

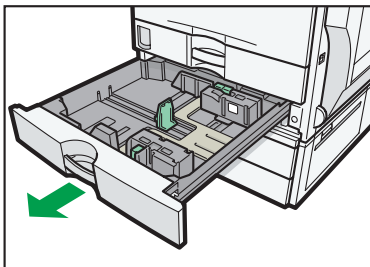
## Loading Paper into the Small Size Paper Tray

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

### ★ Important

- Check the paper edges are aligned at the right side.

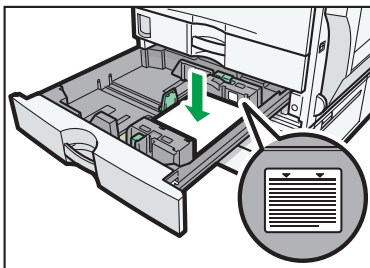
1. Carefully pull out the paper tray until it stops.



CAS118

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

Do not stack paper over the limit mark.



CAS119

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 the small size paper tray by adjusting the positions of side fences and end fence. For details, see "Changing the Paper Size in the Small Size Paper Tray".

### 3. Adding Paper

- You can load envelopes in the small size paper tray. For details about how to load envelopes, see "Changing the Paper Size in the Small Size Paper Tray". For details about various details about and recommendations concerning envelopes, see "Envelopes".
- The small size paper tray can hold up to 550 sheets.
- For details about how to install the small size paper tray, see "Installing the Small Size Paper Tray".

#### Reference

- p.87 "Installing the Small Size Paper Tray"
- p.102 "Changing the Paper Size in the Small Size Paper Tray"
- p.117 "Envelopes"

## 3

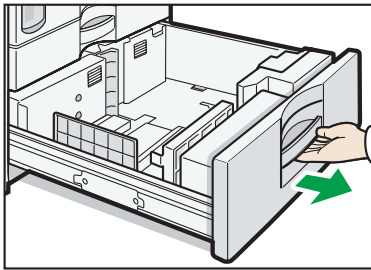
### Loading Paper into Tray 3 (LCT)

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

#### ★ Important

- When paper loaded in the right side of Tray 3 (LCT) runs out, paper on the left is automatically shifted to the right. While the paper is moving, a message instructing you to wait appears. Do not pull out the tray at this time.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.
- Tray 3 (LCT) can hold  $8\frac{1}{2} \times 11$  paper only. If you want to print on A4 from Tray 3 (LCT), contact your service representative.

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

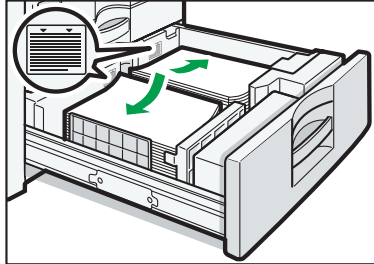


CAS043

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

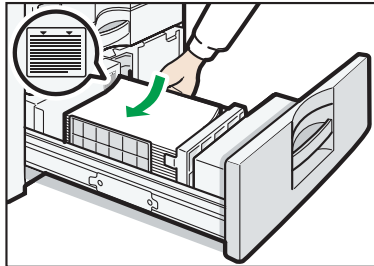
Do not stack paper over the limit mark.

- Whole tray pulled out



CAS044

- Left half of the tray pulled out



CAS045

### 3. Carefully push the paper tray fully in.

#### ↓ Note

- You can load paper even while making copies from Tray 3 (LCT). You can pull out the left half of the tray while copying is in.
- Load the same size and orientation paper in the other half of the tray.
- Each tray can hold up to 1,000 sheets of paper.

## Loading Paper into the Large Capacity Tray (LCT)

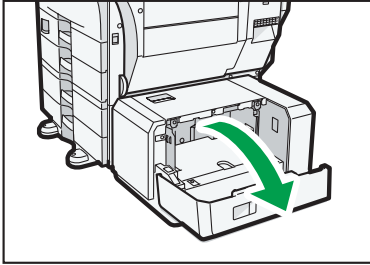
This section describes how to load paper into the large capacity tray (LCT).

#### ★ Important

- The large capacity tray (LCT) can hold  $8\frac{1}{2} \times 11$  paper only. If you want to print on A4 or B5 JIS from the large capacity tray (LCT), contact your service representative.
- Check the paper edges are aligned at the left side.

### 3. Adding Paper

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

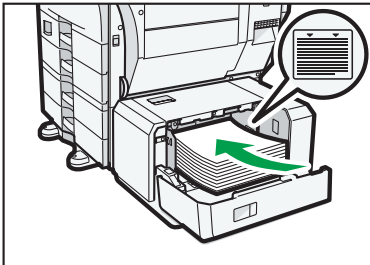


CAS089

3

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

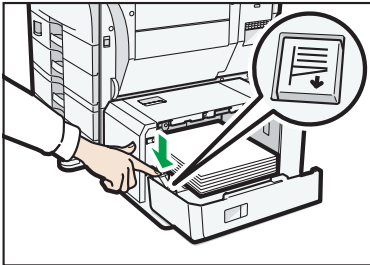
Load the paper print side down.



CAS090

3. Press the [Down] key.

The bottom plate is moving down.



CAS091

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

#### ↓ Note

- The tray can hold up to 1,200 sheets.






## Loading Orientation-Fixed Paper or Two-Sided Paper

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

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [Yes] in [Input / Output] under [Copier / Document Server Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier and Document Server Features", Copy and Document Server Reference <sup>④</sup>. For details about printing with the printer function, see "Printing on Orientation-Fixed or Two-Sided Paper", Printer Reference <sup>⑤</sup>.















3

### Original Orientation


Exposure glass		ADF	
	<ul style="list-style-type: none"> <li>• Copy </li> <li>• Scanner </li> </ul>		


### 3. Adding Paper

#### Paper Orientation

Copy Mode		Tray 1 or Tray 3 (LCT)	Trays 2 - 4 or the small size paper tray	Large Capacity Tray (LCT)	Bypass Tray
	1 Sided				 <sup>*1</sup>
	2 Sided				
	1 Sided	—		—	 <sup>*1</sup>
	2 Sided	—		—	

\*1 When the paper size is specified.

 : Shows the paper frontside facing up.

 : Shows the paper backside facing up.

CAS049

## Changing the Paper Size

This section describes how to change the paper size.

### CAUTION

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

### Important

- Do not stack paper over the limit mark.
- Tray 1, Tray 3 (LCT), and the large capacity tray (LCT) can hold  $8\frac{1}{2} \times 11$  paper only. If you want to print on any of the following paper sizes from these trays, contact your service representative:
  - Tray 1: A4, A5, B5 JIS
  - Tray 3 (LCT): A4
  - Large capacity tray (LCT): A4, B5 JIS

### Note

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

### Reference

- p.111 "Recommended Paper Sizes and Types"

## Changing the Paper Size in Trays 2 - 4

This section describes how to change the paper size in trays 2 - 4.

The paper size setting is changed in the same way for every paper tray.

In the following example procedure, the paper size setting for tray 2 is changed.

### Important

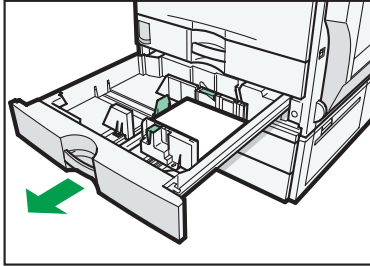
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Check the paper edges are aligned at the right side.
- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.

Various sizes of paper can be loaded in trays 2 - 4 by adjusting the positions of the side fences and end fence.

### 3. Adding Paper

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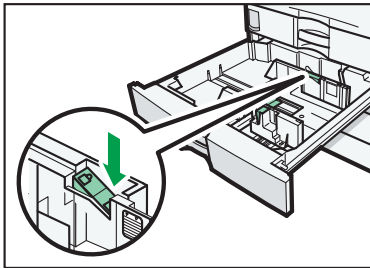
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



CAS051

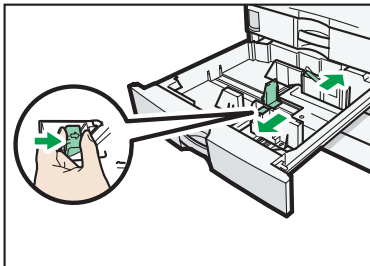
3

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



CAS052

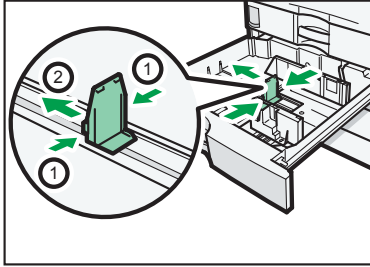
4. While pressing down the release lever, slide the side fences outward.



CAS053



5. Slide the end fence outward.

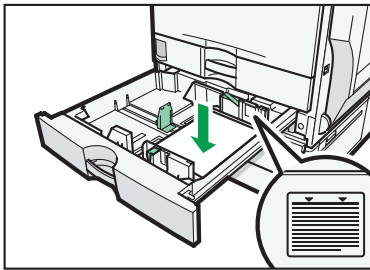


CAS054

1. Pinch the release levers of the end fence.
2. Slide the end fence outward.

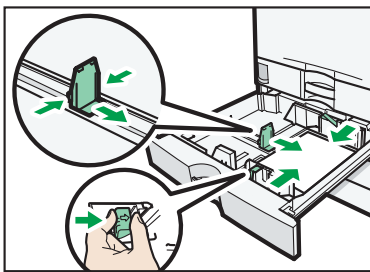
6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



CAS109

7. Align the back and side fences gently against the paper you loaded.




CAS110

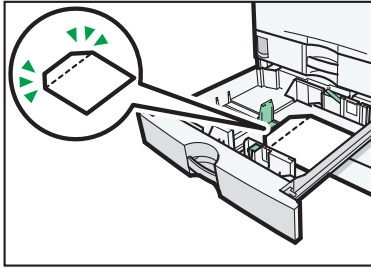
8. Re-lock the side fences.
9. Carefully slide the paper tray fully in.
10. Check the paper size on the display.

### 3. Adding Paper

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#### ↓ Note

- You can load envelopes in trays 2 - 4. Be sure to open out their flaps and set them in the  orientation.



3

- For details about various details about and recommendations concerning envelopes, see "Envelopes".
- If you load a paper size that is not selected automatically, you will need to specify the paper size with the control panel. For details, see "Changing to a Size That Is Not Automatically Detected".

#### 📖 Reference

- p.106 "Changing to a Size That Is Not Automatically Detected"
- p.117 "Envelopes"

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## Changing the Paper Size in the Small Size Paper Tray

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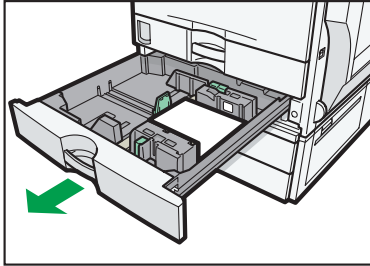
This section describes how to change the paper size in the small size paper tray.

#### ★ Important

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Check the paper edges are aligned at the right side.
- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.

Various sizes of paper can be loaded in the small size paper tray by adjusting the positions of the side fences and end fence.

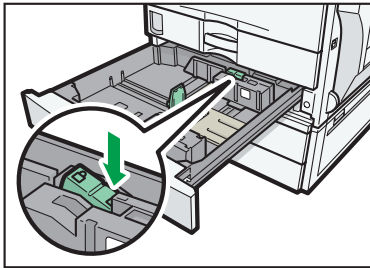
1. Check that paper in the small size paper tray is not being used, and then pull the tray carefully out until it stops.



CAS120

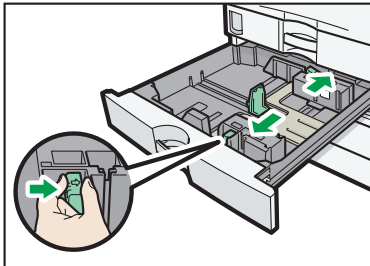
3

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



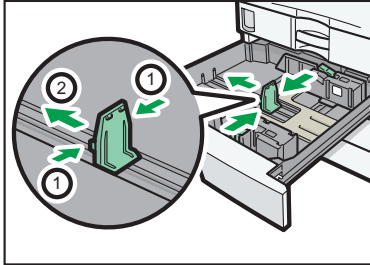
CAS121

4. While pressing down the release lever, slide the side fences outward.



CAS122

5. Slide the end fence outward.



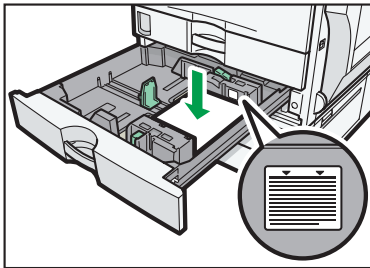
CAS123

3

1. Pinch the release levers of the end fence.
2. Slide the end fence outward.

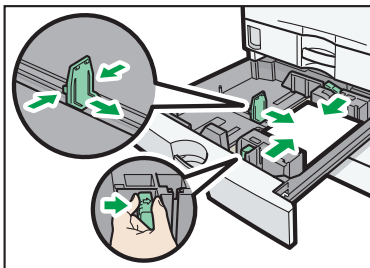
6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



CAS124


7. Align the back and side fences gently against the paper you loaded.

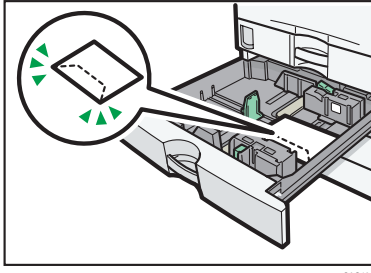


CAS125





8. Re-lock the side fences.
9. Carefully slide the small size paper tray fully in.

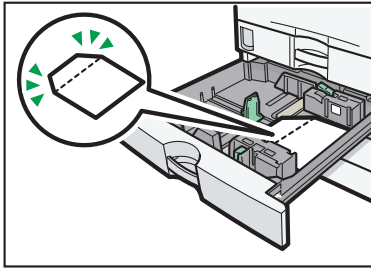
**Note**

- The small size paper tray cannot detect the paper size automatically. When changing the paper size, specify it with the control panel. For details, see "Changing to a Size That Is Not Automatically Detected".
- You can load envelopes in the small size paper tray. Be sure to close their flaps and set them in the  orientation.



CAS130

- If you are copying onto  $3\frac{7}{8} \times 7\frac{1}{2}$  , C6 Env , or DL Env  envelopes and they become creased, set them in the  orientation.



CAS132

- For details about various details about and recommendations concerning envelopes, see "Envelopes".
- For details about how to install the small size paper tray, see "Installing the Small Size Paper Tray".

**Reference**

- p.87 "Installing the Small Size Paper Tray"
- p.106 "Changing to a Size That Is Not Automatically Detected"
- p.117 "Envelopes"

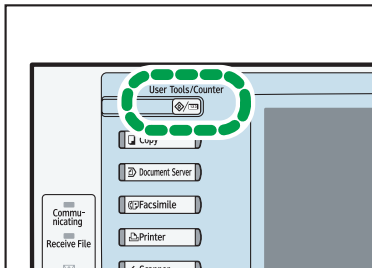
## Changing to a Size That Is Not Automatically Detected

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

This section explains how to load these paper taking  $8\frac{1}{4} \times 14$  as an example.

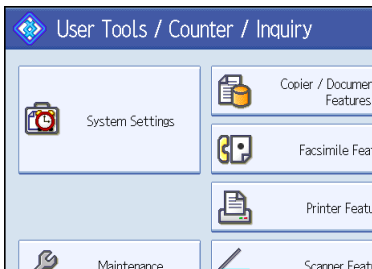
1. Press the [User Tools/Counter] key.

3

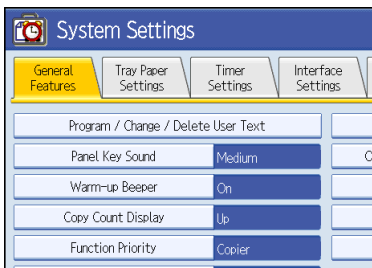


CAS098

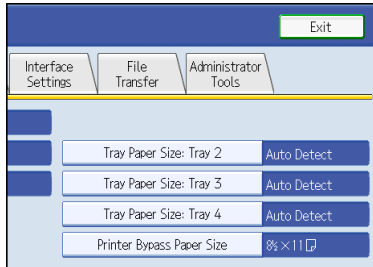
2. Press [System Settings].



3. Press the [Tray Paper Settings] tab.

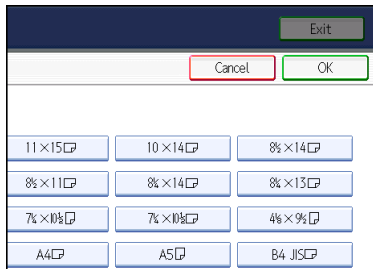


4. Select the tray for which you want to change the paper settings.

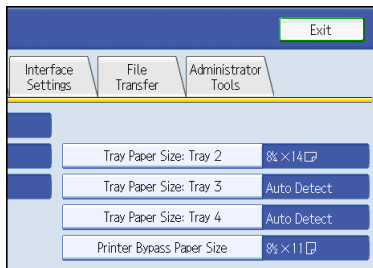


3

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



The set paper size and feed direction is displayed.



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

The initial display is shown.

**Note**

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



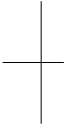
### 3. Adding Paper

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#### Reference

- p.111 "Recommended Paper Sizes and Types"

3





## Changing Paper Thickness Settings

Select [Plain Paper 1] or [Plain Paper 2] depending on the type of plain paper.

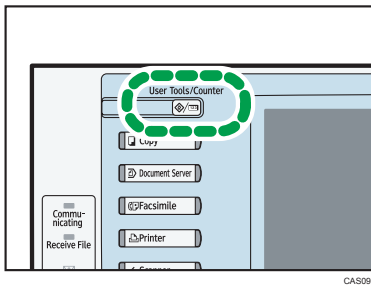
If in System Settings, [Tray Paper Settings], you set "Paper Thickness" to [Plain Paper] for each tray's [Paper Type], you must then select [Maintenance], [Plain Paper Setting] and specify either [Plain Paper 1] or [Plain Paper 2], depending on the thickness of the loaded paper.

The default setting is **Plain Paper 2**.

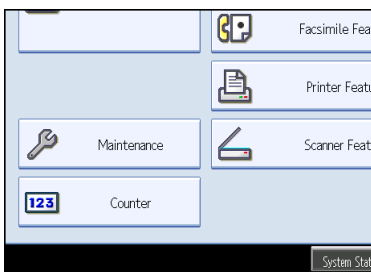
### ★ Important

- Select [Plain Paper 1] when paper weight is between 60 g/m<sup>2</sup> (16 lb. Bond) and 74 g/m<sup>2</sup> (20 lb. Bond).
- Select [Plain Paper 2] when paper weight is between 75 g/m<sup>2</sup> (20 lb. Bond) and 81 g/m<sup>2</sup> (20 lb. Bond).

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

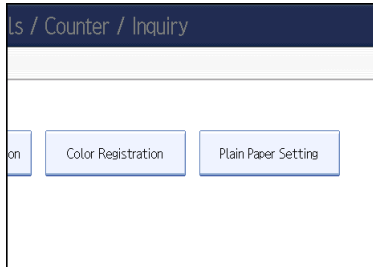


2. Press [Maintenance].



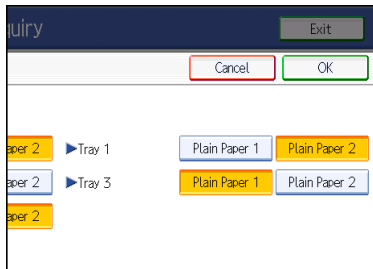
### 3. Adding Paper

#### 3. Press [Plain Paper Setting].

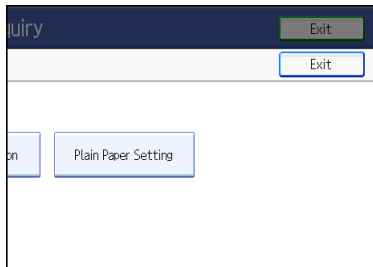


3

#### 4. Select the plain paper type for each tray depending on the paper to be set and press [OK].



#### 5. Press [Exit].



#### 6. Press [Exit].

##### ↓ Note

- In System Settings, [Tray Paper Settings], for each tray's [Paper Type] you can specify "Paper Thickness". For details about paper thickness, see "Recommended Paper Sizes and Types".

##### 📖 Reference

- p.111 "Recommended Paper Sizes and Types"

## Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

### ★ Important

- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- Do not use color OHP transparencies with coatings that are easily melted by heat.
- If you use damp or curled paper, a staple clogging or paper jam may occur.

#### Tray 1

Paper type and weight	Paper size	Paper capacity <sup>*1</sup>
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	8 1/2 × 11	550 sheets
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	<sup>*2</sup> A4, A5, B5 JIS	550 sheets

#### Tray 2 - 4

Paper type and weight	Paper size	Paper capacity <sup>*1</sup>
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	<sup>*3</sup> A4, A5, B5 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 7 1/4 × 10 1/2	550 sheets
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	<sup>*4</sup> A3, A4, B4 JIS, B5 JIS, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 10 × 14	550 sheets

### 3. Adding Paper

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Paper type and weight	Paper size	Paper capacity <sup>*1</sup>
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	Custom size Vertical: 7.17 - 11.69 Inches Horizontal: 5.83 - 17.00 Inches	550 sheets
Envelopes <sup>*8</sup>	<sup>*4</sup> 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub> □, C5 Env□	50 sheets <sup>*10</sup>

#### Small size paper tray (tray 2 - 4) (optional)



Paper type and weight	Paper size	Paper capacity <sup>*1</sup>
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	<sup>*4</sup> A4□, A5□, A6□, B5 JIS □, B6 JIS□, 8 <sup>1</sup> / <sub>2</sub> × 11□, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> □, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □	550 sheets
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	Custom size Vertical: 3.94 - 8.66 Inches Horizontal: 5.83 - 17.00 Inches	550 sheets
Envelopes <sup>*8</sup>	<sup>*4</sup> 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub> □, 3 <sup>7</sup> / <sub>8</sub> × 7 <sup>1</sup> / <sub>2</sub> □, C5 Env□, C6 Env□, DL Env□	<ul style="list-style-type: none"> <li>• □: 50 sheets <sup>*10</sup></li> <li>• □: Double flap: 15 sheets Single flap: 25 sheets</li> </ul>

**Bypass tray**

Paper type and weight	Paper size	Paper capacity <sup>*11</sup>
60 - 300 g/m <sup>2</sup> (16 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 4	<sup>*3</sup> 11 × 17□, 8 <sup>1</sup> / <sub>2</sub> × 11□□, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □	<ul style="list-style-type: none"> <li>Thin Paper - Middle Thick: 100 sheets</li> <li>Thick Paper 1: 40 sheets</li> <li>Thick Paper 2 - Thick Paper 3: 20 sheets</li> <li>Thick Paper 4: 16 sheets</li> </ul>
60 - 300 g/m <sup>2</sup> (16 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 4	<sup>*5</sup> A3□, A4□□, A5□□, A6□, B4 JIS□, B5 JIS□□, B6 JIS□, 8 <sup>1</sup> / <sub>2</sub> × 14□, 8 <sup>1</sup> / <sub>2</sub> × 13□, 8 <sup>1</sup> / <sub>4</sub> × 13□, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> □□, 11 × 15□, 10 × 14□, 8 <sup>1</sup> / <sub>4</sub> × 14□, 8 × 10□, 8 × 13□, 8K□, 16K□, 12 × 18□	<ul style="list-style-type: none"> <li>Thin Paper - Middle Thick: 100 sheets</li> <li>Thick Paper 1: 40 sheets</li> <li>Thick Paper 2 - Thick Paper 3: 20 sheets</li> <li>Thick Paper 4: 16 sheets</li> </ul>
60 - 300 g/m <sup>2</sup> (16 lb. Bond - 110 lb. Cover) Thin Paper - Thick Paper 4	<sup>*6</sup> Custom size Vertical: 3.55 - 12.00 Inches Horizontal: 5.83 - 23.62 Inches	<ul style="list-style-type: none"> <li>Thin Paper - Middle Thick: 100 sheets</li> <li>Thick Paper 1: 40 sheets</li> <li>Thick Paper 2 - Thick Paper 3: 20 sheets</li> <li>Thick Paper 4: 16 sheets</li> </ul>
OHP transparencies <sup>*7</sup>	A4□□	50 sheets <sup>*9</sup>
Label paper (adhesive labels)	B4 JIS□, A4□□	30 sheets <sup>*9</sup>
Envelopes <sup>*8</sup>	<sup>*5</sup> 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub> □□, 3 <sup>7</sup> / <sub>8</sub> × 7 <sup>1</sup> / <sub>2</sub> □□, C5 Env□□, C6 Env□□, DL Env□□	10 sheets <sup>*9</sup>




3


**Tray 3 (LCT) (optional)**

Paper type and weight	Paper size	Paper capacity <sup>*12</sup>
60 ~ 256 g/m <sup>2</sup> (16 lb. Bond ~ 140 lb. Index) Plain Paper 1 ~ Thick Paper 3	8 1/2 × 11 	1,000 sheets × 2
60 ~ 256 g/m <sup>2</sup> (16 lb. Bond ~ 140 lb. Index) Plain Paper 1 ~ Thick Paper 3	*2 A4 	1,000 sheets × 2

3

**Large capacity tray (LCT) (optional)**

Paper type and weight	Paper size	Paper capacity <sup>*12</sup>
60 ~ 217 g/m <sup>2</sup> (16 lb. Bond ~ 80 lb. Cover)	8 1/2 × 11 	1,200 sheets
60 ~ 217 g/m <sup>2</sup> (16 lb. Bond ~ 80 lb. Cover)	*2 A4  , B5 JIS 	1,200 sheets

- \*1 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 55.5 mm/550 sheets approximately. See "Loading Paper".
- \*2 The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.
- \*3 The paper size is detected automatically.
- \*4 Select the paper size under Tray Paper Size: Tray 2 ~ 4 in System Settings. See "System Settings", Network and System Settings Reference .
- \*5 Press [Bypass], and the [#] key, and then select the paper size.
- \*6 Press [Bypass], and the [#] key, and then enter the paper size using the number keys.
- \*7 Press [Bypass], and the [#] key, and then select [OHP (Transparency)] for [Paper Type].
- \*8 For details about loading envelopes, see "Envelopes".
- \*9 It is recommended to place one sheet at a time.
- \*10 Open out flaps of envelopes.
- \*11 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. See "Loading Paper".
- \*12 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See "Loading Paper".





**Paper Thickness**

Paper Thickness *1	Paper weight
Plain Paper 1	60 - 74 g/m <sup>2</sup> (16 - 20 lb. Bond)
Plain Paper 2	75 - 81 g/m <sup>2</sup> (20 lb. Bond)
Middle Thick	82 - 105 g/m <sup>2</sup> (20 - 28 lb. Bond)
Thick Paper 1	106 - 169 g/m <sup>2</sup> (28 lb. Bond - 90 lb. Index)
Thick Paper 2	170 - 220 g/m <sup>2</sup> (65 - 80 lb. Cover)
Thick Paper 3	221 - 256 g/m <sup>2</sup> (80 lb. Cover - 140 lb. Index)
Thick Paper 4	257 - 300 g/m <sup>2</sup> (140 lb. Index - 110 lb. Cover)

3

\*1 Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.



**Note**

- When loading paper in trays 1 - 4 or Tray 3 (LCT), place the print side face up. When loading paper in the bypass tray or large capacity tray (LCT), place the print side face down.
- When using translucent paper or label paper, make sure to select the appropriate paper type under Paper Type: Bypass Tray. See "System Settings", Network and System Settings Reference .
- When you use the bypass tray, it is recommended to set the paper direction to .
- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (Glossy paper and OHP transparencies can produce noise when delivered.)
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. For details, see Copy and Document Server Reference , and Printer Reference .
- When you use OHP transparencies, fan them for each use.
- We recommend that you use a 4000 ANSI lumen or brighter overhead projector to project OHP transparencies.
- When copying or printing onto OHP transparencies, the copy/print speed is slower than usual.
- When copying or printing onto thick paper of 106 - 300 g/m<sup>2</sup> (28 lb. Bond - 110 lb. Cover), the copy/print speed is slower than usual.
- When copying or printing onto prepunched paper, the copy/print speed is slower than usual.
- Flatten out curled sheets before loading them.
- If multiple sheet feeding occurs, load sheets one by one.

### 3. Adding Paper

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## 3

- To print on coated paper from the bypass tray, trays 2 - 4, Tray 3 (LCT), or the large capacity tray (LCT): select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type] be sure to set [Paper Type] to [Coated Paper], and [Paper Thickness] to [Thick Paper 1].
- To print on high-gloss coated paper from the bypass tray, paper trays, Tray 3 (LCT), or the large capacity tray (LCT): select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Coated Paper: Gloss].
- Before loading coated or glossy sheets, be sure to fan them thoroughly. If sheets feed in together, become jammed, or produce strange noises when delivered, load them one by one from the bypass tray.
- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. See "Loading Orientation-Fixed Paper or Two-Sided Paper".
- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays under Paper Type: Tray 1 - 4 and Paper Type: LCT. See "System Settings", Network and System Settings Reference . For the setting procedure of the Auto Tray Switching function, see "Copier and Document Server Features", Copier and Document Server Reference .

#### Reference



- p.91 "Loading Paper"
- p.97 "Loading Orientation-Fixed Paper or Two-Sided Paper"
- p.117 "Envelopes"
- p.119 "Thick Paper"





## Envelopes

This section gives you various details about and recommendations concerning envelopes.






### ★ Important

- Misfeeds might occur depending on the length and shape of the flaps.
- Do not use window envelopes.
- Only envelopes that are at least 148 mm wide and whose flaps are open can be loaded in the  orientation.
- When loading envelopes in the  orientation, load them with flaps fully open. Otherwise, they might not feed into the machine.

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


To print on envelopes, load them on the bypass tray, in trays 2 - 4, or in the small size paper tray, and be sure to specify the appropriate paper type. For details about how to load envelopes in trays 2 - 4, see "Changing the Paper Size in Trays 2 - 4". For details about how to load envelopes in the small size paper tray, see "Changing the Paper Size in the Small Size Paper Tray". For details about how to copy onto envelopes, see "Copying onto Envelopes from the Bypass Tray" and "Copying onto Envelopes from the Small Size Paper Tray", Copy and Document Server Reference . For details about how to print onto envelopes, see "Setting Envelopes Using the Control Panel", Printer Reference .

Specifications for envelopes are as follows:

- Weight: 82 - 120 g/m<sup>2</sup> (20 - 32 lb. Bond)
- Paper Size: 4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub> , 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub> , C5 Env , C6 Env , DL Env 

### ↓ Note

- When loading envelopes on the bypass tray, place them address side facing down. When loading envelopes in trays 2 - 4 or the small paper tray, place them address side facing up.
- The size of envelopes that you can load depends on a tray. For details, see "Recommended Paper Sizes and Types".
- Load only one size and type of envelope at a time.
- Before loading envelopes, press down on them to remove any air from inside, flatten out all four edges. If they are bent or curled, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Fan the envelopes before loading them to separate them and prevent the glue on them from causing them to stick together.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.
- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.



### 3. Adding Paper

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#### Reference

- p.99 "Changing the Paper Size in Trays 2 - 4"
- p.102 "Changing the Paper Size in the Small Size Paper Tray"
- p.111 "Recommended Paper Sizes and Types"



3









## Thick Paper

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

When loading thick paper of 170 - 256 g/m<sup>2</sup> (65 lb. Cover - 140 lb. Index) in trays 1 - 4, the small size paper tray, or Tray 3 (LCT), 170 - 217 g/m<sup>2</sup> (65 - 80 lb. Cover) in the large capacity tray (LCT), or 170 - 300 g/m<sup>2</sup> (65 - 110 lb. Cover) in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all your paper in the same environment - a room where the temperature is 20 - 25°C (68 - 77° F) and the humidity is 30 - 65%.
- When loading thick sheets in trays 1 - 4 or the small size paper tray, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
- Smooth out any curls in the paper before loading it.
- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper, set the paper direction according to its grain, as shown in the following diagram:

3

Direction of paper grain	Tray 1 or Tray 3 (LCT)	Tray 2 - 4 or the small size paper tray	Large capacity tray (LCT)	Bypass tray
				
	Not available		Not available	

### Note

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

## Unusable Paper

This section describes paper unusable on this machine.

### CAUTION

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

### 3

#### Important

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

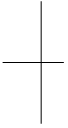
#### Note

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Perforated paper
  - Slippery paper
  - Torn paper
  - Rough paper
  - Thin paper with little stiffness
  - Paper with a dusty surface
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you copy or print onto rough grain paper, the output image might be blurred.



- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

3



## Paper Storage

This section describes how to store paper.

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

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## 4. Adding Toner and Staples

This chapter explains how to replenish toner and staples when they run out.

### Adding Toner

This section describes how to add and store toner.

#### **⚠ 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.

#### **⚠ 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.

### Important

4

- Always add toner when the machine instructs you.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35 °C, or high humidity.
- Store toner on a flat surface.

### Note

- If the message " Check toner cartridge replacement(s)." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- If  appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- You can check the name of the required toner and the replacement procedure using the " Add Toner" screen.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings", Troubleshooting .
- You can add all four color toners in the same way.

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## Replacing Toner

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This section describes how to replace toner.

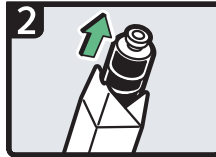
### Important

- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.





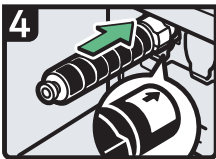
- Open the front cover of the machine.
- Pull out the toner cartridge slowly.



- Take out the new toner cartridge from the box.



- Hold the toner cartridge and shake it five or six times.



- Check the orientation of the toner cartridge and insert it carefully.
- Close the front cover of the machine.

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## Sending Faxes or Scanned Documents When Toner Has Run Out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

### ★ Important

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 200, communication is not possible.

1. Make sure the machine is in facsimile or scanner mode.
2. Press [Exit], and then perform transmission operation.

The error message disappears.




### ↓ Note

- Any reports are not printed.
- If the fax or scanner screen does not appear in step 1, press the [Facsimile] key or the [Scanner] key.

## Used Toner

This section describes what to do with used toner.

Toner cannot be re-used.



#### 4. Adding Toner and Staples

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Bring the stored used container to your sales representative or service representative for recycling through our recycling system. If you discard it on your own, treat it as general plastic waste material.



4

## Adding Staples

This section describes what to do when staples need replacing.

### 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.

### Important

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

### Note

- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.
- Refill the stapler according to the finisher type. Check the type if you are unsure. For details about type of finisher, see "Options".

### Reference

- p.63 "Options"

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## Adding Staples to Finisher SR3050

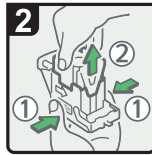
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This section describes how to add staples to the Finisher SR3050.

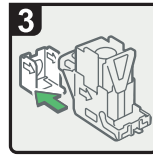
#### 4. Adding Toner and Staples



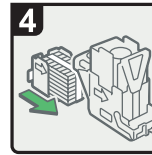
- Open the finisher front cover.
- Hold the lever, and then gently pull out the cartridge.



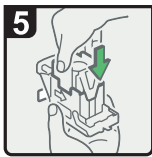
- Holding both side of the cartridge, pull up the upper unit.



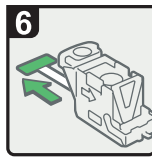
- Remove the empty refill in the direction of the arrow.



- Push the new refill into the cartridge until it clicks.



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.



- Hold the lever, and then push in the cartridge until it clicks.
- Close the finisher front cover.

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#### Adding Staples to Finisher SR790

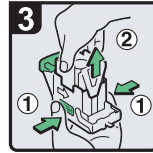
This section describes how to add staples to the Finisher SR790.



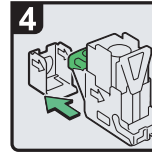
1 · Open the finisher front cover, and then pull out the staple unit.



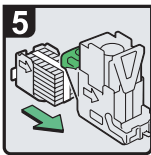
2 · Hold the lever, and then gently pull out the cartridge.



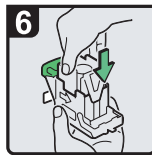
3 · Holding both side of the cartridge, pull up the upper unit.



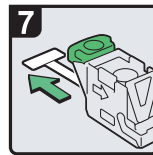
4 · Remove the empty refill in the direction of the arrow.



5 · Push the new refill into the cartridge until it clicks.



6 · Push the upper unit gently into the cartridge.



7 · Pull out the ribbon.



8 · Hold the green lever, and then push in the cartridge until it clicks.

· Return the staple unit to its original position, and then close the finisher front cover.

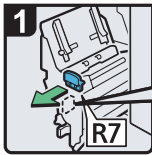
CAS064

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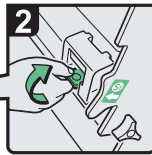
## Adding Staples to Booklet Finisher SR3000

This section describes how to add staples to the Booklet Finisher SR3000.

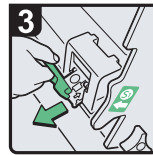
#### 4. Adding Toner and Staples



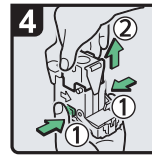
- Open the finisher front cover, and then pull out the staple unit.



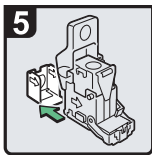
- Hold the lever and pull it up.



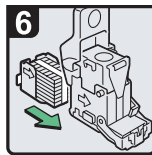
- Pull out the cartridge gently.



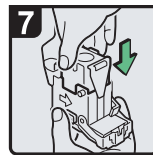
- Holding both side of the cartridge, pull up the upper unit.



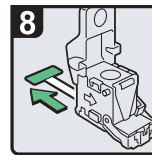
- Remove the empty refill in the direction of the arrow.



- Push the new refill into cartridge until it clicks.



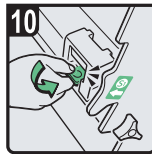
- Push the upper unit gently into the cartridge.



- Pull out the ribbon.



- Push in the cartridge gently.



- Hold the lever and hold it down until it clicks.
- Return the staple unit to its original position, and close the finisher front cover.

4

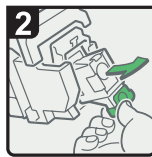
CAS065

### Adding Staples to Booklet Finisher SR3020

This section describes how to add staples to the Booklet Finisher SR3020.



- Open the finisher front cover.
- Pull out the staple unit.



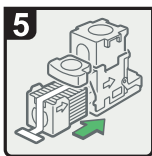
- Pull out the cartridge gently.



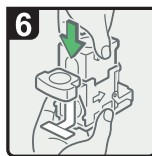
- Holding both sides of the cartridge, pull up the upper unit.



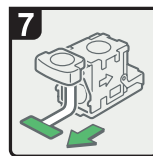
- Remove the empty refill in the direction of the arrow.



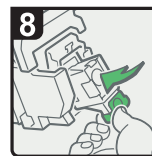
- Push the new refill into the cartridge until it clicks.



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.



- Push the cartridge down until it clicks.
- Return the staple unit to its original position and close the finisher front cover.

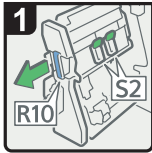
CAS066

4

## Adding Staples to Booklet Finisher SR3020 (Saddle Stitch)

This section describes how to add staples to the Booklet Finisher SR3020 (Saddle Stitch).

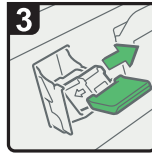
#### 4. Adding Toner and Staples



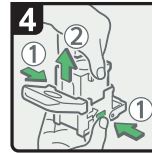
- Open the finisher front cover.
- Pull out the staple unit.



- Pull lever S2.



- Pull out the cartridge gently.



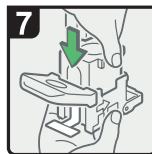
- Holding both sides of the cartridge, pull up the upper unit.



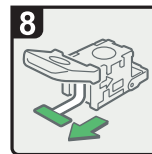
- Remove the empty refill in the direction of the arrow.



- Push the new refill into the cartridge until it clicks.



- Push the upper unit into the cartridge gently.



- Pull out the ribbon.



- Push the cartridge down.



- Return lever S2 to its original position.
- Return the staple unit to its original position and close the finisher front cover.

4

CA5067

#### Adding Staples to Finisher SR3030

This section describes how to add staples to the Finisher SR3030.

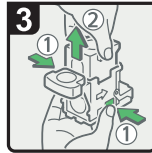




- Open the finisher front cover.
- Pull out the staple unit.



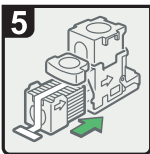
- Pull out the cartridge gently.



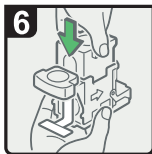
- Holding both sides of the cartridge, pull up the upper unit.



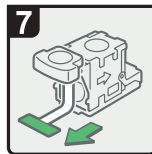
- Remove the empty refill in the direction of the arrow.



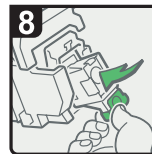
- Push the new refill into the cartridge until it clicks.



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.



- Push the cartridge down until it clicks.
- Return the staple unit to its original position and close the finisher front cover.

CAS068

## Replacing the Stamp Cartridge

If the transmission stamp becomes faint, replace the cartridge.

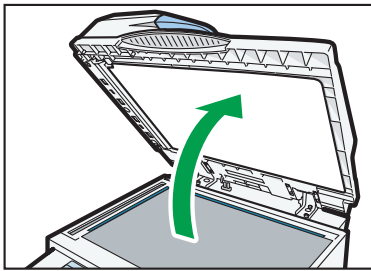
### ★ Important

- This stamp cartridge is used for facsimile and scanner functions.
- Do not add ink to the cartridge by yourself. Neglecting this can cause ink leakage.
- Be sure not to dirty your fingers with ink from the cartridge.
- Use the cartridge specified for this machine.

## 4

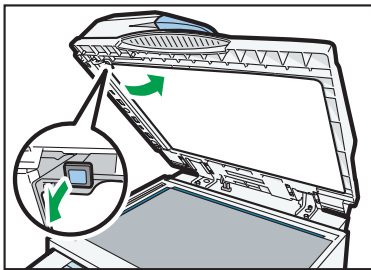
### Replacing the Stamp Cartridge of Type 1 and 2

1. Open the ADF unit.



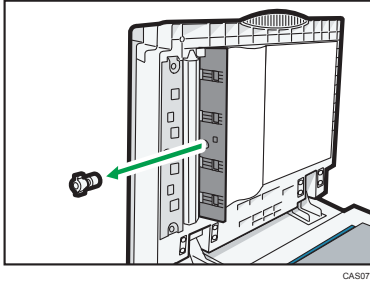
CAS069

2. Open the stamp cover.



CAS070

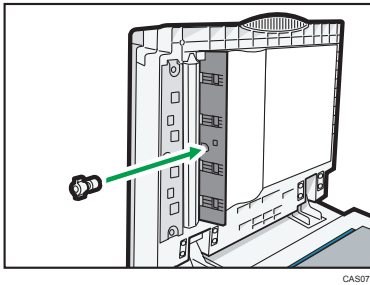
**3. Pull out the old stamp cartridge.**



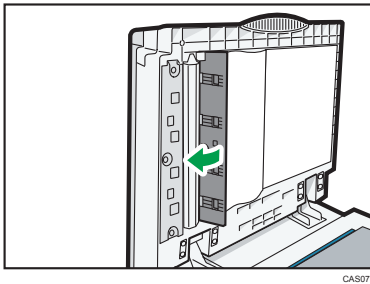
**4. Insert the new stamp cartridge.**

Insert the cartridge until the metal parts are no longer visible.

4



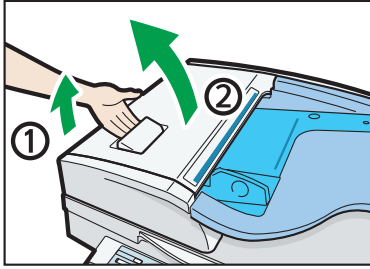
**5. Close the stamp cover.**



**6. Close the ADF unit.**

## Replacing the Stamp Cartridge of Type 3 and 4

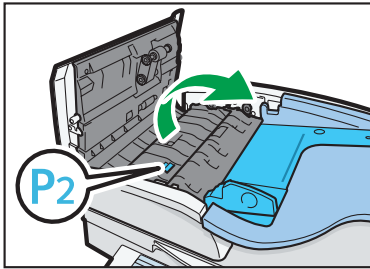
1. Open the ADF cover.



CAS074

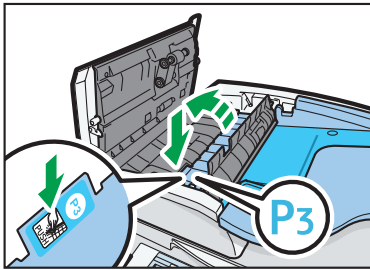
4

2. Raise lever P2, and then pull open cover P2.



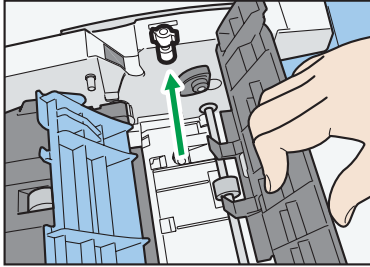
CAS075

3. Push on the area of cover P3 marked "PUSH", and then open the cover P3.



CAS076

**4. Pull out the old stamp cartridge.**

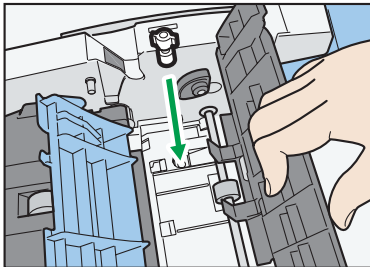


CAS077

**5. Insert the new stamp cartridge.**

Push in the cartridge until the metal parts are no longer visible.

4



CAS078

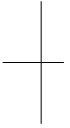
**6. Close cover P3, P2, and the ADF cover.**



4. Adding Toner and Staples

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4



# 5. Entering Text

---

This chapter describes how to enter characters.

## Entering Text

This section explains how to enter text.

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

---

### Available Characters

---

This section explains which characters are available.

You can enter the following characters:

- Alphabetic characters
- Numerals

0123456789

5

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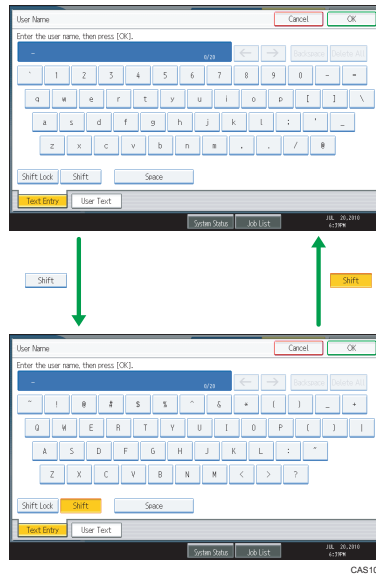
### Keys

---

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

You can change the entry screen using the keys below.

## 5. Entering Text



5

### Note

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.

## How to Enter Text

This section explains text entry more specifically.

### Entering letters

This section explains how to enter letters.

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letters you want to enter.

### Entering numbers

This section explains how to enter numbers.

1. Press numbers you want to enter.

### Note

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



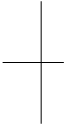




5. Entering Text

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5



## 6. On-screen Operating Instructions

This chapter describes the on-screen operating instructions of this machine. The on-screen operating instructions are included in the supplied manual CD-ROMs.

### Formats of the Operating Instructions

The operating instructions of this machine are provided in the following formats:

- Printed manuals
- HTML manuals
- PDF manuals

The printed and electronic versions of a manual have the same contents. For details about the contents of each manual, see "Manuals for This Machine". The various manuals are available in different formats. For details about availability, see "Manuals List".

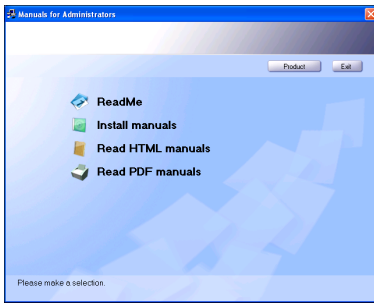
#### Reference

- p.8 "Manuals for This Machine"
- p.10 "Manuals List"

## Reading the HTML Manuals on the CD-ROMs

This section describes how to read the HTML manuals on the supplied manual CD-ROMs.

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language and a product, and then click [OK].
3. Click [Read HTML manuals].



6

4. Click the title of manual you want to read.

The browser opens, and then the manual appears.

### Note

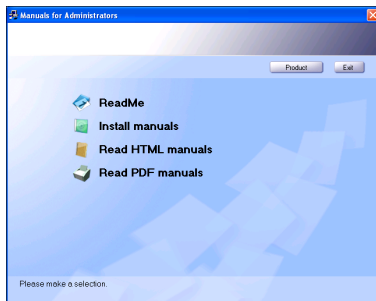
- Recommended browser is Microsoft Internet Explorer 4.01 SP2 or later.
- Non-recommended browsers can display the simplified manual only.
- If you are using an earlier or non-recommended browser and the simplified version of the documentation does not appear automatically, open index.htm, which can be found in the following folder on the CD-ROM: MANUAL\_HTML\LANG\(\language)\(manual)\unv
- Depending on your computer's operating environment, the HTML manual you select will be one of the following:
  - Standard version
  - Simplified version
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read HTML manuals].
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.

## Installing and Opening the HTML Manuals

This section describes how to install and open the HTML manuals on your computer.

For your convenience, we recommend you install these manuals on your computer.

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language and a product, and then click [OK].
3. Click [Install manuals].



4. Install the HTML manuals by following the on-screen instructions.
5. When the installation is complete, click [Finish].
6. Click [Exit].
7. Open the HTML manuals that you installed.

To open the manuals from an icon, double-click the icon on the desktop. To open the manuals from the [Start] menu, point to [All Programs] (Windows 2000: [Programs]), and then [Product Name].

8. Click the title of the manual you want to read.

### Note

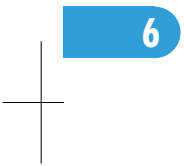
- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
  - Operating system: Windows 2000/XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2
  - Minimum display resolution: 800 × 600 pixels
- Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.
- If you cannot install a manual, copy the "MANUAL\_HTML" folder to your computer's hard drive, and then run "Setup.exe".
- To delete an installed manual, on the [Start] menu, click [All Programs] (Windows 2000: [Programs]), then [Product Name], and then uninstall the data.



## 6. On-screen Operating Instructions

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



## Reading the PDF Manuals on the CD-ROM

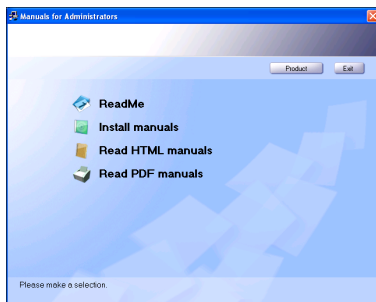
This section describes how to read the PDF manuals on the supplied manual CD-ROM.

### File path

The manuals are included in the following folder on the CD-ROM:

MANUAL\_PDF\*(Language)*

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language and a product, and then click [OK].
3. Click [Read PDF manuals].



4. Click the title of the manual you want to read.

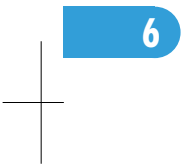
### Note

- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read PDF manuals].



6. On-screen Operating Instructions

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## 7. Remarks

This chapter describes how to maintain and operate the machine.

### Dos and Don'ts

The following items should be followed during use of this machine.

#### **WARNING**

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

#### **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.

#### **Important**

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm - this is not a malfunction.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paper clips to fall into or become stuck inside the machine.

- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapor from the paper, not a sign of malfunction.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The manufacturer shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

#### Reference

- p.80 "Turning On/Off the Power"

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## Saving Color Copies

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This section explains notes on saving color copies.

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

## Where to Put Your Machine

This section describes precautions for installation and movement.

### Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

### Moving

This section describes precautions when moving the machine.

#### 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

- 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

- 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

- 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.

#### Important

- **Be careful when moving the machine. Take the following precautions:**
  - Turn off the main power. For details about how to turn the main power off, see "Turning On/Off the Power".

- Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
- Close all covers and trays, including the front cover and bypass tray.
- Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling may cause a malfunction or damage the hard disk or memory, resulting in loss of stored files.
- Do not take off the holding stand.
- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

#### Reference

- p.80 "Turning On/Off the Power"

### Optimum environmental conditions

This section describes precautions when locating the 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

- 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

- 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

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

- Temperature: 10 - 32 °C (50 - 89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15 - 80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inch: both front to rear and left to right.
- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.

### Environments to avoid

This section describes environments to avoid when locating the machine.

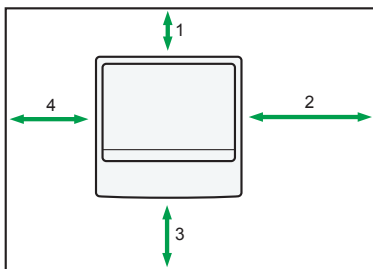
- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

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### Access to the machine

This section describes the space required for the machine.

Place the machine near the power source, providing the clearance areas shown.



CAS080

1. Rear: 10 cm (4 inches) or more
2. Right: 90 cm (35.5 inches) or more
3. Front: 40 cm (15.8 inches) or more
4. Left: 10 cm (4 inches) or more

**Note**

- For the required space when options are installed, contact your service representative.

## Power Connection

This section describes power supply.

### **⚠ 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.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than +8.66% or less than -10%.

## Maintaining Your Machine

If the exposure glass or scanning glass is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

### ★ Important

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

### Cleaning the Machine

This section describes how to clean the machine.

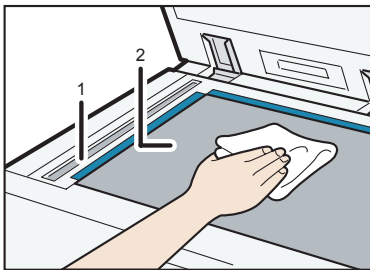
Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

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### Cleaning the Exposure Glass

This section describes how to clean the exposure glass and the scanning glass.

1. Wipe the exposure glass and the scanning glass.



CAS081

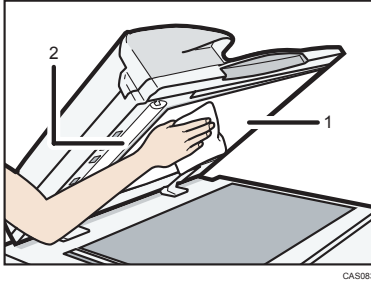
1. Scanning glass
2. Exposure glass

### Cleaning the Auto Document Feeder

This section describes how to clean the ADF.



1. Wipe the sheet and guide plate of the ADF.



1. Sheet
2. Guide plate

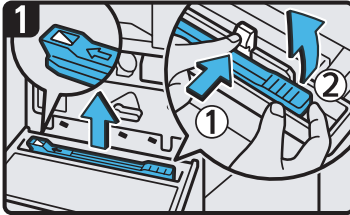
## Cleaning the Dustproof Glass

The dustproof glass may require cleaning if white lines appear on the print side of the document.

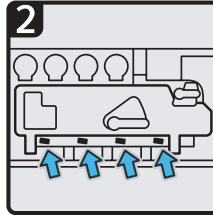
**★ Important**

- Do not insert the cleaning brush forcefully, or the machine might be damaged.

## 7. Remarks



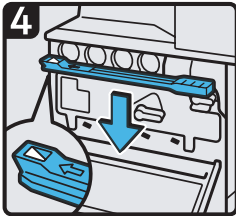
- Turn off the main power switch, and then unplug the power cord.
- Open the front cover and remove the cleaning brush. Release the catch at the center of the cleaning brush (①), hold the catch to prevent it re-engaging, and then raise the cleaning brush grip (②).



- There are four holes for cleaning the dustproof glass.



- Slide the cleaning brush in and out slowly two to three times to clean all four areas.



- Return the cleaning brush to its original position, and then close the front cover.
- Plug in the power cord, and then turn on the main power switch.

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### ↓ Note

- Insert the cleaning brush so that its arrow mark is pointing up.

## Cleaning the Power Cord Plug

This section describes precautions for cleaning the power cord plug.

### ⚠ 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.

CAS084

## Backing Up Hard Disk Data


You can store data such as images and Address Book information on the machine's hard disk.

This section describes how to back up or download this data.

### ★ Important

- **If the machine's hard disk fails, data stored on it, including Address Book information might be lost. For this reason, do not save important data on the machine's hard disk without backing it up or downloading it. We also recommend backing up fonts, forms, and any other downloaded resources that are stored on the hard disk. The manufacturer is not liable for damages resulting from lost data.**

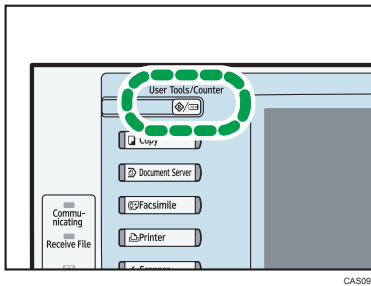
### ↓ Note

- You can use SmartDeviceMonitor for Admin or Web Image Monitor to back up the machine's Address Book. For details about SmartDeviceMonitor for Admin, see the manual for SmartDeviceMonitor for Admin. For details about Web Image Monitor, see the Help for Web Image Monitor.
- You can use Web Image Monitor to download data stored on the Document Server to your computer. For details about how to do this, see “Downloading Stored Documents with Web Image Monitor”, Copy and Document Server Reference , or the Help for Web Image Monitor.

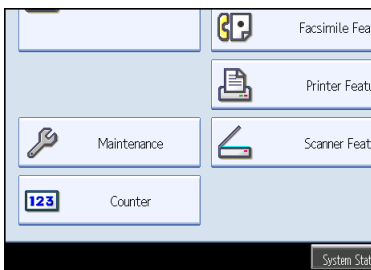
## Counter

You can display the total counter value used for all functions.

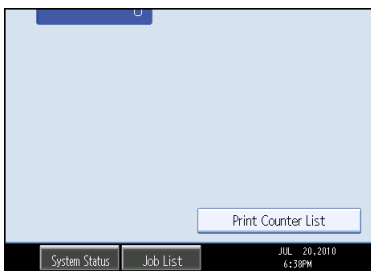
1. Press the [User Tools/Counter] key.



2. Press [Counter].



3. To print a counter list, press [Print Counter List].



4. Press the [Start] key.  
A counter list prints out.
5. Press [Exit] twice.

## Inquiry

The Inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner.

Be sure to contact your service engineer to verify the following:

### Consumables

- Telephone No. to order
- Toner
- Staple
- Staple (Center)
- TX Stamp Name

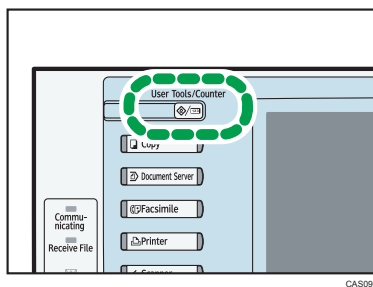
### Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

### Sales Representative

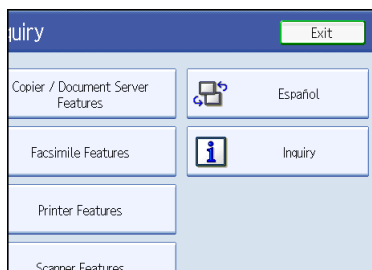
- Telephone No.

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



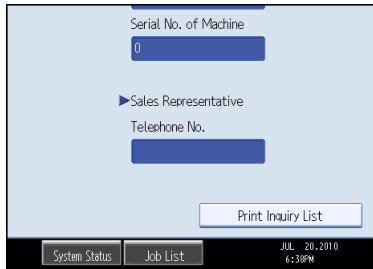
CAS098

2. Press [Inquiry].



Inquiry information appears.

**3. Press [Print Inquiry List].**



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

Inquiry information prints out.

**5. Press [Exit] twice.**

## 8. Appendix

This chapter describes the provided software and utilities CD-ROM, and specifications.

### Software and Utilities Included on the CD-ROM

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

The following is included in the CD-ROM:

#### Font Manager

For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager, see the manual on the CD-ROM.

#### Viewing the Contents of the CD-ROM

This section explains how to view the contents of the CD-ROM.

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language and a product, and then click [OK].
3. Click [Browse This CD-ROM].

Explorer starts and displays the contents of the CD-ROM.

#### Printer Drivers for This Machine

This section explains printer drivers for this machine.

##### ★ Important

- You can install the PCL printer drivers (PCL 5c and PCL 6), and the Adobe PostScript printer driver from the CD-ROM provided with this machine or download them from the manufacturer's Web site. If your operating system is Windows XP/Vista/7 x64, or Windows Server 2003/2003 R2/2008/2008 R2 x64, you must download the printer drivers from the manufacturer's Web site. Select this machine and the operating system you are using, and then download them.

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM.

Printer Language	PCL 5c	PCL 6	PostScript 3
Windows 2000 *1	OK	OK	OK
Windows XP *2	OK	OK	OK

Printer Language	PCL 5c	PCL 6	PostScript 3
Windows Vista <sup>*3</sup>	OK	OK	OK
Windows 7 <sup>*4</sup>	OK	OK	OK
Windows Server 2003 <sup>*5</sup>	OK	OK	OK
Windows Server 2008 <sup>*6</sup>	OK	OK	OK
Mac OS X <sup>*7</sup>	—	—	OK

\*1 Microsoft Windows 2000 Professional /Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server

\*2 Microsoft Windows XP Professional Edition/Microsoft Windows XP Home Edition/Microsoft Windows XP Media Center Edition/Microsoft Windows XP Tablet PC Edition

\*3 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic

\*4 Microsoft Windows 7 Home Premium/Microsoft Windows 7 Professional/Microsoft Windows 7 Ultimate/Microsoft Windows 7 Enterprise

\*5 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition

\*6 Microsoft Windows Server 2008 Standard/Microsoft Windows Server 2008 Enterprise

\*7 Mac OS X 10.2 or later (Native mode)

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### PCL printer drivers

Two kinds of PCL printer driver (PCL 5c and PCL 6) are included. These drivers allow your computer to communicate with this machine via a printer language.



### Adobe PostScript printer driver and PPD files

Adobe PostScript printer driver allows the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

### PPD files

PPD files allow the printer driver to enable specific printer functions.

#### Note

- Some applications may require installation of the PCL 5c printer driver. In this case, you can install PCL 5c without having to install PCL 6.
- For details, see "Preparing the Machine", Printer Reference  and PostScript 3 Supplement .

### TWAIN Driver

This section describes the file path and system requirements of the TWAIN driver.



This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

**File path**

The driver is included in the following folder on the CD-ROM:

`\DRIVERS\TWAIN`

**System requirements**

- Hardware  
PC/AT-compatible machines that support the following operating system properly
- Operating system  
Windows 2000/XP/Vista/7  
Windows Server 2003/2003 R2/2008
- Display resolution  
800 × 600 pixels, 256 colors or higher

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**LAN-Fax Driver**

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This section describes the file path and system requirements of the LAN-Fax driver.

**★ Important**

- You can install the LAN-Fax driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site. If your operating system is Windows XP/Vista/7 x64, or Windows Server 2003/2003 R2/2008/2008 R2 x64, you must download the LAN-Fax driver from the manufacturer's Web site. Select this machine and the operating system you are using, and then download it.

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This driver is required to use LAN-Fax functions.

**File path**

The driver is included in the following folder on the CD-ROM:

`\DRIVERS\LAN-FAX\XP_VISTA`

**System requirements**

- Hardware  
PC/AT-compatible machines that support the following operating system properly
- Operating systems  
Windows 2000/XP/Vista/7  
Windows Server 2003/2003 R2/2008
- Display  
VGA 640 × 480 pixels or more

**Note**

- Before beginning installation, exit all other applications.

## Specifications for the Main Unit

This section describes specifications for the main unit.

### For Users of Type 1 and 2

This section describes specifications for the main unit of type 1 and 2.

**Configuration:**

Desktop

**Photosensitivity type:**

OPC drum

**Original scanning:**

One-dimensional solid scanning system through CCD

**Copy process:**

Laser beam scanning and electro-photographic printing

**Development:**

Dry two-component magnetic brush development system

**Fusing:**

Induction Heating (IH) fusing

**Resolution:**

- Scanning originals: 600 dpi
- Copying: 600 dpi
- Printing: 200 dpi/300 dpi/400 dpi/600 dpi/1200 dpi

**Exposure glass:**

Stationary original exposure type

**Original reference position:**

Rear left corner

**Warm-up time (23°C (73°F), rated voltage):**

23 seconds or less

**Originals:**

Sheet/book/objects

**Maximum original size:**

A3□, 11 × 17□

**Paper size:**

- Tray 1:  
A4, 8<sup>1</sup>/<sub>2</sub> × 11, A5, B5 JIS
- Tray 2:  
A3, A4, A5, B4 JIS, B5 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13,  
8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
8K, 16K, 11 × 15, 10 × 14, 4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, C5 Env
- Tray 2 (custom size):  
Vertical: 182.0 - 297.0 mm (7.17 - 11.69 inches)  
Horizontal: 148.0 - 432.0 mm (5.83 - 17.00 inches)
- Bypass tray:  
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13,  
8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>,  
4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K, 12 × 18,  
11 × 15, 10 × 14
- Bypass tray (custom size):  
Vertical: 90.0 - 305.0 mm (3.55 - 12.00 inches)  
Horizontal: 148.0 - 600.0 mm (5.83 - 23.62 inches)
- Duplex:  
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13,  
8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
8K, 16K, 11 × 15, 10 × 14

**Paper weight:**

- Paper trays: 60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)
- Bypass: 60 - 300 g/m<sup>2</sup> (16 lb. Bond - 110 lb. Cover)
- Duplex: 60 - 169 g/m<sup>2</sup> (16 lb. Bond - 90 lb. Index)

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

**Non-reproduction area (Copier):**

- Leading edge: 2.7 - 5.7 mm (0.11 - 0.23 inches)
- Trailing edge: 0.5 - 6.0 mm (0.02 - 0.24 inches)
- Left and right edges: 0.5 - 4.0 mm (0.02 - 0.16 inches)

**First copy/print time:**

- Full Color: 7.8 seconds or less
- B&W: 5.0 seconds or less

(A4, 8 1/2 × 11, 100% reproduction, feeding from tray 1, on the exposure glass)

**Copy/print speed (Full Color / B&W):**

- Type 1: 30 sheets/minute (A4, 8 1/2 × 11)
- Type 2: 35 sheets/minute (A4, 8 1/2 × 11)

**Reproduction ratio:**

- Preset reproduction ratios:
  - Enlargement: 400%, 200%, 155%, 129%, 121%
  - Full size: 100%
  - Reduction: 93%, 85%, 78%, 73%, 65%, 50%, 25%
- Zoom: From 25 to 400% in increments of 1%

**Maximum continuous copy run:**

999 sheets

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

- Tray 1, 2: 550 sheets
- Bypass tray: 100 sheets

**Power source:**

120 - 127 V, 60 Hz, 12 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection".

**Power consumption:**

- Main unit only

	Type 1	Type 2
Stand-by	About 152 W	About 152 W
During printing	About 752 W	About 766 W
Maximum	1,584 W	1,584 W

- Complete system

	Type 1	Type 2
Maximum	1,584 W	1,584 W

The complete system consists of the main unit, internal tray 2 (1 bin tray), lower paper trays, large capacity tray (LCT), bridge unit, and Booklet Finisher SR3000.

**Dimensions (W × D × H up to ADF):**

670 × 671 × 880 mm (26.4 × 26.5 × 34.8 inches)

**Space for main unit (W × D):**

1,065 × 671 mm (42.0 × 26.5 inches)

**Noise emission:**

- Sound power level:
  - Main unit only

	Type 1	Type 2
Stand-by	Less than 39.0 dB (A)	Less than 39.2 dB (A)
Copying	Less than 64.2 dB (A)	Less than 64.4 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	Less than 38.9 dB (A)	Less than 39.3 dB (A)
Copying	Less than 69.3 dB (A)	Less than 69.9 dB (A)

- Sound pressure level:
  - Main unit only

	Type 1	Type 2
Stand-by	Less than 27.0 dB (A)	Less than 27.3 dB (A)
Copying	Less than 50.7 dB (A)	Less than 51.5 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	Less than 25.8 dB (A)	Less than 27.2 dB (A)
Copying	Less than 54.6 dB (A)	Less than 55.2 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.

- The complete system consists of the main unit, internal tray 2 (1 bin tray), lower paper trays, large capacity tray (LCT), bridge unit, and Booklet Finisher SR3000.

**Weight:**

Approx. 120 kg (264.6 lb.)

**Reference**

- p.119 "Thick Paper"
- p.154 "Power Connection"

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## For Users of Type 3 and 4

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This section describes specifications for the main unit of type 3 and 4.

**Configuration:**

Desktop

**Photosensitivity type:**

OPC drum

**Original scanning:**

One-dimensional solid scanning system through CCD

**Copy process:**

Laser beam scanning and electro-photographic printing

**Development:**

Dry two-component magnetic brush development system

**Fusing:**

Induction Heating (IH) fusing

**Resolution:**

- Scanning originals: 600 dpi
- Copying: 600 dpi
- Printing: 200 dpi/300 dpi/400 dpi/600 dpi/1200 dpi

**Exposure glass:**

Stationary original exposure type

**Original reference position:**

Rear left corner

**Warm-up time (23°C (73°F), rated voltage):**

- Type 3: 22 seconds or less
- Type 4: 36 seconds or less

**Originals:**

Sheet/book/objects

**Maximum original size:**

A3, 11 × 17

**Paper size:**

- Tray 1:  
A4, 8<sup>1</sup>/<sub>2</sub> × 11, A5, B5 JIS
- Tray 2:  
A3, A4, A5, B4 JIS, B5 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13,  
8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
8K, 16K, 11 × 15, 10 × 14, 4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, C5 Env
- Tray 2 (custom size):  
Vertical: 182.0 - 297.0 mm (7.17 - 11.69 inches)  
Horizontal: 148.0 - 432.0 mm (5.83 - 17.00 inches)
- Bypass tray:  
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13,  
8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>,  
4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K, 12 × 18, 11 × 15, 10 × 14
- Bypass tray (custom size):  
Vertical: 90.0 - 305.0 mm (3.55 - 12.00 inches)  
Horizontal: 148.0 - 600.0 mm (5.83 - 23.62 inches)
- Duplex:  
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13,  
8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
8K, 16K, 11 × 15, 10 × 14

**Paper weight:**

- Paper trays: 60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)
- Bypass: 60 - 300 g/m<sup>2</sup> (16 lb. Bond - 110 lb. Cover)
- Duplex: 60 - 169 g/m<sup>2</sup> (16 lb. Bond - 90 lb. Index)

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



**Non-reproduction area (Copier):**

- Leading edge: 2.7 - 5.7 mm (0.11 - 0.23 inches)
- Trailing edge: 0.5 - 6.0 mm (0.02 - 0.24 inches)
- Left and right edges: 0.5 - 4.0 mm (0.02 - 0.16 inches)

**First copy/print time:**

- Type 3:
  - Full Color: 6.2 seconds or less
  - B&W: 3.9 seconds or less
- Type 4:
  - Full Color: 5.2 seconds or less
  - B&W: 3.2 seconds or less

(A4, 8 1/2 × 11, 100% reproduction, feeding from tray 1, on the exposure glass)

**Copy/print speed (Full Color / B&W):**

- Type 3: 45 sheets/minute (A4, 8 1/2 × 11)
- Type 4: 55 sheets/minute (A4, 8 1/2 × 11)

**Reproduction ratio:**

- Preset reproduction ratios:
  - Enlargement: 400%, 200%, 155%, 129%, 121%
  - Full size: 100%
  - Reduction: 93%, 85%, 78%, 73%, 65%, 50%, 25%
- Zoom: From 25 to 400% in increments of 1%

**Maximum continuous copy run:**

999 sheets

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

- Tray 1, 2: 550 sheets
- Bypass tray: 100 sheets

**Power source:**

120 - 127 V, 60 Hz, 12 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection".

**Power consumption:**

- Main unit only

	Type 3	Type 4
Stand-by	About 174 W	About 174 W
During printing	About 956 W	About 1073 W
Maximum	1,584 W	1,584 W

- Complete system

	Type 3	Type 4
Maximum	1,584 W	1,584 W

The complete system consists of the main unit, internal tray 2 (1 bin tray), lower paper trays, large capacity tray (LCT), bridge unit, and Booklet Finisher SR3020.

**Dimensions (W × D × H up to ADF):**

670 × 677 × 895 mm (26.4 × 26.7 × 35.4 inches)

**Space for main unit (W × D):**

1,065 × 677 mm (42.0 × 26.7 inches)

**Noise emission:**

- Sound power level:
  - Main unit only

	Type 3	Type 4
Stand-by	Less than 39.2 dB (A)	Less than 40.0 dB (A)
Copying	Less than 65.7 dB (A)	Less than 67.3 dB (A)

- Complete system

	Type 3	Type 4
Stand-by	Less than 39.5 dB (A)	Less than 39.7 dB (A)
Copying	Less than 72.7 dB (A)	Less than 73.6 dB (A)

- Sound pressure level:
  - Main unit only

	Type 3	Type 4
Stand-by	Less than 28.6 dB (A)	Less than 27.7 dB (A)

	Type 3	Type 4
Copying	Less than 53.2 dB (A)	Less than 54.5 dB (A)

- Complete system

	Type 3	Type 4
Stand-by	Less than 27.2 dB (A)	Less than 27.5 dB (A)
Copying	Less than 58.2 dB (A)	Less than 59.1 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit, internal tray 2 (1 bin tray), lower paper trays, large capacity tray (LCT), bridge unit, and Booklet Finisher SR3020.

#### Weight:

Approx. 130 kg (286.6 lb.)

#### Reference

- p.119 "Thick Paper"
- p.154 "Power Connection"

## Auto Document Feeder for Type 1 and 2

#### Mode:

ADF mode, Batch mode, SADF mode, Mixed Sizes mode, Custom Size originals mode

#### Original size:

- $11 \times 17\frac{1}{2} - 5\frac{1}{2} \times 8\frac{1}{2}$  (1-sided originals)
- $11 \times 17\frac{1}{2} - 5\frac{1}{2} \times 8\frac{1}{2}$  (2-sided originals)

#### Original weight:

- 1-sided originals: 40 - 128 g/m<sup>2</sup> (11 - 34 lb. Bond)
- 2-sided originals: 52 - 105 g/m<sup>2</sup> (14 - 28 lb. Bond) (64 - 105 g/m<sup>2</sup> (17 - 28 lb. Bond) for  $11 \times 17\frac{1}{2}$ )

#### Number of originals to be set:

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

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## Auto Document Feeder for Type 3 and 4

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**Mode:**

ADF mode, Batch mode, SADF mode, Mixed Sizes mode, Custom Size originals mode

**Original size:**

- 11 × 17 $\frac{1}{2}$  - 5 $\frac{1}{2}$  × 8 $\frac{1}{2}$  (1-sided originals)
- 11 × 17 $\frac{1}{2}$  - 5 $\frac{1}{2}$  × 8 $\frac{1}{2}$  (2-sided originals)

**Original weight:**

- 1-sided originals: 40 - 128 g/m<sup>2</sup> (11 - 34 lb. Bond)
- 2-sided originals: 52 - 128 g/m<sup>2</sup> (14 - 34 lb. Bond)

**Number of originals to be set:**

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

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## Document Server

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**HDD (Document Server):**

Approx. 78 GB

Maximum: 9,000 pages

(Total number of pages that can be accommodated stored with all functions combined)

Copier/B&W/A4 original: Approx. 4,000 pages

Copier/Full Color/A4 original: Approx. 1,000 pages

Printer/Full Color/A4 original/600 dpi, 2 bits: Approx. 9,000 pages

Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 9,000 pages

(Under the printer and scanner functions, the number of the pages that can be stored depends on the print image and original.)

**Maximum number of stored documents:**

3,000 documents

(The maximum number of received faxes that can be stored is 800.)

**Number of pages supported by memory sorting:**

Maximum: 2,000 pages

Copier/B&W/A4 original: Approx. 2,000 pages

Printer/B&W/A4/600 dpi, 2 bits: Approx. 2,000 pages

(Under the printer function, the number of the pages that can be sorted depends on the print image.)

## Specifications for Finisher SR790 (1000-sheet) (Optional)

This section describes specifications for Finisher SR790.

### Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR790.

**Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6,  
 12 × 18, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
 8K, 16K, custom size

**Paper weight:**

60 - 260 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Cover)

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

- 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 50 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

### Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR790.

**Paper size:**

A3, B4 JIS, A4, B5 JIS, A5,  
 12 × 18, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
 8K, 16K

**Paper weight:**

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

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

- 1,000 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 500 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

**Staple paper size:**

A3, B4 JIS, A4, B5 JIS,

11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 8 × 13□,  
8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 10□,  
8K□, 16K□

**Staple paper weight:**

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

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

- Without Mixed Size:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 11 × 15□, 10 × 14□, 8K□
  - 50 sheets: A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8 × 10□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 16K□
- With Mixed Size:  
16 sheets

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

- 2 - 9 sheets: 100 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 100 - 20 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 50 - 10 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 - 9 sheets: 50 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
- 10 - 30 sheets: 50 - 10 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)

**Staple position:**

3 positions (Top, Bottom, 2 Staples)

**Power consumption:**

50 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

527 × 520 × 790 mm (10.7 × 20.5 × 31.2 inches)

**Weight:**

Approx. 25 kg (55.2 lb.)

## Specifications for Finisher SR3030 (3000-sheet) (Optional)

This section describes specifications for Finisher SR3030.

### Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR3030.

#### Paper size:

A3□, B4 JIS□, A4□, B5 JIS□, A5□, B6 JIS□, A6□,  
 12 × 18□, 11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 13□, 8 × 10□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□,  
 8K□, 16K□, custom size

#### Paper weight:

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

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

- 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 50 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

### Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR3030.

#### Paper size:

A3□, B4 JIS□, A4□, B5 JIS□, A5□, B6 JIS□, A6□,  
 12 × 18□, 11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 13□, 8 × 10□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□,  
 4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>□, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>□, C5 Env□, C6 Env□, DL Env□, 8K□, 16K□, custom size

#### Paper weight:

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

- 3,000 sheets: A4□, 8<sup>1</sup>/<sub>2</sub> × 11□
- 1,500 sheets: A3□, B4 JIS□, A4□, B5 JIS□, 12 × 18□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□
- 500 sheets: A5□

- 100 sheets: A5□, B6 JIS□, A6□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□

**Staple paper size:**

A3□, B4 JIS□, A4□, B5 JIS□,

11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 8 × 13□,

8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 10□,

8K□, 16K□

**Staple paper weight:**

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

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

- Without Mixed Size:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 11 × 15□, 10 × 14□, 8K□
  - 50 sheets: A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8 × 10□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 16K□
- With Mixed Size:

30 sheets

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

- Without Mixed Size:
  - 2 - 19 sheets: 150 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 20 - 50 sheets: 150 - 60 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 2 - 14 sheets: 100 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 15 - 50 sheets: 100 - 30 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 2 - 14 sheets: 100 sets (other size paper)
  - 15 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
  - 2 - 30 sheets: 50 sets: A3□/ A4□, B4 JIS□/ B5 JIS□, 11 × 17□/ 8<sup>1</sup>/<sub>2</sub> × 11□

**Staple position:**

4 positions (Top, Top Slant, Bottom, 2 Staples)

**Power consumption:**

96 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

657 × 613 × 960 mm (25.9 × 24.2 × 37.8 inches)

**Weight:**

- Approx. 54 kg (119.1 lb.) (without punch kit)
- Approx. 56 kg (123.5 lb.) (with punch kit)



## Specifications for Finisher SR3050 (500-sheet) (Optional)

This section describes specifications for Finisher SR3050.

### Paper size:

A3□, B4 JIS□, A4□, B5 JIS□, A5□, B6 JIS□, A6□,  
 11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8<sup>1</sup>/<sub>4</sub> × 14□,  
 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 13□, 8 × 10□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□,  
 12 × 18□, 8K□, 16K□, custom size

### Paper weight:

60 - 253 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

- 500 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 250 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

### Staple paper size:

A3□, B4 JIS□, A4□, B5 JIS□,  
 11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 8 × 13□,  
 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 10□,  
 8K□, 16K□

### Staple paper weight:

60 - 157 g/m<sup>2</sup> (16 lb. Bond - 40 lb. Cover)

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

- Without Mixed Size:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 11 × 15□, 10 × 14□, 8K□
  - 50 sheets: A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8 × 10□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 16K□
- With Mixed Size:  
30 sheets

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

- 2 - 9 sheets: 55 - 46 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 45 - 10 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 - 9 sheets: 55 - 27 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 25 - 8 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 - 9 sheets: 55 - 27 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)

- 10 - 30 sheets: 25 - 8 sets (A3, B4 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14)

**Staple position:**

5 positions (Top, Top Slant, Bottom, Bottom Slant, 2 Staples)

**Power consumption:**

50 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

396 × 551 × 275 mm (15.6 × 21.7 × 10.9 inches)

**Weight:**

Approx. 12 kg (26.5 lb.)

## Specifications for Booklet Finisher SR3020 (2000-sheet-Booklet) (Optional)

This section describes specifications for Booklet Finisher SR3020.

### Finisher Upper Tray

This section describes specifications for the finisher upper tray of Booklet Finisher SR3020.

**Paper size:**

A3□, B4 JIS□, A4□, B5 JIS□, A5□, B6 JIS□, A6□,  
12 × 18□, 11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 13□, 8 × 10□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□,  
8K□, 16K□, custom size

**Paper weight:**

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

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

- 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 50 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

### Finisher Shift Tray

This section describes specifications for the finisher shift tray of Booklet Finisher SR3020.

**Paper size:**

A3□, B4 JIS□, A4□, B5 JIS□, A5□, B6 JIS□, A6□,  
12 × 18□, 11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 13□, 8 × 10□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□,  
4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>□, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>□, C5 Env□, C6 Env□, DL Env□, 8K□, 16K□, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

- 2,000 sheets: A4□, 8<sup>1</sup>/<sub>2</sub> × 11□
- 1,000 sheets: A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□, 12 × 18□
- 500 sheets: A5□

- 100 sheets: A5□, B6 JIS□, A6□, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□

**Staple paper size:**

A3□, B4 JIS□, A4□, B5 JIS□,

11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 8 × 13□,

8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 10□,

8K□, 16K□

**Staple paper weight:**

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

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

- Without Mixed Size:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 11 × 15□, 10 × 14□, 8K□
  - 50 sheets: A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8 × 10□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 16K□
- With Mixed Size: 30 sheets

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

- Without Mixed Size:
  - 2 - 12 sheets: 150 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 13 - 50 sheets: 150 - 40 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 2 - 9 sheets: 100 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 10 - 50 sheets: 100 - 20 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
  - 2 - 9 sheets: 100 sets (other size paper)
  - 10 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
  - 2 - 30 sheets: 50 sets (A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□/8<sup>1</sup>/<sub>2</sub> × 11□)

**Staple position:**

4 positions (Top, Top Slant, Bottom, 2 Staples)

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## Finisher Booklet Tray

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This section describes specifications for the finisher booklet tray of Booklet Finisher SR3020.

**Saddle stitch paper size:**

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

**Saddle stitch paper weight:**

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

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

1 set (15 sheets)

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

- 2 - 5 sheets: approx. 30 sets
- 6 - 10 sheets: approx. 15 sets
- 11 - 15 sheets: approx. 10 sets

**Saddle stitch position:**

Center 2 positions

**Power consumption:**

96 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

657 × 613 × 960 mm (25.9 × 24.2 × 37.8 inches)

**Weight:**

- Approx. 63 kg (138.9 lb.) (without punch kit)
- Approx. 65 kg (143.3 lb.) (with punch kit)

## Specifications for Booklet Finisher SR3000 (1000-sheet-Booklet) (Optional)

This section describes specifications for Booklet Finisher SR3000.

### Finisher Upper Tray

This section describes specifications for the finisher upper tray of Booklet Finisher SR3000.

**Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6,  
12 × 18, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
8K, 16K, custom size

**Paper weight:**

60 - 105 g/m<sup>2</sup> (16 - 28 lb. Bond)

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

- 100 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 50 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

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### Finisher Shift Tray

This section describes specifications for the finisher shift tray of Booklet Finisher SR3000.

**Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6,  
12 × 18, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
8K, 16K, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

- 1,000 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 500 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

**Staple paper size:**

A3, B4 JIS, A4, B5 JIS,

11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 8 × 13□,  
8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 10□,  
8K□, 16K□

**Staple paper weight:**

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

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

- Without Mixed Size:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 11 × 15□, 10 × 14□, 8K□
  - 50 sheets: A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□, 8 × 10□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□, 16K□
- With Mixed Size: 20 sheets

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

- 2 - 9 sheets: 100 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 100 - 20 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 - 9 sheets: 100 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 50 - 10 sets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 - 9 sheets: 50 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
- 10 - 30 sheets: 50 - 10 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)

**Staple position:**

3 positions (Top, Bottom, 2 Staples)

**Finisher Booklet Tray**

This section describes specifications for the finisher booklet tray of Booklet Finisher SR3000.

**Saddle stitch paper size:**

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

**Saddle stitch paper weight:**

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

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

1 set (10 sheets)

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

- 2 to 5 sheets: 20 sets
- 6 to 10 sheets: 10 sets

**Saddle stitch position:**

Center 2 positions

**Power consumption:**

60 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

535 × 600 × 930 mm (21.1 × 23.7 × 36.7 inches)

**Weight:**

- Approx. 48 kg (105.9 lb.) (without punch kit)
- Approx. 50 kg (110.3 lb.) (with punch kit)



## Specifications for Punch Unit (Finisher SR3030, Booklet Finisher SR3020) (Optional)

This section describes specifications for the punch unit (Finisher SR3030, Booklet Finisher SR3020).

### Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14, custom size
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 8K, custom size
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14, custom size
4 holes type: 4 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14, custom size
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 10 × 14, 8K, custom size
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size

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### Paper weight:

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

### Power consumption:

20 W (Power is supplied from the main unit.)

### Dimensions (W × D × H):

110 × 484 × 117 mm (4.4 × 19.1 × 4.7 inches)

### Weight:

Approx. 2.9 kg (6.4 lb.)

## Specifications for Punch Unit (Booklet Finisher SR3000) (Optional)

This section describes specifications for the punch unit (Booklet Finisher SR3000).

### Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, $11 \times 17$ , $8\frac{1}{2} \times 14$ , $8\frac{1}{2} \times 11$ , $5\frac{1}{2} \times 8\frac{1}{2}$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , $8 \times 13$ , $8\frac{1}{2} \times 13$ , $8\frac{1}{4} \times 13$ , 8K, 16K, $8\frac{1}{4} \times 14$ , $8 \times 10$ , $11 \times 15$ , $10 \times 14$
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, $8\frac{1}{2} \times 11$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , 16K
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, $11 \times 17$ , $11 \times 15$ , 8K
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , 16K
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, $11 \times 17$ , $8\frac{1}{2} \times 14$ , $8\frac{1}{2} \times 11$ , $5\frac{1}{2} \times 8\frac{1}{2}$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , $8 \times 13$ , $8\frac{1}{2} \times 13$ , $8\frac{1}{4} \times 13$ , 8K, 16K, $8\frac{1}{4} \times 14$ , $8 \times 10$ , $11 \times 15$ , $10 \times 14$
4 holes type: 4 holes	☐: A4, B5 JIS, A5, $8\frac{1}{2} \times 11$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , 16K
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, $11 \times 17$ , $8\frac{1}{2} \times 14$ , $8\frac{1}{2} \times 11$ , $5\frac{1}{2} \times 8\frac{1}{2}$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , $8 \times 13$ , $8\frac{1}{2} \times 13$ , $8\frac{1}{4} \times 13$ , 8K, 16K, $8\frac{1}{4} \times 14$ , $8 \times 10$ , $11 \times 15$ , $10 \times 14$
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, $8\frac{1}{2} \times 11$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , 16K
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, $11 \times 17$ , $11 \times 15$ , $10 \times 14$ , 8K
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, $8\frac{1}{2} \times 11$ , $7\frac{1}{4} \times 10\frac{1}{2}$ , 16K

### Paper weight:

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

## Specifications for Lower Paper Tray (Optional)

This section describes specifications for the lower paper tray.

**Paper size:**

A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 8K, 16K, 11 × 15, 10 × 14, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

550 sheets × 1 tray

**Power consumption:**

55 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

580 × 620 × 120 mm (22.9 × 24.5 × 4.8 inches)

**Weight:**

Approx. 15 kg (33.1 lb.)

## Specifications for Lower Paper Trays (Optional)

This section describes specifications for the lower paper trays.

**Paper size:**

A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 8K, 16K, 11 × 15, 10 × 14, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

550 sheets × 2 trays

**Power consumption:**

60 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

580 × 620 × 260 mm (22.9 × 24.5 × 10.3 inches)

**Weight:**

Approx. 26 kg (57.4 lb.)

## Specifications for the Small Size Paper Tray (Optional)

This section describes specifications for the small size paper tray.

**Paper size:**

A4, A5, A6, B5 JIS, B6 JIS,  $8\frac{1}{2} \times 11$ ,  $7\frac{1}{4} \times 10\frac{1}{2}$ ,  $5\frac{1}{2} \times 8\frac{1}{2}$ ,  $4\frac{1}{8} \times 9\frac{1}{2}$ ,  $3\frac{7}{8} \times 7\frac{1}{2}$ , C5 Env, C6 Env, DL Env, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

550 sheets

## Specifications for Tray 3 (LCT) (Optional)

This section describes specifications for Tray 3 (LCT).

**Paper size:**

A4□, 8<sup>1</sup>/<sub>2</sub> × 11□

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

1,000 sheets × 2 trays

**Power consumption:**

55 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

580 × 620 × 260 mm (22.9 × 24.4 × 10.3 inches)

**Weight:**

Approx. 26 kg (57.4 lb.)

## Specifications for Large Capacity Tray (LCT) (Optional)

This section describes specifications for the large capacity tray (LCT).

**Paper size:**

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

**Paper weight:**

60 - 217 g/m<sup>2</sup> (16 lb. Bond - 80 lb. Cover)

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

1,200 sheets

**Power consumption:**

55 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

348 × 540 × 290 mm (13.8 × 21.3 × 11.5 inches)

**Weight:**

Approx. 14 kg (30.9 lb.)

## Specifications for Bridge Unit (Optional)

This section describes specifications for the bridge unit.

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

- 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 125 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

**Power consumption:**

20 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

415 × 412 × 111 mm (16.4 × 16.3 × 4.4 inches)

**Weight:**

Approx. 4 kg (8.9 lb.)



## Specifications for Internal Tray 2 (Optional)

This section describes specifications for the internal tray 2 (1 bin tray).

**Number of bins:**

1

**Paper size:**

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

11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>,

8K, 16K, 11 × 15, 10 × 14, custom size

**Paper weight:**

60 - 169 g/m<sup>2</sup> (16 lb. Bond - 90 lb. Index)

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

125 sheets

**Power consumption:**

12 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

565 × 410 × 115 mm (22.3 × 16.2 × 4.6 inches)

**Weight:**

Approx. 2.5 kg (5.6 lb.)

## Specifications for Internal Shift Tray (Optional)

This section describes specifications for the internal shift tray.

**Paper size:**

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10,  
7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>,  
4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K, 12 × 18,  
11 × 15, 10 × 14, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

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

- 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 125 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

**Power consumption:**

10 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

423 × 468 × 114 mm (16.7 × 18.5 × 4.5 inches)

**Weight:**

Approx. 2 kg (4.5 lb.)

## Specifications for External Tray (Optional)

This section describes specifications for the external tray.

### Paper size:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,  
11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10,  
7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>,  
4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K, 12 × 18,  
11 × 15, 10 × 14, custom size

### Paper weight:

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

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

- Internal tray 1:
  - 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
  - 125 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger
- External tray: 125 sheets

### Power consumption:

20 W or less (Power is supplied from the main unit.)

### Dimensions (W × D × H):

780 × 415 × 138 mm (30.8 × 16.4 × 5.5 inches)

### Weight:

Approx. 4.5 kg (10.0 lb.)

## Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

**★ Important**

- Do not use an IEEE 1284 cable that is longer than 3 meters.

**Transmission spec.:**

IEEE 1284

**Required cable:**

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

## Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

### Transmission spec.:

Based on IEEE 802.11a/b/g (wireless LAN)

### Protocol:

TCP/IP, IPX/SPX

### Transmission Rate:

Auto select from the following speed:

1 Mbps, 2 Mbps, 5.5 Mbps, 6 Mbps, 9 Mbps, 11 Mbps, 12Mbps, 18Mbps, 24 Mbps, 36 Mbps, 48 Mbps, 54 Mbps

### Frequency range (Center Frequency):

- 2412 - 2462 MHz (1 - 11 channels)
- 5180 - 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)

### Transmission mode:

- Ad hoc mode
- Infrastructure mode

#### Note

- Web Image Monitor is supported.
- The channel in use might differ depending on the country.

## Specifications for Bluetooth Interface Unit (Optional)

This section describes specifications for the Bluetooth interface unit.

### Supported profiles:

- SPP (Serial Port Profile)
- HCRP (Hardcopy Cable Replacement Profile)
- BIP (Basic Imaging Profile)

### Frequency range:

2.45 GHz ISM band

### Data transmission speed:

723 kbps

### Maximum range:

10 m

#### Note

- The transmission speed is adjusted according to factors such as the distance and obstacles between the devices, radio signal condition and Bluetooth adaptor.

## Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

**Interface connector:**

10Base-T, 100Base-TX, 1000Base-T

**Data transmission speed:**

1000 Mbps, 100 Mbps, 10 Mbps

**Protocol:**

TCP/IP, IPX/SPX

**Distance between devices:**

100 m

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- The product names of Windows 2000 are as follows:
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  - Microsoft® Windows® 2000 Server
  - Microsoft® Windows® 2000 Advanced Server
- The product names of Windows XP are as follows:
  - Microsoft® Windows® XP Professional Edition
  - Microsoft® Windows® XP Home Edition
  - Microsoft® Windows® XP Media Center Edition
  - Microsoft® Windows® XP Tablet PC Edition
- The product names of Windows Vista are as follows:
  - Microsoft® Windows Vista® Ultimate
  - Microsoft® Windows Vista® Business
  - Microsoft® Windows Vista® Home Premium
  - Microsoft® Windows Vista® Home Basic
  - Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:
  - Microsoft® Windows® 7 Home Premium

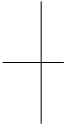


Microsoft® Windows® 7 Professional

Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

- The product names of Windows Server 2003 are as follows:
  - Microsoft® Windows Server® 2003 Standard Edition
  - Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:
  - Microsoft® Windows Server® 2003 R2 Standard Edition
  - Microsoft® Windows Server® 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows:
  - Microsoft® Windows Server® 2008 Standard
  - Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:
  - Microsoft® Windows Server® 2008 R2 Standard
  - Microsoft® Windows Server® 2008 R2 Enterprise



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