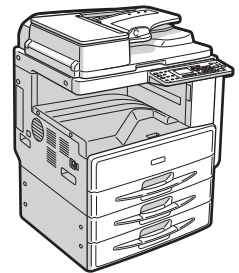




MP 2001L / 2501L

Operating Instructions General Settings Guide



-
- 1 Getting Started
 - 2 Combined Function Operations
 - 3 User Tools (System Settings)
 - 4 Troubleshooting
 - 5 Other Functions
 - 6 Security
 - 7 Specifications

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

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

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

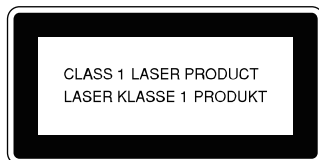
Some illustrations in this manual might be slightly different from the machine.

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

Laser Safety:

This machine complies with the requirements of IEC60825-1:2007 for class 1 laser product. This machine contains one AlGaInP laser diode, 9 milliwatts, 648-663 nanometer wavelength. The beam divergence angle is 28 degrees (minimum) and 35 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 10 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode.

The following label is attached on the rear side of the machine:



Caution:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see page 4 "Machine Types".)

- Type 1: MP 2001L
- Type 2: MP 2501L

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

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

For good output 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.

Power Source

220 - 240V, 50/60Hz, 8A

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

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Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- Manuals provided are specific to machine type.
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.
- Two CD-ROMs are provided:
 - CD-ROM 1 "Operating Instructions"
 - CD-ROM 2 "Printer and Scanner Drivers"

General Settings Guide (this manual)

Provides an overview of the machine and describes System Settings (paper trays, Administrator Tools, etc.), and troubleshooting.

Network Guide

Describes procedures for configuring the machine and computers in a network environment.

Copy Reference

Describes operations, functions, and troubleshooting for the machine's copier function.

Printer/Scanner Reference

Describes system settings, functions, troubleshooting and operations for the machine's printer and scanner functions.

Machine Types

This machine comes in two models which vary by copy speed.

	Type 1	Type 2
Copy speed	20 copies/minute (A4, 8 1/2" x 11")	25 copies/minute (A4, 8 1/2" x 11")

Trademarks

Microsoft, Windows, and Windows Server are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, Acrobat, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

The proper names of the Windows operating systems are as follows:

- The product names of Windows XP are as follows:
 - Microsoft® Windows® XP Professional
 - Microsoft® Windows® XP Home Edition
 - Microsoft® Windows® XP Media Center Edition
 - Microsoft® Windows® XP Tablet PC Edition
 - Microsoft® Windows® XP Professional x64 Edition
- The product names of Windows Server 2003 are as follows:
 - Microsoft® Windows Server® 2003 Standard Edition
 - Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:
 - Microsoft® Windows Server® 2003 R2 Standard Edition
 - Microsoft® Windows Server® 2003 R2 Enterprise Edition

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Microsoft product screen shots reprinted with permission from Microsoft Corporation.

How to Read This Manual

Symbols

This manual uses the following symbols:

WARNING

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

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

Name of Major Option

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

-
- Auto Document Feeder → ADF

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



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 multifunction devices. Energy Star standards and logos are internationally uniform.

↓ Note

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

📖 Reference

- page 9 "Energy Saving Functions"

Energy Saving Functions

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

Sleep Mode

- If this machine remains idle for a specified period, it automatically enters Sleep Mode to 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 while in Sleep Mode.

	Specifications
Reduced Electrical Consumption by Sleep Mode ^{*1}	2.3 W
Time of Switch into Sleep Mode	1 minute
Time of Switch out from Sleep Mode ^{*1}	9.8 seconds

*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

Note

- For details about how to change the default interval, see "Timer Settings".
- If you want to operate this product while it is in either of these modes, do one of the following:
 - Turn on the operation switch.
 - Place originals in the ADF.
 - Lift the exposure glass cover or ADF.
- Specifications can vary depending on which options are installed on the machine.
- The machine enters sleep mode directly in the following situations:
 - Energy Saver timer and Sleep Mode timer are set to the same time
 - Sleep Mode timer is set to a shorter time than Energy Saver timer

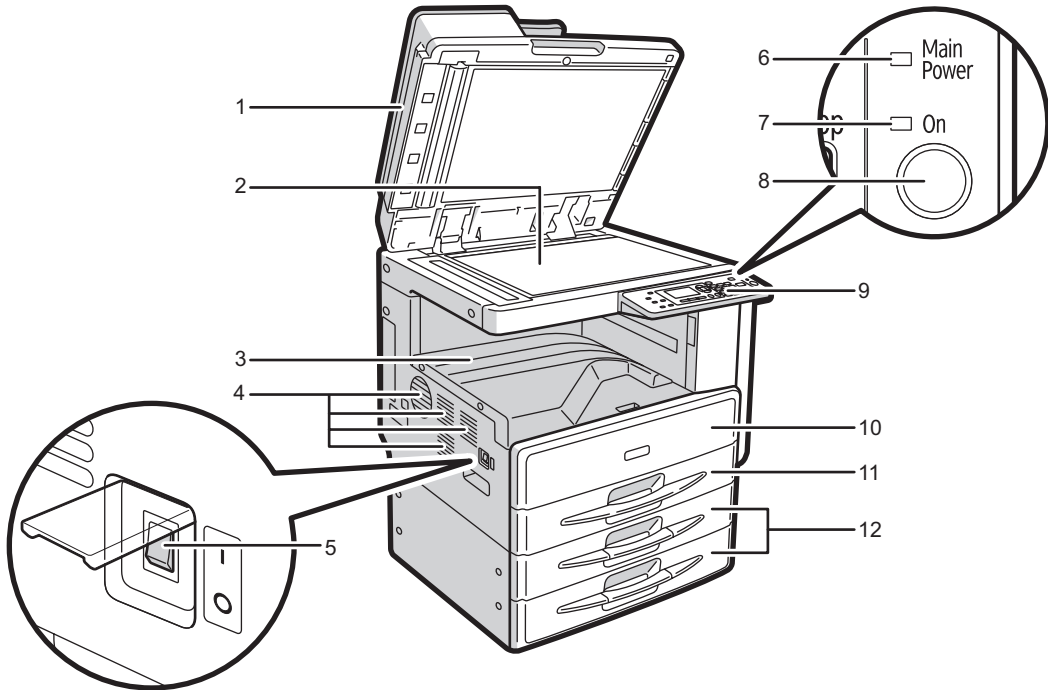
Reference

- page 29 "Timer Settings"



1. Getting Started

Guide to Components



CJA015

1. Exposure glass cover (optional) or ADF (optional)

See page 14 "External Options"

(The illustration shows the ADF.)

2. Exposure glass

Place originals here face down.

3. Internal tray

Copied or printed paper is delivered here.

4. Ventilation holes

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

5. Main power switch

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

6. Main power indicator

Lights when the main power switch is turned on, and goes off when the switch is turned off.

7. On indicator

The On indicator lights when the operation switch is turned on.

8. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

9. Control panel

See page 15 "Control Panel".

10. Front cover

Open to access the inside of the machine.

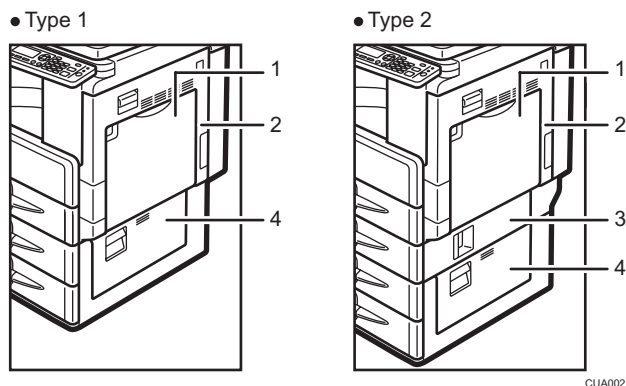
11. Paper tray

Load paper here.

- Type 1: one paper tray
- Type 2: two paper trays

12. Paper tray unit (optional)

See page 14 "External Options".

**1. Bypass tray**

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

2. Right cover

Open this cover to remove jammed paper fed from the paper tray.

3. Lower right cover (Type 2 only)

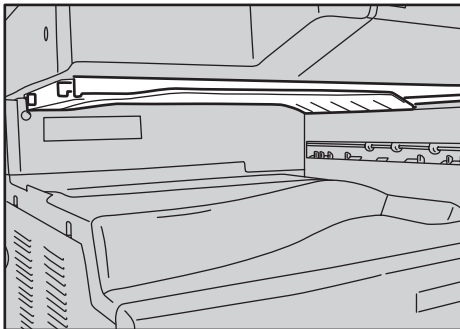
Open this cover to remove jammed paper fed from the paper tray unit.

4. Lower right cover

Open this cover to remove jammed paper from the optional paper tray unit.

Note

- This tray is for reversing paper when using the duplex function. Do not pull the paper out from here.

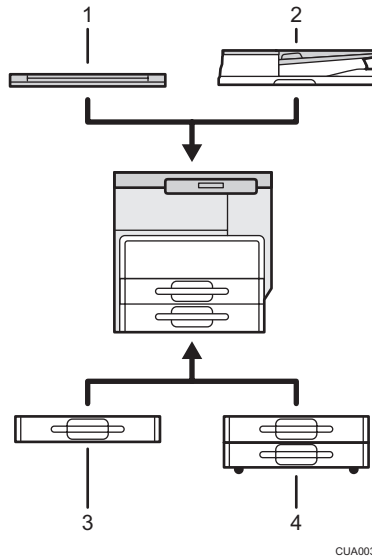


CUA024

Options

1

External Options



1. Exposure glass cover

Lower this cover over originals.

2. ADF

Place stacks of originals here.

They will feed in automatically. This document feeder can be used for two-sided originals.

3. Paper tray unit (1-tray type)

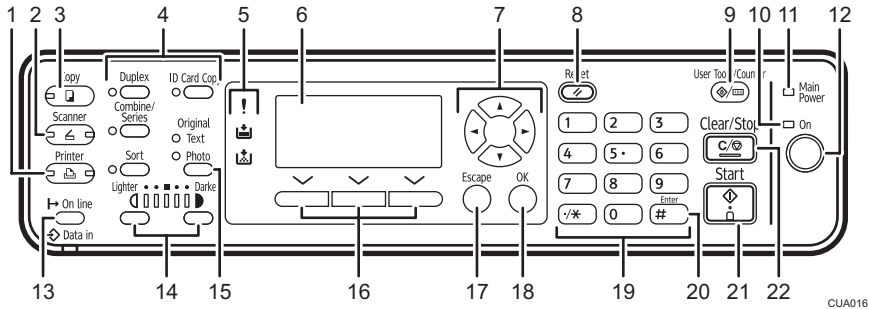
Holds 500 sheets.

4. Paper tray unit (2-tray type)

Holds up to 1,000 sheets of paper. Each paper tray holds 500 sheets.

Control Panel

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



1. [Printer] key

Press to activate the printer function.

2. [Scanner] key

Press to activate the scanner function.

3. [Copy] key

Press to activate the copy function.

4. Copier function keys

Reference

- Copy Reference

5. Indicators

Display errors and machine status.

! : Error indicator. See Network Guide and see page 41 "Clearing Misfeeds".

⬆️ : Load Paper indicator. See Copy Reference.

⬇️ : Add Toner indicator. See Copy Reference.

6. Display

Displays operation status and messages.

7. Scroll keys

Press to select an item.

[▲]: scroll upward

[▼]: scroll downward

[▶]: scroll right

[◀]: scroll left

8. [Reset] key

Press to clear the current settings.

9. [User Tools/Counter] key

- User Tools:
Press to change default or operation parameters according to requirement. See page 25 "Accessing User Tools (System Settings)".
- Counter:
Press to check or print the counter value. See page 47 "Other Functions".

10. On Indicator

The On indicator lights when the operation switch is turned on.

11. Main power indicator

The main power indicator lights when the main power switch is turned on.

Important

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

12. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

13. [On Line] key

Reference

- Printer/Scanner Reference

14. [Lighter] and [Darker] keys

Press to change the image density setting. Select the image density in five increments, Lighter to Darker.

15. Original Type key

Press to select the original type registered in [Original Type 1 (Text)] or [Original Type 2 (Photo)]. When the original type is selected, the corresponding indicator lights.

16. Selection keys

Correspond to items on the display. Press to select the corresponding item.

17. [Escape] key

Press to cancel an operation or return to the previous display.

18. [OK] key

Press to set a selected item or an entered numeric value.

19. Number keys

Press to enter numeric values.

20. [#] key

Press to set a selected item or an entered numeric value.

21. [Start] key

Press to start copying, printing, or scanning.

22. [Clear/Stop] key

- Clear:

- Clears an entered numeric value.
- Stop:
 - Stops a job in progress, such as scanning or printing.

Display

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

★ Important

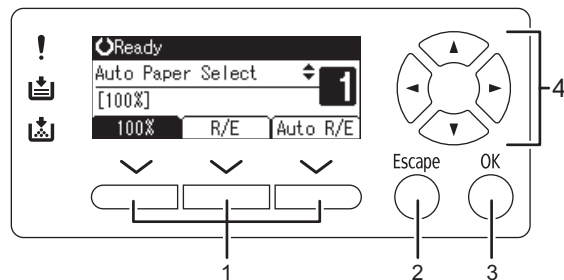
- A force or impact of more than 30 N (about 3 kgf) will damage the display.
- The copy display is set as the default screen when the machine is turned on.



- When you select or specify an item on the display, it is highlighted like **Auto R/E**.

Reading the Display and Using Keys

This section explains how to read the display and use the selection keys.



CUA017

1. Selection keys

Correspond to items at the bottom line on the display.

Example: The Copy display

- When the instruction "press [100%]" appears in this manual, press the left selection key.
- When the instruction "press [R/E]" appears in this manual, press the center selection key.
- When the instruction "press [Auto R/E]" appears in this manual, press the right selection key.

2. [Escape] key

Press to cancel an operation or return to the previous display.

3. [OK] key

Press to set a selected item or an entered numeric value.

4. Scroll keys

Press to move the cursor in each direction, step by step.

When the [▲], [▼], [◀], or [▶] key appears in this manual, press the scroll key of the same direction.

Common key operations

The following keys are common to all screens:

Key list

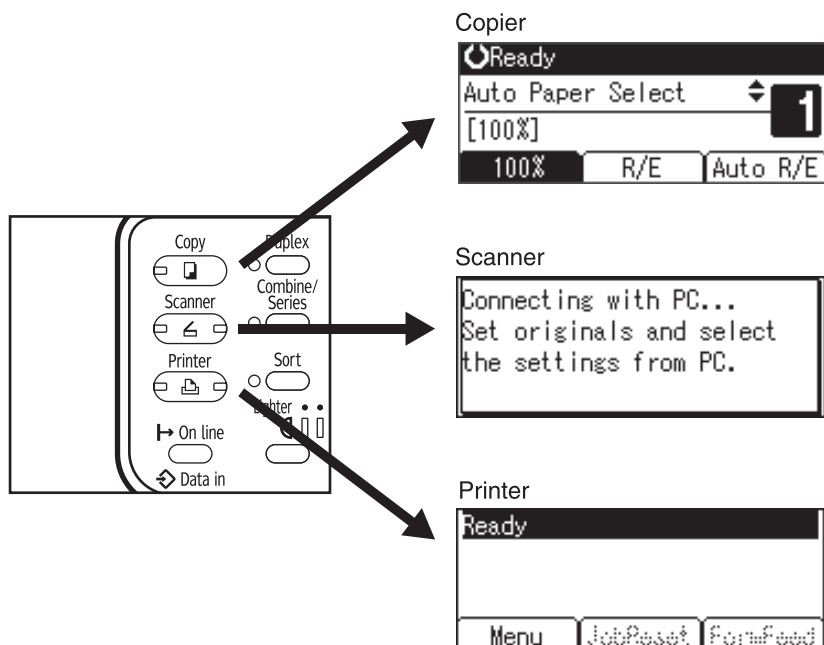
[Cancel]	Deletes a selected function or entered values, and then the previous display returns.
[Exit]	The previous display returns.
[Stop]	Stops a job in progress.
[Yes]	Acknowledges a selected function or an entered values.
[Stop]	Cancels a selected function or entered values, and then the previous display returns.

2. Combined Function Operations

Changing Modes

↓ Note

- You cannot switch modes in any of the following situations:
 - During immediate transmission
 - When accessing User Tools
 - While scanning an original
- The copying screen is displayed as default when the power is turned on. You can change this default setting. See Function Priority on page 27 "General Features".



CUA018

System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset".

↓ Note

- You can change the System Reset time. For details about "System Auto Reset Timer", see page 29 "Timer Settings"

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-accessing".

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- You can make copies while receiving printer data.
- While printing, you can make operations for copying.

Note

- For details about setting function priority, see Print Priority in page 27 "General Features". As default, [Display mode] is set to first priority.

Function compatibility

The following chart shows function compatibility.

Mode after you select		Copy		Printer		Scanner	
		Using the control panel	Copying	Receive Data	Printing	Using the control panel	Scanning
Mode before you select		Using the control panel	Copying	Receive Data	Printing	Using the control panel	Scanning
Copy	Using the control panel	X	X	O*2	O*5	●	●
	Copying	X	X	O*2	O*2	●*1	●*1
Printer	Receive Data	O	△	△	△	O*4	O*4
	Printing	O*6	△*6	O	△	O*6	O*6
Scanner	Using the control panel	●	●	O	O	X	X
	Scanning	X	X	O*3	O*3	X	X

CUA019

O: Simultaneous operations are possible.

●: Operation is enabled when the relevant function key is pressed and remote switching is done.

△: Operation is performed automatically once the preceding operation ends.

X: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

- *1 You can operate the functions simultaneously if the preceding scanning jobs are complete and multiple pages are being copied.
- *2 Printing using copier or printer functions depends on the print priority settings. You cannot use the copy function when using the control panel on the printer screen (you cannot change the function).
- *3 You cannot display the printer screen.
- *4 You cannot use the scanner function when using the control panel on the printer screen (you cannot change the function).
- *5 Printing using the printer function has priority unless [Display] is specified for the priority settings.
- *6 Simultaneous operations are not possible unless [Display] is specified for the priority settings.

3. User Tools (System Settings)

User Tools Menu (System Settings)

Reference

- For details about parallel interface, see Printer/Scanner Reference.

General Features (See page 27 "General Features".)

	Default
Panel Key Sound	On
Copy Count Display	Up
Function Priority	Copier
Print Priority	Display mode
Display Contrast	Center
Key Repeat	On
Measurement Unit	Metric version: mm
	Inch version: inch

Tray Paper Settings (See page 28 "Tray Paper Settings".)

	Default
Paper Size:Tray 1	Auto Detect
Paper Size:Tray 2	Auto Detect
Paper Size:Tray 3	Auto Detect
Paper Size:Tray 4 (Type 2 only)	Auto Detect
Paper Type:Bypass Tray	Thick Paper
Ppr Tray Priority:Copier	Tray 1
Ppr Tray Priority:Printer	Tray 1

Timer Settings (See page 29 "Timer Settings".)

	Default
Sleep Mode	1 min.
Energy Saver	1 min.
System Auto Reset Timer	On, 60 sec.
Copier Auto Reset Timer	On, 60 sec.

3

Administrator Tools (See page 30 "Administrator Tools".)

	Default	
User Code Man.:Copier	Off	
Key Counter Management	Copier	Off
	Printer	Off
Administrator Code	Off	
Display/Print Counter	—	
Counter per User Code	Display	
	Print	—
	Clear	—
Program/Change User Code	Program	—
	Change	—
	Delete	—
AOF (Always On)	On	

Accessing User Tools (System Settings)

This section is for administrators in charge of this machine. User Tools allow you to change or set defaults.

↓ Note

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See page 26 "Quitting User Tools".
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Clear Modes] key is pressed.

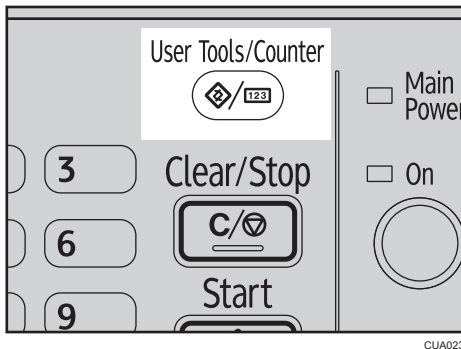
3

Changing Default Settings

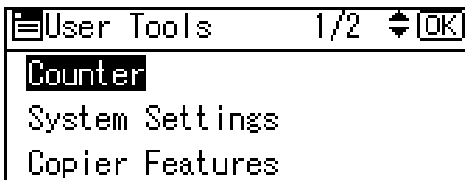
↓ Note

- If an administrator code is already set, the administrator code entry display appears. Enter the administrator code, and then press the [OK] key. See page 30 "Administrator Tools".

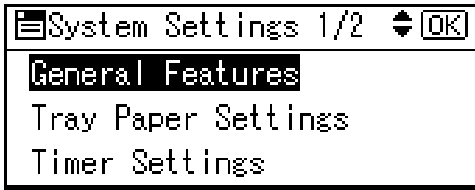
1. Press the [User Tools/Counter] key.



2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.



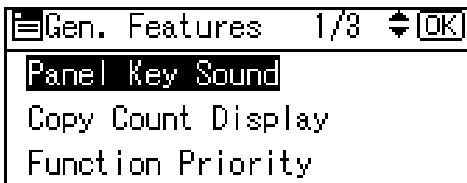
3. Select the menu using the [▲] or [▼] key, and then press the [OK] key.



Reference

- page 23 "User Tools Menu (System Settings)"

4. Select the item using the [▲] or [▼] key, and then press the [OK] key.



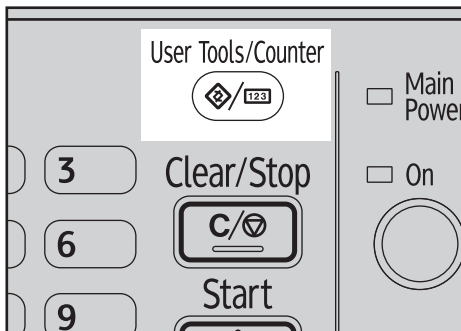
5. Change settings by following instructions on the display, and then press the [OK] key.

Note

- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

Quitting User Tools

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



CUA023

Settings You Can Change with User Tools

Reference

- To access User Tools, see page 25 "Accessing User Tools (System Settings)".

General Features

Panel Key Sound

The beeper (key tone) sounds when a key is pressed.

Note

- Default: On

Copy Count Display

The copy counter can be set to show the number of copies made (count up), or the number of copies yet to be made (count down).

Note

- Default: Up (count up)

Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

Note

- Default: Copier

Print Priority

Set the print priority for each mode.

Reference

- page 20 "Multi-Access"

Note

- Default: Display mode
- When [Interleave] is selected, the current print job will be interrupted after a maximum of five sheets.

Display Contrast

You can adjust the brightness of the display.

Key Repeat

You can select whether or not to use the key repeat function.

Note

- Default: On

Measurement Unit

You can switch the measurement between "mm" and "inch".

Note

- Default:
 - Metric version: mm
 - Inch version: inch

Tray Paper Settings**Paper Size:Tray 1–4**

Select the size of the paper loaded in the paper tray.

- Type 1
 - The paper sizes you can set for Tray 1 are as follows:
A3, B4 JIS (Japanese Industrial Standard), A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K, custom size
 - The paper sizes you can set for Tray 2 and 3 are as follows:
A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K, custom size
- Type 2
 - The paper sizes you can set for Tray 1 and 2 are as follows:
A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K, custom size
 - The paper sizes you can set for Tray 3 and 4 are as follows:
A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K, custom size

★ Important

- If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

Note

- Default: Auto Detect

Reference

- page 44 "Changing the Paper Size"

Paper Type: Bypass Tray

Set the display so you can see what type of paper is loaded in the bypass tray.

The paper types you can set for the bypass tray are as follows:

recycled paper, special paper, color paper, letterhead, prepunched paper, label paper, bond paper, thick paper, OHP, cardstock

Note

- Default: Thick Paper
- Paper types you can set in the bypass tray for machines with the copy function only are plain paper, thick paper and OHP.

Ppr Tray Priority: Copier

You can specify the tray to supply paper for output.

Note

- Default: Tray 1

Ppr Tray Priority: Printer

You can specify the tray to supply paper for output.

Note

- Default: Tray 1

Timer Settings**Sleep Mode**

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

The machine status after the Auto Off operation is referred to as "Sleep mode". For the Sleep Mode timer, specify the time to elapse before Auto Off.

Note

- Default: 1 min.
- The time can be set from 1 to 240 minutes, using the number keys.
- From "Sleep mode", the machine is ready to use within 10 seconds.
- Auto Off may not work when error messages appear.

Energy Saver

Set the amount of time the machine waits before switching the panel off after a job is finished.

Note

- Default: 1 min.
- The time can be set from 1 to 240 minutes, using the number keys.
- Energy Saver may not work when error messages appear.
- The machine automatically prints any printer data received while the panel is off.

3

System Auto Reset Timer

The System Reset setting automatically switches the screen to that of the function set in Function Priority when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval.

For details about Function Priority, see page 27 "General Features".

Note

- Default: On, 60 sec.
- The time can be set from 10 to 999 seconds in 1 second increments, using the number keys.
- When the set time has passed, the control panel returns to the menu that was displayed before the [User Tools/Counter] key was pressed.

Copier Auto Reset Timer

Specify the time to elapse before copier modes reset.

Note

- If [Off] is selected, the machine does not automatically switch to the user code entry screen.
- Default: On, 60 sec.
- The time can be set from 10 to 999 seconds, using the number keys.

Administrator Tools

The administrator must set the following items. For settings or more information, contact the administrator. It is recommended that the administrator program an administrator code when performing the settings.

User Code Man.:Copier

Allows you to control who uses the machine by setting codes for users.

User codes must be registered for user code management.

Note

- Default: Off

- By using [Auto Program] for the printer, you can keep a print log for each user code entered from the driver.

Key Counter Management

Use the key counter to specify whether users are restricted or not.

↓ Note

- Default: Off
- [Key Counter Management] will only be displayed when the key counter is set.

Administrator Code

Specify whether or not to use passwords (max. eight digits) to control Administrator Tools settings for administrator code.

↓ Note

- Default: Off
- If you select [On], enter the administrator code (max. eight digits) using the number keys, and then select [On:Partial] or [On:All] to set the access limit.
 - If you selected [On:Partial]

An administrator code is only required for the Timer Settings and Administrator Tools for System Settings. [Menu Protect] can be set for [Maintenance] in Printer Features. If you set [Menu Protect], you can set the administrator code for some Printer Features. See "Printer Features Parameters", Printer/Scanner Reference.
 - If you selected [On:All]

An administrator code is required to access all items in System Settings, Copier Features, and Printer Features.
- If you select [On:Partial] or [On:All], you must enter an administrator code to access the Administrator Code display.

Display/Print Counter

Allows you to view and print the number of prints.

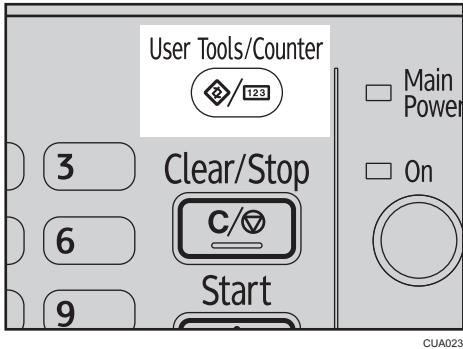
- Display/Print Counter

Displays the number of prints for each function (Total, Copier, Printer, A3/DLT, and Duplex).
- Print Counter List

Prints out a list of the number of prints made under each function.

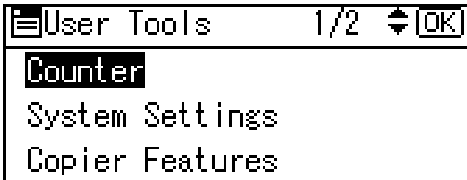
To print the counter list

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

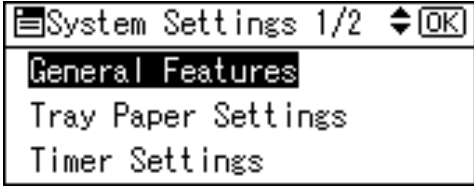


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2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.



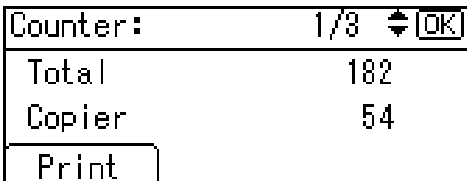
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.



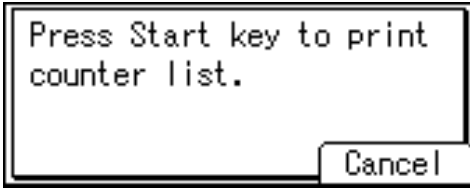
4. Select [Display/Print Counter] using the [▲] or [▼] key, and then press the [OK] key.



5. Press [Print].



6. Press the [Start] key.



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

Counter per User Code

Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

↓ Note

- Press the [▲] or [▼] key to show all the numbers of prints.
- The number of prints may differ from the counter value shown in Display/Print Counter.
- You can print or clear the counter value.
 - Print counter for all user codes
Prints the number of prints made under all user codes.
 - Clear counter for all user codes
Sets the number of prints made under all user codes to 0.
- For details about how to print the counter value, see page 37 "Printing the Counter for Each User Code".

Program/Change User Code

You can register, change, and delete user codes. For details about these operations, see page 34 "User Code".

↓ Note

- You can register up to 50 user codes.

AOF (Always On)

Specify whether or not to use Auto Off.

↓ Note

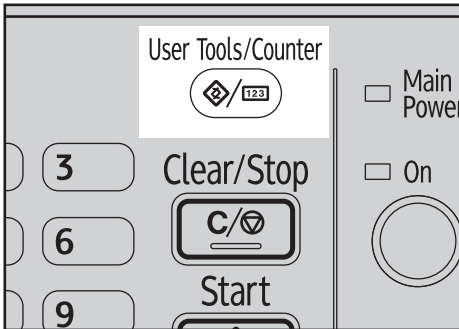
- Default: On

User Code

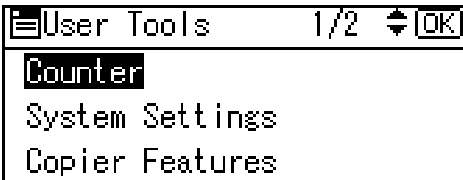
Register user codes to restrict copier functions to certain users, and check on their use of copier functions:

Registering a New User Code

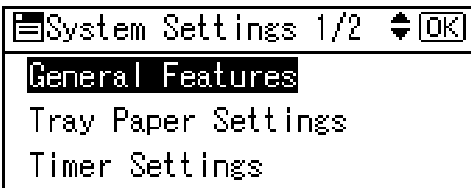
1. Press the [User Tools/Counter] key.



2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.



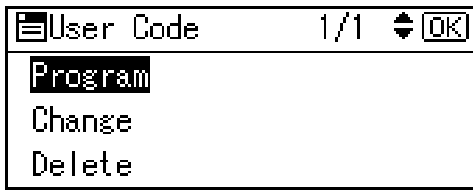
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.



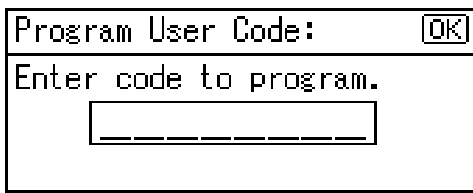
4. Select [Program/Change User Code] using the [▲] or [▼] key, and then press the [OK] key.



5. Select [Program] using the [▲] or [▼] key, and then press the [OK] key.



6. Enter the user code using the number keys, and then press the [OK] or [#] key.



The "Programmed" message appears, and then the "User Code" display returns.

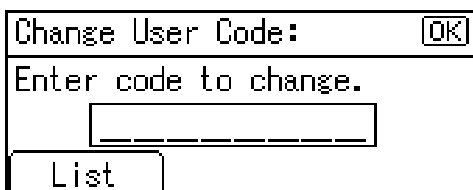
7. Press the [User Tools/Counter] key.

Changing a User Code

Note

- Even if you change a user code, the counter value will not be cleared.

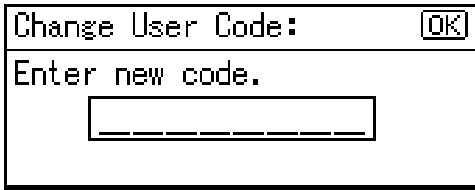
1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Program/Change User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Change] using the [▲] or [▼] key, and then press the [OK] key.
6. Enter the registered user code you want to change using the number keys, and then press the [OK] or [#] key.



Note

- When you select the user code from the User Code List, press [List]. Select the user code you want to change using the [▲] or [▼] key, and then press the [OK] key twice.

7. Enter the new user code using the number keys, and then press the [OK] or [#] key.



The "Programmed" message appears, and then the "User Code" display returns.

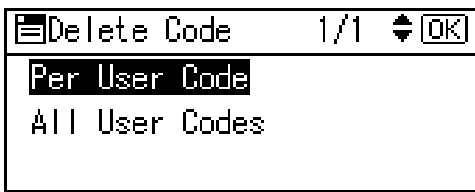
8. Press the [User Tools/Counter] key.

3

Deleting a User Code

★ Important

- This operation also deletes user codes registered to multiple functions. User control via the deleted user code is no longer possible.
1. Press the [User Tools/Counter] key.
 2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
 3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
 4. Select [Program/Change User Code] using the [▲] or [▼] key, and then press the [OK] key.
 5. Select [Delete] using the [▲] or [▼] key, and then press the [OK] key.
 6. Select [Per User Code] or [All User Codes] using the [▲] or [▼] key, and then press the [OK] key.



When selecting [All User Codes], a confirmation message appears. Press [Yes], and then proceed to step 9.

7. Enter the registered user code you want to delete using the number keys, and then press the [OK] or [#] key.



↓ Note

- When you select the user code from the User Code List, press [List]. Select the user codes you want to delete using the [▶] key, and then press the [OK] key.

A confirmation message appears.

8. Press [Yes].

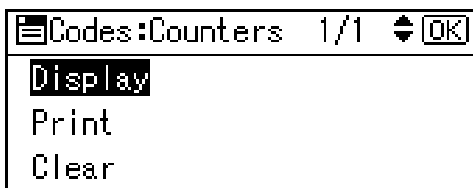
The "Deleted." message appears, and then the "User Code" display returns.

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

Displaying the Counter for Each User Code

You can check the counter for each user code.

1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Counter per User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Display] using the [▲] or [▼] key, and then press the [OK] key.



The counter for each user code will be displayed.

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

Printing the Counter for Each User Code

You can print out the counter for each user code.

1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Counter per User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Print] using the [▲] or [▼] key, and then press the [OK] key.
6. Press the [Start] key.

The counter list prints out.

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

Clearing the Counter

1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Counter per User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Clear] using the [▲] or [▼] key, and then press the [OK] key.

A confirmation message appears.

6. Press [Yes].

The "Counter has been cleared." message appears, and then the "Codes:Counters" display returns.

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

4. Troubleshooting

If Your Machine Does Not Operate As You Want

The following chart gives explanations of common problems and messages. If other messages appear, follow the instructions displayed.

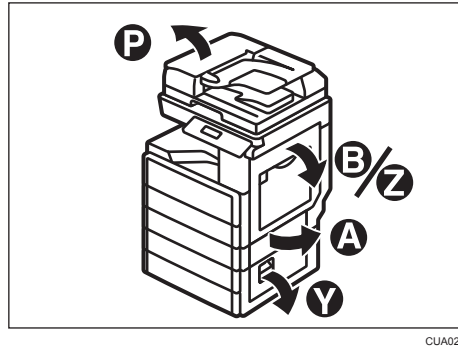
Note

- For further "Troubleshooting", refer to the other manuals for this machine. See page 3 "Manuals for This Machine".

Problem	Causes	Solutions
"Please wait." appears.	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine to get ready.
The display is off.	Energy Saver worked.	Turn on the operation switch.
	The operation switch is turned off.	
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
The user code entry display appears.	Users are restricted by user management.	Enter the user code (up to eight digits), and then press the [OK] or [#] key.
The main power indicator continues blinking and does not turn off when pressed.	This occurs in the following case: <ul style="list-style-type: none"> • The machine is communicating with external equipment. 	Check if the machine is communicating with a computer.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1–4 with the print side up, and bypass tray with the print side down.

Problem	Causes	Solutions
Misfeeds occur frequently.	The tray's side fences may not be locked.	Check the side fences are locked. page 44 "Changing the Paper Size".
	The tray's end fence may not be set properly.	Check the end fence is set properly. page 44 "Changing the Paper Size".
	Paper of undetectable size has been loaded.	When using paper of a size that cannot be detected automatically, use Tray Paper Settings to set the paper size. See page 28 "Tray Paper Settings" and page 57 "Copy Paper".
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper, and then open and close the front cover. See page 41 "Clearing Misfeeds".
Cannot print in duplex mode.	You cannot use paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1–4 in copier mode or with the printer driver.
	[Off] is selected for [Duplex] in Printer Features.	Select [On] for [Duplex] in Printer Features. See "Paper Input", Printer/Scanner Reference.
You forgot the administrator code.	–	Contact your service representative.

Clearing Misfeeds



CUA020

⚠ 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

- When removing jammed paper, make sure not to trap or injure your fingers.

⚠ 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.

★ Important

- When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

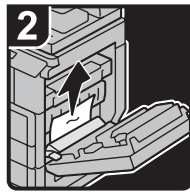
↓ Note

- More than one misfeed area may be indicated. If this is the case, check every applicable area. Refer to the following charts: A, B, P, Y, Z.
- You can find a sticker explaining how to remove misfed paper inside the right cover.
- When the machine instructs you to reset originals, reset them in the feeding position. The display will show you the number of originals to return.

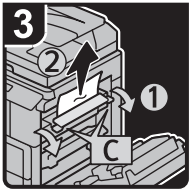
■ When A is displayed (Type 1)



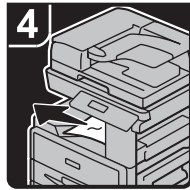
- Open the right cover of the machine.
- Lift up the cover in front of the transfer roller.



- Remove the misfed paper.

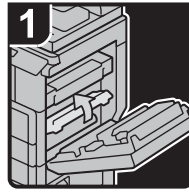


- Open cover C, and then remove the misfed paper.

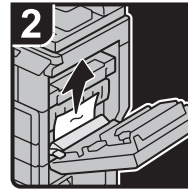


- If you cannot remove misfed paper, remove that from the internal tray.
- Close the right cover.

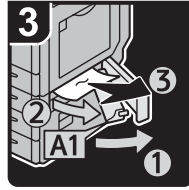
■ When A is displayed (Type 2)



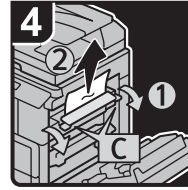
- Open the right cover of the machine.
- Lift up the cover in front of the transfer roller.



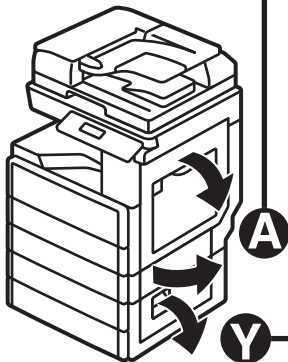
- Remove the misfed paper.



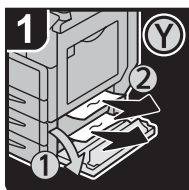
- If you cannot remove misfed paper, open the lower right cover and cover A1, and then remove the misfed paper.
- Close cover A1 and the lower right cover.



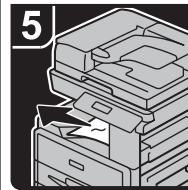
- Open cover C, and then remove the misfed paper.



■ When Y is displayed




- Open the lower right cover of the optional paper tray unit, and then remove the misfed paper.
- Close the right cover.




- If you cannot remove misfed paper, remove that from the internal tray.
- Close the right cover.


■ When P is displayed

1 


- Open the ADF cover.

2 

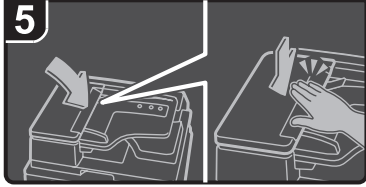
- Remove the misfed originals.

3 


- Remove the misfed originals.

4 

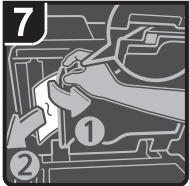
- If you cannot remove the misfed originals, open the ADF external cover, and then remove the misfed originals.

5 

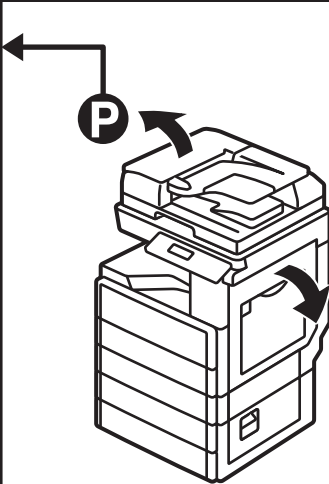
- Close the ADF cover.

6 

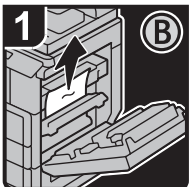
- Open the ADF.

7 

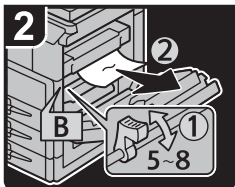
- Pull the lever in the upper left corner, and then remove the misfed originals.
- Close the ADF.

P 

■ When B is displayed

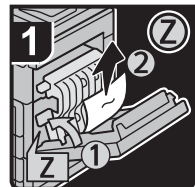
1 

- Open the right cover of the machine.
- Remove the misfed paper.

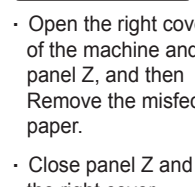
2 

- Move lever B up and down five to eight times, and then remove the misfed paper
- Close the right cover.

■ When Z is displayed

1 

- Open the right cover of the machine and panel Z, and then Remove the misfed paper.

2 

- Close panel Z and the right cover.

CUA022

Changing the Paper Size

Precautions for Changing 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.

Note

- After changing the paper size, be sure to specify the appropriate paper size in the User Tools menu. If you do not, misfeeds might occur. See page 28 "Tray Paper Settings".
- To prevent multiple sheets from being fed at once, fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see page 57 "Recommended Paper Sizes and Types".

Changing the Paper Size in the Paper Trays

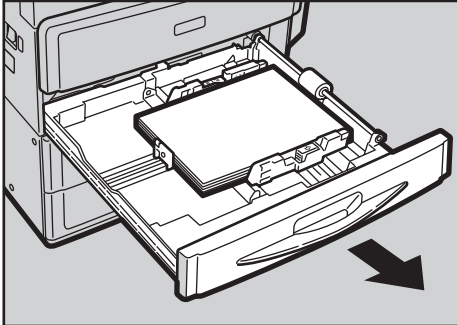
The paper size setting is changed in the same way for every paper tray.

In the following example procedure, the paper size setting for Tray 1 is changed.

Important

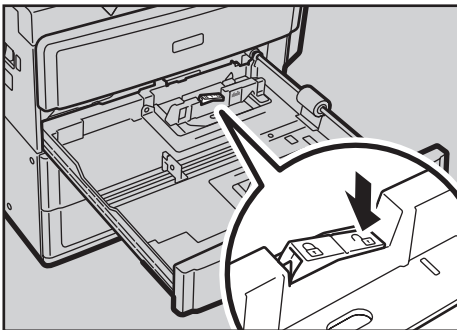
- Check the paper edges are aligned at the right side.
- Slide the side fences until they are aligned with the sides of the paper, and then re-lock the side fences. If there is space between the side fences and the paper, it may cause the image to be misaligned.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease or the paper may be misfed.

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



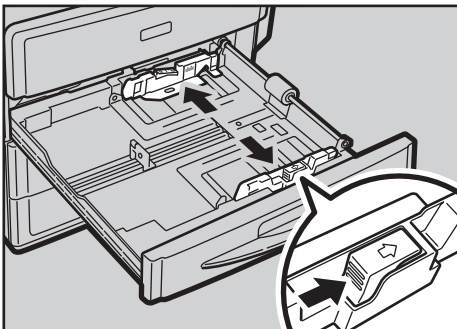
CUA008

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



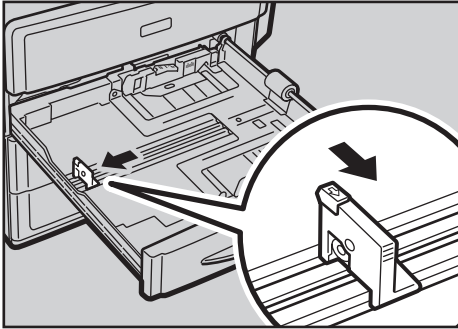
CUA009

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



CUA010

5. While pinching the release lever of the end fence, slide the end fence outward.

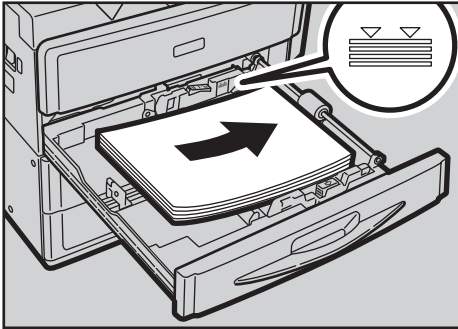


CUA011

4

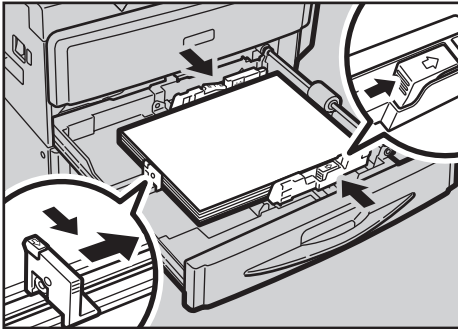
6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



CUA012

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



CUA013

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

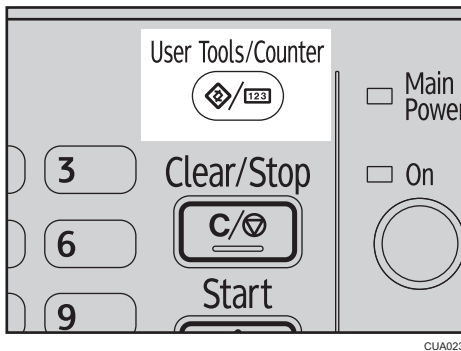
5. Other Functions

Other Functions

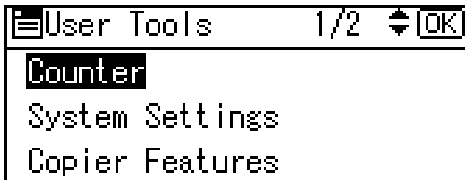
Displaying the Total Counter

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

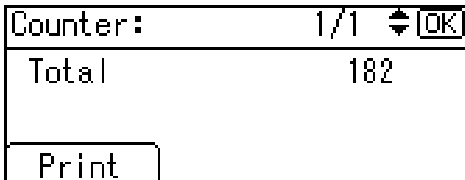
1. Press the [User Tools/Counter] key.



2. Select [Counter] using the [▲] or [▼] key, and then press the [OK] key.



3. To print the counter list, press [Print].



↓ Note

- To print the counter list, set the paper size to A4 or 8¹/₂" × 11" or larger.

4. Press the [Start] key.

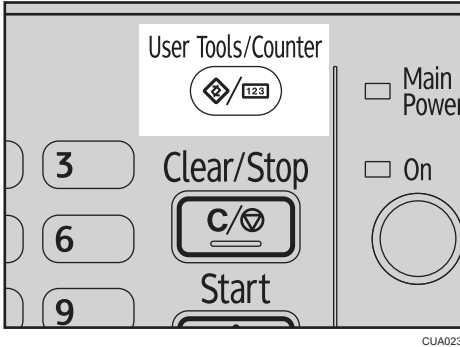
A counter list prints out.

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

Changing the Language

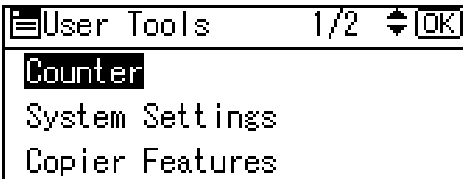
You can change the language used on the display. English is set as default.

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

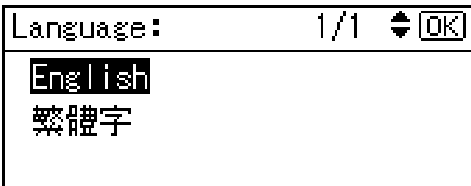


5

2. Select [Language] using the [▲] or [▼] key, and then press the [OK] key.



3. Select the language using the [▲] or [▼] key, and then press the [OK] key.



The "Programmed" message appears, and then the "User Tools" display returns.

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

6. Security

Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require increased document protection, we recommend the Extended Security function.

Primary Security Functions

Protecting Image Data Remaining in Memory

Protects image data remaining in memory. When a copy or print job is completed, or a job is canceled, the data is secure.

Authenticating Administrator

Protects essential functions for administering document security using an access code. See page 30 "Administrator Tools".

Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Avoid using a single number or consecutive numbers for an administrator code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- Remote document management using SmartDeviceMonitor for Admin is not available when the Extended Security function is on.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others.

For User

- Before scanning originals using the scanner function, make sure all other operations are complete.

7. Specifications

Main Unit

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CIS

Copy process:

Laser beam scanning and dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

- Scanning originals: 300 dpi
- Copying: 600 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time:

9.3 seconds (23°C (73.4°F), rated voltage)

Originals:

Sheet, book, three-dimensional object

Maximum original size:

A3, 11" × 17"

Copy paper size:

- Trays: A3–A5, 11" × 17"–5¹/₂" × 8¹/₂"
- Bypass: A3–A6, 11" × 17"–5¹/₂" × 8¹/₂"
- Bypass (custom size):

Vertical: 90–297 mm, 3.55"–11.69"

Horizontal: 148–600 mm, 5.83"–23.62"

Copy paper weight:

- Paper trays (Standard size): 60–105 g/m², 16–28 lb.
- Bypass tray: 52–162 g/m², 14–43 lb.

Duplex

- Paper size:
A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 8K, 16K
- Paper weight:
64–90 g/m² (20–24 lb.)

Missing image area:

- Leading edge: 3 ± 2 mm (0.12" ± 0.08")
- Trailing edge: 3 ± 2 mm (0.12" ± 0.08") (4.2 ± 2 mm (0.17" ± 0.08") for even pages when using the duplex function.)
- Left edge: 2 ± 1.5 mm (0.08" ± 0.06")
- Right edge: 2 + 2.5/-1.5 mm (0.08" + 0.1"/-0.06")

Missing image area of envelopes is 10 mm (0.40") and that of Thick Paper is 5 mm (0.20").

First copy time:

5.9 seconds

(A4, 8 1/2" × 11", 100%, feeding from Tray 1)

Copying speed:

- Type 1: 20 copies/minute (A4, 8 1/2" × 11")
- Type 2: 25 copies/minute (A4, 8 1/2" × 11")

Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
	122%	121%
Full Size	100%	100%

	Metric version	Inch version
Reduction	93%	93%
	82%	78%
	71%	65%
	50%	50%

Zoom: From 50% to 200% in 1% steps.

Continuous copying count:

1–99 copies

Copy paper capacity:

Type 1:

- Tray 1: 250 sheets (80 g/m², 20 lb.)
- Bypass tray: 100 sheets (80 g/m², 20 lb.)

Type 2:

- Tray 1, 2: 250 sheets (80 g/m², 20 lb.)
- Bypass tray: 100 sheets (80 g/m², 20 lb.)

Power consumption:

- Main unit only

	Type 1	Type 2
Stand-by	105 W	106 W
During printing	442 W	442 W
Maximum	1,550 W	1,550 W

- Complete system

	Type 1	Type 2
Maximum	1,550 W	1,550 W

The complete system consists of the main unit, ADF, paper tray unit (2-tray type), and optional DDST unit.

Dimensions (W × D × H up to exposure glass):

- Type 1: 587 × 568 × 431 mm (23.2" × 22.4" × 17.0")
- Type 2: 587 × 568 × 529 mm (23.2" × 22.4" × 20.9")

Noise Emission:

- Sound power level
 - Main unit only

	Type 1	Type 2
Stand-by	40 dB (A)	40 dB (A)
Copying	63.0 dB (A)	64.8 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	40 dB (A)	40 dB (A)
Copying	67.0 dB (A)	68.8 dB (A)

- Sound pressure level
 - Main unit only

	Type 1	Type 2
Stand-by	34 dB (A)	34 dB (A)
Copying	57.0 dB (A)	58.8 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	34 dB (A)	34 dB (A)
Copying	61.0 dB (A)	62.8 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, ADF, and paper tray unit (2-tray type).

Weight:

- Type 1: 37 kg (82 lb.) or less
- Type 2: 49 kg (109 lb.) or less

Note

- Specifications are subject to change without notice.

Options

Exposure Glass Cover

Lower this over originals.

Auto Document Feeder (ADF)

Original size:

- A3□–A5□□
- 11" × 17"□–5¹/₂" × 8¹/₂"□□

Original weight:

- One-sided originals: 40–128 g/m² (11–34 lb.)
- Two-sided originals: 52–105 g/m² (14–28 lb.) (64–105 g/m², 17–28 lb. for 11" × 17"□)

Number of originals to be set:

50 sheets (80 g/m², 20 lb.)

Maximum power consumption:

Less than 33 W (power is supplied from the main unit.)

Dimensions (W × D × H):

550 × 496 × 120 mm, 21.7" × 19.6" × 4.8"

Weight:

10 kg (22 lb.) or less

↓ Note

- Specifications are subject to change without notice.

Paper Tray Unit (1-tray type)

Paper weight:

60–105 g/m² (16–28 lb.)

Paper size:

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11" × 17"□, 8¹/₂" × 14"□, 8¹/₂" × 13"□, 8¹/₂" × 11"□□, 8¹/₄" × 13"□, 8" × 13"□, 7¹/₄" × 10¹/₂"□□, 8¹/₄" × 14"□, 5¹/₂" × 8¹/₂"□, 8K□, 16K□□, custom size

Maximum power consumption:

15 W or less (power is supplied from the main frame.)

Paper capacity:

500 sheets (80 g/m², 20 lb.)

Dimensions (W × D × H):

553 × 548.5 × 137 mm, 21.8" × 21.6" × 5.4"

Weight:

12 kg (26 lb.) or less

Note

- Specifications are subject to change without notice.

Paper Tray Unit (2-tray type)

Paper weight:

60–105 g/m² (16–28 lb.)

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/2" × 11", 8 1/4" × 13", 8" × 13", 7 1/4" × 10 1/2", 8 1/4" × 14", 5 1/2" × 8 1/2", 8K, 16K, custom size

Maximum power consumption:

35 W or less (power is supplied from the main frame.)

Paper capacity:

500 sheets (80 g/m², 20 lb.) × 2 trays

Dimensions (W × D × H):

553 × 548.5 × 271 mm, 21.8" × 21.6" × 10.7"

Weight:

25 kg (55 lb.) or less

Note

- Specifications are subject to change without notice.

Copy Paper

Recommended Paper Sizes and Types


The following limitations apply to each tray:

		Paper size	Paper weight	Paper capacity
Paper tray 1 (Type 1) Paper tray 1, 2 (Type 2)	Standard Size	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/4" × 14"☐, 8 1/4" × 13"☐, 8" × 13"☐, 8 1/2" × 11"☐☐, 7 1/4" × 10 1/2"☐☐, 5 1/2" × 8 1/2"☐, 8K☐ *3, 16K☐☐ *4	60–105 g/m ² , 16–28lb.	250 sheets *1
	Custom Size	<ul style="list-style-type: none"> Horizontal: 152.0–432.0 mm, 5.99"–17.00" Vertical: 182.0–297.0 mm, 7.17"–11.69" 		

Note

- You can specify the paper size with the User Tools. See page 28 "Tray Paper Settings".

		Paper size	Paper weight	Paper capacity
Paper tray unit (optional)	Standard Size	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/4" × 14"☐, 8 1/4" × 13"☐, 8" × 13"☐, 8 1/2" × 11"☐☐, 7 1/4" × 10 1/2"☐☐, 5 1/2" × 8 1/2"☐, 8K☐ *3, 16K☐☐ *4 Note • You can specify the paper size with the User Tools. See page 28 "Tray Paper Settings".	60–105 g/m ² , 16–28 lb	500 sheets *1
	Custom size	• Horizontal: 152.0–432.0 mm, 5.99"–17.00" • Vertical: 182.0–297.0 mm, 7.17"–11.69"		

		Paper size	Paper weight	Paper capacity
Bypass tray	Standard Sizes	A3☐, B4 JIS☐	52–162 g/m ² , 14– 43 lb.	10 sheets * ¹
		A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐☐		100 sheets * ¹
		11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"☐, 8 ¹ / ₂ " × 11"☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 8K☐ * ³ , 16K☐☐ * ⁴		
		A3☐, B4 JIS☐	60–157 g/m ² , 16– 42 lb.	10 sheets * ¹
		A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐☐		40 sheets * ¹
		11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"☐, 8 ¹ / ₂ " × 11"☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 8K☐ * ³ , 16K☐☐ * ⁴		
		<p> Note</p> <ul style="list-style-type: none"> You can specify the paper size. See Copy Reference. 		

		Paper size	Paper weight	Paper capacity
Bypass tray	Custom sizes *2 *5	OHP transparencies (A4☐, 8 1/2" × 11"☐)		10 sheets
		Translucent paper (A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐)		10 sheets
		Adhesive labels (B4 JIS☐, A4☐)		1 sheet
		Envelope (C5 Env☐, C6 Env☐, DL Env☐, 4 1/8" × 9 1/2"☐, 3 7/8" × 7 1/2"☐)		*6
		<ul style="list-style-type: none"> Horizontal: 148.0–600.0 mm, 5.83"–23.62" Vertical: 90.0–297.0 mm, 3.55"–11.69" 	52–157 g/m ² , 14–42 lb.	<ul style="list-style-type: none"> 52–105 g/m², 14–28 lb.: 100 sheets 106–157 g/m², 28–42 lb.: 40 sheets

*1 Paper weight: 80 g/m², 20 lb.

*2 When you set custom size paper in the bypass tray, you can specify the size. See Copy Reference.

*3 8K(Ba-Kai) = 267 × 390 mm, 10.6" × 15.4"

*4 16K(Shi-Lui-Kai) = 195 × 267 mm, 7.7" × 10.6"

*5 Set one sheet at a time for your needs. See Copy Reference.

*6 Do not press on the stack of envelopes while determining if the stack exceeds the maximum height.

★ Important

- If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

↓ Note

- When using the bypass tray, we recommend you set the copy paper direction to ☐.
- If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called

Auto Tray switching. This saves interrupting a copy run to replenish paper even when making a large number of copies. You can cancel this setting.

Reference

- To add paper, see Copy Reference.
- To change the paper size, see page 44 "Changing the Paper Size".

Unusable Paper

CAUTION

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

Important

- Do not use any of the following kinds of paper or a fault might occur:
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

- Do not use any of the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with a dusty surface
- If you make copies on rough grain paper, the copy image might come out blurred.
- Do not use paper already copied or printed on.

Paper Storage

 **Note**

- 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.
- Keep open reams of papers in the package, and store as you would unopened paper.
- Under conditions of high temperature and high humidity, or low temperature and low humidity conditions, store papers in a plastic bag.

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

 means POWER ON.

 means POWER OFF.

 means STAND BY.

