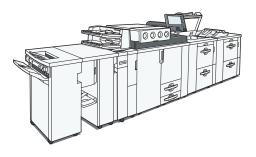




Pro C900s

Operating Instructions About This Machine





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



- 3 Operating Instructions
- **4** Appendix

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

Introduction

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

Important

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

Notes:

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

Certain options might not be available in some countries. For details, please contact your local dealer. Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Laser Safety:

CDRH Regulations

This equipment complies with requirements of IEC60825-1: 2001 for class 1 laser product. This equipment contains multiple AlGaAs laser diodes, max. 111 (rating 38)-milliwatt, 770 - 810 nanometer wavelength for each emitter. The power intensity from the laser unit is 1.33-milliwatt. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

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

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

Notes:

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

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

Power Source

208 - 240V, 50/60Hz, 24A or more

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

Manuals for This Machine

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

🔂 Important

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

About This Machine

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

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

Troubleshooting

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

Copy/Document Server Reference

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

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment.

General Settings Guide

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

Security Reference

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

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

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

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

Information

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

Note

- In addition to the above, manuals are also provided for the Printer function.
- The following optional software products are referred to using general names:

Product name	General name		
ScanRouter EX Professional and ScanRouter EX Enterprise	the ScanRouter delivery software		

Manuals List

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

What You Can Do with This Machine

This section introduces the features of this machine.

Note

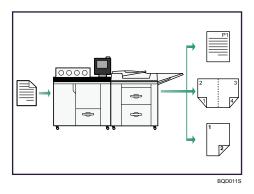
• For details about options, see "Options".

Reference

• p.27 "Options"

Using This Machine as a Copier

You can make copies of originals.



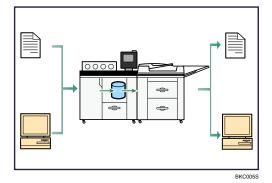
- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.
- You can print stamps on copies. Stamps can include scanned images, dates, and page numbers.
- You can adjust the color tones and image quality of your copies.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.
- Copier functions such as Duplex, Combine, Booklet, and Magazine allow you to save on paper by copying multiple pages onto single sheets.
- You can copy onto various types of paper such as tab stock, envelopes.
- The optional finisher allows you to sort, staple, punch holes in, and Z-fold your copies.

Reference

• See Copy/Document Server Reference.

Utilizing Stored Documents

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



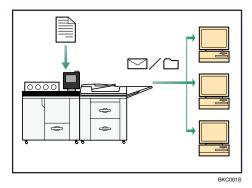
• You can also retrieve stored documents scanned in scanner mode.

Reference

- For details about machine's settings, see "Network Settings Required to Use Document Server", General Settings Guide.
- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference.
- For details about Document Server, see "Document Server", Copy/Document Server Reference.

Using the Scanner in a Network Environment

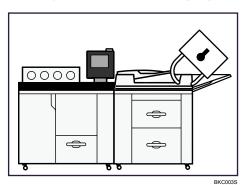
You can use a scanner over the network.



• You can send scan files to a specified destination using e-mail (Sending scan files by e-mail). See "Sending Scan Files by E-mail", Scanner Reference.

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

Administrating the Machine/Protecting Documents (Security Functions)



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

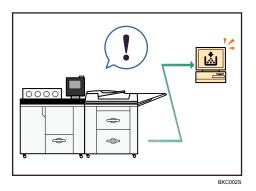
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

Reference

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

Monitoring the Machine Via Computer

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



- 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, printer features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

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Notice

Important

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

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

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

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

Warning:

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 to users in the United States of America

Note:

This equipment has been tested and found to comply with the limits for a Class A digital devices, 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.

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

Regulatory Information

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

Note to users in the state of California

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

How to Read This Manual

Symbols

This manual uses the following symbols:

Comportant 🔁

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.

Names of Major Options

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

- LCIT RT5020 → Wide large capacity tray (Wide LCT)
- Finisher SR5000 → Finisher
- Booklet Finisher BK5000 → Booklet finisher
- Bridge Unit BU5000 → Bridge unit

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.

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

WARNING

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

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

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

Handling power cords and power plugs

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

WARNING

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

WARNING

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

WARNING

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

WARNING

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

WARNING

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

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

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.
- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
 - You spill something into the machine.
 - You suspect that your machine needs service or repair.
 - The external housing of your machine has been damaged.
- Do not turn the earth leakage breaker from the off to the on position. Otherwise it might lead to an electric shock, or cause the circuit breakers to trip.

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

• 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.

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

- Protect the machine from dampness or wet weather, such as rain and snow.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

Handling the machine's interior

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

WARNING

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

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

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.
- During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.
- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

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

MARNING

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

WARNING

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

WARNING

- Keep the waste oil bottle away from flames. There is a risk of fire or burns.
- Take care not to spill the fuser oil.

WARNING

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

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

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

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

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

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

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

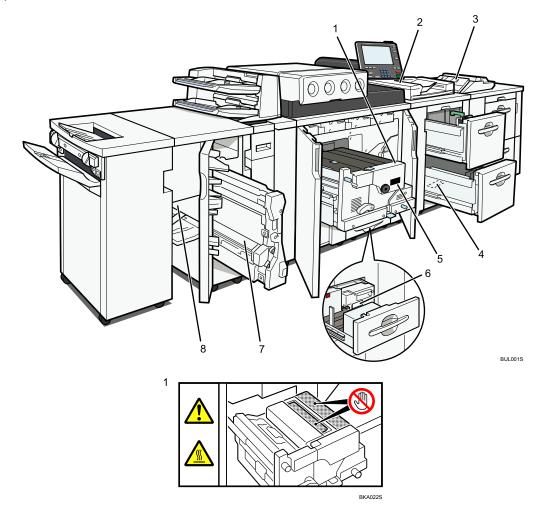
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make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

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

- When loading paper, take care not to trap or injure your fingers.
- The inside of this machine gets very hot. To avoid burns, do not touch parts labelled "hot surface".
- The fusing unit also gets very hot. When installing a new fuser oil unit, turn off the machine and wait until the fusing unit cools before replacing the fuser oil unit.
- To avoid fire and burns, keep the fuser oil unit away from naked flames and other heat sources.

Positions of WARNING and CAUTION labels

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



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.



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



Keep your hands clear of the multi bypass tray (tray 7) when removing paper jam. You might trap your fingers if you do not.



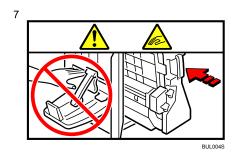
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



The screw hole in the center of the knob gets very hot. Do not touch this area. Doing so could result in burns.



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



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



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

Power Switch Symbols

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

- POWER ON.
- U:STANDBY.

Energy Saving Functions

Low Power mode

This product automatically lowers its power consumption 30 minutes after the last print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies press the [Energy Saver] key first.

Off mode (Copier only)

To conserve energy, this product automatically turns off 90 minutes after finishing the last copy or print job. In this manual, the Off mode is called the Auto Off mode. If you wish to make copies first press the operation switch.

Sleep mode (printer, or scanner installed)

If there is a printer or scanner unit installed, this product automatically lowers further its power consumption 90 minutes after it has shifted to Low Power mode. Printing is still possible in Sleep mode, but if you wish to make copies first press the operation switch.

Duplex Priority

We recommend the duplex function. This function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals \rightarrow two-sided copies) can be selected preferentially when the operation switch or the [Clear Modes] key is pressed, or the machine resets automatically.

		Machine	
Low power mode	Power consumption	560 W	
Low power mode	Default interval	30 minutes	
Low power mode	Recovery time	120 seconds or less	
Off mode	Power consumption	10 W or less	
Off mode	Default interval	90 minutes	
Off mode	Recovery time	360 seconds or less	
Sleep mode	Power consumption	110 W or less	
Sleep mode	Default interval	90 minutes	
Sleep mode	Recovery time	420 seconds	

Specifications

Duplex priority	One-sided → Two-sided
-----------------	-----------------------

Note

- Figures for power consumption were obtained from testing performed prior to shipment.
- Using the Energy Saver Timer setting, you can change the length of time that the machine waits before it switches to Low Power mode. See "System Settings", General Settings Guide.
- Using the Auto Off Timer setting, you can change the length of time that the machine waits before it switches to Off mode or Sleep mode.
- For details about changing Duplex Priority mode, see "Registering the Initial Display's Default Functions", Copy/Document Server Reference.

Recycled Paper

We recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

1. Getting Started

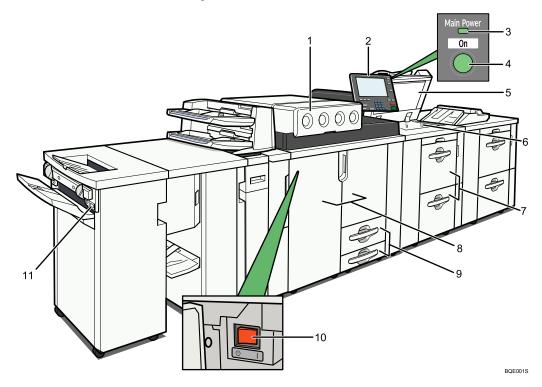
This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

Comportant 🔁

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



1. Toner cover

Open to change the toner container.

2. Control panel

See "Control Panel".

3. Main power indicator

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

4. Operation switch

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

5. Auto Document Feeder (ADF)

Load a stack of originals here. They will be fed automatically one by one.

6. Exposure glass

Place originals here face down.

7. Paper tray (Tray 3, 4)

Load paper here.

8. Front cover (front right / left cover)

Open to access the inside of the machine.

9. Paper tray (Tray 1, 2)

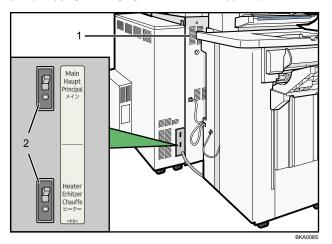
Load paper here.

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.

11. Suspend/Resume switch

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



1. Ventilation holes

Prevent overheating.

2. Earth breakers

Main breaker (top): Cuts the flow of electricity from the main power supply if a current overload occurs. Heater breaker (bottom): Cuts the flow of electricity to the heater if a current overload occurs.

Reference

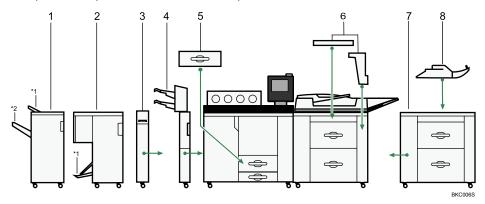
- p.29 "Control Panel"
- p.41 "Turning On/Off the Power"

Options

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

External options

This section provides explanations about external options.



1. Finisher

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

- *1: Finisher upper tray
- *2: Finisher shift tray

2. Booklet finisher

The saddle stitch function can staple the copies in the center and fold them into booklets.

*1: Finisher booklet tray

3. Z-folding unit

Makes two parallel folds on printed paper, one of which faces in and the other facing out.

4. Interposer

Inserts cover or slip sheets into printed paper.

5. A3/11 × 17 tray unit

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

6. Bridge unit

You can connect two wide large capacity trays with this unit.

7. Wide large capacity tray (Wide LCT)

Holds 4,000 sheets of A3 or 11 × 17 sized paper. Use to print onto adhesive labels, tab sheets, envelopes, and custom size paper.

8. Multi bypass tray (Tray 7)

Use when printing onto thick paper, tab sheets, envelopes, and custom size paper.

Internal options

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

DataOverWriteSecurity Unit

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

• Copy Data Security Unit

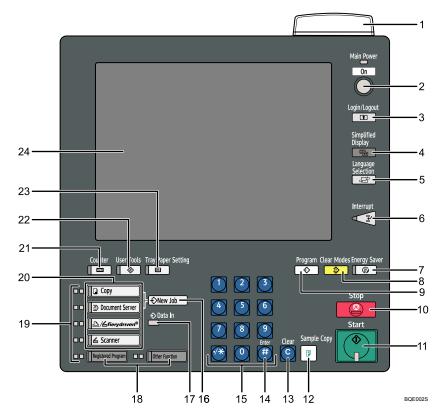
If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.

Control Panel

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

🔂 Important

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



1. Status indicator

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

- Off: The main power switch is turned off or ready to make copies.
- Flashing green: Scanning originals.
- Lit green: Copying (ready to scan originals)
- Flashing red: Toner has nearly run out.
- Lit red: Paper jam or other malfunction.

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

2. Operation switch

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

3. [Login/Logout] key

Press to log in or out of the system.

4. [Simplified Display] key

Press to go to the Simplified Display screen. See "Display Panel".

5. [Language Selection] key

Press to change the language of the display.

6. [Interrupt] key

Press to make interrupt copies during a copy run. See "Interrupt Copy", Copy/Document Server Reference.

7. [Energy Saver] key

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

8. [Clear Modes] key

Press to clear previously entered print job settings.

9. [Program] key (copier and scanner mode)

Press to register frequently used settings, or to recall registered settings.

10. [Stop] key

The [Stop] key on the machine does not function.

11. [Start] key

Press to start copying, or to scan or print documents stored on the Document Server.

12. [Sample Copy] key

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

13. [Clear] key

Press to delete an entered number.

14. [#] key (Enter key)

Press to enter a numerical value.

15. Number keys

Use to enter the numbers.

16. [New Job] key

Use this key to set up the next copy job while a copy job or storing data in the Document Server is in progress.

17. Data In indicator (printer mode)

Lights up when the printer is receiving data.

18. [Registered Program] key/[Other Function] key

Calls up registered functions.

19. Function status indicators

These show the status of the functions.

• Green: active.

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

20. Function keys

Press to display the operation screen of one of the following functions:

- Copy
- Document Server
- Printer
- Scanner

The indicator of the selected function goes on. See "Changing Modes".

21. [Counter] key

Press to check or print the total number of copies made. See "Counter", General Settings Guide.

22. [User Tools] key

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

23. [Tray Paper Setting] key

Specify settings for the paper tray.

24. Display panel

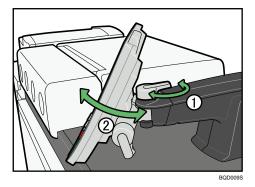
Shows function menus, error messages, and the machine's operation status.

Reference

- p.33 "Display Panel"
- p.39 "Changing Modes"
- p.41 "Turning On/Off the Power"
- p.45 "Saving Energy"

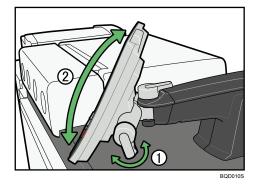
Adjusting the Angle of the Control Panel

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



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

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



- 1. Turn the handle upward to unlock the vertical joint securing the control panel.
- 2. Position the control panel at the vertical angle that you require. Turn the handle downward to lock the joint.

Display Panel

The display panel shows function menus, error messages, and the machine's operation status.

🔂 Important

 Impact or pressure of more than 30 N (3 kgf) will damage the screen. (N = Newtons; kgf = kilogram force; 1 kgf = 9.8 N)

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

When you select an item on the display panel, the item will appear highlighted as follows: Are the other / birst

Items or keys that are unavailable for selection appear grayed out as follows:

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



Note

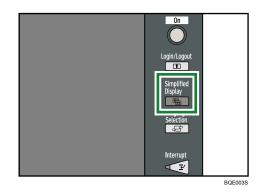
• The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

Simplified Display

This section explains how to switch to the simplified display.

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

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



Example of a simplified display

This illustration shows the copier function's simplified display.

	Ready	Orig.	0Qty.	1)Copy	0
Auto Clr.Select		Den Calan	4		
Full Color	Auto Select 🕨	Ppr.Selec	L		
Black & White	Full Size Aut	to R/E	11×15 81⁄2×11	8½×11 11×17 1 0 0	⊃%
Orig. Orientation 	12 → [/ 2	2 Sided+2 Sided	1 Sided+Combin		
	Y H C	system Status	Job List		QE004S

1. [Key Color]

Press to increase screen contrast by changing the color of the keys. This is available only for the simplified display.

Vote

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

When the Authentication Screen is Displayed

This section explains the authentication screen.

🔂 Important 🔵

- Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.
- User code to enter on User Code Authentication is the numerical value registered in the address book as "login user name".

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

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

Vote

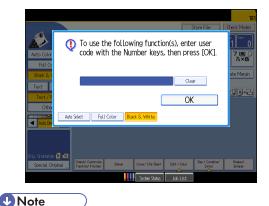
• If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

User Code Authentication (Using the Control Panel)

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

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

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



```
. . .
```

• To log off, do one of the following:

1

- Press the operation switch.
- Press the [Energy Saver] key after jobs are completed.

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

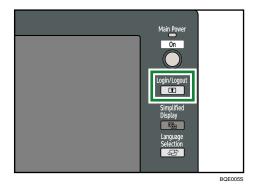
• If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

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.

Content Important

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



2. Press [Yes].



Login (Using Web Image Monitor)

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

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

Note

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

Logout (Using Web Image Monitor)

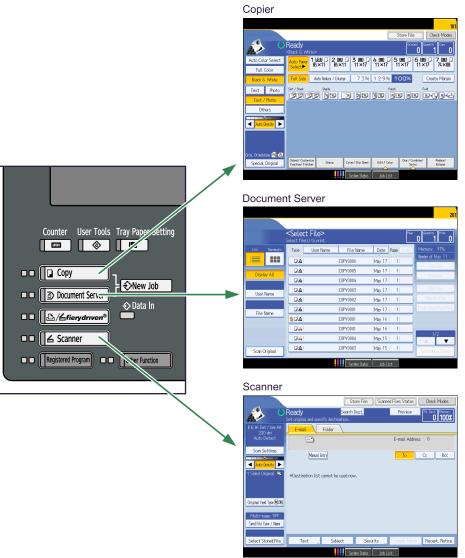
This section explains the procedure for logging out the machine via Web Image Monitor.

- 1. Click [Logout] to log out.
- Note
 - Delete the cache memory of a Web browser after logging out.

1

Changing Modes

This section explains how to change modes.



BOE006S

Note

- You cannot switch modes in any of the following situations:
 - When accessing User Tools / Counter / Inquiry
 - During interrupt copying
 - While scanning an original

• The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", General Settings Guide.

System Reset

This section explains System Reset.

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For the procedure for specifying default settings under Function Priority, see "System Settings", General Settings Guide.

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

1

Turning On/Off the Power

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

Power supply

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

Operation switch (right side of the control panel)

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

Main power switch (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 completely off. Use this switch only when necessary.

Note

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

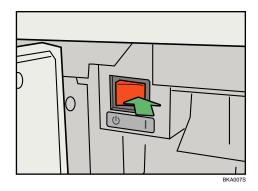
Turning On the Main Power

This section explains how to turn on the main power.

🔂 Important

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

The main power indicator goes on.



4. Close the front left cover.

Note

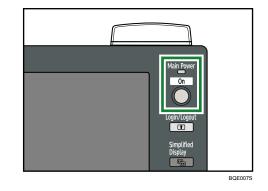
• After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



Note

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

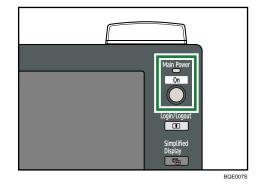
Turning Off the Power

This section explains how to turn off the power.

1. Make sure the ADF is in the right position.

2. Press the operation switch.

The operation switch indicator goes off.



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Note
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- 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.

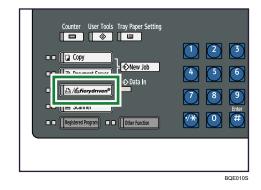
Turning Off the Main Power

This section explains how to turn off the main power.

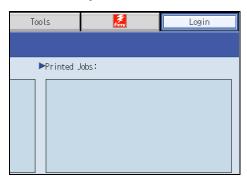
😭 Important

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.
- After turning off the main power switch, wait for two minutes or more before turning it on again.

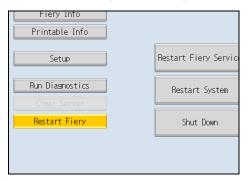
1. Press the [fierydriven] key.



2. Press the [Fiery] tab.



3. Press [Restart Fiery], and then press [Shut Down].



4. Press [OK].



5. Press the operation switch.

The operation switch indicator goes off.

- 6. Make sure the operation switch indicator is not lit.
- 7. Open the front left cover.
- 8. Turn off the main power switch.

The main power indicator goes out.

9. Close the front left cover.

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

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

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

Auto Off

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

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

Note

- See "System Settings", General Settings Guide.
- The Energy Saver and Auto Off functions will not operate in the following cases:

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the cover is open
- When the "Add Toner" message appears
- When toner is being replenished
- When the User Tools 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 or group dial list
- When the Data In indicator is on or blinking
- When the screen of stored document under the printer function is displayed
- When the internal cooling fan is active

2. Entering Text

This section describes how to enter characters.

Entering Text

This section explains how to enter text.

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

Available Characters

This section explains which characters are available.

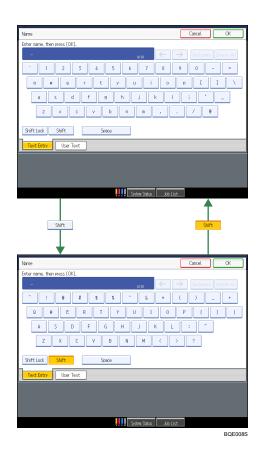
You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
 - 0123456789

Keys

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

You can change the entry screen using the keys below.



Vote

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.
- You can also use the number keys to enter numbers, regardless of mode.

How to Enter Text

This section explains text entry more specifically.

Entering letters

This section explains how to enter letters.

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

Deleting characters

This section explains how to delete characters.

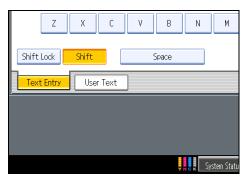
1. Press [Backspace] or [Delete All] to delete characters.

Adding user text

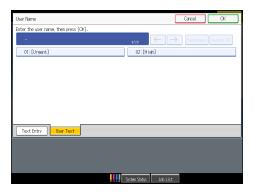
You can select and use a User Text that is registered in [Program / Change / Delete User Text].

For the registration procedure under Program / Change / Delete User Text, see "System Settings", General Settings Guide.

1. Press [User Text].



2. Select the User Text you want to use.



2. Entering Text

3. Operating Instructions

This section describes the Operating Instructions of this machine.

Installing Operating Instructions

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

Comportant 🗋

- The "Manuals for Administrators" CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows 2000/XP/Vista, Windows Server 2003/2003 R2
 - Minimum display resolution: 800 × 600 pixels
- Recommended browsers:
 - Microsoft Internet Explorer 4.01 SP2 or later
 - Netscape 6.2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.
- 1. Select a language and a product, and then click [OK].
- 2. Click [Install manuals].

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

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

Note

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

PDF Manuals

The supplied manual CD-ROM contains PDF manuals.

File path

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

MANUAL_PDF\



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

How to Use the Operating Instructions

This section explains how to use manuals.

Opening from the Icon

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

1. Double-click the icon on your desktop.



The browser opens and the manual appears.

Opening from the [Start] Menu

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

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

The browser opens, and then the manual appears.

Note

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

Opening from the CD-ROM

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

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

The browser opens, and then the manual appears.

3. Operating Instructions

4. Appendix

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

Do's and Don'ts

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

\Lambda WARNING

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

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

Comportant 🔁

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

- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction.
- 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 supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

• p.41 "Turning On/Off the Power"

Saving Color Copies

This section explains notes on saving color copies.

- 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.

Software and Utilities Included on the CD-ROM

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



• For details about the software and utilities CD-ROMs, see manuals provided with the printer function.

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Console

Photosensitivity type:

OPC drum

Original scanning:

CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Belt fusing

Resolution:

- Scanning originals: 600 dpi
- Printing: 1200 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (23°C, rated voltage):

420 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3₽, 11 × 17₽

Paper size:

- Tray 1: A4₽, 8¹/₂ × 11₽
- Tray 2: SRA3□ (320 × 450) A5□, 12 × 18□ 5¹/₂ × 8¹/₂□
- Tray 3, 4: SRA3 □ (320 × 450) A5 □, 12 × 18 □ 5¹/₂ × 8¹/₂ □
- Duplex: SRA3□ (320 × 450) A5□, 12 × 18□ 5¹/₂ × 8¹/₂□

Paper weight:

- Tray 1, 2: 60 220 g/m², 16 58.6 lb.
- Tray 3, 4: 60 300 g/m², 16 79.8 lb.
- Duplex: 60 220 g/m^{2,} 16 58.6 lb.

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

The optional Wide LCT can handle paper weights from 60 to 300 g/m² (16 - 79.8 lb.) when it is installed.

Non-reproduction area (Copier):

- Leading edge: 3.0 6.0 mm, 0.12 0.24 inches (2.2 6.2 mm, 0.09 0.25 inches for paper heavier than 127.5 g/m², 34.0 lb.)
- Trailing edge: 0 4.0 mm, 0 0.16 inches (except 12 × 18₽)
- Left and Right: 0 4.0 mm, 0 0.16 inches (Less than 4.0 mm, 0.16 inches in total)

First copy/print time:

Color: 13.5 seconds or less

B&W: 13.5 seconds or less

(A4D, $8^1/_2 \times 11D$, 100% reproduction, feeding from Tray 1, on the exposure glass)

Copying speed (Full Color / B&W):

90/90 prints/minute (A4 \Box , 8¹/₂ × 11 \Box)

Reproduction ratio:

- Preset reproduction ratios:
 - Enlargement

Metric version	Inch version
400%	400%
200%	200%
141%	155%
122%	129%
115%	121%

• Full size

Metric version	Inch version
100%	100%

Reduction

Metric version	Inch version
93%	93%
82%	85%
75%	78%
71%	73%
65%	65%
50%	50%
25%	25%

• Zoom: From 25 to 400% in increments of 1%

Maximum continuous copy run:

11,000 sheets

Paper capacity (80 g/m², 20 lb.):

- Tray 1 (Tandem tray): 2,000 sheets (1,000 sheets × 2)
- Tray 2 (500-sheet tray): 500 sheets
- Tray 3, 4: 4,000 sheets (2,000 sheets × 2)

Power consumption:

• Main unit only

Warm-up	5.5 kW
Stand-by	3.2 kW
During printing	5.5 kW
Maximum	5.5 kW

• Complete system

Warm-up	5.5 kW
Stand-by	3.2 kW
During printing	5.5 kW
Maximum	5.5 kW

• The complete system consists of the main unit, finisher, wide large capacity tray (Wide LCT), printer/scanner unit.

Dimensions ($W \times D \times H$ up to ADF):

2,390 × 1,250 × 1,440 mm, 94.1 × 49.3 × 56.7 inches

Space for main unit (W × D):

4,390 × 3,050 mm, 172.9 × 120.1 inches

Noise emission:

• Sound power level:

Main unit only

Stand-by	Less than 60 dB (A)
Copying	Less than 76 dB (A)

• Sound pressure level:

Main unit only

Stand-by	Less than 48 dB (A)
Copying	Less than 63 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound power level and sound pressure level are measured from the position of the bystander.

Weight:

Approx. 950 kg, 2094.4 lb.

Reference

• p.85 "Thick Paper"

Auto Document Feeder

Mode:

ADF mode, Batch mode, SADF mode, Mixed Sizes mode, Thin mode

Original size:

- Metric version: A3 A5
- Inch version: $11 \times 17 \square 5^{1}/_{2} \times 8^{1}/_{2} \square \square$

Original weight:

- 1-sided originals: 52 128 g/m² (14 34 lb. Bond)
- 2-sided originals: 52 105 g/m² (14 28 lb. Bond)(Duplex)
- Thin paper mode: 40 128 g/m² (11 34 lb. Bond)

Number of originals that can be set:

100 sheets (80 g/m², 20 lb. Bond) or less than 12 mm, 0.5 inches

Copying speed:

80 Copies/minute (A4D, $8^{1}/_{2} \times 11D$, 1 to 1 copying)

Maximum power consumption:

Less than 130 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

680 × 560 × 150 mm, 26.8 × 22 × 5.9 inches

Weight:

Approx. 17.5 kg, 38.6 lb.

Note

• Specifications are subject to change without notice.

Document Server

HDD:

320 GB × 2

HDD (Document Server):

Approx. 410 GB

Capacity:

- Copy: Approx. 2,000 pages (Full Color)(600dpi 8bit NFC1)
- Scanner: Approx. 2,000 pages (Scanning Conditions: 600dpi 8bit JPEG)

Maximum number of stored documents:

3,000 documents

Maximum pages of stored documents:

12,000 pages

Maximum number of pages per document:

2,000 pages

Maximum capacity (Memory Sorting):

Approx. 170 GB (A4 or $8^1/_2 \times 11$: 600dpi 8bit NFC1, Approx. 2,000 sheets for copier, 5,000 sheets for printer)

(The capacity differs depending on the functions used.)

Capacity (Others):

Approx. 40 GB

Specifications for Booklet Finisher BK5000 (Optional)

To use the Booklet Finisher BK5000, the Finisher SR5000 is required.

Saddle stitch paper size:

A3D, B4 JISD, A4D, B5 JISD, 12 × 18D, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D

Saddle stitch paper weight:

64 - 90 g/m², 17 - 28 lb.

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

Max. 15 sheets

Stack capacity after Saddle stitching

- 30 sets (2 5 sheets) (80 g/m², 20 lb. Bond)
- 15 sets (6 10 sheets) (80 g/m², 20 lb. Bond)
- 10 sets (11 15 sheets) (80 g/m², 20 lb. Bond)

Saddle stitch position:

Center 2 positions

Power consumption:

Approx. 100 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

600 × 730 × 980 mm, 23.6 × 28.7 × 38.6 inches

Weight:

Approx. 70 kg, 152.4 lb.

Specifications for Finisher SR5000 (100-Sheet-Staples) (Optional)

This section describes specifications for Finisher SR5000 (100-Sheet-Staples).

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR5000 (100-Sheet-Staples).

Paper size:

• Without Z-fold:

SRA3D, A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18D, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11DD$, $8^{1}/_{4} \times 14D$, $8^{1}/_{4} \times 13D$, $8 \times 13D$, $8 \times 10D$, $5^{1}/_{2} \times 8^{1}/_{2}D$, $7^{1}/_{4} \times 10^{1}/_{2}DD$, custom size.

• With Z-fold:

A3D, B4 JISD, A4D, 12 × 18D, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D

Paper weight:

• Without Z-fold:

60 - 216 g/m², 16 - 58 lb.

• With Z-fold:

60 - 80 g/m², 16 - 21 lb.

Stack capacity (80 g/m², 20 lb.):

- Without Z-fold:
 - 500 sheets: A4 \Box , B5 JIS \Box , A5 \Box , 8¹/₂ × 11 \Box , 5¹/₂ × 8¹/₂ \Box
 - 250 sheets: SRA3□, A3□, B4 JIS□, 12 × 18□, 11 × 17□, 8¹/₂ × 14□
- With Z-fold:
 - 30 sheets

Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR5000 (100-Sheet-Staples).

Paper size:

• Without Z-fold:

SRA3D, A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18D, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11DD$, $8^{1}/_{4} \times 14D$,

 $8^{1}/_{4} \times 13^{1}$, 8×13^{1} , 8×10^{1} , $5^{1}/_{2} \times 8^{1}/_{2}$, $7^{1}/_{4} \times 10^{1}/_{2}$, custom size.

• With Z-fold:

A3D, B4 JISD, A4D, 12 × 18D, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D

Paper weight:

• Without Z-fold:

60 - 300 g/m², 14 - 80 lb.

• With Z-fold:

60 - 80 g/m², 14 - 21 lb.

Stack capacity (80 g/m², 20 lb.):

- Without Z-fold:
 - 3,000 sheets: A4 \Box , B5 JIS \Box , 8¹/₂ × 11 \Box
 - 1,500 sheets: A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□
 - 1,000 sheets: 12 × 18₽
 - 100 sheets: A5 \Box , 5¹/₂ × 8¹/₂ \Box
- With Z-fold:
 - 30 sheets

Staple paper size:

• Without Z-fold:

A3D, B4 JISD, A4DD, B5 JISDD, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14 D, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11DD$, $8^{1}/_{4} \times 14D$, $8^{1}/_{4} \times 13D$, $8 \times 13D$, 8×10 D, $7^{1}/_{4} \times 10^{1}/_{2}DD$, 182 × 210DD, 210 × 340D

• With Z-fold:

A3₽, B4 JIS₽, 11 × 17₽

Staple paper weight:

• Without Z-fold:

64 - 80 g/m², 17 - 20 lb.

• With Z-fold:

64 - 80 g/m², 17 - 20 lb.

Staple capacity (80 g/m², 20 lb.):

- Without Z-fold:
 - 50 sheets: A3□, B4 JIS□, 11 × 17□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8¹/₂ × 14□, 8¹/₄ × 14□, 8 × 10□
 - 100 sheets: A4DD, B5 JISDD, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11DD$, $8^{1}/_{4} \times 13D$, $8 \times 13D$, $7^{1}/_{4} \times 10^{1}/_{2}DD$

4

- With Z-fold:
 - 10 sheets: A3□, B4 JIS□, 11 × 17□

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

- Without Mixed Size:
 - 2 9 sheets: 150 sets (A4DD, B5 JISDD, 8¹/₂ × 11DD)
 - 10 100 sheets: 200 30 sets (A4DD, B5 JISDD, 8¹/₂×11DD)
 - 2 9 sheets: 150 sets (A3D, B4 JISD, 11 × 17D, 8¹/₂ × 14D)
 - 10 50 sheets: 150 30 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
- With Mixed Size:
 - 2 50 sheets: 30 sets (A3 \Box /A4 \Box , B4 JIS \Box , 11 × 17 \Box /8¹/₂ ×14 \Box)

Staple position:

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

Power consumption:

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

Dimensions (W × D × H):

800 × 730 × 980 mm, 31.5 × 28.7 × 38.6 inches

Weight:

Approx. 75 kg, 165.4 lb.

Output Jogger

This section describes specifications for the output jogger.

Paper size:

A3 \Box , B4 JIS \Box , A4 \Box \Box , B5 JIS \Box , 11 × 17 \Box , 8¹/₂ × 14 \Box , 8¹/₂ × 11 \Box \Box

Power consumption:

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

Dimensions (W × D × H):

108 × 452 × 130 mm, 4.3 × 17.8 × 5.2 inches

Weight:

Approx. 2 kg, 4.4 lb.

Specifications for Punch Unit (Finisher SR5000) (Optional)

To use the Punch Unit, the Finisher SR5000 is required.

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	$ \begin{array}{c} \square : \text{SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 \times 18,} \\ 11 \times 17, 11 \times 15, 11 \times 14, 10 \times 15, 10 \times 14, \\ 8^{1}/_{2} \times 14, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times \\ 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13 \end{array} $
2 & 4 holes type: 2 holes	\Box : A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂
2 & 4 holes type: 4 holes	□ SRA3, A3, B4 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14
2 & 4 holes type: 4 holes	\Box : A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂
4 holes type: 4 holes	D : SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{2} \times 14, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13$
4 holes type: 4 holes	\Box : A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂
2 & 3 holes type: 2 holes	$ \begin{array}{c} \square: SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 \times 18, \\ 11 \times 17, 11 \times 15, 11 \times 14, 10 \times 15, 10 \times 14, \\ 8^{1}/_{2} \times 14, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times \\ 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13 \end{array} $
2 & 3 holes type: 2 holes	\Box : A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂
2 & 3 holes type: 3 holes	□ SRA3, A3, B4 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14
2 & 3 holes type: 3 holes	\Box : A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂

Paper weight:

- 2 & 3 holes: 52 163 g/m², 14 43 lb.
- 4 holes: 52 128 g/m², 14 34 lb.

Dimensions (W × D × H):

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

Weight:

Approx. 4.5 kg, 10 lb.

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Specifications for Interposer (Optional)

This section describes specifications for the interposer. To use the interposer, the Finisher SR5000 is required.

Paper size:

- 13×19.2 A5D, $5^{1}/_{2} \times 8^{1}/_{2}$, custom size
 - Width: 139.7 330.2 mm (5.5 13 inches)
 - Length: 139.7 487.7 mm (5.5 19.2 inches)

Paper weight:

64 - 216 g/m², 20 lb. Bond - 80 lb. Cover

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

200 sheets × 2

Power consumption (Max):

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

Dimensions (W × D × H):

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

Weight:

Approx. 45 kg, 98.0 lb.

Specifications for Z-folding Unit (Optional)

This section describes specifications for the Z-folding unit. To use the Z-folding unit, the Finisher SR5000 is required.

Paper size:

A3D, B4 JISD, A4D, 12 × 18D, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D

Paper weight:

• Without Z-fold:

52 - 300 g/m², 14 - 80 lb.

• With Z-fold:

64 - 80 g/m², 17 - 21 lb.

Power consumption:

Maximum 100 W (A separate power source is required.)

Dimensions ($W \times D \times H$):

172 × 620 × 960 mm, 6.8 × 24.4 × 37.8 inches

Weight:

Approx. 55 kg, 121.3 lb.

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Specifications for Wide Large Capacity Tray (Wide LCT) (Optional)

This section describes specifications for the wide large capacity tray (Wide LCT).

Paper size:

SRA3D, A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18D, 11 × 17D, 11 × 15D, 11 × 14 D, 10 × 15D, 10 × 14D, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11DD$, $8^{1}/_{4} \times 14D$,

 $8^{1}/_{4} \times 13^{1}$, 8×13^{1} , 8×10^{1} , $5^{1}/_{2} \times 8^{1}/_{2}$, $7^{1}/_{4} \times 10^{1}/_{2}$, custom size

Paper weight:

60 - 300 g/m², 14 lb. Bond - 110 lb. Cover

Paper capacity (80 g/m^2 , 20 lb.):

4,000 sheets

Power consumption:

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

Dimensions (W × D × H):

965 × 735 × 980 mm, 38 × 29 × 38.6 inches

Weight:

Approx. 195 kg, 429.9 lb.

Specifications for Multi Bypass Tray (Optional)

This section describes specifications for the multi bypass tray.

Paper size:

- $13 \times 19.2 \square$ A5 \square , $5^1/_2 \times 8^1/_2 \square$, custom size
 - Width: 139.7 330.2 mm (5.5 13 inches)
 - Length: 184.1 487.7 mm (7.25 19.2 inches)

Paper weight:

60 - 216 g /m², 16 lb. Bond - 80 lb. Cover

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

500 sheets

Power consumption:

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

Dimensions (W × D × H):

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

Weight:

Approx. 18 kg, 39.7 lb.

Specifications for Other Options

This section describes specifications for other options.

Bridge Unit

You can connect two wide large capacity trays with this unit.

A3 / 11 × 17 Tray Unit

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

Tab Sheet Holder

You can use tab sheets with this holder.

DataOverWriteSecurity Unit

The DataOverWriteSecurity Unit automatically overwrites the data that remains on the hard disk.

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

Comportant 🔿

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

Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 220 g/m ² (16 - 58.6 lb.)	A4D	8 ¹ / ₂ ×11 ₽	1,000 sheets × 2
Thin Paper - Thick Paper 2			

Tray 1 (A3/11 × 17 Tray Unit) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 220 g/m ² (16 - 58.6 lb.) Thin Paper - Thick Paper 2	A3₽, B4 JIS₽, A4₽₽, ⁻ 8 ¹ / ₂ × 11₽₽	11 × 17⊡, 8 ¹ / ₂ × 14⊡,	1,000 sheets

Tray 2

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 220 g/m ² (16 - 58.6 lb.) Thin Paper - Thick Paper 2	$ \begin{array}{c} \Box, 11 \times 17\Box, 8^{1}/_{2} \times 12\\ 13\Box, 8 \times 13\Box, 8^{1}/_{2} \times 1\\ \Box, 5^{1}/_{2} \times 8^{1}/_{2}\Box \end{array} $	× 15⊡, 11 × 14⊡, 10 ×	500 sheets
Tab sheets ^{*5}	A4₽, 8 ¹ / ₂ × 11₽		_ *6

Tray 3, 4

Paper type and weight	Metric version	Inch version	Paper capacity *10
Tray 3, 4: 60 - 300 g/m ² (16 - 79.8 lb.) Thin Paper - Thick Paper 3		*2 A3, B4, JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 8 ¹ / ₂ × 11 , 8 × 13, 5 ¹ / ₂ × 8 ¹ / ₂	Tray 3, 4: 2,000 sheets
	*3 SRA3 \Box (320 × 450), B5 JIS \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 11 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₄ × 13 \Box , 10 ¹ / ₂ × 7 ¹ / ₄ \Box \Box , 11 × 15 \Box , 11 × 14 \Box , 10 × 15 \Box , 10 × 14 \Box , 8 ¹ / ₄ × 14 \Box , 10 ¹ / ₂ × 8 \Box	11×14⊡, 10×15⊡,	
	*4 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 184.1 - 487.7 mm	*4 Custom size Vertical: 5.5 - 13 inches Horizontal: 7.25 - 19.2 inches	
Label paper (adhesive labels)	B4 JIS⊄, A4₽₽		_ *6
Tab sheets ^{*5}	A4, 8 ¹ / ₂ × 11, 8 ¹ / ₂	× 14 D	_ *6

Paper type and weight	Metric version	Inch version	Paper capacity *10
Coated paper	*2	*2	_ *6
	A3 \Box , B4 JIS \Box , A4 \Box \Box , B5 JIS \Box , A5 \Box , 12 × 18 \Box , 11 × 17 \Box , 8 ¹ / ₂ × 11 \Box , 8 × 13 \Box , 5 ¹ / ₂ × 8 ¹ / ₂ \Box	11 × 17⊡, 8 ¹ / ₂ × 11□	
	*3	*3	
	SRA3 \Box (320 × 450), B5 JIS \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 11 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₄ × 13 \Box , 10 ¹ / ₂ × 7 ¹ / ₄ \Box \Box , 11 × 15 \Box , 11 × 14 \Box , 10 × 15 \Box , 10 × 14 \Box , 8 ¹ / ₄ × 14 \Box , 10 ¹ / ₂ × 8 \Box	A4 \Box , B5 JIS \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₄ × 13 \Box , 10 ¹ / ₂ × 7 ¹ / ₄ \Box \Box , 11 × 15 \Box , 11 × 14 \Box , 10 × 15 \Box ,	
	*4	*4	
	Custom size	Custom size	
	Vertical: 139.7 - 330.2	Vertical: 5.5 - 13 inches	
	mm Horizontal: 184.1 - 487.7 mm	Horizontal: 7.25 - 19.2 inches	

Paper type and weight	Metric version	Inch version	Paper capacity *10
Tray 5, 6: 60 - 300 g/m ² (16 - 79.8 lb.) Thin Paper - Thick Paper 3	B5 JISD, A5D, 12 × 18 D, 11 × 17D, $8^{1}/2$ × 11D, 8 × 13D, $5^{1}/2$ × $8^{1}/2$ D	8 ¹ / ₂ D	Tray 5, 6: 2,000 sheets
	*3 SRA3 \Box (320×450), B5 JIS \Box , 8 ¹ / ₂ ×14 \Box , 8 ¹ / ₂ ×11 \Box , 8 ¹ / ₂ ×13 \Box , 8 ¹ / ₄ ×13 \Box , 10 ¹ / ₂ ×7 ¹ / ₄ \Box \Box , 11× 15 \Box , 11×14 \Box , 10× 15 \Box , 10×14 \Box , 8 ¹ / ₄ ×14 \Box , 10 ¹ / ₂ ×8 \Box	A4 \Box , B5 JIS \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₄ × 13 \Box , 10 ¹ / ₂ × 7 ¹ / ₄ \Box \Box , 11 × 15 \Box , 11 × 14 \Box , 10 × 15 \Box ,	
	*4 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 184.1 - 487.7 mm	*4 Custom size Vertical: 5.5 - 13 inches Horizontal: 7.25 - 19.2 inches	
Tab sheets ^{*5}	A4D, 8 ¹ / ₂ × 11D, 8 ¹ / ₂	× 14 D	_ *6

Wide Large Capacity Tray (Wide LCT) (optional)

4

Paper type and weight	Metric version	Inch version	Paper capacity *10
Coated paper	*2	*2	_ *6
	A3 \Box , B4 JIS \Box , A4 \Box \Box , B5 JIS \Box , A5 \Box , 12 × 18 \Box , 11 × 17 \Box , 8 ¹ / ₂ × 11 \Box , 8 × 13 \Box , 5 ¹ / ₂ × 8 ¹ / ₂ \Box	11 × 17⊡, 8 ¹ / ₂ × 11□	
	*3	*3	
	SRA3 \Box (320 × 450), B5 JIS \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 11 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₄ × 13 \Box , 10 ¹ / ₂ × 7 ¹ / ₄ \Box \Box , 11 × 15 \Box , 11 × 14 \Box , 10 × 15 \Box , 10 × 14 \Box , 8 ¹ / ₄ × 14 \Box , 10 ¹ / ₂ × 8 \Box	A4 \Box , B5 JIS \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₄ × 13 \Box , 10 ¹ / ₂ × 7 ¹ / ₄ \Box \Box , 11 × 15 \Box , 11 × 14 \Box , 10 × 15 \Box ,	
	*4	*4	
	Custom size	Custom size	
	Vertical: 139.7 - 330.2	Vertical: 5.5 - 13 inches	
	mm Horizontal: 184.1 - 487.7 mm	Horizontal: 7.25 - 19.2 inches	

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 216 g/m ² (16 - 58.6 lb.) Thin Paper - Thick Paper 2	*2 A3, B4 JIS, A4, A4, B5 JIS, A5, A5, A6, 12 × 18, 11 × 17, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 8 × 13,	JIS₽, A5₽₽, A6₽, 12 × 18₽, 11 × 17₽,	500 sheets
	*3 SRA3 \Box (320 × 450), B5 JIS \Box , 11 × 15 \Box , 10 × 14 \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₂ × 11 \Box , 8 ¹ / ₄ × 14 \Box , 8 ¹ / ₄ × 13 \Box , 8 × 10 \Box , 7 ¹ / ₄ × 10 ¹ / ₂ \Box \Box , 5 ¹ / ₂ × 8 ¹ / ₂ \Box	A4 \Box , B5 JIS \Box , 11 × 15 \Box , 10 × 14 \Box , 8 ¹ / ₂ × 14 \Box , 8 ¹ / ₂ × 13 \Box , 8 ¹ / ₄ × 14 \Box , 8 ¹ / ₄ × 13	
	*4 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 182 - 487.7 mm	*4 Custom size Vertical: 5.5 - 13 inches Horizontal: 7.17 - 19.2 inches	
Tab sheets ^{*5}	A4D, 8 ¹ / ₂ × 11D, 8 ¹ / ₂	× 14 D	_ *6

Multi Bypass Tray (Tray 7) (optional)

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- *1 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. See "Loading Paper", Troubleshooting.
- *2 The paper size is detected automatically.
- *3 Select the paper size in Tray Paper Settings. See "Tray Paper Settings", General Settings Guide.
- *4 If you want to print onto custom size paper, select the size using the Tray Paper Setting function. See "Tray Paper Settings", General Settings Guide.
- *5 The optional tab sheet holder is required.
- *6 Make sure paper is not stacked higher than the upper limit mark inside the tray.

4

Paper Thickness

Paper Thickness	Metric version	Inch version (Bond paper)
Thin Paper	60 - 75 g/m ²	16 - 20 lb.
Plain Paper	76 - 100 g/m ²	20.1 - 26.6 lb.
Middle Thick	101 - 126 g/m ²	26.7 - 33.6 lb.
Thick Paper 1	127 - 156 g/m ²	33.7 - 41.5 lb.
Thick Paper 2	157 - 220 g/m ²	41.6 - 58.6 lb.
Thick Paper 3	221 - 300 g/m ²	58.7 - 79.8 lb.

4

• Note

- When loading paper in the paper trays 1 and 2, place the print side face down.
- When loading paper in the multi bypass tray or the wide large capacity tray (Wide LCT), place the print side face up.
- When using tab sheets or label paper, make sure to select the appropriate paper type under Tray Paper Settings. See "Tray Paper Settings", General Settings Guide.
- The multi bypass tray can be installed if the wide large capacity tray (Wide LCT) is installed.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- If multiple sheet feeding occurs, load sheets one by one.
- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays. See "Tray Paper Settings", General Settings Guide.

Reference

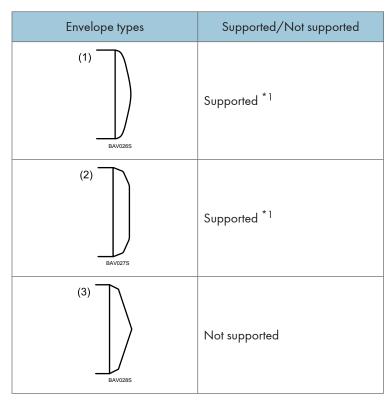
- p.83 "Envelopes"
- p.85 "Thick Paper"

Envelopes

This section describes loading envelopes.

🔂 Important

• Only envelopes (1) and (2) as shown below are supported.



- *1 Misfeeds might also occur when using envelopes (1) and (2) depending on the length and shape of the flaps.
- To print on envelopes, load them on the Tray 1-4, Wide LCT, and multi bypass tray, and be sure to specify the appropriate paper type.
- Specifications for envelopes are as follows:

	Metric version	Inch version
Weight	60 - 220 g/m ²	16 - 58.6 lb.
Recommended weight and size	95 g/m ² , 162 × 229 mm (C5)	24 lb., $4^{1}/_{8} \times 9^{1}/_{2}$ (Com10)

Note

• For details about the types of envelope supported, consult your sales representative.

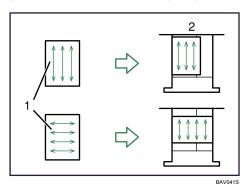
- Before loading envelopes, press down on them to release excess air and flatten out their edges. Make sure that any curled envelopes are fully flattened before you load them.
- Humidity levels of over 50% can cause envelopes to come out creased or misprinted.
- Certain types of envelope might come out creased, dirtied, or misprinted. If the print image contains areas of solid black, lines might appear where the envelopes overlapped.
- When printing on envelopes thicker than 127g/m² (33.7 lb), do not use SP1-906-001-2: Back curl (strong) or SP1-906-001-5: Face curl (strong) for Paper Path Selection 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.

Thick Paper

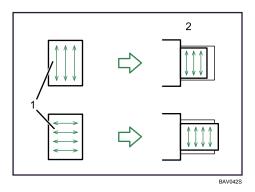
This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of $127 - 220 \text{ g/m}^2$ (61 - 80 lb. Cover) in paper trays or in the multi bypass tray, or of $127 - 300 \text{ g/m}^2$ (104 - 110 lb. Cover) in the wide large capacity tray (Wide LCT), follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all paper together in the same place a room where the temperature is 20 25°C (68 77°
 F) and humidity is 30 65%.
- Smooth out any curls in the paper before loading it.
- When loading thick paper in paper trays 1-4, or Wide LCT, set the paper direction according to its grain, as shown in the following diagram.



- 1: Direction of paper grain
- 2: Direction in which to set thick paper in paper trays 1-4, or Wide LCT
- When loading thick paper in the multi bypass tray, set the paper direction according to its grain, as shown in the following diagram.



- 1: Direction of paper grain
- 2: Direction in which to set thick paper in the multi bypass tray (Tray 7)

• Note

• Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.

Unusable Paper

This section describes paper unusable on this machine.

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

Comportant 🗋

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

Vote

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Perforated paper
 - Slippery paper
 - Torn paper
 - Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
- If you print onto rough grain paper, the output image might be blurred.
- Do not reuse copy paper that has been already printed onto.

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
 - Do not store paper vertically.
- Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in plastic bags.

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MEMO

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

- POWER ON.
- U: STAND BY.

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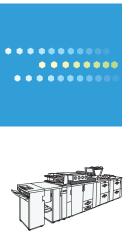
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- * [The product names of Windows XP are as follows: Microsoft[®] Windows[®] XP Professional Microsoft[®] Windows[®] XP Home Edition Microsoft[®] Windows[®] XP Media Center Edition Microsoft[®] Windows[®] XP Tablet PC Edition
- * The product names of Windows Vista are as follows: Microsoft[®] Windows Vista[®] Ultimate Microsoft[®] Windows Vista[®] Business Microsoft[®] Windows Vista[®] Home Premium Microsoft[®] Windows Vista[®] Home Basic Microsoft[®] Windows Vista[®] Enterprise
- * [The product names of Windows Server 2003 are as follows: Microsoft[®] Windows Server[®] 2003 Standard Edition Microsoft[®] Windows Server[®] 2003 Enterprise Edition Microsoft[®] Windows Server[®] 2003 Web Edition Microsoft[®] Windows Server[®] 2003 Datacenter Edition
- * The product names of Windows Server 2003 R2 are as follows: Microsoft[®] Windows Server[®] 2003 R2 Standard Edition Microsoft[®] Windows Server[®] 2003 R2 Enterprise Edition Microsoft[®] Windows Server[®] 2003 R2 Datacenter Edition



Type for Pro C900S

