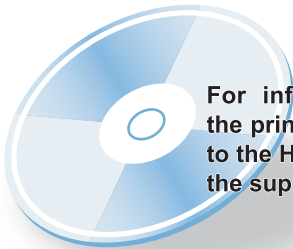


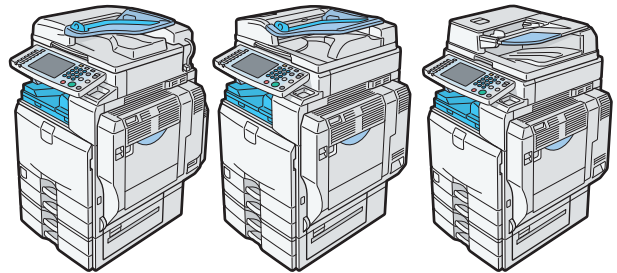


**C9130/C9135/C9145/C9145A/C9155/C9155A**  
**C9130G/C9135G/C9145G/C9145AG/C9155G/C9155AG**  
**LD630C/LD635C/LD645C/LD645CA/LD655C/LD655CA**  
**LD630CG/LD635CG/LD645CG/LD645CAG/LD655CG/LD655CAG**  
**Aficio™ MP C3001/C3501/C4501/C4501A/C5501/C5501A**  
**Aficio™ MP C3001g/C3501g/C4501g/C4501Ag/C5501g/C5501Ag**

## Operating Instructions About This Machine



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



































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



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# Documentation for This Machine

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# Manuals for This Machine

Read this manual carefully before you use this machine.

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

## Important

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

## About This Machine

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

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

## Troubleshooting

Provides a guide for resolving common usage-related problems.

## Copy and Document Server Reference

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

## Facsimile Reference

Explains Facsimile functions and operations.

## Printer Reference

Explains Printer functions and operations.

## Scanner Reference

Explains Scanner functions and operations.

## Network and System Settings Reference

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

## Security Reference

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

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

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

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

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

### PostScript 3 Supplement

Explains how to set up and use PostScript 3.

### VM Card Extended Feature Settings Device Reference

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

### VM Card Extended Feature Settings Web Reference

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

### Other manuals

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

### ↓ Note

- Manuals provided are specific to machine types.
- For “UNIX Supplement”, please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

Product name	General name
ScanRouter EX Professional <sup>*1</sup> and ScanRouter EX Enterprise <sup>*1</sup>	the ScanRouter delivery software

\*1 Optional

---

## Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy and Document Server Reference	No	Yes	Yes
Facsimile Reference	No	Yes	Yes
Printer Reference	No	Yes	Yes
Scanner Reference	No	Yes	Yes
Network and System Settings Reference	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes
VM Card Extended Feature Settings Device Reference	No	Yes	Yes
VM Card Extended Feature Settings Web Reference	No	Yes	Yes

---

# What You Can Do with This Machine

This section introduces the features of this machine.

## ↓ Note

- For details about options, see "Options".

## 📖 Reference

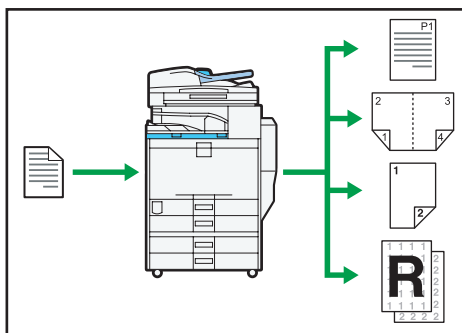
- p.63 "Options"

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## Using This Machine as a Copier

---

You can make copies of originals.



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

## 📖 Reference

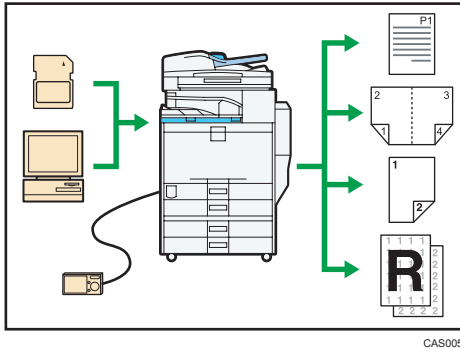
- See Copy and Document Server Reference 📖.

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## Using This Machine as a Printer

---

You can print documents created in applications.



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

### Reference

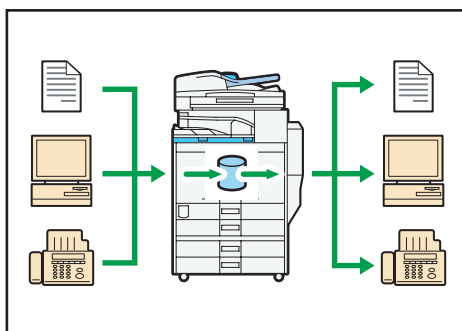
- See Printer Reference .

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## Utilizing Stored Documents







---

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



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

### Reference

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

---

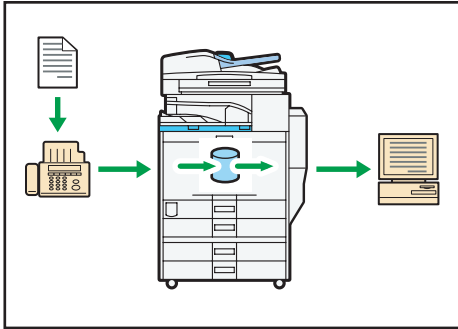
## Paperless Fax Transmission and Reception

---

You can send and receive fax messages without printing them.


### Reception

You can store and save received fax documents as electronic formats in the machine's hard disk without printing them.



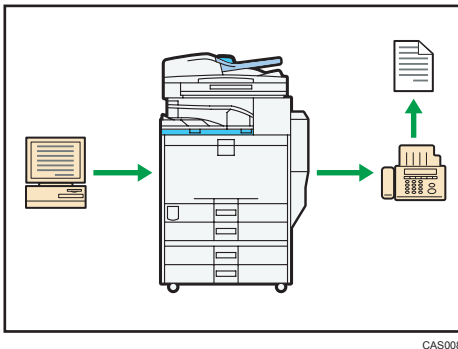
You can use Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

### Reference

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



### Transmission

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



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

### Reference

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



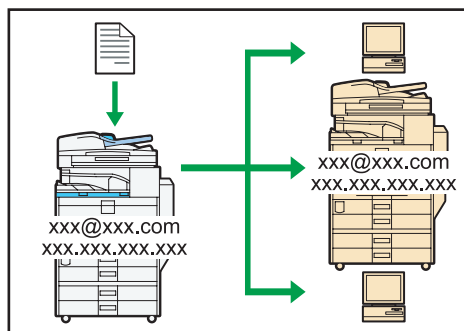
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## Fax Transmission and Reception Over the Internet

---

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



### E-mail Transmission

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



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

### IP-Fax

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

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

### Reference

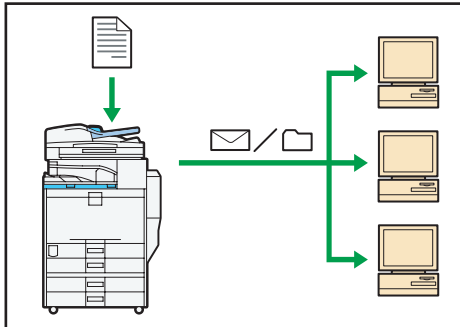
- For details about settings, see “Network Settings Required to Use Internet Fax”, Network and System Settings Reference .
- For details about how to transmit and receive documents over the Internet, see “Transmission” and “Reception”, Facsimile Reference .

---

## Using the Facsimile and the Scanner in a Network Environment

---

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











CAS010

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
- You can use this machine as a delivery scanner for the ScanRouter delivery software <sup>\*1</sup> (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network.
- You can use Web Services on Devices (WSD) to send scan files to a client computer.

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

### Reference

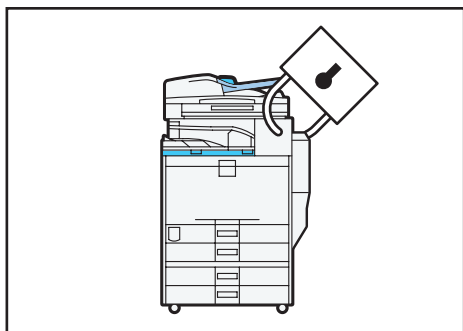
- For details about sending scan files by e-mail, see “Specifying a Destination”, Facsimile Reference , and “Sending Scan Files by E-mail”, Scanner Reference .
- For details about file storage, see Scanner Reference .
- For details about sending scan files by Scan to Folder, see “Specifying a Destination”,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

---

## Administrating the Machine/Protecting Documents (Security Functions)

---

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



CAS011

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

#### Reference

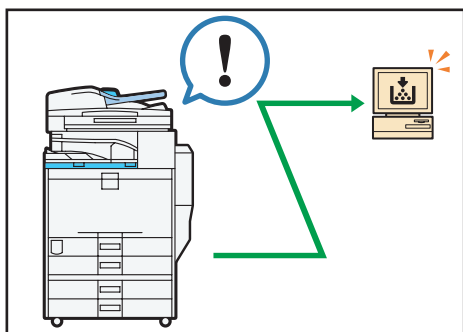
- See Security Reference .

---

## Monitoring and Setting the Machine Via Computer

---

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



CAS012

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

- 
- Using Web Image Monitor, you can check and specify the initial settings (System Settings, Printer Features, network settings, security settings/certificate management, and e-mail notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

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# Notice

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## Important

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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:



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.



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



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



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



Indicates instructions in book form.



Indicates instructions in sheet form.



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

---

## Machine Types

---

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

- Type 1: C9130/LD630C/Aficio MP C3001/C9130G/LD630CG/Aficio MP C3001G
- Type 2: C9135/LD635C/Aficio MP C3501/C9135G/LD635CG/Aficio MP C3501G
- Type 3: C9145/C9145A/LD645C/LD645CA/Aficio MP C4501/Aficio MP C4501A/C9145G/C9145AG/LD645CG/LD645CAG/Aficio MP C4501G/Aficio MP C4501AG
- Type 4: C9155/C9155A/LD655C/LD655CA/Aficio MP C5501/Aficio MP C5501A/C9155G/C9155AG/LD655CG/LD655CAG/Aficio MP C5501G/Aficio MP C5501AG

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 Reverse Document Feeder → ARDF
- Auto Document Feeder → ADF (in this manual, "ADF" refers to the ARDF and the one-pass duplex scanning ADF)
- Large capacity tray (optional) → LCT
- Envelope Feeder EF3000 → Small size paper tray

---

## Notes

---

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

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

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

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

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

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

---

# Safety Information

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

---

## Safety During Operation

---

In this manual, the following important symbols are used:

 **WARNING**

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

 **CAUTION**

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

---

## Safety Precautions to Be Followed

---

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

### Environments where the machine can be used

---

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

 **WARNING**

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

 **WARNING**

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

 **CAUTION**

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

 **CAUTION**

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



---

## CAUTION

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

## CAUTION

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

## CAUTION

- 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.

## CAUTION

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

## Handling power cords and power plugs

---

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

## WARNING

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

## WARNING

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

## WARNING

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

## WARNING

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

---

**⚠ WARNING**

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

**⚠ WARNING**

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

**⚠ WARNING**

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

**⚠ WARNING**

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

**⚠ WARNING**

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

**⚠ WARNING**

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

**⚠ CAUTION**

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

**⚠ CAUTION**

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

---

## CAUTION

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

## CAUTION

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

## CAUTION

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

## Handling the main machine

---

This section explains safety precautions about handling the main machine.

## WARNING

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

## WARNING

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

## WARNING

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

## WARNING

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

---

## **WARNING**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

---

## **Handling the machine's interior**

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

---

## **WARNING**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

---

## **Handling the machine's supplies**

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

---

## **WARNING**

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

## **WARNING**

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

## **WARNING**

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

## **WARNING**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

## **CAUTION**

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

---

## CAUTION

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

## CAUTION

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

## CAUTION

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

## Other safety precautions

---

This section explains other safety precautions.

## CAUTION

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

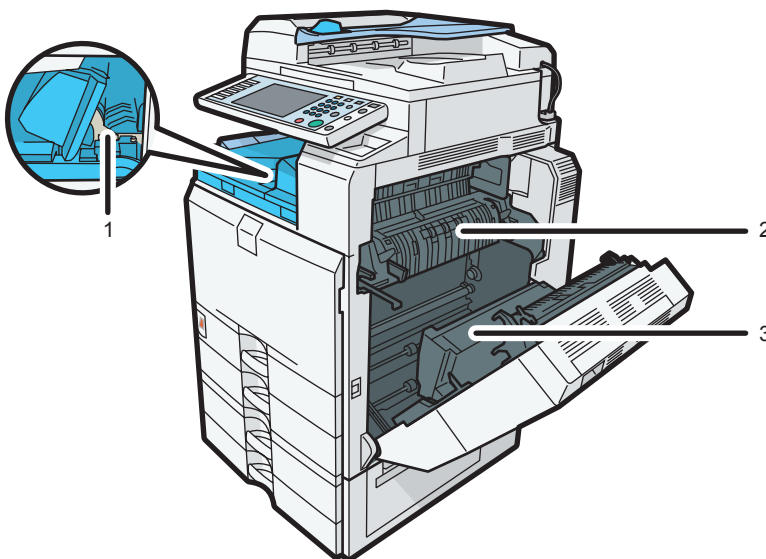
# Safety Labels of This Machine

This section explains the machine's safety information labels.

## Positions of WARNING and CAUTION labels for Users of Type 1 and 2

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

### Main unit



CAS014

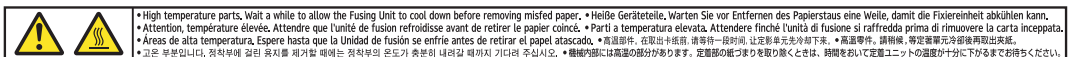
1



CAS015

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

2

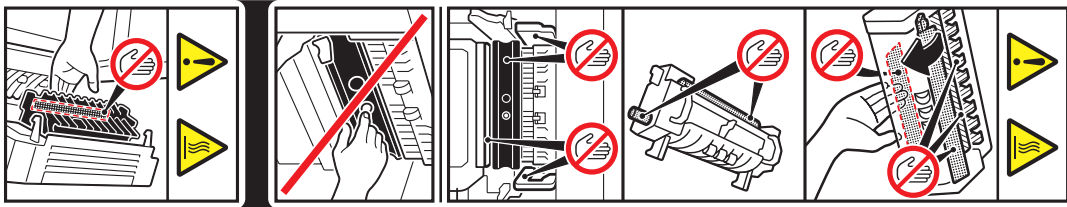


CAS016

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

3

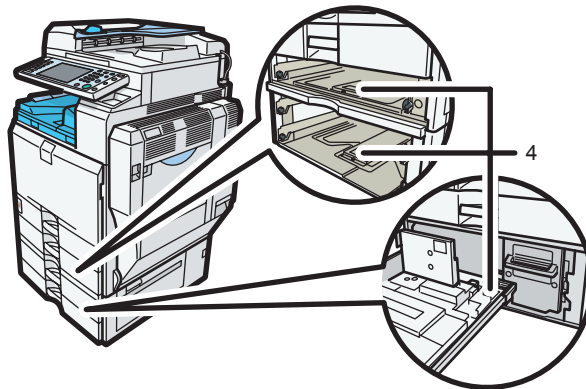




CAS017

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

### Paper tray



CAS019

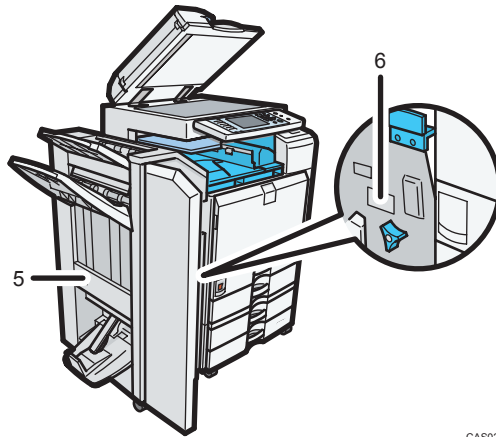
4

	<b>CAUTION ATTENTION ACHTUNG</b> <b>ATTENZIONE PRECAUCIÓN 注意 주의</b>
	● 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。

CAS020

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

**Booklet Finisher SR3000**



CAS021

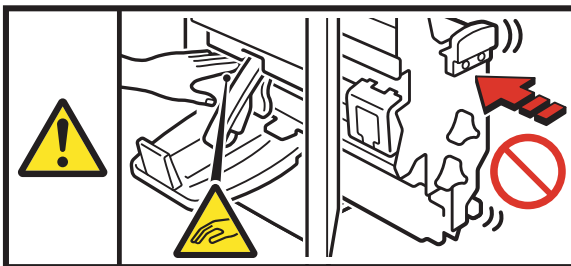
5



CAS022

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

6

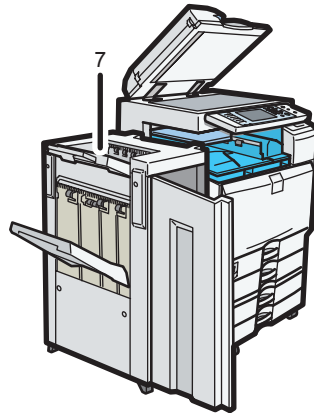


CAS023

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

---

## Finisher SR790



CAS127

7



CAS128

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

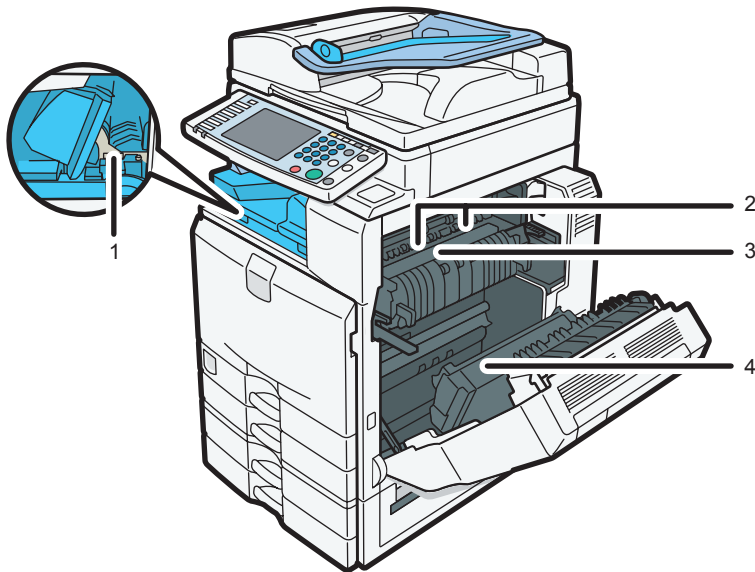
---

### Positions of WARNING and CAUTION labels for Users of Type 3 and 4

---

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

## Main unit



CAS024

1



CAS015

Do not touch! Surface may be very hot.

2



CAS025

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

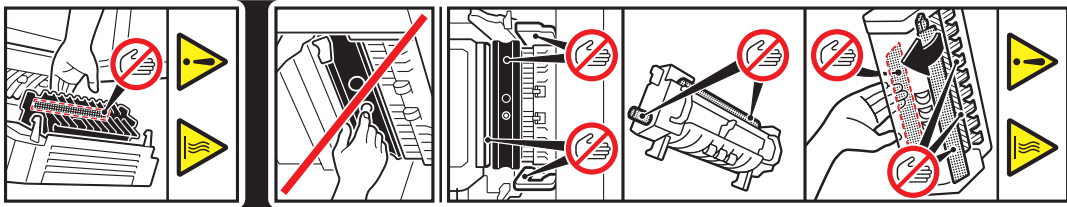
3



CAS016

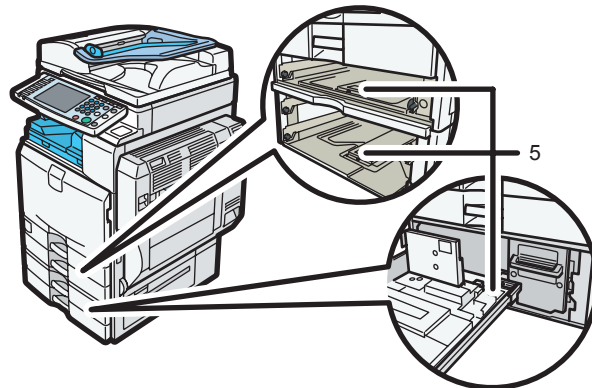
High temperature parts. Wait a while to allow the Fusing Unit to cool down before removing misfed paper.

4



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

### Paper tray

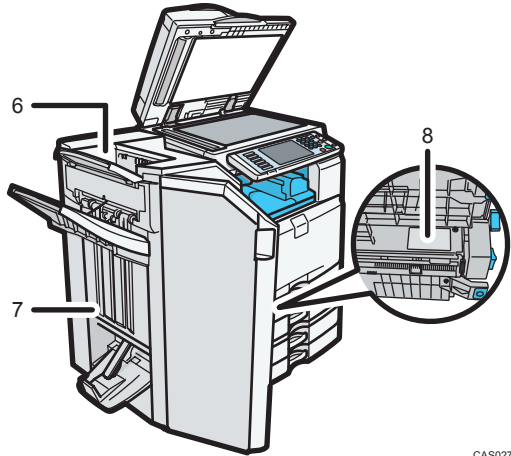


5



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

**Finisher SR3030 or Booklet Finisher SR3020**



CAS027

6



CAS128

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

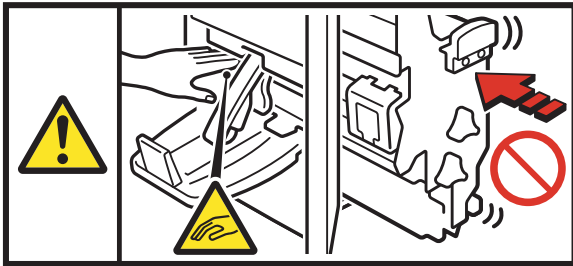
7



CAS022

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

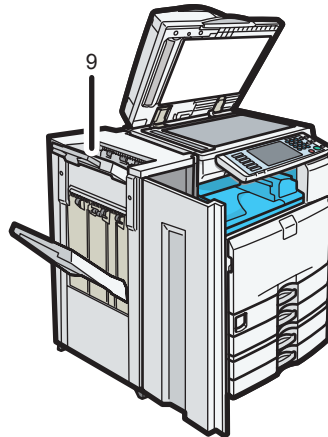
8



CAS023

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

### Finisher SR790



CAS126

9



CAS128

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

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## Power Switch Symbols

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

- I : POWER ON
- ⏻ : STANDBY



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# ENERGY STAR Program

## ENERGY STAR® Program Requirements for Imaging Equipment



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

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

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

It is an open program in which manufacturers participate voluntarily.

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

### ↓ Note

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

### 📖 Reference

- p.40 "Energy Saving Functions"

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# Energy Saving Functions

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

## Low Power Mode

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

## Sleep Mode

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

## Specification for type 1 and 2

	Type 1	Type 2
Reduced Electrical Consumption by Low Power Mode	92 W	92 W
Time of Switch into Low Power Mode	Off	Off
Time of Switch out from Low Power Mode	6 seconds	6 seconds
Reduced Electrical Consumption by Sleep Mode	1.2 W	1.2 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	13 seconds	13 seconds

## Specification for type 3 and 4 (models equipped with the ARDF)


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

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

### Specification for type 3 and 4 (models equipped with the one-pass duplex scanning ADF)

	Type 3	Type 4
Reduced Electrical Consumption by Low Power Mode	111 W	111 W
Time of Switch into Low Power Mode	Off	Off
Time of Switch out from Low Power Mode	10 seconds	10 seconds
Reduced Electrical Consumption by Sleep Mode	1.2 W	1.2 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	19 seconds	32 seconds

#### Note

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

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# Laws and Regulations

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## Legal Prohibition

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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.

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## Laser Safety for Users of Type 1 and 2

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### CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class I laser products. This equipment contains four AlGaInP laser diodes, 9 milliwatts, 648 - 663 nanometer wavelength for each emitter.

#### Caution:

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

---

## Laser Safety for Users of Type 3 and 4

---

### CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class I laser products. This equipment contains eight AlGaInP laser diodes, 9 milliwatts, 648 - 663 nanometer wavelength for each emitter.

#### Caution:

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

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## Notes to users in the United States of America

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### FCC Rules and IC Rules

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#### Declaration of Conformity

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

Operation is subject to the following two conditions:

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

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number:

- C9130/LD630C/Aficio MP C3001
- C9135/LD635C/Aficio MP C3501
- C9130G/LD630CG/Aficio MP C3001G
- C9135G/LD635CG/Aficio MP C3501G
- C9145/LD645C/Aficio MP C4501
- C9145A/LD645CA/Aficio MP C4501A
- C9155/LD655C/Aficio MP C5501
- C9155A/LD655CA/Aficio MP C5501A
- C9145G/LD645CG/Aficio MP C4501G
- C9145AG/LD645CAG/Aficio MP C4501AG
- C9155G/LD655CG/Aficio MP C5501G
- C9155AG/LD655CAG/Aficio MP C5501AG

#### Note:

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

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reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

**Caution:**

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

**Warning:**

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

Operation is subject to the following two conditions:

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

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

This device must not be co-located or operated in conjunction with any other antenna or transmitter except for Wireless LAN module R-WL54MN (FCC ID: BBP-WLRWL541) which performed colocation testing.

**Notes on lamp(s) inside this machine**

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LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.
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**Notes to users in the state of California**

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Perchlorate Material - special handling may apply, See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)

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**Important Safety Instructions**

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

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

Save these instructions.

## **IMPORTANTES MESURES DE SÉCURITÉ**

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

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

Conserver ces instructions.





# 1. Simple Search

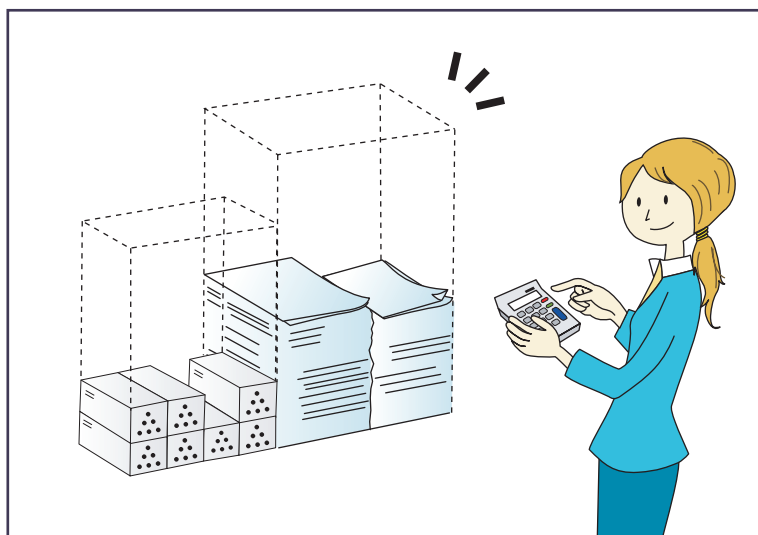
You can search for a procedure either by keyword or by what you want to do.

## Searching by What You Want to Do

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


### I Want to Save my Paper Document!

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




BRL059S

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


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

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

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

⇒ See "Combine Two Originals", Facsimile Reference .

#### Printing received faxes on both sides of sheets (2 Sided Print)

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

#### Converting received faxes to electronic formats (Paperless Fax)

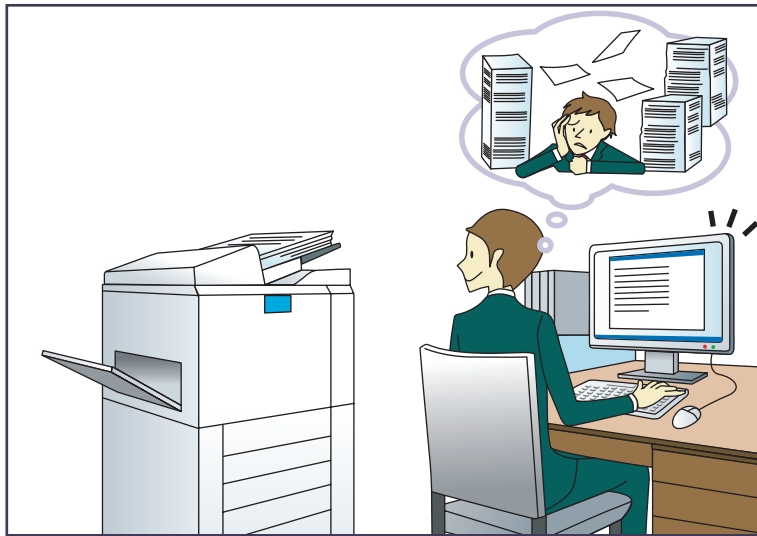
⇒ See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference .

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

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


# **1 I Want to Convert Documents to Electronic Formats Easily!**

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




BQX138S

## **Sending scan files**

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

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

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

## **Storing scan files in a shared folder**

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


## **Storing scan files on media**

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

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

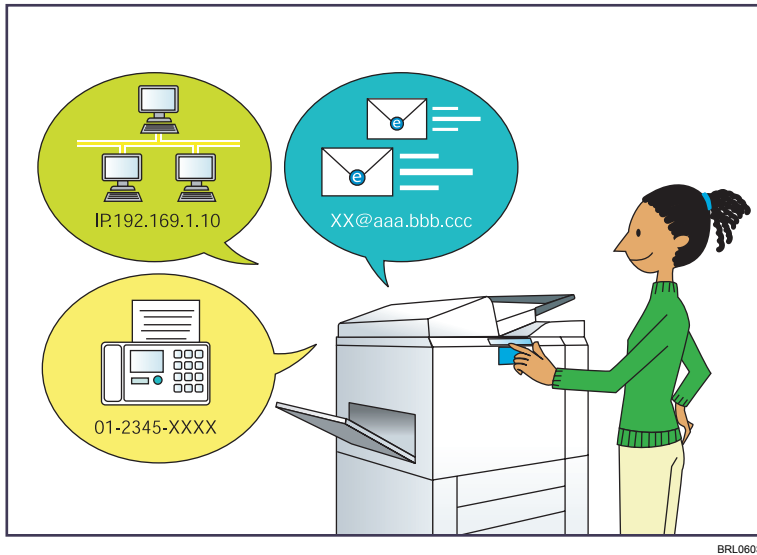
⇒ See "Folder Transmission", Facsimile Reference .

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



⇒ See "Relationship between Document Server and Other Functions", Copy and Document Server Reference .

## I Want to Register Destinations!

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




### Using the control panel to register destinations in the Address Book

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

### Using Web Image Monitor to register destinations from a computer

- ⇒ See "To add new receiver", Facsimile Reference .

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

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




## I Want to Operate the Machine More Effectively!

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






BQX139S

### Registering and using frequently-used settings (Program)

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

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

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

# Searching by Keyword

You can search for a procedure by keyword.

---

## Paper

---

### I want to load paper.

⇒ p.93 "Loading Paper"

### I want to change the paper size.

⇒ p.101 "Changing the Paper Size"

### I want to know what the paper specifications are.

⇒ p.113 "Recommended Paper Sizes and Types"

### The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting  .

### I want to change the initial paper settings.

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

---

## Register/Change/Delete


---

### I want to register a fax number.


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

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

### I want to register an IP-Fax number.

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

### I want to register an e-mail address.

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

### I want to register an SMB folder.

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


### I want to register multiple addresses as a group.

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

### I want to register frequently-used copier functions.

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

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

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

**1**

---

## Color

---

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

⇒ See "Specifying Scan Settings", Scanner Reference .

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

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

---

## Check

---

**I want to display the fax transmission status.**

⇒ See "Confirming on Display", Facsimile Reference .

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

⇒ See "Confirming by Report", Facsimile Reference .

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

⇒ See "Communication Failure Report", Facsimile Reference .

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

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

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

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

**I want to check which faxes have been received.**

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


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

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

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

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


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

⇒ See "Check Modes", Scanner Reference .

**I want to check the scan image before sending it.**

⇒ See "Preview", Scanner Reference .

**I want to view the transmission result.**

⇒ See "Scanned Files Status", Scanner Reference .

---

**Install**

---

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

⇒ See "Using the SmartDeviceMonitor for Client Port", Printer Reference .

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

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

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

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

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

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

---

**Envelope**

---

**I want to copy onto envelopes.**

⇒ See "Copying onto Envelopes from the Bypass Tray", Copy and Document Server Reference .

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

**I want to print onto envelopes.**

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





# 2. Getting Started

This chapter describes how to start using this machine.

## Guide to Components

This section introduces the names and functions of the components.

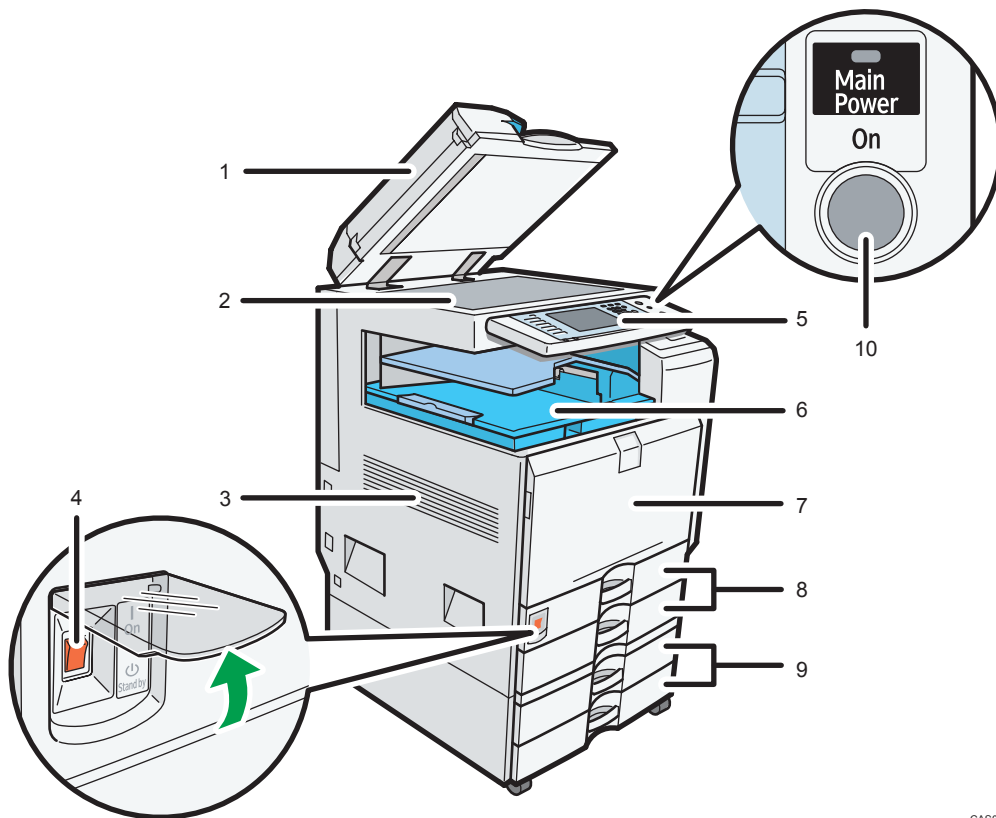
### Guide to Components of Type 1 and 2

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

**★ Important**

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

**Front and left view**



CAS092

**1. ARDF**

Lower the ARDF over originals placed on the exposure glass.

If you load a stack of originals in the ARDF, the ARDF will automatically feed the originals one by one. The ARDF scans both sides of an original one side at a time.

**2. Exposure glass**

Place originals face down here.

**3. Ventilation holes**

Prevent overheating.

**4. Main power switch**

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

**5. Control panel**

See "Control Panel".

**6. Internal tray 1**

Copied/printed paper and fax messages are delivered here.

**7. Front cover**

Open to access the inside of the machine.

**8. Paper trays (trays 1 ~ 2)**

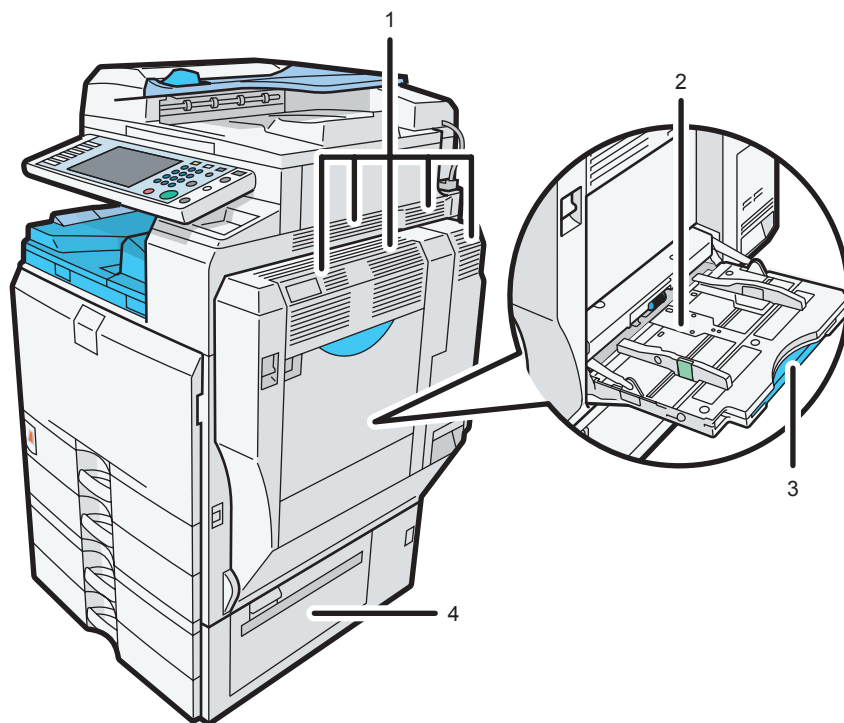
Load paper here.

**9. Lower paper trays (optional)**

Load paper here.

**10. Operation switch**

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

**Front and right view**

2

**1. Ventilation holes**

Prevent overheating.

**2. Bypass tray**

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

**3. Extender**

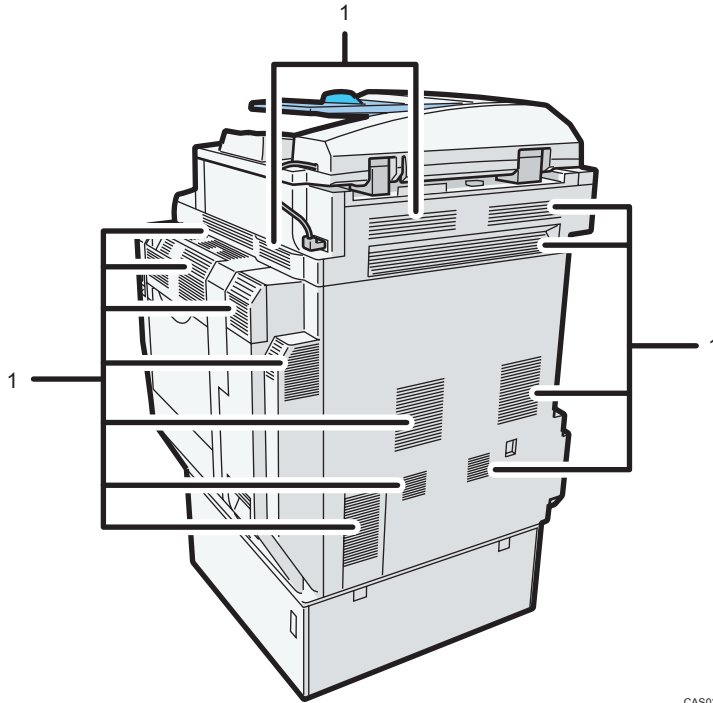
Pull this extender out when loading sheets larger than A4 in the bypass tray.

**4. Lower right cover**

Open this cover when a paper jam occurs.

CAS029

### Rear and right view



CAS030

#### 1. Ventilation holes

Prevent overheating.

#### Reference

- p.70 "Control Panel"
- p.82 "Turning On/Off the Power"

---

## Guide to Components of Type 3 and 4

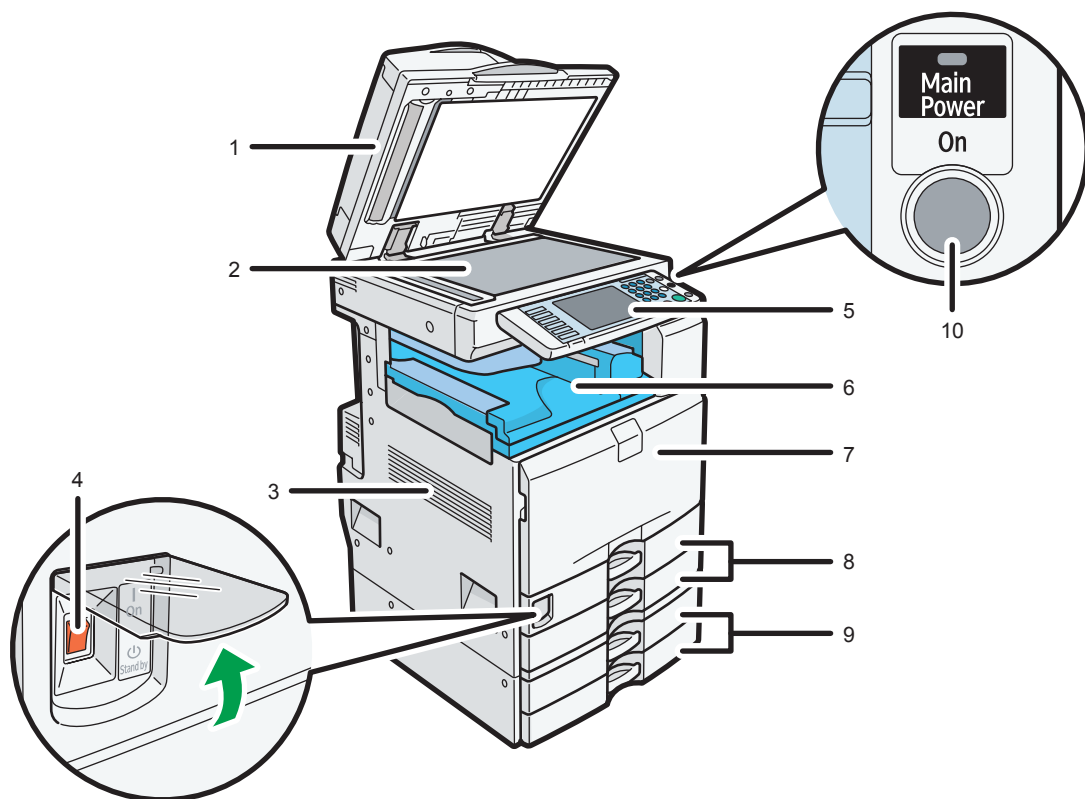
---

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

#### Important

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

## Front and left view



CAS093

**1. ARDF or one-pass duplex scanning ADF**

(The illustration shows the ARDF.)

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.

The ARDF scans both sides of an original one side at a time.

The one-pass duplex scanning ADF scans both sides of an original simultaneously.

**2. Exposure glass**

Place originals face down here.

**3. Ventilation holes**

Prevent overheating.

**4. Main power switch**

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

**5. Control panel**

See "Control Panel".

**6. Internal tray 1**

Copied/printed paper and fax messages are delivered here.

**7. Front cover**

Open to access the inside of the machine.

**8. Paper trays (trays 1 - 2)**

Load paper here.

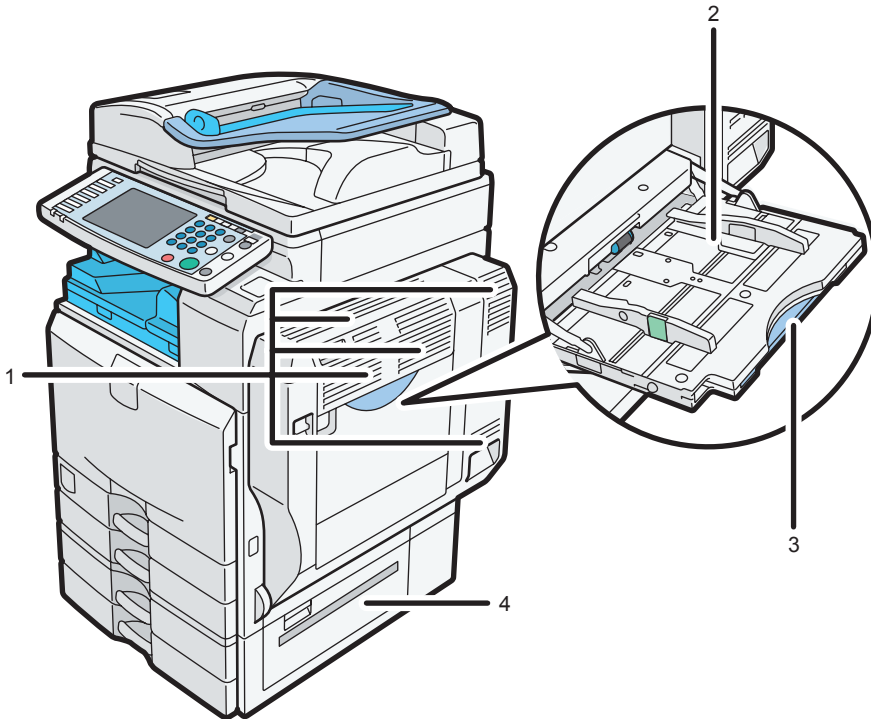
**9. Lower paper trays (optional)**

Load paper here.

**10. Operation switch**

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

**Front and right view**



CAS032

**1. Ventilation holes**

Prevent overheating.

**2. Bypass tray**

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

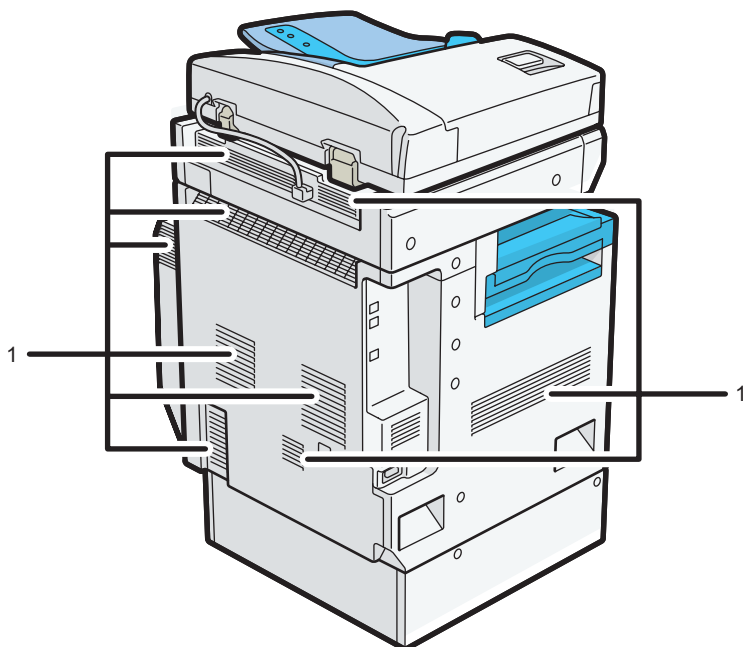
**3. Extender**

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

#### 4. Lower right cover

Open this cover when a paper jam occurs.

#### Rear and left view





CAS033

#### 1. Ventilation holes

Prevent overheating.

#### ↓ Note

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

#### 📖 Reference

- p.70 "Control Panel"
- p.82 "Turning On/Off the Power"

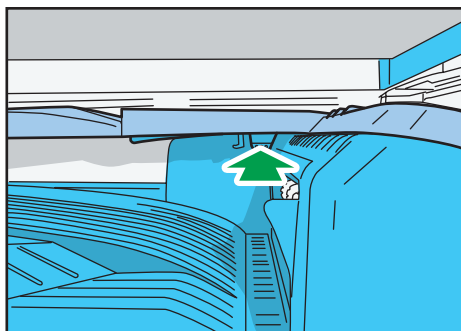
### About the Guide on the Internal Tray 2 (Optional)

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

#### To raise the guide on the internal tray 2

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

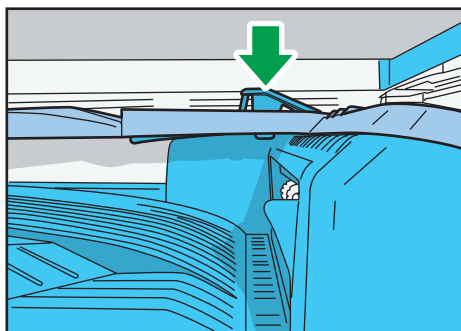
2



CAS034

**To lower the guide on internal tray 2**

Push down on the top surface of the guide.



CAS035



# Options

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

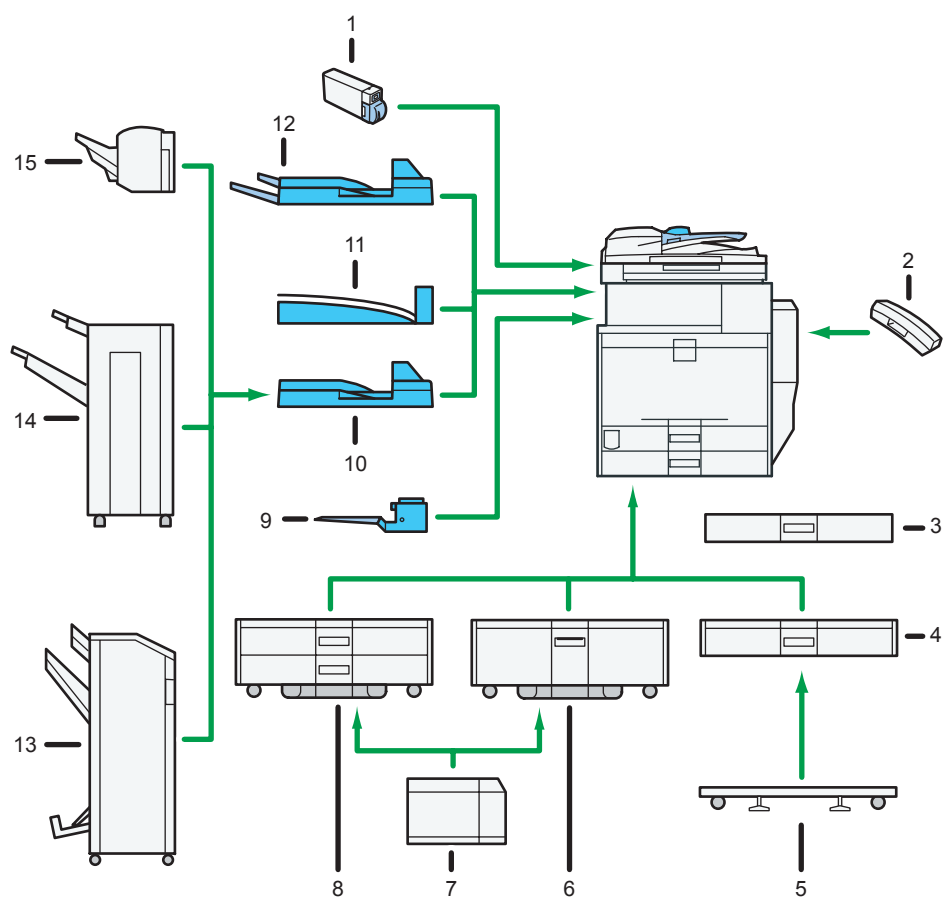
## External Options

This section provides explanations about external options.

2

### External options for type 1 and 2

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



#### 1. Media slot

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

**2. Handset**

Used as a receiver when a fax unit is installed.

**3. Small size paper tray**

Holds small size sheets of paper or envelopes.

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

**4. Lower paper tray**

Holds up to 550 sheets of paper.

**5. Caster table for lower paper tray**

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

**6. Tray 3 (LCT)**

Holds up to 2,000 sheets of paper.

**7. Large capacity tray (LCT)**

Holds up to 1,200 sheets of paper.

**8. Lower paper trays**

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

**9. Internal tray 2 (1 bin tray)**

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

**10. Bridge unit**

Relays paper to the finisher.

**11. Internal shift tray**

Sorts and stacks multiple sheets of paper.

**12. External tray**

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

**13. Booklet Finisher SR3000**

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

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

**14. Finisher SR790**

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

- Finisher upper tray
- Finisher shift tray

**15. Finisher SR3050**

Sorts, stacks, and staples multiple sheets of paper.

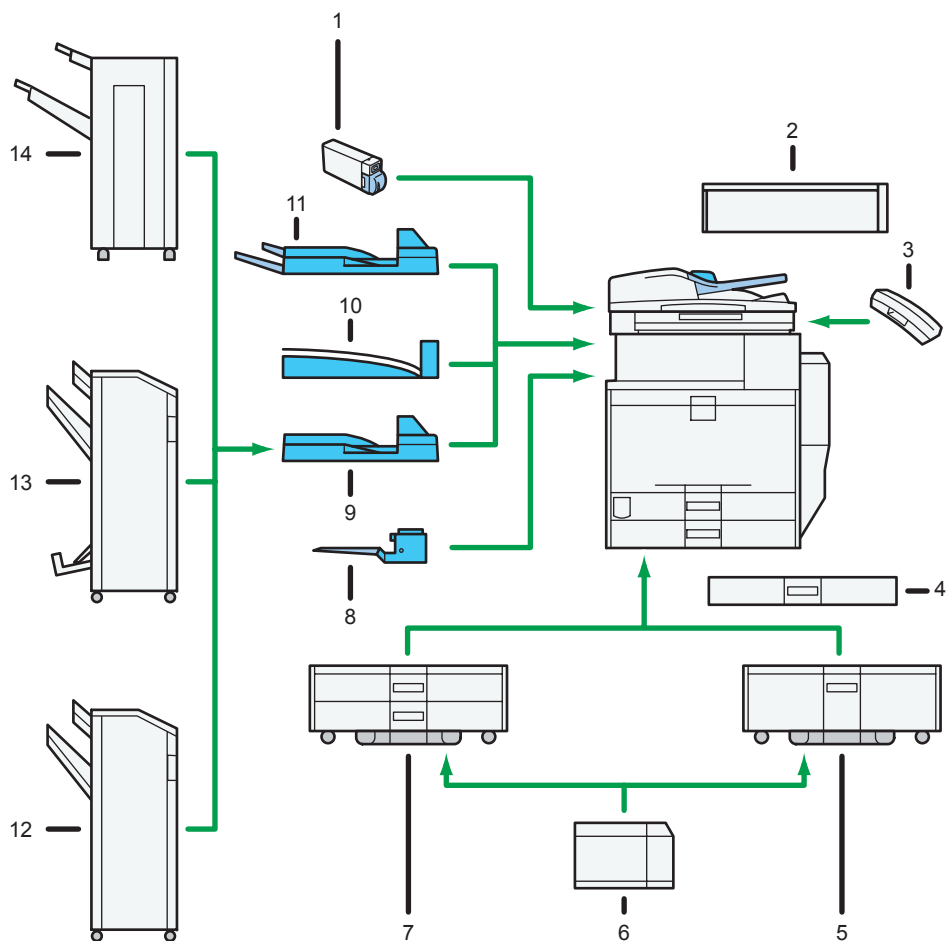
## Reference

- p.89 "Installing the Small Size Paper Tray"

## External options for type 3 and 4 (models equipped with the ARDF)

This section provides explanations about external options for type 3 and 4 (models equipped with the ARDF).

2



CAS095

### 1. Media slot

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

### 2. Scanner accessibility unit

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

**3. Handset**

Used as a receiver when a fax unit is installed.

**4. Small size paper tray**

Holds small size sheets of paper or envelopes.

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

**5. Tray 3 (LCT)**

Holds up to 2,000 sheets of paper.

**6. Large capacity tray (LCT)**

Holds up to 1,200 sheets of paper.

**7. Lower paper trays**

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

**8. Internal tray 2 (1 bin tray)**

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

**9. Bridge unit**

Relays paper to the finisher.

**10. Internal shift tray**

Sorts and stacks multiple sheets of paper.

**11. External tray**

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

**12. Finisher SR3030**

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

- Finisher upper tray
- Finisher shift tray

**13. Booklet Finisher SR3020**

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

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

**14. Finisher SR790**

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

- Finisher upper tray
- Finisher shift tray

**Note**

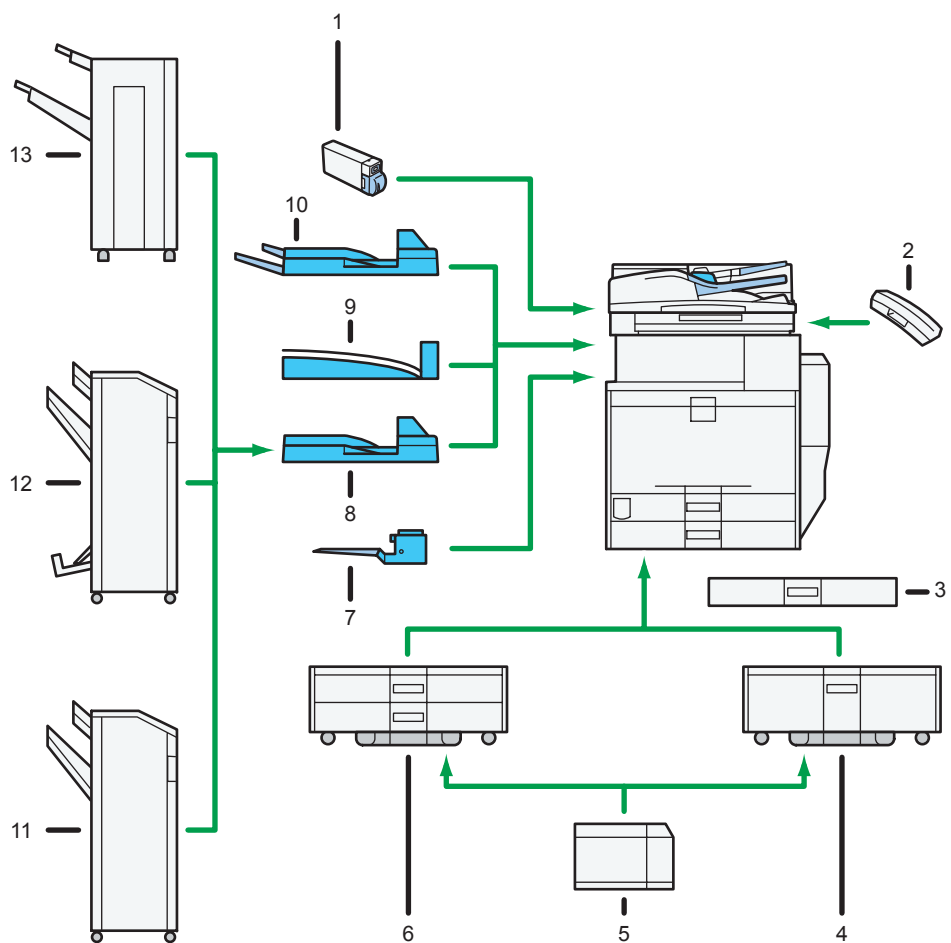
- When the Scanner Accessibility Unit is installed, the control panel and the scanner unit on the machine cannot be used.

## Reference

- p.89 "Installing the Small Size Paper Tray"

## External options for type 3 and 4 (models equipped with the one-pass duplex scanning ADF)

This section provides explanations about external options for type 3 and 4 (models equipped with the one-pass duplex scanning ADF).



CAS133

### 1. Media slot

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

### 2. Handset

Used as a receiver when a fax unit is installed.

**3. Small size paper tray**

Holds small size sheets of paper or envelopes.

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

**4. Tray 3 (LCT)**

Holds up to 2,000 sheets of paper.

**5. Large capacity tray (LCT)**

Holds up to 1,200 sheets of paper.

**6. Lower paper trays**

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

**7. Internal tray 2 (1 bin tray)**

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

**8. Bridge unit**

Relays paper to the finisher.

**9. Internal shift tray**

Sorts and stacks multiple sheets of paper.

**10. External tray**

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

**11. Finisher SR3030**

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

- Finisher upper tray
- Finisher shift tray

**12. Booklet Finisher SR3020**

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

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

**13. Finisher SR790**

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

- Finisher upper tray
- Finisher shift tray

 **Reference**


- p.89 "Installing the Small Size Paper Tray"

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## Internal Options

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

- Fax unit  
Allows you to use the facsimile function.
- Extra G3 interface unit  
This lets you add a G3 fax line.
- PictBridge card  
Allows you to directly print images taken with a PictBridge-compatible digital camera.
- Browser unit  
You can use this function to display data from the server in HTML format on the machine's control panel. You can also use this function to send scan files from the control panel.
- IEEE 1284 interface board  
Allows you to connect to an IEEE 1284 cable.
- Wireless LAN board  
Allows you to install a wireless LAN interface.
- PostScript 3 unit  
Allows you to print by Adobe PostScript printer driver.
- Gigabit Ethernet (1000BASE-T)  
Allows you to communicate over 1000BASE-T.
- File format converter  
Allows you to download documents from the Document Server stored by copier and printer functions.  
See "Downloading Stored Documents with Web Image Monitor", Copy and Document Server Reference .

### Note

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

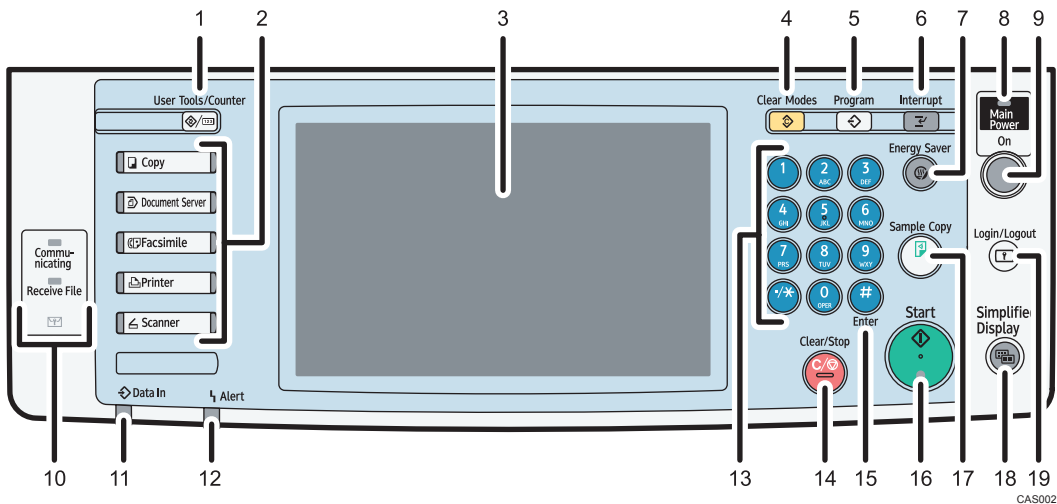
# Control Panel

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


## ★ Important

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

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



### 1. [User Tools/Counter] key

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

### 2. Function keys

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

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

### 3. Display panel

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

### 4. [Clear Modes] key

Press to clear the current settings.



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

- Press to register frequently used settings, or to recall registered settings.  
See "Registering Frequently Used Functions" and "Registering Frequently Used Functions for Printing Stored Documents from the Document Server", Copy and Document Server Reference ⑧.  
See "Registering Frequently Used Settings", Facsimile Reference ⑧.  
See "Registering Frequently Used Settings", Scanner Reference ⑧.
- 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 ⑧.  
See "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference ⑧.  
See "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference ⑧.

## 6. [Interrupt] key

Press to make interrupt copies. See "Interrupt Copy", Copy and Document Server Reference ⑧.

## 7. [Energy Saver] key

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

## 8. Main power indicator

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

## 9. Operation switch

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

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

- Communicating indicator  
Lights continuously during data transmission and reception.
- Receiving File indicator  
Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.  
See "Substitute Reception", Facsimile Reference ⑧.
- Confidential File indicator  
Lights continuously while personal box data is being received.  
Blinks while Memory Lock file is being received.  
See "Personal Boxes", Facsimile Reference ⑧ and "Printing a File Received with Memory Lock", Facsimile Reference ⑧.

## 11. Data In indicator (facsimile and printer mode)

Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Facsimile Reference ⑧ and Printer Reference ⑧.

## 12. Alert indicator

Lights continuously if an error has occurred.

**13. Number keys**

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

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

- Clear  
Press to delete a number entered.
- Stop  
Press to stop a job in progress, such as copying, scanning, faxing, or printing.


**15. [#] key (Enter key)**

Press to confirm values entered or items specified.

**16. [Start] key**

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

**17. [Sample Copy] key**

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

**18. [Simplified Display] key**

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

**19. [Login/Logout] key**

Press to log in or log out.

 **Reference**

- p.73 "Display Panel"
- p.73 "Simplified Display"
- p.80 "Changing Modes"
- p.82 "Turning On/Off the Power"
- p.85 "Saving Energy"
- p.163 "Counter"
- p.164 "Inquiry"

# Display Panel

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

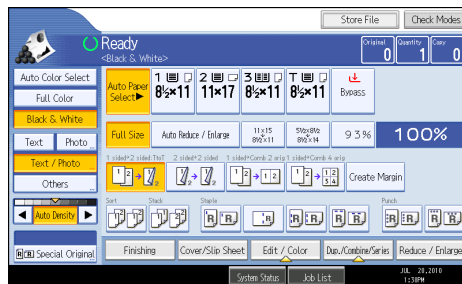
## ★ Important

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

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

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

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



## ↓ Note

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

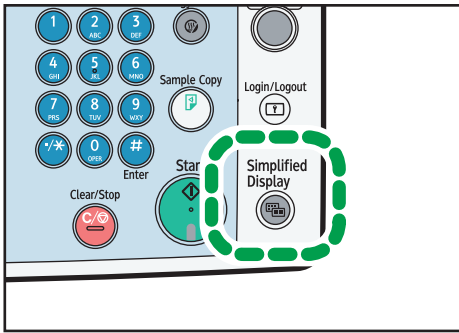
## Simplified Display

This section explains how to switch to the simplified display.

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

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

1. Press the [Simplified Display] key.



CAS097

This illustration shows the copier function's simplified display.



CAS100

1. [Key Color]

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

This is available only for the simplified display.

↓ Note

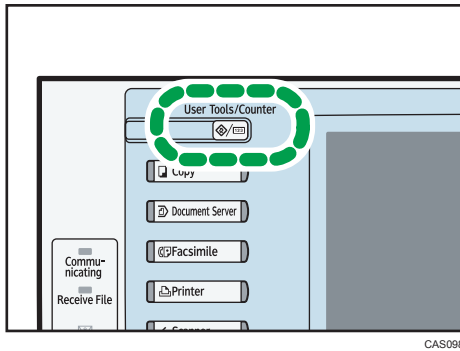
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

## Changing the Display Language

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

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

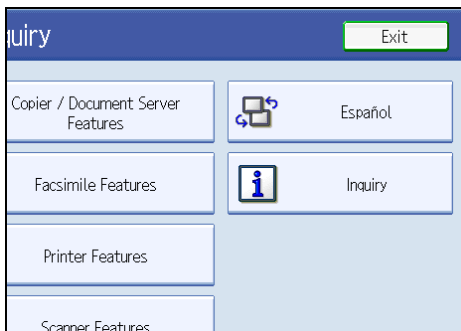
1. Press the [User Tools/Counter] key.



CAS098

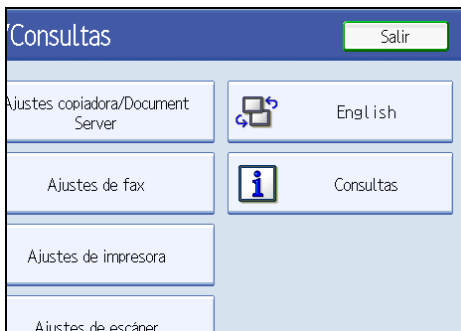
2

2. Press [Español].



The language is changed to Spanish.

3. Press [Salir.]



The menu appears in Spanish.

↓ **Note**

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

## When the Authentication Screen is Displayed

This section explains the authentication screen.

### ★ Important

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

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

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

### ↓ Note

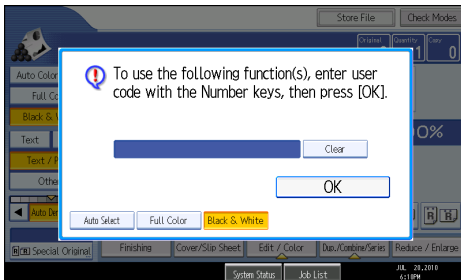
- If authentication fails, the "Authentication has failed." message appears. Check that the Login User Name and Login Password are correct.

## User Code Authentication (Using the Control Panel)

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

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

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



### ↓ Note

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

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

## User Code Authentication (Using a Printer Driver)

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

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

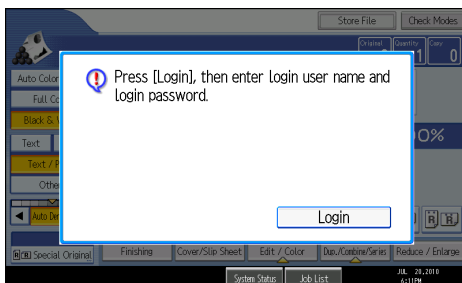
### Note

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

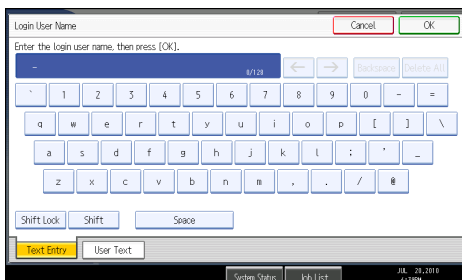
## Login (Using the Control Panel)

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

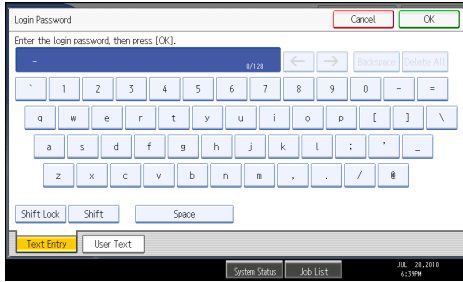
### 1. Press [Login].



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



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



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

**Note**

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

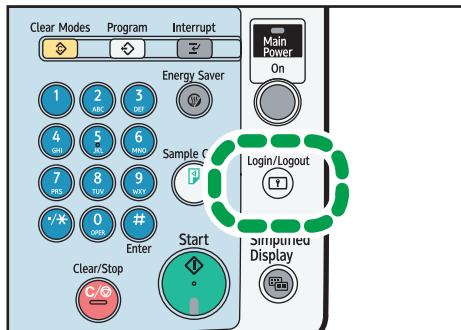
## Logout (Using the Control Panel)

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

**Important**

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

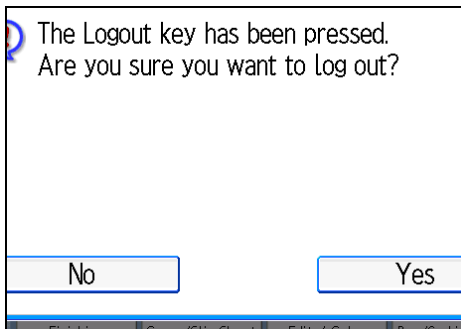
1. Press the [Login/Logout] key.



CAS099



## 2. Press [Yes].



## Login (Using a Printer Driver)

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

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, make encryption settings in the printer properties of the printer driver, and then specify a Login User Name and Login Password. For details, see the printer driver Help.

### ↓ Note

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

## Login (Using Web Image Monitor)

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

1. Click [Login].
2. Enter a Login User Name and Login Password, and then click [Login].

### ↓ Note

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

## Logout (Using Web Image Monitor)

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

1. Click [Logout] to log out.

### ↓ Note

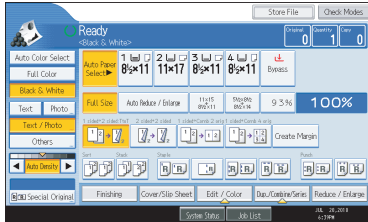
- Delete the cache memory of a Web browser after logging out.

# Changing Modes

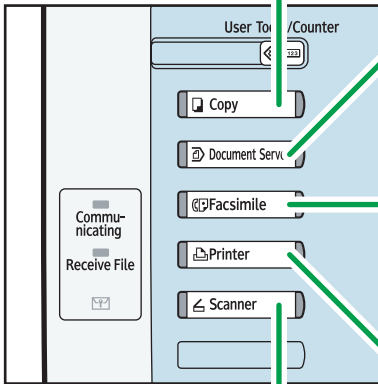
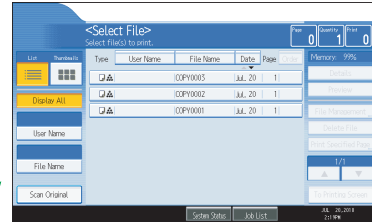
This section explains how to change modes.

2

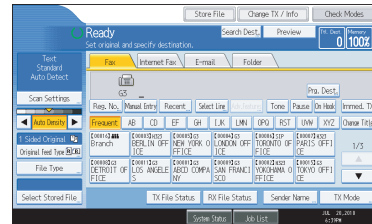
Copier



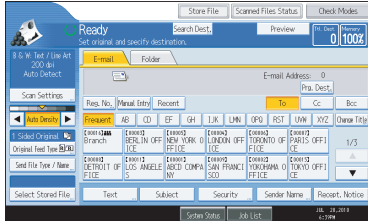
Document Server



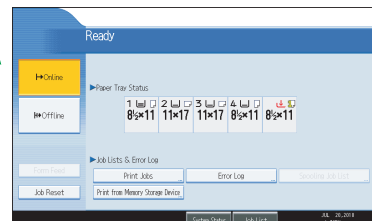
Facsimile



Scanner




Printer



**Note**

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

CAS101

- 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

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## 2

This section explains System Reset.

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

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

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

## Power supply

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


- Operation switch (right side of the control panel)

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

- Main power switch (left side of the machine)

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

### Note

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

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## Turning On the Main Power

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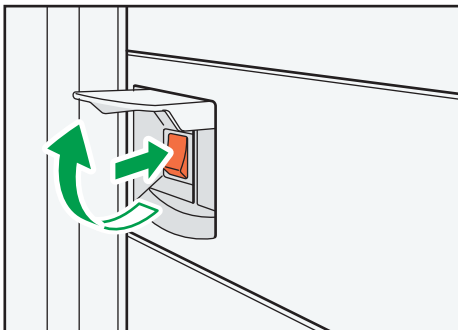
This section explains how to turn on the main power.

### Important

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

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

The main power indicator goes on.



CAS040

### ↓ Note

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

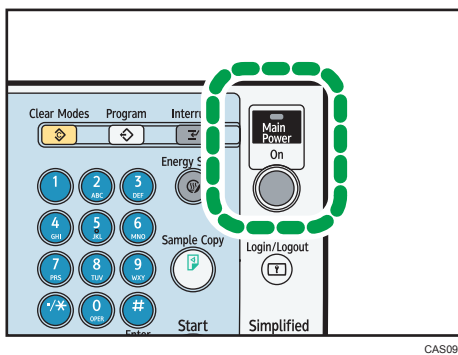
## Turning On the Power

2

This section explains how to turn on the power.

### 1. Press the operation switch.

The operation switch indicator goes on.



### ↓ Note

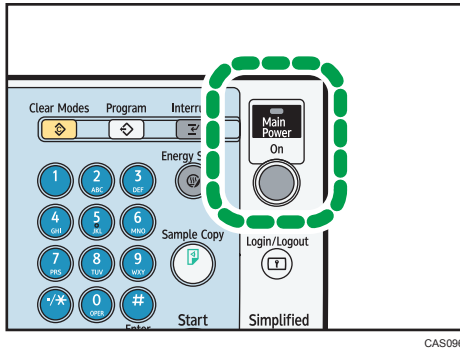
- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

## Turning Off the Power

This section explains how to turn off the power.

1. Make sure the ADF is in the right position.
2. Press the operation switch.

The operation switch indicator goes off.



2

### ↓ Note

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

## Turning Off the Main Power

This section explains how to turn off the main power.

### ★ Important



- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory, leading to malfunctions.
- After turning the machine's power off, wait at least a few seconds before turning it back on. If the message "Turn main Power Switch off" appears, turn the machine's power off, wait three seconds or more, and then turn it back on again. Never turn the power back on immediately after turning it off.

1. Make sure the operation switch indicator is not lit.
2. Open the main power switch cover, and then turn off the main power switch.

The main power indicator goes out.

### ↓ Note

- When the main power switch is turned off while using the fax function, waiting fax and print jobs may be cancelled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord.

- For details, see “Turning Off the Main Power / In the Event of Power Failure”, Troubleshooting  .

## Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

2

### Energy Saver

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

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

### Low power mode

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


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

### Auto Off

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

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

### Note

- See “System Settings”, Network and System Settings Reference .
- The Energy Saver, Low power mode, and Auto Off functions will not operate in the following cases:
  - When a warning message appears
  - When the service call message appears
  - When paper is jammed
  - When the cover is open
  - When the "Add Toner" message appears
  - When toner is being replenished
  - When the User Tools / Counter / Inquiry screen is displayed
  - When fixed warm-up is in progress

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



# Downloading Utility Software

This section explains the utility software for this machine.

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## SmartDeviceMonitor for Admin

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2

This section describes the functions available with SmartDeviceMonitor for Admin.

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

SmartDeviceMonitor for Admin has the following functions:

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

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

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

### ↓ Note

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

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## DeskTopBinder

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This section describes the functions available with DeskTopBinder.

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

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

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

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

**Note**

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

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## SmartDeviceMonitor for Client

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2

This section describes the functions available with SmartDeviceMonitor for Client.

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

SmartDeviceMonitor for Client has the following functions:

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

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

**Note**

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

# Installing the Small Size Paper Tray

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

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

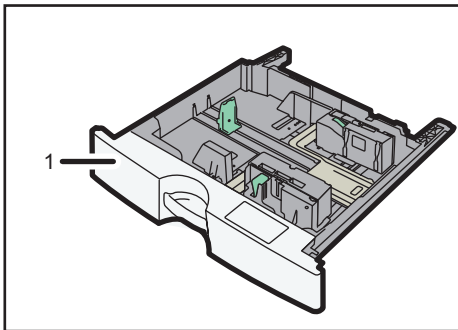
## ★ Important

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

### For users of type 1 and 2

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

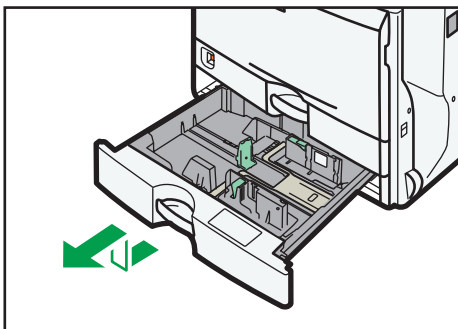
1. Check the contents of the package.



CAS046

1. Small size paper tray

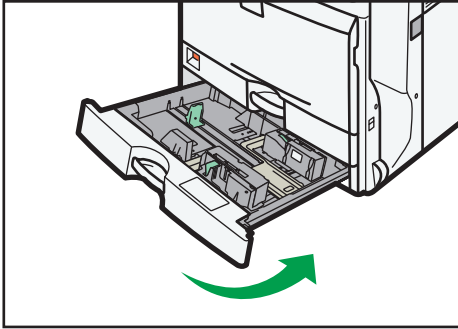
2. Remove the packaging from the small size paper tray.
3. Carefully pull out tray 2 until it stops, then slightly raise the front of the tray, and then pull it out completely.



CAS047

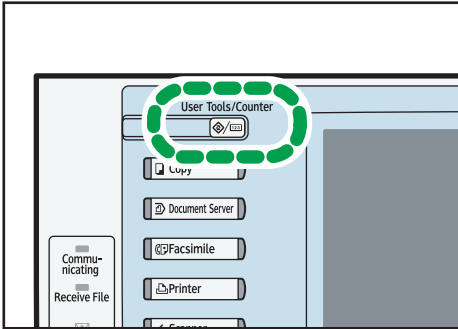
Store the paper tray in a safe place.

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



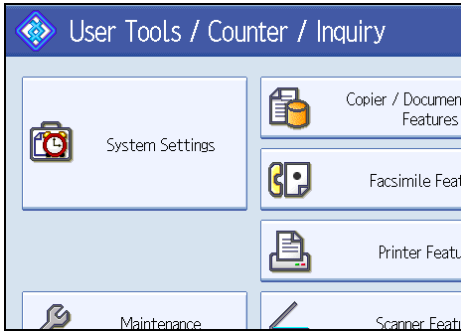
CAS048

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



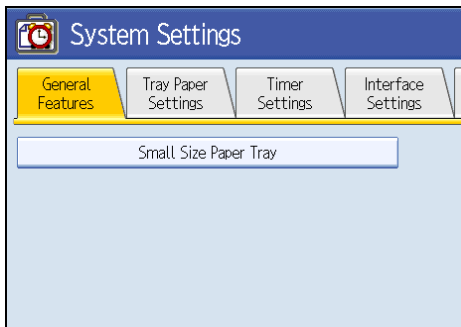
CAS098

6. Press [System Settings].



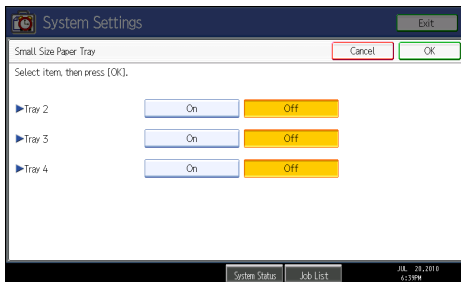
7. Check that [General Features] is selected.

## 8. Press [Small Size Paper Tray].



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

## 9. Press [On] for Tray 2.



## 10. Press [OK].

## 11. Turn off the machine, and then turn it back on.

### Note

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

### Reference

- p.108 "Changing to a Size That Is Not Automatically Detected"



# 3. Adding Paper

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

## Loading Paper

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


### CAUTION

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

### Important

- Do not stack paper over the limit mark.

### Note

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

### Reference

- p.113 "Recommended Paper Sizes and Types"

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## Loading Paper into Trays 1 - 4

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

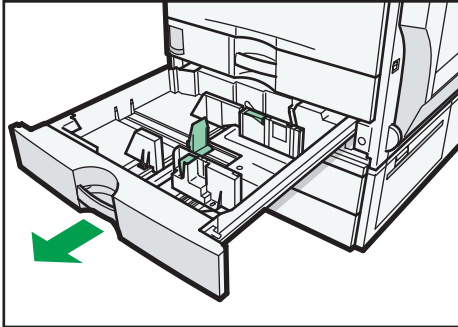
Every paper tray is loaded in the same way.

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

### Important

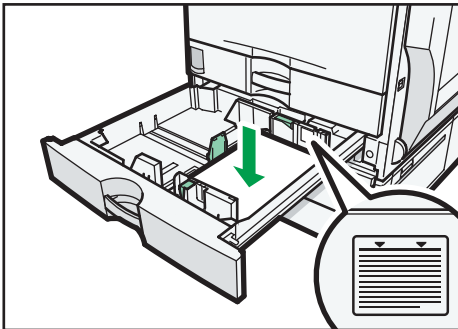
- Tray 1 can hold  $8\frac{1}{2} \times 11$  paper only. If you want to print on A4, A5, or B5 JIS (Japanese Industrial Standard) from tray 1, contact your service representative.
- Check the paper edges are aligned at the right side.

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



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

Do not stack paper over the limit mark.



3. Carefully push the paper tray fully in.

**Note**

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

**Reference**

- p.101 "Changing the Paper Size in Trays 2 - 4"
- p.119 "Envelopes"



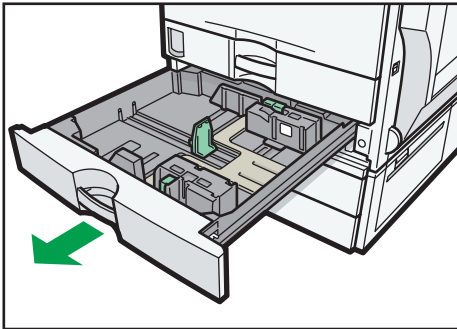
## Loading Paper into the Small Size Paper Tray

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

### ★ Important

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

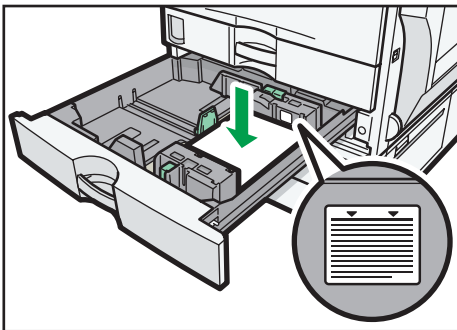
#### 1. Carefully pull out the paper tray until it stops.



CAS118

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

Do not stack paper over the limit mark.



CAS119

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

### ↓ Note

- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Various sizes of paper can be loaded in the small size paper tray by adjusting the positions of side fences and end fence. For details, see "Changing the Paper Size in the Small Size Paper Tray".

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

**Reference**

- p.89 "Installing the Small Size Paper Tray"
- p.104 "Changing the Paper Size in the Small Size Paper Tray"
- p.119 "Envelopes"

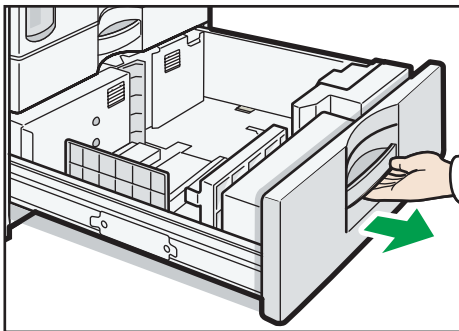
## Loading Paper into Tray 3 (LCT)

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

**Important**

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

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

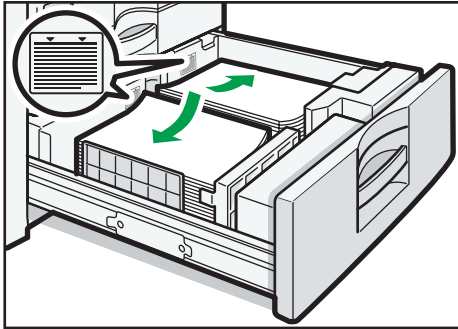


CAS043

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

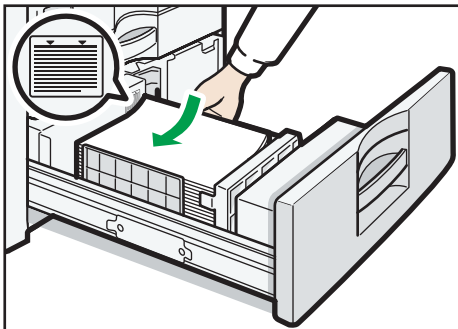
Do not stack paper over the limit mark.

- Whole tray pulled out



CAS044

- Left half of the tray pulled out



CAS045

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

#### ↓ Note

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

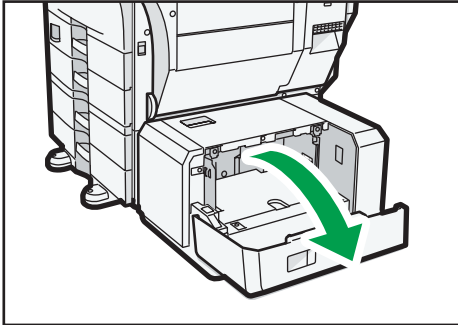
## Loading Paper into the Large Capacity Tray (LCT)

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

#### ★ Important

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

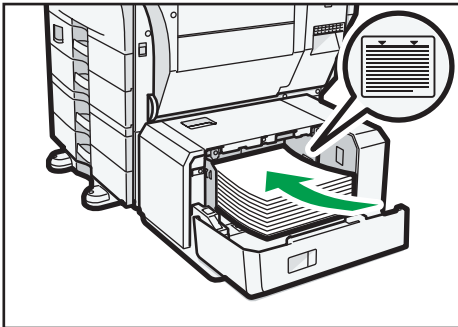
1. Open the right cover of the large capacity tray (LCT).



CAS089

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

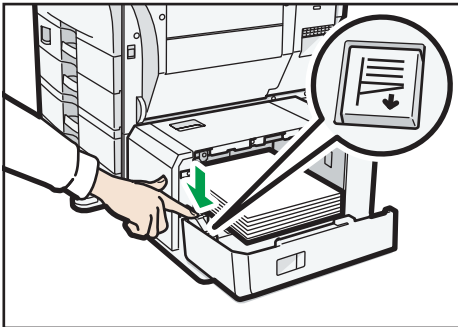
Load the paper print side down.



CAS090

3. Press the [Down] key.

The bottom plate is moving down.



CAS091

4. Load paper by repeating steps 2 and 3.



5. Close the right cover of the large capacity tray (LCT).

↓ Note

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






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

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

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

3

### Original Orientation

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

### Paper Orientation

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

\*1 When the paper size is specified.

: Shows the paper frontside facing up.

: Shows the paper backside facing up.

CAS049

# Changing the Paper Size

This section describes how to change the paper size.


## CAUTION

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

## Important

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

## Note

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

## Reference

- p.113 "Recommended Paper Sizes and Types"

## Changing the Paper Size in Trays 2 - 4

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

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

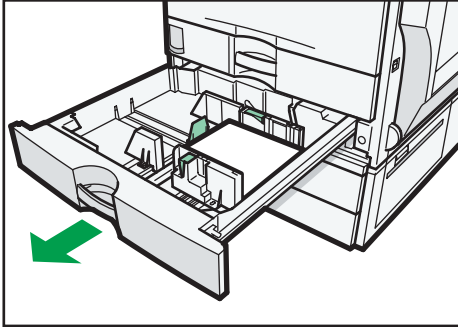
In the following example procedure, the paper size setting for tray 2 is changed.

## Important

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

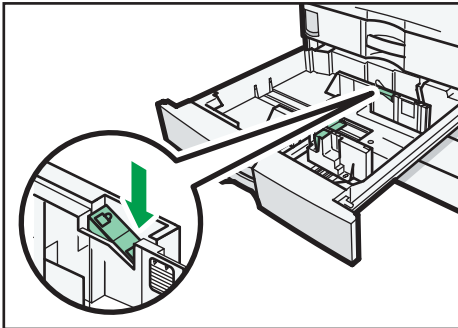
Various sizes of paper can be loaded in trays 2 - 4 by adjusting the positions of the side fences and end fence.

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



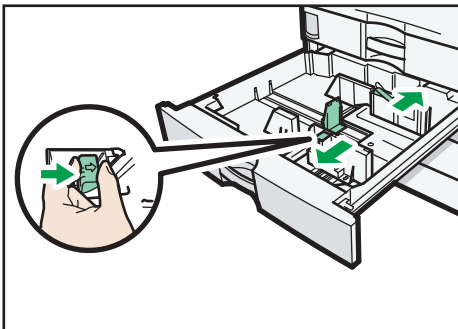
CAS051

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



CAS052

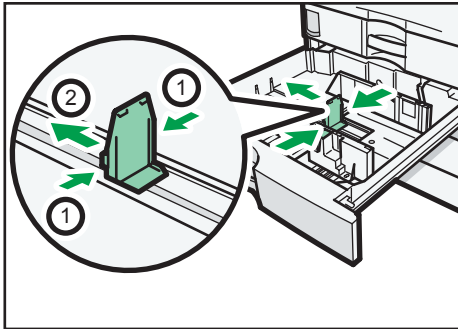
4. While pressing down the release lever, slide the side fences outward.



CAS053



5. Slide the end fence outward.

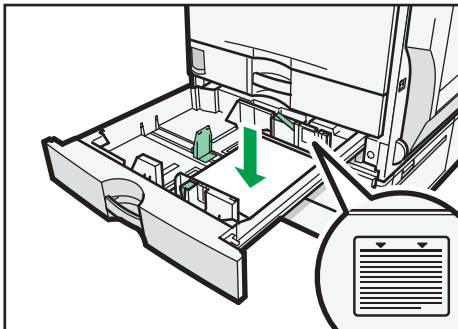


CAS054

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

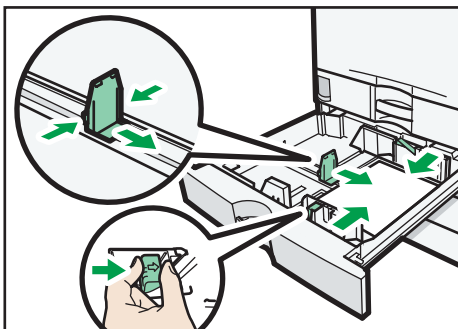
6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



CAS109


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

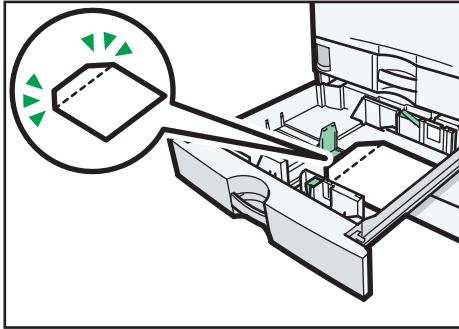


CAS110

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

**Note**

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



CAS111

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

**Reference**

- p.108 "Changing to a Size That Is Not Automatically Detected"
- p.119 "Envelopes"

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

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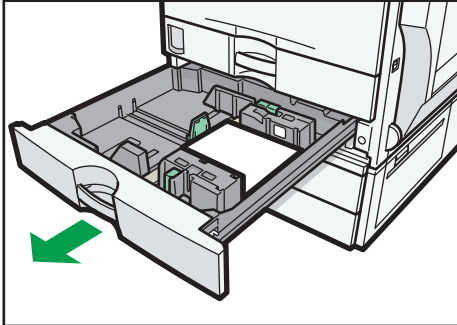
This section describes how to change the paper size in the small size paper tray.

**★ Important**

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

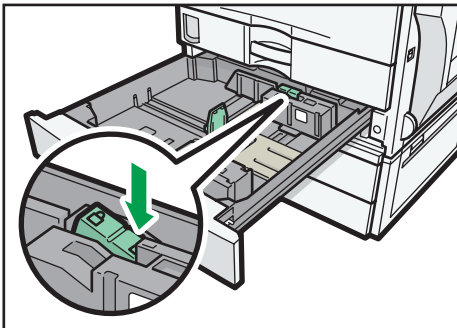
Various sizes of paper can be loaded in the small size paper tray by adjusting the positions of the side fences and end fence.

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



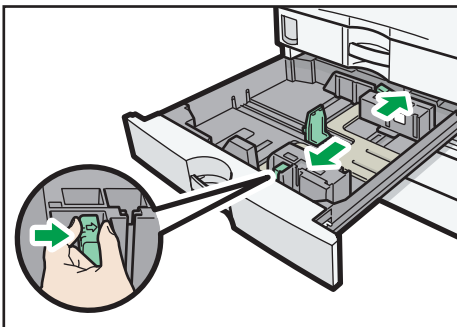
CAS120

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



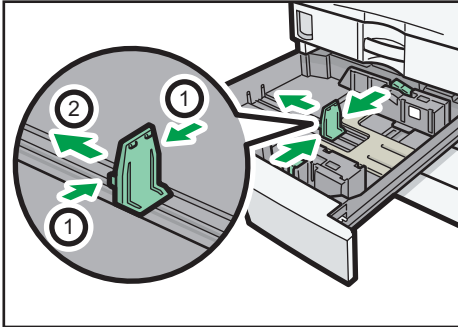
CAS121

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



CAS122

5. Slide the end fence outward.

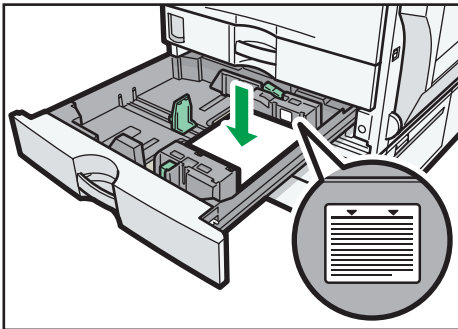


CAS123

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

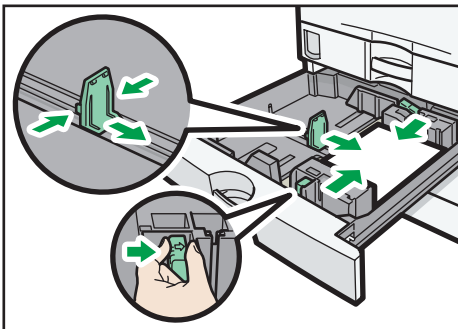
6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



CAS124


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

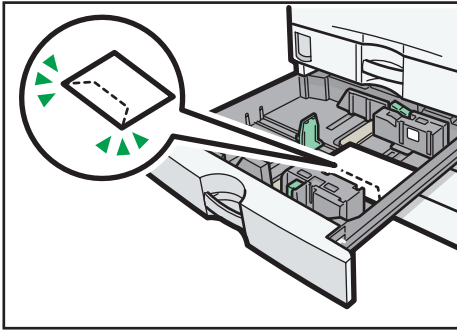


CAS125





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

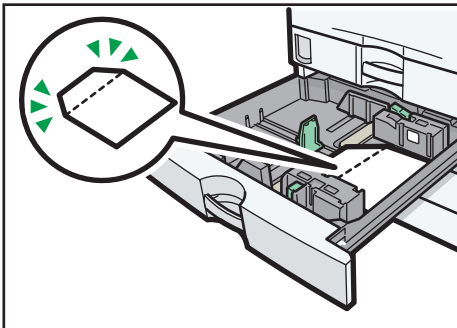
### Note

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



CAS130

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



CAS132

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

### Reference

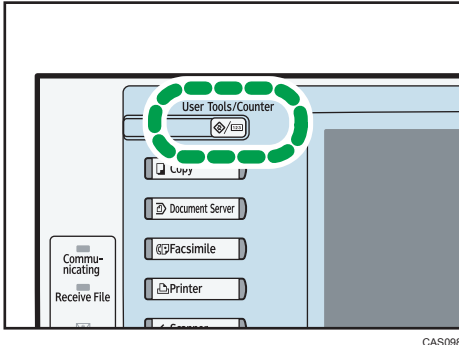
- p.89 "Installing the Small Size Paper Tray"
- p.108 "Changing to a Size That Is Not Automatically Detected"
- p.119 "Envelopes"

## Changing to a Size That Is Not Automatically Detected

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

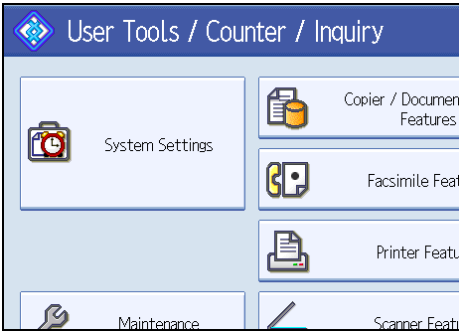
This section explains how to load these paper taking  $8\frac{1}{4} \times 14$  as an example.

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

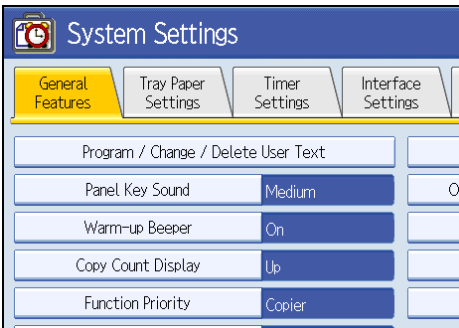


CAS098

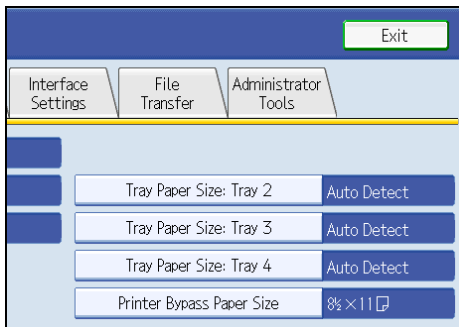
2. Press [System Settings].



3. Press the [Tray Paper Settings] tab.

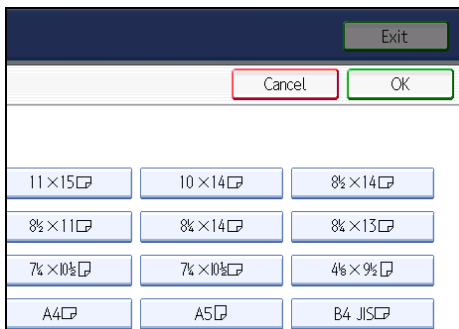


4. Select the tray for which you want to change the paper settings.

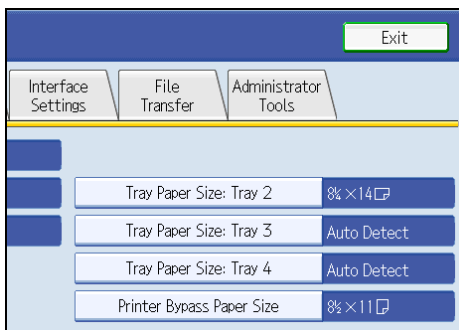


3

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



The set paper size and feed direction is displayed.



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

The initial display is shown.

**Note**

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

 **Reference**

- p.113 "Recommended Paper Sizes and Types"



# Changing Paper Thickness Settings

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

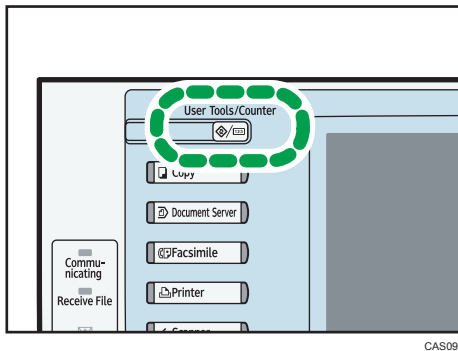
If in System Settings, [Tray Paper Settings], you set "Paper Thickness" to [Plain Paper] for each tray's [Paper Type], you must then select [Maintenance], [Plain Paper Setting] and specify either [Plain Paper 1] or [Plain Paper 2], depending on the thickness of the loaded paper.

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

## ★ Important

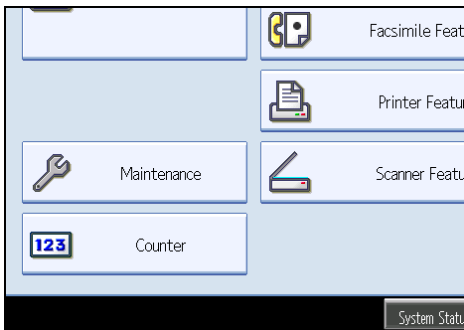
- Select [Plain Paper 1] when paper weight is between 60 g/m<sup>2</sup> (16 lb. Bond) and 74 g/m<sup>2</sup> (20 lb. Bond).
- Select [Plain Paper 2] when paper weight is between 75 g/m<sup>2</sup> (20 lb. Bond) and 81 g/m<sup>2</sup> (20 lb. Bond).

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

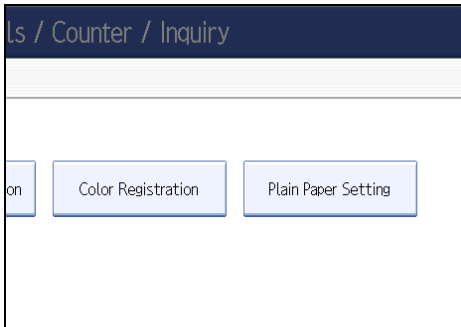


CAS098

### 2. Press [Maintenance].

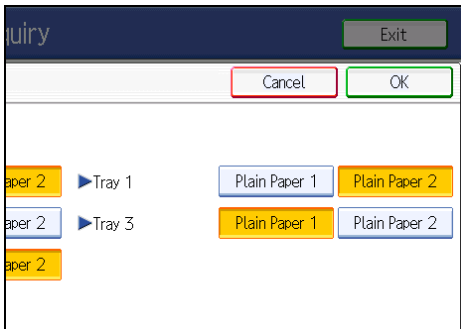


3. Press [Plain Paper Setting].

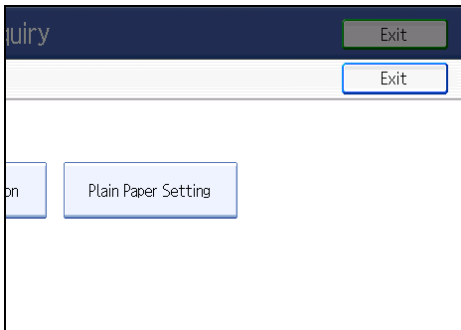


3

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



5. Press [Exit].



6. Press [Exit].

**Note**

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

**Reference**

- p.113 "Recommended Paper Sizes and Types"

# Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

## ★ Important

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

### Tray 1

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

### Tray 2 - 4

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

Paper type and weight	Paper size	Paper capacity <sup>*1</sup>
60 - 256 g/m <sup>2</sup> (16 lb. Bond - 140 lb. Index) Plain Paper 1 - Thick Paper 3	Custom size <sup>*13</sup> Vertical: 7.17 - 11.69 Inches Horizontal: 5.83 - 17.00 Inches	550 sheets
Envelopes <sup>*8</sup>	<sup>*4</sup> 4 1/8 × 9 1/2 □, C5 Env □	50 sheets <sup>*10</sup>



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

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




## Bypass tray


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

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

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

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

Paper type and weight	Paper size	Paper capacity <sup>*12</sup>
60 - 216 g/m <sup>2</sup> (16 lb. Bond - 80 lb. Cover)	8 1/2 × 11 	1,200 sheets
60 - 216 g/m <sup>2</sup> (16 lb. Bond - 80 lb. Cover)	*2 A4  , B5 JIS 	1,200 sheets





- \*1 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 55.5 mm/550 sheets approximately. See "Loading Paper".
- \*2 The paper tray fence is fixed. If you wish to change the size of paper, contact your service representative.
- \*3 The paper size is detected automatically.
- \*4 Select the paper size under Tray Paper Size: Tray 2 - 4 in System Settings. See "System Settings", Network and System Settings Reference .
- \*5 Press [Bypass], and the [#] key, and then select the paper size.
- \*6 Press [Bypass], and the [#] key, and then enter the paper size using the number keys.
- \*7 Press [Bypass], and the [#] key, and then select [OHP (Transparency)] for [Paper Type].
- \*8 For details about loading envelopes, see "Envelopes".
- \*9 It is recommended to place one sheet at a time.
- \*10 Open out flaps of envelopes.
- \*11 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. See "Loading Paper".
- \*12 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See "Loading Paper".
- \*13 When loading paper with a vertical length of more than 279 mm (11.0 inches) in trays 2 - 4, use paper that has a horizontal width of 420 mm (16.6 inches) or less.

## Paper Thickness



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

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

### ↓ Note

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

3

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

 Reference



- p.93 "Loading Paper"
- p.99 "Loading Orientation-Fixed Paper or Two-Sided Paper"
- p.119 "Envelopes"
- p.121 "Thick Paper"





# Envelopes






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

## ★ Important

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

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

Specifications for envelopes are as follows:

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

## ↓ Note

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

 **Reference**



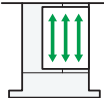
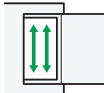
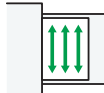

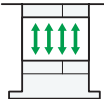
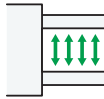
- p.101 "Changing the Paper Size in Trays 2 - 4"
- p.104 "Changing the Paper Size in the Small Size Paper Tray"
- p.113 "Recommended Paper Sizes and Types"

# Thick Paper

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

When loading thick paper of 170 - 256 g/m<sup>2</sup> (65 lb. Cover - 140 lb. Index) in trays 1 - 4, the small size paper tray, or Tray 3 (LCT), 170 - 216 g/m<sup>2</sup> (65 - 80 lb. Cover) in the large capacity tray (LCT), or 170 - 300 g/m<sup>2</sup> (65 - 110 lb. Cover) in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

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

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

## Note

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

# Unusable Paper

This section describes paper unusable on this machine.

## CAUTION

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

3

## Important

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

## Note

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

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

## Paper Storage

This section describes how to store paper.

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

# 4. Adding Toner and Staples

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

## Adding Toner

This section describes how to add and store toner.

### **WARNING**

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

### **WARNING**

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

### **WARNING**

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

### **CAUTION**

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

### **CAUTION**

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

### **CAUTION**

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

### **CAUTION**

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

### **CAUTION**

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

### CAUTION

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






### CAUTION

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

### Important

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

### Note

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

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## Replacing Toner

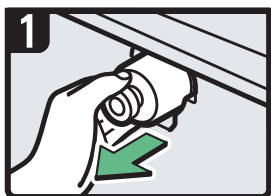
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This section describes how to replace toner.

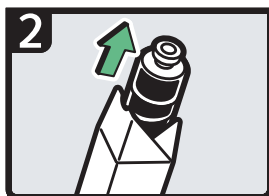
### Important

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

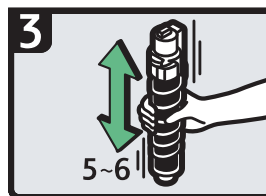




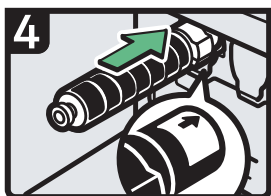
- Open the front cover of the machine.
- Pull out the toner cartridge slowly.



- Take out the new toner cartridge from the box.



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



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

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

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

### ★ Important

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

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

The error message disappears.

### ↓ Note

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

## Used Toner

This section describes what to do with used toner.

Toner cannot be re-used.

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.

# Adding Staples

This section describes what to do when staples need replacing.

## CAUTION

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

## Important

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

## Note

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

## Reference

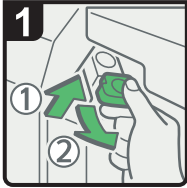
- p.63 "Options"

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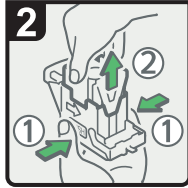
## Adding Staples to Finisher SR3050

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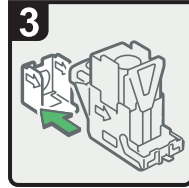
This section describes how to add staples to the Finisher SR3050.



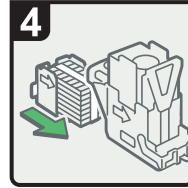
- Open the finisher front cover.
- Hold the lever, and then gently pull out the cartridge.



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

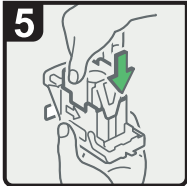


- Remove the empty refill in the direction of the arrow.

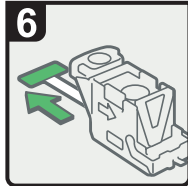


- Push the new refill into the cartridge until it clicks.

4



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.

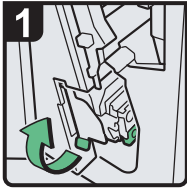


- Hold the lever, and then push in the cartridge until it clicks.
- Close the finisher front cover.

CAS063

## Adding Staples to Finisher SR790

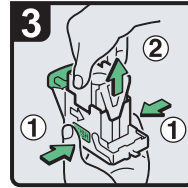
This section describes how to add staples to the Finisher SR790.



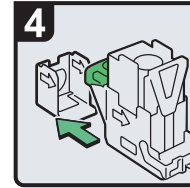
1 · Open the finisher front cover, and then pull out the staple unit.



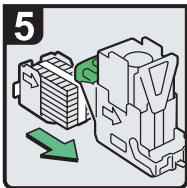
2 · Hold the lever, and then gently pull out the cartridge.



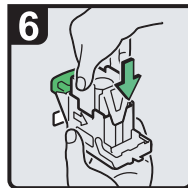
3 · Holding both side of the cartridge, pull up the upper unit.



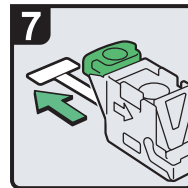
4 · Remove the empty refill in the direction of the arrow.



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



6 · Push the upper unit gently into the cartridge.



7 · Pull out the ribbon.

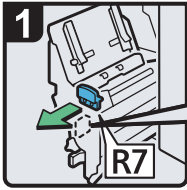


8 · Hold the green lever, and then push in the cartridge until it clicks.  
 · Return the staple unit to its original position, and then close the finisher front cover.

CAS064

## Adding Staples to Booklet Finisher SR3000

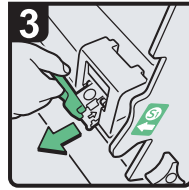
This section describes how to add staples to the Booklet Finisher SR3000.



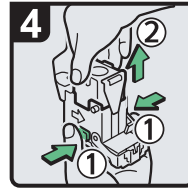
· Open the finisher front cover, and then pull out the staple unit.



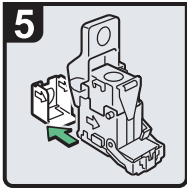
· Hold the lever and pull it up.



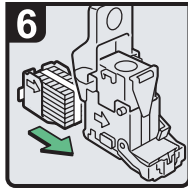
· Pull out the cartridge gently.



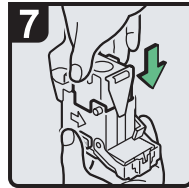
· Holding both side of the cartridge, pull up the upper unit.



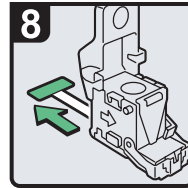
· Remove the empty refill in the direction of the arrow.



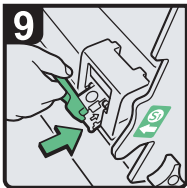
· Push the new refill into cartridge until it clicks.



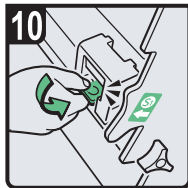
· Push the upper unit gently into the cartridge.



· Pull out the ribbon.



· Push in the cartridge gently.

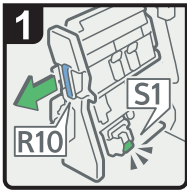


· Hold the lever and hold it down until it clicks.  
· Return the staple unit to its original position, and close the finisher front cover.

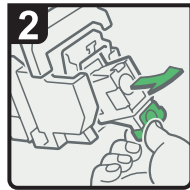
CAS065

## Adding Staples to Booklet Finisher SR3020

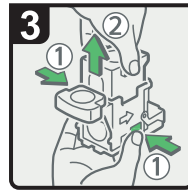
This section describes how to add staples to the Booklet Finisher SR3020.



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



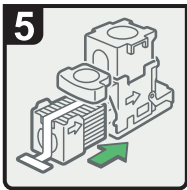
- Pull out the cartridge gently.



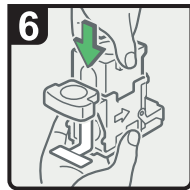
- Holding both sides of the cartridge, pull up the upper unit.



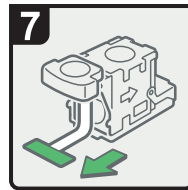
- Remove the empty refill in the direction of the arrow.



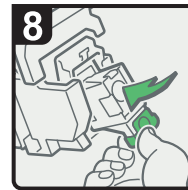
- Push the new refill into the cartridge until it clicks.



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.

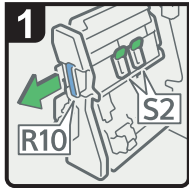


- Push the cartridge down until it clicks.
- Return the staple unit to its original position and close the finisher front cover.

CAS066

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

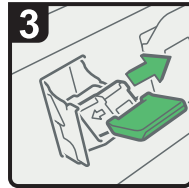
This section describes how to add staples to the Booklet Finisher SR3020 (Saddle Stitch).



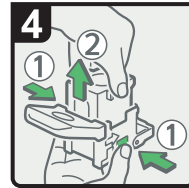
- Open the finisher front cover.
- Pull out the staple unit.



- Pull lever S2.



- Pull out the cartridge gently.



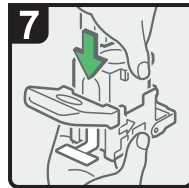
- Holding both sides of the cartridge, pull up the upper unit.



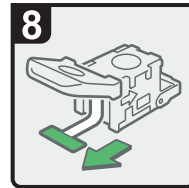
- Remove the empty refill in the direction of the arrow.



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



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.



- Push the cartridge down.



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

CAS067

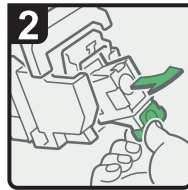
## Adding Staples to Finisher SR3030

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

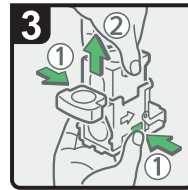




- Open the finisher front cover.
- Pull out the staple unit.



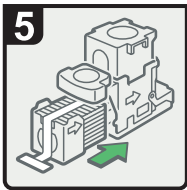
- Pull out the cartridge gently.



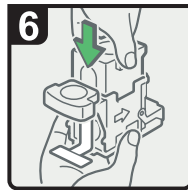
- Holding both sides of the cartridge, pull up the upper unit.



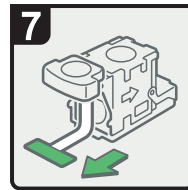
- Remove the empty refill in the direction of the arrow.



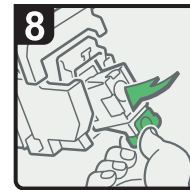
- Push the new refill into the cartridge until it clicks.



- Push the upper unit gently into the cartridge.



- Pull out the ribbon.



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

CAS068

# Replacing the Stamp Cartridge

If the transmission stamp becomes faint, replace the cartridge.

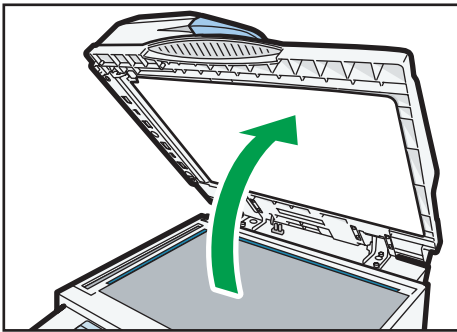
**★ Important**

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

## 4

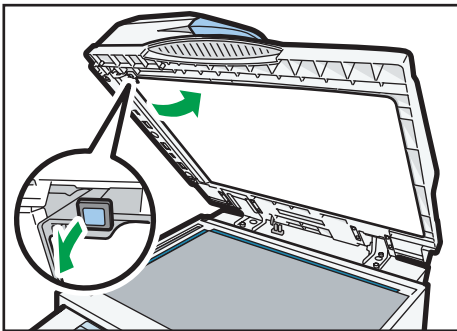
### Replacing the Stamp Cartridge of Type 1 and 2

1. Open the ARDF unit.



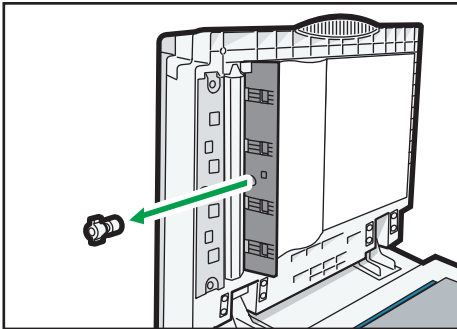
CAS069

2. Open the stamp cover.



CAS070

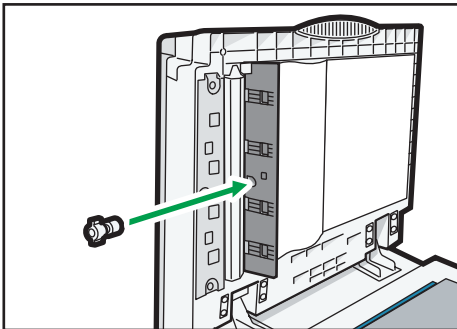
**3. Pull out the old stamp cartridge.**



CAS071

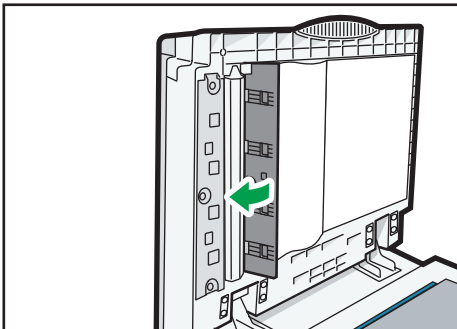
**4. Insert the new stamp cartridge.**

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



CAS072

**5. Close the stamp cover.**

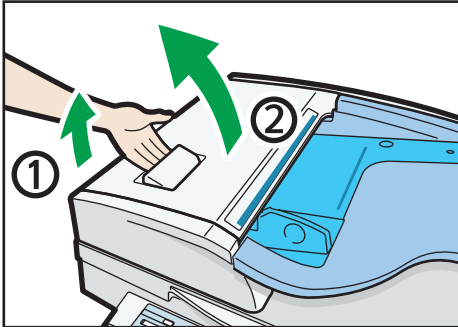


CAS073

**6. Close the ARDF unit.**

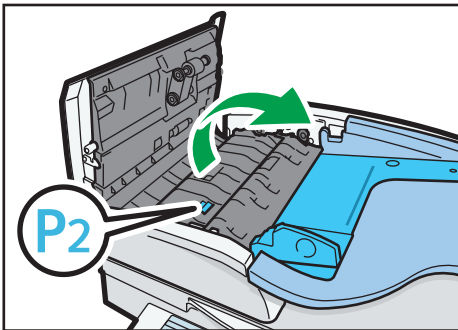
## Replacing the Stamp Cartridge of Type 3 and 4

1. Open the ARDF cover.



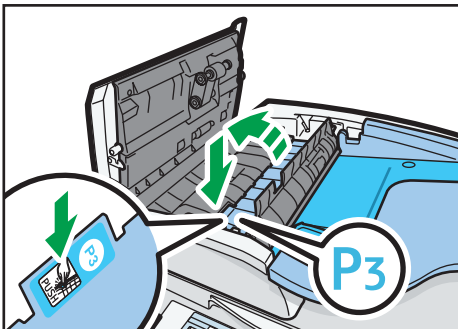
CAS074

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



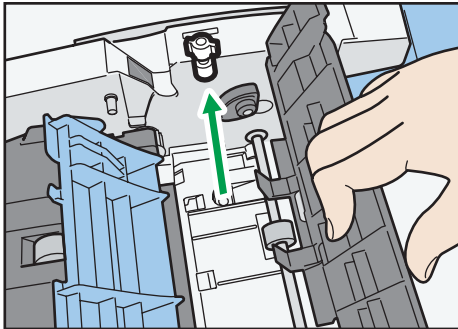
CAS075

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



CAS076

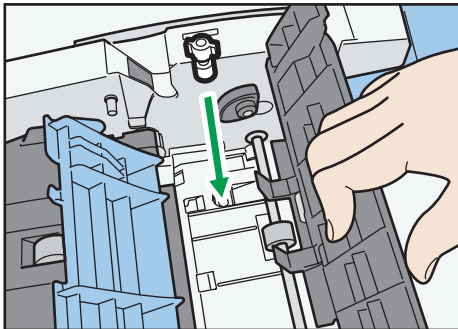
**4. Pull out the old stamp cartridge.**



CAS077

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

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



CAS078

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

**↓ Note**

- The one-pass duplex scanning ADF does not support the transmission stamp function.



# 5. Entering Text

---

This chapter describes how to enter characters.

## Entering Text

This section explains how to enter text.

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

---

### Available Characters

---

This section explains which characters are available.

You can enter the following characters:

- Alphabetic characters
- Numerals

0123456789

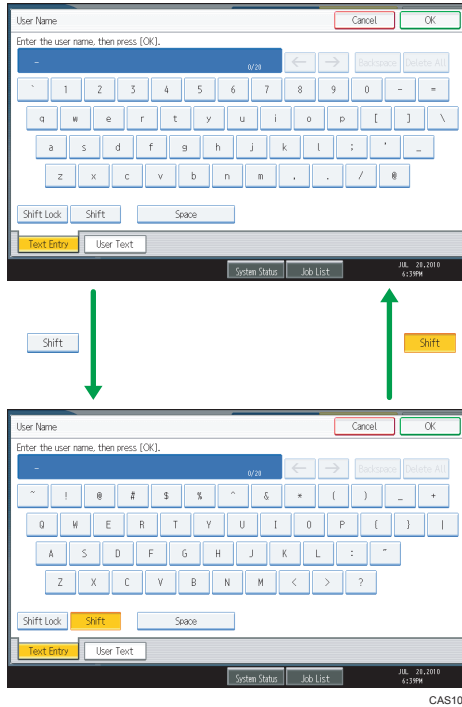
---

### Keys

---

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

You can change the entry screen using the keys below.



5

↓ Note

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

---

## How to Enter Text

---

This section explains text entry more specifically.

### Entering letters

---

This section explains how to enter letters.

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

### Entering numbers

---

This section explains how to enter numbers.

1. Press numbers you want to enter.

↓ Note

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




## Deleting characters

This section explains how to delete characters.

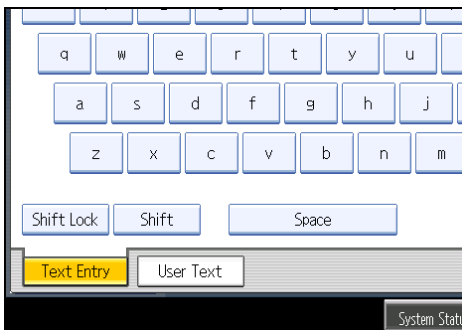
1. Press [Backspace] or [Delete All] to delete characters.

## Adding user text

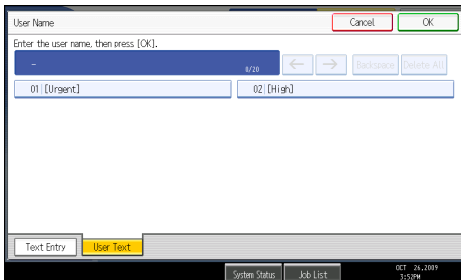
You can select and use a User Text that is registered in [Program / Change / Delete User Text].

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

1. Press [User Text].



2. Select the User Text you want to use.





# 6. On-screen Operating Instructions

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

## Formats of the Operating Instructions

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

- Printed manuals
- HTML manuals
- PDF manuals

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

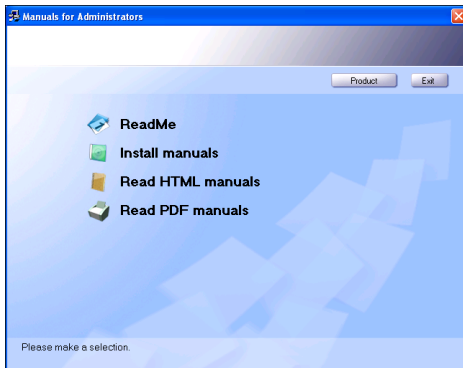
### Reference

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

## Reading the HTML Manuals on the CD-ROMs

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

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



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

The browser opens, and then the manual appears.

### Note

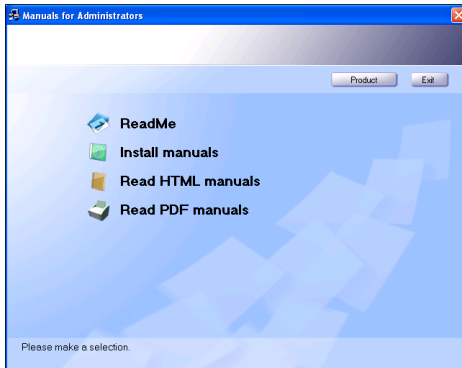
- Recommended browsers:
  - Internet Explorer 6 or later
  - Firefox 3.5 or later
  - Safari 4.0 or later
- Non-recommended browsers can display the simplified manual only.
- If you are using an earlier or non-recommended browser and the simplified version of the documentation does not appear automatically, 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

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

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

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



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

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

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

## ↓ Note

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

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

# Reading the PDF Manuals on the CD-ROMs

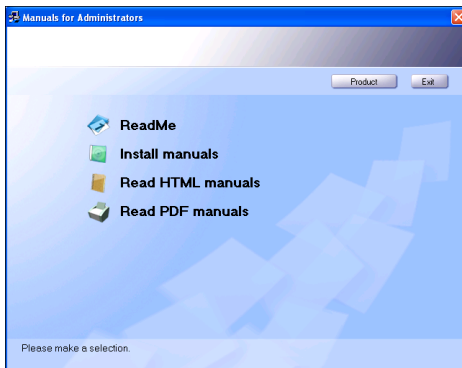
This section describes how to read the PDF manuals on the supplied manual CD-ROMs.

## File path

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

MANUAL\_PDF\  
(1 language)

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



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

### ↓ Note

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





# 7. Remarks

This chapter describes how to maintain and operate the machine.

## Dos and Don'ts

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

### **WARNING**

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

### **CAUTION**

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

### **Important**

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm - this is not a malfunction.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paper clips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).

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

### 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 m<sup>3</sup>/hr/person.

### 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.

### Reference

- p.82 "Turning On/Off the Power"

---

## 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

This section describes precautions when moving the machine.

### CAUTION

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

### CAUTION

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

### CAUTION

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

### CAUTION

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

### Important

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

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

 **Reference**

- p.82 "Turning On/Off the Power"

### Optimum environmental conditions

---

This section describes precautions when locating the machine.

 **CAUTION**

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

 **CAUTION**

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

 **CAUTION**

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

 **CAUTION**

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

 **CAUTION**

- 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**

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

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

## Environments to avoid

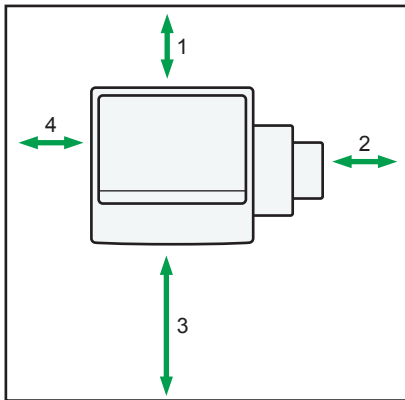
This section describes environments to avoid when locating the machine.

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

## Access to the machine

This section describes the space required for the machine.

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



CAS080

1. Rear: 10 cm (4 inches) or more
2. Right: 10 cm (4 inches) or more
3. Front: 75 cm (29.5 inches) or more
4. Left: 10 cm (4 inches) or more

 **Note**

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

---

## Power Connection

---

This section describes power supply.

 **WARNING**

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

 **WARNING**

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

 **WARNING**

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

7

 **WARNING**

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

 **WARNING**

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

 **WARNING**

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

 **WARNING**

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

 **WARNING**

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

**⚠ WARNING**

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

**⚠ WARNING**

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

**⚠ CAUTION**

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

**⚠ CAUTION**

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

**⚠ CAUTION**

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

**⚠ CAUTION**

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

**⚠ CAUTION**

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

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

# Maintaining Your Machine

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

**★ Important**

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

---

## Cleaning the Machine

---

This section describes how to clean the machine.

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

### 7

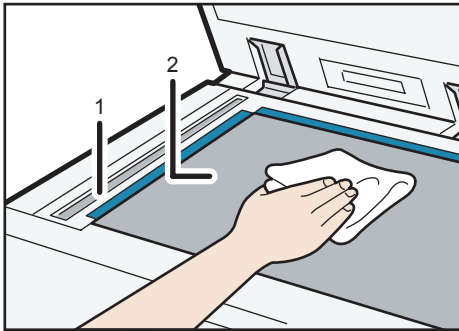
---

## Cleaning the Exposure Glass

---

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

1. Wipe the exposure glass and the scanning glass.



CAS081

1. Scanning glass
2. Exposure glass

---

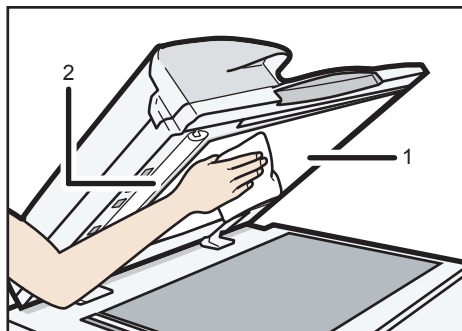
## Cleaning the Auto Reverse Document Feeder

---

This section describes how to clean the ARDF.



**1. Wipe the sheet and guide plate of the ARDF.**



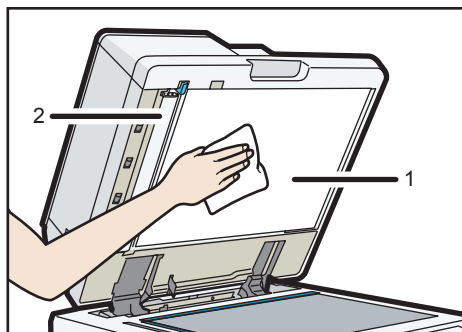
CAS083

- 1. Sheet
- 2. Guide plate

## Cleaning the One-pass Duplex Scanning ADF

This section describes how to clean the one-pass duplex scanning ADF.

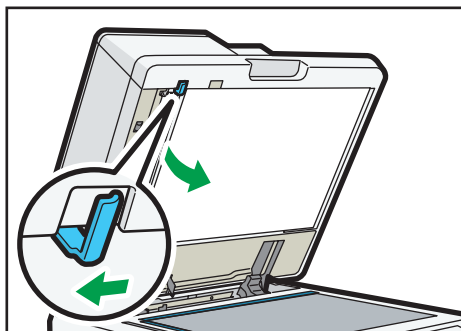
**1. Wipe the sheet and guide plate of the one-pass duplex scanning ADF.**



CAS115

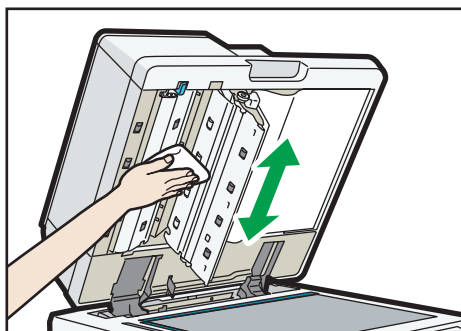
- 1. Sheet
- 2. Guide plate

2. Pull the lever.



CAS116

3. Wipe the scanning glass.



CAS117

7

---

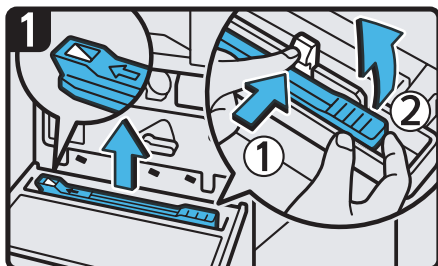
## Cleaning the Dustproof Glass

---

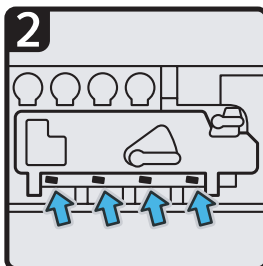
The dustproof glass may require cleaning if white lines appear on the print side of the document.

**★ Important**

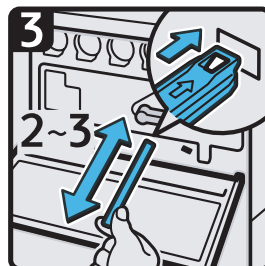
- Do not insert the cleaning brush forcefully, or the machine might be damaged.



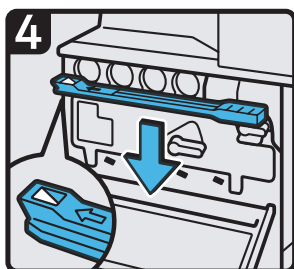
- Turn off the main power switch, and then unplug the power cord.
- Open the front cover and remove the cleaning brush. Release the catch at the center of the cleaning brush (1), hold the catch to prevent it re-engaging, and then raise the cleaning brush grip (2).



- There are four holes for cleaning the dustproof glass.



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



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

**Note**

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

## Cleaning the Power Cord Plug

This section describes precautions for cleaning the power cord plug.

### **CAUTION**

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

## Backing Up Hard Disk Data


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

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

### ★ Important

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

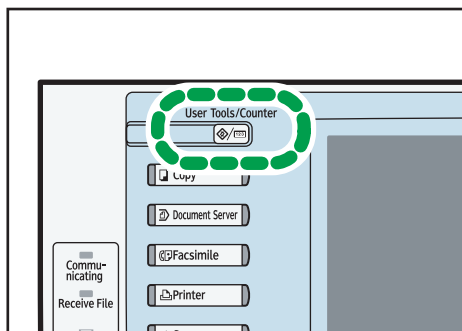
### ↓ Note

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

# Counter

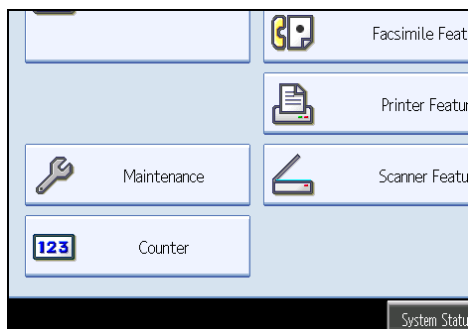
You can display the total counter value used for all functions.

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

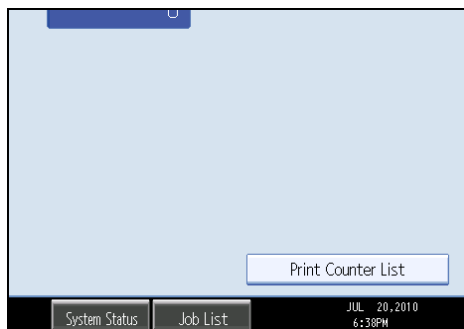


CAS098

2. Press [Counter].



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



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

# Inquiry

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

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

## Consumables

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

## Machine Maintenance/Repair

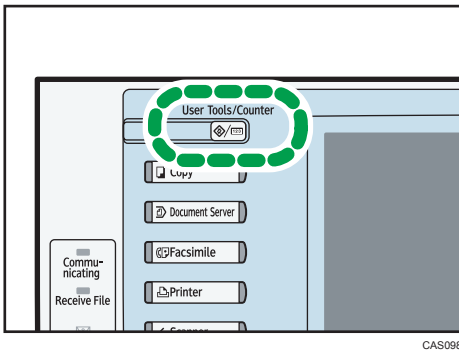
- Telephone No.
- Serial No. of Machine

## Sales Representative

- Telephone No.

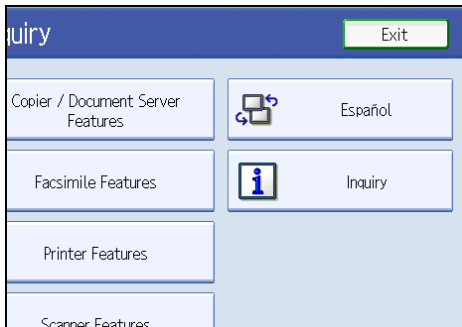
# 7

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



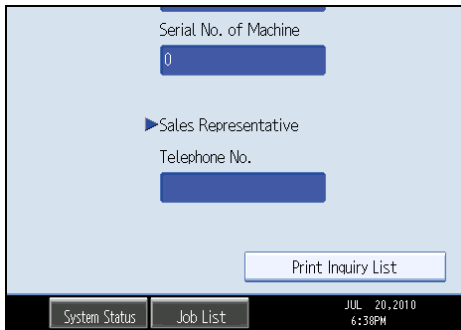
CAS098

2. Press [Inquiry].



Inquiry information appears.

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



The screenshot shows a terminal window with a light blue background. At the top, it displays "Serial No. of Machine" followed by a dark blue rectangular box containing the number "0". Below this, there is a right-pointing triangle followed by "Sales Representative" and "Telephone No.", with another dark blue rectangular box below it. At the bottom right of the main area is a button labeled "Print Inquiry List". The bottom of the terminal has a black status bar containing two buttons: "System Status" and "Job List", and the date and time "JUL 20, 2010 6:38PM".

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

Inquiry information prints out.

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





# 8. Appendix

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

## Software and Utilities Included on the CD-ROM

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

The following is included in the CD-ROM:

### Font Manager

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

## Viewing the Contents of the CD-ROM

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

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

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

## Printer Drivers for This Machine

This section explains printer drivers for this machine.

### ★ Important

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

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

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

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

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

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

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

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

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

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

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

## 8

### PCL printer drivers

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



### Adobe PostScript printer driver and PPD files

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

### PPD files

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

#### ↓ Note

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

## TWAIN Driver

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

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

### File path

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

`\DRIVERS\TWAIN`

### System requirements

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

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## LAN-Fax Driver

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

### ★ Important

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

This driver is required to use LAN-Fax functions.

### File path

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

`\DRIVERS\LAN-FAX\XP_VISTA`

### System requirements

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

 **Note**

- Before beginning installation, exit all other applications.

# Specifications for the Main Unit

This section describes specifications for the main unit.

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## For Users of Type 1 and 2

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

**Configuration:**

Desktop

**Photosensitivity type:**

OPC drum

**Original scanning:**

One-dimensional solid scanning system through CCD

**Copy process:**

Laser beam scanning and electro-photographic printing

**Development:**

Dry two-component magnetic brush development system

**Fusing:**

Induction Heating (IH) fusing

**Resolution:**

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

**Exposure glass:**

Stationary original exposure type

**Original reference position:**

Rear left corner

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

23 seconds

**Originals:**

Sheet/book/objects

**Maximum original size:**

A3☐, 11 × 17☐

**Paper size:**

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

**Paper weight:**

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

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

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

- Leading edge: 2.7 - 5.7 mm (0.11 - 0.23 inches)
- Trailing edge: 0.5 - 6.0 mm (0.02 - 0.24 inches) (3.0 - 6.0 mm (0.12 - 0.24 inches) in Duplex mode)

- Left and right edges: 0.5 - 4.0 mm (0.02 - 0.16 inches)

**First copy/print time:**

- Full Color: 7.8 seconds
- B&W: 4.9 seconds

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

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

- Type 1: 30 sheets/minute (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- Type 2: 35 sheets/minute (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)

**Reproduction ratio:**

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

**Maximum continuous copy run:**

999 sheets

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

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

**Power source:**

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

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

**Power consumption:**

- Main unit only

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

- Complete system

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

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

**Dimensions (W × D × H up to ARDF):**

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

**Space for main unit (W × D):**

1,065 × 671 mm (42.0 × 26.5 inches)

**Noise emission:**

- Sound power level:
  - Main unit only

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

- Complete system

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

- Sound pressure level:
  - Main unit only

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

- Complete system

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



- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit, internal tray 2 (1 bin tray), lower paper trays, large capacity tray (LCT), bridge unit, and Booklet Finisher SR3000.

**Weight:**

Approx. 120 kg (264.6 lb.)

**Reference**

- p.121 "Thick Paper"
- p.156 "Power Connection"

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## For Users of Type 3 and 4

---

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

**Configuration:**

Desktop

**Photosensitivity type:**

OPC drum

**Original scanning:**

One-dimensional solid scanning system through CCD

**Copy process:**

Laser beam scanning and electro-photographic printing

**Development:**

Dry two-component magnetic brush development system

**Fusing:**

Induction Heating (IH) fusing

**Resolution:**

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

**Exposure glass:**

Stationary original exposure type

**Original reference position:**

Rear left corner

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

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

**Originals:**

Sheet/book/objects

**Maximum original size:**

A3, 11 × 17

**Paper size:**

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

**Paper weight:**

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

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

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

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

- Leading edge: 2.7 - 5.7 mm (0.11 - 0.23 inches)
- Trailing edge: 0.5 - 6.0 mm (0.02 - 0.24 inches) (3.0 - 6.0 mm (0.12 - 0.24 inches) in Duplex mode)
- Left and right edges: 0.5 - 4.0 mm (0.02 - 0.16 inches)

#### **First copy/print time:**

- Type 3:
  - Full Color: 5.9 seconds
  - B&W: 3.7 seconds
- Type 4:
  - Full Color: 5.0 seconds
  - B&W: 3.1 seconds

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

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

- Type 3: 45 sheets/minute (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- Type 4: 55 sheets/minute (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)

#### **Reproduction ratio:**

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

#### **Maximum continuous copy run:**

999 sheets

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

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

#### **Power source:**

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

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

**Power consumption:**

- Models equipped with the ARDF:
  - Main unit only

	Type 3	Type 4
Stand-by	About 174 W	About 174 W
During printing	About 956 W	About 1,073 W
Maximum	1,584 W	1,584 W

- Complete system

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

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

- Models equipped with the one-pass duplex scanning ADF:
  - Main unit only

	Type 3	Type 4
Stand-by	About 185 W	About 185 W
During printing	About 964 W	About 1,078 W
Maximum	1,584 W	1,584 W

- Complete system

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

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

**Dimensions:**

- Models equipped with the ARDF (W × D × H up to ARDF): 670 × 677 × 895 mm (26.4 × 26.7 × 35.4 inches)
- Models equipped with the one-pass duplex scanning ADF (W × D × H up to one-pass duplex scanning ADF): 670 × 677 × 930 mm (26.4 × 26.7 × 36.6 inches)

**Space for main unit (W × D):**

1,065 × 677 mm (42.0 × 26.7 inches)

**Noise emission:**

- Sound power level:
  - Main unit only

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

- Complete system

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

- Sound pressure level:
  - Main unit only

	Type 3	Type 4
Stand-by	Less than 28.6 dB (A)	Less than 27.7 dB (A)
Copying	Less than 53.2 dB (A)	Less than 54.5 dB (A)

- Complete system

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

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

**Weight:**

- Models equipped with the ARDF: approx. 130 kg (286.6 lb.)

- Models equipped with the one-pass duplex scanning ADF: approx. 133 kg (293.3 lb.)

### Reference

- p.121 "Thick Paper"
- p.156 "Power Connection"

---

## Auto Reverse Document Feeder for Type 1 and 2

---

### Mode:

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

### Original size:

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

### Original weight:

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

### Number of originals to be set:

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

## 8

---

## Auto Reverse Document Feeder for Type 3 and 4

---

### Mode:

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

### Original size:

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

### Original weight:

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

### Number of originals to be set:

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

---

## One-pass Duplex Scanning ADF

---

**Mode:**

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

**Original size:**

- 11 × 17□ - 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□ (1-sided originals)
- 11 × 17□ - 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□ (2-sided originals)

**Original weight:**

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

**Number of originals to be set:**

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

---

## Document Server

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**HDD (Document Server):**

Approx. 78 GB

Maximum: 9,000 pages

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

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

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

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

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

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

**Maximum number of stored documents:**

3,000 documents

(The maximum number of received faxes that can be stored is 400.)

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

Maximum: 2,000 pages

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

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

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

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

This section describes specifications for Finisher SR790.

## Finisher Upper Tray

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

### Paper size:

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

### Paper weight:

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

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

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

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## Finisher Shift Tray

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

### Paper size:

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

### Paper weight:

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

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

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

### Staple paper size:

A3, B4 JIS, A4, B5 JIS,



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

**Staple paper weight:**

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

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

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

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

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

**Staple position:**

3 positions (Top, Bottom, 2 Staples)

**Power consumption:**

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

**Dimensions (W × D × H):**

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

**Weight:**

Approx. 25 kg (55.2 lb.)

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

This section describes specifications for Finisher SR3030.

## Finisher Upper Tray

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

### Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6,

12 × 18, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,

8K, 16K, custom size

### Paper weight:

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

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

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

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## Finisher Shift Tray

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

### Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

12 × 18, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,

4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K, custom size

### Paper weight:

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

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

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

- 100 sheets: A5, B6 JIS, A6,  $5\frac{1}{2} \times 8\frac{1}{2}$

**Staple paper size:**

A3, B4 JIS, A4, B5 JIS,

$11 \times 17$ ,  $11 \times 15$ ,  $10 \times 14$ ,  $8\frac{1}{2} \times 14$ ,  $8\frac{1}{2} \times 11$ ,  $7\frac{1}{4} \times 10\frac{1}{2}$ ,  $8 \times 13$ ,  
 $8\frac{1}{2} \times 13$ ,  $8\frac{1}{4} \times 14$ ,  $8\frac{1}{4} \times 13$ ,  $8 \times 10$ ,

8K, 16K

**Staple paper weight:**

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

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

- Without Mixed Size:
  - 30 sheets: A3, B4 JIS,  $11 \times 17$ ,  $8\frac{1}{2} \times 14$ ,  $8 \times 13$ ,  $8\frac{1}{2} \times 13$ ,  $8\frac{1}{4} \times 14$ ,  $8\frac{1}{4} \times 13$ ,  $11 \times 15$ ,  $10 \times 14$ , 8K
  - 50 sheets: A4, B5 JIS,  $8\frac{1}{2} \times 11$ ,  $8 \times 10$ ,  $7\frac{1}{4} \times 10\frac{1}{2}$ , 16K
- With Mixed Size:
  - 30 sheets

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

- Without Mixed Size:
  - 2 - 19 sheets: 150 sets (A4,  $8\frac{1}{2} \times 11$ )
  - 20 - 50 sheets: 150 - 60 sets (A4,  $8\frac{1}{2} \times 11$ )
  - 2 - 14 sheets: 100 sets (A4, B5 JIS,  $8\frac{1}{2} \times 11$ )
  - 15 - 50 sheets: 100 - 30 sets (A4, B5 JIS,  $8\frac{1}{2} \times 11$ )
  - 2 - 14 sheets: 100 sets (other size paper)
  - 15 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
  - 2 - 30 sheets: 50 sets: A3/A4, B4 JIS/B5 JIS,  $11 \times 17$ / $8\frac{1}{2} \times 11$

**Staple position:**

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

**Power consumption:**

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

**Dimensions (W × D × H):**

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

**Weight:**

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

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

This section describes specifications for Finisher SR3050.

## Paper size:

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

## Paper weight:

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

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

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

## Staple paper size:

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

## Staple paper weight:

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

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

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

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

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

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

**Staple position:**

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

**Power consumption:**

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

**Dimensions (W × D × H):**

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

**Weight:**

Approx. 12 kg (26.5 lb.)

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

This section describes specifications for Booklet Finisher SR3020.

## Finisher Upper Tray

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

### Paper size:

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

### Paper weight:

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

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

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

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## Finisher Shift Tray

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

### Paper size:

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

### Paper weight:

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

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

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

- 100 sheets: A5, B6 JIS, A6,  $5\frac{1}{2} \times 8\frac{1}{2}$

**Staple paper size:**

A3, B4 JIS, A4, B5 JIS,

$11 \times 17$ ,  $11 \times 15$ ,  $10 \times 14$ ,  $8\frac{1}{2} \times 14$ ,  $8\frac{1}{2} \times 11$ ,  $7\frac{1}{4} \times 10\frac{1}{2}$ ,  $8 \times 13$ ,  
 $8\frac{1}{2} \times 13$ ,  $8\frac{1}{4} \times 14$ ,  $8\frac{1}{4} \times 13$ ,  $8 \times 10$ ,

8K, 16K

**Staple paper weight:**

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

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

- Without Mixed Size:
  - 30 sheets: A3, B4 JIS,  $11 \times 17$ ,  $8\frac{1}{2} \times 14$ ,  $8 \times 13$ ,  $8\frac{1}{2} \times 13$ ,  $8\frac{1}{4} \times 14$ ,  $8\frac{1}{4} \times 13$ ,  $11 \times 15$ ,  $10 \times 14$ , 8K
  - 50 sheets: A4, B5 JIS,  $8\frac{1}{2} \times 11$ ,  $8 \times 10$ ,  $7\frac{1}{4} \times 10\frac{1}{2}$ , 16K
- With Mixed Size: 30 sheets

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

- Without Mixed Size:
  - 2 - 12 sheets: 150 sets (A4,  $8\frac{1}{2} \times 11$ )
  - 13 - 50 sheets: 150 - 40 sets (A4,  $8\frac{1}{2} \times 11$ )
  - 2 - 9 sheets: 100 sets (A4, B5 JIS,  $8\frac{1}{2} \times 11$ )
  - 10 - 50 sheets: 100 - 20 sets (A4, B5 JIS,  $8\frac{1}{2} \times 11$ )
  - 2 - 9 sheets: 100 sets (other size paper)
  - 10 - 30 sheets: 100 - 33 sets (other size paper)
- With Mixed Size:
  - 2 - 30 sheets: 50 sets (A3/A4, B4 JIS/B5 JIS,  $11 \times 17$ / $8\frac{1}{2} \times 11$ )

**Staple position:**

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

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## Finisher Booklet Tray

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

**Saddle stitch paper size:**

A3, B4 JIS, A4, B5 JIS,  $11 \times 17$ ,  $8\frac{1}{2} \times 14$ ,  $8\frac{1}{2} \times 11$

**Saddle stitch paper weight:**

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

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

1 set (15 sheets)

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

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

**Saddle stitch position:**

Center 2 positions

**Power consumption:**

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

**Dimensions (W × D × H):**

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

**Weight:**

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



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

This section describes specifications for Booklet Finisher SR3000.

## Finisher Upper Tray

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

### Paper size:

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

### Paper weight:

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

### Stack capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

- 100 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 50 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

## Finisher Shift Tray

This section describes specifications for the finisher shift tray of Booklet Finisher SR3000.

### Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6,  
 12 × 18, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>,  
 8K, 16K, custom size

### Paper weight:

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

### Stack capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

- 1,000 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 500 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

### Staple paper size:

A3, B4 JIS, A4, B5 JIS,

11 × 17□, 11 × 15□, 10 × 14□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□□, 8 × 13□,  
8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 8 × 10□,  
8K□, 16K□

**Staple paper weight:**

64 - 90 g/m<sup>2</sup> (17 - 24 lb. Bond)

**Staple capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

- Without Mixed Size:
  - 30 sheets: A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8 × 13□, 8<sup>1</sup>/<sub>2</sub> × 13□, 8<sup>1</sup>/<sub>4</sub> × 14□, 8<sup>1</sup>/<sub>4</sub> × 13□, 11 × 15□, 10 × 14□, 8K□
  - 50 sheets: A4□□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub> × 11□□, 8 × 10□, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>□□, 16K□□
- With Mixed Size: 20 sheets

**Stack capacity after stapling (80 g/m<sup>2</sup>, 20 lb. Bond):**

- 2 - 9 sheets: 100 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 100 - 20 sets (A4□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 - 9 sheets: 100 sets (A4□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 10 - 50 sheets: 50 - 10 sets (A4□, B5 JIS□□, 8<sup>1</sup>/<sub>2</sub> × 11□)
- 2 - 9 sheets: 50 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)
- 10 - 30 sheets: 50 - 10 sets (A3□, B4 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□)

**Staple position:**

3 positions (Top, Bottom, 2 Staples)

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## Finisher Booklet Tray

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This section describes specifications for the finisher booklet tray of Booklet Finisher SR3000.

**Saddle stitch paper size:**

A3□, B4 JIS□, A4□, B5 JIS□, 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□

**Saddle stitch paper weight:**

64 - 90 g/m<sup>2</sup> (17 - 24 lb. Bond)

**Saddle stitch capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

1 set (10 sheets)

**Stack capacity after saddle stitching (80 g/m<sup>2</sup>, 20 lb. Bond):**

- 2 to 5 sheets: approx. 20 sets
- 6 to 10 sheets: approx. 10 sets

**Saddle stitch position:**

Center 2 positions

**Power consumption:**

60 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

535 × 600 × 930 mm (21.1 × 23.7 × 36.7 inches)

**Weight:**

- Approx. 48 kg (105.9 lb.) (without punch kit)
- Approx. 50 kg (110.3 lb.) (with punch kit)

## Specifications for Punch Unit (Finisher SR3030, Booklet Finisher SR3020) (Optional)

This section describes specifications for the punch unit (Finisher SR3030, Booklet Finisher SR3020).

### Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14, custom size
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 8K, custom size
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14, custom size
4 holes type: 4 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14, custom size
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 10 × 14, 8K, custom size
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K, custom size

### Paper weight:

60 - 163 g/m<sup>2</sup> (16 lb. Bond - 90 lb. Index)

### Power consumption:

20 W (Power is supplied from the main unit.)

### Dimensions (W × D × H):

110 × 484 × 117 mm (4.4 × 19.1 × 4.7 inches)

### Weight:

Approx. 2.9 kg (6.4 lb.)

# Specifications for Punch Unit (Booklet Finisher SR3000) (Optional)

This section describes specifications for the punch unit (Booklet Finisher SR3000).

## Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K
2 & 4 holes type: 4 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 8K
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K
4 holes type: 4 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14
4 holes type: 4 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K
2 & 3 holes type: 2 holes	☐: A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 8 × 13, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 13, 8K, 16K, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 × 10, 11 × 15, 10 × 14
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, A5, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K
2 & 3 holes type: 3 holes	☐: A3, B4 JIS, 11 × 17, 11 × 15, 10 × 14, 8K
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, 8 <sup>1</sup> / <sub>2</sub> × 11, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 16K

## Paper weight:

60 - 163 g/m<sup>2</sup> (16 lb. Bond - 90 lb. Index)

## Specifications for Lower Paper Tray (Optional)

This section describes specifications for the lower paper tray.

**Paper size:**

A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 8K, 16K, 11 × 15, 10 × 14, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

**Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

550 sheets × 1 tray

**Power consumption:**

55 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

580 × 620 × 120 mm (22.9 × 24.5 × 4.8 inches)

**Weight:**

Approx. 15 kg (33.1 lb.)

# Specifications for Lower Paper Trays (Optional)

This section describes specifications for the lower paper trays.

**Paper size:**

A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 8K, 16K, 11 × 15, 10 × 14, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

**Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

550 sheets × 2 trays

**Power consumption:**

60 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

668 × 766 × 260 mm (26.3 × 30.2 × 10.3 inches)

**Weight:**

Approx. 26 kg (57.4 lb.)

# Specifications for the Small Size Paper Tray (Optional)

This section describes specifications for the small size paper tray.

**Paper size:**

A4, A5, A6, B5 JIS, B6 JIS,  $8\frac{1}{2} \times 11$ ,  $7\frac{1}{4} \times 10\frac{1}{2}$ ,  $5\frac{1}{2} \times 8\frac{1}{2}$ ,  $4\frac{1}{8} \times 9\frac{1}{2}$ ,  $3\frac{7}{8} \times 7\frac{1}{2}$ , C5 Env, C6 Env, DL Env, custom size

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

**Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

550 sheets



## Specifications for Tray 3 (LCT) (Optional)

This section describes specifications for Tray 3 (LCT).

**Paper size:**

A4□, 8<sup>1</sup>/<sub>2</sub> × 11□

**Paper weight:**

60 - 256 g/m<sup>2</sup> (16 lb. Bond - 140 lb. Index)

**Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

1,000 sheets × 2 trays

**Power consumption:**

55 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

668 × 766 × 260 mm (26.3 × 30.2 × 10.3 inches)

**Weight:**

Approx. 26 kg (57.4 lb.)

# Specifications for Large Capacity Tray (LCT) (Optional)

This section describes specifications for the large capacity tray (LCT).

**Paper size:**

A4, B5 JIS, 8<sup>1</sup>/<sub>2</sub> × 11

**Paper weight:**

60 - 216 g/m<sup>2</sup> (16 lb. Bond - 80 lb. Cover)

**Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

1,200 sheets

**Power consumption:**

55 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

348 × 540 × 290 mm (13.8 × 21.3 × 11.5 inches)

**Weight:**

Approx. 14 kg (30.9 lb.)

# Specifications for Bridge Unit (Optional)

This section describes specifications for the bridge unit.

**Staple capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

- 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
- 125 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger

**Power consumption:**

20 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

415 × 412 × 111 mm (16.4 × 16.3 × 4.4 inches)

**Weight:**

Approx. 4 kg (8.9 lb.)

## Specifications for Internal Tray 2 (Optional)

This section describes specifications for the internal tray 2 (1 bin tray).

**Number of bins:**

1

**Paper size:**

A3, A4, A5, B4 JIS, B5 JIS,

11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>,

8K, 16K, 11 × 15, 10 × 14, custom size

**Paper weight:**

60 - 169 g/m<sup>2</sup> (16 lb. Bond - 90 lb. Index)

**Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):**

125 sheets

**Power consumption:**

12 W or less (Power is supplied from the main unit.)

**Dimensions (W × D × H):**

565 × 410 × 115 mm (22.3 × 16.2 × 4.6 inches)

**Weight:**

Approx. 2.5 kg (5.6 lb.)

# Specifications for Internal Shift Tray (Optional)

This section describes specifications for the internal shift tray.

## Paper size:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,

11 × 17, 8½ × 14, 8½ × 13, 8½ × 11, 8¼ × 14, 8¼ × 13, 8 × 13, 8 × 10, 7¼ × 10½, 5½ × 8½,

4⅛ × 9½, 3⅞ × 7½, C5 Env, C6 Env, DL Env, 8K, 16K, 12 × 18, 11 × 15, 10 × 14, custom size

## Paper weight:

60 - 300 g/m<sup>2</sup> (16 lb. Bond - 110 lb. Cover)

## Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

- 250 sheets: A4, 8½ × 11 or smaller
- 125 sheets: B4 JIS, 8½ × 14 or larger

## Power consumption:

10 W or less (Power is supplied from the main unit.)

## Dimensions (W × D × H):

423 × 468 × 114 mm (16.7 × 18.5 × 4.5 inches)

## Weight:

Approx. 2 kg (4.5 lb.)

## Specifications for External Tray (Optional)

This section describes specifications for the external tray.

### Paper size:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,

11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>,

4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K, 12 × 18, 11 × 15, 10 × 14, custom size

### Paper weight:

60 - 300 g/m<sup>2</sup> (16 lb. Bond - 110 lb. Cover)

### Paper capacity (80 g/m<sup>2</sup>, 20 lb. Bond):

- Internal tray 1:
  - 250 sheets: A4, 8<sup>1</sup>/<sub>2</sub> × 11 or smaller
  - 125 sheets: B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger
- External tray: 125 sheets

### Power consumption:

20 W or less (Power is supplied from the main unit.)

### Dimensions (W × D × H):

780 × 415 × 138 mm (30.8 × 16.4 × 5.5 inches)

### Weight:

Approx. 4.5 kg (10.0 lb.)

# Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

## Important

- Do not use an IEEE 1284 cable that is longer than 3 meters.

### Transmission spec.:

IEEE 1284

### Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

# Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

**Transmission spec.:**

Based on IEEE 802.11a/b/g (wireless LAN)

**Protocol:**

TCP/IP, IPX/SPX

**Transmission Rate:**

Auto select from the following speed:

1 Mbps, 2 Mbps, 5.5 Mbps, 6 Mbps, 9 Mbps, 11 Mbps, 12Mbps, 18Mbps, 24 Mbps, 36 Mbps, 48 Mbps, 54 Mbps

**Frequency range (Center Frequency):**

- 2412 - 2462 MHz (1 - 11 channels)
- 5180 - 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)

**Transmission mode:**

- Ad hoc mode
- Infrastructure mode

8

**Note**

- Web Image Monitor is supported.
- The channel in use might differ depending on the country.



# Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

**Interface connector:**

10Base-T, 100Base-TX, 1000Base-T

**Data transmission speed:**

1000 Mbps, 100 Mbps, 10 Mbps

**Protocol:**

TCP/IP, IPX/SPX

**Distance between devices:**

100 m

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MEMO



Operating Instructions About This Machine

