SP 201N/201NW

Operating Instructions

User Guide

For safe and correct use, be sure to read "Safety Information" before using the machine.

TABLE OF CONTENTS

How to Read This Manual....4
Introduction....4
Legal Prohibition....4
Disclaimer....4
About IP Address....5
Differences in Performance/Functions between Different Models....5
Model-Specific Information....6
Important Safety Instructions Region A....7
User Information on Electrical & Electronic Equipment....7
Environmental Advice for Users....7
Note for the Battery and/or Accumulator Symbol (For EU countries only)....8
Important Safety Instructions Region B....9
Notes to Users in the State of California....9

1. Guide to the Machine

Guide to Components....11
Exterior....11
Interior....12
What is Smart Organizing Monitor?....14
Configuring Network Settings....15
Switch the LAN Type Using the Web Image Monitor....15
Configuring the IP Address Settings Using the Web Image Monitor....15
Configuring the Wireless LAN Settings....16

2. Loading Paper

Supported Paper....21
Non-Recommended Paper Types....23
Print Area....24
Loading Paper....25
Loading Paper into Tray 1....25
Loading Paper into Bypass Tray....28
Specifying Paper Type and Paper Size Using Smart Organizing Monitor....29

3. Printing Documents

Basic Operation....31
Printing on Both Sides of Sheets....32

Canceling a Print Job....33
If a Paper Mismatch Occurs....34
Continuing Printing Using Mismatched Paper....34
Resetting the Print Job....34

4. Configuring the Machine Using Utilities

Using Web Image Monitor....35
Displaying Top Page....35
Changing the Interface Language....36
Menu....36
Changing the Machine Settings....38
Settings List....39
Using Smart Organizing Monitor....48
Checking the Status Information....48
Configuring the Machine Settings....49
Printing the Configuration Page or Test Page....50
Updating the Firmware....50

5. Maintaining the Machine

Replacing the Print Cartridge....53
Cautions When Cleaning....55
Cleaning the Inside of the Machine....56

6. Troubleshooting

Common Problems....57
Paper Feed Problems....58
Removing Printing Jams....59
Print Quality Problems....65
Checking the Condition of the Machine....65
Printer Problems....66
Print Positions Do Not Match Display Positions....67
Error and Status Messages Appear on the Smart Organizing Monitor....68

7. Appendix

Notes About the Toner....71
Moving and Transporting the Machine....72
Disposal....72

Where to Inquire....72
Consumables....73
Print Cartridge....73
Specifications of the Machine....74
General Function Specifications....74
Printer Function Specifications....75
Trademarks....77
INDEX....79

How to Read This Manual

Introduction

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

Legal Prohibition

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

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

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

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

Disclaimer

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

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

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

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

Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Differences in Performance/Functions between Different Models

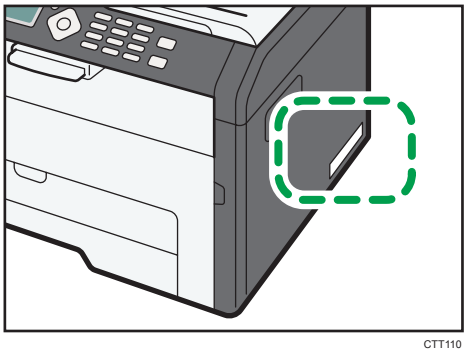
The differences in main performance/functions between different models are as follows:

	Type 1	Type 2
Model	SP 201N	SP 201Nw
Wireless LAN	Not Available	Available

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



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The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27
- 220-240V

Region B (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Important Safety Instructions Region A

User Information on Electrical & Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

Environmental Advice for Users

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print

on 64g/m^2 paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode.

If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Note for the Battery and/or Accumulator Symbol (For EU countries only)

In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Important Safety Instructions Region B

Notes to Users in the State of California

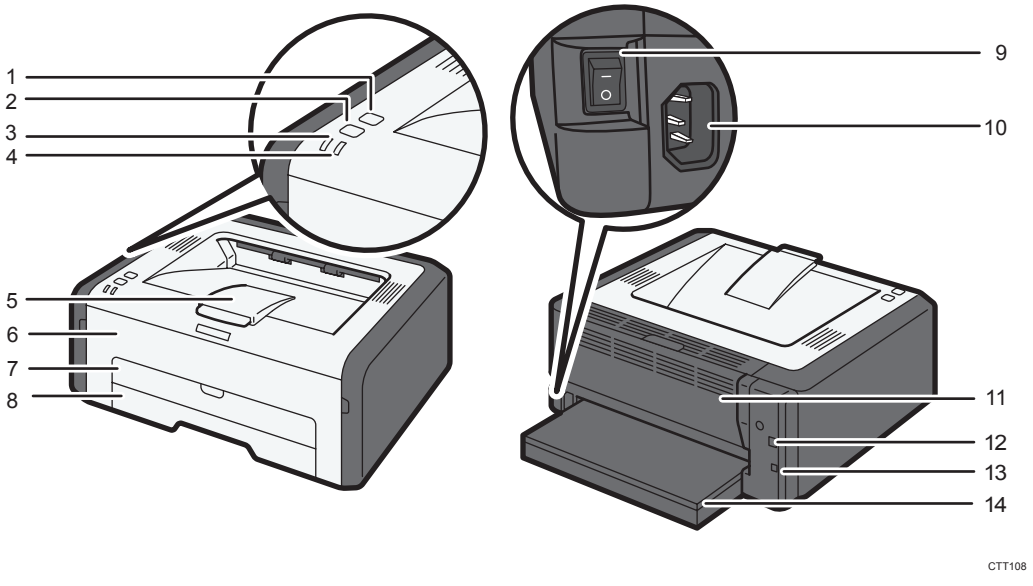
Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

1. Guide to the Machine

Guide to Components

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

Exterior



1. **[Job Reset] key**

   Press this key to cancel an ongoing print job.

2. **[Start] key**

   Press this key to resume printing if printing stops due to paper running out or a paper settings error.

   You can also press this key to print a test page. (By holding down the key for two seconds, the network setting list can be printed.) You can also use this key to print on the back of paper in duplex printing and to execute forced printing.

3. **Power Indicator**

   This indicator lights up blue when the machine is turned on. It flashes when a print job is received and while printing is in progress.

4. **Alert Indicator**

   This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings specified by the driver, or when other errors occur.

5. **Stop Fences**

   Raise this fence to prevent paper from falling off.

6. **Front Cover**

   Open this cover to replace consumables or clear a paper jam.

7. **Bypass Tray**

   This tray can hold one sheet of plain paper.

8. **Tray 1**

   This tray can hold up to 150 sheets of plain paper.

9. **Power Switch**

   Use this switch to turn the power on or off.

10. **Power Connector**

    Connect the power cord to the machine here. Insert the other end of the cable into a nearby wall outlet.

11. **Rear Cover**

    Open this cover to deliver sheets face up or remove jammed paper.

12. **USB Port**

    Use this port to connect the machine to a computer using a USB cable.

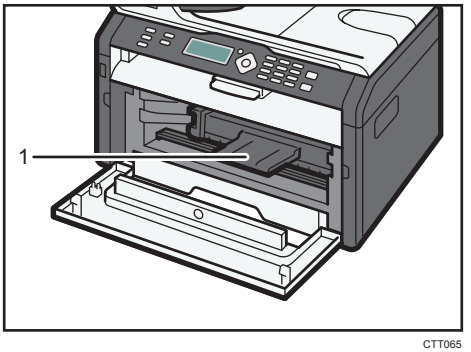
13. **Ethernet Port**

    Use this port to connect the machine to network using an Ethernet cable.

14. **Tray Cover**

    Attach this cover when you extend the tray.

Interior



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1. **Print Cartridge**

   A replacement consumable that is required to make prints on paper. For details about replacing the cartridge, see page 53 "Replacing the Print Cartridge".

What is Smart Organizing Monitor?

Install this utility on your computer from the included CD-ROM before using it.

For details about installing Smart Organizing Monitor, see Software Installation Guide.

Smart Organizing Monitor provides the following functions:

- Displays the status of the machine

  Displays paper jam messages and other error messages.
- Paper size and type settings

  Displays the settings for paper sizes or types available on this machine.
- Print test and configuration pages

  Prints List/Report to check the list of settings for this machine and other information.
- Modify the IPv4 Address

  Use to specify the IPv4 address.
- Modify the system settings

  Use to change custom paper size settings and other settings on this machine.
- Modify the printer settings

  Use to change this machine's print settings such as [Error Skip:] and [I/O Time Out:].

  For Type 2 models, specify [Auto Continue:] instead of [Error Skip:].
- Modify the wireless LAN settings

  Configure the wireless LAN settings manually.

For details about basic instructions on how to use Smart Organizing Monitor, see page 35 "Configuring the Machine Using Utilities".

Configuring Network Settings

This section explains how to configure network settings.

Important

- **Ethernet and wireless LAN settings cannot be enabled at the same time.**
- **Using the supplied CD-ROM, you can install drivers and configure the network settings. For details, see Software Installation Guide.**

Switch the LAN Type Using the Web Image Monitor

You can select either [Ethernet] or [Wireless LAN].

Important

- **You only need to configure this setting for the Type 2 model.**

1. **Launch the Web browser.**
2. **In the address bar, enter "http://(machine's IP address)/".**
3. **Click [Log in].**
4. **Enter the administrator password, and then click [Log in].**

   If you are logging in for the first time, enter "admin133" as the password.
5. **Click [Interface Settings].**
6. **Set [LAN Type] to [Ethernet] or [Wireless LAN].**
7. **Click [OK].**

   After a setting is changed, the machine automatically restarts.

Configuring the IP Address Settings Using the Web Image Monitor

The procedure for configuring network settings differs depending on whether IP address information is assigned automatically by the network (DHCP), or manually.

Important

- **With the Type 2, select [Wireless LAN] in [LAN Type] to establish the wireless LAN connection or select [Ethernet] in [LAN Type] to establish the wired LAN connection.**

Note

- For details about configuring the IPv4 address, see the Software Installation Guide.

Setting the machine to receive an IPv6 address automatically

Important

- A DHCP server is required on the network for the machine to receive an IPv6 address automatically.

Check that [IPv6] and [DHCPv6] are set to [Enable] in [IPv6] in Web Image Monitor. If [DHCPv6] is set to [Enable], the machine can automatically obtain the IP address.

Assigning the machine's IPv6 address manually

Important

- The IPv6 address assigned to the machine must not be used by any other device on the same network.

1. Launch the Web browser.
2. In the address bar, enter "http://(machine's IP address)/".
3. Click [Log in].
4. Enter the administrator password, and then click [Log in].

   If you are logging in for the first time, enter "admin133" as the password.
5. Click [IPv6].
6. Set [IPv6] to [Enable].
7. Set [DHCPv6] to [Disable].
8. Specify the IP address in [Manual Configuration Address].
9. Enter the prefix length in the box following the slash to the right of [Manual Configuration Address].
10. Specify other settings if necessary.
11. Click [OK].

Configuring the Wireless LAN Settings

Important

- Check that [LAN Type] is set to [Wireless LAN] in [Interface Settings] in Web Image Monitor.
- Before you configure the wireless LAN settings, print out the network setting list to obtain the information required for configuring the settings. For details, see Wi-Fi Settings Guide.
- Make sure the Ethernet cable is not connected to the machine.

Note

- For details about configuring infrastructure mode, see Wi-Fi Settings Guide.

Configuring the Ad hoc mode using Smart Organizing Monitor

Important

- In Ad Hoc network, every device must be manually assigned an IP address for TCP/IP if there is no DHCP server.
- If [Communication Mode:] is set to [802.11 Ad-hoc Mode], [WPA2 - PSK -AES] and [WPA/WPA2 Mixed Mode] in [Security Method:] cannot be selected.

1. **Connect the machine and the computer with a USB cable.**
2. **On the [Start] menu, click [All Programs].**
3. **Click [Smart Organizing Monitor for SP xxx Series].**
4. **Click [Smart Organizing Monitor for SP xxx Series Status].**
5. **If the machine you are using is not selected, click [Select Device...], and then select the machine's model.**
6. **Click [OK].**
7. **On the [User Tool] tab, click [Printer Configuration].**
8. **On the [Wi-Fi] tab, set [Communication Mode:] to [802.11 Ad-hoc Mode].**
9. **In [SSID:], enter the SSID.**

   The characters that can be used are ASCII 0x20-0x7e (32 characters).
10. **Select [Security Method:].**
11. **In the [Channel Number:] box, enter the channel number.**
12. **Specify the appropriate settings in [WEP / WPA / WPA2 Settings].**

    The maximum number of characters that can be entered in [WEP Key / Passphrase (PSK):] depends on the [Key Length:] and [Key Format:] settings. Specify settings in accordance with the following table:

Security Method	Key Length	Key Format	WEP Key (Maximum character)
Open System - None*1	-	-	-

Security Method	Key Length	Key Format	WEP Key (Maximum character)
Open System – WEP	64 bit	ASCII	5 characters
		Hexadecimal	10 characters
	128 bit	ASCII	13 characters
		Hexadecimal	26 characters
Shared Key – WEP	64 bit	ASCII	5 characters
		Hexadecimal	10 characters
	128 bit	ASCII	13 characters
		Hexadecimal	26 characters

*1 The key length, key format, and WEP key cannot be configured.

13. **Enter [WEP Key / Passphrase (PSK):].**
14. **If it is necessary to configure the IPv4 address, click [IPv4 Configuration].**

    The IPv6 address can be configured only by using Web Image Monitor.
15. **Click [OK].**

    After a setting is changed, the machine automatically restarts.
16. **Using the Wi-Fi status report, you can check whether the connection has succeeded or failed.**

    If [Wireless LAN Status Report:] is set to [On], a report confirming the completion of wireless LAN setup is printed. If "OK" appears for "Connection", the connection has succeeded. If "Failed" appears for "Connection", try configuring the settings again.

Connecting in Ad-hoc mode using control panel

1. **Make sure the Ethernet cable is not connected to the machine.**
2. **Switch on the machine.**

   Go to the next step after the power indicator has flashed three times.
3. **Hold down the [Job Reset] key.**

   Hold the key down for two seconds or longer makes the power indicator flash.

4. **To select Ad-Hoc mode, press the [Job Reset] key.**

   If the machine has been set to Infrastructure mode, it reboots itself after Step 4 and switches to Ad-hoc mode.

   If [Wireless LAN Status Report:] is set to [On], a report confirming the completion of wireless LAN setup is printed.

   If "OK" appears for "Connection", the connection has succeeded. If "Failed" appears for "Connection", try configuring the settings again.

Note

- When configuring [Open System - WEP], the connection appears to have been established even if you enter the wrong WEP key and the connection fails. In this case, enter the correct WEP key.

2. Loading Paper

Supported Paper

Paper Size

- A4
- $8^1/_2$ " × 11 " (Letter)
- $8^1/_2$ " × 14 " (Legal)
- B5
- $5^1/_2$ " × $8^1/_2$ " (Half Letter)
- $7^1/_4$ " × $10^1/_2$ " (Executive)
- A5
- A6
- B6
- 16K (197 × 273 mm)
- 16K (195 × 270 mm)
- 16K (184 × 260 mm)
- Custom Paper Size

  The following paper sizes are supported as custom paper sizes:

  - Width

    Tray1: Approximately 100-216 mm (3.9-8.5 inches)

    Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
  - Length

    Approximately 148-356 mm (5.8-14 inches)

Paper Type

- Plain Paper (65-99 g/m^2 (17-26 lb.))
- Recycled Paper (75-90 g/m^2 (20-24 lb.))
- Thin Paper (52-64 g/m^2 (14-17 lb.))
- Thick Paper (100-130 g/m^2 (26.6-34 lb.))

Paper Capacity

- Tray1

  150 sheets

  (70 g/m^2, 19 lb.)

- Bypass Tray

  1 sheets

  (70 g/m^2, 19 lb.)

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- GelJet special paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.

  Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g.monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

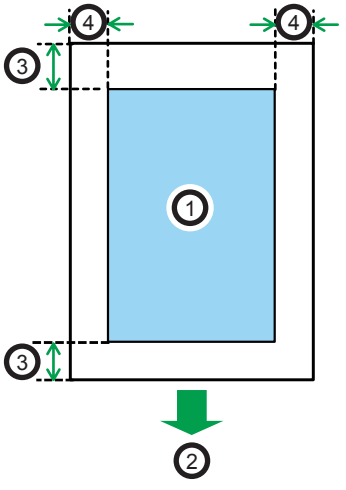
Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Print Area

The diagram below shows the area of the paper that the machine can print on.

From the printer driver



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1. **Print area**
2. **Feed direction**
3. **Approx. 4.2 mm (0.2 inches)**
4. **Approx. 4.2 mm (0.2 inches)**

Note

- The print area may vary depending on the paper size and printer driver settings.
- To adjust the print position, specify [Tray1: Registration] or [Bypass Tray: Registration] on the [System] tab in Smart Organizing Monitor.

Loading Paper

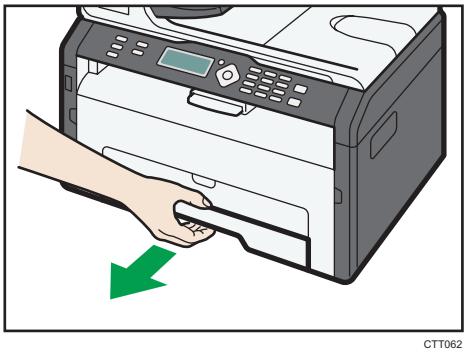
Load a stack of paper for printing in the input tray.

Important

- When loading paper, be sure to configure the paper size and paper type for the bypass tray and Tray 1. When printing a document, specify the paper size and paper type and select the paper tray in the printer driver so that the settings configured when paper is loaded can be used for printing.
- If you print test pages when the bypass tray is loaded, the paper in the bypass tray is fed first.
- Do not load paper in the bypass tray when the machine is warming up.
- Do not load paper in the bypass tray when Energy Saver mode is enabled.
- Curled paper may jam. Straighten curled paper before loading.

Loading Paper into Tray 1

1. **Pull Tray 1 out slowly, and then remove it using both hands.**



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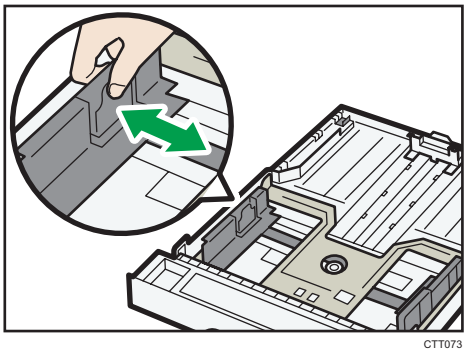
Place the tray on a flat surface.

2. **Pinch the clips on the side paper guides and slide them to match the standard size.**



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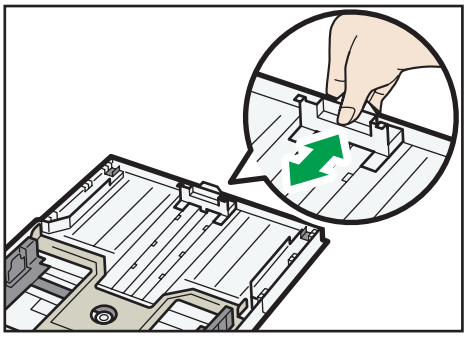
3. **Pinch the end paper guide and slide it inward to match the standard size.**



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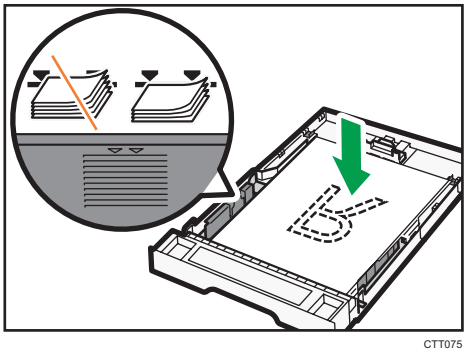
4. **Fan the paper before loading it in the tray.**
5. **Load the new paper stack print side down.**

   Make sure paper is not stacked higher than the upper limit marked inside the tray.



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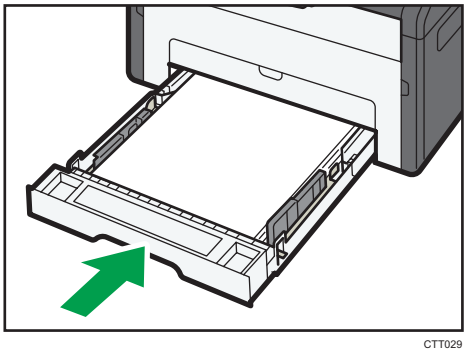
6. **Carefully push Tray 1 straight into the machine.**



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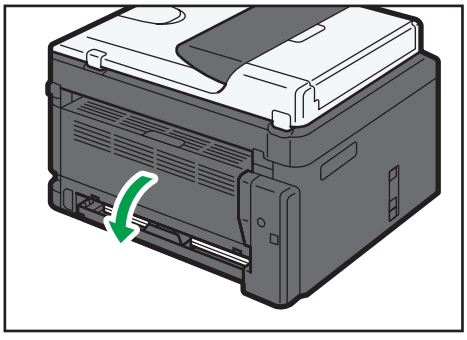
   To avoid paper jams, make sure the tray is securely inserted.

To deliver the sheets face up, open the rear cover.



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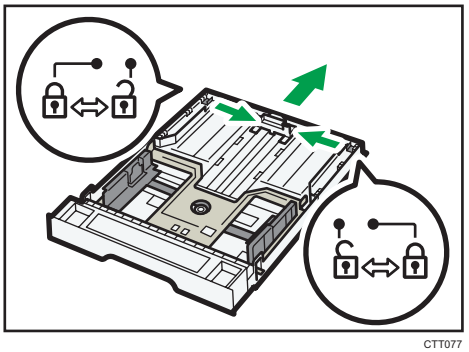
Extending Tray 1 to load paper

1. **Pull Tray 1 out slowly, and then remove it using both hands.**
2. **Release the extender locks on both sides of the tray, and then pull out the extender.**



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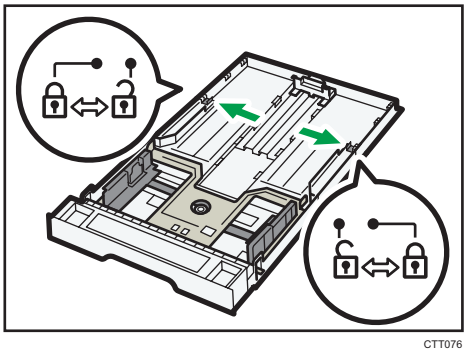
Make sure the extender's inner surface and the scale are aligned.

You can adjust the length of the extender in three steps. When using A4 or Letter size paper, adjust the length to the position indicated by the mark "②" in the tray.

3. **Pull out the extender and lock it.**



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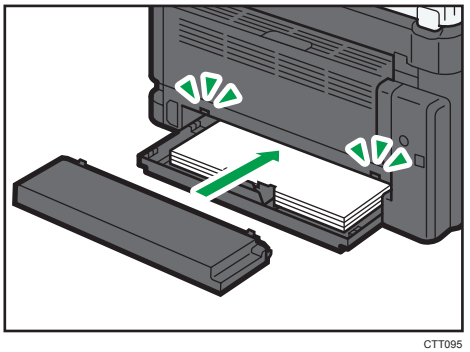
4. **Follow Steps 2 to 6 in "Loading Paper into Tray 1".**

5. **Attach the tray cover.**



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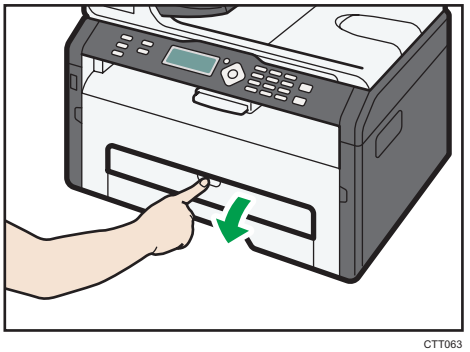
Note

- Region A Legal paper or custom-size paper longer than A4 must be loaded without attaching the tray cover.

Loading Paper into Bypass Tray

1. **Open the bypass tray.**



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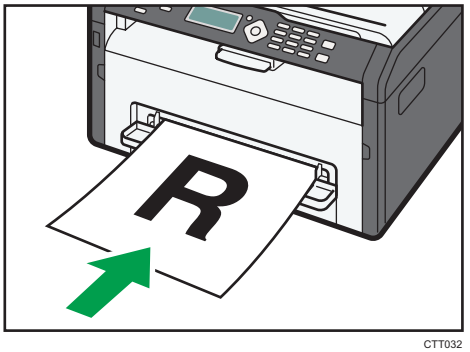
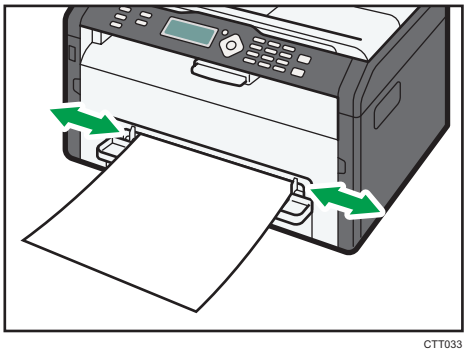
2. **Slide the side guides outward, load paper with the print side up, and then push in until it stops against the machine.**



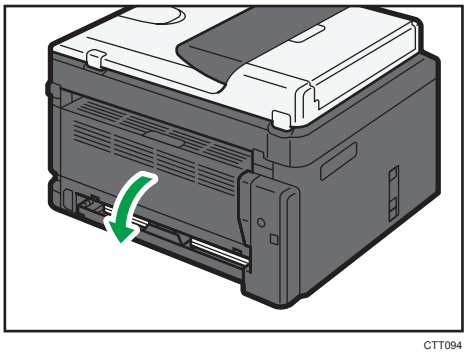
CTT032

3. **Adjust the side guides to the paper width.**



CTT033

To deliver the sheets face up, open the rear cover.



CTT094

Specifying Paper Type and Paper Size Using Smart Organizing Monitor

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Specifying the paper type and paper size

1. **On the [Start] menu, click [All Programs].**
2. **Click [Smart Organizing Monitor for SP xxx Series].**
3. **Click [Smart Organizing Monitor for SP xxx Series Status].**
4. **If the machine you are using is not selected, click [Select Device...], and then select the machine's model.**
5. **Click [OK].**
6. **On the [Status] tab, click [Change...].**
7. **Select the paper type and paper size, and then click [OK].**

8. Click [Close].

Changing the custom paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, click [Printer Configuration].
7. On the [System] tab, select [mm] or [inch] in the [Measurement Unit:] list.
8. In the [Horizontal: (100 to 216 mm)] box, enter the width.
9. In the [Vertical: (148 to 356 mm)] box, enter the length.
10. Click [OK].
11. Click [Close].

Note

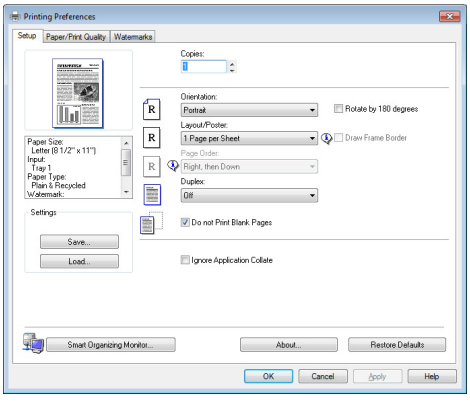
- You cannot specify the settings of the paper in the bypass tray via Smart Organizing Monitor.

3. Printing Documents

Basic Operation

Use the printer driver to print a document from your computer.

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**



2. **Change any print settings if necessary.**

   The following print settings can be specified using the printer driver:

   - Printing multiple pages on a sheet
   - Splitting a single page across multiple sheets
   - Printing on both sides of sheets
   - Not having blank pages printed
   - Having prints sorted
   - Saving printer driver settings as a file
   - Recalling and deleting saved printer properties settings
   - Printing on a custom size paper
   - Printing a large paper size document on smaller size paper
   - Reducing and enlarging a document size
   - Changing the print resolution
   - Saving on toner when printing
   - Changing the dithering pattern
   - Having text stamped on prints

   For details about each setting items, click [Help].

3. **When setting changes are completed, click [OK].**
4. **Print the document using the print function in the document's native application.**

Note

- If a paper jam occurs, printing stops halfway. Open the front cover, remove the print cartridge, and then remove the jammed paper. If the paper cannot be removed in this way, remove it by opening the fusing cover. Printing will resume automatically once the cover is closed.
- If the machine becomes too hot during printing, it stops. When the machine cools down, it automatically resumes printing.

Printing on Both Sides of Sheets

Important

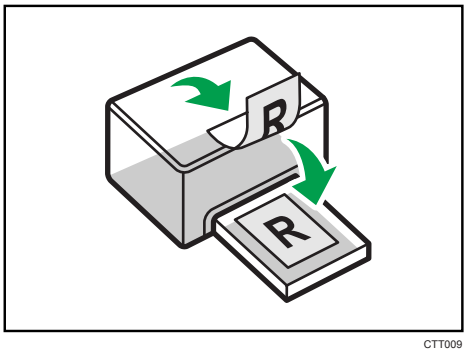
- This function cannot be available with the bypass tray.

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**
2. **On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output.**
3. **After making any additional settings, click [OK].**
4. **Start printing.**

   The machine prints only the one sides of pages first, and then displays on Smart Organizing Monitor screen a message to reload the outputs turned over.
5. **Take out all of the prints from the output tray and place them in Tray 1.**

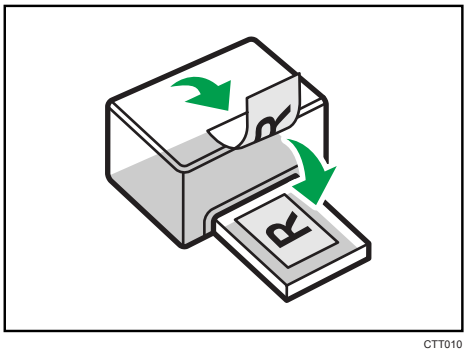
   To print on the reverse side of the prints, turn them over so that the blank side faces down and place them in Tray 1.

   Portrait



CTT009

Landscape



CTT010

6. **Press the [Start] key.**

Note

- If the rear cover is open, the paper is delivered face up from the rear. Rearrange the printed sheets in the correct order.

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

1. **Double-click the printer icon on the task tray of your computer.**
2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**

Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

Canceling a print job while printing

1. **Press the [Job Reset] key.**

If a Paper Mismatch Occurs

If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error:

Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

Reset the print job

Cancel printing.

Continuing Printing Using Mismatched Paper

If the paper is too small for the print job, the printed image will be cropped.

1. **If the error message is displayed on Smart Organizing Monitor, press the [Start] key.**

Resetting the Print Job

1. **If the error message is displayed on Smart Organizing Monitor, press the [Job Reset] key.**

4. Configuring the Machine Using Utilities

Using Web Image Monitor

Available operations

The following operations can be performed remotely using Web Image Monitor on a computer:

- Displaying the machine's status
- Configuring the network settings
- Setting the administrator password
- Resetting the machine's configuration to the factory default

Supported Web browsers

- Internet Explorer 6 or later
- Firefox 3.0 or later

Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

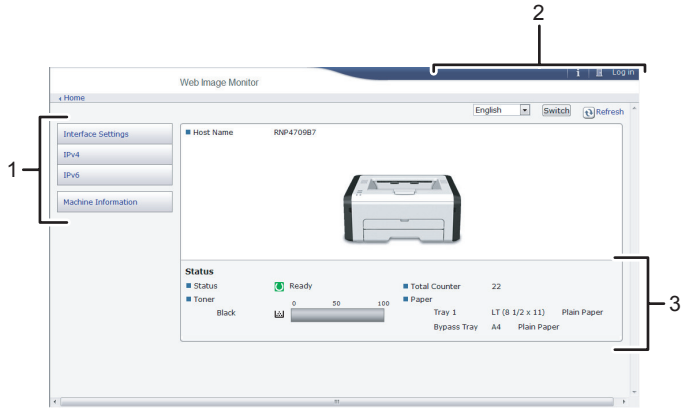
1. **Launch the Web browser.**
2. **In the Web browser's address bar, enter "http://(machine's IP address)/" to access the machine.**

   If a DNS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

   The top page of Web Image Monitor appears.

Top page

Every Web Image Monitor page is divided into the following areas:



1. **Menu area**

   If you select a menu item, its content will be shown.

2. **Header area**

   The dialog box for switching to the user mode and administrator mode appears, and each mode's menu will be displayed.

   Click [Refresh] button at the upper right in the work area to update the machine information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

3. **Basic Information area**

   Displays the basic information about of the machine.

Note

- If you use an older version of a supported Web browser or the Web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browser settings as necessary.
- The previous page may not appear even if the back button of the Web browser is clicked. If this happens, click the refresh button of the Web browser.

Changing the Interface Language

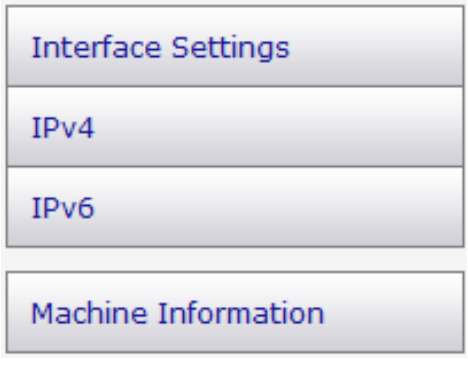
Select the display language you want use, and then click [Switch].

Menu

This section explains the items in the Web browser menu.

Guest Mode

In the guest mode, machine status, and settings can be viewed, but the machine settings cannot be changed.



1. **Interface Settings**

   The interface setting appears.

2. **IPv4**

   The IPv4 configuration appears.

3. **IPv6**

   The IPv6 configuration appears.

4. **Machine Information**

   The machine information appears.

Administrator Mode

In the administrator mode, you can configure various machine settings.

1. **Interface Settings**

   You can change the interface setting.

2. **IPv4**

   You can change the IPv4.

3. **IPv6**

   You can change the IPv6.

4. **SNMP**

   You can change the SNMP.

5. **Administrator Settings**

   You can change the administrator password.

6. **Restore Defaults**

   You can reset the administrator password and other network settings.

7. **Machine Information**

   The machine information appears.

Changing the Machine Settings

To change the machine settings, log in to the machine as the administrator.

1. **Launch the Web browser.**
2. **In the address bar, enter "http://(machine's IP address)/".**

3. **Click [Log in].**
4. **Enter the administrator password, and then click [Log in].**

   If you are logging in for the first time, enter "admin133" as the password.
5. **In the menu area, select the setting you wish to specify.**
6. **Specify the machine settings.**
7. **Click [OK].**

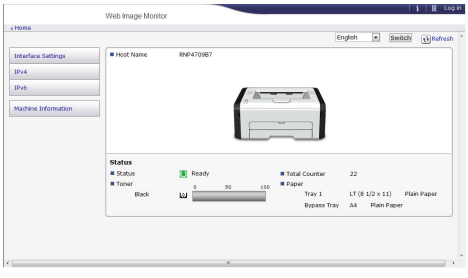
   The specified settings are transmitted to the machine.

Settings List

This section explains the Web Image Monitor settings.

Checking the System Information

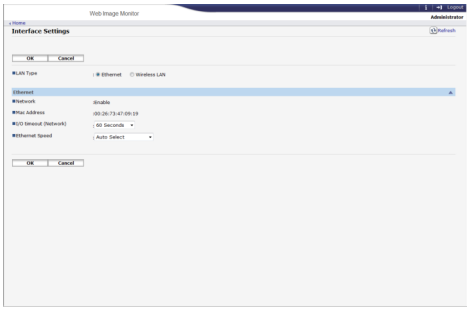
On the top page, you can check the current system information such as the device information, paper tray status, toner status, and total counter.



Item	Description
Status	Displays the icon indicating the device status.
Toner	Displays the remaining toner level.
Total Counter	Displays the total counter.
Paper	Displays the size and type of paper loaded in Tray 1 and the bypass tray.

Configuring the Interface Settings

Click [Interface Settings] to display the page for configuring the interface settings.



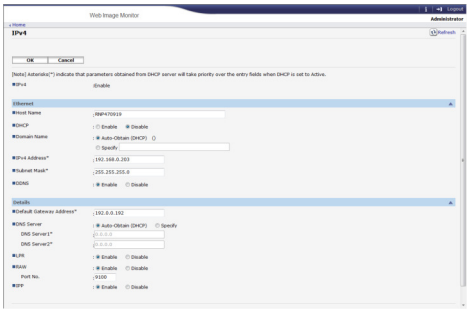
Item	Description
LAN Type	Switch the interface between Ethernet and wireless LAN. This is available only if the device supports both interfaces.
Network	Displays Ethernet operation status.
MAC Address	Displays the MAC address (Media Access Control Address) of the network interface board.
I/O timeout (Network)	Select whether or not to apply a timeout limit if the machine takes longer than a specified time to process a job.
Ethernet Speed	Ethernet communication speed. For normal use, select Auto Select. This allows the device to select the optimum speed. If communication with the device fails, select 10Mbps Full Duplex, 10Mbps Half Duplex, 100Mbps Full Duplex, or 100Mbps Half Duplex.

Configuring the IPv4 settings

Click [IPv4] to display the page for configuring the IPv4 settings.

Important

- **In [LAN Type] in [Interface Settings], you can select [Ethernet] to display the wired LAN IP address, or [Wireless LAN] to display the wireless LAN IP address.**



IPv4

Item	Description
IPv4	Indicates that IPv4 is enabled.

Ethernet

Item	Description
Host Name	Enter the host name you want to set for the network interface board or wireless LAN interface unit, using up to 63 characters. The default is RNP, followed by the MAC address of the active interface board. If you change the name to other than the default, the new name cannot begin with "RNP" or "rnp".
DHCP	Select [Enable] to automatically configure the network settings using the DHCP server. Select [Disable] to manually configure the network settings.
Domain Name	Specify whether to use the domain name obtained from the DHCP server, or the domain name set for the device. • "Auto-Obtain (DHCP)" selected When using DHCP, the domain name obtained from the DHCP server is used. If the domain name cannot be obtained from the DHCP server, the domain name set for the device is used. • "Specify" selected The domain name set for the device is used. Enter the domain name, using up to 63 characters. Spaces cannot be used.
IPv4 Address	Enter the IPv4 address of the network interface board or wireless LAN interface unit. At DHCP operation, the address obtained from the DHCP server is used.
Subnet Mask	Enter the sub-net mask of the network interface board or wireless LAN interface unit. The sub-net mask is a part of the IP address used as a network address. When using DHCP, the sub-net mask obtained from the DHCP server is used.
DDNS	Select whether DDNS (Dynamic DNS) name resolution for the network interface board or wireless LAN interface unit is active or inactive. When active, the DNS database is immediately updated.

Details

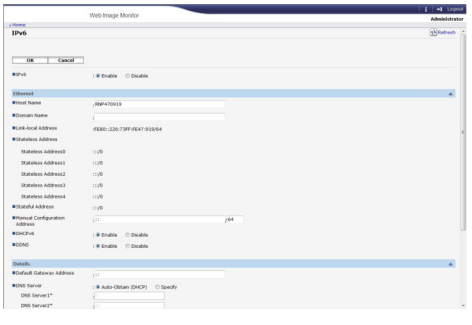
Item	Description
Default Gateway Address	Enter the default gateway address. The default gateway address is the IP address of the host or router used as the gateway when communicating (printing or exchanging information) with a computer on another network. When using DHCP, the default gateway address obtained from the DHCP server is used. If the address cannot be obtained from the DHCP server, the default gateway address set for the device is used.
DNS Server	Select whether to use the DNS server obtained from the DHCP server, or the DNS server set for the device.
LPR	Select to enable network printing using LPR/LPD.
RAW	Select to enable network raw printing.
IPP	Select to enable network printing using Internet Print Protocol.

Configuring the IPv6 settings

Click [IPv6] to display the page for configuring the IPv6 settings.

Important

- **In [LAN Type] in [Interface Settings], you can select [Ethernet] to display the wired LAN IP address, or [Wireless LAN] to display the wireless LAN IP address.**



IPv6

Item	Description
IPv6	Select whether IPv6 is active or inactive.

Ethernet

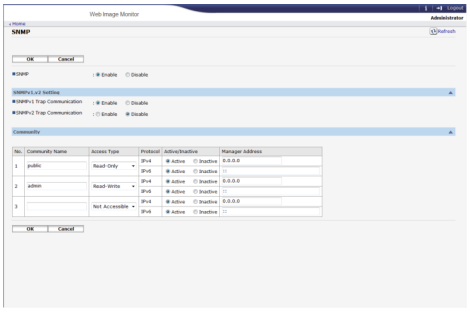
Item	Description
Host Name	Enter the host name you want to set for the network interface board or wireless LAN interface unit, using up to 63 characters. The default is RNP, followed by the MAC address of the active interface board. If you change the name to other than the default, the new name cannot begin with "RNP" or "rnp".
Domain Name	Enter the name of the domain to which the device belongs, using up to 63 alphanumeric characters.
Link-local Address	Displays the link-local address of the network interface board or wireless LAN interface unit. The link-local address applies only within the local network (local segment) and begins with "fe80::", followed by an identifier generated from the MAC address of the active interface board.
Stateless Address	Displays the stateless address for router.
Stateful Address	Displays the stateful address.
Manual Configuration Address	In the left box, enter the IPv6 address assigned for the network interface board. In the right box, enter the prefix length of the IPv6 address, using a value between 0 and 128. The default is 64. • The following addresses cannot be set: Link-local addresses, multicast addresses, loopback addresses, IPv4-compatible addresses, and IPv4-mapped addresses
DHCPv6	Select [Enable] to use the DHCPv6 server to automatically configure the network settings. Select [Disable] to manually configure the network settings.
DDNS	Select whether DDNS (Dynamic DNS) name resolution for the network interface board or wireless LAN interface unit is active or inactive. When active, the DNS database is immediately updated.

Details

Item	Description
Default Gateway Address	Enter the default gateway address. The default gateway address is the IP address of the host or router used as the gateway when communicating (printing or exchanging information) with a computer on another network. When using DHCP, the default gateway address obtained from the DHCP server is used. If the address cannot be obtained from the DHCP server, the default gateway address set for the device is used.
DNS Server	Select whether to use the DNS server obtained from the DHCP server, or the DNS server set for the device.
DHCPv6 Mode	Select an operation mode for DHCPv6. • DHCPv6 Operates in DHCPv6 mode. Obtains the IPv6 address and other parameters. • DHCPv6-lite Operates in DHCPv6-lite mode. Obtains parameters except the IPv6 address.
IAID	IAID is ID to identity IPv6 address and it is needed for acquiring reserved IPv6 address.
LPR	Select to enable network printing using LPR/LPD.
RAW	Select to enable network raw printing.
IPP	Select to enable network printing using Internet Print Protocol.

Configuring the SNMP Settings

Click [SNMP] to display the page for configuring the SNMP settings.



SNMP

Item	Description
SNMP	Select whether SNMP is active or inactive for the interface board(s).

SNMPv1,v2 Setting

Item	Description
SNMPv1 Trap Communication	Select whether to send SNMPv1 trap.
SNMPv2 Trap Communication	Select whether to send SNMPv2 trap.

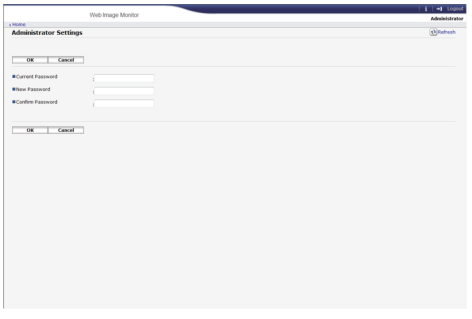
Community

Item	Description
Community Name	Enter the name of the community to which the network interface board belongs, using up to 15 characters. If the community name is different from that of the hosts, requests from the hosts will not be accepted.
Access Type	In the list, select the access rights to the community. • Not Accessible No access permitted. • read-only You can read the information, but not edit it. • read-write You can read and edit the information. • trap Notifies the manager with information about errors. Enter the recipient of the error notification in the Manager Address box.

Item	Description
Protocol, Active/ Inactive	Configure settings for each protocol used by the community.
Manager Address	Enter the host computer's address according to the protocol in use.

Configuring the Administrator Password

Click [Administrator Settings] to specify the administrator password.



Administrator Settings

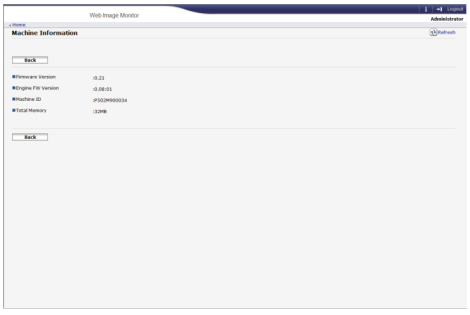
Item	Description
Current Password	Enter the current administrator password. The default is "admin133".
New Password	Enter the new administrator password. You can enter it using three to eight characters.
Confirm Password	Enter the same password again, to confirm.

Resetting the Machine's Settings

Click [Restore Defaults] to reset the settings and administrator password.

Checking the Machine Information

Click [Machine Information] to display machine information.



Machine Information

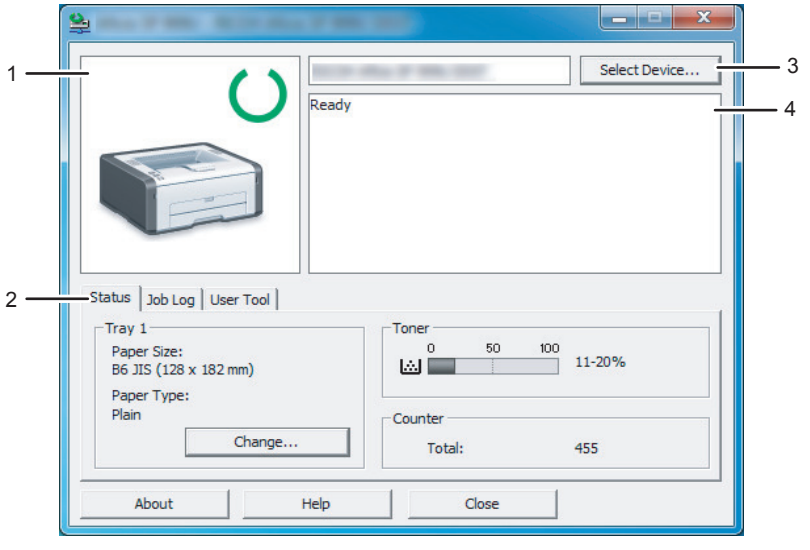
Item	Description
Firmware Version	Displays the version of firmware installed on the machine.
Engine FW Version	Displays the version of the firmware for the machine engine.
Machine ID	Displays the serial number of the machine.
Total Memory	Displays the total memory installed in the machine.

Using Smart Organizing Monitor

Important

- **To use Smart Organizing Monitor, install the printer driver.**

Checking the Status Information



CTT114

1. **Image area**

   Displays the status of this machine with an icon.

2. **Status area**

   - Paper Size

     Displays the paper size configured on the machine.

   - Paper Type

     Displays the paper type configured on the machine.

   - Toner

     The remaining toner level is displayed in ten levels.

   - Counter

     Displays the number of pages that have been printed by the machine.

3. **Select Device area**

   Displays the name of the selected model.

4. **Message area**

   Displays the status of this machine with a message.

   For details about error messages, see page 68 "Error and Status Messages Appear on the Smart Organizing Monitor".

Configuring the Machine Settings

Smart Organizing Monitor is used to modify the machine's settings.

1. **On the [Start] menu, click [All Programs].**
2. **Click [Smart Organizing Monitor for SP xxx Series].**
3. **Click [Smart Organizing Monitor for SP xxx Series Status].**
4. **If the machine you are using is not selected, click [Select Device...], and then select the machine's model.**
5. **Click [OK].**
6. **On the [User Tool] tab, click [Printer Configuration].**
7. **Change the settings if necessary.**
8. **Click [OK].**
9. **Click [Close].**

Tab Settings

This section provides a tab-by-tab overview of the machine settings that can be modified using Smart Organizing Monitor. For more information on each setting item, see the Smart Organizing Monitor Help.

System tab

- Register custom paper sizes.
- Adjust the printing position or density to improve the printing quality when printed results are not satisfactory.
- Enable or disable Energy Saver Mode, and specify the amount of time that will elapse before switching to it.
- Update the machine firmware.

Printer tab

- Configure how the machine behaves when its paper size and/or type settings do not match those of the printer driver.
- Specify the period of time the machine waits if it fails to receive a print job.

Wi-Fi Tab

- You can configure basic wireless LAN settings.
- You can configure the security settings.

Printing the Configuration Page or Test Page

Important

- When printing the test page, set the paper size to A4 or Letter. When printing other reports, set the paper size to A4, Letter, or Legal.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, select [Test Page] or [Configuration Page] in the [List / Test:] list.
7. Click [Print].

Updating the Firmware

Important

- In no event shall the company be held liable to customers for damages of any kind resulting from use or loss of use of this software.
- The company shall also not be held liable for any disputes between the customer and third parties resulting from any use or loss of use of this software.
- To make sure that a firmware update has successfully completed, print the configuration page before and after the update.
- Make sure to never disconnect the USB cable or Ethernet cable during a firmware update.
- Disconnect any unnecessary cables from the machine when running a firmware update.
- If necessary, modify power management settings on your computer in advance so that the computer will not enter standby or sleep mode during a firmware update.
- Download the firmware from the manufacturer's Web site.

To update the firmware, use the Smart Organizing Monitor from Windows.

1. On the [Start] menu, click [All Programs].

2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, click [Printer Configuration].
7. On the [System] tab, click [Printer Firmware Update...].
8. Click [OK].
9. Specify the location of the DWN file, and then click [Open].
10. After a message is displayed on the Smart Organizing Monitor to indicate that the firmware update has completed, turn the machine's power Off and then On again.

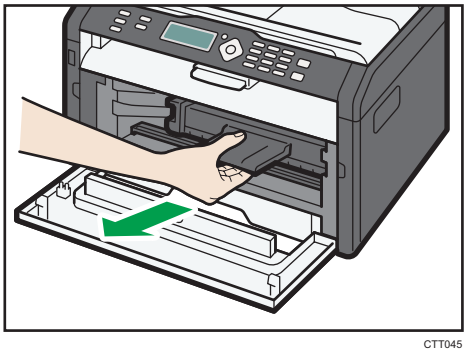
5. Maintaining the Machine

Replacing the Print Cartridge

Important

- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
- 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.

1. Open the front cover, and then carefully lower it.
2. Carefully pull out the print cartridge horizontally, holding its center.

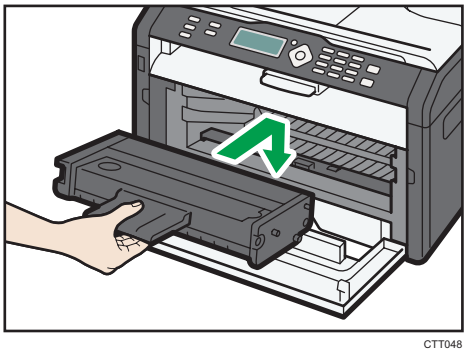


CTT045

3. Take the new print cartridge out of the box, and then take it out of the plastic bag.
4. Hold the print cartridge and shake it from side to side five or six times.

   Shake the print cartridge horizontally in the direction. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.

5. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



CTT048

6. Carefully push up the front cover until it closes.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

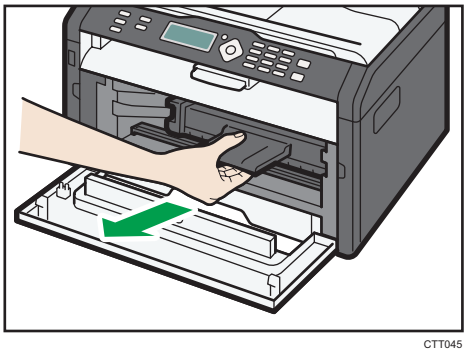
Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

- **To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.**
- **If there is dust or grime inside the machine, wipe with a clean, dry cloth.**
- **You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.**
- **Do not allow paper clips, staples, or other small objects to fall inside the machine.**

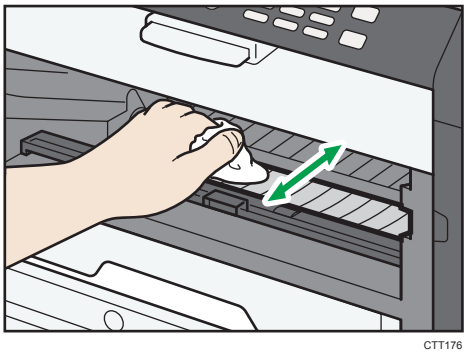
Cleaning the Inside of the Machine

1. **Open the front cover, and then carefully lower it.**
2. **Carefully pull out the print cartridge horizontally, holding its center.**



CTT045

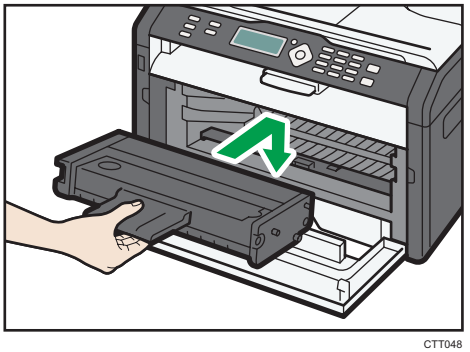
3. **Use a cloth to wipe the inside of the machine toward and away from yourself.**



CTT176

Wipe carefully so as not to touch any protrusions inside the machine.

4. **Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.**



CTT048

5. **Carefully push up the front cover until it closes.**

6. Troubleshooting

Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	• Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
Pages are not printed.	The USB cable or Ethernet cable is not connected correctly.	Reconnect the USB cable or Ethernet cable.
Strange noise is heard.	The consumable is not properly installed.	Check that the consumable is properly installed.

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	• Use supported types of paper. See page 21 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See page 25 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it in the tray.
Paper jams occur frequently.	• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use supported types of paper. See page 21 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at one time.	• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See page 21 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.

Problem	Solution
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. • Paper is too thin. See page 21 "Supported Paper". • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.
The printed paper is curled.	• Load the paper upside down in the input tray. • Paper is damp. Use paper that has been stored properly.
Images are printed diagonally to the pages. 	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

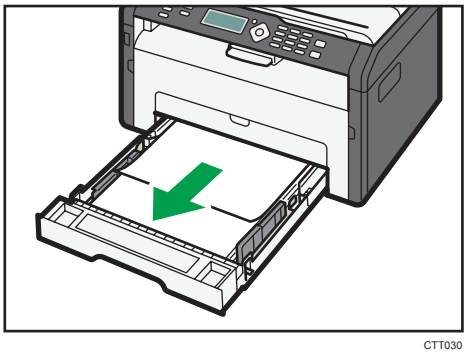
Removing Printing Jams

Important

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.
- Depending on how the paper is jammed, it may eject automatically by opening and closing the front cover and turning the power off and then back on twice in a row.

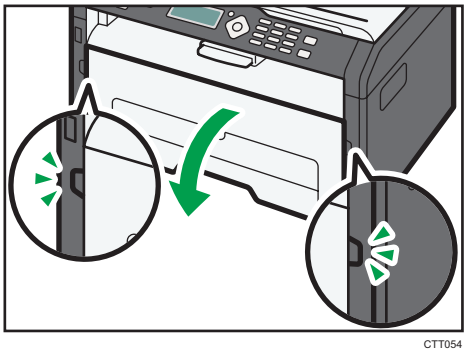
Removing Jammed Paper from Tray 1

1. **Pull Tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.**



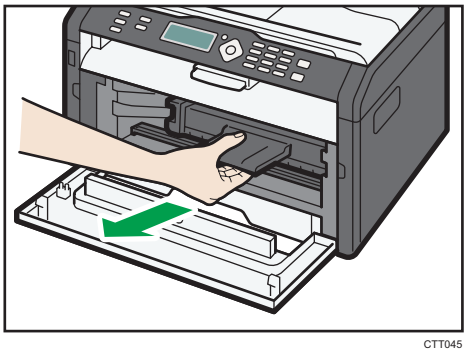
CTT030

2. **Carefully slide Tray 1 back in until it stops.**
3. **Open the front cover, and then carefully lower it.**



CTT054

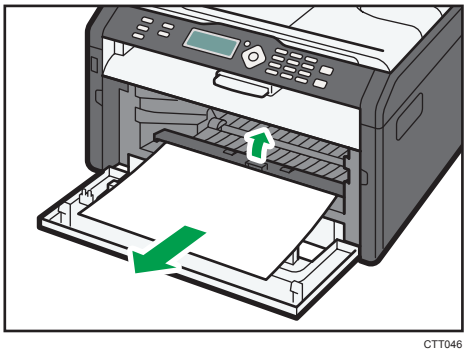
4. **Carefully pull out the print cartridge horizontally, holding its center.**



CTT045

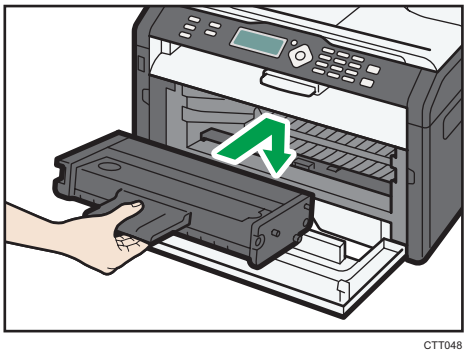
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

5. **Lifting the guide plate, remove the jammed paper carefully.**



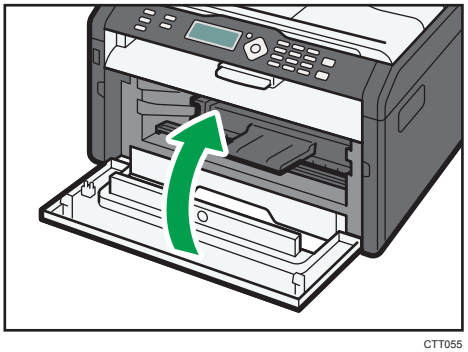
CTT046

6. **Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.**



CTT048

7. **Carefully push up the front cover until it closes.**



CTT055

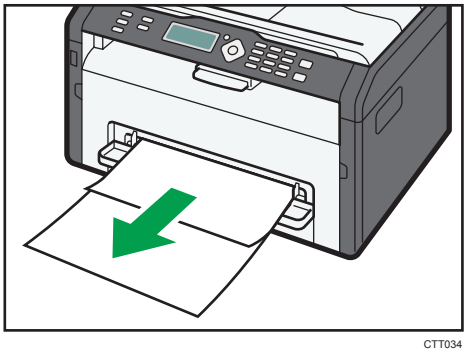
If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

Removing Jammed Paper from the Bypass Tray

Important

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

1. If paper is jammed in the bypass tray input area, remove the jammed paper carefully.



CTT034

2. Close the bypass tray.
3. Follow Steps 3 to 7 in "Removing Jammed Paper from Tray 1".

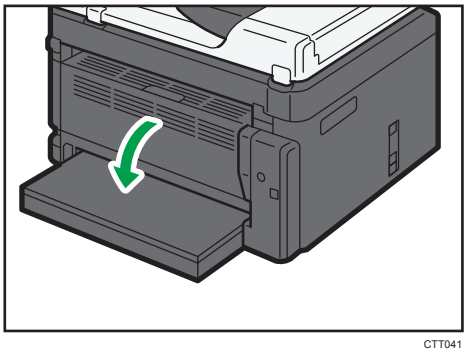
   If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

Opening the Rear Cover to Remove Jammed Paper

Important

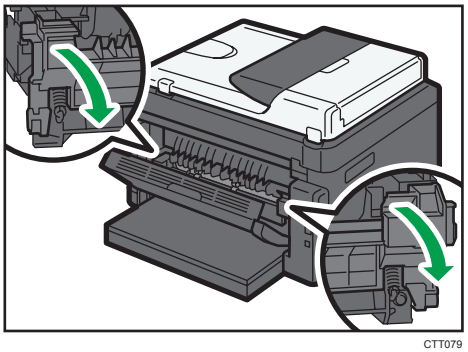
- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

1. Open the rear cover.



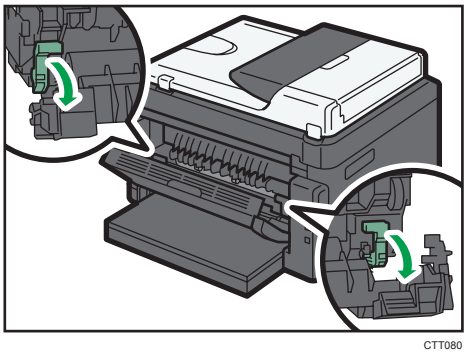
CTT041

2. Open the fusing cover.



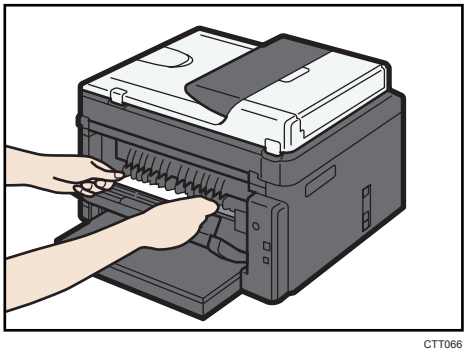
CTT079

3. Push the levers on the sides down with your thumbs.



CTT080

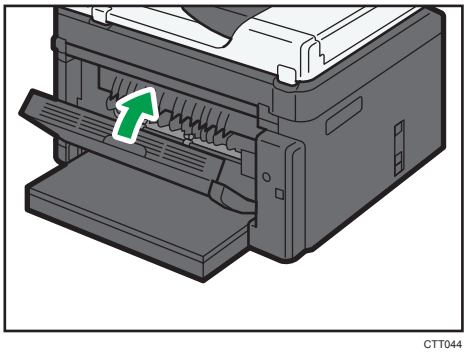
4. Remove the jammed paper carefully.



CTT066

5. Push the levers on the sides up with your thumbs.
6. Close the fusing cover.

7. Close the rear cover.



CTT044

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See page 21 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 21 "Supported Paper".
A non-genuine print cartridges is being used.	Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See page 73 "Consumables".
An old print cartridges is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See page 53 "Maintaining the Machine", and clean the machine as required.

Printer Problems

Problem	Solution
An error occurs.	If an error occurs when printing, change the computer or printer driver settings. • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
A print job is canceled.	• Set I/O Timeout to a larger value than the current settings.
There is considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver.
The whole printout is blurred.	• Paper is damp. Use paper that has been stored properly. See page 21 "Supported Paper". • If you enable [Toner Save:], printing is generally less dense. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
Cannot print properly when using a certain application, or cannot print image data properly. Some characters are printed faintly or not printed.	• Change the print quality settings.
The print position is misaligned.	Adjust the print position by specifying [Tray1: Registration] or [Bypass Tray: Registration] on the [System] tab in Smart Organizing Monitor.

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Possible Cause	Solution
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the printer driver matches that of the loaded paper.

Error and Status Messages Appear on the Smart Organizing Monitor

Message	Causes	Solutions
Printer Power Off (Communication Error)	• The power cable of the machine is not plugged in. • The power of the machine is not turned ON. • The USB cable or Ethernet cable is not connected.	• Check the printer power cord. • Check the printer power switch is on. • Check the USB cable or Ethernet cable is properly connected.
Out of Paper: Tray 1	Tray 1 has run out of paper.	Load paper into Tray 1. See page 25 "Loading Paper".
Out of Paper: Bypass Tray	The bypass tray has run out of paper.	Load paper into the bypass tray. See page 25 "Loading Paper".
Misfeed: Inner/ Outer	A paper jam has occurred in the machine.	Remove the jammed paper. See page 58 "Paper Feed Problems".
Paper Size Mismatch	The paper size specified on the machine and the size specified in the printer driver do not match.	For details about specifying the paper size setting on the machine, see page 25 "Loading Paper". For details about changing the paper size setting in the printer driver, see the printer driver Help. For Type 2 models, no error message appears if [Auto Continue] is set to [0 sec].
Paper Type Mismatch	The paper type specified on the machine and the type specified in the printer driver do not match.	For details about changing the paper type setting of the machine, see page 25 "Loading Paper". For details about changing the paper type setting in the printer driver, see the printer driver Help. For Type 2 models, no error message appears if [Auto Continue] is set to [0 sec].
Toner Almost Empty	The print cartridge is almost empty.	Prepare a new print cartridge.
Out of Toner	The machine has run out of the toner.	Replace the print cartridge. See page 53 "Replacing the Print Cartridge".

Message	Causes	Solutions
Memory Overflow	The data is too large or complex to print.	Select [600 x 600 dpi] in [Resolution:] to reduce the size of data. For details, see the printer driver Help.
Print Cartridge Not Detected	The print cartridge has not been installed.	Reinstall the print cartridge. See page 53 "Replacing the Print Cartridge".

7. Appendix

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.

Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.

Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **Do not remove the print cartridge when moving the machine.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**

1. **Be sure to check the following points:**
   - The power switch is turned off.
   - The power cord is unplugged from the wall outlet.
   - All other cables are unplugged from the machine.
2. **Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.**

Note

- To move the machine over a long distance, pack it well. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

Consumables

Print Cartridge

Print cartridge	Average printable number of pages per cartridge *1
Black	1,500 pages, 2,600 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization.

Note

- Unless a print cartridges is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.
- The supplied print cartridge can print approximately 700 pages.
- This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for printing

216 mm × 356 mm (8.5 × 14 inches)

Warm-up time

Less than 25 seconds (23 °C, 71.6 °F)

Paper sizes

A4, $8^1/_2$ " × 11 " (Letter), $8^1/_2$ " × 14 " (Legal), B5, $5^1/_2$ " × $8^1/_2$ " (Half Letter), $7^1/_4$ " × $10^1/_2$ " (Executive), A5, A6, B6, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), Custom Paper Size

Note

- The following paper sizes are supported as custom paper sizes:
  - Width

    Tray1: Approximately 100-216 mm (3.9-8.5 inches)

    Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
  - Length

    Approximately 148-356 mm (5.8-14 inches)

Paper type

Plain Paper (65-99 g/m^2 (17-26 lb.)), Recycled Paper (75-90 g/m^2 (20-24 lb.)), Thin Paper (52-64 g/m^2 (14-17 lb.)), Thick Paper (100-130 g/m^2 (26.6-34 lb.))

Paper input capacity

- Tray 1

  150 sheets (70 g/m^2, 19 lb.)
- Bypass Tray

  1 sheet (70 g/m^2, 19 lb.)

Maximum loading height

15.5 mm (0.6 inches)

Paper output capacity

- Output Tray

  50 sheets (70 g/m^2, 19 lb.)

- Rear

  1 sheet (70 g/m^2, 19 lb.)

Memory

32 MB

Power requirements

Region A (mainly Europe and Asia)

220-240 V, 5 A, 50/60 Hz

Region B (mainly North America)

120 V, 8 A, 50/60 Hz

Power consumption

- Maximum power consumption

  900 W

Machine dimensions (Width × Depth × Height)

402 × 360 × 165 mm (15.8 × 14.2 × 6.5 inches)

Weight (machine body with consumables)

Approximately 6.8 kg (15 lb.) or less

Printer Function Specifications

Printing speed

Region A (mainly Europe and Asia)

22 pages per minute (A4)

Region B (mainly North America)

23 pages per minute (Letter)

Resolution

600 × 600 dpi (maximum: 1200 × 600 dpi)

First print speed

10 seconds (From the completion of data processing to the completion of paper delivery)

Interface

- Ethernet (10BASE-T, 100BASE-TX)
- Wireless LAN (IEEE 802.11 b/g/n)
- USB 2.0

Printer language

DDST

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  Microsoft® Windows® XP Home Edition

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  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic

  Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:

  Microsoft® Windows® 7 Home Premium

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Ultimate

  Microsoft® Windows® 7 Enterprise
- The product names of Windows 8 are as follows:

  Microsoft® Windows® 8

  Microsoft® Windows® 8 Pro

  Microsoft® Windows® 8 Enterprise
- The product names of Windows Server 2003 are as follows:

  Microsoft® Windows Server® 2003 Standard Edition

  Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:

  Microsoft® Windows Server® 2003 R2 Standard Edition

Microsoft® Windows Server® 2003 R2 Enterprise Edition

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

  Microsoft® Windows Server® 2008 Foundation

  Microsoft® Windows Server® 2008 Standard

  Microsoft® Windows Server® 2008 Enterprise

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

  Microsoft® Windows Server® 2008 R2 Foundation

  Microsoft® Windows Server® 2008 R2 Standard

  Microsoft® Windows Server® 2008 R2 Enterprise

- The product names of Windows Server 2012 are as follows:

  Microsoft® Windows Server® 2012 Foundation

  Microsoft® Windows Server® 2012 Essentials

  Microsoft® Windows Server® 2012 Standard

Microsoft product screen shots reprinted with permission from Microsoft Corporation.

INDEX

B

Basic operation....31

C

Changing the custom paper size....30
Cleaning....55, 56
Common problems....57
Condition of the machine....65
Configuration page....50
Consumables....73

D

Disclaimer....4
Duplex....32

E

Error messages....68
Exterior....11

F

Firmware....50

I

Important Safety Instructions....7, 9
Interior....12
Introduction....4
IP address....15

J

Job cancel....33

L

Legal prohibition....4
Loading paper....25

M

Machine settings....49
Models....6
Moving....72

N

Network settings....15
Non-recommended paper....23

P

Paper feed problems....58
Paper jam....59, 62
Paper mismatch....34
Print area....24
Print cartridge....53, 73
Print quality problems....65
Printer function....75
Printer problems....66

R

Replace....53

S

Smart Organizing Monitor....14
Specifications....74, 75
Specifying the paper type and paper size....29
Status information....48
Status messages....68
Supported paper....21

T

Toner....71
Trademarks....77
Troubleshooting....57, 58, 65, 66, 67

W

Web Image Monitor....35
Wireless LAN....16

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