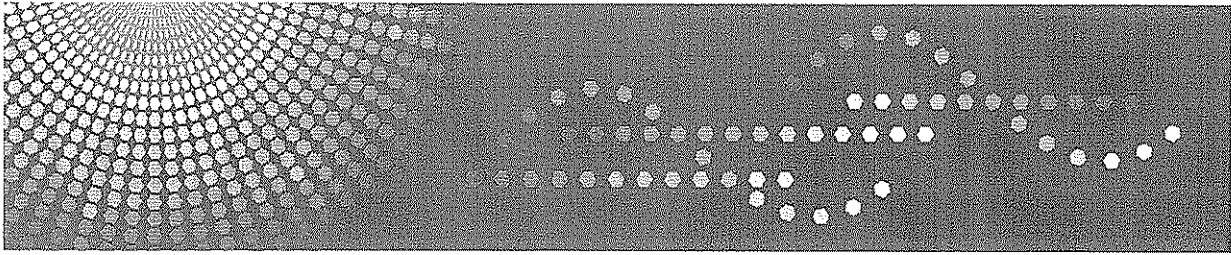
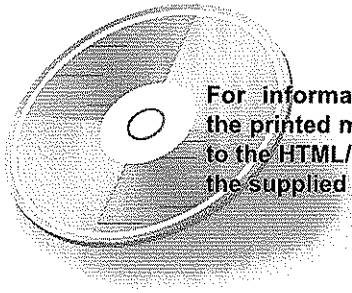


Read This First

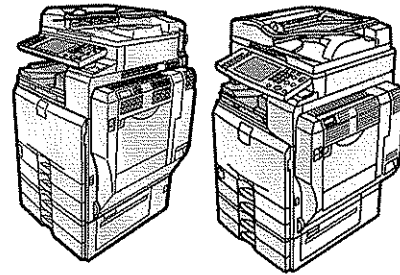


C2828/C3333/C4040/C5050/C2828G/C3333G/C4040G/C5050G
MP C2800/C3300/C4000/C5000
LD528C/LD533C/LD540C/LD550C/LD528CG/LD533CG/LD540CG/LD550CG
Aficio™ MP C2800/C3300/C4000/C5000/C2800g/C3300g/C4000g/C5000g

Operating Instructions About This Machine



For information not in
the printed manual, refer
to the HTML/PDF files on
the supplied CD-ROM.



-
- 1** Simple Search
 - 2** Getting Started
 - 3** Adding Paper
 - 4** Adding Toner and Staples
 - 5** Entering Text
 - 6** Operating Instructions
 - 7** Other User Tools
 - 8** Remarks
 - 9** Appendix

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

Draft 2008/06/09

Documentation for This Machine






























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Using the Document Server functions	
Changing the default settings of the copier and Document Server functions, and related information	
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Sending and receiving faxes	
Using the fax function through a computer	
Changing the default settings of the fax function, and related information	
Printer Reference	
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Changing the default settings of the printer function, and related information	
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Changing the default settings of the system, and related information	
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PostScript 3 Supplement	
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Quick Reference Printer Guide	
Quick Reference Fax Guide	
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Manuals for This Machine

Read this manual carefully before you use this machine.

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

Important

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see “Setting Up the Machine”, Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

UNIX Supplement

For “UNIX Supplement”, please visit our Web site or consult an authorized dealer.

This manual includes descriptions of functions and settings that might not be available on this machine.

Other manuals

- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

↓ Note

- Manuals provided are specific to machine types.
- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional *1	DeskTopBinder
ScanRouter EX Professional *1 and ScanRouter EX Enterprise *1	the ScanRouter delivery software

*1 Optional

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy and Document Server Reference	No	Yes	Yes
Facsimile Reference	No	Yes	Yes
Printer Reference	No	Yes	Yes
Scanner Reference	No	Yes	Yes
Network and System Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes
UNIX Supplement	No	No	Yes

What You Can Do with This Machine

This section introduces the features of this machine.

↓ Note

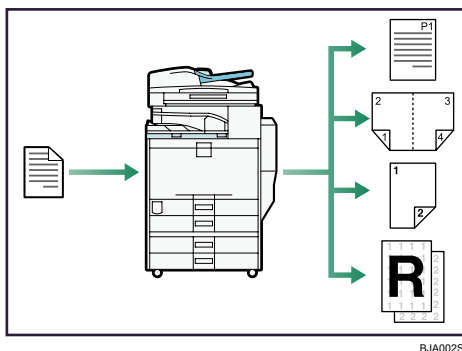
- For details about options, see "Options".

📖 Reference

- p.57 "Options"

Using This Machine as a Copier

You can make copies of originals.



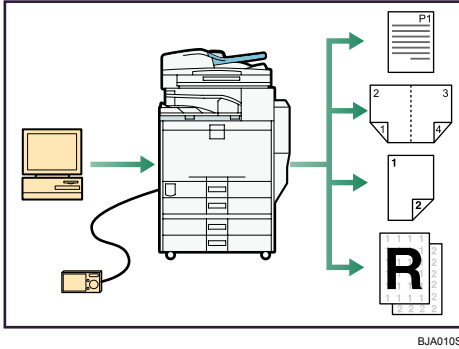
- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.
- You can adjust the color tones and image quality of your copies.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.
- Copier functions such as Duplex, Combine, Booklet, and Magazine allow you to save on paper by copying multiple pages onto single sheets.
- You can copy onto various types of paper such as envelopes, and OHP transparencies.
- The optional finisher allows you to sort, staple, and punch holes in your copies.

📖 Reference

- See Copy and Document Server Reference 📖.

Using This Machine as a Printer

You can print documents created in applications.



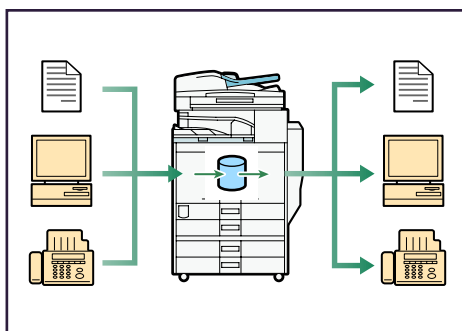
- This machine supports network and local connections.
- With the optional PostScript 3 unit, you can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.
- The optional finisher allows you to collate, staple, and punch holes in your prints.
- With the optional USB host interface board, and PictBridge card installed, you can connect a PictBridge-compatible digital camera to this machine using a USB cable. This allows you to print the photographs stored on the camera using the camera's own interface.

Reference

- See Printer Reference .

Utilizing Stored Documents






You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. With DeskTopBinder or Web Image Monitor, you can use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents (Document Server).



BJA004S

- You can also retrieve stored documents scanned in scanner mode.
- Using File Format Converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

Reference

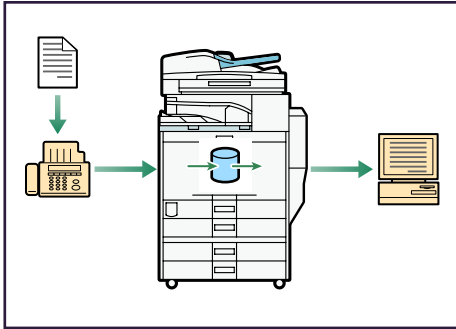
- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Guide .
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference .
- For details about Document Server in fax mode, see "Storing a Document", Facsimile Reference .
- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference .
- For details about Document Server, see "Document Server", Copy and Document Server Reference .
- For details about DeskTopBinder, see DeskTopBinder manuals.

Paperless Fax Transmission and Reception


You can store received fax messages on the machine's hard disk, instead of printing them onto paper.

Reception

You can store received fax documents in electrical format without printing it onto paper.

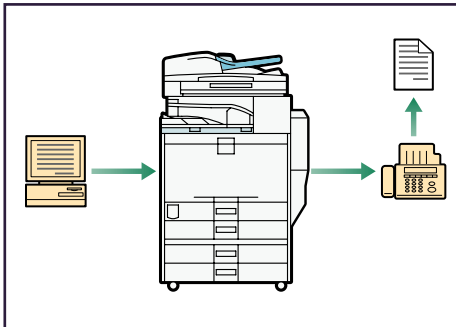


BJA016S



- You can use DeskTopBinder or a Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See “Confirming/Printing/Deleting Received and Stored Documents”, Facsimile Reference .

Transmission

You can send a fax from your computer over the network (Ethernet or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).

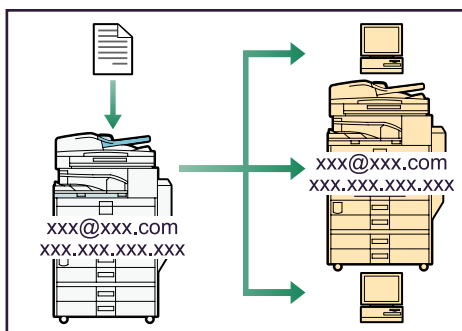


BJA014S

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.
- For details about the machine's settings, see “Network Settings Required to Use the Printer/LAN-Fax”, Network and System Settings Guide .
- For details about how to use the function, see “Fax via Computer”, Facsimile Reference .

Fax Transmission and Reception Over the Internet

You can send and receive faxes over your LAN and the Internet.



BJA018S

E-mail Transmission

This machine converts scanned document images to e-mail format, and transmits and receives this data over the Internet.



- To send a document, specify an e-mail address instead of dialing the destination telephone number (Internet Fax and E-Mail Transmission).
- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception and Mail to Print).
- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

IP-Fax

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

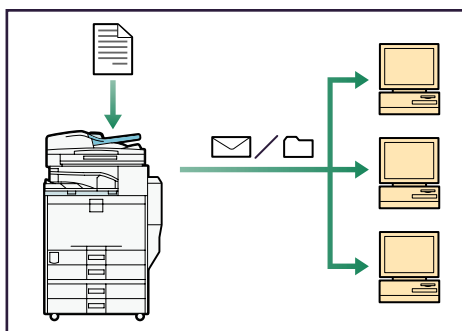
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Reference







- For details about settings, see “Network Settings Required to Use Internet Fax”, Network and System Settings Guide .
- For details about how to transmit and receive documents over the Internet, see “Transmission” and “Reception”, Facsimile Reference .

Using the Facsimile and the Scanner in a Network Environment

You can use a facsimile and a scanner over the network.

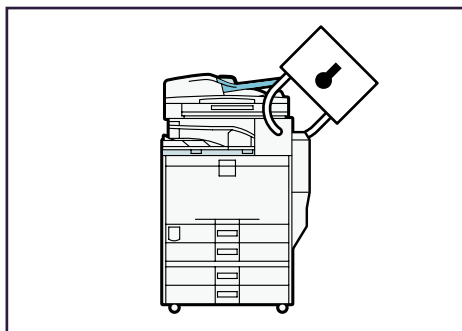


BJA012S

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail). See “E-Mail Transmission”, Facsimile Reference , and “Sending Scan Files by E-mail”, Scanner Reference .
- You can send scan files directly to folders (Sending scan files by Scan to Folder). See “Folder Transmission”, Facsimile Reference , and “Sending Scan Files to Folder”, Scanner Reference .
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see “Network Settings Required to Use the Network Delivery Scanner”, Network and System Settings Guide . For details about how to use the function, see “Delivering Scan Files”, Scanner Reference .

Adminstrating the Machine/Protecting Documents (Security Functions)

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



BJA020S

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

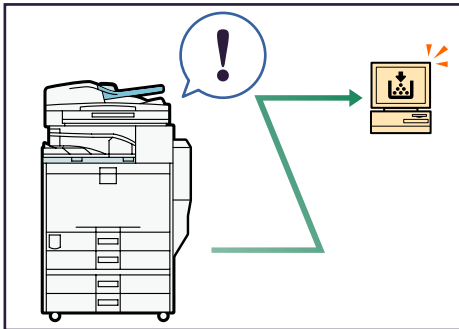
-
- You can erase the data on the hard disk to prevent the information from leaking out.

Reference

- See the manual for the DataOverWriteSecurity Unit (optional), and Security Reference .

Monitoring the Machine Via Computer

You can change the machine's settings and monitor its status from a connected computer.

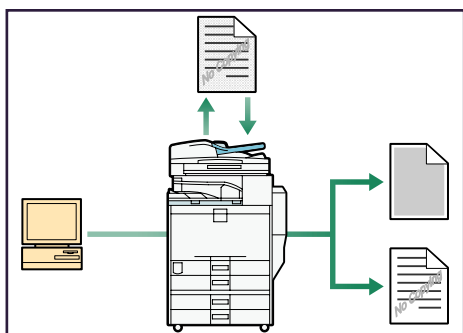


BJA006S

- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer. You can also install SmartDeviceMonitor for Admin on a computer to configure and operate the machine.
- Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.
- Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.
- You can also use SmartDeviceMonitor for Admin to register information in the address book.

Preventing an Unauthorized Copy

You can print embedded pattern on paper to prevent them from being copied.





BJB011S

- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security Unit (optional), protected pages are grayed out in the copy, preventing confidential information from being copied. Protected fax messages are grayed out before being transmitted or stored. If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security Unit, the machine beeps to notify users that unauthorized copying is being attempted.

If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.

- Using the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied, scanned, or stored in a Document Server by a copier or multifunction printer, the embedded text appears conspicuous in the copy, discouraging such unauthorized copying.

Reference

- See the printer driver Help, Facsimile Reference , Printer Reference  and Security Reference .

Notice

Important

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

For good copy quality, the 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.

How to Read This Manual

Symbols

This manual uses the following symbols:

 **Important**

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

 **Note**

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

 **Reference**

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



Indicates the names of keys that appear on the machine's display panel.



Indicates the names of keys on the machine's control panel.



Indicates instructions in book form.



Indicates instructions in sheet form.



Indicates instructions stored in a file on a provided CD-ROM.

Names of Major Items

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

- Auto document feeder → ADF
- Large capacity tray → LCT (optional)

Notes

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

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

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

The color samples in this manual may differ slightly from the colors of actual copies.

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

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

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

Machine Types

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: C2828/MP C2800/LD528C/Aficio MP C2800/C2828G/LD528CG/Aficio MP C2800G
- Type 2: C3333/MP C3300/LD533C/Aficio MP C3300/C3333G/LD533CG/Aficio MP C3300G
- Type 3: C4040/MP C4000/LD540C/Aficio MP C4000/C4040G/LD540CG/Aficio MP C4000G
- Type 4: C5050/MP C5000/LD550C/Aficio MP C5000/C5050G/LD550CG/Aficio MP C5000G

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

Laws and Regulations

Legal Prohibition

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

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

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

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

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

Laser Safety (for users of Type 1 and 2)

CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class 1 laser products. This equipment contains four AlGaInP laser diodes, 9-milliwatt, 648 - 663 nanometer wavelength for each emitter. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

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

Laser Safety (for users of Type 3 and 4)

CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class 1 laser products. This equipment contains eight AlGaInP laser diodes, 9-milliwatt, 648 - 663 nanometer wavelength for each emitter. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

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

Notes to Users in the United States of America

FCC Rules

Declaration of conformity

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number:

- C2828/MP C2800/LD528C/Aficio MP C2800
- C3333/MP C3300/LD533C/Aficio MP C3300
- C2828G/LD528CG/Aficio MP C2800G
- C3333G/LD533CG/Aficio MP C3300G
- C4040/MP C4000/LD540C/Aficio MP C4000
- C5050/MP C5000/LD550C/Aficio MP C5000
- C4040G/LD540CG/Aficio MP C4000G
- C5050G/LD550CG/Aficio MP C5000G

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.

-
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
 - Consult the dealer or an experienced radio /TV technician for help.

Caution:

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

Warning:

For user of Type 1 and 2

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

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.

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

This device must not be co-located or operated in conjunction with any other antenna or transmitter except for Wireless LAN module R-WL54MN and Bluetooth module BL-63101 which performed co-location testing.

Warning:

For user of Type 3 and 4

This device complies with part 15 and 18 of the FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.

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

This device must not be co-located or operated in conjunction with any other antenna or transmitter except for Wireless LAN module R-WL54MN and Bluetooth module BL-63101 which performed co-location testing.

Notes on lamp(s) inside this machine

LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.
--

Note to users in the state of California

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING**

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

 **CAUTION**

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

 **WARNING**

- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

 **CAUTION**

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

 **CAUTION**

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

Handling power cords and power plugs

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

WARNING

- Connect this machine only to a power source that matches the specifications shown in “Specifications for the Main Unit” in this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

WARNING

- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

WARNING

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

WARNING

- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

WARNING

- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.

WARNING

- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

CAUTION

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.

CAUTION

- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
 - You spill something into the machine.
 - You suspect that your machine needs service or repair.
 - The external housing of your machine has been damaged.

CAUTION

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

CAUTION

- If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury..

CAUTION

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

CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

CAUTION

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

CAUTION

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

CAUTION

- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

Handling the machine's interior

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

WARNING

- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.

CAUTION

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

CAUTION

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

CAUTION

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

CAUTION

- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

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

WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.

WARNING

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

WARNING

- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.

WARNING

- Keep the waste oil bottle away from flames. There is a risk of fire or burns.

CAUTION

- Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or a machine failure.

CAUTION

- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.

CAUTION

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

CAUTION

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

CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

⚠ CAUTION

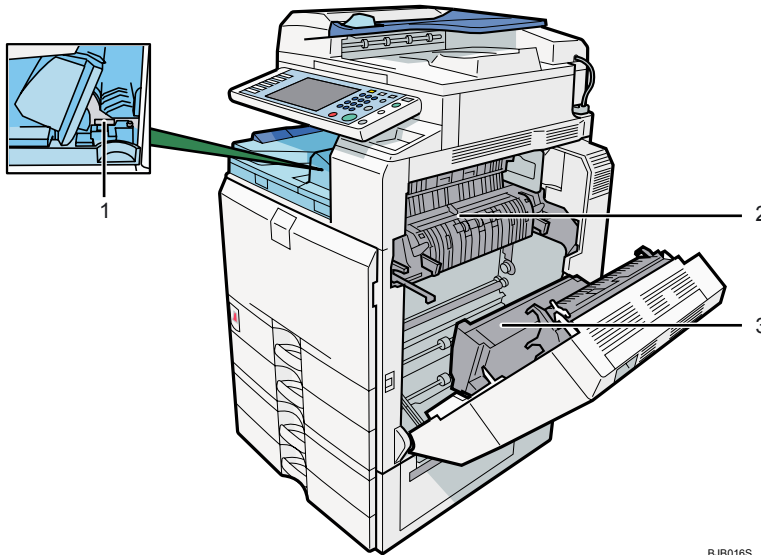
- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels for users of type 1 and 2

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



BJB016S

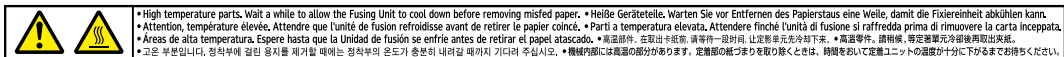
1



BJA066S

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

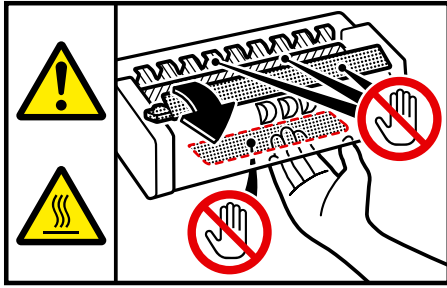
2



BJA067S

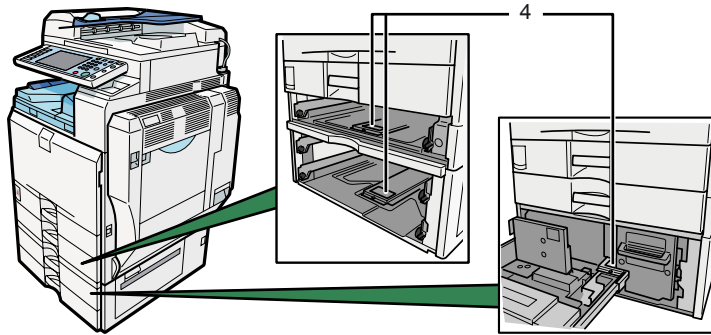
High temperature parts. Wait a while to allow the Fusing Unit to cool down before removing misfed paper.

3



BJA065S

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



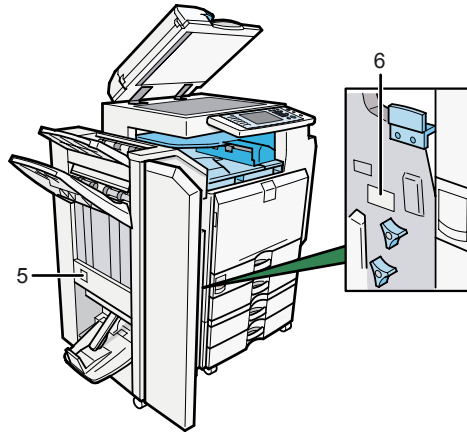
BJB018S

4

	CAUTION ATTENTION ACHTUNG
	ATTENZIONE PRECAUCIÓN 注意 주의
	● High temperature parts. ● Piezas muy calientes.
	● T des pièces élevée. ● 高温部件 ● 高温部分
	● Heiße Geräteteile! ● 고온주의
	● Temperatura elevada. ● 高温になっています。

BJA046S

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



BJA019S

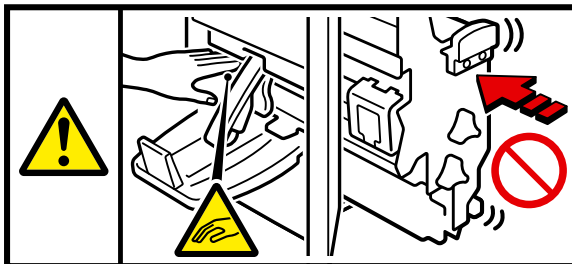
5



BJA043S

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

6

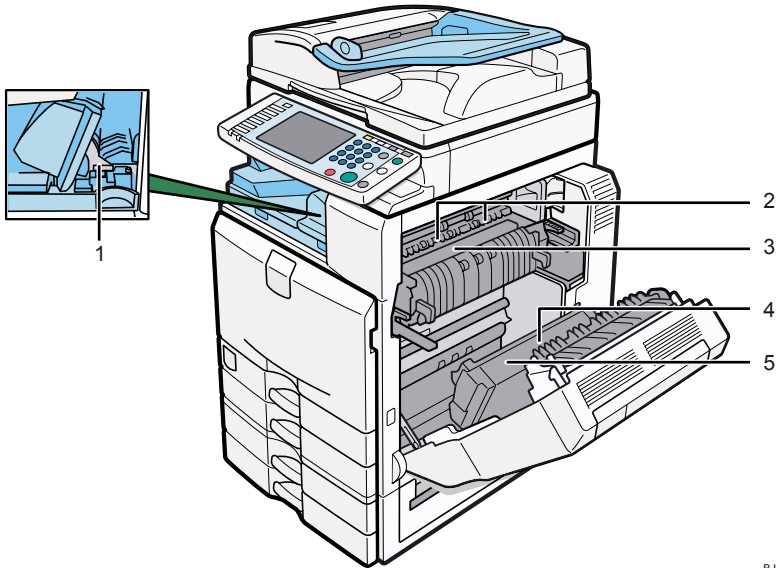


BJA044S

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

Positions of WARNING and CAUTION labels for users of type 3 and 4

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



BJB015S

1



BJA066S

Do not touch! Surface may be very hot.

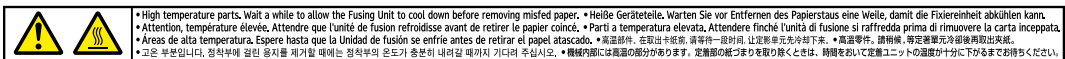
2



BJA052S

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

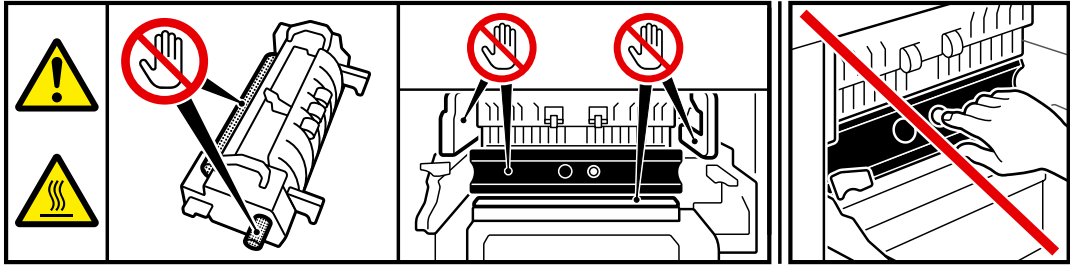
3



BJA067S

High temperature parts. Wait a while to allow the Fusing Unit to cool down before removing misfed paper.

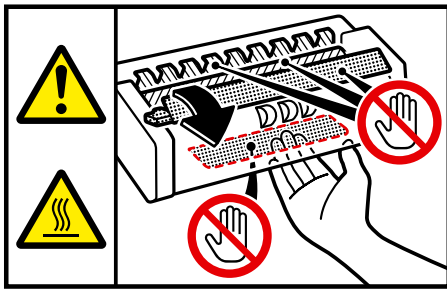
4



BJA065S

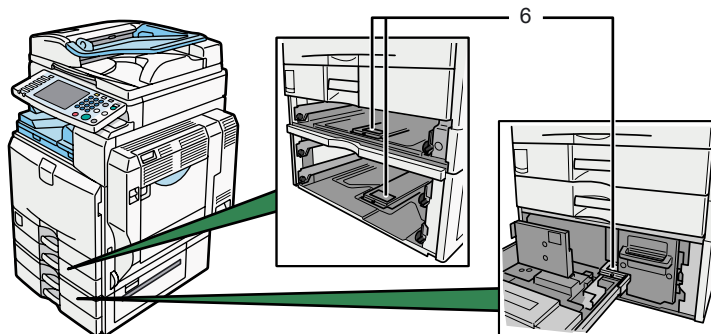
Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

5



BJA065S

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



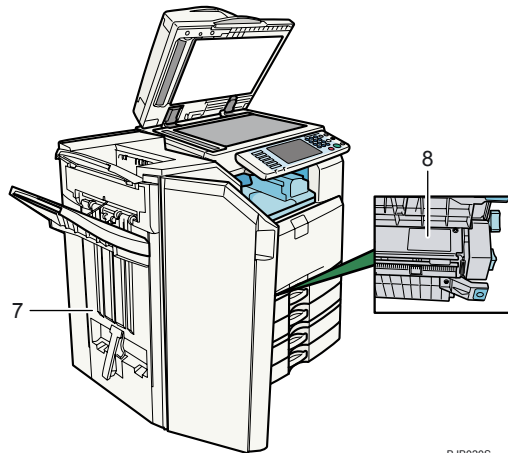
BJB017S

6



BJA046S

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



BJB020S

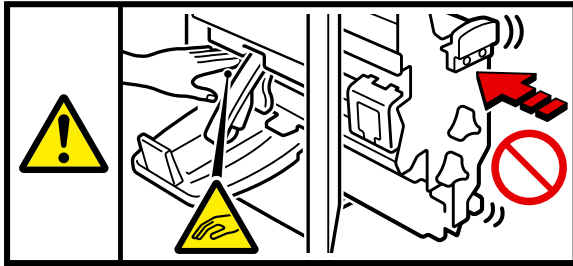
7



BJA043S

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

8



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

Power Switch Symbols

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

- I: POWER ON.
- O: POWER OFF.
- ⏻: STANDBY.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



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

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

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

It is an open program in which manufacturers participate voluntarily.

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

↓ Note

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

📖 Reference

- p.41 "Energy Saving Functions"

Energy Saving Functions

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

Low Power mode

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

Sleep Mode

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode for type 1 or 2 is 45 minutes. This default time can be changed.
- The default delay time the machine waits before entering Sleep Mode for type 3 or 4 is 60 minutes. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

Specification for type 1 and 2


	Type 1	Type 2
Reduced Electrical Consumption by Low Power Mode	97 W	97 W
Time of Switch into Low Power Mode	15 minutes	15 minutes
Time of Switch out from Low Power Mode	18 seconds	18 seconds
Reduced Electrical Consumption by Sleep Mode	1.8 W	1.8 W
Time of Switch into Sleep Mode	45 minutes	45 minutes
Time of Switch out from Sleep Mode	24 seconds	24 seconds

Specification for type 3 and 4

	Type 3	Type 4
Reduced Electrical Consumption by Low Power Mode	127 W	127 W
Time of Switch into Low Power Mode	15 minutes	15 minutes
Time of Switch out from Low Power Mode	5.5 seconds	5.5 seconds
Reduced Electrical Consumption by Sleep Mode	1.8 W	1.8 W

	Type 3	Type 4
Time of Switch into Sleep Mode	60 minutes	60 minutes
Time of Switch out from Sleep Mode	32 seconds	49 seconds

Reference

- For details about how to change the default interval, see “Timer Settings”, Network and System Settings Guide .

1. Simple Search

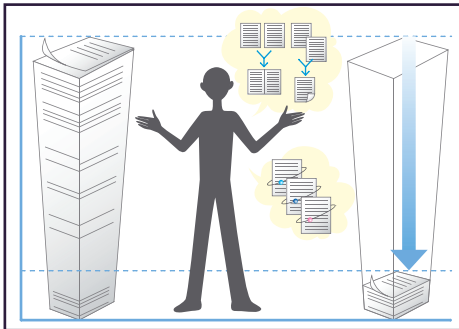
You can search for a procedure either by keyword or by what you want to do.

Searching by what you want to do

You can search for a procedure by what you want to do.

I want to save my paper document!

You can find explanations of the functions and procedures that you can use to save your paper document easily.




BJA0688

Printing multi-page documents on both sides of sheets (Duplex Copy)


⇒ See "Duplex", Copy and Document Server Reference .

Printing multi-page documents and received faxes on a single sheet (Combine (Copier/Fax))


⇒ See "Combined Copying", Copy and Document Server Reference .

⇒ See "Combine Two Originals", Facsimile Reference .

Printing received faxes on both sides of sheets (Two-Sided Print)

⇒ See "Two-Sided Printing", Facsimile Reference .

Converting received faxes to electronic formats (Paperless Fax)

⇒ See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference .

Sending files from the computer without printing them (LAN-Fax)

⇒ See "Sending Fax Documents from Computers", Facsimile Reference .


I want to convert documents to electronic formats easily!

You can find explanations of the functions and procedures that you can use convert documents to electronic formats easily.




BJA070S

Sending scan files

⇒ See “Basic Procedure for Sending Scan Files by E-mail”, Scanner Reference .


Sending the URL of the folder in which scan files are stored

⇒ See “Sending the URL by E-mail”, Scanner Reference .

Storing scan files in a shared folder

⇒ See “Basic Procedure When Using Scan to Folder”, Scanner Reference .


Storing scan files on media

⇒ See “Basic Procedure for Saving Scan Files on a Removable Memory Device”, Scanner Reference .

Converting transmitted faxes to electronic formats and sending them to a computer

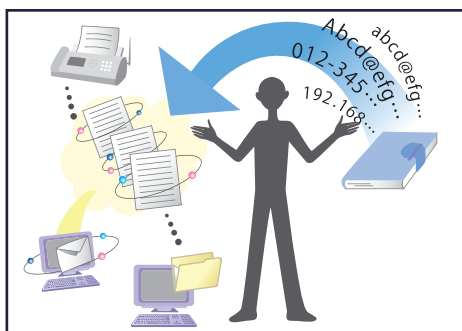
⇒ See “Folder Transmission”, Facsimile Reference .

Managing and using documents converted to electronic formats (Document Server)

⇒ See “Relationships between Document Server and Other Functions”, Copy and Document Server Reference .



I want to register destinations!

You can find explanations of the functions and procedures that you can use to register destinations easily.



BJA069S


Using the control panel to register destinations in the address book

- ⇒ See “Registering Entered Destinations to the Address Book”, Facsimile Reference .
- ⇒ See “Registering a Directly-Entered Destination in the Address Book”, Scanner Reference .

Using Web Image Monitor to registering destinations from a computer

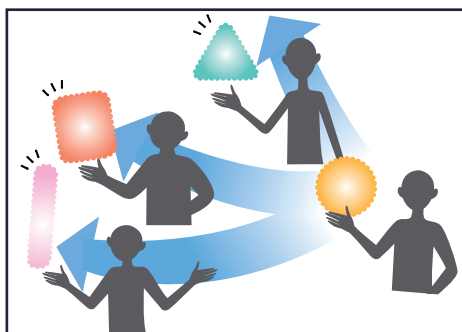
- ⇒ See “To add new receiver”, Facsimile Reference .

Downloading destinations registered in the machine to the LAN-Fax driver destination list

- ⇒ See “Using the Machine's Address Book as the LAN-Fax Destination List”, Facsimile Reference .




I want to operate the machine more effectively!

You can find explanations of the functions and procedures that you can use to operate the machine more effectively.






BJA071S

Registering and using frequently-used settings (Program)

- ⇒ See “Registering Frequently Used Functions”, Copy and Document Server Reference .
- ⇒ See “Programs”, Facsimile Reference .
- ⇒ See “Registering Frequently Used Setting”, Scanner Reference .

Registering frequently-used settings as initial settings (Program as Defaults (Copier/Fax/Scanner))

- ⇒ See “Registering the Initial Display's Default Functions”, Copy and Document Server Reference .
- ⇒ See “Setting Transmission Function Defaults”, Facsimile Reference .
- ⇒ See “Registering the Default Values of the Scanner's Initial Display”, Scanner Reference .

Searching by Keyword

You can search for a procedure by keyword.

1

Paper

I want to load paper.

⇒ p.77 "Loading Paper"

I want to change the paper size.

⇒ p.83 "Changing the Paper Size"

I want to know what the paper specifications are.

⇒ p.88 "Recommended Paper Sizes and Types"

The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting  .

I want to change the initial paper settings.

⇒ See "Tray Paper Settings", Network and System Settings Guide .


Register/Change/Delete

I want to register a fax number.


⇒ See "Registering a Fax Destination", Network and System Settings Guide .

⇒ See "Programming Destinations in the Address Book", Facsimile Reference .

I want to register an IP-Fax number.

⇒ See "Registering an IP-Fax Destination", Network and System Settings Guide .


I want to register an e-mail address.

⇒ See "Registering an E-mail Destination", Network and System Settings Guide .

I want to register an SMB folder.

⇒ See "Registering an SMB Folder", Network and System Settings Guide .


I want to register multiple addresses as a group.

⇒ See "Registering Names to a Group", Network and System Settings Guide .

I want to register frequently-used copy functions.

⇒ See "Registering Frequently Used Functions", Copy and Document Server Reference .

I want to copy the contents of the machine's address book to the LAN-Fax address book.

⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference .

1

Color

I want to scan a color original (Normal Color Scan)

⇒ See "Specifying the File Type", Scanner Reference .

I want to minimize the amount of storage required when scanning color originals (High Compression PDF)

⇒ See "Specifying the File Type", Scanner Reference .

Check

I want to display the fax transmission status.

⇒ See "Confirming on Display", Facsimile Reference .

I want to print a report of the fax transmission status.

⇒ See "Confirming by Report", Facsimile Reference .


I want to check which destinations the machine failed to send faxes to.

⇒ See "Communication Failure Report", Facsimile Reference .

I want to check which files have been sent by memory transmission.

⇒ See "Communication Result Report (Memory Transmission)", Facsimile Reference .

I want to check which files are stored in the Document Server.

⇒ See "Checking the Details of a Stored Document", Copy and Document Server Reference .

I want to check which faxes have been received.

⇒ See "Checking the Reception Result (Reception File Status)", Facsimile Reference .


I want to view the received faxes that are stored in the machine.

⇒ See "Confirming Received and Stored Documents", Facsimile Reference .

To avoid sending faxes to wrong destinations, I want to check fax transmission details before sending.

⇒ See "Preventing Transmission to the Wrong Destination", Facsimile Reference .


I want to check the settings for scanning and sending files before sending a scan file.

⇒ See "Check Modes", Scanner Reference .

I want to check the scan image before sending it.

⇒ See "Preview", Scanner Reference .

I want to view the transmission result.

⇒ See "Scanned Files Status", Scanner Reference .

Install

1

I want to install the printer driver so I can use the SmartDeviceMonitor for Client port.

⇒ See "Using the Smart Device Monitor for Client Port", Printer Reference .

I want to install the printer driver so I can use the Standard TCP/IP port.

⇒ See "Using the Standard TCP/IP Port", Printer Reference .

I want to install the printer driver so I can use a Windows Network Printer.

⇒ See "Using as a Windows Network Printer", Printer Reference .

I want to install the printer driver so I can use the machine by USB.

⇒ See "Installing the Printer Driver Using USB", Printer Reference .

Envelope

I want to copy onto envelopes.

⇒ See "Copying onto Envelopes", Copy and Document Server Reference .

I want to print onto envelopes.

⇒ See "Setting Envelopes Using the Control Panel", Printer Reference .

2. Getting Started

This chapter describes how to start using this machine.

Guide to Components

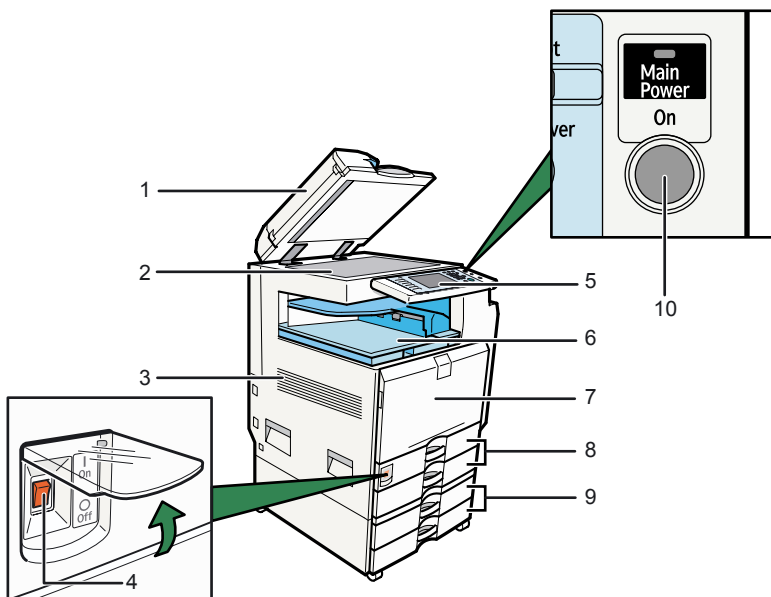
This section introduces the names and functions of the components.

Guide to components of type 1 and 2

This section introduces the names and functions of the components of type 1 and 2.

★ Important

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



BJB024S

1. Auto Document Feeder (ADF)

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one. This document feeder can be used for two-sided originals.

2. Exposure glass

Place originals here face down.

3. Ventilation holes

Prevent overheating.

4. Main power switch

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

See "Turning On/Off the Power".

5. Control panel

See "Control Panel".

6. Internal Tray 1

Copied/printed paper and fax messages are delivered here.

7. Front Cover

Open to access the inside of the machine.

8. Paper tray 1, 2

Load paper here.

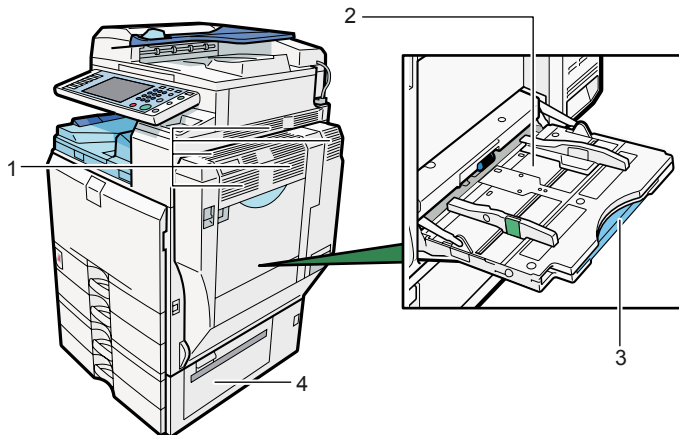
9. Lower Paper Trays (optional)

Load paper here.

10. Operation switch

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

See "Turning On/Off the Power".



BJA030S

1. Ventilation holes

Prevent overheating.

2. Bypass Tray

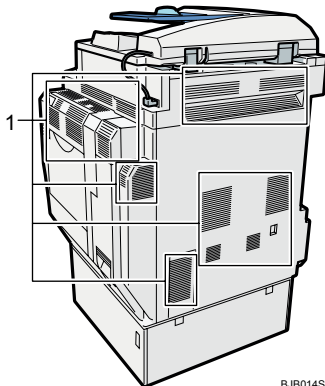
Use to copy or print onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

3. Extender

Pull this extender out when loading sheets larger than A4 in the bypass tray.

4. Lower Right Cover

Open this cover when a paper jam occurs.



BJB014S

1. Ventilation holes

Prevent overheating.

Reference

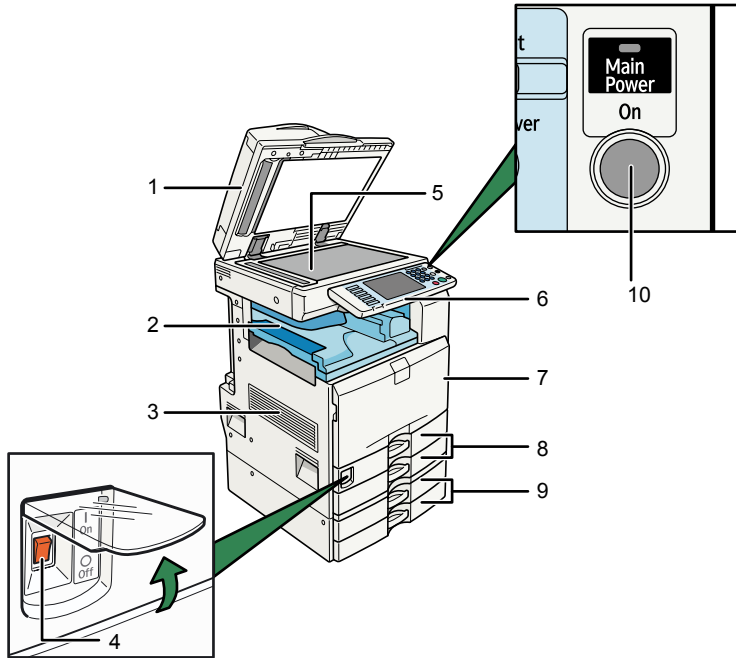
- p.57 "Options"
- p.62 "Control Panel"
- p.73 "Turning On/Off the Power"

Guide to components of type 3 and 4

This section introduces the names and functions of the components of type 3 and 4.

Important

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



BJB023S

1. Auto Document Feeder (ADF)

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one. This document feeder can be used for two-sided originals.

2. Ventilation holes

Prevent overheating.

3. Internal Tray 1

Copied/printed paper and fax messages are delivered here.

4. Main power switch

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

See "Turning On/Off the Power".

5. Exposure glass

Place originals here face down.

6. Control panel

See "Control Panel".

7. Front Cover

Open to access the inside of the machine.

8. Paper tray 1, 2

Load paper here.

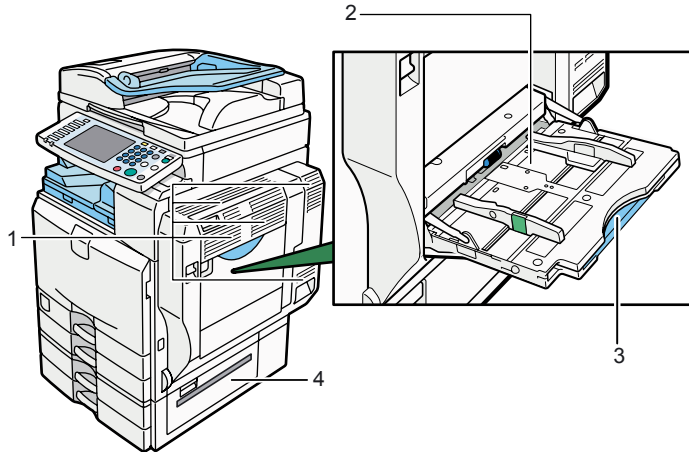
9. Lower Paper Trays (optional)

Load paper here.

10. Operation switch

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

See "Turning On/Off the Power".



1. Ventilation holes

Prevent overheating.

2. Bypass Tray

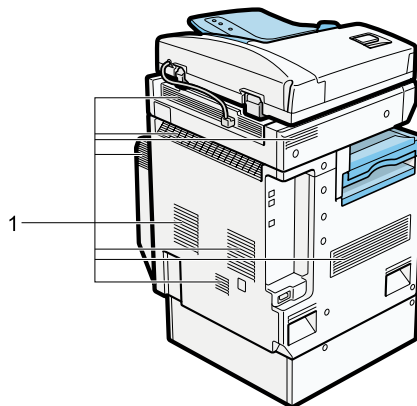
Use to copy or print onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

3. Extender

Pull this extender out when loading sheets larger than A4 in the bypass tray.

4. Lower Right Cover

Open this cover when a paper jam occurs.



BJB005S

1. Ventilation holes

Prevent overheating.

Reference

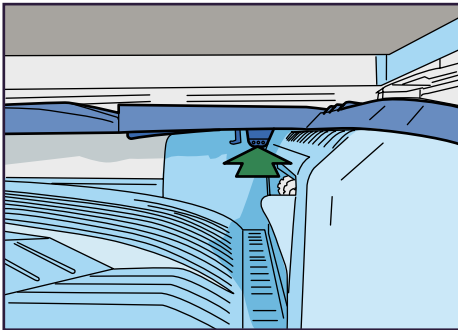
- p.57 "Options"
- p.62 "Control Panel"
- p.73 "Turning On/Off the Power"

About the guide on the internal tray 2 (optional)

If printed sheets come out curled, raise the guide on the internal tray 2.

To raise the guide on the internal tray 2

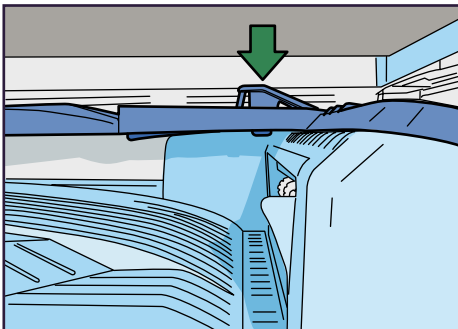
Push the lever that is on the underside of the internal tray 2 inward.



BJB021S

To lower the guide on internal tray 2

Push down on the top surface of the guide.



BJB022S

Options

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

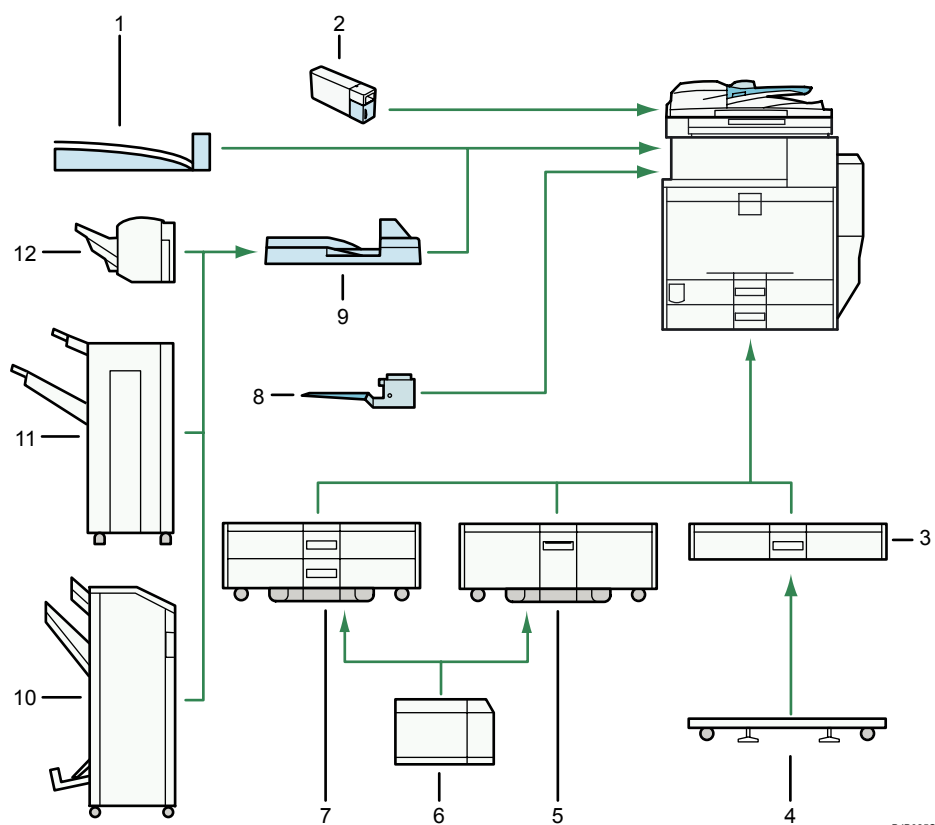
External options

2

This section provides explanations about external options.

External options for type 1 and 2

This section provides explanations about external options for type 1 and 2.



BJB025S

1. Internal shift tray

Sorts and stacks multiple sheets of paper.

2. Media slot

With this media slot, you can save scan files on a removable memory device.

3. Lower paper tray

Holds up to 550 sheets of paper.

4. Caster Table for Lower paper tray

To use the lower paper tray, attach the caster table.

5. Tray 3 (LCT)

Holds up to 2,000 sheets of paper.

6. Large capacity tray (LCT)

Holds up to 1,200 sheets of paper.

7. Lower paper trays

Consists of two paper trays. Holds up to 1,100 sheets of paper. Each paper tray holds 550 sheets.

8. Internal tray 2 (1 bin tray)

If you select this as the output tray, copied/printed paper or fax messages are delivered here face down.

9. Bridge unit

Relays paper to the finisher.

10. Booklet Finisher SR3000

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

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

11. Finisher SR790

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

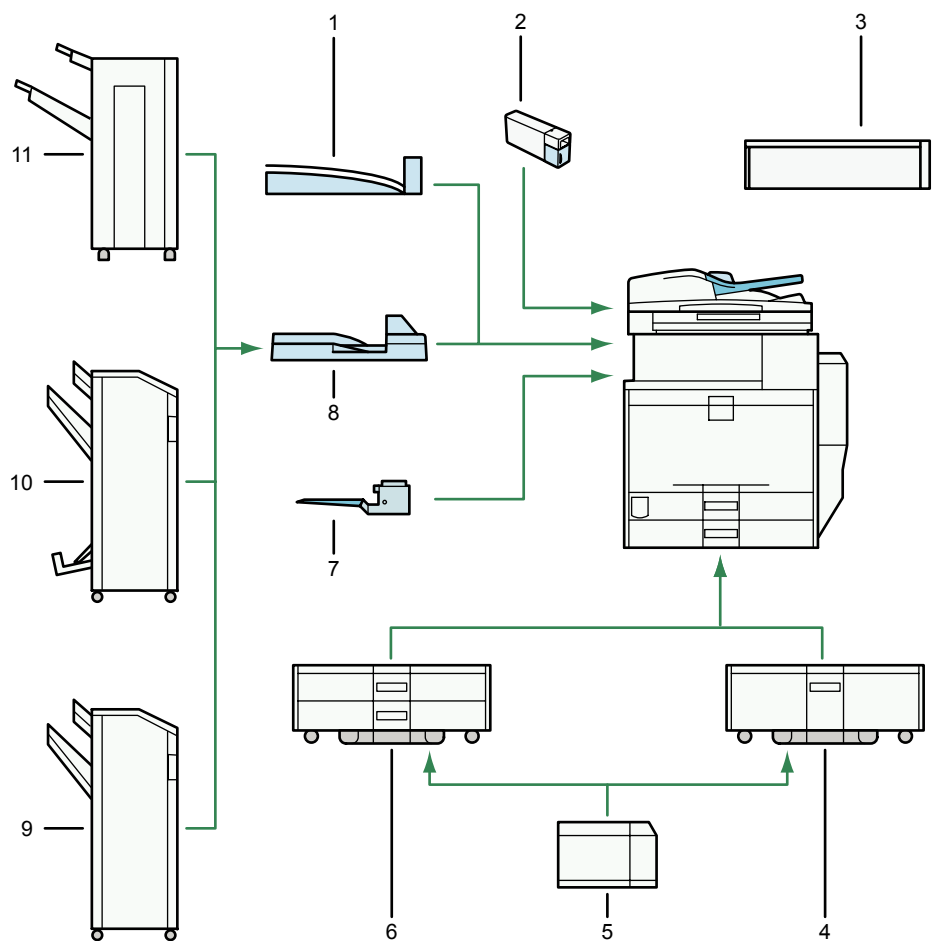
- Finisher upper tray
- Finisher shift tray

12. Finisher SR3010

Sorts, stacks, and staples multiple sheets of paper.

External options for type 3 and 4

This section provides explanations about external options for type 3 and 4.



BJB026S

1. Internal shift tray

Sorts and stacks multiple sheets of paper.

2. Media slot

With this media slot, you can save scan files on a removable memory device.

3. Scanner Accessibility Unit

This unit lets you operate the machine or scan documents from the side instead of using the control panel on the machine.

4. Tray 3 (LCT)

Holds up to 2,000 sheets of paper.

5. Large capacity tray (LCT)

Holds up to 1,200 sheets of paper.

6. Lower paper trays

Consists of two paper trays. Holds up to 1,100 sheets of paper. Each paper tray holds 550 sheets.

7. Internal tray 2 (1 bin tray)

If you select this as the output tray, copied/printed paper or fax messages are delivered here face down.

8. Bridge unit

Relays paper to the finisher.

9. Finisher SR3030

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

- Finisher upper tray
- Finisher shift tray

10. Booklet Finisher SR3020

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

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

11. Finisher SR790

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

- Finisher upper tray
- Finisher shift tray

Note

- When the Scanner Accessibility Unit is installed, the control panel and the scanner unit on the machine cannot be used.

Internal options

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

- Fax unit
Allows you to use the facsimile function.
- Extra G3 Interface Unit
This lets you add a G3 fax line.
- PictBridge card
Allows you to directly print images taken with a PictBridge-compatible digital camera.
- IEEE 1284 Interface Board
Allows you to connect to an IEEE 1284 cable.
- Wireless LAN board
Allows you to install a wireless LAN interface.
- Bluetooth interface unit

Allows you to expand the interface.

- Gigabit Ethernet (1000BASE-T)

Allows you to communicate over 1000BASE-T.

- File Format Converter

Allows you to download documents from the Document Server stored by copier and printer functions.

See “Downloading Stored Documents with Web Image Monitor”, Copy and Document Server Reference .

- Copy Data Security Unit

If a document containing embedded text for unauthorized copy guard is copied, protected pages are greyed out in the copy.

- DataOverWriteSecurity Unit

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

- HDD Encryption Unit

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

- VM card

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

- Browser Unit

With this, you can display on the machine's control panel the data from the server in HTML. You can send scan files from the displayed screen.

Note

- Only one of the following options can be installed on the machine at any one time: IEEE 1284 interface board, Wireless LAN board, Bluetooth interface unit.

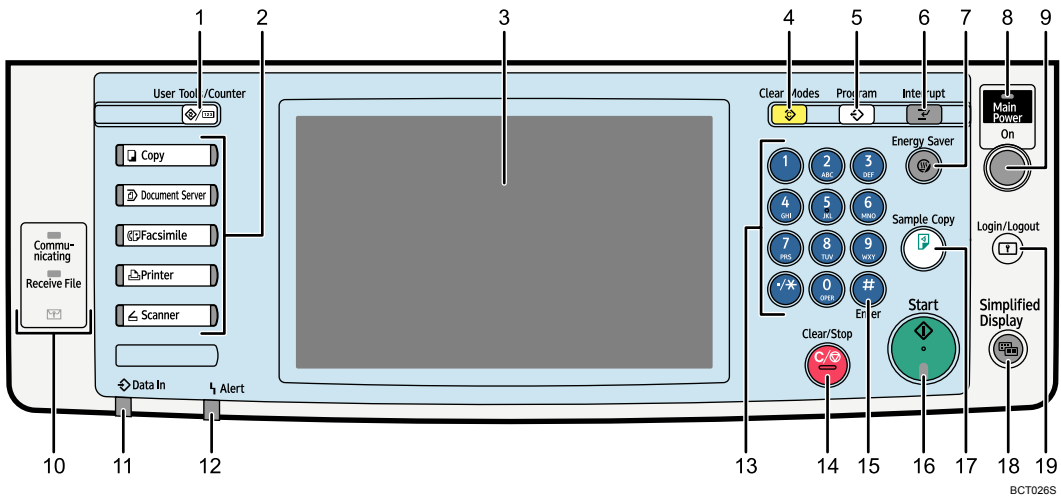
Control Panel

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

★ Important


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

This illustration shows the control panel of the machine with options fully installed.



BCT026S

1. [User Tools/Counter] key

- User Tools
Press to change the default and conditions to meet your requirements. See "Accessing User Tools", Network and System Settings Guide .
- Counter
Press to check or print the counter value. See "Counter".
- Inquiry
Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See "Inquiry".

2. Function keys

Press to display the operation screen of one of the following functions: copy, document server, facsimile, printer, or scanner.

The indicator of the selected function goes on. See "Changing Modes".







3. Display panel

Displays keys for each function, operation status, or messages. See "Display Panel".

4. [Clear Modes] key

Press to clear the current settings.

5. [Program] key (copier, Document Server, facsimile, and scanner mode)

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

6. [Interrupt] key

Press to make interrupt copies. See "Interrupt Copy", Copy and Document Server Reference .

7. [Energy Saver] key

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




8. Main power indicator

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



9. Operation switch

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

10. Communicating indicator, Receiving File indicator, Confidential File indicator

- Communicating indicator
Lights continuously during data transmission and reception.
- Receiving File indicator
Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.
See "Substitute Reception", Facsimile Reference .
- Confidential File indicator
Lights continuously while personal box data is being received.
Blinks while Memory Lock file is being received.
See "Personal Boxes", Facsimile Reference  and "Printing a File Received with Memory Lock", Facsimile Reference .

11. Data In indicator (facsimile and printer mode)

Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Facsimile Reference  and Printer Reference .

12. Alert indicator

Lights continuously if an error has occurred.

13. Number keys

Use to enter the numbers for copies, fax numbers and data for the selected function.

14. [Clear/Stop] key

- Clear
Press to delete a number entered.

- Stop

Press to stop a job in progress, such as copying, scanning, faxing, or printing.


15. [#] key (Enter key)

Press to confirm values entered or items specified.

16. [Start] key

Press to start copying, printing, scanning, or sending.

17. [Sample Copy] key

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

18. [Simplified Display] key

Press this to switch to the Simplified Display.

19. [Login/Logout] key

Press this to log in or log out.

 Reference

- p.65 "Display Panel"
- p.65 "Simplified Display"
- p.71 "Changing Modes"
- p.73 "Turning On/Off the Power"
- p.76 "Saving Energy"
- p.125 "Inquiry"
- p.129 "Counter"

Display Panel

The display panel shows machine status, error messages, and function menus.

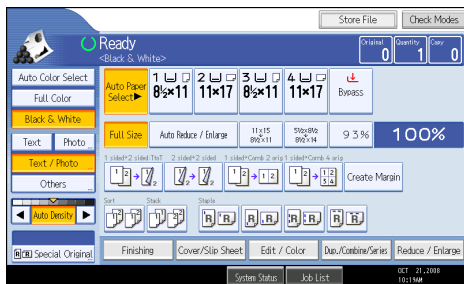
★ Important

- Don't apply strong impact or force to the screen. Or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like **Auto Reduce / Enlarge**. Keys appearing as **Auto Reduce / Enlarge** cannot be used.

The copy display is set as the default screen when the machine is turned on.



↓ Note

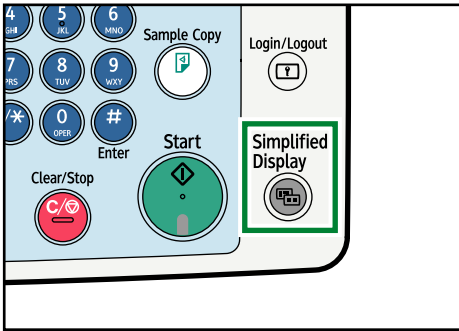
- The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

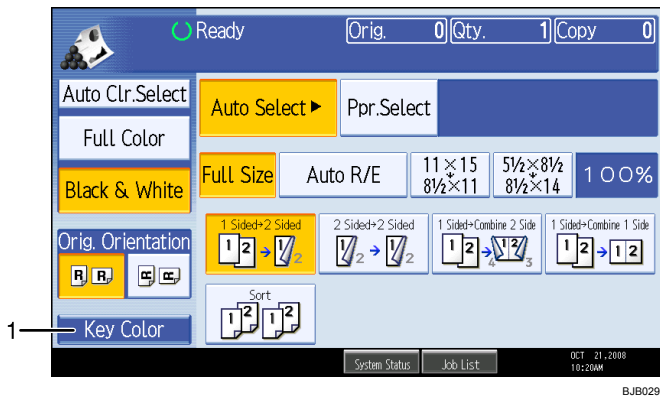
Letters and keys are displayed at a larger size, making operations easier.



BCT030S

Example of a simplified display

This illustration shows the copier function's simplified display.



1. [Key Color]

Press to increase screen contrast by changing the color of the keys.

This is available only for the simplified display.

↓ Note

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

When the Authentication Screen is Displayed

This section explains the authentication screen.

★ Important

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

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

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

↓ Note

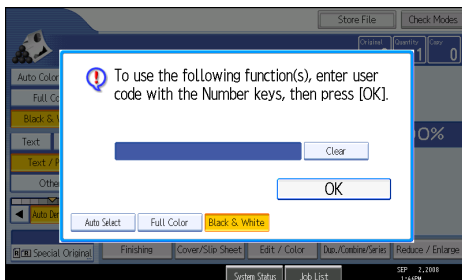
- If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

User Code Authentication (Using the Control Panel)

This section explains the procedure for logging in to the machine using the control panel while User Code Authentication is active.

If User Code Authentication is active, a screen prompting you to enter a user code appears.

1. Enter a user code (up to eight digits), and then press [OK].



↓ Note

- To log off, do one of the following:
 - Press the operation switch.

- Press the [Energy Saver] key after jobs are completed.

User Code Authentication (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver while User Code Authentication is active.

If User Code Authentication is active, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

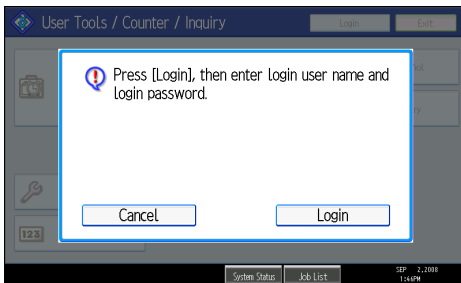
Note

- When logged in through User Code Authentication, you do not have to log out.

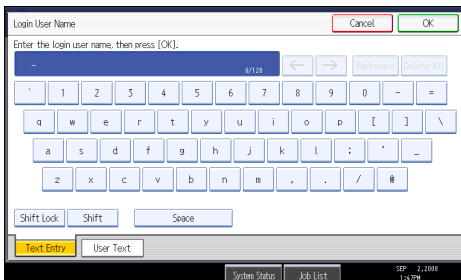
Login (Using the Control Panel)

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

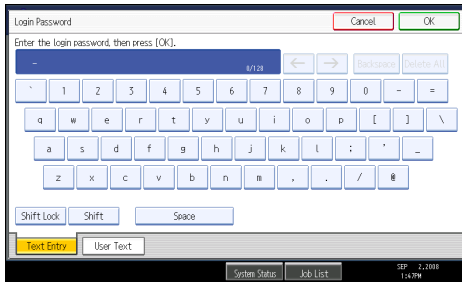
1. Press [Login].



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



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



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

↓ Note

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

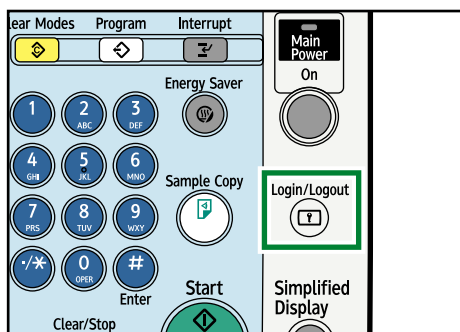
Logout (Using the Control Panel)

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

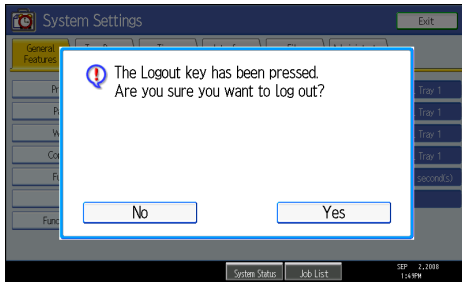
★ Important

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

1. Press the [Login/Logout] key.



2. Press [Yes].



Login (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver.

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, make encryption settings in the printer properties of the printer driver, and then specify a login user name and password. For details, see the printer driver Help.

↓ Note

- When logged in using a printer driver, you do not have to log out.

Login (Using Web Image Monitor)

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

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

↓ Note

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

Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

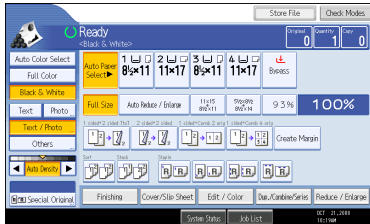
↓ Note

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

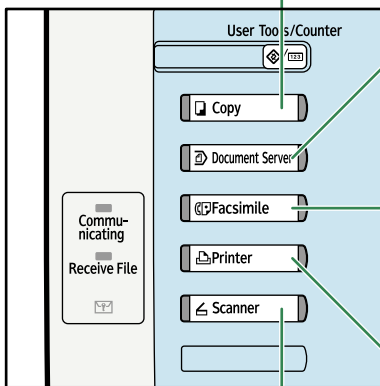
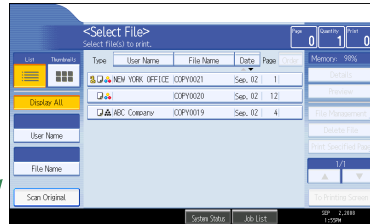
Changing Modes

This section explains how to change modes.

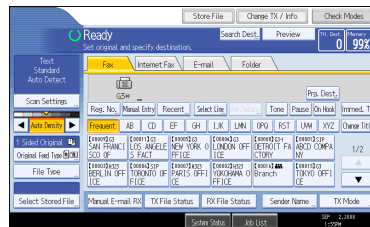
Copier



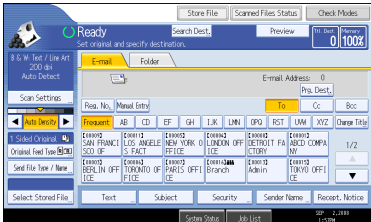
Document Server



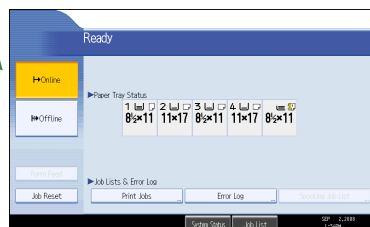
Facsimile



Scanner



Printer




BUB027S

Note

- You cannot switch modes in any of the following situations:
 - When scanning a fax message for transmission
 - During immediate transmission
 - When accessing User Tools / Counter / Inquiry
 - During interrupt copying
 - During On-hook dialling for fax transmission
 - While scanning an original


2


- The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See “System Settings”, Network and System Settings Guide .

System Reset

2

This section explains System Reset.

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

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

Turning On/Off the Power

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

Power supply

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


- Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming up, you can make use of each function.

- Main power switch (left side of the machine)

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

Note

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

Turning On the Main Power

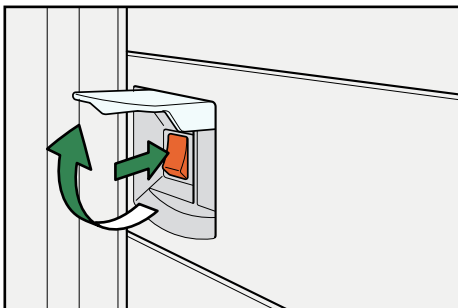
This section explains how to turn on the main power.

Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the main power switch cover, and turn on the main power switch.

The main power indicator goes on.



BJA001S

Note

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

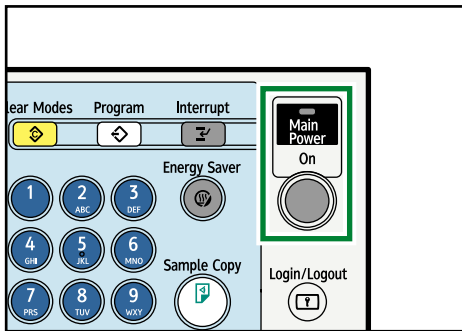
Turning On the Power

2

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



BCT0365

Note

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

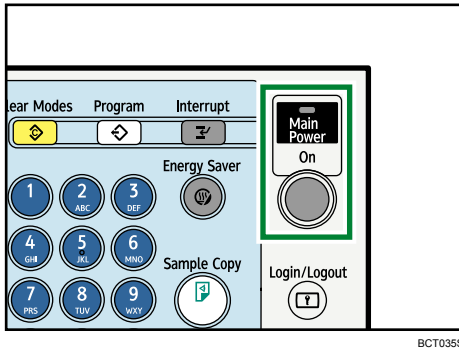
Turning Off the Power

This section explains how to turn off the power.

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

2. Press the operation switch.

The operation switch indicator goes off.



↓ Note

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

Turning Off the Main Power



This section explains how to turn off the main power.

★ Important

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
 - Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.
1. Make sure the operation switch indicator is not lit.
 2. Open the switch cover, and then turn off the main power switch.

The main power indicator goes out.

↓ Note

- When the main power switch is turned off while using the fax function, waiting fax and print jobs may be cancelled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord.
- For details, see “Turning Off the Main Power / In the Event of Power Failure”, Troubleshooting  .

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

2

If you do not use the machine for a certain period after an operation, or when you press the [Energy Saver] key, the display disappears and the machine goes into Energy Saver mode. When you press the [Energy Saver] key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.


You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed under Energy Saver Timer.

Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off".

You can change the Auto Off time under Auto Off Timer.

↓ Note

- See "System Settings", Network and System Settings Guide .
- The Energy Saver and Auto Off functions will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the "Add Toner" message appears
 - When toner is being replenished
 - When the User Tools/Counter/Inquiry screen is displayed
 - When fixed warm-up is in progress
 - When data is being processed
 - When operations are suspended during printing
 - When the On-hook dialing function is in use
 - When a recipient is being registered in the address list or group dial list
 - When the Data In indicator is on or blinking
 - When the screen of stored document under the printer function is displayed
 - When the internal cooling fan is active

3. Adding Paper

This chapter describes recommended paper sizes and types, and how to load paper into the paper tray.


Loading Paper

This section describes how to load paper into the paper tray.

CAUTION

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

Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy and Document Server Reference .

Reference

- p.88 "Recommended Paper Sizes and Types"

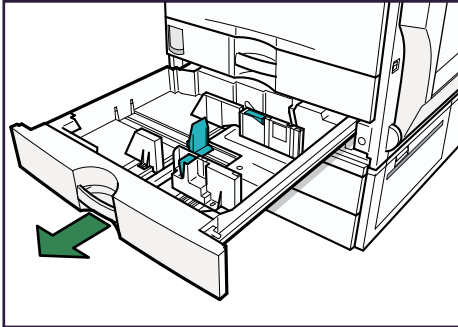
Loading Paper into the Paper Trays

This section describes how to load paper into the paper trays.

Important

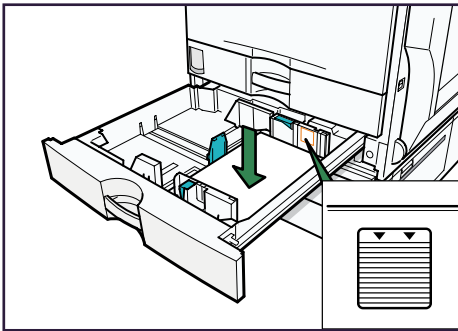
- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- Each tray can hold up to 550 sheets of paper. Do not stack paper over the limit mark.

1. Carefully pull out the paper tray until it stops.



3

2. Square the paper and load it print side up.



3. Carefully push the paper tray fully in.

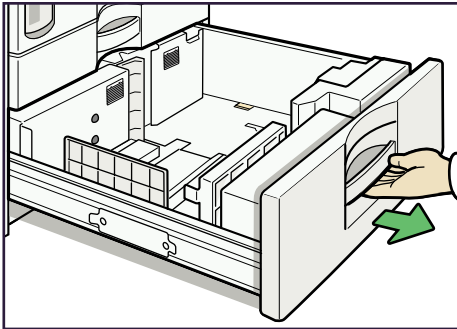
Loading Paper into Tray 3 (LCT)

This section describes how to load paper into tray 3 (LCT).

★ Important

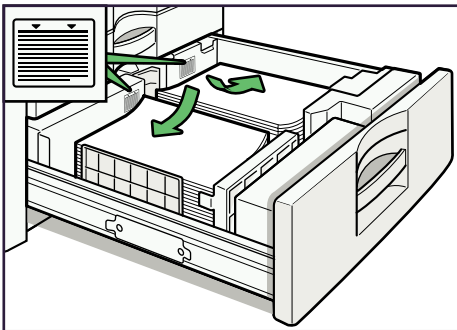
- Tray 3 (LCT) uses $8\frac{1}{2} \times 11$ paper exclusively. Only load $8\frac{1}{2} \times 11$ paper. If you want to load A4, contact your service representative.
- Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.
- Each tray hold up to 1,000 sheets of paper. Do not stack paper over the limit mark.

1. Carefully pull out tray 3 (LCT) until it stops.



BJA035S

2. With the print side up, align all four sides of two paper stacks, and then load them next to each other in the tray.



BJA036S

3. Carefully push the paper tray fully in.

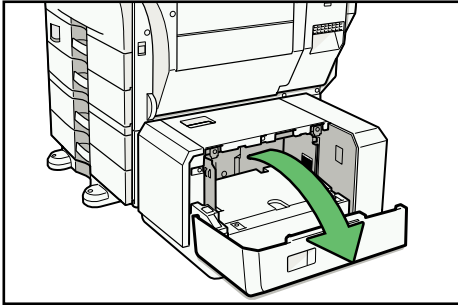
Loading Paper into the Large Capacity Tray (LCT)

This section describes how to load paper into the large capacity tray (LCT).

★ Important

- The large capacity tray (LCT) uses $8\frac{1}{2} \times 11$ paper exclusively. If you want to load A4 contact your service representative.
- Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.
- The tray can hold up to 1,200 sheets of paper. Do not stack paper over the limit mark.

1. Open the top cover of the large capacity tray (LCT).

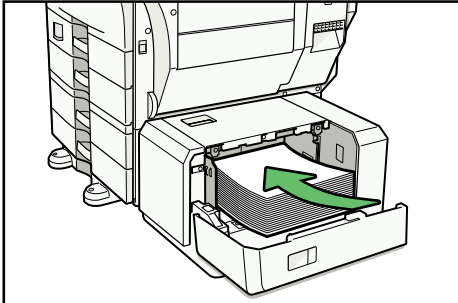


BJA032S

3

2. Load the paper in the tray along the edge on the back.

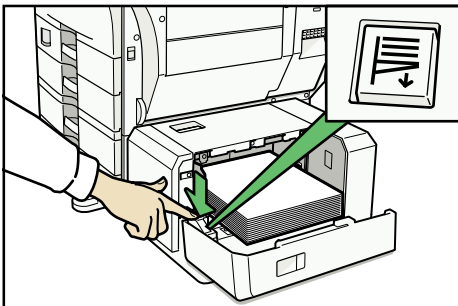
Load the paper print side down.



BJA033S

3. Press the [Down] key.

The bottom plate is moving down.





BJA034S

4. Load paper by repeating steps 2 and 3.
5. Close the cover of large capacity tray (LCT).






Orientation-Fixed Paper or Two-Sided Paper

This section describes loading paper that has a specified orientation and printing side (such as letterhead paper).

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [Yes] in [Input / Output] under [Copier / Document Server Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier/Document Server Features", Copy and Document Server reference . For details about printing with the printer function, see "Printing on a Letterhead Paper", Printer Reference .

3

Original Orientation

Exposure glass		ADF	
	<ul style="list-style-type: none"> copy  scanner  		

Paper Orientation

Copy Mode		Paper Tray or Tray 3 (LCT)	Large Capacity Tray (LCT)	Bypass Tray	
				When originals are placed on the exposure glass	When originals are placed on the ADF
	1 Sided			*1	*1
	2 Sided			—	—
	1 Sided		—	*1	*1
	2 Sided		—	—	—

*1 When the paper size is specified.

: Shows the paper frontside facing up.

: Shows the paper backside facing up.

BBR036S


Changing the Paper Size

This section describes how to change the paper size.

★ Important

- If you want to change the paper size set in tray 3 (LCT) or large capacity tray (LCT), contact your service representative.

↓ Note

- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details about Tray Paper Size, see "System Settings", Network and System General Settings Guide .
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

📖 Reference

- p.88 "Recommended Paper Sizes and Types"

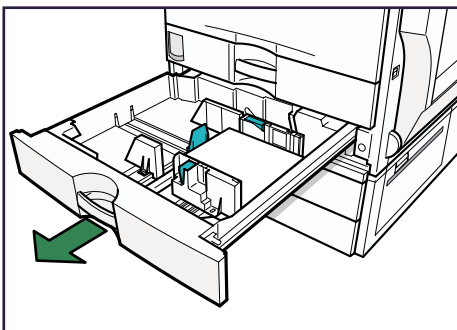
3

Changing the Paper Size in the Paper Trays

This section describes how to change the paper size in the paper trays.

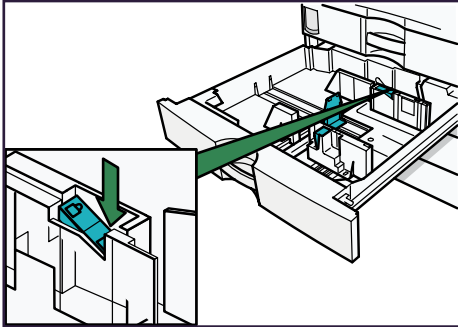
★ Important

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - Do not stack paper over the limit mark.
 - Check the paper edges are aligned with the right side.
 - Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



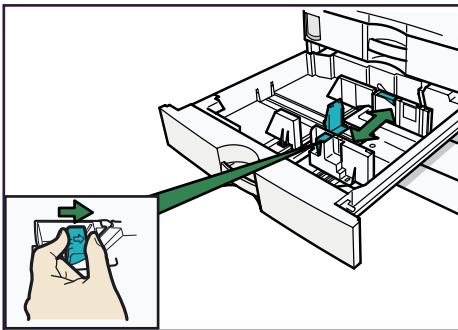
BJA039S

2. Remove paper if loaded.
3. Release the lock on the side fences.



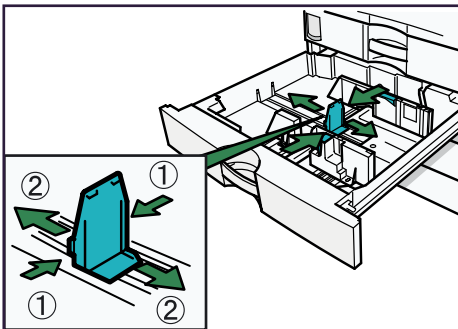
BJA040S

4. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.



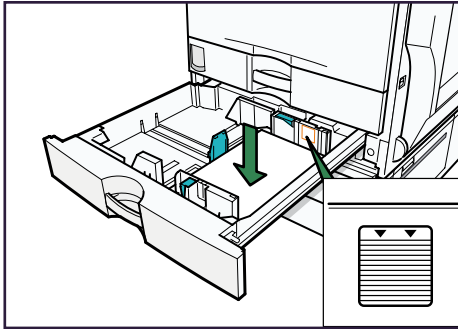
BJA041S

5. Slide the end fence until it is aligned with the size of paper to you want to load.



BJA042S

6. Square the paper and load it print side up.
Re-lock the side fences again.



BJA038S

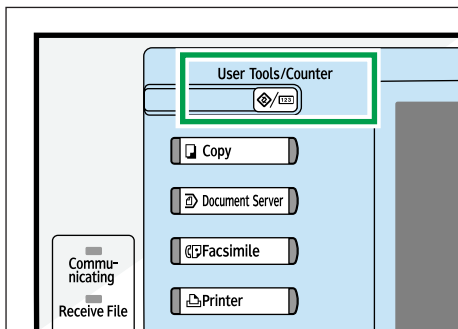
7. Carefully slide the paper tray fully in.
8. Check the size on the display.

3

Changing to a Size That Is Not Automatically Detected

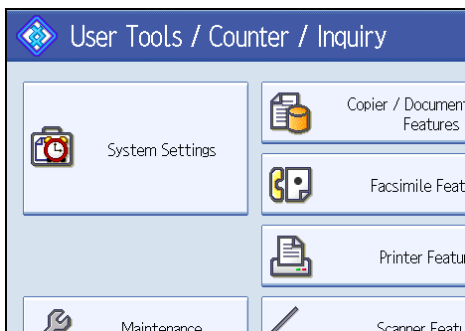
If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper.

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

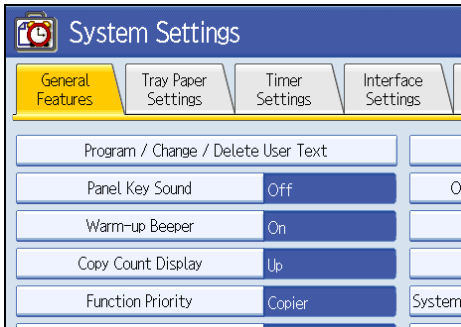


BBP015S

2. Press [System Settings].

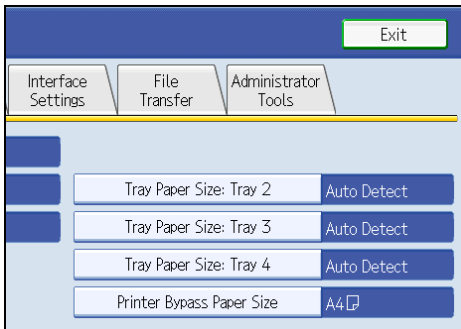


3. Press [Tray Paper Settings] tab.

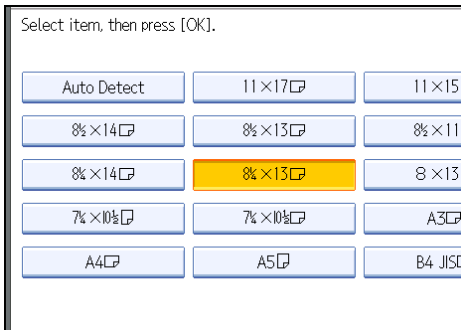


3

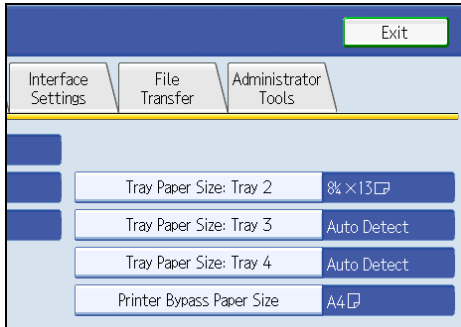
4. Select the tray for which you want to change the paper settings.



5. Select the loaded paper size and feed direction, and then press [OK].



The set paper size and feed direction is displayed.



6. Press the [User Tools / Counter] key.

The initial display is shown.

↓ Note

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types".
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 5. The setting is returned to "Auto Detect".

📖 Reference

- p.88 "Recommended Paper Sizes and Types"

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

★ Important

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

Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 256 g/m ² , 28 - 68 lb.	A4	8 1/2 × 11	550 sheets *7

Tray 2 and lower paper trays (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 256 g/m ² , 28 - 68 lb.	*1 A3, A4, A5, B4, B5, 8 1/2 × 11	*1 A4, A5, B5, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 7 1/4 × 10 1/2	550 sheets *7
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 256 g/m ² , 28 - 68 lb.	*2 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 10 × 14	*2 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 10 × 14	550 sheets *7

Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb.	*1 A3, A4, A5, A6	*1 11 × 17, 8 1/2 × 11, 5 1/2 × 8 1/2	100 sheets

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb.	*4 B4, B5, B6, 11 × 17, 8 ¹ / ₄ × 14 8 ¹ / ₄ × 13, 8 × 13, 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 5 ¹ / ₂ × 8 ¹ / ₂ , 8K, 16K, 12 × 18 11 × 15, 10 × 14	*4 A3, A4, A5, A6, B4, B5, B6, 8 ¹ / ₂ × 14 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 8 × 13, 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 8K, 16K, 12 × 18, 11 × 15, 10 × 14	100 sheets
60 - 105 g/m ² , 16 - 28 lb.	*5 Custom size Vertical: 90.0 - 305.0 mm Horizontal: 148.0 - 600.0 mm	*5 Custom size Vertical: 3.55 - 12.00 inches Horizontal: 5.83 - 23.62 inches	100 sheets
Thick Paper *6 106 - 256 g/m ² , 28 - 68 lb.	*1 A3, A4, A5, A6	*1 11 × 17, 8 ¹ / ₂ × 11 5 ¹ / ₂ × 8 ¹ / ₂	*7
Thick Paper *6 106 - 256 g/m ² , 28 - 68 lb.	*4 B4, B5, B6, 11 × 17, 8 ¹ / ₄ × 14 8 ¹ / ₄ × 13, 8 × 13, 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 5 ¹ / ₂ × 8 ¹ / ₂ , 8K, 16K, 12 × 18 11 × 15, 10 × 14	*4 A3, A4, A5, A6, B4, B5, B6, 8 ¹ / ₂ × 14 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 8 × 13, 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 8K, 16K, 12 × 18, 11 × 15, 10 × 14	*7

Paper type and weight	Metric version	Inch version	Paper capacity
Thick Paper ^{*6} 106 - 256 g/m ² , 28 - 68 lb.	^{*5} Custom size Vertical: 90.0 - 305.0 mm Horizontal: 148.0 - 600.0 mm	^{*5} Custom size Vertical: 3.55 - 12.00 inches Horizontal: 5.83 - 23.62 inches	
OHP transparencies ^{*8}	A4	8 1/2 × 11	^{*7} ^{*9}
Label paper (adhesive labels)	B4JIS, A4	B4JIS, A4	1 sheet
Envelope	Com 10, Monarch, C5, C6, DL Env.	Com 10, Monarch, C5, C6, DL Env.	

Tray 3 (LCT) (optional)



Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 256 g/m ² , 28 - 68 lb.	^{*10} A4	^{*10} 8 1/2 × 11	1,000 + 1,000 sheets ^{*7}

Large capacity tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 169 g/m ² , 28 - 45 lb.	^{*10} A4	^{*10} 8 1/2 × 11	1200 sheets ^{*7}

*1 The paper size is detected automatically.



*2 Select the paper size in System Settings. For details about Tray Paper Size: Tray 2-4, see "System Settings", Network and System Settings Guide.


- *3 Enter the paper size using the number keys in System Settings. For details about Tray Paper Size: Tray 2-4, see “System Settings”, Network and System Settings Guide .
- *4 Press the [#] key, and then select the paper size.
- *5 Press the [#] key, and then enter the paper size using the number keys.
- *6 If you want to copy onto thick (105 g/m², 28 lb. or heavier) paper, select [Thick Paper]. See “Copying from the Bypass Tray”, Copy and Document Server Reference .
- *7 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See “Loading Paper”.
- *8 If you wish to copy onto OHP transparencies, select [OHP (Transparency)].
- *9 It is recommended to place one sheet at a time.
- *10 The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.

Paper Thickness

Paper Thickness	Metric version	Inch version
Plain Paper 1	60 - 74 g/m ²	16 - 20 lb.
Plain Paper 2	75 - 90 g/m ²	20 - 24 lb.
Middle Thick	91 - 105 g/m ²	24 - 28 lb.
Thick Paper 1	106 - 169 g/m ²	28 - 45 lb.
Thick Paper 2	170 - 220 g/m ²	45 - 58.5 lb.
Thick Paper 3	221 - 256 g/m ²	59 - 68 lb.

Note

- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (Glossy paper and OHP transparencies can produce noise when delivered.)
- When using translucent paper or label paper, make sure to select the appropriate paper type. For details about Paper Type: Bypass Tray, see “System Settings”, Network and System Settings Guide .
- When loading paper in the paper trays 1 - 2, the tray 3 (LCT), and the lower paper trays, place the print side face up.
- When loading paper in the bypass tray, and the large capacity tray, place the print side face down.
- When you use the bypass tray, it is recommended to set the paper direction to .
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use color OHP transparencies with coatings that are easily melted by heat.

- When printing on OHP transparencies, press [Bypass], and the [#] key, and then select the paper size.
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Use A4 or 8 1/2 × 11 size transparencies, and specify their size. For details, see Copy and Document Server Reference, and Printer Reference.
- When you use OHP transparencies, fan them for each use.
- Flatten out curled sheets before loading them.
- We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.
- If multiple sheet feeding occurs, load sheets one by one.
- When you load label paper, set the paper direction to .
- To print on envelopes from the bypass tray: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Envelope], and [Paper Thickness] to [Thick Paper 2].
- To print on coated paper from the bypass tray, Tray 1, 2, 3, 4, Tray 3 (LCT), or the large capacity tray (LCT): select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type] be sure to set [Paper Type] to [Coated Paper], and [Paper Thickness] to [Thick Paper 1].
- To print on high-gloss coated paper from the bypass tray, Tray 1, 2, 3, 4, Tray 3 (LCT), or the large capacity tray (LCT): select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Coated Paper: Gloss].
- Before loading coated or glossy sheets, be sure to fan them thoroughly. If sheets feed in together, become jammed, or produce strange noises when delivered, load them one by one from the bypass tray.
- When copying or printing onto letterhead paper, the paper placing orientation is different depends on which function you are using. See "Orientation-fixed paper or two-sided paper".
- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Tray 1-4, and Paper Type: LCT. See "System Settings", Network and System Settings Guide. For the setting procedure of the Auto Tray Switching function, see "Copier/Document Server Features", Copy and Document Server Reference.
- When copying or printing onto prepunched paper, the copy/print speed is slower than usual.
- The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.

Reference

- p.77 "Loading Paper"

- p.81 "Orientation-Fixed Paper or Two-Sided Paper"
- p.98 "Unusable Paper"


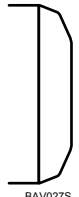
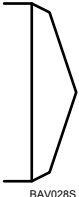
Envelopes

This section describes loading envelopes.

★ Important



- Only envelopes (1) - (3) as shown below are supported.

3

Envelope types	Supported/Not supported
(1)  BAV026S	Supported *1
(2)  BAV027S	Supported *1
(3)  BAV028S	Supported *1

*1 Misfeeds might also occur when using envelopes (1) - (3) depending on the length and shape of the flaps.

- To print on envelopes, load them on the bypass tray and be sure to specify the appropriate paper type.

See “Copying from the Bypass Tray”, Copy and Document Server Reference , and “Setting Paper on the Bypass Tray”, Printer Reference .

- Specifications for envelopes are as follows:

	Metric version	Inch version
Weight	72 - 90 g/m ²	19 - 24 lb.

	Metric version	Inch version
Recommended weight and size	80 g/m ² , 114 × 229 mm (C5/6) 80 g/m ² , 114 × 162 mm (C6) 95 g/m ² , 162 × 229 mm (C5)	24 lb., 4 ¹ / ₈ × 9 ¹ / ₂ (Com10)

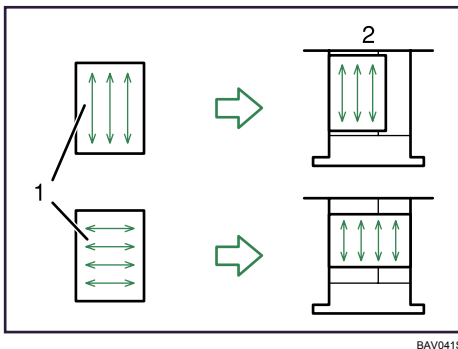
- Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.
- In a hot and humid environment, the envelope might be output creased or improper printing quality.

Thick Paper

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

When loading thick paper of 170 - 256 g/m² (45 - 68) in paper trays 1 - 3 or in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

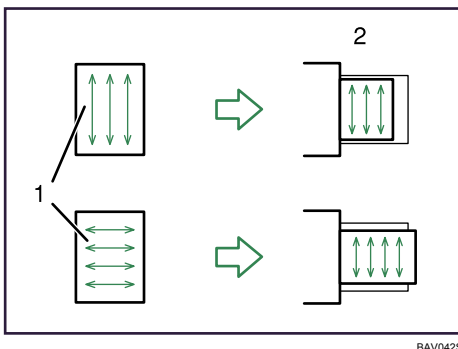
- Store all paper together in the same place - a room where the temperature is 20 - 25°C (68 - 77° F) and humidity is 30 - 65%.
- When loading thick sheets, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
- Smooth out any curls in the paper before loading it.
- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper in paper trays 1 - 3, set the paper direction according to its grain, as shown in the following diagram.



1: Direction of paper grain

2: Direction in which to set thick paper in paper trays 1 - 3

- When loading thick paper in the bypass tray, set the paper direction according to its grain, as shown in the following diagram.



1: Direction of paper grain

2: Direction in which to set thick paper in the bypass tray

Note

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

Unusable Paper

This section describes paper unusable on this machine.

CAUTION

- Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.

3

Important

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

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Perforated paper
 - Slippery paper
 - Torn paper
 - Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
 - Do not store paper vertically.
- Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in plastic bags.

