Pro C7200/C7200x/ C7210/C7210x

Operator's Guide

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For safe and correct use, be sure to read Safety Information before using the machine.

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1. How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:

Important

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

Note

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

Reference

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

[ ]

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

Region A (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

Region B (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information", Device Management.

Disclaimer

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.

Notes

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

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.

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

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

Machine Types

Check the type of your machine before reading the manuals.

- Type 1: Pro C7200
- Type 2: Pro C7200X
- Type 3: Pro C7210
- Type 4: Pro C7210X

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

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

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

Names of Major Features

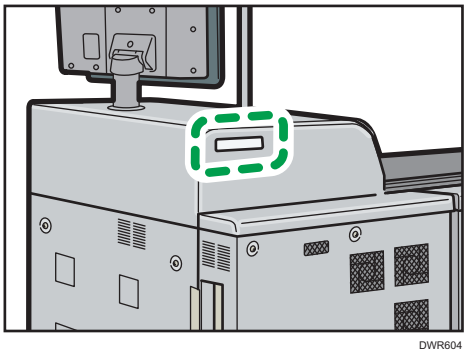
In this manual, major features of the machine are referred to as follows:

- Multi Bypass Tray BY5020 → Multi bypass tray (Tray A)
- Wide Large Capacity Tray → Wide LCT (in this manual, "wide LCT" refers to the three-tray wide LCT and the two-tray wide LCT)
- LCIT RT5110 → Three-tray wide Large Capacity Tray (Three-tray wide LCT)
- Vacuum Feed LCIT RT5120 → Two-tray wide Large Capacity Tray (Two-tray wide LCT)
- Multi-Folding Unit FD5020 → Multi-folding unit
- Decurl Unit DU5060 → Decurl unit
- Buffer Pass Unit Type S9 → Buffer pass unit
- Ring Binder RB5020 → Ring binder
- High Capacity Stacker SK5040 → High capacity stacker
- Trimmer Unit TR5040 → Trimmer
- Cover Interposer Tray CI5030 → Interposer
- Perfect Binder GB5010 → Perfect binder
- Tab Sheet Holder Type 3260 → Tab sheet holder
- Color Controller E-45A/E-85A → Fiery controller
- TotalFlow Print Server R-62A → TotalFlow Print Server

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.



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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, -29, -67
- 220–240 V

Region B (mainly North America)

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

- CODE XXXX -17, -57
- 208–240 V

Note

- 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.
- If your machine is a Region A model and "CODE XXXX -27, -67" is printed on the label, see "Region A (mainly Europe)" also.
- If your machine is a Region A model and "CODE XXXX -29" is printed on the label, see "Region A (mainly Asia)" also.

Functions Requiring Optional Configurations

- Printer mode

Function	Option
Printing from the multi bypass tray (Tray A)	One of the following combinations of options is required: • Multi bypass tray (Tray A) and three-tray wide LCT • Multi bypass tray (Tray A) and two-tray wide LCT
• Staple • Shift Collate	One of the following options is required: • Finisher SR5050 • Booklet Finisher SR5060
Printing onto tab stock	One of the following options is required: • Tab sheet holder • Multi bypass tray (Tray A) • Three-tray wide LCT • Two-tray wide LCT
Punch	One of the following combinations of options is required: • Finisher SR5050 and punch unit • Booklet Finisher SR5060 and punch unit
• Z-fold • Letter Fold-out • Letter Fold-in • Double Parallel Fold • Gate Fold	One of the following combinations of options is required: • Finisher SR5050 and multi-folding unit • Booklet Finisher SR5060 and multi-folding unit
Half Fold	One of the following combinations of options is required: • Booklet Finisher SR5060 • Finisher SR5050 and multi-folding unit
Perfect Binding	Perfect binder

Function	Option
Ring Binding	Ring binder
Fore Edge Cut	Booklet Finisher SR5060 and trimmer
• PostScript 3 • Preventing unauthorized copies • Data security for copying function	PostScript 3 unit

2. Manuals Provided with This Machine

Manuals for This Machine

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

Format	Manuals
Printed manuals	• Safety Information
CD-ROM	• Printer Driver Installation Guide
Manuals displayed on the control panel	• Operating Instructions (HTML manuals)
Web page	• Operator's Guide • Safety Information • Operating Instructions (HTML manuals) • Paper Fundamentals

Operator's Guide

Contains excerpts from the following manuals such as the descriptions of the machine's basic operations and frequently used functions. It also provides explanations of how to resolve error messages that appear.

Safety Information

Contains the explanation about "Safety Information". Be sure to read this manual before you start using the machine. The manual also provides information about various regulations and environmental compatibility.

Preparation

Explains the preparation procedure to use the machine, and describes the control panel. It also explains paper specifications and how to load paper. It also explains how to use the Master Library in which different print settings for various papers can be registered and describes the frequently used functions and useful features.

Basic Operations

Describes the following functions that are equipped on the machine in its standard configuration.

- Printer

  Explains how to print using the printer driver, and describes various print features.

Device Management

Explains how to connect the machine to a network and operate the machine under a network environment. It also explains how to configure the system initial settings and register the address book.

Maintenance and Management

Explains how to replace consumables. It also describes the installation requirements and cleaning procedure of the machine and explains how to resolve problems that occur. It also explains how to configure the items of Adjustment Settings for Operators.

Security Guide

This manual is intended for the administrator of this machine. It explains various security functions available on the machine that allow you to prevent unauthorized use of the machine and changing and copying of the data.

For enhanced security, it is recommended to perform the followings:

- Install the Device Certificate
- Enable SSL
- Change the user name and password of the administrator

For details, see "Before Using This Machine", Security Guide.

Be sure to read this manual when configuring the enhanced security functions and authentication.

Specifications

Explains the specifications of the machine and its options.

Paper Fundamentals

Explains the properties of different types of paper and how to handle them.

Printer Driver Installation Guide

Explains how to install and configure the printer driver.

Note

- Before you configure the extended security and authentication settings, refer to "Before Using This Machine" in the Security Guide.
- You can see the following manuals on the Web page.
  DHCP Option 204

How to Use the Operating Instructions

This section describes the operating instructions of this machine.

Read HTML Manuals

The following browsers are recommended to read the HTML manuals.

- Internet Explorer 8/9/10/11
- Firefox 29
- Safari 5.1.7
- Chrome 35

Note

- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.
- The required display resolution is 1,024 × 768 pixels or greater.
- In the help on the top right of the top page, you can check how to use the HTML manuals. The help topics explain the icons and buttons that are displayed in the HTML manuals.

Search by entering a keyword

You can search through the HTML manuals.

This section explains how to search for "duplex".

1. **Enter "duplex" in the search box on the top left of the top page.**
2. **Click** **.**

   A list of titles or descriptions that include "duplex" appears.

   A search result appears in the search result window. In addition you can use the drop-down menu to select a manual.
3. **Click a title to display the item you want to read.**

Note

- Use keywords to search for items you want to query. Depending on the keyword you enter, related keywords might also appear.
- Items including the used keyword is appear in the search result window.
- If you put a space between keywords, pages that contain both keywords are displayed. For example, if you enter "duplex" and a space and "staple", items including both words appear in the search result window.

Read the HTML manuals on the control panel

You can also read the HTML manuals on the control panel. For details, see page 95 "Main Icons on the [Home] Screen".

3. Useful Functions

This chapter describes useful functions such as booklet printing, folding, ring binding, perfect binding. It also explains how to register Custom Paper and use the remote desktop function.

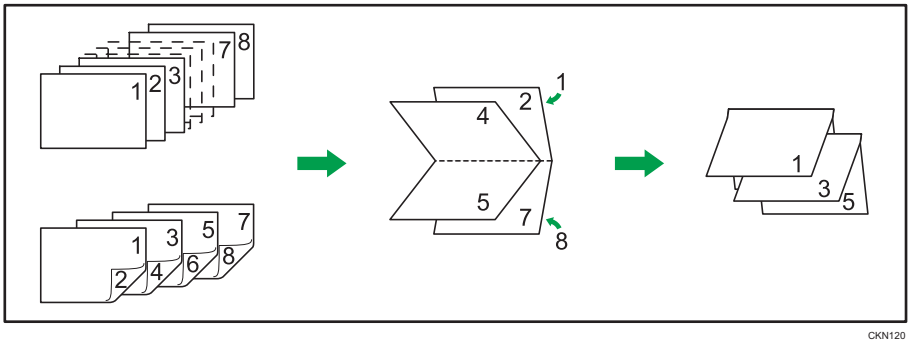
Booklet Printing

You can bind the printed documents in the center.

Important

- **The paper types that can be used for booklet printing from the printer driver are as follows:**
  - **Plain, Recycled, Transparency, Color, Letterhead, Preprinted, Prepunched, Black, Coated: High Gloss, Coated (Glossy), Coated (Matte), Metallic/Pearl, Synthetic, Textured**

Magazine



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Specifying the Booklet Printing Settings

If the PCL 6 printer driver is used, booklet printing can be specified in the "Booklet:" list on the [Frequently Used Settings] tab or in the [2 Sided/Layout/Booklet] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

Note

- If the information icon (/) is displayed next to the "Booklet:" list, you cannot specify booklet printing. Click the information icon (/) to check why booklet printing is unavailable.
- If the document contains pages with different original sizes, page breaks may occur.
- By combining the booklet printing and combine printing functions, you can print multiple pages onto a single sheet and bind them to form a booklet. For details about combine printing, see "Combining Multiple Pages into Single Page", Basic Operations.
- If you specify a custom size paper for the booklet printing function using the PostScript 3 printer driver and the length of the short edge of the paper is equal to or shorter than half the length of the long edge of the paper, the job will be canceled.

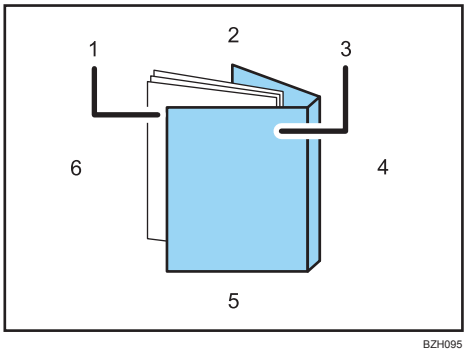
Perfect Binding

When this function is selected, the machine applies heated glue to printed sheets to form a book block, encloses the book block in a cover sheet, and then trims away excess paper.

Important

- For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Device Management.
- About paper sizes for which the Perfect Binding can be specified, see page 154 "Recommended Paper Sizes and Types".
- The paper types that can be used for Perfect Binding are as follows:
  Plain, Recycled, Color, Letterhead, Preprinted, Black, Coated: High Gloss, Coated (Glossy), Coated (Matte), Metallic/Pearl, Synthetic, Textured

Guide to perfect bound booklets



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1. **Book block**

   The bulk of the booklet, enclosed by the cover sheet.

2. **Head edge**

   The edge that forms the booklet's top end.

3. **Cover**

   The sheet enclosing the book block.

4. **Spine**

   The booklet's bound edge.

5. **Tail edge**

   The edge that forms the bottom end of the booklet.

6. **Fore edge**

   The edge that forms the booklet's opening side.

Specifying the Perfect Binding Settings

If the PCL 6 printer driver is used, the Perfect Binding can be specified in the Finishing menu on the Detailed Settings tab. If the PCL 5c printer driver is used, it can be specified in the Setup tab. For printing methods, see the printer driver Help.

Note

- Apply Perfect Binding to a single book block that contains 10 sheets or more.
- If plain paper is used, a book block of up to 200 sheets can be bound with Perfect Binding. The maximum number of sheets that can be bound as a single book block varies depending on the thickness of the paper used in the book block.
- Perfect Binding can be applied to bind a book block with a spine thickness of 23 mm or less.
- Collate is automatically enabled if the Perfect Binding is specified.

Finishing to a regular size

Specify the size of the finished bound booklets and cut three edges to a regular size.

Book block paper and cover sheet compatibility

If you specify finishing to a regular size, you can select one of the following sizes: A4, B5 JIS, A5, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$

We recommend that you use the cover sheet size with the book block paper sizes as shown in the following table.

Required finished size	Book block	Cover
A4	SRA4 226 × 310 mm*1	$13 \times 19^1/_5$ 13 × 19 13 × 18 SRA3 12 × 18 $12^3/_5 \times 19^1/_5$ $12^3/_5 \times 18^1/_2$
B5 JIS	A4 $8^1/_2 \times 11$ 16K	A3 11 × 17 11 × 15 8K

Required finished size	Book block	Cover
A5	B5 JIS	B4 JIS 11 × 15
$8^{1}/_{2} \times 11$	9 × 12*1	13 × $19^{1}/_{5}$ 13 × 19 12 × 18 $12^{3}/_{5} \times 19^{1}/_{5}$ $12^{3}/_{5} \times 18^{1}/_{2}$
$5^{1}/_{2} \times 8^{1}/_{2}$	$7^{1}/_{4} \times 10^{1}/_{2}$	10.5 × 14.5*1

*1 Specify the custom size in [Tray Paper Settings].

Notes on Configuring the Perfect Binding

Conditions where Perfect Binding will be canceled or a job reset may occur

Perfect Binding will be canceled or a job reset may occur if:

- The machine is configured to continue printing manually.
- [Auto Continue] is specified.
- Tray A is specified as the source tray.
- [Driver / Command] is selected in [Tray Setting Priority] for the specified source tray.
- Cover Sheets is specified.
- Slip Sheets is specified.
- Separation Sheets is specified.
- The staple function is specified.
- The punch function is specified.
- The fold function is specified.
- Paper is ejected with its printed side facing up.
- Ring Binding is specified.
- Perfect binder is not attached.
- Perfect Binding cannot be used for the selected tray, paper size, or paper type.
- Perfect Binding cannot be used for the selected paper orientation.
- The number of sheets exceeds the maximum Perfect Binding number.
- Sheets of paper to be bound using Perfect Binding are thicker than 200 sheets of plain paper.

Functions that will be canceled when Perfect Binding is applied to bind sheets of paper

The following functions will be canceled when specified with Perfect Binding at the same time:

- Stack
- Extended Auto Tray Switching
- Sub Paper Size*1

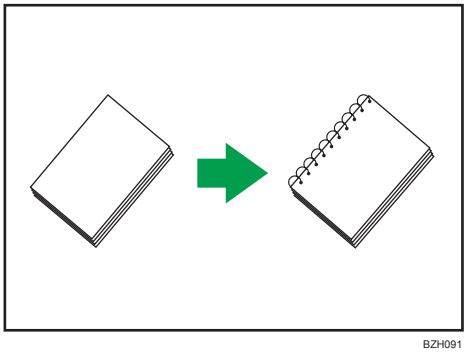
*1 The setting is applied to inside pages only.

Ring Binding

When this function is selected, the machine punches holes along the long edge of the paper and binds sheets with ring combs. Ring Binding can be applied to A4 or Letter ($8^1/_2 \times 11$) size paper.

Important

- **For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Device Management.**
- **The paper types that can be used for Ring Binding are as follows:**
  Plain, Recycled, Transparency, Color, Letterhead, Tab Stock, Tab Stock: Glossy, Tab Stock: Matte, Tab Stock: High Gloss, Black, Coated: High Gloss, Coated (Glossy), Coated (Matte), Metallic/ Pearl, Synthetic, Textured



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Specifying the Ring Binding Settings

If the PCL 6 printer driver is used, the Ring Binding can be specified in the Finishing menu on the Detailed Settings tab. If the PCL 5c printer driver is used, it can be specified in the Setup tab. For printing methods, see the printer driver Help.

Note

- When binding output sheets with ring combs, specify the number of sheets to be bound between 2 and 100. If there is only one sheet, it will be punched with ring comb holes but not bound.
- If you are using 50-sheet type ring combs, you can bind up to 50 sheets of plain paper into a single booklet. If you are using 100-sheet type ring combs, you can bind up to 100 sheets of plain paper into a single booklet. The number of sheets that can be bound with ring combs varies depending on paper weights.
- Collate is automatically enabled if the Ring Binding is specified.

Notes on Configuring the Ring Binding

Conditions where Ring Binding will be canceled or a job reset may occur

Ring Binding will be canceled or a job reset may occur if:

- The machine is configured to continue printing manually.
- [Auto Continue] is specified.
- Tray A is specified as the source tray.
- [Driver / Command] is selected in [Tray Setting Priority] for the specified source tray.
- Slip Sheets is specified.
- Separation Sheets is specified.
- The staple function is specified.
- The punch function is specified.
- The fold function is specified.
- Paper is ejected with its printed side facing up.
- Perfect Binding is specified.
- Ring binder is not attached.
- Ring combs have run out.
- The hole punch receptacle is full.
- Ring Binding cannot be used for the selected tray, paper size, or paper type.
- Ring Binding cannot be used for the selected paper orientation.
- The number of printed sheets exceeds 50 when Ring Binding with 50-sheet type ring combs is specified.
- The number of printed sheets exceeds 100 when Ring Binding with 100-sheet type ring combs is specified.
- Sheets of paper to be bound with 50-sheet type ring combs are thicker than 50 sheets of plain paper.
- Sheets of paper to be bound with 100-sheet type ring combs are thicker than 100 sheets of plain paper.
- Ring combs are set in reverse orientation.
- Ring combs of a size that is not supported by the ring binder are used.
- The punch unit is not attached.
- Different types of ring combs (50-sheet type and 100-sheet type ring combs) are used together.

Functions that will be canceled when the Ring Binding is applied to bind sheets of paper

The following functions will be canceled when specified with Ring Binding at the same time:

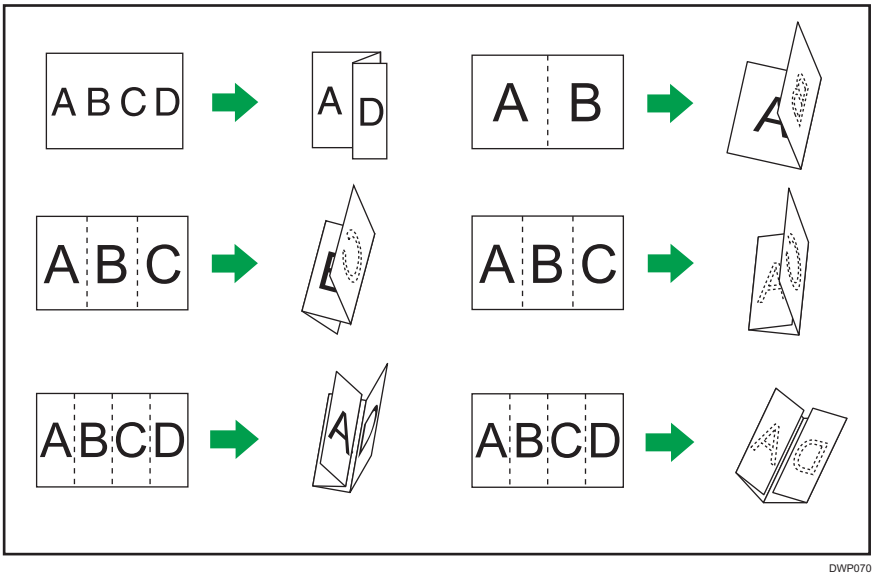
- Stack
- Extended Auto Tray Switching

Fold

Printed documents can be folded using the optional Finisher and multi-folding unit or the optional Booklet Finisher attached to the machine.

Important

- **For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Device Management.**



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Specifying the Fold Settings

If the PCL 6 printer driver is used, the fold function can be specified in the Finishing menu on the Detailed Settings tab. If the PCL 5c printer driver is used, Z-fold can be specified in the Setup tab. For printing methods, see the printer driver Help.

Note

- Collate is automatically enabled if Half Fold or Multi-sheet Fold is specified.

Using the Multi-Folding Unit

Printed documents can be folded using the optional Finisher and multi-folding unit attached to the machine.

You can select the fold type from the following six types: Z-fold, Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel, and Gate Fold.

If you select the [Multi-sheet Fold] check box in the printer driver, you can apply Half Fold, Letter Fold-in, or Letter Fold-out to up to three sheets of paper of the same size at one time.

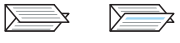
Folding positions

Select the fold position in the printer driver.

Important

- **The paper types that can be used for fold function are as follows:**
- **Plain, Recycled, Color, Preprinted, Prepunched, Black, Coated: High Gloss, Coated (Glossy), Coated (Matte), Textured**

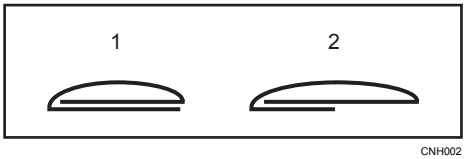
The finished form may vary depending on the paper size. The following table shows the examples of A3 ◻ size paper folded in each fold type. For details, see the printer driver Help.

Print Data Direction	Fold Types	Folding Position		
		Print Inside	Print Outside	Not Specified
Portrait	Z-fold	-	-	
	Half Fold			-
	Letter Fold-in			-
	Letter Fold-out	-	-	
	Double Parallel			-
	Gate Fold			-

Print Data Direction	Fold Types	Folding Position		
		Print Inside	Print Outside	Not Specified
Landscape	Z-fold	-	-	
	Half Fold			-
	Letter Fold-in			-
	Letter Fold-out	-	-	
	Double Parallel			-
	Gate Fold			-

Note

- For details about which paper sizes are compatible with which fold or Multi-sheet Fold, see "Specifications for Multi-Folding Unit", Specifications.
- If you apply the Multi-sheet Fold function with letter fold-in to B5 JIS size paper, the folded sheets will be different in size to sheets folded without the Multi-sheet Fold function.



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1. Multi-sheet Fold not applied
2. Multi-sheet Fold applied

- When printing a large number of copies with the Z-fold function, it is recommended to attach the Z-fold support tray to the finisher. For details on attaching the Z-fold support tray to the finisher, see page 78 "When using the Z-fold function" or page 79 "When using the Letter Fold-out function".

Notes on configuring the fold function

Conditions where fold function will be canceled

Fold function will be canceled when:

- Paper size or type which is not compatible with the fold function is selected.
- The machine is made to continue printing manually.
- [Auto Continue] is set.
- A paper type on which Multi-sheet Fold cannot be applied is selected.
- Multi-sheet Fold is specified but the paper sizes are different.
- Multi-sheet Fold is specified but the number of sheets exceeds the maximum number available for the fold function.
- A combination of paper orientation and fold position that cannot be folded is selected.
- Paper is fed from an optional interposer.
- Multi-folding unit is not installed.

Functions that will cause job reset to occur when combined with the fold function

- Slip Sheets*1
- Separation Sheets*1
- Staple*2
- Punch
- Ring Binding
- Perfect Binding
- Half Fold configured on the Booklet Finisher

*1 Job reset occurs only when combined with Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel, or Gate Fold.

*2 Job reset occurs only when combined with Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel, or Gate Fold. It can be specified along with Z-fold except when Staple (Center) is selected (using the Booklet Finisher).

Functions that will be canceled when combined with the fold function

The following functions will be canceled when specified with Booklet Binding at the same time:

- Stack
- Extended Auto Tray Switching
- Ejecting paper with the printed side facing up

Note

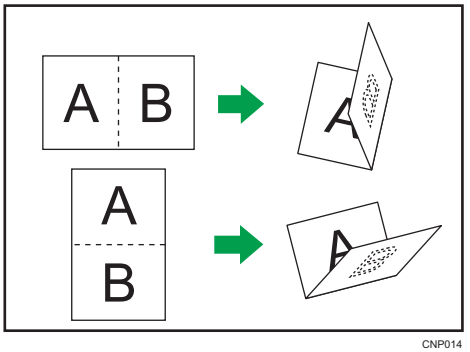
- If the information icon (/) is displayed next to the "Fold:" list, you cannot specify fold function. Click the information icon (/) to check why fold function is unavailable.

- If you cannot make fold function settings even with a multi-folding unit installed, options may not be set correctly in the printer driver. To correct the printer driver's option settings, see "Configuring Option Settings for the Printer", Printer Driver Installation Guide.
- When stapling Z-folded paper, fewer sheets than normal can be stapled together. This is because a single Z-folded sheet is equivalent to 10 non-Z-folded sheets. For the number of sheets that can be stapled, see "Specifications for Finisher SR5050" or "Specifications for Booklet Finisher SR5060", Specifications.
- Depending on the temperate and humidity conditions of the machine's environment and the type of paper being folded, use of the fold function can cause toner smearing, which can occasionally result in spoilt prints.
- Wrinkling can occur when applying letter fold-out to B4 JIS, A3, $8^1/_2$14, 11 × 17, 8K , or larger sheets. In some cases, you may have to use A4 sheets or smaller when applying folds in combination with the reduction function.
- Print quality over fold lines might be reduced. This is due to cracking within the fused toner. Loss of surface along fold lines can also occur with some types of paper. To avoid possible wastage, print a single test sheet before beginning a print run.
- Printing will stop if the number of printed sheets exceeds tray capacity. If this happens, remove printed sheets from the folding unit tray to resume printing.

Using the Booklet Finisher

When the optional Booklet Finisher is attached to the machine, you can fold printed documents in half.

Half Fold



Half Fold positions

Select the position for folding printed documents in half in the printer driver.

When [Half Fold: Print Inside (Finisher Booklet Tray)] is specified, each piece of printed paper is folded in half with the printed side facing inside, and it is output to the finisher booklet tray.

When [Half Fold: Print Outside (Finisher Booklet Tray)] is specified, each piece of printed paper is folded in half with the printed side facing outside, and it is output to the finisher booklet tray.

When [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified, the printed paper is folded in half with the printed side facing inside, and it is stacked onto the finisher booklet tray.

Important

- **The paper types that can be used for Half Fold function are as follows:**
  Plain, Recycled, Color, Letterhead, Preprinted, Prepunched, Black, Coated: High Gloss, Coated (Glossy), Coated (Matte), Metallic/Pearl, Synthetic, Textured

The finished form may vary depending on the paper size. The following table shows the examples of A3 ▭ size paper folded in each fold type. For details, see the printer driver Help.

Print Data Direction	Folding Position		
	Print Inside	Print Outside	Multi-sheet fold
Portrait			
Landscape			

Note

- For details about which paper sizes are compatible with which Half Fold function, see " Specifications for Booklet Finisher SR5060 ", Specifications.

Notes on configuring the Half Fold function

If [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified and the number of sheets specified to be folded exceeds the maximum folding number, the machine first folds the maximum number of sheets that can be folded together, and then it folds the remaining sheets. Up to six sheets can be folded at a time.

Conditions to reset a job combined with the Half Fold function

A job is reset if:

- The machine is configured to continue printing manually.
  - [Auto Continue] is specified.
  - [Driver / Command] is selected in [Tray Setting Priority] for the specified source tray.
  - Slip Sheets is specified.

- Separation Sheets is specified.
- The staple function is specified.
- The punch function is specified.
- The fold function on multi-folding unit is specified.
- Ring Binding is specified.
- Perfect Binding is specified.
- The machine is printing a report.
- The half fold function cannot be used for the selected paper size or type.
- [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified but the paper sizes are different.
- [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified but the number of sheets exceeds the maximum folding number.
- No requirements for specifying collate are fulfilled.
- Booklet Finisher is malfunctioning.
- Booklet Finisher is not attached.

Functions that will be canceled when combined with the Half-fold function

The following functions will be canceled when combined with the Half-fold function:

- Ejecting paper with the printed side facing up

Note

- If the information icon (ⓘ) is displayed next to the "Fold:" list, you cannot specify Half Fold function. Click the information icon (ⓘ) to check why Half Fold function is unavailable.
- If the Half Fold function is specified, folded paper cannot be output with the printed side facing up.
- If you cannot make Half Fold function settings even with a Booklet Finisher installed, options may not be set correctly in the printer driver. To correct the printer driver's option settings, see "Configuring Option Settings for the Printer", Printer Driver Installation Guide.

Registering Custom Paper

Using the paper settings function of the machine, you can specify the paper type, size, weight and various other properties of paper that you want to use and register the settings as "Custom Paper". Also, you can achieve satisfactory printing results easily by specifying the paper settings for a commercially available paper brand that is widely used from the Master Library.

Overview of Paper Settings

Tray paper settings

You need to specify the paper sizes and types for paper trays in order to properly print on the paper loaded in the paper trays. You can configure these settings in the tray paper settings.

The machine has functions such as a master library and custom paper settings that make it easy to configure the tray paper settings.

You can specify the tray paper settings in the following ways:

- Assign a custom paper to a paper tray
- Manually specify the paper settings such as a size and type for a paper tray

Master library

The master library contains settings such as paper types, paper weights, and machine operating conditions (for example, paper feed, toner transfer, and toner fusing conditions) that are customized for each major commercially available paper products and also for each major paper types.

To use the settings in the master library, you must first select the name or type of your paper from the master library. The paper settings will be registered to a custom paper. The master library makes it easy to get the best results from your paper.

Custom paper

You can register each type of paper that you use as a "Custom Paper" by setting a name, size, type, weight, and other advanced settings in "Tray Paper Settings".

This function is convenient because you can register certain types of paper that you often use as custom paper.

"Custom Paper" can also be set from the master library.

The machine automatically synchronizes the custom paper settings with the media catalog information on the color controller when using the color controller.

Custom papers can be registered in the following ways:

- Select the paper's name or type from the master library
- Modify a custom paper that has already been registered
- Manually specify the paper's settings such as the type and weight you want to use

Under the custom paper's advanced settings, you can specify the machine operating conditions such as paper feed, toner transfer, and toner fusing conditions. The master library contains the advanced settings that are preconfigured so that you do not need to configure them.

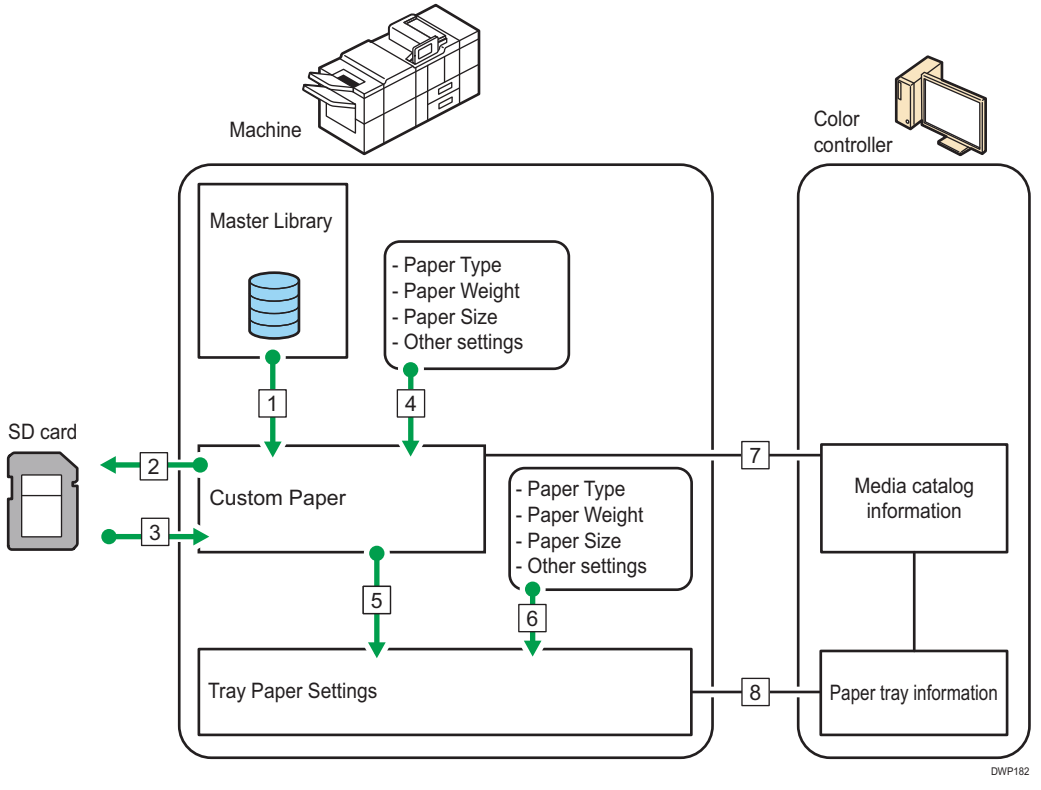
When you change the paper's settings such as the type and weight of the custom paper you register, the paper's advanced settings are initialized.

Only the machine administrator can change the advanced settings. For details, contact your machine administrator.

Saves all types of registered custom paper to an SD card at one time.

Saved custom papers can be restored and used as a custom paper again.

Relationships between functions



1. **You can import paper settings from the Master Library and register it as custom paper.**
2. **You can export all types of custom paper to an SD card at one time.**
3. **You can import and register the custom paper that you have exported to an SD card.**
4. **You can register custom paper by manually specifying its settings such as the type and weight you want to use.**
5. **You can configure the tray paper settings by assigning a custom paper to each paper tray.**
6. **You can configure paper settings such as sizes and types manually for each tray.**

7. **The machine automatically synchronizes the custom paper settings on the machine with the media catalog information on the color controller when using the color controller.**
8. **The machine automatically synchronizes the tray paper settings on the machine and the paper tray information on the color controller when using the color controller.**

Note

- Only the device administrator can configure the [Advanced Settings] for custom paper.
- For details about the recommended paper for use with this machine, see page 154 "Recommended Paper Sizes and Types".
- For details about the media catalog information, see the manual provided with the color controller.

Custom Paper Registration Workflow

Step	Using the Master Library	Not using the Master Library
1	Select paper in the Master Library, and register it as custom paper • See page 39 "Selecting paper to import from the Master Library or SD card" • See page 40 "Registering a paper whose paper name is not displayed in the Master Library"	Register paper as custom paper by specifying a paper type, weight and other settings as you want • See page 40 "Registering a paper whose paper name is not displayed in the Master Library"
2	Select the registered custom paper in the "Tray Paper Settings" for the paper tray • See page 188 "Specifying a custom paper"	

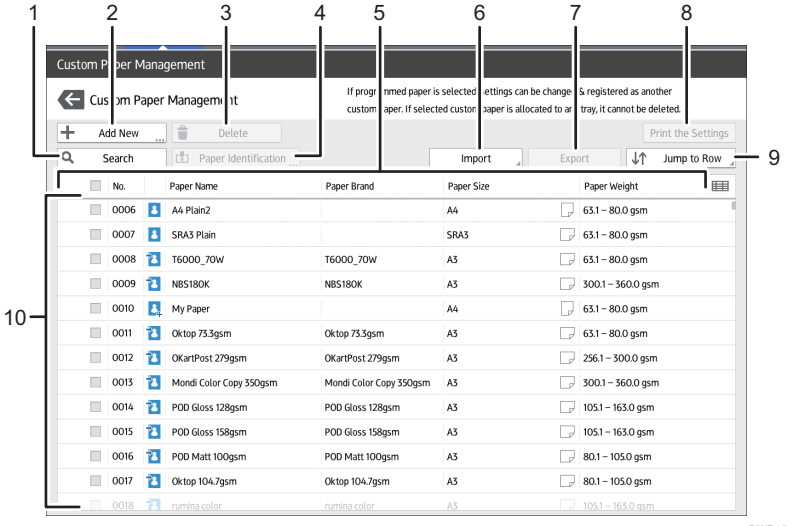
Note

- When using the registered custom paper, see page 188 "Specifying a custom paper".
- When specifying the paper size and type individually and not using the custom paper, see page 189 "Manually specifying a paper's size and type".

How to Use the [Custom Paper Management] Screen

This section explains the items on the [Custom Paper Management] screen.

This screen appears when you press [CustomPaper Management] on the [Tray Paper Settings] screen.



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1. **[Search]**

   Press [Search] to search for papers in the list of custom papers. Press [Search] again to return to the list of custom paper types from the search result. For details, see page 56 "Searching for a Paper by Specifying the Conditions".

2. **[Add New]**

   Press this key to register a new type of custom paper. For details, see page 39 "Registering a Custom Paper".

3. **[Delete]**

   Press this key to delete the selected custom paper from the list. For details, see page 58 "Deleting a Custom Paper".

4. **[Paper Identification]**

   Scans the paper using the Media Identification Unit, and searches for a type of paper with the closest settings from the registered custom paper.

   For details, see page 44 "Registering a Custom Paper with the Media Identification Unit".

5. **Item name**

   Displays an item name in the custom paper list. The items to be displayed can be selected from the following:

   - [No.] (fixed item)
   - [Paper Name] (fixed item)
   - [Paper Brand] (initial display)
   - [Paper Size] (initial display)
   - [Paper Weight] (initial display)
   - [Manufacturer]
   - [Paper Thickness]
   - [Paper Type]
   - [Paper Color]

- [Coated Paper Type]
- [Prepunched]
- [Textured]

Note

- You can specify whether or not to display each item except [No.] and [Paper Name].
- You can sort the custom paper list by pressing each item name.
- To select an item to display on the custom paper list, press the list icon ( ) to display the [Select Item Displayed/Arrange Order] screen, and then select the item by selecting the check box. You can also change the display order by dragging the item on the screen.

6. **[Import]**

   Press this key to import custom paper from the Master Library or SD card. For details, see page 39 "Selecting paper to import from the Master Library or SD card".

7. **[Export]**

   Press this key to export all types of custom paper to an SD card.

   For details, see page 58 "Exporting Custom Paper to an SD Card".

8. **[Print the Settings]**

   Press this key to print the parameters of the custom paper settings. For details, see page 57 "Printing the Parameters of Custom Paper Settings".

9. **[Jump to Row]**

   Press this key to scroll down the list of custom paper to the specified line. You can specify the number in increments of 100.

10. **List of custom papers**

    The list of registered custom papers is displayed.

    A custom paper that is assigned to a paper tray is indicated by the icon , and a custom paper that is assigned to more than one trays is indicated by the icon .

    Also, one of the following icons is displayed next to [No.]:

    : A custom paper that is created as new

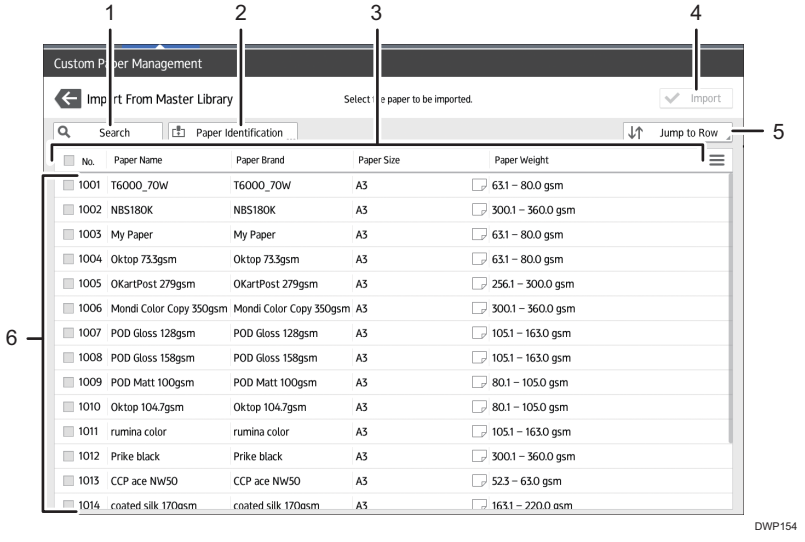
    : A custom paper that is registered from the Master Library

    : A custom paper that is registered from the Master Library and then modified

How to Use the [Import From Master Library] Screen

This section explains the items on the [Import From Master Library] screen.

This screen is displayed when you press [Import] on the [Custom Paper Management] screen, and then select [From Master Library].



1. **[Search]**

   Press [Search] to search the papers in the paper list. Press [Search] again to return to the list of custom paper from the search result. For details, see page 56 "Searching for a Paper by Specifying the Conditions".

2. **[Paper Identification]**

   Scans paper with the Media Identification Unit, and then searches the master library for a custom paper with settings that are similar to those of the scanned paper. For details, see page 44 "Registering a Custom Paper with the Media Identification Unit".

3. **Item name**

   Displays the item names in the Master Library list. The items specified in the "Custom Paper Management" screen are displayed.

   Also, you can sort the Master Library list by each displayed item. Press the item to be used for the sorting.

4. **[Import]**

   Select an item in the Master Library list, and press [Import] to import the selected paper as custom paper. For details, see page 39 "Selecting paper to import from the Master Library or SD card" and page 40 "Registering a paper whose paper name is not displayed in the Master Library".

5. **[Jump to Row]**

   Press this key to scroll down the Master Library list to the specified line. You can specify the number in increments of 100.

6. **List of papers in the library**

   The list of all types of custom paper registered in the Master Library is displayed.

Note

- The contents in the master library on your machine might differ slightly from those shown in the illustrations in this manual.

Registering a Custom Paper

You can register up to 1000 custom papers.

Check the product name, size, and type of your paper before registering it.

Check that the size and type of your paper are compatible with the paper tray that you want to use. Tray compatibility depends on the paper's size and type. For details about the paper sizes and types that can be used, see page 154 "Recommended Paper Sizes and Types".

Note

- When the number of registered custom papers reaches the maximum, you will not be able to register a new custom paper. Delete any unnecessary custom papers from the list, and then try registering again. For details, see page 58 "Deleting a Custom Paper".

Selecting paper to import from the Master Library or SD card

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**

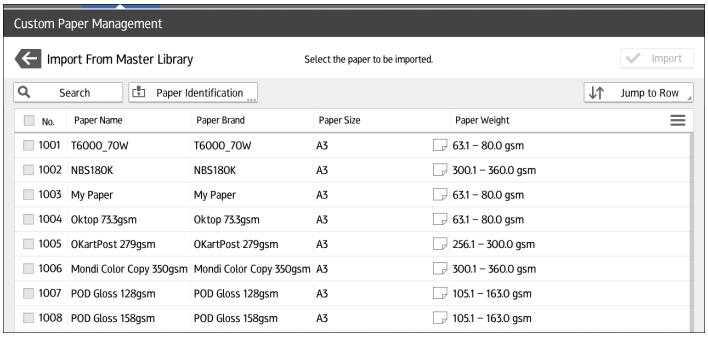
   To import data from an SD card, insert the SD card into the media.

   For details about using an SD card, see "Inserting an SD Card", Preparation.
4. **Press [Import].**
5. **Select [From Master Library] or [From SD Card].**
6. **Select the name of the paper that you want to register.**

   Select an item by selecting its check box.

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.

   You can select two or more types of paper.



7. **Press [Import].**

8. **Press [OK].**
9. **Press [Exit].**
10. **Press** ⇦.
11. **Press the [Home] (⌂) icon at the center bottom of the screen.**

Note

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Custom Paper Management] screen. For details about modifying the custom paper, see page 50 "Modifying a Custom Paper".

Registering a paper whose paper name is not displayed in the Master Library

If the paper you want is not in the library's paper list or you don't know the name of the paper, use the following procedures:

- Selecting the paper's type from the master library

  The master library contains the optimum printing conditions not only for each commercially available paper but also for each type of paper.

  Even if you don't know the brand name of a paper, you can register the paper as the custom paper by selecting a paper of the matching paper type and weight from the Master Library.

- Manually specifying a paper's type and weight

  You can register a custom paper by manually specifying its type and weight.

Selecting the paper's type from the master library

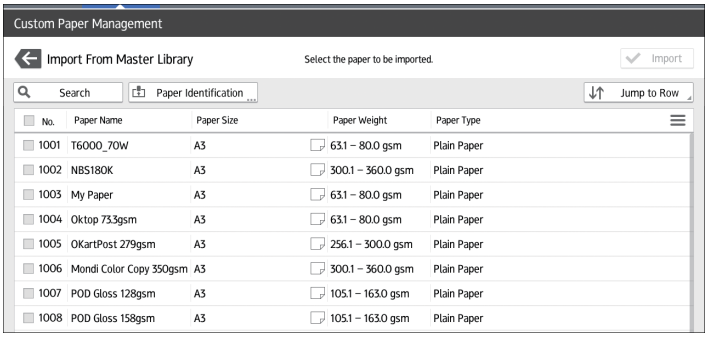
You can select the type of paper from the master library and register it as a custom paper.

Note

- Specify [Paper Type] and [Paper Weight] as the items to be displayed in the Custom Paper Management screen. For details about selecting the displayed items, see page 35 "How to Use the [Custom Paper Management] Screen".

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Press [Import].**
5. **Select [From Master Library].**
6. **Select the most appropriate combination of type and weight for your paper.**

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.



7. **Press [Import].**
8. **Press [OK].**
9. **Press [Exit].**

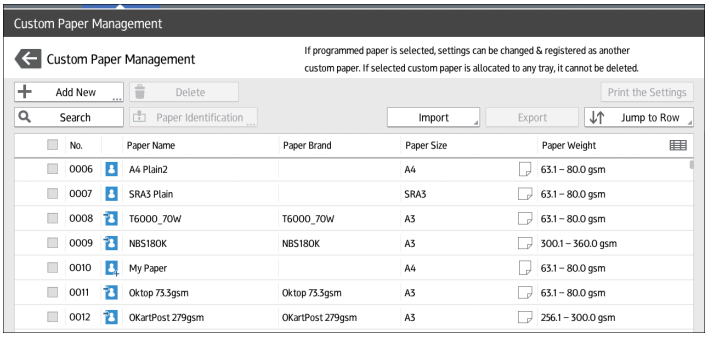
   When selected, custom paper is imported from the Master Library.
10. **Press** ←.
11. **Press the [Home] (⌂) icon at the center bottom of the screen.**

Note

- You can check and change the settings of the registered custom paper such as the paper name setting on the [Custom Paper Management] screen. For details about modifying the custom paper, see page 50 "Modifying a Custom Paper".

Manually specifying a paper's type and weight

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Press [Add New].**



5. **Press [Paper Name].**

6. **Enter the name of the paper.**

   You can enter up to 38 half-width characters. You can register Different Custom Paper under the same name.

7. **Press [Paper Size].**
8. **Select a paper size.**
9. **Press [Paper Weight].**
10. **Specify the paper's weight.**

    You can also specify [Paper Thickness].

11. **Press [Paper Type].**
12. **Specify the paper type.**
13. **Specify other items, such as [Coated Paper Type], [Paper Color], [Prepunched], [Textured], [Apply Duplex], and [Apply Auto Paper Select] as necessary.**
14. **Press [Save Paper].**

    The [Save Custom Paper] screen is displayed.

    If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

15. **Press [Save].**
16. **Press [Program].**
17. **Press [Exit].**

    Custom paper is saved under the smallest unregistered number.

18. **Press** ←.
19. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

- If you want to use glossy paper, select [Coated: Glossy] or [Coated: High Gloss] for [Coated Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Coated: Matte] for [Coated Paper Type].
- For details about custom paper settings, see page 51 "Custom Paper Settings".
- For details about [Advanced Settings], contact your machine administrator.

Registering a new custom paper by modifying an existing paper

You can open and modify the settings of a registered custom paper and register them as a new custom paper.

This function is useful when registering paper that is the same type as an existing paper, but a different size.

Depending on which settings you modify, details of a newly registered custom paper will be as follows:

- When the settings of the selected custom paper are not changed:

  All settings of the selected custom paper ([Paper Name], [Paper Size], [Paper Weight], and [Paper Type], including the attributes specific to the color controller) are copied to the newly registered custom paper.

- When the settings [Paper Name], [Paper Size], [Paper Thickness], [Apply Duplex], [Apply Auto Paper Select], or [Advanced Settings] of the selected custom paper are changed:

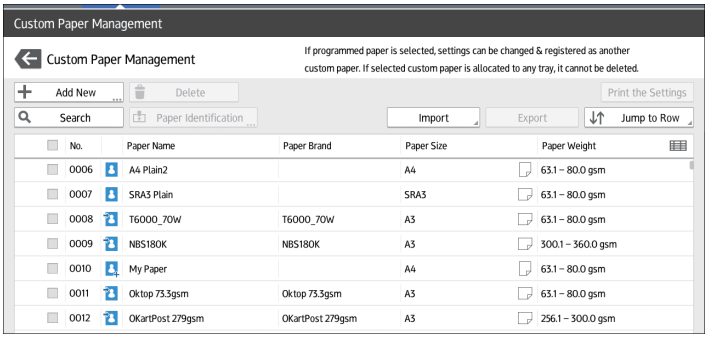
  The changes are applied to the newly registered custom paper.

- When the settings [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] of the selected custom paper are changed:

  The changes are applied to the newly registered custom paper and its advanced settings are reset to their default values according to the changes that are applied to the settings.

When modifying a custom paper that is registered from the master library, you can change its [Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] settings. You can also confirm the brand name and the version of data from [Paper Brand].

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Select a type of custom paper to refer to.**



5. **Press** .
6. **Change the settings for custom paper (such as paper's name, size, and type), as necessary.**
7. **Press [Save Paper].**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the

[Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

8. **Press [Add New].**
9. **Select a number that is labeled as "Not Programmed".**

Note

- Custom paper overwrites the existing item if you select the existing custom paper.

10. **Press [Save].**
11. **Press [Program].**
12. **Press [Exit].**
13. **Press** ⇦.
14. **Press the [Home] (🏠) icon at the center bottom of the screen.**

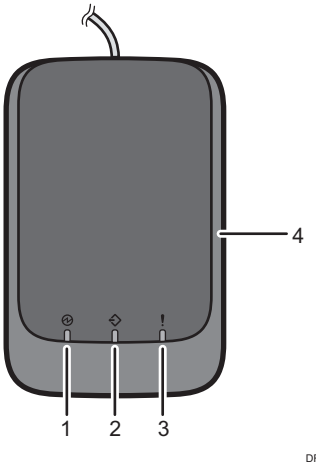
Note

- For details about custom paper settings, see page 51 "Custom Paper Settings".
- For details about [Advanced Settings], contact your machine administrator.

Registering a Custom Paper with the Media Identification Unit

When you scan paper with the Media Identification Unit, the Media Identification Unit searches custom paper in the master library. When custom paper with configurations that are similar to those of the scanned paper is found, it is displayed.

Part names and functions of the Media Identification Unit



DFZ012

1. **Power lamp**

   Lights up when a USB cable is connected and the Media Identification Unit is ready to start scanning paper.

2. **Scanning lamp**

   Lights up when paper is inserted into the scanning area.

   After the paper is removed, it flashes while paper is being scanned.

3. **Error lamp**

   Lights up when an error occurs.

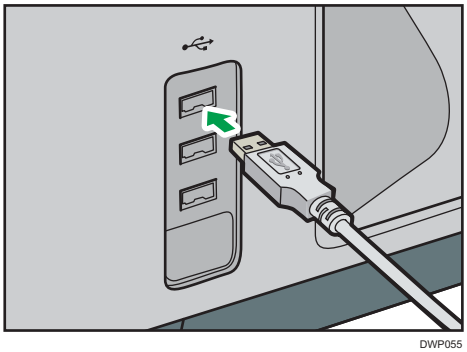
4. **Paper scanning area**

   Insert the paper you want to scan here.

Connect the Media Identification Unit

1. **Connect the USB cable to the USB slot on the back of the control panel.**

   - USB slot



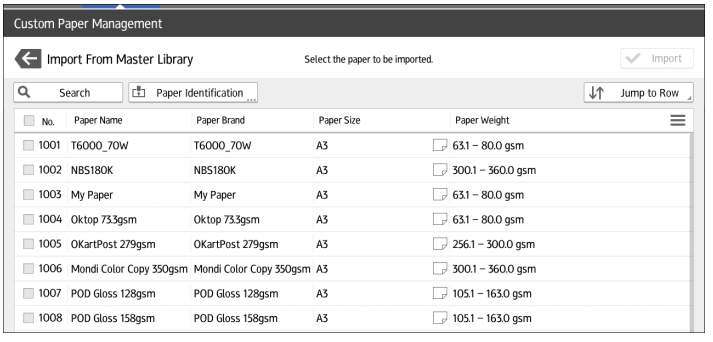
DWP055

How to register paper scanned by the Media Identification Unit as custom paper

Registering a paper from the master library with the Media Identification Unit

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Press [Import].**
5. **Select [From Master Library].**

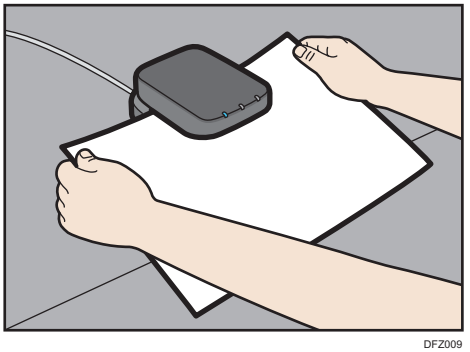
6. **Press [Paper Identification].**



7. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.



DFZ009

   The list of custom paper whose configurations are similar to those of the scanned paper appears.

8. **Select the custom paper you want to use, and then press [Import].**
9. **Press [OK].**
10. **Press [Exit].**

    The selected custom paper is imported from the Master Library.

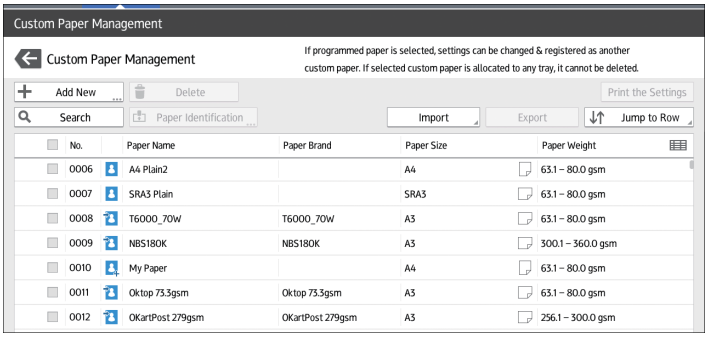
11. **Press** ←.
12. **Press the [Home] (🏠) icon at the center bottom of the screen.**

Note

- The list displayed in Step 7 includes custom paper with configurations whose match rates are 80% or higher.
- You can check and change the settings of the registered custom paper such as the paper size setting on the [Custom Paper Management] screen. For details about modifying the custom paper, see page 50 "Modifying a Custom Paper".

Registering a new custom paper with the Media Identification Unit

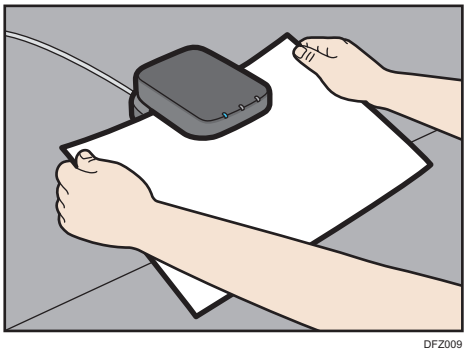
1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Press [Add New].**



5. **Press [Scan the Value].**
6. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.



DFZ009

7. **Change the settings for custom paper (such as paper's name, size, and type), as necessary.**
8. **Press [Save Paper].**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

9. **Press [Add New].**

1. **Select a number that is labeled as "Not Programmed".**

Note

- The custom paper overwrites the existing item if you select an existing custom paper.

1. **Press [Save].**
2. **Press [Program].**
3. **Press [Exit].**
4. **Press** .
5. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

- When you register and scan custom paper using the Media Identification Unit, following items are automatically specified:
  - Paper weight
  - Coated paper other than matte paper
- For details about custom paper settings, see page 51 "Custom Paper Settings".
- For details about [Advanced Settings], contact your machine administrator.

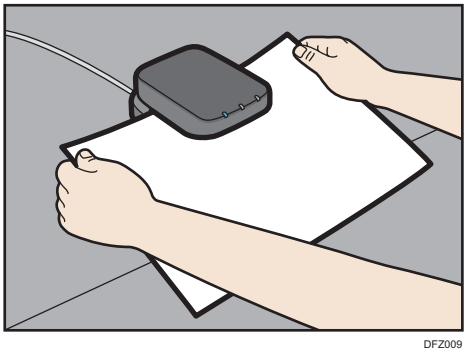
Modifying the registered custom paper settings using the Media Identification Unit

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Select the custom paper whose settings you want to modify.**

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.
5. **Press** .
6. **Press [Scan the Value].**
7. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.



DFZ009

8. **Change the settings.**
9. **Press [Save Paper].**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].
10. **Press [Overwrite].**
11. **Press** .
12. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

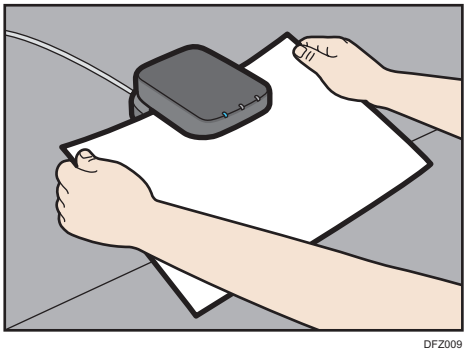
- For details about custom paper settings, see page 51 "Custom Paper Settings".
- You cannot modify a custom paper that is assigned to a paper tray. To modify it, cancel the assignment.
- For details about [Advanced Settings], contact your machine administrator.

Specifying a custom paper for paper trays with the Media Identification Unit

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Select the tray to specify the paper settings.**
4. **Press [Paper Identification].**
5. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.



DFZ009

The list of custom paper whose configurations are similar to those of the scanned paper appears.

6. **Select the custom paper you want to use, and then press [Allocate to Tray].**
7. **Press** .
8. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

- If you want to change the custom paper settings, press [Edit the Settings] in Step 6.

Modifying a Custom Paper

Before modifying a custom paper, confirm that no one is modifying it on Web Image Monitor or on the color controller.

You can only change the [Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] settings for a custom paper that is registered from the master library.

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Select the custom paper whose settings you want to modify.**

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.
5. **Press** .
6. **Change the settings.**
7. **Press [Save Paper].**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the

[Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

8. **Press [Overwrite].**
9. **Press ←.**
10. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

- For details about custom paper settings, see page 51 "Custom Paper Settings".
- You cannot modify a custom paper that is assigned to a paper tray. To modify it, cancel the assignment.
- For details about [Advanced Settings], contact your machine administrator.

Custom Paper Settings

Paper Brand

Displays brand name and data version of the custom paper registered from the master library.

Brand name and data version is displayed only for the custom paper registered from the master library.

Manufacturer

Displays the manufacturer's name.

Paper Name

Specify the name of the custom paper using up to 38 characters.

Paper Size

Select the paper's size from the regular sizes or specify a [Custom Size].

You can specify a custom size between 100.0 and 330.2 mm (3.94 and 13.00 inches) vertically, and between 139.7 and 700.0 mm (5.50 and 27.55 inches) horizontally.

Paper Weight

Specify the weight (g/m^2) of the custom paper. Specify the paper weight between [Paper Weight 1] and [Paper Weight 8]. For details about the relationship between the paper weight and ream weight, see "Paper weight", page 154 "Recommended Paper Sizes and Types". Paper weight can also be scanned using the Media Identification Unit.

Paper Thickness

Specify the thickness (µm) of the custom paper. You can also scan paper thicknesses using the Media Identification Unit.

Paper Type

Specify the type of the custom paper.

Coated Paper Type

Specify whether or not the custom paper is coated. The type of coating finish (other than matte paper) can also be scanned using the Media Identification Unit.

Paper Color

Specify the color of the custom paper.

Prepunched

Specify whether or not the custom paper is punched.

Textured

Specify whether or not the custom paper is embossed.

Apply Duplex

Specify whether the duplex function is enabled for the custom paper.

Apply Auto Paper Select

Specify whether the auto paper select function is enabled for the custom paper.

Auto Adjust Image Position

Perform automatic adjustment of the print position on the front side or both sides of white custom paper allocated to the tray. Use the following procedure to perform adjustment:

1. **When adjusting the print position on the front side, load six sheets of paper in the tray. Load 11 sheets when adjusting for both sides.**
2. **Press [Adjustment] for "Front Side Registration" or "Front & Back Registration".**

   Adjustment is performed by printing five sheets for adjusting the front side or 10 sheets for adjusting the front and back sides, and one sheet for confirming the adjustment result.
3. **Check the adjustment result, and press [Apply].**

   The setting value that reflects the adjustment result is applied.

Note

- To check the print position only, load a sheet of paper in the tray, and then press [Test Print] under [Test Print (Front)] or [Test Print (Front & Back)].
- Adjust the print position using [Manual Adjust Image Position] or [Registration to Align Front and Back Images Using Template] when adjusting the print position on non-white custom paper, or if a satisfactory adjustment result could not be obtained using [Auto Adjust Image Position]. For details about using [Registration to Align Front and Back Images Using Template] for adjustment, see page 54 "Adjusting the Image Position of the Either Side of the Paper".

Manual Adjust Image Position

Adjust the print position manually on the custom paper allocated to the tray. For details, see page 211 "Adjustment Settings for Operators".

Scan the Value

Obtain the paper weight and thickness, coating information, and identification data using the Media Identification Unit.

This item is displayed only when the Media Identification Unit is attached.

Update the Value

Obtain the identification data using the Media Identification Unit.

This item is displayed only when the Media Identification Unit is attached.

Advanced Settings

Specify the advanced settings for the paper.

Only the machine administrator can specify these settings.

Advanced settings can be changed even if the selected custom paper is assigned to a paper tray.

For details, contact your machine administrator.

You can change settings for [Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] if a custom paper has already been registered using the master library.

Settings that you can change depend on the following:

Settings	Custom papers that have been registered using the master library (listed with an icon or)	Custom papers that have been registered by specifying paper types and weight ( )
Paper Brand	Not Available	-
Manufacturer	Not Available	-
Paper Name	Available	Available
Paper Size	Available	Available
Paper Weight	Not Available	Available
Paper Thickness	Not Available	Available
Paper Type	Not Available	Available
Coated Paper Type	Not Available	Available
Paper Color	Not Available	Available
Prepunched	Not Available	Available
Textured	Not Available	Available
Apply Duplex	Available	Available

Settings	Custom papers that have been registered using the master library (listed with an icon or)	Custom papers that have been registered by specifying paper types and weight ( )
Apply Auto Paper Select	Available	Available
Scan the Value	Available	Not Available
Update the Value	Available	Available
Advanced Settings	Available*1	Available*1

*1 Can be changed only by the machine administrator.

Note

- Before changing these settings, check that the size and type of your paper are compatible with the paper tray that you want to load the paper in. Tray compatibility depends on the paper's size and type.

Adjusting the Image Position of the Either Side of the Paper

Adjusts the image position so it is the same on either side of the paper.

First, print a template and measure the length of the specified area. Next, enter the length on the machine to adjust the position of the image.

Specify the size of each piece of paper you use. Specified settings are saved as custom paper settings, so that you can use the registered settings next time.

You need administrator privileges to adjust the image position.

Preparations

Before adjusting image positions, perform the following:

- Skew correction with the color controller

  First of all, perform skew correction with the color controller. For details, see the manuals for the color controller.

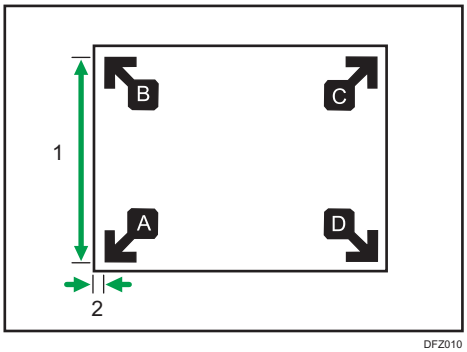
- Print a template

  After performing skew correction, print a template included on the supplied CD-ROM. Select a template whose size is the same with the paper that includes an image whose position you want to adjust on the machine.

- Measure the template

  When you print the template, arrows are printed in the corners.

Measure the length from the corners of the paper to the peaks of the arrows and from the peaks to the peaks of the arrows, and then write the length in the box on the template. Perform these for both sides of the paper.



DFZ010

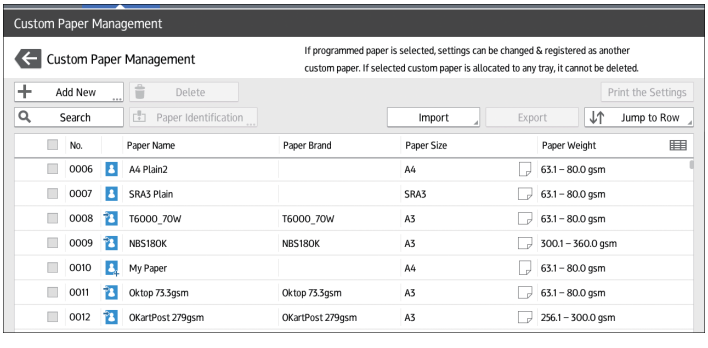
1. **The length from the peak of one arrow to the peak of another arrow**
2. **The length from the corner of the paper to the peak of the arrow**

Entering the value

When you specify the lengths of the template after measuring them, the values to adjust the image position are automatically calculated and applied.

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Select the name of the paper that you want to register.**

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.



5. **Press** .
6. **Press [Advanced Settings].**

7. **Enter the login user name and password of the administrator if an authentication screen appears.**

   The authentication screen does not appear if you log in as an administrator.

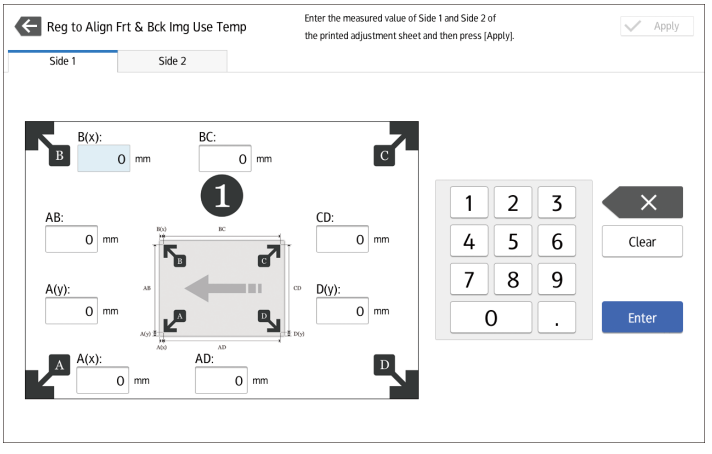
8. **Press [Reg Align Frt&Bck Img Use Template].**

9. **Enter the value you wrote on the printed template.**

   Enter the measured values in the corresponding fields on the [Side 1] and [Side 2] tabs.

   Select the item you want to enter and use the numeric keypad to enter the value.

   You can enter values from 0.1 to 999.9 mm in 0.1-mm increments.



10. **Press [Apply].**
11. **Press [Save].**
12. **Press [Save Paper]**
13. **Press [Overwrite].**
14. **Press** .
15. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

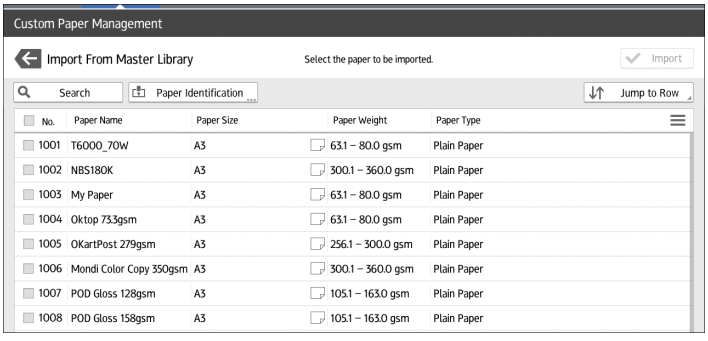
- For details about how to register a custom paper, see page 39 "Registering a Custom Paper".

Searching for a Paper by Specifying the Conditions

You can specify search parameters to search for types of paper from the lists of paper types, such as custom types of paper and the master library.

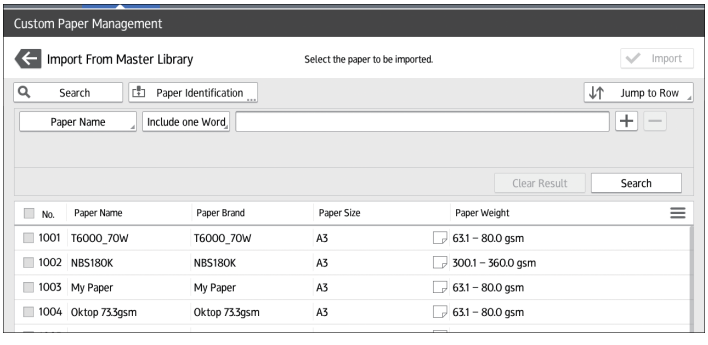
The following conditions can be specified for paper searches: [No.], [Paper Brand], [Manufacturer], [Paper Name], [Paper Size (Regular)], [Paper Size (Custom)], [Paper Weight], [Paper Thickness], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], [Textured], [Apply Duplex], and [Apply Auto Paper Select].

1. **Press [Search] on each screen.**



2. **Press each condition to specify search parameters, and then enter a search string.**

   To add a search string, press +.



3. **Press [OK].**
4. **Press [Search].**

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.

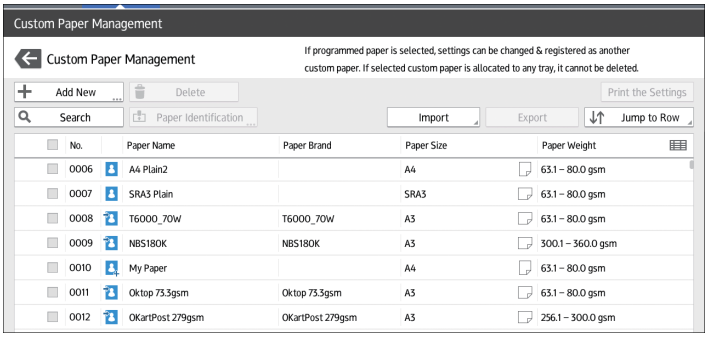
Printing the Parameters of Custom Paper Settings

You can print the parameters for registered custom paper from the [Custom Paper Management] screen.

You can print 1000 custom paper settings at a time.

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Select the custom paper whose settings you want to print.**

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.



5. **Press [Print the Settings].**
6. **Press [Print the Settings].**
7. **Press** ←.
8. **Press the [Home] (⌂) icon at the center bottom of the screen.**

Exporting Custom Paper to an SD Card

You can save all types of registered custom paper to the paper library in an SD card at one time.

Up to 1,000 custom papers can be saved in the library.

Each saved custom paper is assigned a sequential number from 0001. New data overwrites existing data if both the paper names and paper size settings are the same.

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Insert an SD card into the media slot.**

   For details about using an SD card, see "Inserting an SD Card", Preparation.
5. **Press [Export].**
6. **Press [OK].**
7. **Press [Exit].**
8. **Press** ←.
9. **Press the [Home] (⌂) icon at the center bottom of the screen.**

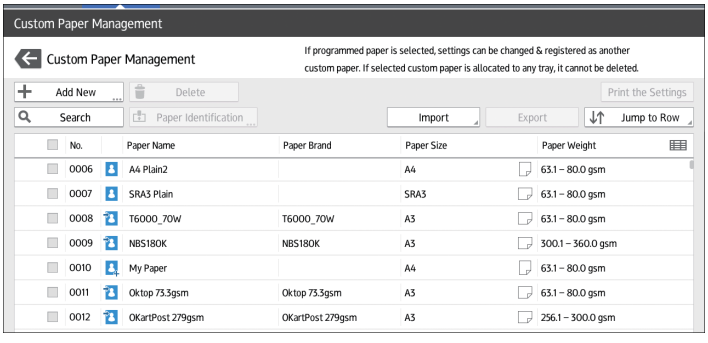
Deleting a Custom Paper

Before deleting a custom paper, confirm that no one is modifying it on Web Image Monitor or on the color controller.

You can export custom papers to an SD card. For details about backing up custom papers, see page 58 "Exporting Custom Paper to an SD Card".

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Press [CustomPaper Management].**
4. **Select the custom paper that you want to delete.**

   If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.



5. **Press [Delete].**
6. **Press [OK].**
7. **Press** ←.
8. **Press the [Home] (⌂) icon at the center bottom of the screen.**

Note

- You cannot delete a custom paper that is currently assigned to a paper tray.
- You cannot delete a custom paper that is being used with the color controller. For details, see the manual provided with the color controller.

Managing the Master Library

To update the master library, do the following:

To update the master library

Contact your service representative for details.

To copy the data of the paper library in the SD card to another machine of the same model

You can import the paper settings from the database in an SD card.

For details, see page 39 "Selecting paper to import from the Master Library or SD card".

Connecting to a Computer/DFE Remotely from the Control Panel

The screen of a computer or DFE connected on a network can be displayed and operated on the machine's control panel by using the app installed on the machine.

Using the machine's control panel, you can remotely operate a computer or DFE, and perform operations such as instructing the machine to print.

Connecting to a Computer Remotely

Use the remote desktop client application to connect to a remote computer.

You can connect to an RDP (Remote Desktop Protocol) server that supports RDP Version 8.0 (compatible).

Connecting to a DFE Remotely

Use the DFE connection application to connect to a DFE remotely.

The DFE connection icon is displayed only when a DFE is connected to the machine. Also, the name of the DFE connection icon varies depending on the type of DFE to be connected.

Note

- You can connect to only one computer or DFE at one time.
- This function cannot be used while you are operating on the screen of the machine's control panel remotely (see page 65 "Allowing Remote Connection from a PC or Tablet to the Control Panel").
- Up to six computers and only one DFE can be registered as the destinations.
- Press the Enter key twice to confirm the input text when using Microsoft IME (Roman input) on Fiery to enter Japanese characters while connecting to Fiery.

Connecting to a Computer/DFE Remotely from the Control Panel

This section describes the procedure for connecting to a computer/DFE remotely from the control panel of the machine.

Connecting to a Computer Remotely from the Control Panel

1. **Press the [Home] ( ) icon at the center bottom of the screen.**
2. **Press .**
3. **Press the [APPS] tab.**
4. **Press the [Remote Desktop] icon.**
5. **Select a destination.**

   A remote connection starts, and the screen of the computer is displayed on the machine's control panel.

For details about how to create a new destination, see page 61 "Creating a Destination of Remote Desktop Connection".

Connecting to DFE Remotely from the Control Panel

1. **Press the [Home] ( ) icon at the center bottom of the screen.**
2. **Press .**
3. **Press the [APPS] tab.**
4. **Press the DFE connection icon.**
5. **Enter the login information for connecting to the DFE, and then press [Login].**

   A remote connection starts, and the screen of the DFE is displayed on the machine's control panel.

Note

- You can also register a remote desktop app or DFE connection app to a function key and start the app by pressing the function key. For details about the function keys, see page 96 "Changing Modes by Pressing the Function Keys".
- The following menu appears when you press [Menu] ( ) during a remote connection session.
  - Keyboard: Displays a software keyboard.
  - EFI Certification: Edit the authentication information. This item is displayed only when the connection destination is a DFE and the target device is Fiery.
  - Disconnect: Terminate the remote connection.
- The current remote connection session continues even when you press [Home] ( ) or other items and the remote desktop client app move to background. Also, the current remote connection session continues even after the machine restarts by a system reset.

Creating a Destination of Remote Desktop Connection

To connect from the machine's control panel to a computer (RDP server) remotely, create a destination for the remote connection by using the following procedure:

Use the following procedure to configure a connection destination.

1. **Press the [Home] ( ) icon at the center bottom of the screen.**
2. **Press .**
3. **Press the [APPS] tab.**
4. **Press the [Remote Desktop] icon.**
5. **Press [Add Connection].**

   Specify the following items:

Host

Label

Specify the name under which to register the destination information.

Host

Specify the host name (IP address) of the destination.

Port

Specify the port number of the destination.

Default: [3389]

Credentials

Username

Enter the login user name.

Password

Enter the login password.

Domain

Enter the domain name.

Settings

Screen

- Colors

  Specify the display color of the screen. You can select from the following:

  - High Color (16 Bit)
  - True Color (24 Bit)
  - Highest Quality (32 Bit)

  Default: [Highest Quality (32 Bit)]

Advanced

- Enable Gateway

  Specify whether or not to use the gateway.

  Default: [OFF]

- Gateway Settings

  Configure the gateway settings. You can specify the following items:

  - Host

    Enter the host name.

  - Port

    Enter the port number.

Default: [443]

- Username

  Enter the user name.

- Password

  Enter the password.

- Domain

  Enter the domain name.

- Security

  Specify the encryption setting.

  - Automatic
  - RDP
  - TLS
  - NLA

  Default: [Automatic]

6. **Press [Return] ( ) at the bottom center of the screen.**
7. **Press [Yes] on the confirmation screen.**

   The settings are saved as a new destination.
8. **Press the [Home] ( ) icon at the center bottom of the screen.**

Configuring the Connection App

This section explains the setting items of the remote desktop client app and DFE connection app.

The configured settings are shared by the remote desktop client app and DFE connection app.

Configure the Connection App using the following procedure.

1. **Press the [Home] ( ) icon at the center bottom of the screen.**
2. **Press .**
3. **Press the [APPS] tab.**
4. **Press the [Remote Desktop] icon.**
5. **Press [Menu] ( ).**
6. **Press [Settings].**

   The configuration screen is displayed.

PowerSaving

Close idle Connections

Specify the time to wait before closing a session when the screen display is turned off.

Specify a value between 0 (do not disconnect) and 5 (minutes), in increments of one minutes.

Default: [5]

Security

Accept all Certifications

Specify whether or not to accept all certifications.

Default: [OFF]

Clear Certificate Cache

Clears the certificate cache.

7. **Press the [Home] ( ) icon at the center bottom of the screen.**

Allowing Remote Connection from a PC or Tablet to the Control Panel

You can monitor the control panel screen or operate the machine remotely from a Web browser running on a tablet or computer that is connected to the same network. You can also turn off or lock the screen to prevent unintended operations of the machine.

To allow a remote connection to the control panel, enable [Remote Panel Operation] from the User Tools screen of the machine.

Note

- Only the device administrator can configure the remote connection to the control panel.
- You cannot use the function while using a remote desktop app or DFE connection app.

Allowing Remote Operations

The Remote Operation/Monitoring request dialog box appears when the administrator requests remote operation or monitoring of the machine while a user operates the machine. Specify how to respond to a connection request from the following, depending on the operational situation.

- To deny remote operations or monitoring by the administrator:
  Press [Prohibit].
- To allow the administrator to only monitor the screen of the machine:
  Press [Allow Monitoring].
- To allow the administrator to remotely operate the machine remotely:
  Press [Allow Remote Operation].

When a remote operation starts, the status of remote operation is displayed in the system message.

Note

- The message displayed on the Remote Operation/Monitoring request dialog box varies depending on the request content submitted by the administrator.
- If no item is pressed within 30 seconds after the Remote Operation/Monitoring request dialog box has appeared, the remote operation or monitoring starts automatically.
- The Remote Operation/Monitoring request dialog box does not appear when no operation is performed on the machine for more than 180 seconds.
- The following functions are not enabled when a remote operation or monitoring connection is established:
  - Power Saving Function
  - System Reset Timer

- The administrator is disconnected from the machine if any of the following occurs while the connection is active:
  - Any remote operation is not performed on the machine by the administrator for the duration specified in [Set Remote Connection Timeout]*1
  - The machine is turned off
  - The control panel is being restarted
- The administrator can view the screen of the machine remotely while a connection is active. To view a screen containing information that the administrator does not want you to see, such as an ID, password, or other confidential information, terminate remote operation.

*1 The default of [Timeout (min.)] is 30 minutes. For details about the settings, see page 66 "Enabling the Remote Connection to the Control Panel".

Terminating a Remote Operation

A remote operation can be terminated by the following procedure:

1. **Press the system message.**

   The system message dialog box is displayed.

2. **Press [Disconnect].**

   The end message is displayed, and the remote operation is terminated.

Note

- A remote operation may be terminated by the administrator.
- When an operation on the machine screen is locked, any remote operation cannot be terminated by operating the machine screen.

Enabling the Remote Connection to the Control Panel

Important

- **If the items "Remote Operation/Monitoring Functions" and password setting are not displayed, consult your sales or service representative.**

1. **Press the [Home] ( ) icon at the center bottom of the screen.**
2. **Press the [User Tools] ( ) icon in the Home screen.**
3. **Press [Basic Settings for Extended Devices].**
4. **Press [Remote Panel Operation].**
5. **Set [Remote Operation/Monitoring Functions] to [ON].**

6. **Configure other items as necessary.**

Remote Operation/Monitoring Functions

Specify whether or not to enable the remote operation and monitoring functions.

Default: [OFF]

Remote Connection URL

The URL (IP address and port) is displayed when Remote Panel Operation/Monitoring is enabled.

Activate Monitoring Password

Select this check box to enable the password settings of the administrator to connect to the machine for monitoring.

Set Monitoring Password

Enter the password for monitoring the machine.

You can enter up to 8 half-width characters combining a-z, A-Z and 0-9.

You cannot monitor the machine unless specifying the password.

Activate Remote Operation Password

Select this check box to enable the password settings of the administrator to connect to the machine for remote operations.

Set Remote Operation Password

Enter the password for operating the machine remotely.

You can enter up to 8 half-width characters combining a-z, A-Z and 0-9.

You cannot operate the machine remotely unless specifying the password.

Set Remote Connection Timeout

If the administrator establishes a remote connection with the machine but performs no remote operation for the specified duration, the connection with the administrator will be terminated automatically. Specify a value between 3 and 60 minutes.

Default: [30 minutes]

7. **Press the [Home] ( ) icon at the center bottom of the screen.**

4. Getting Started

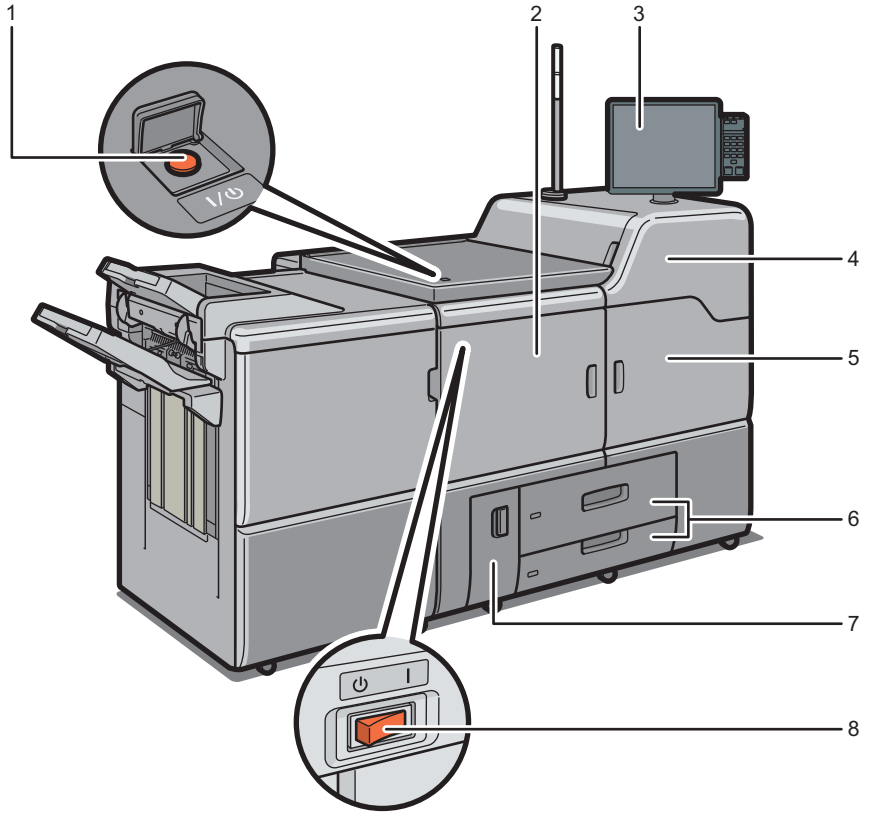
This chapter describes preparations for using the machine and operating instructions.

Guide to Names and Functions of Components

⚠CAUTION

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

Front and left view



1. **Main power switch**

   To operate the machine, the main power switch must be on. If it is off, open the main power switch's cover and turn the switch on.

2. **Front left cover**

   Open to remove paper jams or turn on/off the AC power switch.

3. **Control panel**

   See page 82 "Guide to the Names and Functions of the Machine's Control Panel".

4. **Front upper right cover**

   Open to change toner cartridges.

5. **Front right cover**

   Open to remove paper jams.

6. **Paper trays (Trays 1–2)**

   Load paper here. Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.

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

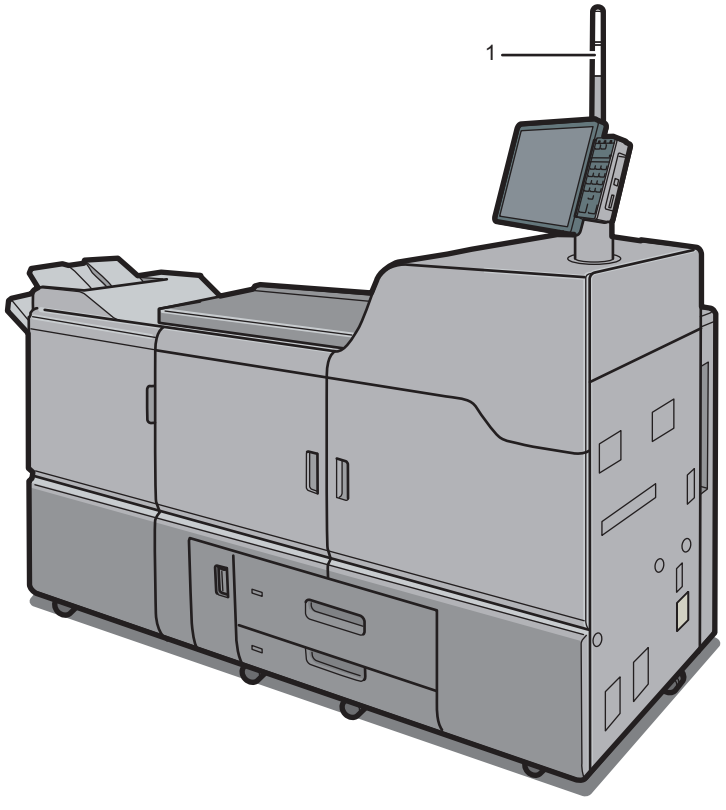
7. **Front lower left cover**

   Open to replace the waste toner bottle.

8. **AC power switch**

   Press to completely turn off the power of the machine. The AC power switch must be kept on in normal use. The switch is inside the front left cover. For details, see page 361 "Dos and Don'ts".

Front and right view

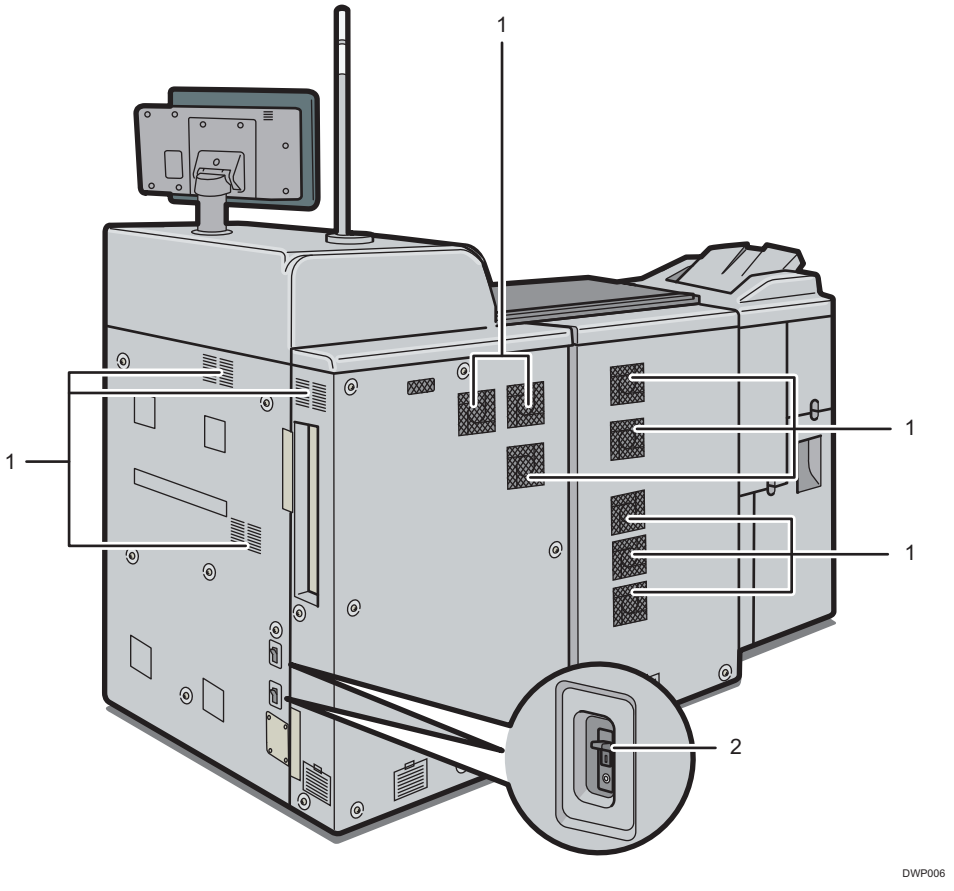


DWP005

1. **Attention light**

   See page 73 "Guide to Functions of the Attention Light".

Rear and right view



1. **Vents**

   Prevent overheating.

2. **Earth leakage breaker**

   Protects users from electric shock. For details about checking the earth leakage breaker, see page 382 "Checking the Earth Leakage Breakers".

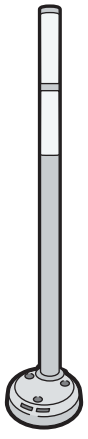
Note

- If you perform a large amount of print jobs in a high-temperature environment, the print jobs may be suspended and the machine's inner fans near the vents continue running to cool the machine.
- The fan inside the machine near the vents may continue running to cool the machine after a large print job.

Guide to Functions of the Attention Light

Important

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



CUV121

The attention light notifies the user by light when there is a paper jam or no paper is left.

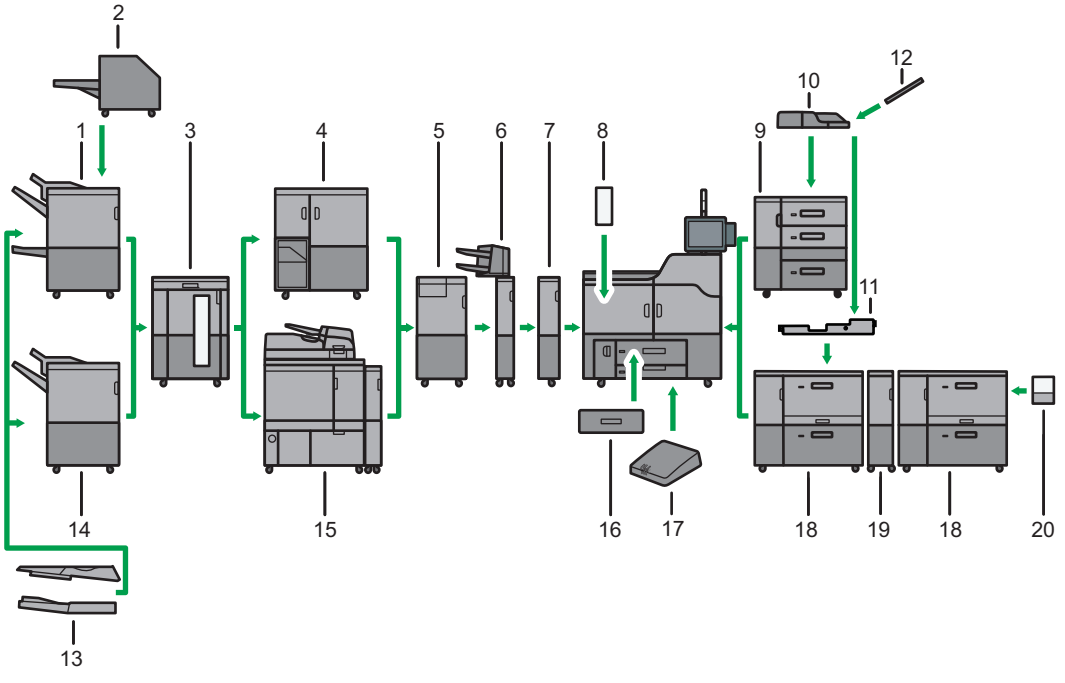
The colors of the lamp and their meanings are as follows:

Lamp	Status
The bottom lamp lights blue.	Printing
The bottom lamp flashes blue.	Data in
The top lamp lights red.	Error occurred (Example) • When the service call message appears • Paper jam • Out of paper • Out of toner • Memory overflow • Waste toner bottle full Read the message on the display panel, and then take appropriate action. For details, see page 311 "When Messages Appear".

Lamp	Status
The top lamp flashes yellow.	Warning (Example) • Toner has nearly run out. • Waste toner bottle is nearly full. Read the message on the display panel, and then take appropriate action. For details, see page 311 "When Messages Appear".

Guide to Functions of the Machine's Options

Guide to Functions of the Machine's External Options



1. **Booklet Finisher SR5060**

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

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

   Prints can be punched if the optional punch unit is installed on the finisher.

2. **Trimmer**

   Cuts the fore edge of the book block after the book block is saddle stitched.

3. **High capacity stacker**

   Consists of the following paper trays:

   - Stacker upper tray
   - Stacker tray

   The stacker upper tray can hold up to 250 sheets of paper, and stacker tray can hold up to 5,000 sheets of paper. You can connect up to two high capacity stackers.

4. **Ring binder**

   Binds sheets of paper with a ring comb.

5. **Multi-folding unit**

   Applies the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.

6. **Interposer**

   Inserts cover or slip sheets into printed paper.

7. **Buffer pass unit**

   Cools printed paper.

8. **Decurl unit**

   Flattens curls from sheets to prevent paper jams.

9. **Three-tray wide LCT**

   Holds up to 4,400 sheets of paper. You can load paper whose sizes are up to SRA3 or 13 × $19^{1}/_{5}$.

10. **Multi bypass tray (Tray A)**

    Holds up to 500 sheets of paper.

11. **Multi bypass attachment kit**

    Attaches the multi bypass tray (Tray A) to the two-tray wide LCT.

12. **Banner sheet tray of multi bypass tray (Tray A)**

    Allows you to load large-sized paper in the multi bypass tray (Tray A).

13. **SR5000 series output tray for banner sheet**

    Allows you to output paper that has a horizontal length of 487.8 mm (19.21 inches) or longer on Finisher SR5050 or Booklet Finisher SR5060.

14. **Finisher SR5050**

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

    - Finisher upper tray
    - Finisher shift tray

    Prints can be punched if the optional punch unit is installed on the finisher.

15. **Perfect binder**

    Applies adhesive to the spine of gathered pages to bind them in a booklet.

16. **A3/11 × 17 tray unit**

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

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

17. **Interface box**

    Allows you to connect extended options to the machine.

18. **Two-tray wide LCT**

    Holds up to 4,800 sheets of paper. You can load paper whose sizes are up to SRA3 or 13 × 19 1/5. You can connect up to three two-tray wide LCTs.

19. **Bridge unit of two-tray wide LCT**

    Connects a two-tray wide LCT to an additional two-tray wide LCT.

20. **Banner sheet tray of two-tray wide LCT**

    Allows you to load large-sized paper in the two-tray wide LCT.

Note

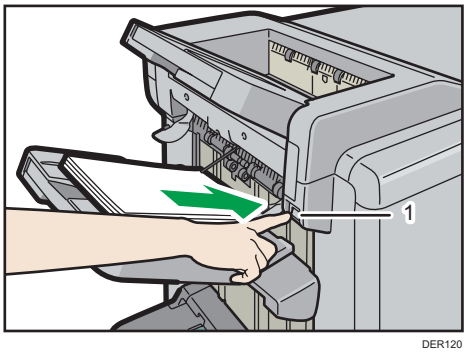
- You cannot install multiple finishers simultaneously.
- You cannot install the three-tray wide LCT and the two-tray wide LCT simultaneously.
- If you have connected two high capacity stackers, you cannot install the multi-folding unit, the ring binder, or the perfect binder.
- You can install the multi-folding unit only if either Finisher SR5050 or Booklet Finisher SR5060 is installed.
- You can install the ring binder or the perfect binder only if one of the following options is installed: Finisher SR5050, Booklet Finisher SR5060, or the high capacity stacker.
- You can install the trimmer only if Booklet Finisher SR5060 is installed.
- You can install the high capacity stacker only if the decurl unit is installed.
- You cannot install the ring binder and perfect binder simultaneously.
- The multi bypass tray (Tray A) can be attached only if either the three-tray wide LCT or the two-tray wide LCT is installed. However, you can attach the multi bypass tray (Tray A) to the two-tray wide LCT only if the multi bypass attachment kit is installed.

Removing prints from finisher during printing

This section describes how to suspend a print job when using the finisher.

Depending on the image you are printing, prints might not stack properly. If this happens, suspend the job, remove the prints and then restart the job.

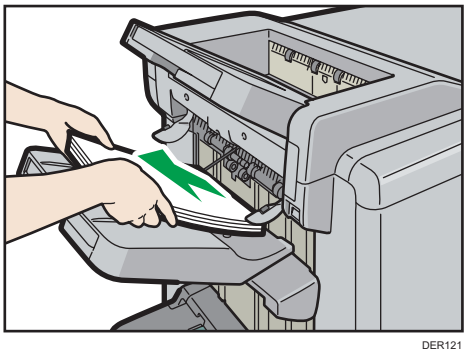
1. **Press the [Suspend / Resume] key.**



DER120

1. **[Suspend / Resume] key**

2. **Remove the stack of paper from the finisher shift tray.**



DER121

3. **Press the [Suspend / Resume] key to restart the print.**

Note

- You can suspend printing only when the finisher shift tray is selected as the output tray.

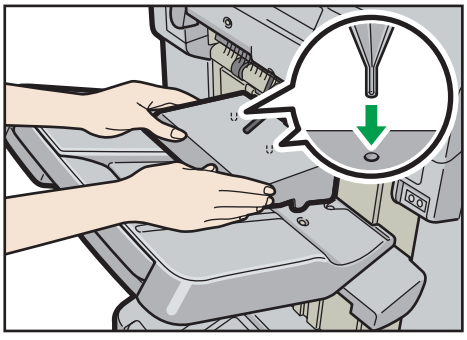
When using the Z-fold function

To use the Z-fold function, you must attach the Z-fold support tray.

Finisher SR5050 and Booklet Finisher SR5060

- Finisher shift tray

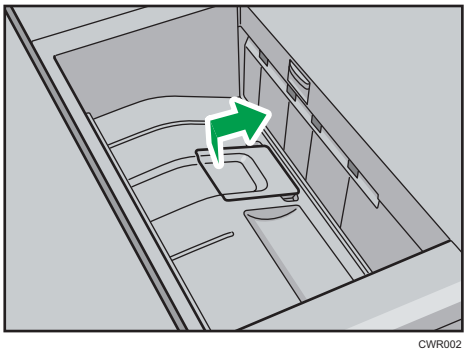
  Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



CWR001

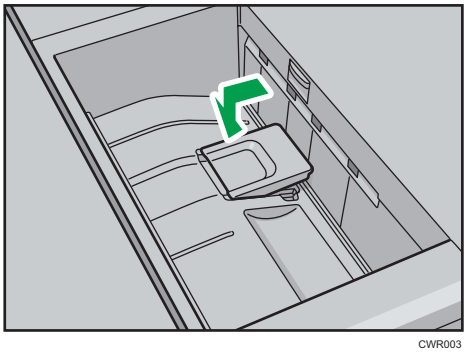
Multi-folding unit

1. **Lift up and slide the Z-fold support tray for multi-folding unit to the right, and then set it in place.**



CWR002

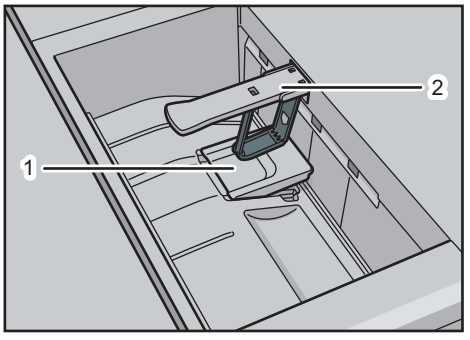
When you have finished using the Z-fold support tray for multi-folding unit, lift it up and slide the tray to the left, and then lower it.



CWR003

When using the Letter Fold-out function

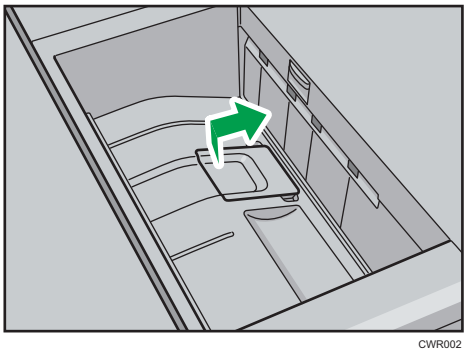
To use the Letter Fold-out function and the Multi-sheet Fold function at the same time, install the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out.



CWR007

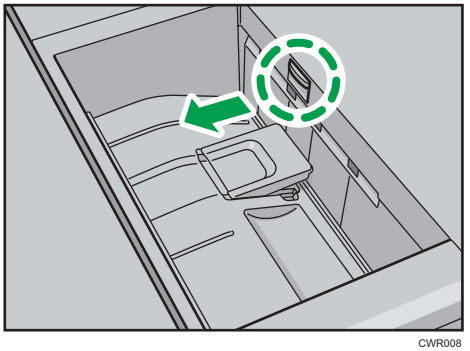
1. **Z-fold support tray for multi-folding unit**
2. **Output holding unit for letter fold-out**

1. **Lift up and slide the Z-fold support tray for multi-folding unit to the right, and then set it in place.**



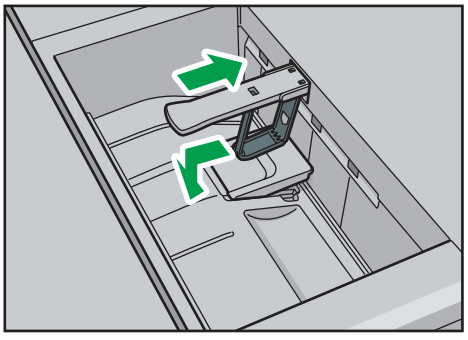
CWR002

2. **Pull out the output holding unit for letter fold-out.**



CWR008

When you have finished using the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out, return each to their previous positions.

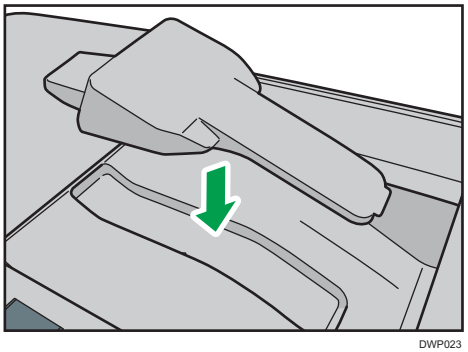


CWR009

When ejecting thick paper or envelopes to the upper tray of the high capacity stacker

Attach the supplied thick paper support tray when ejecting the following paper to the upper tray of the high capacity stacker:

- Thick paper longer than the length of B4 JIS
- Envelopes that exceed 332 mm (13.1 inches) in length



DWP023

Guide to Functions of the Machine's Internal Options/Option Controller

- PostScript 3 unit

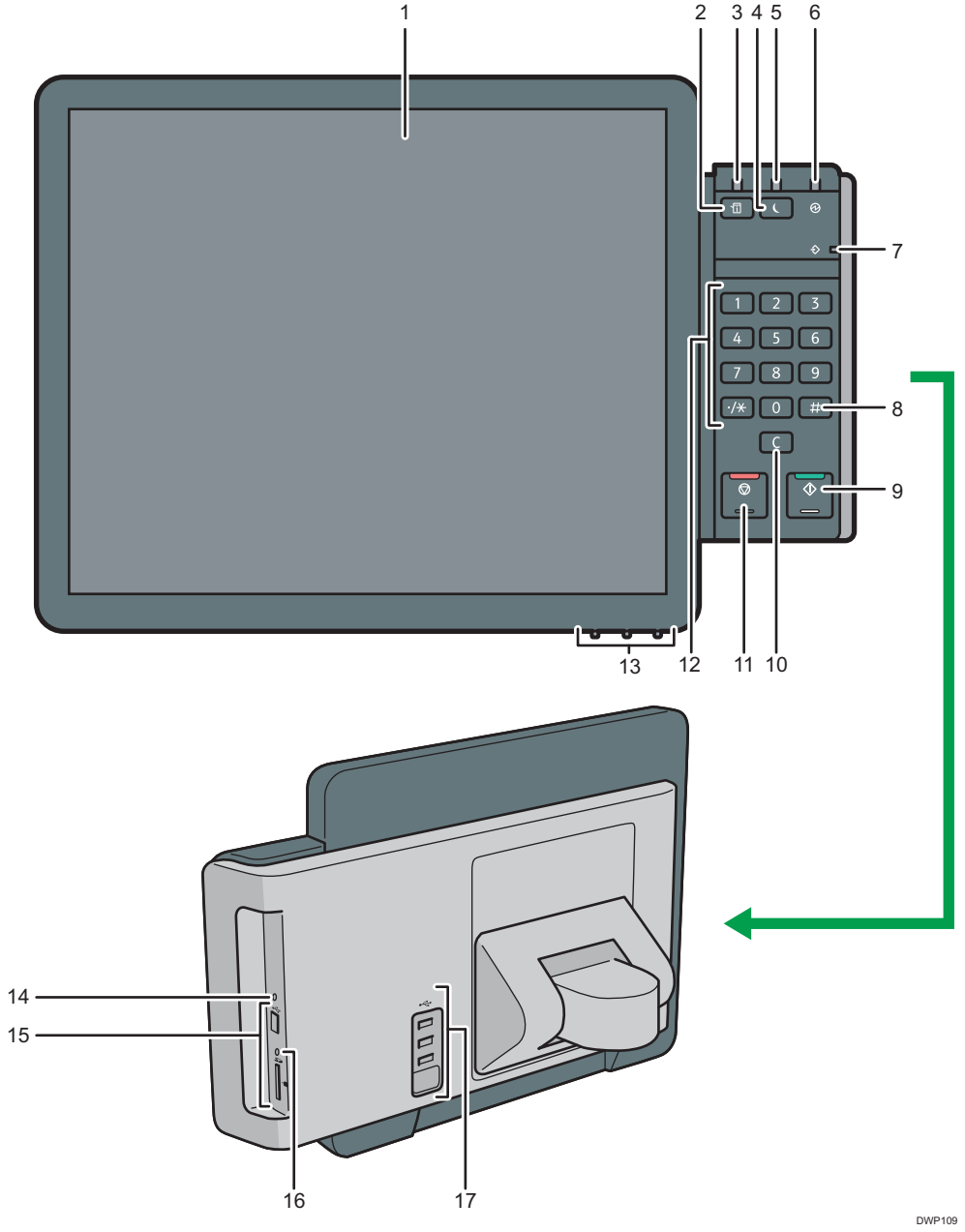
  Allows you to print by Adobe PostScript 3 printer driver.

  Allows you to output documents using the PDF Direct Print function, and store documents in PDF format using Print from Storage Device function.

- Color controller

  You can print documents using the optional controller. Total Flow print server or Fiery controller can be used as the color controller.

Guide to the Names and Functions of the Machine's Control Panel



1. **Display panel**

   This is a touch panel display that features icons, keys, shortcuts, and widgets that allow you to navigate the screens of the various functions and applications and provide you with information about operation status and other messages. See page 93 "How to Use the [Home] Screen" and page 105 "How to Use Each Application".

2. **[Check Status] key**

   Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

3. **Status indicator**

   Indicates the status of the system. Stays lit when an error occurs or the toner runs out.

4. **[Energy Saver] key**

   Press to switch to Low Power mode or Sleep mode. When the machine is in Sleep mode, press the key again to recover the machine from sleep. See page 86 "Saving Energy".

5. **Energy saver indicator**

   When the machine is in Low Power mode, the energy saver indicator is lit. In Sleep mode, the energy saver indicator flashes slowly.

6. **Main power indicator**

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

7. **Data In indicator (printer mode)**

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

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

   Press to confirm values entered or items specified.

9. **[Start] key**

   Press to start printing a counter list, an inquiry list, or another list.

10. **[Clear] key**

    Press to delete a number entered.

11. **[Stop] key**

    Press to stop a job in progress, such as printing.

12. **Number keys**

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

13. **Display adjustment keys**

    Allows you to adjust the displayed image.

    See page 90 "Adjusting the Display".

14. **Control panel reset key**

    Press to restart the control panel. Used when operating from the control panel becomes unresponsive.

15. **Media slots**

    Use to insert an SD card or a USB flash memory device. For details, see "Inserting/Removing a Memory Storage Device", Preparation.

16. **Media access lamp**

    Lights up when an SD card is inserted in the media slot.

17. **USB Host Interface**

    Connect a keyboard, mouse, Media Identification Unit, or other USB device.

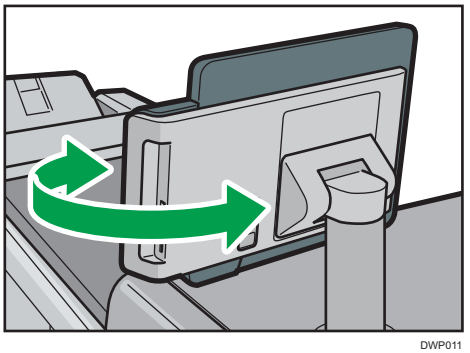
Note

- To improve usability, you can adjust the angle of the control panel.

Adjusting the Angle of the Control Panel

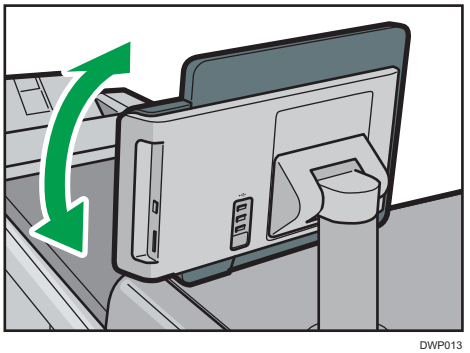
To improve usability, you can adjust the angle of the control panel.

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



DWP011

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



DWP013

Turning On/Off the Power

Turning On/Off the Power

Important

- **Do not push the main power switch repeatedly.**
- **When you push the main power switch, wait at least 10 seconds after it is confirmed that the main power indicator has lit up or gone out.**
- **If the main power indicator does not light up or go out in 5 minutes after you push the main power switch, contact your service representative.**

The main power switch is on the top left of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off.

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

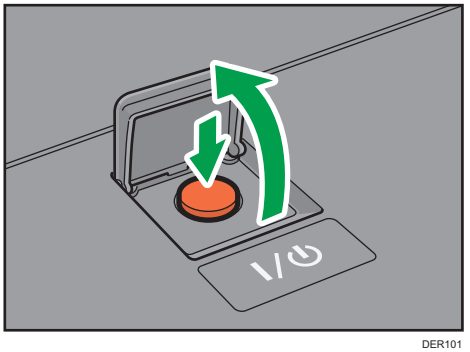
Note

- This machine automatically enters Fusing Unit Off mode, Low Power mode, or Sleep mode if you do not use it for a while. For details, see page 86 "Saving Energy".

Turning On the Main Power

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

   The main power indicator goes on.



DER101

Note

- After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about 18 minutes. However, the time for initialization may differ depending on which options are installed on the machine.
- If the machine does not turn on even if you press the main power switch, open the front left cover and make sure that the AC power switch is turned on. For details about the AC power switch, see page 361 "Dos and Don'ts".
- Application icons appear on the [Home] screen as the applications start running.

Turning Off the Main Power

⚠CAUTION

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

Important

- **Do not turn off the power while the machine is in operation.**
- **Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.**

1. **Open the main power switch cover, and then push the main power switch.**

   The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

Saving Energy

This machine has the following energy saving functions.

Fusing Unit Off mode

If you do not use the machine for a certain period after an operation, the machine makes a clicking sound and enters Fusing Unit Off mode.

When the machine is in Fusing Unit Off mode, the display is on but the fusing unit heater is off to save energy. In this mode, you can change the machine's settings on the control panel. However, the machine must exit this mode to print.

You can change the amount of time that the machine waits before switching to Fusing Unit Off mode under [Fusing Unit Off Mode (Energy Saving) On/Off]. For details, see "System Settings", Device Management.

To exit Fusing Unit Off mode, start print jobs.

The time required to return from Fusing Unit Off mode and resume printing is as long as the time required for warm-up time. For details about the warm-up time, see "Specifications for the Main Unit", Specifications.

Low Power mode

If you do not use the machine for a certain period after an operation, the display will turn off and the machine goes into Low Power mode. The machine uses less electricity in Low Power mode.

You can change the amount of time that the machine waits before switching to Low Power mode under [Low Power Mode Timer]. For details, see "System Settings", Device Management.

You can change the machine's settings to enter Low Power mode when you press the [Energy Saver] key. For details, see "System Settings", Device Management.

To exit Low Power mode, do one of the following:

- Press the [Check Status] key

Sleep mode

If the machine remains inactive for a specified period or the [Energy Saver] key is pressed, it enters Sleep mode to further reduce the electricity it consumes. For details, see "System Settings", Device Management.

When the machine is in Sleep mode, only the [Energy Saver] key and the [Check Status] key are usable. The machine can print jobs from computers.

You can change the amount of time that the machine waits before switching to Sleep mode under [Sleep Mode Timer]. For details, see "System Settings", Device Management.

To exit Sleep mode, do one of the following:

- Press the [Energy Saver] key
- Press the [Check Status] key

Note

- When the machine is in Low Power mode, the [Energy Saver] key is lit. In Sleep mode, the [Energy Saver] key flashes slowly. In Fusing Unit Off mode, the [Energy Saver] key is not lit.
- The energy saving functions will not operate in the following cases:
  - When fixed warm-up is in progress
  - When operations are suspended during printing
  - When a warning message appears (The machine enters Fusing Unit Off mode unless the cover is open.)
  - When paper is jammed (The machine enters Fusing Unit Off mode except when the cover is open.)
  - When the Data In indicator is lit or flashing
- The machine does not enter Low Power mode or Sleep mode in the following cases:

- During communication with external equipment
- When the hard disk is active
- When the service call message appears
- When the machine's cover is opened
- When the "Add Toner" message appears
- When toner is being replenished
- Machine Features
- Counter
- Inquiry
- Address Book Management
- Tray Paper Settings
- When data is being processed
- When the Data In indicator is lit or flashing
- When the sample print, locked print, hold print, or stored print screen is displayed
- When the screen of a document that was stored under the printer function appears (The machine enters Low Power mode if this happens)
- When the internal cooling fan is active
- When accessing the machine using Web Image Monitor

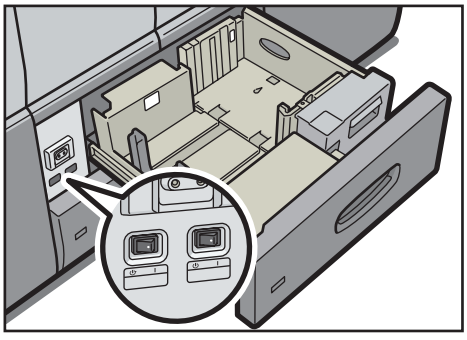
Anti-humidity Heater Switch

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

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

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

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



DER102

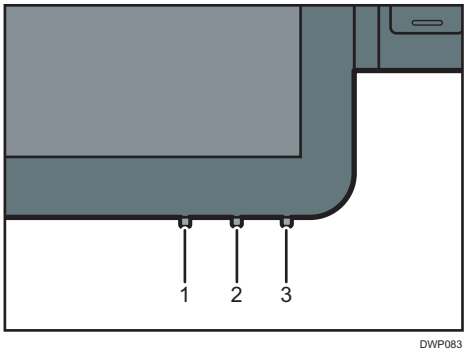
Adjusting the Display

You can adjust the color, brightness and display position of the control panel screen using the display adjustment keys in the bottom right part of the control panel.

To adjust the display and unlock it, press and hold the Up and Down buttons at the same time for five seconds.

Note

- The setting is saved automatically if you do not perform any operation for more than 10 seconds while configuring the setting.



DWP083

1. **Mode button**

   Press this button to start or end display adjustment. This button also selects or deselects the setting item when you are adjusting the display.

2. **Up button**

   Press this button to move between the setting items, or change the setting value.

   The cursor moves to the item above when moving between the items.

   The value increases when changing a setting value.

   It is also used to enable the display adjustment function.

3. **Down button**

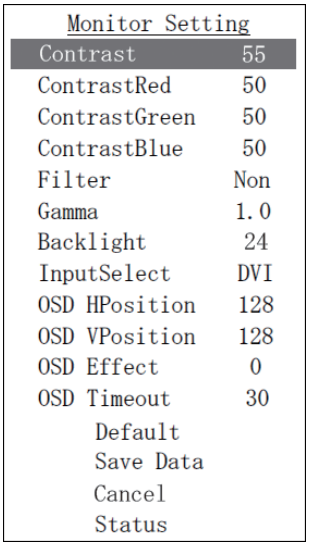
   Press this button to move between the setting items, or change the setting value.

   The cursor moves to the item below when moving between the items.

   The value decreases when changing a setting value.

   It is also used to enable the display adjustment function.

Display adjustment screen



Setting item	Content	Setting range	Initial value
Contrast	Adjust the overall contrast of all colors in RGB	0-255	55
ContrastRed	Adjust the contrast in red (digital setting)	0-255	50
ContrastGreen	Adjust the contrast in green (digital setting)	0-255	50
ContrastBlue	Adjust the contrast in blue (digital setting)	0-255	50
Filter	Select the spatial filter setting	Non, 0-4	Non
Gamma	Specify the gamma value setting	0.1-3.0	1.0
Backlight	Adjust the brightness	0-31	24
InputSelect	Select an image source to display	DVI/RGB	DVI
OSD HPosition	Adjust the horizontal position to display the display adjustment screen (OSD)	5-253	128
OSD VPosition	Adjust the vertical position to display the display adjustment screen (OSD)	63-210	128
OSD Effect	Specify the opacity setting of the display adjustment screen (OSD)	0-7	0

Setting item	Content	Setting range	Initial value
OSD Timeout	Specify the time to wait before closing the display adjustment screen (OSD)	Non, 5-60*1	30
Default	Select to initialize the settings	-	-
Save Data	Select to save the data	-	-
Cancel	Select to cancel selection, or hide the display adjustment screen (OSD)	-	-
Status	Select to display the status screen	-	-

*1 Select the time from 5-10, 15, 20, 30, 40, 50 and 60.

How to Use the [Home] Screen

The [Home] screen is set as the default screen when the machine is turned on.

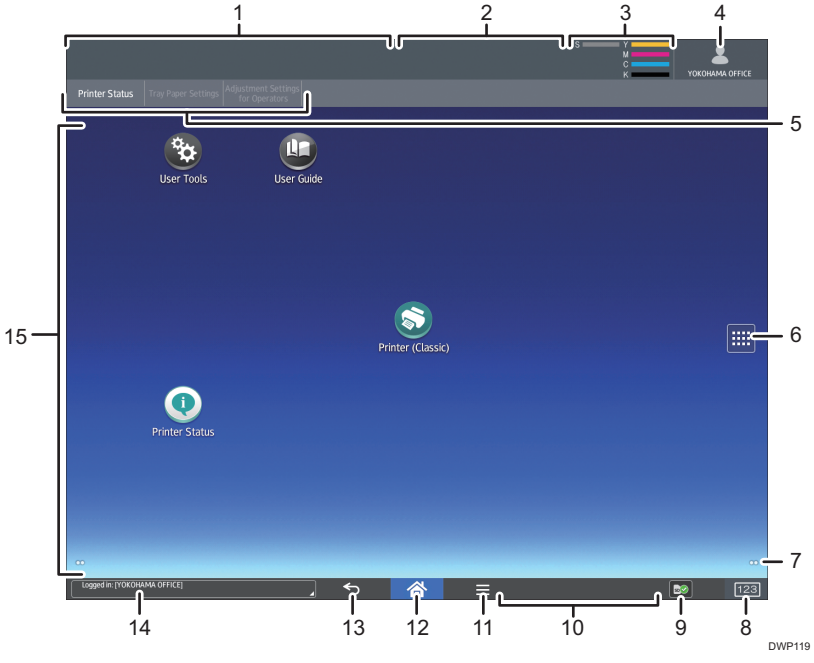
One icon is assigned to each function, and these icons are displayed on the [Home] screen. You can add shortcuts to frequently used functions or Web pages to the [Home] screen. Also, you can register widgets such as the Change Langs. Widget to it. The [Home] screen and the screen of each function may differ depending on the optional units that are installed.

To display the [Home] screen, press [Home] ( ) at the bottom of the screen in the center.

Important

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

To switch between screens, flick your finger to the right or left on the screen.



1. **Machine status display**

   Displays the machine status.

2. **Job status display**

   Displays the status of the first job in the job list.

3. **Remaining toner icon**

   Shows the remaining amount of toner.

4. **Logged-in user icon**

   This key is displayed when user authentication is enabled. When you press the icon while [Login] is displayed, the login screen appears. If you are already logged in to the machine, the logged-in user name is displayed. Press the icon while you are logged-in to log out from the machine.

   For details about how to log in and out, see page 109 "Logging In the Machine".

5. **Function keys**

   For details, see page 96 "Changing Modes by Pressing the Function Keys".

6. **Application list icon**

   Press to display the application list. You can create shortcuts to the applications on the [Home] screen.

   To use an application displayed in the [Widgets] tab and [Program] tab, create a shortcut for the application on the [Home] screen. For details, see "Customizing the [Home] Screen", Preparation.

7. **Icons to switch between screens**

   Press to switch between the five home screens. The icons appear at the bottom right and left of the screen, the number of icons indicates the number of screens on each side of the current screen.

8. **[Counter]**

   Press to display or print the total number of printed sheets. See page 384 "Counter".

9. **[Media Information]**

   Press to remove the inserted SD card or USB flash memory device from the media slot. For details, see "Removing an SD Card" or "Removing a USB Flash Memory Device", Preparation.

10. **Remote operation message**

    Displays the connection status when you are connected to the control panel from a computer or tablet. For details about "Remote Panel Operation", see page 65 "Allowing Remote Connection from a PC or Tablet to the Control Panel".

11. **[Menu]**

    Displays the menu screen of the application you are using. Depending on the application you are using, this key may be disabled. You can also press this key in the [Home] screen to restore the [Home] screen's settings to their defaults.

12. **[Home]**

    Press to display the [Home] screen.

13. **[Return]**

    Press this key to return to the previous screen while Screen Features are enabled or applications are used. Depending on the application you are using, this key may be disabled. You can specify whether this key is enabled or not in some applications. For details about the settings, see "Screen Features", Device Management.

14. **System message**

    Displays messages from the machine system and applications.

15. **Icon display area**

    Displays the function or application icons and widgets. Displayed icons differ between the five home screens. For details about icons on each screen, see page 95 "Main Icons on the [Home] Screen".

You can also add shortcuts and arrange icons using folders. For details, see "Customizing the [Home] Screen", Preparation.

Note

- You can change the [Home] screen's wallpaper. For details, see "Changing the [Home] Screen's Wallpaper", Preparation.
- You can switch modes by pressing icons on the [Home] screen. You can also switch modes by pressing the function keys.
- You cannot switch modes in any of the following situations:
  - When accessing the following screens:
    - Machine Features
    - Counter
    - Inquiry
    - Address Book Management
    - Current Job / Job History
- The [Home] screen is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "Screen Features", Device Management.

Main Icons on the [Home] Screen

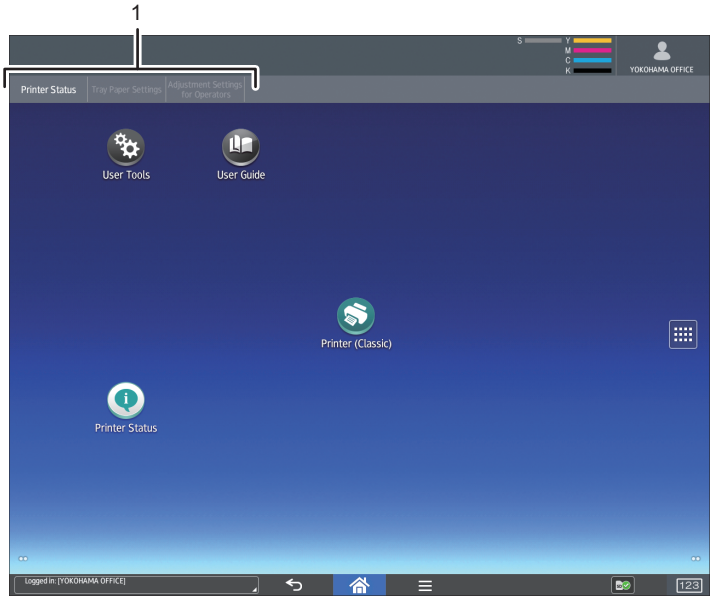
The following icons are displayed on the [Home] screen as a factory default:

Icon	Description
Printer	Allows you to make settings for using the machine as a printer easily. For details about how to use the printer function, see page 285 "Print".
User Guide	Press to display the manuals for the machine.
User Tools	Press to display the screen for the machine's initial settings.
Printer Status	Press to display the device information screen. For details, see page 97 "[Printer Status] Screen".
Tray Paper Settings	Press to display the Tray Paper Settings screen. For details, see page 98 "[Tray Paper Settings] Screen".
Adjustment Settings for Operators	Press to display the Adjustment Settings for Operators screen. For details, see page 211 "Adjustment Settings for Operators".

You can add icons to the [Home] screen to customize the machine. For details about adding icons to the [Home] screen, see "Adding Icons to the [Home] Screen", Preparation.

Changing Modes by Pressing the Function Keys

You can switch modes by pressing the function keys on the top of the screen.



DWP121

1. **Function Keys**

   You can use the function keys when [Function Key] in Screen Features is enabled. See "Screen Features", Device Management.

   [Printer Status], [Tray Paper Settings] and [Adjustment Settings for Operators] are fixed items, and cannot be changed. For detail about each function, see page 97 "[Printer Status] Screen", page 98 "[Tray Paper Settings] Screen", and page 211 "Adjustment Settings for Operators".

   You can assign frequently used functions to the 6 other keys to the right.

You can register often used functions to the function keys by using the following procedure:

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [User Tools] icon ( ).**
3. **Press [Screen Features].**
4. **Press [Screen Device Settings].**
5. **Press [Function Key Settings].**
6. **Select the [Function Key] check box.**

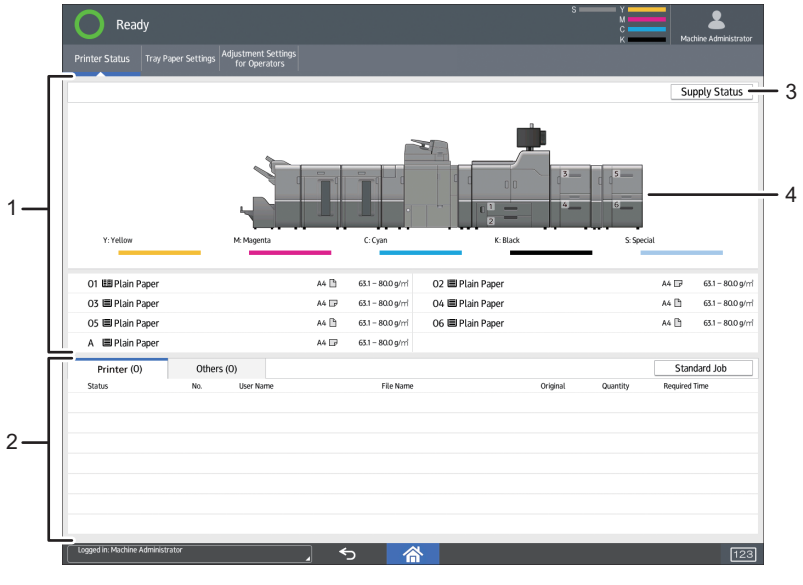
7. **Select from [Function Key 1]-[Function Key 6] to which you want to assign a function.**
8. **Press [Allocated Function].**
9. **Select a function you want to register from the list.**
10. **Press [Display Name].**
11. **Enter the function name to display on the key.**
12. **Press [OK].**
13. **Press [Home] ( ) at the bottom of the screen in the center.**

    The function key is registered to the top of the screen.

[Printer Status] Screen

Press [Printer Status] among the function keys to display the device information screen.

In the device information screen, you can view the status of the supplies and paper in the main unit and in each optional unit, and the list of jobs.



DWP844

1. **Supply / Paper Information**

   Displays errors prompting to replenish supplies or notifying the waste toner bottle being full, and information such as the set status and remaining amount of toner. Also displays the settings and remaining amount of paper in each tray.

2. **Job Information**

   Displays the list of jobs.

3. **[Supply Status]**

   Press [Supply Status] to view the Paper, Maintenance Info, Data Storage, Machine Address Info, and inquiry information.

   For details, see "Checking Machine Status and Settings", Preparation.

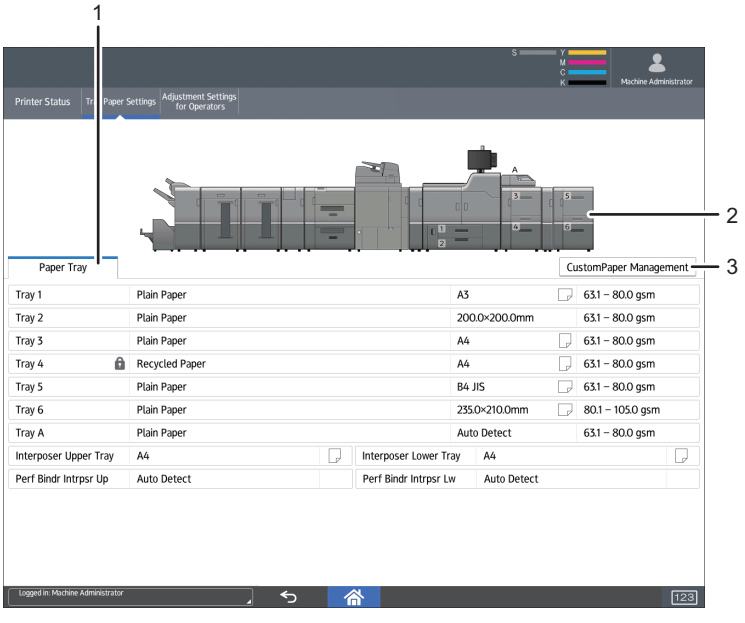
4. **Machine Front View**

   Shows the machine configuration, the tray used for printing, error status, and other information.

[Tray Paper Settings] Screen

Press [Tray Paper Settings] among the function keys to display the [Tray Paper Settings] screen.

In the [Tray Paper Settings] screen, you can specify the paper settings for the trays and interposer, and configure the settings for functional papers.



DWP847

1. **[Paper Tray] tab**

   Displays the list that shows the setting details of each tray and interposer.

   The icon indicates the tray that is configured manually or does not support duplex printing.

   The icon indicates the tray that is manually configured or excluded from the source of automatic paper selection.

   The [Allocate Paper] screen is displayed when you select a tray. If you select the interposer, the [Interposer Settings] screen is displayed.

   For details about the paper settings for the paper tray, see page 188 "Changing Tray Paper Settings".

2. **The machine front view**

   Displays information such as the machine configuration, tray used for printing, error status, and other information.

3. **[CustomPaper Management]**

   Displays the [Custom Paper Management] screen.

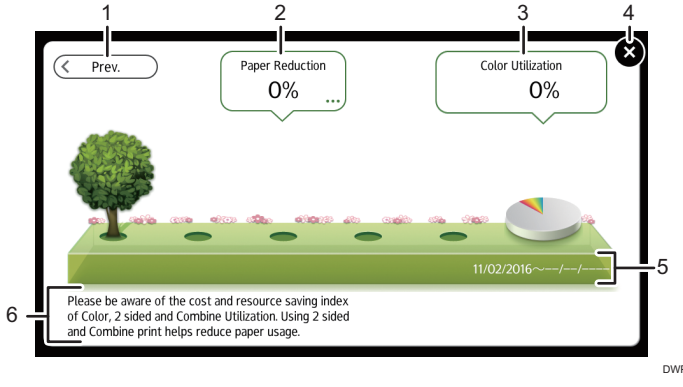
   For details about the [Custom Paper Management] screen, see page 35 "How to Use the [Custom Paper Management] Screen".

[Information] Screen

To raise awareness of resource conservation, you can configure the machine to display the reduction in paper usage.

The color utilization ratio is also displayed on the [Information] screen.

When user authentication is enabled, the screen is displayed when you log in to the machine. When user authentication is not enabled, the screen is displayed after returning from Sleep mode or after a system reset. The [Information] screen appears when the power is turned on, regardless of the authentication settings.



1. **[Prev.] / [Crnt.]**

   Press to switch between the [Information] screen of the previous count period and that of the current count period.

2. **Paper Reduction**

   Shows the amount of paper saved by using the duplex and combine printing functions. The figure indicates the percentage of paper saved from the total of all the paper used. As the figures become greater, the number of the trees increases. If the paper reduction ratio exceeds a certain level, the trees will bear fruit.

   Press the balloon to display the following items:

   - Total Print Pages:

     Total number of pages printed in the current count period is displayed.

   - 2 sided Utilization:

     The ratio of 2-sided prints to the total number of prints is displayed.

The higher the ratio is, the more leaves are displayed.

- Combine Utilization:

  The ratio of combined prints to the total number of prints is displayed.

  The higher the ratio is, the more leaves are displayed.

3. **Color Utilization**

   The ratio of color prints to the total number of prints is displayed.

4. **[Close]**

   Press this to close the [Information] screen and return to operation.

5. **Count periods**

   The current and previous count periods are displayed.

6. **Message**

   A message from the administrator is displayed.

Note

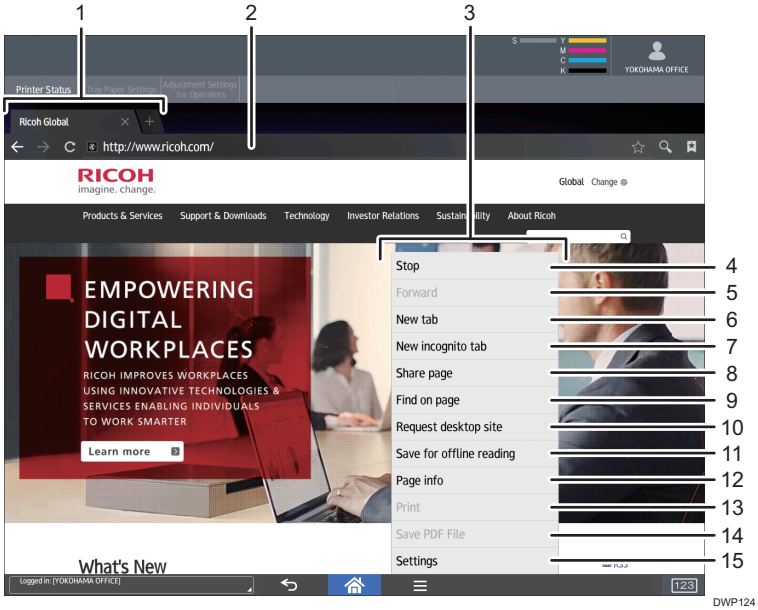
- Depending on the machine settings, the [Information] screen may not be displayed. For details, see "Managing Eco-friendly Counter", Security Guide.
- You can also use Web Image Monitor to check the usage status. For details about how to check them, see Web Image Monitor Help.
- Under [Eco-friendly Counter Period / Administrator Message] in [System Settings], you can check "Count Period", "Administrator Message", "Display Information Screen", and "Display Time". Only the administrator can change the settings. For details, see "Managing Eco-friendly Counter", Security Guide.

[Web Browser] Screen

The machine has a web browser that allows you to view Web pages.

You must first configure the network settings in [Screen Features]. For details about the settings, see "Screen Features", Device Management.

To start a web browser on the control panel, press , and then press the [Web Browser] icon on the [APPS] tab.



DWP124

1. **Tab**

   Press to switch screens. To display the URL bar, press the tab of the Web page.

2. **URL bar**

   Press this bar to enter the URL of a Web page. You can type the URL of a Web page that you want to display by pressing the address bar.

3. **Menu**

   Press [Menu] ( ) at the bottom of the screen in the center to open this menu.

4. **[Refresh]/[Stop]**

   Press to refresh a Web page.

   While a Web page is refreshing, [Stop] appears.

5. **[Forward]**

   Press to return to the previous Web page after pressing [Return] ( ) at the bottom of the screen in the center.

6. **[New tab]**

   Press to open a new tab.

7. **[New incognito tab]**

   Press to open a new tab that leaves no record in the browser history or search history.

8. **[Share page]**

   Press to share Web pages with other devices.

9. **[Find on page]**

   Press to type a word and search for it on the current Web page.

10. **[Request desktop site]**

    Press to switch the Web page display mode from the mobile version to the desktop version.

11. **[Save for offline reading]**

    Press to save the Web page for offline reading.

12. **[Page info]**

    Press to display the URL or server certificate of the Web page that you are accessing.

13. **[Print]**

    Press to specify the printing conditions such as paper sizes and duplex printing. For details, see "Printing a Web Page", Preparation.

14. **[Save PDF File]**

    Press to save the PDF file displayed on the browser. You can save the file to an SD card or USB flash memory device. For detail, see "Saving PDF files downloaded from Web pages", Preparation.

15. **[Settings]**

    Press to specify security settings and other browser settings. For details, see "Browser Settings", Preparation.

Note

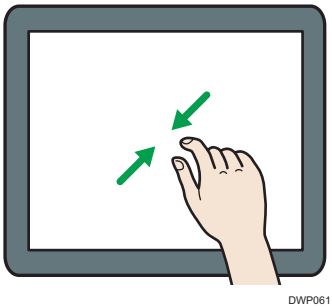
- For precautions on accessing external servers using the Web Browser, see "Checking the security of the browser function", Preparation.

Possible Operations on the Application Screen

This section describes the home screen, and explains the operations that can be performed on the operation screen of some applications.

- Pinch-in

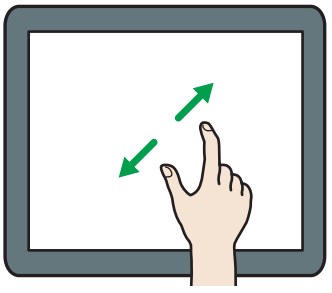
  Place your thumb and forefinger on the screen, and then pinch the fingers together to zoom out the screen. Double-tapping can also be effective for this operation.



DWP061

- Pinch-out

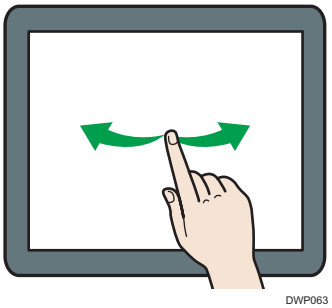
  Place your thumb and forefinger on the screen, and then spread the fingers apart to zoom in the screen. Double-tapping can also be effective for this operation.



DWP062

- Flick

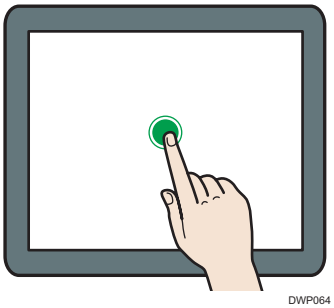
  Flick your finger to the right or left on the screen to switch between screens.



DWP063

- Long tap

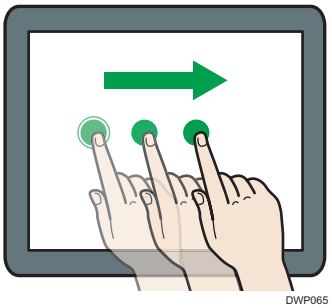
  Place your finger on the screen and hold it there until the next screen appears. You can display the menu screen of the application you are using.



DWP064

- Drag

  Slide your finger while pressing the screen. You can move an icon to where you want to place it on the screen.



DWP065

Note

- While using applications other than any of Standard Application, you may enter text for the operations explained above.

Changing the Display Language

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

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [User Tools] icon ( ).**
3. **Press [Screen Features].**
4. **Press [Language & input].**
5. **Press [Change Language].**
6. **Select the language you want to display.**
7. **Press [Home] ( ) at the bottom of the screen in the center.**

Note

- You can specify which display languages are available in [Select Switchable Languages]. For details, see "Screen Features", Device Management.

System Reset

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset".

For the procedure for specifying default settings under Function Priority, see "Screen Features", Device Management.

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

How to Use Each Application

You can open the function screens by pressing icons such as [Printer (Classic)] on the [Home] screen.

Two kinds of screens ("Standard Application Screen" and "Other Application Screen") can be used by each function.

Standard Application Screen

Functions and settings that are used frequently are shown on the top screen. Flick the screen up or down to select a setting item. When you select an item, the pull-down menu appears, or the setting item pops up. For details about operations on this screen, see page 107 "How to Use the [Printer] Screen".

Other Application Screen

Other functions and the application for configuring and adjusting the machine are shown on this screen. Printer status, tray paper settings, operator adjustment, other items are available on the other application screen.

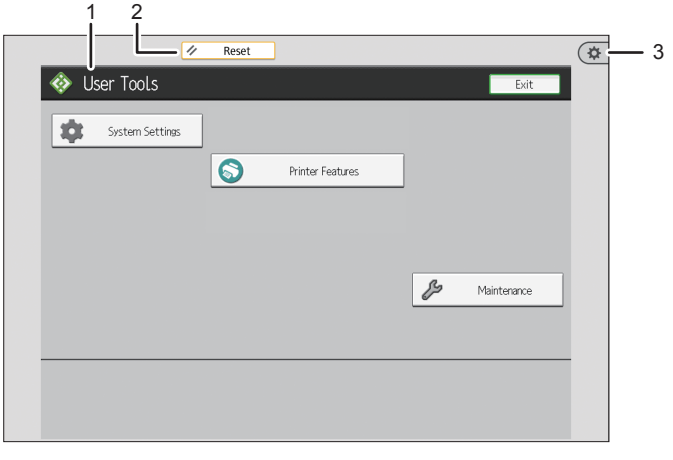
Keys that Appear on the Initial Settings Screen and Screens of Each Standard Application

The display panel shows the operation status, messages, and function menus.

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

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

The initial settings screen



DWP043

1. **Function screen**

   Each function has a different screen.

2. **[Reset]**

   Press to clear the current settings.

3. **[User Tools]**

   Press this to use the following items:

   - Screen Features

     Press to customize the default settings of the operating system installed on the control panel. See "Screen Features", Device Management.

   - Machine Features

     Press to customize the default settings of the machine system. You can also customize the default settings of the printer function. See "System Settings", Device Management or "Printer Features", Preparation.

   - Counter

     Press to check or print the counter value. See "Counter", Maintenance and Management.

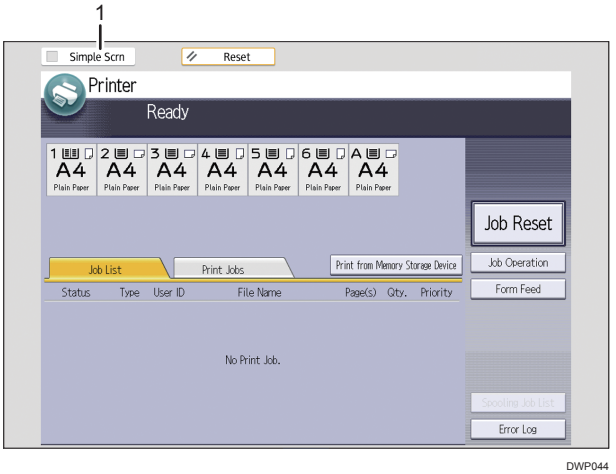
   - Inquiry

     Press to find out where to order expendable supplies and where to call when a malfunction occurs.

   - Address Book Management

     Press to display the Address Book.

Standard applications' screen

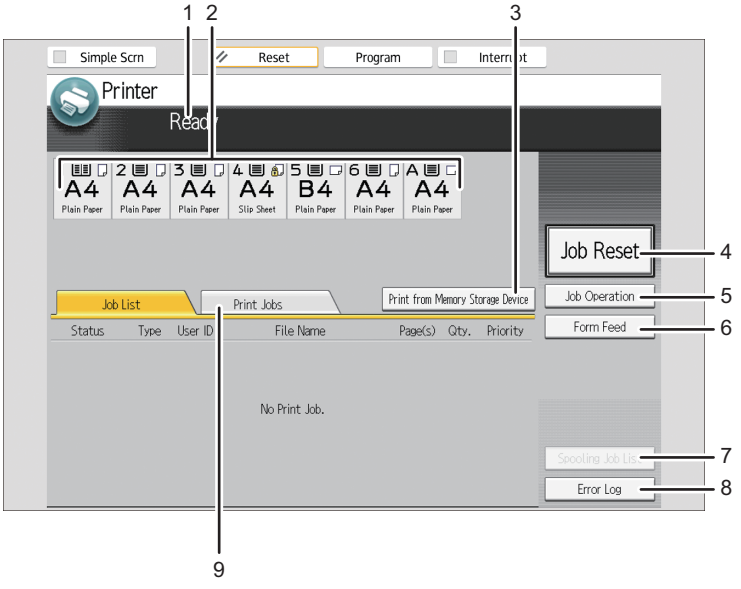


DWP044

1. **[Simple Scrn]**

   Press to switch to the simple screen. See page 108 "Switching Screen Patterns".

How to Use the [Printer] Screen



1. **Operational status or messages**

   Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

2. **Paper tray status indicators**

   Displays paper tray settings.

3. **[Print from Memory Storage Device]**

   Press to display the screen for printing files stored on memory storage devices directly.

4. **[Job Reset]**

   Press to cancel the current print job.

   If you press it when the Hex Dump is selected, Hex Dump is canceled.

5. **[Job Operation]**

   Press to suspend a job being processed.

6. **[Form Feed]**

   Press to print all the data left in the machine's input buffer.

7. **[Spooling Job List]**

   Press to display spooled jobs.

8. **[Error Log]**

   Press to display the error logs of print jobs sent from a computer.

9. **[Print Jobs]**

   Press to display print jobs sent from a computer.

Switching Screen Patterns

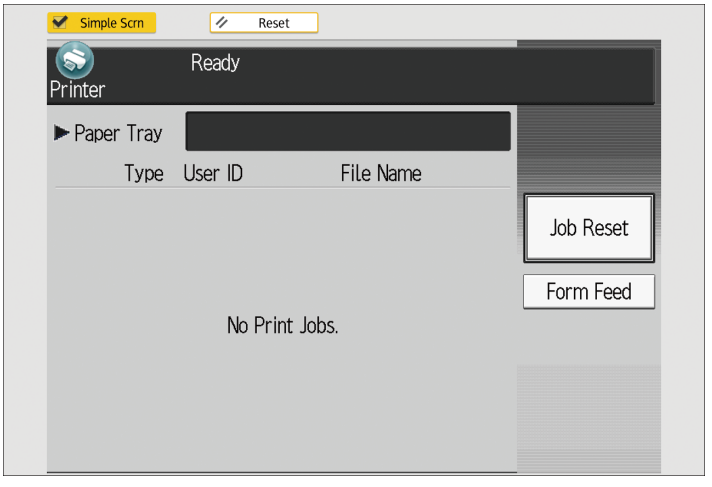
This section explains how to switch to the simple screen and the keys that are displayed.

Only the main functions can be used.

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

1. **Press [Simple Scrn].**

   This illustration shows the printer function's simple screen.



Note

- To return to the initial display, press the same key used in Step 1.

Logging In the Machine

When the Authentication Screen is Displayed

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

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

Important

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

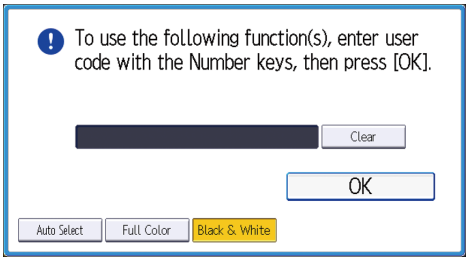
Note

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

User Code Authentication Using the Control Panel

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

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



Note

- To log out, press the [Energy Saver] key after jobs are completed, or press and hold [Reset].

User Code Authentication Using a Printer Driver

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

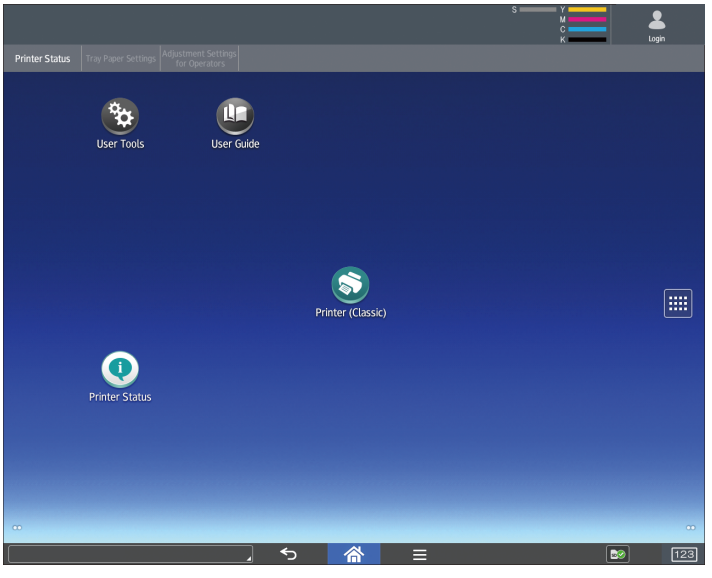
Note

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

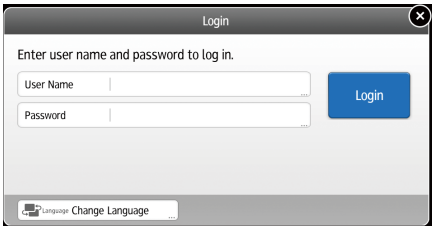
Logging In Using the Control Panel

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

1. **Press the logged-in user icon on the top right on the screen.**



2. **Press [User Name].**



3. **Enter a Login User Name.**
4. **Press [Password].**
5. **Enter a Login Password.**

6. **Press [Login].**

Note

- If authentication fails, the "Cannot log in." message appears. Check that the Login User Name and Login Password are correct.
- When User Code Authentication is active, a different screen appears. See page 109 "User Code Authentication Using the Control Panel".

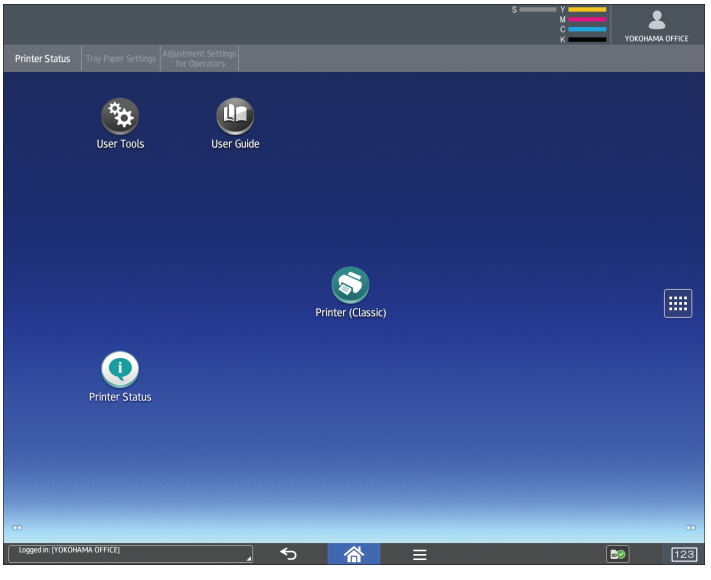
Logging Out Using the Control Panel

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

Important

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

1. **Press the logged-in user icon on the top right on the screen.**



2. **Press [OK].**

Logging In Using an IC Card

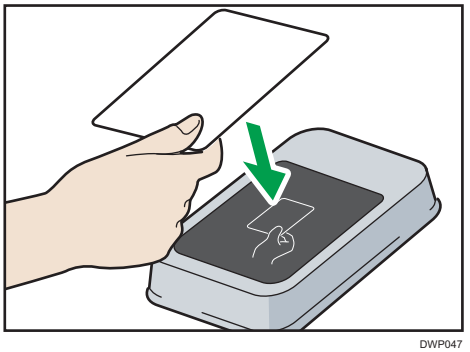
Log in to the machine by waving an IC card over the machine when Quick Card Authentication is specified.

Important

- Wave only one IC card over the machine at a time.

When using an IC card registered with your login user name and password:

1. **Wave it over the NFC card reader.**

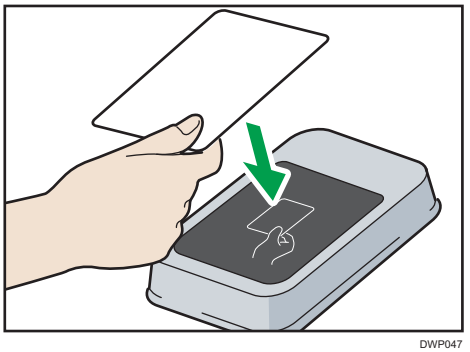


DWP047

You will log in to the machine.

When using an IC card not registered with your login user name and password:

1. **Wave it over the NFC card reader.**



DWP047

The registration screen is displayed.

2. **Enter the login user name and password registered to the machine's address book.**
3. **Press [Register].**
4. **Press [Exit].**
5. **Wave the card over the NFC card reader.**

   You will log in to the machine.

Note

- If a user waves an IC card over a machine another user is logged in to, the user who logged in previously is logged out and the newer user logs in.

- You can also log in to the machine by pressing [Login Using Keyboard] and entering your login user name and password.

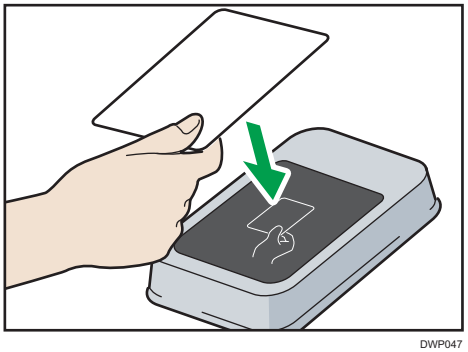
Logging Out Using an IC Card

Log out from the machine by waving your IC card over the machine when Quick Card Authentication is specified.

Important

- **Wave only one IC card over the machine at a time.**

1. **Wave your IC card over the NFC card reader.**



DWP047

You will log out from the machine.

Note

- You can also log out from the machine by pressing [Logout] in the top right corner of the screen.

Using a Smart Device to Log in to the MFP

When operating a machine for which user authentication is specified, you can log in to the machine without entering a user name and password by holding your smart device near its operation panel.

For details about RICOH Smart Device Connector, see the manuals for RICOH Smart Device Connector.

Important

- **To use this function, enable the Quick Card Authentication function and Bluetooth Authentication Plugin.**
- **Register the smart device to the MFP using the Quick Card Authentication function before using this function.**
- **If the machine's Bluetooth setting is enabled and Quick Card Authentication is set to "Bluetooth", you can log in to the machine by holding a smart device over the operation panel.**

- To use a smart device, it is necessary to enable the Bluetooth setting and start RICOH Smart Device Connector.
- The smart device's hardware and operating system must support Bluetooth Low Energy (BLE).

1. **Check that the Bluetooth function of the smart device is enabled.**
2. **On the operation panel of the machine, display the authentication screen of Quick Card Authentication.**
3. **On the menu of RICOH Smart Device Connector, flick the screen to the left or right to select [Login Machine].**
4. **Press [Login / Logout].**
5. **Touch the smart device to the Bluetooth label on the operation panel of the machine.**

   The smart device is connected with the machine, and login is now complete.

Note

- You cannot log in to the MFP by holding the smart device near its operation panel while the MFP is in Sleep mode.
- If a user waves a smart device over a machine another user is logged in to, the user who logged in previously is logged out and the newer user logs in.

Using a Smart Device to Log out from the MFP

If the machine's Bluetooth setting is enabled and Quick Card Authentication is set to "Bluetooth", you can log out from the machine by holding the smart device over the operation panel.

1. **Touch the smart device to the Bluetooth label on the operation panel of the machine.**

   You will be logged out from the machine.

Note

- You can also log out from the machine by pressing [Logout] in the top right corner of the screen.

Auto Logout Function

This machine has an auto logout function.

If the machine is idle for a specified period, the user is automatically logged out.

Logging In Using a Driver

Enter your login user name and password as registered in the machine. You need only do this the first time you access the machine.

The procedure is explained using Windows 7 as an example.

Logging in using a printer driver

1. **Open the printer properties dialog box, and then click the [Advanced Options] tab.**
2. **Select the [User Authentication] check box.**
3. **If you want to encrypt the login password, click [Driver Encryption Key...].**

   If you do not want to encrypt the password, proceed to Step 6.
4. **Enter the driver encryption key already set on the machine.**
5. **Click [OK] to close the [Driver Encryption Key] dialog box.**
6. **Click [OK] to close the printer properties dialog box.**
7. **From the [Print] window, open the printing preferences dialog box.**
8. **Specify the user authentication setting.**

   If you are using the PCL 5e printer driver, click the [Valid Access] tab, and then click [Authentications...].

   If you are using the PCL 6 printer driver, click the [Detailed Settings] tab, click [Job Setup], and then click [Authentication...] in the [Job Setup] area.
9. **Enter a login user name and login password already set on the machine or the server for user authentication.**

   Be sure to enter the same login user name and login password that is registered on the machine or the server.

   If you do not enter a valid login user name and login password, printing will not start.
10. **Click [OK] to close the [Authentication] dialog box.**
11. **Click [OK] to close the printing preferences dialog box.**

Note

- Depending on the application in use, the properties specified in this procedure may not take effect.
- If you log in using the driver, you do not need to log out when you finish.

Logging In Using Web Image Monitor

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

1. **Open a web browser.**
2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**
3. **Click [Login].**

4. **Enter a Login User Name and Login Password, and then click [Login].**

   Depending on the configuration of your web browser, the login user name and password might be saved. If you do not want to save them, configure your web browser's settings so that this information is not saved.

Note

- For User Code Authentication, enter a User Code in the [Login User Name] box, and then click [Login].
- The procedure may differ depending on the web browser used.

Logging Out Using Web Image Monitor

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

1. **Click [Logout].**

Note

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

User Lockout Function

This machine has a User Lockout function.

If an incorrect password is entered the number of times specified by the administrator, the User Lockout function prevents further login attempts under the same user name.

Even if the locked out user enters the correct password later, authentication will fail and it will not be possible to use the machine.

For details about releasing a locked out user, see "User Lockout Function", Security Guide.

Changing the Login Password

You can use alphanumeric characters and symbols when registering login user passwords.

You can register up to 128 single-byte characters.

The passwords are case-sensitive. Keep this in mind when registering them.

Important

- **Do not disclose the password to outsiders. Similarly, do not write the password down and leave it where others can see it.**
- **Change the password periodically.**
- **Make the password difficult to guess.**

Password Policy

This machine has a password policy.

Only passwords meeting the specified criteria for level of complexity and minimum number of characters can be registered. For details about the criteria, see "Specifying the Extended Security Functions", Security Guide.

Passwords can contain the following characters:

- Upper case letters: A to Z (26 characters)
- Lower case letters: a to z (26 characters)
- Numbers: 0 to 9 (10 characters)
- Symbols: (space) ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~ (33 characters)

Some characters are not available, regardless of whether their codes are entered using the keyboard or the control panel.

Changing the login password using the control panel

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [User Tools] icon ( ).**
3. **Press [Machine Features].**
4. **Press [Login] twice.**
5. **Enter a Login User Name, and then press [OK].**
6. **Enter a Login Password, and then press [OK].**
7. **Press [Exit].**
8. **Press [Address Book Management].**
9. **Select the user.**
10. **Press [Auth. Info].**
11. **Press [Change] for [Login Password].**
12. **Enter a new login password, and then press [OK].**
13. **If a password reentry screen appears, enter the login password, and then press [OK].**
14. **Press [OK].**
15. **Press [User Tools] ( ) on the top right of the screen.**
16. **Press [Home] ( ) at the bottom of the screen in the center.**

Changing the login password using Web Image Monitor

1. **Open a web browser.**
2. **Enter "http://(the machine's IP address or host name)/" in the address bar.**
3. **Click [Login].**

4. **Enter the login user name and login password, and then click [Login].**
5. **Point to [Device Management], and then click [Address Book].**
6. **Select the user or group.**
7. **Click [Change].**
8. **Click [Change] next to [Login Password] in the [Authentication Information] area.**
9. **Enter the new password in the [New Password] box.**
10. **Enter the new password in the [Confirm Password] box.**
11. **Click [OK] three times.**

Changing the login password for the printer driver

1. **From the [Print] window, open the printing preferences dialog box.**
2. **Specify the user authentication setting.**

   If you are using the PCL 5e printer driver, click the [Valid Access] tab, and then click [Authentications...].

   If you are using the PCL 6 printer driver, click the [Detailed Settings] tab, click [Job Setup], and then click [Authentication...] in the [Job Setup] area.
3. **Enter a login password already set on the machine or the server for user authentication.**

   Be sure to enter the same login password that is registered on the machine or the server.

   If you do not enter a valid login password, printing will not start.
4. **Click [OK] to close the [Authentication] dialog box.**
5. **Click [OK] to close the printing preferences dialog box.**

5. Paper Specifications and Adding Paper

Describes how to load sheets and about their specifications.

Loading Paper

Precautions for Loading Paper

⚠CAUTION

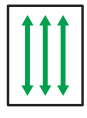
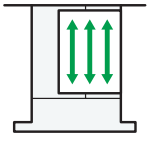
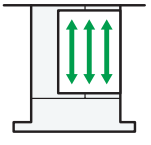
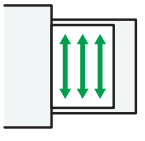
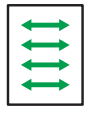
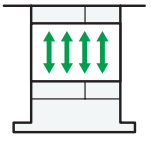
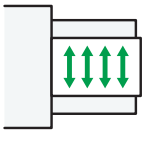
- When loading paper, take care not to trap or injure your fingers.

Important

- **Do not stack paper over the limit mark.**

Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them.

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

Direction of paper grain	Tray 1	A3/11 × 17 tray unit, Tray 2, or the wide LCT	Multi bypass tray (Tray A)
			
	Not recommended		

Note

- Even if paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- When loading 52.3 g/m^2 (14.0 lb. Bond) paper into paper trays or loading translucent paper into the wide LCT or the multi bypass tray (Tray A), always use long grain paper.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled. For details about settings for flattening out curled paper, see page 234 "0304 Correct Output Paper Curl".

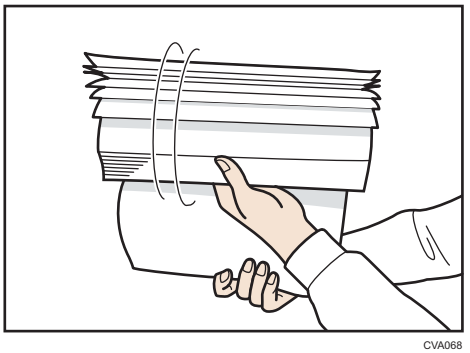
- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- When paper in trays that are set to automatically eject unnecessary tab stock sheets runs out, reload the tab stock from the beginning of the cycle (the first sheet).
- When you load paper into the paper tray for the first time or when you change the size or type of paper in the paper tray, be sure to specify the appropriate paper settings in Tray Paper Settings. For details, see page 188 "Changing Tray Paper Settings".
- For details about the paper sizes and types that can be used, see page 154 "Recommended Paper Sizes and Types".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

Fanning the paper

Important

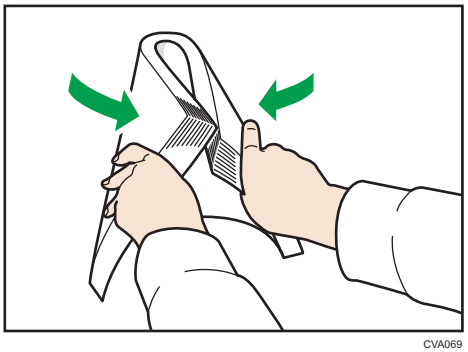
- **If you load coated paper, label paper, or thick paper of 163.1–360.0 g/m^2 (60.1 lb. Cover–198.0 lb. Index) in the three-tray wide LCT, it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly.**

1. **Loosen the stack by riffling the sheets.**

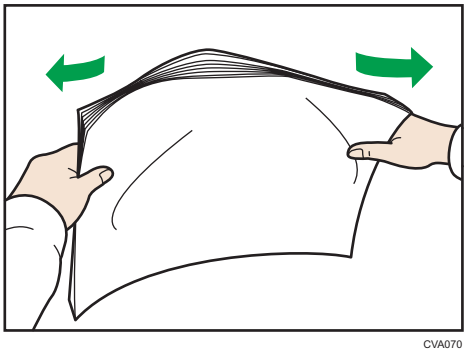


CVA068

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

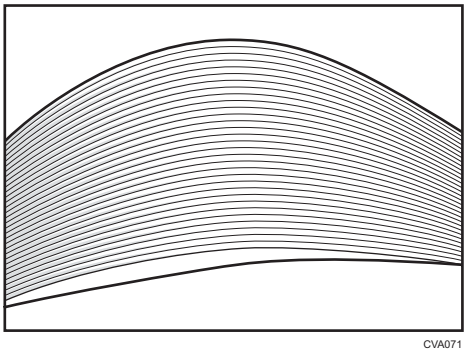


CVA069



CVA070

3. **Make sure there is space between the sheets.**



CVA071

Loading Paper into Tray 1

Region A (mainly Europe and Asia)

Tray 1 can hold A4 paper only. If you want to print on $8\frac{1}{2} \times 11$ from Tray 1, contact your service representative.

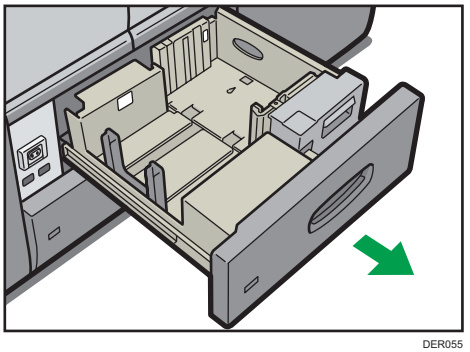
Region B (mainly North America)

Tray 1 can hold 8 1/2 × 11 paper only. If you want to print on A4 from Tray 1, contact your service representative.

Important

- When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. Do not pull out Tray 1 while the tray is moving paper; wait until sounds stop coming from the tray.
- If Tray 1 is closed too quickly, the paper in the tray may force the right tray's side fence to slip out of place. If the paper misfeeds because of this, open the tray, adjust the fence, and close the tray slowly.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.

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

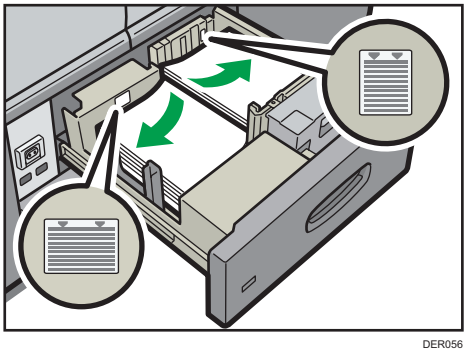


DER055

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

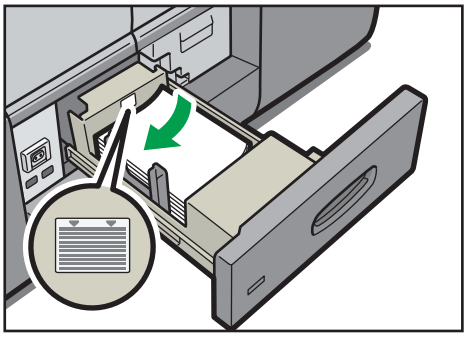
   Do not stack paper over the limit mark.

   - Whole tray pulled out



DER056

   - Left half of the tray pulled out



DER057

3. Carefully push the paper tray fully in.

Note

- You can load paper even if Tray 1 is in use. It is okay to pull out the left half of the tray while Tray 1 is in use.

Loading Paper into the A3/11 × 17 Tray Unit

Region A (mainly Europe and Asia)

A3/11 × 17 tray unit can hold A3 paper only. If you want to print on A4, B4 JIS, 11 × 17, $8^1/_2$ × 14, or $8^1/_2$ × 11, contact your service representative.

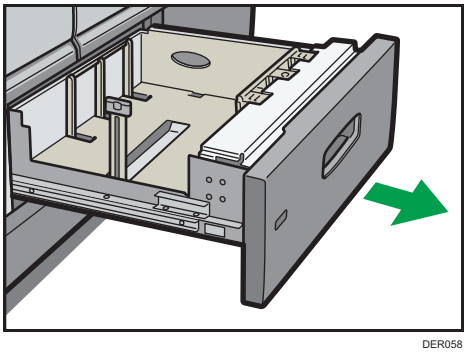
Region B (mainly North America)

A3/11 × 17 tray unit can hold 11 × 17 paper only. If you want to print on A3, A4, B4 JIS, $8^1/_2$ × 14, or $8^1/_2$ × 11, contact your service representative.

Important

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

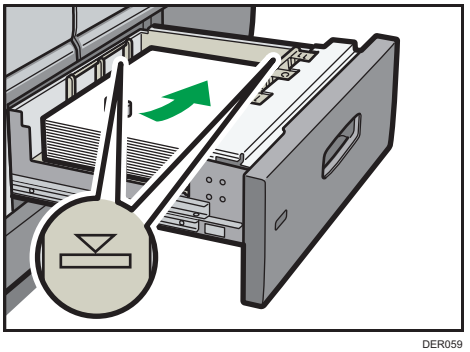
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER058

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

   Do not stack paper over the limit mark.



DER059

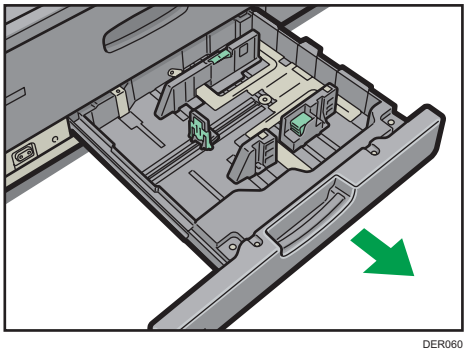
3. Carefully push the paper tray fully in.

Loading Paper into Tray 2

Important

- Check the paper edges are aligned at the right side.
- 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, the paper may misfeed, or if it weighs between 52.3–63.0g/m^2 (14.0–16.9 lb. Bond), it may wrinkle.

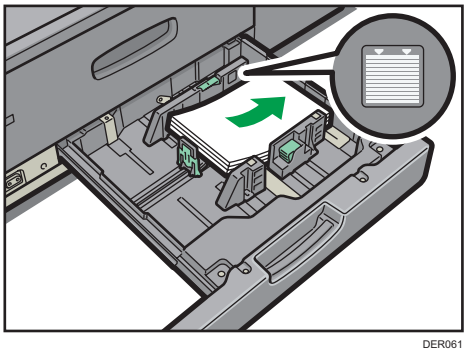
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER060

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

   Do not stack paper over the limit mark.



DER061

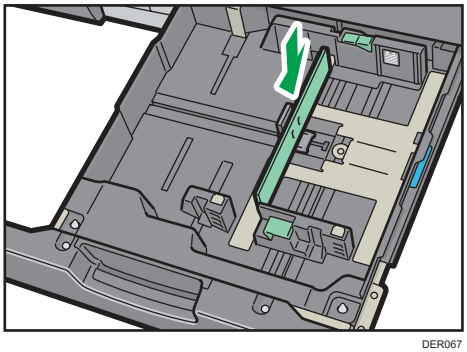
3. **Carefully push the paper tray fully in.**

Note

- Various sizes of paper can be loaded in Tray 2 by adjusting the positions of side fences and end fence. For details, see page 137 "Changing the Paper Size in Tray 2".

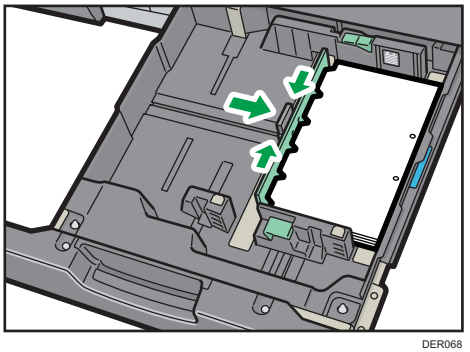
Loading tab stock into Tray 2

- When loading tab stock, always use the tab sheet holder.



DER067

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



DER068

Loading Paper into the Multi Bypass Tray (Tray A)

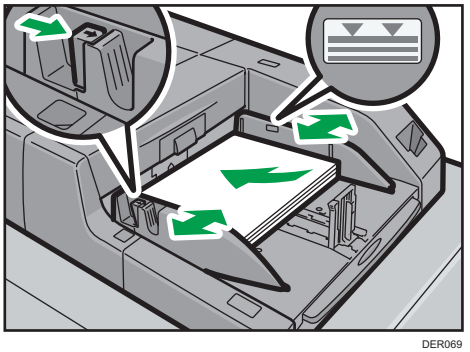
Use the multi bypass tray (Tray A) to use transparencies, translucent paper, and paper that cannot be loaded in the paper trays.

Important

- The maximum number of sheets you can load at the same time depends on paper type. Do not stack paper over the limit mark. For the maximum number of sheets you can load, see page 154 "Recommended Paper Sizes and Types".
- Check the paper edges are aligned at the left side.
- 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, the paper may misfeed, or if it weighs between 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond), it may wrinkle.

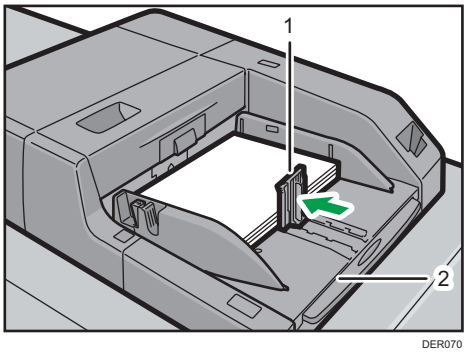
1. **Set the side fences to the paper size, and then square the paper and load it print side up.**

   Do not stack paper over the limit mark.



DER069

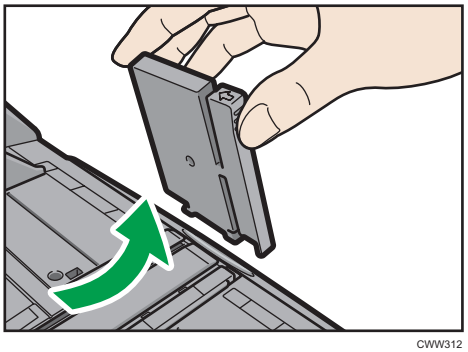
2. **Set the end fence.**



DER070

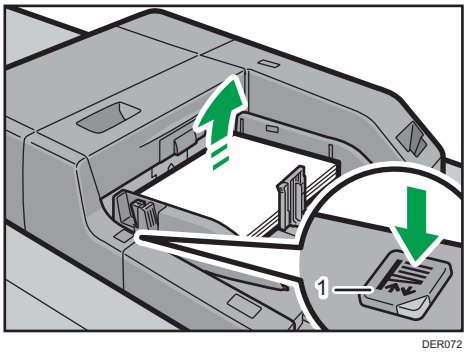
1. **End fence**
2. **Extender**

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



CWW312

3. **Press the elevator switch on the multi bypass tray (Tray A).**



DER072

1. **Elevator switch**

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

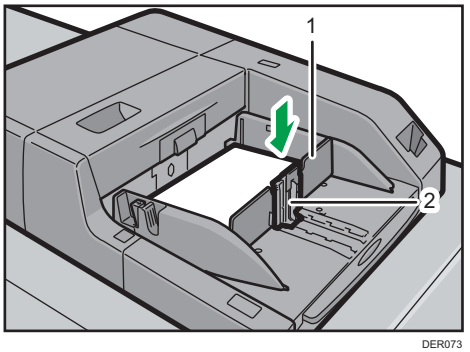
Press the elevator switch to move down the tray if you want to either add paper or remove jammed ones.

Note

- Pull the extender out when loading A4□, $8\frac{1}{2} \times 11$□ or larger sheets in the multi bypass tray (Tray A).
- Letterhead paper must be loaded in a specific orientation. For details, see page 135 "Loading Orientation-fixed Paper or Two-sided Paper".
- You can load envelopes into the multi bypass tray (Tray A). Envelopes must be loaded in a specific orientation. For details, see page 182 "Envelopes".
- Specify the sizes of paper that are not automatically detected. For details about the sizes that can be detected automatically, see page 154 "Recommended Paper Sizes and Types". For details about how to specify sizes, see page 152 "Changing to a Size That Is Not Automatically Detected".

Loading tab stock into the multi bypass tray (Tray A)

When setting tab stock, always use the tab fence. Tabs must be set at the right side of the multi bypass tray (Tray A).



1. **Tab fence**
2. **End fence**

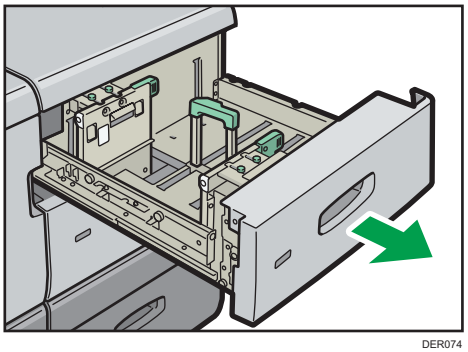
Loading Paper into the Three-tray Wide Large Capacity Tray

The three-tray wide LCT is identified as Tray 3, Tray 4, and Tray 5.

Important

- **Check that the paper edges are aligned with the left side.**
- **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.**

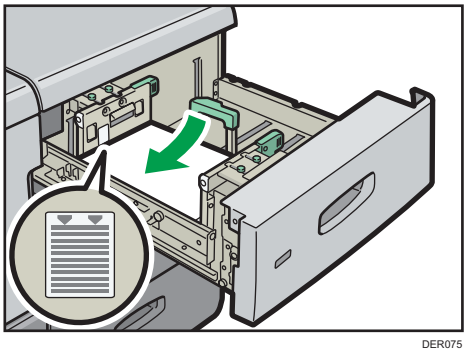
1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**



DER074

2. **Load paper into the paper tray with print side up.**

   Do not stack paper over the limit mark.



DER075

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

Note

- If you select Paper Weight 5 to 8, [Coated: Glossy], [Coated: Matte], [Coated: High Gloss], or [Label Paper] in [Tray Paper Settings], air is blown out automatically to fan the paper loaded in the three-tray wide LCT. Fan this paper before loading it. For details, see page 120 "Fanning the paper".
- Various sizes of paper can be loaded in the three-tray wide LCT by adjusting the positions of side fences and end fence. For details, see page 140 "Changing the Paper Size in the Three-tray Wide Large Capacity Tray".
- You can load envelopes in the three-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 182 "Envelopes".

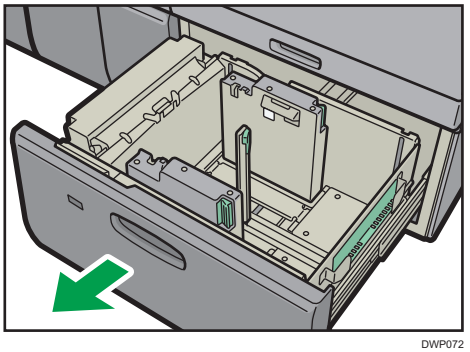
Loading Paper into the Two-tray Wide Large Capacity Tray

The two-tray wide LCT is identified as Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, and Tray 8.

Important

- Check the paper edges are aligned at the left side.
- When you use paper of Paper Weight 7 with a convex curl greater than 5 mm, or paper of Paper Weight 8 with a convex curl greater than 3 mm, a paper jam may occur if the height of the stacked paper is less than 4 mm. To use paper in such condition, set the paper in the tray as follows:
  - Set as many as 5 to 10 more sheets than the number of sheets you intend to print
  - Correct the curl amount before setting the paper
  - Turn over the paper so that the paper is with a concave curl.

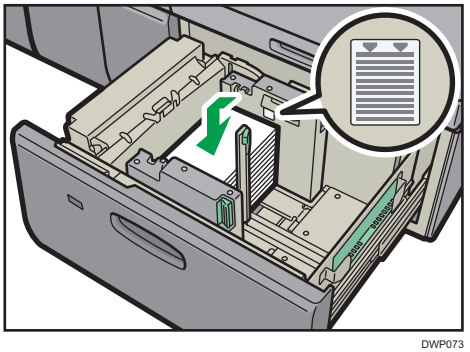
1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**



DWP072

2. **Load paper into the paper tray with print side up.**

   Do not stack paper over the limit mark.



DWP073

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

Note

- Various sizes of paper can be loaded in the two-tray wide LCT by adjusting the positions of side fence and end fence. For details, see page 146 "Changing the Paper Size in the Two-tray Wide Large Capacity Tray".

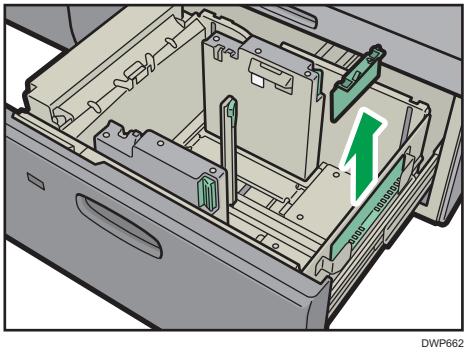
- You can load envelopes in the two-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 182 "Envelopes".
- When you are using a special printing feature such as banner printing, cover page, and separation sheets, the indicator on the front side of the tray remains lit until printing is completed. You cannot reload paper while the indicator remains lit.

Attaching the small tab end fence to the two-tray wide Large Capacity Tray

When loading the following paper, attach the small tab end fence:

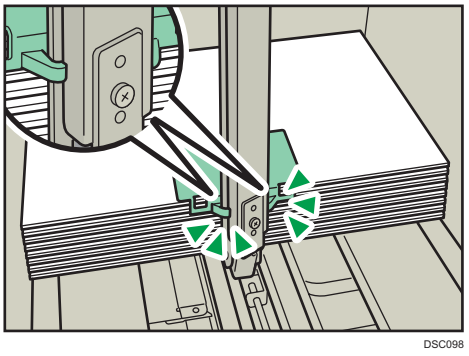
- B5⊐ (width: 182 mm; length: 257 mm)–SRA4⊐ (width: 225 mm; length: 320 mm) of Paper Weight 8
- Carbonless paper of Paper Weight 2 or less

1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**
2. **Take out the small tab end fence from the pocket on the right-hand side of the paper source tray.**



DWP662

3. **Set the side fences to the size of the paper to be loaded, and then load paper into the tray.**
4. **Attach the small tab end fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.**



DSC098

5. Push the paper tray fully in until it clicks.

Note

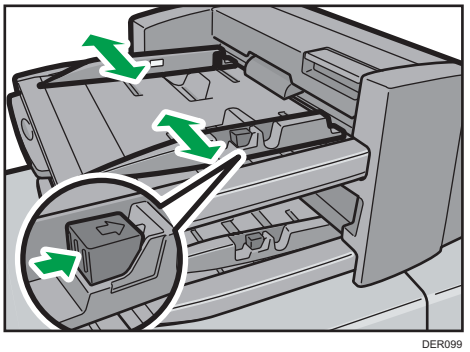
- Replace the small tab end fence after use.

Loading Paper into the Interposer

Important

- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.

1. While pressing the release lever, align the side fences with the paper size to be loaded.

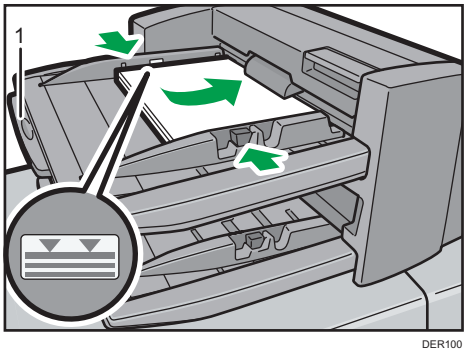


DER099

2. Load paper orderly.

   Do not stack paper over the limit mark.

   Align the side fences gently against the paper you loaded, if necessary.



DER100

1. Paper extender

Note

- Load paper with its printed side up (the front side). If you are using the booklet finisher, load sheets print side down.

- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple position or punch hole position will be on the left side of the paper, when you are facing the machine.
- When loading paper larger than A4 ($8^1/_2 \times 11$)⊐, pull out the paper extender.

Loading Cover Sheets into the Interposer of the Perfect Binder

Important

- **The length/size of cover sheets depends on the thickness of the spine.**
- **Load paper in the ⊐ orientation.**
- **Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly detected or paper jams.**

Estimating the thickness of the spine

This section explains how to calculate the approximate spine thickness and the cover sheet length and size.

Note that the length and size of a cover sheet depends on the thickness of the book block spine.

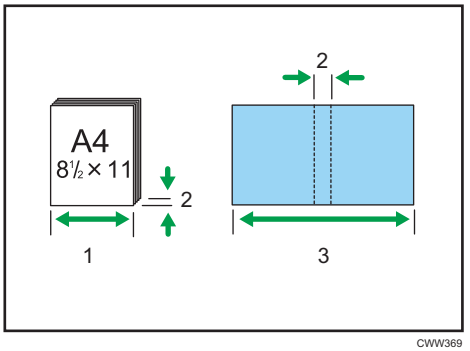
The following list shows examples for A4 or $8^1/_2 \times 11$ size, 80.0 g/m^2 (20.0 lb. Bond) paper:

- 10-sheet book block: 1 mm (0.04 inches)
- 30-sheet book block: 3 mm (0.12 inches)
- 50-sheet book block: 5 mm (0.20 inches)
- 80-sheet book block: 8 mm (0.32 inches)
- 100-sheet book block: 10 mm (0.40 inches)
- 200-sheet book block: 20 mm (0.80 inches)

Specify the cover sheet size based on the thickness of the book block spine. Use the following equation to calculate the length of the cover sheet:

Minimum length of cover sheet (mm/inch) = "length of book block sheet (mm/inch)" × 2 + "thickness of spine (mm/inch)"

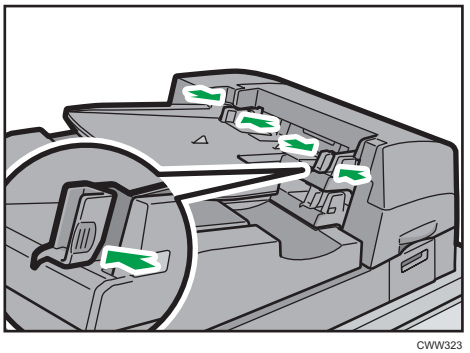
To perfect bind a booklet with the following dimensions, specify a cover sheet length of at least 440 mm (17.4 inches):



CWW369

1. **Length of book block sheet**
2. **Thickness of spine**
3. **Length of cover sheet**

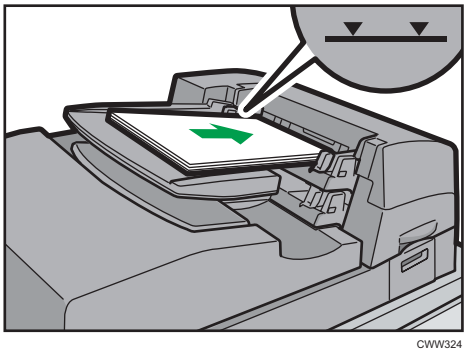
1. **While lightly pinching the side fence, align it with the paper size to be loaded.**



CWW323

2. **Load paper face up and neatly stacked.**

   Do not stack paper over the limit mark.



CWW324

Note

- You cannot perfect bind a booklet if the thickness of the book block's spine exceeds 23 mm (0.9 inches).

- When loading thick paper of 251.0 g/m^2 (138.8 lb. Index) or heavier in the interposer trays of the perfect binder, make sure the grain of the paper is perpendicular to the feed direction.
- If you are loading sheets that are likely to stick together (such as sheets of coated paper), be sure to fan them thoroughly before loading. Fanning them will help prevent jams and allow them to be fed in one sheet at a time.
- The perfect binding process may scratch glossy paper.

Loading Orientation-fixed Paper or Two-sided Paper

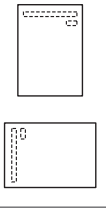
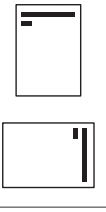
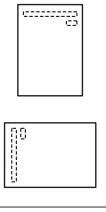
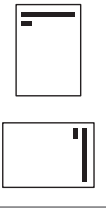
Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not be printed correctly, depending on how the paper is placed.

Specify [Auto Detect] or [On (Always)] for [Letterhead Setting] in [System] under the Printer Features menu, and then place the paper as shown below. For details about the letterhead settings, see "System", Preparation.

Paper orientation

The meanings of the icons are as follows:

Icon	Meaning
	Load paper printed side face up.
	Load paper printed side face down.

Print side	Tray 1	Tray 2 or A3/11 × 17 tray unit	Multi bypass tray (Tray A) or wide LCT
One-sided			
Two-sided			

Note

- To print on letterhead paper when [Auto Detect] is specified for [Letterhead Setting], you must specify [Letterhead] as the paper type in the printer driver's settings.
- If a print job is changed partway through printing from one-sided to two-sided printing, one-sided output after the first copy may be printed facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for one-sided and two-sided printing. Note also that two-sided printing must be disabled for the tray specified for one-sided printing.
- For details about how to make two-sided prints, see page 294 "Printing on Both Sides of Sheets".

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.**
- **Do not change the size of the paper for the specified printing tray while documents are being printed.**

Note

- Region A (mainly Europe and Asia)
  Tray 1 can hold A4 paper only. If you want to print on other paper sizes from Tray 1, contact your service representative.
- Region B (mainly North America)
  Tray 1 can hold $8^1/_2 \times 11$ paper only. If you want to print on other paper sizes from Tray 1, contact your service representative.
- Region A (mainly Europe and Asia)
  A3/11 × 17 tray unit can hold A3 paper only. If you want to print on other paper sizes from A3/11 × 17 tray unit, contact your service representative.
- Region B (mainly North America)
  A3/11 × 17 tray unit can hold 11 × 17 paper only. If you want to print on other paper sizes from A3/11 × 17 tray unit, contact your service representative.
- After loading paper whose sizes are not detected automatically, be sure to specify the appropriate paper size in [Tray Paper Settings]. If you do not, misfeeds might occur. For details, see page 152 "Changing to a Size That Is Not Automatically Detected".
- To prevent multiple sheets from being fed at once, fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about the paper sizes and types that can be used, see page 154 "Recommended Paper Sizes and Types".

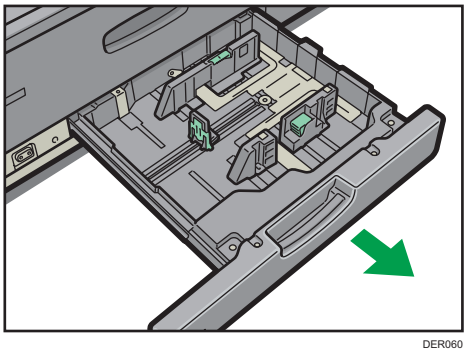
Changing the Paper Size in Tray 2

Important

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

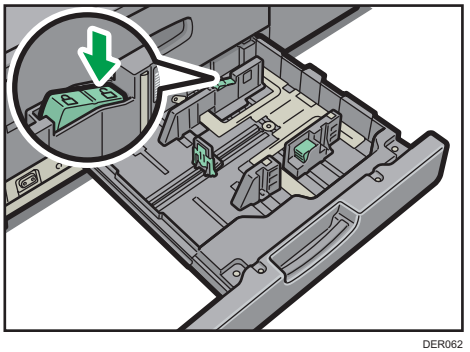
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0g/m^2 (14.0–16.9 lb. Bond), it may wrinkle.

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



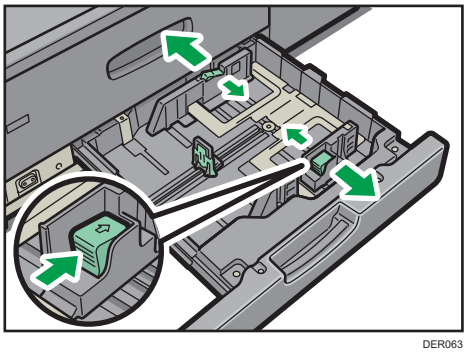
DER060

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



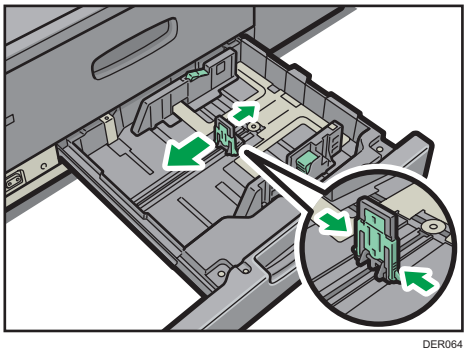
DER062

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



DER063

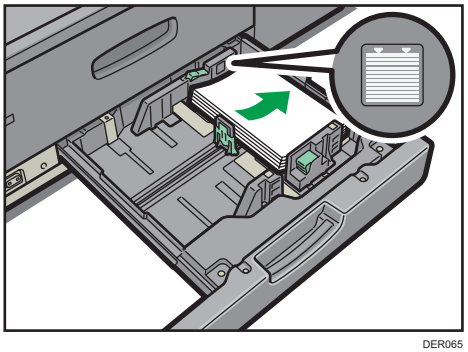
5. **While pressing down on both sides of the end fence, slide it until it is aligned with the size of paper to you want to load.**



DER064

6. **Square the paper and load it print side down.**

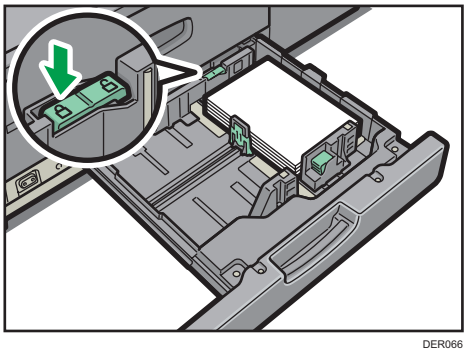
   Do not stack paper over the limit mark.



DER065

7. **Re-lock the side fences.**

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



DER066

8. Carefully slide the paper tray fully in.

Note

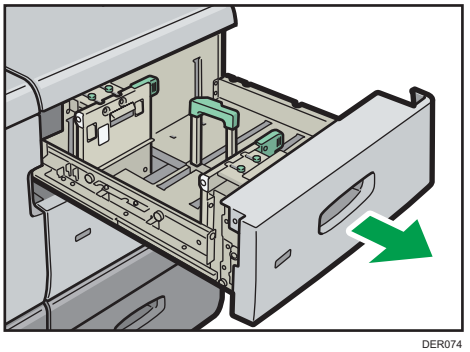
- After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen. To display the printer's initial screen, display the [Home] screen and press the [Printer] icon.

Changing the Paper Size in the Three-tray Wide Large Capacity Tray

Important

- Check that the paper edges are aligned with the left side.
- 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.

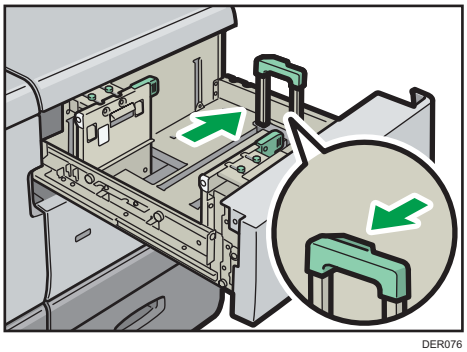
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER074

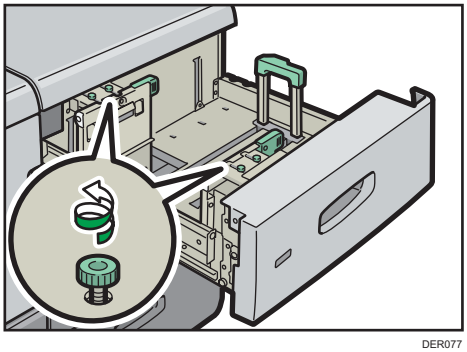
2. Remove paper if loaded.

3. **Release the end fence.**



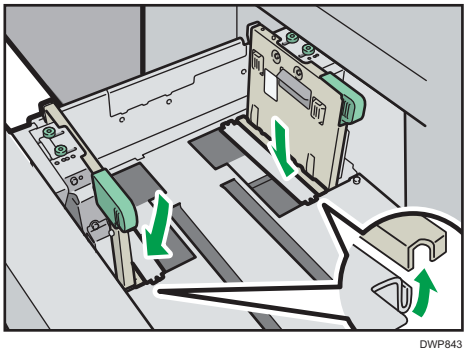
DER076

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



DER077

5. **When loading paper wider than 257 mm, lock the supporting plate (large) in place by hooking its edge on the side fence.**



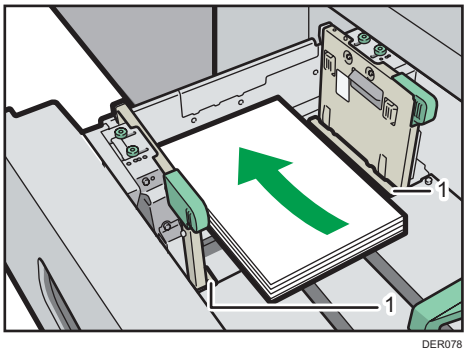
DWP843

6. **Load paper by aligning the paper with the left side of the paper tray.**

   Place paper with print side up.

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

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



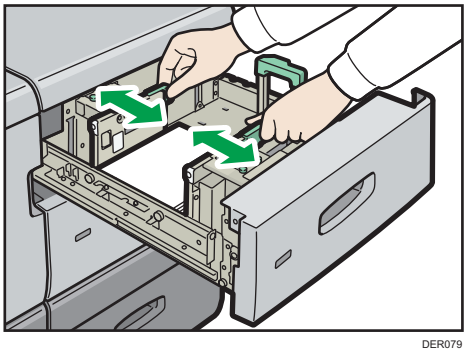
DER078

1. **Supporting plates**

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

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

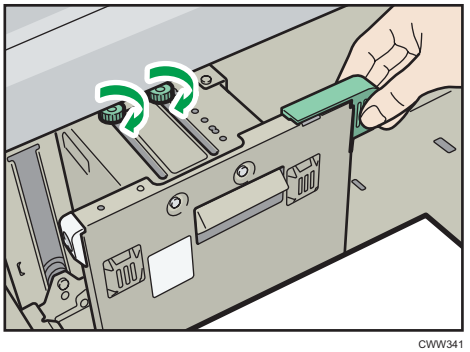
   Check that the scale numbers on the top of the side fences are roughly the same.



DER079

8. **Hold the grip of the side fence at the back of the paper tray, then turn the screws slowly to fasten it in place.**

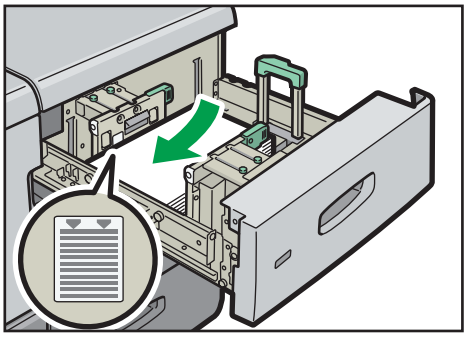
   Fasten the front side fence in the same way.



CWW341

9. **Load additional sheets, if necessary.**

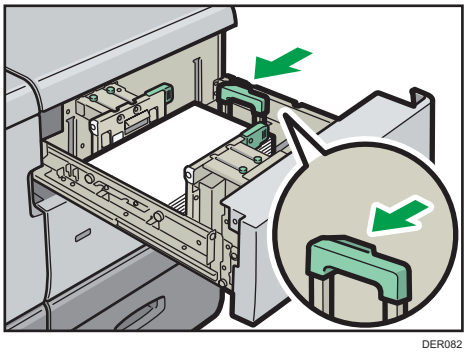
   Do not stack paper over the limit mark.



DER081

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

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



DER082

11. **Carefully slide the paper tray fully in.**

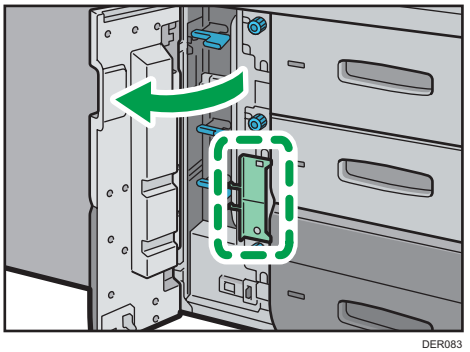
Note

- After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen. To display the printer's initial screen, display the [Home] screen and press the [Printer] icon.
- You can load envelopes into the three-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 182 "Envelopes".

Attaching the tab fence in the three-tray wide Large Capacity Tray

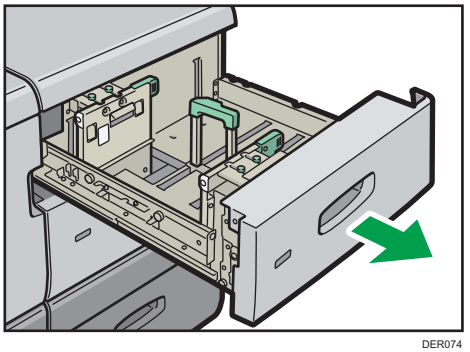
When loading tab stock, attach the tab fence.

1. Open the front cover of the three-tray wide LCT, and then take out the tab fence.



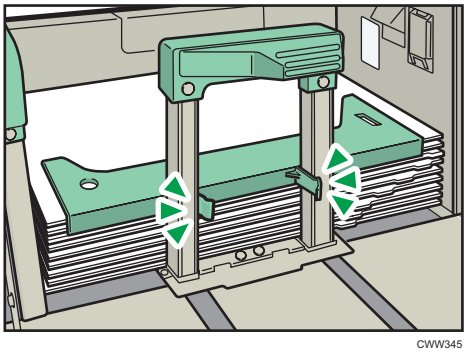
DER083

2. Close the front cover.
3. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER074

4. Set the side fences to the size of the tab stock to be loaded, and then load it.
5. Attach the tab fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.



CWW345

6. Carefully slide the paper tray fully in.

Note

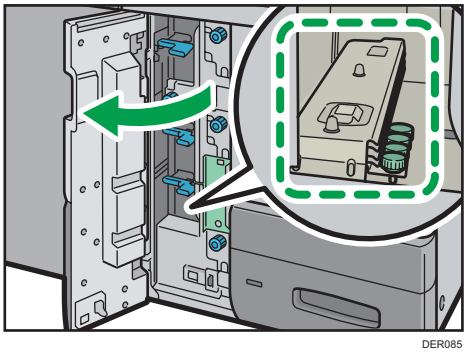
- Replace the tab fence after use.

Attaching the postcard side fences in the three-tray wide Large Capacity Tray

When loading paper that is 100.0 to 139.2 mm (3.94 to 5.49 inches) in vertical length, attach the postcard side fences.

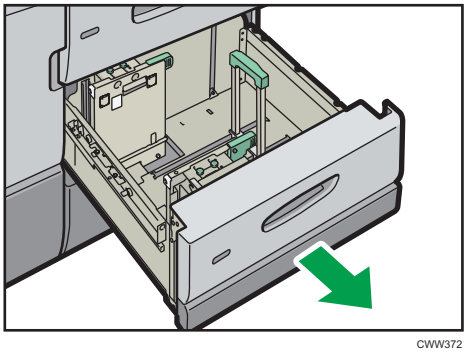
The three-tray wide LCT is equipped with two types of postcard side fences: the long type and the short type. Use the longer pair for Tray 4 and the shorter pair for Trays 3 and 5.

1. **Open the front cover of the three-tray wide LCT, and then pull the postcard side fences and screws out.**



DER085

2. **Close the front cover.**
3. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**

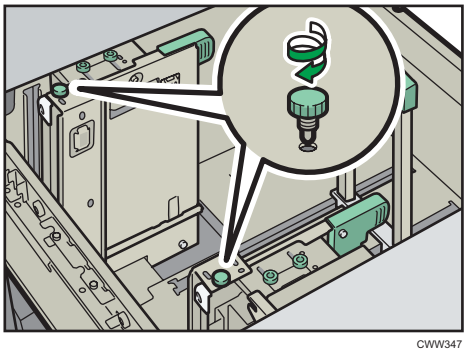


CWW372

4. **Fit the indentation on the bottom of the postcard side fence with the limit mark into the head of the screw on the bottom of the inner side fence.**
5. **Fit the hole on the top of the postcard side fence into the projection on the top of the side fence.**

   Set the other postcard side fence to the front side fence in the same way.

6. Fasten the postcard side fences with the screws.



CWW347

7. Align the end fence and side fences with the paper size to be loaded, and then load the paper.
8. Carefully slide the paper tray fully in.

Note

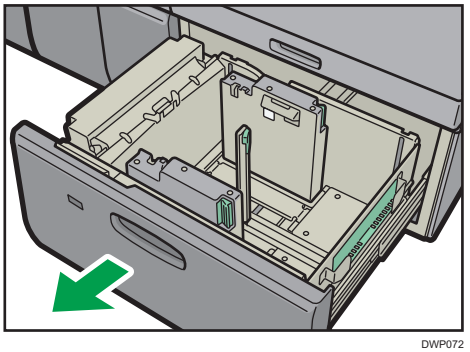
- Replace the postcard side fences after use.

Changing the Paper Size in the Two-tray Wide Large Capacity Tray

Important

- Check that the paper edges are aligned with the left side.

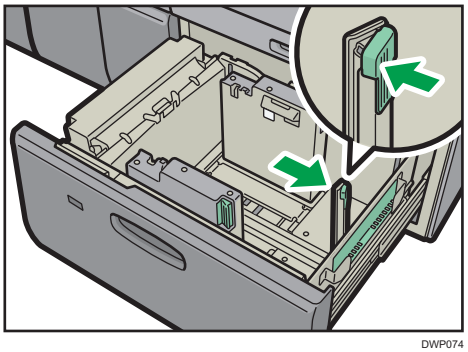
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DWP072

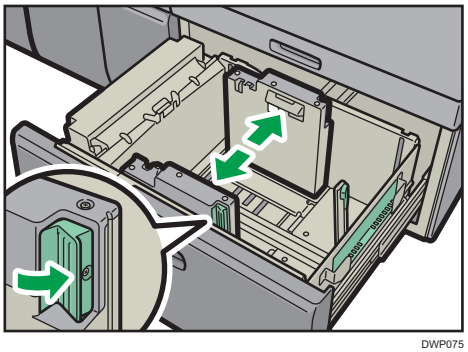
2. Remove paper if loaded.

3. **Release the end fence.**



DWP074

4. **Release the side fence.**



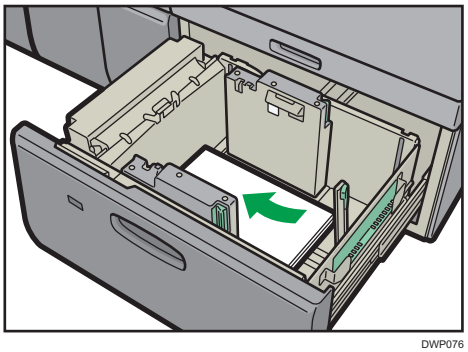
DWP075

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

   Place paper with print side up.

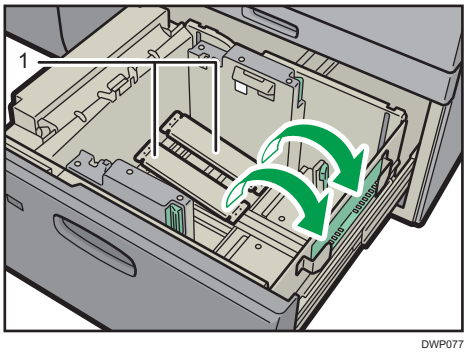
   Load a stack of paper about 5–10 mm (0.2–0.4 inches) high.

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



DWP076

   When you load paper that is 204 mm (8.04 inches) or smaller, remove the supporting plates from the bottom of the paper tray.



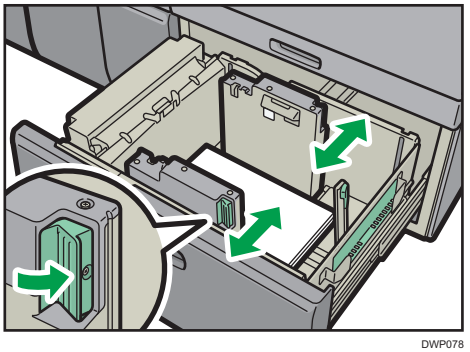
DWP077

1. **Supporting plates**

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

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

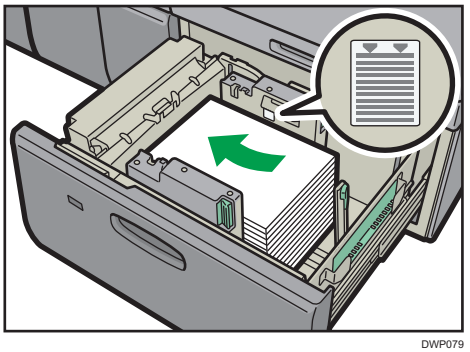
   Check that the scale numbers on the top of the side fences are roughly the same.



DWP078

7. **Load additional sheets, if necessary.**

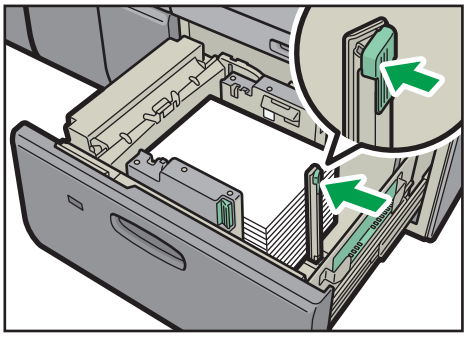
   Do not stack paper over the limit mark.



DWP079

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

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

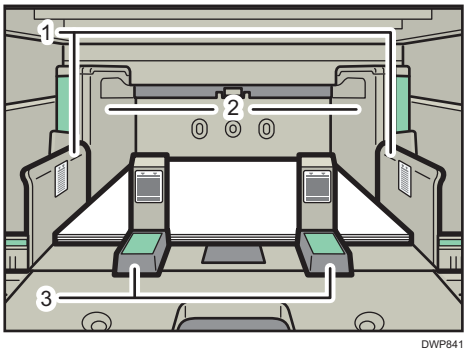


DWP080

9. **Carefully slide the paper tray fully in.**

Note

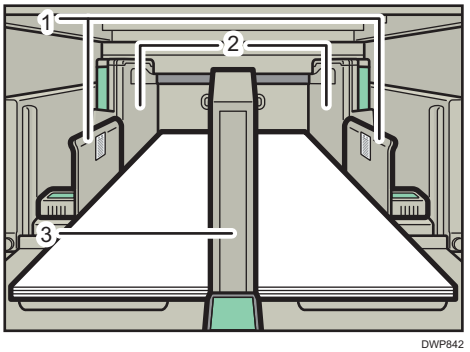
- Do not push in the paper presser on the upper part of the side fence. If it is pushed in, return it to its original position by hand.
- When printing on normal paper that is 487.8 mm (19.20 inches) long or more with a thickness of Paper Weight 2 or below or coated paper with a thickness of Paper Weight 3 or below, output paper may bend in the paper output tray so that it may curl or clog in the paper output entrance. In this case, use long-grain paper. If the output paper still bends when coated long-grain paper of Paper Weight 3 or below, remove the output paper one by one or place a single sheet of paper in the shift tray then resume printing.
- After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen. To display the printer's initial screen, display the [Home] screen and press the [Printer] icon.
- You can load envelopes into the two-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 182 "Envelopes".
- When you load paper that is 420.0 mm (16.54 inches) or wider in the banner sheet tray of the two-tray wide LCT, load it as follows:
  - Press the elevator switch to move the bottom plate down until the lamp goes out, and then open the cover and load the paper.
  - Hold the paper lengthwise and load it little by little.
  - If you load thin paper or coated paper, load it little by little. Press down on the paper while you load it so that the paper loaded in the bottom is not dragged.
  - If you load thick paper, load it little by little and align the side fence with the horizontal side of the paper.
  - Check that the paper is correctly positioned against the back of the paper feed tray and the label on which is printed the paper sizes for the paper tray.
  - When you load paper that is 420.0-559.9 mm (16.54–22.00 inches) wide, use two short-end fences.



DWP841

1. **Side fence extension**
2. **Side fence**
3. **Short-end fences**

- When you load paper that is 560.0-700.0 mm (22.00–27.55 inches) wide, use one long-end fence.



DWP842

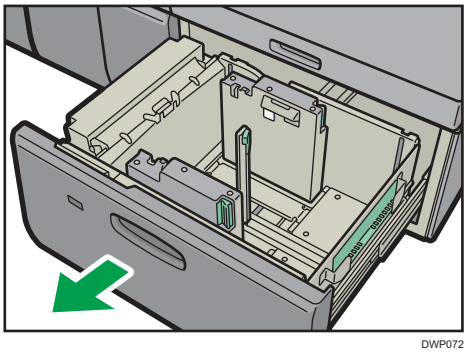
1. **Side fence extension**
2. **Side fence**
3. **Long-end fences**

- When you load paper, load the paper and set the auxiliary side fence. Align the auxiliary side fence against the side of the paper that is higher than the side fence extension.

Attaching the tab fence in the two-tray wide Large Capacity Tray

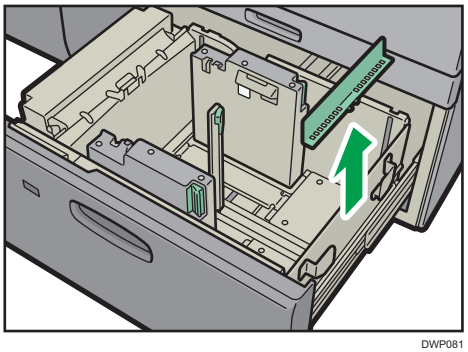
When loading tab stock, attach the tab fence.

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



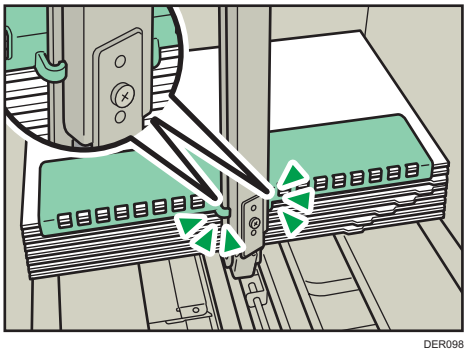
DWP072

2. Take out the tab fence from the pocket on the right-hand side of the paper tray.



DWP081

3. Set the side fences to the size of the tab stock to be loaded, and then load it.
4. Attach the tab fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.



DER098

5. Carefully slide the paper tray fully in.

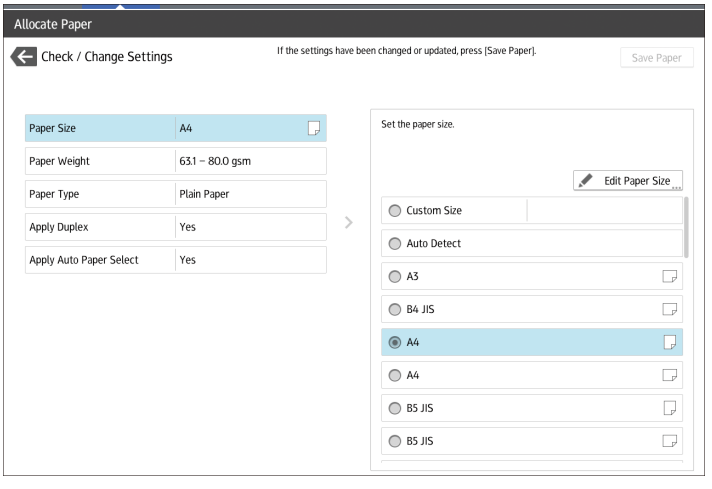
Note

- Replace the tab fence after use.

Changing to a Size That Is Not Automatically Detected

If you load a paper size that is not selected automatically, specify the paper size using the control panel.

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Select the tray for which you want to change the paper size.**
4. **Select the [Manual Setting] check box.**
5. **Press [Edit the Settings].**
6. **Press [Paper Size].**
7. **Select the loaded paper size, and then press [Save Paper].**



8. **Press** .
9. **Press [Home] ( ) at the bottom of the screen in the center.**

Note

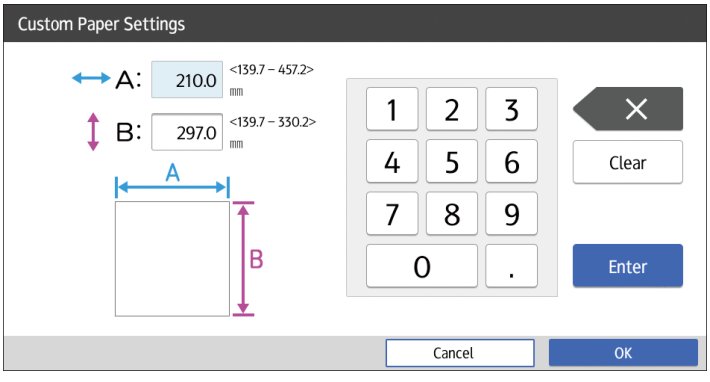
- For details about paper sizes selected automatically, see page 154 "Recommended Paper Sizes and Types".
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to [Auto Detect]. Reload the paper, and select [Auto Detect] in step 6.

Changing to a Custom Paper Size

When the custom size paper is loaded, the user must specify the paper size using the control panel.

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**

2. Press [Paper Tray] tab.
3. Select the tray for which you want to change the paper size.
4. Select the [Manual Setting] check box.
5. 4. Press [Edit the Settings].
6. Press the [Paper Size].
7. Press [Custom Size].
8. Press the setting value next to [A:].
9. Enter the horizontal size using the number keys, and then press [Enter].



10. Press the setting value next to [B:].
11. Enter the vertical size using the number keys, and then press [Enter].
12. Press [OK].
13. Press [Save Paper].
14. Press .
15. Press [Home] ( ) at the bottom of the screen in the center.

Recommended Paper

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

Important

- **If you use paper that curls, either because it is too dry or too damp, a staple clogging or paper jam may occur.**
- **Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.**
- **When you load transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.**

Tray 1

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	Region A A4 Region B 8 1/2 × 11	1,000 sheets × 2
52.3–300.0g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	*1 Region A 8 1/2 × 11 Region B A4	1,000 sheets × 2

*1 To load paper any of the sizes specified above, contact your service representative.

Tray 1 (A3/11 × 17 tray unit)

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	Region A A3 Region B 11 × 17	1,000 sheets

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	*1 Region A A4, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11 Region B A3, A4, B4 JIS, 8 1/2 × 14, 8 1/2 × 11	1,000 sheets
52.3–300.0g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	Custom size*2: Region A Vertical: 210.0–305.0 mm Horizontal: 210.0–439.0 mm Region B Vertical: 8.27–12.00 inches Horizontal: 8.27–17.28 inches	1,000 sheets

*1 To load paper any of the sizes specified above, contact your service representative.

*2 For details about how to load custom size paper, contact your service representative.

Tray 2

Paper type and weight	Paper size	Paper capacity
52.3–256.0g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Paper sizes that can be detected automatically: A3, A4, A5, B4 JIS, B5 JIS, 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, 5 1/2 × 8 1/2, 8K, 16K, 12 × 18	500 sheets

Paper type and weight	Paper size	Paper capacity
52.3–256.0g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Select the paper size using the Tray Paper Settings menu: 8 1/4 × 14⬓, 8 × 10⬓, 11 × 15⬓, 11 × 14⬓, 10 × 15⬓, 10 × 14⬓, 13 × 18⬓, SRA3⬓, SRA4⬓⬓	500 sheets
52.3–256.0g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–457.2 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–18.00 inches	500 sheets
Translucent paper 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond) Paper Weight 1	A3⬓, A4⬓⬓, B4 JIS⬓, B5 JIS⬓⬓	*1
Transparencies 163.1–220.0 g/m^2 (60.1–80.9 lb. Cover) Paper Weight 5	A4⬓⬓	*1
Tab stock*2	A4⬓, 8 1/2 × 14⬓, 8 1/2 × 11⬓	200 sheets (80.0–199.0 g/m^2, 21.0 lb. Bond–110.0 lb. Index)

*1 Do not stack paper over the limit mark. The maximum number of sheets you can set at once depends on the paper's thickness and condition.

*2 The optional tab sheet holder is required.

Multi bypass tray (Tray A)

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	Paper sizes that can be detected automatically: Region A A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	500 sheets

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	*1 Region A B5 JIS, B6 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5, 4 1/5 × 5 1/2 Region B A4, A5, B5 JIS, B6 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5, 4 1/5 × 5 1/2	500 sheets
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	Custom size:*2 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm*3 Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches*3	500 sheets

Paper type and weight	Paper size	Paper capacity
Translucent paper 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond) Paper Weight 1	A3, A4, B5 JIS	*4
Transparencies 163.1–216.0 g/m^2 (60.1–79.9 lb. Cover) Paper Weight 5	A4, 8 1/2 × 11	*4
Tab stock*5 52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	A4, 8 1/2 × 11	–
Envelopes 163.1–216.0 g/m^2 (60.1 lb. Cover–79.9 lb. Cover) Paper Weight 5	Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	10 sheets

*1 Select the paper size. For details, see page 188 "Changing Tray Paper Settings".

*2 Enter the paper size. For details, see page 188 "Changing Tray Paper Settings".

*3 When the banner sheet tray is installed, the maximum horizontal length of custom size paper is 700.0 mm (27.55 inches).

*4 The maximum number of sheets you can set at once depends on paper weights and conditions.

*5 The tab fence is required.

Three-tray wide LCT (Trays 3 and 5)

Paper type and weight	Paper size	Paper capacity
52.3–256.0 g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	1,000 sheets

Paper type and weight	Paper size	Paper capacity
52.3–256.0 g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Select the paper size using the Tray Paper Settings menu: Region A A6 [*1], B5 JIS, B6 JIS [*1], 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5, 4 1/5 × 5 1/2 Region B A4, A5, A6 [*1], B5 JIS, B6 JIS [*1], 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5, 4 1/5 × 5 1/2	1,000 sheets
52.3–256.0 g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Custom size: Region A Vertical: 100.0–330.2 mm [*1] Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches [*1] Horizontal: 5.50–19.20 inches	1,000 sheets

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Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–256.0 g/m^2 (17.0 lb. Bond –141.0 lb. Index) Paper Weight 2–Paper Weight 6	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–256.0 g/m^2 (17.0 lb. Bond –141.0 lb. Index) Paper Weight 2–Paper Weight 6	Select the paper size using the Tray Paper Settings menu: Region A B5 JIS□, 8 1/2 × 14□, 8 1/2 × 13□, 8 1/2 × 11□, 8 1/4 × 14□, 8 1/4 × 13□, 8 × 10□, 7 1/4 × 10 1/2□□, 5 1/2 × 8 1/2□, 8K□, 16K□□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 1/5□, 13 × 19□, 12 3/5 × 19 1/5□, 12 3/5 × 18 1/2□, 13 × 18□, SRA3□, SRA4□□, 8 1/2 × 13 2/5□ Region B A4□, A5□, B5 JIS□, 8 1/2 × 14□, 8 1/2 × 13□, 8 1/4 × 14□, 8 1/4 × 13□, 8 × 10□, 7 1/4 × 10 1/2□□, 8K□, 16K□□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 19 1/5□, 13 × 19□, 12 3/5 × 19 1/5□, 12 3/5 × 18 1/2□, 13 × 18□, SRA3□, SRA4□□, 8 1/2 × 13 2/5□	–
Coated: Glossy Coated: Matte 63.1–256.0 g/m^2 (17.0 lb. Bond –141.0 lb. Index) Paper Weight 2–Paper Weight 6	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	–

Paper type and weight	Paper size	Paper capacity
Translucent paper 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond) Paper Weight 1	A3, A4, B5 JIS	*2
Transparencies 163.1–220.0 g/m^2 (60.1–80.9 lb. Cover) Paper Weight 5	A4, 8 $^1/_2$ × 11	*2
Tab stock*3 Tab stock (Coated: Glossy)*3 Tab stock (Coated: Matte)*3 52.3–256.0 g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	A4, 8 $^1/_2$ × 11	–
Envelopes Envelopes (Coated: Glossy) Envelopes (Coated: Matte) 163.1–256.0 g/m^2 (60.1 lb. Cover–141.0 lb. Index) (Thickness of overlapping part of the envelope.)	*1, *4, *5, *6 240 × 332 mm, 235 × 120mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	10 sheets

*1 The postcard side fences are required to load paper that is between 100.0 and 139.2 mm (3.94 and 5.49 inches).

*2 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

*3 The tab fence is required.

*4 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.

*5 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.

*6 Sizes do not include flap sizes.

Three-tray wide LCT (Tray 4)

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	2,000 sheets

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: Region A A6 ^{*1}, B5 JIS, B6 JIS ^{*1}, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×10, $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 8K, 16K, 11×15, 11×14, 10×15, 10×14, $13 \times 19\frac{1}{5}$, 13×19, $12\frac{3}{5} \times 19\frac{1}{5}$, $12\frac{3}{5} \times 18\frac{1}{2}$, 13×18, SRA3, SRA4, $8\frac{1}{2} \times 13\frac{2}{5}$, $4\frac{1}{5} \times 5\frac{1}{2}$ Region B A4, A5, A6 ^{*1}, B5 JIS, B6 JIS ^{*1}, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8×10, $7\frac{1}{4} \times 10\frac{1}{2}$, 8K, 16K, 11×15, 11×14, 10×15, 10×14, $13 \times 19\frac{1}{5}$, 13×19, $12\frac{3}{5} \times 19\frac{1}{5}$, $12\frac{3}{5} \times 18\frac{1}{2}$, 13×18, SRA3, SRA4, $8\frac{1}{2} \times 13\frac{2}{5}$, $4\frac{1}{5} \times 5\frac{1}{2}$	2,000 sheets
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	Custom size: Region A Vertical: 100.0–330.2 mm ^{*1} Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches ^{*1} Horizontal: 5.50–19.20 inches	2,000 sheets

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m^2 (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m^2 (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: Region A B5 JIS, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×10, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 8K, 16K, 11×15, 11×14, 10×15, 10×14, $13 \times 19^1/_5$, 13×19, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 13×18, SRA3, SRA4, $8^1/_2 \times 13^2/_5$ Region B A4, A5, B5 JIS, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×10, $7^1/_4 \times 10^1/_2$, 8K, 16K, 11×15, 11×14, 10×15, 10×14, $13 \times 19^1/_5$, 13×19, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 13×18, SRA3, SRA4, $8^1/_2 \times 13^2/_5$	–
Coated: Glossy Coated: Matte 63.1–360.0 g/m^2 (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	–

Paper type and weight	Paper size	Paper capacity
Translucent paper 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond) Paper Weight 1	A3, A4, B5 JIS	*2
Transparencies 163.1–220.0 g/m^2 (60.1–80.9 lb. Cover) Paper Weight 5	A4, 8 $^1/_2$ × 11	*2
Tab stock*3 Tab stock (Coated: Glossy)*3 Tab stock (Coated: Matte)*3 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4, 8 $^1/_2$ × 11	–
Label paper 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4, 8 $^1/_2$ × 11	–
Envelopes Envelopes (Coated: Glossy) Envelopes (Coated: Matte) 163.1–300.0 g/m^2 (60.1 lb. Cover–165.0 lb. Index) (Thickness of overlapping part of the envelope.)	*1, *4, *5, *6 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	10 sheets

*1 The postcard side fences are required to load paper that is between 100.0 and 139.2 mm (3.94 and 5.49 inches).

*2 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

*3 The tab fence is required.

*4 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.

*5 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.

*6 Sizes do not include flap sizes.

Two-tray wide LCT (Trays 3 to 8)*1*13

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8*2	Paper sizes that can be detected automatically:*3 Region A A3, A4, A5, B4 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, 8 × 13, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 12 × 18, 13 × $19^1/_5$, SRA3, SRA4 Region B A3, A4, A5, B4 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, 8 × 13, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 12 × 18, 13 × $19^1/_5$, SRA3, SRA4	2,400 sheets

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8 *2	Select the paper size using the Tray Paper Settings menu: *4 Region A A6, B5 JIS, B6 JIS, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19, $12^3/_5$ × $19^1/_5$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA4, $8^1/_2$ × $13^2/_5$, $4^1/_5$ × $5^1/_2$ Region B A4, A5, A6, B5 JIS, B6 JIS, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19, $12^3/_5$ × $19^1/_5$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA4, $8^1/_2$ × $13^2/_5$, $4^1/_5$ × $5^1/_2$	2,400 sheets
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8 *2	Custom size: *5 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	2,400 sheets *6

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m^2 (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8*2	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 63.1–360.0 g/m^2 (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8*2	Select the paper size using the Tray Paper Settings menu: Region A B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5 Region B A4, A5, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5	–
Coated: Glossy Coated: Matte 63.1–360.0 g/m^2 (17.0 lb. Bond –198.0 lb. Index) Paper Weight 2–Paper Weight 8*2	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	–

Paper type and weight	Paper size	Paper capacity
Translucent paper*7 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond) Paper Weight 1	A3□, A4□□, B5 JIS□□	*8
Transparencies*7 163.1–220.0 g/m^2 (60.1–80.9 lb. Cover) Paper Weight 5	A4□□, 8 1/2 × 11□□	*8
Tab stock*7, *9 Tab stock (Coated: Glossy)*7, *9 Tab stock (Coated: Matte)*7, *9 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4□, 8 1/2 × 11□	–
Label paper*7 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8	A4□□, 8 1/2 × 11□□	–
Envelopes*7 Envelopes (Coated: Glossy)*7 Envelopes (Coated: Matte)*7 163.1–300.0 g/m^2 (60.1 lb. Cover–165.0 lb. Index) (Thickness of overlapping part of the envelope.)	*10, *11, *12 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	*14

Paper type and weight	Paper size	Paper capacity
Carbonless paper*15 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8*2	Paper sizes that can be detected automatically:*3 Region A A3, A4, A5, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 12 × 18, 13 × 19 1/5, SRA3, SRA4 Region B A3, A4, A5, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 12 × 18, 13 × 19 1/5, SRA3, SRA4	–

Paper type and weight	Paper size	Paper capacity
Carbonless paper*15 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8*2	Select the paper size using the Tray Paper Settings menu:*4 Region A A6, B5 JIS, B6 JIS, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA4, 8 1/2 × 13 2/5, 4 1/5 × 5 1/2 Region B A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA4, 8 1/2 × 13 2/5, 4 1/5 × 5 1/2	–
Carbonless paper*15 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 8*2	Custom size:*5 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	–

*1 You can install the banner sheet tray for Tray 3, 5, or 7.

*2 When paper whose horizontal length is 487.8 mm (19.20 inches) or more is specified, the maximum paper weight of the tray is Paper Weight 7.

*3 When the banner sheet tray is installed, paper sizes are not detected automatically.

*4 When the banner sheet tray is installed, you cannot select paper sizes.

*5 You can print on paper whose size is between 210.0-330.2 mm (8.27-13.00 inches) vertically and 420.0-700.0 mm (16.54-27.55 inches) horizontally if the banner sheet tray is installed.

*6 When the banner sheet tray is attached, up to 800 sheets of paper whose horizontal length is 420.0 -700.0 mm (16.54 -27.55 inches) can be loaded and fed.

*7 When the banner sheet tray is installed, you cannot select paper types.

*8 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

*9 The tab fence is required.

*10 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.

*11 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.

*12 Sizes do not include flap sizes.

*13 Flatten curls so that they fit within the following guidelines.
52.3 - 299.9 g/m2 paper: Curl height 5 mm (0.2 inches) or below, R over 100 mm (3.94 inches).
300 - 400 g/m2 paper: Curl height 3 mm (0.12 inches) or below, R over 100 mm (3.94 inches).

*14 Flatten the curl on the envelope, then set the difference of the stack height of the bottom of the envelope and the stack height of the flap portion to be 10 mm (0.4 inches) or below.

*15 Paper cannot be fed from the banner sheet tray.

Interposer

Paper type and weight	Paper size	Paper capacity
64.0–216.0 g/m^2 (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	200 sheets × 2

Paper type and weight	Paper size	Paper capacity
64.0–216.0 g/m^2 (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Select the paper size using the Tray Paper Settings menu: Region A B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5 Region B A4, A5, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5	200 sheets × 2
64.0–216.0 g/m^2 (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	200 sheets × 2

Interposer of the perfect binder

Paper type and weight	Paper size	Paper capacity
90.0–300.0 g/m^2 (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Paper sizes that can be detected automatically: Region A A3, 13 × 19 Region B 11 × 17, 13 × 19	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m^2 (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Select the paper size using the Tray Paper Settings menu: Region A B4 JIS, 11 × 17, 8K, 12 × 18, 11 × 15, 13 × $19^1/_5$, $12^3/_5$ × $19^1/_5$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA3 Region B A3, B4 JIS, 8K, 12 × 18, 11 × 15, 13 × $19^1/_5$, $12^3/_5$ × $19^1/_5$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA3	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m^2 (24.1 lb. Bond–165.0 lb. Index) Paper Weight 3–Paper Weight 7	Custom size: Region A Vertical: 257.0–330.2 mm Horizontal: 364.0–487.7 mm Region B Vertical: 10.12–13.00 inches Horizontal: 14.34–19.20 inches	200 sheets (or up to 24 mm in height) × 2

Paper weight

Paper weight*1	Metric	Bond paper	Cover paper	Index paper
Paper Weight 1*2	52.3–63.0 g/m^2	14.0–16.9 lb. Bond	19.0–23.0 lb. Cover	29.0–34.9 lb. Index
Paper Weight 2	63.1–80.0 g/m^2	17.0–21.0 lb. Bond	23.1–29.9 lb. Cover	35.0–44.0 lb. Index
Paper Weight 3	80.1–105.0 g/m^2	21.1–28.0 lb. Bond	30.0–38.9 lb. Cover	44.1–58.0 lb. Index
Paper Weight 4	105.1–163.0 g/m^2	28.1–43.0 lb. Bond	39.0–60.0 lb. Cover	58.1–90.0 lb. Index
Paper Weight 5	163.1–220.0 g/m^2	43.1–58.9 lb. Bond	60.1–80.9 lb. Cover	90.1–121.0 lb. Index
Paper Weight 6	220.1–256.0 g/m^2	59.0–68.0 lb. Bond	81.0–94.0 lb. Cover	121.1–141.0 lb. Index
Paper Weight 7	256.1–300.0 g/m^2	68.1–80.0 lb. Bond	94.1–110.0 lb. Cover	141.1–165.0 lb. Index
Paper Weight 8	300.1–360.0 g/m^2	80.1–96.0 lb. Bond	110.1–132.0 lb. Cover	165.1–198.0 lb. Index

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

*2 When loading paper of 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond), the edges may crease or the paper misfeed depending on the paper type.

Note

- Certain types of paper, such as translucent paper or transparencies, may produce noise when delivered. This noise does not indicate a problem and print quality is unaffected.
- The paper capacity described in the tables above is an example. Actual paper capacity might be lower, depending on the paper type.
- When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the multi bypass tray (Tray A).
- You can specify whether or not the machine auto detects multi-sheet feeds in paper from every tray. In [Detect JAM099] under the [Adjustment Settings for Operators], you can also specify whether to suspend or continue the current jobs when a multi-sheet feed is detected. However, depending on

the condition of the paper, the machine may not detect a multi-sheet feed correctly. For details about Adjustment Settings for Operators, see page 234 "0305 Detect JAM099".

- Flatten out curled sheets before loading them.
- The Adjust Paper Curl function might not be able to fully remove curl, depending on the type of paper and the direction of its grain. If long grain paper does not uncurl properly, try short grain paper instead. For details about the Adjust Paper Curl function, see page 234 "0304 Correct Output Paper Curl".
- Depending on the paper's size, weight, and type, the print speed may be slower than usual.
- When loading envelopes, see page 182 "Envelopes".
- When printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see page 135 "Loading Orientation-fixed Paper or Two-sided Paper".
- The paper types you can select in Tray Paper Settings are only general classifications. Print quality for every kind of paper in a classification is not guaranteed. For details, see page 186 "Unusable Paper".
- If the surface of the paper is dusty, white spots might appear on prints. To remove dust, fan the paper thoroughly.
- When loading label paper:
  - Select [Label Paper] for [Paper Type] in [Tray Paper Settings], and select an appropriate paper weight under [Paper Weight].
- When loading transparencies:
  - To print on transparencies, select [Transparency] for [Paper Type] in [Tray Paper Settings].
  - When you load transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.
  - Fan transparencies thoroughly whenever you use them. This prevents transparencies from sticking together, and from feeding incorrectly.
  - Remove printed sheets one by one.
  - When outputting to the high capacity stacker, specify the output tray as the stacker upper tray. For details, see "General Features", Device Management.
- When loading translucent paper:
  - When loading translucent paper, always use long grain paper, and set the paper direction according to the grain.
  - Translucent paper easily absorbs humidity and becomes curled. Remove curl in the translucent paper before loading. For details about settings for flattening out curled paper, see page 234 "0304 Correct Output Paper Curl".
  - Remove printed sheets one by one.
- When loading coated paper:

- If you want to use glossy paper, select [Coated: Glossy] or [Coated: High Gloss] for [Paper Type]. If you want to use matted paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type]. For details about the settings for using coated paper with custom paper, see page 33 "Registering Custom Paper".
- When loading coated paper or glossy paper, always fan the paper before using it.
- If a paper jam occurs or if the machine makes a strange noise when feeding stacks of coated paper, feed the coated paper one sheet at a time.
- To load coated paper into the wide LCT, you must specify [Coated: Glossy], [Coated: Matte], or [Coated: High Gloss] as the paper type and select an appropriate paper weight under [Paper Weight].
- Depending on the color of the paper, the paper's position may not be detected correctly, causing the paper to jam.
- When using light-colored paper, specify the paper type as [Color] in [Tray Paper Settings].
- When using black or dark colored paper, or when specifying the paper type as [Color] in [Tray Paper Settings] does not clear paper jams, specify the paper type as [Black].

- When using carbonless paper, note the following:
  - Carbonless paper can be used only when Two-tray Wide LCT is used along with Finisher SR 5050 or Booklet Finisher SR5060 for post-processing.
  - When using carbonless paper, you can attach no option except the high capacity stacker between the machine and Finisher SR5050 or Booklet Finisher SR5060.
  - Duplex printing cannot be performed.
  - Some types of carbonless paper have expiration dates. Purchase the amount you can use within the time limit. Contact your paper retailer regarding the expiration dates and storage methods.
- Depending on the paper weight or direction of the paper, paper jams may occur when reverse output or duplex printing is performed. If the paper jams when thick long-grain paper is used, either cancel the reverse output or duplex print settings, or to use short-grain or thin paper.

Envelopes

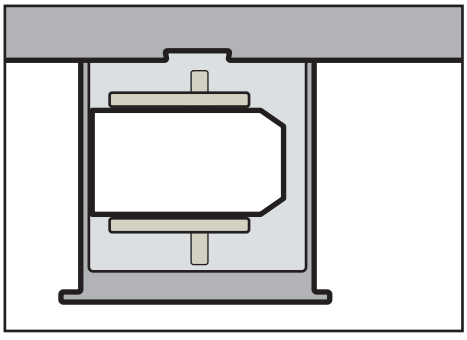
This section describes loading envelopes.

Important

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

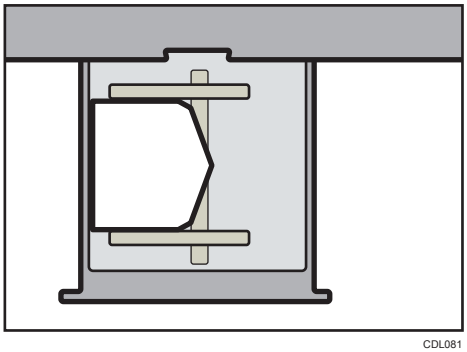
To print on envelopes, load them into the Wide LCT or multi bypass tray (Tray A), and be sure to specify an appropriate paper type.

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



CDL070

If you are printing onto side-opening envelopes, be sure to unfold their flaps and set them in the orientation with print side face up. Flaps must be at the right side of the Wide LCT or multi bypass tray (Tray A).



CDL081

Recommended envelopes

For information about recommended envelopes, contact your local dealer.

Storage of envelopes

Keep envelopes stored in sealed plastic bags and remove only the quantity needed. Do not add envelopes during printing, as this might cause misfeeds.

Note

- Be sure to specify the size of the envelope and flap size in [Tray Paper Settings]. For details, see page 152 "Changing to a Custom Paper Size".
- When using envelopes, set [Paper Weight] in [Tray Paper Settings] to the same value as two sheets of the paper used for the envelopes.
- Before loading envelopes, press down on them to remove any air inside and to flatten any edges or creases. When envelopes are curled, flatten the envelopes so that the amount of curling is less than 5 mm for paper whose paper weight is 52.3-299.9g/m^2 or less than 3 mm for paper whose weight is 300-400g/m^2.
- Place one envelope at a time if you still get any of the following results:
  - The envelope jams

  - The envelope is not fed
  - Multiple envelopes are fed at the same time
- Humidity levels of over 50% can cause envelopes to come out creased or misprinted.
- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color or image on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.
- If the horizontal size of the envelope is 297 mm (11.7 inches) or less, a paper misfeed might occur. If this happens, turn off Skew Detection. For details, see page 236 "0307 Detect/Control JAM097/098".
- When printing on envelopes thicker than 127.0 g/m^2 (47.0 lb. Cover), do not use [⊓ Curl Correction Level: Large] or [∪ Curl Correction Level: Large] for [Correct Output Paper Curl] of [Adjustment Settings for Operators].

5

Paper Weight Conversion Table

The weight of paper is measured as paper weight or ream weight.

Paper weight is the weight of one square meter of a sheet of paper, measured in units of g/m^2. Ream weight is the weight in pounds of 500 sheets of the paper. The basic size varies depending on the type (grade) of paper.

The basic sizes for each grade are as follow:

- Bond, Ledger: 17" × 22"
- Offset, Text: 25" × 38"
- Cover: 20" × 26"
- Index: 25 $^1/_2$" × 30 $^1/_2$"

Ream weight can be calculated using the following equation:

Ream weight (lb) = paper weight (g/m^2) × dimension of paper (m^2/sheet) × 500 (sheets)

The following table shows the relationship between paper weight and ream weight:

	Ream weight			
Paper weight (g/m^2)	Bond / Ledger (lb.)	Offset / Text (lb. text)	Cover (lb. cover)	Index (lb. index)
52	14	36	20	29
60	16 *	40 *	22	33
75	20 *	50 *	28	42

	Ream weight			
Paper weight (g/m^2)	Bond / Ledger (lb.)	Offset / Text (lb. text)	Cover (lb. cover)	Index (lb. index)
90	24 *	60 *	33	50
105	28 *	70 *	39	58
108	29	73	40 *	60
118	31	80 *	44	65
120	32 *	81	45	67
135	36	90	50 *	75
148	39	100 *	55	82
162	43	110	60 *	90 *
176	47	120	65 *	97
199	53	135	74	110 *
216	58	146	80 *	120
244	65	165	90 *	135
253	67	171	94	140 *
256	68	173	95	142
270	72	183	100 *	150
297	79	201	110 *	165
307	82	208	114	170 *
325	87	220	120	180 *
351	94	237	130 *	194
398	106	269	147	220 *
405	108	274	150	224

Asterisks (*) indicate the most common weights for that category.

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

- **To prevent faults, do not use any of the following kinds of treated paper:**
  - **Paper for inkjet printers**
  - **Thermal paper**
  - **Art paper**
  - **Aluminum foil**
  - **Carbon paper**
  - **Conductive paper**
  - **Paper with perforated lines**
  - **Hemmed-edge paper**
- **If you use metallic/pearl paper or black paper, the conductivity of the paper may affect the machine. Use only paper that has been verified. If any problem occurs, stop feeding the paper immediately and contact your service representative.**
- **Faults can occur if you print onto sides that are already printed. Take care to print onto unprinted sides only.**
- **Certain types of transparencies for color printing cannot be used. For details about types that can be used, contact your sales or service representative.**

Note

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Torn paper
  - Paper with a dusty surface
- The following paper types are not supported by the perfect binder and the interposer.
  - Heavily curled paper
  - Paper with staples or clips
  - Torn paper
  - Label paper
  - Tab stock
  - Cardstock

    - Paper with penciled characters or images
    - Folded paper
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)
- Some kinds of colored paper cannot be used depending on the color of the paper. For details, contact your local dealer or service representative.

Paper Storage

- When storing paper, the following precautions should always be followed:
    - Do not store paper where it will be exposed to direct sunlight.
    - Store all your thick paper in the same environment - a room where the temperature is 20–25°C (68–77°F) and the humidity is 30–65%.
    - Store on a flat surface.
    - Do not store paper vertically.
- Once opened, store paper in plastic bags.
- Keep paper tightly sealed in a bag made of anti-humidity material even if the package of paper has not been opened yet. If sheets of paper are not stored in an anti-humidity bag, store them in a plastic bag and tightly seal it.

Changing Tray Paper Settings

This section explains how to specify the size and type of the paper that is loaded in the source tray.

For an overview of the paper settings and how to register custom paper, see page 33 "Registering Custom Paper".

Accessing Tray Paper Settings

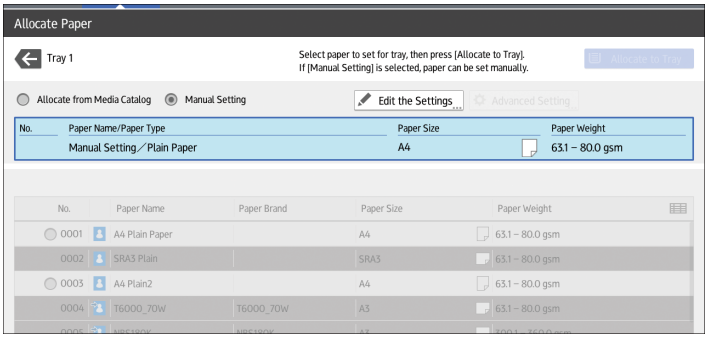
If the specified size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size is not detected.

Important

- **If the specified paper type differs from the actual type of paper that is loaded in the paper tray, the paper might misfeed, the toner might not fuse properly, or the print quality might be reduced.**

Specifying a custom paper

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Select the tray to specify the paper settings.**
4. **Select [Allocate from Media Catalog].**



The custom papers that can be used in the selected tray appear.

The Master Library information is indicated by the icon.

If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.

5. **Select the custom paper that you want to use, and then press [Allocate to Tray].**

   After selecting a custom paper, you can check its type and color by pressing [Check Settings].

6. **Press [Home] ( ) at the bottom of the screen in the center.**

Note

- If you want to change the custom paper settings, press [Change Custom Paper Sett.] in Step 5.

Manually specifying a paper's size and type

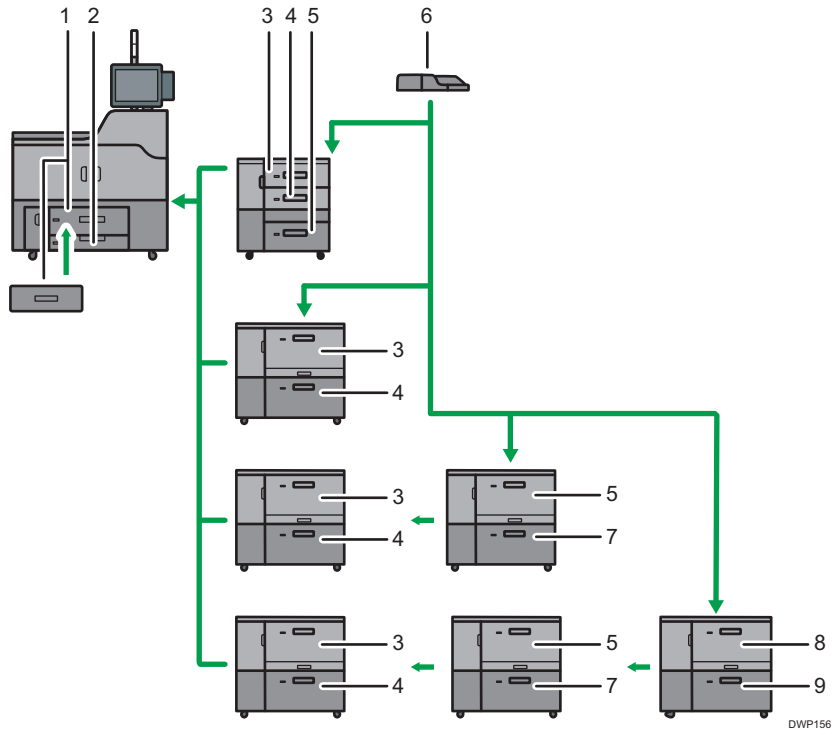
1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Select the tray to specify the paper settings.**
4. **Select [Manual Setting].**
5. **Press [Edit the Settings].**
6. **Change the paper settings, and then press [Save Paper].**

   You can configure the following items:

   - [Paper Size]
   - [Paper Weight]
   - [Paper Type]
   - [Apply Duplex]
   - [Apply Auto Paper Select]
7. **Press [Save].**
8. **Press [Home] ( ) at the bottom of the screen in the center.**

Names and Positions of Paper Trays (Trays 1 to 8 and Tray A)

The optional units that your machine is equipped with determine the paper tray configuration.



1. **Tray 1**
2. **Tray 2**
3. **Tray 3**
4. **Tray 4**
5. **Tray 5**
6. **Multi bypass tray (Tray A)**
7. **Tray 6**
8. **Tray 7**
9. **Tray 8**

Tray Paper Settings

This section explains the paper tray settings for Tray 1 to 8, the multi bypass tray (Tray A), interposer trays, and perfect binder interposer trays.

When you assign a custom paper to a paper tray

- Auto Tray Switching is used for automatically switching between trays for custom papers that have the same configured registration number.

- When printing in the Auto Paper Select mode, Auto Tray Switching switches between trays that are configured for custom papers that meet all of the following conditions:
- The paper type is [Plain Paper] or [Recycled Paper] and both custom papers' paper types are the same
- The paper weight is [Paper Weight 2] or [Paper Weight 3] and both custom papers' paper weights are the same
- Both custom papers' paper sizes are the same

Important

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

Note

- If you want to use preprinted paper, contact your service representative.

Paper Tray

This section explains the paper tray settings in the [Paper Tray] menu under [Tray Paper Settings].

Tray 1

This section explains the paper tray settings for Tray 1.

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Textured Paper

Default: **[Plain Paper]**

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)

- Paper Weight 7 (256.1–300.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

Paper Size

- Region A (mainly Europe and Asia)

  A4

- Region B (mainly North America)

  8 1/2 × 11

Note

- Region A (mainly Europe and Asia)
  The paper guide in the tray is fixed. If you need to change the paper size to 8 1/2 × 11 , contact your service representative.
- Region B (mainly North America)
  The paper guide in the tray is fixed. If you need to change the paper size to A4, contact your service representative.

Tray 1 (when using the A3/11 × 17 tray unit)

This section explains the paper tray settings for Tray 1 (when using the A3/11 × 17 tray unit).

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Textured Paper

Default: **[Plain Paper]**

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)

- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)
- Paper Weight 7 (256.1–300.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

Paper Size

- Region A (mainly Europe and Asia)

  A3

- Region B (mainly North America)

  11 × 17

Note

- Region A (mainly Europe and Asia)
  The paper guide in the tray is fixed. If you need to change the paper size to A4, B4 JIS, 11 × 17, $8\frac{1}{2}$ × 14, or $8\frac{1}{2}$ × 11, contact your service representative.
- Region B (mainly North America)
  The paper guide in the tray is fixed. If you need to change the paper size to A3, A4, B4 JIS, $8\frac{1}{2}$ × 14, or $8\frac{1}{2}$ × 11, contact your service representative.

Tray 2

This section explains the paper tray settings for Tray 2.

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Transparency
- Tab Stock
- Translucent Paper

- Textured Paper

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Tab Stock] or [Translucent Paper] for [Paper Type].

Paper Size

Auto Detect, A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 18, SRA3, SRA4, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 139.7 and 330.2 mm (5.50 and 13.00 inches) vertically, and between 139.7 and 457.2 mm (5.50 and 18.00 inches) horizontally.

For details about auto detectable paper sizes, see page 154 "Recommended Paper Sizes and Types".

Trays 3 and 5 (when the three-tray wide Large Capacity Tray is installed)

This section explains the paper tray settings for Trays 3 and 5 (when the three-tray wide LCT is installed).

Paper Type

- Plain Paper
- Recycled Paper
- Black

- Color
- Letterhead
- Label Paper
- Preprinted Paper
- Transparency
- Tab Stock
- Translucent Paper
- Coated: High Gloss
- Coated: Glossy
- Coated: Matte
- Envelope
- Envelope: Glossy
- Envelope: Matte
- Envelope: High Gloss
- Textured Paper
- Prepunched Paper
- Metallic/Pearl Paper
- Synthetic Paper
- Tab Stock: Glossy
- Tab Stock: Matte
- Tab Stock: High Gloss

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes

- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper], [Envelope], [Tab Stock], [Tab Stock: High Gloss], [Tab Stock: Glossy], [Tab Stock: Matte], [Envelope: High Gloss], [Envelope: Glossy], or [Envelope: Matte] for [Paper Type].

Paper Size

Auto Detect, A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
11 × 17, $8\frac{1}{2}$ × 14, $8\frac{1}{2}$ × 13, $8\frac{1}{2}$ × 11, $8\frac{1}{4}$ × 14, $8\frac{1}{4}$ × 13, 8 × 13,
8 × 10, $7\frac{1}{4}$ × $10\frac{1}{2}$, $5\frac{1}{2}$ × $8\frac{1}{2}$, 8K, 16K, 12 × 18, 11 × 15,
11 × 14, 10 × 15, 10 × 14, 13 × $19\frac{1}{5}$, 13 × 19, $12\frac{3}{5}$ × $19\frac{1}{5}$,
$12\frac{3}{5}$ × $18\frac{1}{2}$, 13 × 18, SRA3, SRA4, $8\frac{1}{2}$ × $13\frac{2}{5}$, $4\frac{1}{5}$ × $5\frac{1}{2}$,
Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 100.0 and 330.2 mm (3.94 and 13.00 inches) vertically, and between 139.7 and 487.7 mm (5.50 and 19.20 inches) horizontally.

When loading paper that is 100.0 to 139.2 mm (3.94 to 5.49 inches) in vertical length, attach the postcard side fences.

For details about auto detectable paper sizes, see page 154 "Recommended Paper Sizes and Types".

Note

- If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type].

Tray 4 (when the three-tray wide Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 4 (when the three-tray wide LCT is installed)

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Transparency
- Tab Stock
- Translucent Paper

- Label Paper
- Coated: High Gloss
- Coated: Glossy
- Coated: Matte
- Envelope
- Envelope: Glossy
- Envelope: Matte
- Envelope: High Gloss
- Textured Paper
- Prepunched Paper
- Magnet Paper
- Metallic/Pearl Paper
- Clear File Folder
- Synthetic Paper
- Tab Stock: Glossy
- Tab Stock: Matte
- Tab Stock: High Gloss

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)
- Paper Weight 7 (256.1–300.0g/m^2)
- Paper Weight 8 (300.1–360.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Label Paper], [Translucent Paper], [Envelope], [Tab Stock], [Magnet Paper], [Clear File Folder], [Tab Stock: High Gloss], [Tab Stock: Glossy], [Tab Stock: Matte], [Envelope: High Gloss], [Envelope: Glossy], or [Envelope: Matte] for [Paper Type].

Paper Size

Auto Detect, A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13,
8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 12 × 18, 11 × 15,
11 × 14, 10 × 15, 10 × 14, 13 × $19^1/_5$, 13 × 19, $12^3/_5$ × $19^1/_5$,
$12^3/_5$ × $18^1/_2$, 13 × 18, SRA3, SRA4, $8^1/_2$ × $13^2/_5$, $4^1/_5$ × $5^1/_2$,
Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 100.0 and 330.2 mm (3.94 and 13.00 inches) vertically, and between 139.7 and 487.7 mm (5.50 and 19.20 inches) horizontally.

When loading paper that is 100.0 to 139.2 mm (3.94 to 5.49 inches) in vertical length, attach the postcard side fences.

For details about auto detectable paper sizes, see page 154 "Recommended Paper Sizes and Types".

Note

- If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type].

Tray 3 to 8 (when the two-tray Wide Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 3 to 8 (when the two-tray wide LCT is installed).

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Transparency
- Tab Stock

- Translucent Paper
- Label Paper
- Coated: High Gloss
- Coated: Glossy
- Coated: Matte
- Envelope
- Envelope: Glossy
- Envelope: Matte
- Envelope: High Gloss
- Textured Paper
- Magnet Paper
- Metallic/Pearl Paper
- Clear File Folder
- Carbonless Paper
- Synthetic Paper
- Tab Stock: Glossy
- Tab Stock: Matte
- Tab Stock: High Gloss

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)
- Paper Weight 7 (256.1–300.0g/m^2)
- Paper Weight 8 (300.1–360.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

- Duplex printing is automatically disabled if you select [Label Paper], [Translucent Paper], [Envelope], [Tab Stock], [Magnet Paper], [Clear File Folder], [Tab Stock: High Gloss], [Tab Stock: Glossy], [Tab Stock: Matte], [Envelope: High Gloss], [Envelope: Glossy], [Envelope: Matte], or [Carbonless Paper] for [Paper Type].

Paper Size

Auto Detect, A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13,
8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 12 × 18, 11 × 15,
11 × 14, 10 × 15, 10 × 14, 13 × $19^1/_5$, 13 × 19, $12^3/_5$ × $19^1/_5$,
$12^3/_5$ × $18^1/_2$, 13 × 18, SRA3, SRA4, $8^1/_2$ × $13^2/_5$, $4^1/_5$ × $5^1/_2$,
Custom Size

Default: **[Auto Detect]**

Specify the paper size with the number keys when you select [Custom Size]. The paper sizes that can be used differ depending on the machine's configuration.

- When the banner sheet tray of two-tray wide LCT is not installed:

  Vertical: 100.0–330.2 mm (3.94–13.00 inches), Horizontal: 139.7–487.7 mm (5.50–19.20 inches)

- When the banner sheet tray of two-tray wide LCT is installed (Tray 3, 5, or 7):

  Vertical: 210.0–330.2 mm (8.27–13.00 inches), Horizontal: 420.0–700.0 mm (16.54–27.55 inches)

For details about auto detectable paper sizes, see page 154 "Recommended Paper Sizes and Types".

Note

- If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type].

Multi bypass tray (Tray A)

This section explains the paper tray settings for multi bypass tray (Tray A).

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead

- Preprinted Paper
- Transparency
- Tab Stock
- Translucent Paper
- Envelope
- Textured Paper
- Prepunched Paper
- Synthetic Paper

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper], [Envelope], or [Tab Stock] for [Paper Type].

Paper Size

Auto Detect, A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS,
11 × 17, $8\frac{1}{2}$ × 14, $8\frac{1}{2}$ × 13, $8\frac{1}{2}$ × 11, $8\frac{1}{4}$ × 14, $8\frac{1}{4}$ × 13, 8 × 13,
8 × 10, $7\frac{1}{4}$ × $10\frac{1}{2}$, $5\frac{1}{2}$ × $8\frac{1}{2}$, 8K, 16K, 12 × 18, 11 × 15,
11 × 14, 10 × 15, 10 × 14, 13 × $19\frac{1}{5}$, 13 × 19, $12\frac{3}{5}$ × $19\frac{1}{5}$,
$12\frac{3}{5}$ × $18\frac{1}{2}$, 13 × 18, SRA3, SRA4, $8\frac{1}{2}$ × $13\frac{2}{5}$, $4\frac{1}{5}$ × $5\frac{1}{2}$,
Custom Size

Default: **[Auto Detect]**

Specify the paper size with the number keys when you select [Custom Size]. The paper sizes that can be used differ depending on the machine's configuration.

- When the banner sheet tray of multi bypass tray (Tray A) is not installed:

  Vertical: 100.0–330.2 mm (3.94–13.00 inches), Horizontal: 139.7–487.7 mm (5.50–19.20 inches)

- When the banner sheet tray of multi bypass tray (Tray A) is installed:

  Vertical: 210.0–330.2 mm (8.27–13.00 inches), Horizontal: 139.7–700.0 mm (5.50–27.55 inches)

For details about auto detectable paper sizes, see page 154 "Recommended Paper Sizes and Types".

Note

- The maximum weight of paper that can be loaded into the multi bypass tray (Tray A) is 216.0 g/m^2 (79.9 lb. Cover).

Interposer Upper and Lower Tray (when the interposer is installed)

This section explains the paper tray settings for the upper and lower trays of the interposer.

Paper Size

Auto Detect, A3, A4, A5, B4 JIS, B5 JIS,

11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13,

8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 12 × 18, 11 × 15,

11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5,

12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 8 1/2 × 13 2/5, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 139.7 and 330.2 mm (5.50 and 13.00 inches) vertically, and between 139.7 and 487.7 mm (5.50 and 19.20 inches) horizontally.

For details about auto detectable paper sizes, see page 154 "Recommended Paper Sizes and Types".

Perfect Binder Interposer Upper and Lower Tray (when the perfect binder interposer is installed)

This section explains the paper tray settings for the upper and lower trays of the perfect binder interposer.

Paper Size

Auto Detect, A3, B4 JIS, 11 × 17, 8K, 12 × 18, 11 × 15, 13 × 19 1/5,

13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 257.0 and 330.2 mm (10.12 and 13.00 inches) vertically, and between 364.0 and 487.7 mm (14.34 and 19.20 inches) horizontally.

For details about auto detectable paper sizes, see page 154 "Recommended Paper Sizes and Types".

Using the Ring Binder and the High Capacity Stacker

Using the ring binder

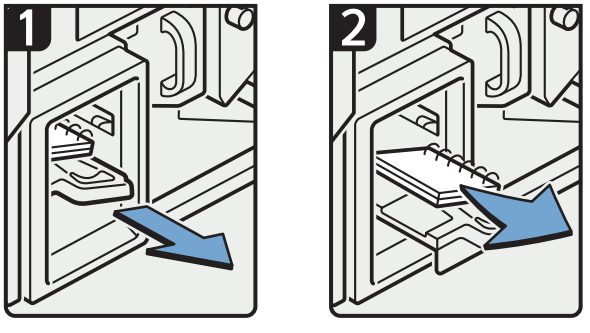
Removing bound booklets from the ring binder tray

CAUTION

- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

Important

- **Be sure not to exit from Energy Saver mode or to switch the machine on when the ring binder door is open and the binding unit is disconnected. Doing so will affect initialization, causing the ring binder function to become unavailable (although other functions will be unaffected).**
- **If you inadvertently do this, connect the ring binder's binding unit again, close the door, and then turn the power off and back on to restore normal operation.**



- Pull out the ring binder tray.
- Remove bound booklets.
- Slide the ring binder tray fully in carefully.

CGH014

Note

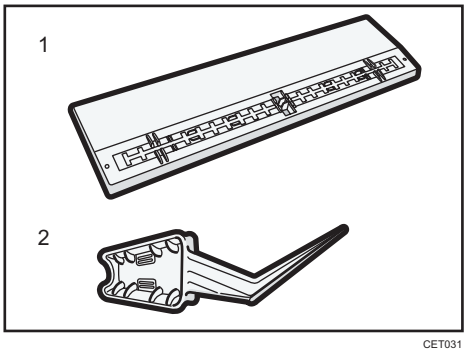
- Before pulling out the ring binder tray, make sure the machine is not in operation.
- When removing bound booklets from the ring binder tray, be careful not to catch the rings on the machine.

Inserting pages into an existing ring bound booklet

⚠CAUTION

- When binding paper manually with the ring opener, take care not to trap or injure fingers.

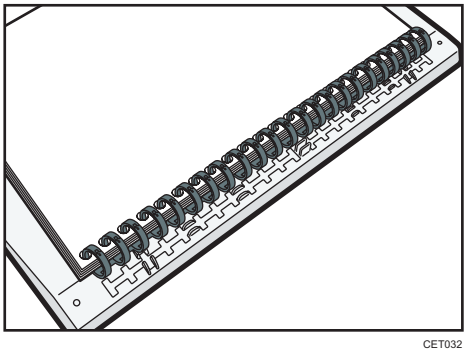
You can use the ring stand and ring opener to insert new pages into the existing ring bound booklets. Use these devices when you need to insert covers, replace existing pages, or add new pages.



CET031

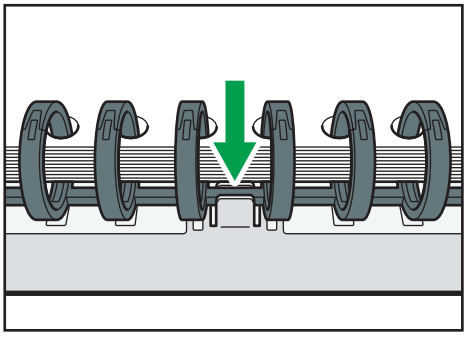
1. **Ring stand**
2. **Ring opener**

1. **Punch holes into the pages that you want to insert into the ring bound booklet.**
2. **With the ring bound booklet closed, place the ring comb on the ring stand so that each of the rings is in a groove on the stand.**



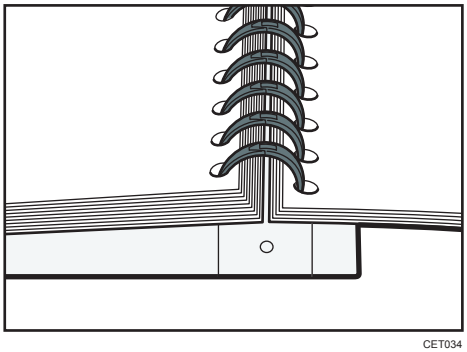
CET032

3. **Insert the spine of the ring comb into the fixing lug of the ring stand. Gently press down on the ring comb to lock it into place.**



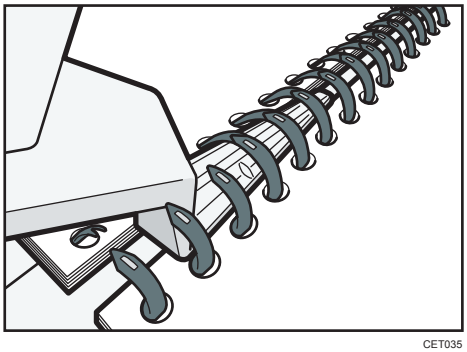
CET033

4. **Open the bound booklet to where you want to insert the new pages, and then place one of your hands on the ring stand.**



CET034

5. **Insert the sharp end of the ring opener into one end of the ring comb, and then push it all the way through the ring comb.**



CET035

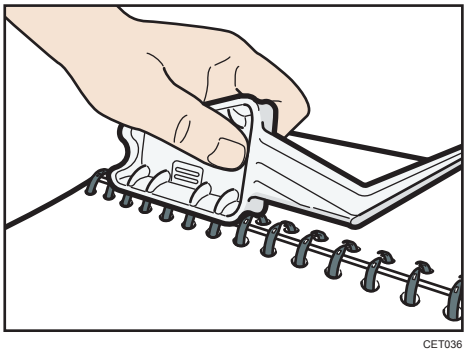
The rings of the comb will open as you push the ring opener through them.

6. **Insert the new pages.**

7. **Holding the sides of the ring opener, carefully press down the opened rings.**

   To close a 50-sheet type binding ring comb, use the side of the ring opener that has the smaller grooves.

   To close a 100-sheet type binding ring comb, use the side of the ring opener that has the larger grooves.



CET036

   The rings of the comb will close as you press down with the ring opener.

8. **Remove the ring comb from the ring stand.**

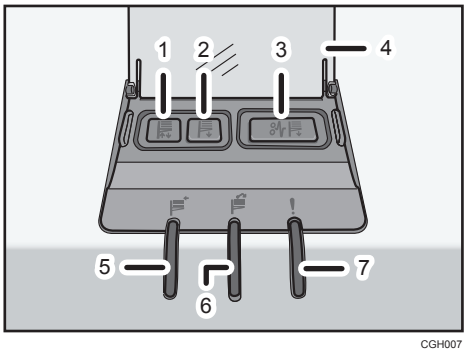
Note

- When using the ring opener, take care to avoid injuring self or others and damaging nearby equipment.

Using the high capacity stacker

Stacker control panel

The high capacity stacker has a control panel that you can use to lower the stacker tray and confirm the status of the high capacity stacker.



CGH007

1. **Tray Moving Indicator**

   This flashes blue when the stacker tray is moving up or down. When the stacker tray has moved all the way up and is in the standby state, the indicator turns off. When the stacker tray has moved all the way down, the indicator lights up blue.

2. **Lower Tray Button**

   Press this button to lower the tray. The tray cannot move if the stacker front cover is open.

3. **Paper Jam Button**

   This is lit red when a paper jam occurs. Pressing this button lowers the stacker tray into the paper removal position.

4. **Cover of the Stacker Control Panel**

5. **Stacker Collecting Indicator**

   This flashes blue when the stacker tray is collecting output paper.

6. **Stacker Full Indicator**

   This is lit red when the stacker tray is full.

7. **Error Indicator**

   This is lit to indicate one or more of the following errors:

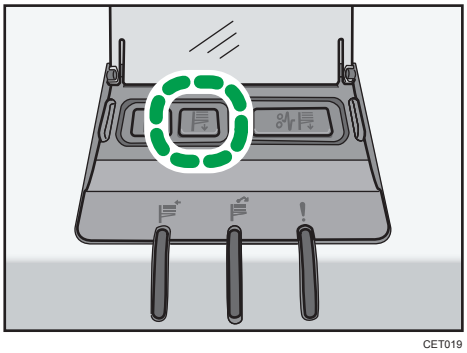
   - The handcart is not properly set.
   - The stacker front cover is open.
   - Jammed paper is still inside the high capacity stacker.

Removing paper

Important

- **Use the stacker cart for transporting paper from the high capacity stacker. Do not use the stacker cart for any other purpose.**
- **Do not attempt to get inside the high capacity stacker.**
- **The paper press might leave a mark on the top of the paper stack. To prevent this, put several sheets of unwanted paper or a protective sheet between the paper press and the paper stack.**

1. **Open the cover of the stacker control panel, and then press the lower tray button.**



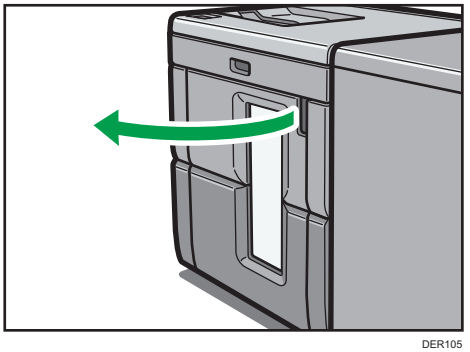
CET019

To stop the lowering stacker tray, press the lower tray button again.

To resume lowering the tray, open and close the stacker front cover, and then press the lower tray button again after the tray has risen completely.

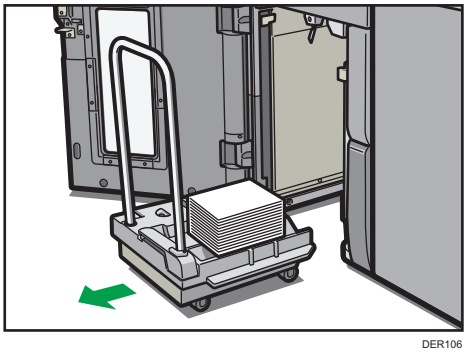
When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2. **Open the stacker front cover.**



DER105

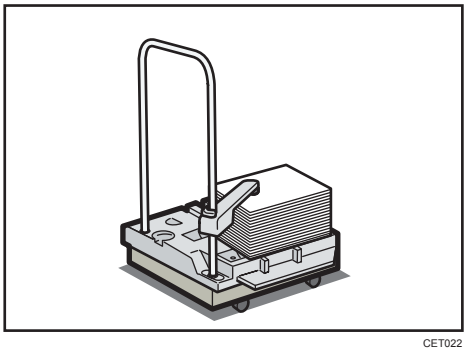
3. **Carefully pull out the stacker cart.**



DER106

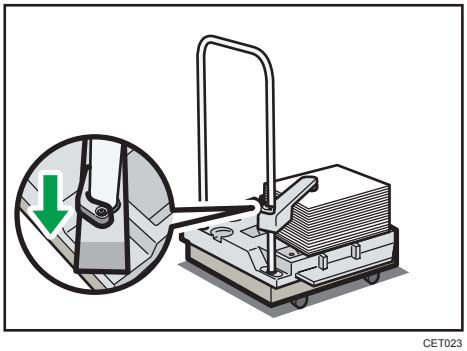
Take care not to let the paper stack topple.

4. **Rest the paper press on top of the paper stack.**



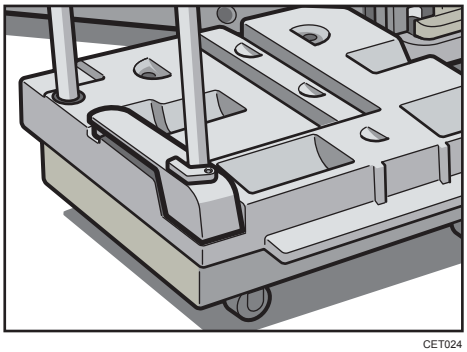
CET022

5. Pull the lever on the paper press toward you.



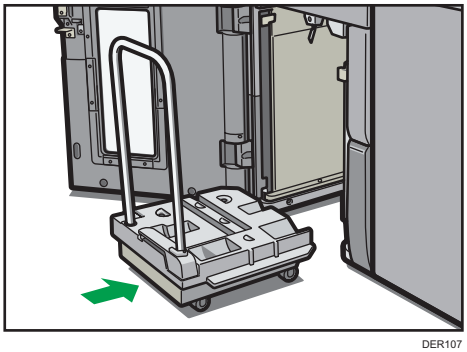
CET023

6. Transport the paper to where it is required, and then unload the stacker cart.
7. Return the paper press to its original position.



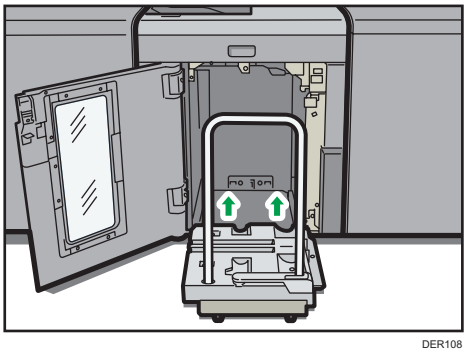
CET024

8. Put the stacker cart back inside the high capacity stacker.



DER107

Be careful to push the stacker cart in straight, not at an angle.



DER108

9. **Close the stacker front cover.**

   The stacker tray begins elevating automatically and the tray moving indicator begins flashing. When the tray moving indicator stops flashing, the tray is fully elevated.

Note

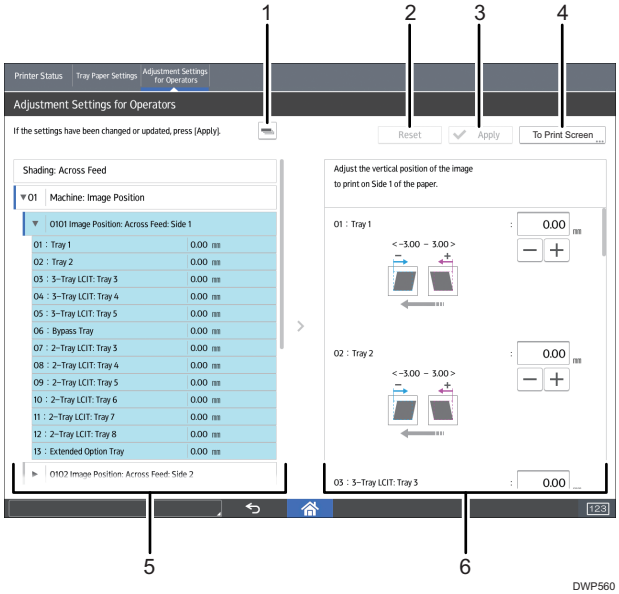
- Before moving the high capacity stacker, be sure to take the stacker cart out of the high capacity stacker.

6. Adjustment Settings for Operators

This section explains Adjustment Settings for Operators and how to specify them.

How to Use the [Adjustment Settings for Operators] Screen

This section explains how to use the Adjustment Settings for Operators.



DWP560

1. **[-]**

   Press this key to collapse the hierarchical display of the adjustment items and display the group names of those items.

2. **[Reset]**

   Press this key to reset the settings/modifications currently configured. You cannot reset he settings/modifications after pressing [Apply].

3. **[Apply]**

   Press this key to apply the settings/modifications.

4. **[To Print Screen]**

   Press this key to display the print screen. You can use this screen to view the changes you have made.

5. **Adjustment items**

   Adjustment items are displayed in this area. When you select an item, its configuration screen will then open.

6. **Configuration screen**

   Configure or modify the settings of the adjustment item you select.

Accessing the Adjustment Settings for Operators

1. **Press [Adjustment Settings for Operators] at the upper left of the screen.**
2. **Select and change adjustment settings.**

   The method for changing the selected adjustment setting depends on the setting that you want to change. For details, see page 212 "Features of the Displayed Items and Setting Operations".
3. **Press [Apply].**
4. **Press [Home] ( ) at the bottom of the screen in the center.**

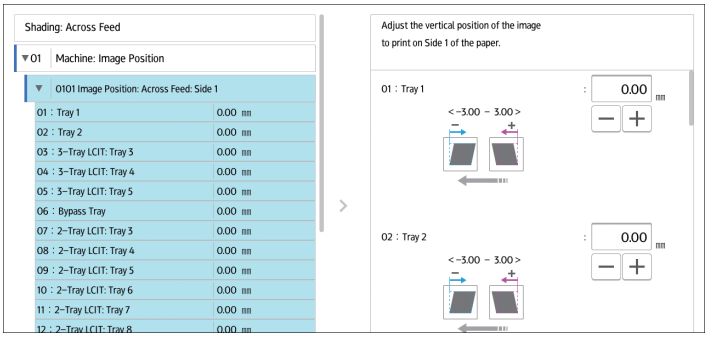
Features of the Displayed Items and Setting Operations

The following operations are available for each adjustment item:

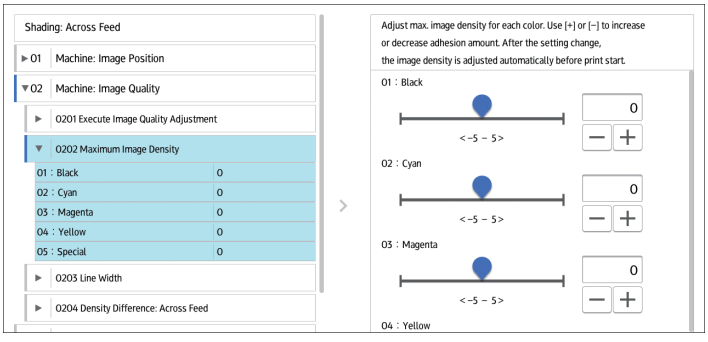
- Value setting
- Item setting
- Executing
- Display only

Value setting

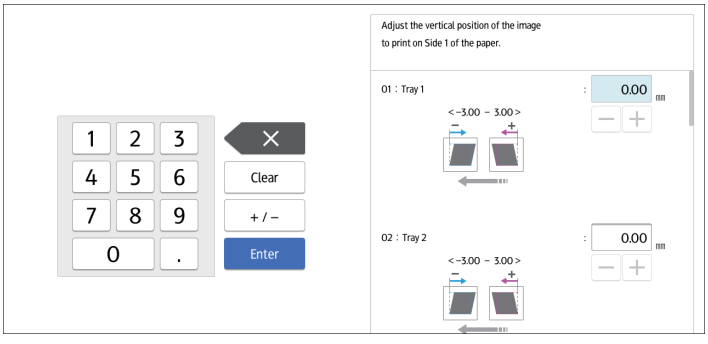
Press [+] or [−] to increase or decrease the value respectively, or use the numeric keypad to enter the value.



For some settings, move the slider right or left to increase or decrease the setting value.



A numeric keypad appears to the left when you press the input box. Use the keypad to enter a value.

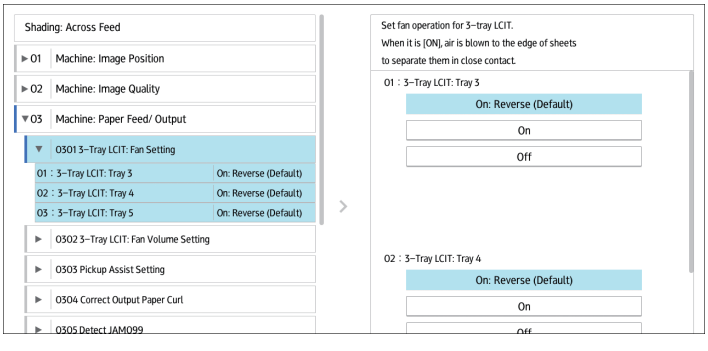


- [×]: Press to delete the entered value character by character.
- [Clear]: Clear the entered value.
- [+/-]: Change the sign of the entered value from + (positive) to - (negative) and vice versa.
- [Enter]: Confirm the entered value.

For some items, you can select a value from the pull-down list that appears when you press the input box. Select a value from the list.

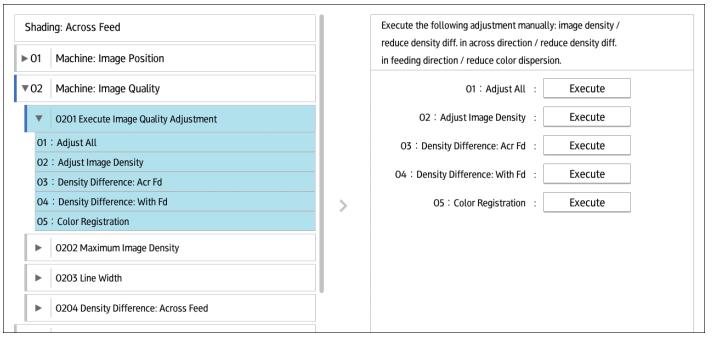
Item setting

Select the item you require.



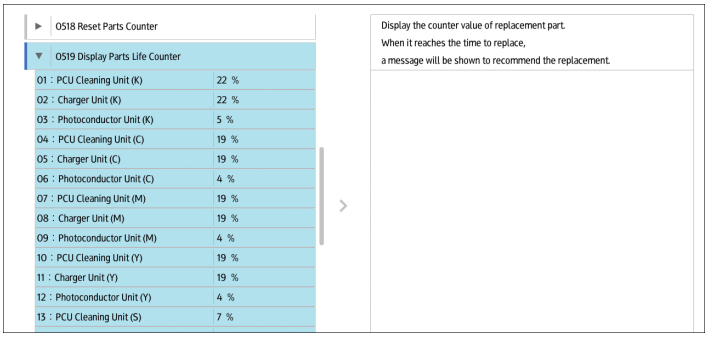
Executing

Press [Execute] to perform a selected function.



Display Only

You can check the setting of the selected item.



Printing with Adjusted Settings

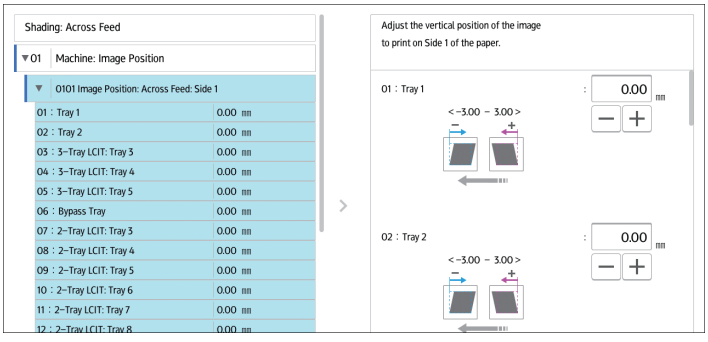
To print with the settings you have adjusted, be sure to select the paper tray and paper size to which the settings apply.

- Settings adjustable for each paper tray
- Settings adjustable for each paper size

Settings adjustable for each paper tray

These are settings adjustable for each paper tray.

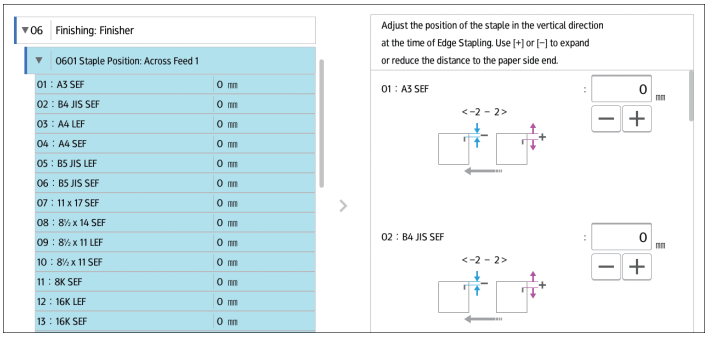
Print jobs are processed with the adjusted settings when printing from a tray with the applied settings.



Settings adjustable for each paper size

These are settings adjustable for each paper size.

Print jobs are processed with the adjusted settings when printing with a paper size that has the applied settings.



Note

- For details about selecting the paper tray and paper size for printing, see the manuals for the related functions.

Menu Items and Functions

Machine: Image Position

For details about the following items, see page 224 "Machine: Image Position".

No.	Item	Description
0101	Image Position: Across Feed: Side 1	Adjust the image position (up and down) on side 1 across the feeding direction.
0102	Image Position: Across Feed: Side 2	Adjust the image position (up and down) on side 2 across the feeding direction.
0103	Image Position: With Feed: Side 1	Adjust the image position (left and right) on side 1 along the feeding direction.
0104	Image Position: With Feed: Side 2	Adjust the image position (left and right) on side 2 along the feeding direction.
0105	Perpendicularity Adjustment	Adjust the image skew (perpendicularity) across the feeding direction.
0106	Switch Paper Edge Detection Sensor	Specify the level for detecting the paper edge for correcting the image position along the feeding direction.

Machine: Image Quality

For details about the following items, see page 230 "Machine: Image Quality".

No.	Item	Description
0201	Execute Image Quality Adjustment	Execute image control or color registration adjustment manually.
0202	Maximum Image Density	Adjust the toner adhesion amount to the intermediate transfer belt during the image density adjustment.
0203	Line Width	Adjust the intensity of the laser for rasterizing the image data.
0204	Density Difference: Across Feed	Adjust the vertical density deviation of images in the direction perpendicular to the paper feed direction.

Machine: Paper Feed/ Output

For details about the following items, see page 233 "Machine: Paper Feed/ Output".

No.	Item	Description
0301	3-Tray LCIT: Fan Setting	Specify the fan operation of the 3-Tray LCIT.
0302	3-Tray LCIT: Fan Volume Setting	Adjust the fan volume for the 3-Tray LCIT to separate sheets of paper in close contact.
0303	Pickup Assist Setting	Specify the operation of the Paper Feed Roller in the trays of the main unit, bypass tray, and 3-tray LCIT.
0304	Correct Output Paper Curl	Specify the method for straightening curled sheets. Select the method according to the direction and degree of curl.
0305	Detect JAM099	Specify whether or not to detect double feed (multi-sheet feeding). This setting is invalid when you are printing from the tray for which custom paper is allocated.
0306	Detect JAM080	Specify whether or not to detect error as a paper jam when the image deviation in the feeding direction exceeds a certain degree.
0307	Detect/Control JAM097/098	Specify whether or not to correct the image position and skew in the vertical direction when a deviation in the direction is detected.
0308	Detect JAM048	Specify whether or not to detect an error as a paper jam when a problem is detected while the registration mark is checked for image position correction.
0311	Buffer Pass Unit Fan Activation Setting	Select the condition for activating the fan in the Cool Feeding Unit. When the fan stops, the mechanical noise is lower.

Machine: Maintenance

For details about the following items, see page 238 "Machine: Maintenance".

No.	Item	Description
0501	Execute Process Adjustment	Execute the following adjustments for printing at once: • image density, color deviation, charge roller cleaning, charge bias, and transfer current correction

No.	Item	Description
0502	Screw-on Cap to Replace	Close the Toner Bottle Cap. Open the toner bottle cover (the cover of the toner dispensing section) before executing this function. Afterward, remove the toner bottle by pushing the knob below the bottle.
0503	Execute Charge Roller Cleaning	Cleans the Charge Roller.
0507	Execute Developer Refreshing	Replace some of the liquid developer in the development unit.
0509	Smooth Fusing Belt	Smooth the Fuser Belt to remove vertical and horizontal lines from the printouts.
0510	Fusing Belt Smoothing Setting	Specify the condition to execute Fuser Belt smoothing.
0511	Fuser Unit Speed Adjustment	Correct the deviation in the rotation speed of the Fuser Unit.
0514	Temperature / Humidity Inside	Display the internal temperature and humidity.
0515	Temperature / Humidity Outside	Display the external temperature and humidity.
0519	Display Parts Life Counter	Display the usage rate of the spare parts.

Finishing: Finisher

For details about the following items, see page 242 "Finishing: Finisher".

No.	Item	Description
0601	Staple Position: Across Feed 1	Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5050 or Booklet Finisher SR5060.
0602	Staple Position: Across Feed 2	Adjust the vertical distance (up and down) between the staples (dual) when using Finisher SR5050 or Booklet Finisher SR5060.

No.	Item	Description
0603	Staple Position: With Feed	Adjust the horizontal position of the staples when using Finisher SR5050 or Booklet Finisher SR5060.
0604	Paper Alignment for Stapling: Across Feed	Adjust the width of the Staple Jogger*1 when using the staple function on Finisher SR5050 or Booklet Finisher SR5060.
0605	Paper Alignment for Stapling: With Feed	Adjust the Tip Stopper movement when using the staple function applied at an angle on Finisher SR5050 or Booklet Finisher SR5060.
0606	Number of Sheets Align for Stapling	Specify the number of sheets to align for stapling at one time.
0607	Punch Position: Across Feed	Adjust the vertical position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.
0608	Punch Position: With Feed	Adjust the horizontal position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.
0609	Punch Skew Correction	Specify whether or not to correct the punch skew when using Finisher SR5050 or Booklet Finisher SR5060.
0610	Amount of Punch Skew Correction	Adjust the level of skew correction when using Finisher SR5050 or Booklet Finisher 5060.
0611	Paper Alignment in Shift Tray Setting	Specify the alignment precision of output sheets during Shift Sorting when using Finisher SR5050 or Booklet Finisher SR5060.
0612	Paper Alignment in Shift Tray: Across Feed	Adjust the width of Paper Alignment Jogger*1 on the Shift Tray when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher 5060.
0613	Output Tray Descending Position	Specify the tray descent range according to the paper weight when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher SR5060.
0614	Exit Guide Close Timing	Specify the timing to close the Paper Exit Guide when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher SR5060.
0615	Output Trail Edge Press Setting	Specify whether or not to hold the trailing edge of sheets when they are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher SR5060.

No.	Item	Description
0616	Output Fan Setting	Specify the fan operation to the sheets on the Shift Tray when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher 5060.
0617	Output Fan Level	Specify the air flow of the fan on the Shift Tray when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher 5060.
0618	Staple Position for Booklet	Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5060.
0619	Folding Position for Booklet	Adjust the horizontal position of the folding when using Booklet Finisher SR5060.
0620	Paper Alignment for Booklet: Across Feed	Adjust the width of the Staple Jogger*1 when using Booklet Finisher SR5060.
0621	Set Number of Folds for Booklet	Specify the number of booklet folds to be performed when using Booklet Finisher SR5060.
0622	Paper Alignment for Booklet: With Feed	Adjust the Tip Stopper movement when using the booklet binding function on Finisher SR5050 or Booklet Finisher SR5060.
0623	Z-fold Skew Correction	Select the method to correct the skew during Z-folding on the fold unit.
0624	Amount of Z-fold Skew Correction	Adjust the striking amount of paper during Z-folding skew correction.
0625	Amount of Z-fold Skew Correction: Reverse	Adjust the reverse rotation amount of Registration Roller during Z-folding skew correction.
0626	Maximum No. Stacked Sheets in Output Tray	Specify the number of sheets to stack on the Shift Tray at the time of shift sorting.

*1 A guide for aligning output sheets. Paper is aligned at both ends.

Finishing: Fold

For details about the following items, see page 259 "Finishing: Fold".

No.	Item	Description
0701	Z-fold Position 1	Adjust the fold position of the end segment when using the fold unit.

No.	Item	Description
0702	Z-fold Position 2	Adjust the overall fold size of the Z-foldout sheets when using the fold unit.
0703	Half Fold Position: 1 sheet Fold	Adjust the edge width of the half folded sheets (1 sheet fold) when using the fold unit.
0704	Half Fold Position: Multi-sheet Fold	Adjust the edge width of the half folded sheets (multi-sheet fold) when using the fold unit.
0705	Letter Fold-out Position 1: 1 sheet Fold	Adjust the fold position of the bottom segment of letter foldout sheets (1 sheet fold) when using the fold unit.
0706	Letter Fold-out Position 1: Multi-sheet Fold	Adjust the fold position of the bottom segment of letter foldout sheets (multi-sheet fold) when using the fold unit.
0707	Letter Fold-out Position 2: 1 sheet Fold	Adjust the overall fold size of letter foldout sheets (1 sheet fold) when using the fold unit.
0708	Letter Fold-out Position 2: Multi-sheet Fold	Adjust the overall fold size of letter foldout sheets (multi-sheet fold) when using the fold unit.
0709	Letter Fold-in Position 1: 1 sheet Fold	Adjust the fold position of the bottom segment of letter fold-in sheets (1 sheet fold) when using the fold unit.
0710	Letter Fold-in Position 1: Multi-sheet Fold	Adjust the fold position of the bottom segment of letter fold-in sheets (multi-sheet fold) when using the fold unit.
0711	Letter Fold-in Position 2: 1 sheet Fold	Adjust the fold size of letter fold-in sheets (1 sheet fold) when using the fold unit.
0712	Letter Fold-in Position 2: Multi-sheet Fold	Adjust the fold size when Inside 3 Folding is executed (Overlap Folding) when using the fold unit.
0713	Double Parallel Fold Position 1	Adjust the fold position of the bottom segment 1 of double parallel-folded sheets when using the fold unit.
0714	Double Parallel Fold Position 2	Adjust the fold position of the bottom segment 2 of double parallel-folded sheets when using the fold unit.
0715	Gate Fold Position 1	Adjust the fold position of the bottom segment 1 of gatefold sheets when using the fold unit.
0716	Gate Fold Position 2	Adjust the fold position of the bottom segment 2 of gatefold sheets when using the fold unit.

No.	Item	Description
0717	Gate Fold Position 3	Adjust the fold position of the bottom segment 3 of gatefold sheets when using the fold unit.

Finishing: Perfect Binder

For details about the following items, see page 276 "Finishing: Perfect Binder".

No.	Item	Description
0801	Perf Bind Cvr Sht Posit: Across Feed	Adjust the vertical alignment of the cover sheet position when performing perfect binding.
0802	Perf Bind Cvr Sht Posit: With Feed	Adjust the horizontal alignment of the cover sheet position when performing perfect binding.
0803	Perfect Binding Finishing Angle	Square the top, bottom, and outside edges when trimming a deck of paper.
0804	Applying Binding Glue	Adjust the amount of binding glue for perfect binding.

Finishing: Stacker

For details about the following items, see page 278 "Finishing: Stacker".

No.	Item	Description
0901	Ppr Align in Stack Tray: Acr Feed 1	Adjust the alignment width in Main Jogger*1 when output sheets are stacked on the stacker.
0902	Ppr Align in Stack Tray: Acr Feed 2	Adjust the alignment width in Sub Jogger*1 when output sheets are stacked on the stacker.
0903	Paper Alignment in Stacker Tray: With Feed	Adjust the alignment position of the Tip Stopper when output sheets are ejected on the Stacker.
0904	Ppr Align in 2nd Stack Tray: Acr Feed 1	Adjust the alignment width in Main Jogger*1 when output sheets are stacked on the 2nd stacker.
0905	Ppr Align in 2nd Stack Tray: Acr Feed 2	Adjust the alignment width in Sub Jogger*1 when output sheets are stacked on the 2nd stacker.
0906	Ppr Align in 2nd Stack Tray: With Feed	Adjust the alignment position of the Tip Stopper when output sheets are ejected on the 2nd stacker.

No.	Item	Description
0907	Maximum Stack Quantity in Stacker Tray	Specify the maximum number of sheets that can be stacked on the stacker tray. The setting applies to both the 1st and 2nd stackers.

*1 A guide for aligning output sheets. Paper is aligned at both ends.

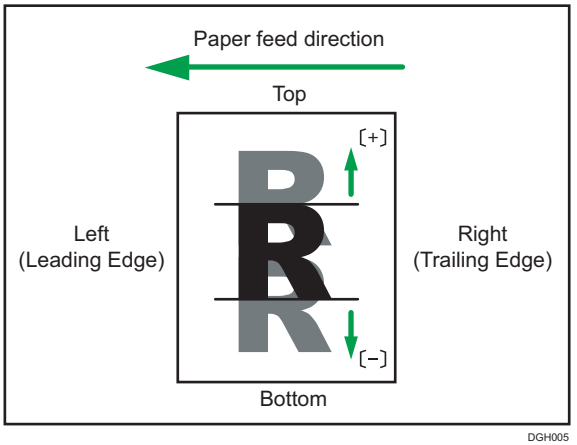
Setting Values

Machine: Image Position

0101 Image Position: Across Feed: Side 1

Adjust the image position (up and down) on side 1 across the feeding direction.

Press [+] or [−] to shift the image position upward (toward the back) or downward (toward the front).



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	0.00	3.00	-3.00	0.01	mm

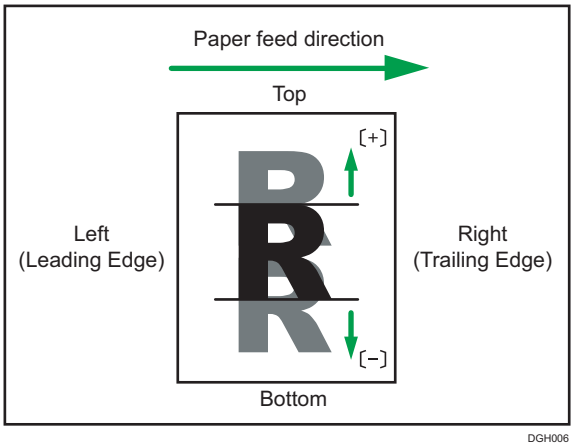
Note

- If the paper is delivered face down, turn over the paper horizontally, and check the image position.
- This setting becomes invalid when you are printing from the tray for which custom paper is allocated. In such case, the value specified in [Image Position: Side 1] under the [Advanced Settings] of Custom Paper is applied.

0102 Image Position: Across Feed: Side 2

Adjust the image position (up and down) on side 2 across the feeding direction.

Press [+] or [−] to shift the image position upward (toward the back) or downward (toward the front).



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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	0.00	3.00	-3.00	0.01	mm

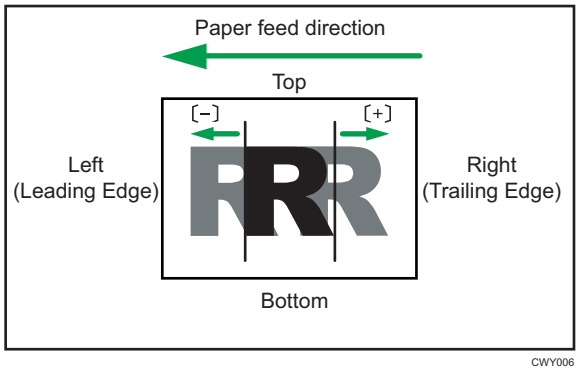
Note

- If the paper is delivered face down, turn over the paper horizontally, and check the image position.
- This setting becomes invalid when you are printing from the tray for which custom paper is allocated. Instead, the value specified in [Image Position: Side 2] under the [Advanced Settings] of Custom Paper is applied.

0103 Image Position: With Feed: Side 1

Adjust the image position (left and right) on side 1 along the feeding direction.

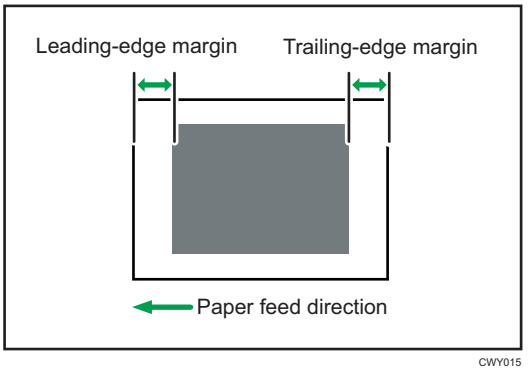
Press [+] to shift the image position to the right (toward the bottom edge), or press [−] to shift the position to the left (toward the leading edge).



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	0.00	3.00	-3.00	0.01	mm

Note

- If the paper is delivered face down, turn over the paper horizontally, and check the image position.
- A paper jam may occur if the leading margin on the Side 1 is too narrow.
- A paper jam may occur when printing is performed on Side 2 if the bottom margin on the side 1 is too narrow.

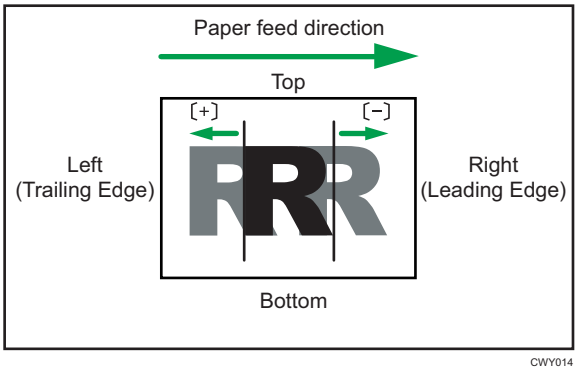


- This setting becomes invalid when you are printing from the tray for which custom paper is allocated. In such case, the value specified in [Image Position: Side 1] under the [Advanced Settings] of Custom Paper is applied.

0104 Image Position: With Feed: Side 2

Adjust the image position (left and right) on side 2 along the feeding direction.

Press [+] to shift the image position to the left (toward the bottom edge), or press [−] to shift the position to the right (toward the leading edge).



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	0.00	3.00	-3.00	0.01	mm

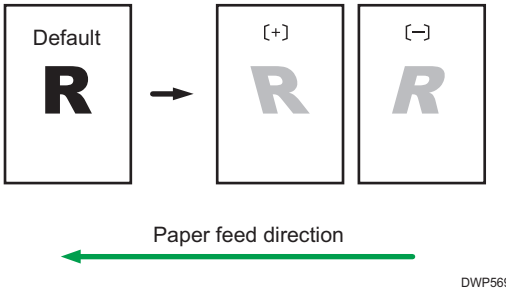
Note

- If the paper is delivered face down, turn over the paper horizontally, and check the image position.
- This setting becomes invalid when you are printing from the tray for which custom paper is allocated. Instead, the value specified in [Image Position: Side 2] under the [Advanced Settings] of Custom Paper is applied.

0105 Perpendicularity Adjustment

Adjust the image skew (perpendicularity) across the feeding direction.

Press [+] or [−] to tilt the image to the left (toward the top) or right (toward the bottom).



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Correction Value	0	20	-20	1	-

0106 Switch Paper Edge Detection Sensor

Specify the level for detecting the paper edge for correcting the image position along the feeding direction.

Setting Items	Selection	Default Value
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	Normal High Accuracy	Normal

Note

- Select [High Accuracy] only when blank paper is fed. Otherwise, a paper jam may occur.

Machine: Image Quality

0201 Execute Image Quality Adjustment

Execute image control or color registration adjustment manually.

The machine adjusts the image density. The time required for each process is as follows: about 1.5 minutes for [Adjust Image Density], about 5 minutes for [Density Difference: With Fd], and about 20

seconds for [Color Registration]. A message appears on the control panel while the process is in progress. Do not pull out the front covers while the message is being displayed.

Setting Items	Values
Adjust Image Density Density Difference: With Fd Color Registration	Press [Execute].

Note

- The machine executes automatic image quality adjustment after a set interval or after printing a specified number of sheets. However, you can also manually initiate automatic image quality adjustment whenever you want.

0202 Maximum Image Density

Adjust the toner adhesion amount to the intermediate transfer belt during the image density adjustment.

When the degree of coloration differs depending on the difference in the degree of pigmentation, adjust the toner adhesion amount.

Press [+] or [−] to increase or decrease the toner adhesion amount.

If you change the setting value, [Adjust Image Density] is automatically performed before the machine starts printing.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Black Cyan Magenta Yellow Special*1	0	5	-5	1	-

*1 Requires the special color expansion kit.

Note

- Toner fixation deteriorates when you increase the toner adhesion amount, and splashing or smearing of characters and hairlines may occur.

0203 Line Width

Adjust the intensity of the laser for rasterizing the image data.

Press [+] or [−] to increase or decrease the intensity.

If you change the setting value, [Adjust Image Density] is automatically performed before the machine starts printing.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Black Cyan Magenta Yellow Special*1	0	5	-5	1	-

*1 Requires the special color expansion kit.

Note

- Screen dots and hairline width become thicker when you increase the intensity.

0204 Density Difference: Across Feed

Adjust the vertical density deviation of images in the direction perpendicular to the paper feed direction.

Press [+] to darken the lower part (and lighten the upper part) or [−] to lighten the lower part (darken the upper part).

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Black Cyan Magenta Yellow Special*1	0	10	-10	1	-

*1 Requires the special color expansion kit.

Machine: Paper Feed/ Output

0301 3-Tray LCIT: Fan Setting

Specify the fan operation of the 3-Tray LCIT.

When it is [On], air is blown to the edge of sheets to separate them in close contact.

Setting Items	Values	Default Value
3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5	Auto Select On Off	Auto Select

0302 3-Tray LCIT: Fan Volume Setting

Adjust the fan volume for the 3-Tray LCIT to separate sheets of paper in close contact.

Press [+] or [−] to increase or decrease the air flow.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5	50	100	10	10	%

0303 Pickup Assist Setting

Specify the operation of the Paper Feed Roller in the trays of the main unit, bypass tray, and 3-tray LCIT.

By setting it to [On], the contact time of Paper Feed Roller becomes longer, and it makes paper feeding easier.

Setting Items	Values	Default Value
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray	Auto Select On Off	Auto Select

0304 Correct Output Paper Curl

Specify the method for straightening curled sheets. Select the method according to the direction and degree of curl. If the paper is curled face up, select "∪ Curl". If it is curled face down, select "∩ Curl". Depending on how much the paper is curled, specify the degree of correction by selecting "Weak" or "Strong".

Setting Items	Selection	Default Value
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	∪ Curl Correction Level: Off ∪ Curl Correction Level: Small ∪ Curl Correction Level: Large ∩ Curl Correction Level: Off ∩ Curl Correction Level: Small ∩ Curl Correction Level: Large	∩ Curl Correction Level: Off

0305 Detect JAM099

Specify whether or not to detect double feed (multi-sheet feeding).

When it is set to [On], the machine detects multi-sheet feeding, and you can prevent blank paper from being inserted in the output sheets unexpectedly.

False detection may occur when you are using special paper (lapped paper such as label paper).

To prevent it occurring, set the setting to [Off].

This setting is invalid when you are printing from the tray for which custom paper is allocated. In such case, the value specified in [Detect JAM099] under [Advanced Settings] of Custom Paper is applied.

Setting Items	Values	Default Value
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	Off On	On

0306 Detect JAM080

Specify whether or not to detect error as a paper jam when the image deviation in the feeding direction exceeds a certain degree.

Setting Items	Values	Default Value
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	Off On	On

0307 Detect/Control JAM097/098

Specify whether or not to correct the image position and skew in the vertical direction when a deviation in the direction is detected.

Setting Items	Values	Default Value
Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray 2-Tray LCIT: Tray 3 2-Tray LCIT: Tray 4 2-Tray LCIT: Tray 5 2-Tray LCIT: Tray 6 2-Tray LCIT: Tray 7 2-Tray LCIT: Tray 8 Extended Option Tray	Off On	On

0308 Detect JAM048

Specify whether or not to detect an error as a paper jam when a problem is detected while the registration mark is checked for image position correction.

Setting Items	Values	Default Value
Set	Off On	Off

0311 Buffer Pass Unit Fan Activation Setting

Select the condition for activating the fan in the Cool Feeding Unit. When the fan stops, the mechanical noise is lower.

Setting Items	Values	Default Value
Set	All Paper Weights Weight 3 or Heavier Weight 4 or Heavier Weight 5 or Heavier Weight 6 or Heavier Off	Weight 3 or Heavier

Note

- Stopping the fan deteriorates the cooling capacity and may cause blocking to occur.

Machine: Maintenance

0501 Execute Process Adjustment

Execute the following adjustments for printing at once:

- image density, color deviation, charge roller cleaning, charge bias, and transfer current correction

Setting Items	Description
Execute	Press [Execute] to execute the function.

0502 Screw-on Cap to Replace

Close the Toner Bottle Cap.

The Toner Bottle in use can be pulled out when the Cap is closed. Use it when you want to replace the Toner Bottle.

Setting Items	Description
Black Cyan Magenta Yellow	Press [Execute] to execute the function. Open the toner bottle cover (the cover of the toner dispensing section) before executing this function. Afterward, remove the toner bottle by pushing the knob below the bottle.

0503 Execute Charge Roller Cleaning

Cleans the Charge Roller.

Execute this function when vertical streaks appear on the printed page.

Setting Items	Description
Execute	Press [Execute] to execute the function. Keep the front cover of the main unit closed until the process is completed.

0507 Execute Developer Refreshing

Replace some of the liquid developer in the development unit.

Refresh the toner for print jobs if:

- Background is dirty
- White spots appear
- Density is uneven
- Black parts are faded

Setting Items	Values
KCMY Black Special*1	Press [Execute].

*1 Type 2 and Type 4 only

0509 Smooth Fusing Belt

Smooth the Fuser Belt to remove vertical and horizontal lines from the printouts.

Vertical or horizontal lines may appear when printing on paper that is larger than the paper used immediately before it.

In such case, press [Execute] to cause a roller to press on the fusing belt and prevent vertical and horizontal lines. Select [Belt Scratches] if vertical or horizontal lines appear on the edges of the paper. Select [Uneven Gloss: Short Time] if there are patches of uneven glossiness.

Setting Items	Selection
Belt Scratches Uneven Gloss: Short Time	Press [Execute].

0510 Fusing Belt Smoothing Setting

Specify the condition to execute Fuser Belt smoothing.

Setting Items	Selection	Default Value
Auto Exe: Belt Scratches	Normal Frequently (With Density Adj) More Frequently Most Frequently	Normal
Auto Exe: Uneven Gloss	Off On	On

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
RollerSpeed: Scratch: Short RollerSpeed: Scratch: Long Roller Speed: Uneven Gloss	100	100	50	1	-
Smoothing Time: Scratch	120	60000	0	1	-
Smooth.Time: Uneven Gloss	10	60000	0	1	-

0511 Fuser Unit Speed Adjustment

Perform adjustment to correct the deviation in the Fuser Unit rotation speed, and adjust the speed to an appropriate value.

This process will take approximately 5 minutes to complete. A message appears on the control panel while the process is being executed. Keep the front cover of the main unit closed until the process is completed.

Setting Items	Description
Execute	Press [Execute] to execute the function.

0514 Temperature / Humidity Inside

Display the internal temperature and humidity.

Report this information if your service representative requests it.

Setting Items	Remarks
PCU Temperature PCU Humidity Machine Temperature	Value display only.

0515 Temperature / Humidity Outside

Display the external temperature and humidity.

Report this information if your service representative requests it.

Setting Items	Remarks
Temperature Humidity	Value display only.

0519 Display Parts Life Counter

Display the usage rate of the spare parts.

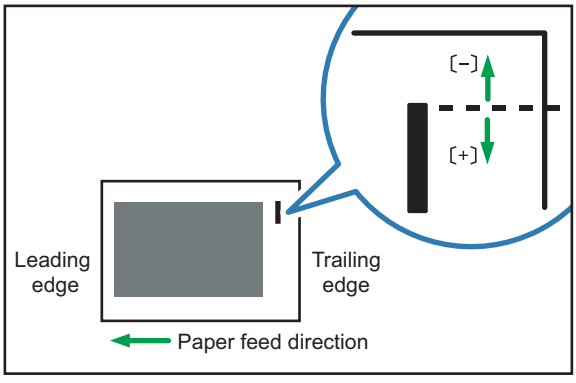
Setting Items		Description
PCU Cleaning Unit (K) Charger Unit (K) Photoconductor Unit (K) PCU Cleaning Unit (C) Charger Unit (C) Photoconductor Unit (C) PCU Cleaning Unit (M) Charger Unit (M) Photoconductor Unit (M) PCU Cleaning Unit (Y) Charger Unit (Y) Photoconductor Unit (Y) PCU Cleaning Unit (S) Charger Unit (S) Photoconductor Unit (S) ITB Cleaning Unit Paper Transfer Unit Fuser Unit	Fusing Belt Smoothing Rlr Fuser Cleaning Unit Ozone Filter (Main) Dust Filter (Main) Tray 1 Tray 2 3-Tray LCIT: Tray 3 3-Tray LCIT: Tray 4 3-Tray LCIT: Tray 5 Bypass Tray Interposer Upper Tray Interposer Lower Tray 2-Tray LCIT:Tray3:Fd Blt 2-Tray LCIT:Tray4:Fd Blt 2-Tray LCIT:Tray5:Fd Blt 2-Tray LCIT:Tray6:Fd Blt 2-Tray LCIT:Tray7:Fd Blt 2-Tray LCIT:Tray8:Fd Blt	The counter value of the replacement part is displayed. When it reaches the time to replace, a message will be shown to prompt the replacement.

Finishing: Finisher

0601 Staple Position: Across Feed 1

Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the stapling position away from the side edge of the sheet or [−] to move it toward the edge.

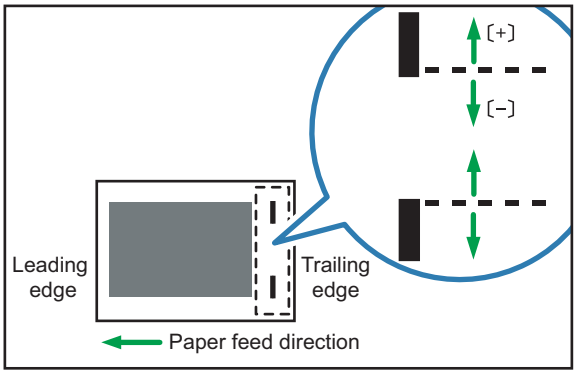


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF 8K SEF 16K LEF 16K SEF Other Paper Sizes	0	2	-2	1	mm

0602 Staple Position: Across Feed 2

Adjust the vertical distance (up and down) between the staples (dual) when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the two stapling positions away from the center and each other or [−] to move them toward each other.



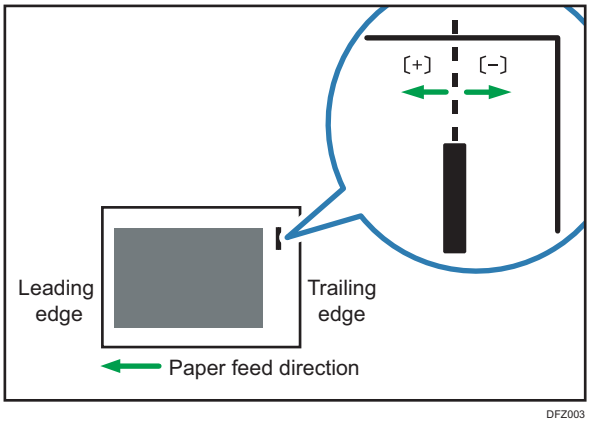
DFZ002

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF	0	115	-16	1	mm
B4 JIS SEF	0	75	-16	1	mm
A4 LEF	0	115	-16	1	mm
A4 SEF	0	28	-16	1	mm
B5 JIS LEF	0	75	-16	1	mm
B5 JIS SEF	0	0	-16	1	mm
11 × 17 SEF	0	98	-16	1	mm
$8^1/_2$ × 14 SEF	0	34	-16	1	mm
$8^1/_2$ × 11 LEF	0	98	-16	1	mm
$8^1/_2$ × 11 SEF	0	34	-16	1	mm
8K SEF 16K LEF	0	85	-16	1	mm
16K SEF	0	12	-16	1	mm
Other Paper Sizes	0	115	-16	1	mm

0603 Staple Position: With Feed

Adjust the horizontal position of the staples when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the stapling position away from the trailing edge of the sheet or [−] to move it toward the edge.



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF 8K SEF 16K LEF 16K SEF Other Paper Sizes	0.0	1.5	-1.5	0.1	mm

0604 Paper Alignment for Stapling: Across Feed

Adjust the width of the Staple Jogger*1 when using the staple function on Finisher SR5050 or Booklet Finisher SR5060.

Use the function to reduce the dispersion of paper orientation at a right angle due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the width.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF 8K SEF 16K LEF 16K SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

*1 A guide for aligning output sheets when using the stapling function. The guide is located inside the finisher.

0605 Paper Alignment for Stapling: With Feed

Adjust the Tip Stopper movement when using the staple function applied at an angle on Finisher SR5050 or Booklet Finisher SR5060.

Use the function to reduce the dispersion of paper orientation in the feeding direction due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the amount of movement.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF 8K SEF 16K LEF 16K SEF Other Paper Sizes	0.0	2.5	-2.5	0.1	mm

0606 Number of Sheets Align for Stapling

Specify the number of sheets to align for stapling at one time.

If too many sheets are delivered to the shift unit, the stacked sheets may not be correctly aligned due to the paper type and paper condition.

If that happens, adjust the setting to the optimal value for the paper you are using.

When the number is less, it takes more time to align and productivity may fall.

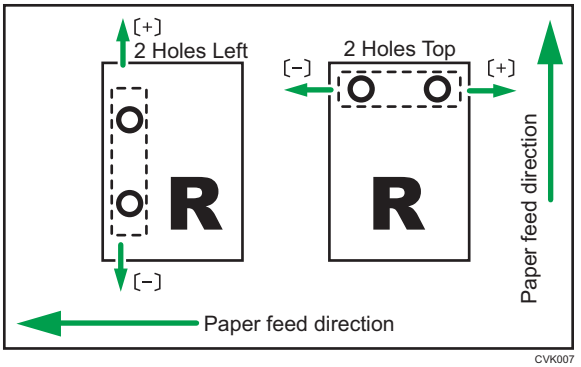
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF	4	4	0	1	sheet
A4 LEF	6	6	0	1	sheet
A4 SEF	4	4	0	1	sheet
B5 JIS LEF	6	6	0	1	sheet

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF	4	4	0	1	sheet
$8^1/_2$ × 11 LEF	6	6	0	1	sheet
$8^1/_2$ × 11 SEF 8K SEF	4	4	0	1	sheet
16K LEF	6	6	0	1	sheet
16K SEF	4	4	0	1	sheet
Other Paper Sizes	0	9	0	1	sheet

0607 Punch Position: Across Feed

Adjust the vertical position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the position forward (up), or [−] to move it backward (down).

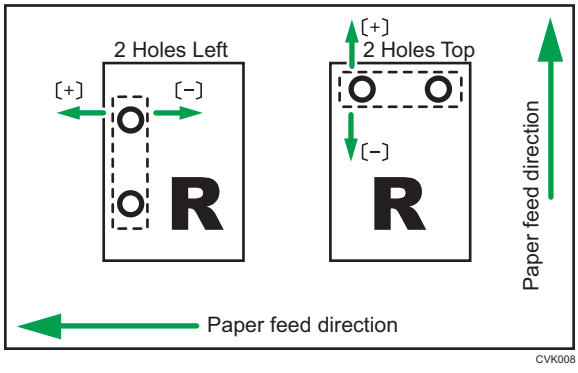


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes JP / EU 3 Holes US 4 Holes EU 4 Holes NE 2 Holes US	0.0	2.0	-2.0	0.5	mm

0608 Punch Position: With Feed

Adjust the horizontal position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the position toward the top edge (left) relative to the paper feed direction, or [−] to move it toward the bottom edge (right).



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes JP / EU 3 Holes US 4 Holes EU 4 Holes NE 2 Holes US	0.0	4.0	-4.0	0.5	mm

0609 Punch Skew Correction

Specify whether or not to correct the punch skew when using Finisher SR5050 or Booklet Finisher SR5060.

If jamming or ear-fold occurs at the punch section especially when thin paper is used, set it to [No].

Setting Items	Values	Default Value
Set	Off On (Default)	On (Default)

0610 Amount of Punch Skew Correction

Adjust the level of skew correction when using Finisher SR5050 or Booklet Finisher 5060.

Use the function to reduce the punch skewing caused by paper size, thickness, curl and so on.

To skew while punching, set [+] to increase the correction level.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A4 LEF B5 JIS LEF A5 LEF A5 SEF $8^1/_2 \times 11$ LEF $5^1/_2 \times 8^1/_2$ LEF $5^1/_2 \times 8^1/_2$ SEF Other Paper Sizes	0.0	1.0	-1.0	0.5	mm

0611 Paper Alignment in Shift Tray Setting

Specify the alignment precision of output sheets during Shift Sorting when using Finisher SR5050 or Booklet Finisher SR5060.

Use this function when the topmost sheet of the stacked paper is skewed.

Select [Accuracy Priority] to lower the shifting speed of the tray to reduce the skew caused by inertia.

Setting Items	Values	Default Value
Set	Speed Priority (Normal) Accuracy Priority	Speed Priority (Normal)

0612 Paper Alignment in Shift Tray: Across Feed

Adjust the width of Paper Alignment Jogger*1 on the Shift Tray when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher 5060.

Use the function to reduce the dispersion of paper orientation at a right angle due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the width.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF A5 LEF A5 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF $5^1/_2$ × $8^1/_2$ LEF $5^1/_2$ × $8^1/_2$ SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

*1 A guide for aligning output sheets when using the shift function. The guide is located inside the finisher.

0613 Output Tray Descending Position

Specify the tray descent range according to the paper weight when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher SR5060.

The machine lowers the Paper Exit Guide each time it ejects stapled sheets. If the descent range is not appropriate for the paper weight, it may cause the paper to be improperly ejected or a diversion of sheets on the tray. Select the descent range appropriate for the paper you are using.

Setting Items	Values	Default Value
Set	Default (Paper Weight 2) Thin Paper (Paper Weight 1) Thick Paper (Paper Weight 3-8)	Default (Paper Weight 2)

0614 Exit Guide Close Timing

Specify the timing to close the Paper Exit Guide when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher SR5060.

The machine opens and closes the Paper Exit Guide each time it ejects stapled sheets. If the Paper Exit Guide does not open and close at a proper timing, bending may occur with the stapled stack when stapled sheets fail to be properly ejected. Select the timing appropriate for the paper you are using.

Setting Items	Values	Default Value
Set	Default Thin Paper	Default

0615 Output Trail Edge Press Setting

Specify whether or not to hold the trailing edge of sheets when they are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher SR5060.

If too many sheets are delivered to the Shift Tray, the Ejected sheets may not be correctly aligned due to the paper type and paper condition.

Setting it to [On] reduces the diversion of sheets.

Setting Items	Values	Default Value
Set	Auto On Off	Auto

0616 Output Fan Setting

Specify the fan operation to the sheets on the Shift Tray when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher 5060.

Blowing air peels off the sheets in close contact.

Setting Items	Values	Default Value
Set	Auto On Off	Auto

0617 Output Fan Level

Specify the air flow of the fan on the Shift Tray when sheets are ejected and delivered to the Shift Tray of Finisher SR5050 or Booklet Finisher 5060.

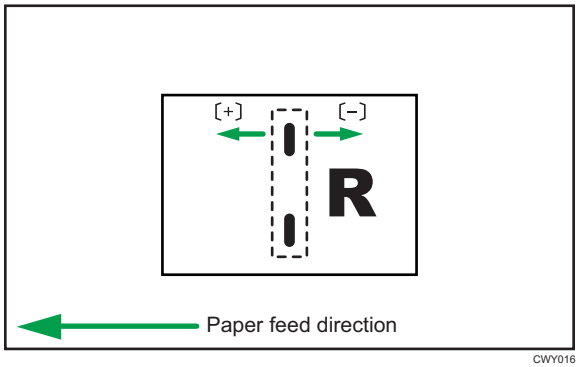
Increase the level if the sheets ejected on the Shift Tray are in close contact.

Setting Items	Values	Default Value
Set	Auto Increase Air Volume	Auto

0618 Staple Position for Booklet

Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5060.

Press [+] to move the position left, or press [−] to move it right on the open booklet.

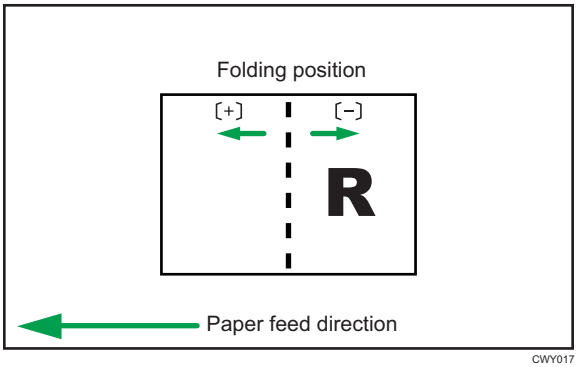


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF SRA3 SEF SRA4 SEF 13 × 19 1/5 SEF 13 × 19 SEF 13 × 18 SEF 12 3/5 × 19 1/5 SEF 12 3/5 × 18 1/2 SEF 12 × 18 SEF 11 × 17 SEF 8 1/2 × 14 SEF 8 1/2 × 11 SEF Other Paper Sizes	0.0	1.0	-1.0	0.2	mm

0619 Folding Position for Booklet

Adjust the horizontal position of the folding when using Booklet Finisher SR5060.

Press [+] to move the position left or press [−] to move it right on the open booklet.



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF SRA3 SEF SRA4 SEF 13 × 19 1/5 SEF 13 × 19 SEF 13 × 18 SEF 12 3/5 × 19 1/5 SEF 12 3/5 × 18 1/2 SEF 12 × 18 SEF 11 × 17 SEF 8 1/2 × 14 SEF 8 1/2 × 11 SEF Other Paper Sizes	0.0	1.0	-1.0	0.2	mm

0620 Paper Alignment for Booklet: Across Feed

Adjust the width of the Staple Jogger*1 when using Booklet Finisher SR5060.

Use the function to reduce the dispersion of paper orientation at a right angle due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the width.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF SRA3 SEF SRA4 SEF 13 × 19 1/5 SEF 13 × 19 SEF 13 × 18 SEF 12 3/5 × 19 1/5 SEF 12 3/5 × 18 1/2 SEF 12 × 18 SEF 11 × 17 SEF 8 1/2 × 14 SEF 8 1/2 × 11 SEF Other Paper Sizes	0.0	0.5	-0.5	0.1	mm

*1 A guide for aligning output sheets when using the stapling function. The guide is located inside the finisher.

0621 Set Number of Folds for Booklet

Specify the number of booklet folds to be performed when using Booklet Finisher SR5060.

You can adjust the paper folding strength by changing the number of folds per the booklet.

When you select "0", the default value, the finisher folds the booklet according to the number of sheets in the booklet, as shown below.

- 1–13 sheets: 1 time
- 14–15 sheets: 2 times
- 16–25 sheets: 3 times

The value set here is added to the default values, which are 1, 2, and 3. Set a negative value to reduce the number of times the finisher folds booklets. Set -1, -2, or -3 to not fold booklets that have 1 to 13 sheets, 14 to 15 sheets, or 16 to 25 sheets, respectively.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Set	0	9	-3	1	times

0622 Paper Alignment for Booklet: With Feed

Adjust the Tip Stopper movement when using the booklet binding function on Finisher SR5050 or Booklet Finisher SR5060.

Use the function to reduce the dispersion of paper orientation in the feeding direction due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the amount of movement.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF SRA3 SEF SRA4 SEF 13 × $19^{1}/_{5}$ SEF 13 × 19 SEF 13 × 18 SEF $12^{3}/_{5}$ × $19^{1}/_{5}$ SEF $12^{3}/_{5}$ × $18^{1}/_{2}$ SEF 12 × 18 SEF 11 × 17 SEF $8^{1}/_{2}$ × 14 SEF $8^{1}/_{2}$ × 11 SEF Other Paper Sizes	0.0	2.0	-2.0	0.2	mm

0623 Z-fold Skew Correction

Select the method to correct the skew during Z-folding on the fold unit.

Selecting [No] disables skew correction.

Selecting [Yes] enables correction by striking.

[On: Reverse (Default)] corrects by both striking and reverse rotation of Registration Roller.

Setting Items	Values	Default Value
Set	Off On On: Reverse (Default)	On: Reverse (Default)

0624 Amount of Z-fold Skew Correction

Adjust the striking amount of paper during Z-folding skew correction.

Use this function when Z-folding skew correction causes a side effect.

The default striking amount "0.0" is set to 9 millimeters. Press [−] to reduce the striking amount. The amount becomes 0 millimeter when the value is "-9.0".

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Set	0.0	0.0	-9.0	0.5	mm

0625 Amount of Z-fold Skew Correction: Reverse

Adjust the reverse rotation amount of Registration Roller during Z-folding skew correction.

Use this function when Z-folding skew correction causes a side effect.

The default reverse rotation amount "0.0" is set to 3 millimeters. Press [−] to reduce the reverse rotation amount. The amount becomes "0" millimeter when the value is "-3.0".

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Set	0.0	0.0	-3.0	0.5	mm

0626 Maximum No. Stacked Sheets in Output Tray

Specify the number of sheets to stack on the Shift Tray at the time of shift sorting.

To avoid paper jams, specify the number according to the paper size.

Setting Items	Values	Default Value
Paper Length≦216	Default 1500 Sheets 1000 Sheets	Default
216<Paper Length≦432	Default 1000 Sheets 500 Sheets	Default
432<Paper Length	Default 500 Sheets	Default

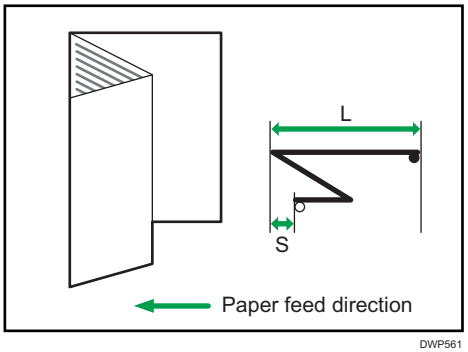
Finishing: Fold

0701 Z-fold Position 1

Adjust the fold position of the end segment (S) when using the fold unit.

Press [+] to increase and [−] to reduce (S).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



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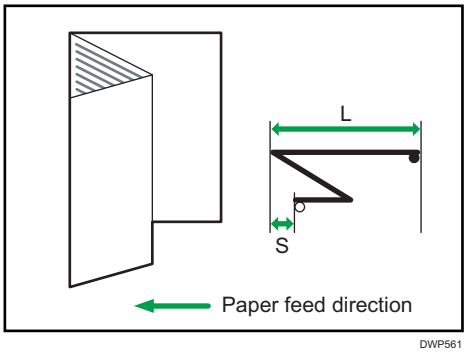
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0702 Z-fold Position 2

Adjust the overall fold size (L) of the Z-foldout sheets when using the fold unit.

Press [+] to increase and [−] to reduce (L).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP561

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

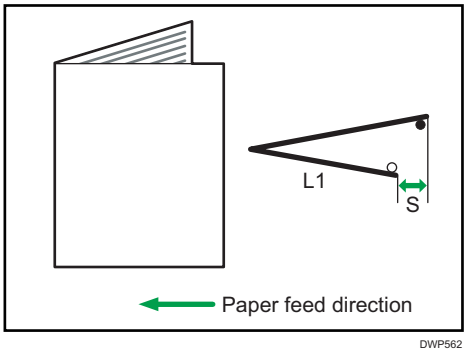
0703 Half Fold Position: 1 sheet Fold

Adjust the edge width of the half folded sheets (1 sheet fold) when using the fold unit.

Press [+] to increase and [−] to reduce (S).

This setting will be applied if the single-sheet fold function is enabled.

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP562

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF SRA3 SEF SRA4 SEF 310 × 432mm SEF 226 × 310mm SEF 13 × 19 1/5 SEF 13 × 19 SEF 13 × 18 SEF 12 3/5 × 19 1/5 SEF 12 3/5 × 18 1/2 SEF 12 × 18 SEF 11 × 17 SEF 8 1/2 × 14 SEF 8 1/2 × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

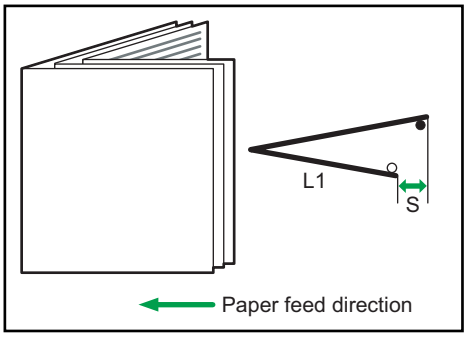
0704 Half Fold Position: Multi-sheet Fold

Adjust the edge width of the half folded sheets (multi-sheet fold) when using the fold unit.

This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (S).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



CWY007

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF SRA3 SEF SRA4 SEF 310 × 432mm SEF 226 × 310mm SEF 13 × 19 1/5 SEF 13 × 19 SEF 13 × 18 SEF 12 3/5 × 19 1/5 SEF 12 3/5 × 18 1/2 SEF 12 × 18 SEF 11 × 17 SEF 8 1/2 × 14 SEF 8 1/2 × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

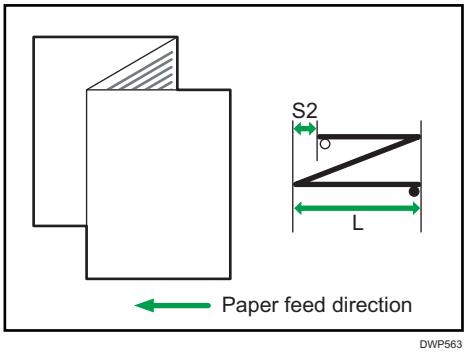
0705 Letter Fold-out Position 1: 1 sheet Fold

Adjust the fold position of the bottom segment (S2) of letter foldout sheets (1 sheet fold) when using the fold unit.

Press [+] to increase and [−] to reduce (S2).

This setting will be applied if the single-sheet fold function is enabled.

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP563

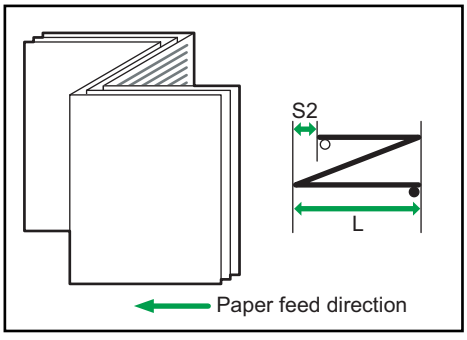
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF	0.0	4.0	-4.0	0.2	mm
B5 JIS SEF	0.0	3.0	-3.0	0.2	mm
12 × 18 SEF 11 × 17 SEF $8\frac{1}{2}$ × 14 SEF $8\frac{1}{2}$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0706 Letter Fold-out Position 1: Multi-sheet Fold

Adjust the fold position of the bottom segment of letter foldout sheets (multi-sheet fold) when using the fold unit. This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (S2).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
B4 JIS SEF A4 SEF	0.0	4.0	-4.0	0.2	mm
B5 JIS SEF	0.0	3.0	-3.0	0.2	mm
$8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

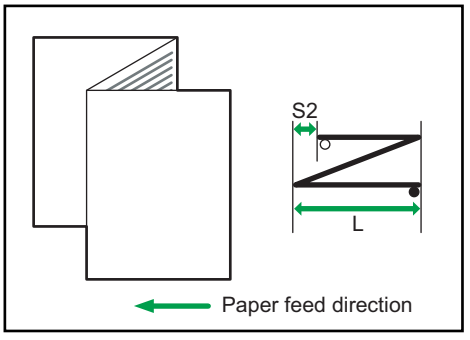
0707 Letter Fold-out Position 2: 1 sheet Fold

Adjust the overall fold size (L) of letter foldout sheets (1 sheet fold) when using the fold unit.

Press [+] to increase and [−] to reduce (L).

This setting will be applied if the single-sheet fold function is enabled.

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP563

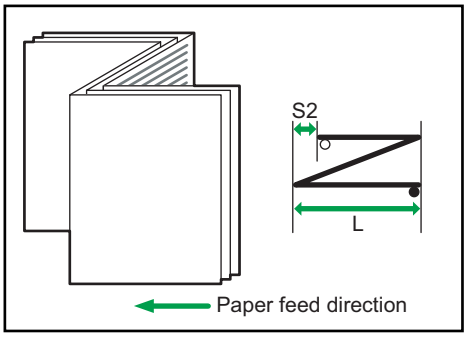
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF	0.0	4.0	-4.0	0.2	mm
B5 JIS SEF	0.0	3.0	-3.0	0.2	mm
12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0708 Letter Fold-out Position 2: Multi-sheet Fold

Adjust the overall fold size of letter foldout sheets (multi-sheet fold) when using the fold unit. This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (L).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



CWY008

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
B4 JIS SEF A4 SEF	0.0	4.0	-4.0	0.2	mm
B5 JIS SEF	0.0	3.0	-3.0	0.2	mm
$8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

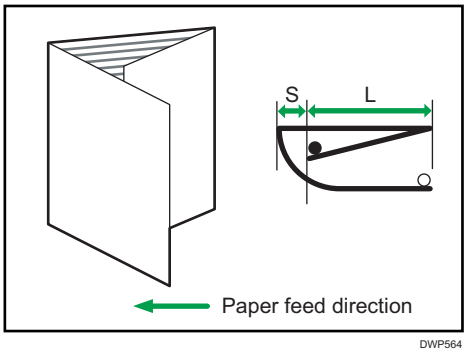
0709 Letter Fold-in Position 1: 1 sheet Fold

Adjust the fold position of the bottom segment (S) of letter fold-in sheets (1 sheet fold) when using the fold unit.

Press [+] to increase and [−] to reduce (S).

This setting will be applied if the single-sheet fold function is enabled.

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP564

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

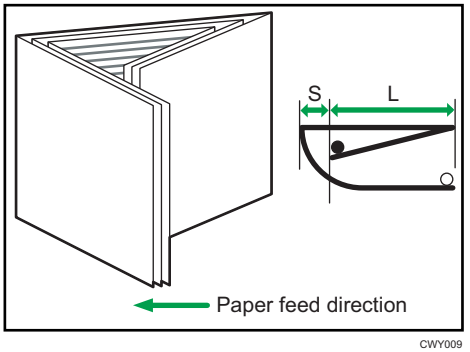
0710 Letter Fold-in Position 1: Multi-sheet Fold

Adjust the fold position of the bottom segment of letter fold-in sheets (multi-sheet fold) when using the fold unit.

This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (S).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



CWY009

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

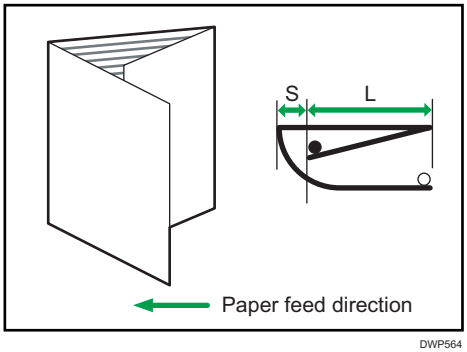
0711 Letter Fold-in Position 2: 1 sheet Fold

Adjust the fold size of letter fold-in sheets (1 sheet fold) when using the fold unit.

Press [+] to increase and [−] to reduce (LS).

This setting will be applied if the single-sheet fold function is enabled.

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP564

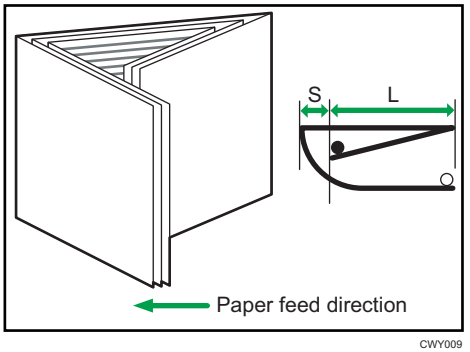
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0712 Letter Fold-in Position 2: Multi-sheet Fold

Adjust the fold size when Inside 3 Folding is executed (Overlap Folding) when using the fold unit.

Press [+] to increase and [−] to reduce (L).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



CWY009

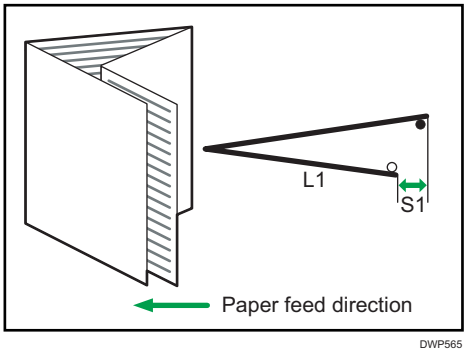
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF	0.0	4.0	-4.0	0.2	mm
$8^1/_2$ × 11 SEF	0.0	4.0	0.0	0.2	mm
8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0713 Double Parallel Fold Position 1

Adjust the fold position (S1) of the bottom segment 1 of double parallel-folded sheets when using the fold unit.

Press [+] to increase and [−] to reduce (S1).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge. The illustration below shows a gatefold sheet partially opened in the half-folded state.



DWP565

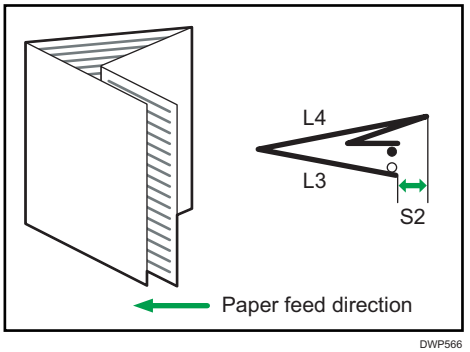
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0714 Double Parallel Fold Position 2

Adjust the fold position (S2) of the bottom segment 2 of double parallel-folded sheets when using the fold unit.

Press [+] to increase and [−] to reduce (S2).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP566

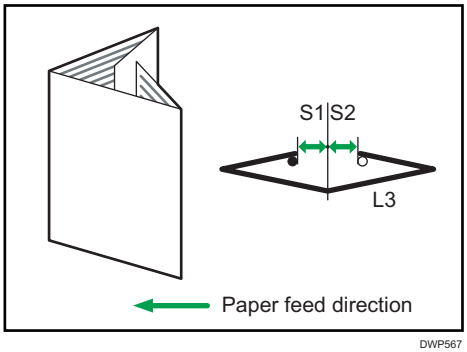
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0715 Gate Fold Position 1

Adjust the fold position (S1) of the bottom segment 1 of gatefold sheets when using the fold unit.

Press [+] to increase and [−] to reduce (S1).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge. The illustration below shows a gatefold sheet partially opened in the half-folded state.



DWP567

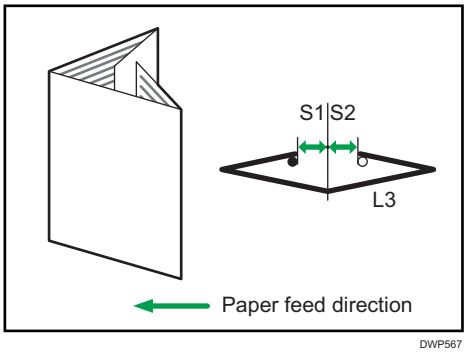
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0716 Gate Fold Position 2

Adjust the fold position (S2) of the bottom segment 2 of gatefold sheets when using the fold unit.

Press [+] to increase and [−] to reduce (S2).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge. The illustration below shows a gatefold sheet partially opened in the half-folded state.



DWP567

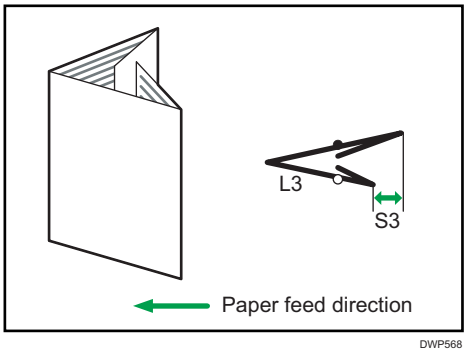
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0717 Gate Fold Position 3

Adjust the fold position (S3) of the bottom segment 3 of gatefold sheets when using the fold unit.

Press [+] to increase and [−] to reduce (S3).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.



DWP568

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

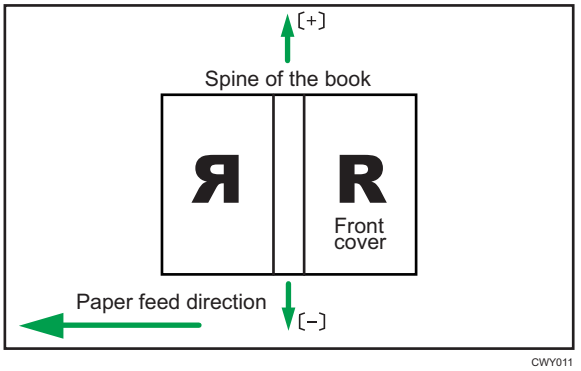
Finishing: Perfect Binder

0801 Perf Bind Cvr Sht Posit: Across Feed

Adjust the vertical alignment of the cover sheet position when performing perfect binding.

When you bind the copies with the perfect binder, make this adjustment if the center of the book block's spine and the center of the cover sheet are misaligned vertically.

Press [+] or [−] to move the image backward or forward.



CWY011

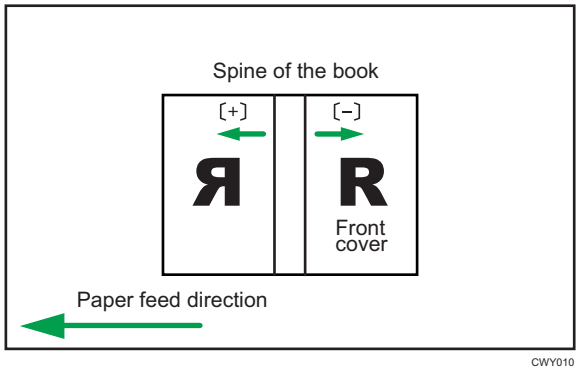
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Set	0.0	5.0	-5.0	0.1	mm

0802 Perf Bind Cvr Sht Posit: With Feed

Adjust the horizontal alignment of the cover sheet position when performing perfect binding.

When you bind the copies with the perfect binder, make this adjustment if the center of the book block's spine and the center of the cover sheet are misaligned horizontally.

Press [+] or [−] to move the image feed direction or reverse feed direction.



CWY010

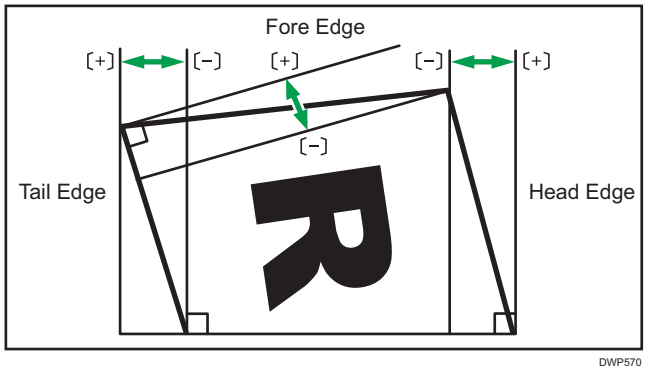
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Set	0.0	5.0	-5.0	0.1	mm

0803 Perfect Binding Finishing Angle

Square the top, bottom, and outside edges when trimming a deck of paper.

Make this adjustment if the three edges of the deck of paper cut by the perfect binder are not square.

Enter the distance from the square part at each edge.



DWP570

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Tail Edge Head Edge Fore Edge	0.0	10.0	-10.0	0.1	mm

0804 Applying Binding Glue

Adjust the amount of binding glue for perfect binding.

If there is not enough glue, some pages may not stick.

If there is too much glue, the glue may be squeezed out of the binding and stick the pages together making it difficult to open the booklet.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Set	0.00	0.30	-0.30	0.05	mm

Finishing: Stacker

0901 Ppr Align in Stack Tray: Acr Feed 1

Adjust the alignment width in Main Jogger[*1] when output sheets are stacked on the stacker.

Use the function to reduce the dispersion of paper orientation at a right angle due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the width.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF A5 LEF A5 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF $5^1/_2$ × $8^1/_2$ LEF $5^1/_2$ × $8^1/_2$ SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

*1 A guide for aligning output sheets when they are ejected and delivered to the stacker. The guide is located inside the stacker.

0902 Ppr Align in Stack Tray: Acr Feed 2

Adjust the alignment width in Sub Jogger*1 when output sheets are stacked on the stacker.

Use the function to reduce the dispersion of paper orientation at a right angle due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the width.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

*1 A guide for aligning output sheets when they are ejected and delivered to the stacker. The guide is located inside the stacker.

0903 Paper Alignment in Stacker Tray: With Feed

Adjust the alignment position of the Tip Stopper when output sheets are ejected on the Stacker.

Use the function to reduce the dispersion of paper orientation in the feeding direction due to paper size, thickness, curl and so on.

Press [+] or [−] to decrease or increase the amount of movement.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF A5 LEF A5 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF $5^1/_2$ × $8^1/_2$ LEF $5^1/_2$ × $8^1/_2$ SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

0904 Ppr Align in 2nd Stack Tray: Acr Feed 1

Adjust the alignment width in Main Jogger*1 when output sheets are stacked on the 2nd stacker.

Use the function to reduce the dispersion of paper orientation at a right angle due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the width.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF A5 LEF A5 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF $5^1/_2$ × $8^1/_2$ LEF $5^1/_2$ × $8^1/_2$ SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

*1 A guide for aligning output sheets when they are ejected and delivered to the stacker. The guide is located inside the stacker.

0905 Ppr Align in 2nd Stack Tray: Acr Feed 2

Adjust the alignment width in Sub Jogger*1 when output sheets are stacked on the 2nd stacker.

Use the function to reduce the dispersion of paper orientation at a right angle due to paper size, thickness, curl and so on.

Press [+] or [−] to increase or decrease the width.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

*1 A guide for aligning output sheets when they are ejected and delivered to the stacker. The guide is located inside the stacker.

0906 Ppr Align in 2nd Stack Tray: With Feed

Adjust the alignment position of the Tip Stopper when output sheets are ejected on the 2nd stacker.

Use the function to reduce the dispersion of paper orientation in the feeding direction due to paper size, thickness, curl and so on.

Press [+] or [−] to decrease or increase the amount of movement.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF A5 LEF A5 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF $5^1/_2$ × $8^1/_2$ LEF $5^1/_2$ × $8^1/_2$ SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

0907 Maximum Stack Quantity in Stacker Tray

Specify the maximum number of sheets that can be stacked on the stacker tray. The setting applies to both the 1st and 2nd stackers.

The maximum number of sheets you can set differs depending on the size, thickness, and paper curl. Set the maximum number by specifying a ratio based on the number of sheets. Select [Large Size] when using paper whose vertical and horizontal lengths are 210 mm or longer whose area is $8^1/_2$ × 11 or wider. Select [Small Size] when using other size paper.

Major paper sizes that apply to each item are as follows:

- Large Size: A3 or larger (up to 13 × 19 1/5), B4 JIS, A4, 11 × 17, 8 1/2 × 14, 8 1/2 × 11
- Small Size: B5 JIS, A5, 5 1/2 × 8 1/2

If the unit detects that the number of sheets reaches the set upper limit, a warning message will appear.

Setting Items	Values	Default Value
Large Size	100% 75% 50% 25%	100%
Small Size	100% 75% 50% 25%	50%

7. Print

This chapter explains how to configure the printer driver, and describes notes and operational settings of the printer function. It also explains how to store documents on the machine's hard disk, and how to print from external media.

Quick Install

You can install the printer drivers easily from the CD-ROM provided with this machine.

Using Quick Install, the PCL 6 printer driver is installed under network environment, and the Standard TCP/IP port will be set.

Important

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**

1. **Click [Quick Install] on the installer screen.**
2. **The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].**
3. **Click [Next >].**
4. **Select the machine model you want to use in the [Select Printer] dialog box.**
5. **Click [Install].**
6. **Configure the user code, default printer, and shared printer as necessary.**
7. **Click [Continue].**

   The installation starts.
8. **Click [Finish].**

   When you are prompted to restart your computer, restart it by following the instructions that appear.
9. **Click [Exit] in the first window of the installer, and then take out the CD-ROM.**

Note

- If the [User Account Control] dialog box appears during the driver installation procedure, click [Yes] or [Continue].
- If the [Windows Security] dialog box appears during the driver installation procedure, click [Install this driver software anyway].
- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Printer Driver Installation Guide.

- The [AutoPlay] dialog box is displayed only for a few seconds under Windows 8.1/10 and Windows Server 2012/2012 R2/2016. If the [AutoPlay] dialog box disappears, use the following procedure to replay the CD-ROM:
  - Windows Server 2012
    1. On the Charm Bar, click [Search], and then click [Computer].
    2. Double-click the CD-ROM drive in which the provided CD-ROM is set, and then click "Setup.exe".
  - Windows 8.1, Windows Server 2012 R2
    1. On the desktop, right-click the [Start] button, and then click [File Explorer].
    2. Double-click the CD-ROM drive in which the provided CD-ROM is set, and then click "Setup.exe".
  - Windows 10, Windows Server 2016
    1. On the desktop, right-click the [Start] button, and then click [File Explorer].
    2. Double-click the CD-ROM drive in which the provided CD-ROM is set, and then doubleclick "Setup.exe".

Displaying the Printer Driver Settings Screen

This chapter explains how to open the printer driver settings screen using Windows 7 as an example. The screens displayed may differ depending on the application.

Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

Important

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.
- You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printer properties].

Displaying the Printing Preferences Dialog Box

Displaying the [Printing preferences] dialog box from the [Start] menu

This section explains how to open the [Printing preferences] dialog box from [Devices and Printers].

Important

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].
- You cannot configure different print settings for each user. The settings configured in this dialog box are used as the default.

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printing preferences].

Displaying the [Printing preferences] dialog box in an application

You can make printer settings for a specific application. To make printer settings for a specific application, open the [Printing preferences] dialog box from that application.

The settings displayed in the [Printing preferences] dialog box opened from the [Devices and Printers] window are applied as the default in the [Printing preferences] dialog box opened in an application. When printing from an application, modify the settings as required.

The screens displayed may differ depending on the application. The following procedure explains how to print documents from an application using WordPad in Windows 7 as an example.

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **Select the printer you want to use.**
3. **Click [Preferences].**

Note

- Procedures for opening the [Printing preferences] dialog box vary depending on the application. For details, see the printer driver Help or the manuals provided with the application.

Menu names and brief overview of each function

The following is an overview of the menus that are available on the [Detailed Settings] tab of the PCL 6 printer driver. For details about other items that can be configured from each menu, see the printer driver Help.

Important

- **The available functions may vary depending on the optional units that are installed. For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Device Management.**

Job Setup menu

You can specify job type, the classification code, and authentication.

- For details about how to store data on the hard disk of this machine and print it using the control panel, see "Storing Documents in the Hard Disk Drive and Printing Them", Basic Operations.
- For details about registering classification codes, see "Registering Classification Codes", Basic Operations.

Basic menu

You can specify the original orientation, size, print size, and print color.

Paper menu

You can configure settings for the source tray, paper type, tab stock printing, and Letterhead Setting.

- For details about tab stock printing, see "Tab Stock Printing", Basic Operations.

Cover/Slip/Designate menu

You can configure the settings for cover sheet, slip sheet, and chapter page.

- For details about front and back cover sheet, see "Cover Sheet", Basic Operations.
- For details about slip sheet, see "Slip Sheets", Basic Operations.
- For details about chapter page, see "Chapter Page", Basic Operations.

2 Sided/Layout/Booklet menu

You can configure combine printing, two-sided printing, and booklet printing settings.

- For details about specifying combine printing, see "Combining Multiple Pages into Single Page", Basic Operations.
- For details about specifying two-sided printing, see page 294 "Printing on Both Sides of Sheets".
- For details about booklet printing, see page 19 "Booklet Printing".

Imposition menu

You can configure poster function settings.

- For details about poster function, see "Poster", Basic Operations.

Output Settings menu

You can configure the settings for the output tray, collate, and banner page.

- For details about collate, see "Collate", Basic Operations.
- For details about banner page, see "Banner Page", Basic Operations.

Finishing menu

You can configure staple, punch, fold, ring binding, perfect binding, and fore edge cut settings.

- For details about staple and fore edge cut, see "Staple", Basic Operations.
- For details about punch, see "Punch", Basic Operations.
- For details about fold, see page 26 "Fold".
- For details about ring binding, see page 24 "Ring Binding".
- For details about perfect binding, see page 20 "Perfect Binding".

Print Quality:Standard menu

You can configure settings such as resolution and toner saving.

- For details about toner saving, see "Conserving Toner When Printing", Basic Operations.

Print Quality:Advanced menu

You can configure settings such as barrier-free color management, color balance, and vector/raster.

- For details about barrier-free color management, see page 292 "Standard Printing".

Effects menu

You can configure unauthorized copy prevention and watermark settings.

- For details about enabling watermark, see "Watermarks", Basic Operations.
- For details about specifying unauthorized copy prevention, see "Printing Documents That Are Not Authorized for Duplication", Basic Operations.

Driver Options menu

Use this menu to provide functions concerned with controls peculiar to printer driver. For details, see the printer driver Help.

Note

- For details about the PCL 5c printer driver, see the printer driver Help.

Using one click presets

Some of the frequently used functions are registered under "One Click Preset List:" on the [Frequently Used Settings] tab.

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **Open the [Printing preferences] dialog box.**
2. **Make the settings you require.**
3. **Click [Register Current Settings...].**
4. **Enter a name and comment that describe the setting, and then click [OK].**
5. **Click [OK].**

Note

- For details about modifying and deleting one click presets, see the printer driver Help.

Displaying the Printer Driver Help

Displaying the printer driver Help

If you click [Help] in the setting dialog box for the printer driver, the Help contents corresponding to the displayed screen appears.

Displaying the descriptions of the items on the printer driver's settings dialog box

If a question mark button is displayed in the upper right corner of the setting dialog box for the printer driver, a question mark sign will be displayed next to the mouse pointer by clicking that button. Move this question mark over the item whose Help information you want to view, and then left-click to display the Help information.

Standard Printing

Important

- The default setting is two-sided printing. If you want to print on only one side, select [Off] for the two-sided printing setting.

Note

- If you are printing on a registered custom paper, make the correct paper settings for the custom paper on the printer driver. For details about custom paper, see page 39 "Registering a Custom Paper".

When using the PCL 6 printer driver

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. Select the printer you want to use.
3. Click [Preferences].
4. Click the [Frequently Used Settings] tab.
5. In the "Job Type:" list, select [Normal Print].
6. In the "Document Size:" list, select the size of the original to be printed.
7. In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.
8. In the "Paper Type:" list, select the type of paper that is loaded in the paper tray.
9. In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.

   If you select [Auto Tray Select] in the "Input Tray:" list, the source tray is automatically selected according to the paper size and type specified.
10. Select [Color] or [Black and White] in the "Color/Black and White:" list.
11. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
12. Click [OK].
13. Start printing from the application's [Print] dialog box.

Note

- If [Color] is selected in the "Color/Black and White:" list, you can print using special color outputs suitable for color vision impaired users. To use this function, click the [Detailed Settings] tab. Click the [Print Quality:Advanced] menu in the "Menu:" box, and then select [On] in the "Barrier-free Color Management:" list.

When using the PCL 5c printer driver

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. Select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, select [Normal Print].
5. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
6. In the "Orientation:" list, select [Portrait] or [Landscape] as the orientation of the original.
7. Select [Color] or [Black and White] in the "Color/Black and White:" list.
8. Click the [Paper] tab.
9. In the "Document Size:" list, select the size of the original to be printed.
10. In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.

    If you select [Auto Tray Select] in the "Input Tray:" list, the source tray is automatically selected according to the paper size and type specified.
11. In the "Type:" list, select the type of paper that is loaded in the paper tray.
12. Click [OK].
13. Start printing from the application's [Print] dialog box.

Printing on Both Sides of Sheets

This section explains how to print on both sides of each page using the printer driver.

Important

- **The types of paper that can be printed on both sides are as follows:**
  - **Plain, Recycled, Transparency, Color, Letterhead, Preprinted, Prepunched, Black, Coated Paper: Gloss Print, Coated (Glossy), Coated (Matte), Synthetic, Textured, Metallic/Pearl**

Note

- If the document contains pages with different original sizes, page breaks may occur.
- If you are printing on a registered custom paper, make the correct paper settings for the custom paper on the printer driver. For details about custom paper, see page 39 "Registering a Custom Paper".

When using the PCL 6 printer driver

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **Select the printer you want to use.**
3. **Click [Preferences].**
4. **Click the [Frequently Used Settings] tab.**

   You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.
5. **Select the method for binding the output pages in the "2 sided:" list.**
6. **Change any other print settings if necessary.**
7. **Click [OK].**
8. **Start printing from the application's [Print] dialog box.**

When using the PCL 5c printer driver

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **Select the printer you want to use.**
3. **Click [Preferences].**
4. **In the "Duplex:" list, select [Open to Left] or [Open to Top].**
5. **Change any other print settings if necessary.**

6. Click [OK].
7. Start printing from the application's [Print] dialog box.

Types of two-sided printing

You can select which way the bound pages open by specifying which edge to bind.

Orientation	Open to Left	Open to Top
Portrait		
Landscape		

Printing on Envelopes

Configure the paper settings appropriately using both the printer driver and the control panel.

Important

- **To print on envelopes, load them into the optional wide Large Capacity Tray (LCT) or Tray A, and be sure to specify an appropriate paper type. See page 154 "Recommended Paper Sizes and Types".**

Configuring envelope settings using the control panel

1. **Load envelopes in the paper tray.**

   About how to load envelopes, see page 154 "Recommended Paper Sizes and Types".

2. **Press [Tray Paper Settings] on the upper left of the screen.**
3. **Select the paper tray on the [Paper Tray] tab in which the envelopes are loaded.**

   When specifying the paper type or weight of envelopes as you want, check that [Manual Setting] is selected.

   When specifying the paper settings for envelopes by allocating from a registered custom paper, select [Allocate from Media Catalog], select custom paper to use, and then press [Allocate to Tray].

   When specifying the setting values manually, proceed to the next step. After allocating the setting values from the media catalog, proceed to Step 9.

4. **Press [Edit the Settings].**
5. **Press [Paper Size], and select the envelope size.**
6. **Press [Paper Weight], and select the paper weight of the envelope.**
7. **Press [Paper Type], and select the appropriate item.**
8. **Press [Save Paper].**
9. **Press [Home] ( ) at the bottom of the screen in the center.**

Printing on envelopes using the printer driver

When using the PCL 6 printer driver

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **Select the printer you want to use.**

3. Click [Preferences].
4. In the "Document Size:" list, select the envelope size.
5. In the "Paper Type:" list, select [Envelope].
6. In the "Input Tray:" list, select the paper tray where the envelopes are loaded.
7. Change any other print settings if necessary.
8. Click [OK].
9. Start printing from the application's [Print] dialog box.

When using the PCL 5c printer driver

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. Select the printer you want to use.
3. Click [Preferences].
4. Click the [Paper] tab.
5. In the "Document Size:" list, select the envelope size.
6. In the "Input Tray:" list, select the paper tray where the envelopes are loaded.
7. In the "Type:" list, select [Envelope].
8. Change any other print settings if necessary.
9. Click [OK].
10. Start printing from the application's [Print] dialog box.

Note

- If you are printing on a registered custom paper, make the correct paper settings for the custom paper on the printer driver. For details about custom paper, see page 33 "Registering Custom Paper".

8. Troubleshooting

This chapter explains how to resolve problems that have occurred.

Getting Started

This section describes the items to check when the machine does not work properly.

When the Machine Makes a Beeping Sound

The machine makes various beeping sounds to alert users about machine conditions.

The table below describes the factory default beeping patterns and their meanings.

Beep pattern	Meaning	Cause
Single short beep	Notification Sound Login/Logout	A control panel or screen key was pressed. You also hear a beeping sound in this pattern when you log in to or out from the machine.
Short, then long beep	Operation Invalid	An invalid key was pressed on the control panel or screen, or the entered password was incorrect.
2 long beeps	Warm-up	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
5 long beeps repeated four times.	Sound of Less Urgent Level	Paper tray is empty.
5 short beeps repeated five times.	Sound of Urgent Level	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

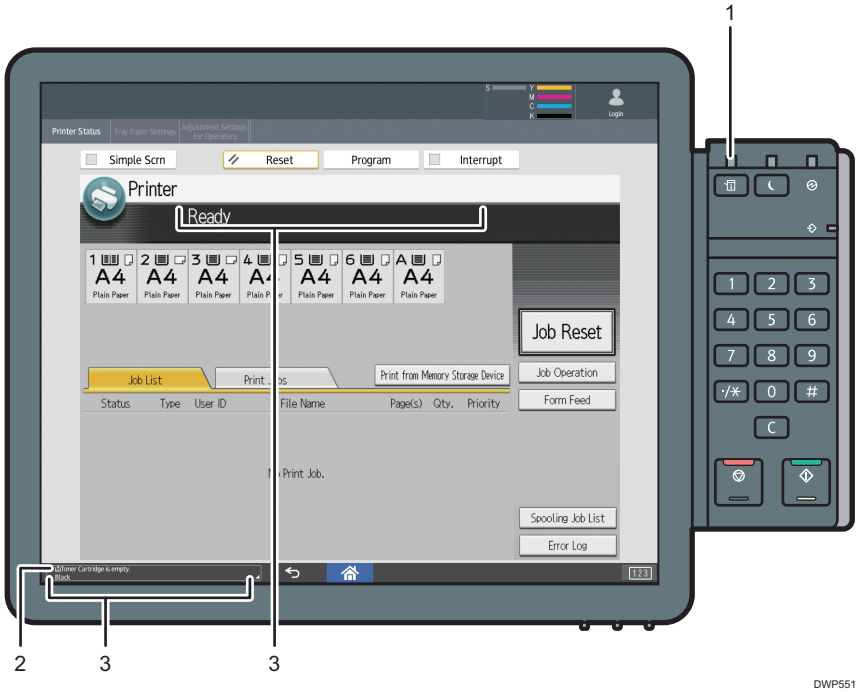
Note

- Users cannot mute the beeping sound of alert the machine is currently making. When the machine is making the beeping sound to alert users of a paper jam or toner request, if the machine's covers are repeatedly opened and closed within a short space of time, the beeping sound might continue even after normal status has resumed.

- You can change the sound type and volume. For details about Sound, see "General Features", Device Management.

When You Check the Indicator Lamps, Status Icons, and Messages on the Control Panel

The status of the machine is indicated by the indicator lamps on the control panel, the status icons, and messages that appear. This section describes the location of the indicator lamp for the [Check Status] key and explains where the status icons and messages appear on the control panel.



DWP552

1. **Indicator lamp for the [Check Status] key**

   A lamp lights up in red or flashes yellow if manual operations are required. For details about the [Check Status] screen, see page 302 "When the indicator lamp for the [Check Status] key is lit or flashing".

2. **Status icons**

   A status icon appears on the control panel if paper is added or paper jams are cleared. For details about the status icons that appear, see page 301 "When a status icon is displayed".

3. **Messages**

   Messages appear on the control panel to indicate the status of the machine, such as error messages or status messages. For details about the problems that cause messages to appear and the corrective actions to be taken, see page 311 "When Messages Appear".

When a status icon is displayed

This section describes the status icons displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

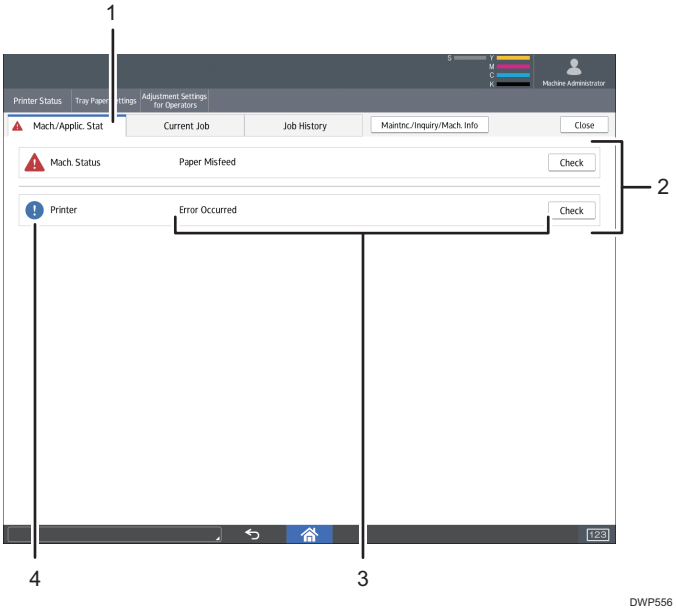
Status Icon	Status
: Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see page 337 "Removing Jammed Paper".

Status Icon	Status
: Load Paper icon	Appears when paper runs out. For details about loading paper, see page 119 "Loading Paper".
: Add Toner icon	Appears when toner runs out. For details about adding toner, see page 364 "Adding toner".
: Add Staple icon	Appears when staples run out. For details about adding staples, see page 368 "Adding staples".
: Waste Toner Full icon	Appears when the waste toner bottle is full. For details about replacing the waste toner bottle, see page 366 "Replacing the waste toner bottle".
: Hole Punch Receptacle Full icon	Appears when the hole punch receptacle is full. For details about removing punch waste, see page 356 "Removing Punch Waste".
: Waste Staple Full icon	Appears when the waste staple receptacle is full. For details about removing staple waste, see page 357 "Removing Staple Waste".
: Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
: Open Cover icon	Appears when one or more covers of the machine are open.

When the indicator lamp for the [Check Status] key is lit or flashing

If the indicator lamp for the [Check Status] key lights up or flashes, press the [Check Status] key to display the [Check Status] screen. Check the status of each function in the [Check Status] screen.

[Check Status] screen



DWP556

1. **[Mach./Applic. Stat] tab**

   Indicates the status of the machine and the function.

2. **[Check]**

   If an error occurs in the machine or the function, press [Check] to view details.

   Pressing [Check] displays an error message or the function screen. Check the error message displayed on the function screen and take the appropriate action. For details about how to resolve the problems described in error messages, see page 311 "When Messages Appear".

3. **Messages**

   Displays a message that indicates the status of the machine and the function.

4. **Status icons**

   The status icons that can be displayed are described below:

   : The function is performing a job.

   : An error has occurred on the machine.

   : The function cannot be used because an error has occurred in the function or machine. This icon may also appear if the toner is running low.

The following table explains problems that cause the indicator lamp for the [Check Status] key to light or flash.

Problem	Cause	Solution
Documents and reports do not print out.	There is no paper left.	Load paper. For details about loading paper, see page 119 "Loading Paper".

Problem	Cause	Solution
Documents and reports do not print out.	The paper output tray is full.	Remove the prints from the tray.
An error has occurred.	A item with the status "Error Occurred" in the [Check Status] screen is defective.	Press [Check], read the displayed message, and then take the appropriate action. For details about error messages and their solutions, see page 311 "When Messages Appear".

When You Have Problems Operating the Machine

Problem	Cause	Solution
The machine does not turn on.	The AC power switch has not been turned on.	Turn on the AC power switch. For details about the AC power switch, see page 361 "General Requirements".
The indicator lamp remains lit and the machine does not enter Sleep mode even though the [Energy Saver] key was pressed.	In some cases, the machine does not enter Sleep mode when the [Energy Saver] key is pressed.	Before you press the [Energy Saver] key, check that Sleep mode can be enabled. For details about enabling Sleep mode, see page 86 "Saving Energy".
The display is turned off.	The machine is in Low Power mode.	Press the [Check Status] key to cancel Low Power mode.
The display is turned off.	The machine is in Sleep mode.	Press the [Energy Saver] key or the [Check Status] key to exit Sleep mode.
Nothing happens when the [Check Status] key or the [Energy Saver] key is pressed.	The power is turned off.	Make sure the main power indicator is off, and then turn on the power.
The power turns off automatically.	The Weekly Timer setting is set to [Main Power Off].	Change the Weekly Timer setting. For details about the Weekly Timer setting, see "Timer Settings", Device Management.

Problem	Cause	Solution
The user code entry screen is displayed.	Users are restricted by User Code Authentication.	For details about how to log in when User Code Authentication is enabled, see page 109 "When the Authentication Screen is Displayed".
The Authentication screen appears.	Basic Authentication, Windows Authentication, or LDAP Authentication is set.	Enter your login user name and user password. For details about the Authentication screen, see page 109 "When the Authentication Screen is Displayed".
An error message is still displayed, even if misfed paper is removed.	Paper is still jammed in the tray.	Remove the jammed paper by following the procedures displayed on the control panel. For details about removing jammed paper, see page 337 "Removing Jammed Paper".
An error message is still displayed, even if the indicated cover is closed.	One or more of the covers that are not indicated are still open.	Close all the covers of the machine.
Images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load the paper correctly. For details about loading paper, see page 119 "Loading Paper".
Misfeeds occur frequently.	Using curled paper often causes misfeeds, soiled paper edges, or slipped positions while staple or stack printing is performed.	• Flatten the paper with your hands to straighten out the curl. • Load the paper up side down so that the curled edges face downward. For details about recommended paper, see page 154 "Recommended Paper". • Place the cut paper on a flat surface to prevent it from curling, and do not lean it against the wall. For details about the proper way to store paper, see page 187 "Paper Storage".

Problem	Cause	Solution
Misfeeds occur frequently.	The tray's side or end fences may not be set properly.	• Remove the misfed paper. For details about removing jammed paper, see page 337 "Removing Jammed Paper". • Check that the side or end fences are set properly. Also, check that the side fences are locked. For details about setting the side and end fences, see page 137 "Changing the Paper Size".
Misfeeds occur frequently.	Paper of undetectable size has been loaded.	• Remove the misfed paper. For details about removing jammed paper, see page 337 "Removing Jammed Paper". • If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. For details about specifying paper size using the control panel, see page 152 "Changing to a Size That Is Not Automatically Detected".
Misfeeds occur frequently.	There is a foreign object on the output tray.	• Remove the misfed paper. For details about removing jammed paper, see page 337 "Removing Jammed Paper". • Do not place anything on the output tray.
Misfeeds occur frequently.	The staple cartridge is not set correctly.	Set the staple cartridge properly. For details about how to add staples, see page 368 "Adding staples".

Problem	Cause	Solution
Misfeeds occur when printing to envelopes.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see page 182 "Envelopes".
When printing to envelopes, the envelopes may be fed in together, or the envelopes may not be fed.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see page 182 "Envelopes".
Cannot print in duplex mode.	You have selected a paper tray that is not set for duplex printing.	Change the setting for "Apply Duplex" in "Tray Paper Settings" to enable duplex printing for the paper tray. For details about setting "Apply Duplex", see page 190 "Tray Paper Settings".
Cannot print in duplex mode.	You have selected a paper type that cannot be used for duplex printing.	In "Tray Paper Settings", select a paper type that can be used for duplex printing. For details about setting "Paper Type", see page 190 "Tray Paper Settings".
Paper is bent.	Paper may be bent when it is ejected from the finisher upper tray.	Change the output tray to the finisher shift tray.

Problem	Cause	Solution
The print image is not properly positioned on the paper.	• The machine has not detected the paper type and/or width correctly. • The print position is not aligned properly.	Contact the machine administrator or your service representative.
The machine does not turn off in 18 minutes after the main power is turned off.	The machine cannot perform the shutdown procedure.	Repeat the shutdown procedure. If the machine does not turn off, contact your service representative.
An error has occurred when the Address Book is changed from the display panel or Web Image Monitor.	The Address Book cannot be changed while you delete the multiple stored documents.	Wait a while, and then retry the operation.
Output paper to the stacker tray does not align properly.	• Paper is curled. • When using coated paper, the output paper to the stacker tray might fail to align properly.	• When the paper is curled downward, select [⊓ Curl Correction Level: Small] or [⊓ Curl Correction Level: Large] under [Correct Output Paper Curl] in "Adjustment Settings for Operators". • When the paper is curled upward, select [∪ Curl Correction Level: Small] or [∪ Curl Correction Level: Large] under [Correct Output Paper Curl] in "Adjustment Settings for Operators". For details about the Adjustment Settings for Operators, see page 211 "Adjustment Settings for Operators".

Problem	Cause	Solution
Output paper to the stacker tray does not align properly.	When the paper weight is 280.0 g/m^2 or more, and the paper size is A3, SRA3 or larger, the output paper to the stacker tray might fail to align properly.	Select [Curl Correction Level: Small] or [Curl Correction Level: Large] under [Correct Output Paper Curl] in "Adjustment Settings for Operators". For details about the Adjustment Settings for Operators, see page 211 "Adjustment Settings for Operators".

Fold

Problems	Causes	Solutions
Wrinkling occurs when Gate Fold, Letter Fold-in, or Letter Fold-out is applied.	Wrinkling can occur if Gate Fold, Letter Fold-in, or Letter Fold-out is applied to B4 JIS (Japanese Industrial Standard) ▭, A3▭, 8 $^1/_2$" × 14"▭, 11" × 17"▭, 12" × 18"▭, 8K▭, or larger sizes of paper.	When applying Gate Fold, Letter Fold-in, or Letter Fold-out to paper larger than A4, we recommend you enable image reduction and use paper no larger than A4▭.
When you print Z-folded paper, the machine indicates that the output tray is full even though the amount of output paper on the tray is less than the stack capacity.	The Z-fold support tray is not set.	Set the Z-fold support tray for finisher or multi-folding unit. For details about how to add the Z-fold support tray, see page 75 "Guide to Functions of the Machine's Options".
The multi-folding unit outputs sheets with creased edges when Gate Fold is applied.	The paper is curled.	• Remove the paper, and then reload it upside down. • Remove the paper, and then reload it in the opposite direction.
The position of the fold is incorrect when Letter Fold-in is applied to a B5 JIS sheet.	Multi-sheet Fold has been specified when only one sheet is being printed.	Change the printer driver Letter Fold-in settings so that Multi-sheet Fold is not specified.

Note

- There are times when images might not turn out as you want because of paper type, paper size, or paper capacity problems, use the recommended paper. For details about recommended paper, see page 154 "Recommended Paper Sizes and Types".

When Messages Appear

This section describes the machine's main messages. If other messages appear, follow their instructions.

When Messages Appear and the Machine Cannot Be Operated

Message	Cause	Solution
"Please wait."	This message appears when you press the [Energy Saver] key or the [Check Status] key.	Wait for a while. If the machine is not ready in 5 minutes, turn off the power and make sure the main power indicator turns off. Wait at least 10 seconds, and then turn on the power again. If the machine is still not ready in 5 minutes, contact your service representative.
"Please wait."	This message appears when the machine is warming up.	• Wait for a while. If the machine is not ready in 5 minutes, turn off the power and make sure the main power indicator turns off. Wait at least 10 seconds, and then turn on the power again. If the machine is still not ready in 5 minutes, contact your service representative. • Wait until the message disappears. Do not turn off the power while the message is showing.
"Please wait."	This message appears when you change the toner cartridge.	Wait for a while. If the message does not disappear in 5 minutes, turn off the power and make sure the main power indicator turns off. Wait at least 10 seconds, and then turn on the power again. If the message remains displayed for more than 5 minutes, contact your service representative.

Message	Cause	Solution
"Please wait."	The current environmental condition is outside the recommended temperature range for the machine.	• Check the optimum environmental conditions for the machine and move it to a different location. • Leave the machine for a while and allow it to adapt to the environment. For details about the optimum environmental conditions for the machine, see page 371 "Optimum Environmental Conditions After Moving the Machine".
"Shutting down... Please wait. Main power will be turned off automatically. Maximum waiting time: 18 minute(s)"	The shut down procedure has begun because the power was turned off while the machine was in standby mode or performing an operation.	• Follow the message that appears and wait until the machine has shut down. Do not turn on the power while this message is displayed. If the power has been turned on, follow the message that appears. For details about turning on and off the power, see page 85 "Turning On/Off the Power". • The shutdown time varies according to the options that are installed and the environmental conditions of the location where the machine is set up. If the main power indicator remains lit after 18 minutes have elapsed, contact your service representative.
"The power cord(s) has been disconnected or the breaker switch is turned off. Turn the main power off, plug in the cord(s) to the wall outlet, and then turn the breaker switch on."	• One of the two power cords is not plugged into the wall outlet. • The earth leakage breaker is in the Off position.	• Securely plug the two power cords directly into the wall outlet. For details about the power connection, see page 370 "Where to Put Your Machine". • For details about handling the earth leakage breaker, see page 382 "Checking the Earth Leakage Breakers".

Messages Displayed When You Use the Printer Function

This section describes the principal messages that appear on the control panel, error logs or reports. If other messages appear, follow their instructions.

Messages displayed on the control panel when you use the printer function

Important

- **Before turning off the power, see page 85 "Turning On/Off the Power".**

Message	Cause	Solution
"Exceeded the maximum number of sheets possible for Ring Binding with the currently set binding ring combs. Printing will be stopped."	The ring combs currently loaded are too small for the number of sheets that need to be bound.	Change to ring combs that are big enough to bind the sheets.
"Exceeded max. No. of sheets possible for Ring Binding."	The number of sheets per set exceeds the limit for Ring Binding.	Check the maximum number of sheets that can be ring bound. For details about the limit for Ring Binding, see "Specifications for Ring Binder", Specifications.
"Hardware Problem: Ethernet"	An error has occurred in the Ethernet interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: HDD"	An error has occurred in the hard disk.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: USB"	An error has occurred in the USB interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.

Message	Cause	Solution
"Load following paper in n. To force print, select another tray and press [Continue]." ("n" is replaced by a variable.)	The printer driver settings are incorrect or the tray does not contain paper of the size selected in the printer driver.	Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see page 137 "Changing the Paper Size".
"Paper in staple tray. Open cover and remove paper."	If printing is stopped before it is finished, paper may remain in the finisher.	Remove the paper remaining in the finisher.
"Paper size and type are mismatched. Select another tray from the following and press [Continue]. To cancel job, press [Job Reset]. Paper size and type can also be changed in User Tools."	The printer driver settings are incorrect or the tray does not contain paper of the size or type selected in the printer driver.	• Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see page 137 "Changing the Paper Size". • Select the tray manually to continue printing, or cancel a print job. For details about how to select the tray manually, or cancel a print job, see "If an Error Occurs with the Specified Paper Size and Type", Basic Operations.
"Paper type of n is mismatched. Select another tray from the following and press [Continue]. Paper type can also be changed in User Tools." (A tray name is placed at n.)	The type of the paper in the tray does not match the paper type specified in the printer driver.	Select a tray containing paper that is the same type as the specified paper type.

Message	Cause	Solution
"Perfect Binding is not available with this No. of sheets."	Perfect Binding is not possible with the number of sheets that you have specified.	• Check the number of sheets. • Specify the proper number of sheets. For details about the proper number of sheets, see "Specifications for Perfect Binder", Specifications.
"Contains incorrect setting(s) for Perfect Binding."	Perfect Binding cannot be used with the paper size that you have specified.	Select a proper paper size. For details about proper paper sizes, see "Specifications for Perfect Binder", Specifications.
"Printer font error."	An error has occurred in the font settings.	Contact your service representative.
"Cannot print because both the main and designation (chapter) sheets are set to the same paper tray. Press [Job Reset] to cancel the job. To print the job again specify different trays."	The tray selected for other pages is the same as the one for slip sheets.	Reset the job. Be sure the tray you select for slip sheets is not providing paper for other pages.

When using direct print from a memory storage device

Message	Cause	Solution
"Exceeded the limit value for total data size of the selected files. Cannot select more files."	• The size of the selected file exceeds 1 GB. • The total size of the selected files exceeds 1 GB.	Files or groups of files larger than 1 GB cannot be printed. • When the total size of the multiple files that are selected exceeds 1 GB, select files separately. • When the size of the selected file exceeds 1 GB, print from a memory storage device using a function other than the Direct printing function. You cannot select files of different formats at the same time.

Message	Cause	Solution
"Unable to access the specified memory storage device."	• An error occurred when the machine accessed the memory storage device or a file stored on the memory storage device. • An error occurred when the user used the Direct printing function to print from a memory storage device.	Save the file to a different memory storage device, and then print again.

Messages printed on the error logs or reports when you use the printer function

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

When print jobs are canceled

Message	Cause	Solution
"91: Error"	Printing was canceled by the auto job cancel function due to a command error.	Check that the data is valid.
"A function which cannot be used with Fold mode was set. The job has been cancelled."	A print job was canceled because a function(s) not available with Fold was selected.	Cancel the function(s) not available with Fold. For details about the functions not available with Fold, see page 26 "Fold".
"A function which cannot be used with Perfect Binding was set. The job was cancelled."	A function not available with Perfect Binding has been selected.	For details about which functions are not available with Perfect Binding, see page 20 "Perfect Binding".
"A function which cannot be used with Ring Binding was set. The job was cancelled."	A function not available with Ring Binding has been selected.	For details about which functions are not available with Ring Binding, see page 24 "Ring Binding".

Message	Cause	Solution
"A job via the network that was not printed exists because an error occurred. It was stored as a job not printed."	Jobs with errors were stored because an error occurred with a print job via the network while the error job storing function was enabled.	Contact your administrator to check whether the machine is connected correctly to the network. For details about how to check and print jobs stored when print configuration errors occur, see "Printing of documents stored when print configuration errors occur", Basic Operations.
"Address book is currently in use by another function. Authentication has failed."	The address book remains in use by another function, and authentication query is not possible.	Wait for a while and try again later.
"All remaining print vol. allocated to other cent. managed client. Job was cancelled."	The job slot information could not be obtained, and the job was canceled.	All job slots are occupied by other devices. Check the status of the client machine.
"An error occurred with the interface box. The job has been cancelled."	There is a problem with the interface box.	Check the interface box settings.
"Communication error with central management server has occurred. The job has been cancelled."	The job was canceled because a Central Management communication error occurred.	Check the status of the Central Management machine.
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	The [Enter User Text:] field on the [Unauthorized Copy Prevention for Pattern Details] screen is blank.	On the printer driver's [Detailed Settings] tab, click [Effects] in "Menu:". Select [Unauthorized Copy Prevention], and then click [Details...] to display [Unauthorized Copy Prevention for Pattern Details]. Enter text in [Enter User Text:].
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	The resolution is set to a value less than 600 dpi when [Unauthorized Copy Prevention] is specified.	On the printer driver, set the resolution to 600 dpi or higher, or cancel [Unauthorized Copy Prevention].

Message	Cause	Solution
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	A color other than black was specified as the pattern color when a command was used to specify Unauthorized Copy Prevention for Pattern for a document and print it.	Specify black as the pattern color.
"Error occurred while processing an Unauthorized Copy Prevention job. Job cancelled."	In [Administrator Tools] under [System Settings], priority was specified to be given to Unauthorized Copy Prevention Printing set on this machine.	Cancel Unauthorized Copy Prevention Printing for the printer driver. For details about how to cancel the settings, see the printer driver Help.
"Collate Cancelled"	Collate was canceled.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"You reach the usage limit. This job has been cancelled."	The number of pages the user is permitted to print has been exceeded.	For details about print volume use limitation, see "Managing Print Volume per user", Security Guide.
"Exceeded the maximum number of multi-sheet fold. The job has been cancelled."	The maximum number of Multi-sheet Fold was exceeded.	Specify fewer sheets for the Multi-sheet Fold function. For details about the maximum number of Multi-sheet Fold, see "Specifications for Multi-Folding Unit", Specifications.
"Fold is not available with the settings. The job has been cancelled."	Fold function is not available with the current settings.	Check the paper settings. For details about the limitations of the Fold function, see page 26 "Fold".
"Receiving data failed."	Data reception was aborted.	Resend the data.
"Sending data failed."	The machine received a command to stop transmission from the printer driver.	Check if the computer is working correctly.

Message	Cause	Solution
"Staple error occurred. The job has been cancelled."	The job was canceled by the job reset condition for stapling.	Check the number of sheets to be stapled together, and then try printing again.
"Job cancelled because mixture of paper sizes detected."	The job was cancelled because it contained pages of mixed paper sizes.	Open the front cover of the stacker, and remove the paper.
"The job was cancelled because the specified settings are not applicable for Booklet."	The job was cancelled because the settings not applicable to Booklet printing were specified.	Check the settings for Booklet printing.
"The selected paper size is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper size is incorrect.	Specify the correct paper size, and then print the file again.
"The selected paper type is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper type is incorrect.	Specify the correct paper type, and then print the file again.
"Z-fold error."	Z-folding was canceled.	Check the tray, paper orientation, print orientation, and Z-fold settings again.

When there is a problem with the print settings

Message	Cause	Solution
"Booklet/Half Fold Error"	The job was canceled because you specified invalid settings for saddle stitching or half fold.	Check the settings for saddle stitching or half fold.
"Classification Code is incorrect."	The classification code has not been entered, or the classification code has been entered incorrectly.	Enter the correct classification code.

Message	Cause	Solution
"Classification Code is incorrect."	The classification code is not supported with the printer driver.	Select [Optional] for classification code. For details about how to specify classification code settings, see "Configuring classification codes", Basic Operations.
"Duplex Cancelled"	Duplex printing was canceled.	• Select an appropriate paper size for the duplex function. For details about paper, see "Specifications for the Main Unit", Specifications. • Change the setting for "Apply Duplex" in [Tray Paper Settings] to enable duplex printing for the paper tray. For details about setting "Apply Duplex", see page 190 "Tray Paper Settings".
"Exceeded Max. Pages (Collate)"	The number of pages exceeds the maximum number of sheets that you can use Collate with.	Reduce the number of pages to print.
"Exceeded the maximum number of multi-sheet fold (Half Fold)."	The maximum number of multi-sheet folds (Half Fold) was exceeded.	For details about the maximum number of multi-sheet folds (Half Fold), see page 26 "Fold".
"Output Tray Changed"	The output tray was changed because the paper size of the specified output tray is limited.	Specify the proper output tray.
"Perfect Binding is not available with the settings."	Perfect Binding is not possible under the settings that you have specified.	Check the current settings. For details about which functions are not available when Perfect Binding is specified, see page 20 "Perfect Binding".

Message	Cause	Solution
"Perfect Binding is not available with this number of sheets."	Perfect Binding is not possible with the number of sheets that you have specified.	• Check the number of sheets. • Specify the proper number of sheets. For details about the proper number of sheets, see "Specifications for Perfect Binder", Specifications.
"Print Overrun"	Images were discarded while printing.	Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.
"Punch Cancelled"	Punch printing was canceled.	Check the paper orientation, print orientation, and then punch position. Certain settings can produce print results that might not be as expected.
"Ring Binding is not available with the settings."	Ring Binding is not possible under the settings that you have specified.	Check the current settings. For details about which functions are not available when Ring Binding is specified, see page 24 "Ring Binding".
"Staple Cancelled"	Stapling printing was canceled.	Check the paper orientation, paper quantity, print orientation, and staple position. Certain settings can produce print results that might not be as expected.

When there is not enough free hard disk space

Message	Cause	Solution
"HDD Full"	When you were printing with the PostScript 3 printer driver, the hard disk capacity for fonts and forms was exceeded.	Delete unneeded forms or fonts registered on the machine.
"HDD Full"	The hard disk became full while you were printing a Sample Print, Locked Print, Hold Print, or Stored Print file.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Sample Print, Locked Print, Hold Print, or Stored Print file.
"HDD is full. (Auto)"	The hard disk became full while you were using the error job store function to store Normal Print jobs as Hold Print files.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Temporary Print file and/or the Stored Print file.

When there is a problem with a parameter

Message	Cause	Solution
"86: Error"	Parameters of the control code are invalid.	Check the print settings.

When the user lacks privileges to perform an operation

Message	Cause	Solution
"No response from the server. Authentication has failed."	A timeout occurred while connection to the server was being established for LDAP authentication or Windows Authentication.	Check the status of the server.
"Printing privileges have not been set for this document."	You have no privileges to print the PDF document you tried to print.	Contact the owner of the document.

Message	Cause	Solution
"You do not have a privilege to use this function. This job has been cancelled."	The entered login user name or login password is not correct.	Check that the user name and password are correct.
"You do not have a privilege to use this function. This job has been cancelled."	The logged in user is not allowed to use the selected function.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.

When a user cannot be registered

Message	Cause	Solution
"Auto-registration of user information has failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the Address Book is full.	For details about automatic registration of user information, see "Auto Registration to the Address Book", Security Guide.
"Information for user authentication is already registered for another user."	The user name for LDAP was already registered in a different server with a different ID, and a duplication of the user name occurred due to a switching of domains (servers), and so on.	For details about user authentication, see "Configuring User Authentication", Security Guide.

When other errors occur

Message	Cause	Solution
"98: Error"	The machine could not access the hard disk correctly.	Turn off the power, and then back on again. If the message appears frequently, contact your service representative.

Message	Cause	Solution
"Command Error"	An RPCS command error occurred.	Check using the following procedure: • Check if the communication between the computer and the machine is working correctly. • Check if the correct printer driver is being used. • Check if the machine's memory size is set correctly in the printer driver. • Check that the printer driver is the most up-to-date version available.
"Compressed Data Error."	The printer detected corrupt compressed data.	• Check the connection between the computer and the printer. • Check that the program you used to compress the data is functioning correctly.
"Data Storage Error"	You tried to print a Sample Print, Locked Print, Hold Print, or Stored Print file when the hard disk was malfunctioning.	Contact your service representative.
"Error has occurred."	A syntax error, etc., occurred.	Check that the PDF file is valid.
"Exceeded Max. Stored Files"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum file capacity was exceeded.	Delete unneeded files stored on the machine.
"Exceeded Max. Stored Pages"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum page capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.

Message	Cause	Solution
"File system is full."	PDF file does not print out because the capacity of the file system is full.	Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine.
"Folding Unit Error."	There is a problem with the multi-folding unit.	Contact your service representative.
"I/O buffer overflow."	An input buffer overflow occurred.	• In [Printer Features], under [Host Interface], select [I/O Buffer], and then set the maximum buffer size to a larger value. • Reduce the number of files being sent to the machine.
"Insufficient Memory"	A memory allocation error occurred.	**PCL 6** On the printer driver's [Detailed Settings] tab, click [Print Quality:Advanced] in "Menu:", and then select [Raster] in the "Vector/Raster:" list. In some cases, it will take a long time to complete a print job.
"Memory Retrieval Error"	A memory allocation error occurred.	Turn off the power and then back on again. If the message appears again, replace the RAM. For details about replacing the RAM, contact your service representative.
"Paper Type Error"	The specified paper type name is not set in the machine.	Re-obtain the latest paper type information set in the machine.

If printing does not start, contact your service representative.

Note

- The contents of errors may be printed on the Configuration Page. Check the Configuration Page in conjunction with the error log. For details about how to print the Configuration Page, see "List / Test Print", Preparation.

When Other Messages Appear

Message	Cause	Solution
"Failed to read the PDF file."	There is a possibility that the PDF version is not supported by the browser's PDF viewer or an unsupported encryption level is specified.	With this machine's browser PDF files other than those whose versions and encryption levels are specified below cannot be viewed. • PDF version: 1.3-1.7 • PDF encryption level: 128Bit AES or 256Bit AES
"Following output tray is full. Remove paper."	The output tray is full.	• Remove paper from the output tray to resume printing. If paper is delivered to the finisher shift tray and you want to prevent paper from falling off the tray, press the [Stop] key to suspend printing, and then remove the paper. Press [Continue] on the control panel to resume printing. • When using the multi-folding unit, the number of sheets per paper stack depends on the paper type and fold type.
"Internal cooling fan is active."	Large print runs will cause the machine's interior to heat up, triggering the cooling fan.	The fan will emit noise, but this is normal and the machine will be operable while the fan is running. The amount of paper that can be printed and the total operation time until the fan starts running depends on the temperature of the location at which the machine is installed.

Message	Cause	Solution
"Self checking..."	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to resume operation.

When problems occur while logging in

Message	Cause	Solution
"Cannot log in."	The entered login user name or login password is not correct.	For details about the correct login user name and login password, see "Configuring User Authentication", Security Guide.
"Cannot log in."	The machine cannot perform authentication.	For details about authentication, see "Configuring User Authentication", Security Guide.

When the user lacks privileges to perform an operation

Message	Cause	Solution
"You do not have the privileges to use this function."	The logged in user name does not have permissions for the selected function.	For details about how to set permissions, see "Managing Print Volume per user", Security Guide.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the permission to do so.	To check your access permission for stored documents, or to delete a document you do not have permission to delete, see "Unlocking Stored Files", Security Guide.

Troubleshooting When You Use the Printer Function

This chapter describes likely causes of and possible solutions for printer function problems.

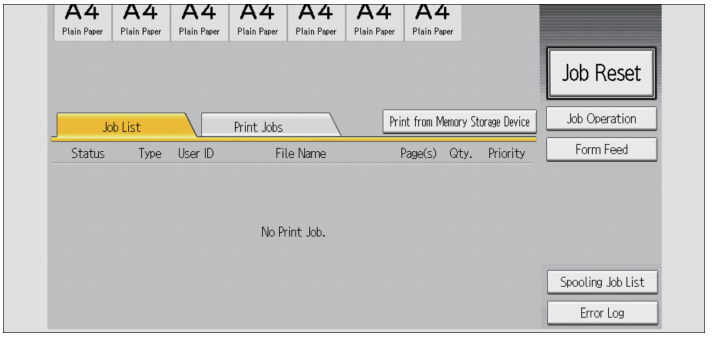
Checking the Error Log

If files could not be stored due to printing errors, identify the cause of the errors by checking the error log on the control panel.

Important

- The most recent 50 errors are recorded in the error log. If a new error is added when there are 50 errors already recorded, the oldest error is deleted. However, if the earliest error is a Sample Print, Locked Print, Hold Print, or Stored Print error, it is not deleted. The error is recorded separately until 30 errors are recorded.
- You cannot view [Error Log] on the simple screen.
- If the power is turned off, the log is deleted.

1. Press [Home] ( ) at the bottom of the screen in the center, and press the [Printer (Classic)] icon.
2. Press [Error Log].



3. Select the error log you want to check, and then press [Details].

When You Cannot Print

Cause	Solution
The power is off.	For details about how to turn on the power, see page 85 "Turning On/Off the Power".

Cause	Solution
The cause is displayed on the screen of the control panel.	Check the error message or warning status on the control panel, and then take the required action. For details about solutions, see page 313 "Messages Displayed When You Use the Printer Function".
The interface cable is not connected correctly.	For details about how to connect interface cables correctly, see "Connecting to the Interface", Device Management.
The correct interface cable is not being used.	The type of interface cable you use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it. For details about the interface cable, see "Connecting to the Interface", Device Management.
The interface cable was connected after the power was turned on.	Connect the interface cable before turning on the power.
The login user name, login password, or driver encryption key is invalid.	Check the login user name, login password, or driver encryption key.
Advanced encryption has been set using the extended security function.	Check the extended security function settings. For details about extended security function settings, see "Specifying the Extended Security Functions", Security Guide.
When the Data In indicator does not light up or flash after a print job starts, data is not being sent to the machine.	• When a cable is used to connect the computer directly to the machine, check whether the print ports are configured correctly. • When the computer is connected to the network, ask your administrator about the computer's network connection.

If printing does not start, contact your service representative.

Other Printing Problems

This section describes likely causes of and possible solutions for problems that can occur when printing from a computer.

When you cannot print clearly

Problem	Cause	Solution
The printed image is smudged.	Settings for thick paper have not been made for printing on thick paper in the bypass tray.	On the printer driver's [Detailed Settings] tab, click [Paper] in "Menu:", and then select [Tray A] in the "Input Tray:" list. Then in the "Paper Type:" list, select a proper paper type.
The printed image is faded over the entire page.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity conditions. For details about the paper storage conditions we recommend, see page 187 "Paper Storage".
The printed image is faded over the entire page.	The paper is unsuitable.	Use recommended paper. Printing on coarse or treated paper might result in faint print image. For details about recommended paper, see page 154 "Recommended Paper Sizes and Types".
The printed image is faded over the entire page.	If the [Toner Saving] is selected in the printer driver settings, the entire page will be faded when printed.	On the printer driver's [Detailed Settings] tab, click [Print Quality:Standard] in "Menu:", and then select [Off] in the "Toner Saving:" list.
Images smudge when rubbed. (Toner is not fixed.)	The specified paper type and the paper that is actually loaded might be different. For example, thick paper might be loaded but not specified as the paper type.	On the printer driver's [Detailed Settings] tab, click [Paper] in "Menu:", and then select a proper paper type in the "Paper Type:" list.
The printed image is different from the image on the computer's display.	Printing will be performed by the machine's graphic processing function.	**Only when using PCL 6** On the printer driver's [Detailed Settings] tab, click [Print Quality:Advanced] in "Menu:", and then select [Raster] in the "Vector/Raster:" list.

Problem	Cause	Solution
When graphics are printed, the output and the screen are different.	If the printer driver is configured to use the graphics command, the graphics command from the machine is used to print.	If you want to print accurately, set the printer driver to print without using the graphics command. For details about settings for printer driver, see the printer driver Help.
Lines of garbled or unwanted alphanumeric characters appear.	An incorrect printer language might have been selected.	Select the correct printer driver, and then print the file again.
Images are cut off, or margins are printed.	You may be using paper smaller than the size selected in the application.	Use the same size paper as that selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. For details about reduction function, see the printer driver Help.
Photo images are coarse.	Some applications print at lower resolution.	Use the application's settings or printer driver's settings to specify a higher resolution. For details about printer driver's settings, see the printer driver Help.
A solid line is printed as a dashed line or appears blurred.	Dither patterns do not match.	**Only when using PostScript 3** Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help.
Fine or inconsistently thick lines appear, or fine lines do not appear.	Extremely fine lines have been specified, or a color that is too light has been specified for the lines.	**Only when using PostScript 3** Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help. If the problem continues after you change the dithering settings, use the settings of the application in which the image was created to change the thickness of the lines.

Problem	Cause	Solution
Images are not printed in the specified colors.	The correct printer driver settings are not made.	If it is only one particular color that does not print, turn off the main power switch, and back on again. If the problem persists, contact your service representative.
Color images are printed in black and white.	No color print settings are made on the printer driver.	Change the "Color/ Black and White:" setting on the printer driver. For details about how to change the "Color/ Black and White:" setting, see the printer driver Help.
Images appear only partially.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity condition. For details about the paper storage conditions we recommend, see page 187 "Paper Storage".
The image on the back side of duplex copies has mottled blank patches or is smudged.	Missing patches and smudges are caused by moisture leaking from the paper.	• Do not install the machine in low-temperature areas. • Use paper that has been stored where temperature and humidity conditions meet the conditions we recommend. For details about the paper storage conditions we recommend, see page 187 "Paper Storage".

When paper is not fed properly

Problem	Cause	Solution
Paper is not fed from the selected tray.	When you are using a Windows operating system, printer driver settings override those settings applied to the display panel.	On the Printer driver's [Detailed Settings] tab, click [Paper] in "Menu:", and then select the input tray you want to use in the "Input Tray:" list.

Problem	Cause	Solution
Images are printed at a slant.	The tray's side fences might not be locked.	Check that the side fences are locked. For details about how to set the side fences, see page 137 "Changing the Paper Size".
Images are printed at a slant.	The paper is fed in at a slant.	Load the paper correctly. For details about loading paper, see page 119 "Loading Paper".
Misfeeds occur frequently.	The number of sheets loaded exceeds the capacity of the machine.	Load paper only as high as the upper limit markings on the side fences of the paper tray, the markings on the paper guides of the bypass tray, or the markings on the LCT.
Misfeeds occur frequently.	The paper tray's side fences are set too tightly.	Push the side fences lightly, and then reset them.
Misfeeds occur frequently.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity conditions. For details about the paper storage conditions we recommend, see page 187 "Paper Storage".
Misfeeds occur frequently.	The paper is too thick or thin.	Use recommended paper. For details about recommended paper, see page 154 "Recommended Paper Sizes and Types".
Misfeeds occur frequently.	The paper is wrinkled or has been folded or creased.	• Use recommended paper. For details about recommended paper, see page 154 "Recommended Paper Sizes and Types". • Use paper that has been stored in the recommended temperature and humidity conditions. For details about the proper way to store paper, see page 187 "Paper Storage".

Problem	Cause	Solution
Misfeeds occur frequently.	Printed paper is being used.	Do not load sheets that have already been copied or printed.
Misfeeds occur frequently.	Sheets are sticking together.	Fan the sheets thoroughly before loading them. Alternatively, feed the sheets into the machine one at a time.
Sheets are fed in together, resulting in jams.	Sheets are sticking together.	Fan the sheets thoroughly before loading them. Alternatively, feed the sheets into the machine one at a time.
Paper becomes creased.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity conditions. For details about the paper storage conditions we recommend, see page 187 "Paper Storage".
Paper becomes creased.	The paper is too thin.	Use recommended paper. For details about recommended paper, see page 154 "Recommended Paper Sizes and Types".
Edges of sheets are creased.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity conditions. For details about the paper storage conditions we recommend, see page 187 "Paper Storage".
Edges of sheets are creased.	You are using non-recommended paper.	Use recommended paper. For details about recommended paper, see page 154 "Recommended Paper Sizes and Types".
Duplex printing cannot be applied.	You have loaded paper that is too thick or thin.	Change the paper. For details about paper weight that can be used for duplex printing, see "Specifications for the Main Unit", Specifications.

Problem	Cause	Solution
Duplex printing cannot be applied.	You have selected a paper tray that is not set for duplex printing.	Change the setting for "Apply Duplex" in [Tray Paper Settings] to enable duplex printing for the paper tray. For details about setting "Apply Duplex", see page 190 "Tray Paper Settings".
Duplex printing cannot be applied.	You have selected a paper type that cannot be used for duplex printing.	In [Tray Paper Settings], select a paper type that can be used for duplex printing. For details about setting "Paper Type", see page 190 "Tray Paper Settings".
White stripes appear on the OHP transparency.	Fragments of paper are stuck to the OHP transparency.	Use a dry cloth to wipe any paper fragments off the back of the OHP transparency.

Other printing problems

Problem	Cause	Solution
It takes a long time to complete a print job.	Sleep mode or Fusing Unit Off mode might be set.	The machine requires time to warm up if it has been in Sleep mode or Fusing Unit Off mode. For details about Sleep mode and Fusing Unit Off mode, see page 86 "Saving Energy".
It takes a long time to complete a print job.	Photographs and other data- intensive pages take a long time for the machine to process. Wait until printing is complete.	If the Data In indicator is flashing, the printer has received data. Wait for a moment. Specifying a lower resolution with the printer driver may help speed up printing. For details about how to change the resolution setting, see the printer driver Help.
Images are printed in the wrong orientation.	The feed orientation you selected and the feed orientation selected in the printer driver's option setup might be different.	Make sure the machine's feed orientation and the printer driver's feed orientation match. For details about printer driver settings, see the printer driver Help.

Problem	Cause	Solution
Optional components connected to the machine are not recognized.	Bidirectional communication is not working.	Set up optional devices on the Properties of the printer. For details about how to set up optional devices, see the printer driver Help.
Combined printing, booklet printing, or Auto Reduce/ Enlarge printing does not work as expected.	The correct application or printer driver settings are not configured.	Make sure the application's paper size and orientation settings match those of the printer driver. If a different paper size and orientation are set, select the same size and orientation.
A print instruction was issued from the computer, but printing did not start.	User Authentication may have been set.	For details about user authentication, see "User Code Authentication", Security Guide.
PDF files cannot print or PDF direct printing cannot be performed.	PDF files are password-protected.	To print password-protected PDF files, enter the password in the [PDF Menu] or on Web Image Monitor. For details about printing PDF files, see "PDF Menu", Preparation, or Web Image Monitor Help.
PDF files cannot print or PDF direct printing cannot be performed.	PDF files cannot print if they are print-disabled in PDF file security setting.	Change the PDF file security setting.
PDF direct print produces garbled characters.	Fonts were not embedded.	Embed fonts in the PDF file you want to print, and then print.
Printing did not start even though the specified print time passed.	[Jobs Not Printed As Machn. Was Off] was set to [Do not Print] in [Printer Features], but when the specified print time arrived, the power was turned off.	Set [Jobs Not Printed As Machn. Was Off] to [Print When Machine On] in [Printer Features].
Printing did not start even though the specified print time passed.	The time set on the machine or computer is incorrect.	Set the correct time on the machine or computer.

If the problem cannot be resolved, contact your service representative.

Clearing Misfeeds

This chapter describes what to do when paper is misfed (become jammed inside the machine).

Removing Jammed Paper

⚠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.

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

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

- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

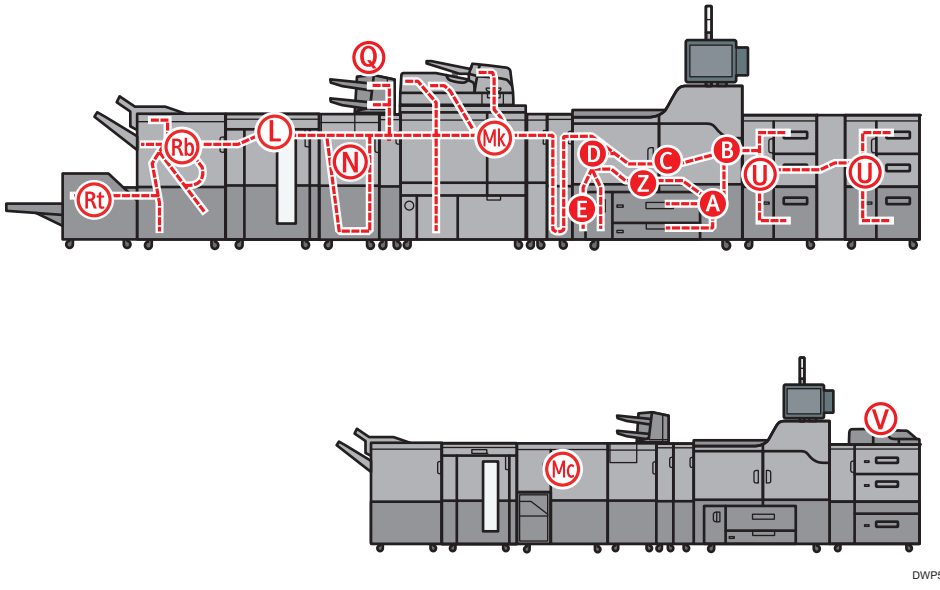
Important

- **When removing paper misfeeds, do not turn off the power. If you do, the configured functions and values will be lost.**
- **To prevent paper misfeeds, do not leave any torn scraps of paper inside the machine.**
- **If paper jams continue to occur, see page 304 "When You Have Problems Operating the Machine", and page 329 "Other Printing Problems" for details about how to resolve the problem. If the actions recommended in this manual cannot resolve the problem, contact your service representative.**
- **When removing jammed paper, you can touch only those areas explicitly indicated in the manual.**
- **Do not remove the fusing unit. Doing so will result in loss of print quality.**
- **To remove paper that has not been fed into the fixing section correctly, remove the jammed paper through the underside of the fusing unit. If the jammed paper cannot be removed through the underside of the fusing unit, remove it from the top.**

Locating jammed paper

A misfeed has occurred in the place corresponding to the letter displayed on the control panel.

Open the front cover at the location indicated by the displayed letter, and check for a paper jam. If a lamp is lit, open the guide plate at the location indicated by the lamp, and check for a paper jam.



DWP558

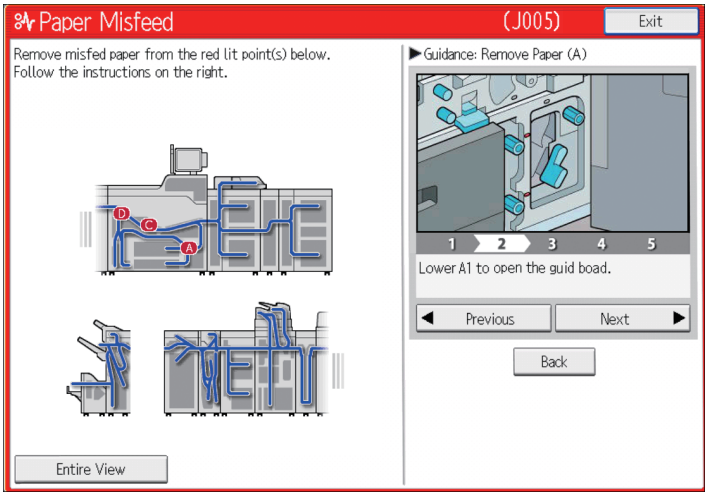
Note

- Multiple paper misfeed locations may be indicated at the same time. When this happens, check all the areas indicated.
- If there is no misfed paper in the area you check first, see the other areas that are indicated.
- If coated paper frequently becomes jammed and causes "U" to appear, contact your service representative.
- If a paper misfeed occurs in Rb1 - Rb5, check whether any paper has been output on top of the paper press of the finisher shift tray. If there is paper on top of the paper press, remove the paper, and then remove the misfed paper from inside the finisher.

Procedure for removing jammed paper

1. **Remove the jammed paper by following the procedures that are displayed on the control panel.**

When [Previous] or [Next] is displayed, press [Next] after completing a procedure.

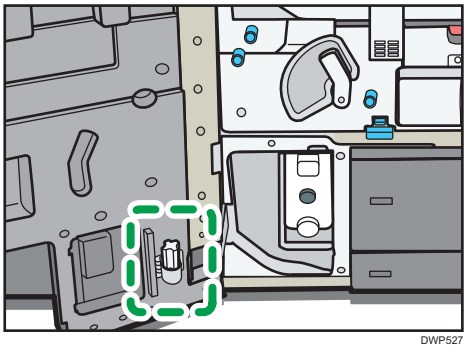


2. **When the jammed paper is removed, restore the machine to the original state.**

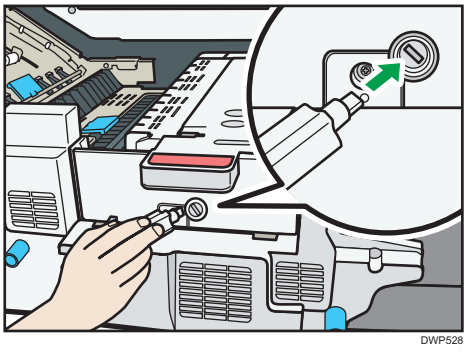
Note

- If "D" is displayed and you cannot remove the misfed paper from the right side of the fusing unit, use the knob located on the inside of the left front cover.

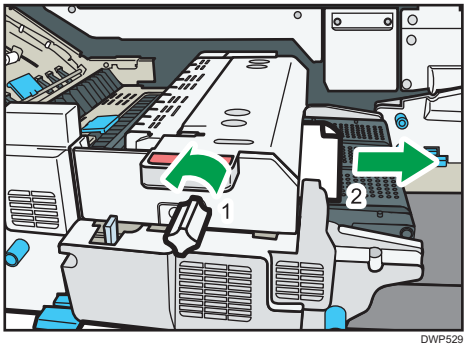
1. Pull out the knob located on the inside of the left front cover.



2. Align the knob with the slot on the fusing unit, and then insert it.


DWP528

3. Turn the knob counterclockwise until the misfed paper comes out from the right side of the fusing unit, and then remove it.



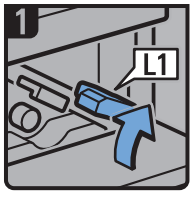
DWP529

4. Return the knob to its original position.

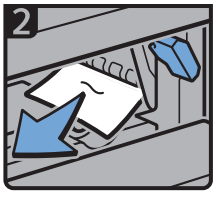
Removing jammed paper when the procedure is not displayed on the control panel

If a paper jam has occurred in certain locations, the procedure for removing the jammed paper is not displayed on the control panel. Open the front cover in the place corresponding to the letter displayed (on the control panel), and then proceed as instructed on the sticker or sheet inside the front cover, or in the following descriptions. If a lamp is lit when the front cover is opened, open the guide plate at the indicated location, and remove the jammed paper.

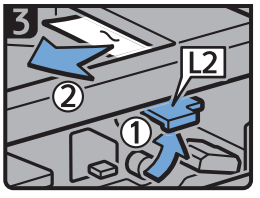
When L is displayed



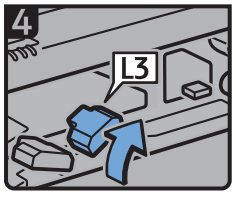
- Open the stacker upper cover.
- Raise lever L1.



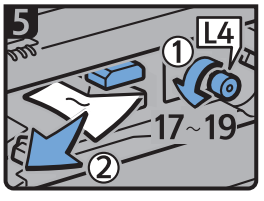
- Remove misfed paper.
- Return lever L1 to its original position.



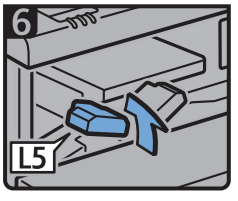
- Raise lever L2, and then remove misfed paper.
- Return lever L2 to its original position.



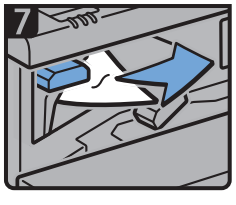
- Raise lever L3.



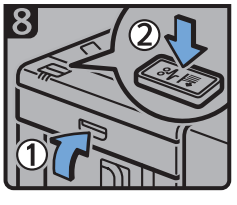
- Turn knob L4 17 to 19 times counterclockwise, and then remove misfed paper.
- Return lever L3 to its original position.



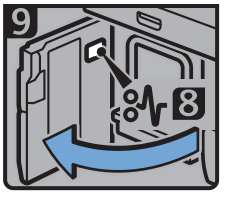
- Raise lever L5.



- Remove misfed paper.
- Return lever L5 to its original position.



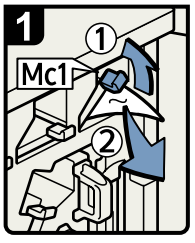
- Close the stacker upper cover.
- Press the paper jam button on the stacker control panel.



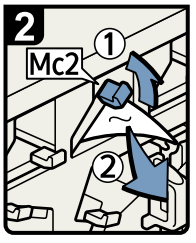
- Open the stacker front cover.
- Remove misfed paper, and then close the stacker front cover.

DWP559

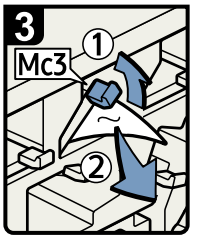
When Mc1 – Mc4 is displayed



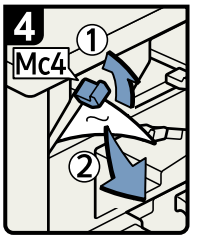
- Open the front right and front left covers of the ring binder.
- Raise lever Mc1 and then remove misfed paper.
- Return lever Mc1 to its original position.



- Raise lever Mc2 and then remove any jammed paper.
- Return lever Mc2 to its original position.



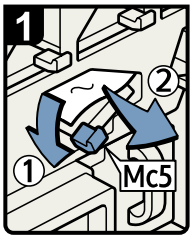
- Raise lever Mc3 and then remove any jammed paper.
- Return lever Mc3 to its original position.



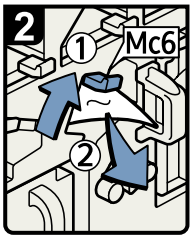
- Raise lever Mc4 and then remove any jammed paper.
- Return lever Mc4 to its original position.
- Close the front right and front left covers of the ring binder.

BQL010S

When Mc5 or Mc6 is displayed



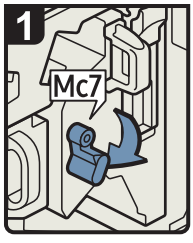
- Open the front right and front left covers of the ring binder.
- Pull down lever Mc5 and then remove any jammed paper.
- Return lever Mc5 to its original position.



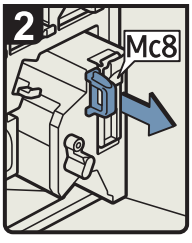
- Raise lever Mc6 and then remove any jammed paper.
- Return lever Mc6 to its original position.
- Close the front right and front left covers of the ring binder.

BQL011S

When Mc7 or Mc8 is displayed



- Open the front right cover of the ring binder.
- Pull down lever Mc7.



- Fully remove the unit by pulling on handle Mc8.

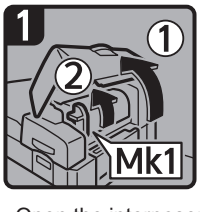
- Remove any jammed paper.
- Return the unit to its original position.
- Return lever Mc7 to its original position.

- Remove any bound booklets that are inside the machine.
- Close the front right cover of the ring binder.

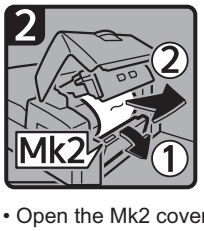
- Remove any jammed bound booklets from the paper exit.

DFG007

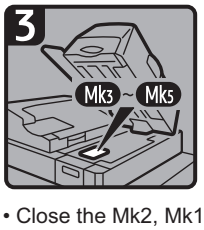
When Mk1 or Mk2 is displayed



- Open the interposer and Mk1 covers.



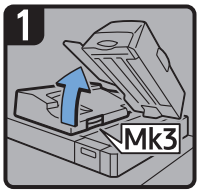
- Open the Mk2 cover, and then remove misfed paper.



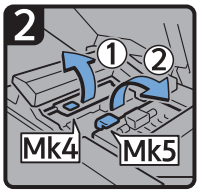
- Close the Mk2, Mk1, and interposer covers.
- Remove paper if the display reports a paper jam in Mk3 - Mk5.

CXG010

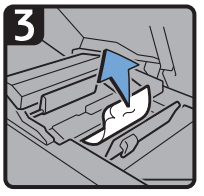
When Mk3 – Mk5 is displayed



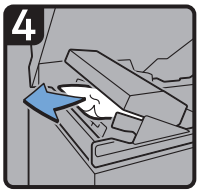
- Raise the interposer unit.
- Open the upper left cover (Mk3).



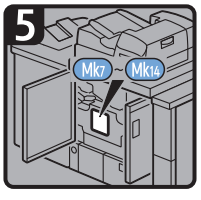
- Raise levers Mk4 and Mk5.



- Remove misfed paper.



- Remove misfed paper.
- Return levers Mk4 and Mk5 to their original positions.
- Return the upper left cover (Mk3) and interposer unit to their original positions.



- Check that the LED on the front right cover of the perfect binder is unlit.
- Remove paper if the display reports a paper jam in Mk7 - Mk14.

CXG011

When Mk6 is displayed

- Open the front cover of the bridge unit (to the right of the perfect binder).
- Raise lever Mk6, and then remove misfed paper.
- Return lever Mk6 to its original position.
- Close the front cover of the bridge unit.

CXG012

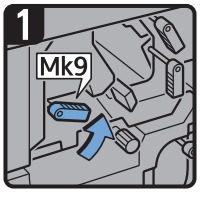
When Mk7 or Mk8 is displayed

- Check that the LED on the front right cover of the perfect binder is unlit.
- Open the front right and front left covers of the perfect binder.
- Raise lever Mk7, and then remove misfed paper.
- Return lever Mk7 to its original position.

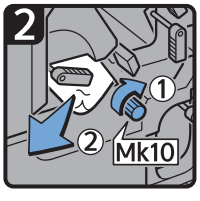
- Raise lever Mk8, and then remove misfed paper.
- Return lever Mk8 to its original position.
- Close the front left and front right covers of the perfect binder.

CXG013

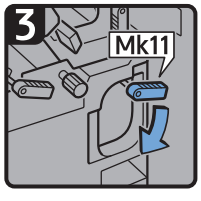
When Mk9 – Mk11 is displayed



- Check that the LED on the front right cover of the perfect binder is unlit.
- Open the front right and front left covers of the perfect binder.
- Raise lever Mk9.



- Turn knob Mk10, and then remove misfed paper.
- Return lever Mk9 to its original position.



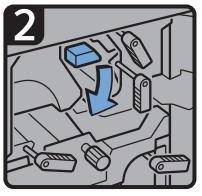
- Lower lever Mk11.

- Remove misfed paper.
- Return lever Mk11 to its original position.
- Close the front left and front right covers of the perfect binder.

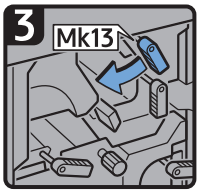
CXG014

When Mk12 – Mk14 is displayed

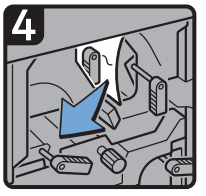
- Check that the LED on the front right cover of the perfect binder is unlit.
- Open the front right and front left covers of the perfect binder.
- Raise lever Mk12, and then remove misfed paper.



- Return lever Mk12 to its original position.



- Turn lever Mk13 to the left.

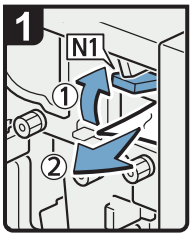


- Remove misfed paper.

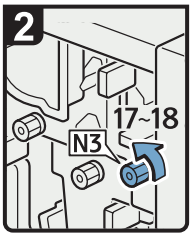
- Lower lever Mk14, and then remove misfed paper.
- Return levers Mk14 and Mk13 to their original positions.
- Close the front left and front right covers of the perfect binder.

CXG015

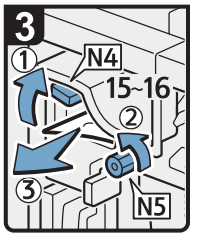
When N1 – N5 is displayed



- Open the multi-folding unit front cover.
- Raise lever N1.
- Remove misfed paper.
- Return levers N1 and N2 to their original positions.



- Turn knob N3 17 to 18 times counterclockwise.

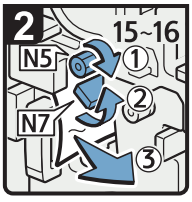


- Raise lever N4.
- Turn knob N5 15 to 16 times counterclockwise.
- Remove misfed paper.
- Return lever N4 to its original position.
- Close the multi-folding unit front cover.

CDN025

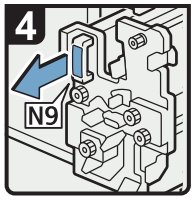
When N6 – N22 is displayed

- Open the multi-folding unit front cover.
- Turn knob N6 15 to 16 times clockwise.

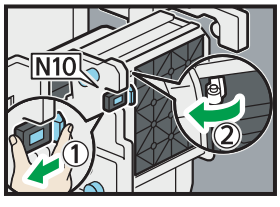


- Turn knob N5 15 to 16 times clockwise.
- Pull lever N7 to the right.
- Remove misfed paper.

- Turn knob N8 21 to 22 times clockwise.
- Remove misfed paper.
- Return lever N7 to its original position.



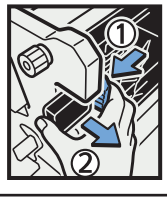
- Pull handle N9 and pull the unit fully out.

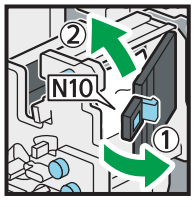


- Pull lever N10 towards you, and then check the lock is released.

Note

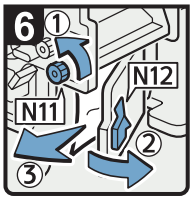
- Pull lever N10 towards you and hold it to release the lock, and then pull the lever to the right to open cover N10 as shown in the illustration below.



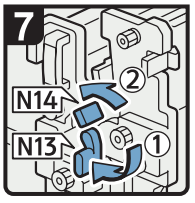


- Leave cover N10 in its open position.
- Remove misfed paper from inside.
- Close cover N10.

DFG008



- Turn knob N11 counterclockwise.
- Open cover N12.
- Remove misfed paper.
- Close cover N12.



- Hold down lever N13.
- Turn lever N14 to the left.

- Open cover N15.
- Turn knob N16 clockwise 7 to 8 times.
- Remove misfed paper.
- Close cover N15.
- Return levers N13 and N14 to their original positions.

- Lower lever N17 to the right.
- Pull lever N18 to the right.
- Remove misfed paper.
- Return levers N17 and N18 to their original positions.

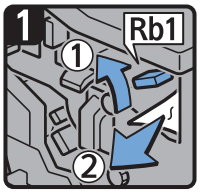
- Turn knob N19 clockwise 8 to 9 times.
- Open cover N20.
- Remove misfed paper.

- Raise lever N21.
- Remove misfed paper.
- Return lever N21 to its original position.

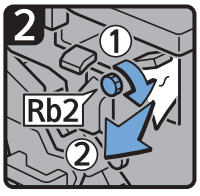
- Open cover N22.
- Turn knob N8 clockwise 21 to 22 times.
- Remove misfed paper.
- Close cover N22.
- Return the unit to its original position.
- Close the multi-folding unit front cover.

DFG009

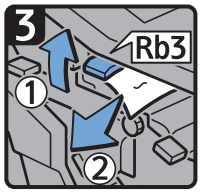
When Rb1 – Rb5 is displayed (when Finisher SR5050 is installed)



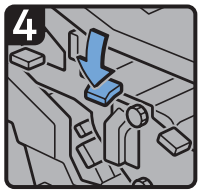
- Open the finisher front cover.
- Raise lever Rb1, and then remove misfed paper.



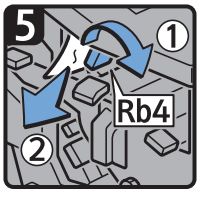
- Turn knob Rb2, and then remove misfed paper.
- Return lever Rb1 to its original position.



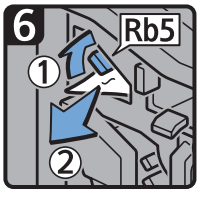
- Raise lever Rb3, and then remove misfed paper.



- Return lever Rb3 to its original position.



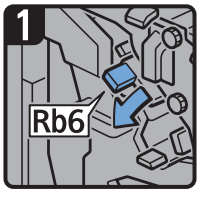
- Turn lever Rb4 to the right, and then remove misfed paper.
- Return lever Rb4 to its original position.



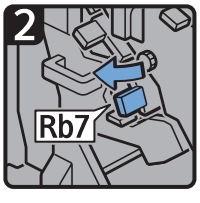
- Raise lever Rb5 to the right, and then remove misfed paper.
- Return lever Rb5 to its original position.
- Close the finisher front cover.

CXG020

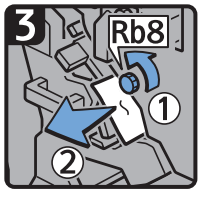
When Rb6 – Rb9 is displayed (when Finisher SR5050 is installed)



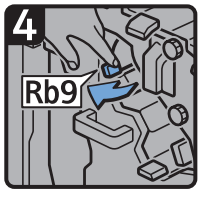
- Open the finisher front cover.
- Lower lever Rb6.



- Pull lever Rb7 to the left.



- Turn knob Rb8, and then remove misfed paper.
- Return levers Rb6 and Rb7 to their original positions.

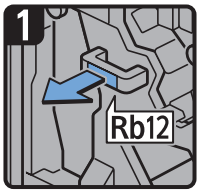


- Pull lever Rb9 to the left.

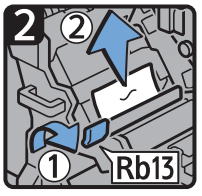
- Remove misfed paper.
- Close the finisher front cover.

CXG021

When Rb12 – Rb13 is displayed (when Finisher SR5050 is installed)



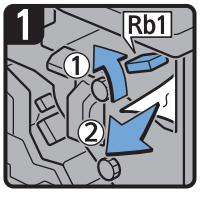
- Open the finisher front cover.
- Pull handle Rb12, and then pull out the staple unit.



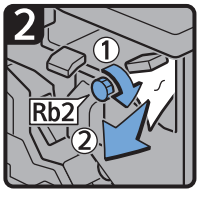
- Raise lever Rb13, and then remove misfed paper.
- Return lever Rb13 to its original position.
- Return the staple unit to its original position, and then close the finisher front cover.

CXG033

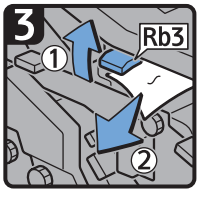
When Rb1 – Rb5 is displayed (when Booklet Finisher SR5060 is installed)



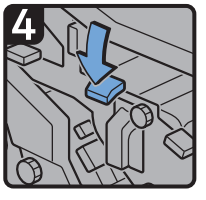
- Open the finisher front cover.
- Raise lever Rb1, and then remove misfed paper.



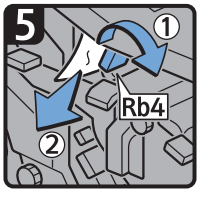
- Turn knob Rb2, and then remove misfed paper.
- Return lever Rb1 to its original position.



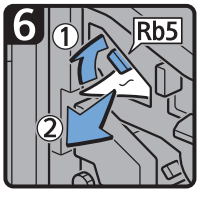
- Raise lever Rb3, and then remove misfed paper.



- Return lever Rb3 to its original position.



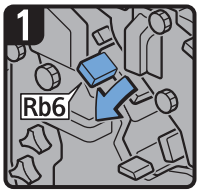
- Turn lever Rb4 to the right, and then remove misfed paper.
- Return lever Rb4 to its original position.



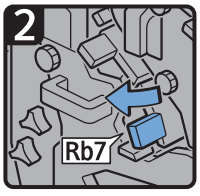
- Raise lever Rb5 to the right, and then remove misfed paper.
- Return lever Rb5 to its original position.
- Close the finisher front cover.

CXG022

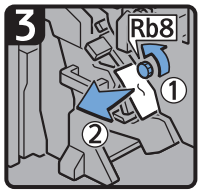
When Rb6 – Rb9 is displayed (when Booklet Finisher SR5060 is installed)



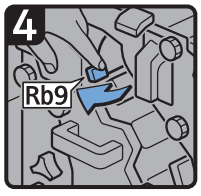
- Open the finisher front cover.
- Lower lever Rb6.



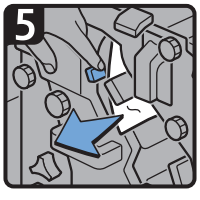
- Pull lever Rb7 to the left.



- Turn knob Rb8, and then remove misfed paper.
- Return levers Rb6 and Rb7 to their original positions.



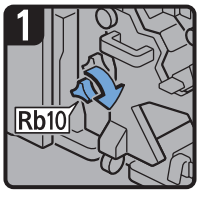
- Pull lever Rb9 to the left.



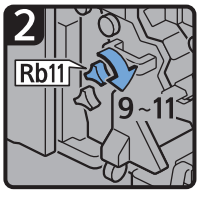
- Remove misfed paper.
- Close the finisher front cover.

CXG023

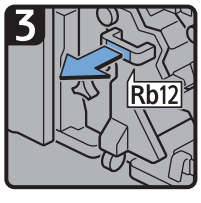
When Rb10 – Rb17 is displayed (when Booklet Finisher SR5060 is installed)



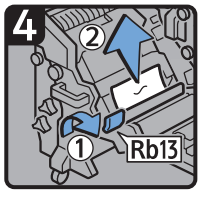
- Open the finisher front cover.
- Turn knob Rb10.



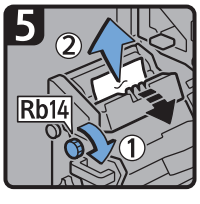
- Turn knob Rb11 9 to 11 times.



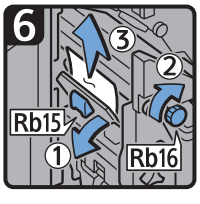
- Pull handle Rb12, and then pull out the staple unit.



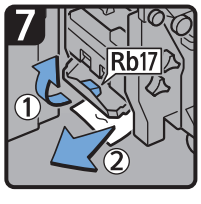
- Raise lever Rb13, and then remove misfed paper.
- Return lever Rb13 to its original position.



- Turn knob Rb14, and then remove misfed paper.



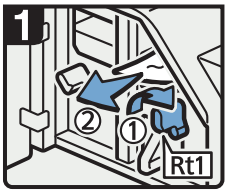
- Lower lever Rb15, and then turn knob Rb16.
- Remove misfed paper.



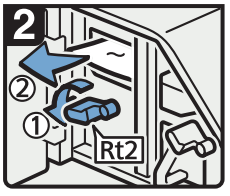
- Raise lever Rb17, and then remove misfed paper.
- Return lever Rb17 to its original position.
- Return the staple unit to its original position, and then close the finisher front cover.

CXG024

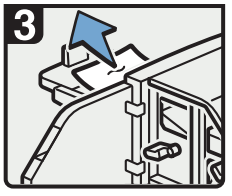
When Rt1 or Rt2 is displayed



- Open the trimmer front cover.
- Turn lever Rt1 to the right, and then remove misfed paper.
- Return lever Rt1 to its original position.



- Hold down lever Rt2 and remove misfed paper.



- Remove misfed paper from the trimmer tray.
- Return lever Rt2 to its original position.
- Close the trimmer front cover.

DFG010

Removing Jammed Staples

If a staple jam occurs, remove the jammed staple by following the procedures indicated in the animation that appears on the control panel. This section describes how to remove jammed staples when the procedure is not displayed on the control panel.

⚠CAUTION

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

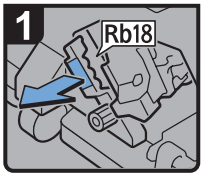
Important

- **Curled paper may cause staples to jam. To avoid this, turn paper over in the tray.**
- **When the finisher is installed, after jammed staples are removed, staples will not be ejected the first few times when you use the stapler. If a staple jam occurs on the saddle stitch, the stapler will not staple after the jammed staples are removed.**

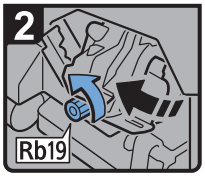
Note

- The sheet which lists the procedure for removing jammed staples is on the inside of the front cover of the finisher.
- Remove the jammed staples according to the finisher type. Check the type if you are unsure of the finisher type. For details about type of finisher, see page 75 "Guide to Functions of the Machine's Options".

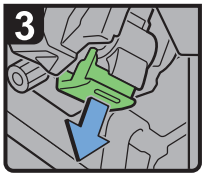
Finisher SR5050



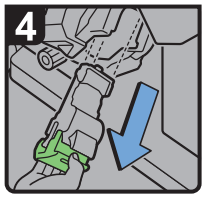
- Open the finisher front cover.
- Pull handle Rb18, and then pull out staple unit.



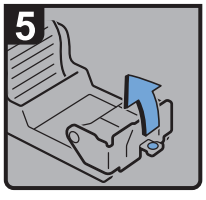
- Turn knob Rb19 counterclockwise to rotate the staple unit.



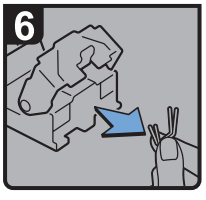
- Pull out the cartridge lever.



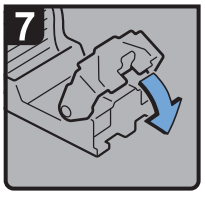
- Pull out the cartridge gently.



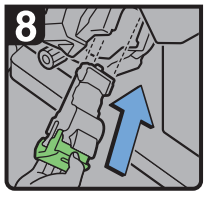
- Open the face plate of the cartridge.



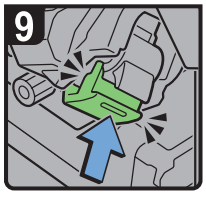
- Remove jammed staples.



- Pull down the face plate until it clicks.



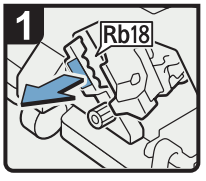
- Hold the lever, and then push in the cartridge.



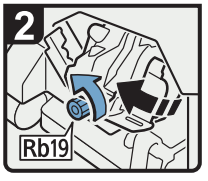
- Push the cartridge until it clicks.
- Return the staple unit to its original position.
- Close the finisher front cover.

CDN016

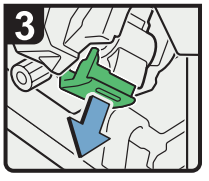
Booklet Finisher SR5060



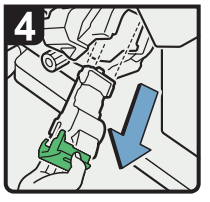
- Open the finisher front cover.
- Pull handle Rb18, and then pull out staple unit.



- Turn knob Rb19 counterclockwise to rotate the staple unit.

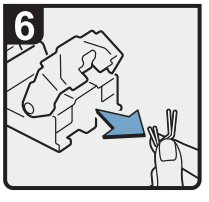


- Pull out the cartridge lever.

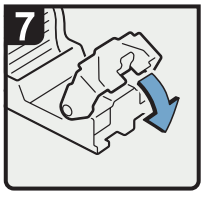


- Pull out the cartridge gently.

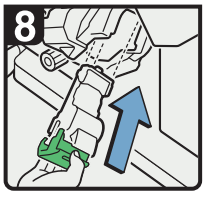
- Open the face plate of the cartridge.



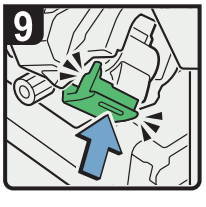
- Remove jammed staples.



- Pull down the face plate until it clicks.



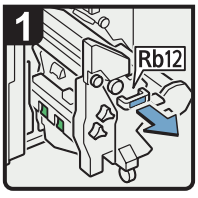
- Hold the lever, and then push in the cartridge.



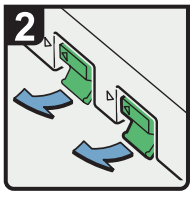
- Push the cartridge until it clicks.
- Return the staple unit to its original position.
- Close the finisher front cover.

CDN034

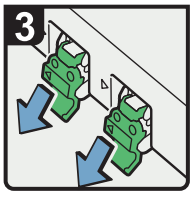
Booklet Finisher SR5060 (Saddle Stitch)



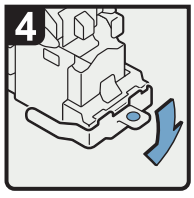
- Open the finisher front cover.
- Pull handle Rb12, and then pull out the staple unit.



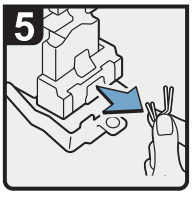
- Pull out the cartridge levers.



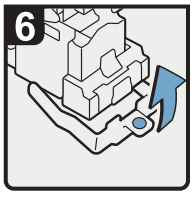
- Pull out the cartridge gently.



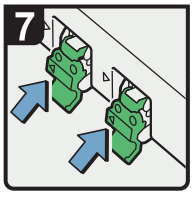
- Open the face plate of the cartridge.



- Remove jammed staples.



- Pull up the face plate of the cartridge until it clicks.



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

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

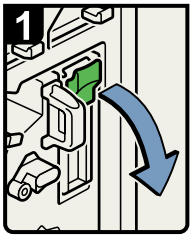
CDN027

Removing Jammed Ring Combs

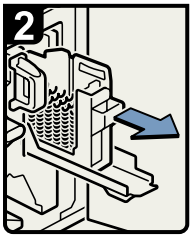
If ring combs become jammed, a message appears on the control panel. Follow the message's instructions to remove the jammed ring combs. This section describes how to remove jammed ring combs when the procedure is not displayed on the control panel.

⚠CAUTION

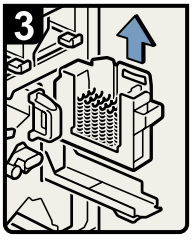
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.



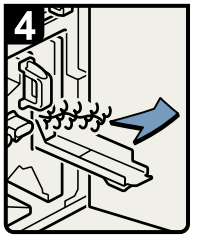
- Open the front right cover of the ring binder.
- Open the cartridge cover.



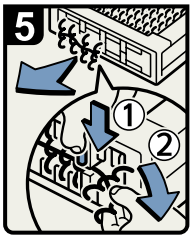
- Pull out the ring comb cartridge.



- Lift out the cartridge.



- Remove the jammed ring combs from the ring binder.



- To remove jammed ring combs from the bottom of the cartridge,
  While pushing down on the blue buttons ① at the bottom of the cartridge, carefully pull out the jammed ring combs ②.
- Push in the cartridge and then close the cartridge cover.
- Close the front right cover of the ring binder.

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Note

- The ring combs set in the ring comb cartridge might move or become slanted when you remove the jammed ring combs from the ring comb cartridge. Before replacing the cartridge, check that all the ring combs are straight and properly aligned.

Removing Punch Waste

If the punch receptacle is full, remove punch waste by following the procedures indicated in the animation that appears on the control panel.

Note

- While "Hole Punch Receptacle is full." is displayed, you cannot use the Punch function.
- "Hole Punch Receptacle is full." is displayed until the punch waste box is installed again.
- If the message is still displayed, install the punch waste box again.

Removing Staple Waste

If the staple waste box is full, remove staple waste by following the procedures stated in the animation that appears on the control panel.

Note

- While "Waste Staple Receptacle Full" is displayed, you cannot use the staple function.
- "Waste Staple Receptacle Full" is displayed until the staple waste box is reinstalled.
- If the message is still displayed, reinstall the staple waste box.

Removing Waste Paper

If the waste paper receptacle is full, remove waste paper by following the procedures stated in the animation that appears on the control panel.

Note

- While "The waste paper receptacle is full. Empty the receptacle." is displayed, you cannot use the perfect binding.
- While "The Trimmer waste paper receptacle is full. Empty the receptacle." is displayed, you cannot use the trimmer.
- "The waste paper receptacle is full. Empty the receptacle." or "The Trimmer waste paper receptacle is full. Empty the receptacle." is displayed until the receptacle is reinstalled.
- If the message is still displayed, reinstall the receptacle.

Adjusting the Color Registration Shift or Printed Color

This chapter describes how to adjust the color registration shift or printed colors.

Adjusting Image Density

To improve color reproduction and achieve color output with consistent quality, follow this procedure.

1. **Press [Adjustment Settings for Operators] in the upper right corner of the screen.**
2. **Press [Machine: Image Quality].**
3. **Press [0201 Execute Image Quality Adjustment].**
4. **Press [Execute] in [Adjust Image Density].**
5. **When the image density adjustment is completed, press [Check].**
6. **Press [Home] ( ) at the bottom of the screen in the center.**

Note

- This process will take approximately 1.5 minutes to complete. A message is displayed on the control panel while the process is being executed. Keep the front cover of the main unit closed until the process is completed.

When the Color Registration Shifts

This section describes how to adjust the color registration and gradation by specifying the settings in [Maintenance].

Adjusting the color registration

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [User Tools] icon ( ).**
3. **Press [Machine Features].**
4. **Press [Maintenance].**
5. **Press [Color Registration].**
6. **Press [OK].**

   Auto color registration takes about 20 seconds.
7. **Press [Exit].**

8. Press [Close].
9. Press [Home] ( ) at the bottom of the screen in the center.

9. Maintenance

This chapter explains how to perform daily maintenance tasks of the machine.

General Requirements

This section explains the items that should be followed during use of this machine.

Dos and Don'ts

⚠WARNING

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

- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items in the vicinity of this machine. Doing so could result in fire or electric shock.

⚠CAUTION

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

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

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

Important

- **Turn off the main power switch before unplugging the power cord. See page 85 "Turning On/Off the Power".**
- **The area around the vents might feel warm. This is caused by exhaust air and is not a malfunction.**
- **If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.**
- **Do not turn off the power while the machine is in operation.**
- **Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.**

- **Do not move or tilt the machine when the power is on.**
- **Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).**
- **Depending on the ambient temperature and humidity, steam may come from the vents at the rear right side of the machine during printing. This is water vapor from the paper, not a sign of malfunction.**
- **If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.**
- **The anti-humidity heater and the optional anti-condensation heater warm the machine's interior to maintain the proper humidity. These heaters keep the machine warm even if the main power switch is turned off.**

Ventilation

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

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

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

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 50 m^3/hr/person.

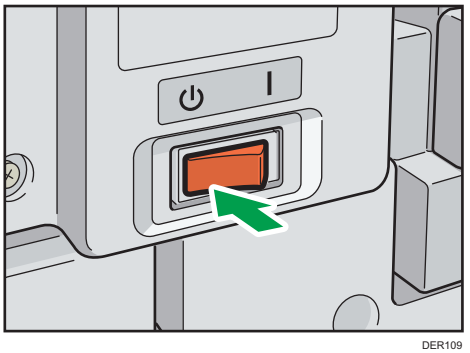
New machine smell

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

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

AC power switch

If the machine is not used for several days or longer at a time, set the AC power switch inside the left front cover of the main unit to "Stand by". Make sure that the main power switch is turned off and the main power indicator goes out before turning off the AC power switch. Not doing so may damage the hard disk.



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- The anti-humidity heater and the anti-condensation heater work even after the AC power switch is turned off as long as the power cord is connected.

- In normal operation, keep the AC power switch in the "On" position.
- When you set the AC power switch to "Stand by", do not immediately set it to "On". After setting the switch to "Stand by", wait one minute or more before setting it to "On".

Saving Printouts

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

Backing Up Hard Disk Data

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

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

Important

- **Avoid strong impact to the machine. Doing so may damage the hard disk.**
- **When turning off the power or disconnecting the power cord, follow the proper procedures. Not doing so may damage the hard disk. For details about how to turn off the power, see page 85 "Turning On/Off the Power".**
- **If the machine's hard disk fails, data stored on it, including Address Book information might be lost. For this reason, do not save important data on the machine's hard disk without backing it up or downloading it. We also recommend backing up fonts, forms, and any other downloaded resources that are stored on the hard disk. The manufacturer is not liable for damages resulting from lost data.**

Note

- You can use Device Manager NX or Web Image Monitor to back up the machine's Address Book. For details about Device Manager NX, see the manual for Device Manager NX. For details about Web Image Monitor, see Web Image Monitor Help.

Replenishing and Replacing Consumables

This section explains precautions for adding toner or staples.

Adding toner

This section explains precautions when adding toner and how to dispose of used toner.

⚠WARNING

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

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

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

⚠CAUTION

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

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

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

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

⚠CAUTION

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

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

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

- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

Important

- **Always replace the toner cartridge when a notification appears on the machine.**
- **Fault may occur if you use toner other than the recommended type.**
- **When adding toner, do not turn off the main power. If you do, settings will be lost.**
- **Store toner where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or high humidity.**
- **Store toner horizontally.**
- **Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.**
- **Do not repeatedly install and remove toner cartridges. This will result in toner leakage.**

Follow the instruction on the control panel regarding how to replace a toner cartridge.

Note

- If "Toner Cartridge is almost empty." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- You can check the name of the required toner and the replacement procedure using the [Add Toner] screen.
- For details about how to check contact number where you can order supplies, see page 385 "Inquiry".
- If appears when there is still toner in the cartridge, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- You can add all four color toners in the same way.
- Close the upper right front cover after replacing the toner bottle. Replenishing the toner will not start until the upper right front cover is closed. Also, if the toner runs out while the upper right front cover

is open, close it first, and then open the cover to remove the toner bottle. Keep the upper right front cover closed except when replacing the toner bottle.

Disposing of used toner

This section describes what to do with used toner.

Toner cannot be re-used.

Pack used toner containers in the container's box or a bag to prevent the toner from leaking out of the container when you dispose of it.

Region A (mainly Europe and Asia)

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

Region B (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Replacing the waste toner bottle

⚠WARNING

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

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

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

⚠CAUTION

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

⚠CAUTION

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

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

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

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

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

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

- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

Important

- **Waste toner bottles cannot be reused.**
- **Before removing the waste toner bottle from the machine, spread paper or some other material around the area to keep toner from dirtying your workspace.**
- **When removing the waste toner bottle, do not touch the inside of the machine.**
- **Be careful to not allow the toner to leak from the waste toner bottle when you remove it.**
- **Carefully pull the waste toner bottle out horizontally when you are replacing it.**
- **Do not use a waste toner bottle that has not been used for a long time.**
- **Take care not to drop the waste toner bottle.**
- **Make sure the waste toner bottle is fully inserted. If it is not, toner will leak inside the machine.**
- **We recommend purchasing and keeping a spare waste toner bottle on hand since waste toner bottles are consumable items.**

Follow the instruction on the control panel regarding how to replace a waste toner bottle.

Note

- Replace the waste toner bottle if "Waste Toner Bottle is full. Replace Waste Toner Bottle." appears on the control panel.
- When the "Replacement of Waste Toner Bottle will soon be necessary." appears on the control panel, the waste toner bottle should be replaced soon. Prepare a new waste toner bottle.
- Your service representative can replace the waste toner bottle if it is included in your contract. For details, contact your local dealer or service representative.

Adding staples

⚠CAUTION

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

Important

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

Follow the instruction on the control panel regarding how to add staples.

Note

- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.

Replacing ring combs

⚠CAUTION

- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

Important

- **Use of non-recommended ring combs and/or ring comb cartridges can result in binding failures and comb jams.**

Follow the instruction on the control panel regarding how to replace ring combs.

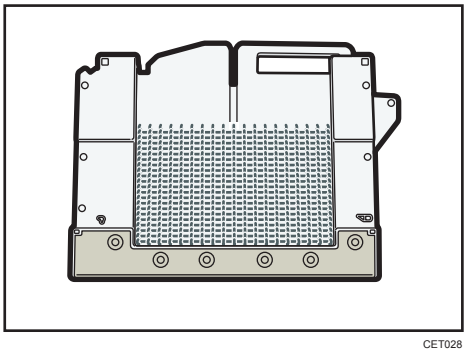
Note

- Add new ring combs to the cartridge only when the "Out of binding ring combs." message appears on the control panel.
- The ring comb cartridge can hold both 100-sheet and 50-sheet type ring combs, but be sure not to mix the two sizes inside the cartridge.

- We recommend that you prepare separate ring comb cartridges for each type and color of ring comb.
- Store ring combs in their original packaging and stand them upright.

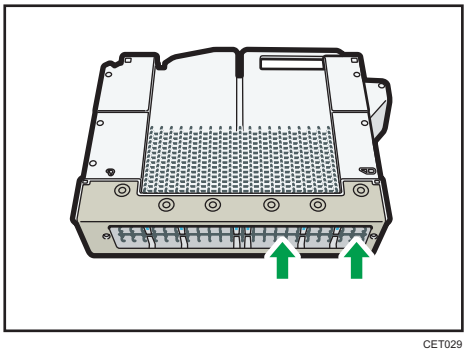
Changing the type of ring combs

1. **Pull the ring comb cartridge out of the machine.**



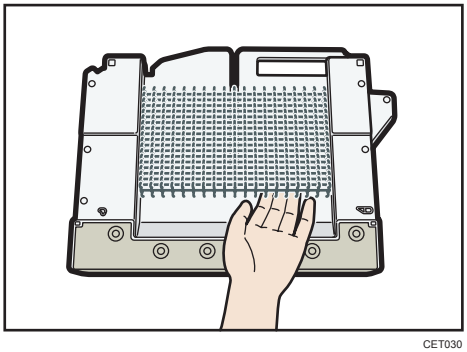
CET028

2. **Push the ring combs up from the bottom of the cartridge.**



CET029

3. **Place your fingers between the cartridge and the ring combs, and then remove the ring combs.**



CET030

4. **Insert the ring combs you want to use into the cartridge.**

5. **Put the cartridge back into the machine.**

Filling the glue container

Important

- **Store binding glue in a dark room whose ambient temperature is -20 to 40°C (-4 to 104°F), away from moisture, extremely high temperatures, direct sunlight, and open flames.**
- **Keep binding glue out of the reach of children.**
- **Use of non-recommended glue can result in failed bindings and faulty adhesion of the cover sheet and book block.**
- **To use binding glue, you must first heat it. To begin the heating process, press the glue temperature adjustment key.**

Follow the instruction on the control panel regarding how to fill the glue container with binding glue.

Note

- The container can hold up to 380 g (0.84 lb.) of glue (about two of the provided cups).
- You can change the glue heating time under [Binding Glue Heater Auto Off Timer] in [System Settings]. For details, see "Timer Settings", Device Management.
- The glue requires up to 6.5 minutes before the binding can begin. To begin binding quickly, be sure to press the glue temperature adjustment key in advance.

Where to Put Your Machine

This section describes precautions for installation and movement.

Moving the machine

This section describes precautions when moving the machine.

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

⚠CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

Important

- **Contact your sales representative before moving the machine out of the building or to another location in the building. A moving service can be provided for a fee.**

Optimum Environmental Conditions After Moving the Machine

Optimum environmental conditions

⚠WARNING

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

⚠CAUTION

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

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

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

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

Important

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

Avoid the following environments when locating the machine. If the machine is placed somewhere where the conditions are different from those recommended, a failure may occur.

- Low temperature and humidity or high temperature and humidity

  The following is the recommended temperature and humidity range:

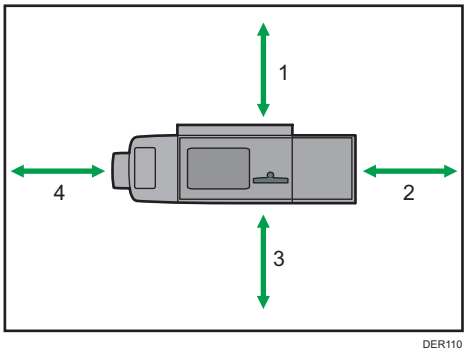
  - Temperature: 10–32°C (50–89.6°F) (humidity to be 54% at 32°C, 89.6°F)
  - Humidity: 15–80% (temperature to be 27°C, 80.6°F at 80%)
- Places that are exposed to direct sunlight or other sources of strong light (more than 1,500 lux)
- Places that are directly exposed to cool air from an air conditioner or heated air from a heater (Sudden temperature changes can cause condensation to form inside the machine)

- Places that are where the machine will be subject to frequent strong vibration
- Places that are where the machine is exposed to dampness or wet weather, such as rain and snow
- Places that are with poor ventilation
- Dusty areas
- Places that are close to machines generating ammonia, such as a diazo copy machine
- Unstable places
  - Place the machine on a level spot. The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.

Optimum space for locating the machine

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

The clearance shown is necessary for using and servicing the machine.



DER110

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

Note

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

Power connection

⚠WARNING

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

⚠WARNING

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

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

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

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

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

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

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

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

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

⚠WARNING

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.
  - The power cord's coating has a crack or dent.
  - When bending the power cord, the power turns off and on.
  - Part of the power cord becomes hot.
  - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

⚠CAUTION

- This machine uses two power cords. To stop the power supply of the machine completely, remove both power plugs. Unless both power plugs are removed, fire or electric shock may result.

- The capacity of power in this machine is 24A/25A and 4,800W with both cords combined. Connect each cord to separate power sources with independent breakers. If you connect to an electrical outlet that is connected to the same breaker, the breaker may cut off power.

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

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

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

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

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

- Power Source
  - Region A (mainly Europe and Asia)

    220–240 V, 16 A, 50/60 Hz

- Region B (mainly North America)

  208–240 V, 16 A, 50/60 Hz

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

- Voltage tolerance

  Voltage must not fluctuate by more than 10%.

- This machine uses two power cords. Connect each power plug to separate power sources with independent breakers.

Maintaining Your Machine

How to Clean the Machine

⚠CAUTION

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

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

Important

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

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

If a cleaning procedure is specified for the part, use the specified procedure for cleaning.

Cleaning the Power Cord Plug

⚠WARNING

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

⚠WARNING

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.
  - The power cord's coating has a crack or dent.
  - When bending the power cord, the power turns off and on.
  - Part of the power cord becomes hot.
  - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

⚠CAUTION

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

Important

- **Turn off the main power switch before unplugging the power cord. See page 85 "Turning On/Off the Power".**

Note

- After cleaning the power cord plug, make sure that the power cord is connected to the machine firmly, and then connect the plug to the wall outlet.

Cleaning the TIM-Mag Unit

⚠CAUTION

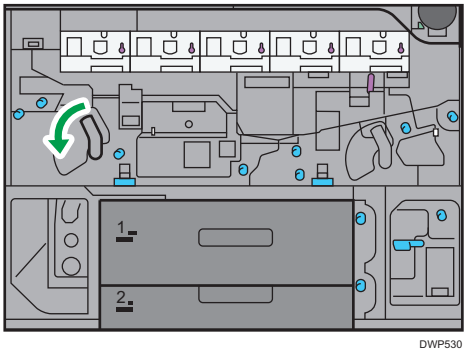
- Before cleaning the TIM-Mag unit, turn off the machine and wait for a while to allow the machine to cool down fully.
  Not doing so could result in burns.

Cleaning the Unit

Wipe the surface of the glass, shading correction plate, and glass scale of the revolver using the cleaning cloth provided with the machine. Use a soft dry cloth to wipe the counter roller of the revolver.

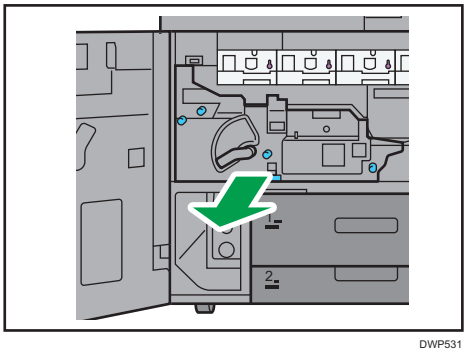
1. **Open the front cover.**

2. Lower the lever C1.



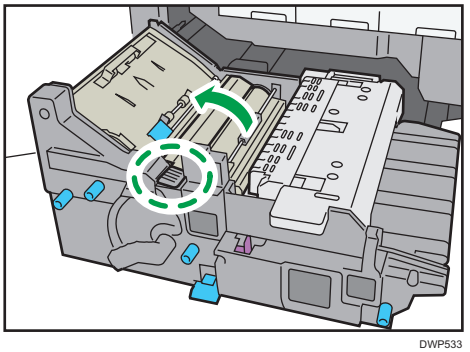
DWP530

3. Pull out the drawer unit until it stops.



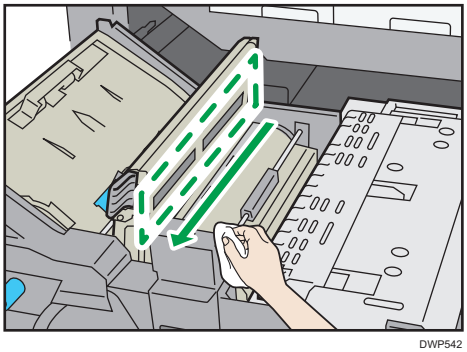
DWP531

4. Raise the cover.



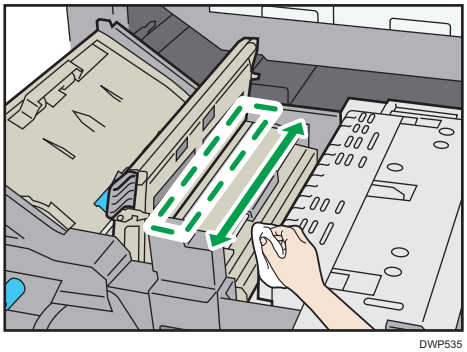
DWP533

5. **Wipe the glass surface in one direction, either from the back to the front or from the front to the back.**



DWP542

6. **Wipe the counter roller on the revolver.**

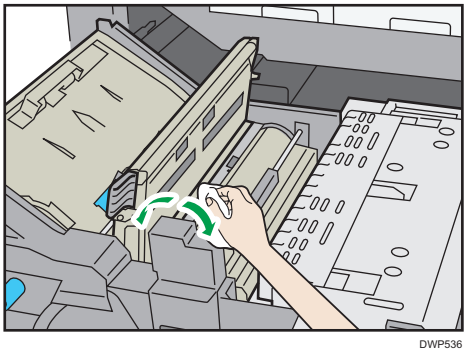


DWP535

Note

- The revolver consists of a counter roller, a shading correction plate, and a glass scale. When you turn off the power, the counter roller stops at the upper position.
- The shading correction plate is a plate with a white curved surface between the black counter rollers. The glass scale is located between the white counter rollers.

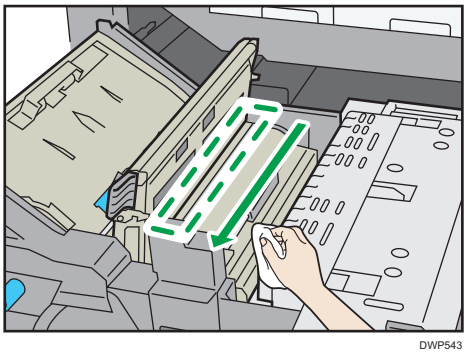
7. **While pressing a cloth on the counter roller, push the roller toward the front or back to turn the revolver.**



DWP536

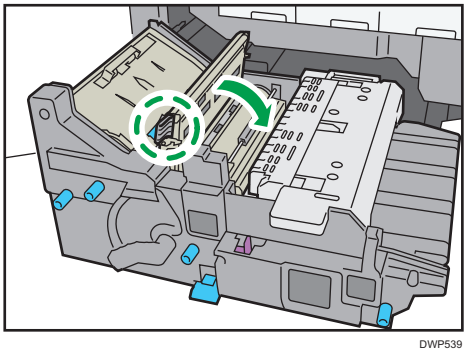
8. **Repeat Steps 6 and 7 to clean the counter roller, the shading correction plate, and the glass scale.**

   Wipe the shading correction plate and the glass scale in one direction, either from the back to the front or from the front to the back, using the cleaning cloth provided with the machine.



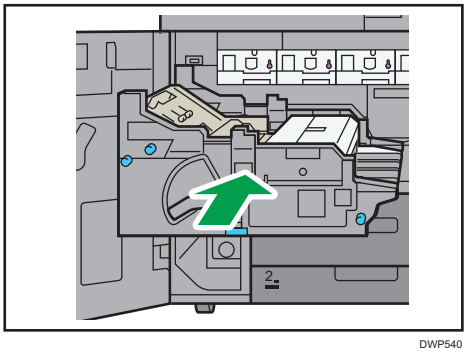
DWP543

9. **Lower the cover.**



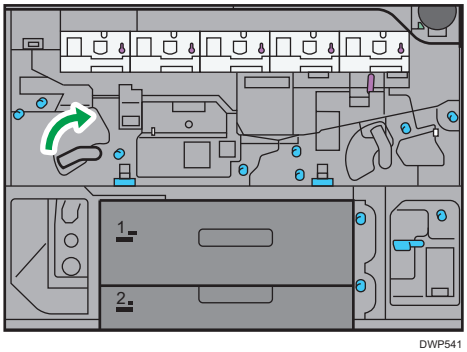
DWP539

10. Push the drawer into its original position.



DWP540

11. Raise the lever C1.



DWP541

12. Close the front cover.

Checking the Earth Leakage Breakers

⚠WARNING

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

Important

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

An earth leakage breaker is installed on this machine, trimmer, ring binder, and perfect binder.

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

The following procedure is explained using illustrations of the main unit and trimmer as an example.

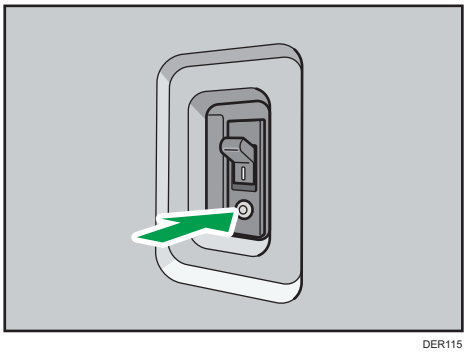
1. **Turn off the main power.**

   Make sure that the main power indicator goes out.

2. **Open the front left cover, and then turn off the AC power switch.**

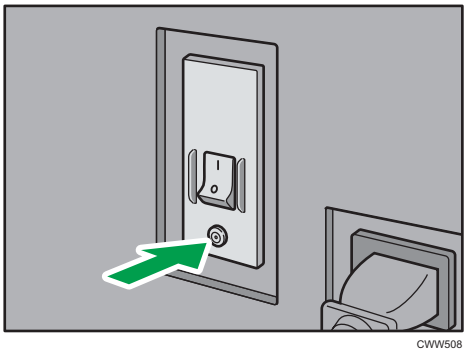
3. **Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.**

   Main unit



DER115

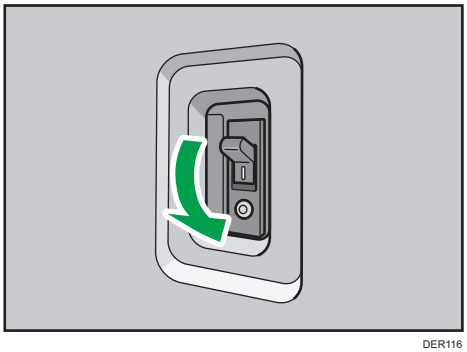
Trimmer



CWW508

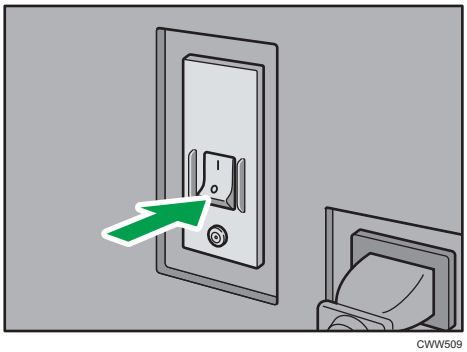
4. **Check that the earth leakage breaker moves to the Off position.**

Main unit



DER116

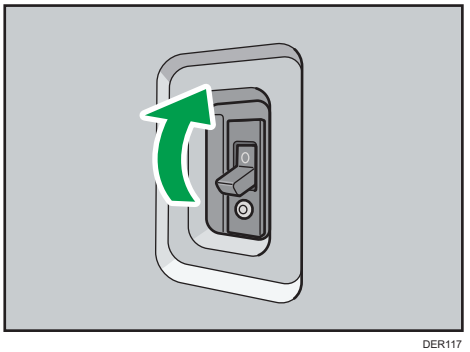
Trimmer



CWW509

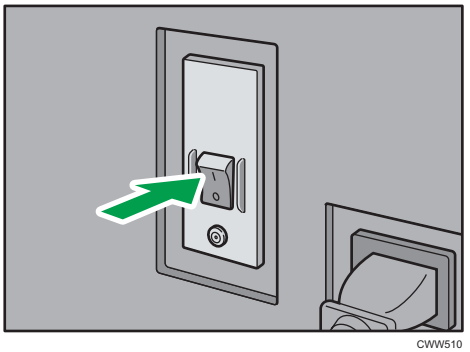
5. **Return the earth leakage breaker to the On position.**

   Main unit



DER117

   Trimmer



CWW510

6. **Turn on the AC power switch, and then close the front left cover.**
7. **Push the main power switch to turn on the main power.**

Note

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

Useful Information

This section describes how to check the counter value, telephone number for repairs, or ordering consumables such as toner.

Counter

The counter displays the total number of pages used by each of the functions.

You can also print out the counter information.

1. **Press [Counter] ( ) at the bottom of the screen in the right.**
2. **To print a counter list, press [Print Counter List], and then press the [Start] key.**
3. **Press [Exit].**

Inquiry

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

Checking Inquiry using the User Tools

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

Supplies

- Toner
- Waste Toner Bottle
- Staple
- Staple (Booklet)
- Black Binding Combs (50 sheets)
- White Binding Combs (50 sheets)
- Black Binding Combs (100 sheets)
- White Binding Combs (100 sheets)
- Binding Glue

Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

- Telephone No.

Supply Order

- Telephone No.

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [User Tools] icon ( ).**
3. **Press [Inquiry].**
4. **To print an inquiry list, press [Print Inquiry List], and then press the [Start] key.**
5. **Press [Exit].**

Checking Inquiry using the [Check Status] key

You can check the following items under [Inquiry]:

- [Machine Repairs]

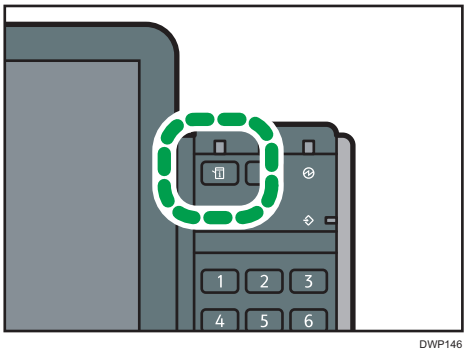
  Displays the machine number and contact number which are required for service.
- [Sales Representative]

  Displays the sales representative's telephone number.
- [Supply Order]

  Displays the contact number for placing supply orders.
- [Supply Details]

  Displays the name of toner, staples, etc., used on the machine.

1. **Press the [Check Status] key.**



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2. **Press the [Maintnc./Inquiry/Mach. Info] tab.**
3. **Press [Inquiry].**
4. **After checking the information, press [Close] twice.**

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