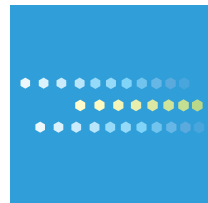


Paper type: OK Prince Eco G100(55kg), Paper Thickness=0.08 mm // Pages in book=212 // Print scale=81%

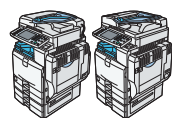
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 8.48 mm



Read This First



Operating Instructions



About This Machine



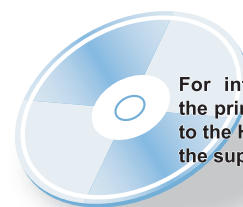
Operating Instructions

About This Machine

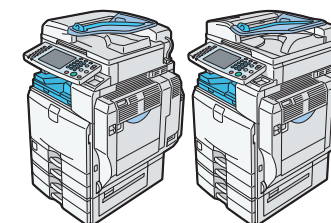


C9130/C9135/C9145/C9155/C9130G/C9135G/C9145G/C9155G
LD630C/LD635C/LD645C/LD655C/LD630CG/LD635CG/LD645CG/LD655CG
Aficio™ MP C3001/C3501/C4501/C5501/C3001G/C3501G/C4501G/C5501G

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 On-screen Operating Instructions
- 7 Remarks
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Type for C9130/LD630C/Aficio MP C3001
Type for C9135/LD635C/Aficio MP C3501
Type for C9145/LD645C/Aficio MP C4501
Type for C9155/LD655C/Aficio MP C5501
Type for C9130G/LD630CG/Aficio MP C3001G
Type for C9135G/LD635CG/Aficio MP C3501G
Type for C9145G/LD645CG/Aficio MP C4501G
Type for C9155G/LD655CG/Aficio MP C5501G
Printed in China

EN  D088-7603



D0887603

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.



Documentation for This Machine

































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Manuals for This Machine

Read this manual carefully before you use this machine.

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

★ Important

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

About This Machine

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

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

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.

VM Card Extended Feature Settings Device Reference

Explains how to set up the extended features settings with the machine.

VM Card Extended Feature Settings Web Reference

Explains how to set up the extended features settings using Web Image Monitor.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- App2Me Start Guide

↓ Note

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

Product name	General name
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 Reference	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes
VM Card Extended Feature Settings Device Reference	No	Yes	Yes
VM Card Extended Feature Settings Web Reference	No	Yes	Yes

What You Can Do with This Machine

This section introduces the features of this machine.

Note

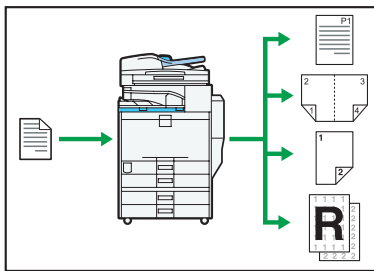
- For details about options, see "Options".

Reference

- p.63 "Options"


Using This Machine as a Copier

You can make copies of originals.



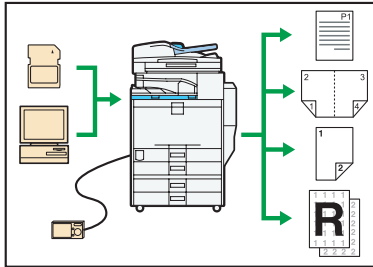
- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.
- You can adjust the color tones and image quality 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.



CAS005

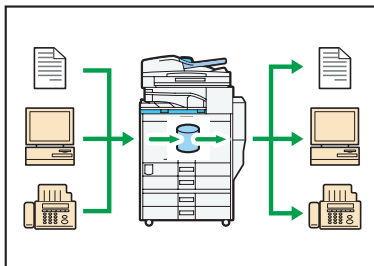
- This machine supports network and local connections.
- If the optional media slot or the optional PostScript 3 unit is installed, you can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard 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.
- If the optional PictBridge card is 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.
- If the optional media slot is installed, you can print files stored on a removable memory device and specify print conditions such as color mode and print size.

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 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).



CAS006

- You can retrieve stored documents scanned in scanner mode.
- Using the file format converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

Reference

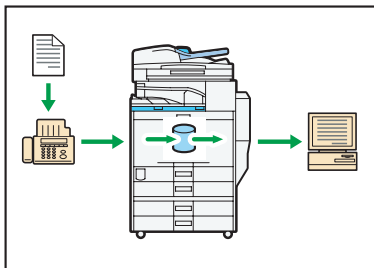
- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Reference .
- For details about Document Server in copier mode, see "Storing Data in the Document Server", Copy and Document Server Reference .
- For details about Document Server 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 .

Paperless Fax Transmission and Reception

You can send and receive fax messages without printing them.

Reception

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



CAS007

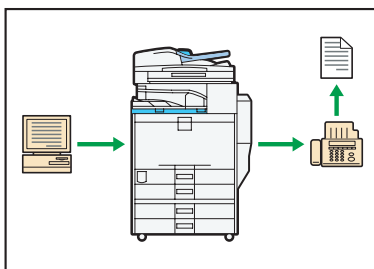
You can use Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

Reference

- See “Confirming/Printing/Deleting Received and Stored Documents”, Facsimile Reference ②.

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).



CAS008

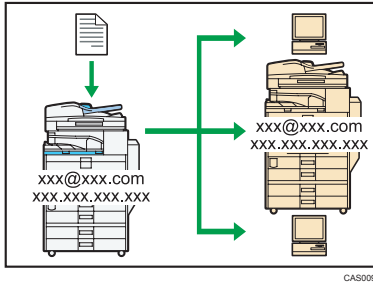
- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

Reference

- For details about the machine's settings, see “Network Settings Required to Use the Printer/LAN-Fax”, Network and System Settings Reference ②.
- For details about how to use the function, see “Fax via Computer”, Facsimile Reference ②.

Fax Transmission and Reception Over the Internet

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



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.

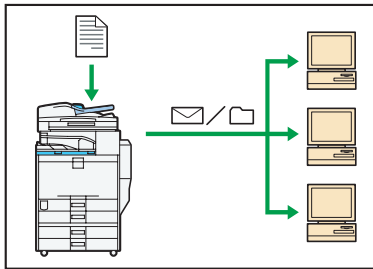
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Reference

- For details about settings, see “Network Settings Required to Use Internet Fax”, Network and System Settings Reference .
- 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.











CAS010

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery software*¹ (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.
- You can use Web Services on Devices (WSD) to send scan files to a client computer.

*¹ For details to purchase ScanRouter delivery software, contact your local dealer.

Reference

- For details about sending scan files by e-mail, see “Specifying a Destination”, Facsimile Reference , and “Sending Scan Files by E-mail”, Scanner Reference .
- For details about file storage, see Scanner Reference .
- For details about sending scan files by Scan to Folder, see “Specifying a Destination”, Facsimile Reference , and “Sending Scan Files to Folders”, Scanner Reference .
- For details about the machine's settings for network delivery scanner, see “Network Settings Required to Use the Network Delivery Scanner”, Network and System Settings Reference .
- For details about how to use the network delivery scanner function, see “Delivering Scan Files”, Scanner Reference .
- For details about sending using WSD, see “Sending Scan Files Using WSD”, Scanner Reference .

Administrating the Machine/Protecting Documents (Security Functions)

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



CAS011

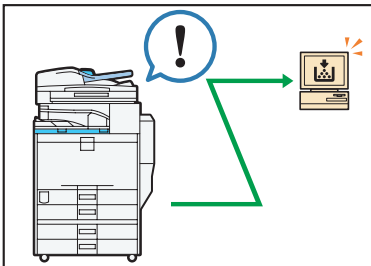
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

Reference

- See Security Reference .

Monitoring and Setting the Machine Via Computer

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



CAS012

- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
- Using Web Image Monitor, you can register information in the Address Book, specify the machine's settings, and check the machine's status with ease.

-
- Using Web Image Monitor, you can check and specify the initial settings (System Settings, 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.



Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

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 on the machine's display or control panels.



Indicates instructions in book form.



Indicates instructions in sheet form.



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

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: C9130/LD630C/Aficio MP C3001/C9130G/LD630CG/Aficio MP C3001G
- Type 2: C9135/LD635C/Aficio MP C3501/C9135G/LD635CG/Aficio MP C3501G
- Type 3: C9145/LD645C/Aficio MP C4501/C9145G/LD645CG/Aficio MP C4501G
- Type 4: C9155/LD655C/Aficio MP C5501/C9155G/LD655CG/Aficio MP C5501G

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

Names of Major Items

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

- Auto document feeder → ADF
- Large capacity tray (optional) → LCT
- Envelope Feeder EF3000 → Small size paper tray

Notes

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

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.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING

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

⚠ CAUTION

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

Safety Precautions to Be Followed

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

Environments where the machine can be used

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

⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ 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.

⚠ CAUTION

- Do not expose the machine to salt-bearing air or corrosive gases. Also, do not locate the machine in environments where chemical experiments are performed, such as in a laboratory. Doing so could result in malfunction.

⚠ CAUTION

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

⚠ CAUTION

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

Handling power cords and power plugs

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

- 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.

⚠ CAUTION

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

⚠ CAUTION

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

CAUTION

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

CAUTION

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

CAUTION

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

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

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

WARNING

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

WARNING

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

WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

- 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.

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

Handling the machine's interior

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ 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

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

⚠ 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. Otherwise, an injury might occur.

⚠ CAUTION

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

Handling the machine's supplies

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ 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

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

⚠ CAUTION

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

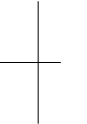
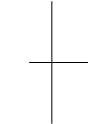
⚠ CAUTION

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

Other safety precautions

This section explains other safety precautions.

⚠ CAUTION

- A network interface cable with a ferrite core must be used for RF interference suppression.
- 
- 
- 

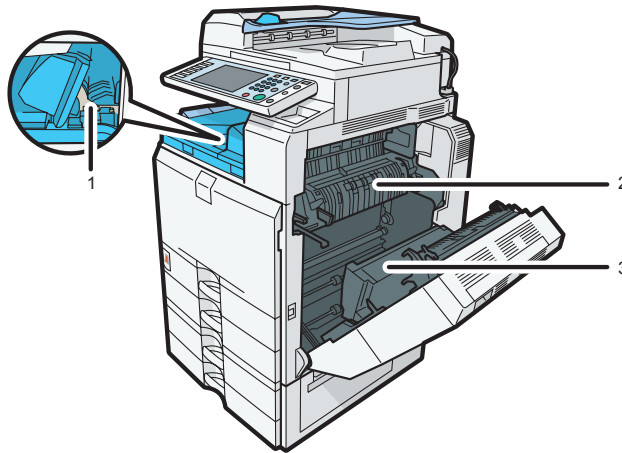
Safety Labels of This Machine

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.

Main unit



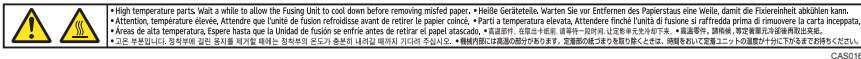
CAS014

1



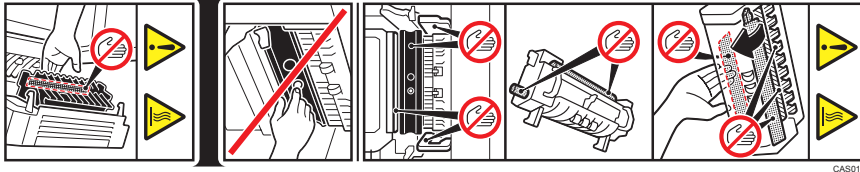
Do not touch the parts a label indicates. The inside of the bridge unit could be very hot. Caution should be taken when removing misfed paper.

2



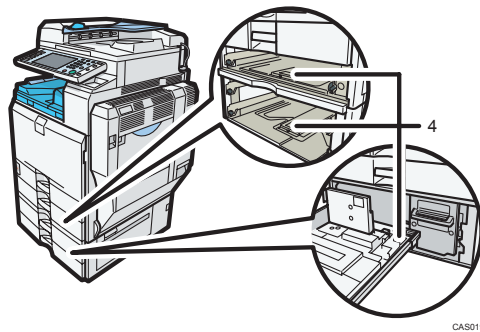
High temperature parts. Wait a while to allow the Fusing Unit to cool down before removing misfed paper.

3



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.

Paper tray

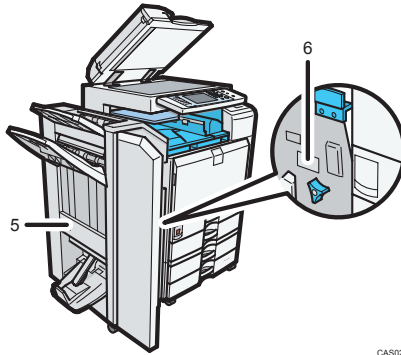


4



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.

Booklet Finisher SR3000



CAS021

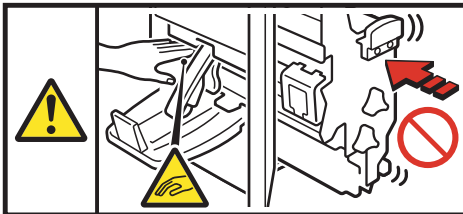
5



CAS022

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.

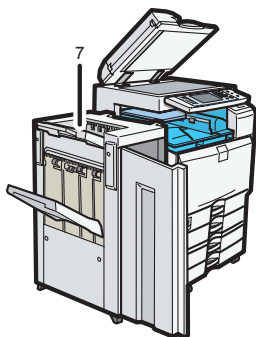
6



CAS023

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.

Finisher SR790



CAS127

7



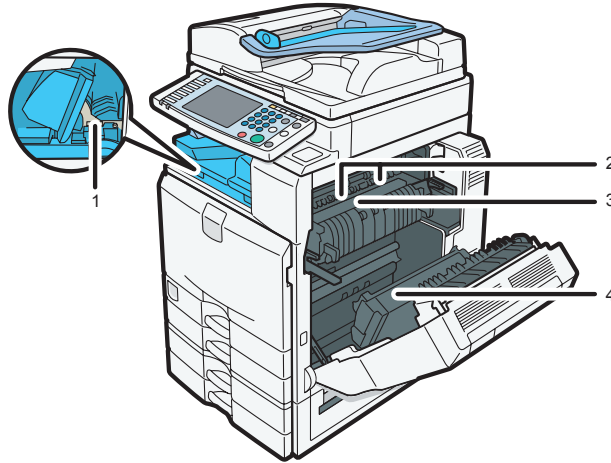
CAS128

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

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.

Main unit



CAS024

1



CAS015

Do not touch! Surface may be very hot.

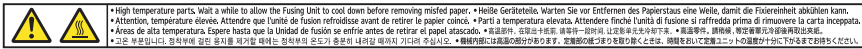
2



CAS025

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.

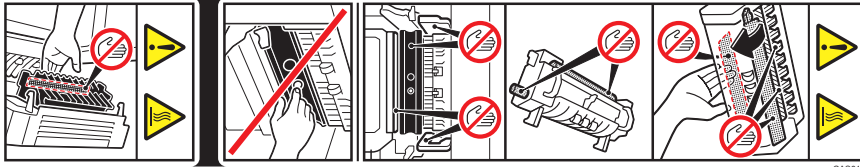
3



CAS016

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

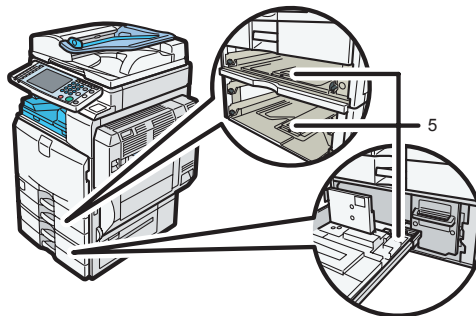
4



CAS017

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.

Paper tray



CAS026

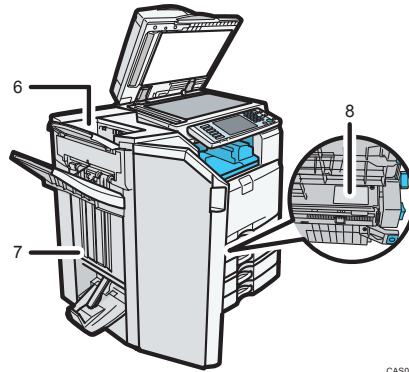
5



CAS020

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.

Finisher SR3030 or Booklet Finisher SR3020



CAS027

6



CAS128

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

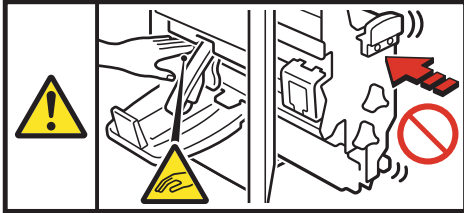
7



CAS022

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.

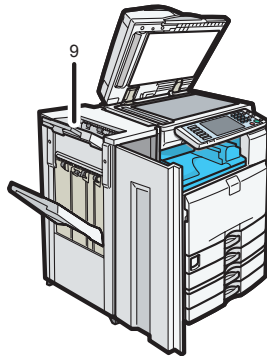
8



CAS023

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.

Finisher SR790



CAS126

9





CAS128

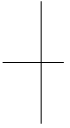
During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.



Power Switch Symbols

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

-  : POWER ON
-  : 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.40 "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 "Off". This default time can be changed.

Sleep Mode

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 1 minute. 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	92 W	92 W
Time of Switch into Low Power Mode	Off	Off
Time of Switch out from Low Power Mode	6 seconds	6 seconds
Reduced Electrical Consumption by Sleep Mode	1.2 W	1.2 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	13 seconds	13 seconds

Specification for type 3 and 4

	Type 3	Type 4
Reduced Electrical Consumption by Low Power Mode	99 W	99 W
Time of Switch into Low Power Mode	Off	Off
Time of Switch out from Low Power Mode	10 seconds	10 seconds

	Type 3	Type 4
Reduced Electrical Consumption by Sleep Mode	1.2 W	1.2 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	19 seconds	32 seconds

Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see “Timer Settings”, Network and System Settings Reference .
- Depending on which Embedded Software Architecture application is installed on it, the machine might take longer than indicated to enter Sleep Mode.

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 I laser products. This equipment contains four AlGaInP laser diodes, 9 milliwatts, 648 ~ 663 nanometer wavelength for each emitter.

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 I laser products. This equipment contains eight AlGaInP laser diodes, 9 milliwatts, 648 ~ 663 nanometer wavelength for each emitter.

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 and IC Rules

Declaration of Conformity

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.

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:

- C9130/LD630C/Aficio MP C3001
- C9135/LD635C/Aficio MP C3501
- C9130G/LD630CG/Aficio MP C3001G
- C9135G/LD635CG/Aficio MP C3501G
- C9145/LD645C/Aficio MP C4501
- C9155/LD655C/Aficio MP C5501
- C9145G/LD645CG/Aficio MP C4501G
- C9155G/LD655CG/Aficio MP C5501G

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 or 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:

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 (FCC ID: BBP-WLRWL541) and Bluetooth module BL-63101 (FCC ID: NXXBL-631) which performed colocation 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.




Notes to users in the state of California

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

Important Safety Instructions

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.



Save these instructions.

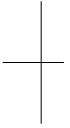
IMPORTANTES MESURES DE SÉCURITÉ

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques-unes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.





1. Simple Search

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

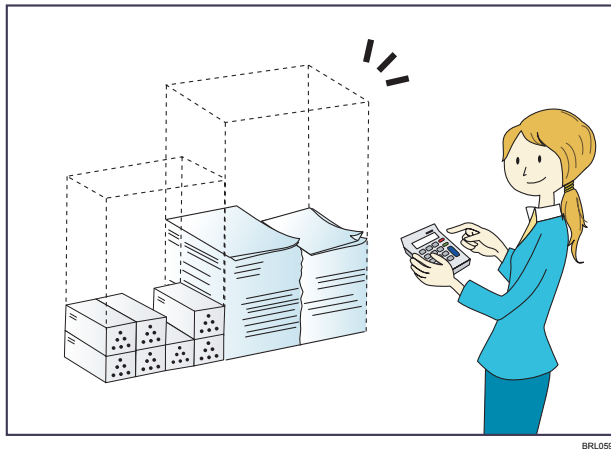
Searching by What You Want to Do

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

1


I Want to Save my Paper Document!

This section explains the functions and procedures that you can use to reduce your printing and running costs easily.




BRL099S

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


⇒ See "Duplex Copying", 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 (2 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 .

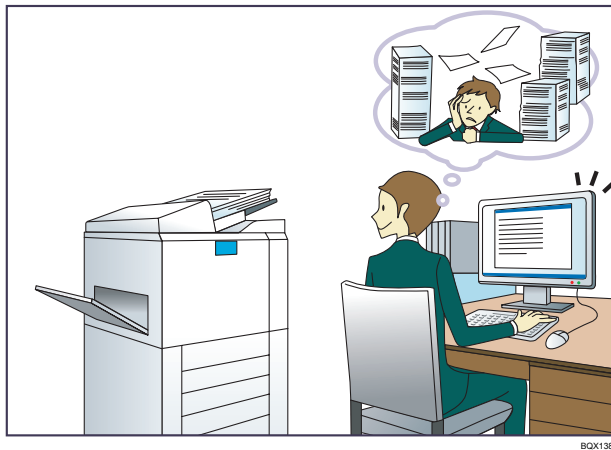
Sending files from the computer without printing them (LAN-Fax)

⇒ See “Sending Fax Documents from Computers”, Facsimile Reference ⓘ.

1

I Want to Convert Documents to Electronic Formats Easily!

This section explains the functions and procedures you can use to convert documents to electronic formats easily.



BQX1385

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 “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 ⓘ.

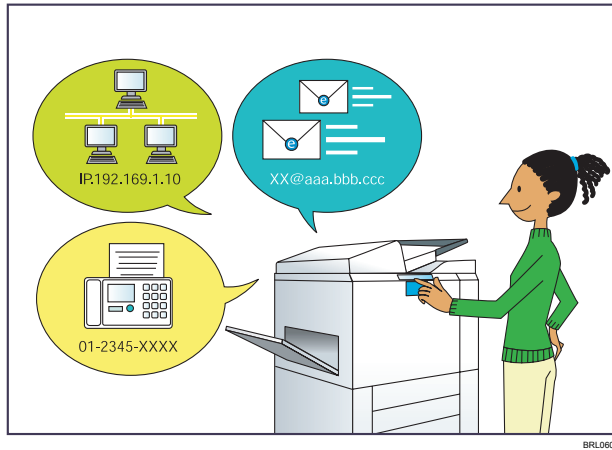
Managing and using documents converted to electronic formats (Document Server)

⇒ See “Relationship 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.

1




Using the control panel to register destinations in the Address Book

- ⇒ See "Registering Entered Destinations to the Address Book", Facsimile Reference .
- ⇒ See "Entering an E-mail Address Manually", Scanner Reference .

Using Web Image Monitor to register 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!

This section explains the functions and procedures that you can use to operate the machine more effectively.




1



Registering and using frequently-used settings (Program)

- ⇒ See "Registering Frequently Used Functions", Copy and Document Server Reference .
- ⇒ See "Registering Frequently Used Settings", Facsimile Reference .
- ⇒ See "Registering Frequently Used Settings", Scanner Reference .

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

- ⇒ See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference .
- ⇒ See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference .
- ⇒ See "Changing the Default Functions 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.91 "Loading Paper"

I want to change the paper size.

⇒ p.99 "Changing the Paper Size"

I want to know what the paper specifications are.

⇒ p.111 "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 Reference .


Register/Change/Delete

I want to register a fax number.

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

⇒ See "Registering 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 Reference .

I want to register an e-mail address.

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

I want to register an SMB folder.

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

I want to register multiple addresses as a group.

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

I want to register frequently-used copier 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 ④.

1

Color

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

⇒ See "Scan Settings", Scanner Reference ④.

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

⇒ See "Specifying the File Type", Scanner Reference ④.

Check

I want to display the fax transmission status.

⇒ See "Confirming on Display", Facsimile Reference ④.

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

⇒ See "Confirming by Report", Facsimile Reference ④.

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

⇒ See "Communication Failure Report", Facsimile Reference ④.

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

⇒ See "Communication Result Report (Memory Transmission)", Facsimile Reference ④.

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

⇒ See "Using the Document Server", Copy and Document Server Reference ④.

I want to check which faxes have been received.

⇒ See "Checking the Reception Result (Reception File Status)", Facsimile Reference ④.

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

⇒ See "Confirming Received and Stored Documents", Facsimile Reference ④.

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 ④.


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

⇒ See "Check Modes", Scanner Reference ④.

I want to check the scan image before sending it.

⇒ See "Preview", Scanner Reference ④.


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 as 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 from the Bypass Tray”, Copy and Document Server Reference .

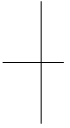
⇒ See “Copying onto Envelopes from the Small Size Paper Tray”, Copy and Document Server Reference .

I want to print onto envelopes.

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



1. Simple Search



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.

2

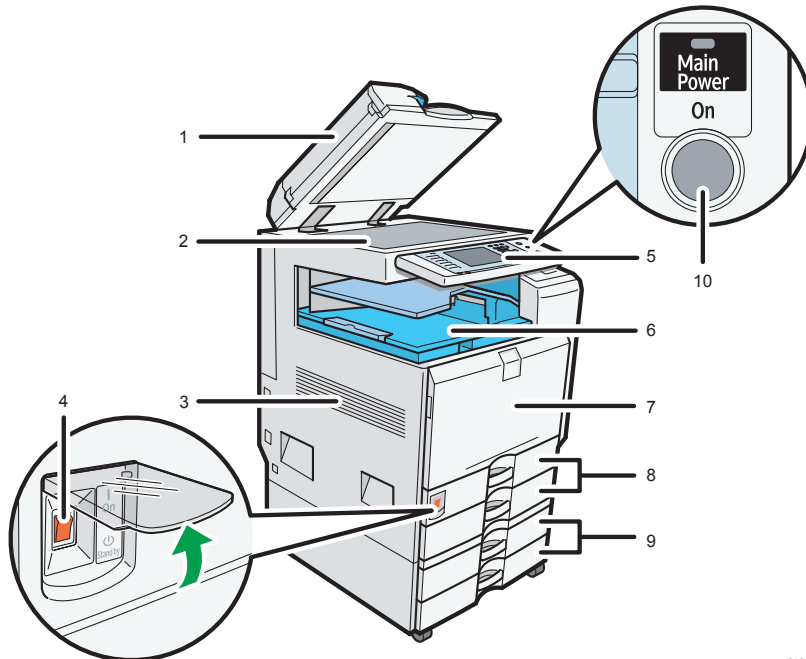
Guide to Components of Type 1 and 2

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.

Front and left view



CAS092

1. ADF

Lower the ADF over originals placed on the exposure glass.

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

2. Exposure glass

Place originals face down here.

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 trays (trays 1 ~ 2)

Load paper here.

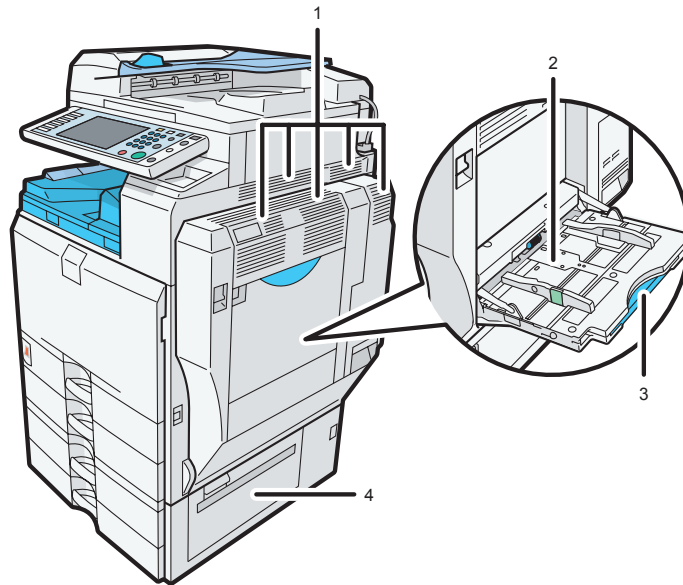
9. Lower paper trays (optional)

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".

Front and right view



2

CAS029

1. Ventilation holes

Prevent overheating.

2. Bypass tray

Use to copy or print on OHP transparencies, label paper (adhesive labels), envelopes and custom size paper.

3. Extender

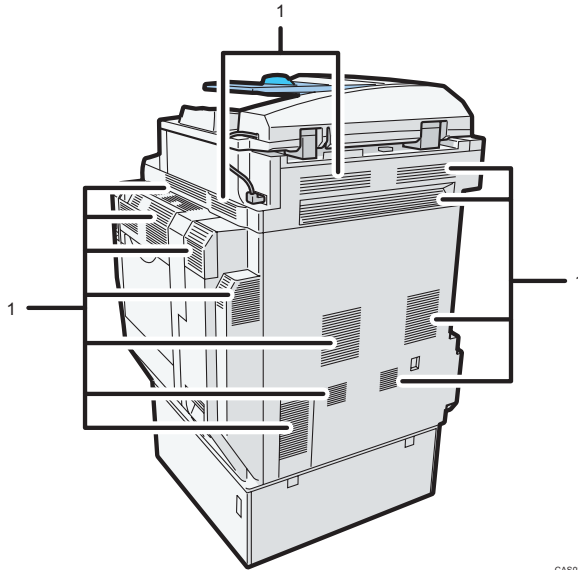
Pull this extender out when loading sheets larger than A4 in the bypass tray.

4. Lower right cover

Open this cover when a paper jam occurs.

Rear and right view

2



CAS030

1. Ventilation holes

Prevent overheating.

Reference

- p.68 "Control Panel"
- p.80 "Turning On/Off the Power"

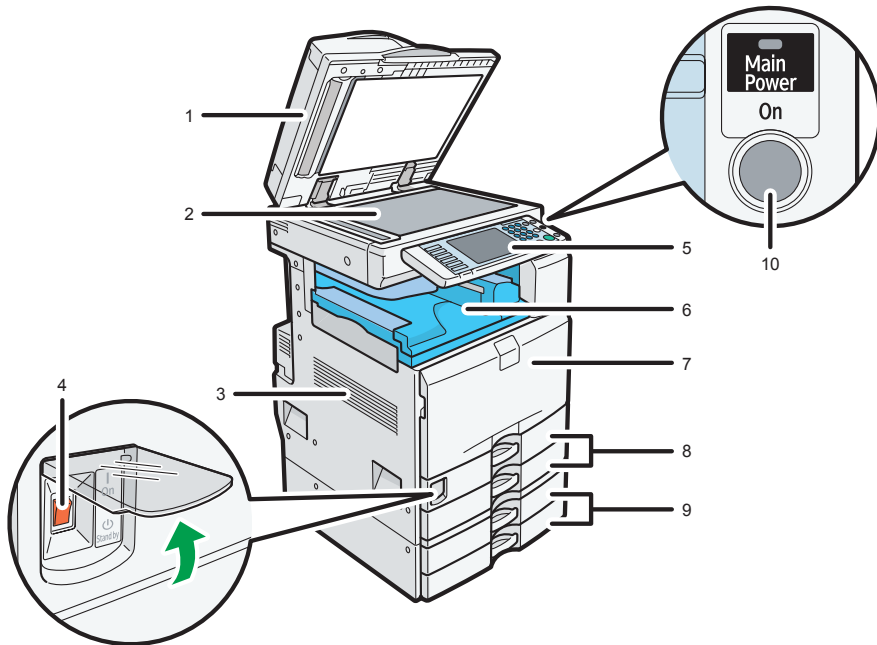
Guide to Components of Type 3 and 4

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.

Front and left view



1. ADF

Lower the ADF over originals placed on the exposure glass.

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

2. Exposure glass

Place originals face down here.

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.

CAS093

2

2

7. Front cover

Open to access the inside of the machine.

8. Paper trays (trays 1 ~ 2)

Load paper here.

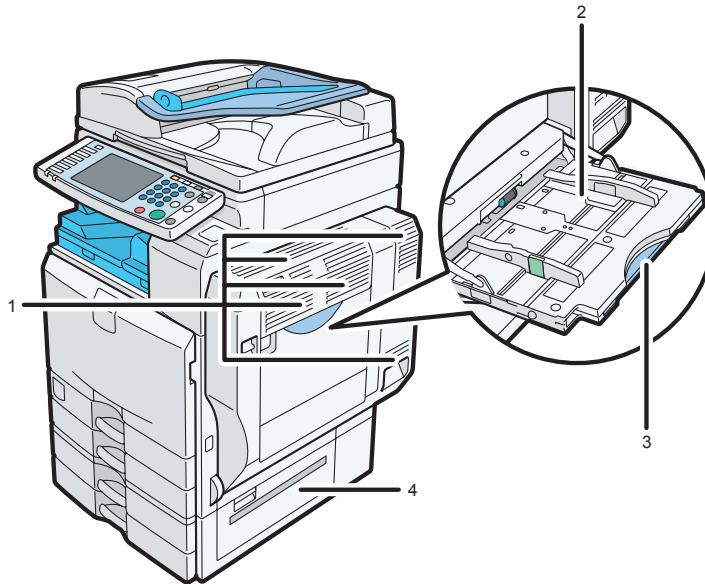
9. Lower paper trays (optional)

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".

Front and right view



CAS032

1. Ventilation holes

Prevent overheating.

2. Bypass tray

Use to copy or print on OHP transparencies, label paper (adhesive labels), envelopes and custom size paper.

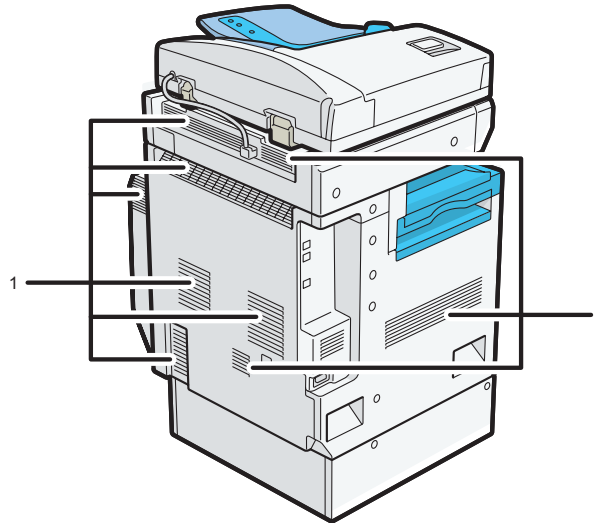
3. Extender

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.

Rear and left view



CAS033

1. Ventilation holes

Prevent overheating.

Note

- To cool the machine's interior, the fan may continue running after the machine finishes a large print job. For details, see "When You Have Problems Operating the Machine", Troubleshooting.

Reference

- p.68 "Control Panel"
- p.80 "Turning On/Off the Power"

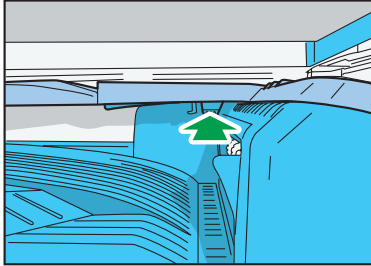
About the Guide on the Internal Tray 2 (Optional)

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.

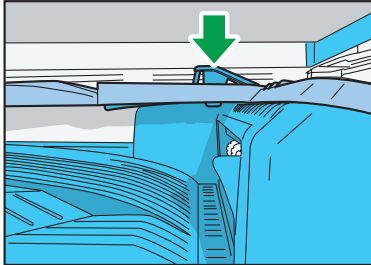
2



CAS034

To lower the guide on internal tray 2

Push down on the top surface of the guide.



CAS035

Options

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

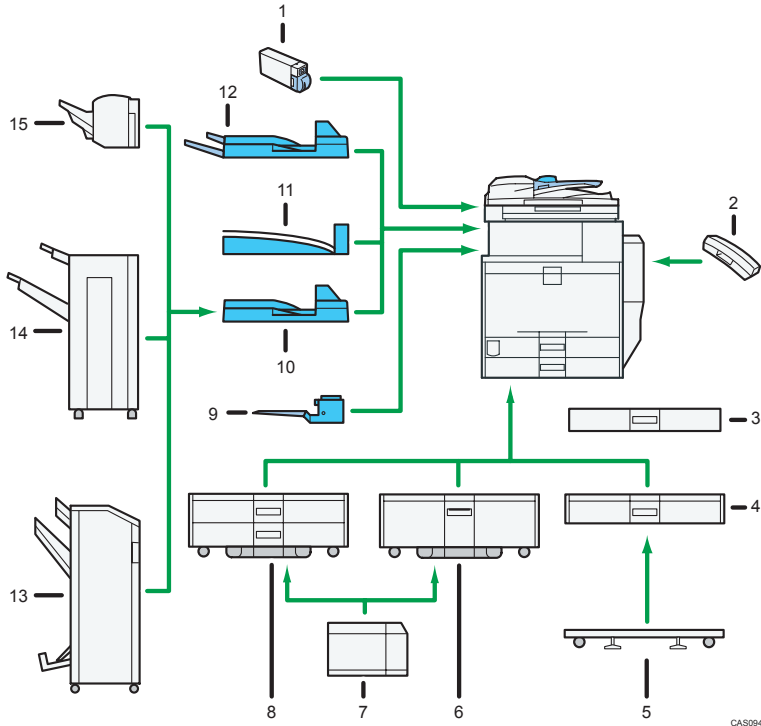
External Options

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.



1. Media slot

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

2. Handset

Used as a receiver when a fax unit is installed.

3. Small size paper tray

Holds small size sheets of paper or envelopes.

To use the small size paper tray, install it in tray 2 or the lower paper trays. The small size paper tray cannot be installed in the lower paper tray. For details about how to install the small size paper tray, see "Installing the Small Size Paper Tray".

4. Lower paper tray

Holds up to 550 sheets of paper.

5. Caster table for lower paper tray

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

6. Tray 3 (LCT)

Holds up to 2,000 sheets of paper.

7. Large capacity tray (LCT)

Holds up to 1,200 sheets of paper.

8. Lower paper trays

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

9. 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.

10. Bridge unit

Relays paper to the finisher.

11. Internal shift tray

Sorts and stacks multiple sheets of paper.

12. External tray

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

13. 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

14. Finisher SR790

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

- Finisher upper tray
- Finisher shift tray

15. Finisher SR3050

Sorts, stacks, and staples multiple sheets of paper.

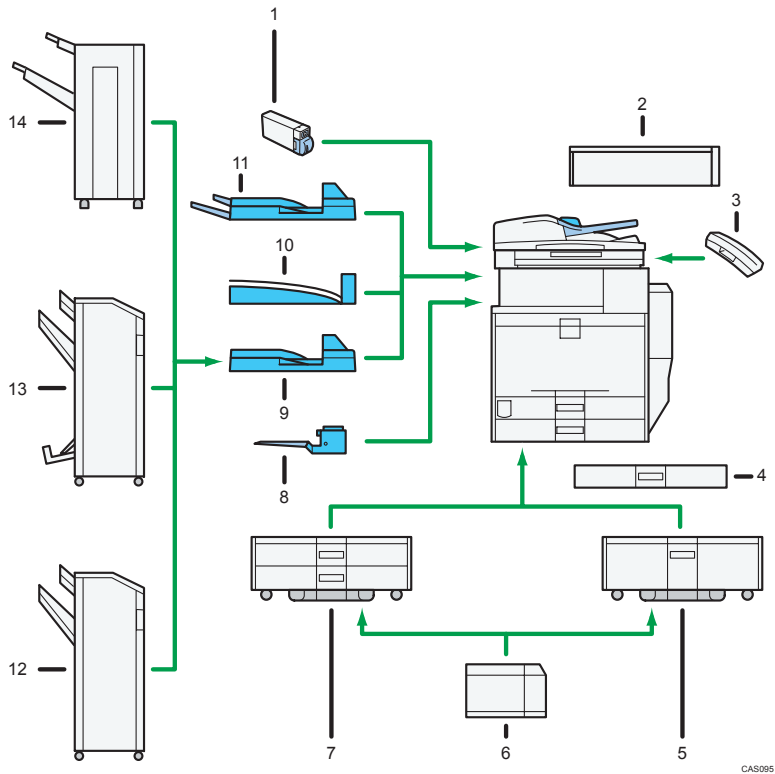
Reference

- p.87 "Installing the Small Size Paper Tray"

External options for type 3 and 4

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

2



CAS095

1. Media slot

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

2. 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.

3. Handset

Used as a receiver when a fax unit is installed.

4. Small size paper tray

Holds small size sheets of paper or envelopes.

To use the small size paper tray, install it in trays 2 ~ 4. For details, see "Installing the Small Size Paper Tray".

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. Internal shift tray

Sorts and stacks multiple sheets of paper.

11. External tray

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

12. Finisher SR3030

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

- Finisher upper tray
- Finisher shift tray

13. 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

14. 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.

Reference

- p.87 "Installing the Small Size Paper Tray"

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.
- Browser unit
You can use this function to display data from the server in HTML format on the machine's control panel. You can also use this function to send scan files from the control panel.
- IEEE 1284 interface board
Allows you to connect to an IEEE 1284 cable.
- Wireless LAN board
Allows you to install a wireless LAN interface.
- PostScript 3 unit
Allows you to print by Adobe PostScript printer driver.
- 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 .

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

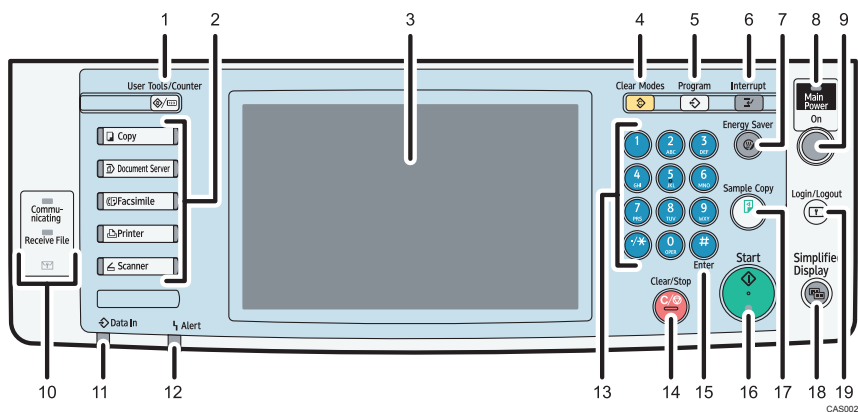
This section introduces the names and functions of the components on the control panel.

★ 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.

2

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



1. [User Tools/Counter] key

- User Tools
Press to change the default settings to meet your requirements. See “Accessing User Tools”, Network and System Settings Reference.
- 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.
See "Registering Frequently Used Functions" and "Registering Frequently Used Functions for Printing Stored Documents from the Document Server", Copy and Document Server Reference ④.
See "Registering Frequently Used Settings", Facsimile Reference ④.
See "Registering Frequently Used Settings", Scanner Reference ④.
- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on.
See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference ④.
See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference ④.
See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference ④.

6. [Interrupt] key

Press to make interrupt copies. See "Interrupt Copy", Copy and Document Server Reference ④.

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/Off 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 ④.
- 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 ④ and "Printing a File Received with Memory Lock", Facsimile Reference ④.

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 ④ and Printer Reference ④.

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 to switch to the Simplified Display. See "Simplified Display".

19. [Login/Logout] key

Press to log in or log out.

Reference

- p.71 "Display Panel"
- p.71 "Simplified Display"
- p.78 "Changing Modes"
- p.80 "Turning On/Off the Power"
- p.83 "Saving Energy"
- p.160 "Counter"
- p.161 "Inquiry"

Display Panel

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

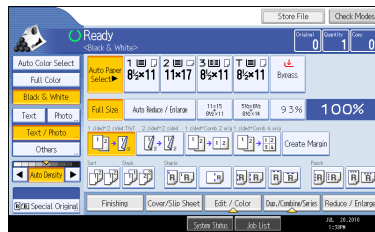
★ Important

- 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 Select / Enter**. Keys appearing as **Auto Select / Enter** 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

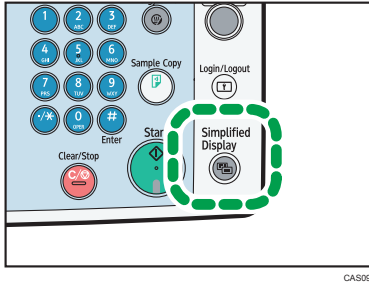
This section explains how to switch to the simplified display.

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.

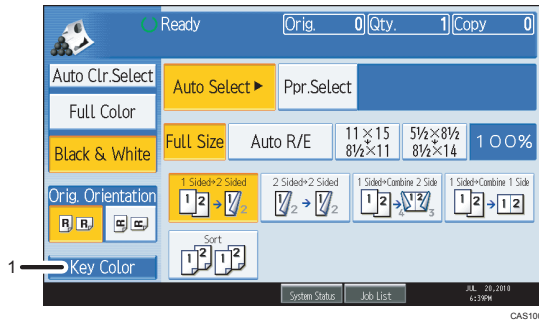
2. Getting Started

1. Press the [Simplified Display] key.



CAS097

This illustration shows the copier function's simplified display.



CAS100

1. [Key Color]

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

This is available only for the simplified display.

↓ Note

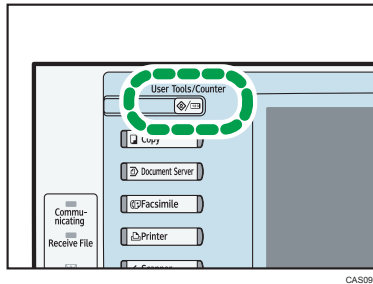
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Changing the Display Language

You can change the language used on the display. English is set as default.

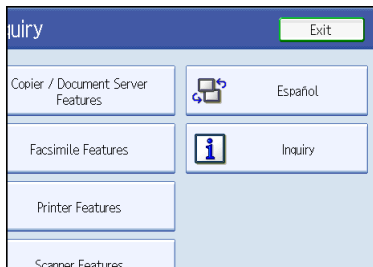
The following procedure explains switching the language from English to Spanish.

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



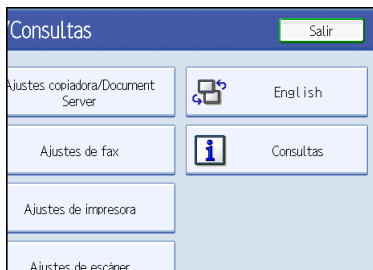
2

2. Press [Español].



The language is changed to Spanish.

3. Press [Salir.]



The menu appears in Spanish.

Note

- If you want to return the display language to "English", repeat the step above.

When the Authentication Screen is Displayed

This section explains the authentication screen.

★ Important

2

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

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

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

↓ Note

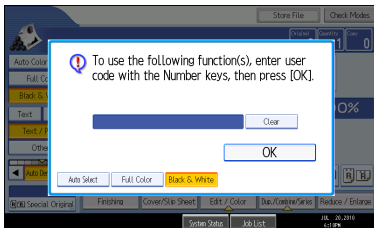
- If authentication fails, the "Authentication has failed." message appears. Check that the Login User Name and Login Password are correct.

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 out, 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.

2

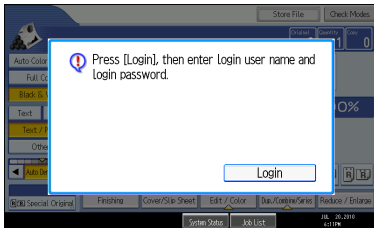
Note

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

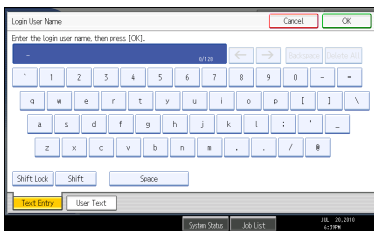
Login (Using the Control Panel)

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].

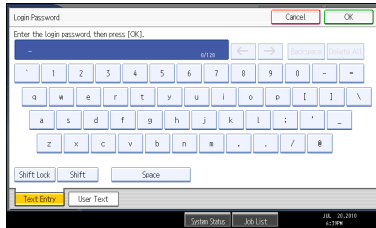


2. Enter a Login User Name, and then press [OK].



3. Enter a Login Password, and then press [OK].

2



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.

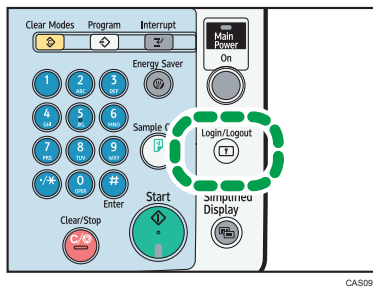
Logout (Using the Control Panel)

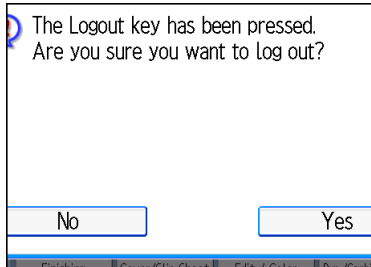
This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

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].

2

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 Login 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 Login Password, and then click [Login].

Note

- For User Code Authentication, enter a User Code in [Login User Name], and then click [Login].

Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

Note

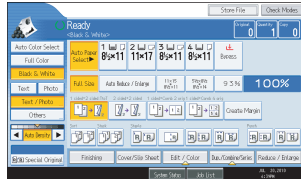
- Delete the cache memory of a Web browser after logging out.

Changing Modes

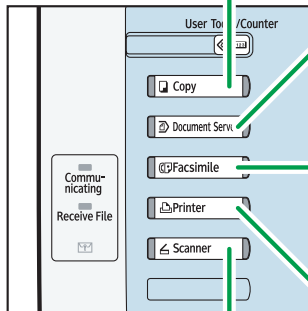
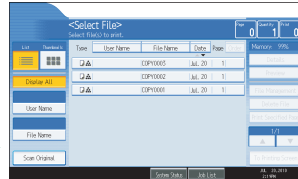
This section explains how to change modes.

2

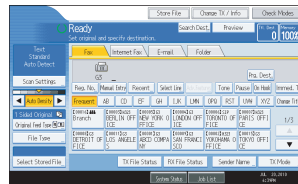
Copier



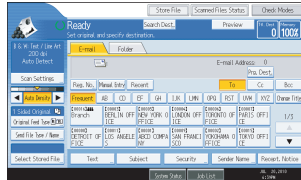
Document Server



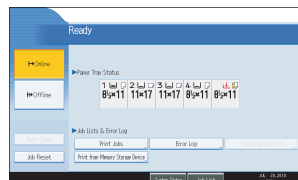
Facsimile



Scanner



Printer



CAS101

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
- 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 Reference ④.

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 Reference ④.

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 Reference ④.

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.

2

- 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 Reference [②](#).

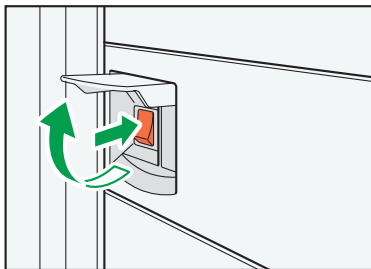
Turning On the Main Power

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.



↓ 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.

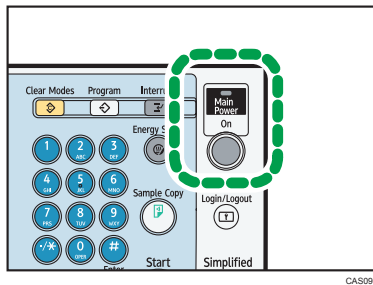
Turning On the Power

2

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



↓ 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.

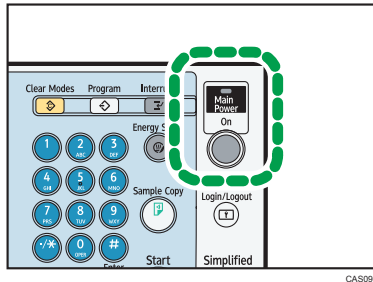
Turning Off the Power

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, leading to malfunctions.**
- **After turning the machine's power off, wait at least a few seconds before turning it back on. If the message "Turn main Power Switch off" appears, turn the machine's power off, wait three seconds or more, and then turn it back on again. Never turn the power back on immediately after turning it off.**

1. Make sure the operation switch indicator is not lit.
2. Open the main power 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.

2

Energy Saver

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

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

Low power mode

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


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

Auto Off

If the machine remains inactive for a specified period, it automatically enters the same low power state that it enters when the operation switch is pressed (indicator unlit). 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 Reference .
- The Energy Saver, Low power mode, and Auto Off functions will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the “Add Toner” message appears
 - When toner is being replenished
 - When the User Tools / Counter / Inquiry screen is displayed
 - When fixed warm-up is in progress

2

- When data is being processed
- When operations are suspended during printing
- When the On-hook dialing function is in use
- When the handset 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 a document that was stored under the printer function appears. (The machine enters Energy Saver mode and Low power mode if this happens.)
- When the sample print, locked print, hold print, or stored print screen is displayed
- When the internal cooling fan is active

Downloading Utility Software

This section explains the utility software for this machine.

SmartDeviceMonitor for Admin

2

This section describes the functions available with SmartDeviceMonitor for Admin.

SmartDeviceMonitor for Admin is an application that monitors network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

SmartDeviceMonitor for Admin has the following functions:

- Group management for the machines
- Monitoring the machines
- Operation restriction
- Managing the Address Book
- Per-user counters
- User restriction

SmartDeviceMonitor for Admin with full functionality can be purchased from your local dealer. Contact your local dealer for information on purchasing the software.

SmartDeviceMonitor for Admin with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.

Note

- For details about the functionality, see the manual for SmartDeviceMonitor for Admin.

DeskTopBinder

This section describes the functions available with DeskTopBinder.

DeskTopBinder is to be installed on the client computers for integration and management of various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with the ScanRouter delivery software^{*1}, you can view the files stored in in-trays of the delivery server, or use other functions for stored files.

DeskTopBinder Professional provides the full functionality of the software. Contact your local dealer for information on purchasing the software.

DeskTopBinder Lite with limited functionality is available as a free download. Contact your local dealer for information on downloading the software.

*1 For details to purchase ScanRouter delivery software, contact your local dealer.

Note

- For details about the functionality, see Help of DeskTopBinder.

SmartDeviceMonitor for Client

2

This section describes the functions available with SmartDeviceMonitor for Client.

SmartDeviceMonitor for Client allows you to manage and print various data such as files created with an application, images scanned with a scanner, and existing images as one document.

SmartDeviceMonitor for Client has the following functions:

- Checking printer supplies such as paper or toner
- Checking results of print jobs executed from the computer

SmartDeviceMonitor for Client is available as a free download. Contact your local dealer for information on downloading the software.

Note

- For details about the functionality, see Help of SmartDeviceMonitor for Client.

Installing the Small Size Paper Tray

This section describes how to install the small size paper tray.

To use the small size paper tray, install it in tray 2 or the lower paper trays. In the following example procedure, the small size paper tray is installed in tray 2.

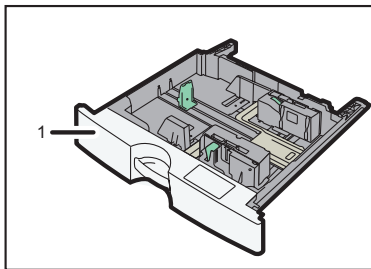
★ Important

- The small size paper tray cannot detect paper size automatically. Specify the paper size on the control panel. For details, see “Changing to a Size That Is Not Automatically Detected”.

For users of type 1 and 2

The small size paper tray cannot be installed in the lower paper tray.

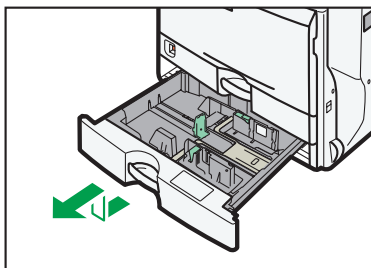
1. Check the contents of the package.



CAS046

1. Small size paper tray

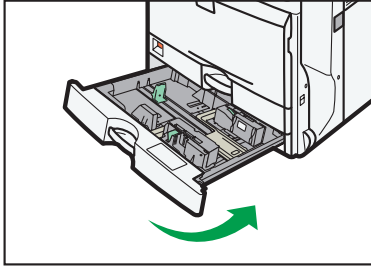
2. Remove the packaging from the small size paper tray.
3. Carefully pull out tray 2 until it stops, then slightly raise the front of the tray, and then pull it out completely.



CAS047

Store the paper tray in a safe place.

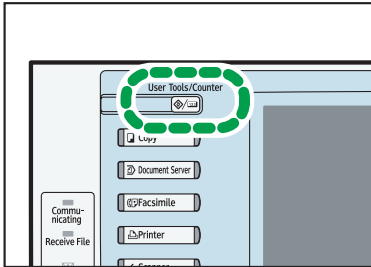
- Lift the front of the small size paper tray, and then carefully push it fully in.



CAS048

2

- Press the [User Tools/Counter] key.

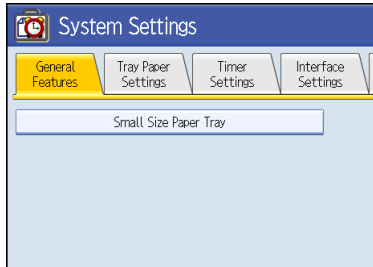


CAS098

- Press [System Settings].

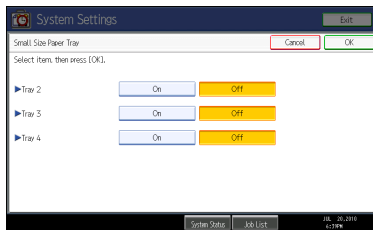


- Check that [General Features] is selected.

8. Press [Small Size Paper Tray].

2

If the setting to be specified does not appear, press [▼ Next] to scroll down to other settings.

9. Press [On] for Tray 2.**10. Press [OK].****11. Turn off the machine, and then turn it back on.****Note**

- If the small size paper tray is not installed correctly, repeat the installation procedure from the beginning. If the installation is still not correct, contact your service representative.
- In printer mode, configure the settings for the options that are installed on the machine. For details, see the printer driver Help.

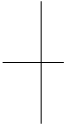
Reference

- p.106 "Changing to a Size That Is Not Automatically Detected"



2. Getting Started

2



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.

3

Important

- Do not stack paper over the limit mark.

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.111 "Recommended Paper Sizes and Types"

Loading Paper into Trays 1 - 4

This section describes how to load paper into trays 1 ~ 4.

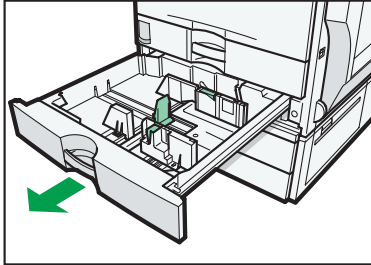
Every paper tray is loaded in the same way.

In the following example procedure, paper is loaded in tray 2.

Important

- Tray 1 can hold $8\frac{1}{2} \times 11$ paper only. If you want to print on A4, A5, or B5 JIS (Japanese Industrial Standard) from tray 1, contact your service representative.
- Check the paper edges are aligned at the right side.

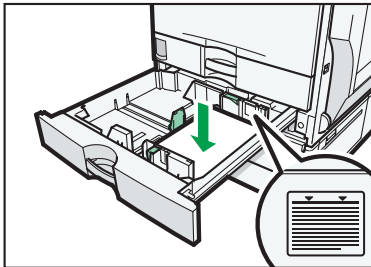
1. Carefully pull out the paper tray until it stops.



3

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

Do not stack paper over the limit mark.



3. Carefully push the paper tray fully in.

Note

- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- 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.
- Various sizes of paper can be loaded in trays 2 - 4 by adjusting the positions of side fences and end fence. For details, see "Changing the Paper Size in Trays 2 - 4".
- You can load envelopes in trays 2 - 4. For details about how to load envelopes, see "Changing the Paper Size in Trays 2 - 4". For details about various details about and recommendations concerning envelopes, see "Envelopes".
- Each tray can hold up to 550 sheets.

Reference

- p.99 "Changing the Paper Size in Trays 2 - 4"
- p.117 "Envelopes"