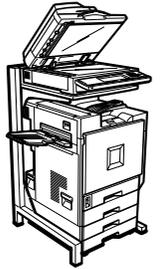


Setup Guide Copier System Edition



-
- 1 Guide to the Machine
 - 2 Getting Started
 - 3 Setup Guide for each Network Environment

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read "Safety Information" in this manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Power Source

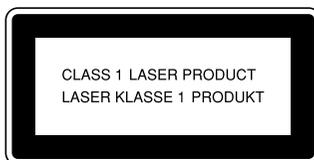
220 - 240 V, 50/60 Hz, 7 A or more (6A: Printer, 1A: Copier System)

Please be sure to connect the power cable to a power source as above.

Operator Safety:

This printer is considered a class 1 laser device, safe for office/EDP use. The printer contains 7 milliwat, 645 - 660 nanometer wavelength, AlGaInp Laser Diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back of the printer.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Important

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

Caution:

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

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This printer contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

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

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

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

Trademarks

Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.

IPS-PRINT© 1999-2000 Oak Technology, Inc., All rights reserved.

Ethernet is a registered trademark of Xerox Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights involved with those marks.

Notes:

Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your sales or service representative.

Note

The proper names of the Windows operating systems are as follows:

- The product name of Windows[®] 95 is Microsoft[®] Windows[®] 95.
- The product name of Windows[®] 98 is Microsoft[®] Windows[®] 98.
- The product name of Windows[®] Me is Microsoft[®] Windows[®] Millennium Edition (Windows Me).
- The product names of Windows[®] 2000 are as follows:
 - Microsoft[®] Windows[®] 2000 Advanced Server
 - Microsoft[®] Windows[®] 2000 Server
 - Microsoft[®] Windows[®] 2000 Professional
- The product names of Windows[®] XP are as follows:
 - Microsoft[®] Windows[®] XP Professional
 - Microsoft[®] Windows[®] XP Home Edition
- The product names of Windows NT[®] 4.0 are as follows:
 - Microsoft[®] Windows NT[®] Server 4.0
 - Microsoft[®] Windows NT[®] Workstation 4.0

Fax options are not sold in some areas.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|---|
| <p> WARNING:
<i>Ignoring this warning could cause serious injury or even death.</i></p> <p> CAUTION:
<i>Ignoring this caution could cause injury or damage to property.</i></p> |
|---|

⚠ WARNING:

- ***Only connected the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***
- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***
- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser system, there is a risk of serious eye damage.***
- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***
- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***
- ***Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***

⚠ CAUTION:

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*
- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*
- *When you move the machine, unplug the power code from the wall outlet to avoid fire or electric shock.*
- *When machine will not be used for a long time, unplug the power code.*
- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*
- *When removing misfed paper, do not touch the fusing section because it could be very hot.*
- *This machine has been tested for safety using this suppliers parts and consumables. We recommend you only use these specified supplies.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a “hot surface”. Touching a “hot surface” could result in a burn (⚠: means “hot surface”).*
- *The User Account Enhance Unit installed on the controller has a IC2 lithium battery which can explode if replaced incorrectly. Replace the User Account Enhance Unit only with the indicated one.*
- *Do not place the IC2 lithium battery near or into fire, or it will explode and cause a burn.*
- *Keep the fusing oil unit away from flames. There is a risk of fire or burns.*
- *Keep the waste oil bottle away from flames. There is a risk of fire or burns.*

Note

- To move the machine, contact your service representative.
- Power Connection: 220-240 V, 50/60 Hz, 7 A or more (6A: Printer, 1A: Copier System)
- When connecting the power cord, you may have to use the supplied extension cord.
 - The extension cord is for this machine only; do not share it with other machines.
 - Do not use an extension cord other than the one supplied.
 - Make sure the extension cord is placed near the machine and is properly plugged into a wall outlet near the machine.
- In an emergency, unplug both the printer and scanner from the extension cord, and then unplug the extension cord from the wall outlet.

ENERGY STAR Program

<p>ENERGY STAR®</p> 	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ **Low-power Mode (Energy Saver mode)**

This printer automatically lowers its power consumption 60 minutes after the last operation has been completed. To exit Low-power (Energy Saver) mode, press any key on the control panel. For details about how to configure Energy Saver mode, see “Making Printer Settings using the Control Panel”, *Administrator Reference* as a PDF file on the CD-ROM.

❖ **Specifications**

Energy Saver mode	Power Consumption	15 W or less
	Default Time	60 minutes
	Recovery Time	99 seconds or less

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's display.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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2. Getting Started

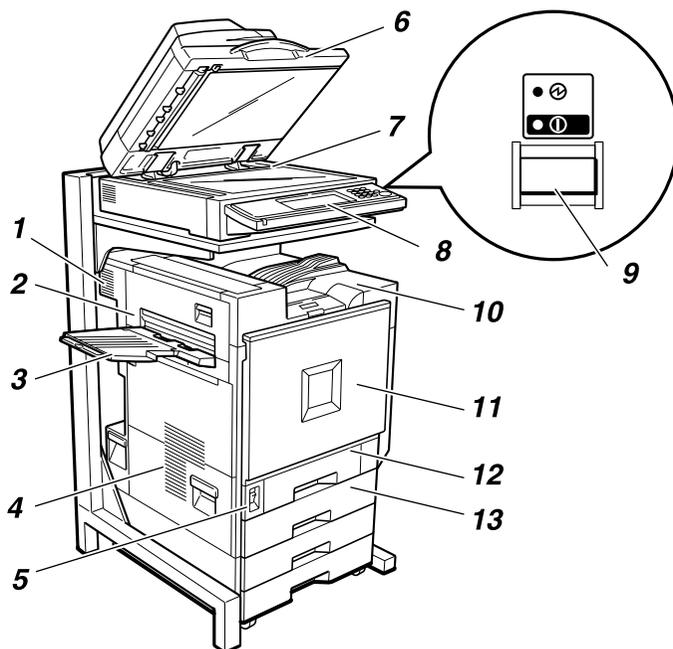
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1. Guide to the Machine

Exterior: Front View



ZFQH011J

1. Vent and dustproof filter

This helps keep internal components from overheating. Do not block or obstruct the vent. Malfunctions may occur due to overheating. Remove the vent to replace the internal dustproof filter.

2. Upper left cover

Open this to remove misfed paper or when replacing the fusing unit.

3. External tray

Printed output is stacked here with the print side up.

4. Vents

These help keep internal components inside the printer from overheating. Do not block or obstruct the vents. Malfunctions may occur due to overheating.

5. Main power switch

Use this to switch between power on and off. When the main power switch is turned off, the Main Power indicator goes off and the machine is turned off completely. Normally, do not touch this switch.

6. Exposure glass cover (option) or document feeder (ADF) (option)

Lower the exposure glass cover over originals placed on the exposure glass for copying or scanning. If you have the document feeder, load a stack of originals here. They will be fed automatically one by one.

(The illustration shows the document feeder.)

7. Exposure glass

Place originals face down here for copying or scanning.

8. Control panel

Contains keys for printer operation and a display to show printer status.

See p.6 "Control Panel"

9. Operation switch

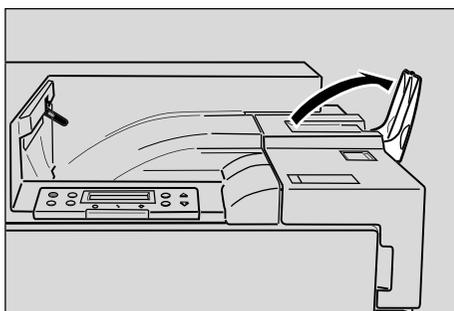
Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

10. Standard tray

Output is stacked here with the print side down.

Note

- If printed A3 short-edge feed or 11×17 short-edge feed sheets fall off the standard tray, raise the fence to secure them.



ZGBH010N

11. Front cover

Open this when replacing the used toner bottle, development unit or photoconductor unit. A screwdriver is attached to this cover.

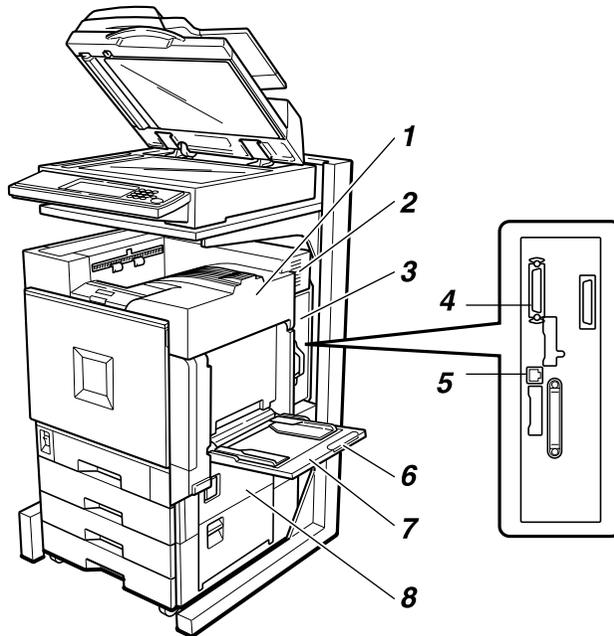
12. Tray 1

Loads up to 500 sheets of plain paper for printing. Only for A4  paper.

13. Tray 2

Loads up to 500 sheets of plain paper for printing.

Exterior: Right View



ZFH021J

1. Upper right cover

Open this to replace the toner cartridge.

2. Vent

This helps keep components from overheating.

Do not block or obstruct the vent. Malfunctions may occur due to overheating.

3. Controller board

Slide this out to install options such as the memory unit, 1394 interface unit, USB interface board, 802.11b interface unit, user account enhance unit or printer hard disk.

Plug cables such as the parallel interface cable and Ethernet cable into their connectors.

4. Parallel port

Use a parallel cable to connect the printer to the host computer.

5. Ethernet port

Use a network interface cable to connect the printer to the network.

6. Bypass tray extension

Pull this out to load paper in the bypass tray when its length is longer than A4 .

7. Bypass tray

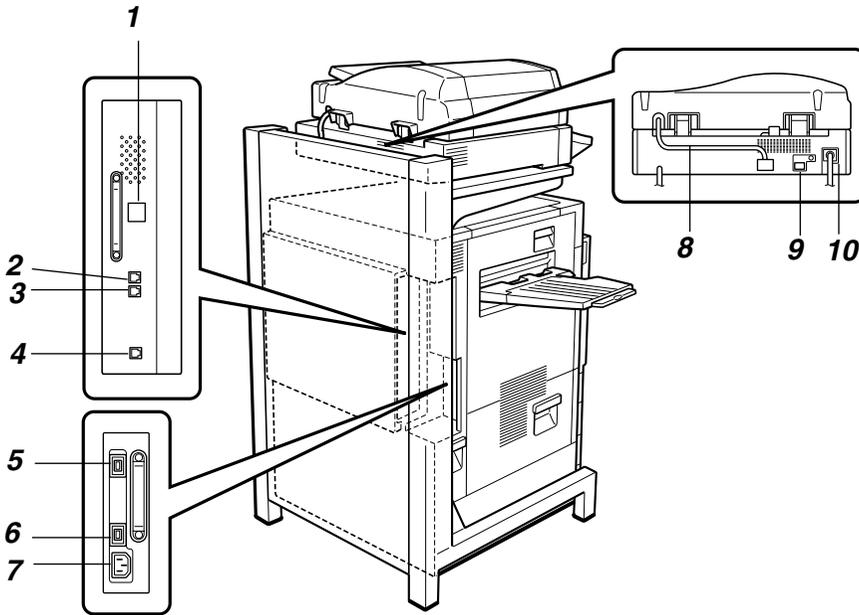
Use to print on thick paper, OHP transparencies, custom size paper, and plain paper. Up to 100 sheets of plain paper can be loaded.

8. Right cover

Open this to remove misfed paper.

Exterior: Rear View

1



ZFQH040N

1. ISDN line connector (option)

See Appendix, "Connecting the Machine to the ISDN", *Facsimile Reference <Advanced Features>*.

2. External telephone connector (option)

See Appendix, "Connecting the Machine to a Telephone Line and Telephone", *Facsimile Reference <Advanced Features>*.

3. Analog line connector (option)

See Appendix, "Connecting the Machine to a Telephone Line and Telephone", *Facsimile Reference <Advanced Features>*.

4. Extra G3 interface unit connector (option)

See Appendix, "Connecting the Machine to a Telephone Line and Telephone", *Facsimile Reference <Advanced Features>*.

5. Duplex unit port

Connect the cable for the duplex reversal unit to this port.

6. 2 Tray finisher port

Connect the cable for the 2 tray finisher to this port.

7. Power port

Connect the power cable to this port and the other cable end to the printer power port.

8. Scanner unit connecting cable

This cable connects the scanner unit and the fax unit.

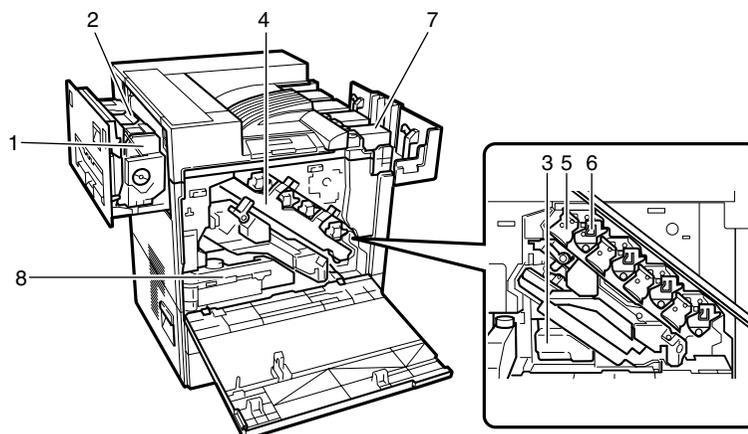
9. Printer power port

This cable connects the printer and the scanner unit.

10. Scanner unit power cable

Connect the power cable to the scanner unit and then plug it into a wall outlet.

Interior



ZHXXH840J

1. Fusing unit

Fuses the image onto the paper.

2. Fuser oil unit

Attaches to the fusing unit.

3. Used toner bottle

Collects toner that is wasted during printing.

4. Inner cover

Open cover when replacing the photoconductor unit or development unit.

5. Photoconductor unit

The printer comes with one black and three color (yellow, cyan, magenta) photoconductor units.

6. Development unit

The printer comes with one black development unit and three color (yellow, cyan, magenta) development units.

7. Toner cartridge

Loads from the printer rear, in the order of magenta (M), cyan (C), yellow (Y), and black (K).

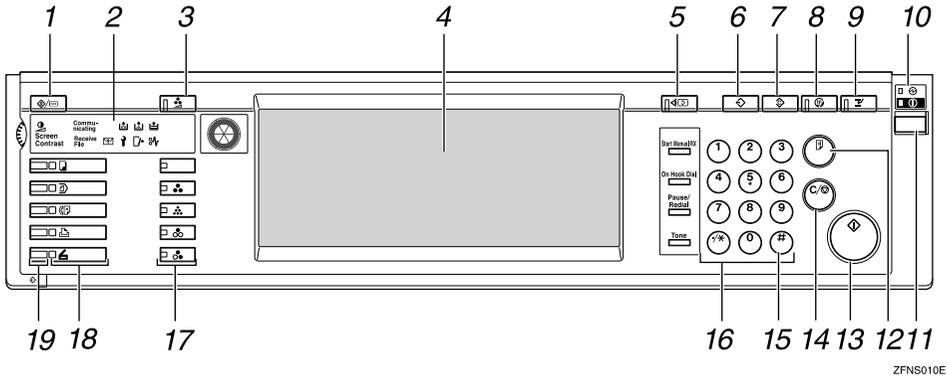
8. Waste oil bottle

Collects oil discharged during printing.

Control Panel

The illustration of the control panel will vary depending on the installed optional unit. The following illustration has all the options installed.

1



1. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. See "User Tools (System Settings)", *Administrator Reference Copier System Edition*.
- Counter
Press to check or print the total number of pages.

2. Indicators

Show errors and machine status.

3. [Adjust/Program Color] key

Use this key to register or adjust a color. See *Copy Reference <Basic Features>*.

4. Display panel

Shows operation status, error messages, and function menus.

5. [Check Modes] key

Press to check the entered settings.

6. [Program] key

Press to select the program mode. See *Copy Reference <Advanced Features>*. See *Facsimile Reference <Advanced Features>*.

7. [Clear Modes] key

Press to clear the previously entered settings.

8. [Energy Saver] key

Press to switch to and from Energy Saver mode.

9. [Interrupt] key

Press to interrupt a long job to make copies.

10. Main power indicator and On indicator

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

The On indicator blinks when the power is on.

Important

- Do not turn off the power while the On indicator is blinking. Doing so may damage the hard disk.

11. Operation switch

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

Note

- The operation switch is ineffective during a system setting operation.

12. **[Sample Copy]** key

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets of copies or prints.

13. **[Start]** key

Press to start copying, scanning, or printing documents stored on the Document Server.

14. **[Clear/Stop]** key

- Clear
Press to delete a number entered.
- Stop
Press to stop a job in progress.

15. **[#]** key

Press to enter a value.

16. Number keys

Use to enter the desired number of copies and data for selected modes.

17. Color Selection key

When using the copier, use this key to switch between **[Full Color]**, **[B&W]**, **[Single Color]** or **[Two-Color]**. See *Copy Reference <Basic Features>*.

18. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

See p.12 “Changing Modes”

19. Function status indicators

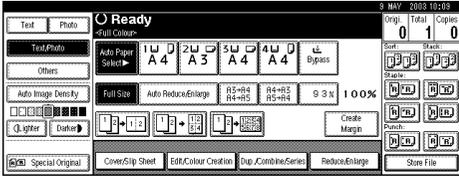
These indicators display the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted. Change the display with the appropriate function key, and then follow the instructions.

Display panel

1

The screen displayed when the power is turned on is **[Copy]** which is the factory set default.



Important

- ❑ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display can be damaged.

Note

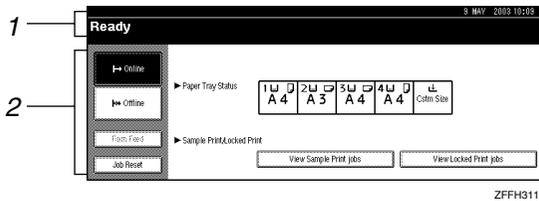
- ❑ You can change the display to printer priority. For more information, see "User Tools (System Settings)", *Administrator Reference Copier System Edition*.

Initial Printer Display

Press **[Printer]** to display initial printer display.

Note

- ❑ The following illustrations are examples for the machine with the options installed.



1. Operational status or messages

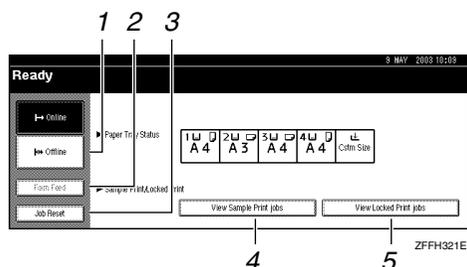
2. The current settings as well as the functions, which can be selected, are displayed.

Note

- ❑ The item, which is currently selected or specified, is highlighted.

Online

When the machine is online, it can receive data from the computer.



1. [Offline] key

Press this key to switch to offline.

2. [Form Feed] key

Press this key to print all the data left in the printer's input buffer.

Note

When the machine is online, the key is lightly shaded.

3. [Job Reset] key

Press this key to cancel the current print job.

4. [View Sample Print jobs] key

Press this key to print or change the number of remaining sets of Sample Print jobs sent from a computer.

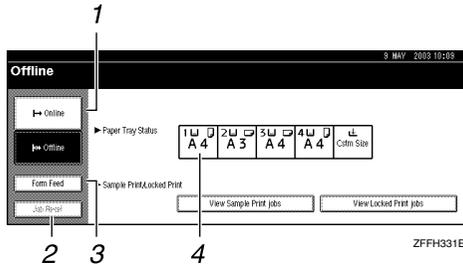
5. [View Locked Print jobs] key

Press this key to print the Locked Print jobs sent from a computer.

Offline

When the machine is offline, it cannot receive data from the computer and you can make settings.

1



1. [Online] key

Press this key to switch to online.

2. [Job Reset] key

Press this key to cancel the current print job. If you press it when the machine is offline and Hex Dump is selected, Hex Dump is canceled.

Note

- When the machine is online, the key is lightly shaded.

Note

- If you cannot turn the machine offline, set **[Signal Control]** to **[Printer priority]** in **[Interface Settings/Parallel Interface]** of **[System Settings]**. For more information, see "User Tools (System Settings)", *Administrator Reference Copier System Edition*.
- If **[Signal Control]** is set to **[Job acceptance priority]** in **[Interface Settings/Parallel Interface]** of **[System Settings]**, the machine can receive print jobs and facsimiles from a computer even when offline.

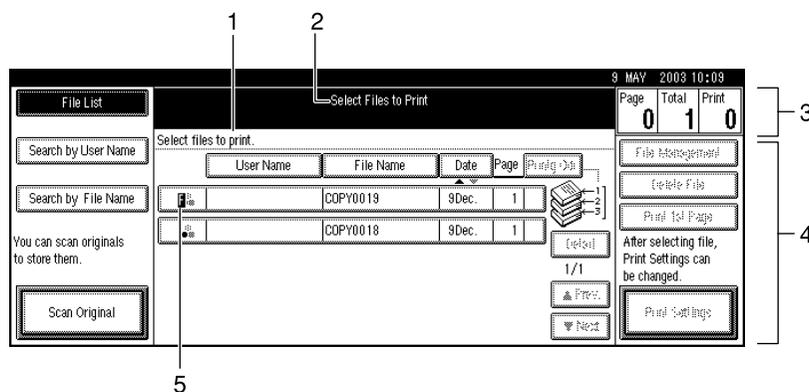
3. [Form Feed] key

Press this key to print all the data left in the printer's input buffer.

4. Paper Tray Status

Shows the input tray and selected paper sizes.

Initial Document Server Display



ZEVS121E

1. Operational status or messages
2. The current settings are displayed.
3. Displays printed pages, set pages, and print job pages read into memory.
4. Displays keys to operate the document server.
5. Displays the print job status.

Common Key Operation

The following keys can be used in all screens.

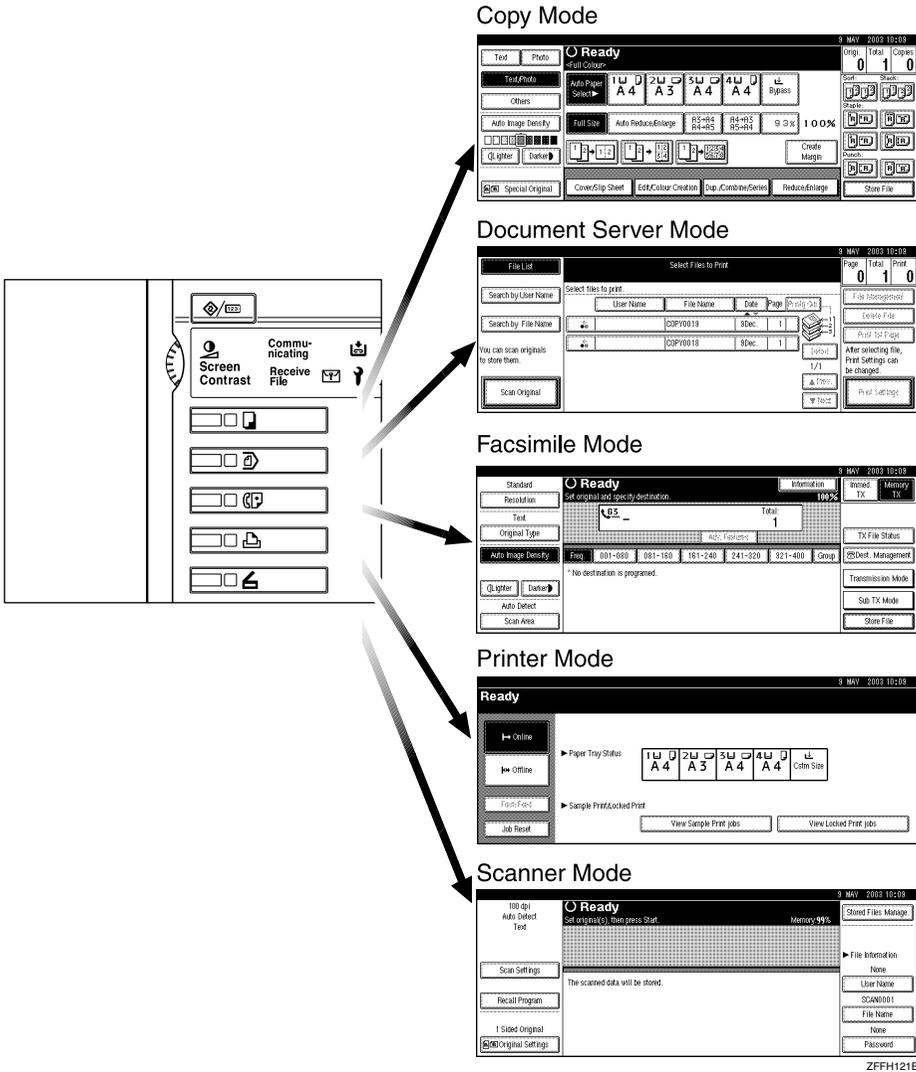
◆ Key explanations

[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[▲Prev.][▼Next.]	Moves to the previous page or the next page when all the functions cannot be displayed on one page.
[OK][Yes]	After setting the selected function or entering a value, the display returns to the previous screen.
[Clear]	Clears entered values and does not change the screen.
[Exit]	Closes message screens.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax, printer and scanner machine as well. Press the **[Copy]**, **[Document Server]**, **[Facsimile]**, **[Printer]** or **[Scanner]** key to use each function.

1



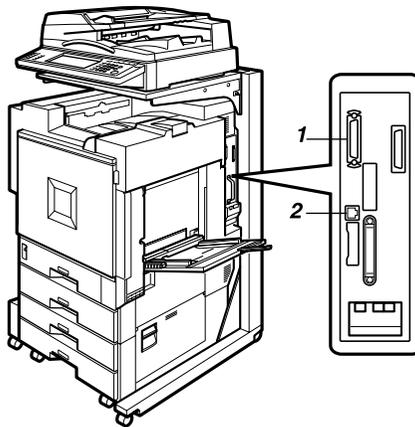
Limitation

- ❑ You cannot switch modes in any of the following cases:
 - When scanning in a fax message for transmission
 - During immediate transmission
 - When accessing the user tools
 - During interrupt copying
 - During on hook dialing for fax transmission
 - While scanning an original

2. Getting Started

Connecting the Machine

Make sure that the shape and the position of the connector are as shown.



ZJKH081J

1. Parallel Port

This is a connector inserting the parallel interface cable connecting to your computer.

2. 10BASE-T/100BASE-TX

This is the connector inserting a 10BASE-T/100BASE-TX cable. Use this to connect to a network.

Requirements

Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, Network Interface Board, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Important

- The interface cable is not supplied. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

Reference

For more information about using a network, see p.14 “Network cable requirements”.

Network cable requirements

The Network Interface Board can be installed to allow direct connection to an Ethernet network.

The Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000, Windows XP, Windows NT 4.0 ^{*1} , Mac OS ^{*2} , UNIX
Driver	PCL 5c, RPCS™, PostScript 3
File Server	NetWare 3.x, NetWare 4.x, NetWare 5/5.1
Protocol	TCP/IP, IPX/SPX, NetBEUI ^{*3} , AppleTalk

^{*1} Under Windows NT 4.0, only x86 CPU is supported.

^{*2} For information about usable versions of the Mac OS, see the "PostScript Supplement".

^{*3} To use NetBEUI, use the SmartNetMonitor for Client port.

In a mixed network environment, the protocol switches automatically.

Reference

For more information about network connection settings, see p.35 "Setup Guide for each Network Environment".

Note

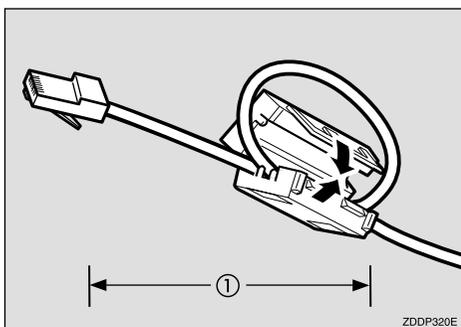
- Consult your network administrator before connecting the machine to a network.
- Make sure to use a properly shielded and grounded cable (UTP, STP, Category/Type5) for the connection to the host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

Connection to a Network

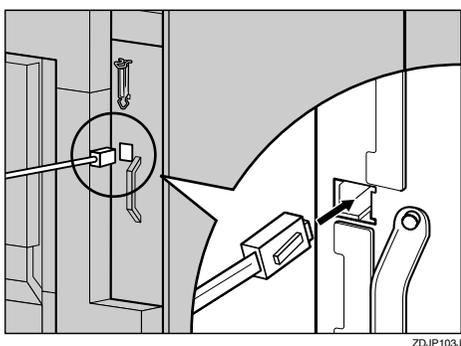
- 1** Turn off the main power.
- 2** Loop the network interface cable and attach the ferrite core.

 **Note**

- The network interface cable loop should be about 15 cm (6") (①) from the end of the cable (the end closest to the machine).

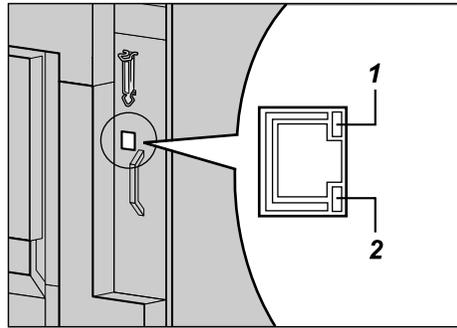


- 3** Connect the network interface cable to the port on the right side of the printer.



- 4** Connect the other end of the cable to the network, such as a hub connection.

Reading the LED lamps



1. Yellow: lights up when 100BASE-TX is being used. Turns off when 10BASE-T is being used.

2. Green: lights up when the printer is connected properly to the network.

Parallel Connection

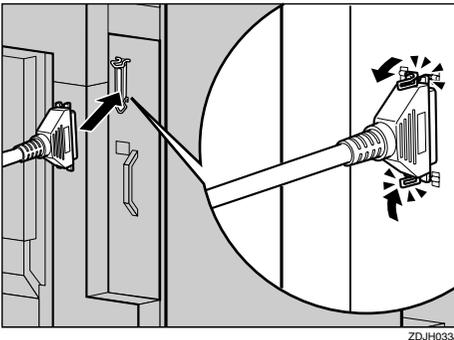
Use an interface cable to connect the printer to the computer with a parallel connection. The parallel interface cable is not provided with the printer.

 **Note**

- Printer's parallel connection is a standard bidirectional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284, and a parallel port on the host computer.
- Use shielded interface cables. Using unshielded cables could result in radio interference noise.

1 Turn off the printer and computer.

2 Attach the parallel cable to the printer's port. Secure the cable with the metal fittings, as shown.



- 3** Attach the other end of the parallel cable to the port of the computer. Secure the cable.

 **Reference**

For details about settings for parallel connection printing, see *Printer Client Reference Copier System Edition*.

Turning On/Off the Power

To turn the machine on, press the operation switch.

Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "*Timer Setting*", *Administrator Reference Copier System Edition*.

2



Power switches

This machine has two power switches.

❖ **Main power switch (on the front side of the machine)**

When the machine is not to be used for an extended period of time, turn off the main power switch.

Important

- If you leave the main power switch off for more than one hour, all fax files in memory are deleted.

❖ **Operation switch (on the control panel)**

Press this switch to activate the machine. When the machine has warmed up, you can make copies, send faxes or print.



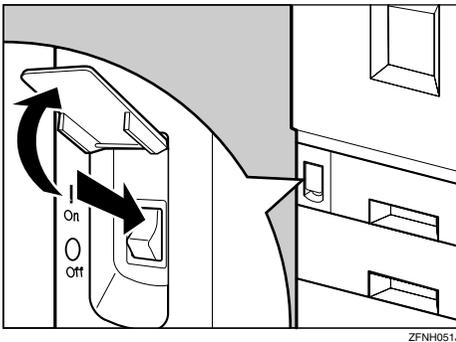
Turning On the Main Power

⚠ WARNING:

- ***Plug and unplug the power cable with dry hands, or an electric shock could occur.***

Plug and unplug the power cable with dry hands, or an electric shock could occur.

- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Open the switch cover and turn on the main power switch (make sure that the Main Power indicator goes on).

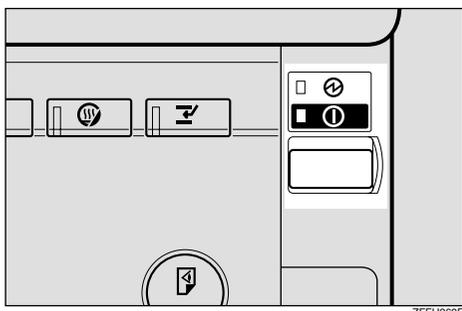


⚡ Important

- Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

- 1 Press the operation switch to make the On indicator go on.



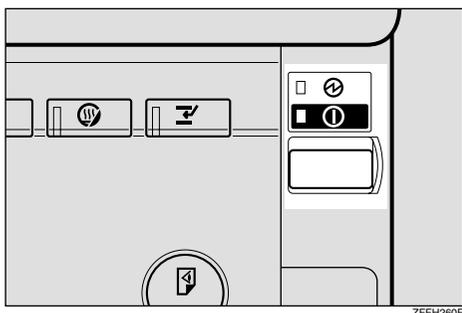
The display panel will come on.

Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- If the User Code dialog box appears on the display panel instead of the copier display, enter a registered user code, and then press the [#] key. See "User Code", *Administrator Reference Copier System Edition*.

Turning Off the Power

- 1 Make sure that the exposure glass or the document feeder is in the right position.
- 2 Press the operation switch to make the On indicator go off.



Note

- Even if you press the operation switch, the indicator does not go off and blinks in the following cases:
 - When the exposure glass or the document feeder is open
 - When communication is in progress with external equipment
 - When the hard disk is operating

Tuning Off the Main Power

Preparation

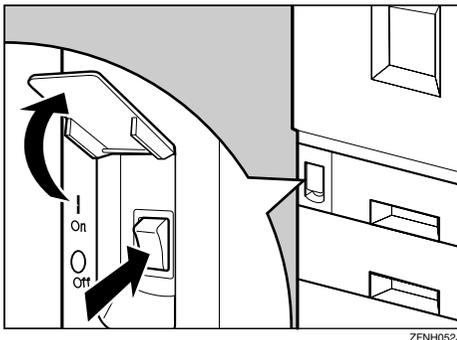
Normally, do not turn off the main power switch. When you have to turn off this switch for some reason, follow the procedure below.

Important

- Do not turn off the main power switch while the on indicator is lit or blinking. This may cause problems in the hard disk or memory.
- Be sure to turn off the main power switch before unplugging the power cord. This may cause problems in the hard disk or memory.
- Make sure that 100% is shown on the display before you turn the main power switch off or unplug the power cord. Fax files stored in memory will be deleted an hour after you turn the main power switch off or unplug the power cord.

1 Make sure the On indicator is off.

2 Open the switch cover and turn off the main power switch (make sure that the Main Power indicator goes off).



Configuring the Network

Configuring the Network

Preparation

This section describes the network configuration using the control panel of the machine. Make the necessary settings for the functions you use.

Mode	Network Setting
Distribute received fax documents ^{*1}	IP Address, Subnet Mask, Gateway Address, Delivery Server IP Address, Fax RX File Transmission, Effective Protocol (TCP/IP)
Scanner (Network Twain Scanner)	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP)
Scanner (Network Delivery Scanner) ^{*2}	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), Delivery Server IP Address, Number of Recalls, Recall Interval time
Printer (TCP/IP) ^{*3}	IP Address, Subnet Mask, Gateway Address, Effective Protocol
Printer (NetWare) ^{*3 *4}	Effective Protocol, NW Frame Type

^{*1} To use this function, the following units are required:

- Scanner unit
- Scan Router V2 Professional (option)

^{*2} To use this function, the following units are required:

- Scanner unit
- Scan Router V2 Lite (packaged with this machine) or Scan Router V2 Professional (option)

^{*3} Make the necessary settings for your network environment. For more information about settings, see p.23 "Configuring the Network with the Control Panel".

^{*4} Configure the TCP/IP when you use Pure IP of NetWare 5/5.1.

This section describes the basic operation procedure. For more information about the settings, see "*Interface Settings/Network*", *Administrator Reference Copier System Edition*.

For a network environment that uses TCP/IP, you can use SmartNetMonitor for Admin (packed with this machine) or the Web browser to configure IP addresses.

Configuring the Network with the Control Panel

This section describes the basic procedures. Please make the appropriate settings for the network you are using.

Important

- These settings should be made by your systems administrator or after consulting with your systems administrator.

The following lists show the items you can set and their default values.

❖ Interface Settings/Network

Setting Name	Value	
IP Address	011.022.033.044	
Subnet Mask	000.000.000.000	
Gateway Address	000.000.000.000	
Effective Protocol	TCP/IP	Effective
	NetWare	Effective
	NetBEUI	Effective
	AppleTalk	Effective
NW Frame Type	Auto select	
Ethernet Speed	Auto Select	

❖ File Transfer Settings

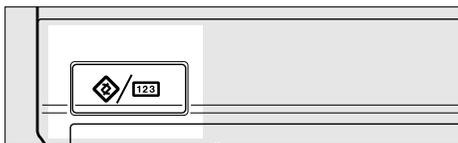
Setting Name	Value	
Delivery Server IP Address	000.000.000.000	
Fax RX File Transmission	Setting per Line	<ul style="list-style-type: none"> • Port 1: Do not Deliver. • Port 2: Do not Deliver. • Port 3: Do not Deliver.
	Print at Delivery	No
	Files to Deliver	All Files
	Delivery Failure File	—
Recall Interval Time	300 seconds	
Number of Recalls	No	

Network Settings

The following procedure describes the settings required to use the machine in a network. For more information about the settings, see "Interface Settings/Network", *Administrator Reference Copier System Edition*.

- 1 Press the **[User Tools/Counter]** key.

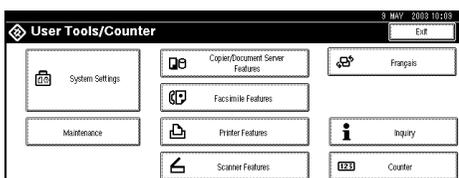
2



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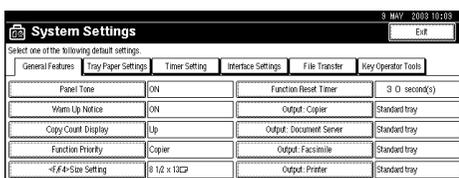
"User Tools/Counter" appears.

- 2 Press **[System Settings]**.



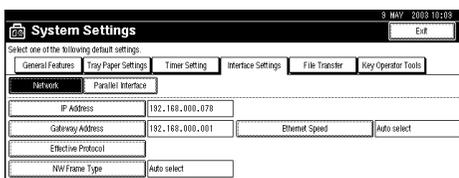
- 3 Press **[Interface Settings]**.

The following screen appears on the display.

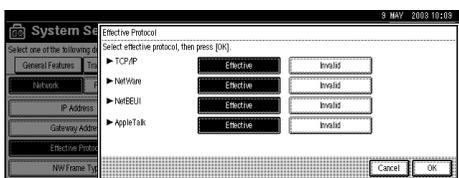


- 4 Make sure that **[Network]** is selected.

The following screen appears on the display.

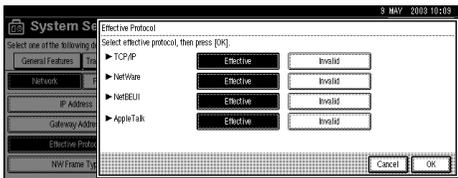


- 5 Press **[Effective Protocol]**.



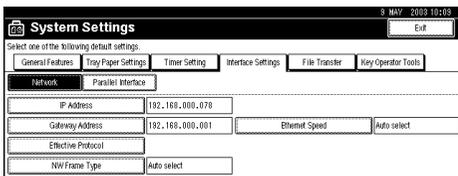
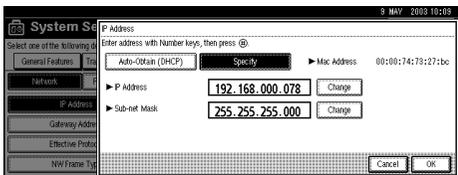
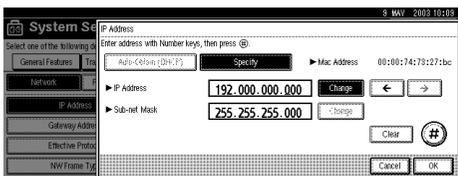
Note

- Consult the network administrator for help with these settings.
 - You must configure IP Address to use the TCP/IP protocol. If **[Auto-Obtain(DHCP)]** is selected for **[IP address]**, the IP address, subnet mask, and gateway address are set automatically.
 - Press **[Invalid]** for protocols that you don't use.
 - Press **[Effective]** for the TCP/IP protocol when you use Pure IP of NetWare 5/5.1.
- 1** Make sure that the **[Effective Protocol]** key is pressed.
 - 2** Select **[Invalid]** or **[Effective]** for each protocol.

**3** Press **[OK]**.

The following operation will be different, according to each protocol.

When Using TCP/IP

1 Make sure that **[Network]** is selected, and then press **[IP Address]**.**2** Click **[Change]** next to "IP Address".**3** Use the number keys to enter the IP address.**Note**

- Press the **[←]** and **[→]** keys to move to the next entry field.
- If you enter the wrong IP address, press **[Clear]** and reenter the IP address.

- 4 Press [OK].
- 5 Make the [Gateway Address] settings. Press the corresponding button on the screen shown in step 1, and then perform the same procedure as described in steps 3 and 4.

When Using NetWare

2

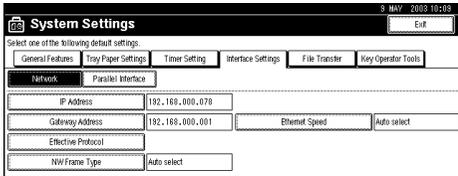
To use the machine on NetWare, be sure to select the type of [NW Frame Type]. You can select the following frame types:

- Auto Select (Default)
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

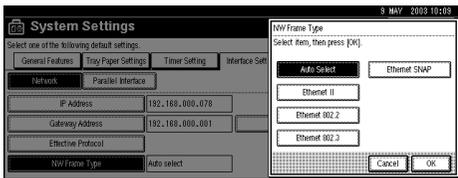
Note

- Select the same frame type which the file server uses.
- To use the machine in a Pure IP environment on NetWare 5/5.1, select [Effective] for the TCP/IP protocol in step 5.

- 1 Make sure that [Network] is selected, and then press [NW Frame Type].



- 2 Select the frame type, and then press [OK].

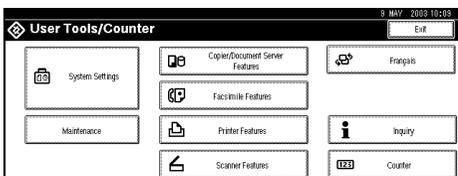


- 6 Press [Exit].

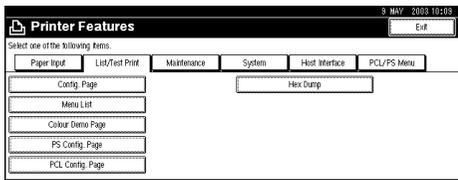
Returns to the “User Tools/Counter” display.

- 7 Press [List/Test Print] to print out the settings.

- 1 Press [Printer Features].



2 Press [Config.Page] under [List/Test Print].



The configuration page will be printed.

8 Press the [User Tools/Counter] key.

Note

- The settings are applied and the initial display is shown.

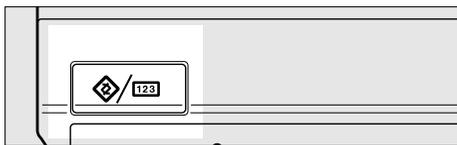
IEEE 1394 Configuration

Use this procedure to configure the printer for use in an IEEE 1394 environment. The following table shows the control panel settings and their default values. These items are included in the "System Settings" menu.

Procedures vary depending on the protocol you use. See the following table.

Setting Name Value	Value
IP Address	000.000.000.000
Sub-net Mask	000.000.000.000
IP over 1394	Active
SCSI print	Active
Bidirectional SCSI print	ON

1 Press the [User Tools/Counter] key.



"User Tools/Counter" appears.

2 Press [System Settings].

3 Press [Interface Settings].

4 Press [IEEE 1394].

5 Press [IP address]

6 Use the number keys to enter the IP address.

Do not overlap the IP address in the same subnet or the same IP address in the network setting.

 **Note**

- Press the [←] and [→] keys to move to the next entry field.
- If you enter the wrong IP address, press **[Clear]** and reenter the IP address.

7 Set "Sub-net Mask" in the same way.

8 Press [IP over 1394].

9 Select [Active] or [Inactive].

 **Note**

- Press [Inactive] for protocols that you don't use.

10 Set "SCSI print" and "Bidirectional SCSI print" if necessary.

 **Note**

- The default is "Active".

11 Press [Exit].

Returns to the "User Tools/Counter" display.

12 Print a configuration page to confirm the settings made. See p.34 "Test Print".

IEEE 802.11b (wireless LAN) Configuration

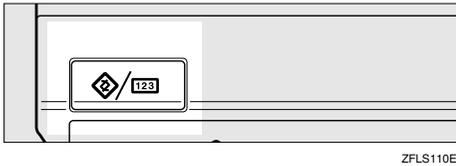
Configure the printer to use the IEEE 802.11b (wireless LAN). The following table shows the control panel settings and their default values. These items are included in the "System Settings" menu.

Procedures vary depending on the protocol you use. See the following table.

Setting Name Value	Value
Communication Mode	802.11 Ad hoc
SSID Setting	Blank (ASSID)
Channel	<ul style="list-style-type: none"> • Inch version (1-11) 11 • Metric version (1-13) 11
WEP (Encryption) Setting	Inactive
Transmission Speed	Auto
LAN Type	Ethernet

To use the IEEE 802.11b (wireless LAN), select "IEEE 802.11b" for "LAN Type" in "Network Setup" of the "System Settings" menu, and then set "IP Address", "Subnet Mask", "Gateway Address", "DHCP", "Frame Type (NW)" and "Active Protocol" in the "Network Setup". "Network Setup", see p.23 "Configuring the Network with the Control Panel".

- 1 Press the **[User Tools/Counter]** key.



"User Tools/Counter" appears.

- 2 Press **[System Settings]**.
- 3 Press **[Interface Settings]**.
- 4 Check **[IEEE 802.11b]** is selected for **[LAN Type]** under **[Network]**.
- 5 Press **[IEEE 802.11b]**.
- 6 Press **[Communication Mode]**.
- 7 Select the transmission mode.

 **Note**

- The network administrator must check the environment and set the Communication mode and Channel correctly.
- Characters used for setting SSID are <ASCII 0x20 to 0x7e> which are case-sensitive.

You can enter up to 32 characters.

When using the IEEE 802.11b interface (option) in 802.11 Ad hoc Mode

- 1 Press **[802.11 Ad hoc]**, and then press **[OK]**.
- 2 Press **[Channel]**.
- 3 Use the number keys to enter the channel to be used, and then press **[OK]**.
- 4 Press **[SSID Setting]**.
- 5 Press **[Enter SSID]** and enter the SSID, and then press **[OK]**.
- 6 Press **[OK]**.

When using the IEEE 802.11b interface (option) in Ad hoc Mode

- 1 Press **[Ad hoc]**, and then press **[OK]**.
- 2 Press **[Channel]**.
- 3 Use the number keys to enter the channel to be used, and then press **[OK]**.

When using the IEEE 802.11b (option) in Infrastructure Mode

- ① Press [Infrastructure], and then press [OK].
 - ② Press [SSID Setting].
 - ③ Press [Enter SSID].
 - ④ Enter the SSID, and then press [OK].
 - ⑤ Press [OK].
 - ⑥ Press [WEP(Encryption) Setting].
 - ⑦ Press [Enter WEP key], enter the WEP key, and then press [OK].
 - ⑧ Press [Active].
 - ⑨ Press [OK].
- 8** Press [Exit].
Returns to the “User Tools/Counter” display.
- 9** Print a configuration page to confirm the settings made. See p.34 “Test Print”.
-

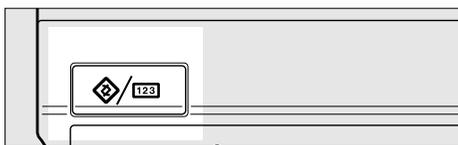
File Transfer Settings

Preparation

The File Transfer function requires the optional Hard Disk Unit.

The following procedure describes the File Transfer settings required for sending received facsimile files and sending scanned files using the Scanner function. For more information about the settings, see “User Tools (System Settings)”, *Administrator Reference Copier System Edition*.

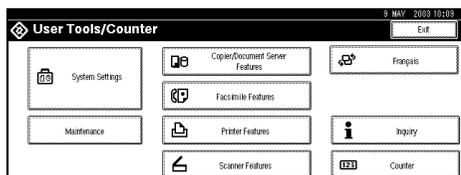
- 1** Press the [User Tools/Counter] key.



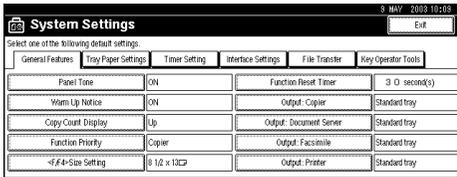
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“User Tools/Counter” appears.

- 2** Press [System Settings].



3 Press [File Transfer].



The procedure after this varies depending on the items to be set. Refer to the following procedures, and then make the necessary settings.

- Assigning a Delivery Server IP Address
- Making Settings to Transmit Received Facsimile Files
- Setting the Recall Interval Time
- Setting the Number of Recalls

Note

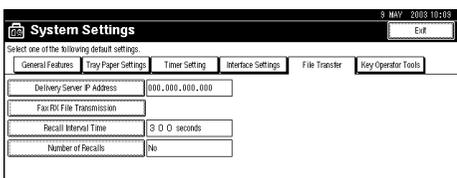
- After making necessary settings, go to step 4.

Assigning a Delivery Server IP Address

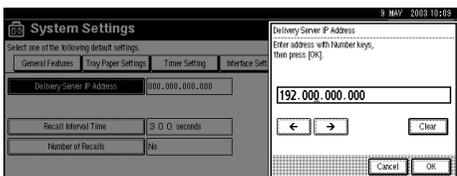
Note

- You must also set the Delivery Server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the Delivery Server IP address set on ScanRouter V2 Lite/Professional.

1 Press [Delivery Server IP Address].



2 Use the number keys to enter the Delivery Server IP address.



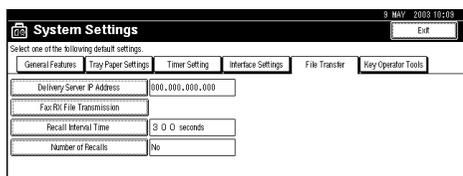
Note

- Press the [←] or [→] key to move to the adjacent entry field.
- To correct the Delivery Server IP address entered, press [Clear], and then enter the correct Delivery Server IP address.

3 Press [OK].

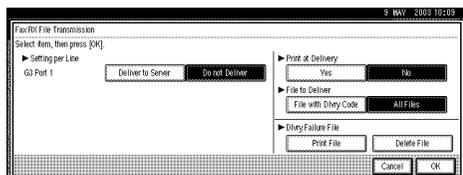
Making Settings to Transmit Received Facsimile Files

1 Press [Fax RX File Transmission].



2

2 Make the following settings as required:

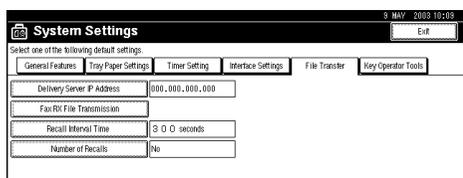


- Setting per Line
- Print at Delivery
- File to Deliver
- Delivery Failure File

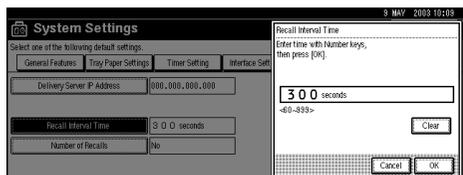
3 Press [OK].

Setting the Recall Interval Time

1 Press [Recall Interval Time].



2 Use the number keys to enter the Recall Interval Time.



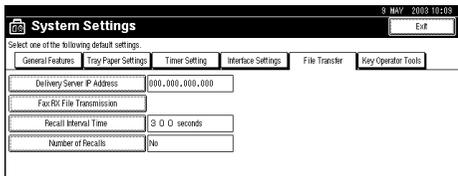
Note

- ❑ To correct the Recall Interval Time entered, press [Clear], and then enter the correct Recall Interval Time.

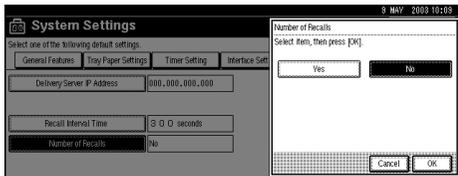
3 Press [OK].

Setting the Number of Recalls

1 Press [Number of Recalls].



2 To resend files to the Delivery Server, press [Yes].

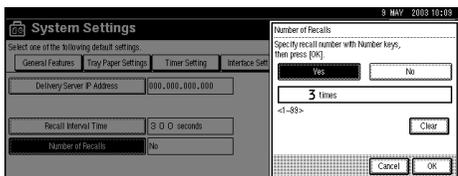


The menu to specify the Number of Recalls appears.

Note

- To not resend files, press [No] and go to step 4.

3 Use the number keys to enter the Number of Recalls.



Note

- To correct the entered Number of Recalls, press [Clear], and then enter the correct Number of Recalls.

4 Press [OK].

4 Press [Exit].

5 Press the [User Tools/Counter] key.

The new settings become effective and the display returns to the main function menu.

Test Print

Using Test Print, you can check the printer is working properly. Test printing only checks printer operation; it does not test the connection to the computer.

This section describes how to print the configuration page as an example.

2

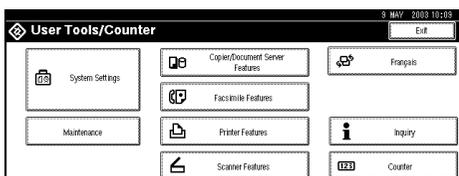
1 Press the **[User Tools/Counter]** key.

"User Tools/Counter" appears on the display.

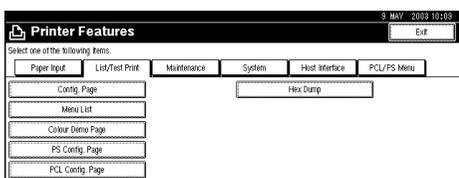


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2 Press **[Printer Features]**.



3 Press **[Config. Page]** under **[List/Test Print]**.



The configuration page is printed.

Note

- If printing is not normal, check to see if an error message is shown on the display. If there is an error message, see "Troubleshooting", *Maintenance Guide Copier System Edition*.
- For more information about the configuration page, see "Interpreting the Configuration Page", *Administrator Reference Copier System Edition*.

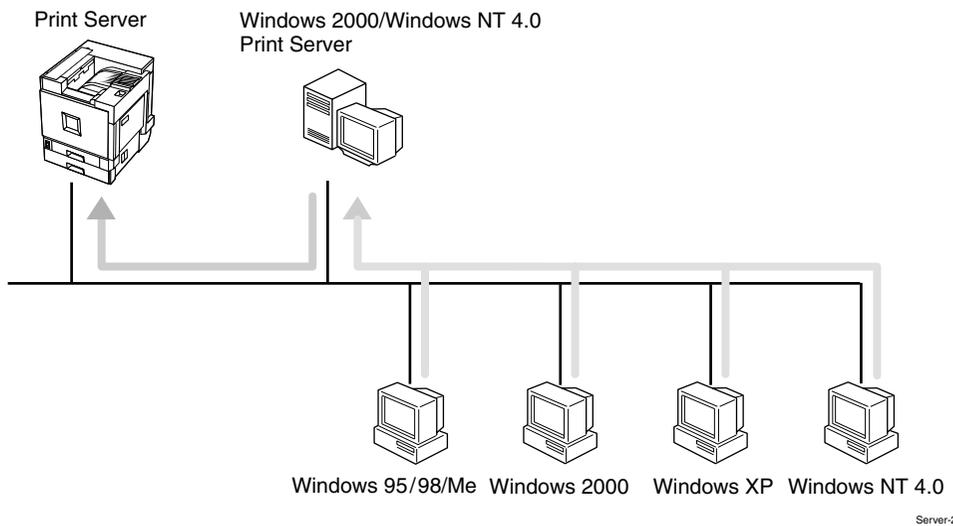
4 Press the **[User Tools/Counter]** key.

The initial display is shown.

3. Setup Guide for each Network Environment

Printing with a Print Server

Printing with a Windows 2000 or Windows NT 4.0 Print Server



1 Choose a protocol for the printer and print server.

2 Configure a protocol you want to use with the control panel.

See p.23 "Configuring the Network with the Control Panel".

3 Configure the printer.

See "Windows 2000 Configuration" and "Windows NT 4.0 Configuration",
Administrator Reference Copier System Edition.

4 Install the printer driver and SmartNetMonitor for Client.

See "Windows 2000 Configuration" and "Windows NT 4.0 Configuration",
Administrator Reference Copier System Edition.

5 Share the printer.

See "Windows 2000 Configuration" and "Windows NT 4.0 Configuration",
Administrator Reference Copier System Edition.

Printing with a NetWare Print Server

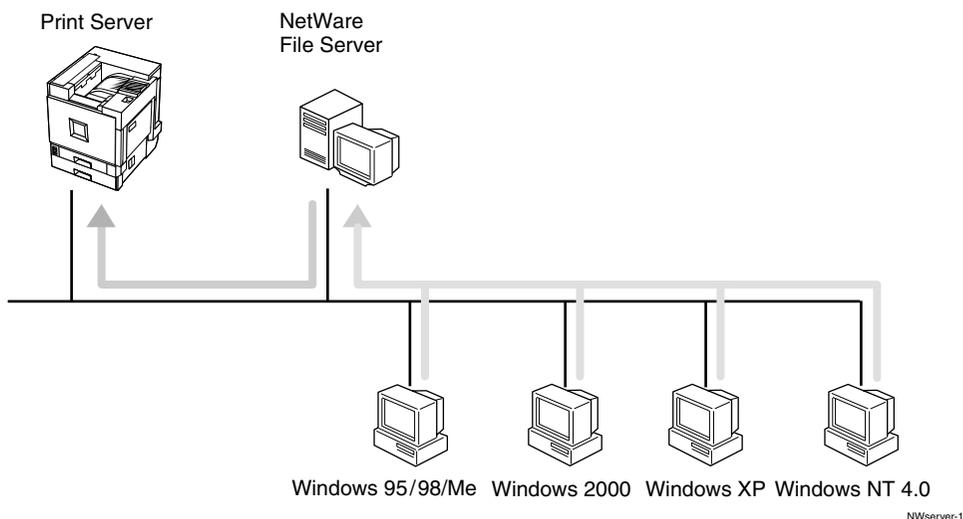
Set up a network printer in a NetWare environment.

For more information about setting up the clients, see "NetWare Configuration", *Printer Client Reference Copier System Edition*.

Configuring the Printer as a Print Server

3

A dedicated NetWare print server is not required because the printer can be configured as a print server.



1 Configure the printer for NetWare with the control panel.

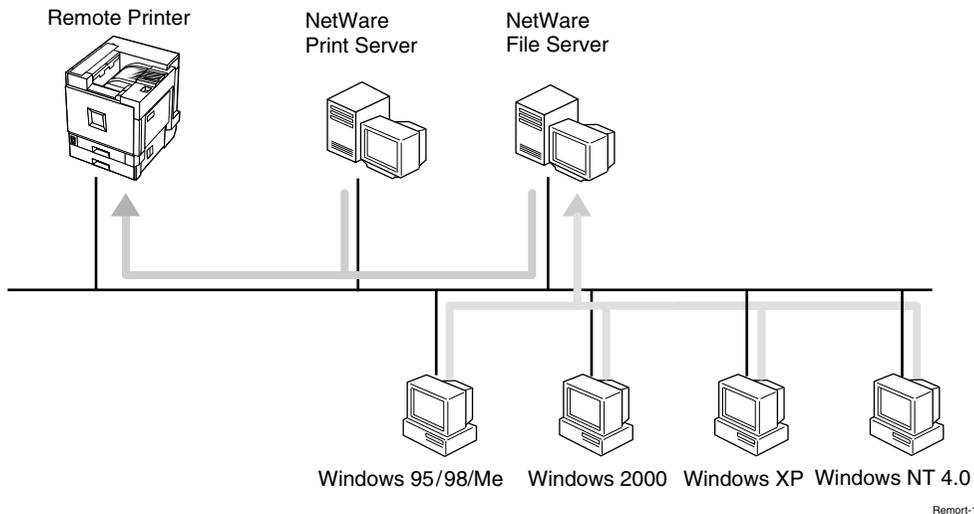
See p.23 "Configuring the Network with the Control Panel".

2 Configure NetWare. The procedure may vary depending on the NetWare version.

See "NetWare Configuration", *Administrator Reference Copier System Edition*.

Configuring the Printer as a Remote Printer

If a dedicated NetWare print server is being used, the printer should be configured as a remote printer.

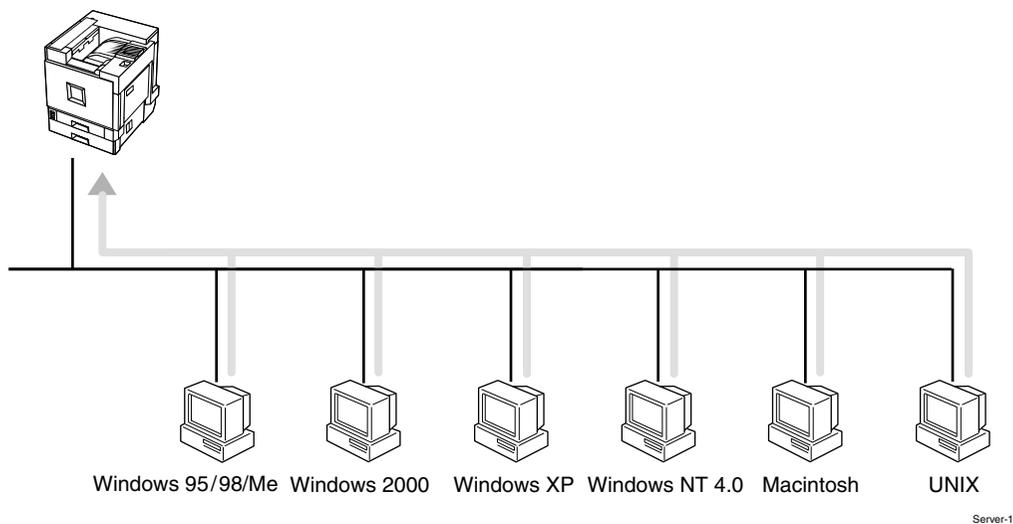


3

- 1** Configure the printer for NetWare with the control panel.
- 2** Configure NetWare. The procedure may vary depending on the NetWare version.
See "NetWare Configuration", *Printer Client Reference Copier System Edition*.

Printing without Using a Print Server

3



- 1** Choose a protocol for the printer and print server.
- 2** Configure a protocol you want to use with the control panel.
See p.23 “Configuring the Network with the Control Panel”.

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Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”



Notice to Users in EEA Countries

802.11b Interface Unit TypeA(R-WL11):

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European

Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

This product is only for use in EEA or other authorized countries. Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.ricoh.co.jp/fax/ce_doc/.

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

I means **POWER ON**.

O means **POWER OFF**.

⏻ means **STAND-BY**

