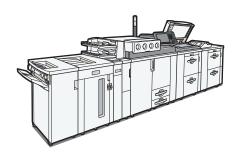


Pro C901s

Operating Instructions About This Machine





- 1 Getting Started
- 2 Entering Text
- 3 Operating Instructions
- 4 Appendix

TABLE OF CONTENTS

| Manuals for This Machine | 4 |
|--|----|
| Manuals List | 6 |
| What You Can Do with This Machine | 7 |
| Using This Machine as a Copier | 7 |
| Utilizing Stored Documents | 8 |
| Using the Scanner in a Network Environment | 8 |
| Administrating the Machine/Protecting Documents (Security Functions) | 9 |
| Monitoring and Setting the Machine Via Computer | 1C |
| Notice | 11 |
| Important | 11 |
| How to Read This Manual | 12 |
| Symbols | 12 |
| Names of Major Items | 12 |
| Notes | 13 |
| Safety Information | 14 |
| Safety During Operation | 14 |
| Safety Precautions to Be Followed | 14 |
| Safety Labels of This Machine | 22 |
| Positions of WARNING and CAUTION labels | |
| Power Switch Symbols | 32 |
| ENERGY STAR Program | |
| Energy Saving Functions | |
| Laws and Regulations | |
| Legal Prohibition | |
| Laser Safety | |
| FCC Rules and IC Rules | 35 |
| Notes to users in the United States of America | 36 |
| 1. Getting Started | |
| Guide to Components | |
| Options | |
| External Options | |
| Internal Options | |
| Control Panel | 42 |

| Adjusting the Angle of the Control Panel | 44 |
|--|----|
| Display Panel | 47 |
| Simple Screen | 47 |
| When the Authentication Screen is Displayed | 49 |
| User Code Authentication (Using the Control Panel) | 49 |
| Login (Using the Control Panel) | 50 |
| Logout (Using the Control Panel) | 51 |
| Login (Using Web Image Monitor) | 51 |
| Logout (Using Web Image Monitor) | 52 |
| Changing Modes | 53 |
| System Reset | 53 |
| Turning On/Off the Power | 55 |
| Turning On the Main Power | 55 |
| Turning On the Power | 56 |
| Turning Off the Power | 56 |
| Turning Off the Main Power | 57 |
| Saving Energy | 57 |
| 2. Entering Text | |
| Entering Text | 59 |
| Available Characters | 59 |
| Keys | 59 |
| How to Enter Text | 60 |
| 3. Operating Instructions | |
| Installing Operating Instructions. | 63 |
| PDF Manuals | |
| How to Use the Operating Instructions | |
| Opening from the Icon | |
| Opening from the [Start] Menu | |
| Opening from the CD-ROM | |
| 4. Appendix | |
| Dos and Don'ts | |
| Saving Color Copies | |
| Software and Utilities Included on the CD-ROM | |

| Specifications for the Main Unit | 70 |
|---|-----|
| Auto Document Feeder | 74 |
| Document Server | 74 |
| Specifications for Finisher SR5000 | 76 |
| Finisher Upper Tray | 76 |
| Finisher Shift Tray | 76 |
| Output Jogger | 78 |
| Specifications for Booklet Finisher SR5020 | 79 |
| Finisher Upper Tray | 79 |
| Finisher Shift Tray | 79 |
| Finisher Booklet Tray | 81 |
| Specifications for Punch Unit (Finisher SR5000) | 83 |
| Specifications for Punch Unit (Booklet Finisher SR5020) | 85 |
| Specifications for Interposer | 87 |
| Specifications for Z-folding Unit | 88 |
| Specifications for Wide Large Capacity Tray | 89 |
| Specifications for Multi Bypass Tray | 90 |
| Specifications for Ring Binder | 91 |
| Specifications for Perfect Binder | 92 |
| Specifications for Trimmer | 94 |
| Specifications for Stacker | 95 |
| Stacker Upper Tray | 95 |
| Stacker Tray | 95 |
| Specifications for Buffer Pass Unit | 97 |
| Specifications for Other Options | 98 |
| Recommended Paper Sizes and Types | 99 |
| Envelopes | 108 |
| Thick Paper | 110 |
| Unusable Paper | 111 |
| Paper Storage | 112 |
| Trademarks | 113 |
| INDEX | 115 |

Manuals for This Machine

Read this manual carefully before you use this machine.

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

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

About This Machine

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

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to resolving common usage-related 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 how to connect the machine to a network. Also explains how to change User Tools settings, and how to register information in the Address Book.

Paper Settings Reference

Explains how to make paper settings.

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.



- 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 | Yes |
| Network Guide | No | Yes | Yes |
| General Settings Guide | No | Yes | Yes |
| Paper Settings Reference | Yes | Yes | Yes |
| Security Reference | No | Yes | Yes |

What You Can Do with This Machine

This section introduces the features of this machine.



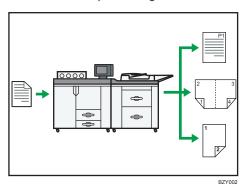
• For details about options, see "Options".

Reference

• p.39 "Options"

Using This Machine as a Copier

You can make copies of originals.



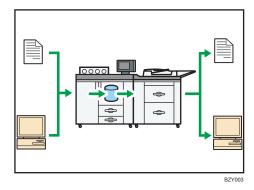
- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.
- You can print stamps on copies. Stamps can include scanned images, dates, and page numbers.
- You can adjust the color tones and image quality of your copies.
- You 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, and envelopes.
- The optional finisher allows you to sort, staple, punch holes in, and Z-fold your copies.
- The optional ring binder allows you to bind your copies with a ring comb.
- The optional perfect binder allows you to perfect bind your copies into a booklet.
- The optional trimmer allows you to cut the fore edge of the book block.

■ Reference

• See Copy/Document Server Reference.

Utilizing Stored Documents

You can store files scanned in copier or 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).



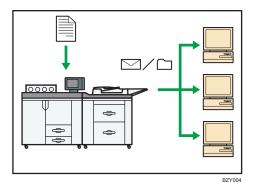
• You can also retrieve stored documents scanned in scanner mode.

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

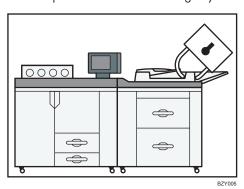
You can use a scanner over the network.



- 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 Folders", 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.



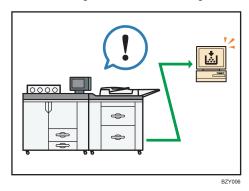
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

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.

U 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 Items

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

- Auto document feeder → ADF
- LCIT RT5050 (optional) → Wide Large Capacity Tray (Wide LCT)
- Bridge Unit BU5000 (optional) → Bridge unit
- Tab Sheet Holder Type 3260 (optional) → Tab sheet holder
- Multi Bypass Tray BY5000 (optional) → Multi bypass tray (Tray 7)
- Cover Interposer Tray CI5010 (optional) → Interposer
- Z-folding Unit ZF4000 (optional) → Z-folding unit
- Punch Unit PU5000 NA (optional) → Punch unit
- Punch Unit PU5020 NA (optional) → Punch unit
- Trimmer Unit TR5020 (optional) → Trimmer
- High Capacity Stacker SK5010 (optional) → Stacker
- Roll-Away Cart Type 5010 (optional) → Stacker tray
- Ring Binder RB5000 (optional) → Ring Binder
- Perfect Binder GB5000 (optional) → Perfect Binder

- Buffer Pass Unit Type 5000 (optional) → Buffer pass unit
- Fuser Unit Air Separator Type C901 (optional) → Fuser unit air separator

Notes

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

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

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

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

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:



⚠ WARNING

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



CAUTION

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

Safety Precautions to Be Followed

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

Environments where the machine can be used

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



⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

^CAUTION

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

ACAUTION

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

ACAUTION

• 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.

ACAUTION

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

ACAUTION

When new, electrical devices containing volatile materials will normally release emissions into
the air of their vicinity. For this reason, for the first few days after installation of a new device,
strong ventilation inside the room where it is placed is necessary.

ACAUTION

 Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.

Handling power cords and power plugs

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

⚠WARNING

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

MARNING

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

∴ WARNING

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

MARNING

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

WARNING

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

WARNING

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

WARNING

• The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

WARNING

• It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock

WARNING

• If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

WARNING

• When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

ACAUTION

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

ACAUTION

• If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

ACAUTION

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

ACAUTION

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

ACAUTION

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

Handling the main machine

This section explains safety precautions about handling the main machine.

MARNING

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

MARNING

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

↑ WARNING

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

∴ WARNING

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

MARNING

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

CAUTION

Unplug the power cord from the wall outlet before you move the machine. While moving the
machine, take care that the power cord is not damaged under the machine. Failing to take these
precautions could result in fire or electric shock.

CAUTION

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

ACAUTION

 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.

ACAUTION

Do not look into the lamp. It can damage your eyes.

ACAUTION

• Protect the machine from dampness or wet weather, such as rain and snow.

CAUTION

 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.

ACAUTION

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

Handling the machine's interior

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

MARNING

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

ACAUTION

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

ACAUTION

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

CAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

When closing the finisher, keep hands clear of the finisher's upper surface. You can trap and injure
your fingers if you do not.

ACAUTION

Keep your hands clear of the perfect binder and paper exit. You can trap your fingers if you do
not.

CAUTION

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

ACAUTION

• If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can result from heavy accumulation of dust inside this machine. Contact your sales or service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

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

⚠ WARNING

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

WARNING

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

MARNING

 Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

CAUTION

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

ACAUTION

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

⚠ CAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

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

ACAUTION

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

CAUTION

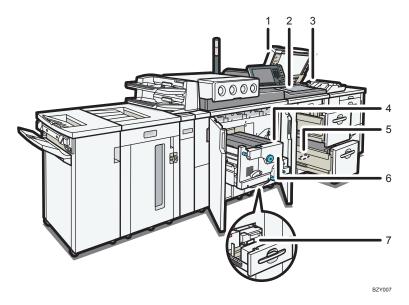
• When binding paper manually with ring opener, take care not to trap or injure fingers.

Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels

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





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



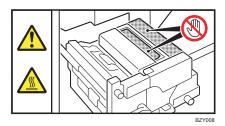
Class 3B invisible laser radiation when open. Avoid exposure to the beam.

3



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

4



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.

5



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

6



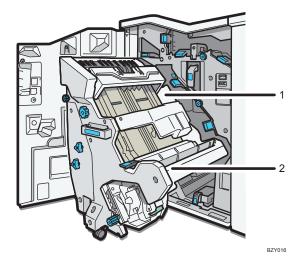
The screw hole in the center of the knob gets very hot. Do not touch this area. Doing so could result in burns.

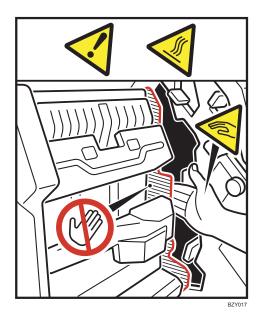
7



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

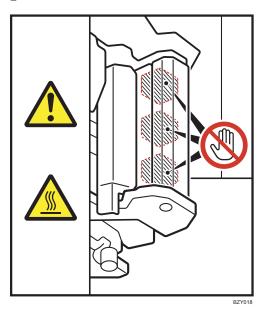
Booklet Finisher SR5020



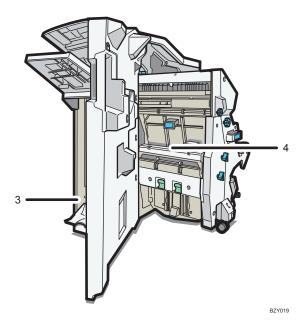


The inside of the Booklet Finisher SR5020 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

2

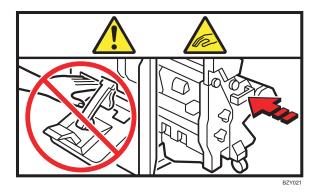


Do not touch the parts a label indicates. The inside of the Booklet Finisher SR5020 could be very hot. Caution should be taken when removing misfed paper.



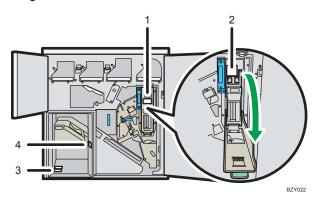


Keep your hands clear of the booklet finisher tray when removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.



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

Ring Binder





 ${\it Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.}$

27



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

3

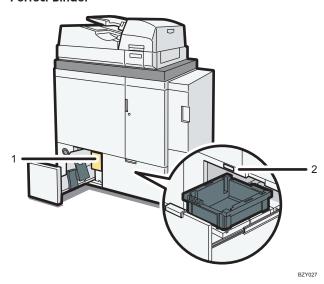


When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.



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

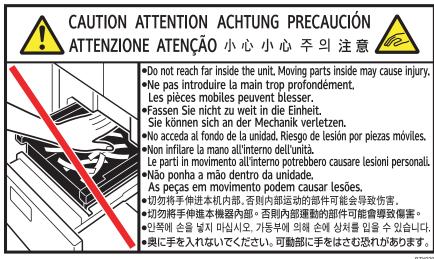
Perfect Binder





Do not reach far inside the unit. Moving parts inside may cause injury.

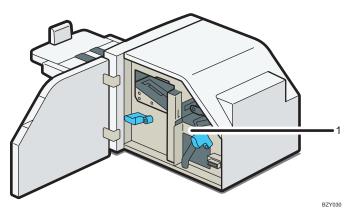
2

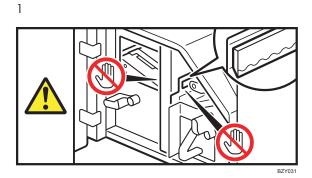


BZY029

Do not reach far inside the unit. Moving parts inside may cause injury.

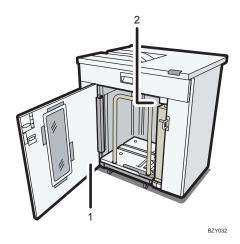
Trimmer





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

Stacker





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

2



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

Power Switch Symbols

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

• I : POWER ON

• O : POWER OFF

• U: STANDBY

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



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

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

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

It is an open program in which manufacturers participate voluntarily.

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



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

Reference

• p.34 "Energy Saving Functions"

Energy Saving Functions

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

Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is 15 minutes. This default time can be changed.

Sleep Mode (on machines with printer or scanner functions)

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 240 minutes. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

Specifications

| | Machine |
|--|----------------|
| Reduced Electrical Consumption by Low Power Mode | 560 W or less |
| Time of Switch into Low Power Mode | 15 minutes |
| Time of Switch out from Low Power Mode | 160 seconds |
| Reduced Electrical Consumption by Sleep Mode | 30 W or less |
| Time of Switch into Sleep Mode | 240 minutes |
| Time of Switch out from Sleep Mode | 420 seconds *1 |

*1 The machine might not recover in the time indicated, depending on the conditions of the environment it is operating in.



- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", General Settings Guide.

Reference

• "Timer Settings", General Settings Guide

Laws and Regulations

Legal Prohibition

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.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Laser Safety

CDRH Regulation

This machine complies with the requirements of 21 CFR Subchapter J for class 1 laser product. The machine 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.

Caution:

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

FCC Rules and IC Rules

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.

Notes to users in the United States of America

FCC Rules

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Caution:

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

Notes to users in the state of California

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

1. Getting Started

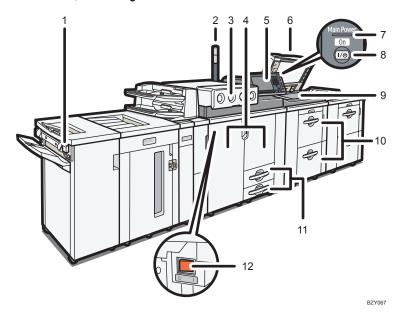
This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.



 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. Suspend/Resume switch

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

2. Attention light

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

3. Toner cover

Open to change the toner container.

4. Front cover (front right /left cover)

Open to access the inside of the machine.

5. Control panel

See "Control Panel".

6. ADF

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

7. Main power indicator

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

8. 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".

9. Exposure glass

Place originals here face down.

10. Paper tray (tray 3, 4)

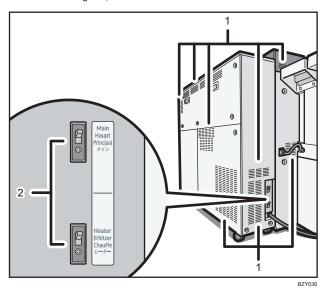
Load paper here.

11. Paper tray (tray 1, 2)

Load paper here.

12. Main power switch

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



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.

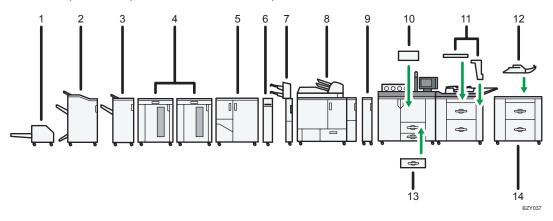
■ Reference

- p.42 "Control Panel"
- p.55 "Turning On/Off the Power"

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

External Options

This section provides explanations about external options.



1. Trimmer

Cuts the fore edge of the book block after the book block is saddle stitched. To use the trimmer, the Booklet Finisher SR5020 is required.

2. Booklet Finisher SR5020

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

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

3. Finisher SR5000

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

- Finisher upper tray
- · Finisher shift tray

4. Stacker

Stacks 5,250 sheets of paper. You can install two stackers.

5. Ring binder

Binds sheets of paper with a ring comb.

6. Z-folding unit

Makes two parallel folds on copied or printed paper, one of which faces in and the other facing out. To use the Z-folding unit, the Finisher SR5000 or the Booklet Finisher SR5020 is required.

7. Interposer

Inserts cover or slip sheets into copied or printed paper.

8. Perfect binder

Perfect binds sheets into a booklet.

9. Buffer pass unit

Cools copies or prints.

10. Fuser unit air separator

Blows air to prevent thin paper becoming jammed.

11. Bridge unit

Connects the Wide LCT to the machine.

12. Multi bypass tray

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

13. A3/11 × 17 tray unit

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

14. Wide LCT

Holds 4,400 sheets of A3 \square or 11 × 17 \square sized paper. Use to copy or print onto adhesive labels, tab sheets, envelopes, and custom size paper.



- You cannot install the Finisher SR5000 and the Booklet Finisher SR5020 at the same time.
- When the Finisher SR5000 is installed, only one of the following options can be installed on the machine: the stacker, the ring binder, or the perfect binder.
- When the Booklet Finisher SR5020 is installed, you cannot install the ring binder and the perfect binder at the same time.
- When the Booklet Finisher SR5020 is installed, you cannot install the Z-folding unit, the ring binder, or the perfect binder if a second stacker is also installed.
- You can install the ring binder or the perfect binder only if the Finisher SR5000, the Booklet Finisher SR5020, or the stacker is also installed.

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.

VM card

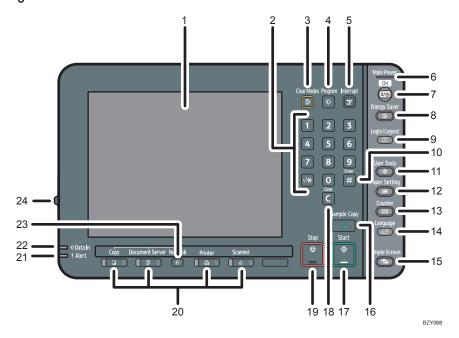
With this card, you can install embedded software architecture applications.

Control Panel

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



 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. Display panel

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

2. Number keys

Use to enter the numbers.

3. [Clear Modes] key

Press to clear the current settings.

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

- Press to register frequently used settings, or to recall registered settings. See "Registering Frequently Used Functions", Copy/Document Server Reference and "Programs", Scanner Reference.
- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the
 operation switch is turned on. See "Changing the Default Functions of the Copy's Initial Display", Copy/
 Document Server Reference. See "Registering the Default Values of the Scanner's Initial Display", Scanner
 Reference.

5. [Interrupt] key

Press to make interrupt copies during a copy run.

See "Interrupt Copy", Copy/Document Server Reference.

6. Main power indicator

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

7. 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".

8. [Energy Saver] key

Press to switch to and from Energy Saver mode.

See "Saving Energy".

9. [Login/Logout] key

Press to log in or out of the system.

10. [#] key (Enter key)

Press to confirm values entered or items specified.

11. [User Tools] key

Press to change the default settings and conditions to meet your requirements.

See "System Settings", General Settings Guide.

12. [Paper Setting] key

Specify settings for the paper tray.

13. [Counter] key

Press to check or print the counter value.

See "Counter", General Settings Guide.

14. [Language] key

Press to change the language of the display.

15. [Simple Screen] key

Press to switch to the simple screen.

See "Simple Screen".

16. [Sample Copy] key

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

17. [Start] key

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

18. [Clear] key

Press to delete an entered number.

19. [Stop] key

Press to stop a job in progress.

This key does not function when the machine is in the printer mode.

20. Function keys

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

- Copy
- Document Server
- Printer
- Scanner

The indicator to the left of the key whose function you selected lights up. See "Changing Modes".

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

21. Alert indicator

Lights continuously if an error has occurred.

22. Data In indicator (printer mode)

Lights up when the machine is receiving data.

23. [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.

24. Screen contrast slider

Adjusts display panel brightness.

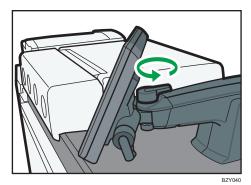
■ Reference

- p.47 "Display Panel"
- p.47 "Simple Screen"
- p.53 "Changing Modes"
- p.55 "Turning On/Off the Power"
- p.57 "Saving Energy"

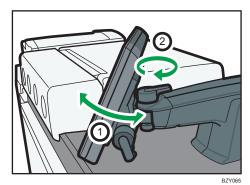
Adjusting the Angle of the Control Panel

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

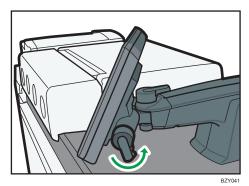
1. Turn the handle counterclockwise to unlock the horizontal joint securing the control panel.



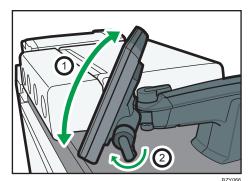
2. Position the control panel at the horizontal angle that you require. Turn the handle clockwise to lock the joint.



3. Turn the handle counterclockwise to unlock the vertical joint securing the control panel.



4. Position the control panel at the vertical angle that you require. Turn the handle clockwise to lock the joint.



Display Panel

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



 Impact or pressure of more than 30 N (3 kgf) will damage the screen. (N = Newton; 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:



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.



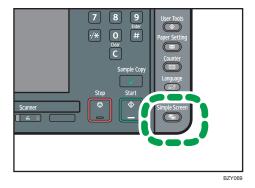


 The display panels shown in this manual's illustrations are taken from a machine on which the multi bypass tray, the Wide LCT, and the Booklet Finisher SR5020 are installed.

Simple Screen

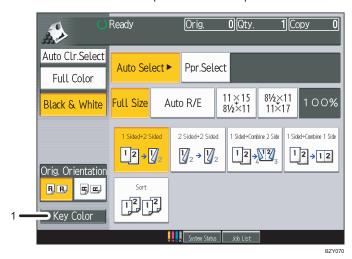
This section explains how to switch to the simple screen.

When you press the [Simple Screen] key, the screen changes from the initial display to the simple screen. Letters and keys are displayed at a larger size, making operations easier.



Example of a simple screen

This illustration shows the copier function's simple screen.



1. [Key Color]

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



- To return to the initial display, press the [Simple Screen] key again.
- Certain keys do not appear on the simple screen.

When the Authentication Screen is Displayed

This section explains the authentication screen.



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

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

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



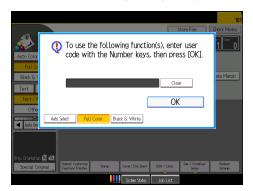
• If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

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].





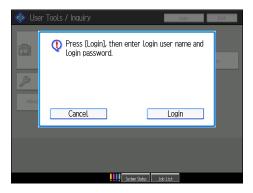
• To log out, do one of the following:

- 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.



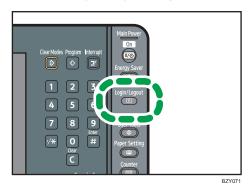
• If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

Logout (Using the Control Panel)

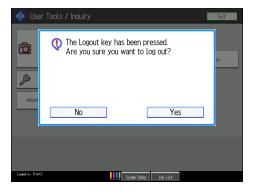
This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.



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



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

Logout (Using Web Image Monitor)

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

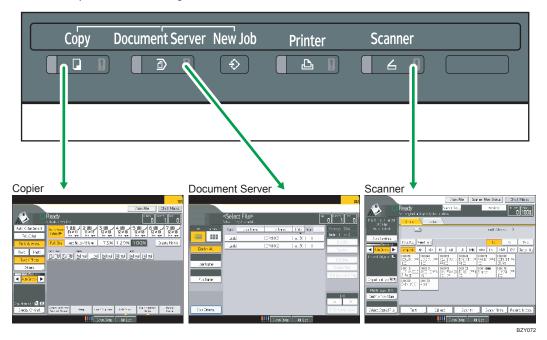
1. Click [Logout] to log out.



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

Changing Modes

This section explains how to change modes.



- **U** Note
 - You cannot switch modes in any of the following situations:
 - When accessing User Tools / Inquiry
 - When accessing Counter
 - When accessing Tray Paper Settings
 - · 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.

ī

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 connection

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

Power supply

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

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



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.

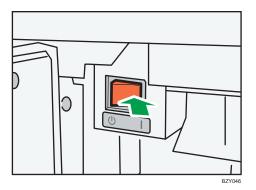
Turning On the Main Power

This section explains how to turn on the main power.



- 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.



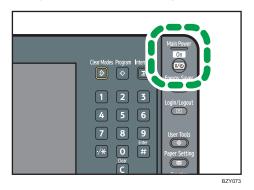
After you switch the main power on, a screen may appear to indicate that the machine is initializing.
 Do not switch the power off during this process. Initialization takes about three minutes.

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.

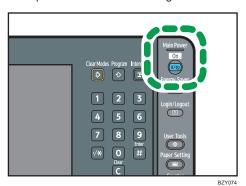
Turning Off the Power

This section explains how to turn off the power.

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

2. Press the operation switch.

The operation switch indicator goes off.





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

Turning Off the Main Power

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

Low power mode

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

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

Auto Off

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.



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

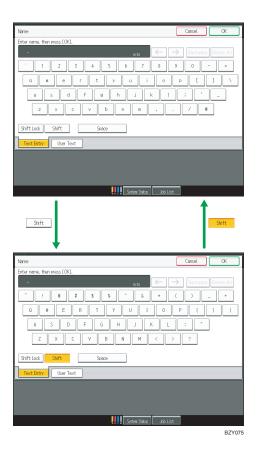
- Alphabetic characters
- Symbols
- Numerals

0123456789

Keys

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

You can change the entry screen using the keys below.



♦ Note

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

How to Enter Text

This section explains text entry more specifically.

Entering letters

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 numbers

This section explains how to enter numbers.

1. Press numbers you want to enter.



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

Deleting characters

This section explains how to delete characters.

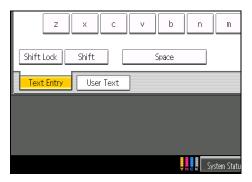
1. Press [Backspace] or [Delete All] to delete characters.

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.



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.



- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- 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/7, Windows Server 2003/2003 R2/2008/2008 R2
 - Minimum display resolution: 800 × 600 pixels
- We recommend Microsoft Internet Explorer 4.01 SP2 or a later version.
- 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].



- 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.
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.

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



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

2

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 [All Programs] (Windows 2000: [Programs]), then [Product Name], and then click the manual you want to view.

The browser opens, and then the manual appears.



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.



If you are using an earlier or non-recommended browser and the simplified version of the
documentation does not appear automatically, open "index.htm", which can be found in the following
folder on the CD-ROM: MANUAL_HTML\LANG\(language)\(manual)\unv

4. Appendix

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

Dos and Don'ts

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

WARNING

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

CAUTION

Unplug the power cord from the wall outlet before you move the machine. While moving the
machine, take care that the power cord is not damaged under the machine. Failing to take these
precautions could result in fire or electric shock.

Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage
 the hard disk
- 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.
- 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 paper clips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water 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 manufacturer shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.
- The anti-humidity heater and optional anti-condensation heater warm the machine's interior to prevent
 it becoming too humid. These heaters keep the machine warm even if the main power switch is turned
 off.

■ Reference

• p.55 "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:

Laser beam scanning and Electrophotographic printing

4 drums tandem method

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

• Scanning originals: 600 dpi

• Copying/printing: 1200 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

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

420 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3□, 11 × 17□

Paper size:

• Tray 1: A4 \mathbb{D} , 8 $^{1}/_{2} \times 11\mathbb{D}$

• Trays 2 - 4:

A3D, B4 JIS (Japanese Industrial Standard)D, A4DD, B5 JISDD, A5D,

4

 $11 \times 17^{\Box}$, $8^{1}/_{2} \times 14^{\Box}$, $8^{1}/_{2} \times 11^{\Box}$, $5^{1}/_{2} \times 8^{1}/_{2}^{\Box}$, $8^{1}/_{2} \times 13^{\Box}$, $8^{1}/_{4} \times 13^{\Box}$, $8 \times 13^{\Box}$, $7^{1}/_{4} \times 10^{1}/_{2}^{\Box}$, $11 \times 15^{\Box}$, $11 \times 14^{\Box}$, $10 \times 15^{\Box}$, $10 \times 14^{\Box}$, $8^{1}/_{4} \times 14^{\Box}$, $8 \times 10^{\Box}$, SRA3 \Box , $12 \times 18^{\Box}$

- Tray 2 (custom size):
 - Vertical: 139.7 330.2 mm (5.50 13.00 inches)
 - Horizontal: 182.0 458.0 mm (7.17 18.03 inches)
- Tray 3, 4 (custom size):
 - Vertical: 139.7 330.2 mm (5.50 13.00 inches)
 - Horizontal: 182.0 487.7 mm (7.17 19.20 inches)
- Duplex:

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□,

 $11 \times 17^{\Box}$, $8^{1}/_{2} \times 14^{\Box}$, $8^{1}/_{2} \times 11^{\Box}$, $5^{1}/_{2} \times 8^{1}/_{2}^{\Box}$, $8^{1}/_{2} \times 13^{\Box}$, $8^{1}/_{4} \times 13^{\Box}$, $8 \times 13^{\Box}$, $7^{1}/_{4} \times 10^{1}/_{2}^{\Box}$, $11 \times 15^{\Box}$, $11 \times 14^{\Box}$, $10 \times 15^{\Box}$, $10 \times 14^{\Box}$, $8^{1}/_{4} \times 14^{\Box}$, $8 \times 10^{\Box}$, SRA3 \Box , $12 \times 18^{\Box}$

- Duplex (custom size):
 - Vertical: 139.7 330.2 mm (5.50 13.00 inches)
 - Horizontal: 182.0 487.7 mm (7.17 19.20 inches)

Paper weight:

- Tray 1, 2: 60 220 g/m² (16 lb. Bond 80 lb. Cover)
- Tray 3, 4: 60 300 g/m² (16 lb. Bond 110 lb. Cover)
- Duplex: 60 300 g/m² (16 lb. Bond 110 lb. Cover)

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

Non-reproduction area (Copier):

- Leading edge: $5.0 \pm 0.5 \text{ mm} (0.20 \pm 0.02 \text{ inch})$
- Trailing edge: $4.0 \pm 1.0 \text{ mm} (0.16 \pm 0.04 \text{ inch})$
- Left and Right: 2.0 ± 1.5 mm (0.08 ± 0.06 inch) (Less than 4.0 mm, 0.16 inch 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)

Copy/print speed (Full Color/B&W):

90 sheets/minute (A4 \mathbb{D} , 8 $^{1}/_{2} \times 11\mathbb{D}$, on the exposure glass)

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:

9,999 sheets

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

- Tray 1 (Tandem tray): 2,200 sheets (1,100 sheets × 2)
- Tray 2: 550 sheets
- Tray 3, 4: 4,400 sheets (2,200 sheets × 2)

Power source:

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

Power consumption:

| | Main unit only | Complete system |
|-----------------|----------------|-----------------|
| Warm-up | About 5.5 kW | About 5.5 kW |
| Stand-by | About 3.2 kW | About 3.2 kW |
| During printing | About 5.5 kW | About 5.5 kW |
| Maximum | About 5.5 kW | About 5.5 kW |

• The complete system consists of the main unit, the Finisher SR5000, the Wide LCT, the interposer, and the fuser unit air separator.

Dimensions (W \times D \times H):

 $2,555 \times 990 \times 1,640 \text{ mm} (100.6 \times 39.0 \times 64.6 \text{ inches})$

Space for main unit (W × D):

4,555 × 2,790 mm (179.4 × 109.9 inches)

Noise emission:

• Sound power level:

| | Main unit only | Complete system |
|----------|---------------------|---------------------|
| Stand-by | Less than 67 dB (A) | Less than 69 dB (A) |
| Copying | Less than 76 dB (A) | Less than 80 dB (A) |

• Sound pressure level:

| | Main unit only | Complete system |
|----------|---------------------|-----------------|
| Stand-by | Less than 61 dB (A) | - |
| Copying | Less than 68 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, the Finisher SR5000, and the fuser unit air separator.

Weight:

860 kg (1896.0 lb.) or less



• p.110 "Thick Paper"

Auto Document Feeder

Mode:

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

Original size:

Metric version: A3□ - A5□

• Inch version: $11 \times 17 - 5^{1}/2 \times 8^{1}/2$

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 inch)

Maximum power consumption:

130 W or less (Power is supplied from the main unit.)

Dimensions (W \times D \times H):

 $680 \times 560 \times 150 \text{ mm}$ (26.8 × 22.1 × 6.0 inches)

Weight:

Approx. 17.5 kg (38.6 lb.)



• 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)(600 dpi 8bit NFC1)
- Scanner: Approx. 2,000 pages (Scanning Conditions: 600 dpi 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. 153 GB (A4 or $8^{1}/_{2} \times 11$: 600 dpi 8bit NFC1, Approx. 2,000 sheets for copier, 5,000 sheets for printer)

(The capacity differs depending on the functions used.)

Capacity (Others):

Approx. 1 GB

Specifications for Finisher SR5000

This section describes specifications for the Finisher SR5000.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of the Finisher SR5000.

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, $12 \times 18D$, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11D$

Paper weight:

• Without Z-fold:

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

• With Z-fold:

 $64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$

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

- Without Z-fold:
 - 500 sheets: A4DD, B5 JISDD, A5D, 81/2 × 11DD, 51/2 × 81/2D
 - 250 sheets: SRA3 \square , A3 \square , B4 JIS \square , 12 × 18 \square , 11 × 17 \square , 8 $^1/_2$ × 14 \square
- With Z-fold:
 - 30 sheets

Finisher Shift Tray

This section describes specifications for the finisher shift tray of the Finisher SR5000.

Paper size:

• Without Z-fold:

SRA3D, A3D, B4 JISD, A4DD, B5 JISDD, A5D,

 $12 \times 18 \,\Box$, $11 \times 17 \,\Box$, $11 \times 15 \,\Box$, $11 \times 14 \,\Box$, $10 \times 15 \,\Box$, $10 \times 14 \,\Box$, $8^1/_2 \times 14 \,\Box$, $8^1/_2 \times 13 \,\Box$, $8^1/_2 \times 11 \,\Box$, $8^1/_4 \times 14 \,\Box$, $8^1/_4 \times 13 \,\Box$, $8 \times 13 \,\Box$, $8 \times 10 \,\Box$, $5^1/_2 \times 8^1/_2 \,\Box$, $7^1/_4 \times 10^1/_2 \,\Box$, custom size

• With Z-fold:

A3D, B4 JISD, A4D, $12 \times 18D$, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11D$

Paper weight:

• Without Z-fold:

60 - 300 g/m² (16 lb. Bond - 110 lb. Cover)

• With Z-fold:

 $64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$

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

• Without Z-fold:

• 3,000 sheets: A4 \mathbb{D} , B5 JIS \mathbb{D} , 8 $^{1}/_{2} \times 11\mathbb{D}$

• 1,500 sheets: A3D, B4 JISD, A4D, B5 JISD, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D

• 1,000 sheets: 12 × 18□

• 100 sheets: A5 \Box , $5^1/_2 \times 8^1/_2\Box$

• 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 × 14D, $8^{1}/_{2}$ × 14D, $8^{1}/_{2}$ × 13D, $8^{1}/_{2}$ × 11DD, $8^{1}/_{4}$ × 14D, $8^{1}/_{4}$ × 13D, 8 × 13D, 8 × 10DD, $7^{1}/_{4}$ × $10^{1}/_{2}$ DD

• With Z-fold:

A3□, B4 JIS□, 11 × 17□

Staple paper weight:

• Without Z-fold:

 $64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$

Each copy set can have either two covers or two slip sheets that are A4 ($8^1/_2 \times 11$) and up to 200 g/m² (110 lb. Index). Each copy set cannot be more than 11 mm (0.5 inch) thick.

• With Z-fold:

64 - 80 g/m² (17 - 20 lb. Bond)

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

• Without Z-fold:

- 50 sheets: A3 \square , B4 JIS \square , 11 × 17 \square , 11 × 15 \square , 11 × 14 \square , 10 × 15 \square , 10 × 14 \square , 8¹/₂ × 14 \square , 8¹/₄ × 14 \square , 8 × 10 \square
- 100 sheets: A4DD, B5 JISDD, $8^1/_2 \times 13D$, $8^1/_2 \times 11DD$, $8^1/_4 \times 13D$, $8 \times 13D$, $7^1/_4 \times 10^1/_2DD$
- With Z-fold:
 - 10 sheets: A3□, B4 JIS□, 11 × 17□

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

- 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 (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
 - 10 ⁻ 50 sheets: 150 ⁻ 30 sets (A3□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□)
- With Mixed Size:
 - 2 50 sheets: 30 sets (A3D/A4D, B4 JISD/B5 JISD, 11 × 17D/8¹/₂ × 11D)
- With Z-fold:

1 - 10 sheets: 30 - 3 sets

Staple position:

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

Power consumption:

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

Dimensions (W \times D \times H):

 $806 \times 730 \times 980 \text{ mm}$ (31.8 × 28.8 × 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 JISDD, A5D, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11DD$, $5^{1}/_{2} \times 8^{1}/_{2}$ D, SRA3D, $12 \times 18D$

Specifications for Booklet Finisher SR5020

This section describes specifications for the Booklet Finisher SR5020.

Finisher Upper Tray

This section describes specifications for the finisher upper tray of the Booklet Finisher SR5020.

Paper size:

• Without Z-fold:

A3
$$\Box$$
, A4 \Box \Box , A5 \Box , B4 JIS \Box , B5 JIS \Box \Box , B1 \(\text{17}\overline{\

• With Z-fold:

A3D, A4D, B4 JISD,
$$11 \times 17D$$
, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11D$, $12 \times 18D$

Paper weight:

• Without Z-fold:

• With Z-fold:

$$64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$$

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

- Without Z-fold:
 - 250 sheets: A4 \square , A5 \square , B5 JIS \square , 8 $^1/_2 \times 11$ \square , 8 × 10 \square , $7^1/_4 \times 10^1/_2$ \square , $5^1/_2 \times 8^1/_2$
 - 50 sheets: A3D, B4 JISD, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 13D, 8¹/₄ × 14D, 8¹/₄ × 13D, 8 × 13D, 12 × 18D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, SRA3D
- With Z-fold:
 - 20 sheets: A4 \square , 8 $^{1}/_{2} \times 11\square$
 - 30 sheets: A3D, B4 JISD, 11 × 17D, 8¹/₂ × 14D, 12 × 18D

Finisher Shift Tray

This section describes specifications for the finisher shift tray of the Booklet Finisher SR5020.

Paper size:

• Without Z-fold:

A3D, B4 JISD, A4DD, A5D, B5 JISDD,

 $12\times18^{\square},\ 11\times17^{\square},\ 11\times15^{\square},\ 10\times14^{\square},\ 8^{1}/_{2}\times14^{\square},\ 8^{1}/_{4}\times14^{\square},\ 8^{1}/_{2}\times13^{\square},\ 8^{1}/_{2}\times11^{\square},\ 5^{1}/_{2}\times8^{1}/_{2}^{\square},\ 8^{1}/_{4}\times13^{\square},\ 8\times13^{\square},\ 8\times10^{\square},\ 7^{1}/_{4}\times10^{1}/_{2}^{\square},\ 11\times14^{\square},\ 10\times15^{\square},\ SRA3^{\square}$

• With Z-fold:

A3D, A4D, B4 JISD, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11D$, $12 \times 18D$

Paper weight:

• Without Z-fold:

60 - 300 g/m² (16 lb. Bond - 110 lb. Cover)

• With Z-fold:

 $64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$

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

- Without Z-fold:
 - 2,500 sheets: A4 \mathbb{D} , B5 JIS \mathbb{D} , 8 $^{1}/_{2} \times 11\mathbb{D}$
 - 1,500 sheets: A3 \square , A4 \square , B4 JIS \square , B5 JIS \square , 11 × 17 \square , 8 $^1/_2$ × 14 \square , 8 $^1/_2$ × 11 \square
 - 1,000 sheets: SRA3□, 12 × 18□
 - 100 sheets: A5\(\mu, 5\)\(\gamma \times 8\)\(\gamma \pi \)
- With Z-fold:

30 sheets

Staple paper size:

• Without Z-fold:

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

• With Z-fold:

A3□, B4 JIS□, 11 × 17□

Staple paper weight:

• Without Z-fold:

 $64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$

Each copy set can have either two covers or two slip sheets that are A4 ($8^1/_2 \times 11$) and up to 200 g/m² (110 lb. Index). Each copy set cannot be more than 11 mm (0.5 inch) thick.

• With Z-fold:

 $64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$

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

- Without Z-fold:
 - 50 sheets:

A3D, B4JISD, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,
$$8^{1}/_{2}$$
 × 14D, $8^{1}/_{4}$ × 14D, 8 × 10D

• 100 sheets:

A4
$$\square$$
D, B5 JIS \square D, $8^1/_2 \times 13$ D, $8^1/_2 \times 11$ DD, $8^1/_4 \times 13$ D, 8×13 D, $7^1/_4 \times 10^1/_2$ DD

- 50 sheets: With Mixed Size mode
- With Z-fold:

10 sheets: A3□, B4 JIS□, 11 × 17□

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

- Without Mixed Size:
 - 20 $^-$ 100 sheets: 125 $^-$ 25 sets (A4 \square , B5 JIS \square , 8 $^1/_2 \times 11\square$)
 - 10 19 sheets: 200 105 sets (A4 \mathbb{D} , B5 JIS \mathbb{D} , 8 $^{1}/_{2} \times 11\mathbb{D}$)
 - 2 9 sheets: 150 sets (A4 \mathbb{D} , B5 JIS \mathbb{D} , 8 $^{1}/_{2} \times 11\mathbb{D}$)
 - 10 ⁻ 100 sheets:150 ⁻ 15 sets (A4□, B5 JIS□, 8¹/₂ × 11□)
 - 2 $\overline{}$ 9 sheets: 150 sets (A4 \square , B5 JIS \square , 8 $1/2 \times 11 \square$)
 - 10 $^-$ 50 sheets: 150 $^-$ 30 sets (A3 \square , B4 JIS \square , 11 × 17 \square , 8 $^1/_2$ × 14 \square)
 - 2 $^-$ 9 sheets: 150 sets (A3 \square , B4 JIS \square , 11 × 17 \square , 8 $^1/_2$ × 14 \square)
- With Mixed Size:
 - 2 $^-$ 50 sheets: 30 sets (A3 \square /A4 \square , B4 JIS \square /B5 JIS \square , 11 × 17 \square /8 1 / $_2$ ×11 \square)

Staple position:

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

Finisher Booklet Tray

This section describes specifications for the finisher booklet tray of the Booklet Finisher SR5020.

Saddle stitch paper size:

A3D, A4D, B4 JISD, B5 JISD,
$$11 \times 17D$$
, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11D$, $12 \times 18D$, SRA3D

Saddle stitch paper weight:

$$64 - 90 \text{ g/m}^2 (17 - 24 \text{ lb. Bond})$$

You can use one sheet of paper weighing between 90 g/m 2 (24 lb. Bond) and 163 g/m 2 (90 lb. Index) per set.

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

Maximum 20 sheets

Stack capacity after saddle stitching (80 g/ m^2 , 20 lb. Bond):

5 sheets: 30 sets (A3□)

Saddle stitch position:

Center

Power source:

120 V, 60 Hz, 2 A

Power consumption:

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

Dimensions (W \times D \times H):

 $990 \times 730 \times 1,130 \text{ mm} (39 \times 28.8 \times 44.5 \text{ inches})$

Weight:

Approx. 130 kg (286.6 lb.)

Specifications for Punch Unit (Finisher SR5000)

This section describes specifications for the punch unit (Finisher SR5000).

To use the punch unit (Finisher SR5000), the Finisher SR5000 is required.

Paper size:

| Punch unit type | Paper size |
|---------------------------|--|
| 2 & 4 holes type: 2 holes | \square : SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{4}$ × 14, 8 × 10, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × 11, $5^{1}/_{2}$ × $8^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, 8 × 13, $8^{1}/_{2}$ × 13, $8^{1}/_{4}$ × 13 |
| 2 & 4 holes type: 2 holes | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |
| 2 & 4 holes type: 2 holes | Custom size: • Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches) • Horizontal: 182.0 - 487.7 mm (7.17 - 19.20 inches) |
| 2 & 4 holes type: 4 holes | □: SRA3, A3, B4 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14 |
| 2 & 4 holes type: 4 holes | $D: A4, B5 JIS, 8^{1}/_{2} \times 11, 7^{1}/_{4} \times 10^{1}/_{2}$ |
| 2 & 4 holes type: 4 holes | Custom size: • Vertical: 257.0 - 330.2 mm (10.12 - 13.00 inches) • Horizontal: 182.0 - 487.7 mm (7.17 - 19.20 inches) |
| 4 holes type: 4 holes | \square : SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{4}$ × 14, 8 × 10, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × 11, $5^{1}/_{2}$ × $8^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, 8 × 13, $8^{1}/_{2}$ × 13, $8^{1}/_{4}$ × 13 |
| 4 holes type: 4 holes | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |

| Punch unit type | Paper size |
|---------------------------|--|
| 4 holes type: 4 holes | Custom size: • Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches) • Horizontal: 182.0 - 487.7 mm (7.17 - 19.20 inches) |
| 2 & 3 holes type: 2 holes | \square : SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{4}$ × 14, 8 × 10, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × 11, $5^{1}/_{2}$ × $8^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, 8 × 13, $8^{1}/_{2}$ × 13, $8^{1}/_{4}$ × 13 |
| 2 & 3 holes type: 2 holes | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |
| 2 & 3 holes type: 2 holes | Custom size: • Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches) • Horizontal: 182.0 - 487.7 mm (7.17 - 19.20 inches) |
| 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 | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |
| 2 & 3 holes type: 3 holes | Custom size: • Vertical: 241.0 ⁻ 330.2 mm (9.49 ⁻ 13.00 inches) • Horizontal: 182.0 ⁻ 487.7 mm (7.17 ⁻ 19.20 inches) |

Paper weight:

- $2 \& 3 \text{ holes: } 60 163 \text{ g/m}^2 \text{ (16 lb. Bond } 90 \text{ lb. Index)}$
- 4 holes: 60 ⁻ 128 g/m² (16 ⁻ 34 lb. Bond)

Dimensions (W × D × H):

 $463 \times 105 \times 100 \text{ mm} (18.3 \times 4.2 \times 4.0 \text{ inches})$

Weight:

Approx. 4.5 kg (10 lb.)

Specifications for Punch Unit (Booklet Finisher SR5020)

This section describes specifications for the punch unit (Booklet Finisher SR5020).

To use the punch unit (Booklet Finisher SR5020), the Booklet Finisher SR5020 is required.

Paper size:

| Punch unit type | Paper size |
|---------------------------|---|
| 2 & 4 holes type: 2 holes | \square : A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × 11, $5^{1}/_{2}$ × $8^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, 8 × 13, $8^{1}/_{2}$ × 13, $8^{1}/_{4}$ × 13, $8^{1}/_{4}$ × 14, 8 × 10 |
| 2 & 4 holes type: 2 holes | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |
| 2 & 4 holes type: 2 holes | Custom size: • Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches) • Horizontal: 182.0 - 487.7 mm (7.17 - 19.20 inches) |
| 2 & 4 holes type: 4 holes | □: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14 |
| 2 & 4 holes type: 4 holes | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |
| 2 & 4 holes type: 4 holes | Custom size: • Vertical: 256.5 - 330.2 mm (10.10 - 13.00 inches) • Horizontal: 182.0 - 487.7 mm (7.17 - 19.20 inches) |
| 4 holes type: 4 holes | \square : A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × 11, $5^{1}/_{2}$ × $8^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, 8 × 13, 8 × 10, $8^{1}/_{2}$ × 13, $8^{1}/_{4}$ × 13, $8^{1}/_{4}$ × 14 |
| 4 holes type: 4 holes | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |

| Punch unit type | Paper size |
|---------------------------|---|
| 4 holes type: 4 holes | Custom size: |
| | • Vertical: 139.7 ⁻ 330.2 mm (5.50 ⁻ 13.00 inches) |
| | • Horizontal: 182.0 ⁻ 487.7 mm (7.17 ⁻ 19.20 inches) |
| 2 & 3 holes type: 2 holes | \square : A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × 11, $5^{1}/_{2}$ × $8^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, 8 × 13, 8 × 10, $8^{1}/_{2}$ × 13, $8^{1}/_{4}$ × 13, $8^{1}/_{4}$ × 14 |
| 2 & 3 holes type: 2 holes | D: A4, B5 JIS, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂ |
| 2 & 3 holes type: 2 holes | Custom size: • Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches) • Horizontal: 182.0 - 487.7 mm (7.17 - 19.20 inches) |
| 2 & 3 holes type: 3 holes | □: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14 |
| 2 & 3 holes type: 3 holes | \square : A4, B5 JIS, $8^{1}/_{2} \times 11$, $7^{1}/_{4} \times 10^{1}/_{2}$ |
| 2 & 3 holes type: 3 holes | Custom size: |
| | • Vertical: 234.0 ⁻ 330.2 mm (9.22 ⁻ 13.00 inches) |
| | • Horizontal: 182.0 ⁻ 487.7 mm (7.17 ⁻ 19.20 inches) |

Paper weight:

- $2 \& 3 \text{ holes: } 60 209 \text{ g/m}^2 \text{ (16 lb. Bond } -110 \text{ lb. Index)}$
- 4 holes: 60 ⁻ 163 g/m² (16 lb. Bond ⁻ 90 lb. Index)

Dimensions (W \times D \times H):

 $46.0 \times 408.5 \times 70.5 \text{ mm} (1.9 \times 16.1 \times 2.8 \text{ inches})$

Weight:

Approx. 1 kg (2.2 lb.)

Specifications for Interposer

This section describes specifications for the interposer.

To use the interposer, the Finisher SR5000 or the Booklet Finisher SR5020 is required.

Paper size:

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

Custom size:

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

Paper weight:

```
63 - 216 g/m<sup>2</sup> (17 lb. Bond - 80 lb. Cover)
```

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

200 sheets × 2

Power consumption (Maximum):

Approx. 88.1 W (Power is supplied from the main unit.)

Dimensions (W \times D \times H):

 $540 \times 730 \times 1,270 \text{ mm} (21.3 \times 28.8 \times 50.0 \text{ inches})$

Weight:

Approx. 45 kg (99.3 lb.)

Specifications for Z-folding Unit

This section describes specifications for the Z-folding unit.

To use the Z-folding unit, the Finisher SR5000 or the Booklet Finisher SR5020 is required.

Paper size:

A3D, B4 JISD, A4D,
$$12 \times 18D$$
, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11D$

Paper weight:

• Without Z-fold:

$$60 - 300 \text{ g/m}^2$$
 (16 lb. Bond - 110 lb. Cover)

• With Z-fold:

$$64 - 80 \text{ g/m}^2 (17 - 20 \text{ lb. Bond})$$

Power source:

Power consumption:

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

Dimensions (W \times D \times H):

$$177 \times 620 \times 960 \text{ mm} (7.0 \times 24.5 \times 37.8 \text{ inches})$$

Weight:

Approx. 55 kg (121.3 lb.)

Specifications for Wide Large Capacity Tray

This section describes specifications for the Wide LCT.

To use the Wide LCT, a bridge unit is required.

Paper size:

SRA3D, A3D, B4 JISD, A4DD, B5 JISDD, A5D, $12 \times 18D$, $11 \times 17D$, $11 \times 15D$, $11 \times 14D$, $10 \times 15D$, $10 \times 14D$, $8^1/_2 \times 14D$, $8^1/_2 \times 13D$, $8^1/_2 \times 11DD$, $8^1/_4 \times 14D$, $8^1/_4 \times 13D$, $8 \times 13D$, $8 \times 10D$, $5^1/_2 \times 8^1/_2D$, $7^1/_4 \times 10^1/_2DD$

Custom size:

- Vertical: 139.7 330.2 mm (5.50 13.00 inches)
- Horizontal: 182.0 487.7 mm (7.17 19.20 inches)

Paper weight:

60 - 300 g/m² (16 lb. Bond - 110 lb. Cover)

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

4,400 sheets

Power consumption:

Maximum 240 W (Power is supplied from the main unit.)

Dimensions (W \times D \times H):

 $965 \times 735 \times 980 \text{ mm}$ (38.0 × 29.0 × 38.6 inches)

Weight:

Approx. 200 kg (441 lb.)

Specifications for Multi Bypass Tray

This section describes specifications for the multi bypass tray.

To use the multi bypass tray, the Wide LCT is required.

Paper size:

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

Custom size:

- Vertical: 139.7 330.2 mm (5.50 13.00 inches)
- Horizontal: 182.0 487.7 mm (7.17 19.20 inches)

Paper weight:

60 ⁻ 216 g /m² (16 lb. Bond ⁻ 80 lb. Cover)

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

550 sheets

Power consumption:

Maximum 84 W (Power is supplied from the main unit.)

Dimensions (W \times D \times H):

 $702 \times 560 \times 210 \text{ mm} (27.7 \times 22.1 \times 8.3 \text{ inches})$

Weight:

Approx. 18 kg (39.7 lb.)

Specifications for Ring Binder

This section describes specifications for the ring binder.

Paper size (ring binding/comb binding punching):

$$A4D$$
, $8^{1}/_{2} \times 11D$

Paper weight (ring binding/comb binding punching):

$$64 - 216 \text{ g/m}^2 (17 \text{ lb. Bond} - 80 \text{ lb. Cover})$$

Ring binding capacity:

100 sheets

Capacity of the ring comb cartridge:

80 ring combs

Ring comb type:

50-sheet type (white, black), 100-sheet type (white, black)

Comb binding punch capacity:

50 sheets

Comb binding punch holes:

23 holes, 21 holes

Ring binder tray capacity:

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

Power source:

120 V, 60 Hz, 5 A

Power consumption:

Maximum 400 W (A separate power source is required.)

Dimensions (W × D × H):

 $870 \times 730 \times 980 \text{ mm}$ (34.3 × 28.8 × 38.6 inches)

Weight:

Approx. 145 kg (319.7 lb.)



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

Specifications for Perfect Binder

This section describes specifications for the perfect binder.

Paper size (cover):

A3D, B4 JISD, 11 × 17D, 11 × 15D, 12 × 18D, SRA3D

Custom size:

- Vertical: 257.0 330.2 mm (10.12 13.00 inches)
- Horizontal: 364.0 487.7 mm (14.33 19.20 inches)

Paper size (book block):

A4D, B5 JISD, $8^{1}/_{2} \times 11D$, $7^{1}/_{4} \times 10^{1}/_{2}D$

Custom size:

- Vertical: 257.0 320.0 mm (10.12 12.60 inches)
- Horizontal: 182.0 228.6 mm (7.17 9.00 inches)

Paper weight:

- Cover: 90 300 g/m² (24 lb. Bond 110 lb. Cover)
- Book block: 64 163 g/m² (17 lb. Bond 90 lb. Index)

Perfect binding capacity:

• Book block capacity:

10 ⁻ 200 sheets (paper weight: 64 ⁻ 80 g/m² (17 ⁻ 20 lb. Bond)) 10 ⁻ 150 sheets (paper weight: 81 ⁻ 105 g/m² (20 ⁻ 28 lb. Bond))

• Book block spine: Up to 23.0 mm (0.90 inch)

Glue capacity:

380 g (0.83 lb.)

Interposer on the perfect binder:

Tray capacity: 200 sheets × 2 (height: 24.0 mm (1.00 inch) or less)

Lower left tray:

Tray capacity (paper weight: 64 - 80 g/m² (17 - 20 lb. Bond))

Book block capacity:

10 sheets: 26 sets

30 sheets: 17 sets

50 sheets: 13 sets

80 sheets: 8 sets

100 sheets: 7 sets

4

200 sheets: 4 sets

Power source:

208 V, 60 Hz, 3 A

Power consumption:

Maximum 623 W (A separate power source is required.)

Dimensions (W \times D \times H):

1,090 × 791 × 1,387 mm (43.0 × 31.2 × 54.7 inches)

Weight:

Approx. 350 kg (771.7 lb.)



- Load cover sheets in the interposer on the perfect binder in the \square orientation only.
- Load book blocks in the perfect binder paper tray in the \square orientation only.

This section describes specifications for the trimmer.

To use the trimmer, the Booklet Finisher SR5020 is required.

Paper size:

A3D, A4D, B4 JISD, B5 JISD, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11D$, $12 \times 18D$, SRA3D Custom size:

- Vertical: 182.0 330.2 mm (7.17 13.00 inches)
- Horizontal: 257.0 487.7 mm (10.12 19.20 inches)

Paper weight:

64 - 90 g/m² (17 - 24 lb. Bond)

You can use one sheet of paper weighing between 90 g/m² (24 lb. Bond) and 163 g/m² (90 lb. Index) per set.

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

20 sheets

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

• 1 sheet: 60 sets

• 2 - 5 sheets: 60 sets

• 6 - 10 sheets: 35 - 40 sets

• 11 - 20 sheets: 20 - 25 sets

Power source:

120 V, 60 Hz, 0.8 A

Power consumption:

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

Dimensions (W \times D \times H):

 $1,115 \times 590 \times 555$ mm (43.9 × 23.3 × 21.9 inches)

Weight:

Approx. 70 kg (154.4 lb.)



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

Specifications for Stacker

This section describes specifications for the stacker.

Stacker Upper Tray

This section describes specifications for the stacker upper tray of the stacker.

Paper size:

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

Paper weight:

```
60 - 300 g/m<sup>2</sup> (16 lb. Bond - 110 lb. Cover)
```

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

250 sheets

Stacker Tray

This section describes specifications for the stacker tray of the stacker.

Paper size:

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

Paper weight:

```
60 - 300 g/m<sup>2</sup> (16 lb. Bond - 110 lb. Cover)
```

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

- 5,000 sheets: A3 \square , B4 JIS \square , A4 \square \square , 12 × 18 \square , 11 × 17 \square , 11 × 15 \square , 10 × 14 \square , 8 $^1/_2$ × 14 \square , 8 $^1/_4$ × 14 \square , 8 $^1/_2$ × 13 \square , 8 $^1/_2$ × 11 \square \square , 8 $^1/_4$ × 13 \square , 8 × 13 \square , 8 × 10 \square , 7 $^1/_4$ × 10 $^1/_2$ \square \square , 11 × 14 \square , 10 × 15 \square , SRA3 \square
- 2,500 sheets: A5□, B5 JIS□□, 51/2 × 81/2□

Power source:

120 V, 60 Hz, 2 A

Power consumption:

Maximum 120 W (A separate power source is required.)

Dimensions (W × D × H):

900 × 730 × 980 (35.5 × 28.8 × 38.6 inches)

Weight:

Approx. 135 kg (297.7 lb.)

Specifications for Buffer Pass Unit

This section describes specifications for the buffer pass unit.

Paper size:

A3D, B4 JISD, A4DD, B5 JISDD, A5D, $11\times17D, 8^{1}/_{2}\times14D, 8^{1}/_{2}\times11DD, 5^{1}/_{2}\times8^{1}/_{2}D, 8^{1}/_{2}\times13D, 8^{1}/_{4}\times13D, 8\times13D, 7^{1}/_{4}\times10^{1}/_{2}DD, 11\times15D, 11\times14D, 10\times15D, 10\times14D, 8^{1}/_{4}\times14D, 8\times10D, SRA3D, 12\times18D$

Custom size:

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

Paper weight:

60 - 300 g/m² (16 lb. Bond - 110 lb. Cover)

Power source:

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

Power consumption:

Less than 200 W (A separate power source is required.)

Dimensions (W \times D \times H):

 $330 \times 730 \times 980 \text{ mm}$ (13.0 × 28.8 × 38.6 inches)

Weight:

89 kg (196.3 lb.)

Specifications for Other Options

This section describes specifications for other options.

Bridge unit

Connects the Wide LCT to the machine.

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.

4

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.



• 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 lb. Bond ⁻ 80 lb. Cover) | A4D, 8 ¹ / ₂ × 11D*2 | 8 ¹ / ₂ × 11 \mathbb{D} , A4 \mathbb{D}^{*2} | 1,100 sheets × 2 |
| Paper Weight 1 ⁻ Paper Weight 5 | | | |

Tray 1 (A3/11 × 17 tray unit)

| Paper type and weight | Metric version | Inch version | Paper capacity *1 |
|--|--|---|-------------------|
| 60 - 220 g/m ² (16 lb. Bond - 80 lb. Cover) Paper Weight 1 - Paper Weight 5 | A3D | 11 × 17□ | 1,000 sheets |
| 60 - 220 g/m ² (16 lb. Bond - 80 lb. Cover) Paper Weight 1 - Paper Weight 5 | *2 B4JISC, A4DC, 8 ¹ / ₂ × 14C, 8 ¹ / ₂ × 11DC, 11×17C | *2 B4JISC, A4DC, 8 ¹ / ₂ × 14C, 8 ¹ / ₂ × 11DC, A3C | 1,000 sheets |
| 60 - 220 g/m ² (16 lb. Bond - 80 lb. Cover) Paper Weight 1 - Paper Weight 5 | *2 Custom size Vertical: 210.0 - 305.0 mm Horizontal: 210.0 - 439.0 mm | *2 Custom size Vertical: 8.27 - 12.00 inches Horizontal: 8.27 - 17.28 inches | 1,000 sheets |

Tray 2

| Paper type and weight | Metric version | Inch version | Paper capacity *1 |
|---|---|--|-------------------|
| 60 ⁻ 220 g/m ² (16 lb. Bond ⁻ 80 lb. Cover) Paper Weight 1 ⁻ Paper Weight 5 | *3 A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18 D, 11 × 17D, $8^{1}/_{2}$ × 14D, $8^{1}/_{2}$ × 13D, $8^{1}/_{4}$ × 13D, $8 \times 13D$, $8^{1}/_{2}$ × 11DD, $7^{1}/_{4}$ × $10^{1}/_{2}$ DD, $5^{1}/_{2}$ × $8^{1}/_{2}$ D | | 550 sheets |
| 60 ⁻ 220 g/m ² (16 lb. Bond ⁻ 80 lb. Cover) Paper Weight 1 ⁻ Paper Weight 5 | *4 SRA3□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8¹/ ₄ × 14□, 8 × 10□ | | 550 sheets |
| 60 ⁻ 220 g/m ² (16 lb. Bond ⁻ 80 lb. Cover) Paper Weight 1 ⁻ Paper Weight 5 | *5 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 182.0 - 458.0 mm | *5 Custom size Vertical: 5.50 ⁻ 13.00 inches Horizontal: 7.17 ⁻ 18.03 inches | 550 sheets |
| Tab Stock *6 | A4D, 8 ¹ / ₂ × 11D | | - |

Tray 3, 4

| Paper type and weight | Metric version | Inch version | Paper capacity * 1 |
|--|--|--|--------------------|
| 60 ⁻ 300 g/m ² (16 lb. Bond ⁻ 110 lb. Cover) Paper Weight 1 ⁻ Paper Weight 7 | *3 A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18D, 11 × 17D, 8 ¹ / ₂ × 11D, 5 ¹ / ₂ × 8 ¹ / ₂ D | *3 A3□, B4JIS□, A4□, B5 JIS□, A5□, 12 × 18□, 11 × 17□, 8 ¹ / ₂ × 11□ □, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □ | 2,200 sheets |

| Paper type and weight | Metric version | Inch version | Paper capacity *1 |
|---|---|--|----------------------|
| 60 ⁻ 300 g/m ² (16 lb. Bond ⁻ 110 lb. | *4 SRA3D, 8 ¹ / ₂ × 14D, | *4 SRA3□, A4□, B5 JIS | 2,200 sheets |
| Cover) Paper Weight 1 - Paper Weight 7 | $8^{1}/_{2} \times 11^{\square}$, $8^{1}/_{2} \times 13^{\square}$, $8^{1}/_{4} \times 13^{\square}$, $8 \times 13^{\square}$, $8^{1}/_{4} \times 10^{1}/_{2}^{\square}$, $11 \times 15^{\square}$, $11 \times 14^{\square}$, $10 \times 15^{\square}$, $10 \times 14^{\square}$, $10 \times 14^{$ | \Box , $8^{1}/_{2} \times 14\Box$, $8^{1}/_{2} \times 13\Box$, $8^{1}/_{4} \times 13\Box$, $7^{1}/_{4} \times 10^{1}/_{2}\Box$, $11 \times 15\Box$, $11 \times 14\Box$, $10 \times 15\Box$, $10 \times 14\Box$, $8^{1}/_{4} \times 14\Box$, $8 \times 10\Box$ | |
| 60 ⁻ 300 g/m ² | *5 | *5 | 2,200 sheets |
| (16 lb. Bond ⁻ 110 lb. Cover) | Custom size | Custom size | |
| Paper Weight 1 ⁻ Paper | Vertical: 139.7 ⁻ 330.2 mm | Vertical: 5.50 ⁻ 13.00 inches | |
| Weight 7 | Horizontal: 182.0 ⁻ 487.7 mm | Horizontal: 7.17 - 19.20 inches | |
| Label Paper | B4 JIS□, A4□□ | | - |
| Tab Stock *8 | $A4D$, $8^{1}/_{2} \times 11D$, $8^{1}/_{2}$ | × 140 | 1,000 sheets *7 |
| Coated: Glossy | *3 | *3 | - |
| Coated: Matted | A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18D, 11 × 17D, 8 ¹ / ₂ × 11D, 5 ¹ / ₂ × 8 ¹ / ₂ D | A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , A5 \square , 12 × 18 \square , 11 × 17 \square , 8 $^{1}/_{2}$ × 11 \square \square , 8 × 13 \square , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ \square | |
| Coated: Glossy | *4 | *4 | - |
| Coated: Matted | SRA3 \Box , $8^{1}/_{2} \times 14\Box$, $8^{1}/_{2} \times 11\Box$, $8^{1}/_{2} \times 13\Box$, $8^{1}/_{4} \times 13\Box$, $8 \times 13\Box$, $8^{1}/_{4} \times 10^{1}/_{2}\Box$, $11 \times 15\Box$, $11 \times 14\Box$, $10 \times 15\Box$, $10 \times 14\Box$, $8^{1}/_{4} \times 14\Box$, $8 \times 10\Box$ | $13\Box$, $8^{1}/_{4} \times 13\Box$, $7^{1}/_{4} \times 10^{1}/_{2}\Box$, $11 \times 15\Box$, $11 \times 14\Box$, $10 \times 15\Box$, $10 \times 14\Box$, $8^{1}/_{4}$ | |

| Paper type and weight | Metric version | Inch version | Paper capacity * 1 |
|-----------------------|---|--|--------------------|
| Coated: Glossy | *5 | *5 | - |
| Coated: Matted | Custom size | Custom size | |
| | Vertical: 139.7 ⁻ 330.2 mm | Vertical: 5.50 ⁻ 13.00 inches | |
| | Horizontal: 182.0 ⁻ 487.7 mm | Horizontal: 7.17 ⁻ 19.20 inches | |

Wide LCT (tray 5, 6)

| Paper type and weight | Metric version | Inch version | Paper capacity *1 |
|--|--|---|--------------------|
| 60 ⁻ 300 g/m ² (16 lb. Bond ⁻ 110 lb. Cover) Paper Weight 1 ⁻ Paper Weight 7 | *3 A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 12 × 18□, 11 × 17□, 8¹/ ₂ × 11□, 5¹/ ₂ × 8¹/ ₂ □ | *3 A3□, B4JIS□, A4□, B5 JIS□, A5□, 12 × 18□, 11 × 17□, 8 ¹ / ₂ × 11□ □, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □ | 2,200 sheets |
| 60 ⁻ 300 g/m ² (16 lb. Bond ⁻ 110 lb. Cover) Paper Weight 1 ⁻ Paper Weight 7 | *4 SRA3 \square , $8^{1}/_{2} \times 14\square$, $8^{1}/_{2} \times 11\square$, $8^{1}/_{2} \times 13$ \square , $8^{1}/_{4} \times 13\square$, 8×13 \square , $7^{1}/_{4} \times 10^{1}/_{2}\square\square$, $11 \times 15\square$, $11 \times 14\square$, $10 \times 15\square$, $10 \times 14\square$, $8^{1}/_{4} \times 14\square$, $8 \times 10\square$ | *4 SRA3 \Box , A4 \Box , B5 JIS \Box , 8 $^{1}/_{2} \times 14\Box$, 8 $^{1}/_{2} \times 13\Box$, 8 $^{1}/_{4} \times 13\Box$, $7^{1}/_{4} \times 10^{1}/_{2}\Box\Box$, 11 × 15 \Box , 11 × 14 \Box , 10 × 15 \Box , 10 × 14 \Box , 8 $^{1}/_{4}$ × 14 \Box , 8 × 10 \Box | 2,200 sheets |
| 60 - 300 g/m ² (16 lb. Bond - 110 lb. Cover) Paper Weight 1 - Paper Weight 7 | *5 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 182.0 - 487.7 mm | *5 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 7.17 - 19.20 inches | 2,200 sheets |
| Tab Stock *8 | A4D, $8^{1}/_{2} \times 11D$, $8^{1}/_{2} \times 14D$ | | 1,000 sheets *7 |

| Paper type and weight | Metric version | Inch version | Paper capacity |
|-----------------------|--|---|----------------|
| Coated: Glossy | *3 | *3 | - |
| Coated: Matted | A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18D, 11 × 17D, 8 ¹ / ₂ × 11D, 5 ¹ / ₂ × 8 ¹ / ₂ D | A3 \square , B4JIS \square , A4 \square , B5 JIS \square , A5 \square , 12 × 18 \square , 11 × 17 \square , 8 $^{1}/_{2}$ × 11 \square \square , 8 × 13 \square , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ \square | |
| Coated: Glossy | *4 | *4 | - |
| Coated: Matted | \Box , $8^{1}/_{4} \times 13\Box$, 8×13 | \Box , $8^{1}/_{2} \times 14\Box$, $8^{1}/_{2} \times 13\Box$, $8^{1}/_{4} \times 13\Box$, $7^{1}/_{4} \times 10^{1}/_{2}\Box\Box$, $11 \times 15\Box$, $11 \times 14\Box$, 10×10^{1} | |
| Coated: Glossy | *5 | *5 | - |
| Coated: Matted | Custom size | Custom size | |
| | Vertical: 139.7 - 330.2 mm | Vertical: 5.50 ⁻ 13.00 inches | |
| | Horizontal: 182.0 ⁻ 487.7 mm | Horizontal: 7.17 - 19.20 inches | |

Multi bypass tray

| Paper type and weight | Metric version | Inch version | Paper capacity *1 |
|---|--|---|-------------------|
| 60 - 216 g/m ² | *3 | *3 | 550 sheets |
| (16 lb. Bond ⁻ 80 lb. Cover) Paper Weight 1 ⁻ Paper Weight 5 | A3 \Box , B4 JIS \Box , A4 \Box \Box , B5 JIS \Box \Box , A5 \Box , 12 × 18 \Box , 11 × 17 \Box , 8 1 / ₂ × 11 \Box , 5 1 / ₂ × 8 1 / ₂ \Box | A3 \square , B4JIS \square , A4 \square , B5 JIS \square , A5 \square , 12 × 18 \square , 11 × 17 \square , 8 $^{1}/_{2}$ × 11 \square \square , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ \square , 8 × 13 \square | |

| Paper type and weight | Metric version | Inch version | Paper capacity |
|---|---|--|----------------|
| 60 ⁻ 216 g/m ² (16 lb. Bond ⁻ 80 lb. Cover) Paper Weight 1 ⁻ Paper Weight 5 | *4 SRA3D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, 8 ¹ / ₂ × 14D, 8 ¹ / ₂ × 13D, 8 ¹ / ₂ × 11 D, 8 ¹ / ₄ × 14D, 8 ¹ / ₄ × 13D, 8 × 13D, 8 × 10 D, 7 ¹ / ₄ × 10 ¹ / ₂ DD | \Box , 10 × 15 \Box , 10 × 14 \Box , 8 $^{1}/_{2}$ × 14 \Box , 8 $^{1}/_{2}$ × 13 \Box , 8 $^{1}/_{4}$ × 14 \Box , | 550 sheets |
| 60 ⁻ 216 g/m ² (16 lb. Bond ⁻ 80 lb. Cover) Paper Weight 1 ⁻ Paper Weight 5 | *5 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 182.0 - 487.7 mm | *5 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 7.17 - 19.20 inches | 550 sheets |
| Tab Stock *8 | $A4D$, $8^{1}/_{2} \times 11D$, $8^{1}/_{2} \times 14D$ | | - |

Interposer

| Paper type and weight | Metric version | Inch version | Paper capacity *1 |
|---|---|---|-------------------|
| 63 ⁻ 216 g/m ² (17 lb. Bond ⁻ 80 lb. Cover) Paper Weight 2 ⁻ Paper Weight 5 | *3 A3D, A4DD, A5D, B4 JISD, B5 JISD, 11 × 17 D, 8 ¹ / ₂ × 11D, 8 × 13 D, 5 ¹ / ₂ × 8 ¹ / ₂ D, 12 × 18D | *3 A3D, A4D, A5D, B4 JISD, B5 JISD, 11 × 17 D, 8 ¹ / ₂ × 11DD, 8 × 13D, 5 ¹ / ₂ × 8 ¹ / ₂ D, 12 × 18D | 200 sheets × 2 |
| 63 ⁻ 216 g/m ² (17 lb. Bond ⁻ 80 lb. Cover) Paper Weight 2 ⁻ Paper Weight 5 | *4 B5 JISD, $8^{1}/_{2} \times 14D$, $8^{1}/_{4} \times 14D$, $8^{1}/_{2} \times 13D$, $8^{1}/_{2} \times 11D$, $8^{1}/_{4} \times 13D$, $8 \times 10D$, $7^{1}/_{4} \times 10^{1}/_{2}DD$, $11 \times 15D$, $11 \times 14D$, $10 \times 15D$, $10 \times 14D$, SRA3D | \Box , 8 × 10 \Box , 7 ¹ / ₄ × 10 ¹ / ₂ \Box \Box , 11 × 15 \Box , | 200 sheets × 2 |

| Paper type and weight | Metric version | Inch version | Paper capacity * 1 |
|---|--|--|--------------------|
| 63 ⁻ 216 g/m ² | *5 | *5 | 200 sheets × 2 |
| (17 lb. Bond ⁻ 80 lb. Cover) | Custom size Vertical: 139.7 - 330.2 | Custom size Vertical: 5.50 - 13.00 | |
| Paper Weight 2 ⁻ Paper Weight 5 | mm Horizontal: 139.7 ⁻ 487.7 mm | inches Horizontal: 5.50 - 19.20 inches | |

Interposer on the perfect binder

| Paper type and weight | Metric version | Inch version | Paper capacity * 1 |
|---|---|---|--------------------|
| For covers: | *3 | *3 | 200 sheets × 2 |
| 90 ⁻ 300 g/m ² | A3 □ | 11 × 17□, 12 × 18□ | |
| (24 lb. Bond ⁻ 110 lb. Cover) | | | |
| Paper Weight 3 ⁻ Paper Weight 7 | | | |
| For covers: | *4 | *4 | 200 sheets × 2 |
| 90 ⁻ 300 g/m ² | B4 JIS□, 11 × 17□, 11 | A3□, B4 JIS□, 11 × 15 | |
| (24 lb. Bond ⁻ 110 lb. Cover) | × 15□, SRA3□, 12 × 18□ | □, SRA3□ | |
| Paper Weight 3 ⁻ Paper Weight 7 | | | |
| For covers: | *5 | *5 | 200 sheets × 2 |
| 90 ⁻ 300 g/m ² | Custom size | Custom size | |
| (24 lb. Bond ⁻ 110 lb. Cover) | Vertical: 257.0 ⁻ 330.2 mm | Vertical: 10.12 ⁻ 13.00 inches | |
| Paper Weight 3 ⁻ Paper Weight 7 | Horizontal: 364.0 ⁻ 487.7 mm | Horizontal: 14.33 ⁻ 19.20 inches | |

^{*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 tray fence is fixed. If you wish to change the size of paper, contact your service representative.

^{*3} The paper size is detected automatically.

- *4 Select the paper size in Tray Paper Settings.
- *5 If you want to copy or print onto custom size paper, enter the paper size in Tray Paper Settings.
- *6 The optional tab sheet holder is required.
- *7 Actual paper capacity might be lower than indicated here, depending on the paper type.
- *8 The tab fence is required.

Paper Thickness

| Paper thickness | Minimum paper weight | Maximum paper weight |
|-----------------|------------------------|------------------------|
| Paper Weight 1 | 60.0 g/m ² | 63.0 g/m ² |
| Paper Weight 2 | 63.1 g/m ² | 80.0g/m^2 |
| Paper Weight 3 | 80.1 g/m ² | 105.0 g/m ² |
| Paper Weight 4 | 105.1 g/m ² | 163.0 g/m ² |
| Paper Weight 5 | 163.1 g/m ² | 220.0 g/m ² |
| Paper Weight 6 | 220.1 g/m ² | 256.0 g/m ² |
| Paper Weight 7 | 256.1 g/m ² | 300.0 g/m ² |



- When loading paper in the paper trays 1 and 2, place the print side face down.
- When loading paper in the paper trays 3 and 4, the multi bypass tray, or the 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.
- 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.
- If the surface of the paper is dusty, white spots might appear on prints. To remove dust, fan the paper thoroughly.
- The Adjust Paper Curl function might not be able to fully remove curl, depending on the type of paper and the direction of its grain. If long grain paper does not uncurl properly, try short grain paper instead.



• p.110 "Thick Paper"

Envelopes

This section describes loading envelopes.



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

| Envelope types | Supported/Not supported |
|----------------|-------------------------|
| (1) | Supported *1 |
| (2) BZY051 | Supported *1 |
| (3) BZY052 | Not 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 into trays 1 - 4, the Wide LCT, or the multi bypass tray, and be sure to specify the appropriate paper type.



- 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 (34 lb. Bond), do not use Adjust ^ Curl: Strong or Adjust ^ Curl: Strong for Adjust Paper Curl of Adjustment Settings for Operators.

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

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

Follow the recommendations below to prevent misfeeds and loss of image quality when using paper that is 127 to 220 g/m 2 (34 lb. Bond to 80 lb. Cover) in tray 1 or tray 2, or paper that is 127 to 216 g/m 2 (34 lb. Bond to 80 lb. Cover) in the multi bypass tray, or paper that is 127 to 300 g/m 2 (34 lb. Bond to 110 lb. Cover) in tray 3, tray 4, or the Wide LCT.

- 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, set the paper direction according to its grain, as shown in the following diagram.

| Direction of paper grain | Trays 1⁻4, Wide LCT | Multi bypass tray |
|--------------------------|---------------------|-------------------|
| | | |
| | 1111 | 1111 |



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

4

4

Unusable Paper

This section describes paper unusable on this machine.



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



- 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.



- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Perforated paper
 - Torn paper
 - · Rough paper
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not reuse 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.

4

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- The product names of Windows Server 2008 R2 are as follows: Microsoft[®] Windows Server[®] 2008 R2 Standard Microsoft[®] Windows Server[®] 2008 R2 Enterprise

INDEX

| A | D |
|---|---|
| A3/11×17 tray unit40, 98, 9 | 9 Data In indicator44 |
| Adding user text6 | DataOverWriteSecurity unit9, 40, 98 |
| Address book | 0 Deleting characters61 |
| ADF37, 7 | 74 Display panel42, 47 |
| Adjusting colors | 7 Document Server |
| Adjusting image qualities | 7 Dos and Don'ts67 |
| Adjusting the angle of the control panel4 | .4 Duplex |
| Alert indicator4 | 4 E |
| Attention light3 | 7 |
| Authentication screen4 | |
| Auto document feeder37, 7 | |
| Auto Off5 | 7 Energy Saver key43 |
| Auto Reduce/Enlarge | F ' ('' |
| Available characters5 | 9 ENERGY STAR Program33 |
| В | Enlarge7 |
| D | Enter key (# key)43 |
| Bind | 7 Entering letters60 |
| Booklet | 7 Entering numbers60 |
| Booklet Finisher SR502039, 79, 8 | 5 Entering text |
| Bridge unit12, 40, 9 | 8 Entry screen59 |
| Bridge Unit BU50001 | 2 Envelopes7, 99, 108 |
| Buffer pass unit12, 40, 9 | |
| Buffer Pass Unit Type 50001 | |
| C | Exposure glass38 |
| | External options39 |
| CAUTION14, 2 | F |
| CD-ROM63, 65, 6 | FCC D I |
| Changing modes | 5 |
| Class A | O 51 1 11 11 11 11 11 11 11 11 11 11 11 1 |
| Clear key4 | |
| Clear Modes key4 | F: : CDEOOO |
| Coated paper9 | , E I |
| Color copy | |
| Combine | E ' [' |
| Components3 | , L |
| Computer1 | |
| Control panel37, 42, 49, 50, 5 | F : : |
| Copier | F 11 1: A1 C . T COO1 10 |
| Counter key4 | |
| Counterfeit bank bills3 | |
| Cover Interposer Tray CI50101 | Genuine parts11 |
| | Convinctorer 11 |

| Grain110 | Main unit70 |
|---|---|
| н | Manuals63, 65 |
| | Manuals for this machine |
| Handling power cords15 | Manuals list |
| Handling power plugs15 | Monitoring10 |
| Handling the machine's interior18 | Multi bypass tray12, 40, 90, 103, 110 |
| Handling the machine's supplies20 | Multi Bypass Tray BY500012 |
| Handling the main machine17 | N |
| High Capacity Stacker SK501012 | |
| How to enter text60 | Names of major items12 |
| How to read this manual12 | Network |
| How to use the operating instructions65 | Network delivery scanner |
| HTML manuals6, 63, 65 | New Job key44 |
| I. | Notes36 |
| | Notice1 |
| Important11 | Number keys42 |
| Installing operating instructions63 | 0 |
| Internal options40 | |
| Interposer12, 40, 87, 104 | Opening manuals from the [Start] menu65 |
| Interposer on the perfect binder105 | Opening manuals from the CD-ROM65 |
| Interrupt key42 | Opening manuals from the icon65 |
| K | Operating instructions65 |
| | Operation switch38, 43, 55 |
| Key arrangement | Options39, 40, 98 |
| Key Color48 | P |
| L | Down on which |
| Label Paper99 | Paper grain |
| Lamp(s) inside this machine36 | Paper setting direction110 |
| Language key43 | Paper Setting key |
| Laser safety35 | Paper sizes99 |
| Laws | Paper storage112 |
| LCIT RT505012 | Paper trays110 |
| Legal prohibition35 | Paper types |
| Legality of copying or printing35 | Paper weight99 |
| Login50, 51 | Password |
| Login/Logout key43 | PDF manuals6, 64 |
| , | Perchlorate material36 |
| Logout | Perfect bind |
| Low Power mode34 | Perfect binder12, 40, 92, 105 |
| M | Perfect Binder GB500012 |
| Magazine7 | Positions of WARNING and CAUTION labels |
| Main power | 22 |
| Main power indicator38, 43 | Power |
| Main power switch | Power connection |
| | |

| Power switch symbols 32 Suspend switch 37 Symbols 12 Symbols 12 Symbols 12 Symbols 12 System Reset 53 System Reset 53 T Tab sheet holder 12, 98 Some switch 12 Symbols 12 Tab sheet holder 12, 98 Tab Sheet Holder Type 3260 12 Tab sheet holder 12, 98 Tab Sheet Holder Type 3260 12 Tab sheet sholder 12, 98 Tab Stock 99 Tab Stock 99 Text 59, 60 Text 59 | Power supply | 55 | Storing paper112 |
|--|--------------------------|-------|-------------------------------|
| Punch | | | Suspend switch37 |
| Punch unit. | • | | • |
| Punch Unit PU5000 NA | Punch | 7 | System Reset53 |
| Punch Unit PU5000 NA. 12 | Punch unit12, 8 | 3, 85 | Ţ |
| Tab Sheet Holder Type 3260 12 | Punch Unit PU5000 NA | 12 | • |
| Recommended paper sizes and types 7 Tab sheets 7 Reduce 7 Tab Stock 99 Reduce 7 Text 59, 60 Regulations 35 Thick paper 110 Resume switch 37 Toner cover 37 Ring binder RB5000 12 Tray 1 38, 99 Roll-Away Cart Type 5010 12 Tray 2 38, 100 Safety information 14 Tray 3 38, 100 Safety precautions to be followed 14 Tray 4 38, 100 Sample Copy key 43 Tray 4 38, 100 Saving color copies 68 Tray 7 12, 40, 90, 103, 110 ScanRoute 8 Tray 6 102 ScanRoute 8 Truining off the main power 57 Scarcen contrast slider 44 Truining off the power 55, 56 Turning off the power 55, 56 Turning on the power 55, 56 Scrip key 43 Turning on the power 55, 56 Tu | Punch Unit PU5020 NA | 12 | • |
| Tab Stock. 999 Reduce 7 Tab Stock. 999 Tat Stocker 999 Tat St | D | | |
| Reduce | | | |
| Regulations 35 Thick paper 110 Resume switch 37 Toner cover 37 Ring binder 12, 39, 91 Trademarks 113 Ring Binder RB5000 12 Tray 1 38, 90 Roll-Away Cart Type 5010 12 Tray 1 38, 100 Safety information 14 Tray 2 38, 100 Safety precautions to be followed 14 Tray 3 38, 100 Tray 4 38, 100 Tray 5 102 Tray 5 102 Tray 7 12, 40, 90, 103, 110 Trimmer Unit TR5020 12 Turning off the main power 57 ScanRouter 8 Turning off the power 55 Scending scan files by e-mail 8 Turning on the main power 55 Setting 10 User Code Authentication 49 User Code Authentication 49 User Tools key 43 Sort 7 7 7 Stacker 12, 39, 95 Young the power 14 | | | |
| Resume switch. 37 Toner cover. .37 Ring binder. 12, 39, 91 Trademarks. .113 Ring Binder RB5000. 12 Tray 1 .38, 99 Roll-Away Cart Type 5010. 12 Tray 1 .38, 99 Sofety information. 14 Tray 2 .38, 100 Safety precautions to be followed. .14 Tray 5 .102 Sample Copy key. .43 Tray 6 .102 Saving color copies. .68 Tray 7 .12, 40, 90, 103, 110 Saving paper. .7 Trimmer Unit TR5020. .12 ScanRouter. .8 .53 Truning off the main power. .55 ScanRouter. .8 .8 .3 Truning off the power. .55 Scange scan files by e-mail. .8 .8 .8 .8 Yurning on the power. .55 Setting. .0 User Code Authentication. .49 .4 Simple Screen. .47 Yurning on the power. .40 Yurning on the power. .55 .56 | | | |
| Ring binder 12, 39, 91 Trademarks 113 Ring Binder RB5000 12 Tray 1 38, 99 Roll-Away Cart Type 5010 12 Tray 2 38, 100 Safety information 14 Tray 3 38, 100 Safety labels of this machine 22 Tray 4 38, 100 Safety precautions to be followed 14 Tray 5 102 Saving color copies 68 Tray 7 12, 40, 90, 103, 110 Saving paper 7 Trimmer Unit TR5020 12 Scanner 8 Turning off the main power 57 Scanner 8 Turning off the power 55 Screen contrast slider 44 Security functions 9 Sending scan files by e-mail 8 Sending scan files by e-mail 8 Serding scan files by Scan to Folder 8 Unusable paper 111 Stingle Screen 47 User Code Authentication 49 User Tools key 43 W Stacker 12, 39, 95 W Stacker tray 12, 5 Warning 14, 22 | _ | | |
| Ring Binder RB5000 12 Tray 1 38, 99 Roll-Away Cart Type 5010 12 Tray 2 38, 100 Tray 3 38, 100 Tray 4 38, 100 Tray 5 102 Tray 4 38, 100 Safety precautions to be followed 14 Tray 5 102 Sample Copy key 43 Tray 6 102 Saving color copies 68 Tray 7 12, 40, 90, 103, 110 Saving paper 7 Tray 7 12, 40, 90, 103, 110 ScanRouter 8 Trimmer Unit TR5020 12 ScanRouter 8 Truming off the main power 57 ScanRouter 9 55 Security functions 9 9 Sending scan files by e-mail 8 Becurity functions 9 Sending scan files by Scan to Folder 8 Unusable paper 111 Setting 10 User Code Authentication 49 User Tools key 43 Your Code Authentication 49 User Tools key 43 Your Code Authentication 40 <t< td=""><td></td><td></td><td></td></t<> | | | |
| Safety information | • | | |
| Safety information 14 Safety labels of this machine 22 Safety precautions to be followed 14 Sample Copy key 43 Saving color copies 68 Saving paper 7 Scanne 8, 53 ScanRouter 8 Screen contrast slider 44 Security functions 9 Sending scan files by e-mail 8 Setting 10 Simple Screen 43 Simple Screen key 43 Vontilation holes 38 Specifications 7 Stacker 12, 39, 95 Stacker tray 12, 39, 95 Stacker upper tray 95 Stark key 42 Value 42 Vide large capacity tray 12, 40, 89, 102, 110 Wide LCT 12, 40, 89, 102, 110 Vide LCT 12, 40, 89, 102, 110 Storkey 42 | - | | Tray 138, 99 |
| Safety information 14 Safety labels of this machine 22 Safety precautions to be followed 14 Sample Copy key 43 Saving color copies 68 Saving paper 7 Scanne 8, 53 Scankouter 8 Screen contrast slider 44 Security functions 9 Sending scan files by e-mail 8 Sending scan files by e-mail 8 Setting 10 Simple Screen 47 Simple Screen key 43, 47 Sleep mode 34 Sort 7 Specifications 70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 Stacker 12, 39, 95 Stacker tray 12, 39, 95 Stacker upper tray 95 Stacker upper tray 95 Stark key 42 | Roll-Away Cart Type 5010 | 12 | • |
| Safety information 14 Tray 5 102 Safety precautions to be followed 14 Tray 6 102 Sample Copy key 43 Tray 7 12, 40, 90, 103, 110 Saving color copies 68 Trimmer 12, 39, 94 Saving paper 7 Turning off the main power 57 ScanRouter 8 53 Turning off the power 55, 56 Screen contrast slider 44 Turning on the main power 55, 56 Security functions 9 9 Sending scan files by e-mail 8 Unusable paper 111 Setting 10 User Code Authentication 49 User Tools key 43 Simple Screen key 43 V Specifications 70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 W Stacker 12, 39, 95 Stacker tray 12, 95 Stacker upper tray 95 Stacker upper tray 95 Stark key 43 Storkey 43 | S | | Tray 338, 100 |
| Safety labels of this machine 22 Safety precautions to be followed 14 Sample Copy key 43 Saving color copies 68 Saving paper 7 Scanner 8, 53 ScanRouter 8 Screen contrast slider 44 Security functions 9 Sending scan files by e-mail 8 Setting 10 Simple Screen 47 Simple Screen key 43, 47 Sleep mode 34 Sort 7 Stacker 12, 39, 94 Vanitiation holes 38 Vanitiation holes 38 Veb Image Monitor 8, 10, 51, 52 Vide large capacity tray 12, 40, 89, 102, 110 Wanning 12, 40, 89, 102, 110 Vide LCT 12, 40, 89, 102, 110 Vanide LCT 12, 40, 89, 102, 110 | Cultural | 1.4 | Tray 438, 100 |
| Safety precautions to be followed. 14 Sample Copy key. 43 Saving color copies. 68 Saving paper. 7 Scanner. 8, 53 ScanRouter. 8 ScanRouter. 8 Screen contrast slider. 44 Security functions. 9 Sending scan files by e-mail. 8 Sending scan files by Scan to Folder. 8 Setting. 10 Simple Screen. 47 User Code Authentication. 49 User Tools key. 43 Volusable paper. 111 Volusable paper. 111 Ventilation holes. 38 Volusable paper. 40 | • | | Tray 5102 |
| Sample Copy key | • | | , |
| Saving color copies | • • | | Tray 712, 40, 90, 103, 110 |
| Saving paper 7 Scanner 8, 53 ScanRouter 8 Screen contrast slider 44 Security functions 9 Sending scan files by e-mail 8 Sending scan files by Scan to Folder 8 Unusable paper 111 Setting 10 Simple Screen 47 User Code Authentication 49 User Tools key 43 Sort 7 Specifications 70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 Stacker 12, 39, 95 Stacker tray 12, 39, 95 Stacker upper tray 95 Starker upper tray 95 Stamp 7 Starkey 43 As to key 43 Wide LCT 12, 40, 89, 102, 110 Wide LCT 12, 40, 89, 102, 110 | | | Trimmer12, 39, 94 |
| Scanner 8, 53 ScanRouter 8 Screen contrast slider 44 Security functions 9 Sending scan files by e-mail 8 Sending scan files by Scan to Folder 8 Setting 10 User Code Authentication 49 Simple Screen 47 Simple Screen key 43, 47 Sleep mode 34 Sort 7 Specifications 70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 Stacker 12, 95 Stacker tray 12, 95 Stacker upper tray 95 Stamp 7 Staple 7 Starkey 43 43 Wide large capacity tray 12, 40, 89, 102, 110 Wide LCT 12, 40, 89, 102, 110 Wide LCT 12, 40, 89, 102, 110 Storp key 43 | • | | Trimmer Unit TR502012 |
| ScanRouter | · . | | Turning off the main power57 |
| Screen contrast slider | | , | Turning off the power55, 56 |
| Security functions | | | Turning on the main power55 |
| Sending scan files by e-mail | | | Turning on the power55, 56 |
| Sending scan files by e-mail. 8 Sending scan files by Scan to Folder. 8 Unusable paper. 111 Setting. 10 User Code Authentication. 49 User Tools key. 43 Simple Screen key. 43 Simple Screen key. 43 Sort. 7 Specifications70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 W Stacker. 12, 39, 95 Stacker tray. 12, 39, 95 Stacker upper tray. 95 Stamp. 7 Staple. 7 Start key. 43 Start key. 43 | • | | U |
| Setting | , | | |
| Simple Screen 47 User Tools key 43 Simple Screen key 43, 47 V Sleep mode 34 V Sort 7 Ventilation holes 38 Specifications 70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 W Stacker 12, 39, 95 W Stacker tray 12, 95 Stacker upper tray 95 Stamp 7 Staple 7 Starkey 43 Starkey 43 Starkey 43 Starkey 43 | , | | · |
| Simple Screen key. 43, 47 Sleep mode. 34 Sort. 7 Specifications70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 W Stacker. 12, 39, 95 Stacker tray. 12, 95 Stacker upper tray. 95 Stamp. 7 Staple. 7 Start key. 43 Start key. 43 | | | |
| Sleep mode 34 Sort 7 Specifications 70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 Stacker 12, 39, 95 Stacker tray 12, 39, 95 Stacker upper tray 95 Stamp 7 Staple 7 Starkey 43 Starkey 43 | • | | User Tools key43 |
| Sort | • | | V |
| Specifications70, 76, 79, 83, 85, 87, 88, 89, 90, 91, 92, 94, 95, 97, 98 Stacker | • | | Ventilation holes 38 |
| Stacker tray | | | |
| Stacker tray | | | |
| Stacker upper tray | Stacker12, 3 | 9, 95 | VAVA DA IIA IC |
| Stamp | Stacker tray1 | 2, 95 | • |
| Staple | Stacker upper tray | 95 | _ |
| Start key | Stamp | 7 | |
| Stop kov | Staple | 7 | vvide LC112, 40, 89, 102, 110 |
| Stop key | • | | Z |
| | Stop key | 43 | Z-fold |

| Z-folding unit | 12, | 39, | 88 |
|-----------------------|-----|-----|-----|
| 7-folding Unit 7F4000 | | | .12 |

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