

**SP 200**s

# Operating Instructions User Guide

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# How to Read This Manual

#### 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.

### **Legal Prohibition**

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

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

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

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

#### Disclaimer

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 or non-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.

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.

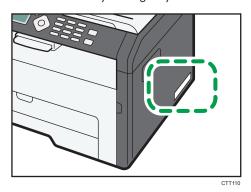
Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

# **Model-Specific Information**

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27
- 220-240V

Region B (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120V



Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a
Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch
units.

# Important Safety Instructions Region



### User Information on Electrical & Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

#### All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

#### For Users in India

This product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury,

hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in Schedule 2 of the Rule.

#### **Environmental Advice for Users**

#### Users in the EU, Switzerland and Norway

#### Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

#### Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64g/m<sup>2</sup> paper, which contains less raw materials and represents a significant resource reduction.

#### Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

#### Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

#### Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode.

If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

### Note for the Battery and/or Accumulator Symbol (For EU countries only)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

# Important Safety Instructions Region

## Notes on Lamp(s) Inside This Machine

LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

### Notes to Users in the State of California

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

# **ENERGY STAR Program**

ENERGY STAR® Program Requirements for Imaging Equipment



The ENERGY STAR<sup>®</sup> 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.

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when any key is pressed.

#### **Energy Saver mode 1**

This machine automatically enters Energy Saver mode 1 about 30 seconds after the last operation is completed.

#### **Energy Saver mode 2**

This machine automatically enters Energy Saver mode 2 1 minute after the last operation is completed.

#### **Specifications**

Energy Saver mode 1	Power Consumption*1	40 W or less
	Default Interval	30 seconds
	Recovery Time*1	10 seconds or less

Energy Saver mode 2	Power Consumption*1	3.9 W or less
	Default Interval	1 minute
	Recovery Time*1	17 seconds or less

<sup>\* 1</sup> Recovery time and power consumption may differ depending on the conditions and environment of the machine.

### **Recycled Paper**

We recommend you to use environmentally friendly recycled paper.

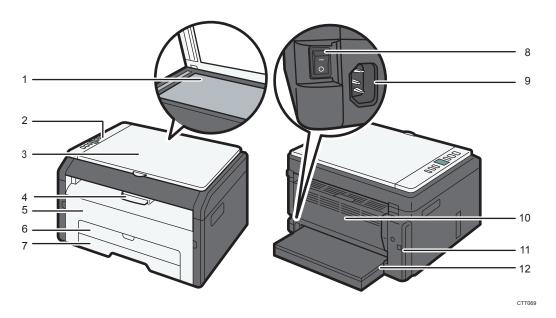
Please contact your sales representative for recommended paper.

# 1. Guide to the Machine

# **Guide to Components**

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

#### **Exterior**



#### 1. Exposure Glass

Place originals here sheet by sheet.

#### 2. Control Panel

Contains a screen and keys for machine control.

#### 3. Exposure Glass Cover

Open this cover to place originals on the exposure glass.

#### 4. Stop Fences

Raise this fence to prevent paper from falling off.

#### 5. Front Cover

Open this cover to replace consumables or clear a paper jam.

#### 6. Bypass Tray

This tray can hold one sheet of plain paper.

#### 7. Tray 1

This tray can hold up to 150 sheets of plain paper.

#### 8. Power Switch

Use this switch to turn the power on or off.

#### 9. Power Connector

Connect the power cord to the machine here. Insert the other end of the cable into a nearby wall outlet.

#### 10. Rear Cover

Open this cover to deliver sheets face up or remove jammed paper.

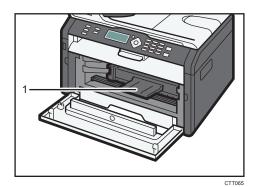
#### 11. USB Port

Use this port to connect the machine to a computer using a USB cable.

#### 12. Tray Cover

Attach this cover when you extend the tray.

#### Interior



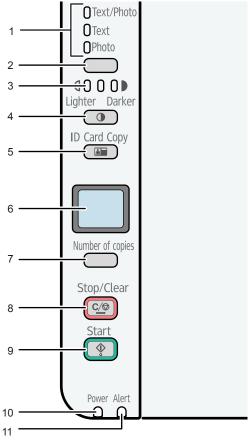
#### 1. Print Cartridge

A replacement consumable that is required to make prints on paper. It needs to be replaced after approximately every 1,500 or 2,600 pages printed. For details about replacing the cartridge, see page 57 "Replacing the Print Cartridge".

#### Control Panel

# **Important**

 The actual control panel may look different from the illustration below, depending on the country of use.



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### 1. Original Type Indicator

Displays the original type in three levels.

The original type is indicated by which segment is lit on this indicator.

Upper: Text/Photo

Middle: Text Lower: Photo

#### 2. Original Type key

Use this key to select the type of original.

### 3. Density Indicator

Displays the copy density in three levels.

The print density is indicated by which segment is lit on this indicator.

- Left: Lighter than normal
- Middle: Normal density
- Right: Darker than normal

#### 4. [Density] Key

Use this key to adjust the copy density.

#### 5. [ID Card Copy] Key

Use this key to perform an ID copy.

#### 6. Screen

Shows the number of copies and the error code.

#### 7. [Number of copies] Key

Use this key to change the number of copies.

#### 8. [Stop/Clear] Key

When the machine is online, press this key to cancel an ongoing print job.

#### 9. [Start] Key

Use this key to start copying.

#### 10. Power Indicator

This indicator lights up blue when the machine is turned on. It flashes when a print job is received and while printing or scanning is in progress.

#### 11. Alert Indicator

This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings specified by the driver, or when other errors occur. It flashes slowly when the machine is almost out of toner.

# What is Smart Organizing Monitor?

Install this utility on your computer from the included CD-ROM before using it.

Smart Organizing Monitor provides the following functions:

- Displays the status of the machine
   Displays paper jam messages and other error messages.
- Paper size and type settings
   Displays the settings for paper sizes or types available on this machine.
- Print test and configuration pages
   Prints List/Report to check the list of settings for this machine and other information.
- Modify the system settings
   Use to change custom paper size settings and other settings on this machine.
- Modify the printer settings
   Use to change print settings such as [Error Skip:] and [I/O Time Out:] on this machine.
- Modify the copy settings
   Use to change the machine's copy settings, such as [Reduce / Enlarge:] and bypass tray settings.

For details about basic instructions on how to use Smart Organizing Monitor, see page 53 "Configuring the Machine Using Utilities".

# 2. Loading Paper

# **Supported Paper**

#### **Paper Size**

- A4
- $8^{1}/_{2}$ " × 11" (Letter)
- $8^{1}/_{2}$ " × 14" (Legal)
- B5
- $5^{1}/_{2}$ " ×  $8^{1}/_{2}$ " (Half Letter)
- $7^{1}/_{4}$ " ×  $10^{1}/_{2}$ " (Executive)
- A5
- A6
- B6
- 16K (197 × 273 mm)
- 16K (195 × 270 mm)
- 16K (184 × 260 mm)
- Custom Paper Size

The following paper sizes are supported as custom paper sizes:

Width

Tray 1: Approximately 100-216 mm (3.9-8.5 inches)
Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)

Length

Approximately 148-356 mm (5.8-14 inches)

#### **Paper Type**

- Plain Paper (65-99 g/m<sup>2</sup> (17-26 lb.))
- Recycled Paper (75-90 g/m<sup>2</sup> (20-24 lb.))
- Thin Paper (52-64 g/m<sup>2</sup> (14-17 lb.))
- Thick Paper (100-130 g/m<sup>2</sup> (26.6-34 lb.))

#### **Paper Capacity**

Tray 1
 150 sheets
 (70 g/m<sup>2</sup>, 19 lb.)

Bypass Tray
 1 sheets
 (70 g/m², 19 lb.)

# Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- GelJet special paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.
   Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g.monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- · Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

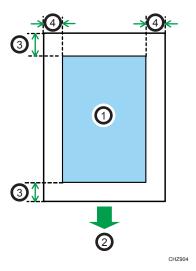


- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

# **Print Area**

The diagram below shows the area of the paper that the machine can print on.

#### From the printer driver



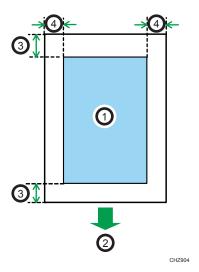
- 1. Print area
- 2. Feed direction
- 3. Approx. 4.2 mm (0.2 inches)
- 4. Approx. 4.2 mm (0.2 inches)



- The print area may vary depending on the paper size and printer driver settings.
- To adjust the print position, specify [Tray1: Registration] or [Bypass Tray: Registration] on the [System] tab in Smart Organizing Monitor.

2

## Copier function



- 1. Print area
- 2. Feed direction
- 3. Approx. 4 mm (0.2 inches)
- 4. Approx. 3 mm (0.1 inches)



• The print area may vary depending on the paper size.

# **Loading Paper**

Load a stack of paper for printing in the input tray.



- When loading paper, be sure to configure the paper size and paper type for the bypass tray and
  Tray 1. When printing a document, specify the paper size and paper type and select the paper
  tray in the printer driver so that the settings configured when paper is loaded can be used for
  printing.
- If you print test pages or copy when the bypass tray is loaded, the paper in the bypass tray is fed
  first.
- Do not load paper in the bypass tray when the machine is warming up.
- Do not load paper in the bypass tray when Energy Saver mode is enabled.

## Loading Paper into Tray 1

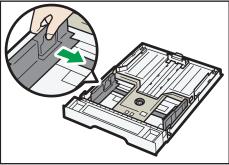
1. Pull Tray 1 out slowly, and then remove it using both hands.



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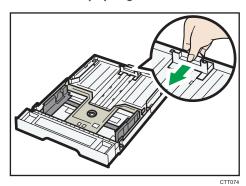
Place the tray on a flat surface.

2. Pinch the clips on the side paper guides and slide them to match the standard size.

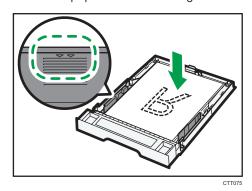


CTT073

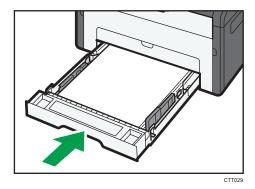
3. Pinch the end paper guide and slide it inward to match the standard size.



- 4. Fan the paper before loading it in the tray.
- Load the new paper stack print side down.
   Make sure paper is not stacked higher than the upper limit marked inside the tray.

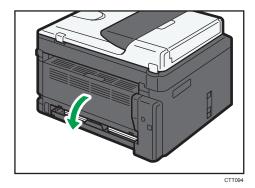


6. Carefully push Tray 1 straight into the machine.



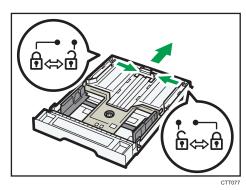
To avoid paper jams, make sure the tray is securely inserted.

To deliver the sheets face up, open the rear cover.



### Extending Tray 1 to load paper

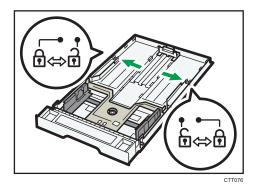
- 1. Pull Tray 1 out slowly, and then remove it using both hands.
- 2. Release the extender locks on both sides of the tray, and then pull out the extender.



Make sure the extender's inner surface and the scale are aligned.

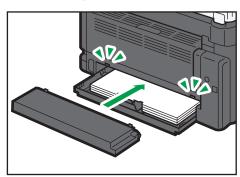
You can adjust the length of the extender in three steps. When using A4 or Letter size paper, adjust the length to the position indicated by the mark "2" in the tray.

3. Pull out the extender and lock it.



4. Follow Steps 2 to 6 in "Loading Paper into Tray 1".

5. Attach the tray cover.

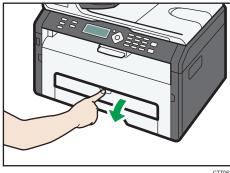


UNote

• Region A Legal paper or custom-size paper longer than A4 must be loaded without attaching the tray cover.

# Loading Paper into Bypass Tray

1. Open the bypass tray.



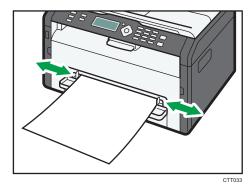
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2. Slide the side guides outward, load paper with the print side up, and then push in until it stops against the machine.

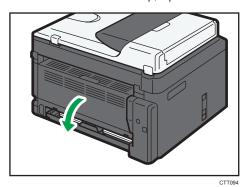


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#### 3. Adjust the side guides to the paper width.



To deliver the sheets face up, open the rear cover.



# Specifying Paper Type and Paper Size Using Smart Organizing Monitor

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

### Specifying the paper type and paper size

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Smart Organizing Monitor for SP xxx Series].
- 3. Click [Smart Organizing Monitor for SP xxx Series Status].
- 4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
- 5. Click [OK].
- 6. On the [Status] tab, click [Change...].

To specify the type and size of paper in the bypass tray, click [Printer Configuration] on the [User Tool] tab, and then click the [Copy] tab.

- 7. Select the paper type and paper size, and then click [OK].
- 8. Click [Close].

#### Changing the custom paper size

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Smart Organizing Monitor for SP xxx Series].
- 3. Click [Smart Organizing Monitor for SP xxx Series Status].
- 4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
- 5. Click [OK].
- 6. On the [User Tool] tab, click [Printer Configuration].
- 7. On the [System] tab, select [mm] or [inch] in the [Measurement Unit:] list.

To specify the size of paper in the bypass tray, click the [Copy] tab, and then select [mm] or [inch] in the [Measurement Unit:] list.

8. In the [Horizontal: (100 to 216 mm)] box, enter the width.

To specify the size of paper in the bypass tray, enter its width in the [Horizontal: (90 to 216 mm)] box.

- 9. In the [Vertical: (148 to 356 mm)] box, enter the length.
- 10. Click [OK].
- 11. Click [Close].

# **Placing Originals**

This section describes the types of originals you use set and how to place them.

## **About Originals**

#### Recommended size of originals

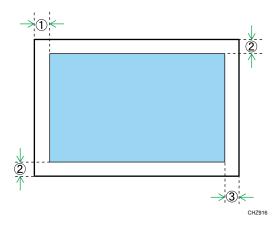
#### Exposure glass

• Up to 216 mm (8.5 ") in width, up to 297 mm (11.7 ") in length

### Unscannable image area

Even if you correctly place originals, margins of a few millimeters on all four sides of the original may not be scanned.

#### Margins when using exposure glass



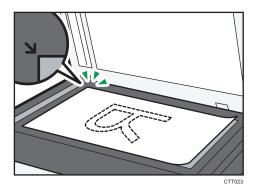
#### Copier

- 1. Approx. 4.1 mm (0.2 inches)
- 2. Approx. 3 mm (0.1 inches)
- 3. Approx. 4 mm (0.2 inches)

### Placing Originals on the Exposure Glass

### Mportant (

- Do not place originals until all correction fluid or toner becomes completely dry. Doing so may create marks on the exposure glass that will appear on copies.
- 1. Lift the exposure glass cover.
- 2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



3. Lower the exposure glass cover.

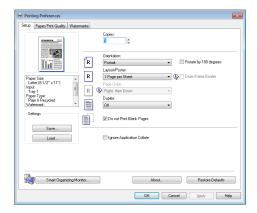
Hold down the cover with your hands when using thick, folded, or bound originals and when the cover cannot be lowered completely.

# 3. Printing Documents

# **Basic Operation**

Use the printer driver to print a document from your computer.

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.



2. Change any print settings if necessary.

The following print settings can be specified using the printer driver:

- · Printing multiple pages on a sheet
- · Splitting a single page across multiple sheets
- Printing on both sides of sheets
- Not having blank pages printed
- · Having prints sorted
- · Saving printer driver settings as a file
- · Recalling and deleting saved printer properties settings
- Printing on a custom size paper
- Printing a large paper size document on smaller size paper
- Reducing and enlarging a document size
- Changing the print resolution
- · Saving on toner when printing
- Changing the dithering pattern
- Having text stamped on prints

For details about each setting items, click [Help].

- 3. When setting changes are completed, click [OK].
- 4. Print the document using the print function in the document's native application.



If a paper jam occurs, printing stops halfway. Open the front cover, remove the print cartridge, and
then remove the jammed paper. If the paper cannot be removed in this way, remove it by opening
the fusing cover. Printing will resume automatically once the cover is closed.

### **Printing on Both Sides of Sheets**



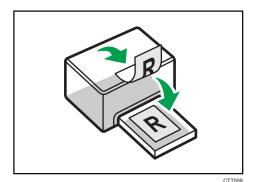
- This function cannot be available with the bypass tray.
- After creating a document, open the [Printing Preferences] dialog box in the document's native application.
- On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output.
- 3. After making any additional settings, click [OK].
- 4. Start printing.

The machine prints only the one sides of pages first, and then displays on Smart Organizing Monitor screen a message to reload the outputs turned over.

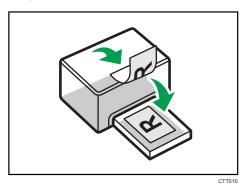
5. Take out all of the prints from the output tray and place them in Tray 1.

To print on the reverse side of the prints, turn them over so that the blank side faces down and place them in Tray 1.

#### Portrait



#### Landscape



6. Press the [Start] key.



• If the rear cover is open, the paper is delivered face up from the rear. Rearrange the printed sheets in the correct order.

## **Canceling a Print Job**

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

## Canceling a print job before printing has started

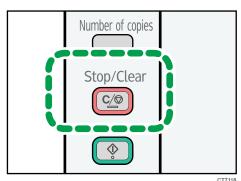
- 1. Double-click the printer icon on the task tray of your computer.
- Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].



- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

# Canceling a print job while printing

1. Press the [Stop/Clear] key.



# If a Paper Mismatch Occurs

If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error:

#### Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

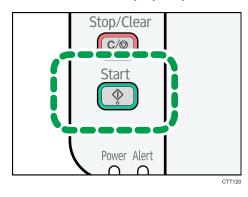
#### Reset the print job

Cancel printing.

## **Continuing Printing Using Mismatched Paper**

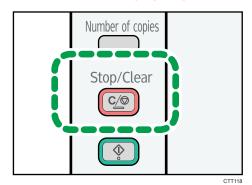
If the paper is too small for the print job, the printed image will be cropped.

1. If the error code is displayed, press the [Start] key.



# **Resetting the Print Job**

1. If the error code is displayed, press the [Stop/Clear] key.

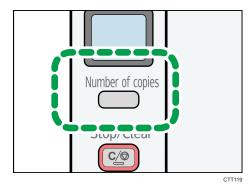


# 4. Copying Originals

# **Basic Operation**

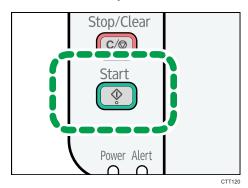
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- If you print test pages or copy when the bypass tray is loaded, the paper in the bypass tray is fed
  first.
- 1. Place the original on the exposure glass.
- 2. To print multiple copies, press the [Number of copies] key until the number of copies you want to print is displayed.



Holding down the [Number of copies] key increases the number in increments of 10.

3. Press the [Start] key.



**U**Note

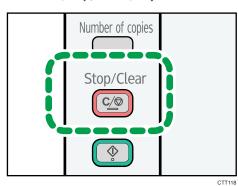
• If a paper jam occurs, printing stops halfway. Open the front cover, remove the print cartridge, and then remove the jammed paper. If the paper cannot be removed in this way, remove it by opening the fusing cover. Printing will resume automatically once the cover is closed.

# Canceling a Copy

If copying is canceled while the machine is scanning the original, copying is canceled immediately and there is no printout.

If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

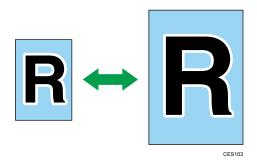
## 1. Press the [Stop/Clear] key.



# Making Enlarged or Reduced Copies

There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

#### **Preset ratio**



Region A (mainly Europe and Asia)

50%, 71% A4  $\rightarrow$  A5, 82% B5 JIS  $\rightarrow$  A5, 93%, 122% A5  $\rightarrow$  B5 JIS, 141% A5  $\rightarrow$  A4, 200%

Region B (mainly North America)

50%, 65% LT  $\rightarrow$  HLT, 78% LG  $\rightarrow$  LT, 93%, 129% HLT  $\rightarrow$  LT, 155% HLT  $\rightarrow$  LG, 200%

#### **Custom ratio**



25% to 400% in 1% increments.

# Specifying Reduce/Enlarge

Use this procedure to specify the reduction or enlargement ratio for the current job from Smart Organizing Monitor.

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Smart Organizing Monitor for SP xxx Series].
- 3. Click [Smart Organizing Monitor for SP xxx Series Status].

- 4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
- 5. Click [OK].
- 6. On the [User Tool] tab, click [Printer Configuration].
- 7. On the [Copy] tab, select the ratio in the [Reduce / Enlarge:] list.
  - If [Zoom: (25 to 400%)] has been selected, enter the ratio.
- 8. Click [OK].
- 9. Click [Close].

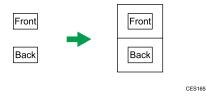
# Copying Both Sides of an ID Card onto One Side of Paper

This section describes how to copy the front and back sides of an ID card or other small documents onto either side of a sheet of paper.

When copying onto A4 paper, you can copy documents that are smaller than A5. Likewise, when copying onto Letter size paper, you can copy documents that are smaller than Half Letter size.

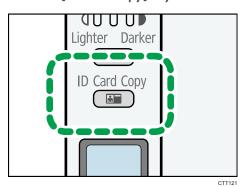


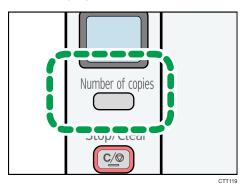
To use this function, the paper size used for printing copies must be set to A6, A5, A4, Half Letter or



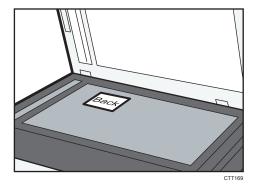
# Copying an ID Card

1. Press the [ID Card Copy] key.



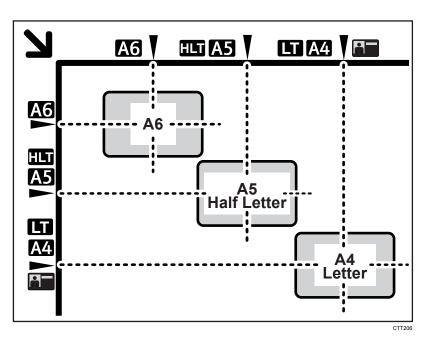


3. Place the original front side down with the top to the rear of the machine on the exposure glass.

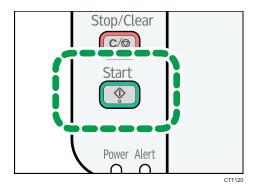


The location to place the original depends on the paper size.

Position the card so that it is centered at the intersection. (The same position applies to both the front and back of the ID card.)



4. Press the [Start] key.



5. Within 30 seconds, place the original back side down with the top to the rear of the machine on the exposure glass, and then press the [Start] key.

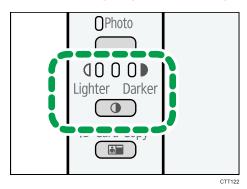
# **Specifying the Scan Settings**

This section describes how to specify image density and scan quality for the current job.

## **Adjusting Image Density**

There are three image density levels. The higher the density level, the darker the printout.

1. Press the [Density] key until the density level you want is displayed.



The print density is indicated by which segment is lit on this indicator.

• Left: Lighter than normal

• Middle: Normal density

• Right: Darker than normal

# Selecting the Document Type According to Original

There are three document types:

#### **Text**

Select this when the original contains only text and no photographs or images.

#### **Photo**

Select this when the original contains only photographs or images. Use this mode for the following types of original:

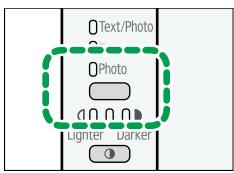
- Photographs
- Pages that are entirely or mainly composed of photographs or images, such as magazine pages.

#### Text/Photo

Select this when the original contains both text and photographs or images.

# **Specifying the Original Type**

1. Continue to press the Original Type key until the indicator next to the appropriate original type lights up.



# 5. Scanning Originals

# Scanning from a Computer

Scanning from a computer (TWAIN scanning and WIA scanning) allows you to operate the machine from your computer and scan originals into your computer directly.



1. Your Computer (TWAIN driver already installed)

Instruct the machine to start scanning the original that is set on the machine.

2. This Machine

The original that is set on the machine is scanned, and its data is sent to a client computer.

#### Using TWAIN scanner

This section describes the preparations and procedure for using the TWAIN scanner.



- To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.
- To use the TWAIN scanner, a TWAIN-compliant application must be installed.

To use the machine as a TWAIN scanner, first do the following:

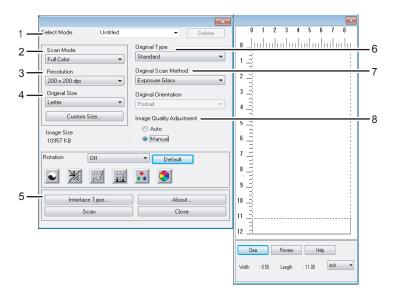
- Install the TWAIN driver.
- Install a TWAIN-compliant application.

#### TWAIN Scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application.

- 1. Place the original.
- 2. Open the properties dialog box for this machine using a TWAIN-compatible application.
- 3. Configure the scan settings as required, and then click [Scan].

### Settings you can configure in the TWAIN dialog box



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#### 1. Select Mode

Up to ten scan settings can be saved. The default value is applied when [Default] is selected.

#### 2. Scan Mode:

Select from [Full Color], [Grayscale], [Photo], [Text], or [Text/Photo].

#### 3. Resolution:

Select a resolution from the list.

If [Text], [Text/Photo], or [Photo] is selected in [Scan Mode:], the scan resolution cannot be set 1200 dpi × 1200 dpi or higher.

#### 4. Original Size:

Select the scanning size. If you select [Custom Size...], enter the scanning size directly in the edit box.

#### 5. Interface Type...

You can select the type of interface.

#### 6. Original Type

According to your original, select a setting from the list of options detailed below.

- [Standard] (Auto change to Full color, 200dpi × 200dpi)
- [Photo] (Auto change to Full color, 600dpi × 600dpi)
- [Filing] (Auto change to Text, 200dpi × 200dpi)
- [OCR] (Auto change to Text, 400dpi × 400dpi)

#### 7. Original Scan Method

Specify the method to scan originals.

#### 8. Image Quality Adjustment

You can adjust the image quality. The scan settings that can be adjusted are as follow: Rotation, Brightness/Contrast, Sharpness, Curves, Levels, Color Balance, and Hue/Saturation. When [Auto] is selected, the default values will be applied to all settings. When [Manual] is selected, all settings can be adjusted as required.



• For details, see the TWAIN driver help.

## **Basic Operation for WIA Scanning**

- 1. Place the original.
- 2. On the [Start] menu, click [Devices and Printers].
- 3. Right-click the icon of the printer model you want to use, and then click [Start scan].
- 4. Configure the scan settings as required, and then click [Scan].
- 5. Click [Import].

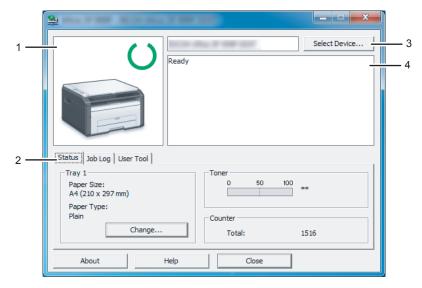
# 6. Configuring the Machine Using Utilities

# **Using Smart Organizing Monitor**



• To use Smart Organizing Monitor, install the printer driver.

## **Checking the Status Information**



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#### 1. Image area

Displays the status of this machine with an icon.

#### 2. Status area

Paper Size

Displays the paper size configured on the machine.

Paper Type

Displays the paper type configured on the machine.

• Tone

"\* \*" is always displayed because the machine does not monitor the toner level.

Counter

Displays the name of the selected model.

4. Message area

Displays the status of this machine with a message.

For details about error messages, see page 78 "Error and Status Messages Appear on the Smart Organizing Monitor".

Displays the number of pages that have been printed by the machine.

## Configuring the Machine Settings

Smart Organizing Monitor is used to modify the machine's settings.

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Smart Organizing Monitor for SP xxx Series].
- 3. Click [Smart Organizing Monitor for SP xxx Series Status].
- 4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
- 5. Click [OK].
- 6. On the [User Tool] tab, click [Printer Configuration].
- 7. Change the settings if necessary.
- 8. Click [OK].
- 9. Click [Close].

#### Tab Settings

This section provides a tab-by-tab overview of the machine settings that can be modified using Smart Organizing Monitor. For more information on each setting item, see the Smart Organizing Monitor Help.

#### System tab

- Register custom paper sizes.
- Adjust the printing position or density to improve the printing quality when printed results are not satisfactory.
- Enable or disable Energy Saver Mode, and specify the amount of time that will elapse before switching to it.
- Update the machine firmware.

#### Printer tab

- Configure how the machine behaves when its paper size and/or type settings do not match those of the printer driver.
- Specify the period of time the machine waits if it fails to receive a print job.

#### Copy tab

- Configure toner-saving settings.
- Configure scaling settings.
- You can specify the bypass tray paper size and/or type.

## Printing the Configuration Page

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- When printing the test page, set the paper size to A4 or Letter. When printing other reports, set the paper size to A4, Letter, or Legal.
- 1. On the [Start] menu, click [All Programs].
- 2. Click [Smart Organizing Monitor for SP xxx Series].
- 3. Click [Smart Organizing Monitor for SP xxx Series Status].
- 4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
- 5. Click [OK].
- 6. On the [User Tool] tab, select [Test Page] or [Configuration Page] in the [List / Test:] list.
- 7. Click [Print].

## **Updating the Firmware**



- In no event shall the company be held liable to customers for damages of any kind resulting from use or loss of use of this software.
- The company shall also not be held liable for any disputes between the customer and third parties
  resulting from any use or loss of use of this software.
- To make sure that a firmware update has successfully completed, print the configuration page before and after the update.
- Make sure to never disconnect the USB cable during a firmware update.
- Disconnect any unnecessary cables from the machine when running a firmware update.

- If necessary, modify power management settings on your computer in advance so that the computer will not enter standby or sleep mode during a firmware update.
- Download the firmware from the manufacturer's Web site.

To update the firmware, use the Smart Organizing Monitor from Windows.

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Smart Organizing Monitor for SP xxx Series].
- 3. Click [Smart Organizing Monitor for SP xxx Series Status].
- 4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
- 5. Click [OK].
- 6. On the [User Tool] tab, click [Printer Configuration].
- 7. On the [System] tab, click [Printer Firmware Update...].
- 8. Click [OK].
- 9. Specify the location of the DWN file, and then click [Open].
- 10. After a message is displayed on the Smart Organizing Monitor to indicate that the firmware update has completed, turn the machine's power Off and then On again.

# 7. Maintaining the Machine

# Replacing the Print Cartridge

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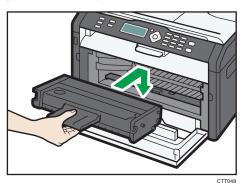
- This machine does not monitor the remaining toner level, and no message will be displayed to
  prompt the user to replace the print cartridge if the machine runs out of toner. Replace the print
  cartridge if the printed image suddenly becomes pale or blurred.
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity.
   Toner quality degrades over time.
- For good print 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.
- 1. Open the front cover, and then carefully lower it.
- 2. Carefully pull out the print cartridge horizontally, holding its center.



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- 3. Take the new print cartridge out of the box, and then take it out of the plastic bag.
- 4. Hold the print cartridge and shake it from side to side five or six times.

Shake the print cartridge horizontally in the direction. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.



6. Carefully push up the front cover until it closes.

#### /

# **Cautions When Cleaning**

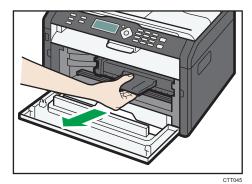
Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

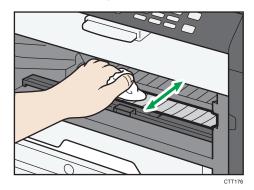
- To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.
- If there is dust or grime inside the machine, wipe with a clean, dry cloth.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.

# Cleaning the Inside of the Machine

- 1. Open the front cover, and then carefully lower it.
- 2. Carefully pull out the print cartridge horizontally, holding its center.

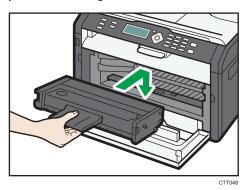


3. Use a cloth to wipe the inside of the machine toward and away from yourself.



Wipe carefully so as not to touch any protrusions inside the machine.

4. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.

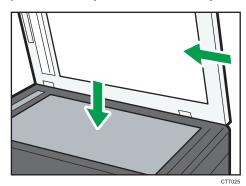


5. Carefully push up the front cover until it closes.

#### /

# **Cleaning the Exposure Glass**

- 1. Lift the exposure glass cover.
  - Be careful not to hold the input tray when lifting the exposure glass cover, for the tray might be damaged.
- 2. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.

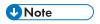


# 8. Troubleshooting

# **Common Problems**

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	<ul> <li>Make sure that the power plug is firmly inserted into the wall outlet.</li> <li>Make sure that the wall outlet is not defective by connecting another working device.</li> </ul>
Pages are not printed.	The USB cable is not connected correctly.	Reconnect the USB cable.
Strange noise is heard.	The consumable is not properly installed.	Check that the consumable is properly installed.



• If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

# **Paper Feed Problems**

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	<ul> <li>Use supported types of paper. See page 19 "Supported Paper".</li> <li>Load paper correctly, making sure that the paper guides are properly adjusted. See page 24 "Loading Paper".</li> <li>If the paper is curled, straighten the paper.</li> <li>Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it in the tray.</li> </ul>
Paper jams occur frequently.	<ul> <li>If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.</li> <li>Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner.</li> <li>Use supported types of paper. See page 19 "Supported Paper".</li> <li>Load paper only as high as the upper limit markings on the paper guide.</li> </ul>
Multiple sheets of paper are fed at one time.	<ul> <li>Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk.</li> <li>Make sure that the paper guides are in the right position.</li> <li>Use supported types of paper. See page 19 "Supported Paper".</li> <li>Load paper only as high as the upper limit markings on the paper guide.</li> <li>Check that paper was not added while there was still some left in the tray.</li> <li>Only add paper when there is none left in the tray.</li> </ul>

Problem	Solution
Paper gets wrinkles.	<ul> <li>Paper is damp. Use paper that has been stored properly.</li> <li>Paper is too thin. See page 19 "Supported Paper".</li> <li>If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.</li> </ul>
The printed paper is curled.	<ul><li>Load the paper upside down in the input tray.</li><li>Paper is damp. Use paper that has been stored properly.</li></ul>
Images are printed diagonally to the pages.	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

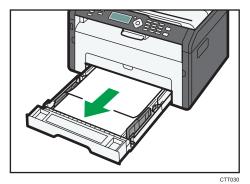
## **Removing Printing Jams**



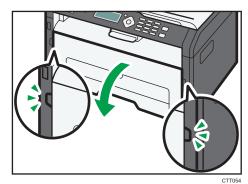
- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.
- Depending on how the paper is jammed, it may eject automatically by opening and closing the front cover and turning the power off and then back on twice in a row.

## Removing Jammed Paper from Tray 1

 Pull Tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.



- 2. Carefully slide Tray 1 back in until it stops.
- 3. Open the front cover, and then carefully lower it.

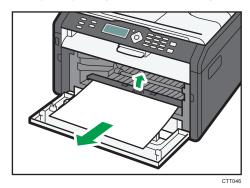


4. Carefully pull out the print cartridge horizontally, holding its center.



- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

5. Lifting the guide plate, remove the jammed paper carefully.



6. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



7. Carefully push up the front cover until it closes.

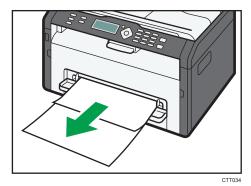


If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

## Removing Jammed Paper from the Bypass Tray

## **Important**

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.
- 1. If paper is jammed in the bypass tray input area, remove the jammed paper carefully.

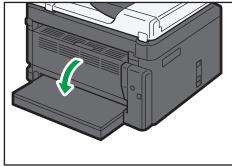


- 2. Close the bypass tray.
- 3. Follow Steps 3 to 7 in "Removing Jammed Paper from Tray 1".
  If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

#### Opening the Rear Cover to Remove Jammed Paper

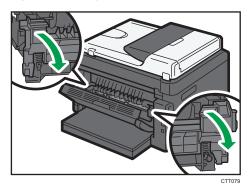
# 

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.
- 1. Open the rear cover.

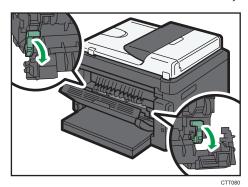


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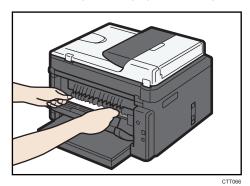
## 2. Open the fusing cover.



3. Push the levers on the sides down with your thumbs.

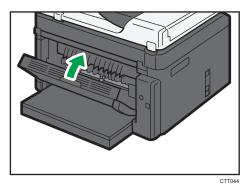


4. Remove the jammed paper carefully.



- 5. Push the levers on the sides up with your thumbs.
- 6. Close the fusing cover.

# 7. Close the rear cover.



Ω

# **Print Quality Problems**

# Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution	
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.	
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See page 19 "Supported Paper".	
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 19 "Supported Paper".	
A non-genuine print cartridges is being used.	Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See page 81 "Consumables".	
An old print cartridges is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.	
The machine is dirty.	See page 57 "Maintaining the Machine", and clean the machine as required.	

# **Printer Problems**

Problem	Solution	
	If an error occurs when printing, change the computer or printer driver settings.  • Check the printer icon name does not exceed 32	
	alphanumeric characters. If it does, shorten it.	
An error occurs.	Check whether other applications are operating.	
	Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too.	
	Check that the latest printer driver is being used.	
A print job is canceled.	Set I/O Timeout to a larger value than the current settings.	
There is considerable delay between the print start command and actual printing.	<ul> <li>Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while.</li> </ul>	
	<ul> <li>To speed up printing, reduce the printing resolution using the printer driver.</li> </ul>	
The whole printout is blurred.	Paper is damp. Use paper that has been stored properly.  See page 19 "Supported Paper".	
	If you enable [Toner Save:], printing is generally less dense.	
	<ul> <li>Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.</li> </ul>	
Cannot print properly when using a certain application, or cannot print image data properly.	Change the print quality settings.	
Some characters are printed faintly or not printed.		
The print position is misaligned.	Adjust the print position by specifying [Tray1: Registration] or [Bypass Tray: Registration] on the [System] tab in Smart Organizing Monitor.	

# **Print Positions Do Not Match Display Positions**

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Possible Cause	Solution	
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.	
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the printer driver matches that of the loaded paper.	

Problem	Solution	
Photocopied paper is blank.	The original was placed with the front and back reversed.  See page 30 "Placing Originals".	
Copied pages are too dark or too light.	Adjust the image density.	
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original.	
Black spots appear when	The original may have stuck to the exposure glass due to high humidity.	
photocopying a photographic print.	Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the exposure glass cover open when copying.	
A moire pattern is produced.	The original probably has heavily lined or dotted areas.  Switching the setting for image quality between [Photo] and [Text/Photo] may eliminate the moire pattern.	
Photocopied paper is dirty.	<ul> <li>Image density is too high. Adjust the image density.</li> <li>Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas.</li> <li>The scanning part is dirty.</li> <li>Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.</li> </ul>	
When copying from the exposure glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.	
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the machine matches that of the loaded paper.	

# **Scanner Problems**

Problem	Solution	
The scanned image is dirty.	<ul> <li>The scanning part is dirty.</li> <li>Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.</li> </ul>	
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.	
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See page 30 "Placing Originals".	
The scanned image is blank.	The original was placed with the front and back reversed.	
The scanned image is too dark or too light.	Adjust the image density.	

# Error and Status Indicate on the Control Panel

### Codes on the Screen



• If "C", "c", or "r" appears, contact your sales or service representative.

Code	Causes	Solutions	
EO	A paper jam has occurred in the machine.	Remove the jammed paper. See page 64 "Paper Feed Problems".	
E1	Tray 1 has run out of paper.	Load paper into Tray 1. See page 24 "Loading Paper".	
E3	The front cover or fusing cover is open.	Close the front cover or fusing cover completely.	
E4	The bypass tray has run out of paper.	Load paper into the bypass tray. See page 24 "Loading Paper".	
E5	An appropriate size paper for printing Report is not loaded.	Load the appropriate size paper.	
E6	The print cartridge has not been installed.	Reinstall the print cartridge. See page 57 "Replacing the Print Cartridge".	
E9	The paper for ID Card copy is not loaded.	Load the appropriate size paper.	
e2	If paper is loaded in the bypass tray when printing with the paper fed from Tray 1, you cannot print.	Remove the paper loaded in the bypass tray.	
P1	The specified paper size of the file does not match that of the paper loaded in Tray 1.	Press the [Start] key to begin printing, or press the [Stop/Clear] key to cancel the job.	
P2	The specified paper type of the file does not match that of the paper loaded in Tray 1.	Press the [Start] key to begin printing, or press the [Stop/Clear] key to cancel the job.	

Code	Causes	Solutions
P3	The specified paper size of the file does not match that of the paper loaded in the bypass tray.	Press the [Start] key to begin printing, or press the [Stop/Clear] key to cancel the job.

Message	Causes	Solutions		
Printer Power Off (Communication Error)	<ul> <li>The power cable of the machine is not plugged in.</li> <li>The power of the machine is not turned ON.</li> <li>The USB cable is not connected.</li> </ul>	<ul> <li>Check the printer power cord.</li> <li>Check the printer power switch is on.</li> <li>Check the USB cable is properly connected.</li> </ul>		
Out of Paper: Tray 1	Tray 1 has run out of paper.	Load paper into Tray 1. See page 24 "Loading Paper".		
Out of Paper: Bypass Tray	The bypass tray has run out of paper.	Load paper into the bypass tray. See page 24 "Loading Paper".		
Misfeed: Inner/ Outer	A paper jam has occurred in the machine.	Remove the jammed paper. See page 64 "Paper Feed Problems".		
Paper Size Mismatch	The paper size specified on the machine and the size specified in the printer driver do not match.	For details about specifying the paper size setting on the machine, see page 24 "Loading Paper". For details about changing the paper size setting in the printer driver, see the printer driver Help.		
Paper Type Mismatch	The paper type specified on the machine and the type specified in the printer driver do not match.	For details about changing the paper type setting of the machine, see page 24 "Loading Paper". For details about changing the paper type setting in the printer driver, see the printer driver Help.		
Memory Overflow	The data is too large or complex to print.	Select [600 x 600 dpi] in [Resolution:] to reduce the size of data. For details, see the printer driver Help.		
Print Cartridge Not Detected	The print cartridge has not been installed.	Reinstall the print cartridge. See page 57 "Replacing the Print Cartridge".		

# 9. Appendix

# **Notes About the Toner**

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- Replace the print cartridge if the printed image suddenly becomes pale or blurred.

# Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.



- Be sure to disconnect all cables from the machine before transporting it.
- The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.
- Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.
- Do not remove the print cartridge when moving the machine.
- Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.
- 1. Be sure to check the following points:
  - The power switch is turned off.
  - The power cord is unplugged from the wall outlet.
  - All other cables are unplugged from the machine.
- 2. Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.



- To move the machine over a long distance, pack it well. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

#### Disposal

Ask your sales or service representative for information about correct disposal of this machine.

### Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

### Consumables

### **Print Cartridge**

Print cartridge	Average printable number of pages per cartridge * 1	
Black	1,500 pages, 2,600 pages	

\* 1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization.



- Unless a print cartridges is replaced before toner runs out, printing will become impossible. To
  facilitate cartridge replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number
  of pages printed at a time, paper type and paper size used, and environmental conditions such as
  temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.
- The supplied print cartridge can print approximately 1,000 pages.
- This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality.

# Specifications of the Machine

This section lists the machine's specifications.

#### **General Function Specifications**

#### Configuration

Desktop

#### **Print process**

Laser electrostatic transfer

#### Maximum paper size for scanning using the exposure glass

216 mm × 297 mm (8.5 × 11.7 inches)

#### Maximum paper size for printing

 $216 \text{ mm} \times 356 \text{ mm} (8.5 \times 14 \text{ inches})$ 

#### Warm-up time

Less than 25 seconds (23 °C, 71.6 °F)

#### Paper sizes

A4,  $8^1/_2$ " × 11 " (Letter),  $8^1/_2$ " × 14 " (Legal), B5,  $5^1/_2$ " ×  $8^1/_2$ " (Half Letter),  $7^1/_4$ " ×  $10^1/_2$ " (Executive), A5, A6, B6, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), Custom Paper Size



- The following paper sizes are supported as custom paper sizes:
  - Width

Tray 1: Approximately 100-216 mm (3.9-8.5 inches)

Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)

Length

Approximately 148-356 mm (5.8-14 inches)

#### Paper type

Plain Paper (65- 99 g/m $^2$  (17-26 lb.)), Recycled Paper (75-90 g/m $^2$  (20-24 lb.)), Thin Paper (52-64 g/m $^2$  (14-17 lb.)), Thick Paper (100-130 g/m $^2$  (26.6-34 lb.))

#### Paper input capacity

Tray 1

150 sheets (70 g/m<sup>2</sup>, 19 lb.)

Bypass Tray

1 sheet (70 g/m<sup>2</sup>, 19 lb.)

#### Maximum loading height

15.5 mm (0.6 inches)

#### Paper output capacity

- Output Tray
   50 sheets (70 g/m², 19 lb.)
- Rear
   1 sheet (70 g/m², 19 lb.)

#### Memory

16 MB

#### **Power requirements**

Region A (mainly Europe and Asia)220-240 V, 5 A, 50/60 HzRegion B (mainly North America)

120 V, 8 A, 50/60 Hz

#### **Power consumption**

- Maximum power consumption 900 W
- Energy Saver mode 1
   40 W or less
- Energy Saver mode 23.9 W or less
- \* The power level when the main switch is turned off and the power cord is plugged into an outlet: 1W or less

#### Machine dimensions (Width × Depth × Height)

 $402 \times 360 \times 249 \text{ mm} (15.8 \times 14.2 \times 9.8 \text{ inches})$ 

#### Weight (machine body with consumables)

Approximately 8.9 kg (19.6 lb.) or less

### **Printer Function Specifications**

#### Printing speed

Region A (mainly Europe and Asia)

22 pages per minute (A4)

Region B (mainly North America)

23 pages per minute (Letter)

#### Resolution

 $600 \times 600 \, dpi \, (maximum: 1200 \times 600 \, dpi)$ 

#### First print speed

10 seconds (From the completion of data processing to the completion of paper delivery)

#### Interface

USB 2.0

#### Printer language

**DDST** 

### **Copier Function Specifications**

#### Maximum resolution (scanning and printing)

Scanning: 600 × 600 dpi

Printing: 600 × 600 dpi

#### First copy speed (A4/Letter, at 23 °C, 71.6 °F)

25 seconds or less

#### Multiple copy speed

• Countries other than European countries

22 pages per minute

#### Reproduction ratio

• Fixed ratio:

Region A (mainly Europe and Asia)

50%, 71%, 82%, 93%, 122%, 141%, 200%

Region B (mainly North America)

50%, 65%, 78%, 93%, 129%, 155%, 200%

• Zoom ratio:

25% to 400%

#### Copy quantity

99

### **Scanner Function Specifications**

#### Maximum scanning area (horizontal × vertical)

 $216 \times 297 \text{ mm} (8.5 \times 11.7 \text{ inches})$ 

Maximum resolution when scanning from a computer (TWAIN)

4800 × 4800 dpi

Maximum resolution when scanning from a computer (WIA)

600 × 600 dpi

#### Interface

 Scanning from a computer USB2.0

### **Trademarks**

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