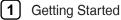




# **Pro** C900

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.

#### Note:

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

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

#### Note:

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

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.

### 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 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.

# **Vote**

• 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 Guide	No	Yes	Yes
General Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
Information	No	Yes	No

# What You Can Do with This Machine

This section introduces the features of this machine.

### Note

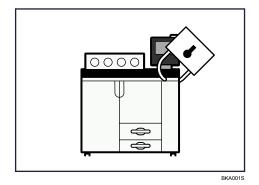
• For details about options, see "Options".

## Reference

• p.22 "Options"

# Administrating the Machine/Protecting Documents (Security Functions)

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



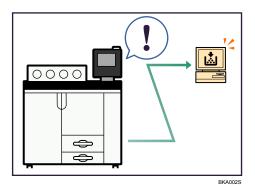
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

### Note

• 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.

### Note to Users

Warning:

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

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept any interference received, including interference that may cause undesired operation.

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

### 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 RT5000 → Large Capacity Tray (LCT)
- 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 in "Information" in the HTML manual or "Safety Information" in the printed 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.

# 

- 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.

# **MARNING**

• 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.

# 

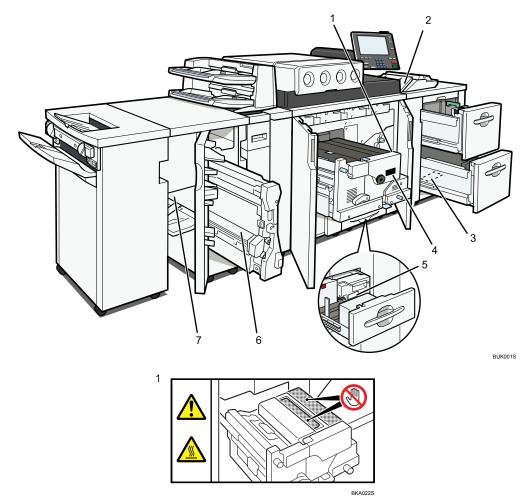
• Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

# 

- 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 multi bypass tray (tray 7) when removing paper jam. You might trap your fingers if you do not.



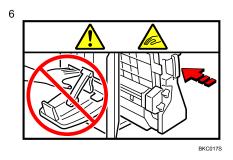
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



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



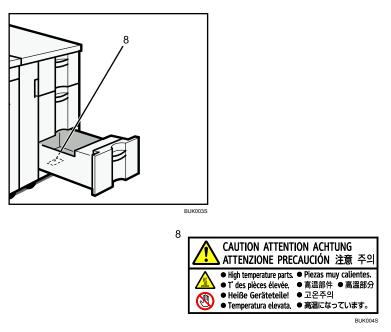
Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.



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.



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.

# **Power Switch Symbols**

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

- POWER ON.
- Ů: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.

### Sleep mode

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.

# Specifications

		Machine
Low power mode	Power consumption	500 W
Low power mode	Default interval	30 minutes
Low power mode	Recovery time	120 seconds or less
Sleep mode	Power consumption	130 W or less
Sleep mode	Default interval	90 minutes
Sleep mode	Recovery time	420 seconds

### **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 Sleep mode.

## **Recycled Paper**

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

# 1. Getting Started

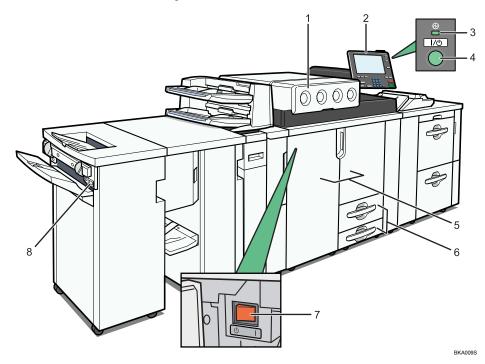
This section describes how to start using this machine.

# **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. On indicator

This indicator lights when you press the operation 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. Front cover (front right / left cover)

Open to access the inside of the machine.

#### 6. Paper tray (tray 1, 2)

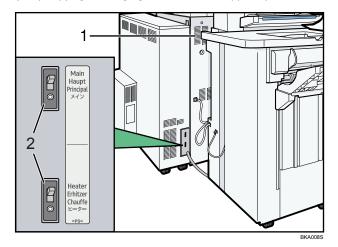
Load paper here.

#### 7. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on.

#### 8. 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

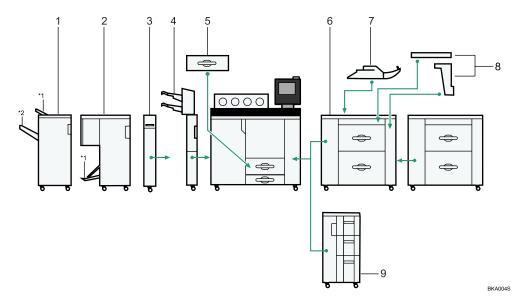
- p.25 "Control Panel"
- p.34 "Turning On/Off the Power"

# 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 A3L or 11" × 17"L paper in tray 1 using this unit.

#### 6. 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.

Up to two units.

#### 7. Multi bypass tray (Tray 7)

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

### 8. Bridge Unit

To install two wide large capacity trays, the bridge unit is required.

#### 9. Large capacity tray (LCT)

Holds 4,550 sheets of 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.

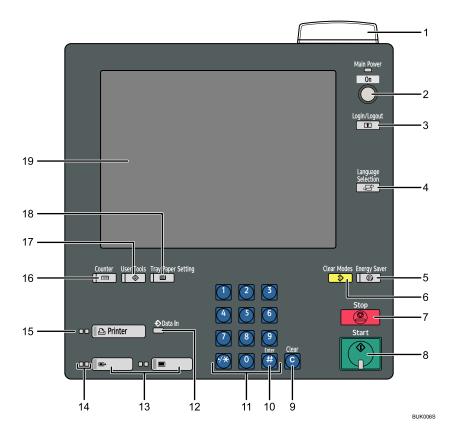
1

# **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 power switch is turned off or printing is possible.
- Flashing red: Toner level is nearing empty.
- Lit red: Paper jam or other malfunction. If the status indicator is flashing red, a paper jam has occurred within the current job. Bring up the current job screen to resolve the jam.

### 2. Operation switch

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

See "Turning On the Power".

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

Press to log in or out of the system.

#### 4. [Language Selection] key

Press to change the language of the display.

#### 5. [Energy Saver] key

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

#### 6. [Clear Modes] key

Press to clear previously entered print job settings.

#### 7. [Stop] key

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

#### 8. [Start] key

Press to start printing.

### 9. [Clear] key

Press to delete an entered number.

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

Press to enter a numerical value.

#### 11. Number keys

Use to enter the numbers.

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

Lights up when the printer is receiving data.

#### 13. [Registered Program] key/[Other Function] key

Calls up registered functions.

#### 14. Function status indicators

Show the status of the printer function.

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

#### 15. Function key

Press to display the operation screen of a printer function.

#### 16. [Counter] Key

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

#### 17. [User Tools] key

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

### 18. [Tray Paper Setting] key

Specify settings for the paper tray.

#### 19. Display panel

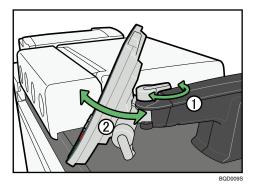
Shows function menus, error messages, and the machine's operation status.

### Reference

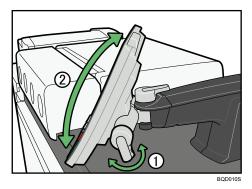
- p.28 "Display Panel"
- p.34 "Turning On/Off the Power"
- p.36 "Saving Energy"

# 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.

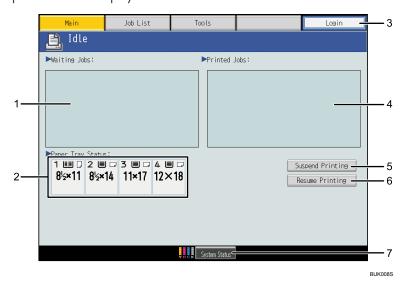
# **Display Panel**

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

#### Coloritant 🖸

 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: An the term of the selection appear grayed out as follows: By default, the printer screen is displayed after the machine is turned on.



#### 1. Waiting Jobs:

Displays queued print jobs.

#### 2. Paper Tray Status indicators

Displays paper tray settings.

#### 3. Login

Press this key to log in, and then enter your login user name and password on the machine's control panel. If authentication is specified, users and administrators must log in before they can use this machine.

#### 4. Printed Jobs:

Displays the current print job and earlier print jobs. Jobs in the list that are suspended are indicated by "Suspending", which appears to the left of the job name.

#### 5. Suspend Printing

Suspends print jobs.

1

### 6. Resume Printing

Press this to resume suspended jobs.

### 7. System Status

Displays machine's system status.

See "Checking Machine Status and Settings", Troubleshooting.



• Items on the screen vary depending on the model of your machine.

# 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.

### 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)

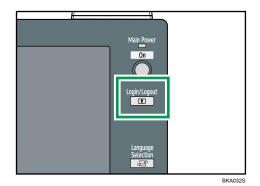
This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

🔂 Important

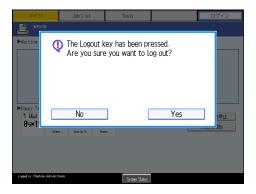
• To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1

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.

## 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.

# 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.

### **Vote**

 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.

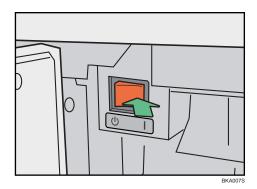
### Turning On the Main Power

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.



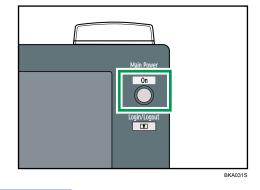
• After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

## 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

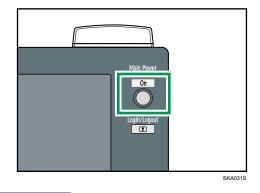
• If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

## Turning Off the Power

This section explains how to turn off the power.

1. 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 model of your machine. For details, see the procedure for turning off the machine's printer controller.

### 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.

1

#### 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.

#### **Vote**

- 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

1. Getting Started

# 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.

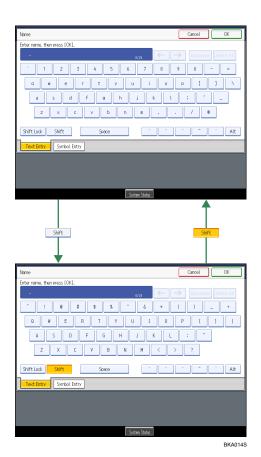
You can enter the following characters:

- 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.



2

#### Note

- 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**

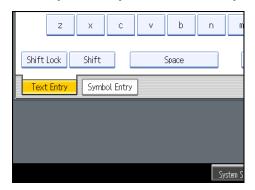
This section explains how to enter letters.

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

### **Entering symbols**

This section explains how to enter symbols.

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



2. Press the symbols you want to enter.

-							1/20	$\leftarrow$	$\rightarrow$	Backsr	bace De	lete All
1	~	â	\$	8	δ	·	(	)	*	+	,	-
1	1	:	;	<	-	>	?	6	]	×.	1	Â
-	8	(	- 1	}	~	£	1	f			t	ŧ
*	x	<		1	~		•	-	-	~		>
i -	¢	£	R	¥	- 1	ŝ		0	à	۲	2	-
								1.	/2 🔺	Previous	V	Next
Text 8	intry	Symbo	l Entry									

#### Note

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

### **Deleting characters**

This section explains how to delete characters.

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

2

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 95/98/Me/2000/XP/Vista, Windows Server 2003/2003 R2, Windows NT 4.0
  - 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].

#### **Vote**

- 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\ENGLISH

### Note

• 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, specifications, and paper.

## Do's and Don'ts

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

## **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.

#### Coloritant 🔂

- 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.
- 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.
- 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.34 "Turning On/Off the Power"

### 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.

## 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 provided with the printer function manuals.

## Specifications for the Main Unit

This section describes specifications for the main unit.

#### **Configuration:**

Console

#### Photosensitivity type:

OPC drum

#### Print process:

Laser beam scanning & Electrophotographic printing

4 drums tandem method

#### **Development:**

Dry two-component magnetic brush development system

#### **Fusing:**

Oil belt fusing

#### **Resolution:**

1200 dpi

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

360 seconds or less

#### Paper size:

- Tray 1: A4₽, 8<sup>1</sup>/<sub>2</sub> × 11₽
- Tray 2: SRA3 □ (320 × 450) A5 □, 12 × 18 □ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> □
- Duplex: SRA3□ (320 × 450) A5□, 12 × 18□ 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□

#### Paper weight:

- Trays: 60 220 g/m<sup>2</sup>, 16 58.6 lb.
- Duplex: 60 220 g/m<sup>2,</sup> 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/m<sup>2</sup> (16 - 79.8 lb.) when it is installed.

#### First print time:

Color: 10 seconds or less

B&W: 10 seconds or less

(A4D,  $8^{1}/_{2} \times 11D$ , 100% reproduction, feeding from Tray 1)

#### Printing speed (Full Color / B&W):

90/90 prints/minute (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ )

### Paper capacity (80 g/m<sup>2</sup>, 20 lb.):

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

#### 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

#### Dimensions (W × D × H):

1,250 × 1,100 × 1,440 mm, 49.3 × 43.3 × 56.7 inches

#### Space for main unit (W × D):

3,250 × 2,900 mm, 128 × 114.2 inches

#### Noise emission:

• Sound power level:

Main unit only

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

#### Complete system

Stand-by	Less than 60 dB (A)
Printing	Less than 78 dB (A)

• Sound pressure level:

Main unit only

Stand-by	Less than 54 dB (A)
Printing	Less than 68 dB (A)

Complete system

Stand-by	Less than 54 dB (A)
Printing	Less than 72 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.

The complete system consists of the main unit, finisher, Wide LCT × 2.

#### Weight:

Approx. 700 kg, 1653.5 lb.

#### Note

• For details about the machine's printer function, see provided with the printer function manuals.

#### Reference

• p.73 "Thick Paper"

## 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, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D

#### Saddle stitch paper weight:

64 - 90 g/m<sup>2</sup>, 17 - 28 lb.

#### Saddle stitch capacity (80 g/m<sup>2</sup>, 20 lb.):

Max. 15 sheets

#### Stack capacity after Saddle stitching

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

#### Saddle stitch position:

Center 2 position

#### 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,  $12 \times 18D$ ,  $11 \times 17D$ ,  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10D$ ,  $5^{1}/_{2} \times 8^{1}/_{2}D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ , custom size.

• With Z-fold:

A3D, B4 JISD, A4D, 12 × 18D, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D

#### Paper weight:

• Without Z-fold:

60 - 216 g/m<sup>2</sup>, 16 - 58 lb.

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 16 - 21 lb.

#### Stack capacity (80 g/m<sup>2</sup>, 20 lb.):

- Without Z-fold:
  - 500 sheets: A4DD, B5 JISDD, A5D,  $8^{1}/_{2} \times 11$ DD,  $5^{1}/_{2} \times 8^{1}/_{2}$ D
  - 250 sheets: SRA3₽, A3₽, B4 JIS₽, 12 × 18₽, 11 × 17₽, 8<sup>1</sup>/<sub>2</sub> × 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:

SRA3, A3, B4 JIS, A4, B5 JIS, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14,  $8^{1}/_{2} \times 14^{1}$ ,  $8^{1}/_{2} \times 13^{1}$ ,  $8^{1}/_{2} \times 11^{1}$ ,  $8^{1}/_{4} \times 14^{1}$ ,  $8^{1}/_{4} \times 13^{1}$ ,  $8^{1}/_{4} \times 13^$ 

• With Z-fold:

A3D, B4 JISD, A4D, 12 × 18D, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D

#### Paper weight:

• Without Z-fold:

60 - 300 g/m<sup>2</sup>, 14 - 80 lb.

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 - 21 lb.

#### Stack capacity (80 g/m<sup>2</sup>, 20 lb.):

- Without Z-fold:
  - 3,000 sheets: A4 $\Box$ , B5 JIS $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$
  - 1,500 sheets: A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□
  - 1,000 sheets: 12 × 18₽
  - 100 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
- With Z-fold:
  - 30 sheets

#### Staple paper size:

• Without Z-fold:

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

• With Z-fold:

A3₽, B4 JIS₽, 11 × 17₽

#### Staple paper weight:

• Without Z-fold:

64 - 80 g/m<sup>2</sup>, 17 - 20 lb.

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 - 20 lb.

#### Staple capacity (80 g/m<sup>2</sup>, 20 lb.):

- Without Z-fold:
  - 50 sheets: A3□, B4 JIS□, 11 × 17□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8 × 10□

55

4

- 100 sheets: A4DD, B5 JISDD,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$
- With Z-fold:
  - 10 sheets: A3□, B4 JIS□, 11 × 17□

#### Stack capacity after stapling (80 g/m<sup>2</sup>, 20 lb.):

- Without Mixed Size:
  - 2 9 sheets: 150 sets (A4DD, B5 JISDD, 8<sup>1</sup>/<sub>2</sub> × 11DD)
  - 10 100 sheets: 200 30 sets (A4DD, B5 JISDD,  $8^{1}/_{2} \times 11DD$ )
  - 2 9 sheets: 150 sets (A3 $\square$ , B4 JIS $\square$ , 11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ )
  - 10 50 sheets: 150 30 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
- With Mixed Size:
  - 2 50 sheets: 30 sets (A3D/A4D, B4 JISD/B5 JISD, 11 × 17D/8<sup>1</sup>/<sub>2</sub> ×11D)

#### 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:

A3D, B4 JISD, A4DD, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11DD

#### 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 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
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 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
4 holes type: 4 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} $
4 holes type: 4 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
2 & 3 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 & 3 holes type: 2 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
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	$ abla$ : A4, B5 JIS, $8^{1}/_{2} \times 11, 7^{1}/_{4} \times 10^{1}/_{2}$

#### Paper weight:

- 2 & 3 holes: 52 163 g/m<sup>2</sup>, 14 43 lb.
- 4 holes: 52 128 g/m<sup>2</sup>, 14 34 lb.

4

### Dimensions (W × D × H):

 $463 \times 105 \times 100$  mm,  $18.3 \times 4.2 \times 4.0$  inches

## Weight:

Approx. 4.5 kg, 10 lb.

## Specifications for Interposer (Optional)

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

#### Paper size:

- $13'' \times 19.2'' A5\Box, 5^{1}/_{2} \times 8^{1}/_{2}\Box$ , 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/m<sup>2</sup>, 20 lb. Bond - 80 lb. Cover

### Paper capacity (80 g/m<sup>2</sup>, 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 × 1270 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:

A3, B4 JIS, A4, 12 × 18, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11

#### Paper weight:

• Without Z-fold:

52 - 300 g/m<sup>2</sup>, 14 - 80 lb.

• With Z-fold:

64 - 80 g/m<sup>2</sup>, 17 - 21 lb.

#### **Power consumption:**

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

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

177 × 620 × 960 mm, 6.9 × 24.4 × 37.8 inches

#### Weight:

Approx. 55 kg, 121.3 lb.

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

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

#### Paper size:

A4 $\Box$ , B5 JIS $\Box$ , A5 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 5<sup>1</sup>/<sub>2</sub> $\Box$ 

#### Paper weight:

Tray 3, 4: 60 - 216 g/m<sup>2</sup>, 16 lb. Bond - 80 lb. Cover, 110 lb. Index

Tray 5: 60 - 163 g/m<sup>2</sup>, 16 lb. Bond - 60 lb. Cover

## Paper capacity (80 g/m<sup>2</sup>, 20 lb.):

Tray 3, 4: 1,000 sheets (80 g/m<sup>2</sup>, 20 lb. Bond)

Tray 5: 2,550 sheets (80 g/m<sup>2</sup>, 20 lb. Bond)

Total 4,550 sheets (80 g/m<sup>2</sup>, 20 lb. Bond)

#### **Power consumption:**

Maximum 135 W (Power is supplied from the main unit.)

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

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

#### Weight:

Approx. 87 kg, 191.8 lb.

## 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,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 13D,  $8^{1}/_{2}$  × 11DD,  $8^{1}/_{4}$  × 14D,  $8^{1}/_{4}$  × 13D, 8 × 13D, 8 × 10D,  $5^{1}/_{2}$  ×  $8^{1}/_{2}$ D,  $7^{1}/_{4}$  ×  $10^{1}/_{2}$ DD, custom size

#### Paper weight:

60 - 300 g/m<sup>2</sup>, 14 lb. Bond - 110 lb. Cover

### Paper capacity ( $80 \text{ g/m}^2$ , 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:

- $13'' \times 19.2'' A5\Box, 5^{1}/_{2} \times 8^{1}/_{2}\Box$ , 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 /m<sup>2</sup>, 16 lb. Bond - 80 lb. Cover

## Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

500 sheets

#### **Power consumption:**

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

#### Dimensions (W × D × H):

702 × 556 × 222 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<sup>□</sup> or 11 × 17<sup>□</sup> paper in the 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 <sup>2</sup> (16 - 58.6 lb.)	A4D	8 <sup>1</sup> / <sub>2</sub> ×11 <b>₽</b>	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 <sup>2</sup> (16 - 58.6 lb.) Thin Paper - Thick Paper 2	A3₽, B4 JIS₽, A4₽₽, 1 8 <sup>1</sup> / <sub>2</sub> × 11₽₽	× 17⊡, 8 <sup>1</sup> / <sub>2</sub> × 14⊡,	1,000 sheets

## Tray 2

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 220 g/m <sup>2</sup> (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 <sup>*5</sup>	A4₽, 8 <sup>1</sup> / <sub>2</sub> × 11₽		_ *6

## Large Capacity Tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
Tray 3, 4:	*2		Tray 3, 4:
60 - 216 g/m <sup>2</sup>	A4₽, A5₽, B5 JIS₽, 81,	1,000 sheets	
(16 - 57.5 lb.)			
Thin Paper - Thick Paper 2			
Tray 5:	A4D	8 <sup>1</sup> / <sub>2</sub> ×11₽	Tray 5:
60 - 163 g/m <sup>2</sup>			2,550 sheets
(16 - 43.4 lb.)			
Thin Paper - Thick Paper 1			

Paper type and weight	Metric version	Inch version	Paper capacity
Tray 4:	B4 JIS☞, A4₽₽		- *6
Label paper			
(adhesive labels)			
Tray 3, 4: Tab sheets <sup>*5</sup>	A4 <sup>□</sup> , 8 <sup>1</sup> / <sub>2</sub> × 11 <sup>□</sup>		_ *6

## Wide Large Capacity Tray (Wide LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity *10
Tray 3 - 6: 60 - 300 g/m <sup>2</sup> (16 - 79.8 lb.) Thin Paper - Thick Paper 3	*2 A3 $\square$ , B4 JIS $\square$ , A4 $\square$ $\square$ , B5 JIS $\square$ , A5 $\square$ , 12 × 18 $\square$ , 11 × 17 $\square$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\square$ , 8 × 13 $\square$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\square$	*2 A3, B4, JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11 , 8 × 13, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	Tray 3 - 6: 2,000 sheets
	*3 SRA3 $\Box$ (320 × 450), B5 JIS $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\Box$ , 10 <sup>1</sup> / <sub>2</sub> × 7 <sup>1</sup> / <sub>4</sub> $\Box$ $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10 × 14 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\Box$ , 10 <sup>1</sup> / <sub>2</sub> × 8 $\Box$	8 <sup>1</sup> / <sub>4</sub> × 13 <sup>D</sup> , 10 <sup>1</sup> / <sub>2</sub> × 7 <sup>1</sup> / <sub>4</sub> <sup>D</sup> <sup>D</sup> , 11 × 15 <sup>D</sup> , 11 × 14 <sup>D</sup> , 10 × 15 <sup>D</sup> ,	
	*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	
Tray 3, 4: Label paper (adhesive labels)	B4 JIS⊄, A4₽₽	1	_ *6

Paper type and weight	Metric version	Inch version	Paper capacity *10
Tray 3 - 6: Tab sheets <sup>*5</sup>	$A4\overline{D}, 8^{1}/_{2} \times 11\overline{D}, 8^{1}/_{2} \times 14\overline{D}$		_ *6
Coated paper	*2 A3, B4 JIS, A4, A4, B5, B5 JIS, A5, A5, 12 × 18 $\Box$ , 11 × 17, $B^{1}/2 ×$ 11, $B × 13, 5^{1}/2 ×$ $B^{1}/2$ *3 SRA3, (320 × 450), B5 JIS, $B^{1}/2 × 14 \Box$ , $B^{1}/2 × 13$ $\Box$ , $B^{1}/2 × 11 \Box$ , $B^{1}/2 × 13$ $\Box$ , $B^{1}/4 × 13 \Box$ , 10, 11 × 15, 11 × 14 $\Box$ , 10 × 15, 10 × 14 $\Box$ , $B^{1}/4$ × 14 $\Box$ , 10, 10/2 × 8 $\Box$ *4 Custom size	JISD, A5D, 12 × 18D, 11 × 17D, $8^{1}/_{2} × 11D$ D, 8 × 13D, $5^{1}/_{2} ×$ $8^{1}/_{2}D$ *3 SRA3D (320 × 450), A4D, B5 JIS D, $8^{1}/_{2} ×$ 14D, $8^{1}/_{2} × 13D$ , $8^{1}/_{4} × 13D$ , $10^{1}/_{2} ×$ $7^{1}/_{4}DD$ , 11 × 15D, 11 × 14D, 10 × 15D,	_ *6
	Vertical: 139.7 - 330.2 mm Horizontal: 184.1 - 487.7 mm	Vertical: 5.5 - 13 inches Horizontal: 7.25 - 19.2 inches	

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 216 g/m <sup>2</sup> (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 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 8 × 13,	JIS₽, A5₽₽, A6₽, 12 × 18₽, 11 × 17₽,	500 sheets
	$14\Box, 8^{1}/_{2} \times 14\Box,$ $8^{1}/_{2} \times 13\Box, 8^{1}/_{2} \times 11$	A4 $\Box$ , B5 JIS $\Box$ , 11 × 15 $\Box$ , 10 × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 13	
	*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 <sup>*5</sup>	A4 $\overline{P}$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\overline{P}$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\overline{P}$		_ *6

#### Multi Bypass Tray (Tray 7) (optional)

- \*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. The tab sheet holder for Tray 2 is an optional unit.
- \*6 Make sure paper is not stacked higher than the upper limit mark inside the tray.

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#### Paper Thickness

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

## 4

#### Vote

- When loading paper in Tray 1 and 2, place the print side face down.
- When loading paper in the multi bypass tray, the large capacity tray (LCT) 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

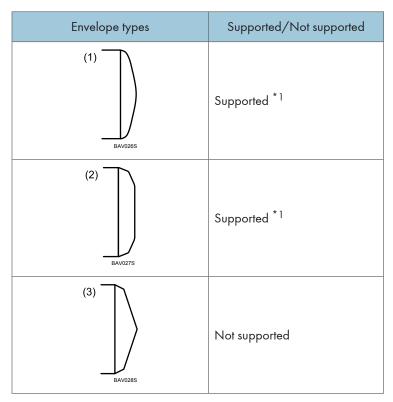
- p.71 "Envelopes"
- p.73 "Thick Paper"

# **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, 2, LCT, 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 <sup>2</sup>	16 - 58.6 lb.
Recommended weight and size	95 g/m², 162 × 229 mm (C5)	24 lb., 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub> (Com10)

#### Note

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

4

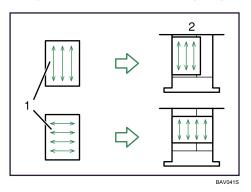
- Before loading envelopes, press down on them to release excess air and flatten out their edges. Make sure that any curled envelopes are fully flattened before you load them.
- Humidity levels of over 50% can cause envelopes to come out creased or misprinted.
- Certain types of envelope might come out 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/m<sup>2</sup> (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**

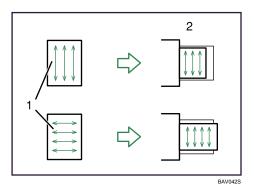
This section gives you various details about and recommendations concerning thick paper.

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, 2, LCT, 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, 2, LCT, 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
  - Thermal fax paper
  - 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.

#### Note

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Perforated paper
  - Slippery paper
  - Torn paper
  - Rough paper
  - Thin paper with little stiffness
  - Paper with a dusty surface
- 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

MEMO

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- means POWER ON.
- ・ () means STAND BY.

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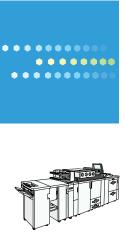
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# **Operating Instructions** About This Machine



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