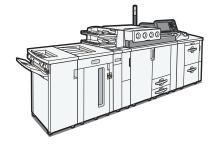


# **Pro** C901

**Operating Instructions About This Machine** 





2

For information not in

the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.





**Operating Instructions** 

Appendix

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

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# **Manuals for This Machine**

Read this manual carefully before you use this machine.

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

#### 🔂 Important

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

#### About This Machine

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

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

#### 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. Note

• In addition to the above, manuals are also provided for the Printer function.

# **Manuals List**

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Network Guide	No	Yes	Yes
General Settings Guide	No	Yes	Yes
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.

#### **Vote**

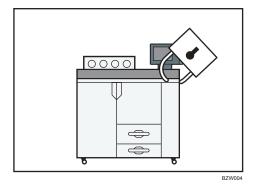
• For details about options, see "Options".

#### Reference

• p.37 "Options"

#### Administrating the Machine/Protecting Documents (Security Functions)

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



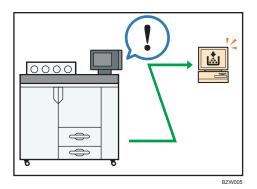
- You can protect documents from unauthorized access and stop them from being printed without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

#### 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 print 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:

#### Comportant 🔁

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

#### Note

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

#### Reference

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

### []

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

#### Names of Major Items

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

- LCIT RT5030 (optional) → Large Capacity Tray (LCT)
- 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.

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.

#### 

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.

### 

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

### 

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

### 

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

### 

• 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.

### 

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

### 

• 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.

### 

• 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.

### **WARNING**

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

### **WARNING**

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

### **WARNING**

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

### **WARNING**

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

### **WARNING**

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

### **WARNING**

• The 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.

### 

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

### 

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

### 

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

### 

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

### 

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

#### Handling the main machine

This section explains safety precautions about handling the main machine.

#### **WARNING**

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

### 🕂 WARNING

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

### 

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

### **WARNING**

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

### **WARNING**

• 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.

### 

• 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.

### 

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

### 

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

### 

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

### 

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

### 

• 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.

### 

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

#### Handling the machine's interior

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

### **WARNING**

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

### 

• 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.

### 

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

### 

• 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.

### 

• 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.

### 

• 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.

### 

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

### 

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

### 

• 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.

### 

• 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.

### **WARNING**

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

### 

• 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.

### 

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

### 

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

### 

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

### 

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

### 

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

### 

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

### 

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

### 

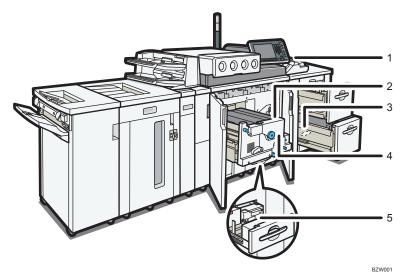
• When binding paper manually with ring opener, take care not to trap or injure fingers.

# 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.

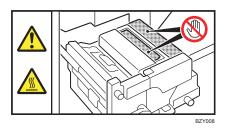


1



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

2



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.

3



High temperature parts. Do not touch the parts which a label is put on. Otherwise, an injury might occur. 4

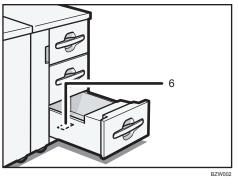


The screw hole in the center of the knob gets very hot. Do not touch this area. Doing so could result in burns.

5



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

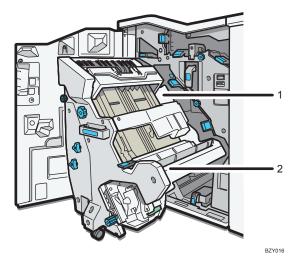


6

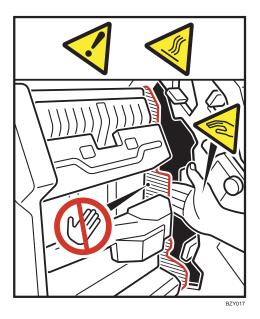


High temperature parts. Do not touch the parts which a label is put on. Otherwise, on injury might occur.

#### **Booklet Finisher SR5020**

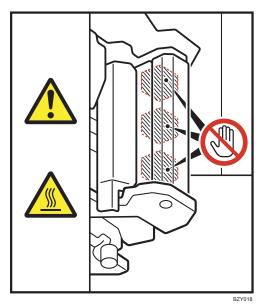


1

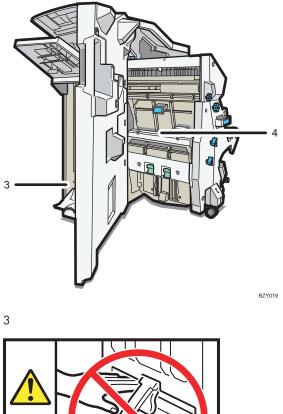


The inside of the Booklet Finisher SR5020 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

2



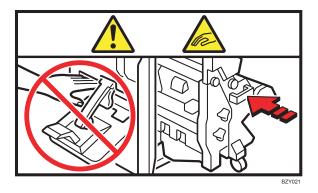
Do not touch the parts a label indicates. The inside of the Booklet Finisher SR5020 could be very hot. Caution should be taken when removing misfed paper.





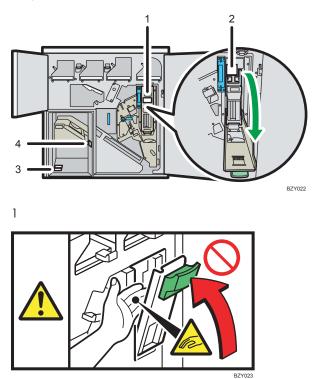
Keep your hands clear of the booklet finisher tray when removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

4



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**



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



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

3



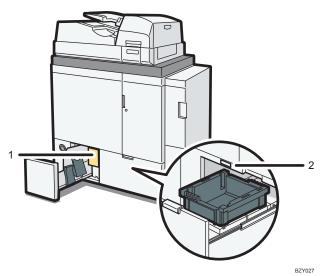
When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.

4



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

#### Perfect Binder



1

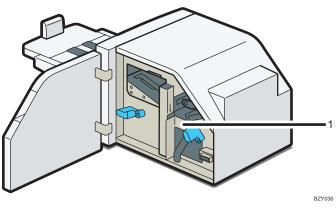


Do not reach far inside the unit. Moving parts inside may cause injury.

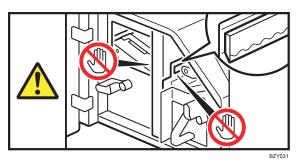


Do not reach far inside the unit. Moving parts inside may cause injury.

#### Trimmer

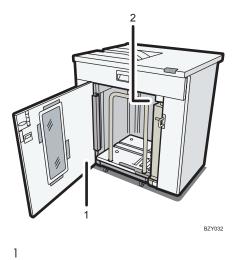


1



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.





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<sup>®</sup> Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR<sup>®</sup> Program.

This machine is compliant with the regulations specified by the  ${\sf ENERGY}\ {\sf STAR}^{\textcircled{R}}$  Program.

The ENERGY STAR<sup>®</sup> 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.

#### **Vote**

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

#### Reference

• p.32 "Energy Saving Function"

# **Energy Saving Function**

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

#### Low power mode

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

#### Sleep Mode

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 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	530 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 <sup>*1</sup>

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

#### **Vote**

- 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 print any item for which reproduction is prohibited by law.

Printing the following items is generally prohibited by local law:

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

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

#### Laser Safety

#### **CDRH Regulation**

This machine complies with the requirements of IEC60825-1:2007 (EN-60825-1:2007) for class 1 laser product. The machine contains multiple AlGaAs laser diodes, max. 111 (rating 38)-milliwatt, 770 <sup>-</sup> 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

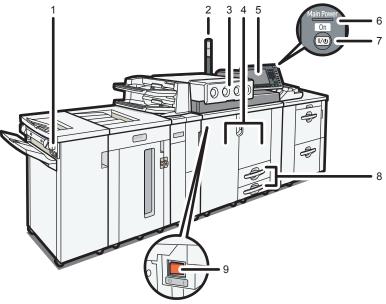
This section describes how to start using this machine.

# **Guide to Components**

This section introduces the names and functions of the components.

## Coloritant 🔂

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



BZW026

#### 1. Suspend/Resume switch

Press to momentarily stop printing. 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. Main power indicator

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

#### 7. Operation switch

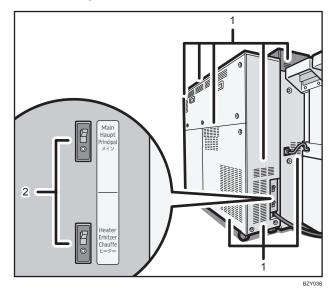
Press to turn the power on (the operation switch indicator lights up). To turn the power off, press again (the operation switch indicator goes off). See "Turning On/Off the Power".

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

Load paper here.

#### 9. 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

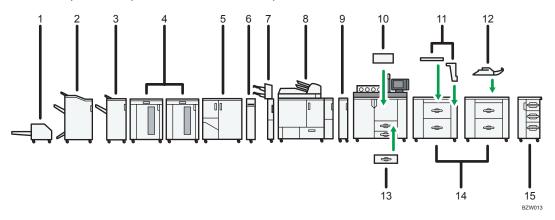
- p.39 "Control Panel"
- p.48 "Turning On/Off the Power"

## **Options**

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

## **External Options**

This section provides explanations about external options.



## 1. 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 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 printed paper.

## 8. Perfect binder

Perfect binds sheets into a booklet.

#### 9. Buffer pass unit

Cools prints.

#### 10. Fuser unit air separator

Blows air to prevent thin paper becoming jammed.

#### 11. Bridge unit

Connects a Wide LCT to an additional wide LCT.

#### 12. Multi bypass tray

Use to 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 $\Box$  or 11 × 17 $\Box$  sized paper. Use to print onto adhesive labels, tab sheets, envelopes, and custom size paper.

#### 15. LCT

Holds 4,550 sheets of paper.

#### **Note**

- 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 Option

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

• DataOverWriteSecurity unit

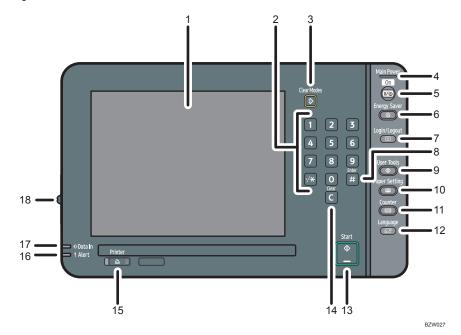
Allows you to erase data that is stored on the hard disk.

# **Control Panel**

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

## 🔂 Important

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



## 1. 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. Main power indicator

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

#### 5. Operation switch

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

See "Turning On/Off the Power".

## 6. [Energy Saver] key

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

### 7. [Login/Logout] key

Press to log in or out of the system.

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

Press to confirm values entered or items specified.

#### 9. [User Tools] key

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

See "System Settings", General Settings Guide.

#### 10. [Paper Setting] key

Specify settings for the paper tray.

#### 11. [Counter] key

Press to check or print the counter value. See "Counter", General Settings Guide.

#### 12. [Language] key

Press to change the language of the display.

## 13. [Start] key

Press to start printing.

#### 14. [Clear] key

Press to delete an entered number.

## 15. [Printer] key

Press to display the operation screen of the printer function.

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

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

## 16. Alert indicator

Lights continuously if an error has occurred.

#### 17. Data In indicator

Lights up when the machine is receiving data.

#### 18. Screen contrast slider

Adjusts display panel brightness.

## Reference

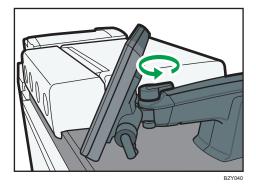
- p.43 "Display Panel"
- p.48 "Turning On/Off the Power"
- p.50 "Saving Energy"

1

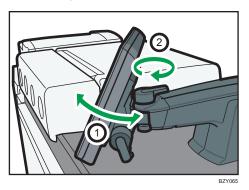
## Adjusting the Angle of the Control Panel

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

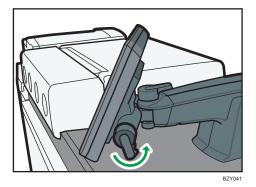
1. Turn the handle counterclockwise to unlock the horizontal joint securing the control panel.



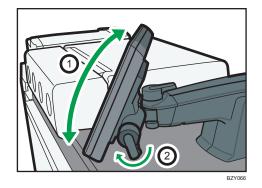
2. Position the control panel at the horizontal angle that you require. Turn the handle clockwise to lock the joint.



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.

## Comportant 🔿

 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: No Items or keys that are unavailable for selection appear grayed out as follows: Yes

1

# When the Authentication Screen is Displayed

This section explains the authentication screen.

## 🔂 Important 🔵

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

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

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

## **Vote**

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

## Login (Using the Control Panel)

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

1. Press [Login].



2. Enter a login user name, and then press [OK].



3. Enter a login password, and then press [OK].



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

## **Note**

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

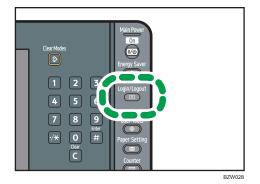
## Logout (Using the Control Panel)

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

## 🚼 Important

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

1. Press the [Login/Logout] key.



2. Press [Yes].



## Login (Using Web Image Monitor)

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

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

Note

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

## Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

🕔 Note

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

## System Reset

This section explains System Reset.

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

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

# Turning On/Off the Power

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

#### **Power 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.

## **Vote**

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

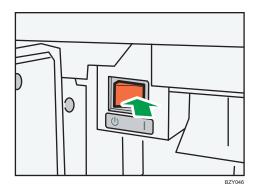
## Turning On the Main Power

This section explains how to turn on the main power.

## 🚼 Important

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

The main power indicator goes on.



4. Close the front left cover.



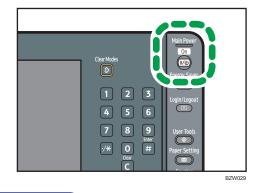
• After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

## Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



**Note** 

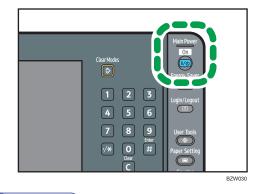
• If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

## Turning Off the Power

This section explains how to turn off the power.

1. Press the operation switch.

The operation switch indicator goes off.



Note

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

## **Turning Off the Main Power**

The procedure for turning off the main power varies depending on the 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 printing has finished or the last operation is performed under Panel Off Timer.

1

## 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.

## \rm Note

- 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 the Data In indicator is on or blinking
  - When the screen of stored document under the printer function is displayed
  - When the internal cooling fan is active

1. Getting Started

# 2. Entering Text

This section describes how to enter characters.

# **Entering Text**

This section explains how to enter text.

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

## **Available Characters**

This section explains which characters are available.

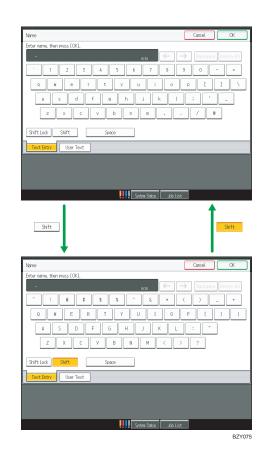
You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
  - 0123456789

## Keys

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

You can change the entry screen using the keys below.



## 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.

Note

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

## **Deleting characters**

This section explains how to delete characters.

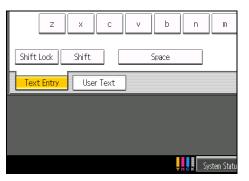
1. Press [Backspace] or [Delete All] to delete characters.

## 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.



2. Entering Text

# 3. Operating Instructions

This section describes the Operating Instructions of this machine.

# **Installing Operating Instructions**

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

## C Important

- 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].

Note

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

## Note

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

## How to Use the Operating Instructions

This section explains how to use manuals.

## Opening from the Icon

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

1. Double-click the icon on your desktop.



The browser opens and the manual appears.

## Opening from the [Start] Menu

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

 On the [Start] menu, point to [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.

## Note

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

## **Opening from the CD-ROM**

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

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

The browser opens, and then the manual appears.

## Note

 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 3. Operating Instructions

# 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.

## 

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

## 🚼 Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Do not touch areas on or around the fusing unit. These areas get hot.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- If the 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.48 "Turning On/Off the Power"

## **Saving Color Prints**

This section explains notes on saving color prints.

- Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your prints by storing them in a binder in a dark, dry place.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

# Software and Utilities Included on the CD-ROM

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



• For details about the software and utilities CD-ROMs, see 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

#### Print process:

Laser beam scanning and Electrophotographic printing

4 drums tandem method

#### **Development:**

Dry two-component magnetic brush development system

## **Fusing:**

Oilless belt fusing

## **Resolution:**

1200 dpi

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

420 seconds or less

#### Paper size:

- Tray 1: A4₽, 8<sup>1</sup>/<sub>2</sub> × 11₽
- Tray 2:

A3<sup>D</sup>, B4 JIS (Japanese Industrial Standard)<sup>D</sup>, A4<sup>D</sup>D, B5 JIS<sup>D</sup>D, A5<sup>D</sup>,

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

- 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)
- Duplex:

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

11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 11 × 15 $\square$ , 11 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8 × 10 $\square$ , SRA3 $\square$ , 12 × 18 $\square$ 

• 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:

- Trays: 60 <sup>-</sup> 220 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover)
- Duplex: 60 <sup>-</sup> 220 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover)

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

You can use paper ranging from 60 to 300 g/m $^2$  (16 lb. Bond <sup>-</sup> 110 lb. Cover) if the Wide LCT is installed.

## First print time:

- Color: 13.5 seconds or less
- B&W: 13.5 seconds or less

 $(A4\overline{P}, 8^{1}/_{2} \times 11\overline{P}, 100\%$  reproduction, feeding from tray 1)

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

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

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

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

## Power source:

208 <sup>-</sup> 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, two Wide LCTs, the interposer, and the fuser unit air separator.

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

1,280 × 990 × 1,640 mm (50.4 × 39.0 × 64.6 inches)

## Space for main unit (W × D):

3,280 × 2,790 mm (129.2 ×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)
Printing	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)	-
Printing	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:

630 kg (1389.0 lb.) or less

## Note

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

## Reference

• p.101 "Thick Paper"

# **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:
  - SRA3, A3, B4 JIS, A4, D, B5 JIS, A5, A5,

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

• With Z-fold:

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

## Paper weight:

• Without Z-fold:

60 <sup>-</sup> 216 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover)

• With Z-fold:

64 - 80 g/m<sup>2</sup> (17 - 20 lb. Bond)

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

- Without Z-fold:
  - 500 sheets: A4DD, B5 JISDD, A5D,  $8^{1}/_{2} \times 11$ DD,  $5^{1}/_{2} \times 8^{1}/_{2}$ D
  - 250 sheets: SRA3□, A3□, B4 JIS□, 12 × 18□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□
- With Z-fold:
  - 30 sheets

## **Finisher Shift Tray**

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

## Paper size:

• Without Z-fold:

SRA3, A3, B4 JIS, A4, B5 JIS, A5, A5,

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

• With Z-fold:

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

#### Paper weight:

• Without Z-fold:

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

• With Z-fold:

64 <sup>-</sup> 80 g/m<sup>2</sup> (17 <sup>-</sup> 20 lb. Bond)

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

- Without Z-fold:
  - 3,000 sheets: A4 $\Box$ , B5 JIS $\Box$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\Box$
  - 1,500 sheets: A3D, B4 JISD, A4D, B5 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D
  - 1,000 sheets: 12 × 18₽
  - 100 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
- With Z-fold:
  - 30 sheets

## Staple paper size:

• Without Z-fold:

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

• With Z-fold:

A3₽, B4 JIS₽, 11 × 17₽

## Staple paper weight:

• Without Z-fold:

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

Each print set can have either two covers or two slip sheets that are A4 ( $8^{1}/_{2} \times 11$ ) and up to 200 g/m<sup>2</sup> (110 lb. Index). Each print set cannot be more than 11 mm (0.5 inch) thick.

• With Z-fold:

64 - 80 g/m<sup>2</sup> (17 - 20 lb. Bond)

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

• Without Z-fold:

- 50 sheets: A3D, B4 JISD, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>4</sub> × 14D, 8 × 10D
- 100 sheets: A4DD, B5 JISDD,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$
- With Z-fold:
  - 10 sheets: A3□, B4 JIS□, 11 × 17□

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

- Without Mixed Size:
  - 2 9 sheets: 150 sets (A4DD, B5 JISDD,  $8^{1}/_{2} \times 11$ DD)
  - 10 100 sheets: 200 30 sets (A4DD, B5 JISDD, 8<sup>1</sup>/<sub>2</sub> × 11DD)
  - 2 9 sheets: 150 sets (A3D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D)
  - 10<sup>-</sup> 50 sheets: 150<sup>-</sup> 30 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
- With Mixed Size:
  - 2  $\overline{\phantom{a}}$  50 sheets: 30 sets (A3 $\overline{\phantom{a}}$ /A4 $\overline{\phantom{a}}$ , B4 JIS $\overline{\phantom{a}}$ /B5 JIS $\overline{\phantom{a}}$ , 11 × 17 $\overline{\phantom{a}}$ /8 $^{1}/_{2}$  × 11 $\overline{\phantom{a}}$ )
- 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 × D × H):

806 × 730 × 980 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 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11DD, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> D, SRA3D, 12 × 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, A4, A5, A5, B4 JIS, B5 JIS, A5,

11 × 17 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$ , 12 × 18 $\square$ , 11 × 15 $\square$ , 11 × 14 $\square$ , 10 × 15 $\square$ , 10 × 14 $\square$ , SRA3 $\square$ 

• With Z-fold:

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

### Paper weight:

• Without Z-fold:

60 <sup>-</sup> 216 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover)

• With Z-fold:

64 - 80 g/m<sup>2</sup> (17 - 20 lb. Bond)

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

- Without Z-fold:
  - 250 sheets: A4D, A5D, B5 JISD,  $8^{1}/_{2} \times 11$ D,  $8 \times 10^{1}/_{4} \times 10^{1}/_{2}$ D,  $5^{1}/_{2} \times 8^{1}/_{2}$ D
  - 50 sheets: A3D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 13D, 8<sup>1</sup>/<sub>4</sub> × 14D, 8<sup>1</sup>/<sub>4</sub>
     × 13D, 8 × 13D, 12 × 18D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, SRA3D
- With Z-fold:
  - 20 sheets: A4 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$
  - 30 sheets: A3D, B4 JISD,  $11 \times 17D$ ,  $8^{1}/_{2} \times 14D$ ,  $12 \times 18D$

## **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 × 18 $\square$ , 11 × 17 $\square$ , 11 × 15 $\square$ , 10 × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 11 × 14 $\square$ , 10 × 15 $\square$ , SRA3 $\square$ 

• With Z-fold:

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

#### Paper weight:

• Without Z-fold:

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

• With Z-fold:

64 - 80 g/m<sup>2</sup> (17 - 20 lb. Bond)

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

- Without Z-fold:
  - 2,500 sheets: A4 $\square$ , B5 JIS $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$
  - 1,500 sheets: A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□
  - 1,000 sheets: SRA3₽, 12 × 18₽
  - 100 sheets: A5 $\Box$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\Box$
- With Z-fold:

30 sheets

#### Staple paper size:

• Without Z-fold:

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

• With Z-fold:

A3₽, B4 JIS₽, 11 × 17₽

#### Staple paper weight:

• Without Z-fold:

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

Each print set can have either two covers or two slip sheets that are A4 ( $8^{1}/_{2} \times 11$ ) and up to 200 g/m<sup>2</sup> (110 lb. Index). Each print set cannot be more than 11 mm (0.5 inch) thick.

• With Z-fold:

64 <sup>-</sup> 80 g/m<sup>2</sup> (17 <sup>-</sup> 20 lb. Bond)

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

- Without Z-fold:
  - 50 sheets:

A3D, B4 JISD, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{4}$  × 14D, 8 × 10D

• 100 sheets:

A4DD, B5 JISDD,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ 

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

10 sheets: A3□, B4 JIS□, 11 × 17□

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

- Without Mixed Size:
  - 20<sup>-</sup>100 sheets: 125<sup>-</sup>25 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub>×11₽)
  - 10 <sup>-</sup> 19 sheets: 200 <sup>-</sup> 105 sets (A4₽, B5 JIS₽, 8<sup>1</sup>/<sub>2</sub> × 11₽)
  - 2 9 sheets: 150 sets (A4D, B5 JISD, 8<sup>1</sup>/<sub>2</sub> × 11D)
  - 10<sup>-</sup>100 sheets:150<sup>-</sup>15 sets (A4<sup>□</sup>, B5 JIS<sup>□</sup>, 8<sup>1</sup>/<sub>2</sub> × 11<sup>□</sup>)
  - 2<sup>-</sup>9 sheets: 150 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 10<sup>-</sup> 50 sheets: 150<sup>-</sup> 30 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
  - 2<sup>-</sup>9 sheets: 150 sets (A3₽, B4 JIS₽, 11 × 17₽, 8<sup>1</sup>/<sub>2</sub> × 14₽)
- With Mixed Size:
  - 2<sup>-</sup>50 sheets: 30 sets (A3 $\Box$ /A4 $\Box$ , B4 JIS $\Box$ /B5 JIS $\Box$ , 11 × 17 $\Box$ /8<sup>1</sup>/<sub>2</sub>×11 $\Box$ )

#### 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:

A3, A4, B4 JIS, B5 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11, 12 × 18, SRA3

#### Saddle stitch paper weight:

64 <sup>-</sup> 90 g/m<sup>2</sup> (17 <sup>-</sup> 24 lb. Bond)

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

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

Maximum 20 sheets

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

5 sheets: 30 sets (A3**D**)

#### 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 × D × H):

990 × 730 × 1,130 mm (39 × 28.8 × 44.5 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	$ \begin{array}{c} \square: SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 \times 18, \\ 11 \times 17, 11 \times 15, 11 \times 14, 10 \times 15, 10 \times 14, \\ 8^{1}/_{4} \times 14, 8 \times 10, 8^{1}/_{2} \times 14, 8^{1}/_{2} \times 11, \\ 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times \\ 13, 8^{1}/_{4} \times 13 \end{array} $
2 & 4 holes type: 2 holes	$\square$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
2 & 4 holes type: 2 holes	Custom size: • Vertical: 139.7 <sup>-</sup> 330.2 mm (5.50 <sup>-</sup> 13.00 inches) • Horizontal: 182.0 <sup>-</sup> 487.7 mm (7.17 <sup>-</sup> 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	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
2 & 4 holes type: 4 holes	Custom size: • Vertical: 257.0 <sup>-</sup> 330.2 mm (10.12 <sup>-</sup> 13.00 inches) • Horizontal: 182.0 <sup>-</sup> 487.7 mm (7.17 <sup>-</sup> 19.20 inches)
4 holes type: 4 holes	$\Box: SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 \times 18, 11 \times 17, 11 \times 15, 11 \times 14, 10 \times 15, 10 \times 14, 8^{1}/_{4} \times 14, 8 \times 10, 8^{1}/_{2} \times 14, 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 8 \times 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13$
4 holes type: 4 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>

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

# Paper weight:

- 2 & 3 holes: 60 <sup>-</sup> 163 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 90 lb. Index)
- 4 holes: 60 <sup>-</sup> 128 g/m<sup>2</sup> (16 <sup>-</sup> 34 lb. Bond)

### Dimensions (W × D × H):

463 × 105 × 100 mm (18.3 × 4.2 × 4.0 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	$ \begin{array}{c} \square: A3, B4 JIS, A4, B5 JIS, A5, 11 \times 17, 11 \times \\ 15, 11 \times 14, 10 \times 15, 10 \times 14, 8^{1}/_{2} \times 14, \\ 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 8 \times \\ 13, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13, 8^{1}/_{4} \times 14, 8 \times 10 \end{array} $
2 & 4 holes type: 2 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
2 & 4 holes type: 2 holes	Custom size: • Vertical: 139.7 <sup>-</sup> 330.2 mm (5.50 <sup>-</sup> 13.00 inches) • Horizontal: 182.0 <sup>-</sup> 487.7 mm (7.17 <sup>-</sup> 19.20 inches)
2 & 4 holes type: 4 holes	□ A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14
2 & 4 holes type: 4 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
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	$ \begin{array}{c} \square: A3, B4 JIS, A4, B5 JIS, A5, 11 \times 17, 11 \times \\ 15, 11 \times 14, 10 \times 15, 10 \times 14, 8^{1}/_{2} \times 14, \\ 8^{1}/_{2} \times 11, 5^{1}/_{2} \times 8^{1}/_{2}, 7^{1}/_{4} \times 10^{1}/_{2}, 8 \times \\ 13, 8 \times 10, 8^{1}/_{2} \times 13, 8^{1}/_{4} \times 13, 8^{1}/_{4} \times 14 \end{array} $
4 holes type: 4 holes	$\square$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>

Punch unit type	Paper size
4 holes type: 4 holes	Custom size:
	<ul> <li>Vertical: 139.7 <sup>-</sup> 330.2 mm (5.50 <sup>-</sup> 13.00 inches)</li> </ul>
	<ul> <li>Horizontal: 182.0 <sup>-</sup> 487.7 mm (7.17 <sup>-</sup> 19.20 inches)</li> </ul>
2 & 3 holes type: 2 holes	$ \begin{array}{c} $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $$
2 & 3 holes type: 2 holes	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
2 & 3 holes type: 2 holes	Custom size: • Vertical: 139.7 <sup>-</sup> 330.2 mm (5.50 <sup>-</sup> 13.00 inches)
	<ul> <li>Horizontal: 182.0 <sup>-</sup> 487.7 mm (7.17 <sup>-</sup> 19.20 inches)</li> </ul>
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	$\Box$ : A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub>
2 & 3 holes type: 3 holes	Custom size: • Vertical: 234.0 <sup>-</sup> 330.2 mm (9.22 <sup>-</sup> 13.00 inches) • Horizontal: 182.0 <sup>-</sup> 487.7 mm (7.17 <sup>-</sup> 19.20 inches)

### Paper weight:

- 2 & 3 holes: 60 <sup>-</sup> 209 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 110 lb. Index)
- 4 holes: 60 <sup>-</sup> 163 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 90 lb. Index)

### Dimensions (W × D × H):

46.0 × 408.5 × 70.5 mm (1.9 × 16.1 × 2.8 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:

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

 $11 \times 17^{\text{D}}, 8^{1}/_{2} \times 14^{\text{D}}, 8^{1}/_{2} \times 11^{\text{D}}\text{D}, 5^{1}/_{2} \times 8^{1}/_{2}^{\text{D}}, 8^{1}/_{2} \times 13^{\text{D}}, 8^{1}/_{4} \times 13^{\text{D}}, 8 \times 13^{\text{D}}, 7^{1}/_{4} \times 10^{1}/_{2}^{\text{D}}\text{D}, 11 \times 15^{\text{D}}, 11 \times 14^{\text{D}}, 10 \times 15^{\text{D}}, 10 \times 14^{\text{D}}, 8^{1}/_{4} \times 14^{\text{D}}, 8 \times 10^{\text{D}}, \text{SRA3}$ D, 12 ×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 <sup>-</sup> 216 g/m<sup>2</sup> (17 lb. Bond <sup>-</sup> 80 lb. Cover)

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

200 sheets × 2

#### Power consumption (Maximum):

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

#### Dimensions (W × D × H):

540 × 730 × 1,270 mm (21.3 × 28.8 × 50.0 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 × 18D, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D

#### Paper weight:

• Without Z-fold:

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

• With Z-fold:

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

#### Power source:

120 V, 60 Hz, 1 A

#### **Power consumption:**

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

#### Dimensions (W × D × H):

177 × 620 × 960 mm (7.0 × 24.5 × 37.8 inches)

#### Weight:

Approx. 55 kg (121.3 lb.)

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# **Specifications for Large Capacity Tray**

This section describes specifications for the LCT.

#### Paper size:

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

#### Paper weight:

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

Tray 5: 60 <sup>-</sup> 163 g/m<sup>2</sup> (16 lb. Bond <sup>-</sup> 90 lb. Index)

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

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

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

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

#### Power consumption:

Maximum 132 W (Power is supplied from the main unit.)

#### Dimensions (W × D × H):

540 × 730 × 980 mm (21.3 × 28.8 × 38.6 inches)

#### Weight:

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Approx. 102 kg (224.9 lb.)
```

#### **Note**

• The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.

# Specifications for Wide Large Capacity Tray

This section describes specifications for the Wide LCT.

To connect two Wide LCTs, a bridge unit is required.

#### Paper size:

SRA3, A3, B4 JIS, A4, B5 JIS, A5, A5,

$$\begin{split} &12\times 18 \square,\ 11\times 17 \square,\ 11\times 15 \square,\ 11\times 14 \square,\ 10\times 15 \square,\ 10\times 14 \square,\ 8^1/_2\times 14 \square,\ 8^1/_2\times 13 \square,\ 8^1/_2\times 14 \square,\ 8^1/_4\times 13 \square,\ 8\times 13 \square,\ 8\times 10 \square,\ 5^1/_2\times 8^1/_2 \square,\ 7^1/_4\times 10^1/_2 \square \square \end{split}$$

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

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

4,400 sheets

#### **Power consumption:**

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

#### Dimensions (W × D × H):

965 × 735 × 980 mm (38.0 × 29.0 × 38.6 inches)

#### Weight:

Approx. 200 kg (441 lb.)

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# **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:

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

 $11 \times 17^{\text{D}}, 8^{1}/_{2} \times 14^{\text{D}}, 8^{1}/_{2} \times 11^{\text{D}}\text{D}, 5^{1}/_{2} \times 8^{1}/_{2}^{\text{D}}, 8^{1}/_{2} \times 13^{\text{D}}, 8^{1}/_{4} \times 13^{\text{D}}, 8 \times 13^{\text{D}}, 7^{1}/_{4} \times 10^{1}/_{2}^{\text{D}}\text{D}, 11 \times 15^{\text{D}}, 11 \times 14^{\text{D}}, 10 \times 15^{\text{D}}, 10 \times 14^{\text{D}}, 8^{1}/_{4} \times 14^{\text{D}}, 8 \times 10^{\text{D}}, \text{SRA3}$ D, 12 × 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<sup>-</sup>216 g /m<sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover)

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

550 sheets

#### Power consumption:

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

#### Dimensions (W × D × H):

702 × 560 × 210 mm (27.7 × 22.1 × 8.3 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):

A4₽, 8<sup>1</sup>/<sub>2</sub> × 11₽

#### Paper weight (ring binding/comb binding punching):

64 <sup>-</sup> 216 g/m<sup>2</sup> (17 lb. Bond <sup>-</sup> 80 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 × 730 × 980 mm (34.3 × 28.8 × 38.6 inches)

#### Weight:

Approx. 145 kg (319.7 lb.)

#### Note

- You can apply 23-hole ring binding or punching to A4 sheets only if the A4 punch unit is installed.
- You can apply 21-hole ring binding or punching to  $8^1/_2 \times 11$  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<sup>1</sup>/<sub>2</sub> × 11D, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>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 <sup>-</sup> 300 g/m<sup>2</sup> (24 lb. Bond <sup>-</sup> 110 lb. Cover)
- Book block: 64 <sup>-</sup> 163 g/m<sup>2</sup> (17 lb. Bond <sup>-</sup> 90 lb. Index)

#### Perfect binding capacity:

- Book block capacity:
  - 10 200 sheets (paper weight: 64 80 g/m<sup>2</sup> (17 20 lb. Bond))
  - 10<sup>-</sup>150 sheets (paper weight: 81<sup>-</sup>105 g/m<sup>2</sup> (20<sup>-</sup>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 <sup>-</sup> 80 g/m<sup>2</sup> (17 <sup>-</sup> 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

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 × D × H):

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

#### Weight:

Approx. 350 kg (771.7 lb.)

### **Vote**

- Load cover sheets in the interposer on the perfect binder in the 🖵 orientation only.
- Load book blocks in the perfect binder paper tray in the  ${\sf P}$  orientation only.

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# **Specifications for Trimmer**

This section describes specifications for the trimmer.

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

#### Paper size:

A3<sup>D</sup>, A4<sup>D</sup>, B4 JIS<sup>D</sup>, B5 JIS<sup>D</sup>, 11 × 17<sup>D</sup>, 8<sup>1</sup>/<sub>2</sub> × 14<sup>D</sup>, 8<sup>1</sup>/<sub>2</sub> × 11<sup>D</sup>, 12 × 18<sup>D</sup>, SRA3<sup>D</sup>

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 <sup>-</sup> 90 g/m<sup>2</sup> (17 <sup>-</sup> 24 lb. Bond)

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

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

20 sheets

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

- 1 sheet: 60 sets
- 2 <sup>-</sup> 5 sheets: 60 sets
- 6 <sup>-</sup> 10 sheets: 35 <sup>-</sup> 40 sets
- 11 <sup>-</sup> 20 sheets: 20 <sup>-</sup> 25 sets

#### Power source:

120 V, 60 Hz, 0.8 A

#### **Power consumption:**

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

#### Dimensions (W × D × H):

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

#### Weight:

Approx. 70 kg (154.4 lb.)

#### Note

• 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:

12 × 18 $\square$ , 11 × 17 $\square$ , 11 × 15 $\square$ , 10 × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 11 × 14 $\square$ , 10 × 15 $\square$ , SRA3 $\square$ , custom size

#### Paper weight:

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

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

250 sheets

# **Stacker Tray**

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

#### Paper size:

 $12 \times 18^{\Box}, 11 \times 17^{\Box}, 11 \times 15^{\Box}, 10 \times 14^{\Box}, 8^{1}/_{2} \times 14^{\Box}, 8^{1}/_{4} \times 14^{\Box}, 8^{1}/_{2} \times 13^{\Box}, 8^{1}/_{2} \times 11^{\Box}, 5^{1}/_{2} \times 8^{1}/_{2}^{\Box}, 8^{1}/_{4} \times 13^{\Box}, 8 \times 13^{\Box}, 8 \times 10^{\Box}, 7^{1}/_{4} \times 10^{1}/_{2}^{\Box}^{\Box}, 11 \times 14^{\Box}, 10 \times 15^{\Box}, \text{SRA3D}, \text{ custom size}$ 

#### Paper weight:

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

#### Stack capacity (80 g/m<sup>2</sup>, 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<sup>1</sup>/<sub>2</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>4</sub> × 14 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 13 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$  $\square$ , 8<sup>1</sup>/<sub>4</sub> × 13 $\square$ , 8 × 13 $\square$ , 8 × 10 $\square$ , 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> $\square$  $\square$ , 11 × 14 $\square$ , 10 × 15 $\square$ , SRA3 $\square$
- 2,500 sheets: A5□, B5 JIS□□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□

#### 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:

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

 $\begin{aligned} &11\times17^{\Box}, 8^{1}/_{2}\times14^{\Box}, 8^{1}/_{2}\times11^{\Box}^{\Box}, 5^{1}/_{2}\times8^{1}/_{2}^{\Box}, 8^{1}/_{2}\times13^{\Box}, 8^{1}/_{4}\times13^{\Box}, 8\times13^{\Box}, \\ &7^{1}/_{4}\times10^{1}/_{2}^{\Box}^{\Box}^{\Box}, 11\times15^{\Box}, 11\times14^{\Box}, 10\times15^{\Box}, 10\times14^{\Box}, 8^{1}/_{4}\times14^{\Box}, 8\times10^{\Box}, \\ & \varsigma, 12\times18^{\Box} \end{aligned}$ 

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

#### Power source:

100 <sup>-</sup> 120 V, 50/60 Hz, 3 A

#### **Power consumption:**

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

#### Dimensions (W × D × H):

330 × 730 × 980 mm (13.0 × 28.8 × 38.6 inches)

#### Weight:

89 kg (196.3 lb.)

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# **Specifications for Other Options**

This section describes specifications for other options.

#### Bridge unit

Connects a Wide LCT to an additional wide LCT.

#### A3/11 × 17 tray unit

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

#### Tab sheet holder

You can use tab sheets with this holder.

#### DataOverWriteSecurity unit

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

# **Recommended Paper Sizes and Types**

This section describes recommended paper sizes and types.

# Comportant 🔿

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

### Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 <sup>-</sup> 220 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover)	A4D, 8 <sup>1</sup> / <sub>2</sub> × 11D <sup>*2</sup>	8 <sup>1</sup> ∕ <sub>2</sub> ×11₽, A4₽*²	1,100 sheets × 2
Paper Weight 1 <sup>–</sup> Paper Weight 5			

# Tray 1 (A3/11 × 17 tray unit)

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 <sup>-</sup> 220 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 5	A3₽	11 × 17₽	1,000 sheets
60 <sup>-</sup> 220 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 5	*2 B4 JISD, A4DD, 8 <sup>1</sup> / <sub>2</sub> × 14D, 8 <sup>1</sup> / <sub>2</sub> ×11DD, 11×17D	*2 B4 JISD, A4DD, 8 <sup>1</sup> / <sub>2</sub> × 14D, 8 <sup>1</sup> / <sub>2</sub> ×11DD, A3D	1,000 sheets
60 <sup>-</sup> 220 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 5	*2 Custom size Vertical: 210.0 <sup>-</sup> 305.0 mm Horizontal: 210.0 <sup>-</sup> 439.0 mm	*2 Custom size Vertical: 8.27 <sup>-</sup> 12.00 inches Horizontal: 8.27 <sup>-</sup> 17.28 inches	1,000 sheets

# Tray 2

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 <sup>-</sup> 220 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 5	*3 A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 × 18 D, 11 × 17D, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 13D$ , $8^{1}/_{4} \times 13D$ , $8 \times 13D$ , $8^{1}/_{2} \times 11DD$ , $7^{1}/_{4} \times 10^{1}/_{2}D$ D, $5^{1}/_{2} \times 8^{1}/_{2}D$		550 sheets
60 <sup>-</sup> 220 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 5	*4 SRA3⊡, 11 × 15⊡, 11 × 14⊡, 10 × 15⊡, 10 × 14⊡, 8 <sup>1</sup> / <sub>4</sub> × 14⊡, 8 × 10⊡		550 sheets
60 <sup>-</sup> 220 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 5	*5 Custom size Vertical: 139.7 <sup>-</sup> 330.2 mm Horizontal: 182.0 <sup>-</sup> 458.0 mm	*5 Custom size Vertical: 5.50 <sup>-</sup> 13.00 inches Horizontal: 7.17 <sup>-</sup> 18.03 inches	550 sheets
Tab Stock <sup>*6</sup>	A4₽, 8 <sup>1</sup> / <sub>2</sub> × 11₽	·	-

# LCT

Paper type and weight	Metric version	Inch version	Paper capacity *1
Tray 3, 4: 60 <sup>-</sup> 216 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 80 lb. Cover)	*3 A4D, A5D, B5 JISD, 8 8 <sup>1</sup> / <sub>2</sub> D	<sup>1</sup> / <sub>2</sub> × 11D, 5 <sup>1</sup> / <sub>2</sub> ×	Tray 3, 4: 1,000 sheets
Paper Weight 1 <sup>–</sup> Paper Weight 5			

Paper type and weight	Metric version	Inch version	Paper capacity *1
Tray 5:	A4D	8 <sup>1</sup> / <sub>2</sub> ×11₽	Tray 5:
60 <sup>-</sup> 163 g/m <sup>2</sup>			2,550 sheets
(16 <sup>-</sup> 90 lb. Index)			
Paper Weight 1 <sup>–</sup> Paper Weight 4			
Tray 5:	*2	*2	Tray 5:
60 <sup>-</sup> 163 g/m <sup>2</sup>	B5 JIS <sup>□</sup> , A5 <sup>□</sup> , 8 <sup>1</sup> / <sub>2</sub> ×	A4₽, B5 JIS₽, A5₽,	2,550 sheets
(16 <sup>-</sup> 90 lb. Index)	$11D, 5^{1}/_{2} \times 8^{1}/_{2}D$	$5^{1}/_{2} \times 8^{1}/_{2}$	
Paper Weight 1 <sup>–</sup> Paper Weight 4			
Tray 4:	A4D		-
Label Paper			
Tray 3, 4: Tab Stock <sup>*8</sup>	A4₽, 8 <sup>1</sup> / <sub>2</sub> × 11₽		-
Tab Stock			

# Wide LCT (tray 3 <sup>-</sup> 6)

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 <sup>-</sup> 300 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 110 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 7	*3 A3, B4 JIS, A4, A5, B5 JIS, A5, A5, 12 × 18, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	*3 A3, B4, JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11 , 8 × 13, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	2,200 sheets
60 <sup>-</sup> 300 g/m <sup>2</sup> (16 lb. Bond <sup>-</sup> 110 lb. Cover) Paper Weight 1 <sup>-</sup> Paper Weight 7	*4 SRA3D, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 11D$ , $8^{1}/_{2} \times 13$ D, $8^{1}/_{4} \times 13D$ , $8 \times 13$ D, $7^{1}/_{4} \times 10^{1}/_{2}DD$ , $11 \times 15D$ , $11 \times 14D$ , $10 \times 15D$ , $10 \times 14D$ , $8^{1}/_{4} \times 14D$ , $8 \times 10D$	*4 SRA3D, A4D, B5 JIS D, $8^{1}/2 \times 14D$ , $8^{1}/2 \times 13D$ , $7^{1}/4 \times 10^{1}/2DD$ , $11 \times 15D$ , $11 \times 14D$ , $10 \times 15D$ , $10 \times 14D$ , $8^{1}/4 \times 14D$ , $8 \times 10D$	2,200 sheets

Paper type and weight	Metric version	Inch version	Paper capacity *1
$60 - 300 \text{ g/m}^2$	*5	*5	2,200 sheets
(16 lb. Bond <sup>-</sup> 110 lb. Cover)	Custom size Vertical: 139.7 <sup>-</sup> 330.2	Custom size Vertical: 5.50 <sup>-</sup> 13.00	
Paper Weight 1 <sup>–</sup> Paper Weight 7	mm	inches	
	Horizontal: 182.0 <sup>-</sup> 487.7 mm	Horizontal: 7.17 <sup>-</sup> 19.20 inches	
Tray 3, 4:	B4 JIS₽, A4₽₽		-
Label Paper			
Tab Stock <sup>*8</sup>	A4 $D$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $D$ , 8 <sup>1</sup> / <sub>2</sub>	× 14D	1,000 sheets *7
Coated: Glossy	*3	*3	-
Coated: Matted	A3, B4 JIS, A4, A4, B5 JIS, A5, A5, A5, A5, A5, A5, A5, A5, A5, A5	A3 $\Box$ , B4JIS $\Box$ , A4 $\Box$ , B5 JIS $\Box$ , A5 $\Box$ , 12 × 18 $\Box$ , 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 8 × 13 $\Box$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\Box$	
Coated: Glossy	*4	*4	-
Coated: Matted	SRA3 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 14 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 13 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 13 $\Box$ , 8 × 13 $\Box$ , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> $\Box$ $\Box$ , 11 × 15 $\Box$ , 11 × 14 $\Box$ , 10 × 15 $\Box$ , 10 × 14 $\Box$ , 8 <sup>1</sup> / <sub>4</sub> × 14 $\Box$ , 8 × 10 $\Box$	SRA3D, A4D, B5 JIS D, $8^{1}/2 \times 14D$ , $8^{1}/2 \times 13D$ , $7^{1}/4 \times 10^{1}/2DD$ , $11 \times 15D$ , $11 \times 14D$ , $10 \times 15D$ , $10 \times 14D$ , $8^{1}/4 \times 14D$ , $8 \times 10D$	
Coated: Glossy	*5	*5	-
Coated: Matted	Custom size	Custom size	
	Vertical: 139.7 <sup>-</sup> 330.2 mm	Vertical: 5.50 <sup>-</sup> 13.00 inches	
	Horizontal: 182.0 <sup>-</sup> 487.7 mm	Horizontal: 7.17 <sup>-</sup> 19.20 inches	

# Multi bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 <sup>-</sup> 216g/m <sup>2</sup>	*3	*3	550 sheets
(16 lb. Bond <sup>–</sup> 80 lb. Cover)	A3D, B4 JISD, A4DD, B5 JISDD, A5D, 12 ×	A3□, B4 JIS□, A4□, B5 JIS□, A5□, 12 × 18□,	
Paper Weight 1 <sup>–</sup> Paper Weight 5	$18\Box, 11 \times 17\Box, 8^{1}/_{2} \times 11\Box, 5^{1}/_{2} \times 8^{1}/_{2}\Box$	11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> $\Box$ , 8 × 13 $\Box$	
60 <sup>-</sup> 216 g/m <sup>2</sup>	*4	*4	550 sheets
(16 lb. Bond <sup>–</sup> 80 lb. Cover) Paper Weight 1 <sup>–</sup> Paper Weight 5	SRA3D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, $8^{1}/_{2} \times 14D$ , $8^{1}/_{2} \times 13D$ , $8^{1}/_{2} \times 11$ D, $8^{1}/_{4} \times 14D$ , $8^{1}/_{4} \times 13D$ , $8 \times 10$ D, $7^{1}/_{4} \times 10^{1}/_{2}D$	SRA3, A4, B5 JIS D, 11 × 15D, 11 × 14 D, 10 × 15D, 10 × 14 D, $8^{1}/{_{2}} \times 14D$ , $8^{1}/{_{2}} \times 13D$ , $8^{1}/{_{4}} \times 14D$ , $8^{1}/{_{4}} \times 13D$ , $8 \times 10D$ , $7^{1}/{_{4}} \times 10^{1}/{_{2}}DD$	
60 <sup>-</sup> 216g/m <sup>2</sup>	*5	*5	550 sheets
(16 lb. Bond <sup>–</sup> 80 lb. Cover) Paper Weight 1 <sup>–</sup> Paper Weight 5	Custom size Vertical: 139.7 <sup>-</sup> 330.2 mm Horizontal: 182.0 <sup>-</sup> 487.7 mm	Custom size Vertical: 5.50 <sup>-</sup> 13.00 inches Horizontal: 7.17 <sup>-</sup> 19.20 inches	
Tab Stock <sup>*8</sup>	A4D, 8 <sup>1</sup> / <sub>2</sub> × 11D, 8 <sup>1</sup> / <sub>2</sub>	× 14 <b>D</b>	-

# Interposer

Paper type and weight	Metric version	Inch version	Paper capacity *1
63 <sup>-</sup> 216g/m <sup>2</sup>	*3	*3	200 sheets × 2
(17 lb. Bond <sup>–</sup> 80 lb. Cover) Paper Weight 2 <sup>–</sup> Paper Weight 5	JIS $\Box$ , B5 JIS $\Box$ , 11 × 17 $\Box$ , 8 <sup>1</sup> / <sub>2</sub> × 11 $\Box$ , 8 × 13		

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Paper type and weight	Metric version	Inch version	Paper capacity *1
63 <sup>-</sup> 216 g/m <sup>2</sup>	*4	*4	200 sheets × 2
(17 lb. Bond <sup>–</sup> 80 lb. Cover) Paper Weight 2 <sup>–</sup> Paper	B5 JIS $\square$ , $8^{1}/_{2} \times 14\square$ , $8^{1}/_{4} \times 14\square$ , $8^{1}/_{2} \times 13$ $\square$ , $8^{1}/_{2} \times 11\square$ , $8^{1}/_{4} \times 13\square$ , $8 \times 10\square$ , $7^{1}/_{4} \times 13\square$	, , , , , , , ,	
Weight 5	$10^{1}/_{2}$ $\Box$ , $11 \times 15^{\Box}$ , $11 \times 14^{\Box}$ , $10 \times 15^{\Box}$ , $10 \times 14^{\Box}$ , SRA3 $\Box$	$10^{1}/_{2}$ , $11 \times 15$ ,	
63 <sup>-</sup> 216 g/m <sup>2</sup>	*5	*5	200 sheets × 2
(17 lb. Bond <sup>-</sup> 80 lb.	Custom size	Custom size	
Cover)	Vertical: 139.7 <sup>-</sup> 330.2	Vertical: 5.50 <sup>-</sup> 13.00	
Paper Weight 2 <sup>-</sup> Paper	mm	inches	
Weight 5	Horizontal: 139.7 <sup>-</sup> 487.7 mm	Horizontal: 5.50 <sup>-</sup> 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 <sup>-</sup> 300 g/m <sup>2</sup>	A30	11 × 17⊡, 12 × 18⊡	
(24 lb. Bond <sup>-</sup> 110 lb. Cover)			
Paper Weight 3 <sup>–</sup> Paper Weight 7			
For covers:	*4	*4	200 sheets × 2
90 <sup>-</sup> 300 g/m <sup>2</sup>	B4 JIS₽, 11 × 17₽, 11	A3₽, B4 JIS₽, 11 × 15	
(24 lb. Bond <sup>-</sup> 110 lb. Cover)	× 15¤, SRA3¤, 12 × 18¤	□, SRA3□	
Paper Weight 3 <sup>–</sup> Paper Weight 7			

Paper type and weight	Metric version	Inch version	Paper capacity *1
For covers:	*5	*5	200 sheets × 2
90 <sup>-</sup> 300 g/m <sup>2</sup>	Custom size	Custom size	
(24 lb. Bond <sup>-</sup> 110 lb. Cover)	Vertical: 257.0 <sup>-</sup> 330.2 mm	Vertical: 10.12 <sup>-</sup> 13.00 inches	
Paper Weight 3 <sup>–</sup> Paper Weight 7	Horizontal: 364.0 <sup>-</sup> 487.7 mm	Horizontal: 14.33 <sup>-</sup> 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 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 <sup>2</sup>	63.0 g/m <sup>2</sup>
Paper Weight 2	63.1 g/m <sup>2</sup>	80.0 g/m <sup>2</sup>
Paper Weight 3	80.1 g/m <sup>2</sup>	105.0 g/m <sup>2</sup>
Paper Weight 4	105.1 g/m <sup>2</sup>	163.0 g/m <sup>2</sup>
Paper Weight 5	163.1 g/m <sup>2</sup>	220.0 g/m <sup>2</sup>
Paper Weight 6	220.1 g/m <sup>2</sup>	256.0 g/m <sup>2</sup>
Paper Weight 7	256.1 g/m <sup>2</sup>	300.0 g/m <sup>2</sup>

#### **Vote**

- When loading paper in the paper trays 1 and 2, place the print side face down.
- When loading paper in the multi bypass tray, the LCT, 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 print run to replenish paper when making a large number of prints. 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.

Reference

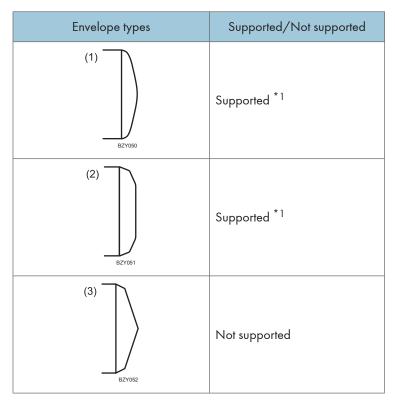
• p.101 "Thick Paper"

# **Envelopes**

This section describes loading envelopes.

### 🔂 Important 🔵

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



\*1 Misfeeds might also occur when using envelopes (1) and (2) depending on the length and shape of the flaps.

To print on envelopes, load them into tray 1, 2, the Wide LCT, or the multi bypass tray, and be sure to specify the appropriate paper type.

#### Note

- For details about the types of envelope supported, consult your sales representative.
- Before loading envelopes, press down on them to release excess air and flatten out their edges. Make sure that any curled envelopes are fully flattened before you load them.
- Humidity levels of over 50% can cause envelopes to come out creased or misprinted.
- Certain types of envelope might come out creased, dirtied, or misprinted. If the print image contains areas of solid black, lines might appear where the envelopes overlapped.
- When printing on envelopes thicker than 127g/m<sup>2</sup> (34 lb. Bond), do not use Adjust 
   Curl: Strong
   or Adjust 
   Curl: Strong for Adjust Paper Curl of Adjustment Settings for Operators.

4

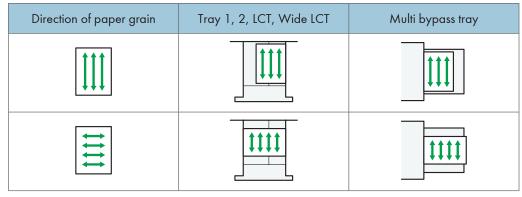
• Keep envelopes stored in sealed plastic bags and remove only the quantity needed. Do not add envelopes during printing, as this might cause misfeeds.

# **Thick Paper**

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

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

- Store all paper together in the same place a room where the temperature is 20 <sup>-</sup> 25 °C (68 <sup>-</sup> 77 ° F) and humidity is 30 <sup>-</sup> 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.



Note

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

# **Unusable Paper**

This section describes paper unusable on this machine.

# 

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

#### Comportant 🗋

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

#### Note

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Perforated paper
  - Torn paper
  - Rough paper
- If you 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.

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- The product names of Windows Vista are as follows: Microsoft<sup>®</sup> Windows Vista<sup>®</sup> Ultimate Microsoft<sup>®</sup> Windows Vista<sup>®</sup> Enterprise Microsoft<sup>®</sup> Windows Vista<sup>®</sup> Business Microsoft<sup>®</sup> Windows Vista<sup>®</sup> Home Premium Microsoft<sup>®</sup> Windows Vista<sup>®</sup> Home Basic
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4. Appendix

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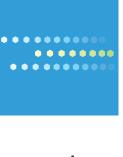
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