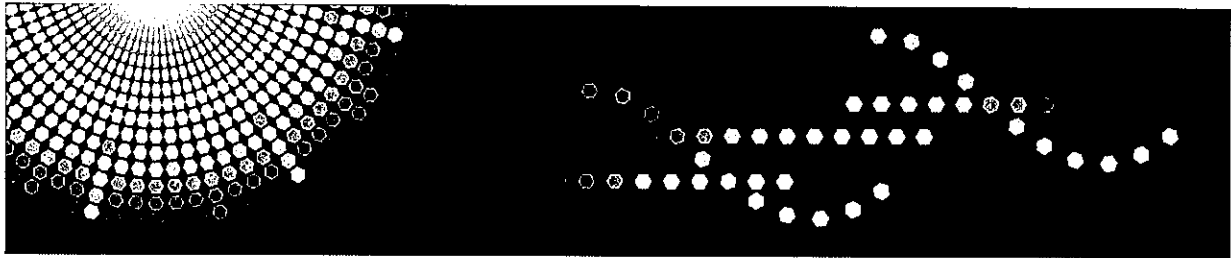
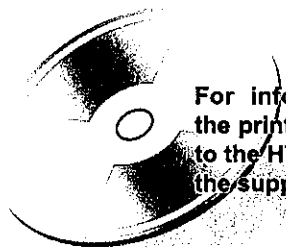


Read This First

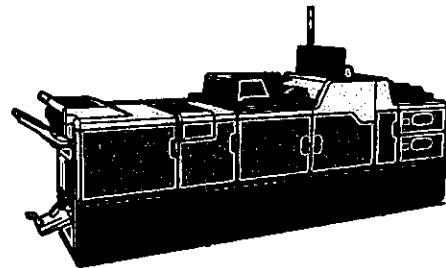


Pro C651EX/C751EX

Operating Instructions About This Machine

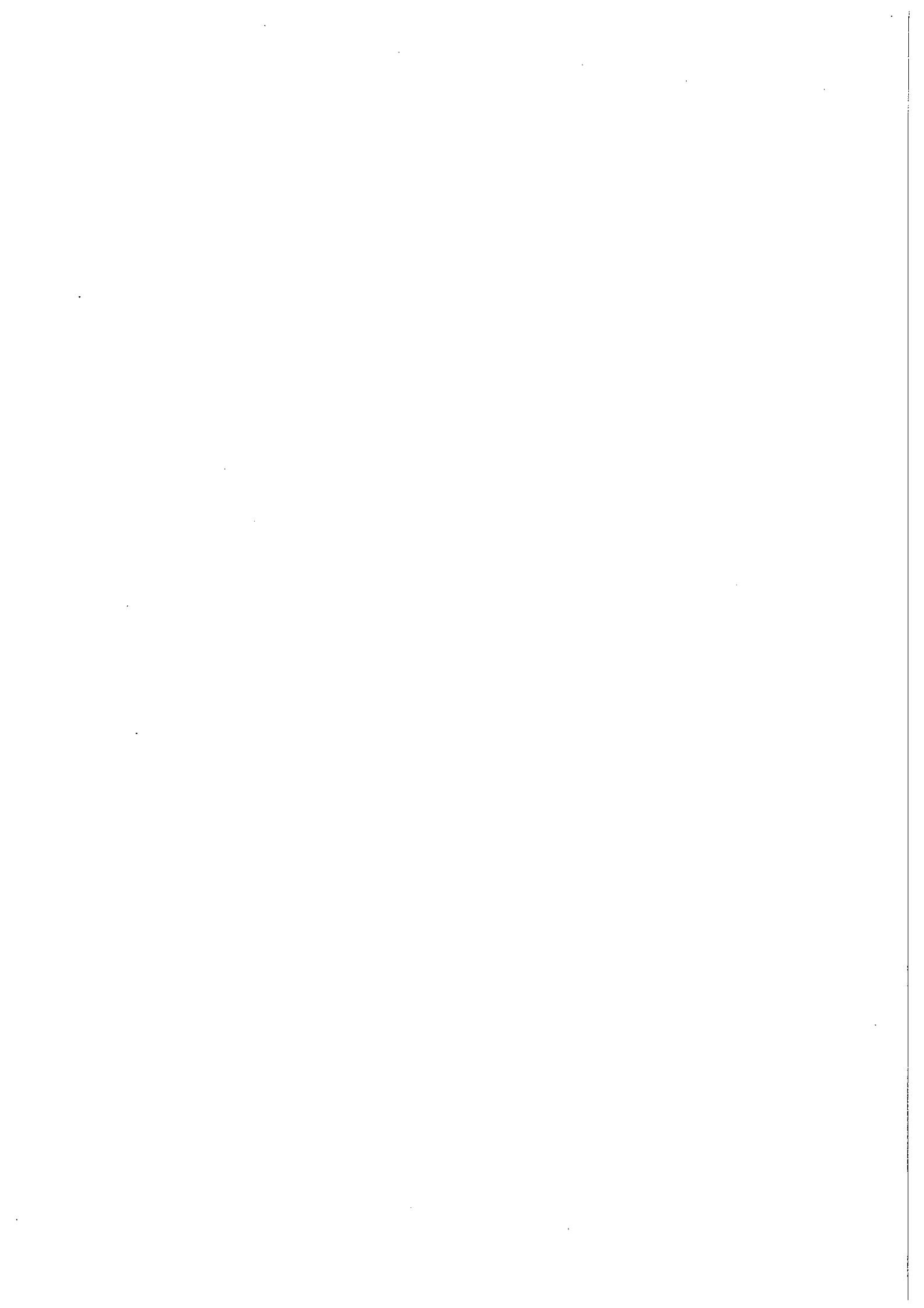


For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.



-
- 1 Getting Started
 - 2 Adding Paper
 - 3 Adding Toner and Staples
 - 4 Entering Text
 - 5 On-screen Operating Instructions
 - 6 Remarks
 - 7 Appendix

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



Documentation for This Machine





















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Scanner Reference	
Sending scan files	
Storing scan files	
Changing the default settings of the scanner function, and related information	
Network and System Settings Reference	
Connecting to a network.....	
Registering addresses for scanner functions.....	
Changing the default settings of the system, and related information.....	
Paper Settings Reference	 
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Manuals for This Machine

Read this manual carefully before you use this machine.

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

★ Important

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

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

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Reference

Explains how to connect the machine to a network and how to configure and operate the machine in a network environment. It also explains how to change System Settings, how to specify Adjustment Settings for Operators, and how to register information in the Address Book.

Paper Settings Reference

Explains how to make paper settings for each tray using the paper library, which contains optimum printing conditions. It also explains how to manually specify a paper size and type for a paper tray.

Security Reference

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

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

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

For details, see "Setting up the Machine", Security Reference.

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

Guide to Paper

Explains paper characteristics and methods for handling paper.

VM Card Extended Feature Settings Device Reference

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

VM Card Extended Feature Settings Web Reference

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

Note

- Manuals provided are specific to machine types.
- In addition to the above, manuals are also provided for the Printer function.

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy and Document Server Reference	Yes	Yes	Yes
Scanner Reference	No	Yes	Yes
Network and System Settings Reference	No	Yes	Yes
Paper Settings Reference	Yes	Yes	Yes
Security Reference	No	Yes	Yes
Guide to Paper	No	No	Yes
VM Card Extended Feature Settings Device Reference	No	Yes	Yes
VM Card Extended Feature Settings Web Reference	No	Yes	Yes

What You Can Do with This Machine

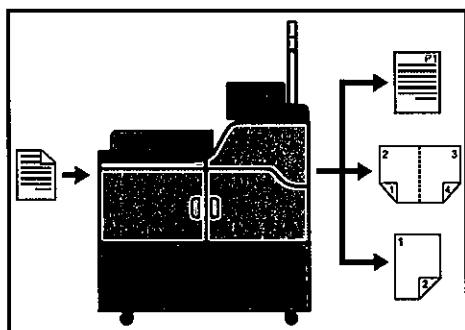
This section introduces the features of this machine.

Note

- For details about options, see p.40 "Options".

Using This Machine as a Copier

You can make copies of originals.



COL001

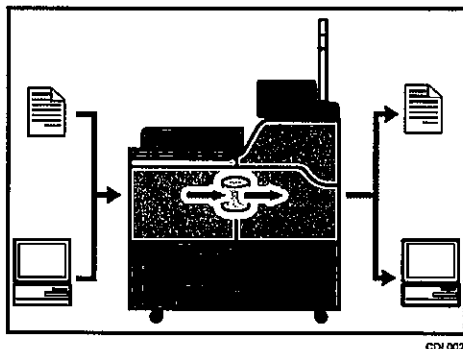
- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.
- You can print stamps on copies. Stamps can include scanned images, dates, and page numbers.
- You can adjust the color tones and image quality of your copies.
- You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

Reference

- See Copy and Document Server Reference  .

Utilizing Stored Documents




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



CDL002

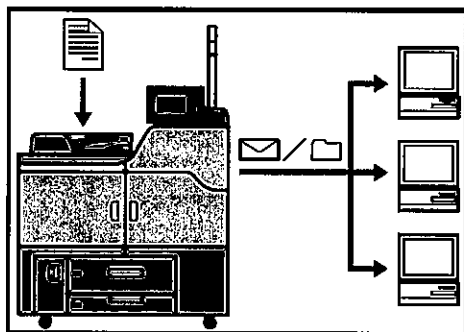
You can retrieve stored documents scanned in scanner mode.

Reference

- For details about Document Server in copier mode and how to use Document Server, see "Storing Data in the Document Server" and "Document Server", Copy and Document Server Reference  .
- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference .

Using the Scanner in a Network Environment

You can use a scanner over the network.



CDL003

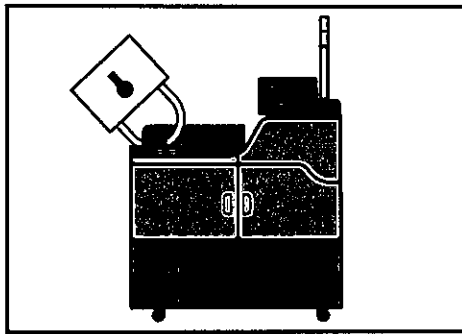
- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).

Reference

- See Scanner Reference .

Administrating the Machine/Protecting Documents (Security Functions)

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



COL004

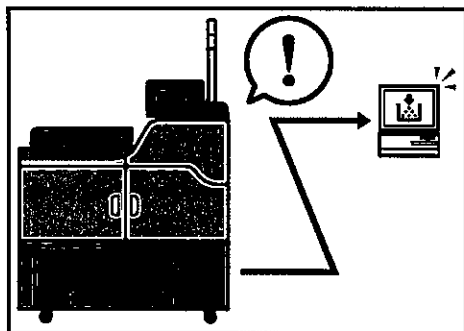
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.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

Reference

- See Security Reference .

Monitoring and Setting the Machine Via Computer

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



COL005

- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
- Using Web Image Monitor, you can register information in the Address Book, specify the machine's settings, and check the machine's status with ease.
- Using Web Image Monitor, you can check and specify the initial settings (System Settings, network settings, security settings/certificate management, and e-mail notification), and protect the data in the machine using authentication.

Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

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

Note

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

Reference

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



Indicates the names of keys on the machine's display or control panels.



Indicates instructions in book form.



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

Machine Types

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

- Type 1: Pro C651EX
- Type 2: Pro C751EX

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

Names of Major Items

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

- Auto document feeder → ADF

-
- Multi Bypass Tray BY5010 (optional) → Multi bypass tray
 - LCIT RT5060 (optional) → Wide large capacity tray (Wide LCT)
 - Multi-Folding Unit FD5010 (optional) → Multi-folding unit
 - Decurler Unit DU5010 (optional) → Decurler unit
 - Tab Sheet Holder Type3260 (optional) → Tab sheet holder

Notes

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

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

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

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING**

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

 **CAUTION**

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

Safety Precautions to Be Followed

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

Environments where the machine can be used

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

 **WARNING**

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

 **WARNING**

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

 **CAUTION**

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

⚠ CAUTION

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

Handling power cords and power cord plugs

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

⚠ WARNING

- Do not use any power sources other than those that match the specifications shown 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 power cord that comes with the optional equipment is for use with that equipment 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

- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

⚠ WARNING

- When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

Handling the main machine

This section explains safety precautions about handling the main machine.

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users.

⚠ CAUTION

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

⚠ CAUTION

- Do not push or pull the attention light when installed to the machine. Doing so may result in damage or malfunction of the attention light or the machine.

Handling the machine's interior

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

Handling the machine's supplies

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

⚠ WARNING

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

⚠ WARNING

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

⚠ WARNING

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

⚠ CAUTION

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

⚠ CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

⚠ CAUTION

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

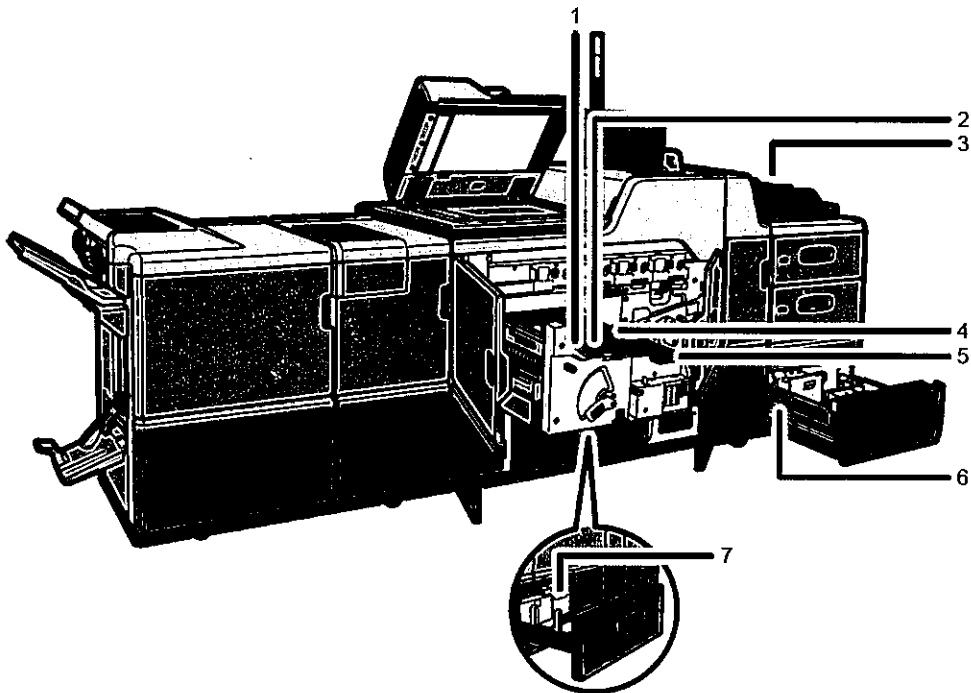
Safety Labels of This Machine

This section explains the machine's safety information labels.

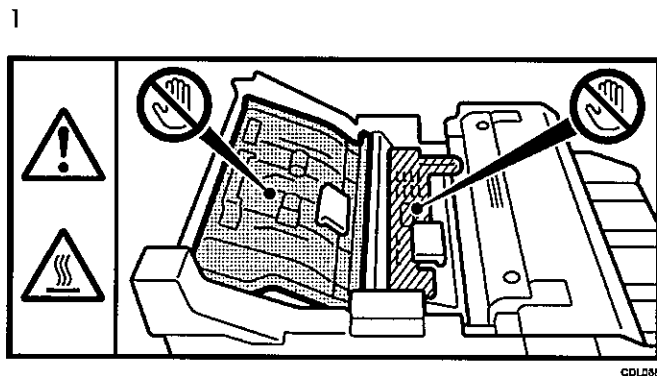
Positions of WARNING and CAUTION labels

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

Main unit, multi bypass tray, and Wide LCT

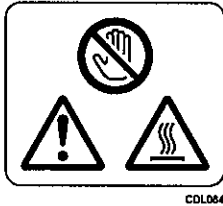


COL006



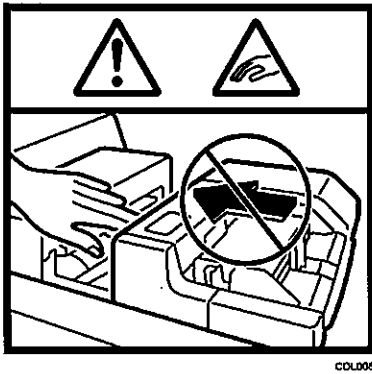
Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

2




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

3



Keep your hands clear of the multi bypass tray when removing paper jam. You might trap your fingers if you do not.

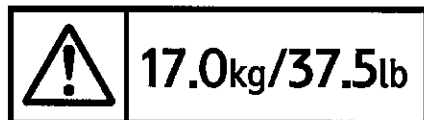
4

 190°C	
CAUTION	Fusing Unit surface and inside very hot.
ATTENTION	Surface de l'unité de fusion et intérieur très chauds.
ACHTUNG	Oberfläche und Inneres der Fixiereinheit sehr heiß.
ATTENZIONE	Superficie e area interna unità di fusione molto calde.
PRECAUCIÓN	Superficie unidad fusión e interior muy calientes.
VOORZICHTIG	Het oppervlak en de binnenkant vó fuseereenit, zijn erg heet.
FÖRSIKTIGT	Fixeringsenhetens yta och insida är mycket het.
FORSIGTIG	Varmerenhedens overflade og indre dele er meget varme.
FORSIKTIG	Fuserenhetens overflate og innside er svært varm.
OSTRZEŻENIE	Powierzchnia i wnętrze zespołu grazejnego są bardzo gorące.
CAUIDADO	Superfície e interior da unidade de fusão muito quentes.
POZOR	Povrch zažehlovací jednotky vnitřek jsou velmi horké.
FIGYELEM	A fűző egység felülete és belseje nagyon forró.
TÄRKEÄÄ	Lämpöyksikön pinta ja sisäosat ovat kuumia.
ОСТОРОЖНО	Поверхность и внутренности блока термозащелки очень горячие.
注意高温	定影单元的表面和内部非常热。
高温注意	定影单元表面和内部非常烫。
고온주의	정착 유닛의 표면과 내부가 매우 뜨겁습니다.
高温注意	定影ユニット表面および内部が高温です。

CDL007

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

5



CDK024

This label indicates the weight of the unit. However, this label is meant for customer engineers and operators who have received training. Do not lift a unit that has this label.

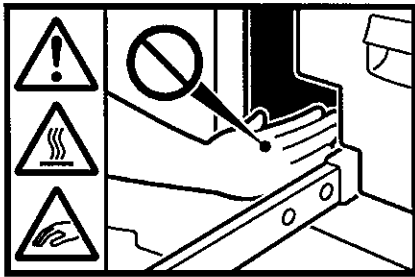
6

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

CDL009

High temperature parts. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

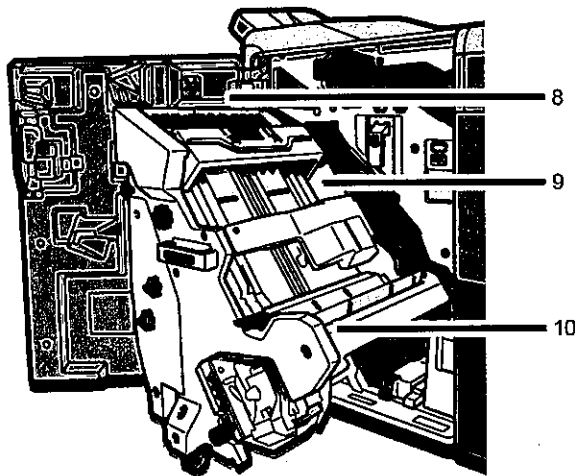
7



CDL010

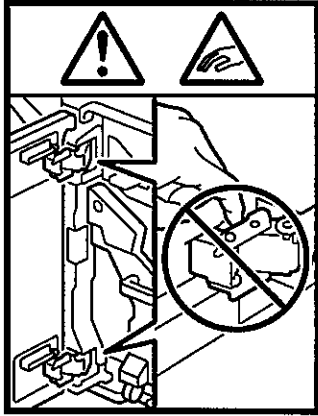
Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

Finisher SR5030 and Booklet Finisher SR5040



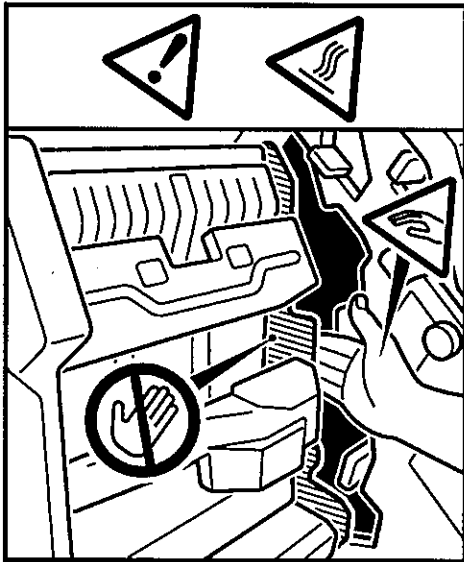
CDL011

8



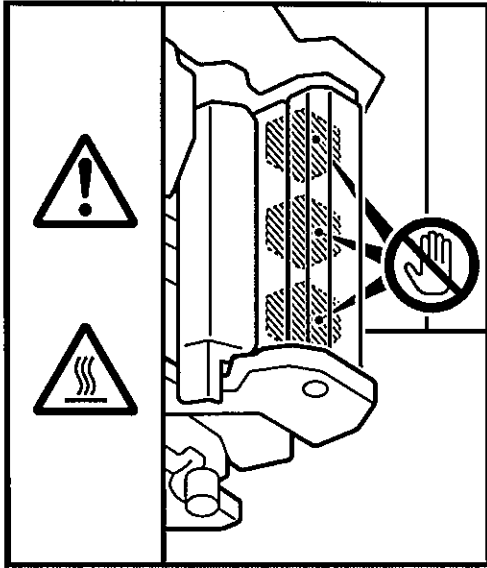
When opening and closing the front cover of the Finisher SR5030 or Booklet Finisher SR5040, keep your hands clear of the hinges. The hinges are a hazard. You risk trapping your fingers if you do not keep your hands clear of them.

9



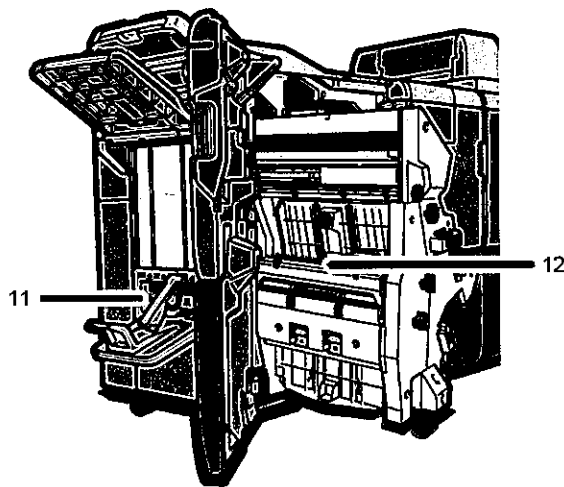
The inside of the Finisher SR5030 and Booklet Finisher SR5040 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

10

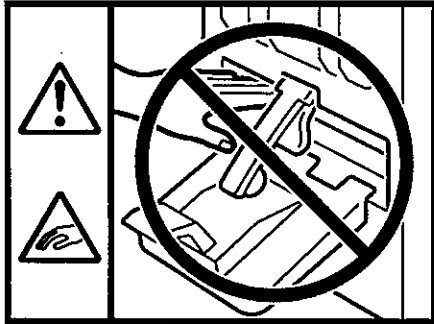


Do not touch the parts a label indicates. The inside of the Finisher SR5030 and Booklet Finisher SR5040 could be very hot. Caution should be taken when removing misfed paper.

Booklet Finisher SR5040



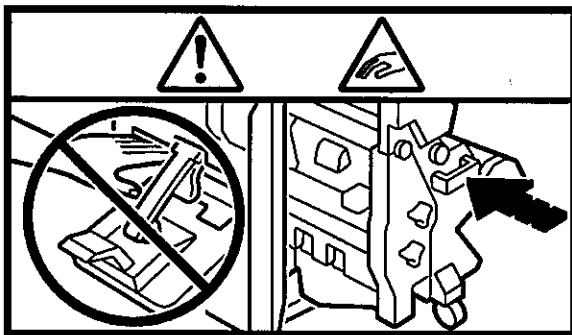
CDL015



BZY020

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

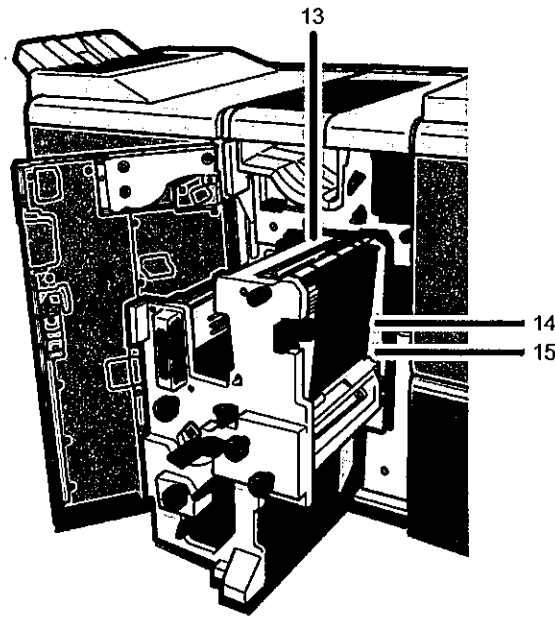
12



BZY021

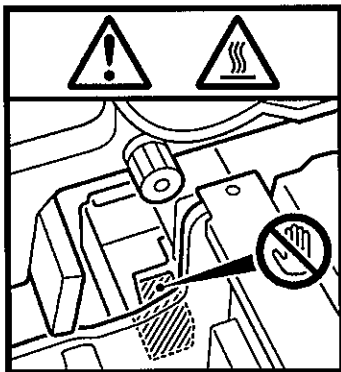
Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.

Multi-Folding Unit



CDL018

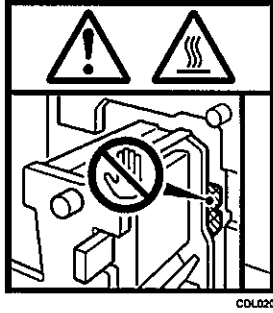
13



CDL019

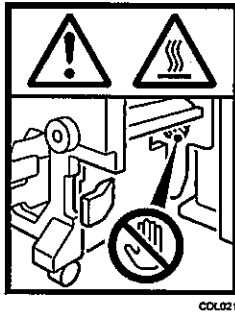
Do not touch the parts a label indicates. The inside of the multi-folding unit could be very hot. Caution should be taken when removing misfed paper.

14



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

15



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

Power Switch Symbols

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

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

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

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

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

It is an open program in which manufacturers participate voluntarily.

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

Note

- For details about the "default delay time", see p.34 "Energy Saving Functions".

Energy Saving Functions

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

Low Power Mode

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


Sleep Mode

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

Specification

	Type 1	Type 2
Reduced Electrical Consumption by Low Power Mode	400 W or less	400 W or less
Time of Switch into Low Power Mode	15 minutes	15 minutes
Time of Switch out from Low Power Mode	100 seconds or less	100 seconds or less
Reduced Electrical Consumption by Sleep Mode	20 W or less	20 W or less
Time of Switch into Sleep Mode	60 minutes	60 minutes
Time of Switch out from Sleep Mode	300 seconds or less	300 seconds or less

Note

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

Laws and Regulations

Legal Prohibition

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

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

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

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

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

Laser Safety

CDRH Regulations

This machine complies with the requirements of 21 CFR Subchapter J for class 1 laser product. The machine contains four VCSELs (Vertical Cavity Surface Emitting Laser), 772 ~ 792 nanometer wavelength for each emitter. Each VCSEL has forty light sources and the maximum output power of each light source is 1.4 milliwatt.

Caution:

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

Notes to USA Users of FCC Requirements

Part 15 of the FCC Rules

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

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

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

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Caution:

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

Notes to Canadian Users of IC Rules

Notes to users in Canada

This device complies with Industry Canada licence-exempt RSS standard(s).

Operation is subject to the following two conditions:

- (1) this device may not cause interference, and
- (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Remarques à l'attention des utilisateurs canadiens

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Notes to users in the United States of America

Notes to users in the state of California

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

1. Getting Started

This chapter describes how to start using this machine.

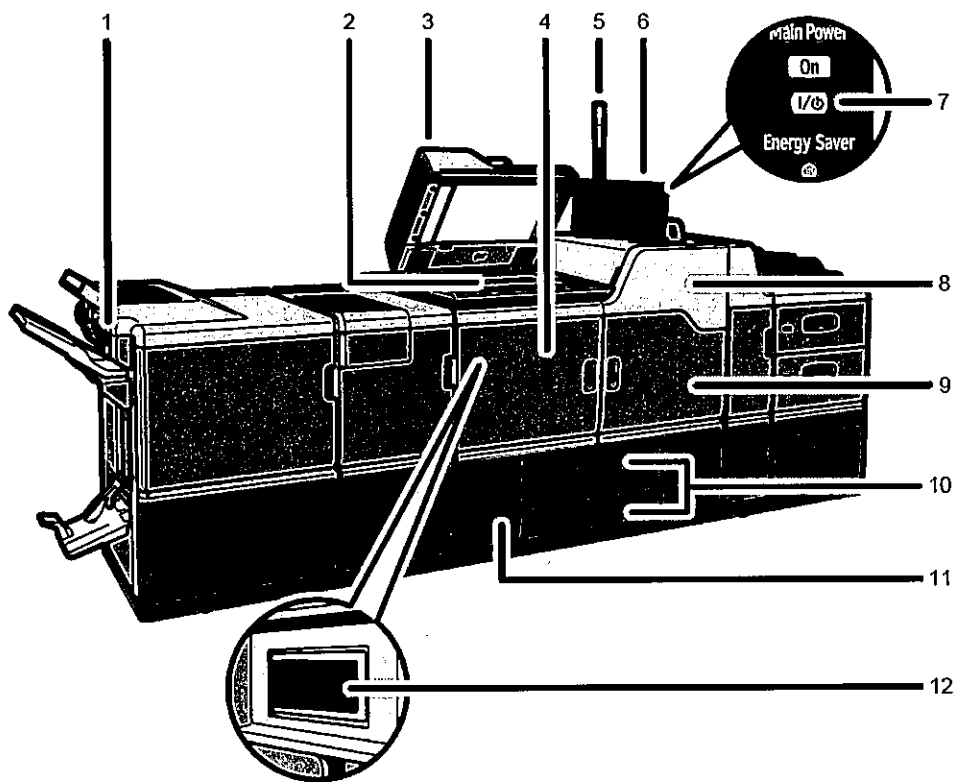
Guide to Components

This section introduces the names and functions of the components.

⚠ CAUTION

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

Front and left view



COL591

1. Suspend/Resume switch

Press to momentarily stop copying. Pressing again resumes the stopped operation.

2. Exposure glass

Place originals face down here.



3. ADF

Lower the ADF over originals placed on the exposure glass.

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

4. Front left cover

Open to access the inside of the machine or to turn the main power switch on or off.

5. Attention light

Notifies you of errors during printing, such as paper jam and out of paper.

6. Control panel

See p.42 "Control Panel".

7. Operation switch

Press to turn the power on (the operation switch indicator lights up). To turn the power off, press again (the operation switch indicator goes off). See p.55 "Turning On/Off the Power".

8. Front upper right cover

Open to change toner cartridges.

9. Front right cover

Open to access the inside of the machine.

10. Paper trays (trays 1 - 2)

Load paper here.

An indicator on the front left side of the tray lights while paper is feeding.

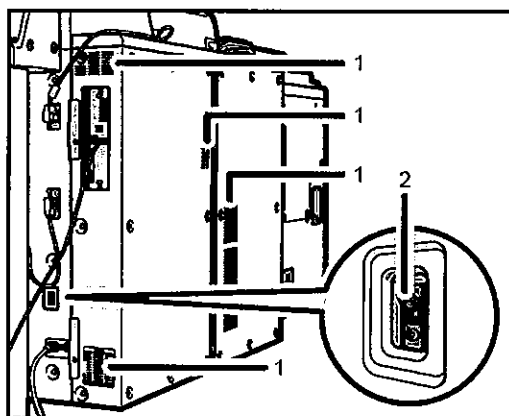
11. Front lower left cover

Open to change the waste toner bottle.

12. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. See p.55 "Turning On/Off the Power".

Rear and right view



COL023

1. Ventilation holes

Prevent overheating.

2. Earth leakage breaker

Protects users from electric shock. For details about checking the earth leakage breaker, see p.130 "Checking the Earth Leakage Breaker".

Note

- To cool the machine's interior, the fan may continue running after the machine finishes a large print job.

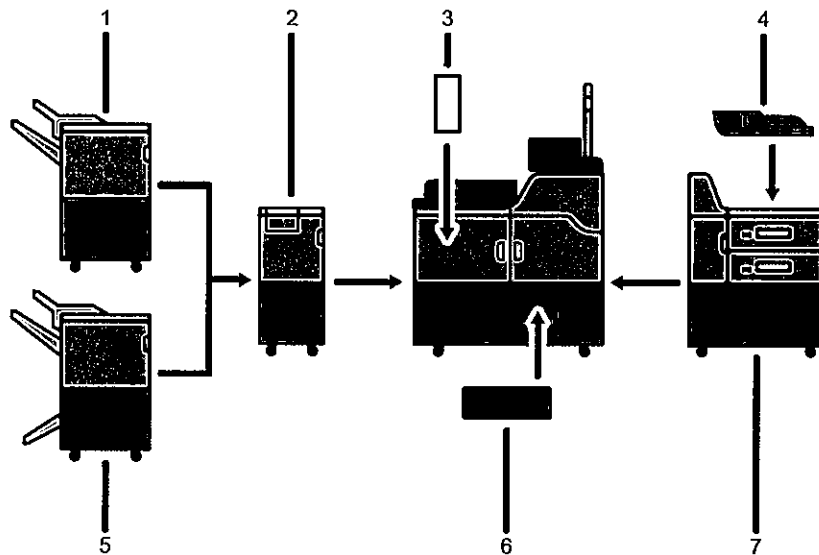
Options

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

1

External Options

This section provides explanations about external options.



CDL024

1. Finisher SR5030

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

- Finisher upper tray
- Finisher shift tray

2. Multi-folding unit

The multi-folding unit can apply the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold. To use the multi-folding unit, the Finisher SR5030 or Booklet Finisher SR5040 is required.

3. Decurler unit

Flattens curls from sheets to prevent paper jams.

4. Multi bypass tray

Holds up to 500 sheets of paper.

Use to copy or print onto thick paper, tab sheets, and custom size paper. To use the multi bypass tray, the Wide LCT is required.

5. Booklet Finisher SR5040

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

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

6. A3/11 × 17 tray unit

You can load 11 × 17[□] or larger size paper in tray 1 using this unit. If you install the A3/11 × 17 tray unit on your machine, you cannot use it as a tandem tray.

An indicator on the front left side of the tray lights while paper is feeding.

7. Wide LCT

Holds up to 4,000 sheets of paper.

An indicator on the front left side of the tray lights while paper is feeding.

Note

- You cannot install the Finisher SR5030 and Booklet Finisher SR5040 at the same time.

Internal Option

- VM card

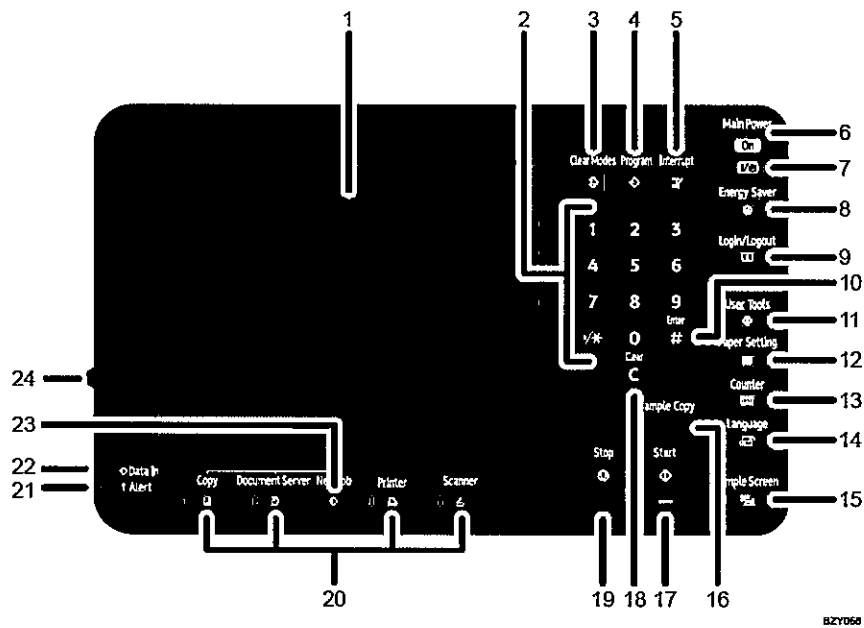
With this card, you can install embedded software architecture applications.

Control Panel

1

★ Important

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



1. Display panel

Displays keys for each function, operation status, or messages. See p.46 "Display Panel".

2. Number keys








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

3. [Clear Modes] key

Press to clear the current settings.

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

- Press to register frequently used settings, or to recall registered settings. See "Registering Frequently Used Functions" and "Registering Frequently Used Functions for Printing Stored Documents from the Document Server", Copy and Document Server Reference . See "Registering Frequently Used Settings", Scanner Reference .
- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on. See "Changing the Default Functions of the Copy's Initial Display", Copy and Document Server Reference . See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference .

5. **[Interrupt] key**
Press to make interrupt copies. See "Interrupt Copy", Copy and Document Server Reference  .
6. **Main power indicator**
The main power indicator goes on when you turn on the main power switch.
7. **Operation switch**
Press to turn the power on (the operation switch indicator will light up). To turn the power off, press this switch again (the operation switch indicator goes off).
See p.55 "Turning On/Off the Power".
8. **[Energy Saver] key**
Press to switch to and from Energy Saver mode. See p.57 "Saving Energy".
9. **[Login/Logout] key**
Press to log in or log out.
10. **[#] key (Enter key)**
Press to confirm values entered or items specified.
11. **[User Tools] key**
Press to change the default settings to meet your requirements. See "Accessing User Tools", Network and System Settings Reference .
12. **[Paper Setting] key**
Specify settings for the paper tray. See Paper Settings Reference  .
13. **[Counter] key**
Press to check or print the counter value. See p.127 "Counter".
14. **[Language] key**
Press to change the language of the display. See p.47 "Changing the Display Language".
15. **[Simple Screen] key**
Press to switch to the simple screen. See p.46 "Simple Screen".
16. **[Sample Copy] key**
Press to make a single set of copies to check for print quality before making multiple sets. See "Sample Copy", Copy and Document Server Reference  .
17. **[Start] key**
Press to start copying, scanning, or sending.
18. **[Clear] key**
Press to delete an entered number.
19. **[Stop] key**
Press to stop a job in progress.
This key does not function when the machine is in the printer mode.

20. Function keys

Press to display the operation screen of one of the following functions: copy, Document Server, printer, or scanner.

The indicator to the left of the key whose function you selected lights up. See p.53 "Changing Modes".

If an error occurs, the indicator to the right side of the function key lights up. Press the function key to change the display, and then follow the instructions that appear.

21. Alert indicator

Lights continuously if an error has occurred.

22. Data In indicator (printer mode)

Flashes when the machine is receiving print jobs from a computer.

23. [New Job] key

Use this key to set up the next copy job while a copy job or storing data in the Document Server is in progress.

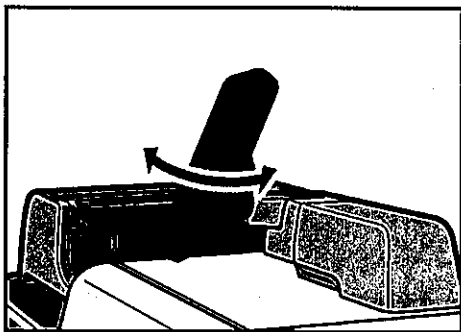
24. Screen contrast slider

Adjusts display panel brightness.

Adjusting the Angle of the Control Panel

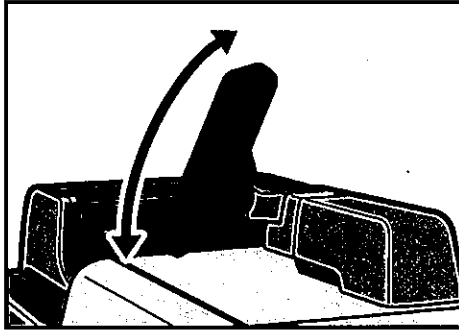
Use the following procedures to adjust the angle of the control panel for easier use.

1. Position the control panel at the horizontal angle that you require.



CDL026

2. Position the control panel at the vertical angle that you require.



CDL028

1

Display Panel

1

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

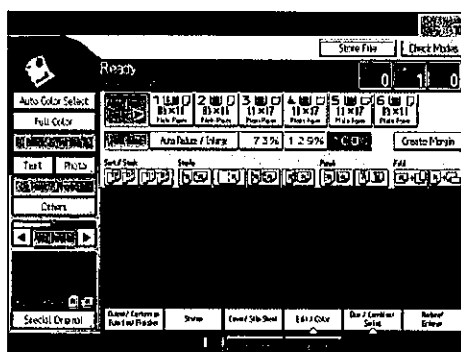
★ Important

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

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

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

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



↓ Note

- The display panels shown in this manual's illustrations are taken from a machine on which the multi bypass tray, Wide LCT, multi-folding unit, and Booklet Finisher SR5040 are installed.

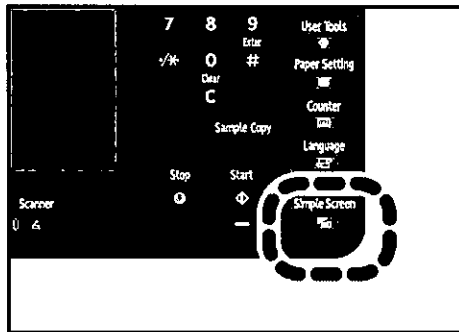
Simple Screen

This section explains how to switch to the simple screen.

When you press the [Simple Screen] key, the screen changes from the initial display to the simple screen.

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

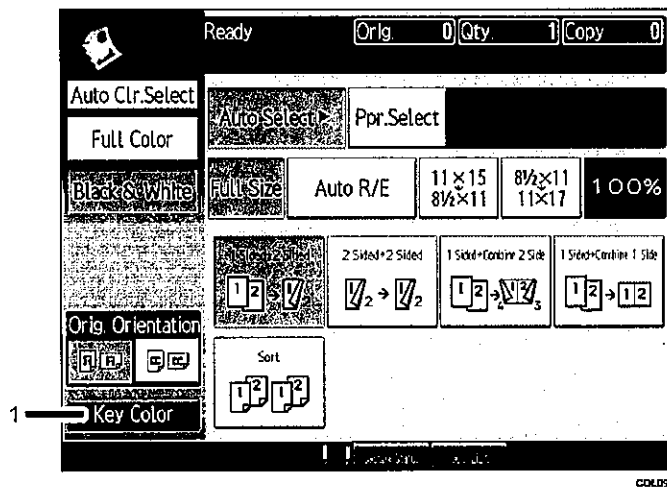
1. Press the [Simple Screen] key.



BZY069

1

This illustration shows the copier function's simplified display.



COL092

1. [Key Color]

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

This is available only for the simplified display.

Note

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

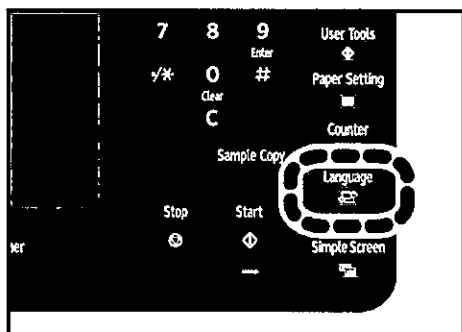
Changing the Display Language

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

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

1. Getting Started

1. Press the [Language] key.



When the Authentication Screen is Displayed

This section explains the authentication screen.

★ Important

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

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

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

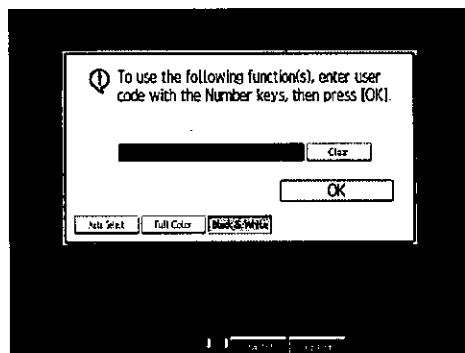
⬇ Note

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

User Code Authentication (Using the Control Panel)

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

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



⬇ Note

- To log out, do one of the following:
 - Press the operation switch.
 - Press the [Energy Saver] key after jobs are completed.

1. Getting Started

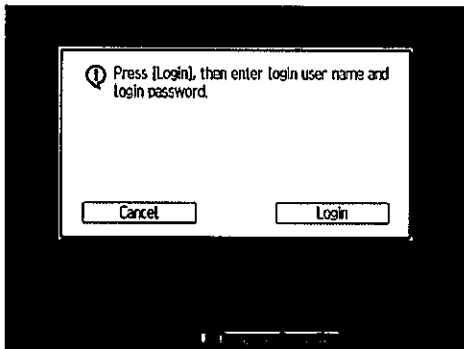
User Code Authentication (Using a Printer Driver)

When User Code Authentication is set, specify a user code in the printer driver's printing preferences dialog box. For details, see the printer driver Help.

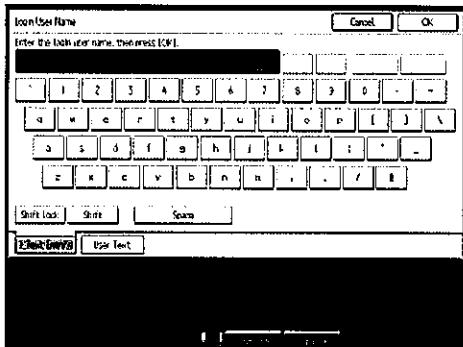
Login (Using the Control Panel)

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

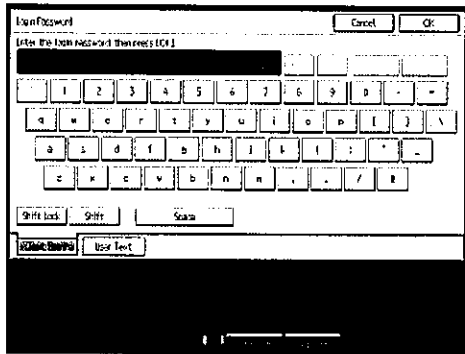
1. Press [Login].



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



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



1

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

Note

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

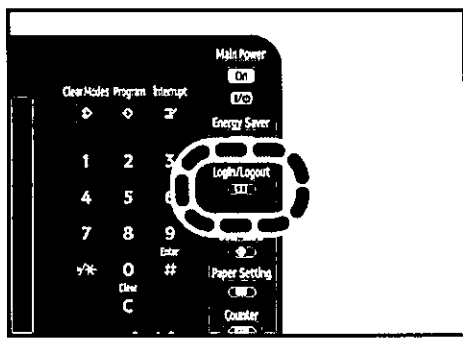
Logout (Using the Control Panel)

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

Important

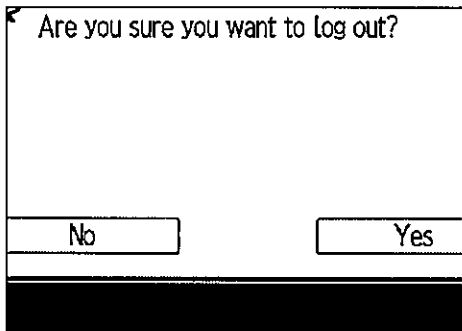
- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. Press the [Login/Logout] key.



62Y071

2. Press [Yes].



Login (Using Web Image Monitor)

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

1. Start a Web browser.
2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.
3. Click [Login].
4. Enter a Login User Name and Login Password, and then click [Login].

Note

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

Logout (Using Web Image Monitor)

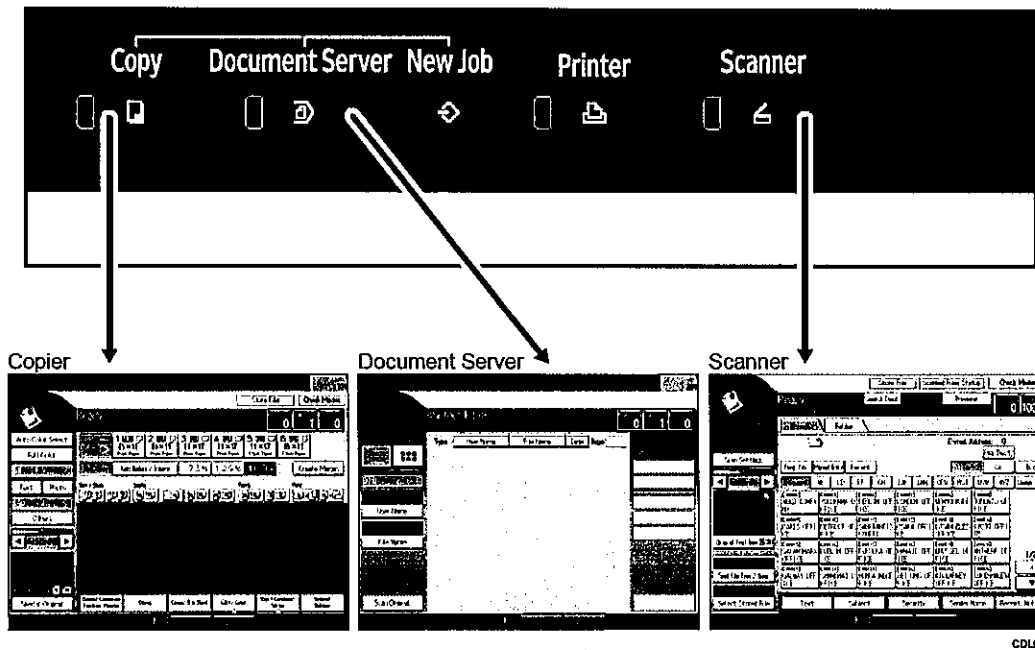
This section explains the procedure for logging out the machine via Web Image Monitor.

1. Click [Logout] to log out.


Note

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


Changing Modes




Note

- You cannot switch modes in any of the following situations:
 - When accessing User Tools / Inquiry
 - When accessing Counter
 - When accessing Tray Paper Settings
 - During interrupt copying
 - While scanning an original
- The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "System Settings", Network and System Settings Reference .

System Reset

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

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



Turning On/Off the Power

Power connection

Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main machine is plugged into.


1

Power supply

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

- Operation switch (right side of the control panel)
Press to activate the machine. When the machine has finished warming up, you can make use of each function.
- Main power switch (internal left side of the machine)
Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is off.

Note

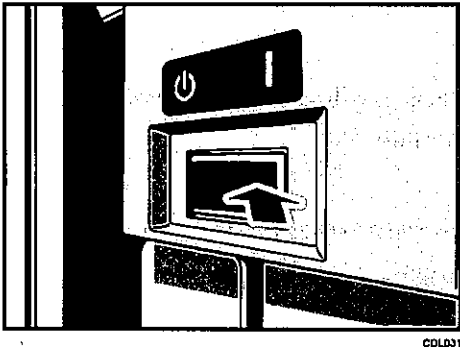
- This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. To specify the time that the machine waits before it enters Energy Saver mode and/or turns itself off, configure the Energy Saver Timer and/or Auto Off Timer setting, respectively. See "System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

Turning On the Main Power

Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.
 - After turning off the main power switch, wait for two minutes or more before turning it on again.
1. Make sure the power cord is firmly plugged into the wall outlet.
 2. Open the front left cover.

3. Turn on the main power switch.



The main power indicator goes on.

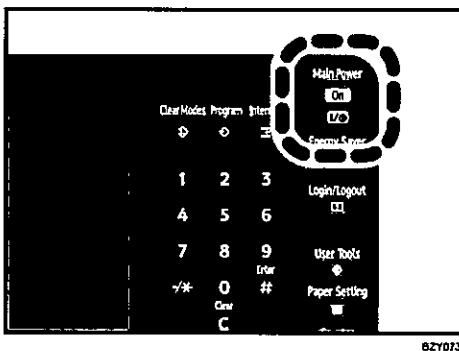
4. Close the front left cover.

Note

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

Turning On the Power

1. Press the operation switch.



The operation switch indicator goes on.

Note

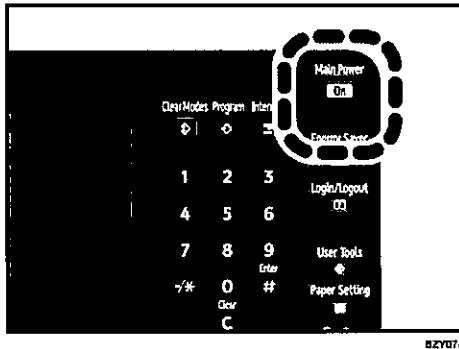
- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

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

2. Press the operation switch.

The operation switch indicator goes off.



1

Note

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

Turning Off the Main Power

The procedure for turning off the main power varies depending on the machine's configuration. For details, see the procedure for turning off the machine's color controller.

Saving Energy

This machine has the following energy saving functions.

Energy Saver

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

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

Low power mode

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


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

Auto Off

If the machine remains inactive for a specified period, it automatically enters the same low power state that it enters when the operation switch is pressed (indicator unlit). This function is called "Auto Off".

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

Note

- See "System Settings", Network and System Settings Reference .
- The Energy Saver, Low power mode, and Auto Off functions will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the "Add Toner" message appears
 - When toner is being replenished
 - When the User Tools / Inquiry screen is displayed
 - When the Counter screen is displayed
 - When the Tray Paper Settings screen is displayed
 - When fixed warm-up is in progress
 - When data is being processed
 - When operations are suspended during printing
 - When a recipient is being registered in the address list
 - When the Data In indicator is on or blinking
 - When the internal cooling fan is active

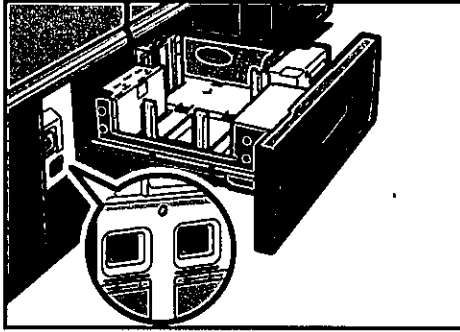
Anti-humidity Heater Switch

During winter or humid periods when there can be sudden changes in temperature and humidity, the paper in the paper trays can absorb moisture. This may cause image quality to deteriorate.

To prevent this, the machine has two built-in anti-humidity heaters.

There are two switches for the anti-humidity heaters on the internal cover which is revealed when the tray 1 is pulled out. Turn these switches on if the humidity level becomes high and image quality is affected. Turn the switches off at other times.

The left switch is for the paper tray heater and the right switch is for the transfer unit heater.



CDL677

1



2. Adding Paper


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

Loading Paper

⚠ CAUTION

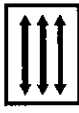
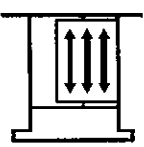
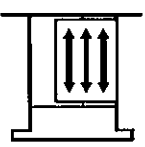
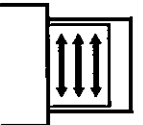

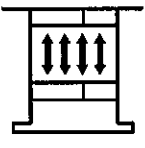
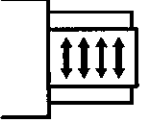
- When loading paper, take care not to trap or injure your fingers.

★ Important


- Do not stack paper over the limit mark.
- When you load paper into the paper tray for the first time or when you change the size or type of paper in the paper tray, be sure to set the appropriate paper settings in Tray Paper Settings. For details about Tray Paper Settings, see "Changing Tray Paper Settings", Paper Settings Reference .

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 Wide LCT.

When loading paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Tray 1	A3/A1/A4/A7 tray unit, tray 2, or the Wide LCT	Multibypass tray
			
	Not recommended		

ⓘ Note

- Even if paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled. For details about settings for flattening out curled paper, see "Adjustment Settings for Operators", 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 p.83 "Recommended Paper Sizes and Types".

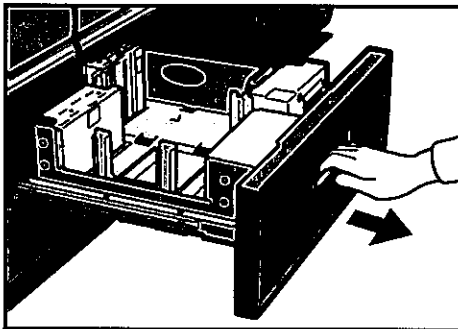
Loading Paper into Tray 1 (Tandem Tray)

2

★ Important

- When paper loaded in the right side of tray 1 runs out, paper on the left is automatically shifted to the right. Do not pull out tray 1 while the tray is moving paper; wait until sounds stop coming from the tray.
- If tray 1 is closed too quickly, the paper in the tray may force the right tray's side fence to slip out of place. If the paper misfeeds because of this, open the tray, adjust the fence, and close the tray slowly.
- For the right stack, align the right edge of the copy paper with the right edge of the tray. For the left stack, align the left edge of the copy paper to the left edge of the tray.
- Tray 1 can hold $8\frac{1}{2} \times 11$ paper only. If you want to print on A4 from tray 1, contact your service representative.

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

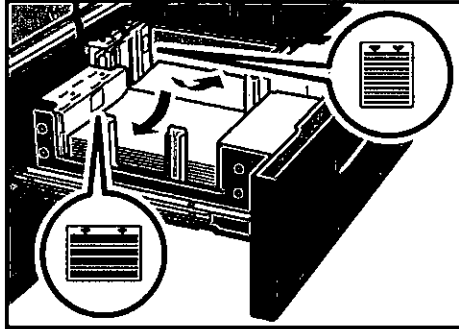


COL032

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

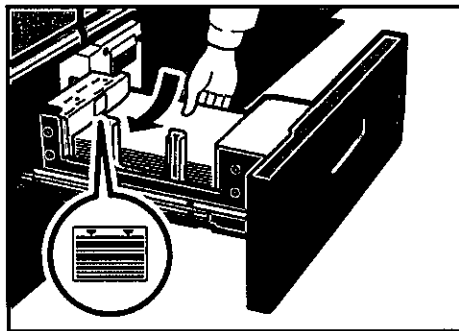
Do not stack paper over the limit mark.

- Whole tray pulled out



CCL033

- Left half of the tray pulled out



CCL034

3. Carefully push the paper tray fully in.

⚠ Note

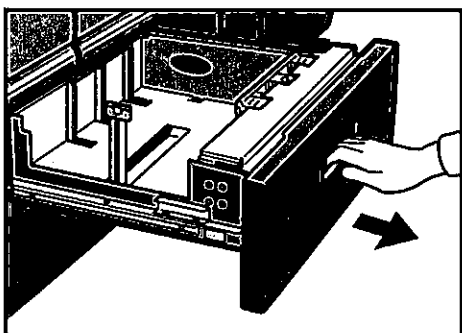
- You can load paper even while making copies from tray 1. You can pull out the left half of the tray while copying is in.
- Load the same size and orientation paper in the other half of the tray.
- Each tray can hold up to 1,000 sheets of paper.

Loading Paper into the A3/11 × 17 Tray Unit

★ Important

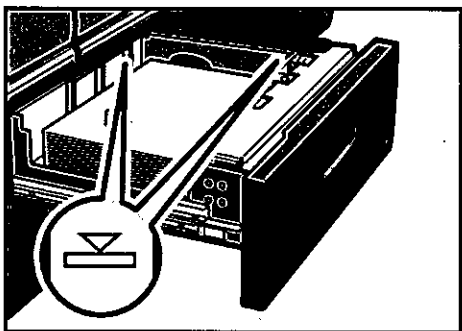
- To use the A3/11 × 17 tray unit, you must replace tray 1.
- A3/11 × 17 tray unit can hold 11 × 17 paper only. If you want to print on A3, A4, B4 JIS (Japanese Industrial Standard), 8 1/2 × 14, or 8 1/2 × 11, contact your service representative.
- Check the paper edges are aligned at the right side.

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



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

Do not stack paper over the limit mark.



3. Carefully push the paper tray fully in.

Note

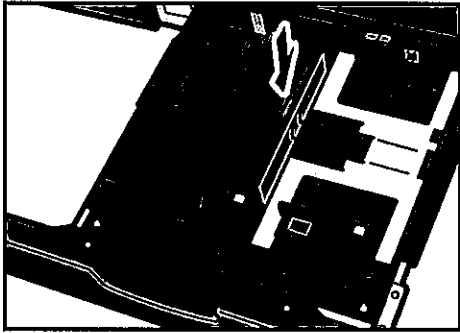
- The tray can hold up to 1,000 sheets of paper.

Loading Paper into Tray 2

Important

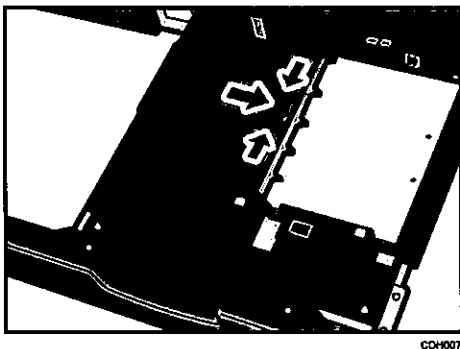
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Check the paper edges are aligned at the right side.

- When loading tab stock in tray 2, always use the optional tab sheet holder.

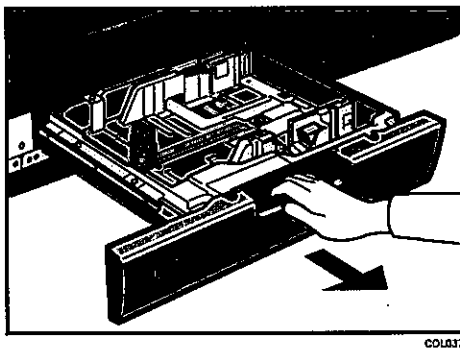


2

- Load tab stock so that the side with the tab faces the tab sheet holder.
- When loading tab stock in tray 2, adjust the end fence position so that the optional tab sheet holder will fit the tab stock.

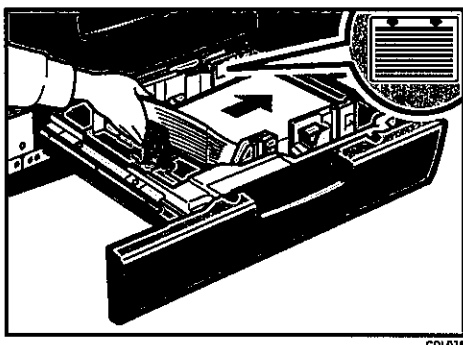


1. Carefully pull out the paper tray until it stops.



2. Square the paper and load it print side down.
Do not stack paper over the limit mark.

2



3. Carefully push the paper tray fully in.

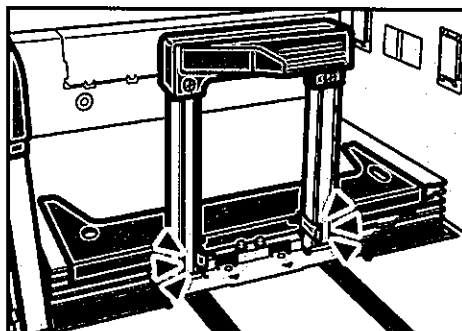
Note

- 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 p.80 "Changing to a Size That Is Not Automatically Detected".
- The tray can hold up to 500 sheets of paper.
- Various sizes of paper can be loaded in tray 2 by adjusting the positions of side fences and end fence. For details, see p.74 "Changing the Paper Size in Tray 2".

Loading Paper into the Wide Large Capacity Tray

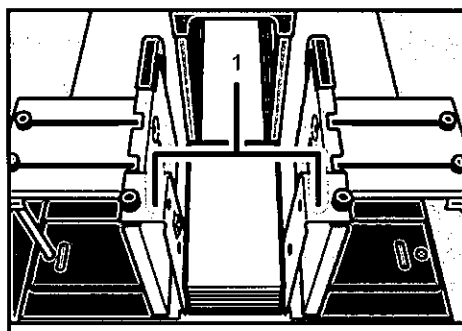
Important

- 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.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Check the paper edges are aligned at the left side.
- When setting tab stock, always use the tab fence.



COL039

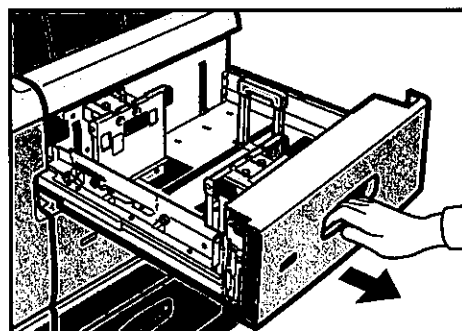
- When loading the Wide LCT with paper that is 100.0 - 139.2 mm (3.94 - 5.48 inches) long, always use the special side fence.



COL040

1. Special side fence

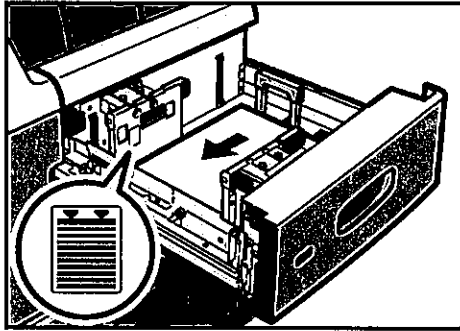
1. Carefully pull out the paper tray until it stops.



COL041

2. Square the paper and load it print side up.
Do not stack paper over the limit mark.

2



3. Carefully push the paper tray fully in.

Note

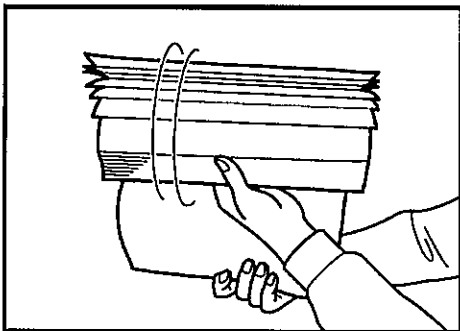
- The Wide LCT can hold up to 1,000 sheets of paper in tray 3 and 5, and 2,000 sheets of paper in tray 4.
- If you load paper that cannot be automatically detected, specify its size using the control panel. For details, see p.80 "Changing to a Size That Is Not Automatically Detected".
- The Wide LCT is identified as tray 3, tray 4, and tray 5.
- Various sizes of paper can be loaded in the Wide LCT by adjusting the positions of side fences and end fence. For details, see p.77 "Changing the Paper Size in the Wide Large Capacity Tray".

Fanning the Paper

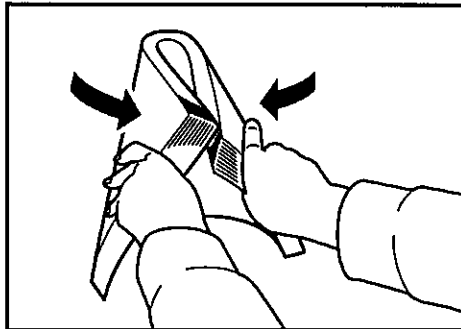
Important

- If you are loading coated paper in the Wide LCT, it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly.

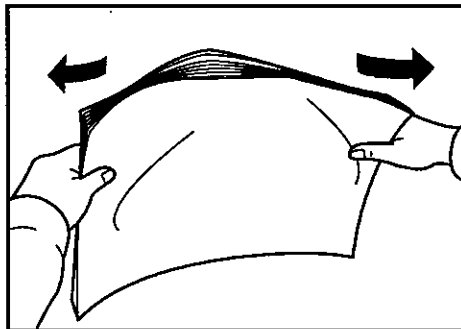
1. Loosen the stack by riffling the sheets.



2. Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.

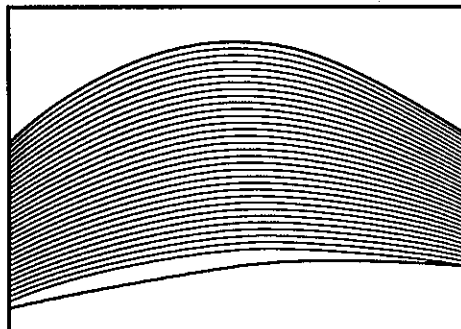


CAL087



CAL088

3. Make sure there is space between the sheets.



CAL089

2

Loading Paper into the Multi Bypass Tray

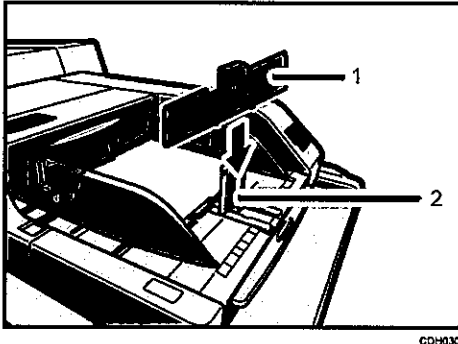
★ Important

- 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.

2. Adding Paper

- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Check the paper edges are aligned at the left side.
- When setting tab stock, always use the tab fence.

2

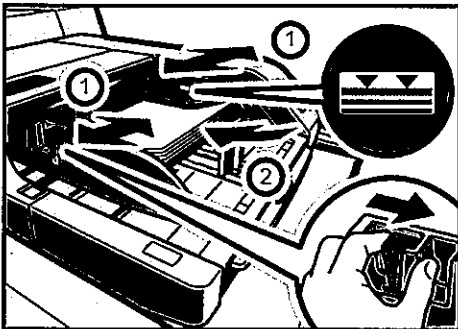


CDH030

1. Tab fence
2. End fence

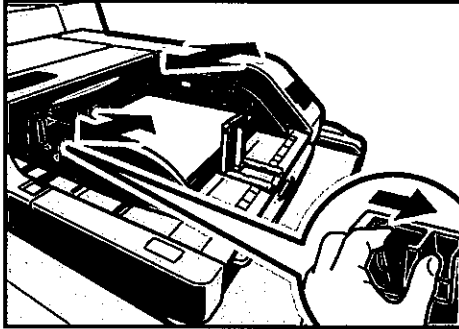
1. Set the side fences to the paper size, and then square the paper and load it print side up.

Do not stack paper over the limit mark.



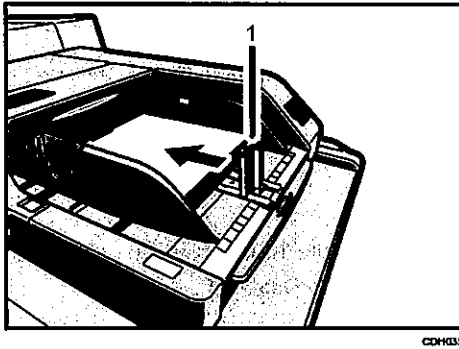
COL047

2. Adjust the side fences again to ensure they properly fit the paper size.



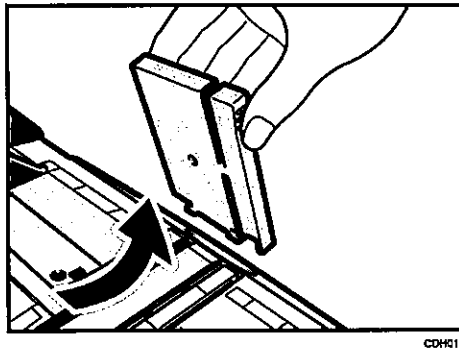
2

3. Set the end fence.



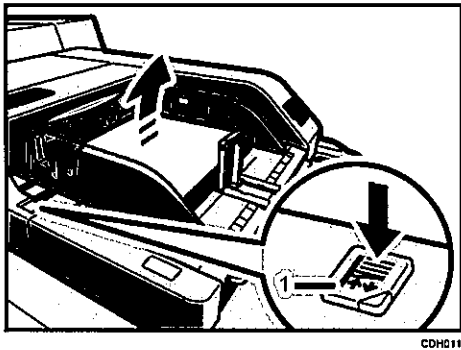
1. End fence

To remove the end fence, slide it to the right by pressing the stopper down.



2

4. Press the elevator switch on the multi bypass tray.



1. Elevator switch

The lamp of the elevator switch is blinking while the tray is going up, and keeps lit when it stops.

Press the elevator switch to move down the tray if you want to either add paper or remove jammed ones.

Note

- The tray can hold up to 500 sheets of paper.
- If you load paper that cannot be automatically detected, specify its size using the control panel. For details, see p.80 "Changing to a Size That Is Not Automatically Detected".
- For details about using the multi bypass tray, see "Copying from the Multi Bypass Tray (Tray 6)", Copy and Document Server Reference .
- The multi bypass tray is identified as tray 6.

Loading Orientation-Fixed Paper or Two-Sided 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 .

Original Orientation

Exposure glass		ADF	

Paper Orientation

Copy Mode		Tray 1	Tray 2 and A3/11×17 tray unit	Wide LCT and multi bypass tray
		1 Sided		
2 Sided				
1 Sided	—			
2 Sided	—			

: Shows the paper frontside facing up.

: Shows the paper backside facing up.

CDL049











Changing the Paper Size

CAUTION

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

2

Important

- Do not stack paper over the limit mark.
- After changing the paper size, be sure to specify the appropriate paper size in Tray Paper Settings. If you do not, misfeeds might occur. For details about Tray Paper Settings, see "Changing Tray Paper Settings", Paper Settings Reference  .
- Tray 1 can hold 8 1/2 × 11  paper only. If you want to print on A4  from tray 1, contact your service representative.
- A3/11 × 17 tray unit can hold 11 × 17  paper only. If you want to print on A3 , A4 , B4 JIS , 8 1/2 × 14 , or 8 1/2 × 11 , contact your service representative.
- Procedures for changing the paper size differ depending on the tray. Make sure you are following the appropriate procedure before you begin.

Note

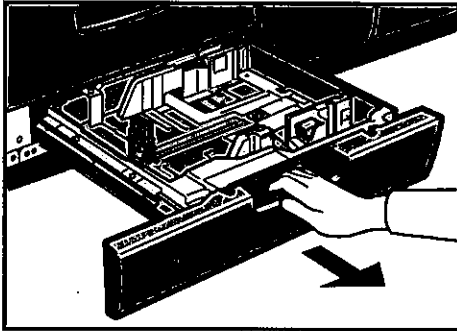
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see p.83 "Recommended Paper Sizes and Types".

Changing the Paper Size in Tray 2

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.
- 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.
- Check the paper edges are aligned with the right side.
- Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.

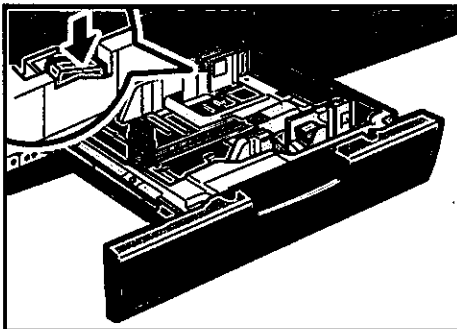
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



COL037

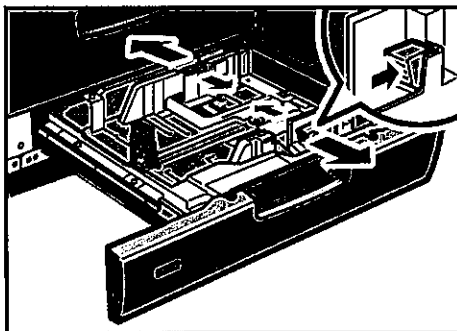
2

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



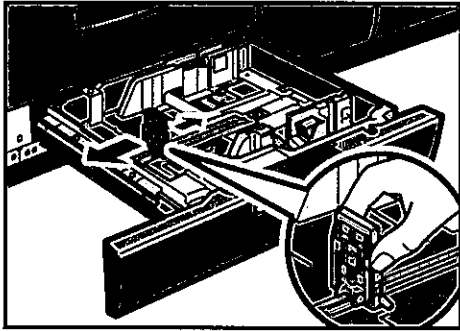
COL050

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

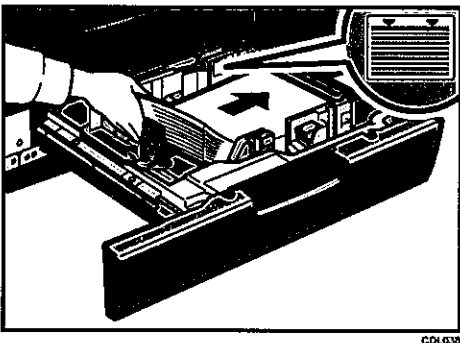


COL051

5. While pressing down on both sides of the end fence, slide it until it is aligned with the size of paper to you want to load.

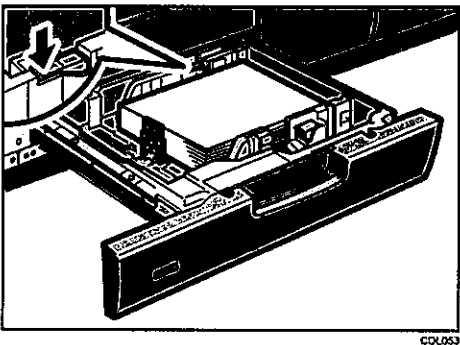


6. Square the paper and load it print side up.
Do not stack paper over the limit mark.



7. Re-lock the side fences.

Make sure there are no gaps between the paper and side fences or end fence.



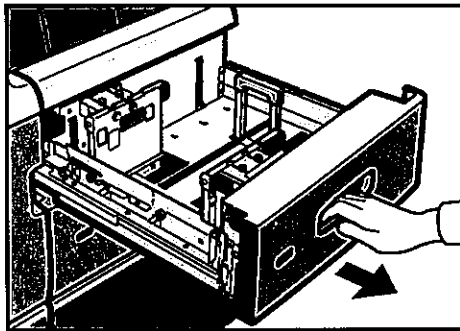
8. Carefully slide the paper tray fully in.
9. Check the paper size on the display.

Changing the Paper Size in the Wide Large Capacity Tray

★ Important

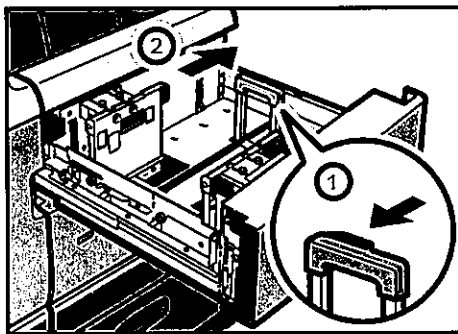
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
 - Check the paper edges are aligned with the left side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

2



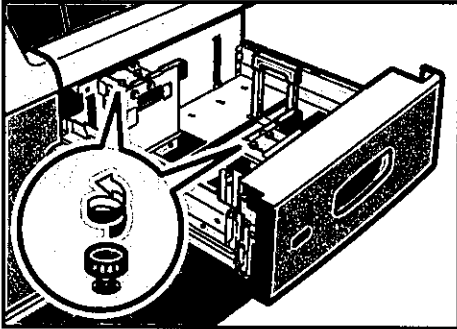
CDL041

2. Remove paper if loaded.
3. Release the end fence.



CDL054

4. Loosen the screws holding the side fences in position.



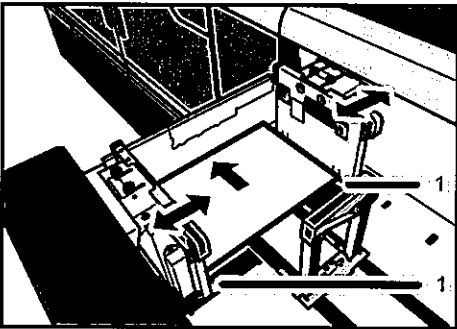
CDL055

5. Load paper by aligning the paper with the left side of the paper tray.

Place paper with print side up.

Load a stack of paper about 5 - 10 mm (0.2 - 0.4 inches) high.

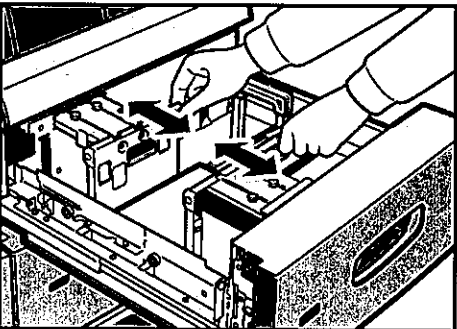
Make sure the paper rest on top of the supporting plates on both sides.



CDL079

1. Supporting plates

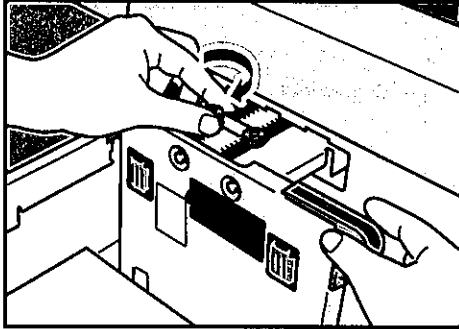
6. Take the grip of the side fences with your fingers, and adjust the side fences to the paper size.



CDL056

7. Set the paper flush against the protrusions in the bottom of the inner side fence.

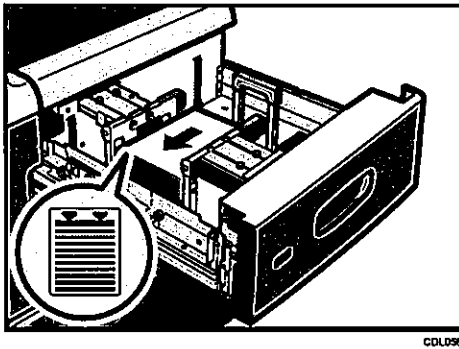
8. Secure the side fences by carefully tightening the screws.



2

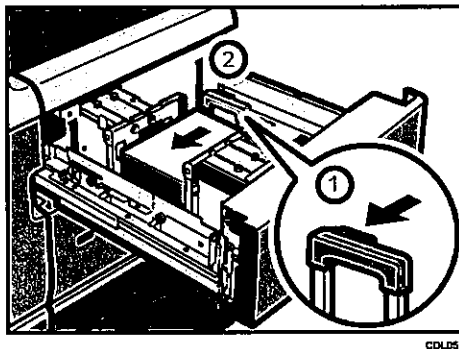
9. Load additional sheets, if necessary.

Do not stack paper over the limit mark.



10. Tightly fit the end fence to the loaded paper, and then re-lock the end fence again.

Make sure there are no gaps between the paper and end fence.



11. Carefully slide the paper tray fully in.

12. Check the paper size on the display.

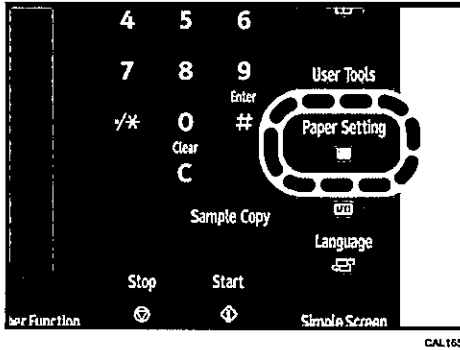
2. Adding Paper

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 11 × 15^{1/2} paper into tray 2 as an example.

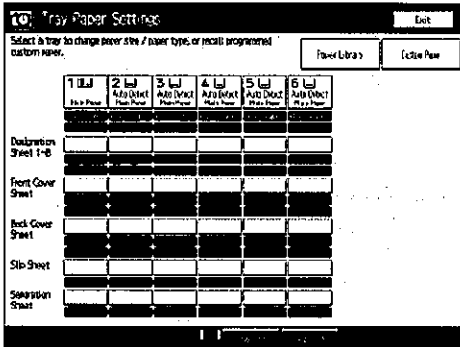
1. Press the [Paper Setting] key.

2

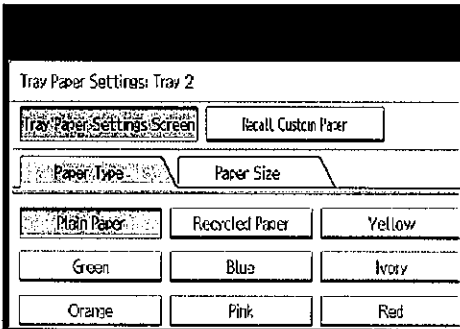


The Tray Paper Settings screen appears.

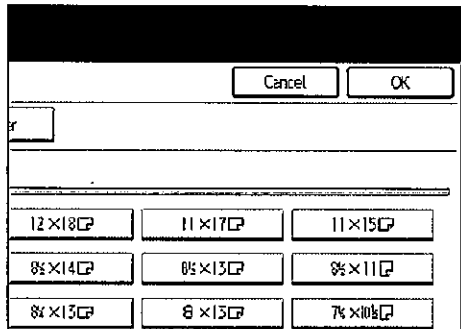
2. Select the tray number on the screen.



3. Press the [Paper Size] tab.

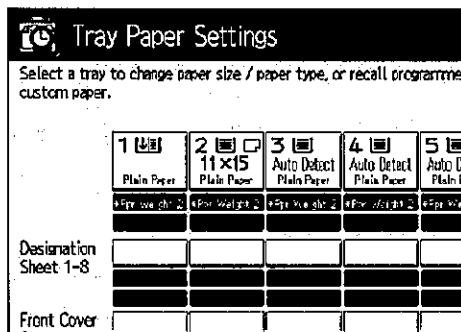


4. Select the loaded paper size and feed direction, and then press [OK].



2

The set paper size and feed direction is displayed.



5. Press the [Paper Setting] key.

Note

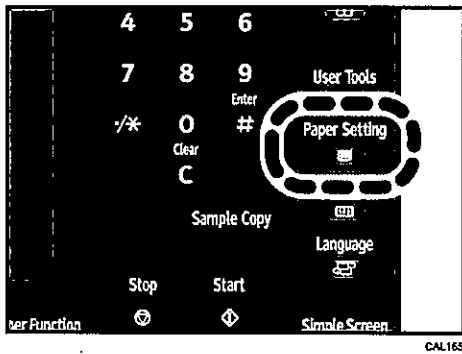
- For details about paper sizes selected automatically, see p.83 "Recommended Paper Sizes and Types".
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 4. The setting is returned to "Auto Detect".

Specifying Custom Size Paper

This section describes how to specify the custom size paper.

When the custom size paper is loaded, the user must set the paper size on the control panel.

1. Press the [Paper Setting] key.



2. Select the tray number on the screen.
3. Press the [Paper Size] tab.
4. Press [Custom Size].
5. Enter the horizontal and vertical size of paper using the number keys, and then press the [#] key.
6. Press [OK] twice.
7. Press the [Paper Setting] key.

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.

2

Tray 1

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	8 1/2 × 11	1,000 sheets × 2
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*4 A4	1,000 sheets × 2

Tray 1 (A3/11 × 17 tray unit) (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	11 × 17	1,000 sheets
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*4 A3, A4, B4 JIS, 8 1/2 × 14, 8 1/2 × 11	1,000 sheets
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*4 Custom size Vertical: 8.27 - 12.00 inches Horizontal: 8.27 - 17.28 inches	1,000 sheets

Tray 2

2

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*5 A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 5 1/2 × 8 1/2, 12 × 18	500 sheets
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*6 A5, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 170 × 210 mm, 210 × 340 mm, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 13 × 18, SRA4, SRA3	500 sheets
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*7 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 5.50 - 18.00 inches	500 sheets
Tab Stock ^{*8}	A4, 8 1/2 × 14, 8 1/2 × 11	200 sheets (80.0 - 199.0 g/m ² , 21.0 lb. Bond - 110.0 lb. Index)

Multi bypass tray (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	*5 A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	500 sheets

Papertype and weight ¹	Paper size	Papercapacity ^{2, 3}
52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	*6 A4, A5, B5 JIS, B6 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10 1/2, 8 × 10, 7 1/4 × 10 1/2, 182 × 210 mm , 170 × 210 mm, 210 × 340 mm, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4	500 sheets
52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	*7 Custom size Vertical: 3.94 - 13.00 inches Horizontal *9: 5.50 - 19.20 inches	500 sheets
Translucent Paper 52.3 - 63.0 g/m ² Paper Weight 1	A3, A4, B5 JIS	*10, *11
OHP (Transparency) *12 163.1 - 216.0 g/m ² Paper Weight 5	A4, 8 1/2 × 11	*10, *11
Tab Stock *13 52.3 - 216.0 g/m ² Paper Weight 1 - Paper Weight 5	A4, 8 1/2 × 11	-

2

Wide LCT (tray 3, 5) (optional)

2

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*5 A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8 ¹ / ₂ × 11 □, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □ □, 12 × 18□	1,000 sheets
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*6 A4□, A5□, A6□ ^{*14} , B5 JIS □, B6 JIS□ ^{*14} , 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10 ¹ / ₂ □, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 182 × 210 mm□ □, 170 × 210 mm□, 210 × 340 mm□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18 □, SRA3□, SRA4□	1,000 sheets
52.3 - 256.0 g/m ² Paper Weight 1 - Paper Weight 6	*7, *14 Custom size Vertical: 3.94 - 13.00 inches Horizontal: 5.50 - 19.20 inches	1,000 sheets
Coated: Glossy Coated: Matted 80.1 - 256.0 g/m ² Paper Weight 3 - Paper Weight 6	*5 A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8 ¹ / ₂ × 11 □, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □ □, 12 × 18□	-

Paper type and weight ^{*1}	Paper size ^{*2, *3}	Paper capacity ^{*2, *3}
Coated: Glossy Coated: Matted 80.1 - 256.0 g/m ² Paper Weight 3 ~ Paper Weight 6	*6 A4□, A5□, B5 JIS□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10 ¹ / ₂ □, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 182 × 210 mm□, 170 × 210 mm□, 210 × 340 mm□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18□, SRA3□, SRA4□	-
Coated: Glossy Coated: Matted 80.1 - 256.0 g/m ² Paper Weight 3 ~ Paper Weight 6	*7 Custom size Vertical: 5.50 ~ 13.00 inches Horizontal: 5.50 ~ 19.20 inches	-
Tab Stock ^{*13} 52.3 - 256.0 g/m ² Paper Weight 1 ~ Paper Weight 6	A4□, 8 ¹ / ₂ × 11□	-
Translucent Paper 52.3 - 63.0 g/m ² Paper Weight 1	A3□, A4□, B5 JIS□	*10, *11
OHP (Transparency) ^{*12} 163.1 - 220.0 g/m ² Paper Weight 5	A4□, 8 ¹ / ₂ × 11□	*10, *11

2

Wide LCT (tray 4) (optional)

Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*5 A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8 ¹ / ₂ × 11 □, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □ □, 12 × 18□	2,000 sheets
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*6 A4□, A5□, A6□ ^{*14} , B5 JIS □, B6 JIS□ ^{*14} , 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 10 ¹ / ₂ □, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 182 × 210 mm□ □, 170 × 210 mm□, 210 × 340 mm□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 ¹ / ₅ □, 13 × 19□, 12 ³ / ₅ × 19 ¹ / ₅ □, 12 ³ / ₅ × 18 ¹ / ₂ □, 13 × 18 □, SRA3□, SRA4□	2,000 sheets
52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	*7, *14 Custom size Vertical: 3.94 - 13.00 inches Horizontal: 5.50 - 19.20 inches	2,000 sheets
Coated: Glossy Coated: Matted 80.1 - 300.0 g/m ² Paper Weight 3 - Paper Weight 7	*5 A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8 ¹ / ₂ × 11 □, 8 × 13□, 5 ¹ / ₂ × 8 ¹ / ₂ □ □, 12 × 18□	-







Paper type and weight ^{*1}	Paper size	Paper capacity ^{*2, *3}
Coated: Glossy Coated: Matted 80.1 - 300.0 g/m ² Paper Weight 3 - Paper Weight 7	*6 A4□, A5□, B5 JIS□, 8 1/2 × 14□, 8 1/2 × 13□, 8 1/4 × 14□, 8 1/4 × 13□, 8 × 10 1/2□, 8 × 10□, 7 1/4 × 10 1/2□, 182 × 210 mm□, 170 × 210 mm□, 210 × 340 mm□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 1/5□, 13 × 19□, 12 3/5 × 19 1/5□, 12 3/5 × 18 1/2□, 13 × 18□, SRA3□, SRA4□	-
Coated: Glossy Coated: Matted 80.1 - 300.0 g/m ² Paper Weight 3 - Paper Weight 7	*7 Custom size Vertical: 5.50 - 13.00 inches Horizontal: 5.50 - 19.20 inches	-
Tab Stock ^{*13} 52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	A4□, 8 1/2 × 11□	-
Translucent Paper 52.3 - 63.0 g/m ² Paper Weight 1	A3□, A4□, B5 JIS□	*10, *11
OHP (Transparency) ^{*12} 163.1 - 220.0 g/m ² Paper Weight 5	A4□, 8 1/2 × 11□	*10, *11
Label Paper 52.3 - 300.0 g/m ² Paper Weight 1 - Paper Weight 7	A4□, 8 1/2 × 11□	-

*1 For details about the basis for the weights for Paper Weight 1 to 7, refer to the table titled "Paper Thickness" in this section.

2. Adding Paper

2




- *2 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See p.61 "Loading Paper".
- *3 Actual paper capacity might be lower than indicated here, depending on the paper type.
- *4 The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.
- *5 The paper size is detected automatically.
- *6 Select the paper size using the Tray Paper Settings function. For details, see "Changing Tray Paper Settings", Paper Settings Reference  .
- *7 If you want to copy onto custom size paper, enter the size using the Tray Paper Settings function. See "Changing Tray Paper Settings", Paper Settings Reference  .
- *8 The optional tab sheet holder is required.
- *9 For details on how to use paper that has a horizontal length of between 487.8 and 630.0 mm (19.20 and 24.80 inches), contact your service representative.
- *10 It is recommended to place one sheet at a time.
- *11 The maximum number of sheets you can set at once depends on the paper's thickness and condition.
- *12 If you wish to copy onto OHP transparencies, select [OHP (Transparency)].
- *13 The tab fence is required.
- *14 The paper width of between 100.0 and 139.2 mm (3.94 and 5.48 inches) are available only when the special side fence is utilized.

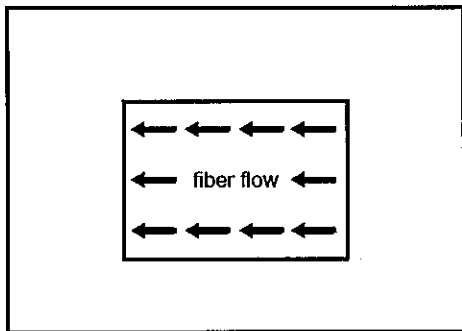
Paper Thickness ^{*1}

Paper Thickness	Metric	Bond paper	Cover paper	Index paper
Paper Weight 1	52.3 - 63.0 g/m ²	14.0 - 16.9 lb. Bond	19.0 - 23.0 lb. Cover	29.0 - 34.9 lb. Index
Paper Weight 2	63.1 - 80.0 g/m ²	17.0 - 21.0 lb. Bond	23.1 - 29.9 lb. Cover	35.0 - 44.0 lb. Index
Paper Weight 3	80.1 - 105.0 g/m ²	21.1 - 28.0 lb. Bond	30.0 - 38.9 lb. Cover	44.1 - 58.0 lb. Index
Paper Weight 4	105.1 - 163.0 g/m ²	28.1 - 43.0 lb. Bond	39.0 - 60.0 lb. Cover	58.1 - 90.0 lb. Index
Paper Weight 5	163.1 - 220.0 g/m ²	43.1 - 58.9 lb. Bond	60.1 - 80.9 lb. Cover	90.1 - 121.0 lb. Index
Paper Weight 6	220.1 - 256.0 g/m ²	59.0 - 68.0 lb. Bond	81.0 - 94.0 lb. Cover	121.1 - 141.0 lb. Index
Paper Weight 7	256.1 - 300.0 g/m ²	68.1 - 80.0 lb. Bond	94.1 - 110.0 lb. Cover	141.1 - 165.0 lb. Index







- *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

- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (OHP transparencies can produce noise when delivered.)
- When loading paper in the paper trays 1 - 2, place the print side face down.
- When using the duplex function with tray 1 or tray 2, load the paper so that the odd pages of the printout are face down.
- When loading paper in the multi bypass tray or the Wide LCT, place the print side face up.
- When using the duplex function with the multi bypass tray or the Wide LCT, load the paper so that the odd pages of the printout are face up.
- When using tab stock or label paper, make sure to select the appropriate paper type under [Tray Paper Settings]. See "Changing Tray Paper Settings", Paper Settings Reference  .
- We recommend you load sheets of label paper one by one. This prevents them becoming jammed inside the machine.
- You can specify whether or not the machine auto detects multi-sheet feeds in paper from every tray. The default setting is [On]. In the [Adjustment Settings for Operators] menu, you can also specify whether current jobs are suspended or continued when a multi-sheet feed is detected. For details about Adjustment Settings for Operators, see "Adjustment Settings for Operators", Network and System Settings Reference .
- If multiple sheet feeding occurs, load sheets one by one.
- When loading 52.3 g/m² (14.0 lb. Bond) paper into paper trays or loading translucent paper into the Wide LCT or the multi bypass tray, always use long grain paper.





- If you load paper of the same size and same type in two or more trays, except for the bypass tray, the machine automatically shifts to the other tray when the tray being used runs out of paper. This function is called Auto Tray Switching. This allows a large number of copies to be made without having to interrupt the copy run to replenish paper. To use this function with Auto Paper Select, set Paper Type to [Plain Paper] or [Recycled Paper] and Paper Thickness to [Paper Weight 2] or [Paper Weight 3]. For details about Paper Type and Paper Thickness, see "Tray Paper Settings",

Paper Settings Reference  . For the procedure to set the Auto Tray Switching function, see "Copier and Document Server Features", Copy and Document Server Reference  . For details about how the Auto Tray Switching function works with custom paper, see "Tray Paper Settings", Paper Settings Reference  .

- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. See p.72 "Loading Orientation-Fixed Paper or Two-Sided Paper".
- When the "Paper Weight" is set to [Paper Weight 6] or [Paper Weight 7], the copy/print speed is slower than usual.
- The paper types you can select in Tray Paper Settings are only general classifications. Print quality for every kind of paper in a classification is not guaranteed. See p.96 "Unusable Paper" for more information.
- If the surface of the paper is dusty, white spots might appear on prints. To remove dust, fan the paper thoroughly.
- Flatten out curled sheets before loading them.
- The Adjust Paper Curl function might not be able to fully remove curl, depending on the type of paper and the direction of its grain. If long grain paper does not uncurl properly, try short grain paper instead. For details about the Adjust Paper Curl function, see "Adjustment Settings for Operators", Network and System Settings Reference .



OHP transparencies

- To print on OHP transparencies from the Wide LCT or the multi bypass tray, press the [Paper Setting] key, and then set "Paper Type" to [OHP (Transparency)].
- 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  .
- When you use OHP transparencies, fan them for each use.
- We recommend you load OHP transparencies one by one. This prevents them becoming jammed inside the machine.
- Also, be sure to remove printed OHP transparencies one by one as they are delivered. This prevents them sticking together.

Translucent Paper

- We recommend you load sheets of translucent paper one by one. This prevents them becoming jammed inside the machine.
- Also, be sure to remove printed sheets of translucent paper one by one as they are delivered. This prevents them sticking together.

Coated Paper

- If you want to use glossy paper, select "Coated: Glossy" for "Paper Type". If you want to use matte paper (including silk, dull, and satin paper), select "Coated: Matted" for "Paper Type". For details about the settings for using coated paper with custom paper, see "Registering a Custom Paper", Paper Settings Reference  .
- Before loading coated sheets, be sure to fan them thoroughly.

Envelopes


This section describes loading envelopes.

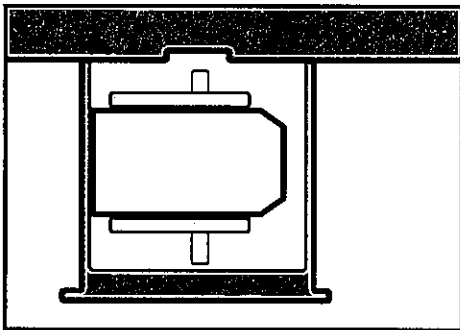
★ Important

2


- Misfeeds might occur depending on the length and shape of the flaps.
- Only envelopes that are at least 139.7 mm (5.5 inches) wide can be loaded in the Wide LCT.

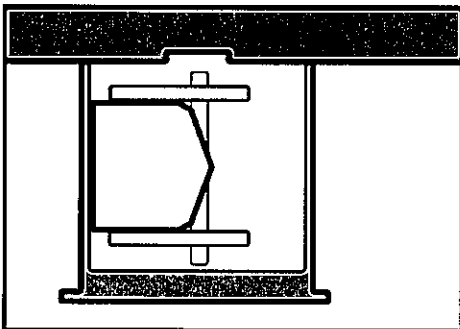
To print on envelopes, load them into the Wide LCT, and be sure to specify the appropriate paper type.

To load envelopes in the Wide LCT, be sure to unfold their flaps and set them in the  orientation with print side face up.



CDL070

If you are copying onto side-opening envelopes, be sure to unfold their flaps and set them in the  orientation with print side face up. Flaps must be at the right side of the Wide LCT.



CDL081

⚠ Note

- Be sure to specify the size of the envelope and flap size in Tray Paper Settings. For details, see p.81 "Specifying Custom Size Paper".
- For details about the types of envelopes supported, consult your sales representative.
- When using envelopes, set "Paper Thickness" in "Tray Paper Settings" to the same value as two sheets of the paper used for the envelopes.

- Before loading envelopes, place them on a flat table or desk and press down on them to release excess air and flatten them out. When loading envelopes, make sure they do not go over the limit mark.
- Place one envelope at a time on the Wide LCT if you still get any of the following results:
 - The envelope jams
 - The envelope is not fed
 - Multiple envelopes are fed at the same time
- Humidity levels of over 50% can cause envelopes to come out creased or misprinted.
- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color or image on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.
- If the horizontal size of the envelope is 297 mm (11.7 inches) or less, a paper misfeed might occur. If this happens, turn off Skew Detection. For details, see "Adjustment Settings for Operators", Network and System Settings Reference.
- When printing on envelopes thicker than 127.0 g/m² (47.0 lb. Cover), do not use Adjust \frown Curl: Strong or Adjust \smile Curl: Strong for Adjust Paper Curl of Adjustment Settings for Operators.
- Keep envelopes stored in sealed plastic bags and remove only the quantity needed. Do not add envelopes during printing, as this might cause misfeeds.

Unusable Paper

CAUTION

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

2

Important

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

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Torn paper
 - Rough paper
 - 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.
- Some kinds of colored paper cannot be used depending on the color of the paper. For details, contact your local dealer or service representative.

Paper Storage

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - 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%.
 - 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.

2

3. Adding Toner and Staples

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

Adding 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

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

CAUTION

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

CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner 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.

3





⚠ 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

- 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

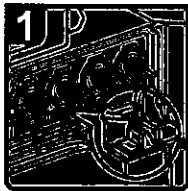
- If the messages "Toner Cartridge is almost empty." and "Check toner cartridge replacement(s)." appear cyclically, the toner has almost run out. Have a replacement toner cartridge at hand.
- If  appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it 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.

Replacing Toner

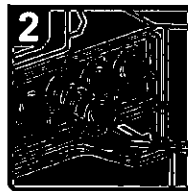
★ Important

- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.

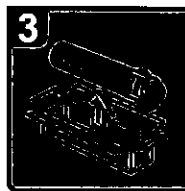
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.



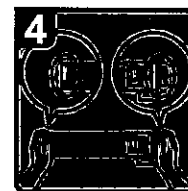
- Open the front upper right cover.
- Slide the lever located at the left side of the toner cartridge to the left.



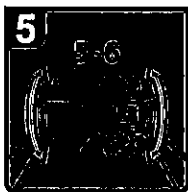
- Pull out the toner cartridge carefully.



- Take the new toner cartridge out of its box.



- Hold both ends of the toner cartridge firmly.



- Shake the toner cartridge 5 to 6 times.



- Insert the new toner cartridge.



- Push the new toner cartridge in until the lever clicks.
- Close the front upper right cover.

COL003

3

Sending 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 scanned documents.

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

The error message disappears.

Note

- If the scanner screen does not appear in step 1, press the [Scanner] key.

Used Toner

Toner cannot be reused.

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.

Replacing the Waste Toner Bottle

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.

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

- Store toner (new or used), toner containers, and components that have been in contact with toner 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

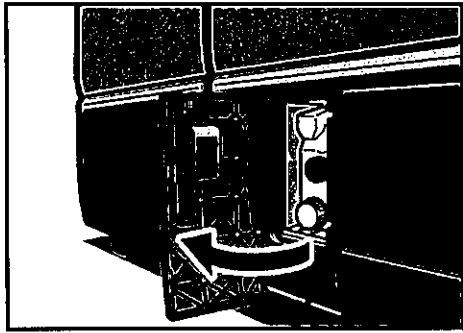
- Waste toner bottles cannot be reused.
- Before removing the waste toner bottle from the machine, spread paper or some other material around the area to keep toner from dirtying your workspace.

3

Replace the waste toner bottle if "Waste Toner Bottle is full. Replace Waste Toner Bottle." appears on the display.

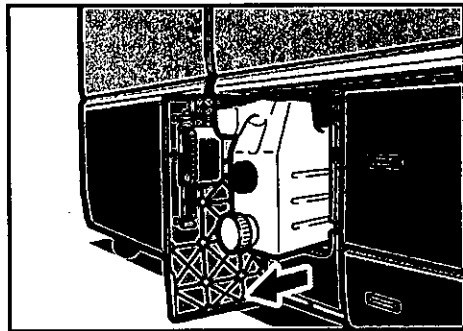
When the "Waste Toner Bottle is almost full." appears on the display, the waste toner bottle should be replaced soon. Prepare a new waste toner bottle.

1. Open the front lower left cover slowly.



CDL071

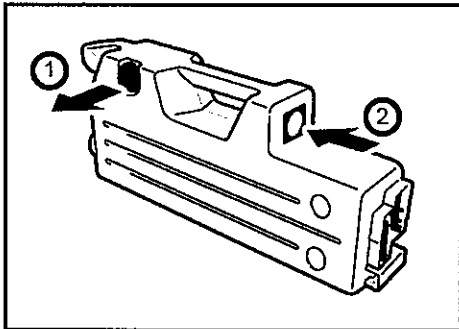
2. Carefully pull out the waste toner bottle horizontally.



CDL072

3. Adding Toner and Staples

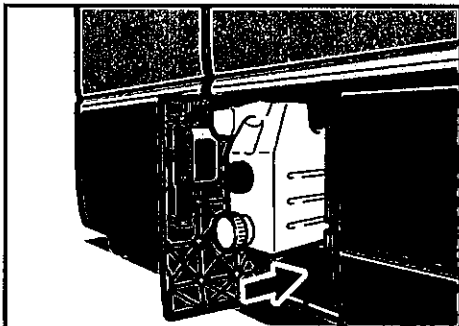
3. Use the cap which is attached to the waste toner bottle to seal its contents.



CDL673

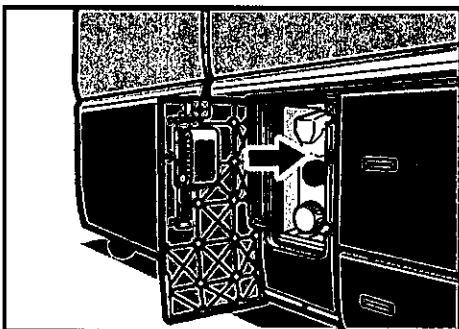
Ask your local dealer or service representative to collect the used waste toner bottle.

4. Take the new waste toner bottle out of the box.
5. Insert the waste toner bottle into the machine carefully.



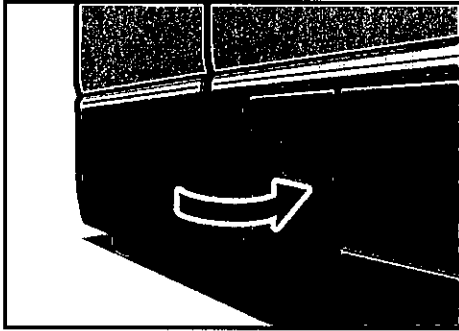
CDL674

6. When the waste toner bottle is inserted to the handle area, push the front side of the waste toner bottle to fully insert it into the machine.



CDL675

7. Carefully close the front lower left cover.



3

Adding Staples

⚠ 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

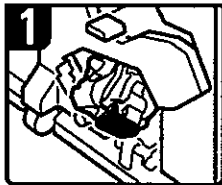
- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

↓ Note

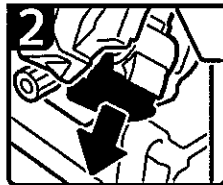
- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.
- Refill the stapler according to the finisher type. Check the type if you are unsure. For details about type of finisher, see p.40 "Options".

3

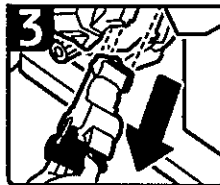
Adding Staples to Finisher SR5030 and Booklet Finisher SR5040



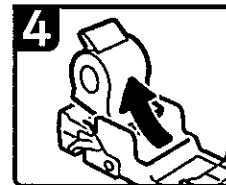
- Open the finisher front cover.
- Pull handle Rb18, and then pull out the staple unit.
- Turn knob Rb19 counterclockwise to rotate the staple unit.



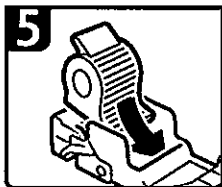
- Pull out the cartridge lever.



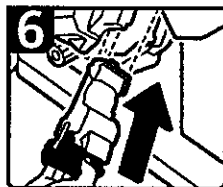
- Pull out the cartridge gently.



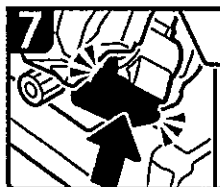
- Remove the empty refill in the direction of the arrow.



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



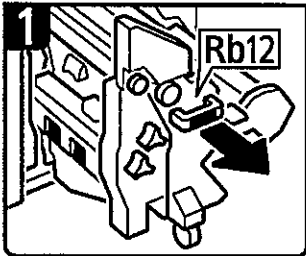
- Hold the lever, and then push in the cartridge.



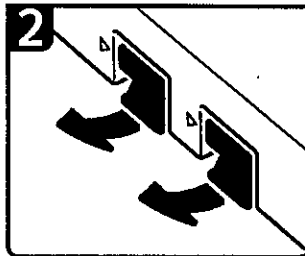
- Push in the cartridge until it clicks.
- Return the staple unit to its original position.
- Close the finisher front cover.

CAL004

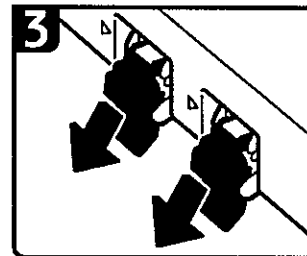
Adding Staples to Booklet Finisher SR5040 (Saddle Stitch)



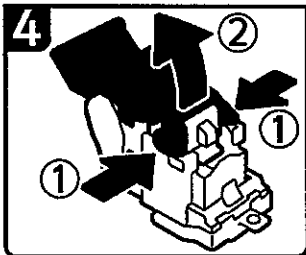
- Open the finisher front cover.
- Pull out the staple unit.



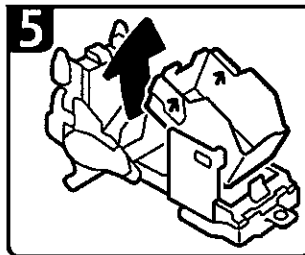
- Raise the levers.



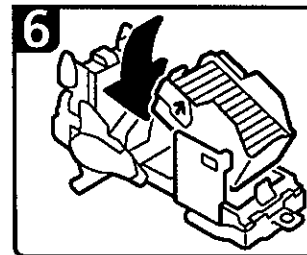
- Pull out the cartridges gently.



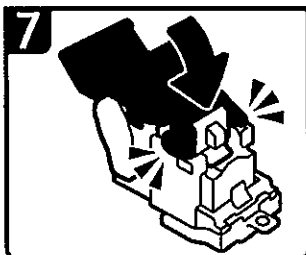
- Hold both sides of the cartridge, and then raise the upper unit.



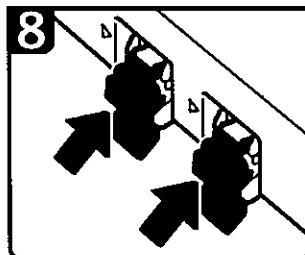
- Remove the empty refill in the direction of the arrow.



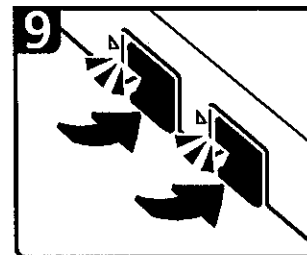
- Push in the new staples until the arrows are aligned.



- Push down the upper unit into the cartridge gently.



- Hold the levers, and then push in the cartridges.



- Push in the cartridges until they click, and then lower the levers.
- Return the staple unit to its original position.
- Close the finisher front cover.

COL069

3

3. Adding Toner and Staples

3

4. Entering Text

This chapter describes how to enter characters.

Entering 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

You can enter the following characters:

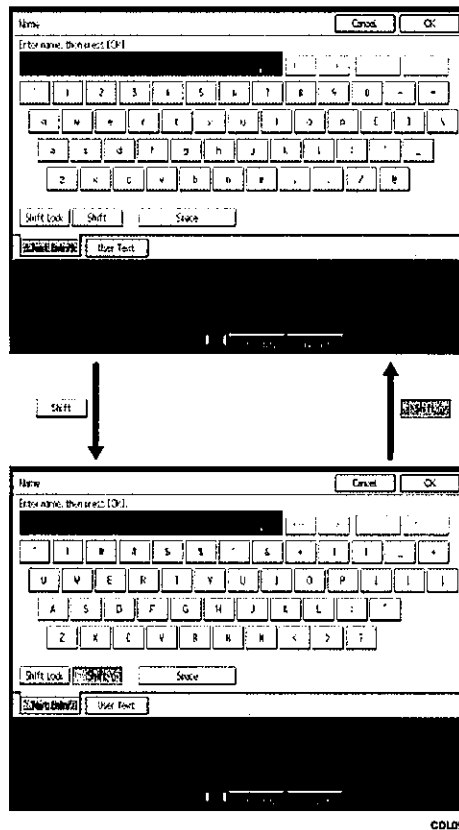
- Alphabetic characters
- Symbols
- Numerals

0123456789

Keys

You can change the entry screen using the keys below.

4. Entering Text



4

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

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

Entering numbers

1. Press numbers you want to enter.

Note


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

Deleting characters

1. Press [Backspace] or [Delete All] to delete characters.

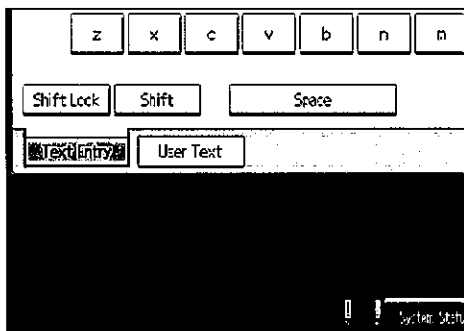
Adding user text

You can select and use a User Text that is registered in [Program / Change / Delete User Text].

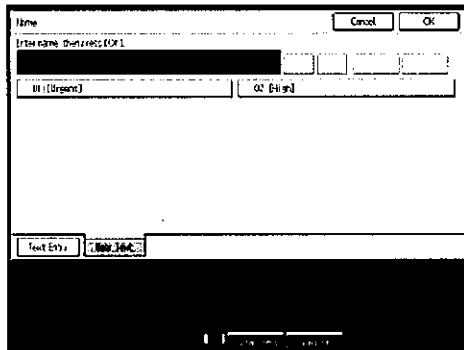
For the registration procedure under Program / Change / Delete User Text, see "System Settings", Network and System Settings Reference .

4

1. Press [User Text].



2. Select the User Text you want to use.



5. 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

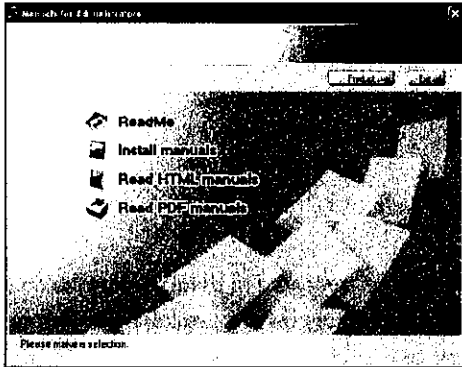
The operating instructions of this machine are provided in the following formats:

- 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 p.6 "Manuals for This Machine". The various manuals are available in different formats. For details about availability, see p.8 "Manuals List".

Reading the HTML Manuals on the CD-ROMs

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Click [Read HTML manuals].



5

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

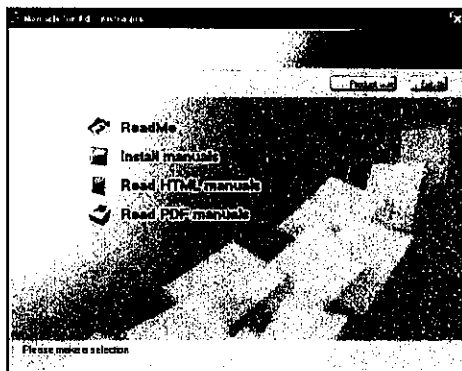
Note

- Recommended browsers:
 - Internet Explorer 6 or later
 - Firefox 3.5 or later
 - Safari 4.0 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

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. Click [Install manuals].



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

7. 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.
- Depending on the settings made during installation, menu folder names may differ.

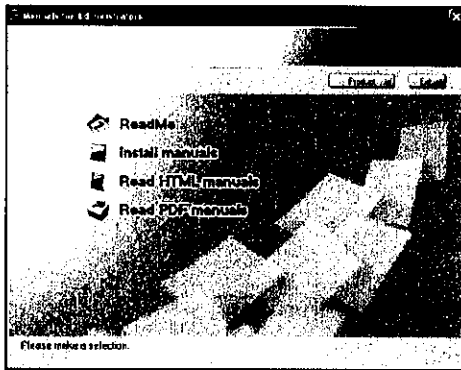
Reading the PDF Manuals on the CD-ROMs

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. Click [Read PDF manuals].



3. 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 PDF manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read PDF manuals].

6. 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 p.55 "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.
- 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 p.55 "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).

6. Remarks

- 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.

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m³/hr/person.

6

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Saving Color Copies

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

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.

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 p.55 "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.
 - 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.
 - 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.

Optimum environmental conditions

⚠ 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

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

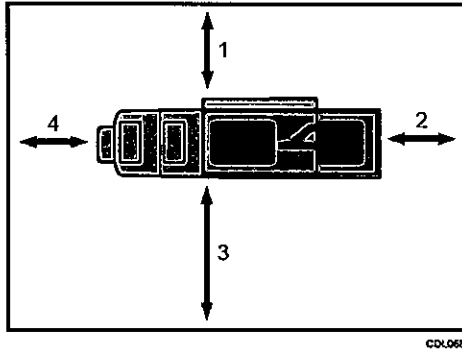
- Temperature: 10 °C - 32 °C (50 °F - 89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15% - 80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.

Environments to avoid

- 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 is subject to frequent strong vibration.
- Places where the machine is exposed to dampness or wet weather, such as rain and snow.
- Dusty areas.
- Areas with corrosive gases.

Access to the machine

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



1. Rear: 80 cm (31.5 inches) or more
2. Right: 100 cm (39.4 inches) or more
3. Front: 100 cm (39.4 inches) or more
4. Left: 100 cm (39.4 inches) or more

Note

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

6

Power Connection

⚠ WARNING

- Do not use any power sources other than those that match the specifications shown 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 power cord that comes with the optional equipment is for use with that equipment 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.

⚠ WARNING

- When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

⚠ 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 10%.
- Power Source

208 - 240 V, 20 A or more, 50/60 Hz

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

Maintaining Your Machine

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

⚠ CAUTION

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

★ 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.

6

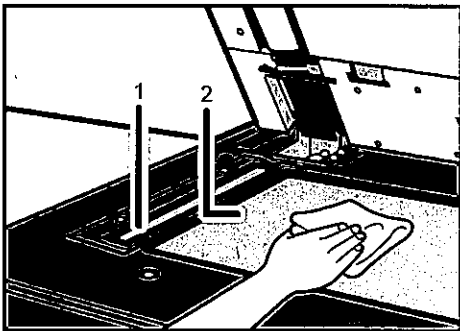
Cleaning the Machine

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.

Cleaning the Exposure Glass

1. Wipe the exposure glass and the scanning glass.

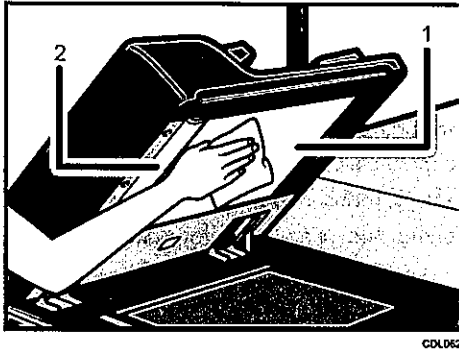


COL061

1. Scanning glass
2. Exposure glass

Cleaning the Auto Document Feeder

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



1. Sheet
2. Guide plate

Cleaning the Power Cord Plug

6

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.

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.

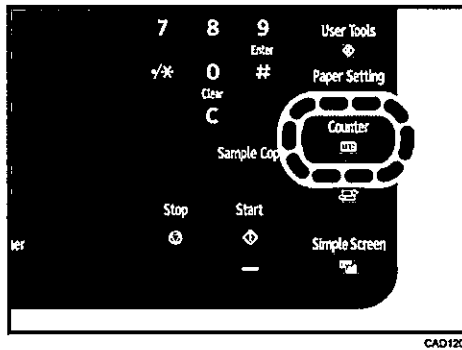
↓ Note

- You can use Web Image Monitor to back up the machine's Address Book. 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.

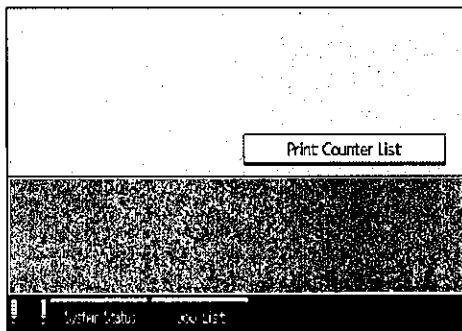
Counter

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

1. Press the [Counter] key.



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



3. Press the [Start] key.
4. Press [Exit].

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:

Supplies

- Telephone No. to order
- Toner
- Staple
- Staple (Booklet)

Machine Maintenance/Repair

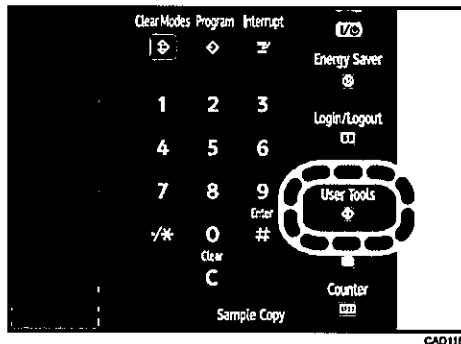
- Telephone No.
- Serial No. of Machine

Sales Representative

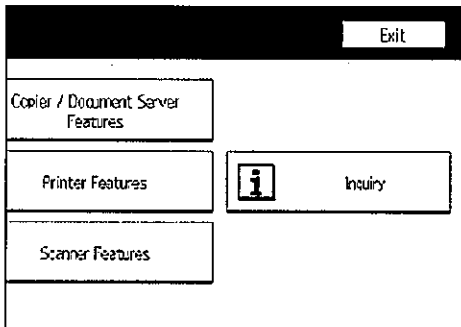
- Telephone No.

6

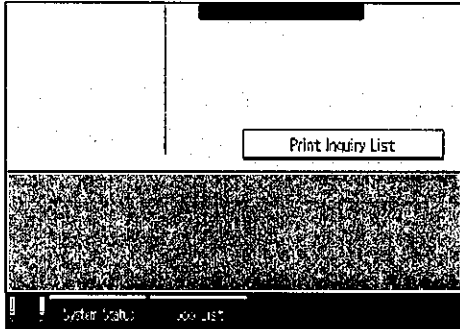
1. Press the [User Tools] key.



2. Press [Inquiry].



3. Press [Print Inquiry List].



4. Press the [Start] key.

5. Press [Exit] twice.

Checking the Earth Leakage Breaker

⚠ WARNING

- When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

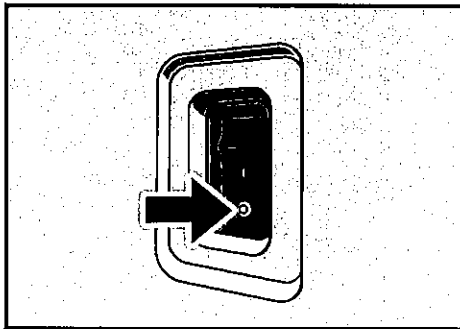
★ Important

- If the earth leakage breaker is not functioning normally, contact your sales or service representative.

An earth leakage breaker is installed on this machine. For details about where the breaker is located, see p.37 "Guide to Components".

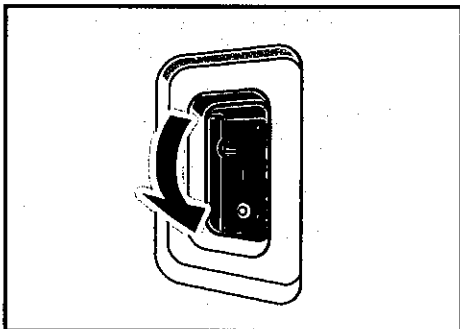
Once a year, check that the earth leakage breaker functions properly. Normally, the breaker is in the On position.

1. Press the operation switch to turn off the power.
2. Turn off the main power.
3. Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.



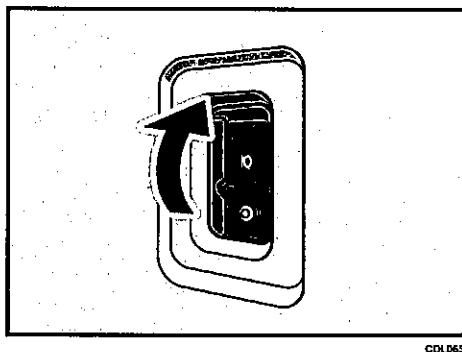
CDL063

4. Check that the earth leakage breaker moves to the Off position.



CDL064

5. Return the earth leakage breaker to the On position.



6. Turn on the main power.

Note

- If the machine does not start up when you turn its main power switch back on, check whether the earth leakage breaker is in the Off position. If the breaker is in the Off position, contact your sales or service representative. Do not reset the earth leakage breaker yourself.

6. Remarks

6

7. Appendix

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

Software Included on the CD-ROM

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

Viewing the Contents of the CD-ROM

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

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

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

Specifications for the Main Unit

Configuration:

Console

Photosensitivity type:

OPC drum

Original scanning:

CCD Image Sensor

Copy process:

Laser beam scanning and electro-photographic printing

4 drums tandem method

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

- Scanning originals: 100 dpi/150 dpi/200 dpi/300 dpi/400 dpi/600 dpi
- Copying: 1200 dpi
- Printing: 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):

300 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3□, 11 × 17□

Paper size:

- Tray 1: 8¹/₂ × 11□, A4□
If you want to load A4□ into tray 1, contact your service representative.
- Tray 2:

A3□, A4□, A5□, B4 JIS□, B5 JIS□,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□, 170 × 210 mm□, 210 × 340 mm□,

8K□, 16K□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 13 × 18□, SRA3□, SRA4□

- Tray 2 (custom size):

Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches)

Horizontal: 139.7 - 457.2 mm (5.50 - 18.00 inches)

- Duplex:

A3□, A4□, A5□, B4 JIS□, B5 JIS□,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□, 210 × 340 mm□,

8K□, 16K□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 13 × 18□, SRA3□, SRA4□

- Duplex (custom size):

Vertical: 139.7 - 330.2 mm (5.50 - 13.00 inches)

Horizontal: 210.0 - 487.7 mm (8.27 - 19.20 inches)

Paper weight:

- Tray 1: 52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)
- Tray 2: 52.3 - 256.0 g/m² (14.0 lb. Bond - 141.0 lb. Index)
- Duplex: 60.0 - 256.0 g/m² (16.0 lb. Bond - 141.0 lb. Index)

Missing image area (Copier):

- Leading edge: 4.0 ± 0.5 mm (0.16 ± 0.02 inches)
- Trailing edge: 4.0 ± 1.0 mm (0.16 ± 0.04 inches)
- Left and right edges: 2.0 ± 1.5 mm (0.08 ± 0.06 inches)

For paper that is 100.0 g/m² (26.7 lb. Bond) or lighter, specify that the missing lead image area is 5.0 mm (0.2 inches). For details, consult the administrator or contact your service representative.

First copy/print time:

- Full Color: 11 seconds or less
- B&W: 11 seconds or less

(A4□, 8¹/₂ × 11□, feeding from tray 1, face up, plain paper, one-sided, original placed on the exposure glass)

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

- Type 1:
 - 65 sheets/minute (A4□, 8¹/₂ × 11□, Paper Weight 1 - Paper Weight 5)

- 45 sheets/minute (A4, 8 1/2 × 11, Paper Weight 6 ~ Paper Weight 7)
- Type 2:
 - 75 sheets/minute (A4, 8 1/2 × 11, Paper Weight 1 ~ Paper Weight 5)
 - 52 sheets/minute (A4, 8 1/2 × 11, Paper Weight 6 ~ Paper Weight 7)

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:

9,999 sheets

Paper capacity (80.0 g/m², 20.0 lb. Bond):

- Tray 1: 1,000 sheets
- Tray 2: 500 sheets

Power requirements:

208 - 240 V, 50/60 Hz, 16 A

Power consumption:

- Main unit only

	Type 1	Type 2
Stand-by	About 500 W	About 500 W
During printing	About 1,800 W	About 1,900 W
Maximum	About 3,300 W	About 3,300 W

- Complete system

	Type 1	Type 2
Maximum	About 3,300 W	About 3,300 W

The complete system consists of the main unit, Wide LCT, multi bypass tray, multi-folding unit, and Booklet Finisher SR5040.

Dimensions (W × D × H up to the ADF (excluding the control panel and the attention light)):

1,320 × 910 × 1,230 mm (52.0 × 35.9 × 48.5 inches)



Space for main unit (W × D):

1,320 × 910 mm (52.0 × 35.9 inches)

Noise emission:

- Sound power level:

- Main unit only

	Type 1	Type 2
Stand-by	52.5 dB (A) or less	52.5 dB (A) or less
Copying	72.0 dB (A) or less	72.0 dB (A) or less

- Complete system

	Type 1	Type 2
Stand-by	52.5 dB (A) or less	52.5 dB (A) or less
Copying	76.0 dB (A) or less	76.0 dB (A) or less

- Sound pressure level:

- Main unit only

	Type 1	Type 2
Stand-by	46.5 dB (A) or less	49.5 dB (A) or less
Copying	66.0 dB (A) or less	66.0 dB (A) or less

- Complete system

	Type 1	Type 2
Stand-by	46.5 dB (A) or less	49.5 dB (A) or less
Copying	70.0 dB (A) or less	70.0 dB (A) or less

- 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, Wide LCT, multi bypass tray, and Booklet Finisher SR5040.

Weight:

580 kg (1278.7 lb.) or less

Auto Document Feeder

Mode:

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

Original size:

- A3 \square - B6 JIS \square , 11 × 17 \square - 5¹/₂ × 8¹/₂ \square (1-sided originals)
- A3 \square - A5 \square , 11 × 17 \square - 5¹/₂ × 8¹/₂ \square (2-sided originals)

Original weight:

- 1-sided originals: 40.0 - 128.0 g/m² (10.7 lb. Bond - 47.1 lb. Cover)
- 2-sided originals: 52.0 - 128.0 g/m² (13.9 lb. Bond - 47.1 lb. Cover)

Number of originals to be set:

100 sheets (80.0 g/m², 20.0 lb. Bond)

Note

- Specifications are subject to change without notice.

Document Server

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HDD (Document Server):

Approx. 170 GB

Maximum: 15,000 pages

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

Copier/B&W/A4 original: Approx. 15,000 pages

Copier/Full Color/A4 original: Approx. 5,000 pages

Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 15,000 pages

(Under the scanner function, the number of the pages that can be stored depends on the original.)

Maximum number of stored documents:

3,000 documents

Number of pages supported by memory sorting:

Copier/B&W/A4 original: Approx. 5,000 pages

Specifications for Finisher SR5030 (Optional)

Finisher Upper Tray

Paper size:

- Without Z-fold:
 - A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
 - 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13,
 - 8 × 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂,
 - 182 × 210 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K,
 - 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19¹/₅, 13 × 19,
 - 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,
 - SRA3, SRA4, custom size
- With Z-fold:
 - A3, A4, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 8K, 12 × 18

Paper weight:

- Without Z-fold:
 - 52.3 - 216.0 g/m² (14.0 lb. Bond - 80.0 lb. Cover)
- With Z-fold:
 - 64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:
 - 250 sheets: A4, 8¹/₂ × 11 or smaller
 - 50 sheets: B4 JIS, 8¹/₂ × 14 or larger
- With Z-fold:
 - 30 sheets: B4 JIS, 8¹/₂ × 14 or larger
 - 20 sheets: A4, 8¹/₂ × 11 or smaller

Finisher Shift Tray

Paper size:

- Without Z-fold:
 - A3, A4, A5, B4 JIS, B5 JIS,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□, 5¹/₂ × 8¹/₂□,
 182 × 210 mm□, 170 × 210 mm□, 210 × 340 mm□, 8K□, 16K□,
 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19¹/₅□, 13 × 19□,
 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□,
 SRA3□, SRA4□, custom size

- With Z-fold:

A3□, B4 JIS□, A4□, 12 × 18□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, 8K□

Paper weight:

- Without Z-fold:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

- With Z-fold:

64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:

- 3,000 sheets: A4□, B5 JIS□, 8¹/₂ × 11□

- 1,500 sheets: A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, SRA4□

- 1,000 sheets: 12 × 18□, 13 × 19¹/₅□, SRA3□, 13 × 18□, 12³/₅ × 18¹/₂□, 12³/₅ × 19¹/₅□, 13 × 19□

- 500 sheets: A5□, 5¹/₂ × 8¹/₂□

- 100 sheets: A5□, 5¹/₂ × 8¹/₂□

- With Z-fold:

30 sheets

Staple paper size:

- Without Z-fold:

A3□, B4 JIS□, A4□, B5 JIS□,

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10¹/₂□, 8 × 10□, 7¹/₄ × 10¹/₂□, 182 × 210 mm□, 210 × 340 mm□, 8K□, 16K□,

11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□

- With Z-fold:

A3□, B4 JIS□, 11 × 17□

Staple paper weight:

- Without Z-fold:



63.1 - 220.0 g/m² (17.0 lb. Bond - 80.9 lb. Cover)

- With Z-fold:

64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Staple capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:

- 50 sheets:

A3, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 210 × 340 mm, 8K, 11 × 15, 11 × 14, 10 × 15, 10 × 14

- 100 sheets:

A4, B5 JIS, 8¹/₂ × 11, 8 × 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂, 182 × 210 mm, 16K

For paper between 90.1 g/m² (24.1 lb. Bond) and 220.0 g/m² (80.9 lb. Cover), the staple capacity is one-third that of 80.0 g/m² (20.0 lb. Bond) paper.

- With Z-fold:

10 sheets

Stack capacity after stapling (80.0 g/m², 20.0 lb. Bond):

- Without Mixed Size and Z-fold:

- 2 - 9 sheets: 150 sets (A3, A4, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11)
- 10 - 19 sheets: 200 - 105 sets (A4, B5 JIS, 8¹/₂ × 11)
- 20 - 100 sheets: 150 - 30 sets (A4, B5 JIS, 8¹/₂ × 11)
- 10 - 100 sheets: 150 - 15 sets (A4, B5 JIS, 8¹/₂ × 11)
- 10 - 50 sheets: 150 - 30 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)

- With Mixed Size:

- 2 - 50 sheets: 30 sets (A3/A4, B4 JIS/B5 JIS, 11 × 17/8¹/₂ × 11, 8K/16K)

- With Z-fold:

- 1 - 10 sheets: 30 - 3 sets (A3 Z-folded paper with A4, B4 JIS Z-folded paper with B5 JIS, 11 × 17 Z-folded paper with 8¹/₂ × 11)

Staple position:

7 positions (Top 1, Left 2, Top 2, Bottom 1, Slant, Top Right 1, Right 2)

Power requirements:

120 V, 50/60 Hz, 2.0 A

Power consumption:

Maximum 250 W (A separate power source is required.)

Dimensions (W × D × H):

996 × 730 × 1,126 mm (39.3 × 28.8 × 44.4 inches)

Weight:

112 kg (247.0 lb.) or less

Specifications for Booklet Finisher SR5040 (Optional)

Finisher Upper Tray

Paper size:

- Without Z-fold:
 - A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
 - 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13,
 - 8 × 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂,
 - 182 × 210 mm, 170 × 210 mm, 210 × 340 mm, 8K, 16K,
 - 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19¹/₅, 13 × 19,
 - 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18,
 - SRA3, SRA4, custom size
- With Z-fold:
 - A3, A4, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 8K, 12 × 18

Paper weight:

- Without Z-fold:
 - 52.3 - 216.0 g/m² (14.0 lb. Bond - 80.0 lb. Cover)
- With Z-fold:
 - 64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:
 - 250 sheets: A4, 8¹/₂ × 11 or smaller
 - 50 sheets: B4 JIS, 8¹/₂ × 14 or larger
- With Z-fold:
 - 30 sheets: B4 JIS, 8¹/₂ × 14 or larger
 - 20 sheets: A4, 8¹/₂ × 11 or smaller

Finisher Shift Tray

Paper size:

- Without Z-fold:

A3, B4 JIS, A4, A5, B5 JIS,
 12 × 18, 11 × 17, 11 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13,
 8¹/₂ × 11, 5¹/₂ × 8¹/₂, 8¹/₄ × 13, 8 × 13, 8 × 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K,
 182 × 210 mm, 170 × 210 mm, 210 × 340 mm,
 11 × 14, 10 × 15, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂,
 13 × 18,
 SRA3, SRA4, custom size

- With Z-fold:
 A3, A4, B4 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 8K, 12 × 18

Paper weight:

- Without Z-fold:
 52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)
- With Z-fold:
 64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)

Stack capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:
 - 2,500 sheets: A4, B5 JIS, 8¹/₂ × 11
 - 1,500 sheets: A3, A4, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, SRA4
 - 1,000 sheets: 12 × 18, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3
 - 500 sheets: A5, 5¹/₂ × 8¹/₂
 - 100 sheets: A5, 5¹/₂ × 8¹/₂
- With Z-fold:
 30 sheets

Staple paper size:

- Without Z-fold:
 A3, A4, B4 JIS, B5 JIS,
 11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13,
 8 × 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂, 182 × 210 mm, 210 × 340 mm,
 8K, 16K,
 11 × 15, 11 × 14, 10 × 15, 10 × 14
- With Z-fold:
 A3, B4 JIS, 11 × 17



Staple paper weight:

- Without Z-fold:
63.1 ~ 220.0 g/m² (17.0 lb. Bond ~ 80.9 lb. Cover)
- With Z-fold:
64.0 ~ 105.0 g/m² (17.1 ~ 28.0 lb. Bond)

Staple capacity (80.0 g/m², 20.0 lb. Bond):

- Without Z-fold:
 - 50 sheets:
A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 210 × 340 mm, 8K
 - 100 sheets:
A4, B5 JIS, 8¹/₂ × 11, 8 × 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂, 182 × 210 mm, 16K

For paper between 90.1 g/m² (24.1 lb. Bond) and 220.0 g/m² (80.9 lb. Cover), the staple capacity is one-third that of 80.0 g/m² (20.0 lb. Bond) paper.

- With Z-fold:
10 sheets

Stack capacity after stapling (80.0 g/m², 20.0 lb. Bond):

- Without Mixed Size and Z-fold:
 - 2 ~ 9 sheets: 150 sets (A3, A4, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11)
 - 10 ~ 19 sheets: 200 ~ 105 sets (A4, B5 JIS, 8¹/₂ × 11)
 - 20 ~ 100 sheets: 125 ~ 25 sets (A4, B5 JIS, 8¹/₂ × 11)
 - 10 ~ 100 sheets: 150 ~ 15 sets (A4, B5 JIS, 8¹/₂ × 11)
 - 10 ~ 50 sheets: 150 ~ 30 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)
- With Mixed Size:
 - 2 ~ 50 sheets: 30 sets (A3/A4, B4 JIS/B5 JIS, 11 × 17/8¹/₂ × 11, 8K/16K)
- With Z-fold:
 - 1 ~ 10 sheets: 30 ~ 3 sets (A3 Z-folded paper with A4, B4 JIS Z-folded paper with B5 JIS, 11 × 17 Z-folded paper with 8¹/₂ × 11)

Staple position:

8 positions (Top 1, Center, Left 2, Top 2, Bottom 1, Slant, Top Right 1, Right 2)

Finisher Booklet Tray

Saddle stitch paper size:

A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, 12 × 18□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□, custom size

Saddle stitch paper weight:

63.1 - 90.0 g/m² (17.0 - 24.0 lb. Bond)

You can use one sheet of paper weighing between 90.1 g/m² (24.1 lb. Bond) and 163.0 g/m² (60.0 lb. Cover) per set.

Saddle stitch capacity:

- 80.0 g/m² (20.0 lb. Bond) or lighter: 20 sheets
- Heavier than 80.0 g/m² (20.0 lb. Bond): 15 sheets

Stack capacity after saddle stitching (80.0 g/m², 20.0 lb. Bond):

5 sheets: 30 sets (A3□)

Saddle stitch position:

Center

Power requirements:

120 V, 50/60 Hz, 2.0 A

Power consumption:

Maximum 250 W (A separate power source is required.)

Dimensions (W × D × H):

996 × 730 × 1,126 mm (39.3 × 28.8 × 44.4 inches)

Weight:

130 kg (286.6 lb.) or less

Specifications for Punch Unit (Finisher SR5030, Booklet Finisher SR5040) (Optional)

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, A6, B6 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10 ¹ / ₂ , 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 13, 8 ¹ / ₄ × 14, 8 × 10, 8K, 16K, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, 5 ¹ / ₂ × 8 ¹ / ₂ , 8 ¹ / ₂ × 11, 8 × 10 ¹ / ₂ , 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K, 182 × 210 mm, 170 × 210 mm
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 8K
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, 8 ¹ / ₂ × 11, 8 × 10 ¹ / ₂ , 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10 ¹ / ₂ , 8 × 10, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 8K, 16K, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm
4 holes type: 4 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 8 × 10 ¹ / ₂ , 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K, 182 × 210 mm, 170 × 210 mm
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, A6, B6 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 7 ¹ / ₄ × 10 ¹ / ₂ , 8 × 13, 8 × 10 ¹ / ₂ , 8 × 10, 8 ¹ / ₂ × 13, 8 ¹ / ₄ × 14, 8 ¹ / ₄ × 13, 8K, 16K, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 ¹ / ₂ × 11, 5 ¹ / ₂ × 8 ¹ / ₂ , 8 × 10 ¹ / ₂ , 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K, 182 × 210 mm, 170 × 210 mm

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Punch unit type	Paper size
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, 8 ¹ / ₂ × 11, 8 × 10 ¹ / ₂ , 8 × 10, 7 ¹ / ₄ × 10 ¹ / ₂ , 16K

Paper weight:

- 2 & 3 holes: 52.3 - 209.0 g/m² (14.0 lb. Bond - 76.9 lb. Cover)
- 4 holes: 52.3 - 163.0 g/m² (14.0 lb. Bond - 60.0 lb. Cover)

Dimensions (W × D × H):

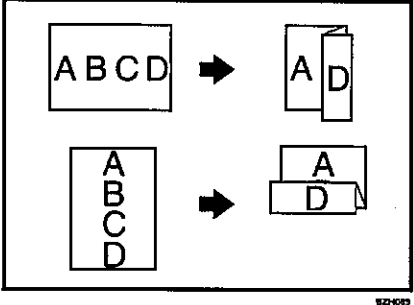
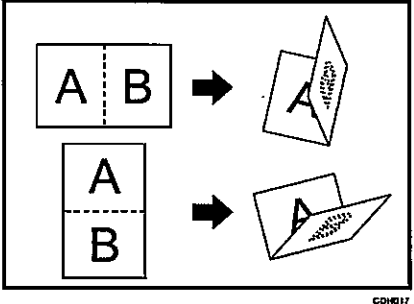
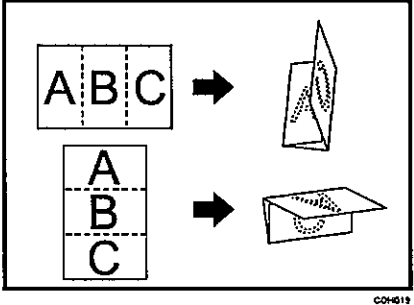
46.0 × 408.5 × 70.5 mm (1.9 × 16.1 × 2.8 inches)

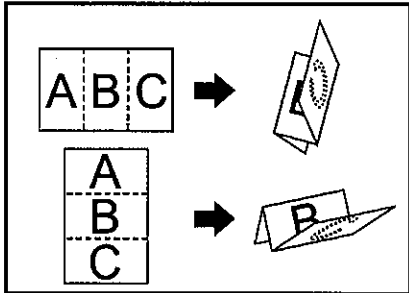
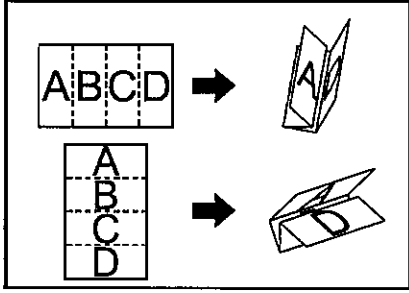
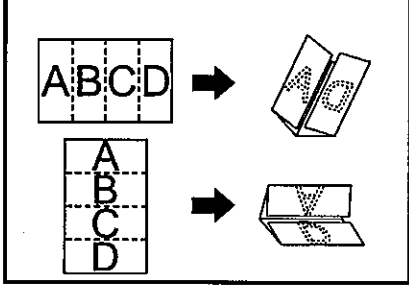
Weight:

1 kg (2.2 lb.) or less

Specifications for Multi-Folding Unit (Optional)

Types of folds

Name of fold	Folding method
Z-fold	 <p>Diagram illustrating Z-fold methods. The top row shows a horizontal rectangle with 'A B C D' being folded into a Z-shape. The bottom row shows a vertical rectangle with 'A B C D' being folded into a Z-shape.</p>
Half fold	 <p>Diagram illustrating Half fold methods. The top row shows a rectangle with 'A B' being folded vertically. The bottom row shows a rectangle with 'A B' being folded horizontally.</p>
Letter Fold-in	 <p>Diagram illustrating Letter Fold-in methods. The top row shows a rectangle with 'A B C' being folded into a 3D shape. The bottom row shows a rectangle with 'A B C' being folded into a 3D shape.</p>

Name of fold	Folding method
Letter Fold-out	 <p style="text-align: right; font-size: small;">COH218</p>
Double Parallel Fold	 <p style="text-align: right; font-size: small;">COH220</p>
Gate Fold	 <p style="text-align: right; font-size: small;">COH221</p>

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Paper size:

- With Z-fold:
A3□, A4□, B4 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, 8K□, 12 × 18□
- With Half Fold:
A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, 8K□, 12 × 18□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□, SRA3□, SRA4□
- With Letter Fold-out, Letter Fold-in, Double Parallel Fold, and Gate Fold:
A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 11□, 8K□, 12 × 18□
- With Multi-sheet Fold:

- Half Fold:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐, 13 × 19¹/₅☐, 13 × 19☐, 12³/₅ × 19¹/₅☐, 12³/₅ × 18¹/₂☐, 13 × 18☐, SRA3☐, SRA4☐
- Letter Fold-out:
A4☐, B4 JIS☐, B5 JIS☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐
- Letter Fold-in:
A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8K☐, 12 × 18☐

Paper weight:

- With Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, and Gate Fold:
64.0 - 105.0 g/m² (17.1 - 28.0 lb. Bond)
- With Multi-sheet Fold:
64.0 - 80.0 g/m² (17.1 - 21.0 lb. Bond)

Power requirements:

120 V, 50/60 Hz, 2.0 A

Power consumption:

Maximum 240 W (A separate power source is required.)

Dimensions (W × D × H):

470 × 730 × 1,000 mm (18.6 × 28.8 × 39.4 inches)

Weight:

92 kg (202.9 lb.) or less

Note

- The Multi-sheet Fold function can fold a maximum of three sheets at a time.
- Wrinkling can occur when applying letter fold-in, letter fold-out, or gate fold to B4 JIS☐, A3☐, 8¹/₂ × 14☐, 11 × 17☐, 12 × 18☐, 8K☐, or larger sheets. In some cases, you may have to use A4 sheets or smaller when applying folds in combination with the reduction function.

Specifications for Wide Large Capacity Tray (Optional)

Paper size:

A3□, B4 JIS□, A4□□, A5□□, A6□, B5 JIS□□, B6 JIS□,
12 × 18□, 11 × 17□, 11 × 15□, 10 × 14□, 8¹/₂ × 14□, 8¹/₄ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□, 5¹/₂ × 8¹/₂□□, 8¹/₄ × 13□, 8 × 10¹/₂□□, 8 × 13□, 8 × 10□□, 7¹/₄ × 10¹/₂□□,
8K□, 16K□□, 182 × 210 mm□□, 170 × 210 mm□□, 210 × 340 mm□,
11 × 14□, 10 × 15□, 13 × 19¹/₅□, 13 × 19□, 12³/₅ × 19¹/₅□, 12³/₅ × 18¹/₂□, 13 × 18□,
SRA3□, SRA4□□, custom size

Paper weight:

Tray 3, 5: 52.3 - 256.0 g/m² (14.0 lb. Bond - 141.0 lb. Index)

Tray 4: 52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

Paper capacity (80.0 g/m², 20.0 lb. Bond):

Tray 3, 5: 1,000 sheets (80.0 g/m², 20.0 lb. Bond)

Tray 4: 2,000 sheets (80.0 g/m², 20.0 lb. Bond)

Power consumption:

Maximum 180 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

865 × 730 × 1,218 mm (34.1 × 28.8 × 48.0 inches) (Except protruding parts)

Weight:

185 kg (407.9 lb.) or less

⬇ Note

- The paper width between 100.0 and 139.2 mm (3.94 and 5.48 inches) are available only when the special side fence is utilized.

Specifications for Multi Bypass Tray (Optional)

Paper size:

A3, B4 JIS, A4, A5, A6, B5 JIS, B6 JIS,
12 × 18, 11 × 17, 11 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ ×
11, 5¹/₂ × 8¹/₂, 8¹/₄ × 13, 8 × 13, 8 × 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂,
8K, 16K, 182 × 210 mm, 170 × 210 mm, 210 × 340 mm,
11 × 14, 10 × 15, 13 × 19¹/₅, 13 × 19, 12³/₅ × 19¹/₅, 12³/₅ × 18¹/₂, 13 ×
18,
SRA3, SRA4, custom size

Paper weight:

52.3 - 216.0 g/m² (14.0 lb. Bond - 80.0 lb. Cover)

Paper capacity (80.0 g/m², 20.0 lb. Bond):

500 sheets

Power consumption:

Maximum 70 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

690 × 561 × 210 mm (27.2 × 22.1 × 8.3 inches) (Except protruding parts)

Weight:

20 kg (44.1 lb.) or less

Specifications for Decurler Unit (Optional)

Paper size:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
11 × 17, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8
× 10¹/₂, 8 × 10, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂,
182 × 210mm, 170 × 210mm, 210 × 340, 8K, 16K,
12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19¹/₅, 13 × 19, 12³/₅ ×
19¹/₅, 12³/₅ × 18¹/₂, 13 × 18, SRA3, SRA4, custom size

Paper weight:

52.3 - 300.0 g/m² (14.0 lb. Bond - 165.0 lb. Index)

Power consumption:

Maximum 30 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

55 × 483 × 190 mm (2.2 × 19.1 × 7.5 inches)

Weight:

5 kg (11.1 lb.) or less

Specifications for Other Options

A3/11 × 17 Tray Unit

You can load 11 × 17[□] or larger size paper in tray 1 using this unit.

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Microsoft® Windows Vista® Home Basic

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Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

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

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Operating Instructions About This Machine

