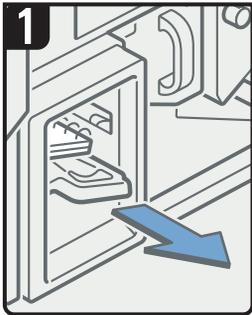
This chapter describes how to remove bound booklets from the ring binder and paper from the high capacity stacker.

Removing Bound Booklets from the Ring Binder Tray

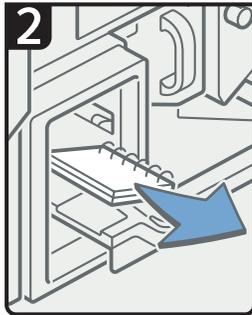
3

⚠ 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.

CAL008

↓ Note

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

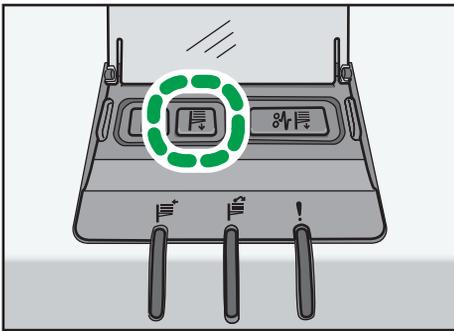
Removing Paper from the High Capacity Stacker

★ 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 stacker.

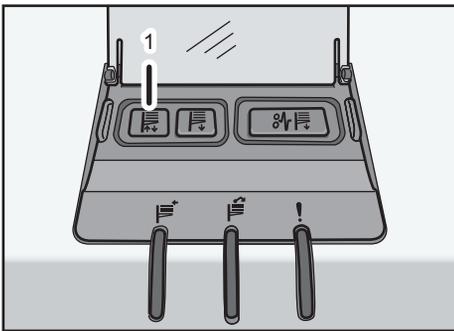
3

1. Open the cover of the stacker control panel, and then press the Tray Lowering button.



CET018

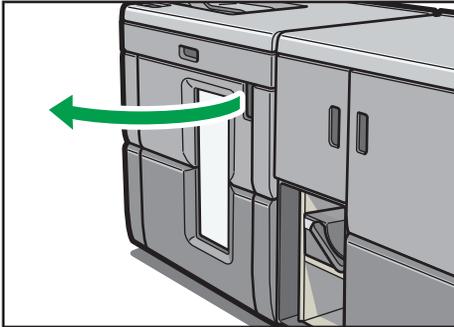
When the stacker tray is fully lowered, the Tray Moving Indicator stops flashing and remains lit.



CET019

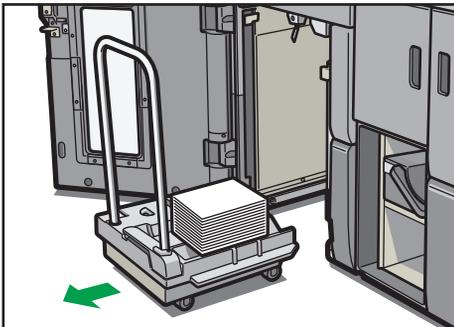
1. Tray Moving Indicator

2. Open the stacker front cover.



CET020

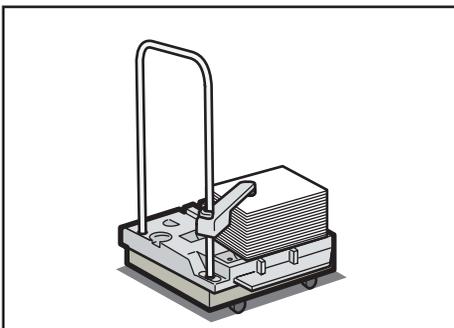
3. Carefully pull out the stacker cart.



CET021

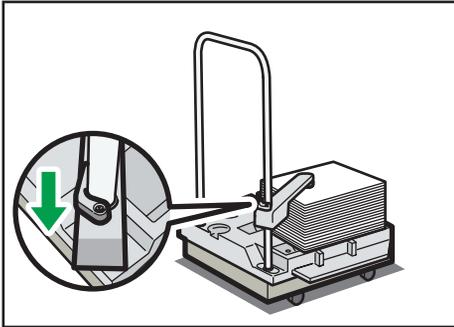
Take care not to let the paper stack topple.

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



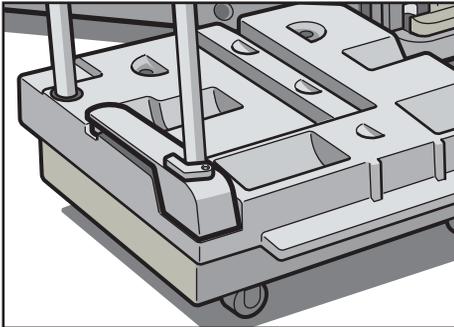
CET022

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



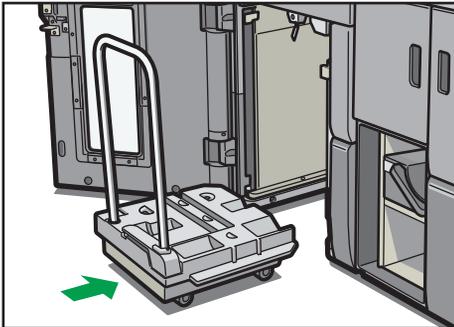
CET023

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



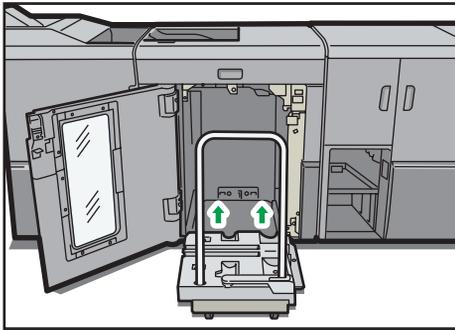
CET024

8. Put the stacker cart back inside the stacker.



CET025

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

4. Adding Toner, Staples, and Ring Combs

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

Adding Toner

WARNING

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

WARNING

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

WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
 - Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

CAUTION

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

CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

CAUTION

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

CAUTION

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

CAUTION

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

CAUTION

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

CAUTION

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

4

Important

- Always add toner when the machine instructs you.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35 °C, or high humidity.
- Store toner on a flat surface.

Note

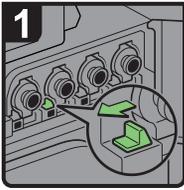
- If the messages "Toner Cartridge is almost empty." and "Check toner cartridge replacement(s)." appear cyclically, the toner has almost run out. Have a replacement toner cartridge at hand.
- If  appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- You can check the name of the required toner and the replacement procedure using the "Add Toner" screen.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings", Troubleshooting  .
- You can add all four color toners in the same way.

Replacing Toner

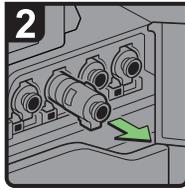
Important

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

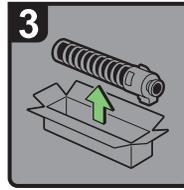
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.



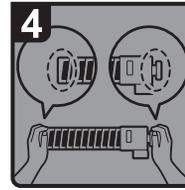
- Open the front upper right cover.
- Slide the lever located at the left side of the toner cartridge to the left.



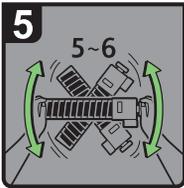
- Pull out the toner cartridge carefully.



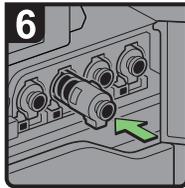
- Take the new toner cartridge out of its box.



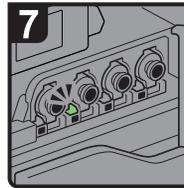
- Hold both ends of the toner cartridge firmly.



- Shake the toner cartridge 5 to 6 times.



- Insert the new toner cartridge.



- Push the new toner cartridge in until the lever clicks.
- Close the front upper right cover.

Used Toner

Toner cannot be re-used.

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

Replacing the Waste Toner Bottle

WARNING

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

WARNING

- 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.

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.

CAUTION

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

CAUTION

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

CAUTION

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

CAUTION

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

⚠ CAUTION

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

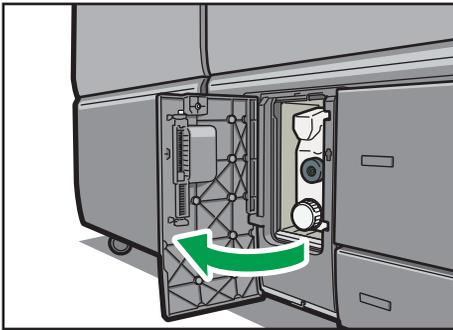
★ Important

- 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.

Replace the waste toner bottle if "Waste Toner Bottle is full. Replace Waste Toner Bottle." appears on the display.

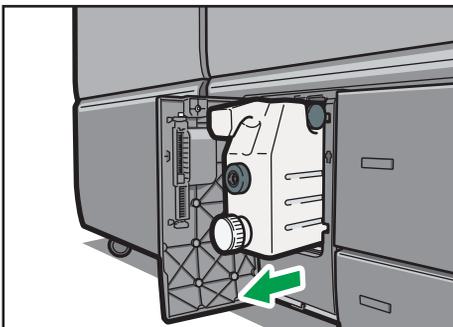
When the "Waste Toner Bottle is almost full." appears on the display, the waste toner bottle should be replaced soon. Prepare a new waste toner bottle.

1. Open the front lower left cover slowly.



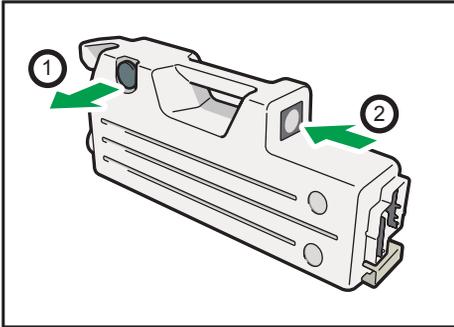
CDL071

2. Carefully pull out the waste toner bottle horizontally.



CDL072

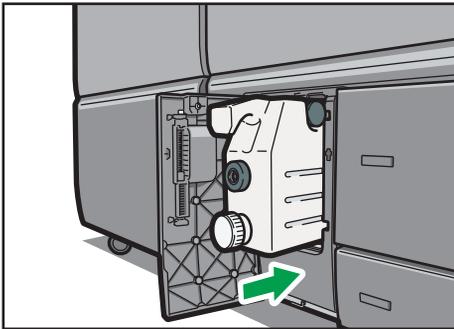
3. Use the cap which is attached to the waste toner bottle to seal its contents.



CDL073

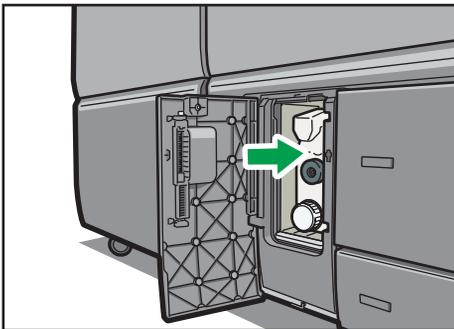
4. Ask your local dealer or service representative to collect the used waste toner bottle.

4. Take the new waste toner bottle out of the box.
5. Insert the waste toner bottle into the machine carefully.



CDL074

6. When the waste toner bottle is inserted to the handle area, push the front side of the waste toner bottle to fully insert it into the machine.



CDL075

7. Carefully close the front lower left cover.



CDL076

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

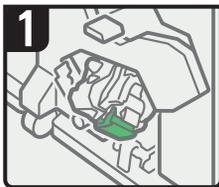
- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

↓ Note

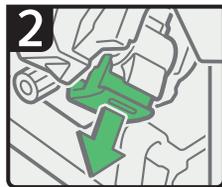
- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.
- Refill the stapler according to the finisher type. Check the type if you are unsure. For details about type of finisher, see p.44 "Options".

4

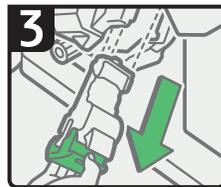
Adding Staples to Finisher SR5030 and Booklet Finisher SR5040



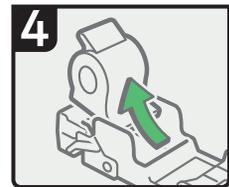
- Open the finisher front cover.
- Pull handle Rb18, and then pull out the staple unit.
- Turn knob Rb19 counterclockwise to rotate the staple unit.



- Pull out the cartridge lever.



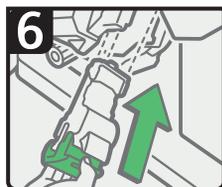
- Pull out the cartridge gently.



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



- Push the new refill into the cartridge until it clicks.

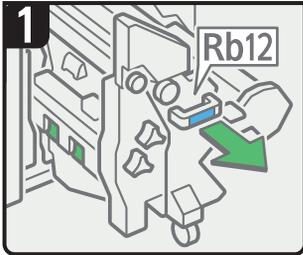


- Hold the lever, and then push in the cartridge.

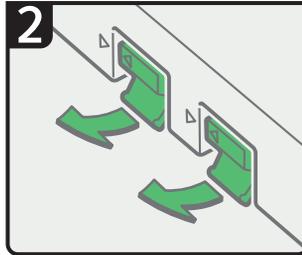


- Push in the cartridge until it clicks.
- Return the staple unit to its original position.
- Close the finisher front cover.

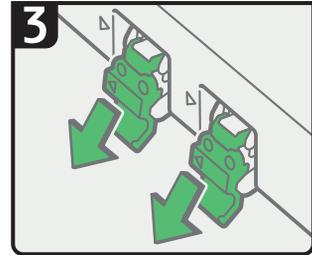
Adding Staples to Booklet Finisher SR5040 (Saddle Stitch)



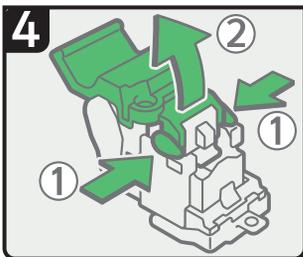
- Open the finisher front cover.
- Pull out the staple unit.



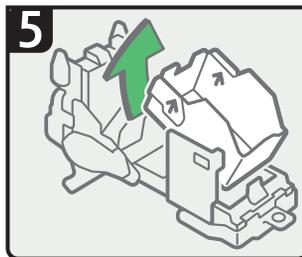
- Raise the levers.



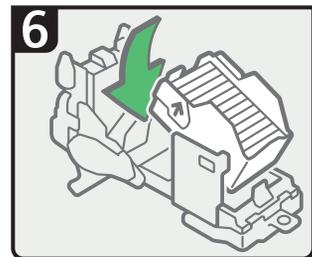
- Pull out the cartridges gently.



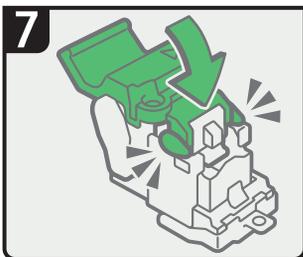
- Hold both sides of the cartridge, and then raise the upper unit.



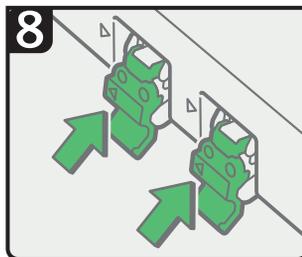
- Remove the empty refill in the direction of the arrow.



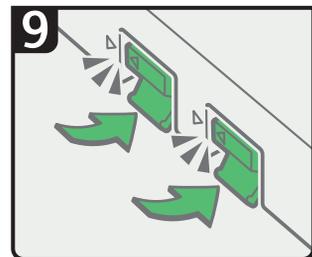
- Push in the new staples until the arrows are aligned.



- Push down the upper unit into the cartridge gently.



- Hold the levers, and then push in the cartridges.



- Push in the cartridges until they click, and then lower the levers.
- Return the staple unit to its original position.
- Close the finisher front cover.

CCL069

Replacing Ring Combs

This section describes how to replace ring combs.

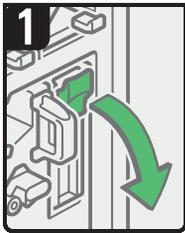
⚠ CAUTION

- 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.

4



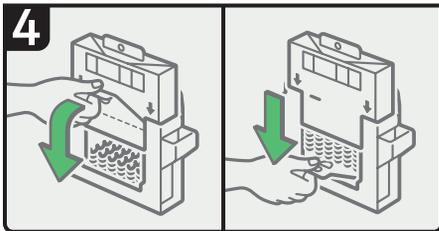
- Open the ring binder front right cover.
- Open the cartridge cover.



- Pull out the ring comb cartridge.



- Insert the ring comb package into the cartridge.



- Pull the tab at the base of the package towards you, and then pull it down.



- Tear the tab along the perforated line, and then remove it.



- Remove the package.
- Push in the cartridge, and then close the cartridge cover.
- Close the ring binder front right cover.

CAL006

↓ Note

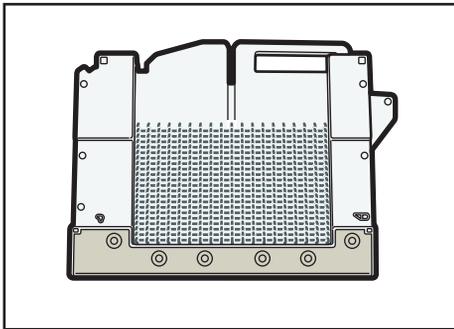
- Add new ring combs to the cartridge only when the "Out of binding ring combs. Add binding ring combs." message appears on the display panel.

- 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

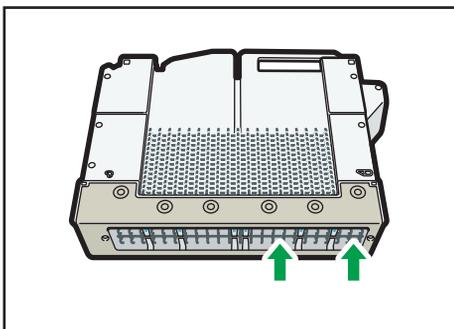
This section describes how to change the type of ring comb set in the ring comb cartridge.

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



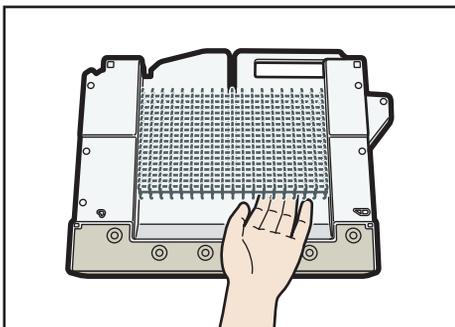
CET028

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

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

Inserting Pages into an Existing Ring Bound Booklet

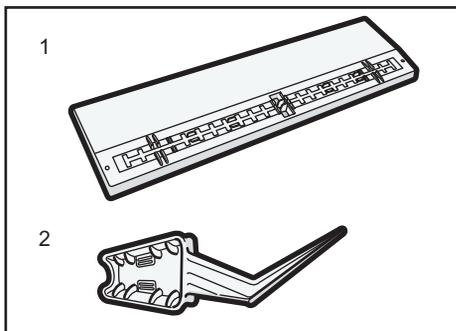
This section describes how to insert pages into an existing ring bound booklet.

To insert new pages into a ring bound booklet, perform the following procedure.

⚠ CAUTION

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

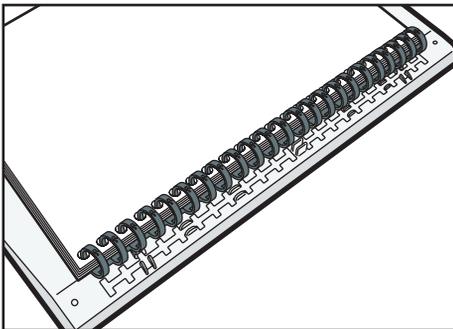
You can use the ring stand and ring opener to insert new pages into the existing ring bound booklets. Use these devices when you need to insert covers, replace existing pages, or add new pages.



CET031

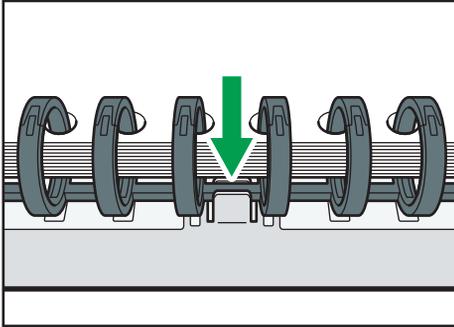
1. Ring stand
2. Ring opener

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

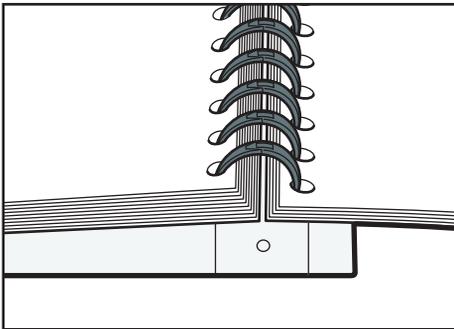
3. Insert the spine of the ring comb into the fixing lug of the ring stand. Gently press down on the ring comb to lock it into place.



CET033

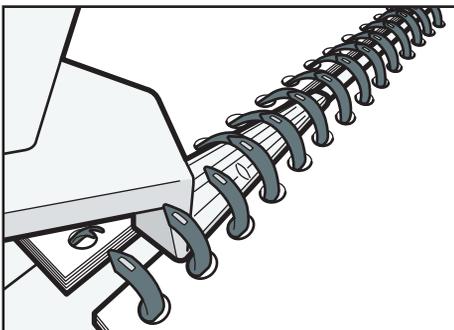
4

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

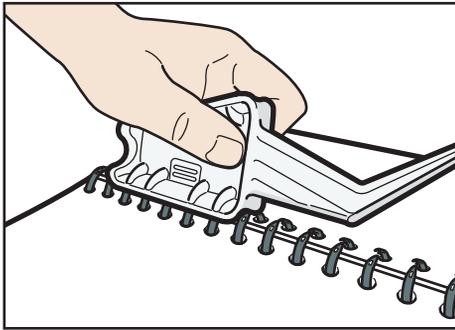
The rings of the comb will open as you push the ring opener through them.

6. Insert the new pages.

7. Holding the sides of the ring opener, carefully press down the opened rings.

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

To close a 50-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.

5. Entering Text

This chapter describes how to enter characters.

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.

Available Characters

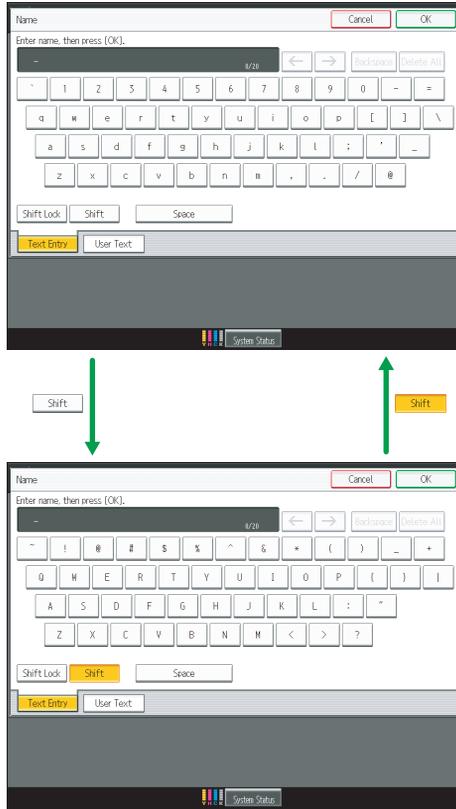
You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals

0123456789

Keys

You can change the entry screen using the keys below.



OET049

Note

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

How to Enter Text

This section explains text entry more specifically.

Entering letters

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

Entering numbers

1. Press numbers you want to enter.

Note

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

Deleting characters

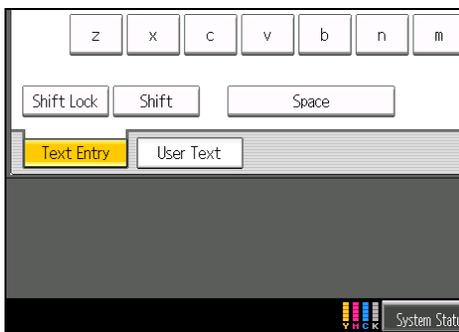
1. Press [Backspace] or [Delete All] to delete characters.

Adding user text

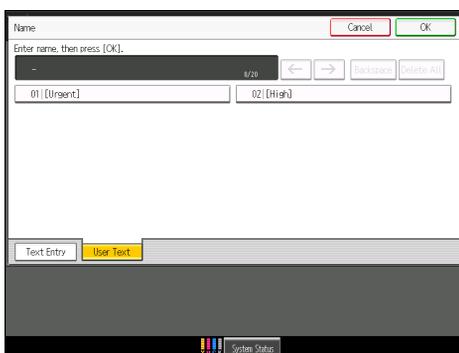
You can select and use a User Text that is registered in [Program / Change / Delete User Text].

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

1. Press [User Text].



2. Select the User Text you want to use.



6. On-screen Operating Instructions

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

Formats of the Operating Instructions

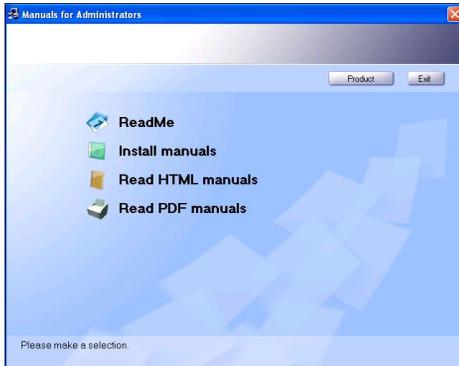
The operating instructions of this machine are provided in the following formats:

- Printed manuals
- HTML manuals
- PDF manuals

The printed and electronic versions of a manual have the same contents. For details about the contents of each manual, see p.6 "Manuals for This Machine". The various manuals are available in different formats. For details about availability, see p.8 "Manuals List".

Reading the HTML Manuals on the CD-ROMs

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Click [Read HTML manuals].



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

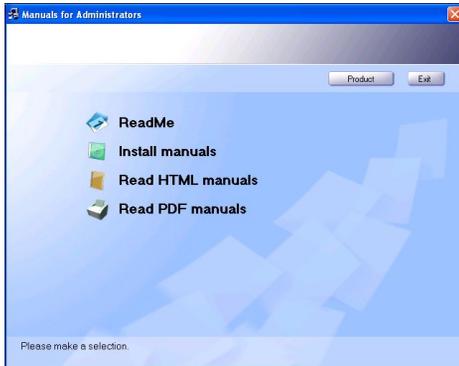
6 Note

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

Installing and Opening the HTML Manuals

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

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Click [Install manuals].



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

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

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

↓ Note

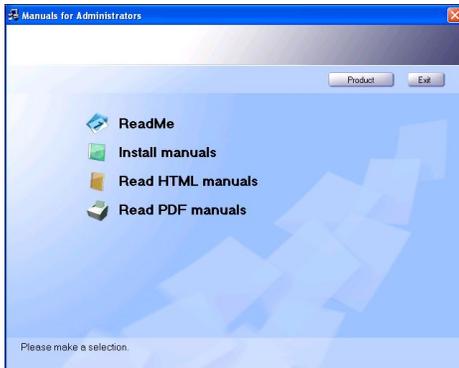
- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows 2000/XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2
 - Minimum display resolution: 800 × 600 pixels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

Reading the PDF Manuals on the CD-ROMs

File path

The manuals are included in the following folder on the CD-ROM:
MANUAL_PDF\<(1 language)

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Click [Read PDF manuals].



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

↓ Note

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

7. Remarks

This chapter describes how to maintain and operate the machine.

Dos and Don'ts

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

WARNING

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

CAUTION

- 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

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Do not touch areas on or around the fusing unit. These areas get hot.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See p.54 "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paper clips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapor from the paper, not a sign of malfunction.

- 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.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The manufacturer shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Ventilation

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

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

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

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 50 m³/hr/person.

New machine smell

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

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

7

Saving Color Prints

This section explains notes on saving color prints.

- Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your prints 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.

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

CAUTION

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

CAUTION

- 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.

CAUTION

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

Important

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. For details about how to turn the main power off, see p.54 "Turning On/Off the Power".
 - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
 - Close all covers and trays, including the front cover.
 - Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling may cause a malfunction or damage the hard disk or memory, resulting in loss of stored files.
 - Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

Optimum environmental conditions

CAUTION

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

CAUTION

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

CAUTION

- 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.

CAUTION

- 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.

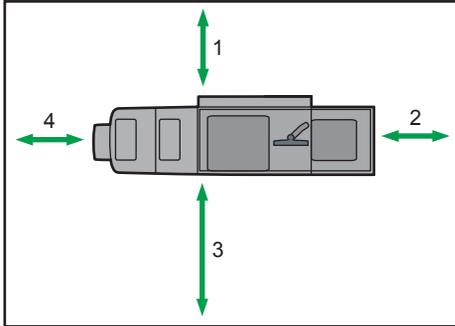
- Temperature: 10 - 32 °C (50 - 89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15 - 80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.

Environments to avoid

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

Access to the machine

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



CET027

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.

7

Power Connection

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

- The power cord that comes with the optional equipment is for use with that equipment 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.

⚠ WARNING

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

⚠ WARNING

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

⚠ 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.

⚠ 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.

⚠ CAUTION

- 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.

⚠ 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.

⚠ CAUTION

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

⚠ CAUTION

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

- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- Power Source

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

Please be sure to connect the power cord to a power source as above.

Maintaining Your Machine

This section explains how to clean the machine.

CAUTION

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

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

This section describes how to clean the machine.

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

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Cleaning the Power Cord Plug

CAUTION

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

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

- 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.

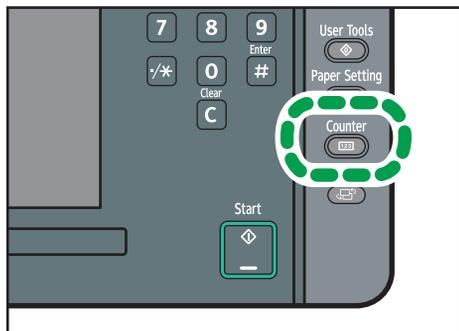
↓ Note

- You can use Web Image Monitor to back up the machine's Address Book. For details about Web Image Monitor, see the Help for Web Image Monitor.

Counter

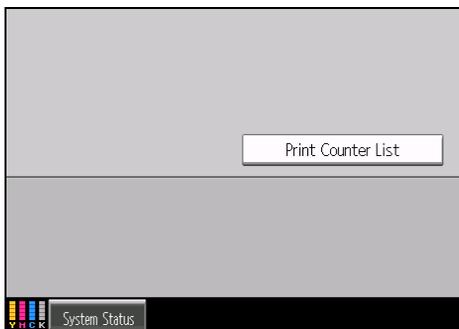
You can display the total counter value used for printer function.

1. Press the [Counter] key.



CAH120

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



3. Press the [Start] key.
4. Press [Exit].

Inquiry

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

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

Supplies

- Telephone No. to order
- Toner
- Staple
- Staple (Booklet)
- Black Binding Combs (50 sheets)
- White Binding Combs (50 sheets)
- Black Binding Combs (100 sheets)
- White Binding Combs (100 sheets)

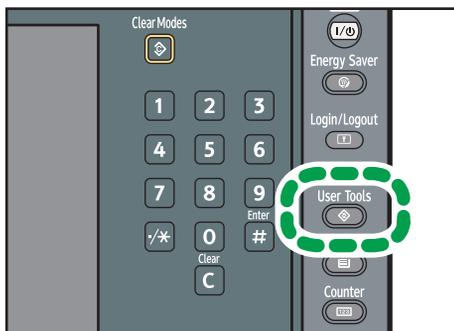
Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

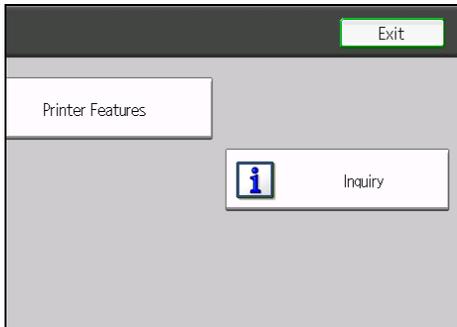
- Telephone No.

1. Press the [User Tools] key.

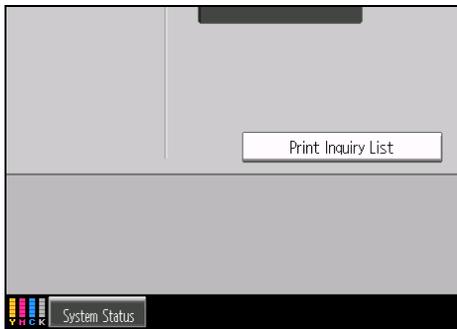


CAH118

2. Press [Inquiry].



3. Press [Print Inquiry List].



7

4. Press the [Start] key.

5. Press [Exit] twice.

Checking the Earth Leakage Breaker

⚠ 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 breakers are not functioning normally, contact your sales or service representative.**

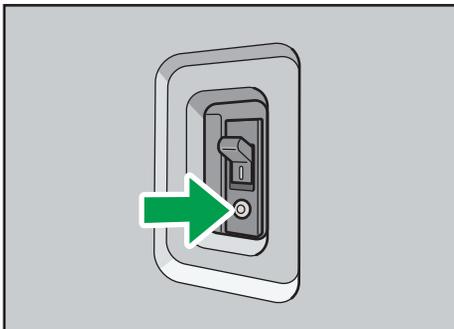
An earth leakage breaker is installed on this machine. For details about where the breaker is located, see p.41 "Guide to Components".

The ring binder and the trimmer unit also have earth leakage breakers on their back sides.

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

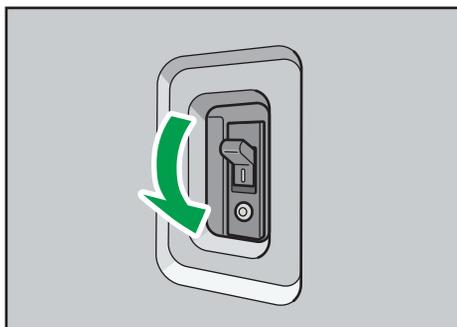
Check all breakers in the same way.

1. **Press the operation switch to turn off the power.**
2. **Turn off the main power.**
3. **Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.**



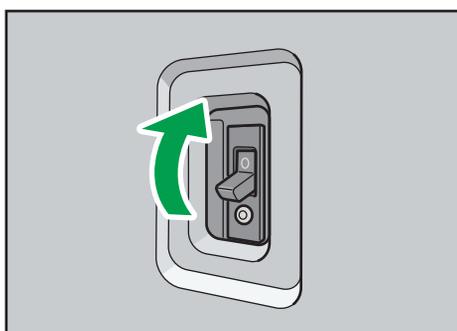
CDL063

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



CDL064

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



CDL065

6. 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 any breaker is in the Off position, contact your sales or service representative. Do not reset the earth leakage breaker yourself.

8. Appendix

This chapter describes specifications.

Specifications for the Main Unit

Configuration:

Console

Photosensitivity type:

OPC drum

Print process:

Laser beam scanning and electro-photographic printing

4 drums tandem method

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

600 dpi/1200 dpi

Warm-up time (23°C (73°F), rated voltage):

300 seconds or less

Paper size:

- Tray 1: A4[□], 8¹/₂ × 11[□]
If you want to load A4[□] into tray 1, contact your service representative.
- Tray 2:
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[□],
7¹/₄ × 10¹/₂^{□□}, 5¹/₂ × 8¹/₂^{□□},
8K[□], 16K^{□□}, 12 × 18[□], 13 × 18[□], SRA3[□], SRA4^{□□}
- Tray 2 (custom size):
Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches)
Horizontal: 139.7 - 457.2 mm (5.50 - 18.00 inches)
- Duplex:
A3[□], A4^{□□}, A5[□], B4 JIS[□], B5 JIS[□],

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

8K□, 16K□, 12 × 18□, 13 × 18□, SRA3□, SRA4□□

- Duplex (custom size):

Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches)

Horizontal: 210.0 - 487.7 mm (8.27 - 19.20 inches)

Paper weight:

- Tray 1: 52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)
- Tray 2: 52.3 - 256.0 g/m² (14.0 lb. Bond - 141.0 lb. Index)
- Duplex: 60.0 - 256.0 g/m² (16.0 lb. Bond - 141.0 lb. Index)

First print time:

- Full Color: 11 seconds or less
- B&W: 11 seconds or less

(A4□, 8¹/₂ × 11□, feeding from tray 1, face up, plain paper, one-sided)

Print speed (Full Color / B&W):

- 75 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 1 - Paper Weight 5)
- 52 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 6 - Paper Weight 7)

Zoom:

From 25 to 400% in increments of 1%

Maximum continuous print run:

9,999 sheets

Paper capacity (80.0 g/m², 20.0 lb. Bond):

- Tray 1: 1,000 sheets
- Tray 2: 500 sheets

Power requirements:

208 - 240 V, 50/60 Hz, 16 A

Power consumption:

	Main unit only	Complete system
Stand-by	About 500 W	-
During printing	About 1,900 W	-
Maximum	About 3,300 W	About 3,300 W

The complete system consists of the main unit, Wide LCT, multi bypass tray, multi-folding unit, and Booklet Finisher SR5040.

Dimensions (W × D × H 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	Complete system
Stand-by	52.5 dB (A) or less	52.5 dB (A) or less
Printing	72.0 dB (A) or less	78.0 dB (A) or less

- Sound pressure level:

	Main unit only	Complete system
Stand-by	49.5 dB (A) or less	49.5 dB (A) or less
Printing	66.0 dB (A) or less	70.0 dB (A) or less

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit, Wide LCT, multi bypass tray, ring binder, and Booklet Finisher SR5040.
- If the machine's temperature increases, the sound level may also increase as the cooling mechanism cools the inside of the machine.

Weight:

550 kg (1,212.6 lb.) or less

Specifications for Finisher SR5030 (Optional)

Finisher Upper Tray

Paper size:

- 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, 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:

- Without Z-fold:
52.3 - 216.0 g/m² (14.0 lb. Bond - 80.0 lb. Cover)
- With Z-fold:
64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 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:
 - 30 sheets: B4 JIS, 8¹/₂ × 14 or larger
 - 20 sheets: A4, 8¹/₂ × 11 or smaller

Finisher Shift Tray

Paper size:

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

SRA3□, SRA4□□, custom size

- With Z-fold:

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

Paper weight:

- Without Z-fold:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

- With Z-fold:

64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:

- 3,000 sheets: A4□, B5 JIS□, 8¹/₂ × 11□

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

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

- 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□, B4 JIS□, A4□□, B5 JIS□□,

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

- With Z-fold:

A3□, B4 JIS□, 11 × 17□

Staple paper weight:

- Without Z-fold:

63.1 - 220.0 g/m² (17.0 lb. Bond - 80.9 lb. Cover)

- With Z-fold:

64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Staple capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:

- 50 sheets:

A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8K□

- 100 sheets:

A4□, B5 JIS□, 8¹/₂ × 11□, 8 × 10□, 7¹/₄ × 10¹/₂□, 16K□

For paper between 90.1 g/m² (24.1 lb. Bond) and 220.0 g/m² (80.9 lb. Cover), the staple capacity is one-third that of 80.0 g/m² (20.0 lb. Bond) paper.

- With Z-fold:

10 sheets

Stack capacity after stapling (80.0 g/m², 20.0 lb. Bond):

- Without Mixed Size and Z-fold:

- 2 - 9 sheets: 150 sets (A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□)
- 10 - 19 sheets: 200 - 105 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
- 20 - 100 sheets: 150 - 30 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
- 10 - 100 sheets: 150 - 15 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
- 10 - 50 sheets: 150 - 30 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)

- With Mixed Size:

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

- With Z-fold:

- 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)

Staple position:

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

Power requirements:

120 V, 50/60 Hz, 2.0 A

Power consumption:

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

Dimensions (W × D × H):

996 × 730 × 1,126 mm (39.3 × 28.8 × 44.4 inches)

Weight:

112 kg (247.0 lb.) or less

Specifications for Booklet Finisher SR5040 (Optional)

Finisher Upper Tray

Paper size:

- 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, 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:

- Without Z-fold:
52.3 - 216.0 g/m² (14.0 lb. Bond - 80.0 lb. Cover)
- With Z-fold:
64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 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:
 - 30 sheets: B4 JIS, 8¹/₂ × 14 or larger
 - 20 sheets: A4, 8¹/₂ × 11 or smaller

Finisher Shift Tray

Paper size:

- Without Z-fold:
A3, B4 JIS, A4, A5, B5 JIS,

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

- Without Z-fold:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

- With Z-fold:

64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 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 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□

- 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□

- With Z-fold:

A3□, B4 JIS□, 11 × 17□

Staple paper weight:

- Without Z-fold:

63.1 - 220.0 g/m² (17.0 lb. Bond - 80.9 lb. Cover)

- With Z-fold:

64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Staple capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:
 - 50 sheets:
A3, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8K
 - 100 sheets:
A4, B5 JIS, 8¹/₂ × 11, 8 × 10, 7¹/₄ × 10¹/₂, 16K

For paper between 90.1 g/m² (24.1 lb. Bond) and 220.0 g/m² (80.9 lb. Cover), the staple capacity is one-third that of 80.0 g/m² (20.0 lb. Bond) paper.

- With Z-fold:
10 sheets

Stack capacity after stapling (80.0 g/m², 20.0 lb. Bond):

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

Staple position:

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

Finisher Booklet Tray**Saddle stitch paper size:**

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

Saddle stitch paper weight:

63.1 - 90.0 g/m² (17.0 - 24.0 lb. Bond)

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

Saddle stitch capacity:

- 80.0 g/m² (20.0 lb. Bond) or lighter: 20 sheets
- Heavier than 80.0 g/m² (20.0 lb. Bond): 15 sheets

Stack capacity after saddle stitching (80.0 g/m², 20.0 lb. Bond):

5 sheets: 30 sets (A3☐)

Saddle stitch position:

Center

Power requirements:

120 V, 50/60 Hz, 2.0 A

Power consumption:

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

Dimensions (W × D × H):

996 × 730 × 1,126 mm (39.3 × 28.8 × 44.4 inches)

Weight:

130 kg (286.6 lb.) or less

Specifications for Punch Unit (Finisher SR5030, Booklet Finisher SR5040) (Optional)

Paper size:

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

Paper weight:

- 2 & 3 holes: 52.3 - 209.0 g/m² (14.0 lb. Bond - 76.9 lb. Cover)
- 4 holes: 52.3 - 163.0 g/m² (14.0 lb. Bond - 60.0 lb. Cover)

Dimensions (W × D × H):

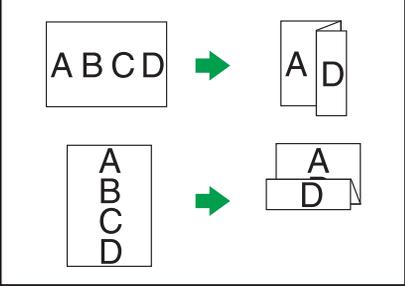
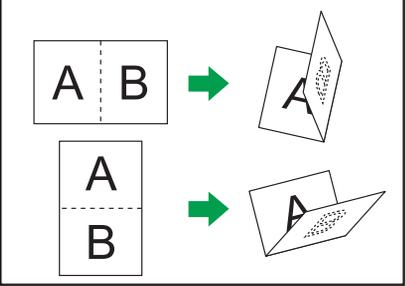
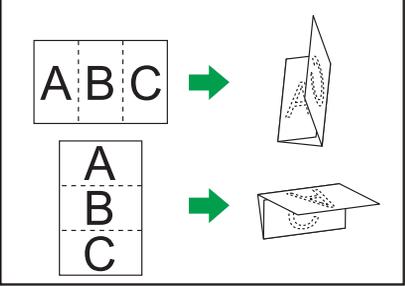
46.0 × 408.5 × 70.5 mm (1.9 × 16.1 × 2.8 inches)

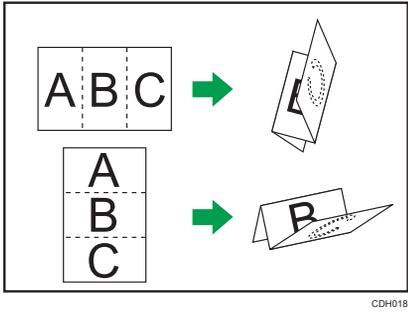
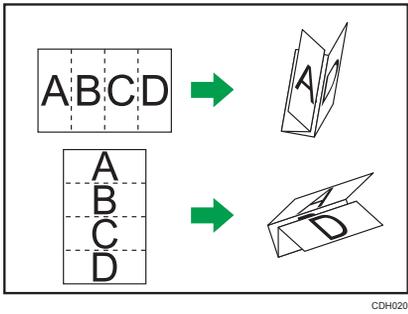
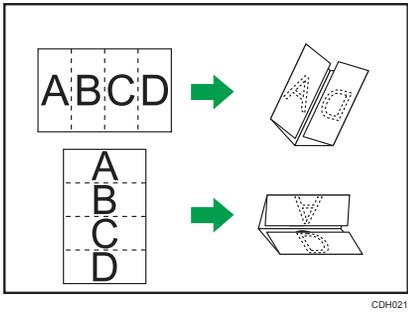
Weight:

1 kg (2.2 lb.) or less

Specifications for Multi-Folding Unit (Optional)

Types of folds

Name of fold	Folding method
Z-fold	 <p style="text-align: right; font-size: small;">BZH089</p>
Half Fold	 <p style="text-align: right; font-size: small;">CDH017</p>
Letter Fold-in	 <p style="text-align: right; font-size: small;">CDH019</p>

Name of fold	Folding method
Letter Fold-out	 <p style="text-align: right; font-size: small;">CDH018</p>
Double Parallel Fold	 <p style="text-align: right; font-size: small;">CDH020</p>
Gate Fold	 <p style="text-align: right; font-size: small;">CDH021</p>

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-out:
A4☐, B4 JIS☐, B5 JIS☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐
- Letter Fold-in:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐

Paper weight:

- With Z-fold, 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)

Power requirements:

120 V, 50/60 Hz, 2.0 A

Power consumption:

Maximum 240 W (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

- The Multi-sheet Fold function can fold a maximum of three sheets at a time.
- Wrinkling can occur when applying letter fold-in, letter fold-out, or gate fold to B4 JIS☐, A3☐, 8¹/₂ × 14☐, 11 × 17☐, 12 × 18☐, 8K☐, or larger sheets. In some cases, you may have to use A4 sheets or smaller when applying folds in combination with the reduction function.

Specifications for Interposer (Optional)

To use the interposer, the Finisher SR5030 or the Booklet Finisher SR5040 is required.

Paper size:

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

11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 5¹/₂ × 8¹/₂, 8¹/₂ × 13, 8¹/₄ × 13, 8 × 13,
7¹/₄ × 10¹/₂, 8¹/₄ × 14, 8 × 10, SRA3, 12 × 18, 8K, 16K,

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

Custom size:

- Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches)
- Horizontal: 139.7 - 487.7 mm (5.50 - 19.20 inches)

Paper weight:

63.1 - 216.0 g/m² (17.0 lb. Bond - 80.0 lb. Cover)

Paper capacity (80.0 g/m², 20.0 lb. Bond):

200 sheets × 2

Power consumption:

Maximum 70 W (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 Ring Binder (Optional)

Paper size (ring binding/comb binding punching):

A4□, 8¹/₂ × 11□

Paper weight (ring binding/comb binding punching):

64.0 - 216.0 g/m² (17.1 lb. Bond - 80.0 lb. Cover)

Ring binding capacity:

2 - 100 sheets

For paper between 80.1 - 216.0 g/m² (21.1 lb. Bond - 80.0 lb. Cover), the ring binding capacity is one-third that of 80.0 g/m² (20.0 lb. bond) paper.

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 capacity:

50 sheets

Comb binding punch holes:

23 holes, 21 holes

Ring binder tray capacity:

- 51 to 100 leaf binding: 11 sets
- In comb binding punch mode: 50 sheets

Power requirements:

120 V, 60 Hz, 2.8 A

Power consumption:

Maximum 400 W (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

↓ Note

- You can apply 23-hole ring binding or punching to A4 sheets only if the A4 punch unit is installed.
- You can apply 21-hole ring binding or punching to 8¹/₂ × 11 sheets only if the letter punch unit is installed.

Specifications for Trimmer Unit (Optional)

To use the trimmer unit, the Booklet Finisher SR5040 is required.

Paper size:

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

Paper weight:

63.1 - 90.0 g/m² (17.0 - 24.0 lb. Bond)

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

Fore edge cut capacity (80.0 g/m², 20.0 lb. Bond):

20 sheets

Stack capacity (80.0 g/m², 20.0 lb. Bond):

- 1 sheet: 60 sets
- 2 - 5 sheets: 60 sets
- 6 - 10 sheets: 35 sets
- 11 - 15 sheets: 25 sets
- 16 - 20 sheets: 20 sets

Power requirements:

100 - 240 V, 50/60 Hz, 2 A

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

Note

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

Specifications for High Capacity Stacker (Optional)

Stacker Upper Tray

Paper size:

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

Paper weight:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

Stack capacity (80.0 g/m², 20.0 lb. Bond):

250 sheets

Stacker Tray

Paper size:

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

Paper weight:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

Stack capacity (80.0 g/m², 20.0 lb. Bond):

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

Power requirements:

120 V, 60 Hz, 15 A

Power consumption:

Maximum 100 W (A separate power source 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 tray: 15 kg (33.1 lb.) or less

Specifications for Buffer Pass Unit (Optional)

Paper size:

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

Paper weight:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

Power source:

100 - 120 V, 50/60 Hz, 3 A

Power consumption:

Maximum 200 W (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 Wide Large Capacity Tray (Optional)

Paper size:

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

Paper weight:

Tray 3, 5: 52.3 - 256.0 g/m² (14.0 lb. Bond - 141.0 lb. Index)
Tray 4: 52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

Paper capacity (80.0 g/m², 20.0 lb. Bond):

Tray 3, 5: 1,000 sheets (80.0 g/m², 20.0 lb. Bond)
Tray 4: 2,000 sheets (80.0 g/m², 20.0 lb. Bond)

Power consumption:

Maximum 180 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

865 × 730 × 1,218 mm (34.1 × 28.8 × 48.0 inches) (Except protruding parts)

Weight:

185 kg (407.9 lb.) or less

↓ Note

- The paper width between 100.0 and 139.2 mm (3.94 and 5.48 inches) are available only when the special side fence is utilized.

Specifications for Multi Bypass Tray (Optional)

Paper size:

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

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

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

SRA3, SRA4, custom size

Paper weight:

52.3 - 216.0 g/m² (14.0 lb. Bond - 80.0 lb. Cover)

Paper capacity (80.0 g/m², 20.0 lb. Bond):

500 sheets

Power consumption:

Maximum 70 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

690 × 561 × 210 mm (27.2 × 22.1 × 8.3 inches) (Except protruding parts)

Weight:

20 kg (44.1 lb.) or less

Specifications for Decurler Unit (Optional)

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, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, custom size

Paper weight:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

Power consumption:

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

Dimensions (W × D × H):

55 × 483 × 190 mm (2.2 × 19.1 × 7.5 inches)

Weight:

5 kg (11.1 lb.) or less

Specifications for Other Options

A3/11 × 17 Tray Unit

You can load 11 × 17[□] or larger size paper in tray 1 using this unit.

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Microsoft[®] Windows[®] 2000 Server

Microsoft[®] Windows[®] 2000 Advanced Server

- The product names of Windows XP are as follows:

Microsoft[®] Windows[®] XP Professional Edition

Microsoft[®] Windows[®] XP Home Edition

Microsoft[®] Windows[®] XP Media Center Edition

Microsoft[®] Windows[®] XP Tablet PC Edition

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Microsoft[®] Windows Vista[®] Business

Microsoft[®] Windows Vista[®] Home Premium

Microsoft[®] Windows Vista[®] Home Basic

Microsoft[®] Windows Vista[®] Enterprise

- The product names of Windows 7 are as follows:

Microsoft[®] Windows[®] 7 Home Premium

Microsoft[®] Windows[®] 7 Professional

Microsoft[®] Windows[®] 7 Ultimate

Microsoft[®] Windows[®] 7 Enterprise

- The product names of Windows Server 2003 are as follows:

Microsoft® Windows Server® 2003 Standard Edition

Microsoft® Windows Server® 2003 Enterprise Edition

- The product names of Windows Server 2003 R2 are as follows:

Microsoft® Windows Server® 2003 R2 Standard Edition

Microsoft® Windows Server® 2003 R2 Enterprise Edition

- The product names of Windows Server 2008 are as follows:

Microsoft® Windows Server® 2008 Standard

Microsoft® Windows Server® 2008 Enterprise

- The product names of Windows Server 2008 R2 are as follows:

Microsoft® Windows Server® 2008 R2 Standard

Microsoft® Windows Server® 2008 R2 Enterprise

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MEMO

Operating Instructions About This Machine

