Pro 8300S/8310S/8320S
Pro 8310/8320

Operator's Guide

Original Instructions

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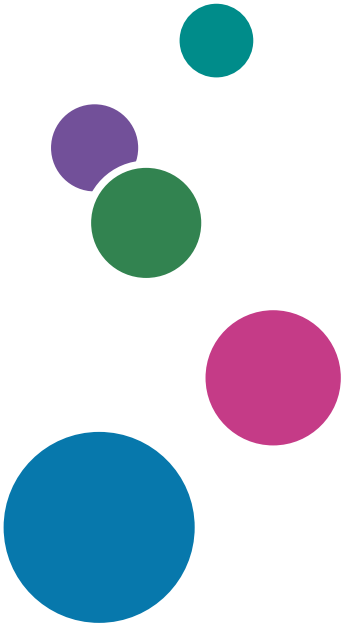
For information not found in paper manuals, see the online manuals available on our web site (https://www.ricoh.com/).



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 functions. This symbol indicates points that may result in the product or service becoming unusable or result in the loss of data if the instructions are not obeyed. Be sure to read these explanations.

Note

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

Reference

Indicates where you can find further relevant information.

[ ]

Indicates the names of keys or buttons on the product or display.

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 8300S
- Type 2: Pro 8310S
- Type 3: Pro 8320S
- Type 4: Pro 8310
- Type 5: Pro 8320

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

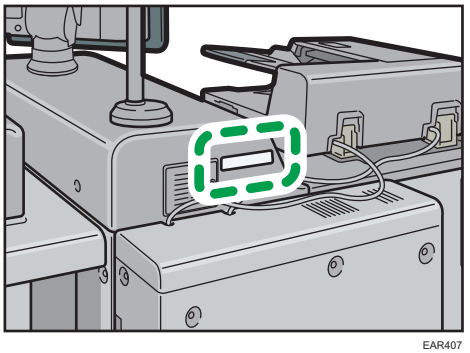
In this manual, major features of the machine are referred to as follows:

- Auto Document Feeder → ADF
- ADF Double-feed Detection kit Type-S7 → ADF double-feed detection kit
- Attention Light Type C2 → Attention Light
- LCIT RT5130 → Large Capacity Tray (LCT)
- 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)
- Vacuum Feed Banner Sheet Tray Type S9 → Banner sheet tray of two-tray wide LCT
- Multi Bypass Tray BY5020 → Multi bypass tray (Tray A)
- Multi Bypass Attachment Kit for Vacuum Feed LCIT Type S9 → Multi bypass attachment kit
- Multi Bypass Banner Sheet Tray Type S9 → Banner sheet tray of multi bypass tray (Tray A)
- Bridge Unit BU5010 → Bridge unit of two-tray wide LCT
- A3/11"x17" Tray Unit TK5020 → A3/11 × 17 tray unit
- Decurl Unit DU5070 → Decurl unit
- Cover Interposer Tray CI5040 → Interposer
- Buffer Pass Unit Type S11 → Buffer pass unit
- Perfect Binder GB5010 → Perfect binder
- Multi-Folding Unit FD5020 → Multi-folding unit
- Ring Binder RB5030 → Ring binder
- Trimmer Unit TR5050 → Trimmer
- High Capacity Stacker SK5040 → High capacity stacker
- SR5000 series Output tray for Banner Sheet Type S6 → SR5000 series output tray for banner sheet
- Output Jogger Unit Type M25 → Output jogger
- Shift Sort Tray SH5000 → Shift tray
- Bridge Unit BU5020 → Finisher bridge unit
- RPIP Interface Box Type S3 → Interface box
- File Format Converter Type M19 → File format converter

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
- 220–240 V

Region B (mainly North America)

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

- CODE XXXX -17
- 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.

Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options as follows:

You can use the copy function and scanner function on Type 1, 2, or 3 machines only.

- Copier mode

Function	Option
Copying from the multi bypass tray (Tray A)	One of the following combinations of options is required: • Multi bypass tray (Tray A) and LCT • Multi bypass tray (Tray A) and three-tray wide LCT • Multi bypass tray (Tray A) and two-tray wide LCT
Copying onto tab stock	One of the following options is required: • Multi bypass tray (Tray A) • LCT • Three-tray wide LCT • Two-tray wide LCT
• Shift Sort • Stack	One of the following options is required: • Finisher SR5090*1 • Booklet Finisher SR5100*1 • Finisher SR5110 • Booklet Finisher SR5120 • High Capacity Stacker
Staple	One of the following options is required: • Finisher SR5090*1 • Booklet Finisher SR5100*1 • Finisher SR5110 • Booklet Finisher SR5120
Staple (Center)	• Booklet Finisher SR5100*1 • Booklet Finisher SR5120

Function	Option
Punch	One of the following combinations of options is required: • Finisher SR5090*1 and punch unit • Booklet Finisher SR5100*1 and punch unit • Finisher SR5110 and punch unit • Booklet Finisher SR5120 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 SR5110 and multi-folding unit • Booklet Finisher SR5120 and multi-folding unit
Half Fold	One of the following combinations of options is required: • Booklet Finisher SR5100*1 • Booklet Finisher SR5120 • Finisher SR5110 and multi-folding unit
Fore Edge Cut	Booklet Finisher SR5120 and trimmer
Perfect Binding	Perfect binder
Ring Binding	Ring binder

*1 You can use this function on Type 1 machine only.

- 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 LCT • Multi bypass tray (Tray A) and Three-tray wide LCT • Multi bypass tray (Tray A) and Two-tray wide LCT

Function	Option
• Staple • Shift Collate	One of the following options is required: • Finisher SR5090*1 • Booklet Finisher SR5100*1 • Finisher SR5110 • Booklet Finisher SR5120
Printing onto tab stock	One of the following combinations of options is required: • Multi bypass tray (Tray A) • LCT • Three-tray wide LCT • Two-tray wide LCT
Punch	One of the following combinations of options is required: • Finisher SR5090*1 and punch unit • Booklet Finisher SR5100*1 and punch unit • Finisher SR5110 and punch unit • Booklet Finisher SR5120 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 SR5110 and multi-folding unit • Booklet Finisher SR5120 and multi-folding unit
Half Fold	One of the following combinations of options is required: • Booklet Finisher SR5100*1 • Booklet Finisher SR5120 • Finisher SR5110 and multi-folding unit
Fore Edge Cut	Booklet Finisher SR5120 and trimmer
Perfect Binding	Perfect binder

Function	Option
Ring Binding	Ring binder
Adobe PostScript 3	PostScript 3 unit
IPDS	IPDS unit
XPS	XPS unit

*1 You can use this function on Type 1 machine only.

- Scanner mode

Function	Option
Searchable PDF	OCR unit

- Others

Function	Option
Communicate via wireless LAN	Wireless LAN board
Registering a custom paper with the Media Identification Unit	Media Identification 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	• Driver Installation Guide(HTML manuals)
Manuals displayed on the control panel	• Operating Instructions (HTML manuals)
Web page	• Operator's Guide • Safety Information • Operating Instructions (HTML manuals) • Paper Fundamentals • Driver Installation Guide(HTML manuals)

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.

- Copier/Document Server

  Explains how to configure the machine to use the copier function. It also explains various copier features and describes how to operate and configure the original settings. It also explains how to use the document server.

- Printer

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

- Scanner

  Explains how to scan paper data on the machine and store or transfer the scanned data to a computer.

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.

Driver Installation Guide

Describes how to install and configure each driver. This manual is included in the drivers CD.

Note

- Before you configure the extended security and authentication settings, refer to "Before Using This Machine" in the Security Guide.
- You can download information about the machine's certification, which is based on an IT security certification system (hereafter CC Certification), from https://support.ricoh.com/services/device/ccmanual/pro_8300_8310_8320/en/download_admin.html and https://support.ricoh.com/services/device/ccmanual/pro_8300_8310_8320/en/download_user.html. This information is

about how to set up the machine. If you have purchased a CC Certified machine, be sure to read it before operating the machine so you can make the correct settings before using it.

- 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

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 112 "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.

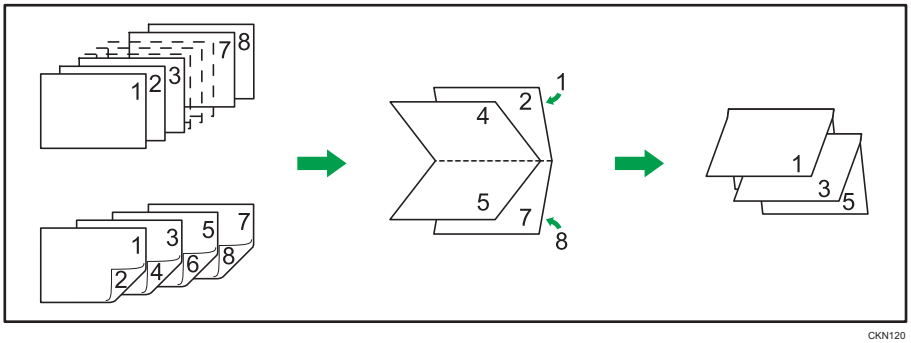
Booklet Printing

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, White, Letterhead, Preprinted, Prepunched, Yellow, Green, Blue, Purple, Ivory, Orange, Pink, Red, Gray, Bond, Cardstock, Coated (Glossy), Coated (Matte)**

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.

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

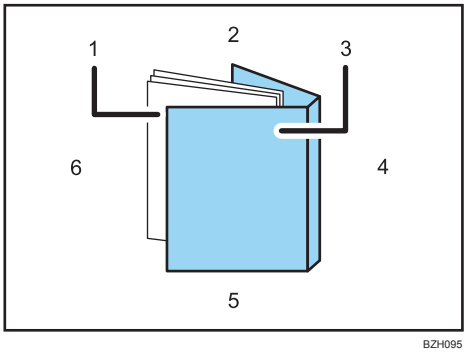
When this function is selected, the machine applies heated glue to printed sheets to form a book block, encloses the book block in a cover sheet, and then trims away excess paper.

You can use this function on Type 2, 3, 4, or 5 machines only.

Important

- **For details about the optional units required for this function, see page 15 "Functions Requiring Optional Configurations".**
- **About paper sizes for which the Perfect Binding can be specified, see page 228 "Recommended Paper Sizes and Types".**
- **The paper types that can be used for Perfect Binding are as follows:**
  Plain, Recycled, White, Letterhead, Preprinted Paper, Yellow, Green, Blue, Purple, Ivory, Orange, Pink, Red, Gray, Coated (Glossy), Coated (Matte)

Guide to perfect bound booklets



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.

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
A5	B5 JIS	B4 JIS 11 × 15

Required finished size	Book block	Cover
$8^1/_2 \times 11$	$9 \times 12^{*1}$	$13 \times 19^1/_5$ 13×19 12×18 $12^3/_5 \times 19^1/_5$ $12^3/_5 \times 18^1/_2$
$5^1/_2 \times 8^1/_2$	$7^1/_4 \times 10^1/_2$	$10.5 \times 14.5^{*1}$

*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.

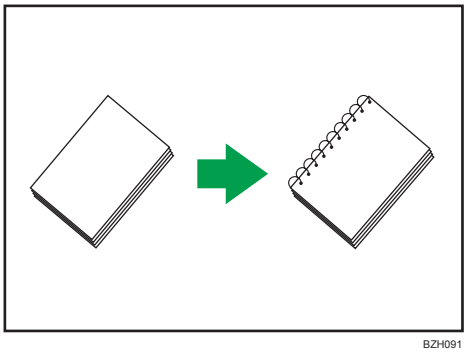
Ring Binding

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.

You can use this function on Type 2, 3, 4, or 5 machines only.

Important

- **For details about the optional units required for this function, see page 15 "Functions Requiring Optional Configurations".**
- **The paper types that can be used for Ring Binding are as follows:**
  Plain, Recycled, White, Letterhead, Yellow, Green, Blue, Purple, Ivory, Orange, Pink, Red, Gray, Transparency, Tab Stock, Coated (Glossy), Coated (Matte)



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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.

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.
- When binding 4 or fewer sheets of paper with a ring binding comb, it is recommended to use a 50-sheet comb, not a 100-sheet one.
- 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:

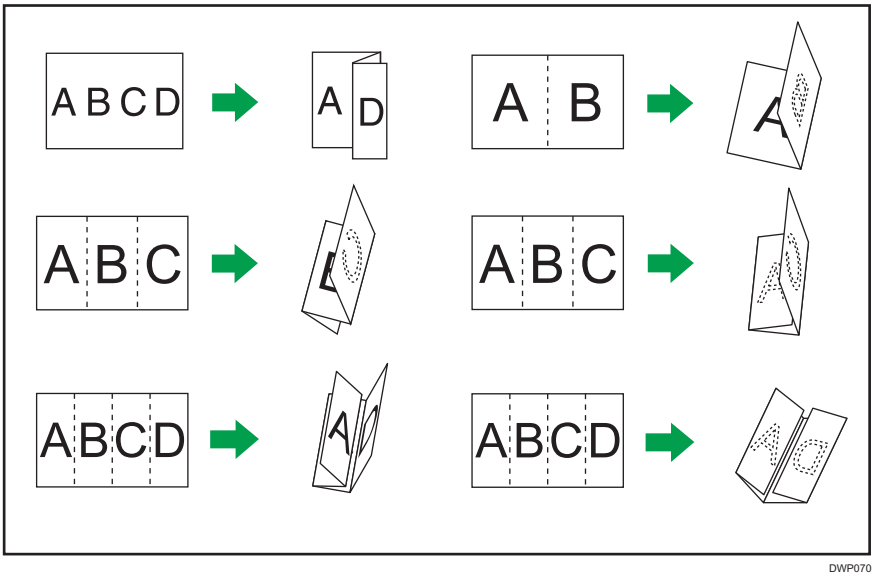
- Stack
- Extended Auto Tray Switching

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 page 15 "Functions Requiring Optional Configurations".**



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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. 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, White, Yellow, Green, Blue, Purple, Ivory, Orange, Pink, Red, Gray, Bond, Cardstock, Coated (Glossy), Coated (Matte)

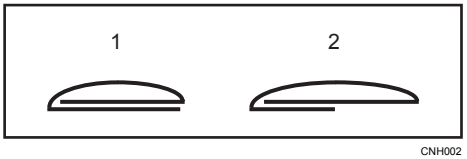
The finished form may vary depending on the paper size. The following table shows the examples of A3 ⊐ size paper folded in each fold type. For details, see the printer driver Help.

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 92 "When using the Z-fold function" or page 93 "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

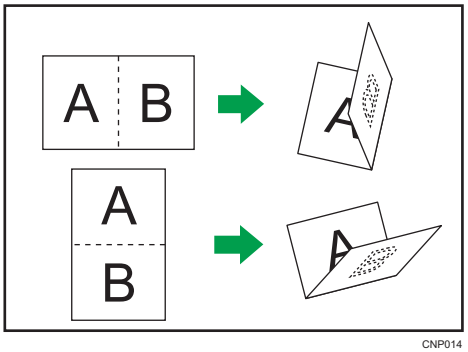
- If the information icon (/) is displayed next to the "Fold:" list, you cannot specify fold function. Click the information icon (/) to check why fold function is unavailable.

- 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 "Specifying the Option Configuration or Paper Settings Manually", 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 SR5110" or "Specifications for Booklet Finisher SR5120", 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



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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, White, Letterhead, Preprinted Paper, Tab Stock, Yellow, Green, Blue, Purple, Ivory, Orange, Pink, Red, Bond, Cardstock, Coated (Glossy), Coated (Matte)

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 SR5100" or "Specifications for Booklet Finisher SR5120", 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 "Specifying the Option Configuration or Paper Settings Manually", 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 print controller when using the print 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.

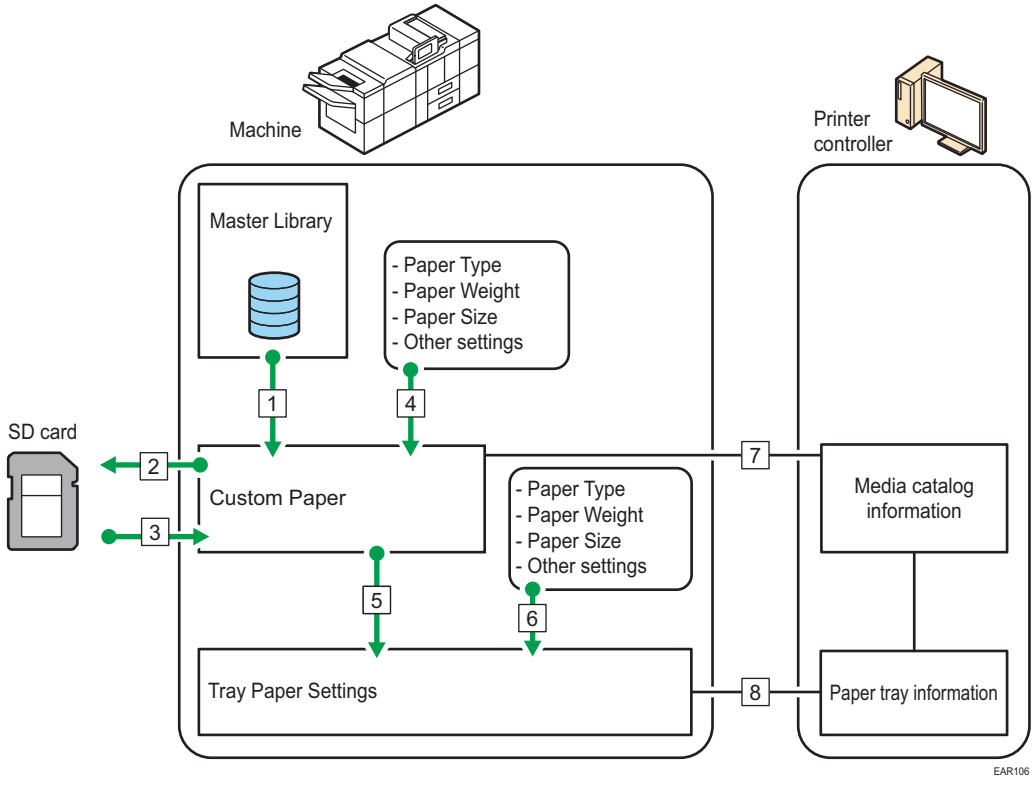
When you change the paper's settings such as the type and weight of the custom paper you register, the paper's advanced settings are initialized.

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 print controller when using the print controller.**
8. **The machine automatically synchronizes the tray paper settings on the machine and the paper tray information on the print controller when using the print 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 228 "Recommended Paper Sizes and Types".
- For details about the media catalog information, see the manual provided with the print 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 44 "Selecting paper to import from the Master Library or SD card" • See page 45 "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 45 "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 266 "Specifying a custom paper"	

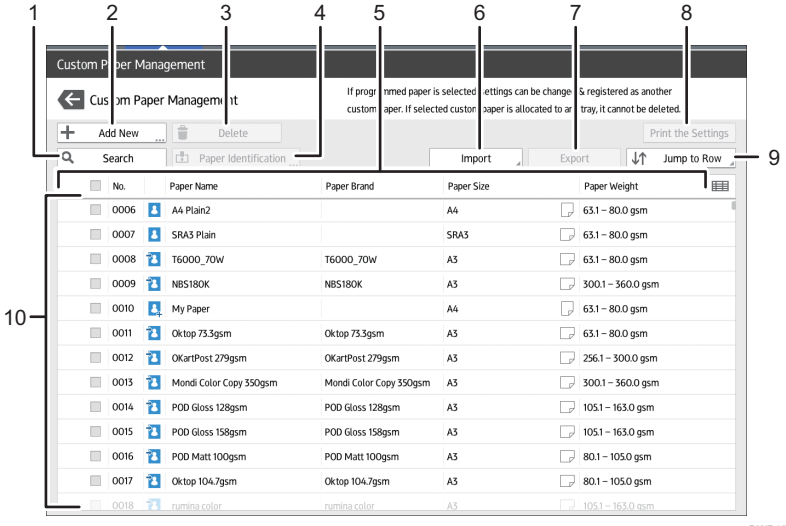
Note

- When using the registered custom paper, see page 266 "Specifying a custom paper".
- When specifying the paper size and type individually and not using the custom paper, see page 267 "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.



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 61 "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 44 "Registering a Custom Paper".

3. **[Delete]**

   Press this key to delete the selected custom paper from the list. For details, see page 63 "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 49 "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 44 "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 63 "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 62 "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

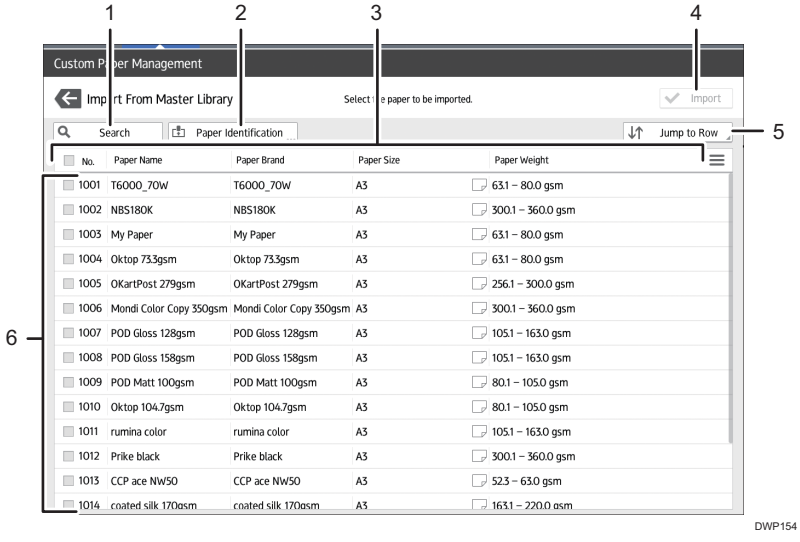
    : A custom paper that is registered from the Master Library

    : 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 61 "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 49 "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 44 "Selecting paper to import from the Master Library or SD card" and page 45 "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 228 "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 63 "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 [CustomPaper Management].**

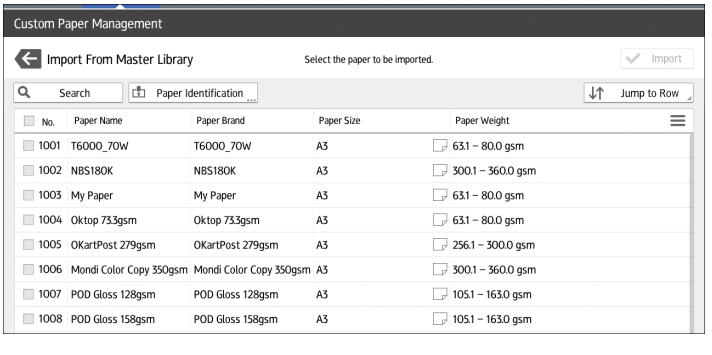
   To import data from an SD card, insert the SD card into the media.

   For details about using an SD card, see "Inserting an SD Card", Preparation.
3. **Press [Import].**
4. **Select [From Master Library] or [From SD Card].**
5. **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.



6. **Press [Import].**
7. **Press [OK].**

8. **Press [Exit].**
9. **Press** ⬅.
10. **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 55 "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

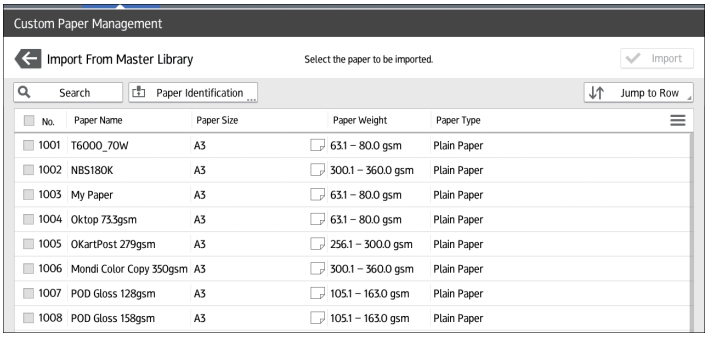
You can select the type of paper from the master library and register it as a custom paper.

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 40 "How to Use the [Custom Paper Management] Screen".

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



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

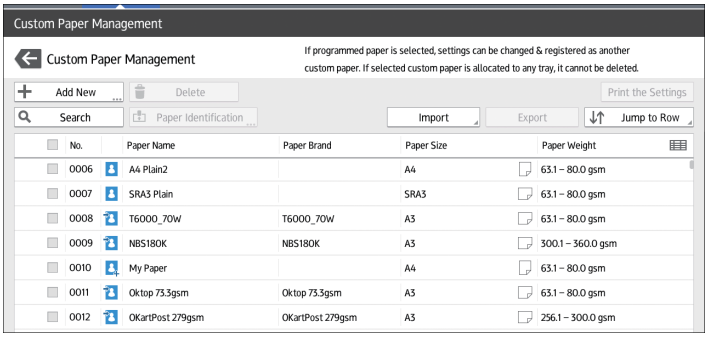
   When selected, custom paper is imported from the Master Library.
9. **Press** ←.
10. **Press the [Home] (🏠) icon at the center bottom of the screen.**

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 55 "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 [CustomPaper Management].**
3. **Press [Add New].**



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

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

   You can also specify [Paper Thickness].
10. **Press [Paper Type].**
11. **Specify the paper type.**
12. **Specify other items, such as [Coated Paper Type], [Paper Color], [Prepunched], [Textured], [Apply Duplex], and [Apply Auto Paper Select] as necessary.**
13. **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].
14. **Press [Save].**
15. **Press [Program].**
16. **Press [Exit].**

    Custom paper is saved under the smallest unregistered number.
17. **Press** .
18. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

- If you want to use glossy paper, select [Coated: Glossy] 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 55 "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 print 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:

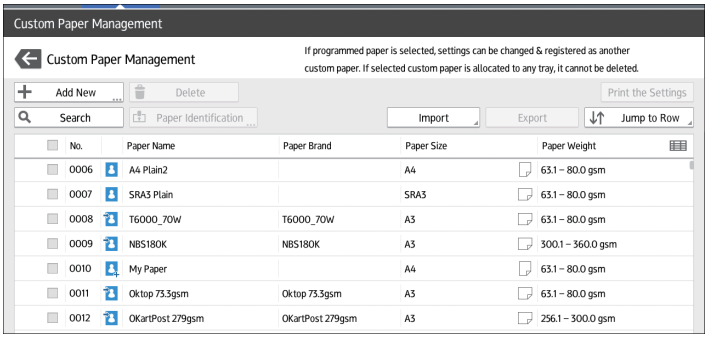
  The changes are applied to the newly registered custom paper.

- 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 [CustomPaper Management].**
3. **Select a type of custom paper to refer to.**



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

7. **Press [Add New].**

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

Note

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

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

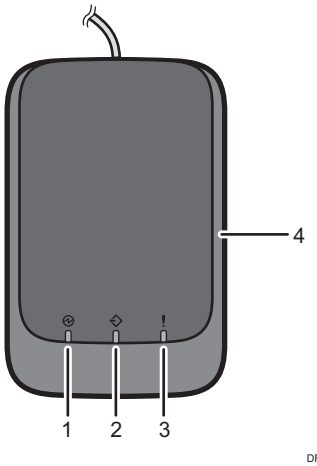
Note

- For details about custom paper settings, see page 55 "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.

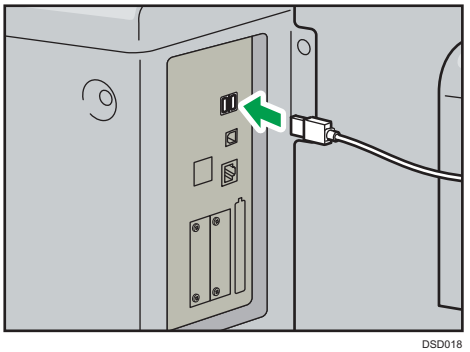
4. **Paper scanning area**

   Insert the paper you want to scan here.

Connect the Media Identification Unit

1. **Connect the USB cable to the USB host interface on the back of the machine.**

   - USB host interface

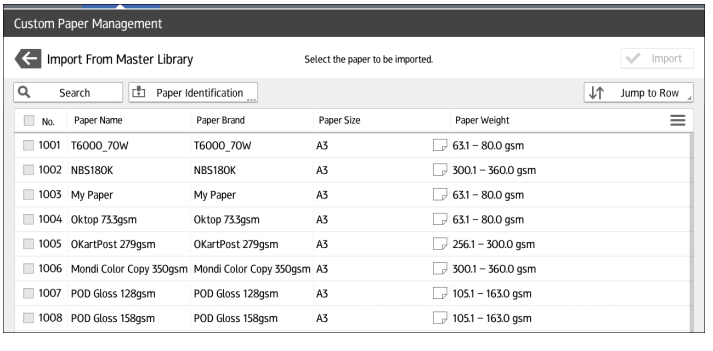


DSD018

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

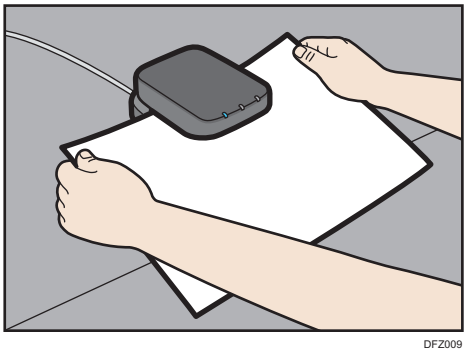
1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [CustomPaper Management].**
3. **Press [Import].**
4. **Select [From Master Library].**
5. **Press [Paper Identification].**



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

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

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

   The selected custom paper is imported from the Master Library.

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

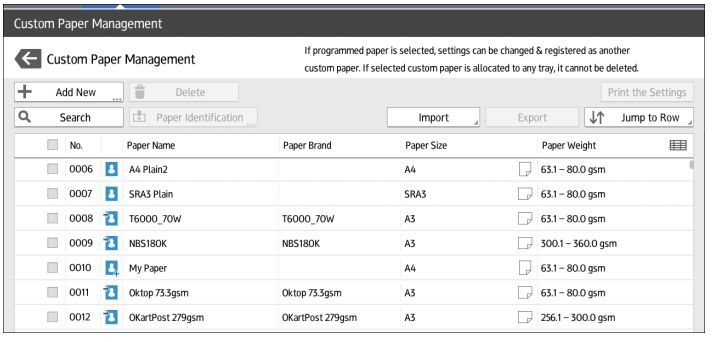
Note

- The list displayed in Step 6 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 55 "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 [CustomPaper Management].**

3. **Press [Add New].**

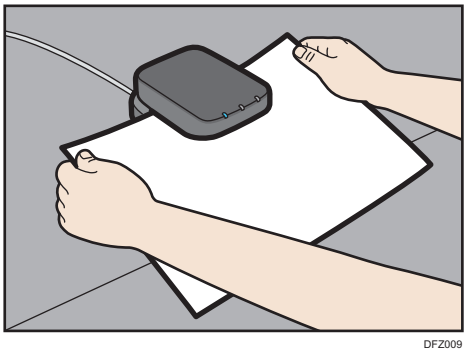


4. **Press [Scan the Value].**

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

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

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

- 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 55 "Custom Paper Settings".
- For details about [Advanced Settings], contact your machine administrator.

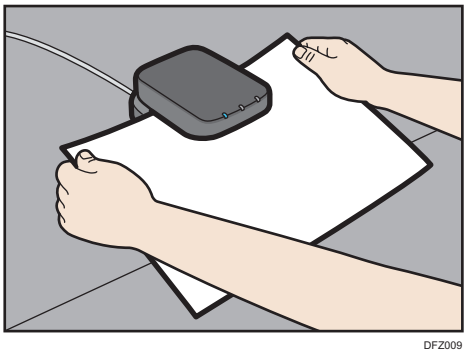
Modifying the registered custom paper settings using the Media Identification Unit

1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [CustomPaper Management].**
3. **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.
4. **Press** .
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.**
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 [Overwrite].**
10. **Press ⇦.**
11. **Press the [Home] (⌂) icon at the center bottom of the screen.**

Note

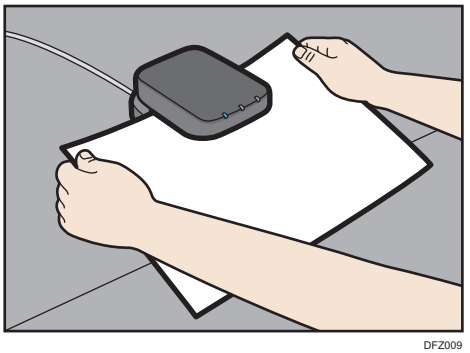
- For details about custom paper settings, see page 55 "Custom Paper Settings".
- You cannot modify a custom paper that is assigned to a paper tray. To modify it, cancel the assignment.
- For details about [Advanced Settings], contact your machine administrator.

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 print 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 [CustomPaper Management].**
3. **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.
4. **Press** .
5. **Change the settings.**
6. **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].
7. **Press [Overwrite].**
8. **Press** .
9. **Press the [Home] ( ) icon at the center bottom of the screen.**

Note

- For details about custom paper settings, see page 55 "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 487.7 mm (5.50 and 19.20 inches) horizontally.

If the banner sheet tray is attached, 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 228 "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 back side of custom paper allocated to the tray. You can use this function on Type 1, 2, or 3 machines only.

Use the following procedure to perform adjustment:

1. **Load 9 sheets of paper in the tray.**
2. **Press [Auto Adjustment] for "Print Adjustment Sheet/Scan:".**

   A total of 9 sheets, comprising 3 blank sheets, 3 adjustment sheets, and 3 blank sheets, is delivered.
3. **Follow the instructions on the screen to start scanning the adjustment sheets.**

   Scan the front and back of each of the 3 adjustment sheets.
4. **After completing scanning, press [Auto Adjustment].**
5. **Check the displayed adjustment result, and then press [Apply].**

   The setting value that reflects the adjustment result is applied.
6. **Press [Exit] to finish.**

Note

- To check the print position only, load 9 sheets of paper in the tray, and then press [Print] for " Test Print:".
- Adjust the print position using [Manual Adjust Image Position] or [Registration to Align Front and Back Images Using Template] 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 59 "Adjusting the Image Position of 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 303 "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
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 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 print controller

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

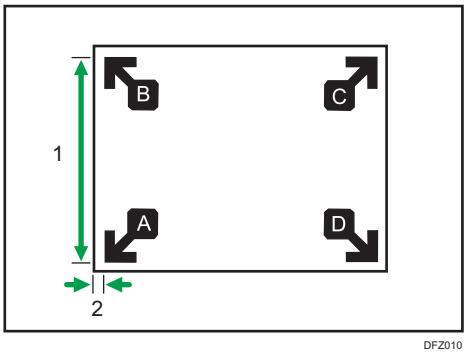
- Print a template

  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

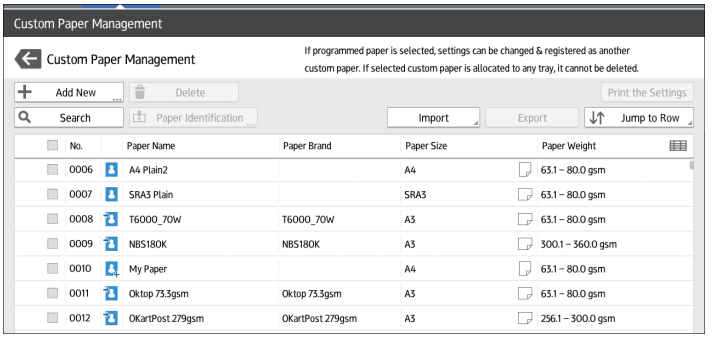
1. **The length from the peak of one arrow to the peak of another arrow**
2. **The length from the corner of the paper to the peak of the arrow**

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 [CustomPaper Management].**
3. **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.



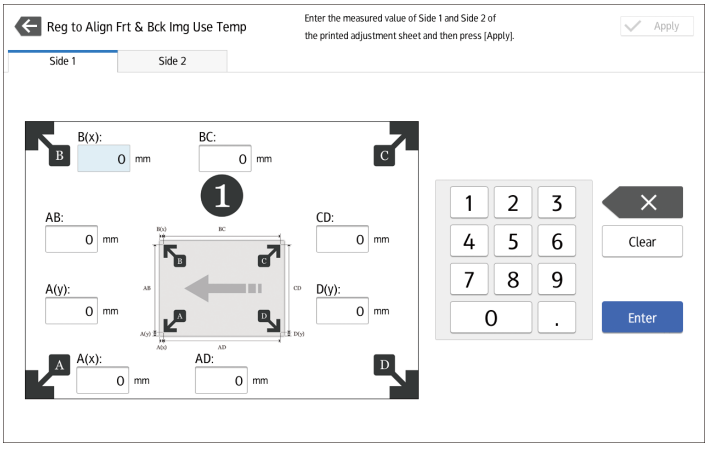
4. **Press** .
5. **Press [Advanced Settings].**
6. **Enter the login user name and password of the administrator if an authentication screen appears.**

   The authentication screen does not appear if you log in as an administrator.
7. **Press [Reg Align Frt&Bck Img Use Template].**
8. **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.



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

Note

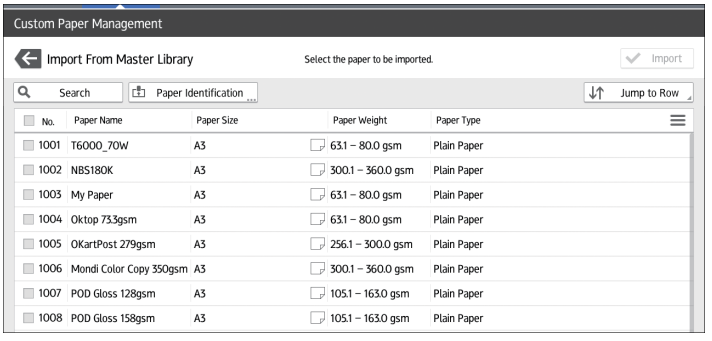
- For details about how to register a custom paper, see page 44 "Registering a Custom Paper".

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.

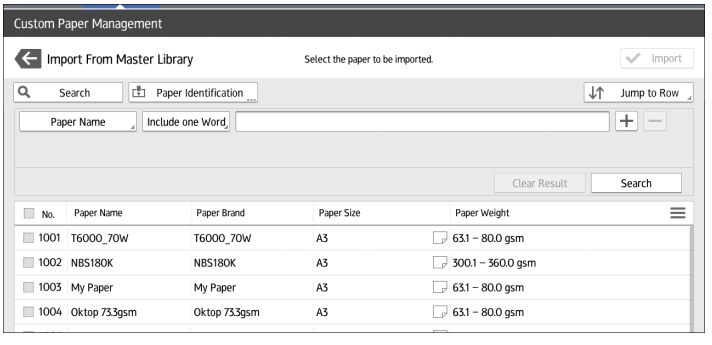
The following conditions can be specified for paper searches: [No.], [Paper Brand], [Manufacturer], [Paper Name], [Paper Size (Regular)], [Paper Size (Custom)], [Paper Weight], [Paper Thickness], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], [Textured], [Apply Duplex], and [Apply Auto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

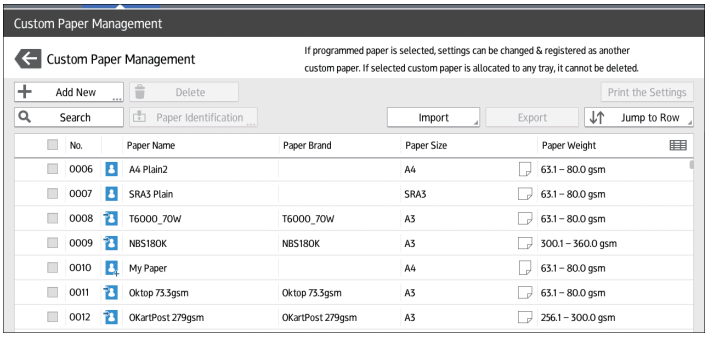
Printing the Parameters of Custom Paper Settings

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 [CustomPaper Management].**
3. **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.



4. **Press [Print the Settings].**
5. **Press [Print the Settings].**
6. **Press** ←.
7. **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 [CustomPaper Management].**
3. **Insert an SD card into the media slot.**

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

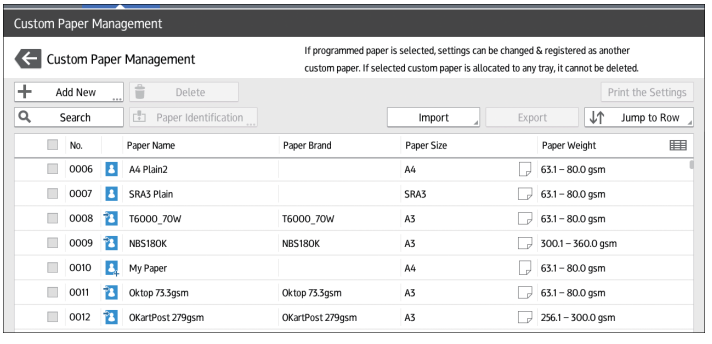
Deleting a Custom Paper

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

You can export custom papers to an SD card. For details about backing up custom papers, see page 63 "Exporting Custom Paper to an SD Card".

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



4. **Press [Delete].**
5. **Press [OK].**
6. **Press** ⬅.
7. **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 print controller. For details, see the manual provided with the print 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 44 "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 78 "Allowing Remote Connection from a PC 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 66 "Creating a Destination of Remote Desktop Connection".

6. **To end the remote connection, press [Menu] ( ) and then press [Disconnect].**

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.

Menu Displayed during Remote Connection

During remote connection, you can perform the following functions by pressing [Menu] ( ).

Keyboard

Displays a software keyboard.

Select External Keyboard

Select the type of connected keyboard. After replacing the keyboard with another type, disestablish the remote connection and then establish it again.

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.

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 113 "Changing Modes by Pressing the Function Keys".
- 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

  You can configure this setting if [Enable Gateway] is set to [ON]. 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.

   Power Saving

   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 Certificates

   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.**

How to Use the Application Site

By using the Application Site, you can download applications for your machine. You can also update or uninstall downloaded applications.

To use Application Site, you need to configure an environment to connect to the Internet.

Configuring an environment to connect to the Internet

- Proxy Settings

  In an environment where a proxy server is used, configure the proxy settings as follows:

  - [Screen Features] > [WIRELESS & NETWORKS] > [Proxy Settings]
  - Web Image Monitor > [Device Management] > [Configuration] > [RC Gate Proxy Server]
- DNS Configuration
  - [Machine Features] > [System Settings] > [Interface Settings] > [Network]

Note

- For details about this machine's settings, see "System Settings", Device Management.
- For details about Web Image Monitor, see Web Image Monitor Help.

Notes on backing up the application settings

It is recommended that you create a backup of the settings items for each application using the device's export function in case you need to restore an application that has been installed. For details about the export function, see "Managing Device Information", Security Guide.

Setting Up

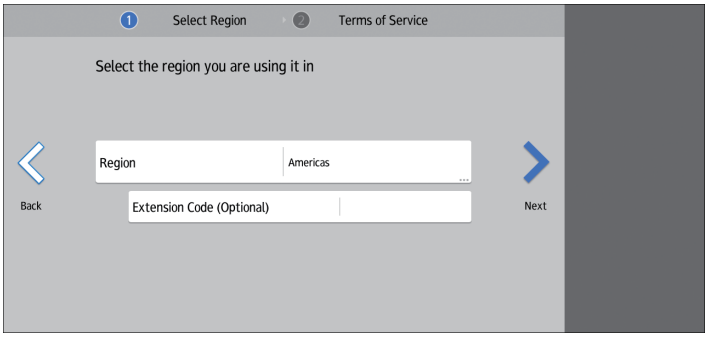
If you are accessing the Application Site for the first time, configure the following settings:

- Specify the region
- Configure the extension code (if necessary)

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press .**
3. **Press the [Application Site] icon ( ).**

   A confirmation message to update the firmware is displayed if the firmware of the machine needs to be updated to use the Application Site. Follow the instructions on the screen. You can apply the update immediately, or specify the time to apply the update. You can change or cancel the specified time later.
4. **Press [Next].**

5. **In [Region], specify the region in which you are using the machine.**



6. **If you have been notified of the extension code by your sales representative, enter the code in [Extension Code (Optional)], and then press [Next].**
7. **Carefully read the terms of service. If you agree to all the terms, select the [I agree with the terms of service] checkbox, and then press [OK].**

Note

- A message asking whether to save cookies in the web browser may be displayed while you configure the settings. When this message appears, press [OK] to complete the configuration.

Displaying the Application Site

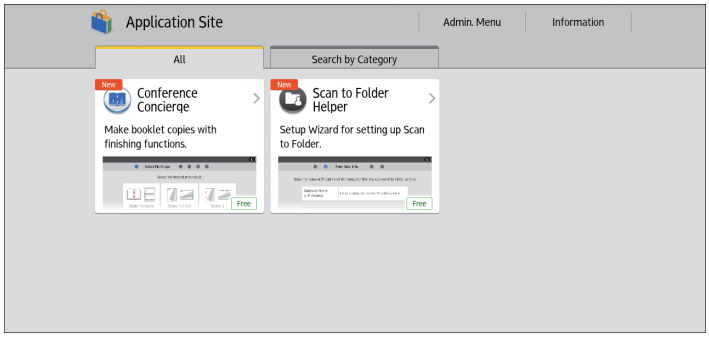
1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press .**
3. **Press the [Application Site] icon ( ).**

   The screen that shows the list of applications is displayed.

   There are two types of application list screens:

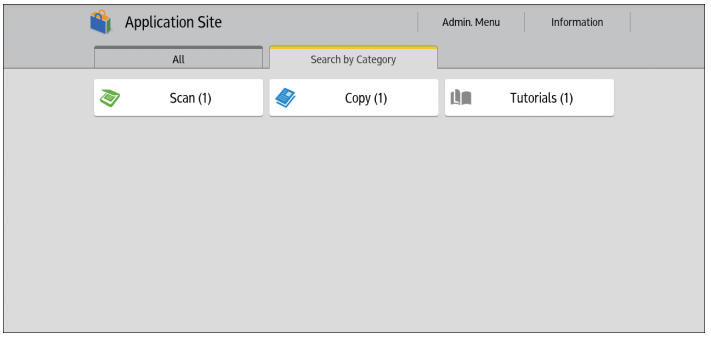
   - Show all applications

     All available applications are displayed in the list. Press the [All] tab to view them on this screen.



- Show the applications in separate categories

  Applications are organized for each function of the machine. Press the [Search by Category] tab to view them on this screen.



Note

- To view information such as the server maintenance information of the Application Site, press [Information] that is displayed in the upper right corner of the screen.

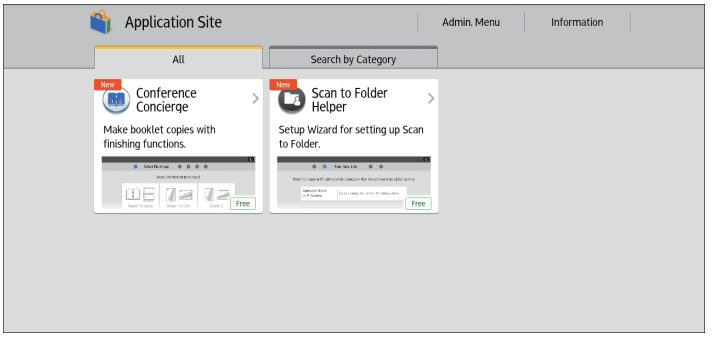
Installing Applications

The procedure to install applications is described below.

Important

- **If administrator authentication is specified, only the device administrator can install applications. To log in to the machine as the machine administrator, see "Administrator Login Method", Security Guide.**

1. **On the application list screen, select the application you want to install.**



2. **Press [Install].**

   A confirmation message to update the firmware is displayed if the firmware of the machine needs to be updated to install the application. Follow the instructions on the screen. You can apply the

update immediately, or specify the time to apply the update. You can change or cancel the specified time later.

3. **In the confirmation screen, press [Install].**

   Carefully read the terms of service, if available.

   Depending on the application, a product key is required. Contact the sales representative of the application.

   A message appears when the installation is completed.

4. **Press [Close].**

Note

- Depending on the application that is being installed, a message indicating that the application cannot be installed because JavaVM is disabled may be displayed. If this message appears, enable JavaTMPlatform under [Extended Feature Settings] in Web Image Monitor.
- The contact information of the installed application is displayed on the screen of each application.

Updating Applications

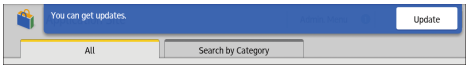
The procedure to update applications is described below.

You can update all applications together or select them separately.

Important

- **If administrator authentication is specified, only the device administrator can update the applications. To log in to the machine as the machine administrator, see "Administrator Login Method", Security Guide.**

1. **If updates are available for some applications, a message appears in the upper part of the screen for several seconds when the application list screen is displayed.**



   If [Updated Application Notice] in [Newly Arrived Update Notice] in [Managed Items] is set to [Off], this message will not appear. For details, see page 75 "Managed Items Screen".

   You can check whether there are any updates by pressing the [Update Apps.] tab in [Admin. Menu]. If there is an update, go to Step 3.

2. **Press [Update].**
3. **Press [Update All] to update all the applications that are displayed. Press [Update] of each application to update only some of them.**

   A confirmation message to update the firmware is displayed if the firmware of the machine needs to be updated to perform an application update. Follow the instructions on the screen. You can apply

the update immediately or specify the time to apply the update. You can change or cancel the specified time later.

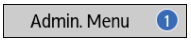
4. **On the confirmation screen, press [Update].**

   A message appears when the installation is completed.

5. **Press [Close].**

Note

- Even after the message in Step 1 disappears, you can open the screen in Step 3 by pressing Admin. Menu, which is displayed in the upper right corner of the application list screen. The number of applications that can be updated is displayed to the right of [Admin. Menu].



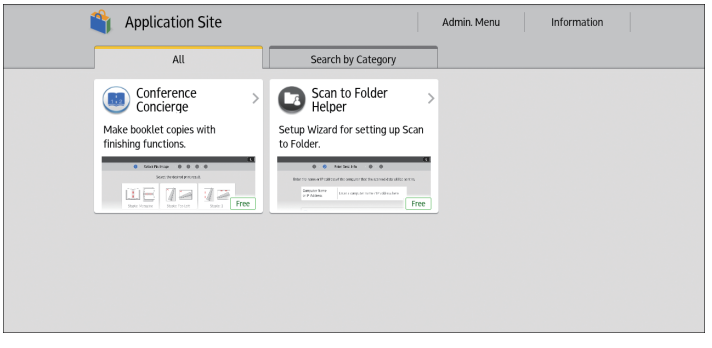
Uninstalling Applications

The procedure to uninstall applications is described below.

Important

- **If administrator authentication is specified, only the device administrator can uninstall applications. To log in to the machine as the machine administrator, see "Administrator Login Method", Security Guide.**

1. **Press [Admin. Menu] in the upper right corner of the application list screen.**



2. **Press the [Managed Items] tab.**
3. **Press [Application List/Uninstallation].**
4. **Press the [Uninstall] button of the application you want to uninstall.**
5. **On the confirmation screen, press [Uninstall].**

   A message appears when the uninstallation is completed.

6. **Press [Close].**

Note

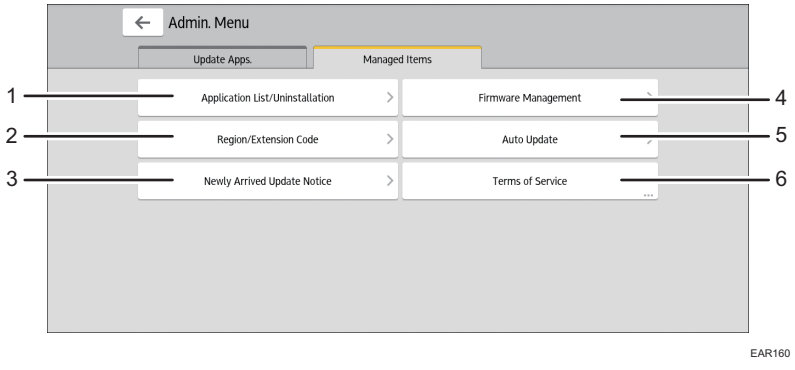
- Only the applications that have been installed in the Application Site can be uninstalled.

Managed Items Screen

This section explains the Managed Items screen under Admin. Menu.

1. **Press [Admin. Menu] in the upper right corner of the application list screen.**
2. **Press the [Managed Items] tab.**

   The Managed Items screen appears.



EAR160

1. **[Application List/Uninstallation]**

   On this screen, you can uninstall applications. For details, see page 74 "Uninstalling Applications".

2. **[Region/Extension Code]**

   The same screen as the one displayed when you access the Application Site for the first time appears, and you can configure the extension code again. For details see page 70 "Setting Up".

3. **[Newly Arrived/Update Notice]**

   - Newly Arrived Application Notice

     If set to [On], a message notifying that a new application can be downloaded appears at the bottom left of the screen. In the application list screen, new applications appear with a New icon (New).

   - Updated Application Notice

     If set to [On], a message notifying that installed applications are ready for update appears at the bottom left of the screen. The message also appears at the upper part of the screen when starting the application site.

4. **[Auto Update]**

   If set to [On], installed applications are updated automatically. You can also specify the time to execute the update.

5. **[Firmware Management]**

   On the screen that will be displayed, you can perform the following operations. Follow the instructions on the screen.

   - [Update Firmware]

     Updates the firmware of the machine. The update can be applied immediately or at the specified time. You can change or cancel the specified time later.

   - [Restore Firmware]

     Reverts the current version of the firmware to the previous version of it.

6. **[Terms of Service]**

   Displays the terms of service for accessing the Application Site.

When Messages Appear

This section describes the machine's main messages. If other messages appear, follow their instructions.

If a problem occurs, we recommend that you first check the information in the [Information] section of the Application Site. The server maintenance information is described in [Information].

Message	Cause	Solution
JavaVM has not been started. Install the application after JavaVM starts.	JavaVM has not been started.	Enable JavaTMPlatform under [Extended Feature Settings] in Web Image Monitor.
Failed to download the application.	No connection to the installation server can be established.	Check the server maintenance information in [Information]. Also check if the network settings ([DNS Configuration] and [Proxy Settings]) are correctly configured. For the network settings, see page 70 "How to Use the Application Site".
An error has occurred. Failed to install the application.		
Cannot connect to server which installs applications. Check maintenance information on Information screen or network settings.		
Could not update the firmware.		
A server error has occurred.	An unexpected error has occurred on the server.	

Message	Cause	Solution
The specified page cannot be found.	An error has occurred on the Application Site.	Check the server maintenance information in [Information].
There is insufficient space to store internally, delete any unnecessary applications.	The available internal storage is insufficient.	Delete unnecessary applications.
Could not restore the firmware because the required data does not exist.	The firmware has not been updated from the Application Site.	No recovery can be performed unless the firmware of the machine has been updated from the Application Site.

Allowing Remote Connection from a PC to the Control Panel

You can monitor the control panel screen or operate the machine remotely from a Web browser running on a 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 remote operation starts, the status of the remote operation is displayed in the bottom-right area of the control panel screen.

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 79 "Enabling the Remote Connection to the Control Panel".

Terminating a Remote Operation

A remote operation can be terminated by the following procedure:

1. **Tap [Admin. is operating remotely] or [Deny admin.'s operation, tap here] displayed in the bottom-right area of the control panel screen.**

   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.

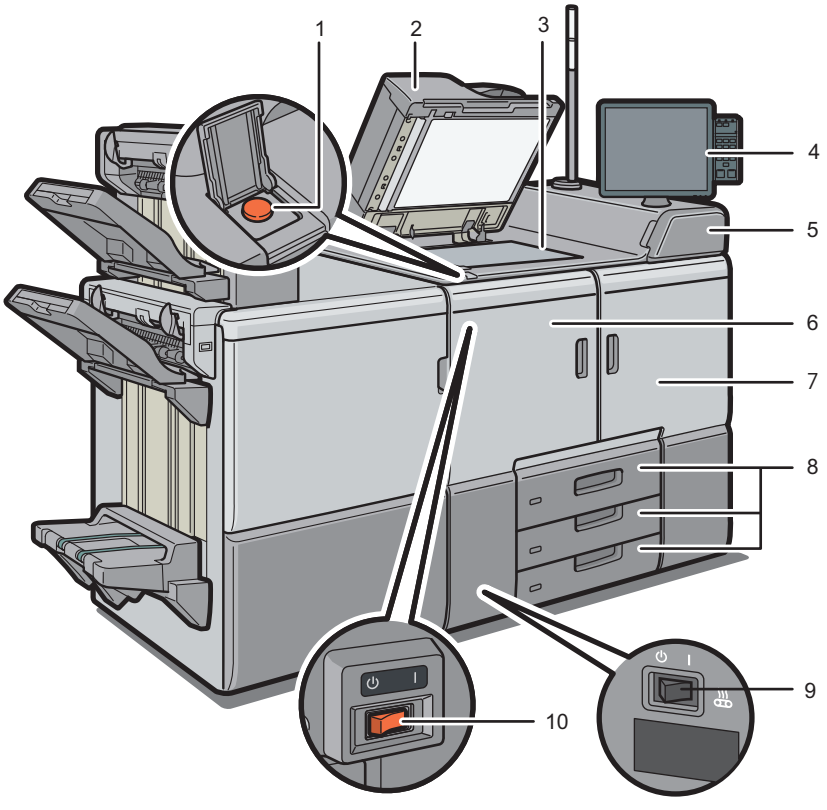
Guide to Names and Functions of Components

⚠CAUTION

- Do not obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.

You can load and scan originals on a Type 1, 2, or 3 machine.

Front and left view



EAR123

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. **ADF**

   Lower the ADF over originals placed on the exposure glass.

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.

3. **Exposure glass**

   Place originals face down here.

4. **Control panel**

   See page 100 "Guide to the Names and Functions of the Machine's Control Panel".

5. **Toner cartridge cover**

   Open to change toner cartridges.

6. **Front left cover**

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

7. **Front right cover**

   Open to remove paper jams.

8. **Paper trays (Trays 1–3)**

   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.

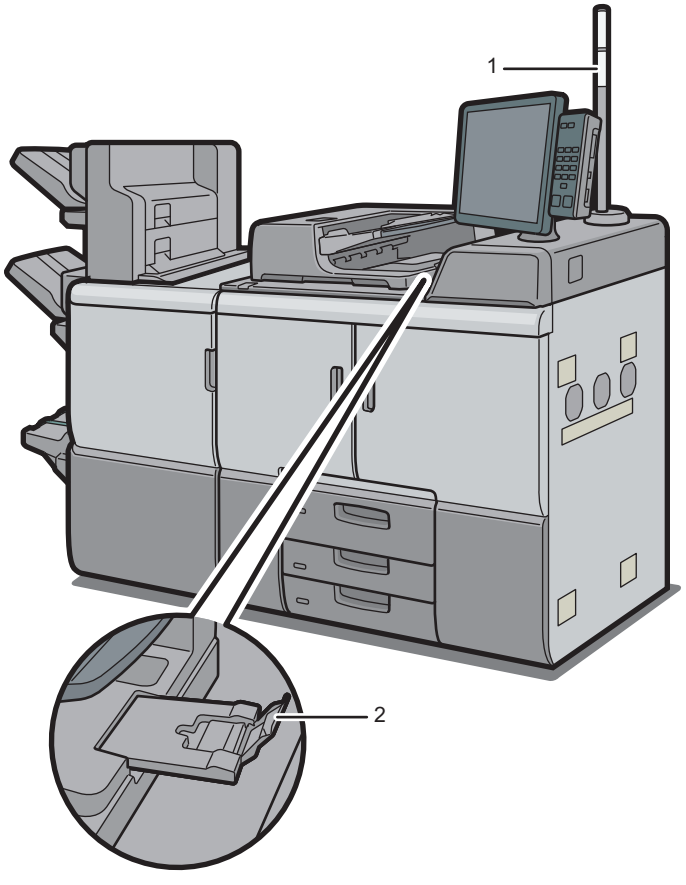
9. **Transfer heater switch**

   The switch is inside the front left cover. See page 106 "Transfer heater switch".

10. **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 525 "Dos and Don'ts".

Front and right view



EAQ124

1. **Attention light**

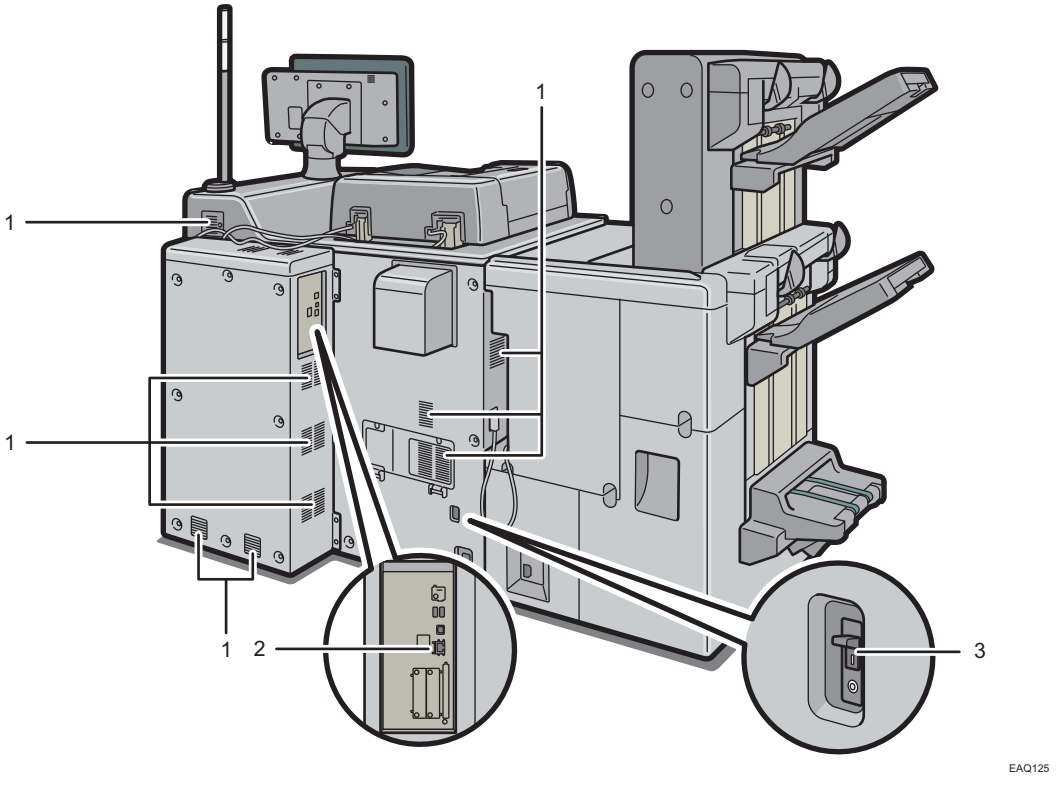
   See page 85 "Guide to Functions of the Attention Light".

   This is optional for a Type 1 machine but is attached to other models.

2. **ADF's extender**

   Pull this extender to support large paper.

Rear and right view



1. **Vents**

   Prevent overheating.

2. **Remote Administration Service Connecting Port**

   Use this to employ the remote administration service (RICOH @Remote) over the Internet. Depending on the country, region, or environment, RICOH @Remote may be unavailable.

3. **Earth leakage breaker**

   Protects users from electric shock. For details about checking the earth leakage breaker, see page 545 "Checking the Earth Leakage Breakers".

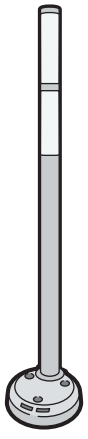
Note

- 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.	• Scanning • 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 443 "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 443 "When Messages Appear".

Guide to Functions of the Machine's Options

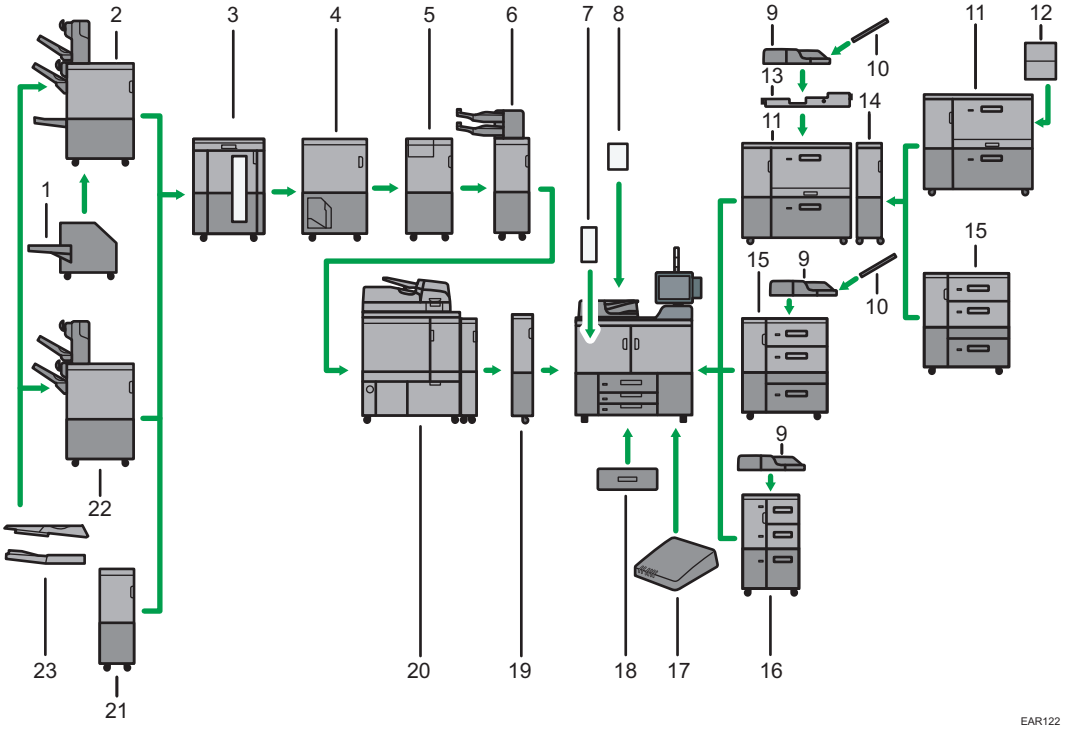
You can use the copy function and scanner function on Type 1, 2, or 3 machines only.

For the names of the options, see page 13 "Names of Major Features".

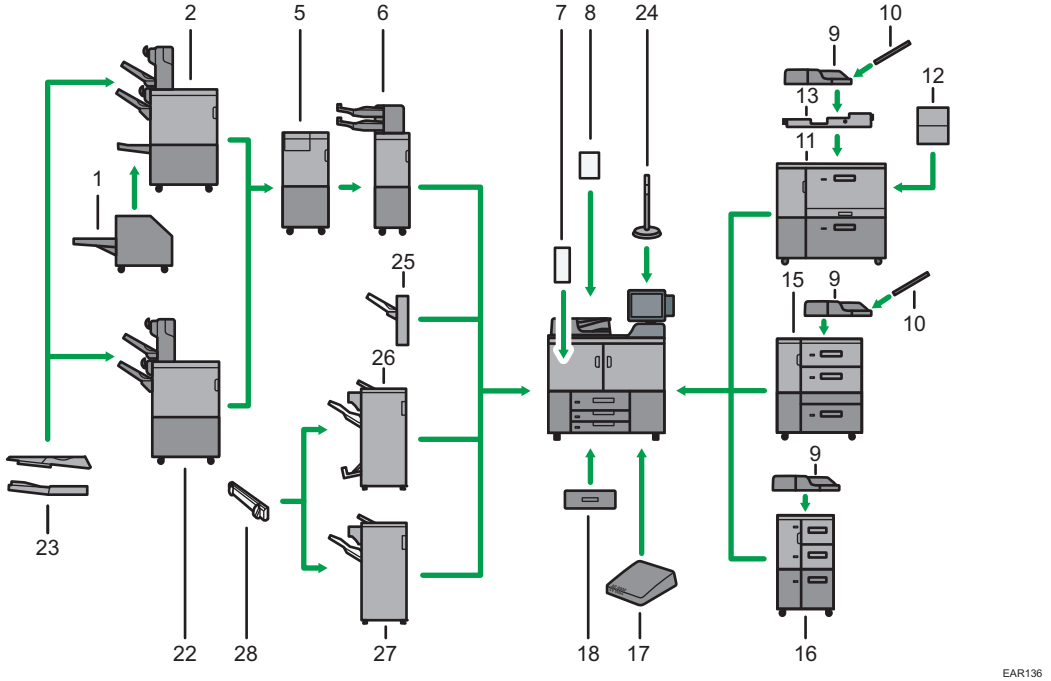
For the options required for certain functions, see page 15 "Functions Requiring Optional Configurations".

Guide to Functions of the Machine's External Options

Type 2, 3, 4, or 5 machines



Type 1 machine



1. **Trimmer**

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

2. **Booklet Finisher SR5120**

   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 shift tray 1
   - Finisher shift tray 2
   - Finisher booklet tray

   Copies or prints can be punched if the optional punch unit is installed on the finisher.

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 copied or printed paper.

7. **Decurl unit**

   Flattens curls from sheets to prevent paper jams.

8. **ADF double-feed detection kit**

   Detects a double feeding of the original when it is placed in the ADF.

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

   Holds up to 500 sheets of paper.

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

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

11. **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 two two-tray wide LCTs.

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

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

13. **Multi bypass attachment kit**

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

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

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

15. **Three-tray wide LCT**

    Holds up to 4,000 sheets of paper. You can load paper sizes up to SRA3 or 13 × 191/5.

16. **LCT**

    Holds up to 4,550 sheets of paper.

17. **Interface box**

    Allows you to connect extended options to the machine.

18. **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.

19. **Buffer pass unit**

    Cools copies or prints.

20. **Perfect binder**

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

21. Finisher Bridge Unit

This option is required for connecting another manufacturer's finisher.

22. Finisher SR5110

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

- Finisher shift tray 1
- Finisher shift tray 2

Copies or prints can be punched if the optional punch unit is installed on the finisher.

23. 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 SR5110 or Booklet Finisher SR5120.

24. Attention light

The machine's operation status is indicated by lights. This is optional for a Type 1 machine but is attached to other models.

See page 85 "Guide to Functions of the Attention Light".

25. Shift tray

This tray is capable of sorting and stacking printed sheets by copy or print job.

26. Booklet Finisher SR5100

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

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

Copies or prints can be punched if the optional punch unit is installed on the finisher.

27. Finisher SR5090

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

- Finisher upper tray
- Finisher shift tray

Copies or prints can be punched if the optional punch unit is installed on the finisher.

28. Output jogger

Jogs the sheets delivered to the finisher shift tray

Note

- You cannot install multiple finishers simultaneously.
- You cannot install the ring binder and perfect binder 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 SR5110 or Booklet Finisher SR5120 is installed.

- You can install the ring binder or the perfect binder only if one of the following options is installed: Finisher SR5110, Booklet Finisher SR5120, or the high capacity stacker.
- You can install the trimmer only if Booklet Finisher SR5120 is installed.
- The multi bypass tray (Tray A) can be attached only if either the LCT, the two-tray wide LCT, or the three-tray wide LCT. 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.

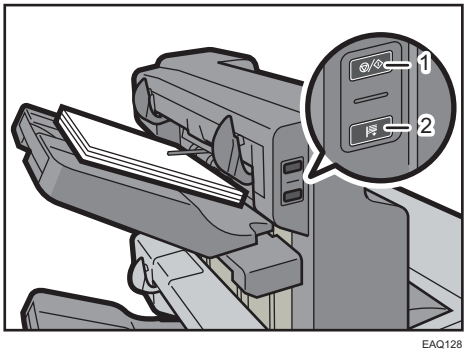
Removing prints from finisher during printing

This section describes how to suspend a large copy or print job when using Finisher SR5110 or Booklet Finisher SR5120.

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

If Delivered to Finisher Shift Tray 1

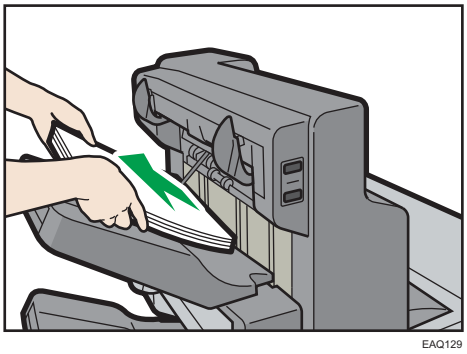
1. **Press the [Suspend / Resume] key of finisher shift tray 1.**



EAQ128

1. **[Suspend / Resume] key**
2. **[Remove Paper] key**

2. **Press the [Remove Paper] key.**
3. **After the tray is lowered, remove the delivered paper.**

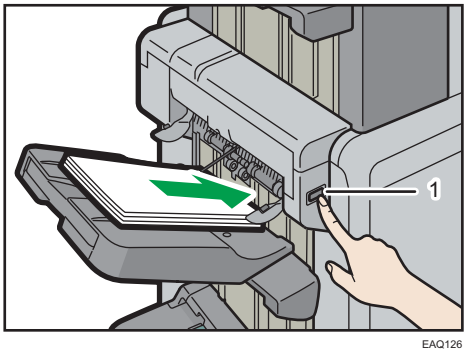


EAQ129

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

If Delivered to Finisher Shift Tray 2

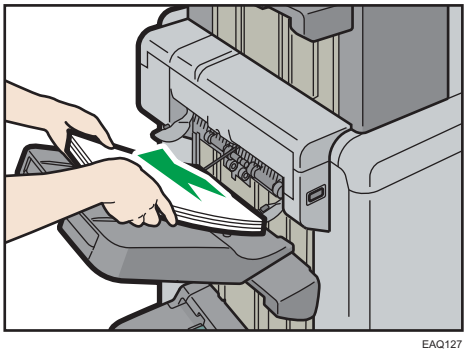
1. Press the [Suspend / Resume] key of finisher shift tray 2.



EAQ126

1. [Suspend / Resume] key

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



EAQ127

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

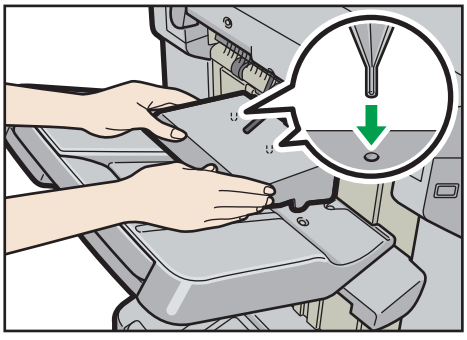
When using the Z-fold function

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

Finisher SR5110 and Booklet Finisher SR5120

- Finisher shift tray

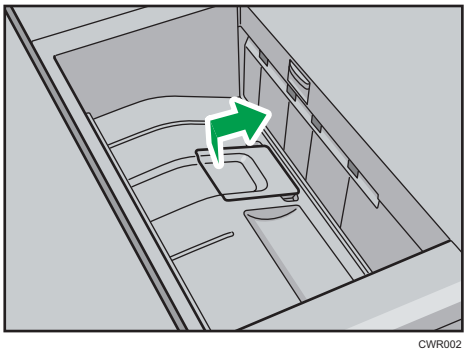
  Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



EAQ130

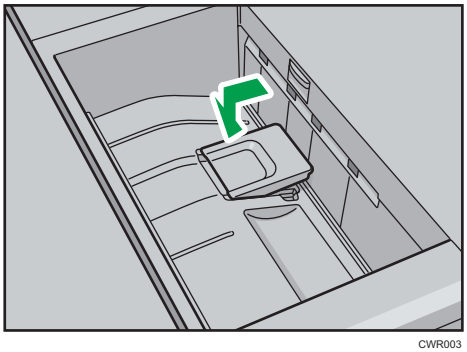
Multi-folding unit

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



CWR002

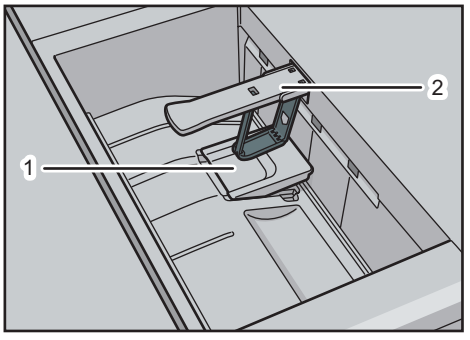
When you have finished using the Z-fold support tray for multi-folding unit, lift it up and slide the tray to the left, and then lower it.



CWR003

When using the Letter Fold-out function

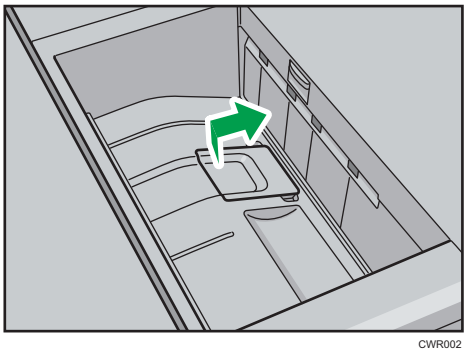
To use the Letter Fold-out function and the Multi-sheet Fold function at the same time, install the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out.



CWR007

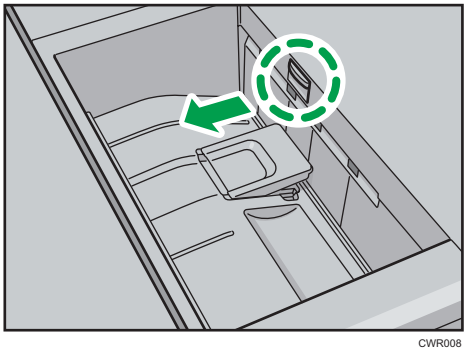
1. **Z-fold support tray for multi-folding unit**
2. **Output holding unit for letter fold-out**

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



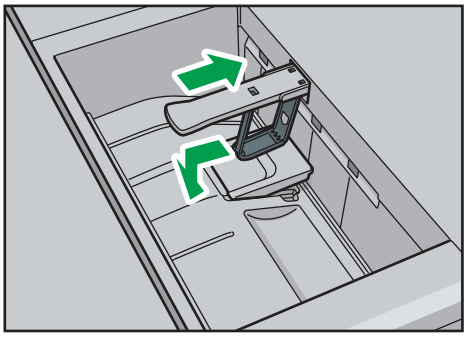
CWR002

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

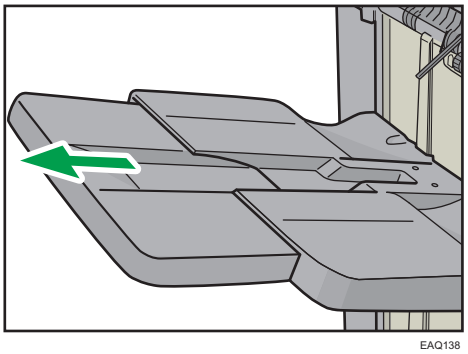
When ejecting paper weighing less than 52.2g/m^2 to Finisher SR5110 or Booklet Finisher SR5120

When printing on paper weighing less than 52.2g/m^2, set the Z-fold support tray that is provided with the finisher on the finisher shift tray.

1. **Press the [Suspend / Resume] key on Finisher SR5110 or Booklet Finisher SR5120, and then remove the delivered paper.**

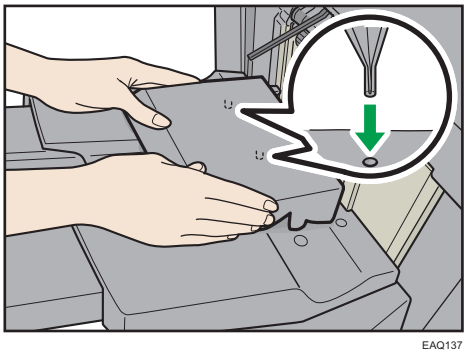
   See page 91 "Removing prints from finisher during printing".

2. **Pull out the extension tray on the finisher shift tray 1 or 2.**



EAQ138

3. **Attach the Z-fold support tray by inserting the protrusions on its underside into the holes on the finisher shift tray 1 or 2.**



EAQ137

4. **Press the [Suspend/Resume] key to resume printing.**

When ejecting carbonless paper weighing less than 63g/m^2 to Finisher SR5110 or Booklet Finisher SR5120

When printing on carbonless paper weighing less than 63g/m^2, set the Z-fold support tray that is provided with the finisher on the finisher shift tray.

For details about how to attach the Z-fold support tray, see page 95 "When ejecting paper weighing less than 52.2g/m^2 to Finisher SR5110 or Booklet Finisher SR5120".

Note

- Depending on the brand of the paper being used, the paper may be ejected normally even when the Z-fold support tray is not attached.
- When the Z-fold support tray is attached, output sheets may not be stacked neatly.

When ejecting envelopes to Finisher SR5110 or Booklet Finisher SR5120

When printing on envelopes (with triangular flap) and ejecting them to Finisher SR5110 or Booklet Finisher SR5120, set the Z-fold support tray that is provided with the finisher on the finisher shift tray.

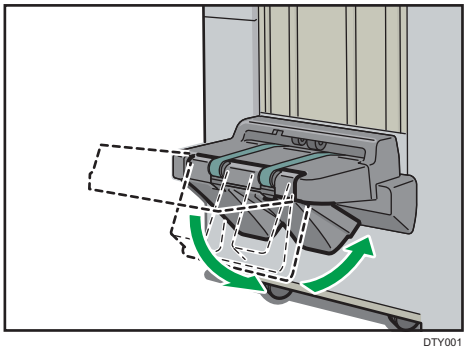
For details about how to attach the Z-fold support tray, see page 95 "When ejecting paper weighing less than 52.2g/m^2 to Finisher SR5110 or Booklet Finisher SR5120".

Note

- When the Z-fold support tray is attached, the stack of the output sheets may not be aligned as cleanly as when the support tray is not attached.

When Continuously Printing on Coated Paper a Large Number of Copies to be Ejected to the Finisher Booklet Tray

When ejecting to Booklet Finisher SR5120 a large number of booklets printed on coated paper larger than A4, fold down the finisher booklet tray as shown in the figure below.



DTY001

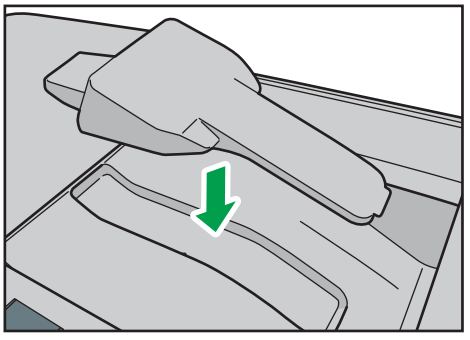
Note

- The finisher booklet tray can be folded in two angles.
- The approximate number of copies that can be ejected when the finisher booklet tray is not folded is as follows:
  - When binding 2–5 sheets: 45 copies
  - When binding 6–10 sheets: 23 copies
  - When binding 11–15 sheets: 15 copies
  - When binding 16–20 sheets: 10 copies
  - When binding 21–30 sheets: 5 copies

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:

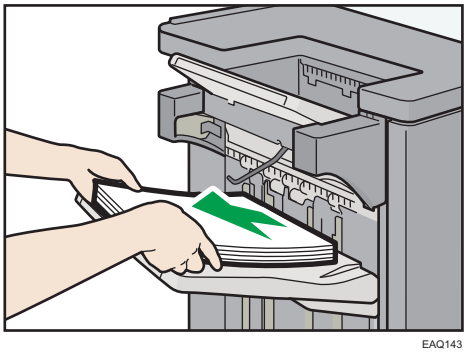
- Thick paper longer than the length of B4 JIS
- Envelopes that exceed 332 mm (13.1 inches) in length



DWP023

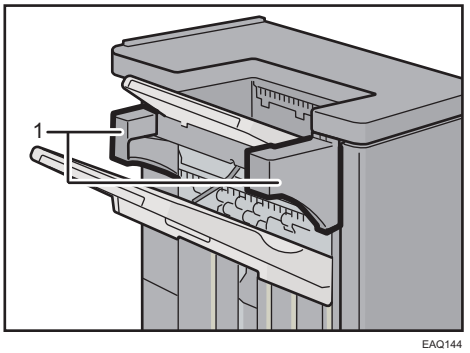
Precautions for using Finisher SR5090 or Booklet Finisher SR5100

- Remove printouts from Finisher SR5090 or Booklet Finisher SR5100 by lifting them straightforwardly from the left side. If you remove printouts at an angle or towards the front, the shift tray may rise and catch them.



EAQ143

- When moving the finisher, do not hold the guide covers. Otherwise, the covers might be damaged.



EAQ144

1. **Guide covers**

- Do not hit the finisher (for instance, do not hit the surface of the finisher repeatedly to arrange stacks of paper neatly).

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

- OCR unit

  Allows you to use the searchable PDF function. This is an option for Type 1, 2, and 3 machines.

- 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.

- XPS unit

  Allows you to print XPS files.

- IPDS unit

  Allows you to print using Intelligent Printer Data Stream (IPDS).

- Wireless LAN board

  Allows you to communicate over wireless LAN.

- File format converter

  Allows you to download the documents that are stored in the Document Server. This is an option for Type 1, 2, and 3 machines. See "Downloading Stored Documents with Web Image Monitor", Basic Operations.

- Printer controller

  Allows you to print by Fiery controller.

You can only attach the file format converter or printer controller.

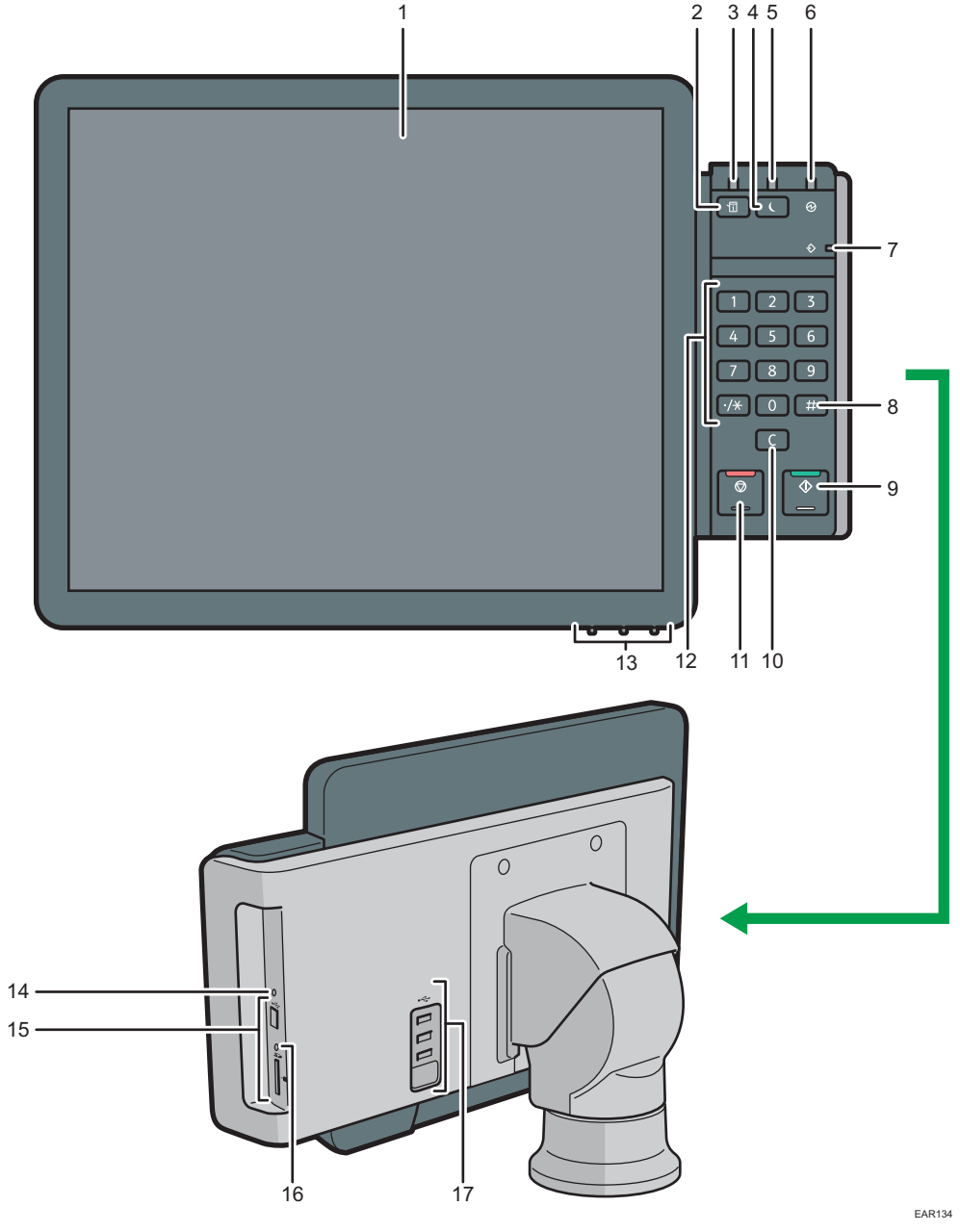
The wireless LAN board cannot be used together with the following components:

- Gigabit Ethernet port
- Interface box*1

*1 When used for connecting another manufacturer's finisher.

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

You can use the copy function, scanner function, and programs on Type 1, 2, or 3 machines only.



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 110 "How to Use the [Home] Screen" and page 123 "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 104 "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 copying, printing, scanning, or sending.

10. **[Clear] key**

    Press to delete a number entered.

11. **[Stop] key**

    Press to stop a job in progress, such as copying, scanning or 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 107 "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.

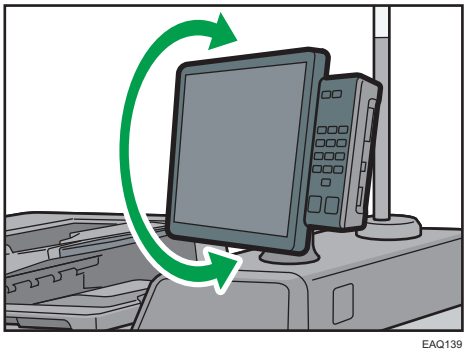
17. **USB Host Interface**

    Connect a keyboard, mouse, or other USB device.

Adjusting the Angle of the Control Panel

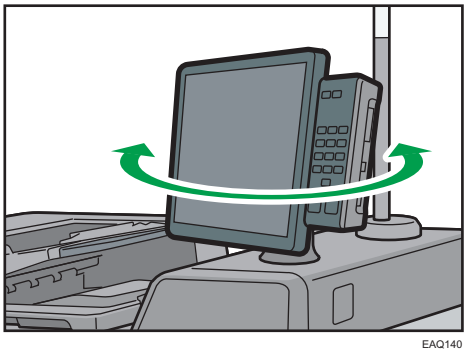
To improve usability, you can adjust the angle of the control panel.

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



EAQ139

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



EAQ140

Turning On/Off the Power

You can use the ADF and the address list on a Type 1, 2, or 3 machine.

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.

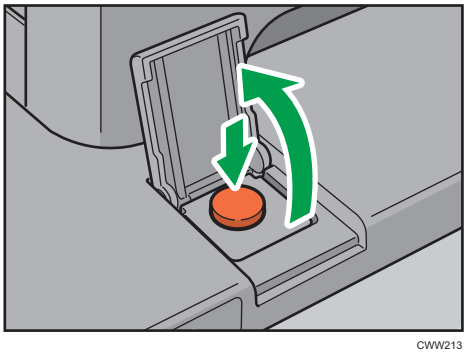
Note

- This machine automatically enters Low Power mode or Sleep mode if you do not use it for a while. For details, see page 104 "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.



CWW213

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 16 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 525 "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.

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:

- Lift the ADF
- Place an original in the ADF
- 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.

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:

- Lift the ADF
- Place an original in the ADF
- 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.
- 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
  - When paper is jammed
  - When the Data In indicator is lit or flashing
  - During communication with external equipment
  - When the hard disk is active
  - When the service call message appears
  - When the ADF, machine's cover, or ADF cover are opened
  - When the "Add Toner" message appears
  - When toner is being replenished
  - When one of the following screens is displayed:
    - Machine Features
    - Counter
    - Inquiry
    - Address Book Management

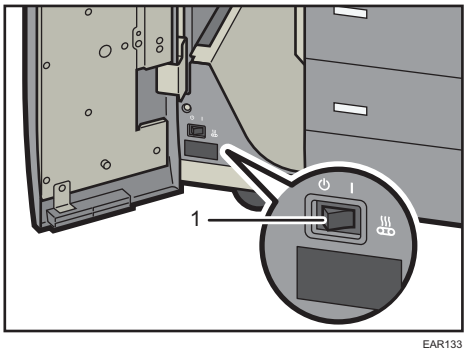
- Tray Paper Settings
- When the remote administration service notification screens is displayed.
- When data is being processed
- When a recipient is being registered in the address list
- When the sample print, locked print, hold print, or stored print screen is displayed
- When the screen of a document 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

Transfer heater switch

If the machine's interior temperature is not sufficiently high—for instance, on a winter morning—the transfer roller's resistance value may increase temporarily, resulting in image quality degradation. To prevent this, the machine is equipped with a transfer heater.

1. **Open the front left cover.**
2. **If the machine's interior temperature is not sufficiently high—for instance, on a winter morning—turn on the transfer heater switch.**

   Otherwise, set it to the standby position.



EAR133

1. **Transfer heater switch**

3. **Close the front left cover.**

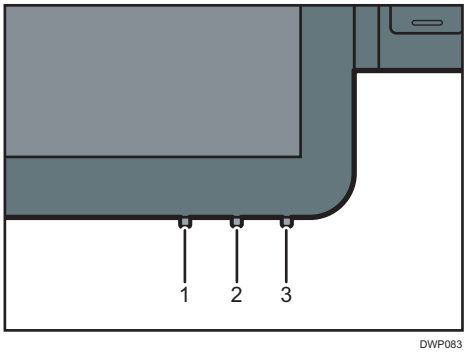
Adjusting the Display

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**

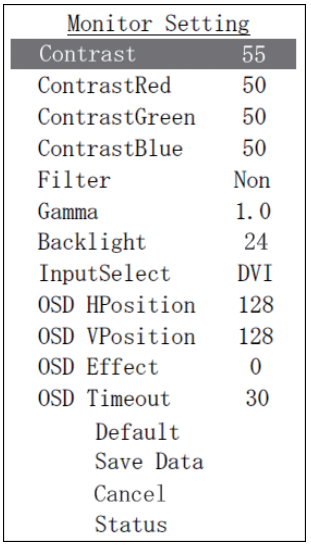
   Press this button to move between the setting items, or change the setting value.

   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	31
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
Restore 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

You can use the copy function, Document Server function, scanner function, and programs on Type 1, 2, or 3 machines only.

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

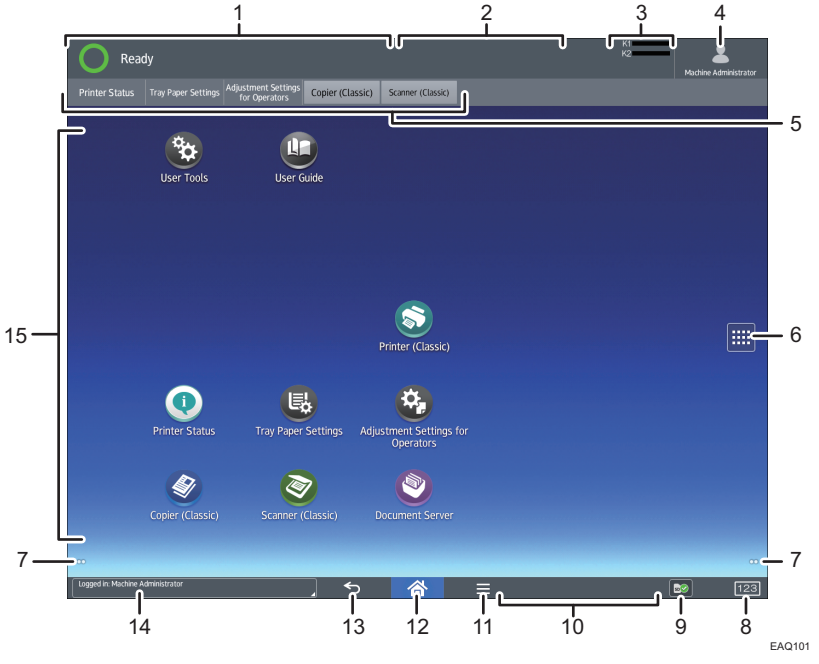
One icon is assigned to each function, and these icons are displayed on the [Home] screen. You can add shortcuts to frequently used functions or Web pages to the [Home] screen. Also, you can register widgets such as the Change Langs. Widget to it. The [Home] screen and the screen of each function may 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 145 "Logging In the Machine".

5. **Function keys**

   For details, see page 113 "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 547 "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. For details about "Remote Panel Operation", see page 78 "Allowing Remote Connection from a PC 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 112 "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:
  - While scanning an original using the scanner function
  - When accessing the following screens:
    - Machine Features
    - Counter
    - Inquiry
    - Address Book Management
    - Current Job / Job History
  - During interrupt copying
- 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:

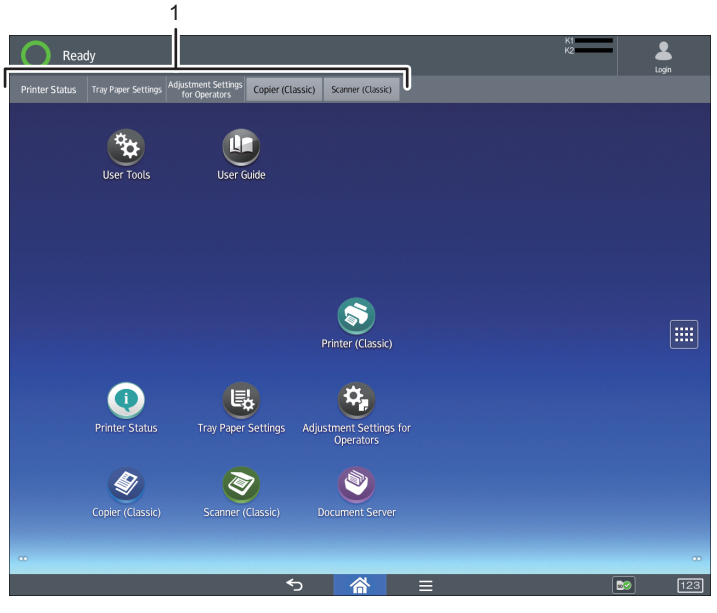
Icon	Description
Copier (Classic)	Press to display the copier function's screen. For details about how to use the copier function, see "Copy/Document Server", Basic Operations.
Scanner (Classic)	Press to display the scanner function's screen. For details about how to use the scanner function, see page 377 "Scan".
Printer (Classic)	Allows you to make settings for using the machine as a printer easily. For details about how to use the printer function, see page 361 "Print".

Icon	Description
Document Server	Press to store or print documents on the machine's hard disk. For details about how to use the Document Server function, see "Copy/Document Server", Basic Operations.
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 114 "[Printer Status] Screen".
Tray Paper Settings	Press to display the Tray Paper Settings screen. For details, see page 115 "[Tray Paper Settings] Screen".
Adjustment Settings for Operators	Press to display the Adjustment Settings for Operators screen. For details, see page 303 "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.



EAR102

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 114 "[Printer Status] Screen", page 115 "[Tray Paper Settings] Screen", and page 303 "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:

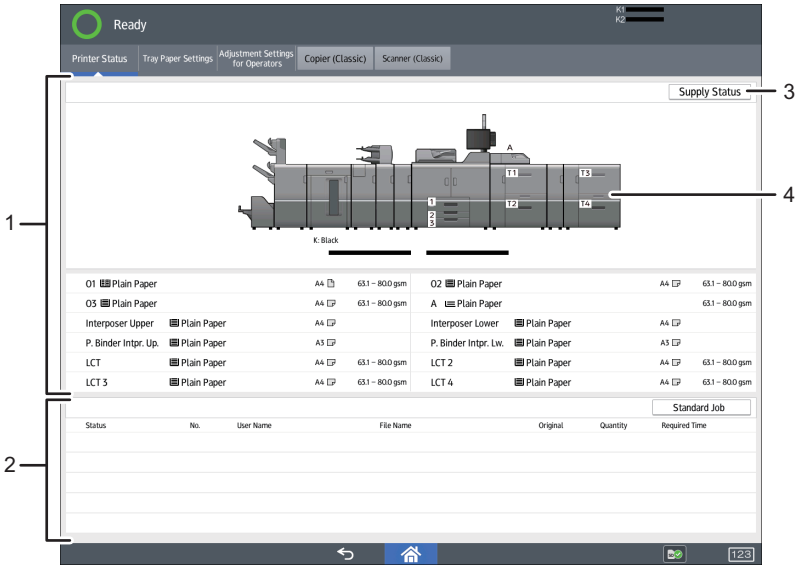
1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [User Tools] icon ( ).**
3. **Press [Screen Features].**
4. **Press [Screen Device Settings].**
5. **Press [Function Key Settings].**
6. **Select the [Function Key] check box.**
7. **Select from [Function Key 1]-[Function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



EAR103

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.

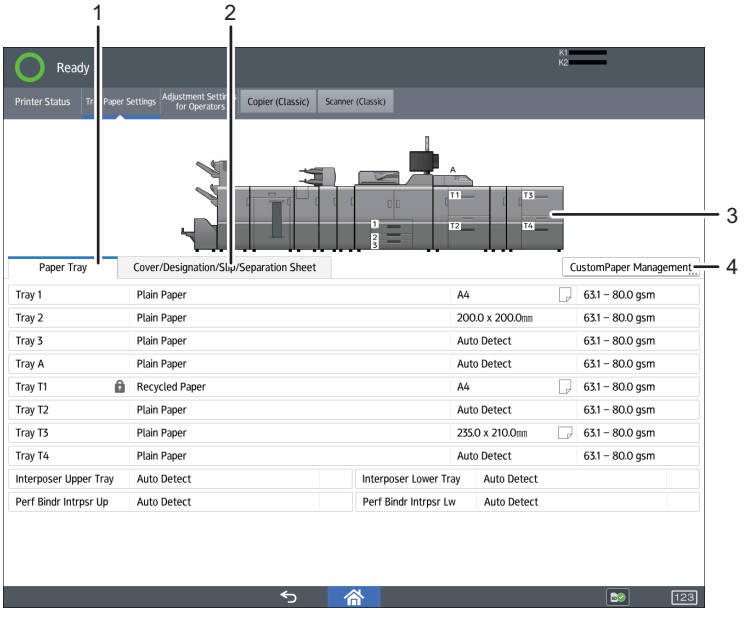
4. **Machine Front View**

   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.



EAR104

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 266 "Changing Tray Paper Settings".

2. **[Cover/Designation/Slip/Separation Sheet] tab**

   Displays the list of settings for front cover, back cover, designation, slip, and separation sheets.

   When you select a functional paper, the functional paper settings screen is displayed.

3. **The machine front view**

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

4. **[CustomPaper Management]**

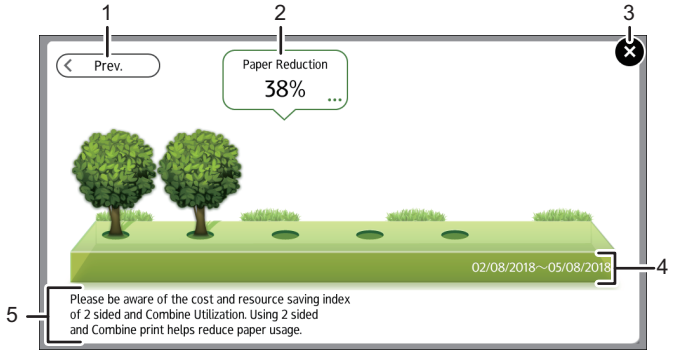
   Displays the [Custom Paper Management] screen.

   For details about the [Custom Paper Management] screen, see page 40 "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.

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.



EAR105

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. **[Close]**

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

4. **Count periods**

   The current and previous count periods are displayed.

5. **Message**

   A message from the administrator is displayed.

Note

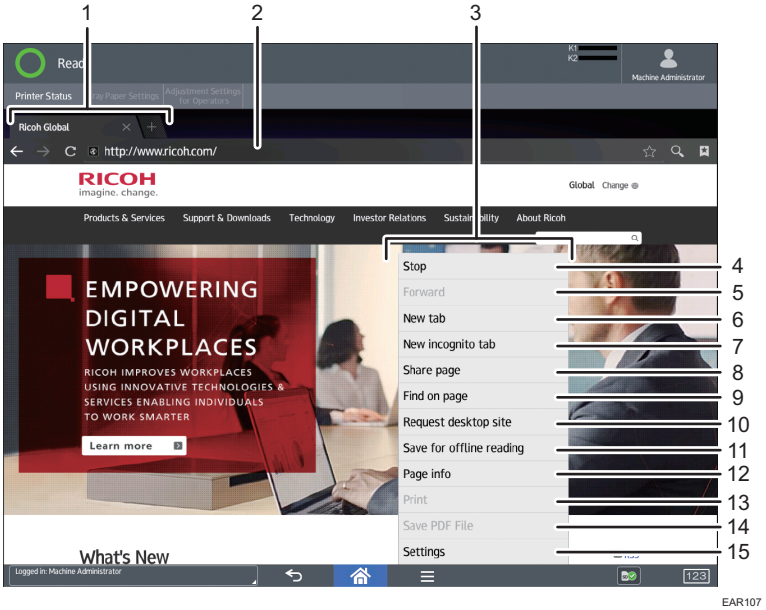
- Depending on the machine settings, the [Information] screen may not be displayed. For details, see "Managing Eco-friendly Counter", Security Guide.
- You can also use Web Image Monitor to check the usage status. For details about how to check them, see Web Image Monitor Help.
- Under [Eco-friendly 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.



EAR107

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

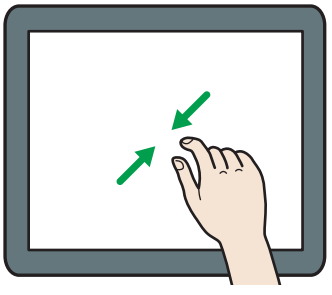
- For precautions on accessing external servers using the Web Browser, see "Checking the security of the browser function", Preparation.

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

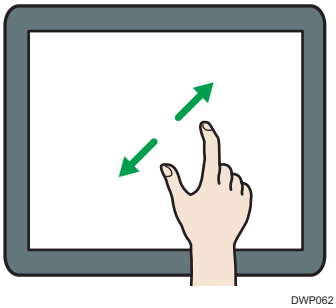
  Place your thumb and forefinger on the screen, and then pinch the fingers together to zoom out the screen. Double-tapping can also be effective for this operation.



DWP061

- Pinch-out

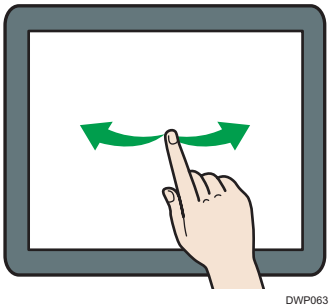
  Place your thumb and forefinger on the screen, and then spread the fingers apart to zoom in the screen. Double-tapping can also be effective for this operation.



DWP062

- Flick

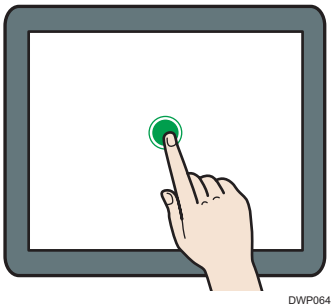
  Flick your finger to the right or left on the screen to switch between screens.



DWP063

- Long tap

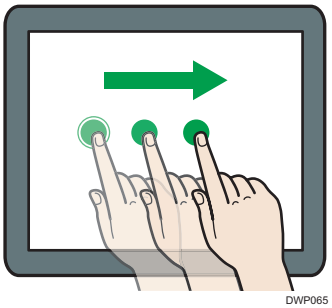
Place your finger on the screen and hold it there until the next screen appears. You can display the menu screen of the application you are using.



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 use the copy function, Document Server function, scanner function, and programs on Type 1, 2, or 3 machines only.

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

There are two types of application screens.

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 126 "How to Use the [Copier] Screen", page 127 "How to Use the [Document Server] Screen", page 131 "How to Use the [Printer] Screen", and page 132 "How to Use the [Scanner] 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.

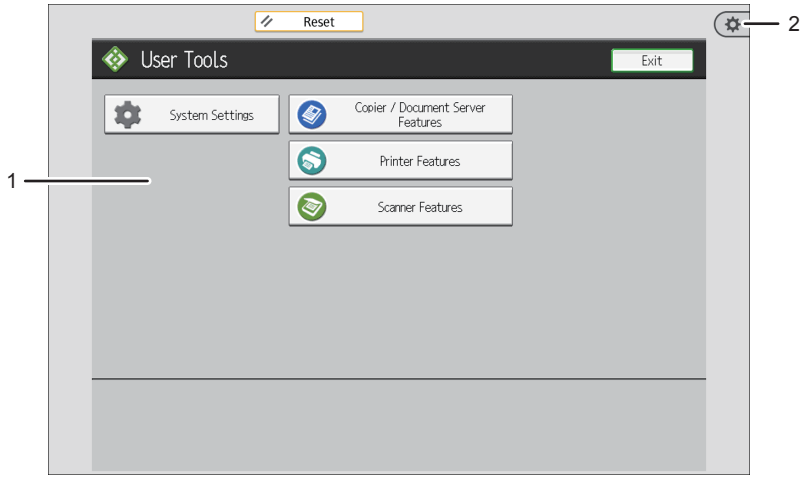
The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like

. Keys appearing as

cannot be used.

Machine Features screen



EAR108

1. **Function screen**

   You can customize the default settings of the machine system, copier, Document Server, printer, and scanner function. See "System Settings", Device Management, "Copier / Document Server Features" Preparation, "Printer Features" Preparation, or "Scanner Features" Preparation.

2. **[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 display Machine Features screen.

   - Counter

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

   - Inquiry

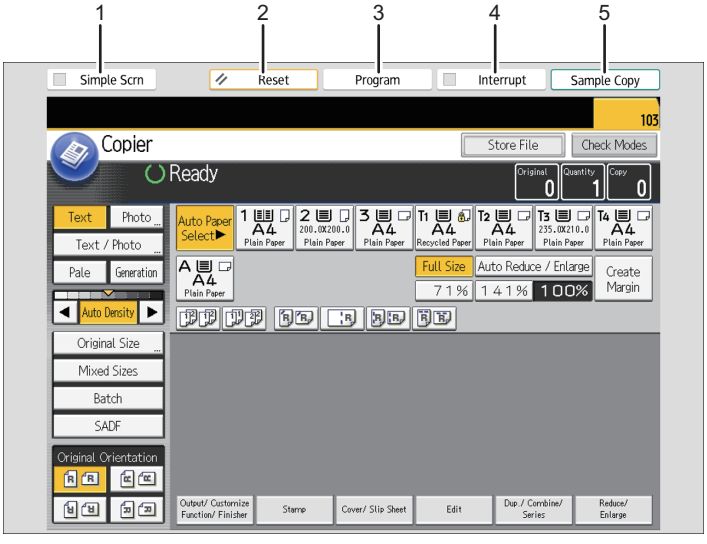
     Press to find out where to order expendable supplies and where to call when a malfunction occurs.

   - Address Book Management

     Press to display the Address Book.

Standard applications' screen

You can use [Program], [Interrupt], and [Sample Copy] on Type 1, 2, or 3 machines only.



EAQ109

1. **[Simple Scrn]**

   Press to switch to the simple screen. See page 144 "Switching Screen Patterns".

2. **[Reset]**

   Press to clear the current settings.

3. **[Program]**

   Press to register frequently used settings, or to recall registered settings. See "Registering Frequently Used Functions", Preparation.

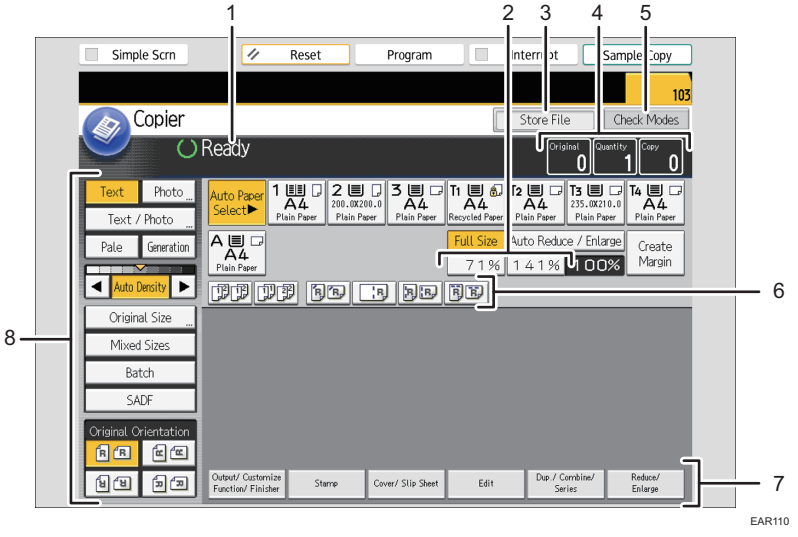
4. **[Interrupt]**

   Press to make interrupt copies. See "Interrupt Copy", Basic Operations.

5. **[Sample Copy]**

   Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy", "Sort", Basic Operations.

How to Use the [Copier] Screen



1. **Operational status and messages**

   Displays operational status and messages.

2. **Frequently used reduce/enlarge ratios**

   You can register up to two frequently used reduce/enlarge ratios other than the preset ratios under [Reproduction Ratio] in the User Tools menu. For details, see "Reproduction Ratio", Preparation.

3. **[Store File]**

   Allows you to store documents in the Document Server.

4. **Original, Quantity, and Copy**

   Displays the numbers of originals scanned, copies set, and copies made.

5. **[Check Modes]**

   Press the key to confirm the current settings.

6. **Sort, Stack, Staple, Punch, and Fold functions**

   Displays settings that can be selected for sorting, stacking, stapling, punching, and folding copies.

   You can register frequently used staple, punch, and fold functions under [Input / Output] in the User Tools menu. For details, see "Input / Output", Preparation.

7. **Available functions**

   Press a function to display its menu. When you select a function, is displayed under the key.

8. **Original and scanning settings**

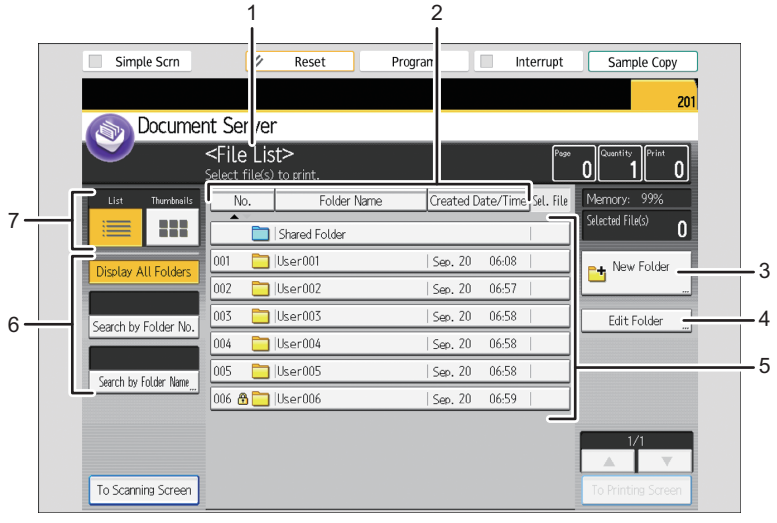
   Use this area to specify the original type, image density level, and other settings.

How to Use the [Document Server] Screen

You can organize documents stored in the Document Server in folders.

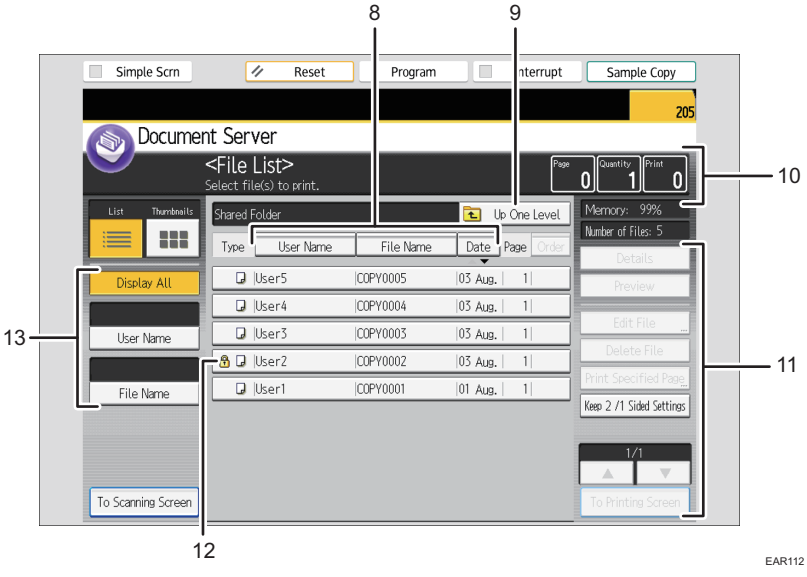
You can view a list of the documents in a folder by touching the folder key.

Folder list screen



EAR111

File list screen



EAR112

1. **Operational status and messages**

   Displays operational status and messages.

2. **[No.], [Folder Name], and [Created Date/Time]**

   Press the item to sort the folders. Select the same item once more for a reverse sort.

3. **[New Folder]**

   Press to create a new folder.

4. **[Edit Folder]**

   Press to change the folder name or password, or to delete the folder.

5. **Folder keys**

   Press to display the list of stored files in the folder. If a password has been specified for a folder, a lock icon appears to the left of the folder name.

6. **Keys for searching for folders**

   You can search for folders by number or name.

7. **List and Thumbnails**

   Displays keys for switching the display between list and thumbnails.

8. **[User Name], [File Name], and [Date]**

   Press the item to sort the files. Select the same item once more for a reverse sort.

9. **[Up One Level]**

   Press to display the list of folders.

10. **Page, Quantity, and Print**

    Displays the number of originals stored in memory, number of sets to be printed, and prints made.

11. **Operation keys**

    Press to operate stored files.

    If the file you want to select is not displayed in the list, press [▲] or [▼] to scroll the screen.

12. **Icons**

    Displays an icon that indicates the function used to store the document. If a password has been specified for a file, a lock icon appears to the left of the user name for the file.

    The following icons appear in the list of the Document Server to indicate the function used to store a document.

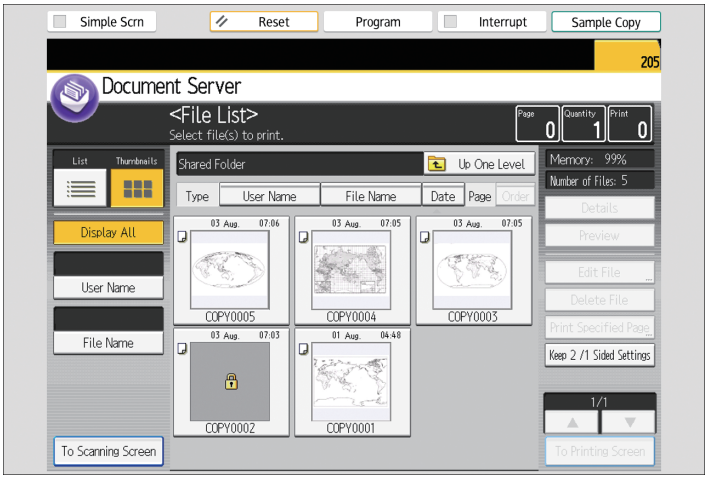
Function	Icon
Copier	
Printer	

13. **Keys for searching for files**

    You can search for documents by user name or file name.

[Thumbnail] screen

In thumbnail view, reduced versions of the stored documents are displayed. This is useful for checking a document's content on the file list screen.



Note

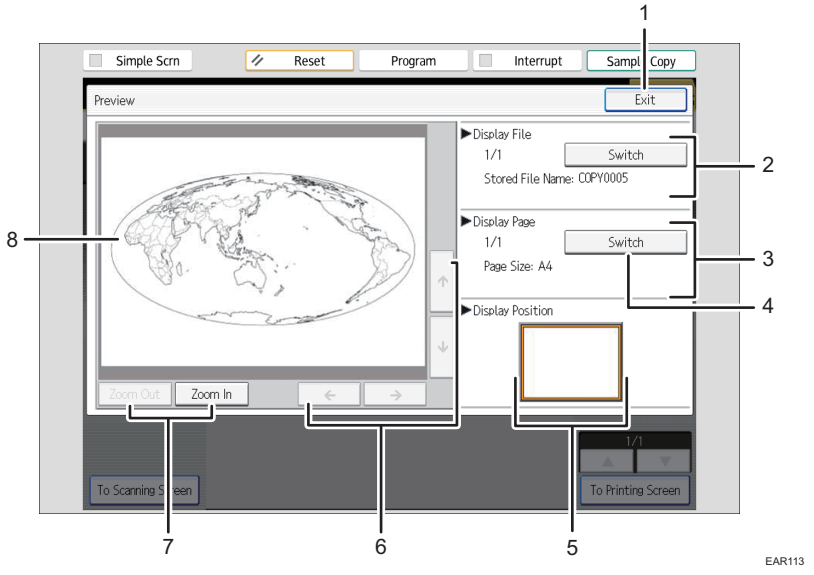
- Some stored documents may not be displayed, depending on the security settings.
- For details about how to check the files stored using the scanner function, see page 137 "[Select Stored File] screen under the scanner function".

[Preview] screen under the Document Server function

This section explains the items that appear on the [Preview] screen and how to preview stored documents.

The [Preview] screen denotes the screen that allows confirming contents of the scanned documents.

To preview stored documents, select the documents you want to preview on the file list screen, and then press [Preview].



1. **[Exit]**

   Closes the preview display.

2. **Display File**

   Displays the file name.

   If you have selected two or more files for preview, press [Switch] to switch between them.

3. **Display Page**

   Displays the number of the currently displayed page, total number of pages and page size.

4. **[Switch]**

   Flips the page of the selected file.

5. **Display Position**

   Indicates the location of the displayed preview image when the image is enlarged.

6. **[←][→][↑][↓]**

   Moves the display area in the direction indicated by the arrow.

7. **[Zoom Out] and [Zoom In]**

   Scales the displayed page down or up.

8. **Preview image**

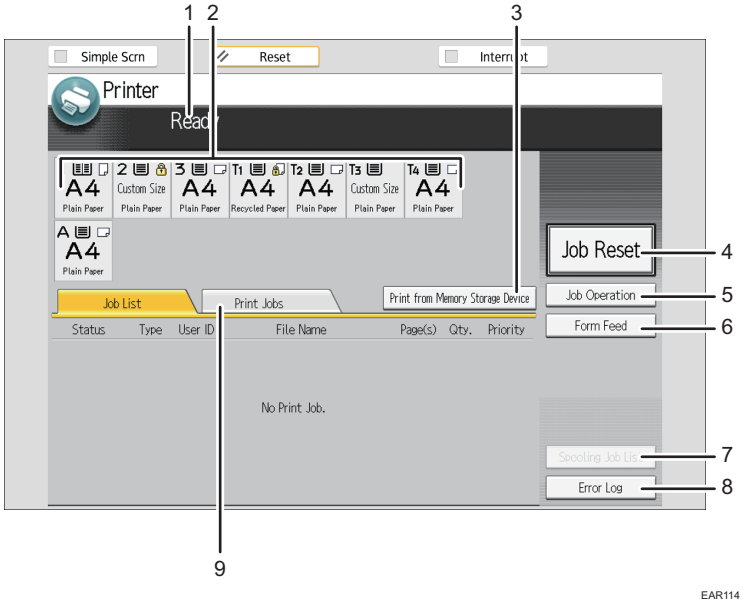
   Displays a preview of scanned documents. Double-tapping the image allows you to enlarge and display it at the original magnification. The position where you tapped the image is displayed in the center of the preview area when the preview image is magnified.

Note

- When the preview is already selected from another function, the preview screen function may become unusable.

- The preview display is also not available when the paper size is larger than A3 or if the image file is corrupt. If the image file is corrupt, store it again.

How to Use the [Printer] Screen



EAR114

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.

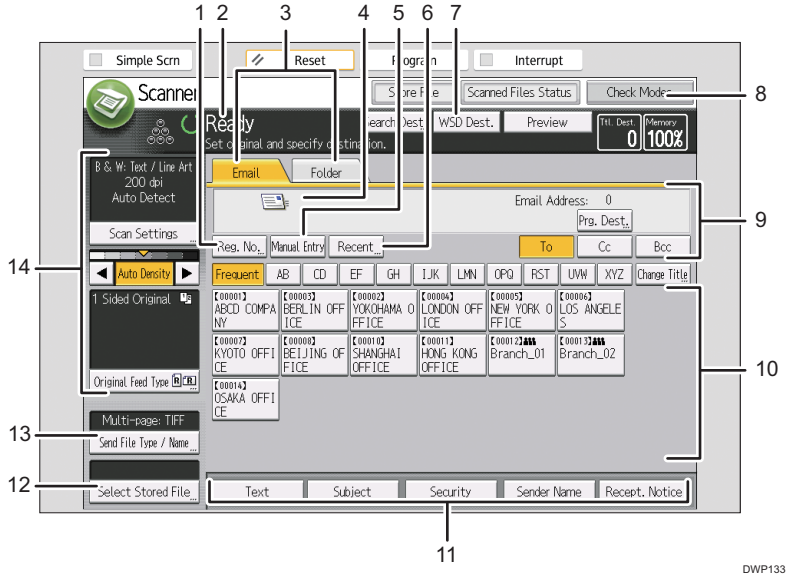
9. **[Print Jobs]**

   Press to display print jobs sent from a computer.

How to Use the [Scanner] Screen

[Email] screen

This section explains the screen layout when sending scan files by e-mail.



DWP133

1. **[Reg. No.]**

   Press this key to specify the destination using a five-digit registration number.

2. **Operational status and messages**

   Displays operational status and messages.

3. **Email / Folder**

   Press these tabs to switch between the [Email] screen and [Scan to Folder] screen.

   - When [Email] (Email) is selected, you can specify e-mail destinations.
   - When [Folder] (Folder) is selected, you can specify folder destinations.

   Switch the screen also when sending the same files by both e-mail and Scan to Folder.

4. **E-mail icon**

   Indicates that the [Email] screen is displayed.

5. **[Manual Entry]**

   To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears.

6. **[Recent]**

   Press this key to select destinations that have been recently specified using [Manual Entry]. If there are multiple recent destinations, press [▲] or [▼] to scroll through them.

7. **Switch screens**

   Press to switch to the [WSD scanner (Push Type)] screen or the [DSM scanner] screen. If you are using the WSD scanner, [WSD Dest.] appears. If you are using the DSM scanner, [DSM Destination] appears.

8. **[Check Modes]**

   Allows you to confirm the scanning settings.

9. **Destination field**

   The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

10. **Destination list**

    The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

    The ( ) symbol indicates a group destination.

    The (or) symbol indicates a destination that can receive encrypted e-mail.

11. **[Text], [Subject], [Security], [Sender Name], and [Recept. Notice]**

    Enter the message and specify the subject, security (encryption and a signature), sender, and whether or not to use Message Disposition Notification.

12. **[Select Stored File]**

    Allows you to send the documents stored in the Document Server.

13. **[Send File Type / Name]**

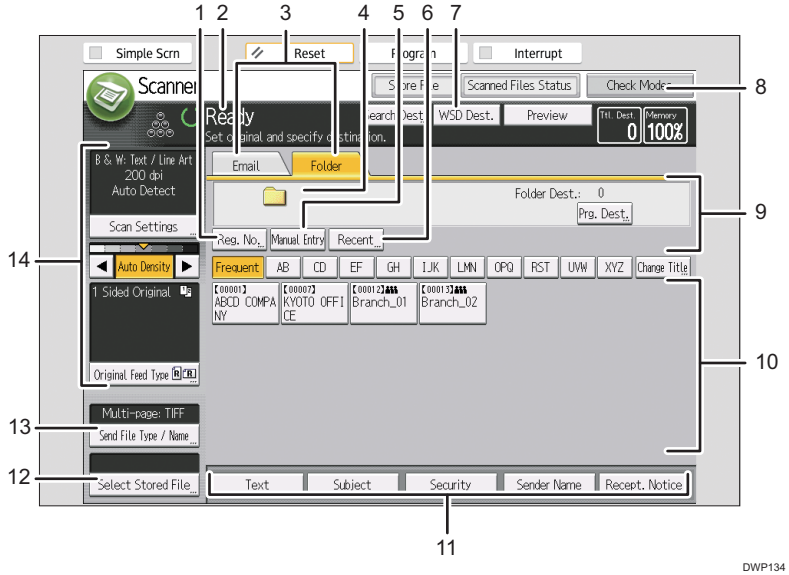
    Press to specify settings such as file format and file name.

14. **Original and scanning settings**

    Allows you to specify scan settings and original feed types.

[Scan to Folder] screen

This section describes the screen layout when sending scan files by Scan to Folder.



1. **[Reg. No.]**

   Press to specify a destination using a five-digit registration number.

2. **Operational status and messages**

   Displays operational status and messages.

3. **Email / Folder**

   Press to switch between the [Scan to Folder] screen and [Email] screen.

   - When [Email] (Email) is selected, you can specify e-mail destinations.
   - When [Folder] (Folder) is selected, you can specify folder destinations.

   Also switch the screen when sending a file simultaneously by both Scan to Folder and e-mail.

4. **Scan to Folder icon**

   Shows that the [Scan to Folder] screen is displayed.

5. **[Manual Entry]**

   To specify destinations not registered in the address book, specify Scan to Folder destinations on the screen displayed by pressing this key.

6. **[Recent]**

   Press this key to select destinations that have been recently specified using [Manual Entry]. If there is more than one recent destination, press [▲] or [▼] to scroll through them.

7. **Switch screens**

   Press to switch to the [WSD scanner (Push Type)] screen or the [DSM scanner] screen. If you are using the WSD scanner, [WSD Dest.] appears. If you are using the DSM scanner, [DSM Destination] appears.

8. **[Check Modes]**

   Allows you to confirm the scanning settings.

9. **Destination field**

   The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

10. **Destination list**

    The list of destinations registered in the machine appears.

    If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

    The (👥) symbol indicates a group destination.

11. **[Text], [Subject], [Security], [Sender Name], and [Recept. Notice]**

    Enter the message and specify the subject, e-mail security (encryption and a signature), sender, and whether or not to use Message Disposition Notification. The entries will be used for e-mail transmission when sending files simultaneously by Scan to Folder and e-mail. For details, see "Sending Scanned Documents to a Client Computer", Basic Operations.

12. **[Select Stored File]**

    Allows you to send the documents stored in the Document Server.

13. **[Send File Type / Name]**

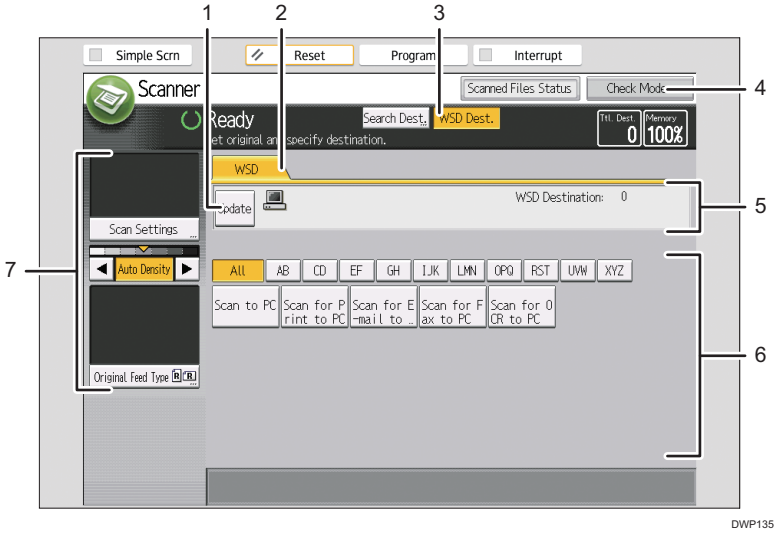
    Press to specify settings such as file format and file name.

14. **Original and scanning settings**

    Allows you to specify scan settings and original feed types.

[WSD scanner (Push Type)] screen

This section explains the layout of the screen that allows you to send scan files using WSD (Push Type).



1. **[Update]**

   Press this key to update the destination list.

2. **WSD**

   This tab is highlighted whenever the machine is used as a WSD scanner.

3. **[WSD Dest.]**

   Press to switch to the [Email] screen or [Scan to Folder] screen.

4. **[Check Modes]**

   Allows you to confirm the scanning settings.

5. **Destination field**

   The specified destination is displayed here. You can specify only one destination.

6. **Destination list**

   The list of available destinations is displayed here.

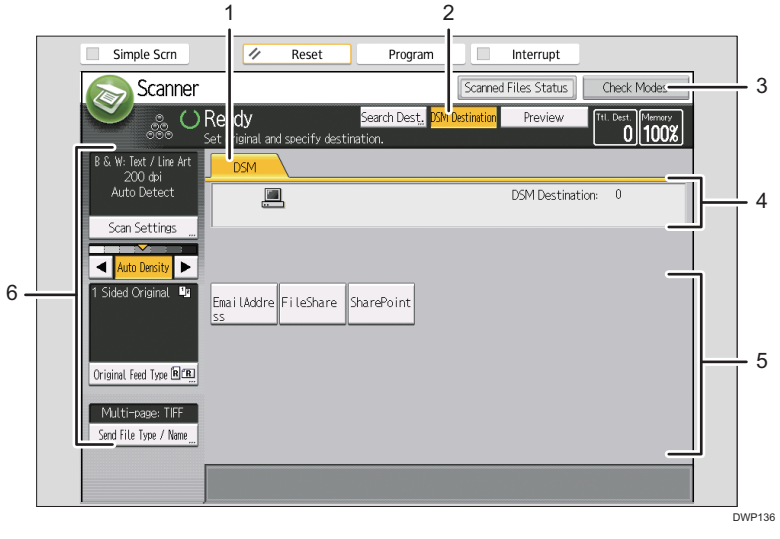
   If all of the destinations cannot be displayed, press [▲] or [▼] to move through the list.

7. **Original and scanning settings**

   Allows you to specify scan settings and original feed types.

[DSM scanner] screen

This section explains the layout of the screen that allows you to send scan files using DSM.



1. **DSM**

   This tab is highlighted whenever the machine is used as a DSM scanner.

2. **[DSM Destination]**

   Press to switch to the [Email] screen or [Scan to Folder] screen.

3. **[Check Modes]**

   Allows you to confirm the scanning settings.

4. **Destination field**

   The specified destination is displayed here. You can specify only one destination.

5. **Destination list**

   The list of available destinations is displayed here.

   If all of the destinations cannot be displayed, press [▲] or [▼] to move through the list.

6. **Original and scanning settings**

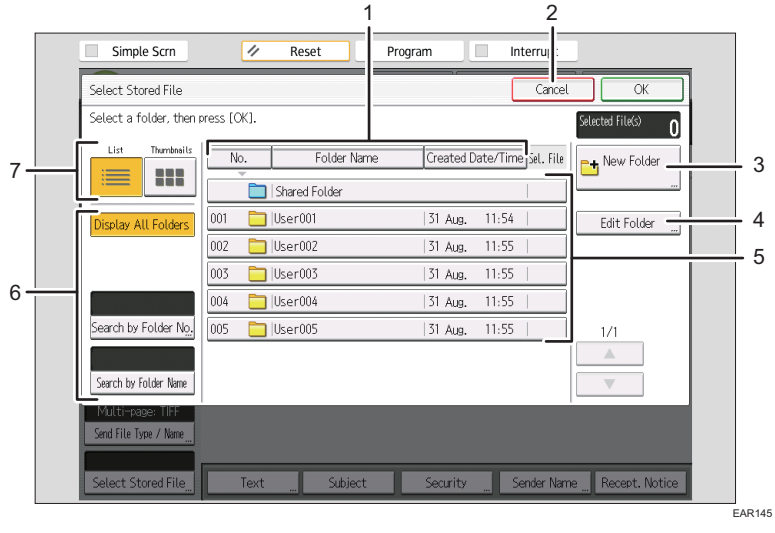
   Allows you to specify scan settings and original feed types.

[Select Stored File] screen under the scanner function

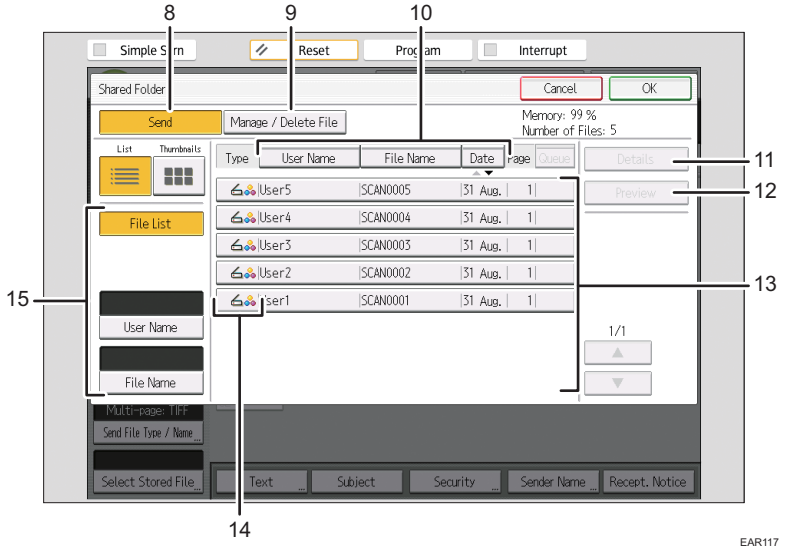
This section describes how the list of stored files is displayed.

To display stored files, press [Select Stored File] on the initial scanner display. You can organize files stored in folders. You can view a list of the files in a folder by touching the folder key.

Folder list screen



File list screen



1. **[No.], [Folder Name], and [Created Date/Time]**

   Press the item to use to sort the folders. Select the same item once more for a reverse sort.

2. **[Cancel]**

   Press to return to the previous screen.

3. **[New Folder]**

   Press to create new folder.

4. **[Edit Folder]**

   Press to change the folder name or password, or to delete the folder.

5. **Folder keys**

   Press to display the list of stored files in the folder. If a password has been specified for a folder, a lock icon (🔒) appears to the left of the folder name.

6. **Keys for searching for folders**

   You can search for folders by number or name.

7. **List/Thumbnails**

   You can select whether to display stored files as a list or as thumbnails.

8. **[Send]**

   Press this to send a stored file by e-mail or Scan to Folder.

9. **[Manage / Delete File]**

   Press this to delete stored files or change the file data.

10. **[User Name], [File Name], and [Date]**

    Press to sort the files using the selected item. Select the same item once more for a reverse sort. However, the files cannot be sorted in reverse delivery.

11. **[Details]**

    Press this to display details about the selected file.

12. **[Preview]**

    Press this to display a preview of the selected file. For details, see "Checking a stored file selected from the list", Basic Operations.

13. **List of stored files**

    Displays the list of stored files.

    If the file you want to select is not displayed in the list, press [▲] or [▼] to scroll the screen.

14. **Icons**

    If a password has been specified for a file, a lock icon ( )appears to the left of the user name for the file.

    Displays an icon that indicates the color mode of the document.

Color mode	Icon
Black & White, Gray scale	
Full color	

15. **Keys for searching for files**

    You can search for documents by user name or file name.

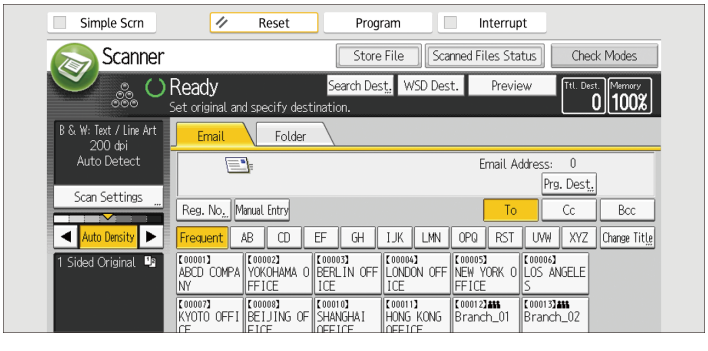
Note

- Depending on the security setting, some files may not appear in the list.
- Files stored under functions other than the scanner function do not appear on this screen.

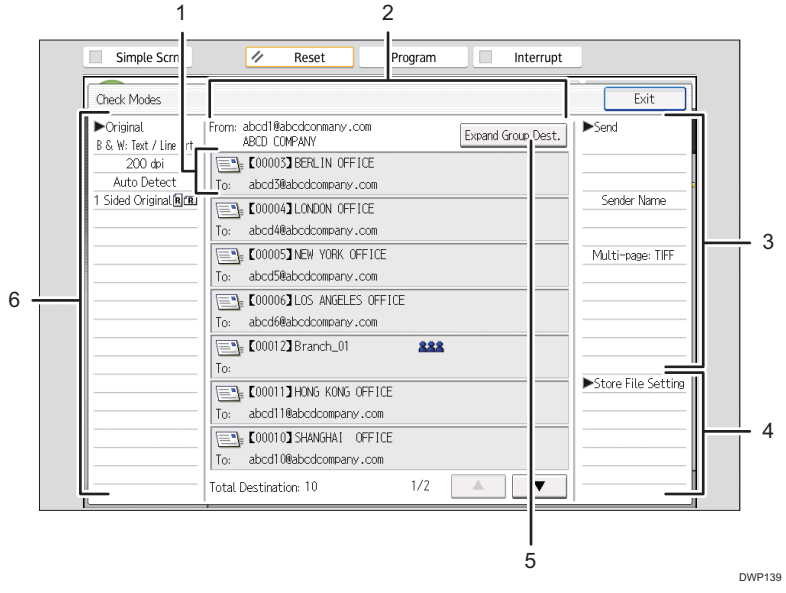
[Check Modes] screen under the scanner function

Use the [Check Modes] screen to check scanning and transmission settings.

Pressing [Check Modes] switches the screen from the initial scanner display to the [Check Modes] screen.



[Check Modes] screen



1. **Transmission function icon**

   Displays the icon of the transmission function in use.

   The ( ) symbol indicates a group destination.

   The (or) symbol indicates a destination that can receive encrypted e-mail.

2. **Sender and destination**

   Displays the sender and transmission destinations.

3. **Send**

   Displays transmission settings such as sender and subject.

   You can also check the security settings (encryption and signature).

4. **Store File Setting**

   Displays settings for storing documents selected in [Store File].

5. **[Expand Group Dest.]**

   Press to display the members of the group, when a group is specified as the destination.

6. **Original**

   Displays Scan Settings, Original Feed Type, and other scanning settings.

Note

- While this machine is being used as a WSD scanner, only the settings specified directly on the machine can be displayed.

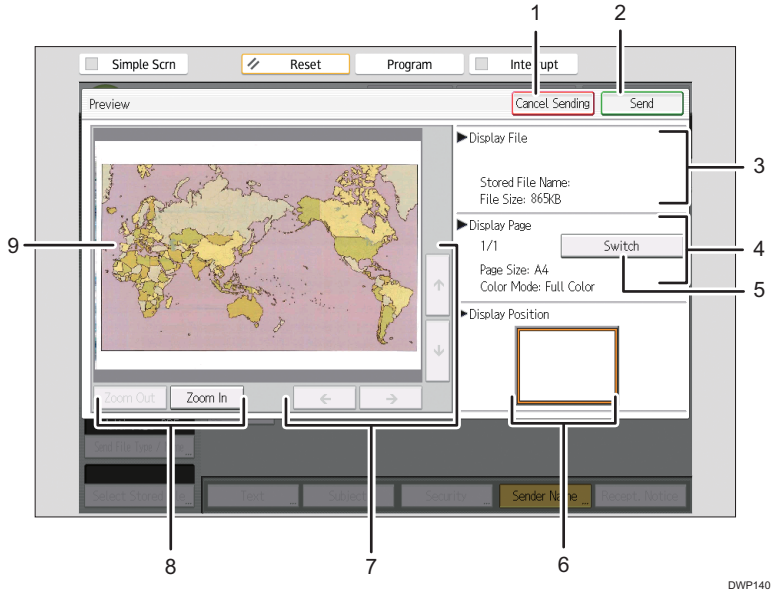
[Preview] screen under the scanner function

Use the [Preview] screen to check that originals have been scanned correctly.

This section explains about the [Preview] screen that can be used before sending files by e-mail or Scan to Folder, or the DSM scanner.

Before you start scanning, press [Preview]. If you scan originals while [Preview] is selected, the [Preview] screen appears.

You can start or cancel sending the files after checking the preview and the scan settings used for scanning.



1. **[Cancel Sending]**

   Press to close a preview and interrupt a transmission.

2. **[Send]**

   Press to close a preview and continue a transmission.

3. **Display File**

   Displays a file's name and size.

4. **Display Page**

   Displays the number of the currently displayed page, total number of pages, page size, and color mode.

5. **[Switch]**

   Press to change the page of the scanned original that is displayed.

6. **Display Position**

   Displays the position of an image when enlarged.

7. **[←][→][↑][↓]**

   Press to shift the displayed area.

8. **[Zoom Out] and [Zoom In]**

   Press to reduce or enlarge the displayed preview.

9. **Preview image**

   Displays a preview of scanned documents. Double-tapping the image allows you to enlarge and display it at the original magnification. The position where you tapped the image is displayed in the center of the preview area when the preview image is magnified.

Note

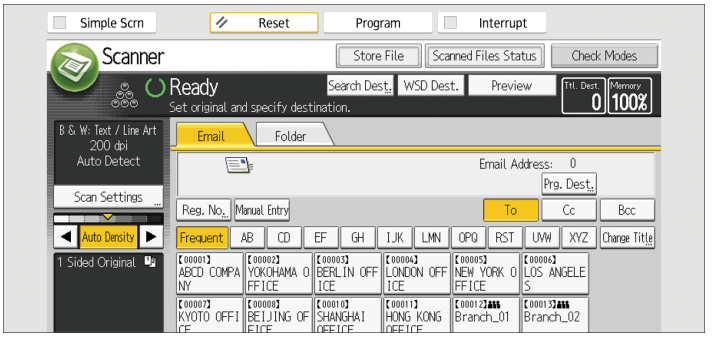
- Preview is not available if you are scanning by WSD. View the scanned images on the destination computer instead.
- Preview is not available if a file is scanned using [Store to HDD]. You can view a stored file using the [Preview] screen displayed from the list of stored files. For details about viewing a stored file, see "Checking a stored file selected from the list", Basic Operations.
- Preview is not available if you select [High Compression PDF] as the file type.
- Preview might not be displayed if scanning failed or the image file is corrupted. If this is the case, scan the original again.

[Scanned Files Status] screen under the scanner function

This section explains items that are displayed and how to display the [Scanned Files Status] screen.

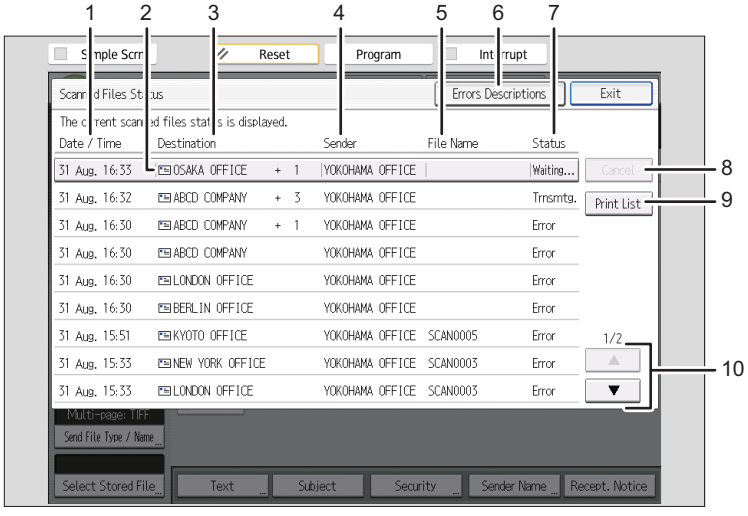
Use the [Scanned Files Status] screen to check e-mail transmission and Scan to Folder results.

Press [Scanned Files Status] to display the [Scanned Files Status] screen.



Up to nine transmission results are displayed at the same time. Press [▲] or [▼] to switch between results.

[Scanned Files Status] screen



DWP141

1. **Date / Time**

   Displays the time and date transmission was specified by this machine or the time and date when Completed, Error, or Cancelled was confirmed.

2. **Transmission function icon**

   Displays the icon of the transmission function used.

   The ( ) symbol indicates a destination that can receive encrypted e-mail.

3. **Destination**

   Displays the transmission destination.

   If you have selected multiple destinations, the first selected destination is displayed.

   Other destinations appear as "+ X" (X indicates the number of destinations.) when sending files by e-mail.

4. **Sender**

   Displays the sender name.

5. **File Name**

   Displays the stored file name of files that are simultaneously sent and stored, or of stored files that are sent.

6. **Errors Descriptions**

   Press to display likely causes of the scanner function errors.

7. **Status**

   Displays one of the following transmission statuses: Completed, Trnsmtg., Waiting..., Error, or Cancelled.

8. **[Cancel]**

   To cancel transmission, select a file whose status is "Waiting...", and then press [Cancel].

9. **[Print List]**

   Press to print transmission results.

10. **[▲]/[▼]**

    Press to scroll the screen.

Note

- You cannot check scanner function transmission results in the [Job History] screen. To check transmission results, press [Scanned Files Status].
- Depending on security settings, some transmission results might not be displayed.

Switching Screen Patterns

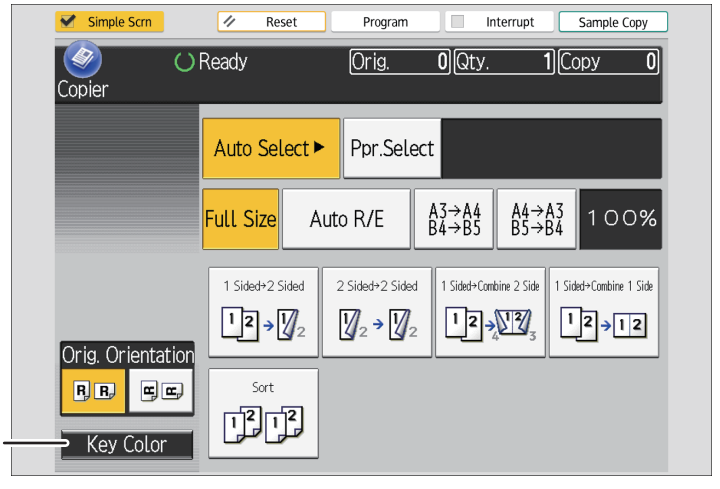
This section explains how to switch to the simple screen and the keys that are displayed.

Only the main functions can be used.

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

1. **Press [Simple Scrn] on the upper left of the screen.**

   This illustration shows the copier function's simple screen.



EAR119

1. **[Key Color]**

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

   This is effective on the simple screen only.

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".**

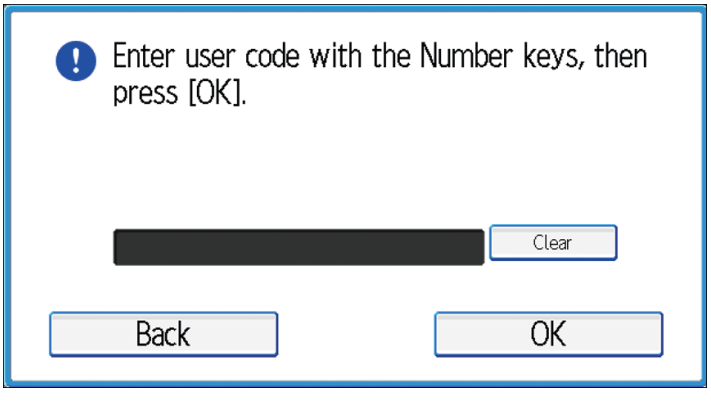
Note

- 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.

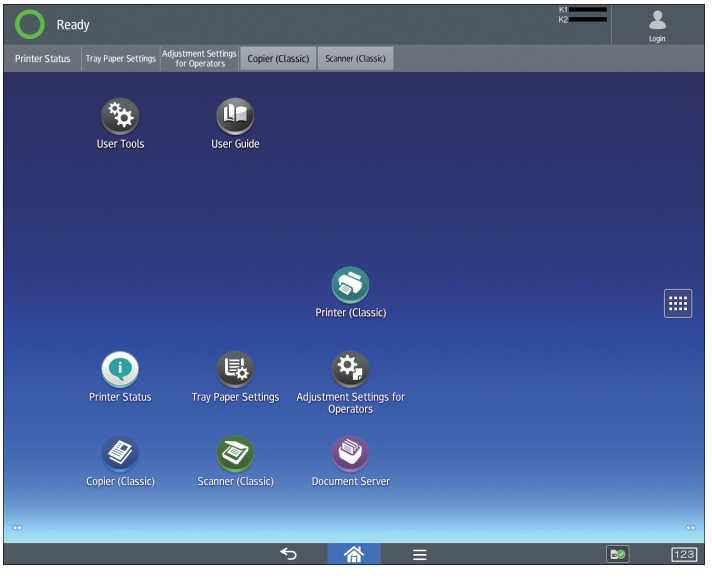
Note

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

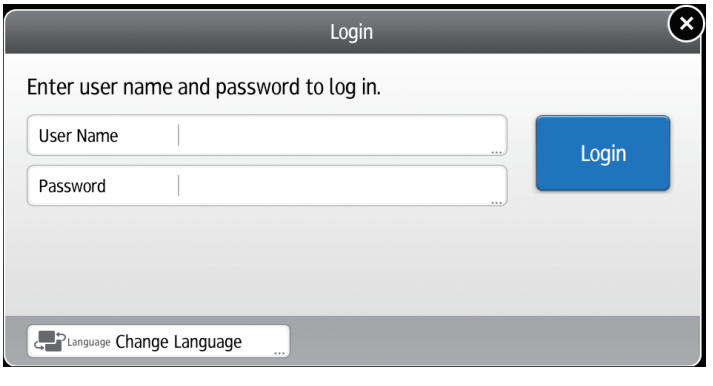
Logging In Using the Control Panel

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 145 "User Code Authentication Using the Control Panel".

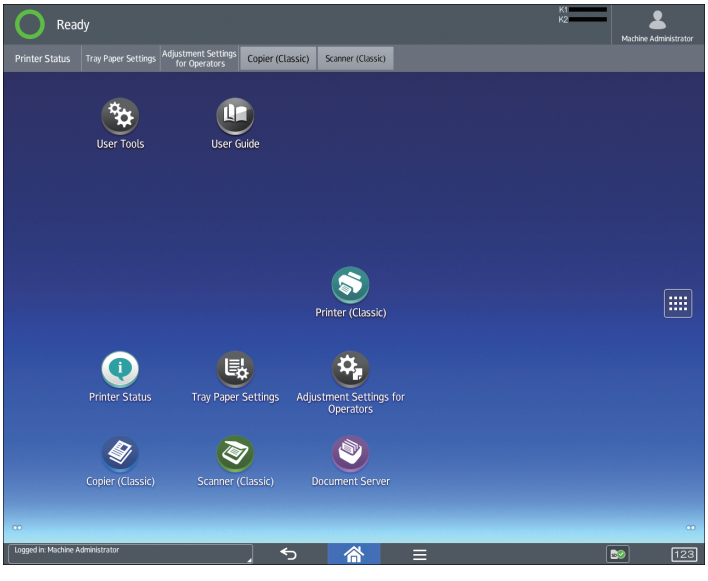
Logging Out Using the Control Panel

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

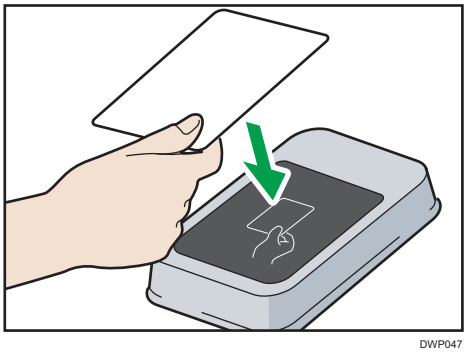
Log in to the machine by waving an IC card over the machine when Quick Card Authentication is specified.

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:

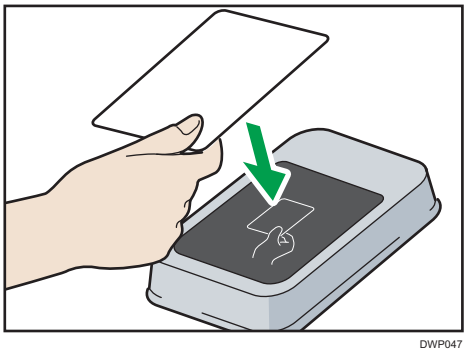
1. **Wave it over the NFC card reader.**



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.**



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.

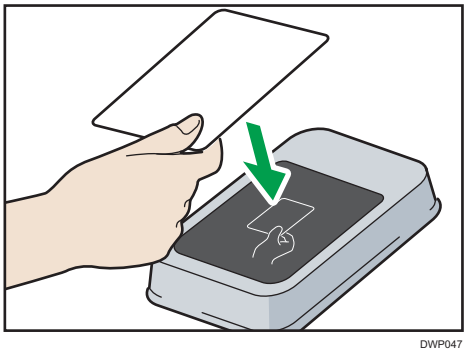
Logging Out Using an IC Card

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 10 as an example.

Logging in using a printer driver

1. **On the [Start] menu, click [Windows System].**
2. **Click [Control Panel].**
3. **Click [View devices and printers].**
4. **Right-click the icon for this machine, and then click [Printing properties].**

   The printer properties dialog box appears.
5. **Click the [Advanced Options] tab.**
6. **Select the [User Authentication] check box.**
7. **If you want to encrypt the login password, click [Driver Encryption Key...].**

   If you do not want to encrypt the password, proceed to Step 10.
8. **Enter the driver encryption key already set on the machine.**
9. **Click [OK] to close the [Driver Encryption Key] dialog box.**
10. **Click [OK] to close the printer properties dialog box.**
11. **Right-click the icon for this machine, and then click [Printing preferences].**

    The printing preferences dialog box appears.
12. **Specify the user authentication setting.**
13. **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.
14. **Click [OK] to close the [Authentication] dialog box.**
15. **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. On the [Start] menu, click [Windows System].
2. Click [Control Panel].
3. Click [View devices and printers].
4. Right-click the icon for this machine, and then click [Printing preferences].

   The printing preferences dialog box appears.
5. Specify the user authentication setting.

   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.
6. 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.
7. Click [OK] to close the [Authentication] dialog box.
8. Click [OK] to close the printing preferences dialog box.

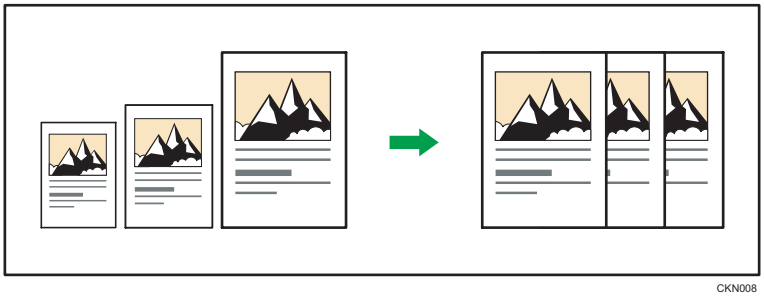
5. Copy

This chapter describes what you can do using the machine's Copy function. It also describes how to store documents in the Document Server of the machine and how to print or manage the stored files.

You can use the Copy function on Type 1, 2, or 3 machines only.

Auto Reduce / Enlarge

The machine automatically detects the original size and then selects an appropriate reproduction ratio based on the paper size you select.



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Important

- **If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge] is canceled and the image cannot be rotated automatically.**

This is useful to copy different size originals to the same size paper.

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper (Rotate Copy). For example, to reduce A3 (11 × 17)⬓ originals to fit onto A4 ($8^1/_2$ × 11)⬔ paper, select a paper tray containing A4 ($8^1/_2$ × 11)⬔ paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated. For details about Rotate Copy, see "Rotate Copy", Basic Operations.

The original sizes and orientations you can use with this function are as follows:

Region A (mainly Europe and Asia)

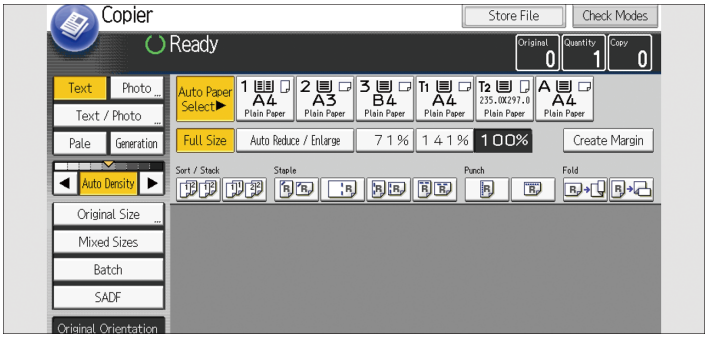
Original location	Original size and orientation
Exposure glass	A3⬓, B4 JIS⬓, A4⬔⬓, B5 JIS⬔⬓, A5⬔, $8^1/_2$ × 13⬓
ADF	A3⬓, B4 JIS⬓, A4⬔⬓, B5 JIS⬔⬓, A5⬔⬓, B6 JIS⬔⬓, 11 × 17⬓, $8^1/_2$ × 11⬔⬓, $8^1/_2$ × 13⬓

Region B (mainly North America)

Original location	Original size and orientation
Exposure glass	11 × 17, 8 1/2 × 14*1, 8 1/2 × 13 2/5*1, 8 1/2 × 11, 5 1/2 × 8 1/2
ADF	11 × 17, 8 1/2 × 14*1, 8 1/2 × 13 2/5*1, 8 1/2 × 11, 5 1/2 × 8 1/2, 8 1/2 × 10 1/2, 10 × 14, A3, A4

*1 You can switch the initial setting to determine whether the machine detects either 8 1/2 × 14 or 8 1/2 × 13 2/5.

1. **Press [Auto Reduce / Enlarge].**



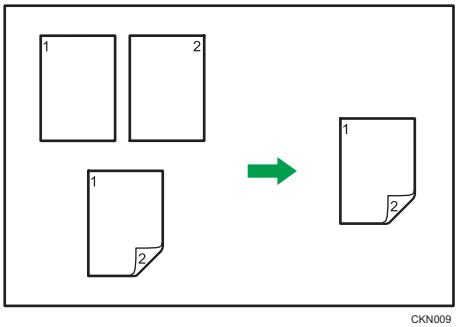
2. **Select the paper size.**
3. **Place the originals, and then press the [Start] key.**

Note

- For details about the base point, see "Reducing or Enlarging Originals", Basic Operations.

Duplex Copying

Copies two 1-sided pages or one 2-sided page onto a 2-sided page. During copying, the image is shifted to allow for the binding margin.



There are two types of Duplex.

1 Sided → 2 Sided

Copies two 1-sided pages on one 2-sided page.

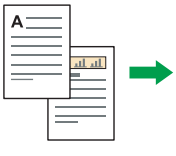
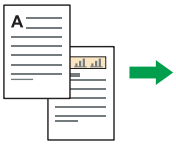
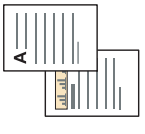
2 Sided → 2 Sided

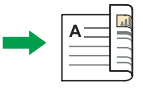
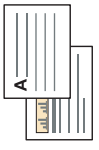
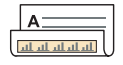
Copies one 2-sided page on one 2-sided page.

The resulting copy image will differ according to the orientation in which you place your originals (□ or □).

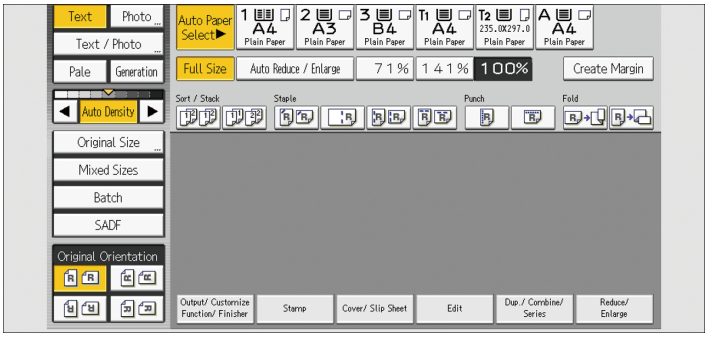
Original orientation and completed copies

To copy on both sides of the paper, select the original and copy orientation according to how you want the printout to appear.

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	
			Top to Bottom	

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	
			Top to Bottom	

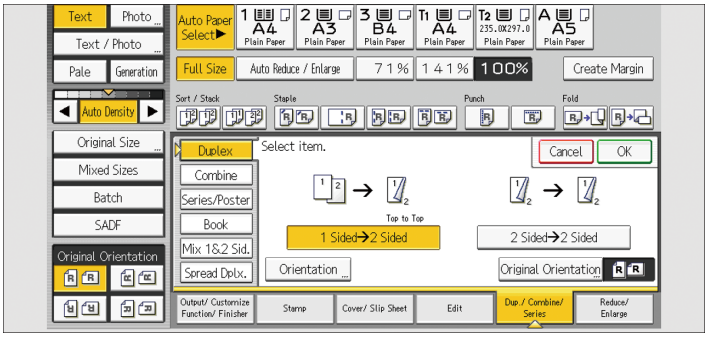
1. **Press [Dup./ Combine/ Series].**



2. **Make sure that [Duplex] is selected. If [Duplex] is not selected, press [Duplex].**
3. **Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] according to how you want the document to be output.**

   To change the original or copy orientation, press [Orientation].

   For details about the setting, see page 159 "Specifying the Original and Copy Orientation".



4. **Press [Original Orientation].**
5. **Select the original orientation, and then press [OK].**
6. **Press [OK].**

7. **Place the originals.**
8. **Press the [Start] key.**

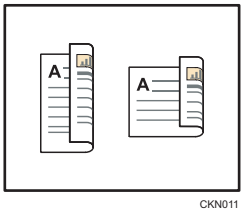
Note

- You cannot use the following copy paper with this function:
  - Translucent paper
  - Label paper (adhesive labels)
  - Transparencies
  - Envelopes
  - Tab stock
  - Carbonless paper
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- For details about the sizes, orientations, and weights of paper that can be used in the Duplex function, see "Specifications for the Main Unit", Specifications.
- You can specify the margins under [Edit] in User Tools. For details, see "Edit", Preparation.

Specifying the Original and Copy Orientation

Select the orientation of the originals and copies if the original is two-sided or if you want to copy onto both sides of the paper.

- Top to Top



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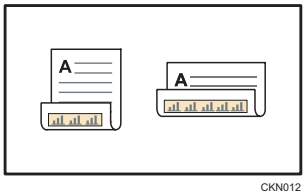
- Top to Bottom



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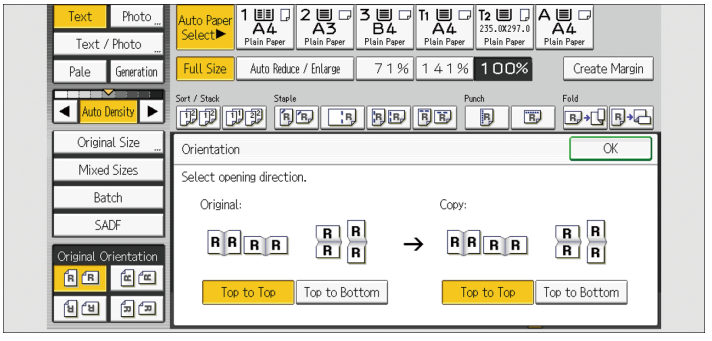
1. **Press [Orientation].**

2. **Select [Top to Top] or [Top to Bottom] for [Original:] if the original is two-sided.**



3. **Select [Top to Top] or [Top to Bottom] for [Copy:].**
4. **Press [OK].**

Note

- The default is [Top to Top]. You can change the default orientation under [Original Orientation in Duplex Mode] and [Copy Orientation in Duplex Mode] in User Tools. For details about these settings, see "General Features", Preparation.

Combined Copying

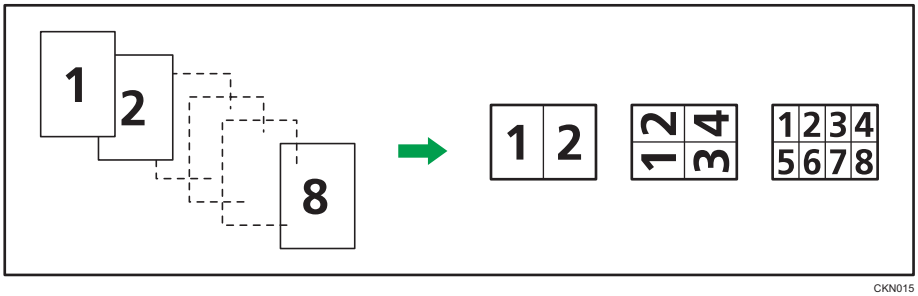
This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

The machine selects a reproduction ratio between 25 and 400%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.

Orientation of the original and image position of Combine

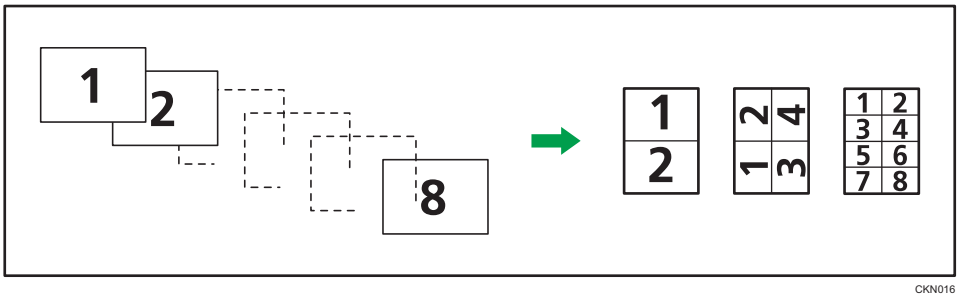
The image position of Combine differs according to original orientation and the number of originals to be combined.

- Portrait (⬓) originals



CKN015

- Landscape (⬓) originals

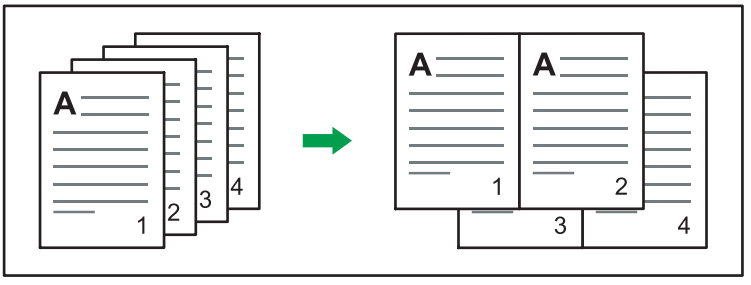


CKN016

Placing originals (originals placed in the ADF)

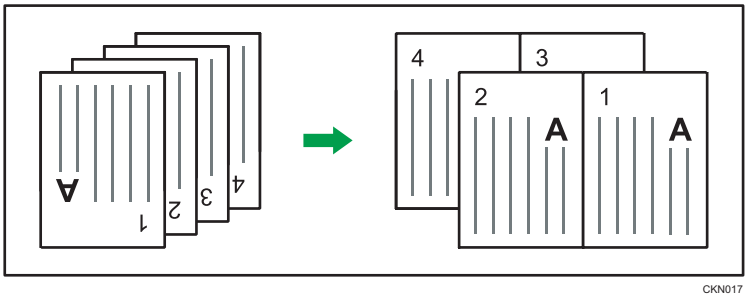
The default value for the copy order in the Combine function is [From Left to Right]. To copy originals from right to left in the ADF, place them upside down.

- Originals read from left to right



CKN010

- Originals read from right to left



CKN017

Note

- If you selected [2 Sided] for [Original:] or [Combine 2 Sides] for [Copy:], you can change the orientation. For details, see page 159 "Specifying the Original and Copy Orientation".
- If the calculated reproduction ratio falls below the minimum reproduction ratio, the calculated reproduction ratio will be adjusted to the minimum ratio. If this happens, with some ratios, parts of the image might not be copied.
- If the number of originals placed is less than the number specified for combining, the last page is left blank as shown.

CKN013

- You can change the order of combined images under [Copy Order in Combine] in User Tools. For details, see "Edit", Preparation.
- You can change the type of separation line under [Separation Line in Combine] in User Tools. For details, see "Edit", Preparation.

- You can select whether to erase a 3 mm (0.1 inches) boundary margin around four edges of each original in combined copying. This setting can be changed under [Erase Original Shadow in Combine] in User Tools. For details, see "Edit", Preparation.

One-sided Combine

Combine several pages onto one side of a sheet.

CKN014

There are six types of One-Sided Combine.

1 Sided 2 Originals → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.

1 Sided 4 Originals → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.

1 Sided 8 Originals → Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.

2 Sided 2 Pages → Combine 1 Side

Copies one 2-sided original to one side of a sheet.

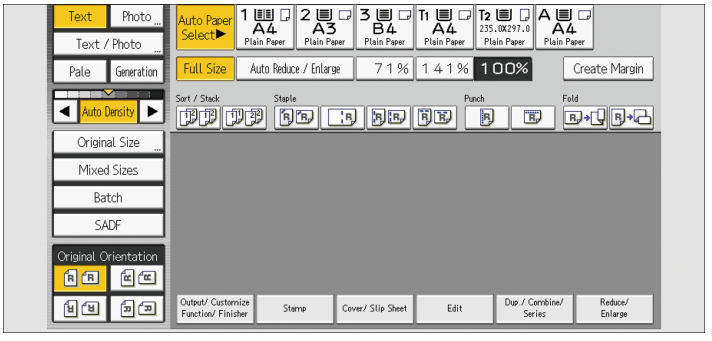
2 Sided 4 Pages → Combine 1 Side

Copies two 2-sided originals to one side of a sheet.

2 Sided 8 Pages → Combine 1 Side

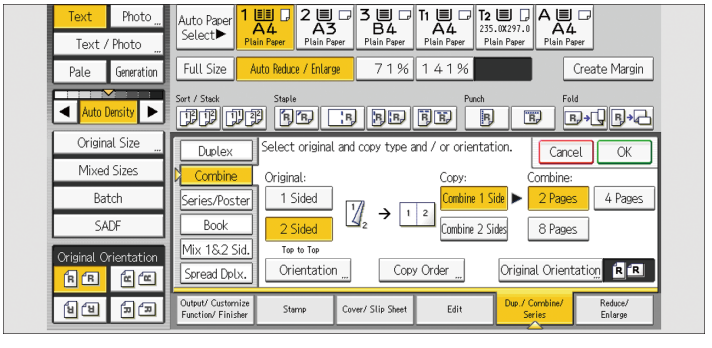
Copies four 2-sided originals to one side of a sheet.

1. **Press [Dup./ Combine/ Series].**



2. **Press [Combine].**
3. **Select [1 Sided] or [2 Sided] for [Original:].**

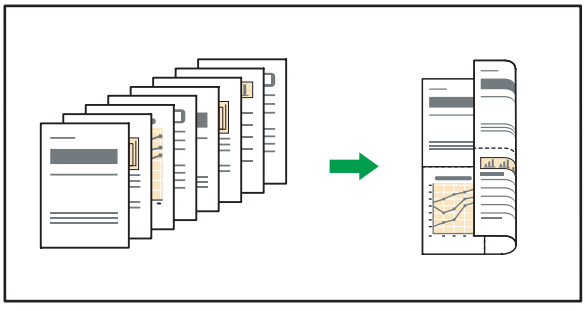
   If you selected [2 Sided], you can change the orientation.



4. **Make sure that [Combine 1 Side] is selected.**
5. **Select the number of originals to combine.**
6. **Press [Original Orientation].**
7. **Select the original orientation, and then press [OK].**
8. **Press [OK].**
9. **Select the paper size.**
10. **Place the originals, and then press the [Start] key.**

Two-sided Combine

Combines various pages of originals onto two sides of one sheet.



CKN074

There are six types of Two-Sided Combine.

1 Sided 4 Originals → Combine 2 Sides

Copies four 1-sided originals to one sheet with 2 pages per side.

1 Sided 8 Originals → Combine 2 Sides

Copies eight 1-sided originals to one sheet with 4 pages per side.

1 Sided 16 Originals → Combine 2 Sides

Copies 16 1-sided originals to one sheet with 8 pages per side.

2 Sided 4 Pages → Combine 2 Sides

Copies two 2-sided originals to one sheet with 2 pages per side.

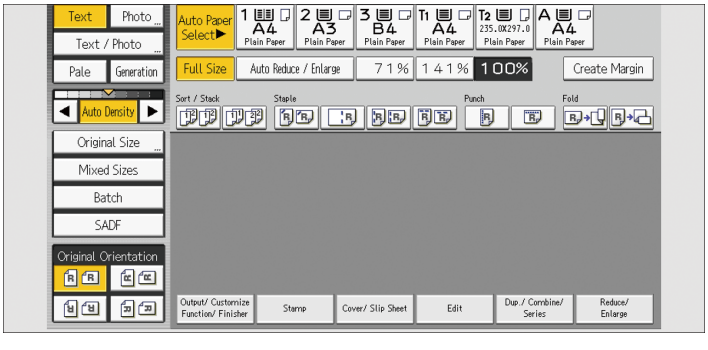
2 Sided 8 Pages → Combine 2 Sides

Copies four 2-sided originals to one sheet with 4 pages per side.

2 Sided 16 Pages → Combine 2 Sides

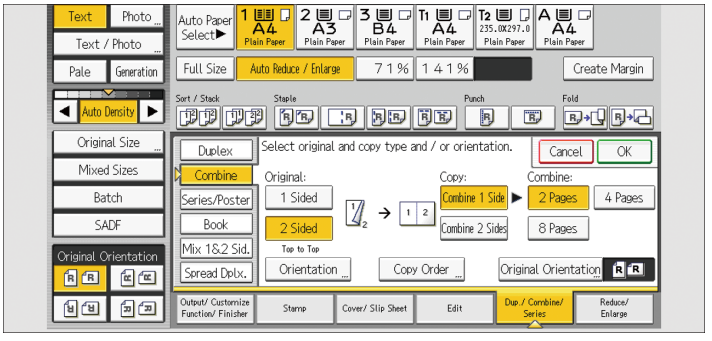
Copies eight 2-sided originals to one sheet with 8 pages per side.

1. **Press [Dup./ Combine/ Series].**



2. **Press [Combine].**

3. Select [1 Sided] or [2 Sided] for [Original:].



4. Press [Combine 2 Sides].
5. Press [Orientation].
6. Select [Top to Top] or [Top to Bottom] for [Original:] if the original is two-sided.
7. Select [Top to Top] or [Top to Bottom] for [Copy:], and then press [OK].
8. Select the number of originals to combine.
9. Press [Original Orientation].
10. Select the original orientation, and then press [OK].
11. Press [OK].
12. Select the paper size.
13. Place the originals, and then press the [Start] key.

Copying onto Envelopes

This section describes how to copy onto regular size and custom size envelopes. Place the original on the exposure glass and place the envelope in the multi bypass tray (Tray A) or wide LCT.

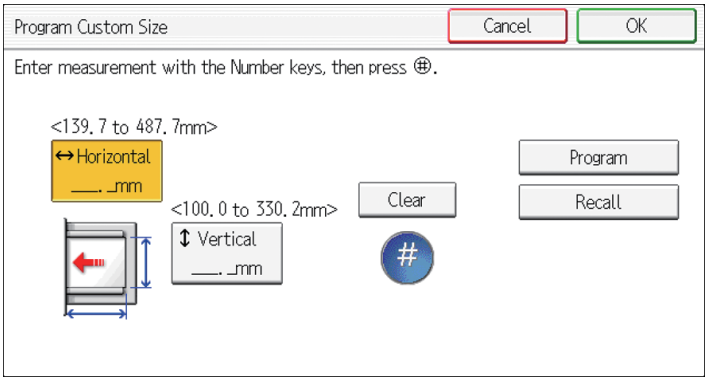
Specify the thickness of the paper according to the weight of the envelopes you are printing on. For details about the relationship between paper weight and paper thickness and the sizes of envelopes that can be used, see page 228 "Recommended Paper Sizes and Types".

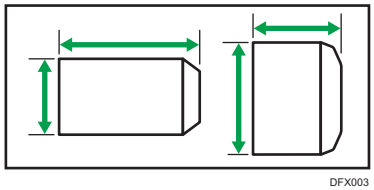
About handling envelopes, supported envelope types, and how to load envelopes, see page 260 "Envelopes".

Important

- **The Duplex function cannot be used with envelopes. If the Duplex function is specified, cancel the setting.**

To copy onto custom size envelopes, you must specify the envelope's dimensions. Specify the horizontal and vertical length of the envelope.





↔: Horizontal

↕: Vertical

Be sure to include the fully open flap in the horizontal dimension.

Copying onto Envelopes from the Multi Bypass Tray (Tray A)

1. **Load the envelopes face up in the multi bypass tray (Tray A).**
2. **Press [Tray A].**

3. **Press [Paper Size].**
4. **Specify the envelope size, and then press [OK].**
5. **Press [Paper Type].**
6. **Press [Next].**
7. **Select [Envelope], and then press [OK].**
8. **Place the originals, and then press the [Start] key.**

Note

- For details about using envelopes, see page 167 "Copying onto Envelopes".

Copying onto Envelopes from the Wide Large Capacity Tray

Before using this function, specify the paper size and type under [Tray Paper Settings]. For the paper type, select [Envelope]. For details, see page 266 "Changing Tray Paper Settings".

1. **Select the paper tray where the envelopes are loaded.**
2. **Place the originals, and then press the [Start] key.**

Note

- For details about using envelopes, see page 167 "Copying onto Envelopes".

Sort

The machine assembles copies as sets in sequential order.

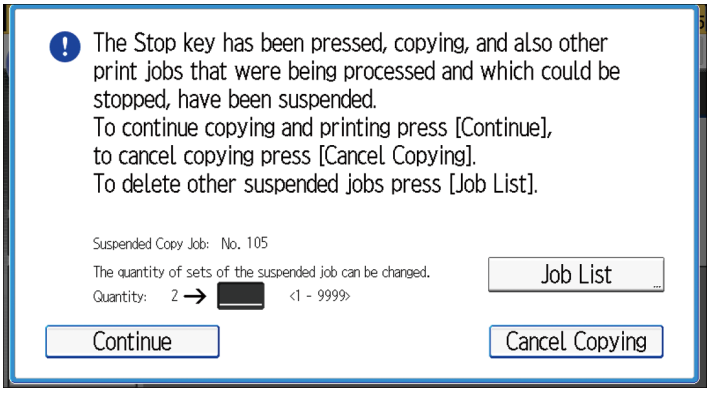
Changing the Number of Sets

You can change the number of copy sets during copying.

Important

- **This function can be used only when the Sort function is selected.**

1. **While "Copying..." is displayed, press the [Stop] key.**
2. **Enter the number of copy sets with the number keys.**



3. **Press [Continue].**

   Copying starts again.

Note

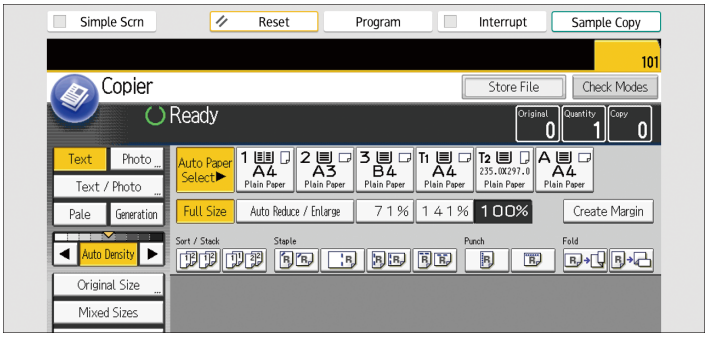
- The number of sets you can enter in Step 2 differs depending on when the [Stop] key is pressed.

Storing Data in the Document Server

The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

You can check the stored documents on the Document Server screen. For details about the Document Server, see page 421 "Document Server".

1. **Press [Store File].**



2. **Enter a user name, file name, or password if necessary.**
3. **Specify a folder in which to store the document if necessary.**
4. **Press [OK].**
5. **Place the originals.**
6. **Make the scanning settings for the original.**
7. **Press the [Start] key.**

   Stores scanned originals in memory and makes one set of copies. If you want to store another document, do so after copying is complete.

Note

- To stop scanning, press the [Stop] key. To resume a paused scanning job, press [Continue] in the confirmation screen. To delete scanned images and cancel the job, press [Cancel Copying]. The originals placed in the ADF will be ejected. Press [Job List] to display the [Job List] screen. For details, see "Types of Screens to Manage Jobs", Preparation.
- When placing the original on the exposure glass, press the [#] key after all the originals have been scanned.
- For details about printing stored documents, see page 424 "Printing Stored Documents".
- For details about setting user name, file name, and password, see page 408 "Changing stored document information".
- For details about how to specify a folder, see "Arranging Stored Documents Using Folders", Basic Operations.

6. Paper Specifications and Adding Paper

Describes how to load originals and sheets and about their specifications.

Placing Originals

You can place originals on a Type 1, 2, or 3 machine.

Recommended Original Sizes and Weights

This section describes the sizes and weights of originals that can be placed in the ADF or on the exposure glass.

Region A (mainly Europe and Asia)

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF (One-sided originals)	A3–B6 JIS (Japanese Industrial Standard) 11 × 17–5 1/2 × 8 1/2 *1	40.0–128.0 g/m² (10.7 lb. Bond–47.3 lb. Cover)
ADF (Two-sided originals)	A3–A5 11 × 17–5 1/2 × 8 1/2 *1	52.0–128.0 g/m² (14.0 lb. Bond–47.3 lb. Cover)
ADF (Mixed Sizes mode)	A3, B4 JIS, A4, B5 JIS, 11 × 17, 8 1/2 × 13, 8 1/2 × 11, 8 1/2 × 14	52.3–81.4 g/m² (14.0–21.7 lb. Bond)

*1 5 1/2 × 8 1/2 can be used only in the scanner function.

Region B (mainly North America)

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF (One-sided originals)	11 × 17–5 1/2 × 8 1/2 A3–A5 *1	40.0–128.0 g/m² (10.7 lb. Bond–47.3 lb. Cover)

Original location	Original size	Original weight
ADF (Two-sided originals)	11 × 17□–5 1/2 × 8 1/2□□ A3□–A5□□*1	52.0–128.0 g/m² (14.0 lb. Bond–47.3 lb. Cover)
ADF (Mixed Sizes mode)	11 × 17□, 8 1/2 × 14□, 8 1/2 × 11□□, 10 × 14□, 7 1/4 × 10 1/2□, A3□, A4□□	52.3–81.4 g/m² (14.0–21.7 lb. Bond)

*1 A5□□ can be used only in the scanner function.

Note

- About 220 originals can be loaded in the ADF. Specifications can vary depending on the type and condition of the paper.
- You can place originals of two different sizes only at a time in the Mixed Sizes mode.

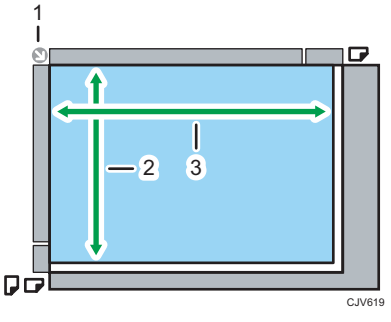
Maximum scan area

This section explains the size of the area the machine can scan and detect.

When placing an original on the exposure glass

This section explains the maximum scan area when the original is placed on the exposure glass.

- Maximum scan area of the exposure glass



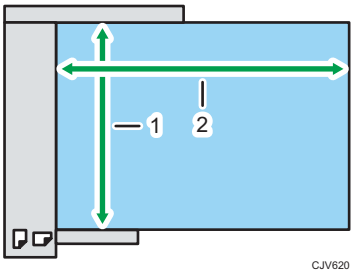
1. **Positioning mark**
2. **Vertical size:**
   297 mm (11.7 inches)
3. **Horizontal size:**
   432 mm (17.1 inches)

- Maximum standard original size for the exposure glass:
  A3□, 11 × 17□

When placing an original into the ADF

This section explains the maximum scan area when the original is placed in the ADF.

- Maximum scan area of the ADF



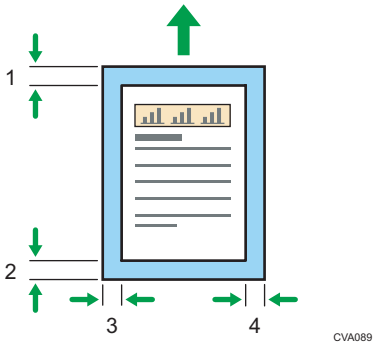
1. **Vertical size:**
   297 mm (11.7 inches)
2. **Horizontal size:**
   - In copier mode:
     1,260 mm (49.7 inches)
   - In scanner mode:
     432 mm (17.1 inches)

- Maximum standard original size for the ADF:
  A3, 11 × 17

Missing image area

Even if you place originals in the ADF or on the exposure glass correctly, margins of a few millimeters on all four sides of the original might not be copied.

Missing Image Area



1. **Leading edge:**
   - When you use paper other than coated paper: 5.0 ± 0.5 mm (0.20 ± 0.02 inches) (Paper Weight 1–Paper Weight 3), 4.0 ± 0.5 mm (0.16 ± 0.02 inches) (Paper Weight 4–Paper Weight 8)

- When you use coated paper: 7.0 ± 0.5 mm (0.28 ± 0.02 inches) (Paper Weight 2), 5.0 ± 0.5mm (0.20 ± 0.02 inches) (Paper Weight 3), 4.0 ± 0.5 mm (0.16 ± 0.02 inches) (Paper Weight 4–Paper Weight 8)

2. **Trailing edge:**
   - When you use paper other than coated paper: 5.0 ± 1.0 mm (0.20 ± 0.04inches) (Paper Weight 1–Paper Weight 3), 4.0 ± 1.0 mm (0.16 ± 0.04 inches) (Paper Weight 4–Paper Weight 8)
   - When you use coated paper: 7.0 ± 1.0 mm (0.28 ± 0.04 inches) (Paper Weight 2), 5.0 ± 1.0mm (0.20 ± 0.04 inches) (Paper Weight 3), 4.0 ± 1.0 mm (0.16 ± 0.04 inches) (Paper Weight 4–Paper Weight 8)
3. **Left edge: 2.0 ± 1.5 mm (0.08 ± 0.06 inches)**
4. **Right edge: 2.0 ± 1.5 mm (0.08 ± 0.06 inches)**

Note

- The missing image area can be changed. For details, consult the administrator or contact your service representative. If plain paper that weighs less than 70 g/m^2 or coated paper that weighs less than 105 g/m^2 is registered as custom paper from the master library, the missing image area for the leading edge is set to approximately 5 mm. Depending on the paper's condition, the reverse side's missing image area and its registered values may be different.

Sizes Detectable with Auto Paper Select

The following sizes and orientations of originals are detected automatically:

Region A (mainly Europe and Asia)

Original location	A3	B4 JIS	A4	B5 JIS	A5	A5	B6 JIS
Exposure glass	○*1	○*1	○*1, *2	○*1	○*1	×*1, *3	×
ADF	○	○	○	○	○	○	○*4

Original location	11 × 17	8 1/2 × 11	8 1/2 × 13
Exposure glass	×	×*2	○*7
ADF	○*5	○*6	○*7

○: Detectable size, ×: Undetectable size

*1 If you want to switch the detectable sizes from these sizes to 8K and 16K, contact your service representative.

*2 Default is A4. If you want to switch the detectable size from A4 to $8^1/_2 \times 11$, contact your service representative.

*3 If you want to make A5 size detectable, contact your service representative.

*4 You cannot use the two-sided scanning mode.

*5 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 8K, contact your service representative.

*6 Default is $8^1/_2 \times 11$. If you want to switch the detectable size from $8^1/_2 \times 11$ to 16K, contact your service representative.

*7 Default is $8^1/_2 \times 13$. If you want to switch the detectable size from $8^1/_2 \times 13$ to $8^1/_4 \times 13$ or 8 × 13, contact your service representative.

Region B (mainly North America)

Original location	11 × 17	$8^1/_2 \times 14$	$8^1/_2 \times 11$	$8^1/_2 \times 11$	$5^1/_2 \times 8^1/_2$	$5^1/_2 \times 8^1/_2$
Exposure glass	○	○	○*3	○*3	○	×*6
ADF	○*1	○*2	○*4	○*5	○	○

Original location	10 × 14	$7^1/_4 \times 10^1/_2$	A3	A4
Exposure glass	×	×	×	×*3
ADF	○	○	○	○

○: Detectable size, ×: Undetectable size

*1 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.

*2 Default is $8^1/_2 \times 14$. If you want to switch the detectable size from $8^1/_2 \times 14$ to $8^1/_2 \times 13$, contact your service representative.

*3 Default is $8^1/_2 \times 11$. If you want to switch the detectable size from $8^1/_2 \times 11$ to A4, contact your service representative.

*4 Default is $8^1/_2 \times 11$. If you want to switch the detectable size from $8^1/_2 \times 11$ to $7^1/_4 \times 10^1/_2$, contact your service representative.

*5 Default is $8^1/_2 \times 11$. If you want to switch the detectable size from $8^1/_2 \times 11$ to 8 × 10, contact your service representative.

*6 If you want to make $5^1/_2 \times 8^1/_2$ size detectable, contact your service representative.

Note

- Originals whose size is non-auto detectable will be scanned at the wrong paper size if fed in from the ADF.

- If the size of your original cannot be detected automatically, you must specify its size. If the size is not specified, part of the image may be cropped or not output satisfactorily. For details about how to specify the size of the originals, see "Specifying Original Sizes", or page 420 "Specifying Scan Settings".

Originals that are difficult to detect the size

If the original type is one of the following, the machine might not detect its size correctly and the receiver's machine might print it on paper of the wrong size. The machine may also fail to copy or print the image on an appropriate size of paper.

If the original type is one of the following, select the paper size manually:

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges
- Originals with glossy surfaces
- Bound originals of more than 10 mm (0.4 inches) in thickness, such as books

Placing Originals on the Exposure Glass

⚠CAUTION

- When lowering the ADF, do not place your hands on the hinges and exposure glass. Your hands or fingers are caught, which can result in injury.

Important

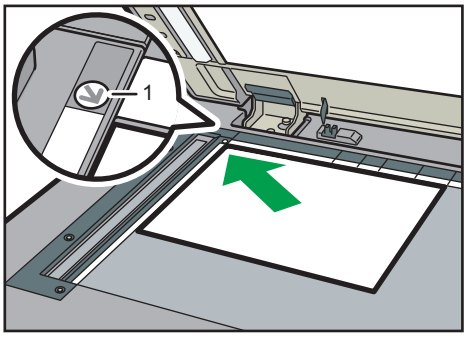
- **Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.**

1. **Lift the ADF.**

   Be sure to lift the ADF by more than 30 degrees. Otherwise, the size of the original might not be detected correctly.

2. **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**

   Start with the first page to be scanned.



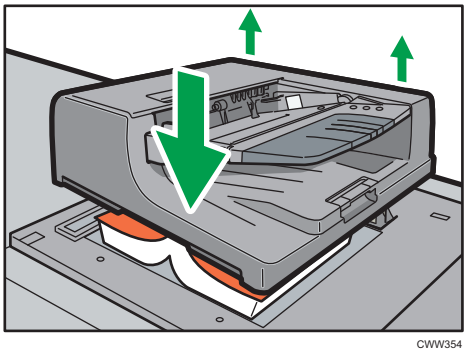
CWW353

1. **Positioning mark**

3. **Lower the ADF.**

Note

- When you place a thick book or three-dimensional original on the exposure glass and lower the ADF, the back side of the ADF rises up to accommodate the original. Keep your hands away from the hinges at the back of the ADF when you close it.



CWW354

- Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be scanned.
- For details about how to specify the size of the originals, see "Specifying Original Sizes", or page 420 "Specifying Scan Settings".
- For details about the sizes of originals that can be used, see page 171 "Recommended Original Sizes and Weights".

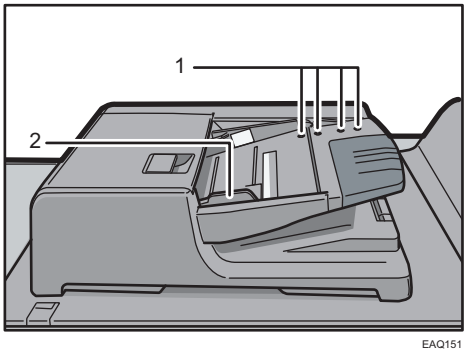
Left original beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after scanning.

You can change the beeper setting under [Alert Sound: Original left on Exposure Glass] in the User Tools menu. For details, see "General Features", Preparation.

Placing Originals in the Auto Document Feeder

Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the original incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.



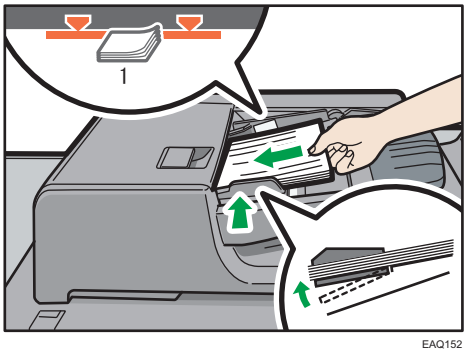
EAQ151

1. **Sensors**
2. **Original guide**

1. **Adjust the original guide to the original size.**
2. **Place the aligned originals squarely face up in the ADF.**

   Do not stack originals beyond the limit mark.

   The first page should be on the top.



EAQ152

1. **Limit mark**

Note

- For information on using the ADF, see "Specifying the Settings for Originals", Basic Operations.
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the original before placing it in the ADF.
- When originals are loaded in the ADF, the bottom plate rises automatically.

- Do not add paper to the ADF after the bottom plate has risen automatically.
- You can specify when the bottom plate of the ADF rises. For details, see "General Features", Device Management.
- Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be scanned.
- For details about the sizes and weights of originals that you can place in the ADF, see page 171 "Recommended Original Sizes and Weights".

Non-compatible originals for the Auto Document Feeder

Placing unsuitable originals in the ADF can cause paper misfeeds or black lines, or result in damage to the originals.

Place the following types of originals on the exposure glass instead:

- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with adhesive tape, glue or paste stuck to them
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as transparencies or translucent paper

Note

- The original might become dirty if it is written with a pencil or a similar tool.

Loading Paper

This chapter describes how to load paper into the paper tray or multi bypass tray (Tray A).

You can use the copy function and ADF on Type 1, 2, or 3 machines only. You can load and scan originals on a Type 1, 2, or 3 machine. You can use perfect binder interposer on Type 2, 3, 4, or 5 machines only.

Precautions for Loading Paper

⚠CAUTION

- When replacing paper or removing jammed paper, make sure 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:

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 319 "0310 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 266 "Changing Tray Paper Settings".
- For details about the paper sizes and types that can be used, see page 228 "Recommended Paper Sizes and Types".

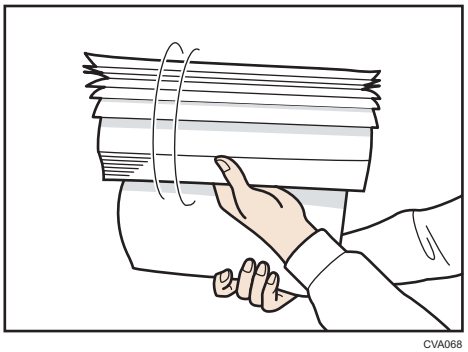
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

Fanning the paper

Important

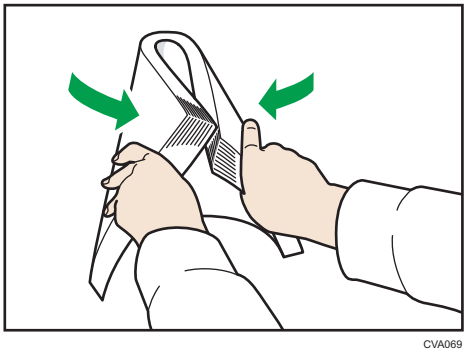
- If you load coated paper, label paper, or thick paper of 163.1–300.0 g/m^2 (60.1 lb. Cover–165.0 lb. Index) in the three-tray wide LCT, it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly.

1. Loosen the stack by riffling the sheets.

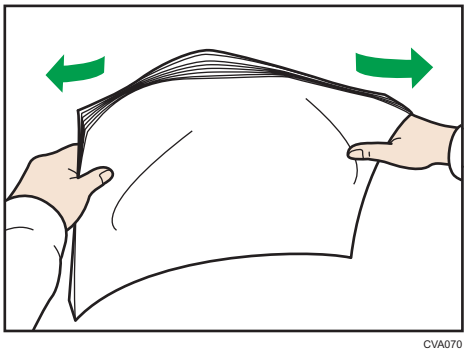


CVA068

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

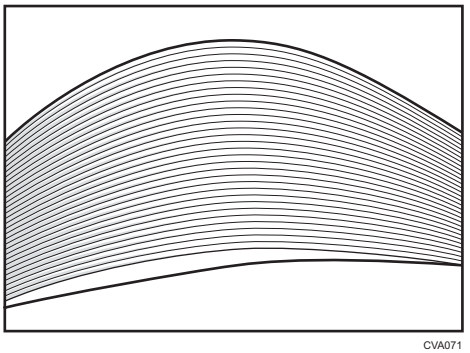


CVA069



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.

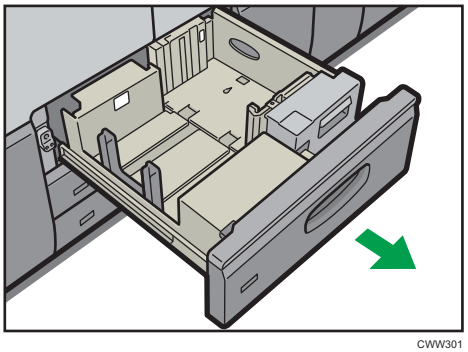
Region B (mainly North America)

Tray 1 can hold $8\frac{1}{2} \times 11$ 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.**

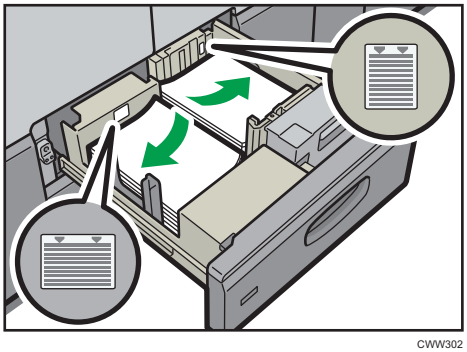


CWW301

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

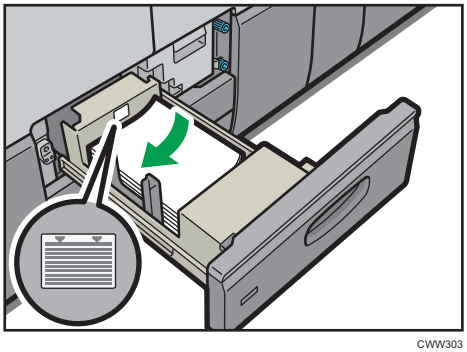
   Do not stack paper over the limit mark.

   - Whole tray pulled out



CWW302

   - Left half of the tray pulled out



CWW303

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.

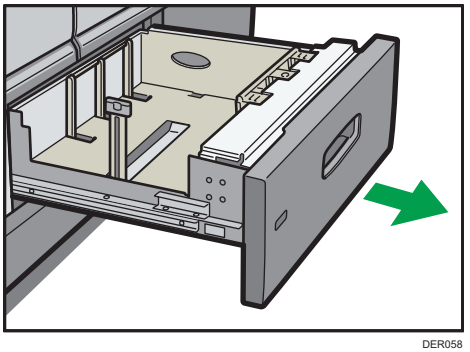
Region B (mainly North America)

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.**

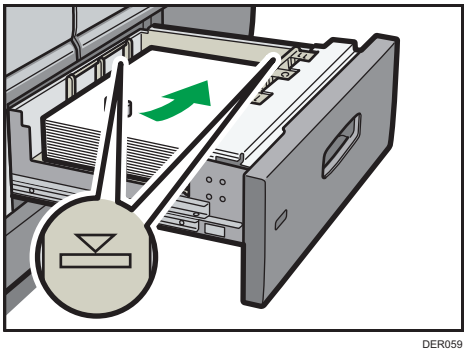
1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**



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 and 3

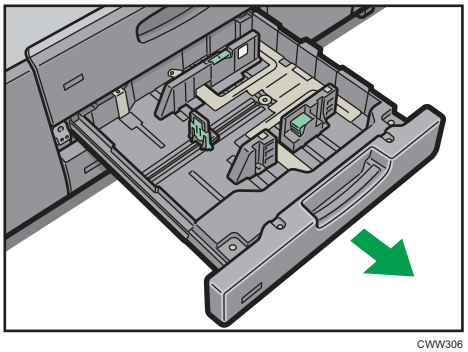
Each paper tray is loaded in the same way.

In the following example procedure, paper is loaded 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.

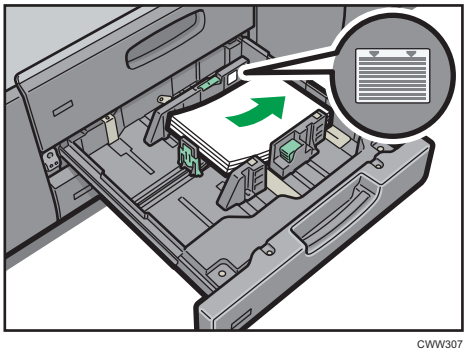
1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**



CWW306

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

   Do not stack paper over the limit mark.



CWW307

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

Note

- Various sizes of paper can be loaded in Tray 2 and 3 by adjusting the positions of side fences and end fence. For details, see page 208 "Changing the Paper Size in the Large Capacity Tray".

Loading Paper into the Multi Bypass Tray (Tray A)

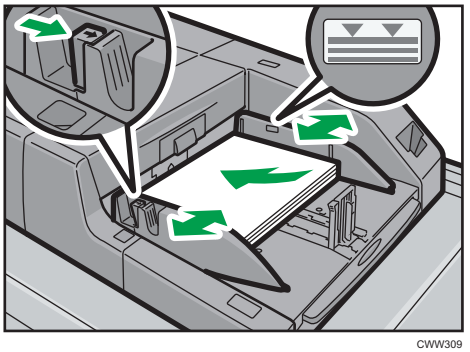
Use the multi bypass tray (Tray A) to use transparencies, translucent paper, and paper that cannot be loaded in the paper trays.

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 228 "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.

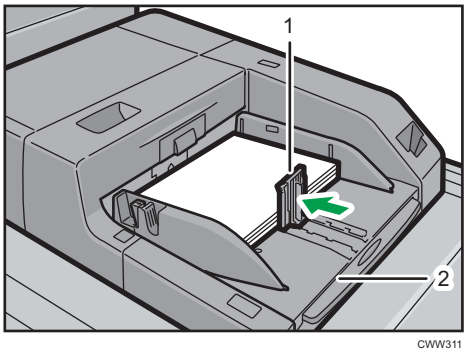
1. **Set the side fences to the paper size, and then square the paper and load it print side up.**

   Do not stack paper over the limit mark.



CWW309

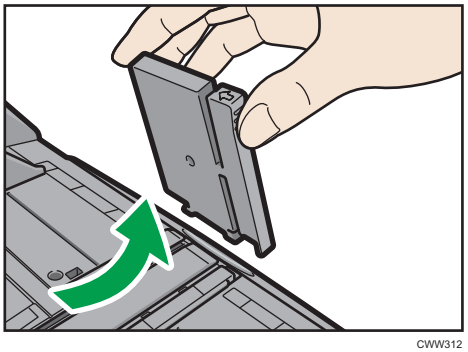
2. **Set the end fence.**



CWW311

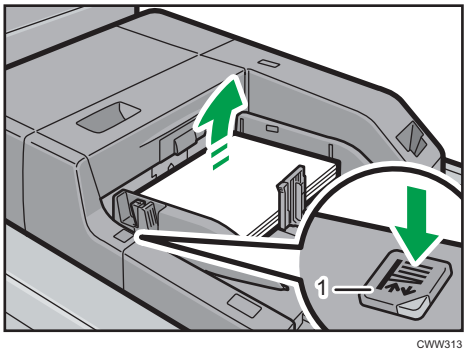
1. **End fence**
2. **Extender**

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).**



CWW313

1. **Elevator switch**

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

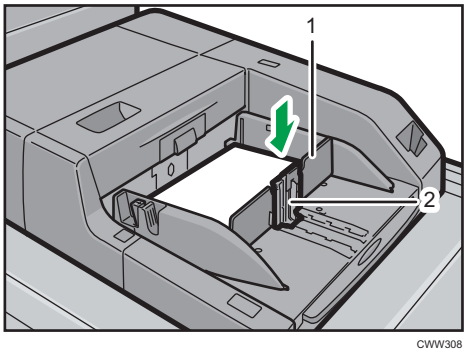
Press the elevator switch to move down the tray if you want to either add paper or remove jammed ones.

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 198 "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 260 "Envelopes".
- Specify the sizes of paper that are not automatically detected. For details about the sizes that can be detected automatically, see page 228 "Recommended Paper Sizes and Types". For details about how to specify sizes, see page 226 "Changing to a Size That Is Not Automatically Detected".
- When copying from the multi bypass tray (Tray A), see "Copying from the Multi Bypass Tray (Tray A)", Basic Operations.

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).



CWW308

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

Loading Paper into the Large Capacity Tray

The LCT is identified as Tray 4, Tray 5, and Tray 6.

Region A (mainly Europe)

Tray 6 can hold A4 paper only. If you want to print on A5, B5 JIS, $8\frac{1}{2} \times 11$, or $5\frac{1}{2} \times 8\frac{1}{2}$ from Tray 6, contact your service representative.

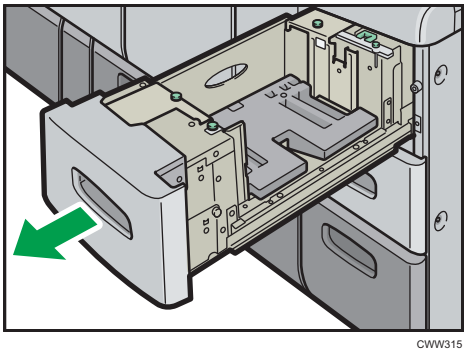
Region B (mainly North America)

Tray 6 can hold $8^1/_2 \times 11$ paper only. If you want to print on A5, B5 JIS, A4, or $5^1/_2 \times 8^1/_2$ from Tray 6, contact your service representative.

Important

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

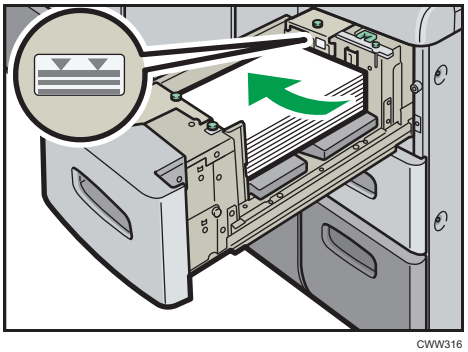
1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**



CWW315

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

   Do not stack paper over the limit mark.



CWW316

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

Note

- Various sizes of paper can be loaded in Tray 4 and Tray 5 by adjusting the positions of side fence and end fence. For details, see page 208 "Changing the Paper Size in the Large Capacity Tray".

Loading Paper into the Three-tray Wide Large Capacity Tray

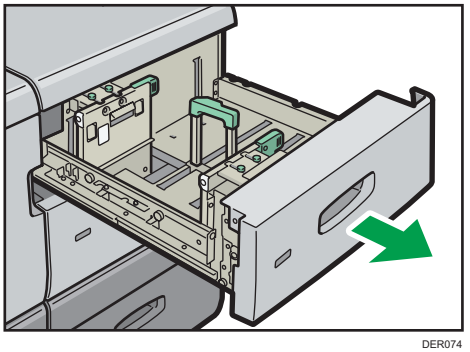
The three-tray wide LCT is identified as Tray 4, Tray 5, and Tray 6.

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.

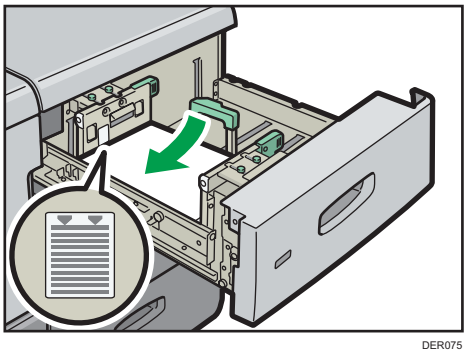
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



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 7, [Coated: Glossy], [Coated: Matte], 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 181 "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 213 "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 260 "Envelopes".

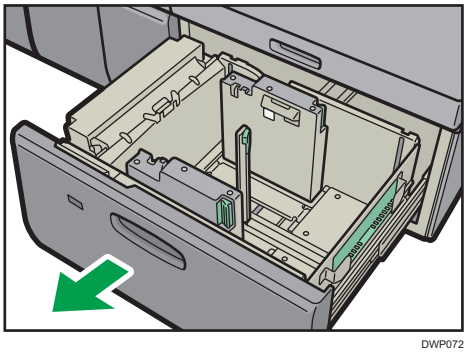
Loading Paper into the Two-tray Wide Large Capacity Tray

The two-tray wide LCT is identified as Tray T1, Tray T2, Tray T3, and Tray T4.

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.

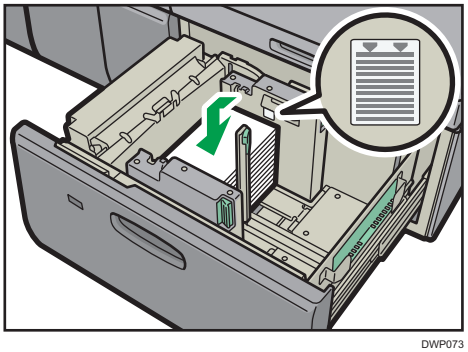
1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**



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 until it clicks.**

Note

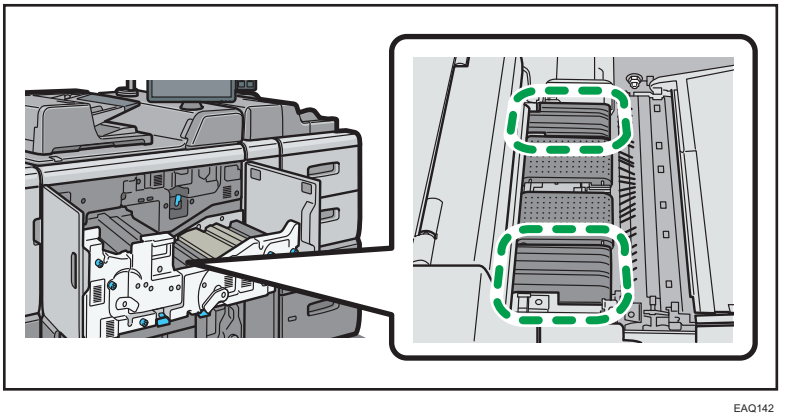
- Various sizes of paper can be loaded in the two-tray wide LCT by adjusting the positions of side fence and end fence. For details, see page 219 "Changing the Paper Size in the Two-tray Wide Large Capacity Tray".
- You can load envelopes in the two-tray wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 260 "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
- Label paper

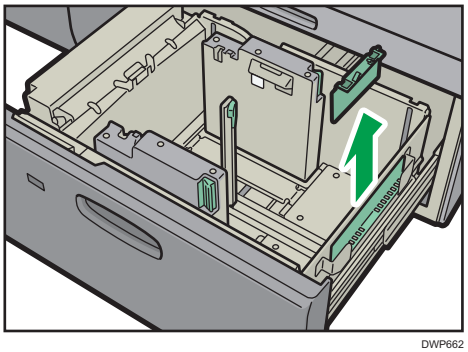
To print on carbonless paper of Paper Weight 0, open the front cover, pull out the drawer unit, and then wipe with a dry and clean cloth six ribs each on the front and back sides in the figure before printing. Wipe off dirt or toner on the top and side of each rib. Toner smear may appear on the printed paper if prints are made while the ribs are stained.



EAQ142

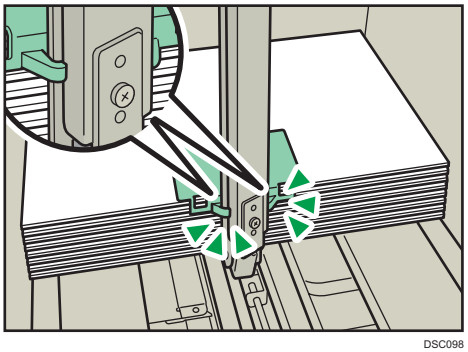
1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**

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. Carefully push the paper tray fully in until it clicks.

Note

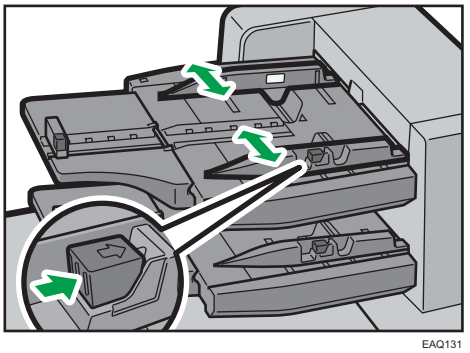
- Replace the small tab end fence after use.

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.**

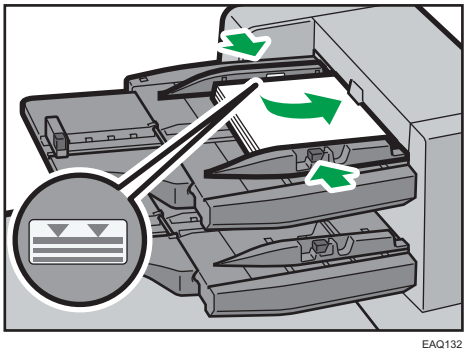


EAQ131

2. **Load paper orderly.**

   Do not stack paper over the limit mark.

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



EAQ132

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 ($8\frac{1}{2} \times 11$)⊐, pull out the paper extender.
- To load the paper in the interposer, align the orientation of originals in the ADF as shown below.

Interposer	ADF

Interposer	ADF

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.

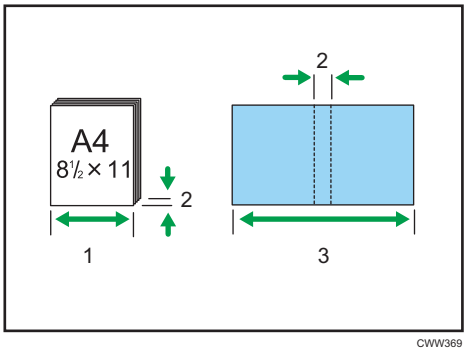
The following list shows examples for A4 or $8\,^{1}/_{2} \times 11$ size, 80.0 g/m^2 (21.0 lb. Bond) paper:

- 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):

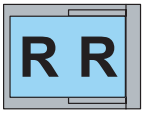
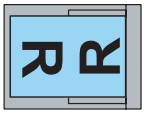
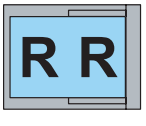
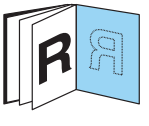


1. **Length of book block sheet**
2. **Thickness of spine**
3. **Length of cover sheet**

Orientation and binding position of covers and originals

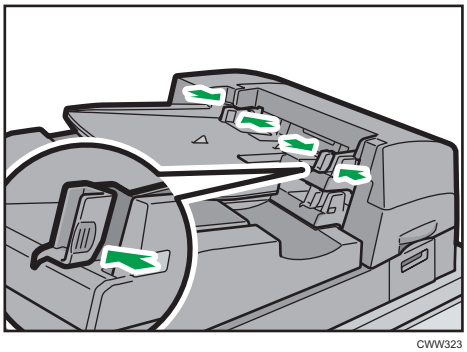
This section explains the orientation and binding positions of covers and originals.

Place covers and originals in the orientation in which they are read.

	Placing the cover in the interposer	Placing the book block sheet in the ADF	Binding position
Left binding			
Top binding*1			
Right binding			

*1 Select (unreadable orientation) in Original Orientation, and then select top binding.

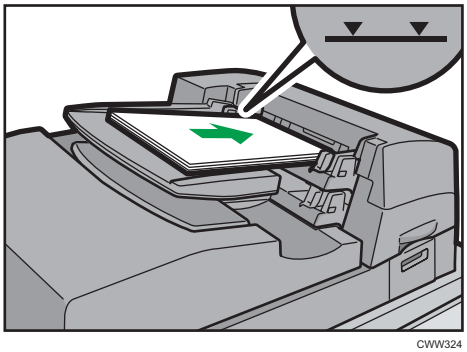
1. **While lightly pinching the side fence, align it with the paper size to be loaded.**



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).
- Depending on your machine, the procedure for selecting the orientation of covers and originals for the printer function might be slightly different. For details, refer to the procedure for your machine.
- Depending on your machine, the procedure for selecting the orientation of covers and originals might be slightly different. For details, refer to the procedure for your machine.
- 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 originals and paper are placed.

Settings for the User Tools

- Copier mode

  Specify [Yes] for [Letterhead Setting] in [Input / Output] under the Copier / Document Server Features menu, and then place the original and paper as shown below.

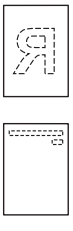
- Printer mode

  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 "Input / Output", or "System", Preparation.

Original orientation and paper orientation

The meanings of the icons are as follows:

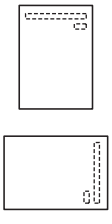
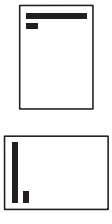
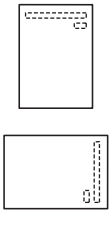
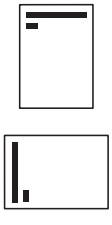
Icon	Meaning
	Place or load paper scanned or printed side face up.
	Place or load paper scanned or printed side face down.

- Original orientation

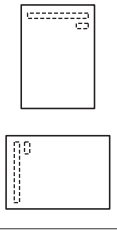
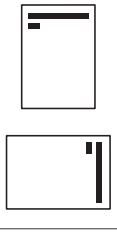
Original orientation	Exposure glass	ADF
Readable orientation		

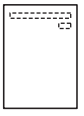
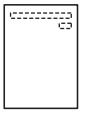
Original orientation	Exposure glass	ADF
Unreadable orientation	• Copy • Scanner	

- Paper orientation
  - Copier mode

Copy side	Tray 1	Trays 2–3 or A3/11 × 17 tray unit	Multi bypass tray (Tray A), LCT, or wide LCT
One-sided			
Two-sided			

  - Printer mode

Print side	Tray 1	Trays 2–3 or A3/11 × 17 tray unit	Multi bypass tray (Tray A), LCT, or wide LCT
One-sided			

Print side	Tray 1	Trays 2–3 or A3/11 × 17 tray unit	Multi bypass tray (Tray A), LCT, or wide LCT
Two-sided			

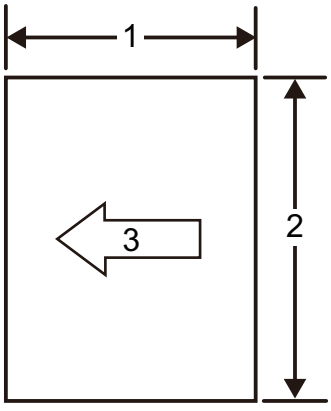
Note

- In copier mode:
  - For details about how to make two-sided copies, see page 157 "Duplex Copying".
- In printer mode:
  - 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 373 "Printing on Both Sides of Sheets".

Using Small Thick Paper

When loading paper with a paper weight of 200 gsm (110 lb. index) or more and a vertical paper length (short side) of 210 mm (8.27 inches) or less, move the lever in the drawer unit to raise the height of the paper transfer unit.

This is applicable to the following types of paper:



1. **Short side**
2. **Long side**
3. **Paper feed direction**

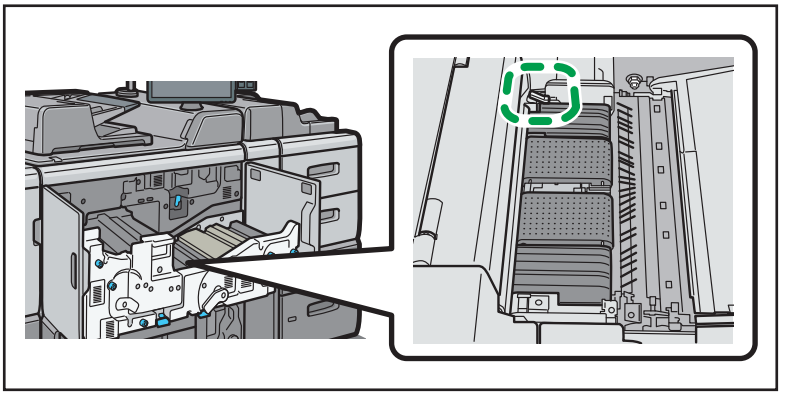
Paper Weight	Paper Size	Short side	Long side
200–350 g/m^2 (110.0–193.3 lb. Index) Paper Weight 5–8	A4	210 mm	297 mm
200–350 g/m^2 (110.0–193.3 lb. Index) Paper Weight 5–8	A5	148 mm	210 mm
200–350 g/m^2 (110.0–193.3 lb. Index) Paper Weight 5–8	B5	182 mm	257 mm
200–350 g/m^2 (110.0–193.3 lb. Index) Paper Weight 5–8	$5^1/_2 \times 8^1/_2$	139.7 mm (5.5 inches)	215.9 mm (8.5 inches)
200–350 g/m^2 (110.0–193.3 lb. Index) Paper Weight 5–8	16K	195 mm	267 mm

Moving the lever in the drawer unit

Important

- Move the lever only when using the applicable types of paper. Otherwise, return the lever to its original position.

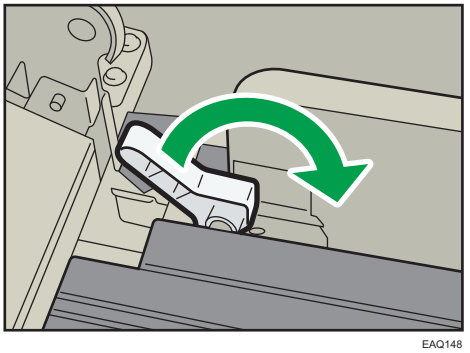
1. **Open the front cover, then pull out the drawer unit.**



EAQ147

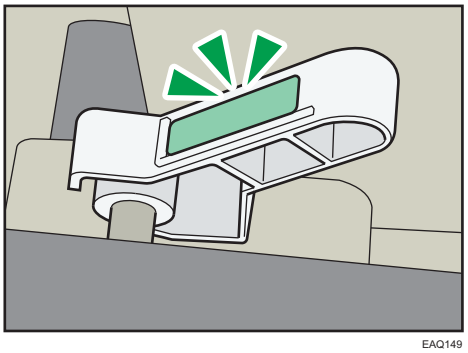
The lever is located in the recess of the drawer unit.

2. **Lower the lever in the direction of the arrow.**



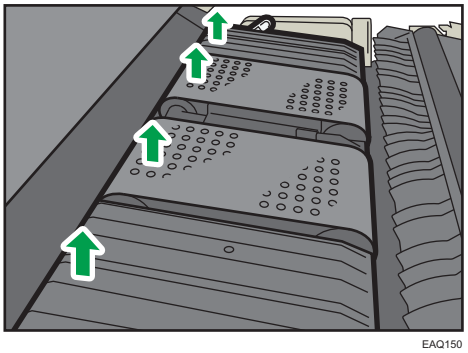
EAQ148

3. **Check that the indicator decal on the back of the lever is visible.**



EAQ149

The height of the paper transfer unit is changed to allow the applicable types of paper to be fed.



EAQ150

Changing the Paper Size

You can scan originals on a Type 1, 2, or 3 machine.

Precautions for Changing the Paper Size

⚠CAUTION

- When replacing paper or removing jammed paper, make sure 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 scanned or printed.**

Note

- Region A (mainly Europe and Asia)
  Tray 1 and Tray 6 of the LCT 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 and Tray 6 of the LCT 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 226 "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 228 "Recommended Paper Sizes and Types".

Changing the Paper Size in Tray 2 and 3

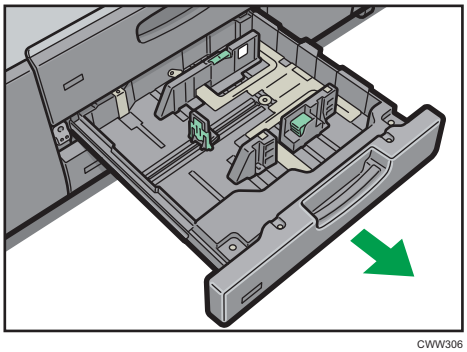
The paper size setting is changed in the same way for each paper tray.

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

Important

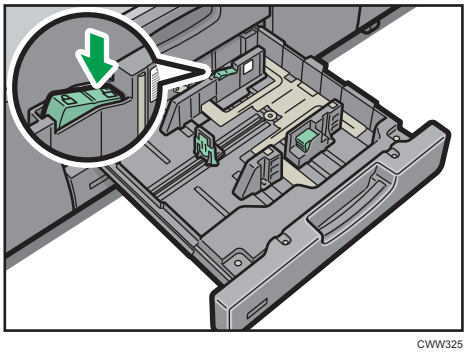
- Check the paper edges are aligned at the right side.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences 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.



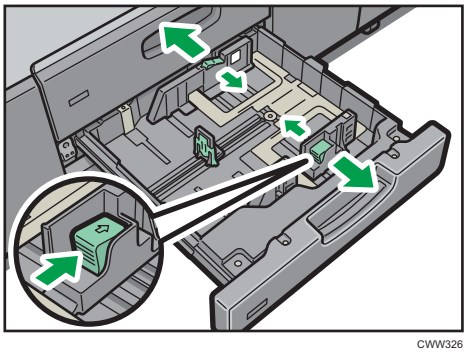
CWW306

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



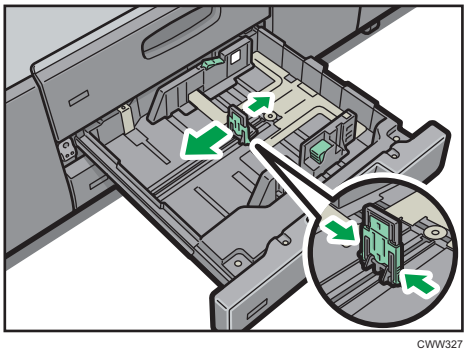
CWW325

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



CWW326

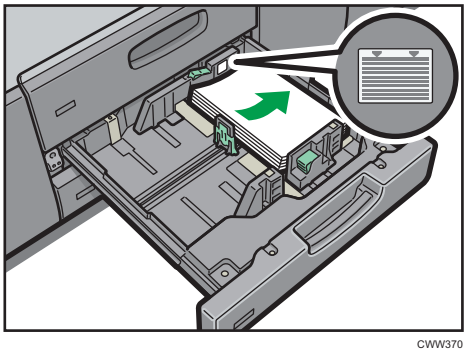
5. **While pressing down on both sides of the end fence, slide it until it is aligned with the size of paper to you want to load.**



CWW327

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

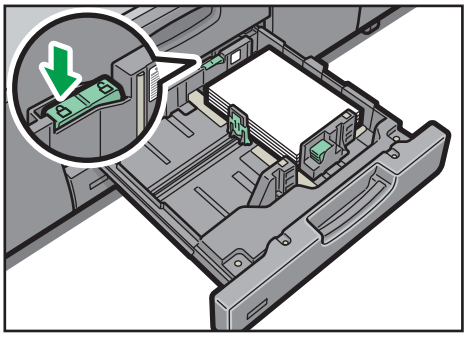
   Do not stack paper over the limit mark.



CWW370

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

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



CWW328

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

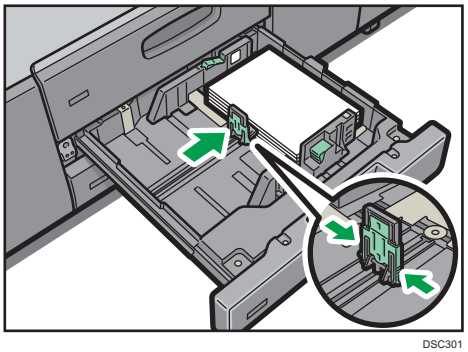
Note

- 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.

Loading Custom Size Paper

When loading custom size paper in Tray 2 or 3, use the following procedure to lock the end fence:

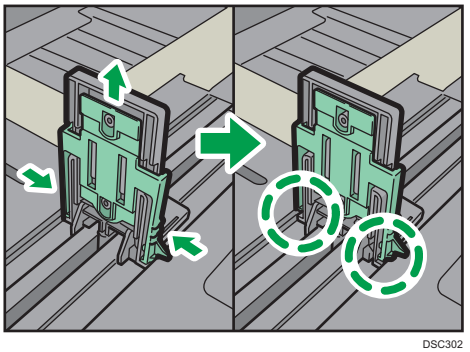
1. **While pressing down on both sides of the end fence, slide the end fence until it is aligned with the bottom edge of the paper you want to load.**



DSC301

2. **Hold the grip of the end fence and pull it upward, and then release it.**

   Make sure the stopping claws are extended and the end fence is securely locked.



DSC302

Note

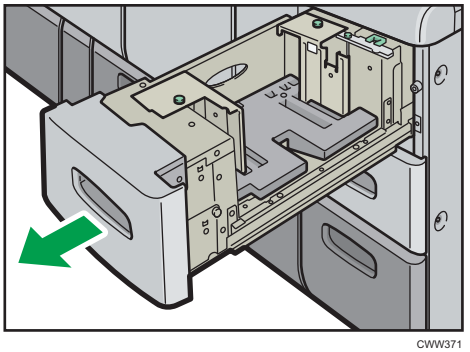
- When loading standard size paper, hold the grip of the end fence and push it downward, and then set it back in its original position.

Changing the Paper Size in the Large Capacity Tray

Important

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

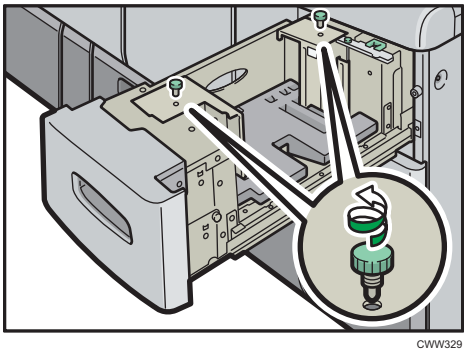
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



CWW371

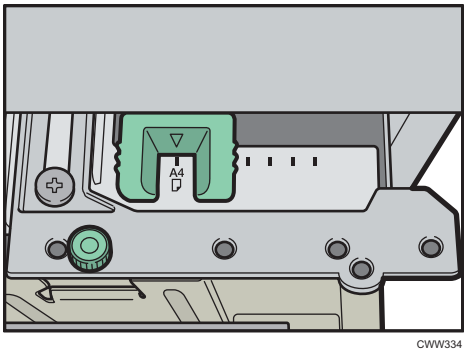
2. Remove paper if loaded.

3. Pull out the screws fixing the side fences.



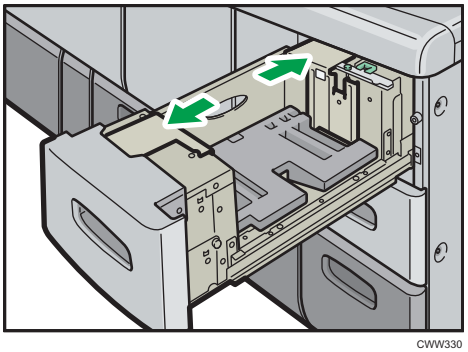
CWW329

4. Set the paper size selector in the innermost part of the tray to the new paper size.



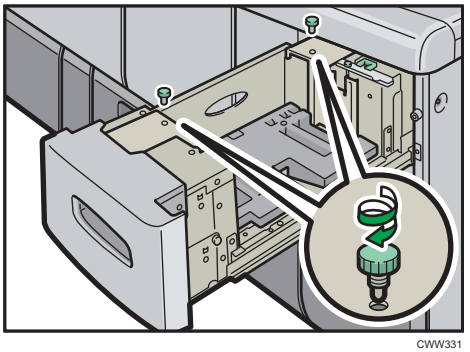
CWW334

5. Set the side fences to the size you want.



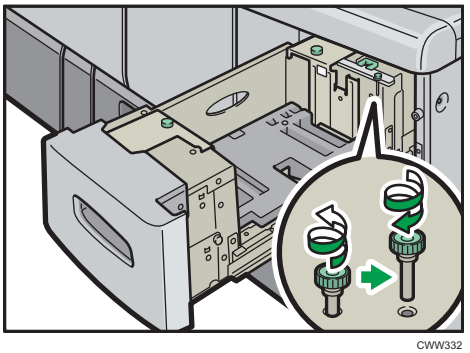
CWW330

6. **Fasten the side fences with the screws.**



CWW331

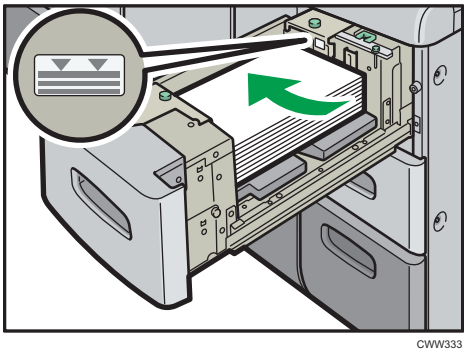
7. **Set the end fence along the paper size.**



CWW332

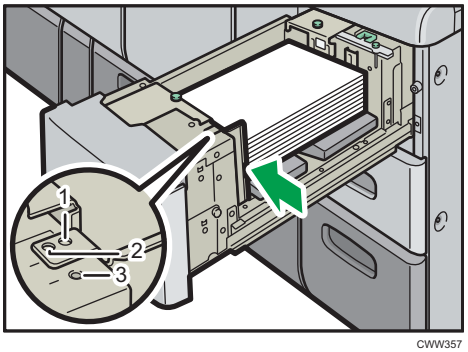
8. **Load paper into the paper tray with print side up.**

   Do not stack paper over the limit mark.



CWW333

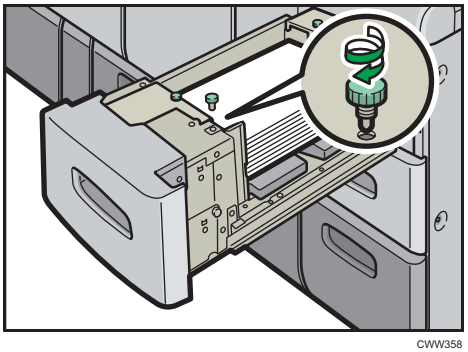
9. **If you load A4 or $8^1/_2 \times 11$ size paper, set the end fence according to the paper size.**



CWW357

1. **A4**
2. **$8^1/_2 \times 11$**
3. **Tab stock**

10. **Fasten the end fence using the screw provided.**



CWW358

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

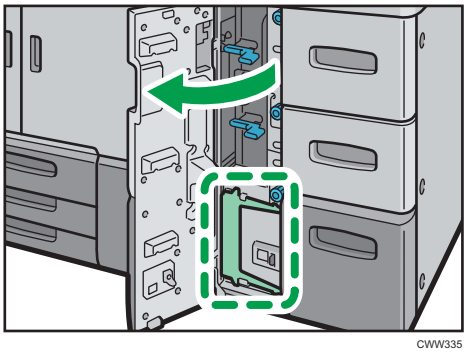
Note

- As for changing paper sizes of Tray 6, contact your service representative.
- 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.

Attaching the tab sheet holder to the Large Capacity Tray

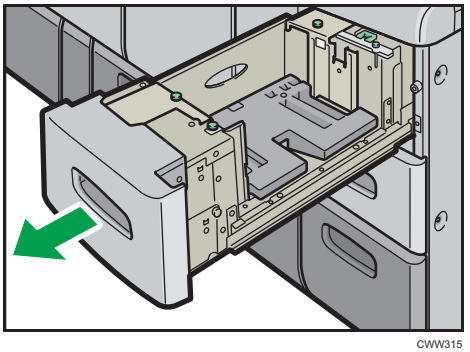
When loading tab stock, attach the tab sheet holder.

1. Open the front cover of the LCT, and then take out the tab sheet holder.



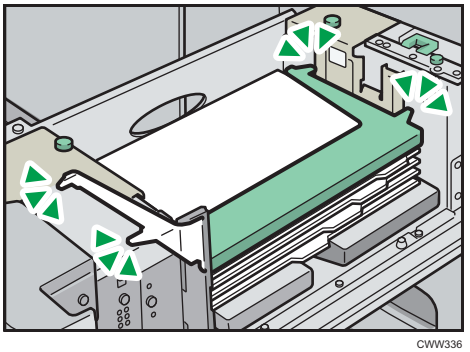
CWW335

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.



CWW315

4. Set the side fences and end fence to the size of the tab stock to be loaded, and then load it.
5. Attach the tab sheet holder.



CWW336

6. Carefully slide the paper tray fully in.

Note

- Tab stock can be loaded only in Tray 4 and Tray 5.

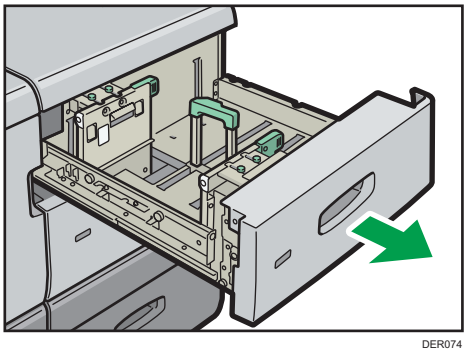
- When loading tab stock, shift the end fence for A4, $8^1/_2 \times 11$ to position 3 before setting the end fence for tab stock. For details, see page 208 "Changing the Paper Size in the Large Capacity Tray".
- Replace the tab sheet holder after use.

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

Important

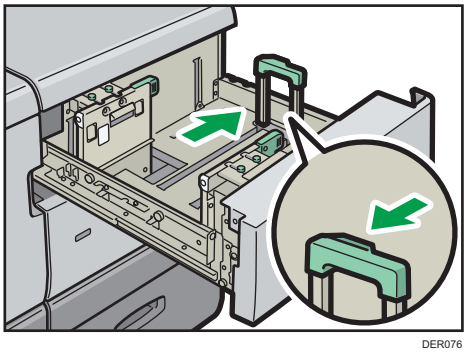
- Check that the paper edges are aligned with the left side.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.

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



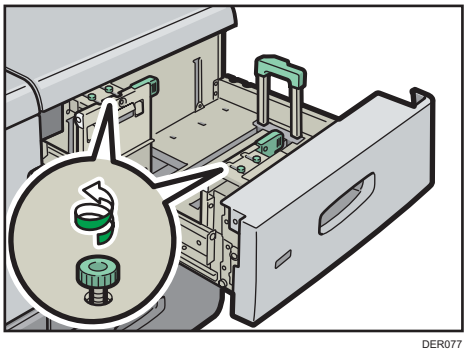
DER074

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



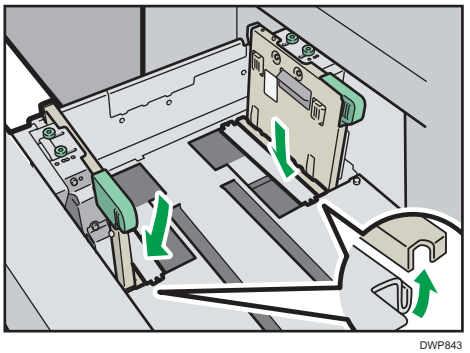
DER076

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.**



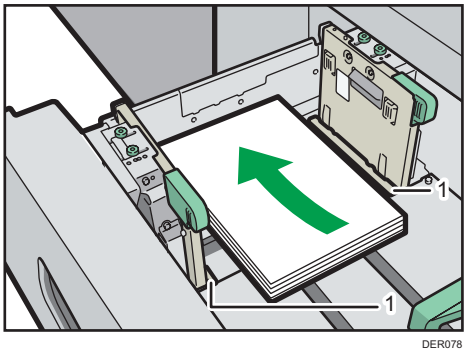
DWP843

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.



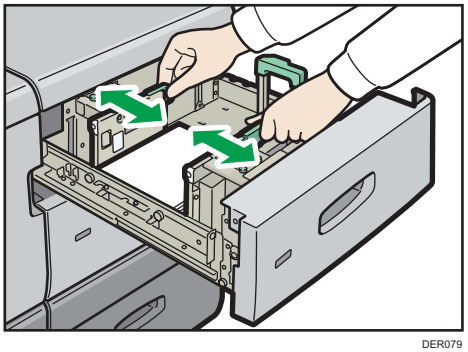
DER078

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.

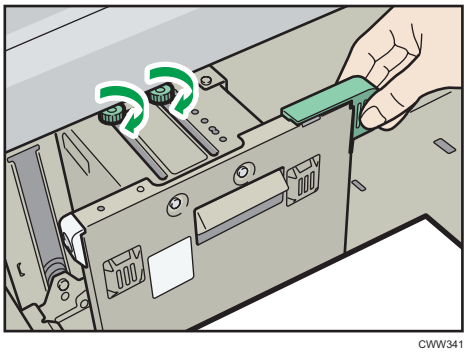
   Check that the scale numbers on the top of the side fences are roughly the same.



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.**

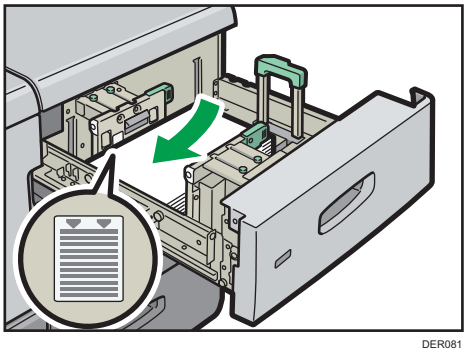
   Fasten the front side fence in the same way.



CWW341

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

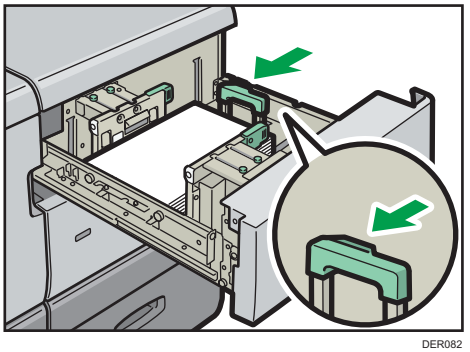
   Do not stack paper over the limit mark.



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.**

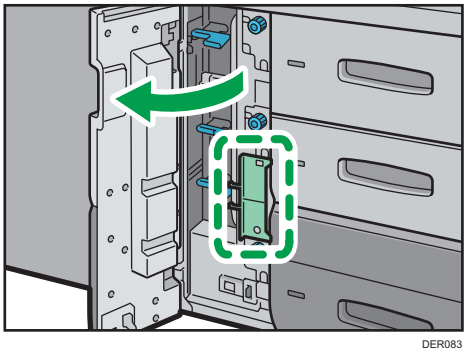
Note

- 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 260 "Envelopes".

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

When loading tab stock, attach the tab fence.

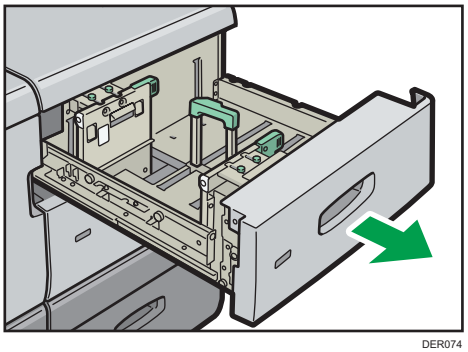
1. **Open the front cover of the three-tray wide LCT, and then take out the tab fence.**



DER083

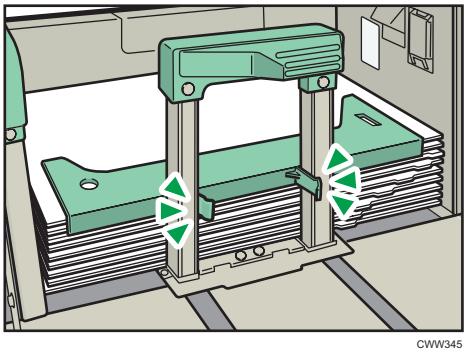
2. **Close the front cover.**

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

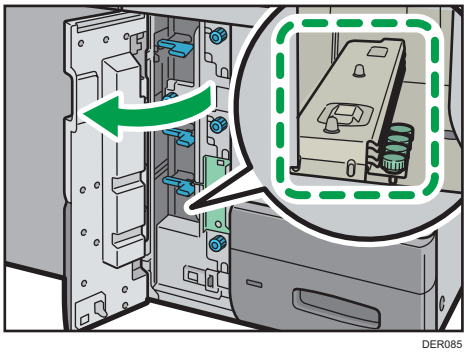
- Replace the tab fence after use.

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.

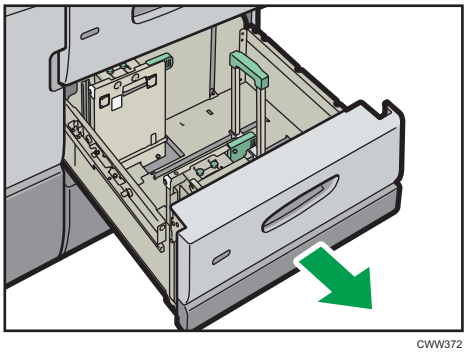
The three-tray wide LCT is equipped with two types of postcard side fences: the long type and the short type. Use the longer pair for Tray 4 and the shorter pair for Trays 3 and 5.

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.**

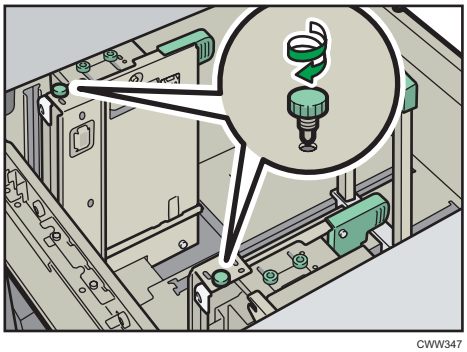


CWW372

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

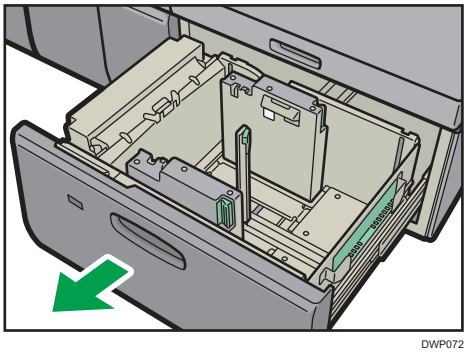
- Replace the postcard side fences after use.

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

Important

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

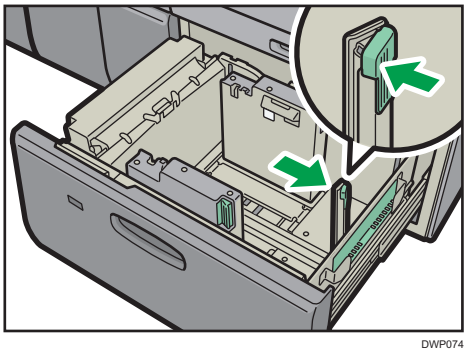
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DWP072

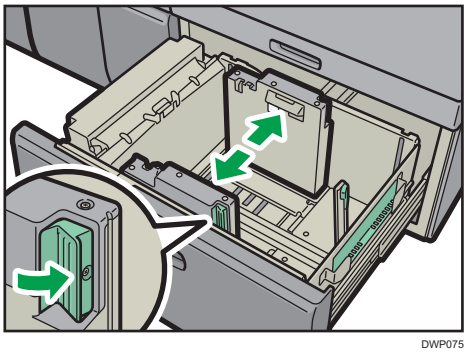
2. Remove paper if loaded.

3. **Release the end fence.**



DWP074

4. **Release the side fence.**



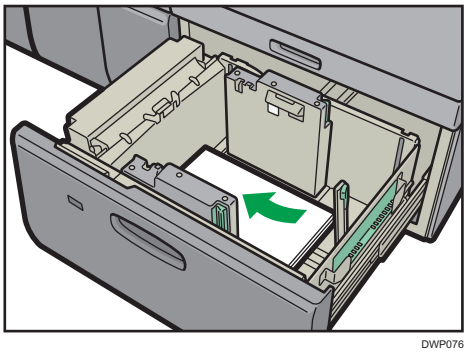
DWP075

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

   Place paper with print side up.

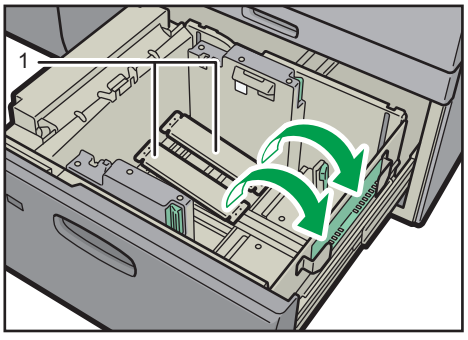
   Load a stack of paper about 5–10 mm (0.2–0.4 inches) high.

   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.



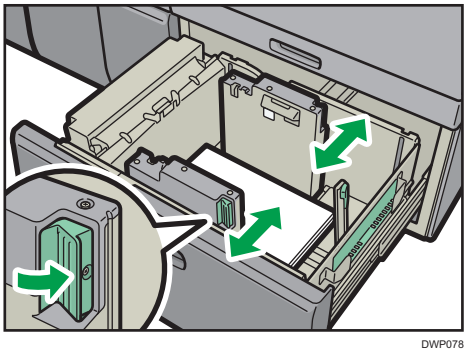
DWP077

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.

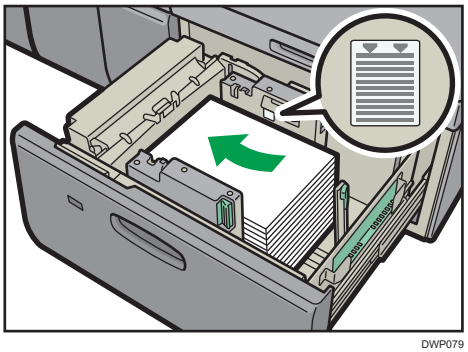
   Check that the scale numbers on the top of the side fences are roughly the same.



DWP078

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

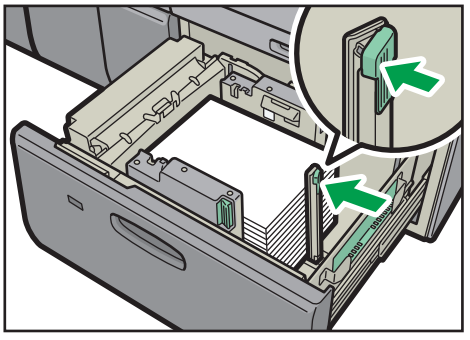
   Do not stack paper over the limit mark.



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.

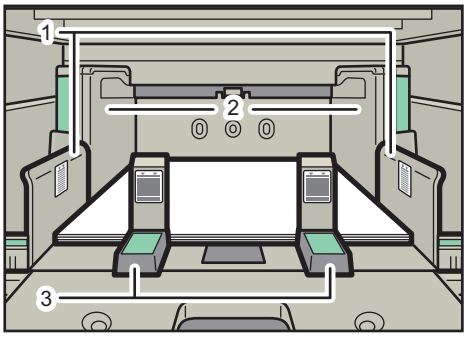


DWP080

9. **Carefully push the paper tray fully in until it clicks.**

Note

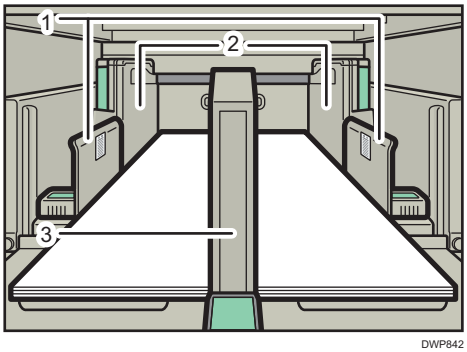
- Do not push in the paper presser on the upper part of the side fence. If it is pushed in, return it to its original position by hand.
- When printing on normal paper that is 487.8 mm (19.20 inches) long or more with a thickness of Paper Weight 2 or below or coated paper with a thickness of Paper Weight 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 260 "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**

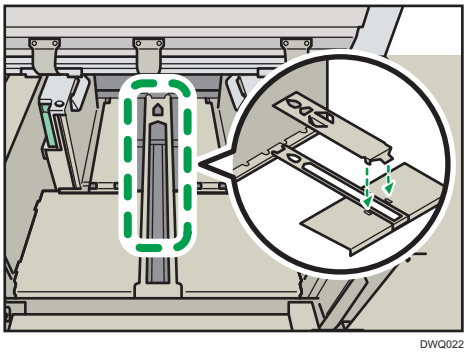
- When you load paper that is 560.0-700.0 mm (22.00–27.55 inches) wide, use one long-end fence.



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.
- When you load paper whose horizontal length is 487.8 mm (19.20 inches) or more, or paper weight 8 (300.1–350 gsm), use the banner sheet supporting plate.



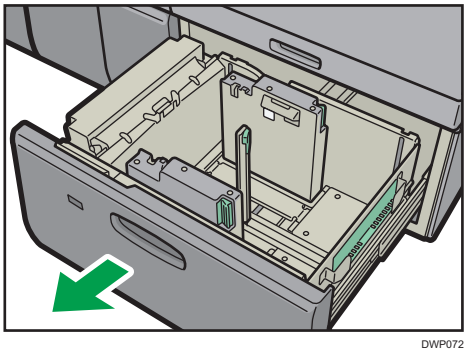
DWQ022

- If you are not using the banner sheet supporting plate, hook it on the screw under the banner sheet two-tray wide LCT.

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

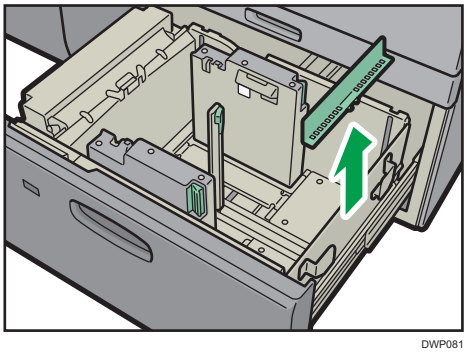
When loading tab stock, attach the tab fence.

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



DWP072

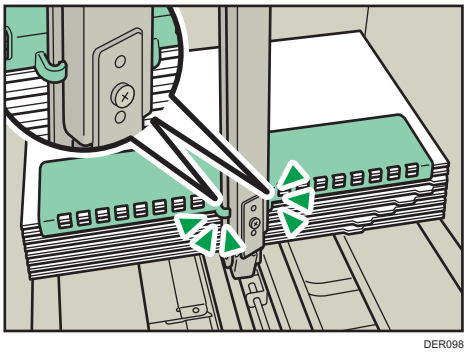
2. **Take out the tab fence from the pocket on the right-hand side of the paper tray.**



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 push the paper tray fully in until it clicks.

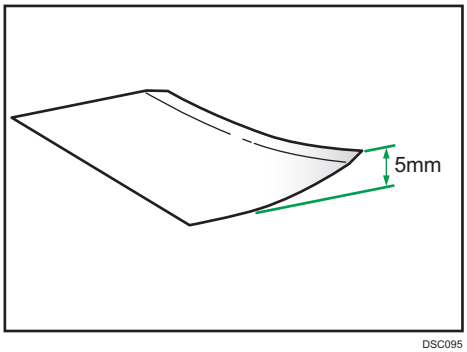
Note

- Replace the tab fence after use.

Loading envelopes into Two-tray Wide LCT

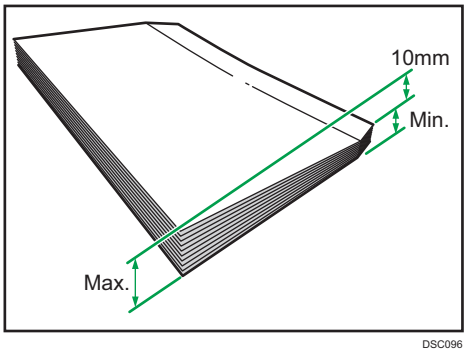
Important

- Open the flaps, and load the envelopes with their flaps pointing to the right side of the paper tray.
- Before loading envelopes, press down on them to remove any air inside and flatten edges or creases.
- Straighten curled or warped envelopes before loading (keep the amount of curling or warping for each envelope within 5 mm).



DSC095

- Set the envelopes so that the difference in the height of the stacks is less than 10 mm.



DSC096

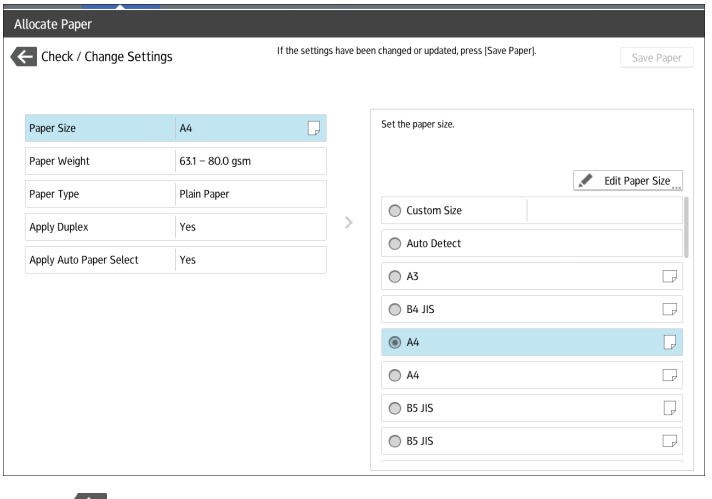
Note

- When loading an envelope that has an self-adhesive flap and releasing paper, make sure the releasing paper is not curled or peeled off.

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.**

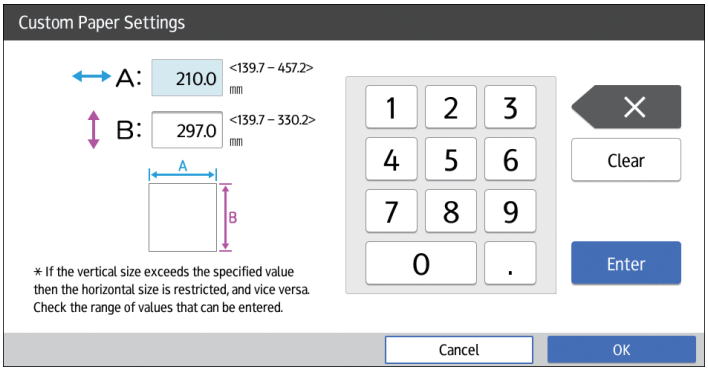
Note

- For details about paper sizes selected automatically, see page 228 "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. **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

This chapter describes recommended paper sizes and types, unusable paper, and how to store paper.

You can use the copy function on Type 1, 2, or 3 machines only.

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
52.3–256.0g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Region A A4 Region B $8\frac{1}{2} \times 11$	1,000 sheets × 2
52.3–256.0g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	*1 Region A $8\frac{1}{2} \times 11$ 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
52.3–256.0g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	Region A A3 Region B 11 × 17	1,000 sheets
52.3–256.0g/m^2 (14.0 lb. Bond–141.0 lb. Index) Paper Weight 1–Paper Weight 6	*1 Region A A4, B4 JIS, 11 × 17, 8$^1/_2$ × 11, 8$^1/_2$ × 14 Region B A3, A4, B4 JIS, 8$^1/_2$ × 11, 8$^1/_2$ × 14	1,000 sheets

*1 To load paper any of the sizes specified above, contact your service representative.

Trays 2 and 3

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: Region A 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, SRA3 Region B 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: Region A $8^1/_4$ × 14⬓, 8 × 10⬓, 11 × 15⬓, 11 × 14⬓, 10 × 15⬓, 10 × 14⬓, 13 × 18⬓, 12 × 18⬓, SRA4⬓⬓, 226 × 310 mm⬓⬓, 310 × 432 mm⬓, $8^1/_2$ × $13^2/_5$⬓ Region B $8^1/_4$ × 14⬓, 8 × 10⬓, 11 × 15⬓, 11 × 14⬓, 10 × 15⬓, 10 × 14⬓, 13 × 18⬓, SRA3⬓, SRA4⬓⬓, 226 × 310 mm⬓⬓, 310 × 432 mm⬓, $8^1/_2$ × $13^2/_5$⬓	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	A3⬓, A4⬓⬓, B4 JIS⬓, B5 JIS⬓⬓	*1
Transparencies	A4⬓⬓	*1 *2

*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 Transparencies can be fed only from Tray 2.

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, SRA3 *2 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 *2, 13 × 19 *2, 12 3/5 × 19 1/5 *2, 12 3/5 × 18 1/2 *2, 13 × 18 *2, 12 × 18, SRA4 *2, SRA4, 226 × 310 mm *2, 226 × 310 mm, 310 × 432 mm *2, 8 1/2 × 13 2/5 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 *2, 13 × 19 *2, 12 3/5 × 19 1/5 *2, 12 3/5 × 18 1/2 *2, 13 × 18 *2, SRA3 *2, SRA4 *2, SRA4, 226 × 310 mm *2, 226 × 310 mm, 310 × 432 mm *2, 8 1/2 × 13 2/5 *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: *3 Region A Vertical: 100.0–330.2 mm *4 Horizontal: 139.7–487.7 mm *5 Region B Vertical: 3.94–13.00 inches *4 Horizontal: 5.50–19.20 inches *5	500 sheets

Paper type and weight	Paper size	Paper capacity
Translucent paper	A3, A4, B4 JIS, B5 JIS	*6
Transparencies	A4, 8 1/2 × 11	*6
Tab stock*7 52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	A4, 8 1/2 × 14, 8 1/2 × 11	*6
Envelopes 163.1–216.0 g/m² (60.1 lb. Cover–79.9 lb. Cover) Paper Weight 5	Region A Vertical: 100.0–330.2 mm*4 Horizontal: 139.7–487.7 mm*5 Region B Vertical: 3.94–13.00 inches*4 Horizontal: 5.50–19.20 inches*5	10 sheets

*1 Select the paper size. For details, see page 266 "Changing Tray Paper Settings".

*2 The paper sizes specified above cannot be used if the LCT is installed.

*3 Enter the paper size. For details, see page 266 "Changing Tray Paper Settings".

*4 When the LCT is installed, the maximum custom width is 305.0 mm (12.1 inches). When the two-tray or three-tray wide LCT is installed, the maximum custom width is 330.2mm (13.1 inches). Also note that when the banner sheet tray of multi bypass tray (Tray A) is installed, the minimum vertical size of custom paper changes depending on the horizontal size as shown below:
Horizontal: 139.7–487.7 mm (5.50–19.20 inches); vertical: 100 mm (3.93 inches) or more
Horizontal: 487.7–700.0 mm (19.20–27.55 inches); vertical: 210 mm (8.27 inches) or more

*5 When the banner sheet tray is installed, the maximum horizontal length of custom size paper is 700.0 mm (27.55 inches).

*6 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.

*7 The tab fence is required.

LCT (Trays 4 and 5)

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	Select the paper size using the paper size selector: A4, A5, B5 JIS, 8 1/2 × 11, 5 1/2 × 8 1/2	1,000 sheets

Paper type and weight	Paper size	Paper capacity
Translucent paper	A4, B5 JIS	*1
Label paper*2 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	*1
Transparencies	A4, 8 1/2 × 11	*1
Tab stock*3 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	*1

*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 You can load paper into Tray 5 only.

*3 The tab sheet holder is required.

6

LCT (Tray 6)

Paper type and weight	Paper size	Paper capacity
52.3–163.0 g/m^2 (14.0 lb. Bond–60.0 lb. Cover) Paper Weight 1–Paper Weight 4	Region A A4 Region B 8 1/2 × 11	2,550 sheets
52.3–163.0 g/m^2 (14.0 lb. Bond–60.0 lb. Cover) Paper Weight 1–Paper Weight 4	*1 Region A A5, B5 JIS, 8 1/2 × 11, 5 1/2 × 8 1/2 Region B A4, A5, B5 JIS, 5 1/2 × 8 1/2	2,550 sheets
Translucent paper	A4, B5 JIS	*2
Transparencies	A4, 8 1/2 × 11	*2

*1 To load paper any of the sizes specified above, contact your service representative.

*2 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.

Three-tray wide LCT (Trays 4 and 6)

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, $5^1/_2$ × $8^1/_2$, SRA3	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□□, 226 × 310 mm□□, 310 × 432 mm□, 8 1/2 × 13 2/5□ 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□, 12 × 18□, SRA4□□, 226 × 310 mm□□, 310 × 432 mm□, 8 1/2 × 13 2/5□	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

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 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	–
Coated: Glossy Coated: Matte 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 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	–
Translucent paper	A3, A4, B5 JIS	*2
Transparencies	A4, 8 1/2 × 11	*2
Tab stock*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	*2
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*1 Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches*1 Horizontal: 5.50–19.20 inches	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 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.

*3 The tab fence is required.

Three-tray wide LCT (Tray 5)

Paper type and weight	Paper size	Paper capacity
40.0–300.0 g/m^2 (10.7 lb. Bond–165.0 lb. Index) Paper Weight 0 *1–Paper Weight 7	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, SRA3	2,000 sheets

Paper type and weight	Paper size	Paper capacity
40.0–300.0 g/m^2 (10.7 lb. Bond–165.0 lb. Index) Paper Weight 0 [*1]–Paper Weight 7	Select the paper size using the Tray Paper Settings menu: Region A A6, B5 JIS, B6 JIS[*2], 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5 Region B A4, A5, A6[*2], B5 JIS, B6 JIS[*2], 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, 12 × 18, SRA4, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5	2,000 sheets
40.0–300.0 g/m^2 (10.7 lb. Bond–165.0 lb. Index) Paper Weight 0 [*1]–Paper Weight 7	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 40.0–300.0 g/m^2 (10.7 lb. Bond–165.0 lb. Index) Paper Weight 0 *1–Paper Weight 7	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	–
Coated: Glossy Coated: Matte 40.0–300.0 g/m^2 (10.7 lb. Bond–165.0 lb. Index) Paper Weight 0 *1–Paper Weight 7	Select the paper size using the Tray Paper Settings menu: Region A A6*2, B5 JIS, B6 JIS*2, 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5 Region B A4, A5, A6*2, B5 JIS, B6 JIS*2, 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 40.0–300.0 g/m^2 (10.7 lb. Bond–165.0 lb. Index) Paper Weight 0 *1–Paper Weight 7	Custom size: Region A Vertical: 100.0–330.2 mm*2 Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches*2 Horizontal: 5.50–19.20 inches	–
Translucent paper	A3, A4, B5 JIS	*3
Transparencies	A4, 8 1/2 × 11	*3
Tab stock*4 52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	A4, 8 1/2 × 11	*3
Label paper 52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	A4, 8 1/2 × 11	*3
Envelopes 163.1–300.0 g/m^2 (79.9 lb. Cover–165.0 lb. Index) Paper Weight 5–Paper Weight 7	Region A Vertical: 100.0–330.2 mm*2 Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches*2 Horizontal: 5.50–19.20 inches	10 sheets

*1 When a paper jam occurs while printing is performed on paper of Paper Weight 0, pull out the drawer unit check that there is no paper left inside the upper part of the machine, and then remove the paper. Also, confirm the paper feed direction and set the paper in the direction so that the grain direction is aligned with the feed direction.

*2 The postcard side fences are required to load paper that is between 100.0 and 139.2 mm (3.94 and 5.49 inches).

*3 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.

*4 The tab fence is required.

Two-tray wide LCT (Trays T1 to T4)

Paper type and weight	Paper size	Paper capacity
40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	Paper sizes that can be detected automatically: 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
40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 [*1]–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: 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⬓, 226 × 310 mm⬓⬓, 310 × 432 mm⬓, 8 1/2 × 13 2/5⬓ 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⬓, 226 × 310 mm⬓⬓, 310 × 432 mm⬓, 8 1/2 × 13 2/5⬓	2,400 sheets
40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 [*1]–Paper Weight 8	Custom size: 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

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	Paper sizes that can be detected automatically: 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	–
Coated: Glossy Coated: Matte 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: Region A B5 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 Region B A4, A5, B5 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	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–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	–
Translucent paper	A3, A4, B5 JIS	*2
Transparencies *3	A4, 8 1/2 × 11	*2
Tab stock *4 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	A4, 8 1/2 × 11	–
Label paper *9 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	A4, 8 1/2 × 11	–
Envelopes 163.1–300.0 g/m^2 (79.9 lb. Cover–165.0 lb. Index) Paper Weight 5–Paper Weight 7	*5, *6, *7 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	10 sheets

Paper type and weight	Paper size	Paper capacity
Carbonless paper *8 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	Paper sizes that can be detected automatically: 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 *8 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 ×13 2/5	–
Carbonless paper *8 40.0–350.0 g/m^2 (10.7 lb. Bond–193.3 lb. Index) Paper Weight 0 *1–Paper Weight 8	Custom size: 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	–
Perforated paper	A4	–

*1 When a paper jam occurs while printing is performed on paper of Paper Weight 0, pull out the drawer unit check that there is no paper left inside the upper part of the machine, and then remove the paper.

Also, confirm the paper feed direction and set the paper in the direction so that the grain direction is aligned with the feed direction.

*2 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

*3 Fan the paper thoroughly so that the sheets do not stick to each other when reloading the paper that has been output.

*4 The tab fence is required.

*5 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.

*6 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.

*7 Sizes do not include flap sizes.

*8 Attach the small tab end fence when loading carbonless paper of paper weight 2 or less.

*9 The small tab end fence is required.

Two-tray wide LCT (When the banner sheet tray of two-tray wide LCT is installed) (Tray 1 or 3)

Paper type and weight	Paper size	Paper capacity
52.3–350.0 g/m^2 (14.0 lb. Bond–193.3 lb. Index) Paper Weight 1–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: A3⧉, 11 × 17⧉, 12 × 18⧉, 13 × 19⧉, 12 $^3/_5$ × 19 $^1/_5$⧉, 12 $^3/_5$ × 18 $^1/_2$⧉, 13 × 18⧉, 13 × 19 $^1/_5$ ⧉, SRA3⧉, 310 × 432mm⧉	720 sheets
52.3–350.0 g/m^2 (14.0 lb. Bond–193.3 lb. Index) Paper Weight 1–Paper Weight 8	Custom size: Region A Vertical: 210.0–330.2 mm Horizontal: 420.0–700.0 mm Region B Vertical: 8.27–13.00 inches Horizontal: 16.54–27.55 inches	720 sheets
Coated: Glossy Coated: Matte 52.3–350.0 g/m^2 (14.0 lb. Bond–193.3 lb. Index) Paper Weight 1–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: A3⧉, 11 × 17⧉, 12 × 18⧉, 13 × 19⧉, 12 $^3/_5$ × 19 $^1/_5$⧉, 12 $^3/_5$ × 18 $^1/_2$⧉, 13 × 18⧉, 310 × 432mm⧉	*1

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 52.3–350.0 g/m^2 (14.0 lb. Bond–193.3 lb. Index) Paper Weight 1–Paper Weight 8	Custom size: Region A Vertical: 210.0–330.2 mm Horizontal: 420.0–700.0 mm Region B Vertical: 8.27–13.00 inches Horizontal: 16.54–27.55 inches	*1
Carbonless paper 52.3–350.0 g/m^2 (14.0 lb. Bond–193.3 lb. Index) Paper Weight 1–Paper Weight 8	Select the paper size using the Tray Paper Settings menu: A3, 11 × 17, 12 × 18, 13 × 19, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 13 × 18, 310 × 432mm	*1
Carbonless paper 52.3–350.0 g/m^2 (14.0 lb. Bond–193.3 lb. Index) Paper Weight 1–Paper Weight 8	Custom size: Region A Vertical: 210.0–330.2 mm Horizontal: 420.0–700.0 mm Region B Vertical: 8.27–13.00 inches Horizontal: 16.54–27.55 inches	*1

*1 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

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Paper type and weight	Paper size	Paper capacity
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	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
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	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, 226 × 310 mm, 310 × 432 mm, $8^1/_2 \times 13^2/_5$ 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, 226 × 310 mm, 310 × 432 mm, $8^1/_2 \times 13^2/_5$	200 sheets × 2
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	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

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	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
Coated: Glossy Coated: Matte 105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	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, 226 × 310 mm, 310 × 432 mm, 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, 226 × 310 mm, 310 × 432 mm, 8 1/2 × 13 2/5	*1

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	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	*1
Translucent paper	A3, A4, B5JIS	*1
Transparencies	A4, 8 1/2 × 11	*1
Tab stock 52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	A4, 8 1/2 × 11, 11 × 17	*1
Label paper 52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 7	A3, A4, B4 JIS, 8 1/2 × 14, 8 1/2 × 11	*1

*1 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

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Paper type and weight	Paper size	Paper capacity
105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	Paper sizes that can be detected automatically: Region A A3, 8K, 13 × 19 Region B 11 × 17, 12 × 18, 13 × 19	200 sheets (or up to 24 mm in height) × 2

Paper type and weight	Paper size	Paper capacity
105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	Select the paper size using the Tray Paper Settings menu: Region A B4 JIS⧉, 11 × 17⧉, 12 × 18⧉, 11 × 15⧉, 13 × 19 1/5⧉, 12 3/5 × 19 1/5⧉, 12 3/5 × 18 1/2⧉, 13 × 18⧉, SRA3⧉, 310 × 432 mm⧉ Region B A3⧉, B4 JIS⧉, 8K⧉, 11 × 15⧉, 13 × 19 1/5⧉, 12 3/5 × 19 1/5⧉, 12 3/5 × 18 1/2⧉, 13 × 18⧉, SRA3⧉, 310 × 432 mm⧉	200 sheets (or up to 24 mm in height) × 2
105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–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
Coated: Glossy Coated: Matte 105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	Paper sizes that can be detected automatically: Region A A3⧉, 8K⧉, 13 × 19⧉ Region B 11 × 17⧉, 12 × 18⧉, 13 × 19⧉	*1

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte 105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	Select the paper size using the Tray Paper Settings menu: Region A B4 JIS□, 11 × 17□, 12 × 18□, 11 × 15□, 13 × 19 1/5□, 12 3/5 × 19 1/5□, 12 3/5 × 18 1/2□, 13 × 18□, SRA3□, 310 × 432 mm□ Region B A3□, B4 JIS□, 8K□, 11 × 15□, 13 × 19 1/5□, 12 3/5 × 19 1/5□, 12 3/5 × 18 1/2□, 13 × 18□, SRA3□, 310 × 432 mm□	*1
Coated: Glossy Coated: Matte 105.1–300.0 g/m^2 (28.1 lb. Bond–165.0 lb. Index) Paper Weight 4–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	*1

*1 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

Paper thickness

Paper weight*1	Metric	Bond paper	Cover paper	Index paper
Paper Weight 0*2	40.0–52.2 g/m^2	10.7–13.9 lb. Bond	14.8–18.9 lb. Cover	22.1–28.9 lb. Index
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*1	Metric	Bond paper	Cover paper	Index paper
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	300.1–350.0 g/m^2	80.1–93.3 lb. Bond	110.1–128.8 lb. Cover	165.1–193.3 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 40.0–63.0 g/m^2 (10.7–16.9 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 "0302 When Double Feed is Detected" 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 317 "0301 Double Feed Detection".
- 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 319 "0310 Correct Output Paper Curl".
- Depending on the paper's size, weight, and type, the copy/print speed may be slower than usual.

- When loading envelopes, see page 260 "Envelopes".
- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see page 198 "Loading Orientation-fixed Paper or Two-sided Paper".
- If you load paper of the same size and same type in two or more trays, the machine automatically feeds from one of the trays in which [Yes] is selected for [Apply Auto Paper Select] when the first tray in use runs out of paper. This function is called Auto Tray Switching. This saves interrupting a copy run to replenish paper when making a large number of copies. You can specify the paper type of the paper trays under [Paper Type] tab. For details, see page 228 "Recommended Paper Sizes and Types". For the setting procedure of the Auto Tray Switching function, see "General Features", Device Management.
- 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 264 "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:
  - When copying onto transparencies, see "Copying onto transparencies", Basic Operations.
  - 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 copied or 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 "0310 Correct Output Paper Curl", Maintenance and Management.
  - Remove copied or printed sheets one by one.
- When loading coated paper:

- If you want to use glossy paper, select [Coated: Glossy] 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 44 "Registering a 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] or [Coated: Matte] as the paper type and select an appropriate paper weight under [Paper Weight].

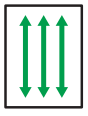
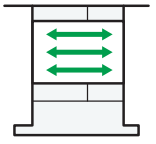
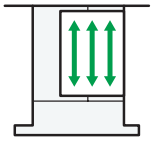
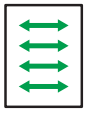
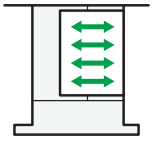
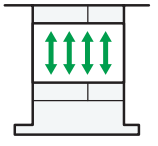
- When using carbonless paper, note the following:
  - Carbonless paper can be used only when Two-tray Wide LCT is used along with Finisher SR5110 or Booklet Finisher SR5120 for post-processing.
  - When using carbonless paper, you can attach no option except the high capacity stacker between the machine and Finisher SR5110 or Booklet Finisher SR5120.
  - 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.

Thick paper

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

When loading thick paper of 163.1 g/m^2 (60.1 lb. Cover) or heavier in Trays 1–3, the wide LCT, multi bypass tray (Tray A), or Trays 4 and 5 of the LCT, follow the recommendations below to prevent misfeeds and loss of image quality.

- When loading thick paper into Trays 1–3, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
  - Jams and misfeeds can occur when printing on thick smooth paper. To prevent such problems, be sure to fan smooth paper thoroughly before loading them. If paper continues to become jammed or feed in together even after they are fanned, load them one by one from the multi bypass tray (Tray A).
  - When loading thick paper, set the paper direction according to its grain, as shown in the following diagram. Not doing so might cause a paper jam, marked edges or the paper edges to be folded. Using paper that is 209.0 g/m^2 (77.4 lb. Cover) or heavier may also cause a paper jam.

Direction of paper grain	Paper 64.0 g/m^2 (17.1 lb. Bond) or less	Paper heavier than 64.0 g/m^2 (17.1 lb. Bond)
		
		

Note

- Select [Paper Weight 5], [Paper Weight 6], [Paper Weight 7], or [Paper Weight 8] as the paper thickness for the tray in [Tray Paper Settings].
- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled. For details about settings for flattening out curled paper, see "Adjustment Settings for Operators", Maintenance and Management.

Envelopes

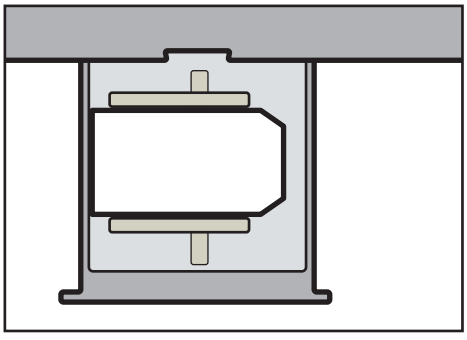
This section describes loading envelopes.

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.**

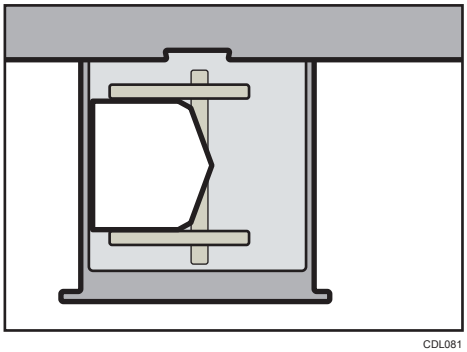
To print on envelopes, load them into the Wide LCT or multi bypass tray (Tray A), and be sure to specify an appropriate paper type.

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 227 "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 envelope might be delivered creased, soiled, or misprinted. If you are printing a solid fill 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 318 "0304 Skew Detection".
- When printing on envelopes thicker than 127.0 g/m^2 (47.0 lb. Cover), do not use [Π Curl Correction Level: Large] or [U Curl Correction Level: Large] for "0310 Correct Output Paper Curl" of [Adjustment Settings for Operators].

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
90	24 *	60 *	33	50

	Ream weight			
Paper weight (g/m^2)	Bond / Ledger (lb.)	Offset / Text (lb. text)	Cover (lb. cover)	Index (lb. index)
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 use stapled sheets of paper, aluminum foil, carbon paper, or any kind of conductive paper. Doing so can result in 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**
  - **Transparencies for color copying**
  - **Hemmed-edge paper**
- **Faults can occur if you copy or print onto sides that are already printed. Take care to copy or print onto unprinted sides only.**

Note

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Torn paper
  - Paper with a dusty surface
- The following paper types are not supported by the perfect binder interposer and the interposer.
  - Heavily curled paper
  - Paper with staples or clips
  - Torn paper
  - Paper with penciled characters or images
  - Folded paper
- The following paper types are not supported by the perfect binder interposer.
  - Label paper
  - Tab stock
  - Cardstock

- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.
- If you copy or print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

Paper Storage

- 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, seepage 38 "Registering Custom Paper".

Accessing Tray Paper Settings

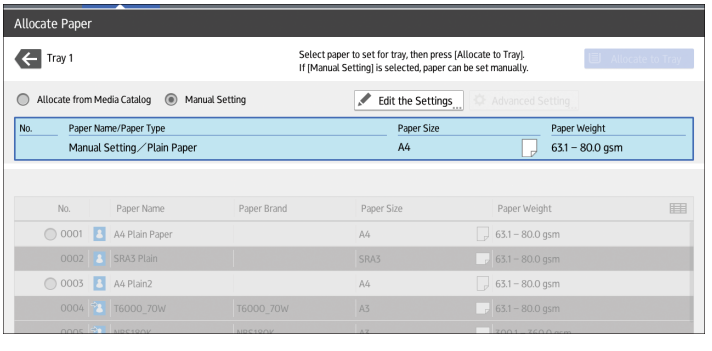
If the specified size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size is not detected.

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 [Cover/Designation/Slip/Separation Sheet] tab.**

7. **Change the settings for the copy function (such as front cover sheet and designation sheet), if necessary.**
8. **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

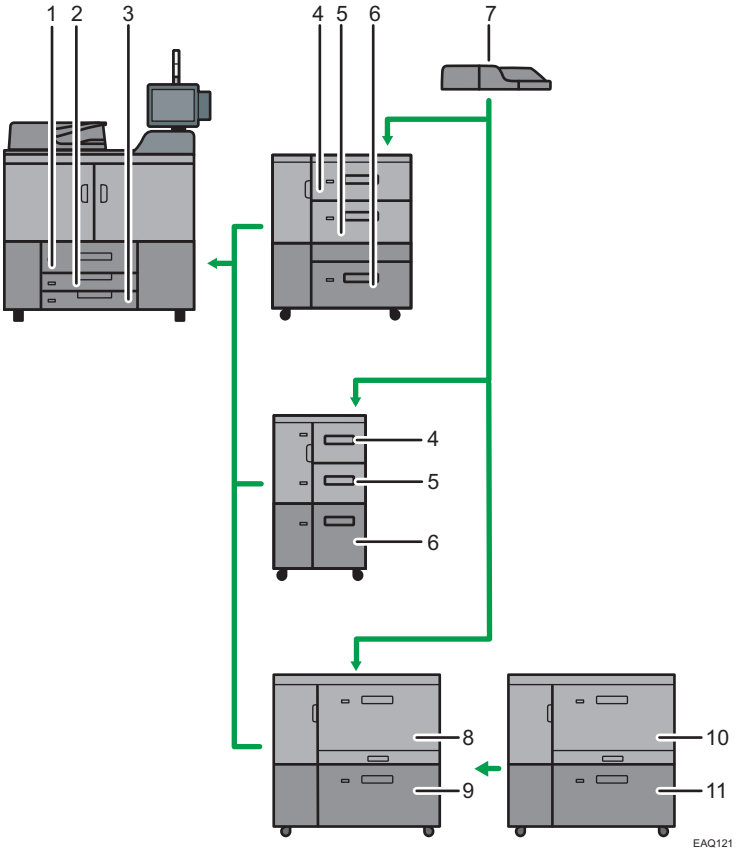
1. **Press [Tray Paper Settings] in the upper left corner of the screen.**
2. **Press [Paper Tray] tab.**
3. **Select the tray to specify the paper settings.**
4. **Select [Manual Setting].**
5. **Press [Edit the Settings].**
6. **Change the paper settings, and then press [Save Paper].**

   You can configure the following items:

   - [Paper Size]
   - [Paper Weight]
   - [Paper Type]
   - [Apply Duplex]
   - [Apply Auto Paper Select]
7. **Press [Save].**
8. **Press [Cover/Designation/Slip/Separation Sheet] tab.**
9. **Change the settings for the copy function (such as front cover sheet and designation sheet), if necessary.**
10. **Press [Home] ( ) at the bottom of the screen in the center.**

Names and Positions of Paper Trays (Tray 1 to 6, Tray A, Tray T1 to T4)

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. Tray 6
7. Multi bypass tray (Tray A)
8. Tray T1
9. Tray T2
10. Tray T3
11. Tray T4

Tray Paper Settings

This section explains the paper tray settings for Tray 1 to 6, Tray T1 to T4, the multi bypass tray (Tray A), Interposer Tray and Perfect Binder Interposer Tray.

You can specify the settings for the [Cover/Designation/Slip/Separation Sheet] tab on Type 1, 2, or 3 machines only.

You can use perfect binder interposer on Type 2, 3, 4, or 5 machines only.

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 Size

- Region A (mainly Europe)

  A4

- Region B (mainly North America)

  $8\frac{1}{2} \times 11$

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)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Preprinted Paper
- Bond Paper
- Cardstock
- Prepunched Paper

Default: [**Plain Paper**]

Apply Duplex

- Yes
- No

Default: **[Yes]**

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Note

- Region A (mainly Europe)
  The paper guide in the tray is fixed. If you need to change the paper size to $8^1/_2 \times 11$, 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.
- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

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 Size

- Region A (mainly Europe)
  A3
- Region B (mainly North America)
  11 × 17

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)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink

- Red
- Gray
- Letterhead
- Preprinted Paper
- Bond Paper
- Cardstock
- Prepunched Paper

Default: [**Plain Paper**]

Apply Duplex

- Yes
- No

Default: **[Yes]**

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Note

- Region A (mainly Europe)
  The paper guide in the tray is fixed. If you need to change the paper size to A4, B4 JIS, 11 × 17, or $8\frac{1}{2} \times 11$, 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, or $8\frac{1}{2} \times 11$, contact your service representative.
- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Trays 2 and 3

This section explains the paper tray settings for Trays 2 and 3.

Paper Size

Custom Size, Auto Detect, A3, A4, A4, A5, A5, B4 JIS, B5 JIS, B5 JIS, SRA3, SRA4, SRA4, 310 × 432mm, 226 × 310mm, 226 × 310mm, 13 × 18, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 13\frac{2}{5}$, $8\frac{1}{2} \times 13$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 11$, $8\frac{1}{4} \times 14$, $8\frac{1}{4} \times 13$, 8 × 13, 8 × 10, $7\frac{1}{4} \times 10\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, $5\frac{1}{2} \times 8\frac{1}{2}$, 8K, 16K, 16K

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 228 "Recommended Paper Sizes and Types".

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)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency*1
- Prepunched Paper

Default: [**Plain Paper**]

*1 Tray 2 only.

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper] or [Transparency] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Note

- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Tray 4 (when the Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 4 (when the LCT is installed).

Paper Size

- Region A (mainly Europe)

  A4

- Region B (mainly North America)

  $8\frac{1}{2} \times 11$

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)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue

- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency
- Envelope
- Coated: Glossy
- Coated: Matte
- Prepunched Paper
- Tab Stock

Default: [**Plain Paper**]

If you select [Tab Stock], you must configure the detailed settings.

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper], [Transparency], or [Tab Stock] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Note

- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.
- For details about how to specify paper size, see page 208 "Changing the Paper Size in the Large Capacity Tray". For details about the paper sizes that can be used, see page 228 "Recommended Paper Sizes and Types".

- For details on how to use custom size paper, contact your service representative. Paper that has a vertical length of 210.0–305.0 mm (8.27–12.00 inches) and a horizontal length of 139.7–230.0 mm (5.50–9.05 inches) can be loaded into Tray 4.
- The maximum weight of paper that can be loaded into Tray 4 is 216.0 g/m^2 when the large capacity tray is installed.

Tray 5 (when the Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 5 (when the LCT is installed).

Paper Size

- Region A (mainly Europe)

  A4

- Region B (mainly North America)

  $8\frac{1}{2} \times 11$

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)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Label Paper

- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency
- Prepunched Paper
- Tab Stock

Default: [**Plain Paper**]

If you select [Tab Stock], you must configure the detailed settings.

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Label Paper], [Translucent Paper], [Transparency], or [Tab Stock] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Note

- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.
- For details about how to specify paper size, see page 208 "Changing the Paper Size in the Large Capacity Tray". For details about the paper sizes that can be used, see page 228 "Recommended Paper Sizes and Types".
- For details on how to use custom size paper, contact your service representative. Paper that has a vertical length of 210.0–305.0 mm (8.27–12.00 inches) and a horizontal length of 139.7–230.0 mm (5.50–9.05 inches) can be loaded into Tray 5.
- The maximum weight of paper that can be loaded into Tray 5 is 216.0 g/m^2 when the large capacity tray is installed.

Tray 6 (when the Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 6 (when the LCT is installed).

Paper Size

- Region A (mainly Europe)

  A4

- Region B (mainly North America)

$8^1/_2 \times 11$

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)

Default: [**Paper Weight 2** (63.1–80.0g/m^2)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency
- Prepunched Paper

Default: [**Plain Paper**]

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper] or [Transparency] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Note

- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.
- Region A (mainly Europe)
  The paper guide in the tray is fixed. If you need to change the paper size to B5 JIS, A5, A5, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$ or $5^1/_2 \times 8^1/_2$, 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, B5 JIS, A5, A5, $5^1/_2 \times 8^1/_2$, or $5^1/_2 \times 8^1/_2$, contact your service representative.
- For details on how to use custom size paper, contact your service representative. Paper that has a vertical length of 210.0–305.0 mm (8.27–12.00 inches) and a horizontal length of 139.7–230.0 mm (5.50–9.05 inches) can be loaded into Tray 6.

Trays 4 and 6 (when the three-tray wide Large Capacity Tray is installed)

This section explains the paper tray settings for Trays 4 and 6 (when the three-tray wide LCT is installed).

Paper Size

Custom Size, Auto Detect, A3, A4, A4, A5, A5, A6, B4 JIS, B5 JIS, B5 JIS, B6 JIS, SRA3, SRA4, SRA4, 310 × 432mm, 226 × 310mm, 226 × 310mm, 13 × $19^1/_5$, 13 × 19, 13 × 18, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^1/_2 \times 14$, $8^1/_2 \times 13^2/_5$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8 × 13, 8 × 10, $7^1/_4 \times 10^1/_2$, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, $5^1/_2 \times 8^1/_2$, 8K, 16K, 16K

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 228 "Recommended Paper Sizes and Types".

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)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency
- Envelope
- Coated: Glossy
- Coated: Matted
- Prepunched Paper
- Tab Stock

Default: [**Plain Paper**]

If you select [Tab Stock], you must configure the detailed settings.

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper], [Transparency], [Envelope], or [Tab Stock] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

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].
- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Tray 5 (when the three-tray wide Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 5 (when the three-tray wide LCT is installed).

Paper Size

Custom Size, Auto Detect, A3, A4, A4, A5, A5, A6, B4 JIS, B5 JIS, B5 JIS, B6 JIS, SRA3, SRA4, SRA4, 310 × 432mm, 226 × 310mm, 226 × 310mm, 13 × 19 1/5, 13 × 19, 13 × 18, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 1/2 × 14, 8 1/2 × 13 2/5, 8 1/2 × 13, 8 1/2 × 11, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 5 1/2 × 8 1/2, 8K, 16K, 16K

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 228 "Recommended Paper Sizes and Types".

Paper Weight

- Paper Weight 0 (40.0–52.2g/m^2) *1

- 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)]

*1 When printing on paper of Paper Weight 0, confirm the paper feed direction and set the paper in the direction so that the grain direction is aligned with the feed direction.

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Label Paper
- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency
- Envelope
- Coated: Glossy
- Coated: Matte
- Prepunched Paper

- Tab Stock

Default: [**Plain Paper**]

If you select [Tab Stock], you must configure the detailed settings.

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Label Paper], [Translucent Paper], [Transparency], [Envelope], or [Tab Stock] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

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].
- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Tray T1 to T4 (when the two-tray Wide Large Capacity Tray is installed)

This section explains the paper tray settings for Tray T1 to T4 (when the two-tray wide LCT is installed).

Paper Size

Custom Size, Auto Detect, A3, A4, A4, A5, A5, A6, B4 JIS, B5 JIS, B5 JIS, B6 JIS, SRA3, SRA4, SRA4, 310 × 432mm, 226 × 310mm, 226 × 310mm, 13 × $19^{1}/_{5}$, 13 × 19, 13 × 18, $12^{3}/_{5}$ × $19^{1}/_{5}$, $12^{3}/_{5}$ × $18^{1}/_{2}$, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × $13^{2}/_{5}$, $8^{1}/_{2}$ × 13, $8^{1}/_{2}$ × 11, $8^{1}/_{2}$ × 11, $8^{1}/_{4}$ × 14, $8^{1}/_{4}$ × 13, 8 × 13, 8 × 10, $7^{1}/_{4}$ × $10^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, $5^{1}/_{2}$ × $8^{1}/_{2}$, $5^{1}/_{2}$ × $8^{1}/_{2}$, 8K, 16K, 16K

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.

For details about auto detectable paper sizes, see page 228 "Recommended Paper Sizes and Types".

Paper Weight

- Paper Weight 0 (40.0–52.2g/m^2) *1
- 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 (300.1–350.0g/m^2)

Default: [**Paper Weight 2** (63.1–80.0g/m^2)]

*1 When printing on paper of Paper Weight 0, confirm the paper feed direction and set the paper in the direction so that the grain direction is aligned with the feed direction.

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Label Paper
- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency
- Envelope

- Coated: Glossy
- Coated: Matte
- Carbonless Paper
- Prepunched Paper
- Tab Stock

Default: [**Plain Paper**]

If you select [Tab Stock], you must configure the detailed settings.

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Label Paper], [Translucent Paper], [Transparency], [Envelope], [Tab Stock], or [Carbonless Paper] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

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].
- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Multi bypass tray (Tray A)

This section explains the paper tray settings for multi bypass tray (Tray A).

Paper Size

Custom Size, Auto Detect, A3, A4, A4, A5, A5, A6, B4 JIS, B5 JIS, B5 JIS, B6 JIS, SRA3, SRA4, SRA4, 310 × 432mm, 226 × 310mm, 226 × 310mm, 13 × $19^{1}/_{5}$, 13 × 19, 13 × 18, $12^{3}/_{5}$ × $19^{1}/_{5}$, $12^{3}/_{5}$ × $18^{1}/_{2}$, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, $8^{1}/_{2}$ × 14, $8^{1}/_{2}$ × $13^{2}/_{5}$, $8^{1}/_{2}$ × 13, $8^{1}/_{2}$ × 11, $8^{1}/_{2}$ × 11, $8^{1}/_{4}$ × 14, $8^{1}/_{4}$ × 13, 8 × 13, 8 × 10, $7^{1}/_{4}$ × $10^{1}/_{2}$, $7^{1}/_{4}$ × $10^{1}/_{2}$, $5^{1}/_{2}$ × $8^{1}/_{2}$, $5^{1}/_{2}$ × $8^{1}/_{2}$, 8K, 16K, 16K

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 LCT is installed:

  Vertical: 100.0–305.0 mm (3.94–12.00 inches), Horizontal: 139.7–487.7 mm (5.50–19.20 inches)

- When the wide LCT is 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 Wide LCT and the Banner sheet tray of multi bypass tray (Tray A) are installed: Horizontal: 139.7–700.0 mm (5.50–27.55 inches)

  However, the minimum vertical size of custom paper changes depending on the horizontal size as shown below:

  - Horizontal: 139.7–487.7mm (5.50–19.20 inches); vertical: 100 mm (3.94 inches) or more
  - Horizontal: 487.7–700.0mm (19.20–27.55 inches); v ertical: 210 mm (8.27 inches) or more

For details about auto detectable paper sizes, see page 228 "Recommended Paper Sizes and Types".

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)]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red

- Gray
- Letterhead
- Translucent Paper
- Preprinted Paper
- Bond Paper
- Cardstock
- Transparency
- Envelope
- Prepunched Paper
- Tab Stock

Default: [**Plain Paper**]

If you select [Tab Stock], you must configure the detailed settings.

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper], [Transparency], [Envelope], or [Tab Stock] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Note

- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.
- The maximum weight of paper that can be loaded into the multi bypass tray (Tray A) is 216.0 g/m^2.

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

Custom Size, Auto Detect, A3, A4, A4, A5, A5, B4 JIS, B5 JIS, B5 JIS, SRA3, SRA4, SRA4, 310 × 432mm, 226 × 310mm, 226 × 310mm, 13 × 19 1/5, 13 × 19, 13 × 18, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 1/2 × 14, 8 1/2 × 13 2/5, 8 1/2 × 13, 8 1/2 × 11, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10,

$7^1/_4 \times 10^1/_2$, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, $5^1/_2 \times 8^1/_2$, 8K, 16K, 16K

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 228 "Recommended Paper Sizes and Types".

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 (300.1–350.0g/m^2)

Default: [**Paper Weight 2 (63.1–80.0g/m^2)**]

Paper Type

- Plain Paper
- Recycled Paper
- White
- Yellow
- Green
- Blue
- Purple
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Label Paper
- Translucent Paper
- Preprinted Paper
- Bond Paper

- Cardstock
- Transparency
- Coated: Glossy
- Coated: Matte
- Prepunched Paper
- Tab Stock

Default: [**Plain Paper**]

If you select [**Tab Stock**], you must configure the detailed settings.

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

Custom Size, Auto Detect, A3, B4 JIS, SRA3, 310 × 432mm, 13 × $19^{1}/_{5}$, 13 × 19, 13 × 18, $12^{3}/_{5}$ × $19^{1}/_{5}$, $12^{3}/_{5}$ × $18^{1}/_{2}$, 12 × 18, 11 × 17, 11 × 15, 8K

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 228 "Recommended Paper Sizes and Types".

Cover/Designation/Slip/Separation Sheet

This section explains the paper tray settings in the [Cover/Designation/Slip/Separation Sheet] menu under [Tray Paper Settings].

Front Cover (Front Cover Sheet Tray)

You can specify and display the paper tray in which to load front cover sheets.

You can also specify the display time and copying method for duplex copying.

- Tray to Program
  - Tray 1
  - Tray 2
  - Tray 3
  - Tray 4
  - Tray 5

- Tray 6
- Tray T1
- Tray T2
- Tray T3
- Tray T4
- Tray A
- Intpsr. Upper (when the interposer is installed.)
- Intpsr. Lower (when the interposer is installed.)

Default: **Off** (Tray is not specified.)

- Apply Duplex
  - Yes
  - No

  Default: **[No]**
- Display Time
  - At Mode Selected
  - Full Time

  Default: [**At Mode Selected**]

Note

- When you select an interposer tray, you cannot change the [Display Time] and [Apply Duplex] settings.
- When [At Mode Selected] is selected for [Display Time], the [Front Cover] settings only appear when the front cover sheet function is selected.
- You can specify the [Apply Duplex] settings only when [At Mode Selected] is selected for [Display Time].
- On the standard application screen, a lock icon ( ) is displayed against the paper tray for which [Display Time] is set to [Full Time].

Back Cover (Back Cover Sheet Tray)

You can specify and display the paper tray in which to load back cover sheets.

You can also specify the display time and copying method for duplex copying.

- Tray to Program
  - Tray 1
  - Tray 2
  - Tray 3
  - Tray 4

- Tray 5
- Tray 6
- Tray T1
- Tray T2
- Tray T3
- Tray T4
- Tray A
- Intpsr. Upper (when the interposer is installed.)
- Intpsr. Lower (when the interposer is installed.)

Default: **Off** (Tray is not specified.)

- Apply Duplex
  - Yes
  - No

  Default: **[No]**
- Display Time
  - At Mode Selected
  - Full Time

  Default: [**At Mode Selected**]

Note

- When you select an interposer tray, you cannot change the [Display Time] and [Apply Duplex] settings.
- When [At Mode Selected] is selected for [Display Time], the [Back Cover] settings only appear when the back cover sheet function is selected.
- You can specify the [Apply Duplex] settings only when [At Mode Selected] is selected for [Display Time].
- On the standard application screen, a lock icon ( ) is displayed against the paper tray for which [Display Time] is set to [Full Time].

Slip Sheet (Slip Sheet Tray)

You can specify and display the paper tray in which to load slip sheets.

You can also specify the display time and copying method for duplex copying.

- Tray to Program
  - Tray 1
  - Tray 2
  - Tray 3

- Tray 4
- Tray 5
- Tray 6
- Tray T1
- Tray T2
- Tray T3
- Tray T4
- Tray A

Default: **Off** (Tray is not specified.)

- Apply Duplex
  - Yes
  - No

  Default: **[No]**
- Display Time
  - At Mode Selected
  - Full Time

  Default: [**At Mode Selected**]

Note

- When [At Mode Selected] is selected for [Display Time], the [Slip Sheet] settings only appear when the slip sheet function is selected.
- You can specify the [Apply Duplex] settings only when [At Mode Selected] is selected for [Display Time].
- On the standard application screen, a lock icon ( ) is displayed against the paper tray for which [Display Time] is set to [Full Time].

Sep. Sheet (Separation Sheet Tray)

You can specify and display the paper tray in which to load separation sheets.

You can also specify the display time.

- Tray to Program
  - Tray 1
  - Tray 2
  - Tray 3
  - Tray 4
  - Tray 5
  - Tray 6

- Tray T1
- Tray T2
- Tray T3
- Tray T4
- Tray A
- Intpsr. Upper (when the interposer is installed.)
- Intpsr. Lower (when the interposer is installed.)

Default: **Off** (Tray is not specified.)

- Display Time
  - At Mode Selected
  - Full Time

Default: [**At Mode Selected**]

Note

- When you select an interposer tray, you cannot change the [Display Time] setting.
- When [At Mode Selected] is selected for [Display Time], the [Sep. Sheet] settings only appear when the separation sheet function is selected.
- On the standard application screen, a lock icon ( ) is displayed against the paper tray for which [Display Time] is set to [Full Time].

Desig. Sheet 1–11 (Designation Sheet 1–11 Tray)

You can specify and display the paper tray in which to load designation sheets.

You can also specify the display time and copying method for duplex copying.

- Tray to Program
  - Tray 1
  - Tray 2
  - Tray 3
  - Tray 4
  - Tray 5
  - Tray 6
  - Tray T1
  - Tray T2
  - Tray T3
  - Tray T4
  - Tray A
  - Intpsr. Upper (when the interposer is installed.)

- Intpsr. Lower (when the interposer is installed.)

Default: **Off** (Tray is not specified.)

- Apply Duplex
  - Yes
  - No

  Default: **[No]**
- Display Time
  - At Mode Selected
  - Full Time

  Default: [**At Mode Selected**]

Note

- When you select an interposer tray, you cannot change the [Display Time] and [Apply Duplex] settings.
- When [At Mode Selected] is selected for [Display Time], the [Desig. Sheet 1–11] settings only appear when the designation sheet function is selected.
- You can specify the [Apply Duplex] settings only when [At Mode Selected] is selected for [Display Time].
- On the standard application screen, a lock icon ( ) is displayed against the paper tray for which [Display Time] is set to [Full Time].

Using the Ring Binder and the High Capacity Stacker

You can attach the ring binder and the high capacity stacker on Type 2, 3, 4, or 5 machines only.

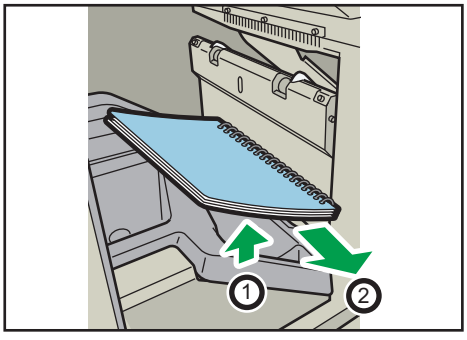
Using the ring binder

Removing bound booklets from the ring binder tray

⚠CAUTION

- When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

1. **Slightly lift the bound booklet and remove it, taking care not to scratch the tray with the binding comb.**



EAR159

Note

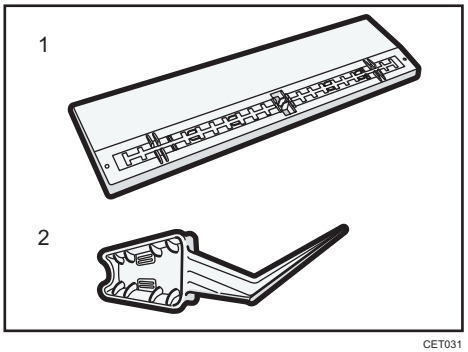
- When removing bound booklets from the ring binder tray, be careful not to catch the rings on the machine.

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.

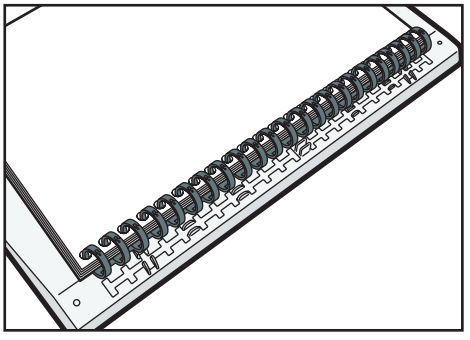


CET031

1. **Ring stand**
2. **Ring opener**

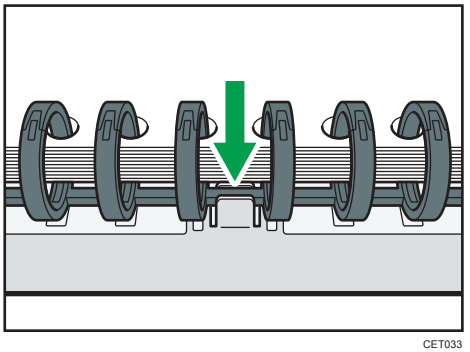
1. **Punch holes into the pages that you want to insert into the ring bound booklet.**

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.



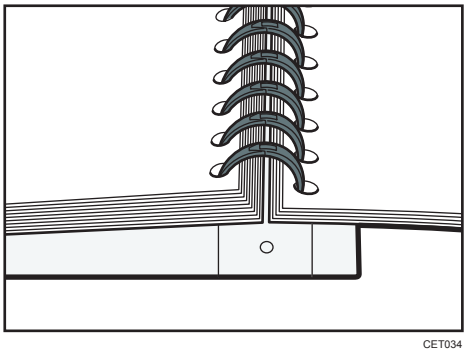
CET032

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.



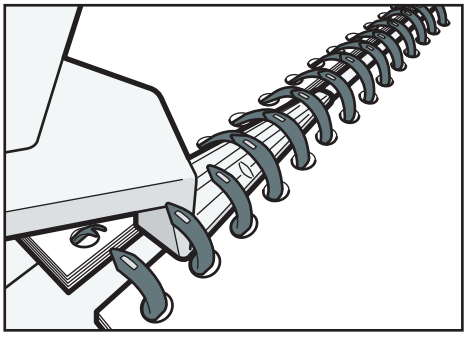
CET033

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.**



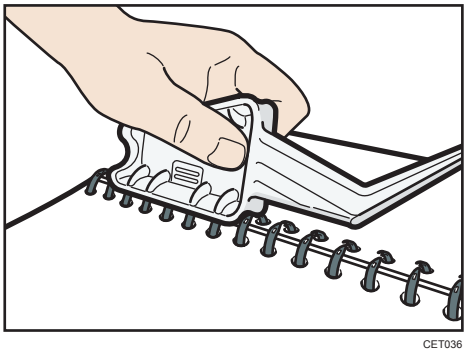
CET035

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.**

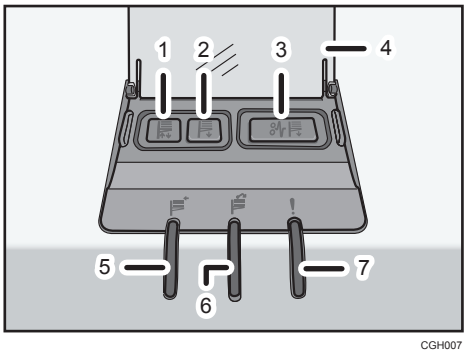
Note

- 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.



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.

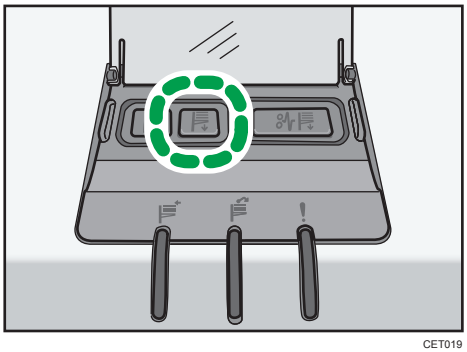
Removing paper

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.**



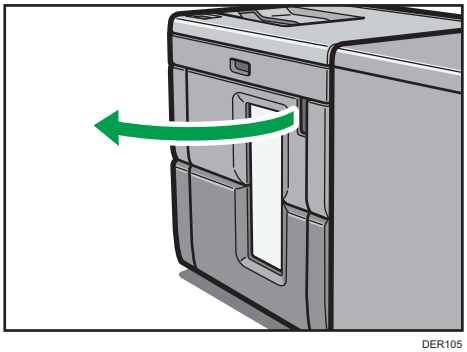
CET019

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.

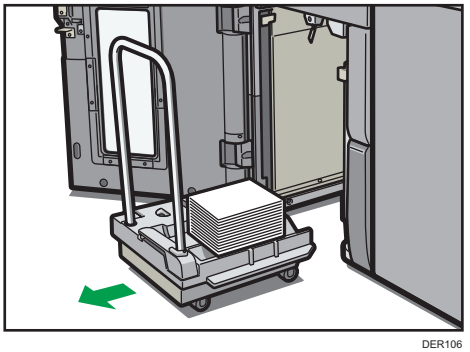
When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2. **Open the stacker front cover.**



DER105

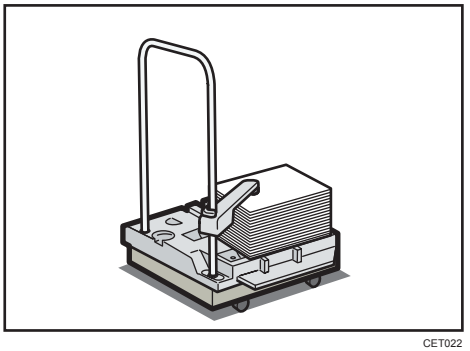
3. **Carefully pull out the stacker cart.**



DER106

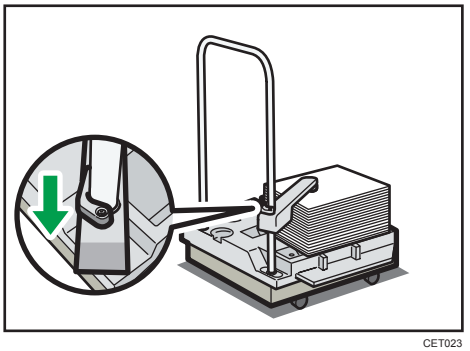
Take care not to let the paper stack topple.

4. **Rest the paper press on top of the paper stack.**



CET022

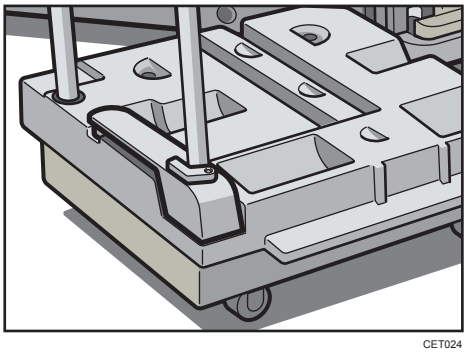
5. **Pull the lever on the paper press toward you.**



CET023

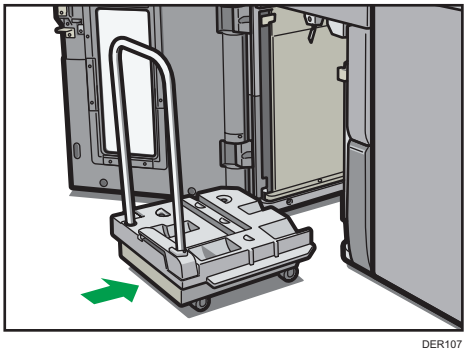
6. **Transport the paper to where it is required, and then unload the stacker cart.**

7. **Return the paper press to its original position.**



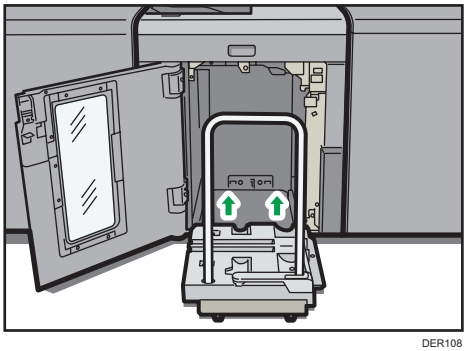
CET024

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

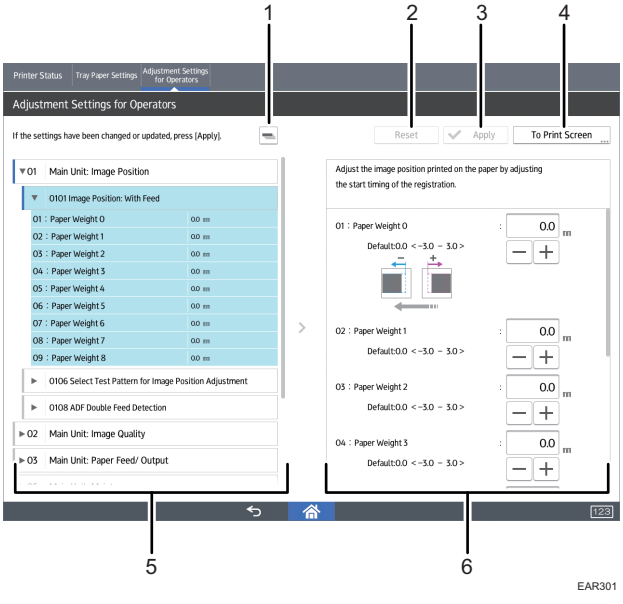
- Before moving the high capacity stacker, be sure to take the stacker cart out of the high capacity stacker.

7. 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.



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 304 "Features of the Displayed Items and Setting Operations".
3. **Press [Apply].**
4. **Press [Home] ( ) at the bottom of the screen in the center.**

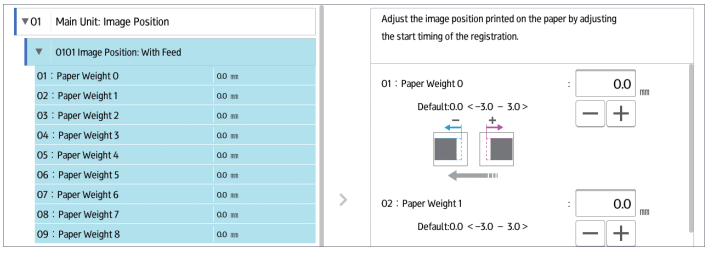
Features of the Displayed Items and Setting Operations

The following operations are available for each adjustment item:

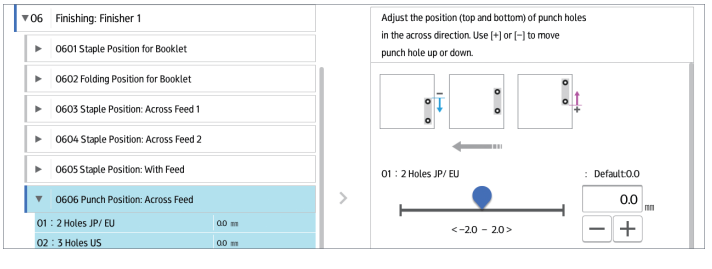
- Value setting
- Item setting
- Executing
- Display only

Value setting

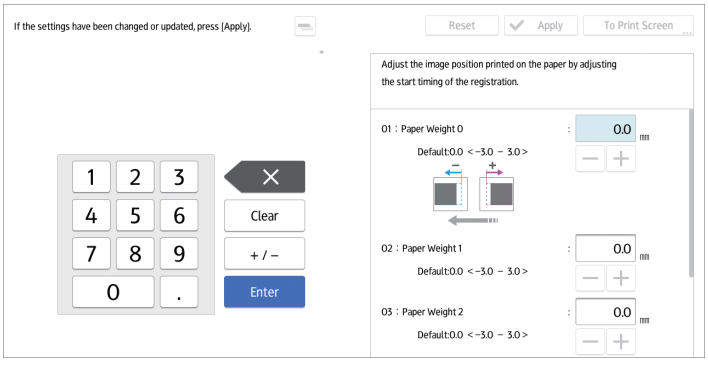
Press [+] or [−] to increase or decrease the value respectively, or use the numeric keypad to enter the value.



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.

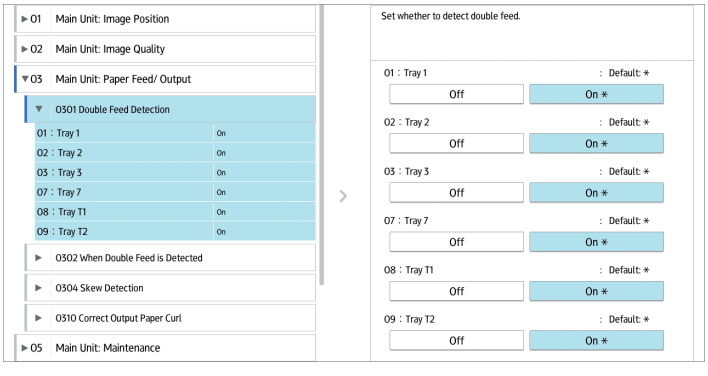


- [×]: Press to delete the entered value character by character.
- [Clear]: Clear the entered value.
- [+/-]: Change the sign of the entered value from + (positive) to - (negative) and vice versa.
- [Enter]: Confirm the entered value.

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.

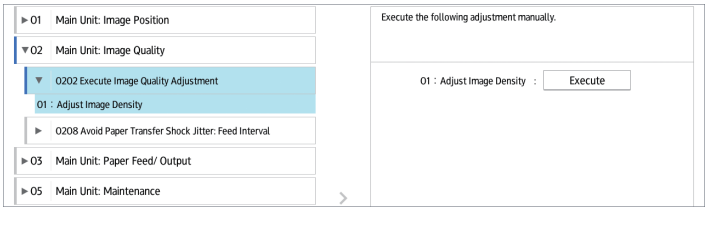
Item setting

Select the item you require.



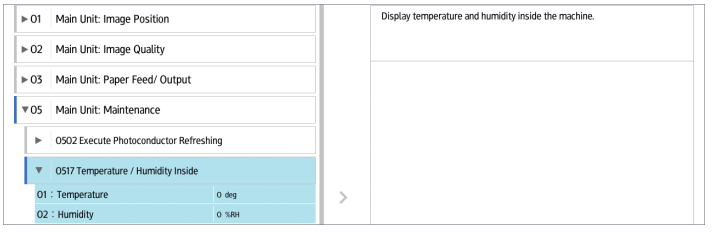
Executing

Press [Execute] to perform a selected function.



Display Only

You can check the setting of the selected item.



Printing with Adjusted Settings

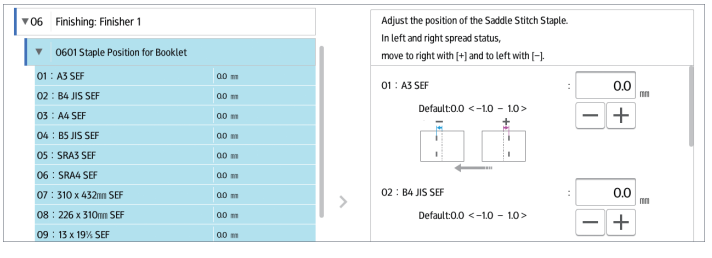
How the adjusted settings are applied to print jobs varies depending on the adjusted setting.

- Settings adjustable for each paper tray
- Settings adjustable for each paper size

Settings adjustable for each paper weight

These are settings adjustable for each paper weight.

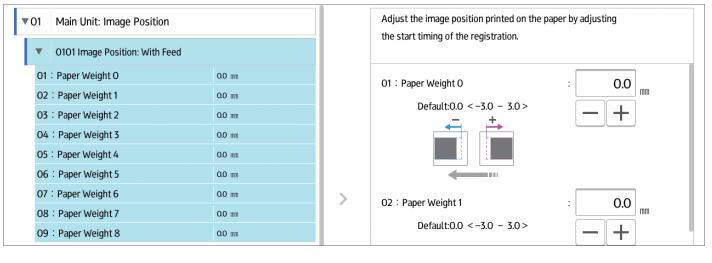
Print jobs are processed with the adjusted settings when printing paper of the paper weight with the applied setting.



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

Main Unit: Image Position

For details about the following items, see page 314 "Main Unit: Image Position".

No.	Item	Description
0101	Image Position: With Feed	Adjust the horizontal position of the print image.
0106	Select Test Pattern for Image Position Adjustment	Select the test image for adjusting the image position. This function is available for Type 1, 2, and 3 machines.
0108	ADF Double Feed Detection	Specify whether or not to detect multiple feeding of originals loaded in the Auto Document Feeder(ADF). This function is available for Type 1, 2, and 3 machines.

Main Unit: Image Quality

For details about the following items, see page 316 "Main Unit: Image Quality".

No.	Item	Description
0202	Execute Image Quality Adjustment	Adjust the toner adhesion amount to the intermediate transfer belt during the image density adjustment.
0208	Avoid Paper Transfer Shock Jitter: Feed Interval	Specify whether or not to enable the mode to reduce the jitter*1 produced when paper enters the paper transfer roller.

*1 The jitter occurs when the leading or trailing edge of paper that passes through the paper transfer unit is transmitted to the drum unit via the intermediate transfer belt, causing banding.

Main Unit: Paper Feed/ Output

For details about the following items, see page 317 "Main Unit: Paper Feed/ Output".

No.	Item	Description
0301	Double Feed Detection	Specify whether or not to detect double feeding of paper.
0302	When Double Feed is Detected	Specify how the machine behaves when it detects a double feed.
0304	Skew Detection	Specify whether or not to detect paper skew.

No.	Item	Description
0310	Correct Output Paper Curl	Specify the method for straightening curled sheets.

Main Unit: Maintenance

For details about the following items, see page 320 "Main Unit: Maintenance".

No.	Item	Description
0502	Execute Photoconductor Refreshing	Remove dust on the drum surface.
0517	Temperature / Humidity Inside	Display the internal temperature and humidity.
0518	Temperature / Humidity Outside	Display the external temperature and humidity.
0519	Display Banner for Conditions Outside Optimal Range	Specify whether or not to display the banner to indicate conditions outside the recommended operating environment.
0522	Execute Charger Cleaning	Clean the charge unit.
0523	Switch Print Screen	Set the function displayed when pressing [To Print Screen].

Finishing:Finisher 1

For details about the following items, see page 322 "Finishing:Finisher 1".

No.	Item	Description
0601	Staple Position for Booklet	Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5120.
0602	Folding Position for Booklet	Adjust the horizontal position of the folding when using Booklet Finisher SR5120.
0603	Staple Position: Across Feed 1	Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5110 or Booklet Finisher SR5120.
0604	Staple Position: Across Feed 2	Adjust the vertical distance (up and down) between the staples (dual) when using Finisher SR5110 or Booklet Finisher SR5120.

No.	Item	Description
0605	Staple Position: With Feed	Adjust the horizontal position of the staples when using Finisher SR5110 or Booklet Finisher SR5120.
0606	Punch Position: Across Feed	Adjust the vertical position of the punch holes when using Finisher SR5110 or Booklet Finisher SR5120.
0607	Punch Position: With Feed	Adjust the horizontal position of the punch holes when using Finisher SR5110 or Booklet Finisher SR5120.
0609	Set Number of Folds for Booklet	Specify the number of booklet folds to be performed when using Booklet Finisher SR5120.
0636	Accuracy Priority for Stapling	Set the accuracy priority for stapling.
0637	Accuracy Priority for Booklet	Set the accuracy priority for a booklet.

Finishing: Finisher 2

For details about the following items, see page 331 "Finishing:Finisher 2".

No.	Item	Description
0701	Paper Alignment for Stapling: Across Feed	Adjust the width of the Staple Jogger*1 when using the staple function on Finisher SR5090 or Booklet Finisher SR5100.
0702	Paper Alignment for Booklet: Across Feed	Adjust the width of the Staple Jogger*1 when using Booklet Finisher SR5090.
0703	Staple Position	Adjust the staple positions (front and back parallel, and back slant) with across feed for each specified paper size.
0704	Staple Position for Booklet	Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5090.
0705	Folding Position for Booklet	Adjust the horizontal position of the folding when using Booklet Finisher SR5090.
0706	Folding Position for Booklet: By Number of Sheets	Adjust the folding position for a booklet by specified number of sheets with feed for each specified paper size.

No.	Item	Description
0707	Number of Sheets Align for Stapling	Specify the number of sheets to align for stapling at one time.
0708	Number of Sheets Align for Booklet	Adjust the maximum number of prestack sheets for a booklet for each specified paper size.

*1 Guide for alignment of printed paper. Printed paper is centered by the right and left guides.

Finishing: Fold

For details about the following items, see page 340 "Finishing: Fold".

No.	Item	Description
0801	Z-fold Position 1	Adjust the fold position of the end segment (S) when using the fold unit.
0802	Z-fold Position 2	Adjust the overall fold size (L) of the Z-foldout sheets when using the fold unit.
0803	Half Fold Position: 1 sheet Fold	Adjust the edge width of the half folded sheets (1 sheet fold) when using the fold unit.
0804	Half Fold Position: Multi-sheet Fold	Adjust the edge width of the half folded sheets (multi-sheet fold) when using the fold unit.
0805	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.
0806	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.
0807	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.
0808	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.
0809	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.

No.	Item	Description
0810	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.
0811	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.
0812	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.
0813	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.
0814	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.
0815	Gate Fold Position 1	Adjust the fold position (S1) of the bottom segment 1 of gatefold sheets when using the fold unit.
0816	Gate Fold Position 2	Adjust the fold position (S2) of the bottom segment 2 of gatefold sheets when using the fold unit.
0817	Gate Fold Position 3	Adjust the fold position (S3) of the bottom segment 3 of gatefold sheets when using the fold unit.

Finishing: Perfect Binder

For details about the following items, see page 356 "Finishing: Perfect Binder".

No.	Item	Description
0901	Perf Bind Cvr Sht Posit: With Feed	Adjust the horizontal alignment of the cover sheet position when performing perfect binding.
0902	Perf Bind Cvr Sht Posit: Across Feed	Adjust the vertical alignment of the cover sheet position when performing perfect binding.
0903	Perfect Binding Finishing Angle	Square the top, bottom, and outside edges when trimming a deck of paper.
0904	Applying Binding Glue	Adjust the amount of binding glue for perfect binding.

Finishing: Stacker

For details about the following items, see page 358 "Finishing:Stacker".

No.	Item	Description
1007	Maximum Stack Quantity in Stacker Tray	Set the maximum number of sheets for the stacker tray.

Finishing: Interposer

For details about the following items, see page 359 "Finishing: Interposer".

No.	Item	Description
1101	Interposer Double Feed Detection	Set whether to detect double feed.

Setting Values

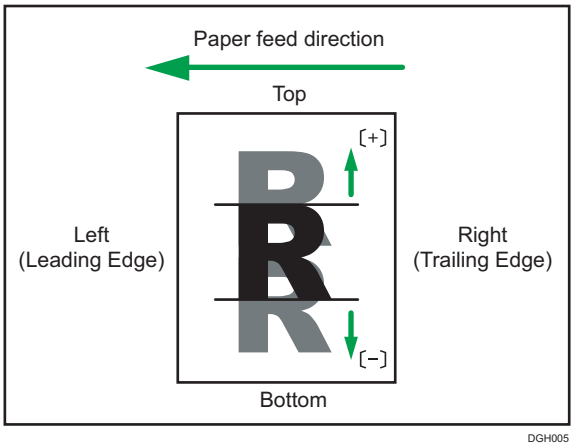
Main Unit: Image Position

0101 Image Position: With Feed

Adjust the horizontal position of the print image.

You cannot individually adjust the image position on sides 1 and 2.

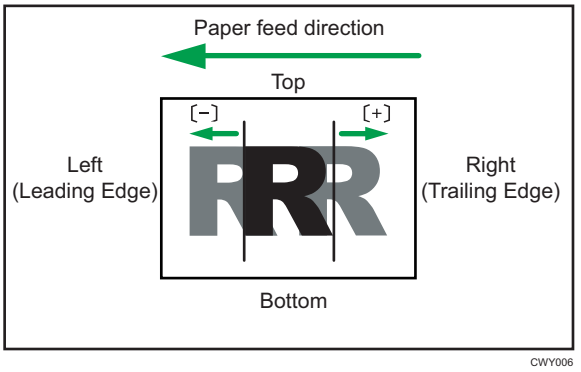
Side 1



Press [+] to shift the image to the right (trailing edge).

Press [−] to shift the image the left (leading edge).

Side 2



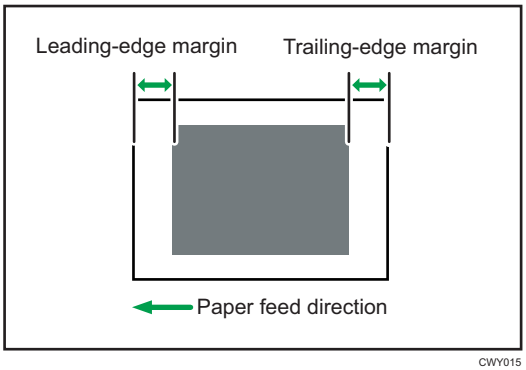
Press [+] to shift the image to the left (trailing edge).

Press [−] to shift the image to the right (leading edge).

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Paper Weight 0 Paper Weight 1 Paper Weight 2 Paper Weight 3 Paper Weight 4 Paper Weight 5 Paper Weight 6 Paper Weight 7 Paper Weight 8	0.0	3.0	-3.0	0.1	mm

Note

- If sheets are delivered face down, turn them over horizontally and check the image position.
- If the leading-edge margin on Side 1 of the paper is too narrow, paper jams may occur.
- If the trailing-edge margin on Side 1 of the paper is too narrow, paper jams may occur when printing on the back side of paper during duplex printing.



- This setting is not effective for paper fed from paper trays with custom paper presets. For such paper, the value specified in [Image Position: With Feed: Side 1], [Image Position: With Feed: Side 2] in "Advanced Settings" takes precedence.

0106 Select Test Pattern for Image Position Adjustment

This function is available for Type1, Type2 and Type3.

Select the test image for adjusting the image position.

If [Copy Image] is selected, the image scanned using the Auto Document Feeder (ADF) or exposure glass is printed.

If [Frame Image] is selected, stripe test patterns are printed.

Setting Items	Values	Default Value
Test Pattern	Copy Image Frame Image	Copy Image

0108 ADF Double Feed Detection

This function is available for Type1, Type2 and Type3.

Specify whether or not to detect multiple feeding of originals loaded in the Auto Document Feeder (ADF).

If [On] is selected, the machine stops printing and displays a message reporting a paper jam when it detects multiple feeding. The machine may erroneously detect double feeding when you use creased, scratched or torn originals, originals with holes, perforated originals, or originals with sticky notes or tape affixed. In such a case, select [Off] to prevent erroneous detection.

Setting Items	Values	Default Value
Setting	[On] [Off]	[On]

Main Unit: Image Quality

0202 Execute Image Quality Adjustment

Execute image density control manually.

The machine adjusts the image density. This operation takes about 30 seconds during which a message appears on the control panel. Do not pull out the drawer while the message is being displayed.

If the density does not change after applying this function several times, contact your sales or service representative.

Setting Items	Values
Adjust Image Density	Press [OK] to apply the setting.

Note

- The machine executes automatic image density adjustment after a set interval or after printing a specified number of sheets. However, you can also manually initiate automatic image density adjustment whenever you want.

0208 Avoid Paper Transfer Shock Jitter: Feed Interval

Specify whether or not to enable the mode to reduce the jitter*1 produced when paper enters the paper transfer roller.

If "1" is selected, the machine adjusts the interval between sheets to reduce jitter. However, the throughput may be reduced when you use paper larger than A4 or $8\frac{1}{2} \times 14$. If this happens, turn this setting off to improve the throughput.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Setting	0	1	0	1	–

*1 The jitter occurs when the leading or trailing edge of paper that passes through the paper transfer unit is transmitted to the drum unit via the intermediate transfer belt, causing banding.

Note

- Jitter does not occur with A4, $8\frac{1}{2} \times 14$ or smaller paper.
- This setting is not effective for paper fed from paper trays with custom paper presets. For such paper, the value specified in [Avoid Paper Transfer Shock Jitter: Feed Interval] in "Advanced Settings" takes precedence.

Main Unit: Paper Feed/ Output

0301 Double Feed Detection

Specify whether or not to detect double feeding of paper.

If [On] is selected, the machine stops when it detects paper double feeding, so as to prevent mixing of unprinted paper.

The machine may not correctly detect double feeding when using special paper (two-ply paper such as release paper). In such a case, select [Off].

Setting Items	Values	Default Value
Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Tray 6 Tray A Tray T1 Tray T2 Tray T3 Tray T4	Off On	On

Note

- This setting is not effective for paper fed from paper trays with custom paper presets. For such paper, the value specified in [Double Feed Detection] in "Advanced Settings" takes precedence.

0302 When Double Feed is Detected

Specify how the machine behaves when it detects a double feed.

If [Suspended] is selected, the machine, on detecting a double feed, stops printing and displays a paper misfeed message.

If [Suspended After Paper Diversion] is selected, the machine stops printing if a double feed is detected, then delivers the sheets to the paper trap inside the machine at the bottom left, and displays a paper misfeed message.

This setting is enabled only if [Double Feed Detection] is set to [On].

Setting Items	Values	Default Value
Setting	Suspended Suspended After Paper Diversion	Suspended After Paper Diversion

0304 Skew Detection

Specify whether or not to detect paper skew.

If the machine detects a paper skew when [On] is selected, the machine will stop printing and display a message reporting a paper jam.

The machine may erroneously detect paper skew when using dark paper or paper printed to its edges. In such a case, select [Off].

Setting Items	Values	Default Value
Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Tray 6 Tray A 2 Sided Tray T1 Tray T2 Tray T3 Tray T4	Off On	On

Note

- This setting is not effective for paper fed from paper trays with custom paper presets. For such paper, the value specified in [Skew Detection] in "Advanced Settings" takes precedence.

0310 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 "U Curl Correction Level". If it is curled face down, select "Π Curl Correction Level". Depending on how much the paper is curled, specify the degree of correction by selecting "Weak" or "Strong".

Setting Items	Values	Default Value
Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Tray 6 Tray A Tray T1 Tray T2 Tray T3 Tray T4	U Curl Correction Level: Off U Curl Correction Level: Small U Curl Correction Level: Large Π Curl Correction Level: Off Π Curl Correction Level: Small Π Curl Correction Level: Large	U Curl Correction Level: Off

Main Unit: Maintenance

0502 Execute Photoconductor Refreshing

Remove dust on the drum surface.

This operation takes about 4 minutes. Do not open the front covers during the operation.

Setting Items	Values
Photoconductor Refreshing	Press [OK] to apply the setting(s).

0517 Temperature / Humidity Inside

Display the internal temperature and humidity.

If your service representative requests it, report this information.

Setting Items	Values
Temperature Humidity	Value display only.

0518 Temperature / Humidity Outside

Display the external temperature and humidity.

If your service representative requests it, report this information.

Setting Items	Values
Temperature Humidity	Value display only.

0519 Display Banner for Conditions Outside Optimal Range

Specify whether or not to display the banner to indicate conditions outside the recommended operating environment.

Specify whether or not to display the banner when using the machine in conditions outside the recommended operating environment.

Setting Items	Values	Default Value
High Temperature/Humidity Low Temperature/Humidity	Off On	On

0522 Execute Charger Cleaning

Clean the charge unit.

If the printed copies have vertical creases, clean the charge unit. This may reduce the problem.

Do not open any covers during the operation.

Setting Items	Values
Charger Cleaning	Press [OK].

0523 Switch Print Screen

Set the function displayed when pressing [To Print Screen].

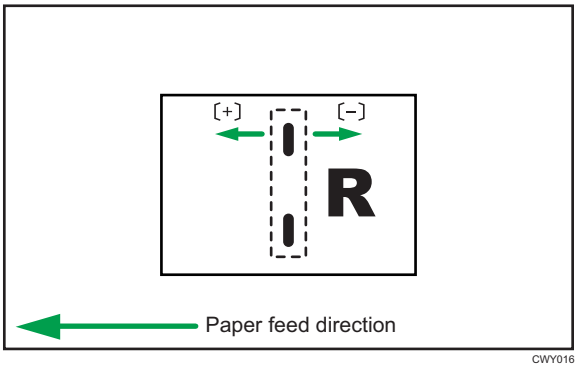
Setting Items	Values	Default Value
Setting	Copier Printer	Copier

Finishing:Finisher 1

0601 Staple Position for Booklet

Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5120.

Press [+] to move the position left, or press [−] to move it right on the open booklet.

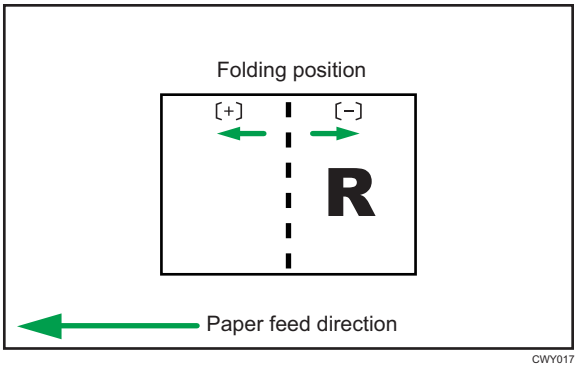


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF SRA3 SEF SRA4 SEF 310 × 432mm SEF 226 × 310mm SEF 13 × $19^{1}/_{5}$ SEF 13 × 19 SEF 13 × 18 SEF $12^{3}/_{5}$ × $19^{1}/_{5}$ SEF $12^{3}/_{5}$ × $18^{1}/_{2}$ SEF 12 × 18 SEF 11 × 17 SEF $8^{1}/_{2}$ × 14 SEF $8^{1}/_{2}$ × $13^{2}/_{5}$ SEF $8^{1}/_{2}$ × $13^{1}/_{2}$ SEF $8^{1}/_{2}$ × 11 SEF Other Paper Sizes	0.0	1.0	-1.0	0.1	mm

0602 Folding Position for Booklet

Adjust the horizontal position of the folding when using Booklet Finisher SR5120.

Press [+] to move the position left or press [−] to move it right on the open booklet.

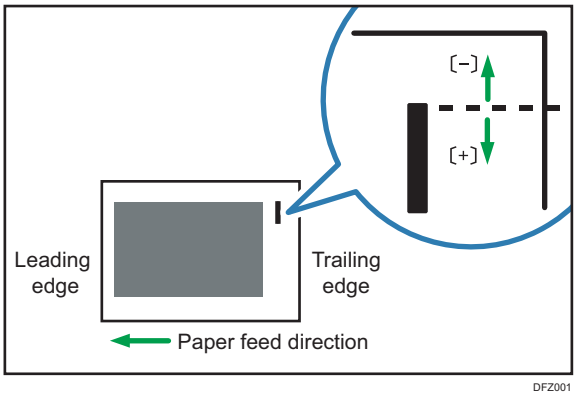


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF	0.0	1.0	-1.0	0.1	mm
B4 JIS SEF					
A4 SEF					
B5 JIS SEF					
SRA3 SEF					
SRA4 SEF					
310 × 432mm SEF					
226 × 310mm SEF					
13 × $19^{1}/_{5}$ SEF					
13 × 19 SEF					
13 × 18 SEF					
$12^{3}/_{5}$ × $19^{1}/_{5}$ SEF					
$12^{3}/_{5}$ × $18^{1}/_{2}$ SEF					
12 × 18 SEF					
11 × 17 SEF					
$8^{1}/_{2}$ × 14 SEF					
$8^{1}/_{2}$ × $13^{2}/_{5}$ SEF					
$8^{1}/_{2}$ × $13^{1}/_{2}$ SEF					
$8^{1}/_{2}$ × 11 SEF					
Other Paper Sizes					

0603 Staple Position: Across Feed 1

Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5110 or Booklet Finisher SR5120.

Press [+] to move the stapling position away from the side edge of the sheet or [−] to move it toward the edge.



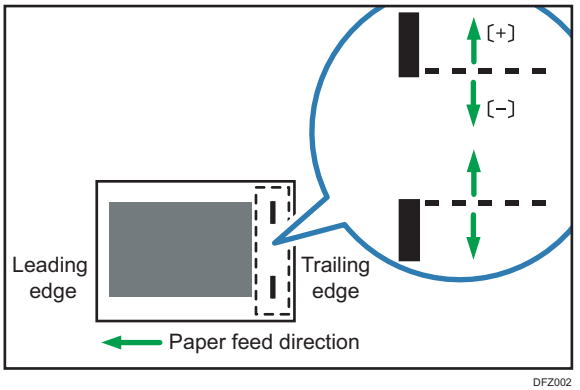
DFZ001

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF	0.0	2.0	-2.0	0.1	mm
B4 JIS SEF					
A4 LEF					
A4 SEF					
B5 JIS LEF					
B5 JIS SEF					
11 × 17 SEF					
$8^1/_2$ × 14 SEF					
$8^1/_2$ × $13^2/_5$ SEF					
$8^1/_2$ × $13^1/_2$ SEF					
$8^1/_2$ × 11 LEF					
$8^1/_2$ × 11 SEF					
8K SEF					
16K LEF					
16K SEF					
Other Paper Sizes					

0604 Staple Position: Across Feed 2

Adjust the vertical distance (up and down) between the staples (dual) when using Finisher SR5110 or Booklet Finisher SR5120.

Press [+] to move the two stapling positions away from the center and each other or [−] to move them toward each other.

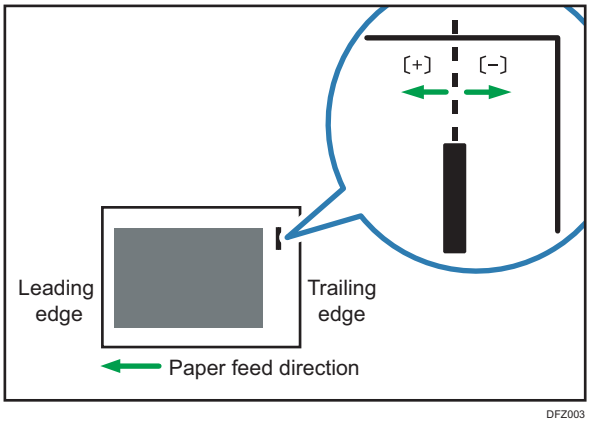


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF	0.0	115	-14.5	0.5	mm
B4 JIS SEF		75			
A4 LEF		115			
A4 SEF		28			
B5 JIS LEF		75			
B5 JIS SEF		0			
11 × 17 SEF		98			
$8^1/_2$ × 14 SEF $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × $13^1/_2$ SEF		34			
$8^1/_2$ × 11 LEF		98			
$8^1/_2$ × 11 SEF		34			
8K SEF 16K LEF		85			
16K SEF		12			
Other Paper Sizes		115			

0605 Staple Position: With Feed

Adjust the horizontal position of the staples when using Finisher SR5110 or Booklet Finisher SR5120.

Press [+] to move the stapling position away from the trailing edge of the sheet or [−] to move it toward the edge.

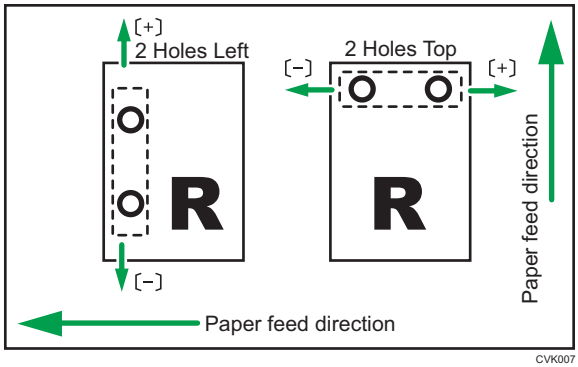


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 LEF A4 SEF B5 JIS LEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × $13^1/_2$ SEF $8^1/_2$ × 11 LEF $8^1/_2$ × 11 SEF 8K SEF 16K LEF 16K SEF Other Paper Sizes	0.0	2.0	-2.0	0.1	mm

0606 Punch Position: Across Feed

Adjust the vertical position of the punch holes when using Finisher SR5110 or Booklet Finisher SR5120.

Press [+] to move the position forward (up), or [−] to move it backward (down).



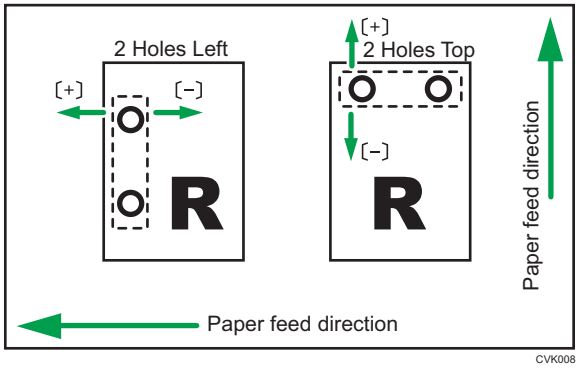
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes JP / EU 3 Holes US 4 Holes EU 4 Holes NE 2 Holes US	0.0	2.0	-2.0	0.5	mm

7

0607 Punch Position: With Feed

Adjust the horizontal position of the punch holes when using Finisher SR5110 or Booklet Finisher SR5120.

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 Set Number of Folds for Booklet

Specify the number of booklet folds to be performed when using Booklet Finisher SR5120.

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.

- 1–6 sheets: 1 time
- 7–10 sheets: 2 times
- 11–30 sheets: 6 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
Number of Folds for Booklet	0	6	-6	1	times

0636 Accuracy Priority for Stapling

Set the accuracy priority for stapling.

Setting Items	Values	Default Value
Set	Speed Priority Accuracy Priority	Speed Priority

0637 Accuracy Priority for Booklet

Set the accuracy priority for a booklet.

Setting Items	Values	Default Value
Set	Speed Priority Accuracy Priority	Speed Priority

Finishing:Finisher 2

0701 Paper Alignment for Stapling: Across Feed

Adjust the width of the Staple Jogger*1 when using the staple function on Finisher SR5090 or Booklet Finisher SR5100.

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 A4 LEF B5 JIS SEF B5 JIS LEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × 11 SEF $8^1/_2$ × 11 LEF 8K SEF 16K SEF 16K LEF Other Paper Sizes	0.0	1.5	-1.5	0.5	mm

*1 A guide for aligning output sheets when using the stapling function. The guide is located inside the finisher.

0702 Paper Alignment for Booklet: Across Feed

Adjust the width of the Staple Jogger*1 when using Booklet Finisher SR5100.

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.

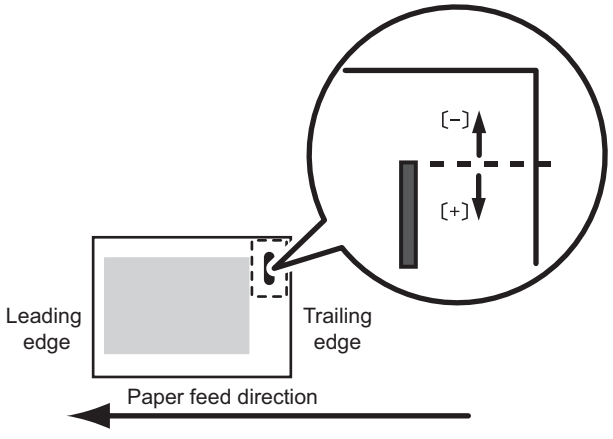
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × 11 SEF 12 × 18 SEF 8K SEF Other Paper Sizes	0.0	1.5	-1.5	0.5	mm

*1 A guide for aligning output sheets when using the stapling function. The guide is located inside the finisher.

0703 Staple Position

Adjust the vertical position of the staple (applied at an edge) when using the Finisher SR5090 or Booklet Finisher SR5100.

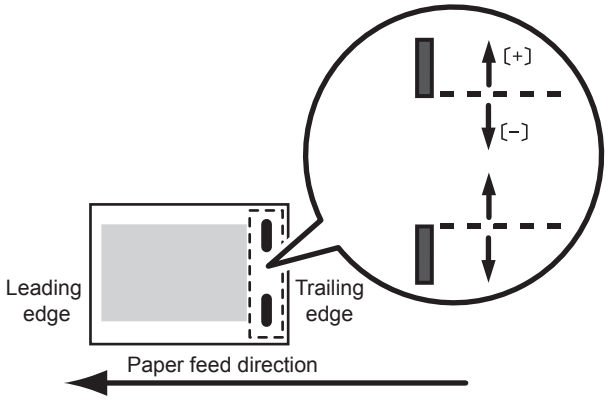
Press [+] to move the stapling position away from the side edge of the sheet or [−] to move it toward the edge.



CZC212

Adjust the vertical position of the staples (dual) when using the Finisher SR5090 or Booklet Finisher SR5100.

Press [+] to move the two stapling positions away from the center and each other or [−] to move them toward each other.



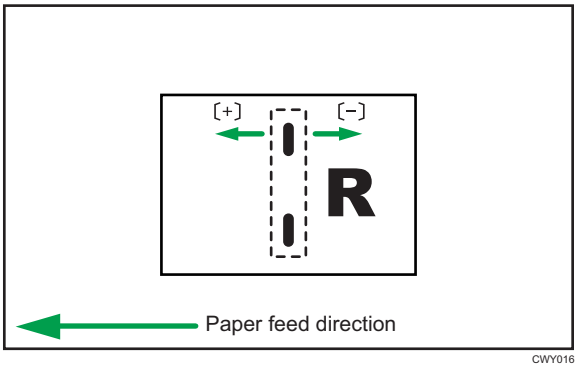
CZC215

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF A4 LEF B5 JIS SEF B5 JIS LEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × 11 SEF $8^1/_2$ × 11 LEF 8K SEF 16K SEF 16K LEF Other Paper Sizes	0.0	3.5	-3.5	0.5	mm

0704 Staple Position for Booklet

Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5100.

Press [+] to move the position left, or press [−] to move it right on the open booklet.

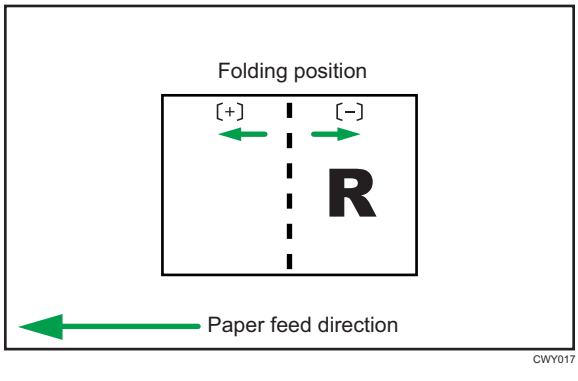


Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × 11 SEF	0.0	3.0	-3.0	0.2	mm
12 × 18 SEF		1.8	-1.8		
8K SEF		3.0	-3.0		
Other Paper Sizes		1.8	-1.8		

0705 Folding Position for Booklet

Adjust the horizontal position of the folding when using Booklet Finisher SR5100.

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 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × 11 SEF 12 × 18 SEF 8K SEF Other Paper Sizes	0.0	3.0	-3.0	0.2	mm

0706 Folding Position for Booklet: By Number of Sheets

Adjust the folding position. In left and right spread state, move to right with [+] and left with [−].

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF: 1-5 Sheets A3 SEF: 6-10 Sheets A3 SEF: 11-15 Sheets A3 SEF: 16 Sheets or More B4 SEF: 1-5 Sheets B4 SEF: 6-10 Sheets B4 SEF: 11-15 Sheets B4 SEF: 16 Sheets or More A4 SEF: 1-5 Sheets A4 SEF: 6-10 Sheets A4 SEF: 11-15 Sheets A4 SEF: 16 Sheets or More B5 SEF: 1-5 Sheets B5 SEF: 6-10 Sheets B5 SEF: 11-15 Sheets B5 SEF: 16 Sheets or More 11 × 17 SEF: 1-5 Sheets 11 × 17 SEF: 6-10 Sheets 11 × 17 SEF: 11-15 Sheets 11 × 17 SEF: 16 Sheets or More	0.0	3.0	-3.0	0.2	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
$8^1/_2$ × 14 SEF: 1-5 Sheets $8^1/_2$ × 14 SEF: 6-10 Sheets $8^1/_2$ × 14 SEF: 11-15 Sheets $8^1/_2$ × 14 SEF: 16 Sheets or More $8^1/_2$ × $13^2/_5$ SEF: 1-5 Sheets $8^1/_2$ × $13^2/_5$ SEF: 6-10 Sheets $8^1/_2$ × $13^2/_5$ SEF: 11-15 Sheets $8^1/_2$ × $13^2/_5$ SEF: 16 Sheets or More $8^1/_2$ × 11 SEF: 1-5 Sheets $8^1/_2$ × 11 SEF: 6-10 Sheets $8^1/_2$ × 11 SEF: 11-15 Sheets $8^1/_2$ × 11 SEF: 16 Sheets or More 12 × 18 SEF: 1-5 Sheets 12 × 18 SEF: 6-10 Sheets 12 × 18 SEF: 11-15 Sheets 12 × 18 SEF: 16 Sheets or More 8K SEF: 1-5 Sheets 8K SEF: 6-10 Sheets 8K SEF: 11-15 Sheets 8K SEF: 16 Sheets or More Other Paper Sizes: 1-5 Sheets Other Paper Sizes: 6-10 Sheets Other Paper Sizes: 11-15 Sheets Other Paper Sizes: 16 Sheets or More	0	3.0	-3.0	0.2	mm

0707 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 A4 SEF A4 LEF B5 JIS SEF B5 JIS LEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF $8^1/_2$ × 11 LEF 8K SEF 16K SEF 16K LEF Other Paper Sizes	0	0	-1	1	sheet

0708 Number of Sheets Align for Booklet

Adjust the maximum number of prestack sheets for a booklet for each specified paper size.

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 $8^1/_2$ × $13^2/_5$ SEF $8^1/_2$ × 11 SEF 12 × 18 SEF 8K SEF Other Paper Sizes	0	0	-2	1	sheet

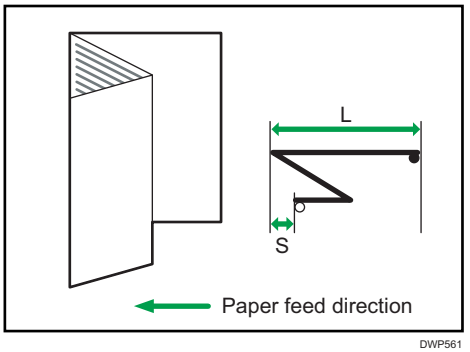
Finishing: Fold

0801 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.



DWP561

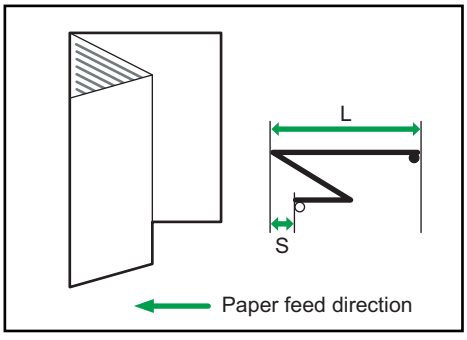
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0802 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

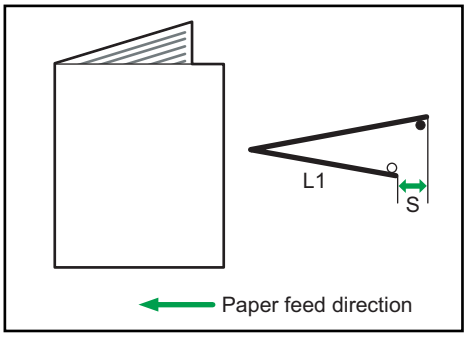
0803 Half Fold Position: 1 sheet Fold

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	0.0	4.0	-4.0	0.2	mm
B4 JIS SEF					
A4 SEF					
B5 JIS SEF					
SRA3 SEF					
SRA4 SEF					
310 × 432mm SEF					
226 × 310mm SEF					
$13 \times 19^{1}/_{5}$ SEF					
13 × 19 SEF					
13 × 18 SEF					
$12^{3}/_{5} \times 19^{1}/_{5}$ SEF					
$12^{3}/_{5} \times 18^{1}/_{2}$ SEF					
12 × 18 SEF					
11 × 17 SEF					
$8^{1}/_{2} \times 14$ SEF					
$8^{1}/_{2} \times 11$ SEF					
8K SEF					
Other Paper Sizes					

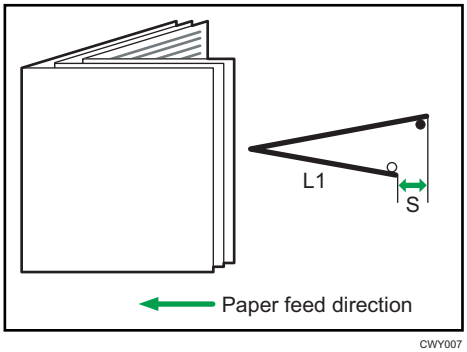
0804 Half Fold Position: Multi-sheet Fold

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

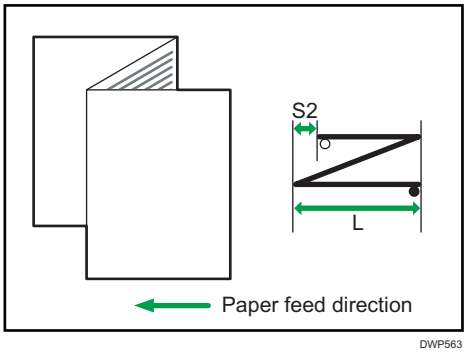
0805 Letter Fold-out Position 1: 1 sheet Fold

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

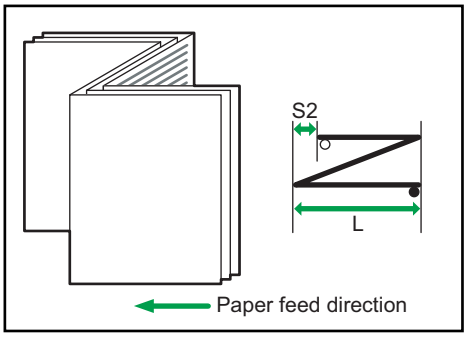
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF	0.0	4.0	-4.0	0.2	mm
B5 JIS SEF	0.0	3.0	-3.0	0.2	mm
12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0806 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

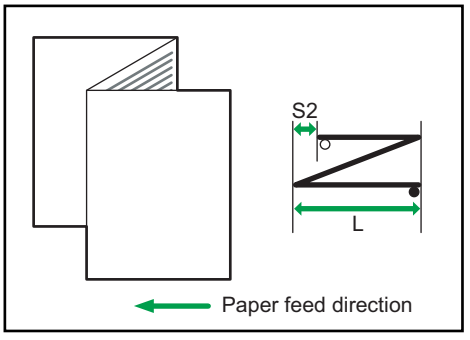
0807 Letter Fold-out Position 2: 1 sheet Fold

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

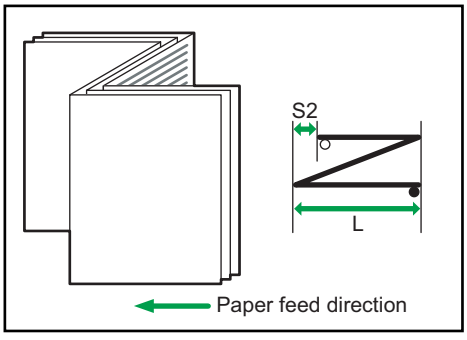
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF	0.0	4.0	-4.0	0.2	mm
B5 JIS SEF	0.0	3.0	-3.0	0.2	mm
12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0808 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

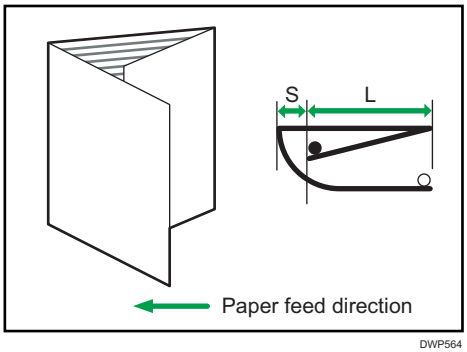
0809 Letter Fold-in Position 1: 1 sheet Fold

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

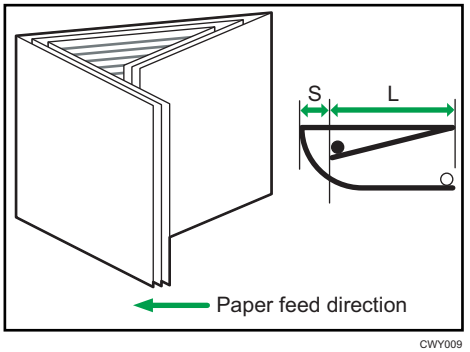
0810 Letter Fold-in Position 1: Multi-sheet Fold

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

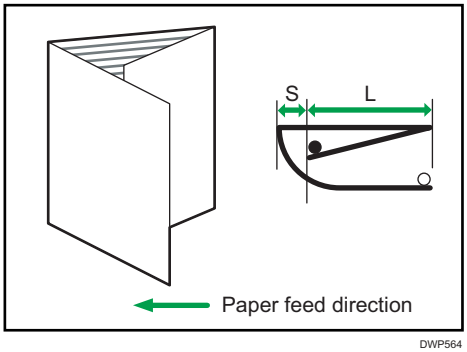
0811 Letter Fold-in Position 2: 1 sheet Fold

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

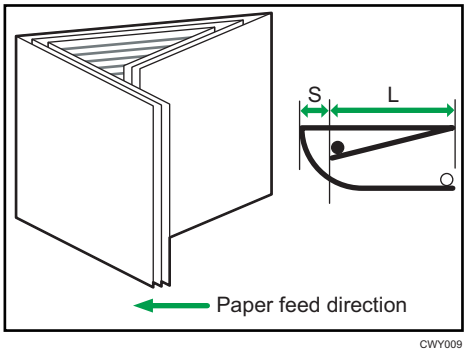
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0812 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

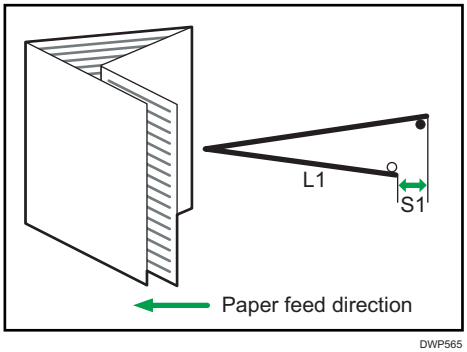
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF	0.0	4.0	-4.0	0.2	mm
$8^1/_2$ × 11 SEF			0.0		
8K SEF Other Paper Sizes			-4.0		

0813 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

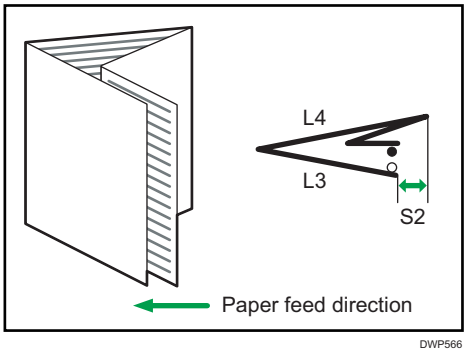
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0814 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

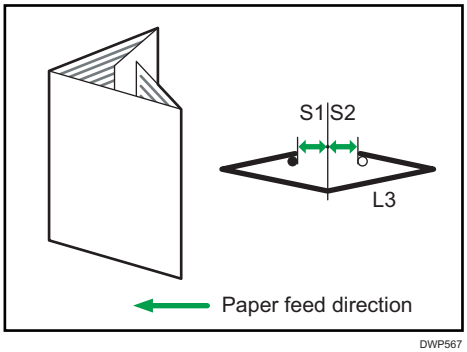
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 12 × 18 SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0815 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

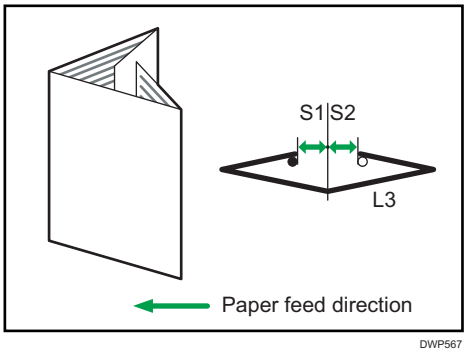
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0816 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

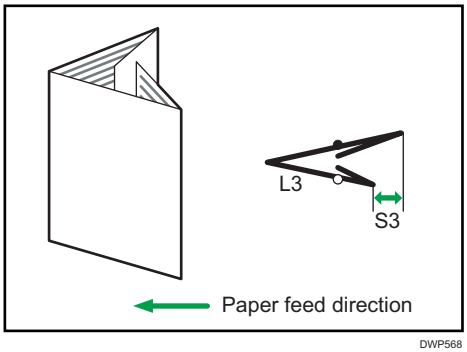
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 SEF B4 JIS SEF A4 SEF B5 JIS SEF 11 × 17 SEF $8^1/_2$ × 14 SEF $8^1/_2$ × 11 SEF 8K SEF Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0817 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

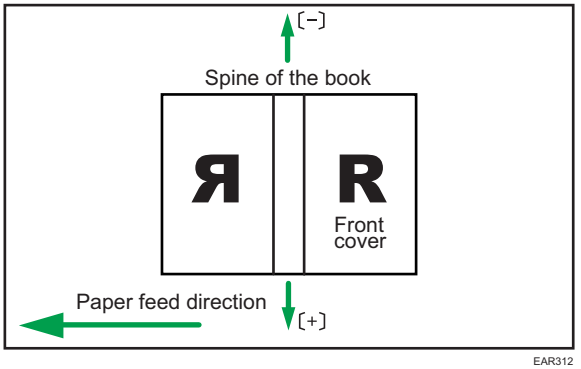
You can use the Perfect Binder on Type 1 or 2 machines only.

0901 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.



EAR312

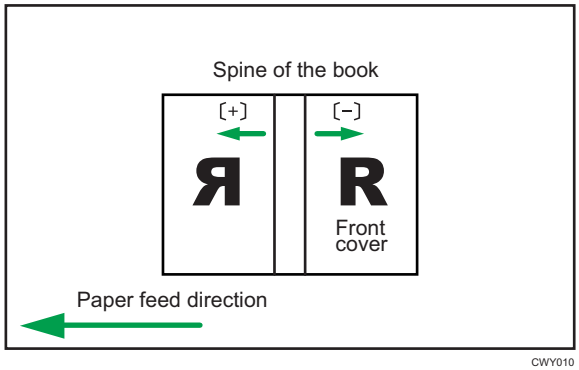
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Setting	0.0	5.0	-5.0	0.1	mm

0902 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.



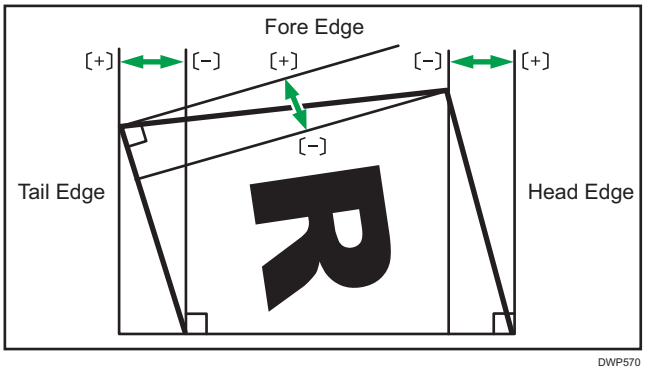
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Setting	0.0	5.0	-5.0	0.1	mm

0903 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.



Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Head Edge Tail Edge Fore Edge	0.00	10.0	-10.0	0.10	mm

0904 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
Setting	0.00	0.30	-0.30	0.05	mm

Finishing:Stacker

1007 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 $8\frac{1}{2} \times 11$ 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%

Finishing: Interposer

1101 Interposer Double Feed Detection

Set whether to detect double feed.

If this is set to [On], the machine detects double feeding and so keeps unintended blank sheets out of the delivered paper. The machine may erroneously detect double feeding when using special paper.

To prevent erroneous detection of double feeding, set this to [Off].

Setting Items	Values	Default Value
Interposer Upper Tray	Off On	Off
Interposer Lower Tray	Off On	Off

8. 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.

Installing the Printer Driver by Using Device Software Manager Installer

Device Software Manager is a support utility for driver installation in Windows. Device Software Manager helps you to detect the latest driver via the internet automatically according to the computer you are using and install it with a simple procedure.

Important

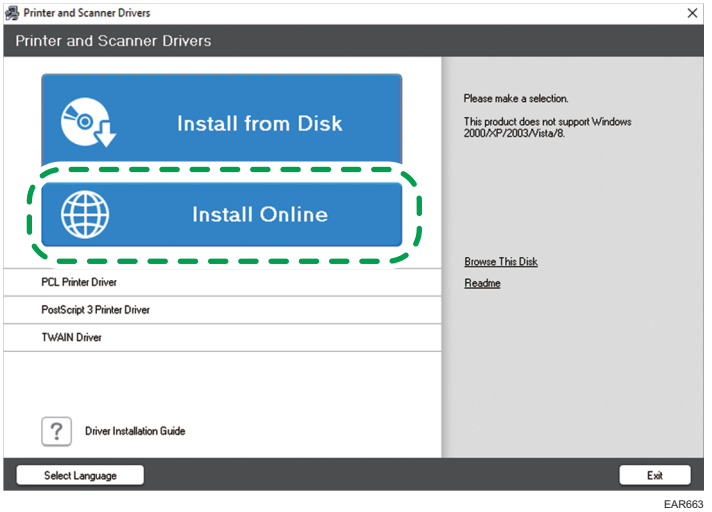
- **Device Software Manager supports Windows OS only. To install the printer driver on Mac OS, see the following sections:**
  - **See "Installing the Printer Driver for Network Connection (OS X/macOS)", Driver Installation Guide**
  - **See "Installing the Printer Driver for USB Connection (OS X/macOS)", Driver Installation Guide**
- **Follow the instructions of the installer to connect the USB cable.**

Installing Device Software Manager from the CD-ROM

1. **Set the CD-ROM in the computer.**

   If the installer does not start automatically, double-click [Setup.exe] in the root directory of the CD-ROM.
2. **Select a language, and then click [OK].**

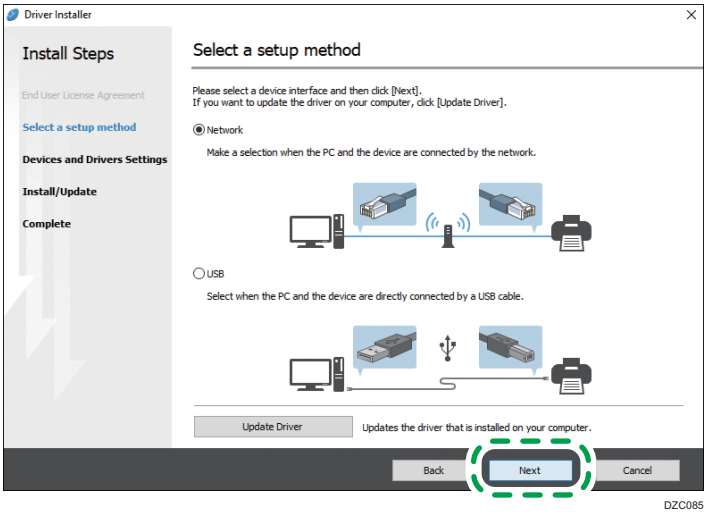
3. Click [Install Online].



EAR663

4. Select [I accept the agreement] on the "License Agreement" screen, and then click [Install].
5. On the "Quality Improvement Program" screen, select [I will participate in the Quality Improvement Program] or [I will not participate in the Quality Improvement Program], and then click [Next].
6. On the "Driver Update Notification Setting" screen, specify whether to display the message about the driver update, and then click [Next].

   The process of installing Device Software Manager starts.
7. Select the connection between the machine and computer, and then click [Next].

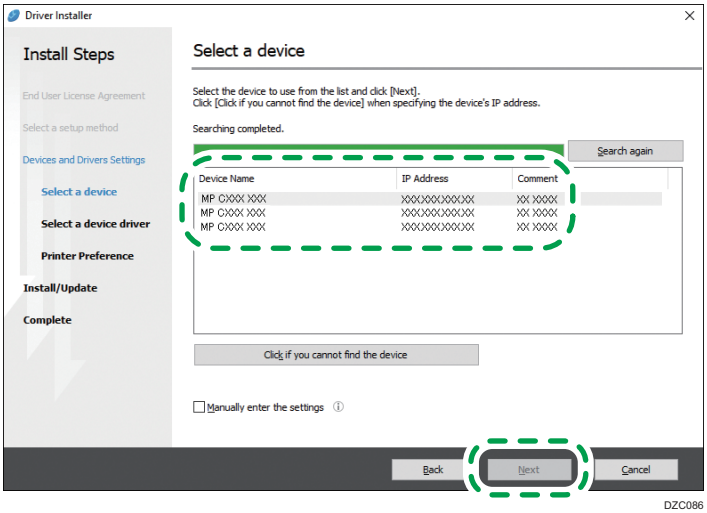


DZC085

- Network: Search for devices connected to the network.

- USB: Following the instructions on the "Connection with device" screen, connect the machine and the computer with the USB cable to search for the machine.

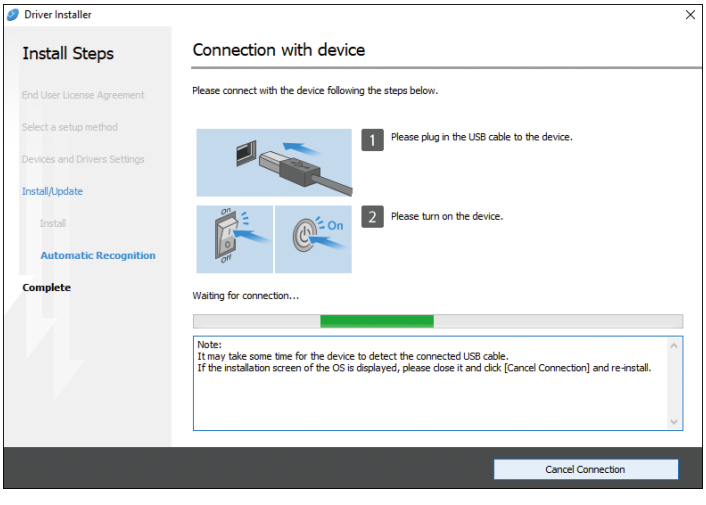
8. **Select this machine from among the detected devices, and then click [Next].**



DZC086

The installation of the driver starts.

- If "Could not verify publisher" is displayed at the beginning of installation, continue the installation. There is no problem with the started installer that is downloaded from the manufacturer's website. Continue the installation.
- When you connect the machine and the computer with a USB cable, follow the instructions on the installer screen.



If the machine is not detected, click [Cancel Connection]. Even if the connection is canceled, the installation is complete. After the installer screen is closed, the machine is added automatically when it is connected to the computer with the USB cable.

9. **When the installation is complete, click [Finish].**

Note

- After completing the installation, Device Software Manager icon is created on the desktop screen.

- You can update the installed printer driver with Device Software Manager.
- See "Updating the Driver (Windows)", Driver Installation Guide.

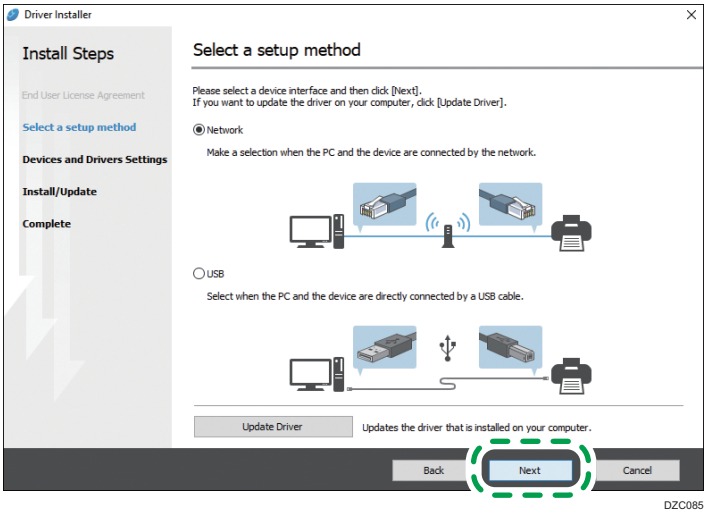
Installing Device Software Manager from the Downloaded File

1. **Double-click the downloaded file.**
2. **Select [I accept the agreement] on the "License Agreement" screen, and then click [Install].**
3. **Click [Next] on the "Welcome to the Device Software Manager Setup Wizard" screen.**
4. **On the "Quality Improvement Program" screen, select [I will participate in the Quality Improvement Program] or [I will not participate in the Quality Improvement Program], and then click [Next].**
5. **On the "Driver Update Notification Setting" screen, specify whether to display the message about the driver update, and then click [Next].**

   The process of installing Device Software Manager starts.
6. **After completing the installation, select the [Run Device Software Manager] check box, and then click [Finish].**

   The installation of Install Online is complete. Next, install the printer driver.
7. **On the "End User License Agreement" screen, select [Agree], and then click [Next].**

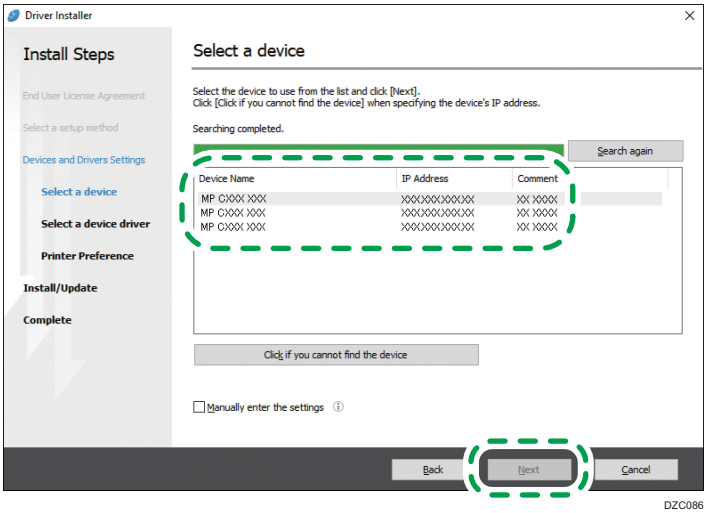
8. Select the connection between the machine and computer, and then click [Next].



DZC085

- Network: Search for devices connected to the network.
- USB: Following the instructions on the "Connection with device" screen, connect the machine and the computer with the USB cable to search for the machine.

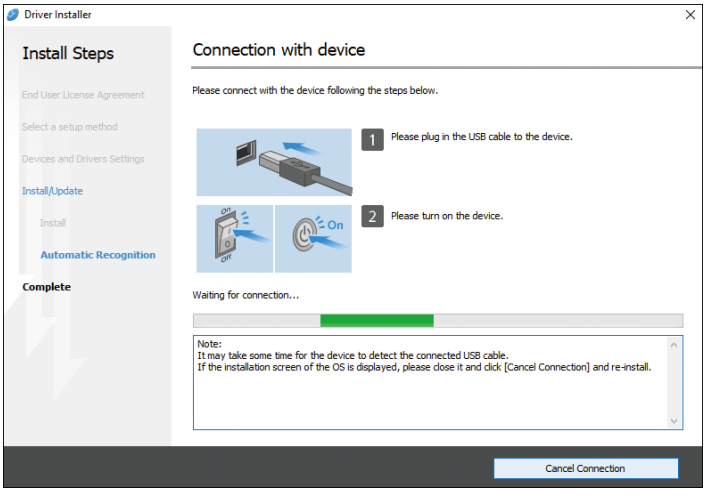
9. Select this machine from among the detected devices, and then click [Next].



DZC086

The installation of the driver starts.

- If "The publisher could not be verified" is displayed at the beginning of installation, continue the installation. There is no problem with the started installer that is downloaded from the manufacturer's website. Continue the installation.
- When you connect the machine and the computer with a USB cable, follow the instructions on the installer screen.



If the machine is not detected, click [Cancel Connection]. Even if the connection is canceled, the installation is complete. After the installer screen is closed, the machine is added automatically when it is connected to the computer with the USB cable.

10. When the installation is complete, click [Finish].

Note

- Double-click the Device Software Manager icon created on the Finder of the computer to update the printer driver.
- See "Updating the Driver (Windows)", Driver Installation Guide.

Displaying the Printer Driver Settings Screen

This chapter explains how to open the printer driver settings screen using Windows 10 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.

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. Right-click the [Start] menu, and then click [Control Panel].
2. Click [View devices and printers].
3. Right-click the icon of the printer you want to use.
4. 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.

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. Right-click the [Start] menu, and then click [Control Panel].
2. Click [View devices and printers].
3. Right-click the icon of the printer you want to use.
4. 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 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 10 as an example.

1. **Click the menu button of the application you are using, 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 how to store data in the Document Server and print it using the control panel, see "Saving and Printing Using the Document Server", Basic Operations.
- For details about registering classification codes, see "Registering Classification Codes", Basic Operations.

Basic menu

You can specify the original orientation, size, and print size.

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 373 "Printing on Both Sides of Sheets".
- For details about booklet printing, see page 23 "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, separation sheet, and banner page.

- For details about collate, see "Collate", Basic Operations.
- For details about separation sheet, see "Separation Sheet", 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 31 "Fold".
- For details about ring binding, see page 28 "Ring Binding".
- For details about perfect binding, see page 24 "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 color balance and vector/raster.

Effects menu

You can configure unauthorized copy prevention, watermark, and background numbering 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.
- For details about specifying background numbering, see "Enabling Background Numbering" Basic Operation.

Driver Options menu

Use this menu to provide functions concerned with controls peculiar to printer driver. For details, 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 44 "Registering a Custom Paper".

When using the PCL 6 printer driver

1. **Click the menu button of the application you are using, 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. **If you want to print multiple copies, specify a number of sets in the "Copies:" box.**
11. **Click [OK].**
12. **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, Letterhead, Preprinted, Prepunched, Yellow, Green, Blue, Purple, Ivory, Orange, Pink, Red, Gray, White, Bond, Cardstock, Coated (Glossy), Coated (Matte), Carbonless Paper**

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 44 "Registering a Custom Paper".

When using the PCL 6 printer driver

1. **Click the menu button of the application you are using, 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.**

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		

Orientation	Open to Left	Open to Top
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 228 "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 228 "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 menu button of the application you are using, 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.**

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 38 "Registering Custom Paper".

9. Scan

This chapter describes what you can do using the machine's Scan function.

You can use the Scan function on Type 1, 2, or 3 machines only.

Preparation for Sending by Scan to Folder

To send scanned files by Scan to Folder, you must first perform the following:

- Creating a shared folder on a computer running Windows/Confirming a computer's information
- Creating a shared folder on a computer running OS X or macOS/Confirming a computer's information

Note

- You can create the shared folder under Windows 7 or later, Windows Server 2008 or later, and OS X 10.10 or later.
- Files can be sent via SMB using the SMB (139/TCP or 137/UDP) or CIFS (445/TCP) protocol.
- Files can be sent via SMB (139/TCP or 137/UDP) in a NetBIOS over TCP/IP environment only.
- Files cannot be sent via SMB in a NetBEUI environment.

Creating a shared folder on a computer running Windows/confirming a computer's information

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 10 is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. **On the [Start] menu, click [All apps].**
2. **Click [Windows System], and then click [Command Prompt].**
3. **Enter the command "ipconfig/all", and then press the [Enter] key.**
4. **Confirm the name of the computer.**

   The computer's name is displayed under [Host Name].

   You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

5. **Next, enter the command "set user", and then press the [Enter] key. (Be sure to put a space between "set" and "user".)**
6. **Confirm the user name.**

   The user name is displayed under [USERNAME].

Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 10 and participating in a domain is used as an example.

Important

- **You must log in as an Administrators group member to create a shared folder.**
- **If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.**

1. **Create a folder, just as you would create a normal folder, in a location of your choice on the computer.**
2. **Right-click the folder, and then click [Properties].**
3. **On the [Sharing] tab, select [Advanced Sharing...].**
4. **Select the [Share this folder] check box.**
5. **Click [Permissions].**
6. **In the [Group or user names:] list, select "Everyone", and then click [Remove].**
7. **Click [Add...].**
8. **In the [Select Users or Groups] window, click [Advanced...].**
9. **Specify one or more object types, select a location, and then click [Find Now].**
10. **From the list of results, select the groups and users you want to grant access to, and then click [OK].**
11. **In the [Select Users or Groups] window, click [OK].**
12. **In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.**

    Configure the access permissions for each group and user.
13. **Click [OK].**

Step 3: Specifying access privileges for the created shared folder

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. **Right-click the folder created in Step 2, and then click [Properties].**
2. **On the [Security] tab, click [Edit...].**
3. **Click [Add...].**
4. **In the [Select Users or Groups] window, click [Advanced...].**
5. **Specify one or more object types, select a location, and then click [Find Now].**
6. **From the list of results, select the groups and users you want to grant access to, and then click [OK].**
7. **In the [Select Users or Groups] window, click [OK].**
8. **In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.**
9. **Click [OK].**

Note

- If you are creating a shared folder for the first time on this computer, you must enable the file sharing function. For details, see Windows Help.
- To register a shared folder in the machine's address book, you need the computer's IP address or computer name, and the user name and password of a user who has access permissions for the shared folder.
- For details about registering shared folders, see "Registering Folders", Device Management.

Creating a shared folder on a computer running OS X or macOS/confirming a computer's information

The following procedures explain how to create a shared folder on a computer running OS X/macOS, and how to confirm the computer's information. macOS 10.13 is used in these examples.

Step 1: Creating a shared folder on a computer running OS X/macOS

Important

- **You must log in as an administrator to create a shared folder.**

1. **Create the folder that you want to send scan files to.**
2. **On the Apple menu, click [System Preferences].**
3. **Click [Sharing].**

4. **Select the [File Sharing] check box.**
5. **Click [Options...].**
6. **Select the [Share files and folders using SMB] check box.**
7. **Select the account that will be used to access the shared folder.**
8. **If the "Authenticate" screen appears, enter the password for the account, click [OK], and then click [Done].**
9. **Under the [Shared Folders:] list, click [+] (new).**
10. **Select the folder you have created, and then click [Add].**
11. **Make sure that the permissions for the user who will access this folder are set to [Read & Write].**

Note

- To register a shared folder in the machine's address book, you need the computer's IP address, and the user name and password of a user who has access permissions for the shared folder.

Step 2: Confirming the computer's name and the user name

Confirm the computer name and the user name for the computer you will send scanned documents to. Write down the confirmed information.

1. **On the Apple menu, click [About This Mac].**
2. **Click [System Report...].**
3. **In the left pane, click [Software], and then confirm the computer name and user name under "System Software Overview:".**

   The computer name is displayed under [Computer Name:].

   The user name is displayed under [User Name:].

Note

- Depending on the operating system or security settings, you might be able to specify a user name that does not have a password assigned. However, we recommend that you select a user name that has a password.
- To confirm the IP address: on the Apple menu, click [System Preferences...], and then click [Network] on the System Preferences window. Then click [Ethernet]. The address displayed in the IP address field is the IP address of the computer.

Registering the shared folder of the destination computer in the address book

You can register destinations to send scanned files in the address book. The registered destinations can be selected easily by pressing the destination key that is displayed on the initial screen of the scanner function.

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [User Tools] icon ( ).**
3. **Press [Address Book Management].**
4. **Press [New Program].**
5. **Press [Change] next to "Name", enter the name you want to display as the destination, and then press [OK].**
6. **Press [Auth. Info], and then press [Next].**
7. **Press [Specify Other Auth. Info] in "Folder Authentication".**
8. **Press [Change] next to "Login User Name", enter the login user name on the destination computer, and then press [OK].**
9. **Press [Change] next to "Login Password", enter the login password on the destination computer, and then press [OK].**
10. **Re-enter the password for confirmation, and then press [OK].**
11. **Press [Folder].**
12. **Select a folder from [Browse Network].**
    1. Press [Browse Network].
    2. Select the group to which the destination computer belongs. Browse for the domain name/ workgroup name.
    3. Press the name of the computer you want to send the file to.
    4. Select the shared folder on the destination computer.
    5. Press [OK], and proceed to Step 13.

       If the folder cannot be selected from Browse Network, proceed to Step 12.
13. **Enter the computer name or IP address to specify a shared folder as the destination.**
    - Entering the computer name to specify a shared folder
      1. Press [Change] after specifying the path name.
      2. Specify the destination computer and a shared folder.

         For example, if the computer name is "UserPC" and a shared folder name is "scan", use "\\UserPC\scan" as the name of the destination folder.
      3. Press [OK]
    - Entering the IP address to specify a shared folder

1. Press [Change] after specifying the path name.
2. Specify the destination computer and a shared folder.

   For example, if the computer name is "192.168.0.152" and a shared folder name is "scan", use "\\192.168.0.152\scan" as the name of the destination folder.
3. Press [OK]

14. Press [Connection Test].

15. When a message indicating that the connection has been successfully established appears, press [Exit].

Note

- If a message "Cannot find the specified path. Please check the settings." appears, see page 463 "Messages displayed on the control panel when you use the scanner function".

16. Press [OK].

17. Press [User Tools] ( ) on the top right of the screen.

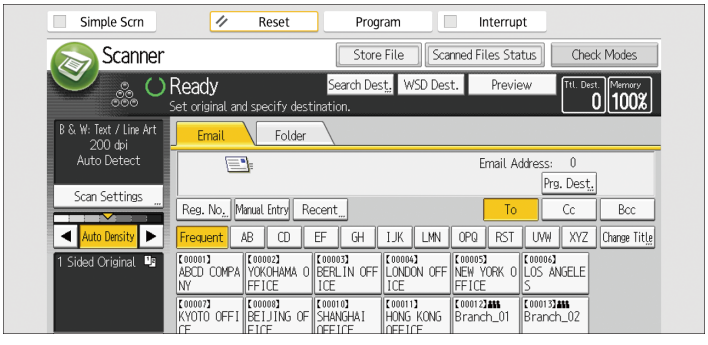
Basic Procedure When Using Scan to Folder

Important

- Before performing this procedure, see page 377 "Preparation for Sending by Scan to Folder" and confirm the details of the destination computer. See also "Registering Folders", Device Management, and register the address of the destination computer to the address book.

1. Press [Home] ( ) at the bottom of the screen in the center.
2. Press the [Scanner (Classic)] icon.
3. Make sure that no previous settings remain.

   If a previous setting remains, press [Reset].
4. Press the [Folder] tab.



5. Place originals.
6. If necessary, specify the scan settings according to the original to be scanned.

Example: Scanning the document in color/duplex mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Original Feed Type], press [2 Sided Original], and then press [OK].
- Press [Send File Type / Name], press [PDF], and then press [OK].

For information about other settings, see "Various Scan Settings", Basic Operations.

7. **Specify the destination.**

   You can specify multiple destinations.

   For details, see page 385 "Specifying Scan to Folder Destinations".

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

Note

- If any of the machine's security functions are enabled, select the destination from the registered folder only when you send files by Scan to Folder.
- If you have selected more than one destination, you can press [▲] or [▼] next to the destination field to scroll through the destinations.
- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear] key. You can cancel a destination selected from the destination list by pressing the selected destination again.
- To cancel scanning, press the [Stop] key. Check the information displayed in the dialog box, and then press any button.
- You can also store a file and simultaneously send it by Scan to Folder. For details, see "Simultaneous Storage and Sending by Scan to Folder", Basic Operations.
- After scan files are sent, the destination and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.
- You cannot switch the screen while WSD or DSM destinations are being specified. To clear the specified destination, display the destination in the destination field, and then press the [Clear] key.
- When the specified destination is updated using the Central Management function, the spooled documents are sent to the destination after updating.
- For details about Central Management, see "Administrator Tools", Device Management.

Specifying Scan to Folder Destinations

This section explains how to specify Scan to Folder destinations.

You can send a file by Scan to Folder by any of the following methods:

- Selecting the destination from the machine's address book
- Sending files to a shared network folder
- Sending files to an FTP server
- Selecting the destination from recent destinations

Note

- You can specify multiple destinations.
- For details about sending a file to a destination that is registered in the machine's address book, see page 393 "Selecting the Destination from the Machine's Address Book".
- For details about sending a file over the network to a shared folder, see page 386 "Sending Files to a Shared Network Folder".
- For details about sending a file to an FTP server using Send to Folder, see page 388 "Sending files to an FTP server".
- For details about sending a file to a recently used destination, see page 397 "Selecting the Destination from Recent Destinations".

Sending Files to a Shared Network Folder

Important

- **When sending to a shared folder on a network, see page 377 "Preparation for Sending by Scan to Folder" and confirm the following items for the destination computer:**
  - **Destination computer name**
  - **Destination computer's user name and password**
  - **Destination shared folder name**
- **Depending on the operating system of the client computer, access to the shared folder may require authentication.**

You can send a file to a shared folder over the network by any of the following methods:

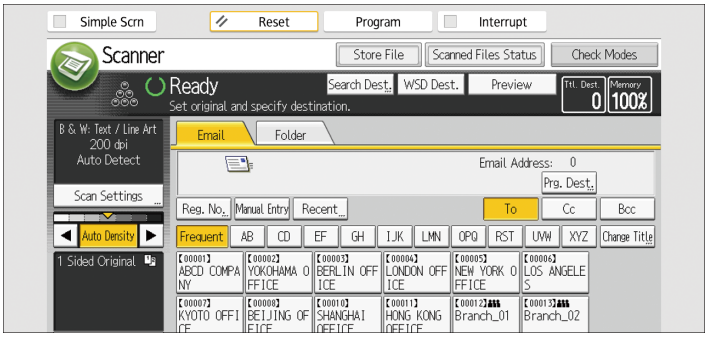
- Enter the path to the destination directly
- Specify the path by browsing the network for the destination

Note

- If the firewall of an antivirus program is active, you may not be able to specify a shared folder on the computer as a folder destination. If this is the case, see the antivirus program's Help.
- If Windows firewall is active and you cannot specify a shared folder on the computer as a folder destination, the machine may be able to communicate with the computer by changing the exceptions of the Windows firewall. For details, see Windows Help.

Entering the path to the destination manually

1. **Press [Manual Entry].**



2. **Press [SMB].**
3. **Press [Manual Entry] on the right side of the path field.**

4. **Enter the path for the folder.**

   In the following example path, the shared folder name is "user" and the computer name is "desk01":

   `\\desk01\user`

5. **Press [OK].**
6. **Depending on the destination setting, enter the user name for logging in to the computer.**

   Press [Manual Entry] to the right of the user name field to display the soft keyboard.

7. **Depending on the destination setting, enter the password for logging in to the computer.**

   Press [Manual Entry] for the password to display the soft keyboard.

8. **Press [Connection Test].**

   A connection test is performed to check whether the specified shared folder exists.

   If the message "Cannot find the specified path. Please check the settings." appears, see page 463 "Messages displayed on the control panel when you use the scanner function".

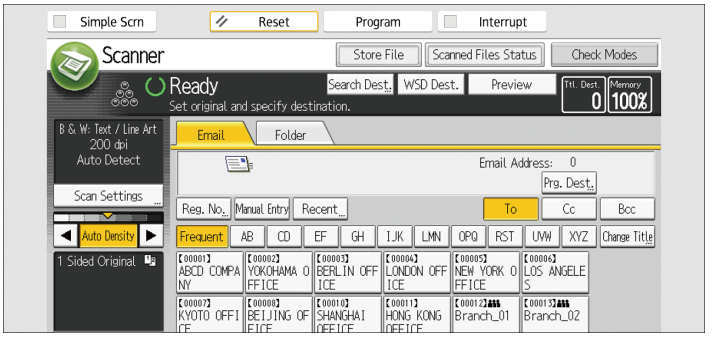
9. **Check the connection test result, and then press [Exit].**
10. **Press [OK].**

Note

- To change the path for the folder that has been entered, press [Edit] on the left side of the destination field. Enter the correct path for the folder, and then press [OK].
- The connection test may take time.
- You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.
- Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.
- If the client computer has a fixed IP address assigned to it, you can specify the IP address manually by including it in the path name of the destination folder. For example, if the IP address is "192.168.1.191" and the shared folder name is "user", enter "\\192.168.1.191\user" as the path.
- When the specified destination is updated using the Central Management function, the spooled documents are sent to the destination after updating.
- For details about Central Management, see "Administrator Tools", Device Management.

Specifying the path by browsing the network for destinations

1. **Press [Manual Entry].**



2. **Press [SMB].**
3. **Press [Browse Network] under the path name field.**

   If the message "Cannot find the specified path. Please check the settings." appears, see page 463 "Messages displayed on the control panel when you use the scanner function".
4. **Select the domain or workgroup in which the destination folder is located.**
5. **Select the client computer that has the destination folder.**

   If you cannot find the computer you are looking for, press [Up One Level] and browse that level.

   If authentication is required to access the selected computer, the authentication screen appears. To authenticate, enter the user name and password.
6. **Select the destination folder.**

   When the selected folder has sub-folders, the sub-folders list appears.

   If you cannot find the destination folder, press [Up One Level], and then search for the folder at that level.
7. **Press [OK] twice.**

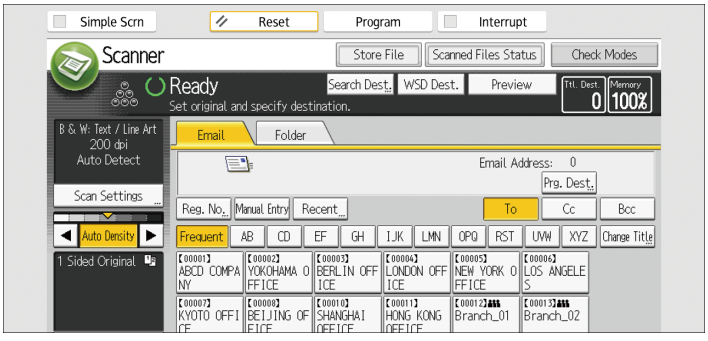
Note

- Up to 100 computers or shared folders can be displayed.
- The machine may fail to transfer the file if you do not have the write privileges for the shared folder or there is not enough free hard disk space.

Sending files to an FTP server

This section explains how to specify destinations when sending files to an FTP server.

1. **Press [Manual Entry].**



2. **Press [FTP].**
3. **Press [Manual Entry] on the right side of the server name field.**
4. **Enter a server name.**

   Instead of the server name, you can also use its IPv4 address.
5. **Press [OK].**
6. **Press [Manual Entry] on the right side of the path field.**
7. **Enter the path for the folder.**

   The following is an example of a path where the folder name is "user" and the subfolder name is "lib": user\lib.
8. **Press [OK].**
9. **Enter the user name according to the setting at the destination.**

   Press [Manual Entry] to the right of the user name field to display the soft keyboard.
10. **Enter the password according to the setting at the destination.**

    Press [Manual Entry] next to the password field to make the soft keyboard appear.
11. **To change the port number which is set in [System Settings], press [Change] on the right side of the port number field. Enter a port number using the number keys, and then press the [#] key.**
12. **Press [Connection Test].**

    A connection test is performed to check whether the specified folder exists.

    If the message "Cannot find the specified path. Please check the settings." appears, see page 463 "Messages displayed on the control panel when you use the scanner function".
13. **Check the connection test result, and then press [Exit].**
14. **Press [OK].**

Note

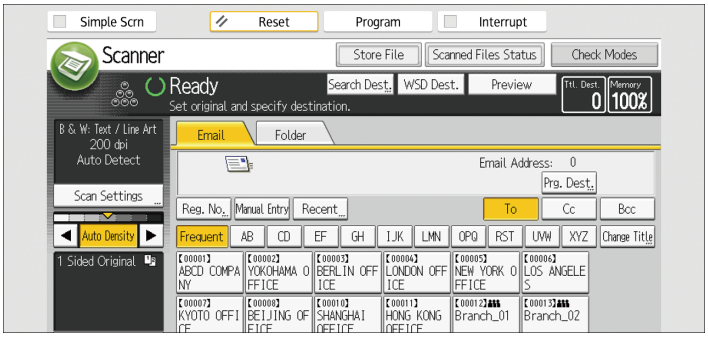
- The connection test may take time.

- You may not be able to press [Connection Test] right after pressing [Cancel] during a connection test.
- To change the registered path to a destination folder, press [Edit] to the left of the destination field to display the soft keyboard, enter the new path, and then click [OK].
- The machine may fail to transfer the file if you do not have write privileges for the folder or there is not enough free hard disk space.

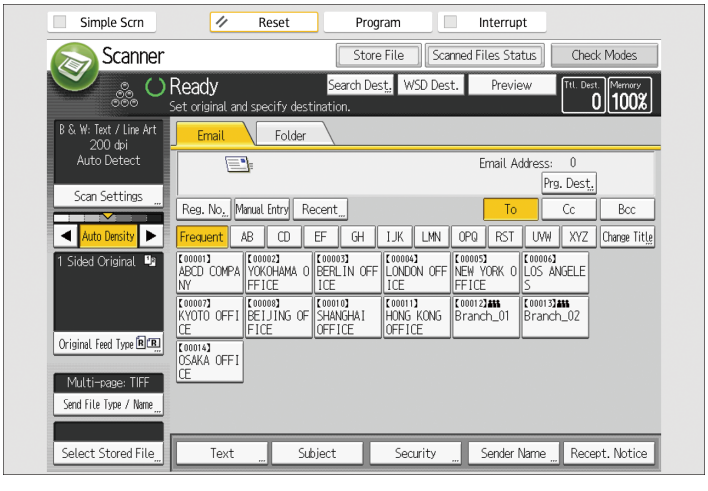
Basic Procedure for Sending Scan Files by E-mail

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [Scanner (Classic)] icon.**
3. **Make sure that no previous settings remain.**

   If a previous setting remains, press [Reset].
4. **Press the [Email] tab.**



5. **Place originals.**
6. **If necessary, specify the scan settings according to the original to be scanned.**



Example: Scanning the document in color/duplex mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Original Feed Type], press [2 Sided Original], and then press [OK].
- Press [PDF] under [Send File Type / Name], and then press [OK].

For information about other settings, see "Various Scan Settings", Basic Operations.

The settings explained in "Entering the E-mail Subject", "Entering the E-mail Message", "Security Settings to E-mails", Basic Operations can also be specified.

7. **Specify the destination.**

   You can specify multiple destinations.

   For details, see page 393 "Specifying the Destination or Recipient".

8. **To specify the e-mail sender, press [Sender Name], and then press [OK].**

   For details, see "Specifying the E-mail Sender", Basic Operations.

9. **To use Message Disposition Notification, press [Recept. Notice].**

   If you select [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

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

Note

- This machine supports SMTPS (SMTP over SSL).
- This machine supports Web mail sending.
- If [Auto Specify Sender Name] on the [File Transfer] tab under [System Settings] is set to [On], you can send e-mails without entering anything for [Sender Name]. For details, see "File Transfer", Device Management.
- Depending on the security setting, the logged-in user may be specified as [Sender Name].
- To use Message Disposition Notification, log in to the machine as a user and specify the sender. Note, however, that the [Recept. Notice] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification.
- If you press [Preview] and then start scanning, the [Preview] screen appears. You can use this screen to check how the originals are scanned and the scan setting used for scanning. After checking the preview, you can specify whether to send the file or not. For detail, see page 141 "[Preview] screen under the scanner function".
- To cancel scanning, press the [Stop] key. Check the information displayed in the dialog box, and then press any button.
- You can also store a scan file and simultaneously send it by e-mail. For details, see "Simultaneous Storage and Sending by E-mail", Basic Operations.
- After an e-mail is sent, the destination, sender, subject, text, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.
- You cannot switch the screen while WSD or DSM destinations are being specified. To clear the specified destination, display the destination in the destination field, and then press the [Clear] key.
- You can specify whether to send a file as an e-mail attachment or by sending a URL link in [File Emailing Method]. For details, see "Send Settings", Preparation.

- When [Login User Address Priority] is set to [On], the login user's e-mail address is specified as a destination after you log in to the machine and display the initial scanner screen. For details, see "General Settings", Preparation.

Specifying the Destination or Recipient

This section explains how to specify the e-mail recipient or the destination folder.

The following methods of specifying the mail recipient or the destination folder are available:

- Selecting the destination from the machine's address book
- Entering the destination manually
- Selecting the destination from the recent destinations
- Searching and selecting the destination from LDAP server (only when sending files by e-mail)

Note

- You can specify multiple destinations.
- Before you select destinations, make sure you have selected [To]. If necessary, press [Cc] or [Bcc], and then select destinations.
- For details about entering the destination when using Scan to Folder, see page 386 "Entering the path to the destination manually".

Selecting the Destination from the Machine's Address Book

This section explains how to select the destination from the machine's address book.

Important

- **To use this function, you must register the destinations in [System Settings] in advance. About the settings, see Device Management for details.**
- **For details about registering destination folders in the machine's address book using SMB protocol, see page 377 "Preparation for Sending by Scan to Folder".**

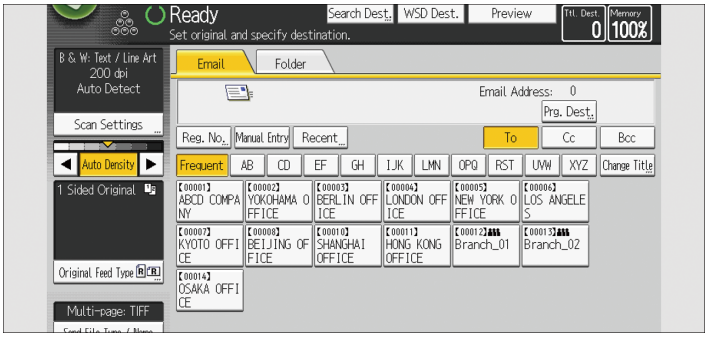
You can use the following methods to select destinations registered in the machine's address book:

- Select a destination from the list
- Select a destination by entering the registration number
- Select a destination by searching the machine's address book

Selecting a destination from the list

Select the destination from the destination list.

1. **In the destination list, press the key including the destination name.**



The key of the selected destination is highlighted, and the destination appears in the destination field at the top of the screen.

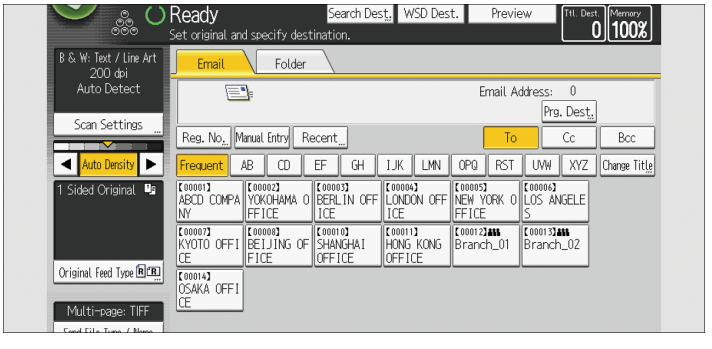
Note

- If the target destination does not appear, display the destination by selecting its initial letter from the title.
- Depending on the security setting, some destinations may not appear in the destination list.

Selecting destinations by entering the registration numbers

Select the destination from the machine's address book using its registration number.

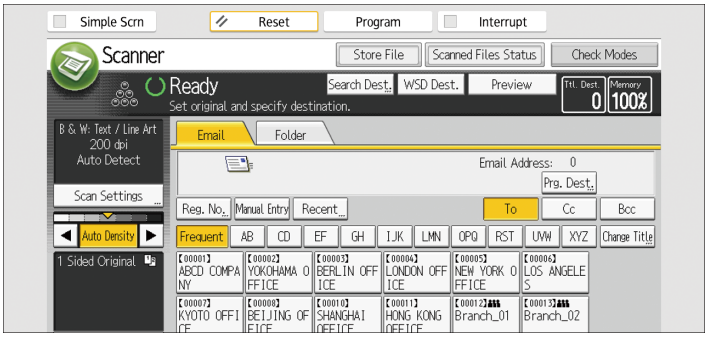
1. **Press [Reg. No.].**



2. **Using the number keys, enter the five-digit registration number assigned to the required destination, and then press the [#] key.**
3. **Press [OK].**

Searching the machine's address book for the destination and selecting it

1. **Press [Search Dest.].**



2. **To search by destination name, press [Name]. To search by e-mail address, press [Email Address].**

   To search by folder name, select the [Folder] tab, and then press [Folder Name].

   You can also search by combining [Name] and [Email Address].

3. **Enter the beginning of the destination name.**
4. **Press [OK].**
5. **If necessary, press [Advanced Search] to specify the detailed search criteria, and then press [OK].**
6. **Press [Start Search].**

   Destinations that match the search criteria are displayed.

7. **Select a destination.**

   To send the file by e-mail, select [To], [Cc], or [Bcc].

8. **Press [OK].**

Note

- If [LDAP Search] is set to [On] in [Administrator Tools] under [System Settings], check that [Address Book] has been selected before executing the search.
- Search criteria that appear in [Advanced Search], such as [Name], [Email Address], and [Folder Name], are registered in the machine's address book. For details, see "Registering Addresses and Users", Device Management.
- By pressing [Details], you can view details about the selected destinations.
- Up to 100 destinations can be displayed as search results.
- By pressing [Advanced Search], the following criteria appear:
  - [Beginning Word]: The names which start with the entered character or characters are targeted.

For example, to search for "ABC", enter "A".

- [End Word]: The names which end with the entered character or characters are targeted.

  For example, to search for "ABC", enter "C".

- [Exact Match]: The names which correspond to an entered character or characters are targeted.

  For example, to search for "ABC", enter "ABC".

- [Include one Word]: The names which contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "A", "B", or "C".

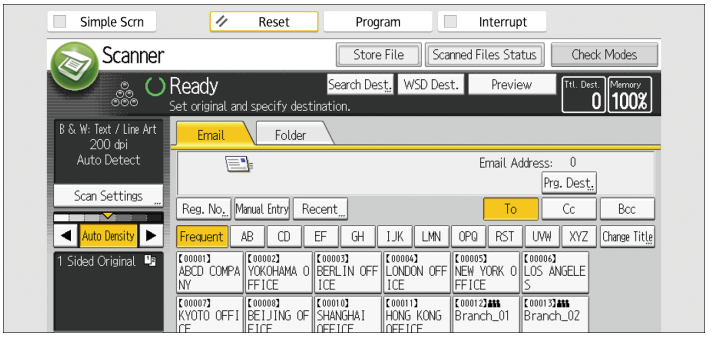
- [Exclude Words]: The names which do not contain an entered character or characters are targeted.

  For example, to search for "ABC", enter "D".

- When the specified destination is updated using the Central Management function, the spooled documents are sent to the destination after updating.
- For details about Central Management, see "Administrator Tools", Device Management.

Entering an E-mail Address Manually

1. **Press [Manual Entry].**



2. **Enter the e-mail address.**
3. **Press [OK].**

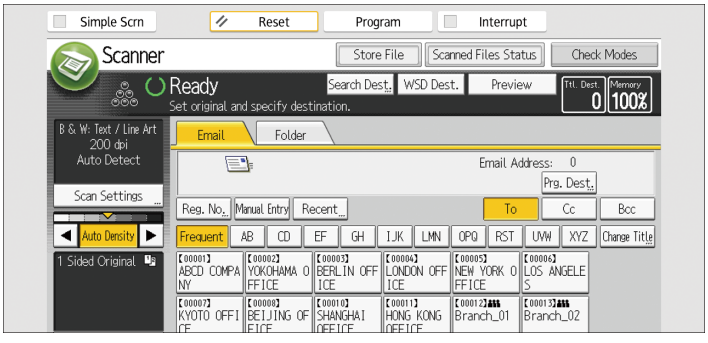
Note

- Depending on the security settings, [Manual Entry] may not be displayed.
- To change a registered destination e-mail address, press [Edit] to the left of the destination field to display the soft keyboard, use the soft keyboard to enter the new address, and then click [OK].
- The e-mail address that is entered directly can be registered in the machine's address book. For details, see page 399 "Registering a destination in the address book manually".

Selecting the Destination from Recent Destinations

This section explains how to display destinations that have been recently entered directly, and how to select one of those destinations.

1. **Press [Recent].**



2. **Select a destination.**
3. **Press [OK].**

Note

- Depending on the security settings, [Recent] may not be displayed.
- If there are multiple recent destinations, press [▲] or [▼] to scroll through them.
- The 10 most recent destinations for each destination type (e-mail, SMB, and FTP) are displayed. Destinations are deleted in chronological order, oldest first.
- You can add recent destinations to the machine's address book. For details, see page 399 "Registering a destination in the address book manually".

Selecting Destinations by Searching an LDAP Server

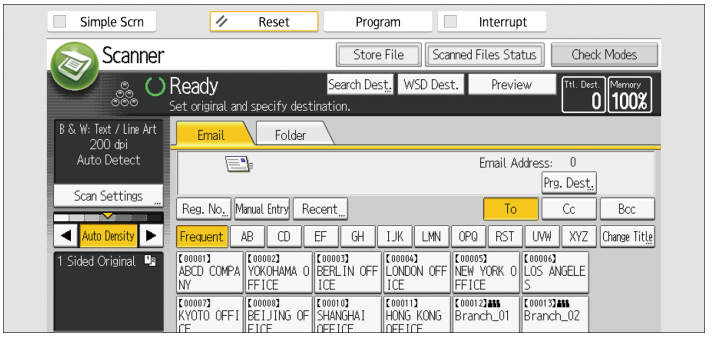
This section explains how to search for an address registered in an LDAP server and specify it as an e-mail destination.

Important

- **To use this function, an LDAP server must be connected to the network.**
- **The LDAP server must be registered and [LDAP Search] must be set to [On] in [Administrator Tools] under [System Settings]. To configure the LDAP server, see "Administrator Tools", Device Management.**
- **You can specify whether or not to automatically obtain the shared folder information registered in the LDAP server and overwrite the machine's address book. If you use this function, you do not need to register the shared folder in the address book. For details about the settings, see "General**

Settings", Preparation. If the shared folder is not registered on the LDAP server, it must be registered on the server or in the machine's address book.

1. **Press [Search Dest.].**



2. **Select the LDAP server that appears next to [Address Book].**

   If authentication is required to access the selected server, the authentication screen appears. To authenticate, enter the user name and password.

3. **To search by destination name, press [Name].**

   To search by e-mail address, press [Email Address].

   You can also search by combining [Name] and [Email Address]. If you search by [Name], LDAP server's settings determine whether the search is based on surname or first name. To configure the LDAP server, see "Administrator Tools", Device Management.

4. **Enter the beginning of the destination name.**

   To search by e-mail address, enter the beginning of the destination address.

5. **Press [OK].**
6. **Press [Start Search].**
7. **Select the destination.**
8. **Select [To], [Cc], or [Bcc].**
9. **Press [OK].**

Note

- Search criteria that appear in [Advanced Search], such as [Name], [Fax Destination], [Email Address], [Company Name], and [Department Name], are registered in the LDAP server.
- If you specified [Search Options] on [Program / Change / Delete LDAP Server] under [System Settings], you can add a search condition for LDAP search on the [Advanced Search] screen. To configure the LDAP server, see "Administrator Tools", Device Management.
- By pressing [Details], you can view details about the selected destinations.
- Up to 100 destinations can be displayed as search results.

- If an e-mail address returned by the LDAP server is too long, it will be impossible to specify it as the destination. For details about the number of characters that can be specified, see "Values of Various Set Items for Transmission/Storage Function", Preparation.
- You can register multiple e-mail addresses in individual LDAP server accounts. However, only one e-mail address will be displayed as the search result. Usually, the address that was registered first on the LDAP server is the address that is displayed.
- For details about configuring the advanced search options, see Steps 5 and 6 and Note of "Searching the machine's address book for the destination and selecting it", page 393 "Selecting the Destination from the Machine's Address Book".

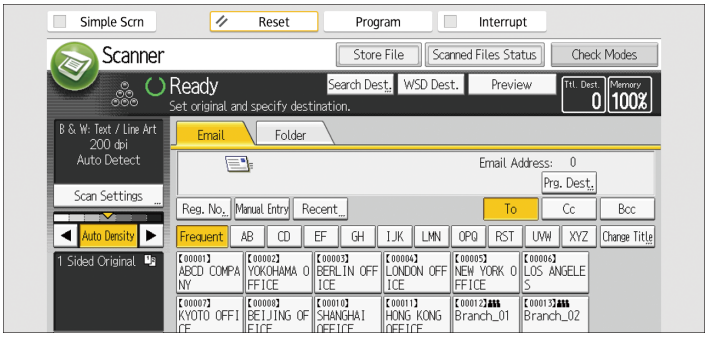
Registering a Destination E-mail Address or Folder

Important

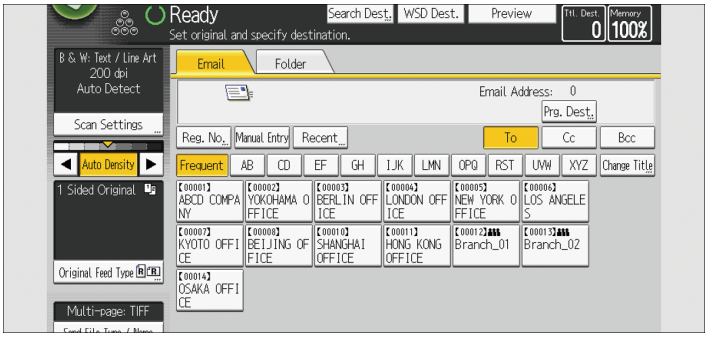
- **When the Central Management function is in use, the address book is managed by the server and [Prg. Dest.] is not available on the control panel of the machine. When registering destinations, consult your administrator.**
- **For details about Central Management, see "Administrator Tools", Device Management.**

Registering a destination in the address book manually

1. **Press the tab of the function you want to use.**



2. **In the destination field, display the destination you want to register.**



3. **Press [Prg. Dest.].**
4. **Press [Names], and then specify the name and other information to be registered.**

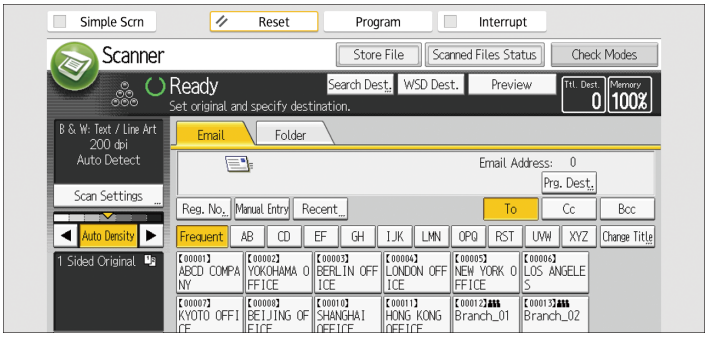
   For details about specifying the information to be registered, see "Registering Addresses and Users", Device Management.
5. **Press [OK].**

Note

- Depending on the security setting, [Prg. Dest.] may not appear. In such case, you cannot complete the registration.
- You can also register a destination selected from the LDAP server. To register in the machine's address book a destination searched for and selected from the LDAP server, display the destination, and then press [Prg. Dest.].

Registering a recently used destination in the address book

1. **Press the tab of the function you want to use.**



2. **Press [Recent].**
3. **Press [Program Dest.].**

4. **Press [Names], and then enter the name and other necessary information.**

   For details about entering the other information, see "Registering Addresses and Users", Device Management.

5. **Press [OK].**

Note

- Depending on the security settings, [Recent] may not be displayed.
- If there are multiple recent destinations, press [▲] or [▼] to scroll through them.

Storing and Saving the Scanned Documents

You can use the scanner function to store scanned documents in the machine. The documents that have been stored using the scanner function can later be sent by e-mail or delivered to a shared folder.

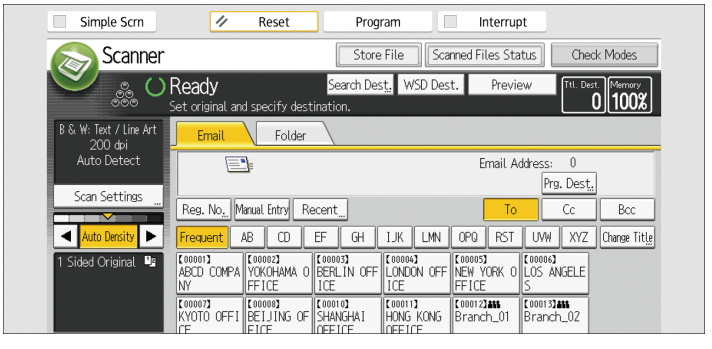
Basic Procedure for Storing Scan Files

Important

- **You can specify a password for each stored file. We recommend that you protect stored files from unauthorized access by specifying passwords.**
- **Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The supplier shall not be responsible for any damage that may result from the loss of files.**

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [Scanner (Classic)] icon.**
3. **Make sure that no previous settings remain.**

   If a previous setting remains, press [Reset].
4. **Place originals.**
5. **Press [Store File].**



6. **Press [Store to HDD].**
7. **If necessary, specify the stored file's information, such as [User Name], [File Name], [Password], and [Select Folder].**
   - User Name

     Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].
   - File Name

     Press [File Name], enter a file name, and then press [OK].

- Password

  Press [Password], enter a password, and then press [OK]. Re-enter the password for confirmation, and then press [OK].

- Select Folder

  Press [Select Folder], specify the folder in which to save the stored files, and then press [OK].

8. **Press [OK].**
9. **If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.**

   For details, see "Scan Settings", Basic Operations.
10. **Press the [Start] key.**

Note

- Stored files will be deleted after a set period. For details about specifying the period, see "Administrator Tools", Device Management.
- Files stored under the scanner function cannot be printed from the machine's control panel. Print the files from a client computer after receiving them on the computer.
- For details about storing data to a USB flash memory device or SD card, see page 414 "Storing the Scanned Documents to a USB Flash Memory Device or SD Card".
- By pressing [Store to HDD + Send], you can simultaneously store scan files and send them. For details, see "Simultaneous Storage and Sending by E-mail" and "Simultaneous Storage and Sending by Scan to Folder", Basic Operations.
- Only [Store to Memory Device] is available in [Store File] when PDF is selected as the File Type and [Security] is specified in the PDF File Setting.
- You cannot specify [Store to HDD] if [Preview] is selected.
- To cancel scanning, press the [Stop] key. Check the information displayed in the dialog box, and then press any button.
- After scan files are stored, the file information fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

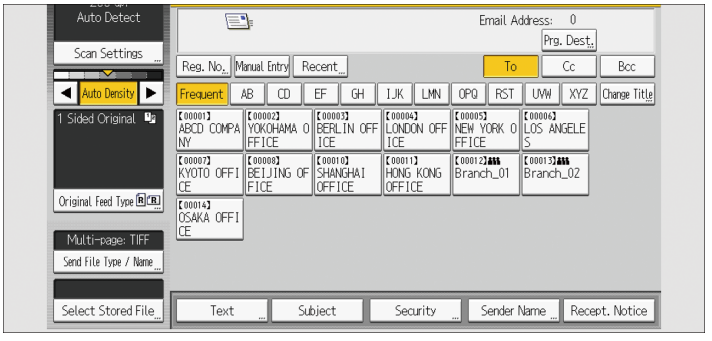
Previewing the Contents of a Stored Document

You can display the [Preview] screen and check a stored file on the machine or from the client computer.

Checking a stored file selected from the list

This section explains how to preview a file selected from the list of stored files.

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **From the list of stored files, select the file you want to check.**

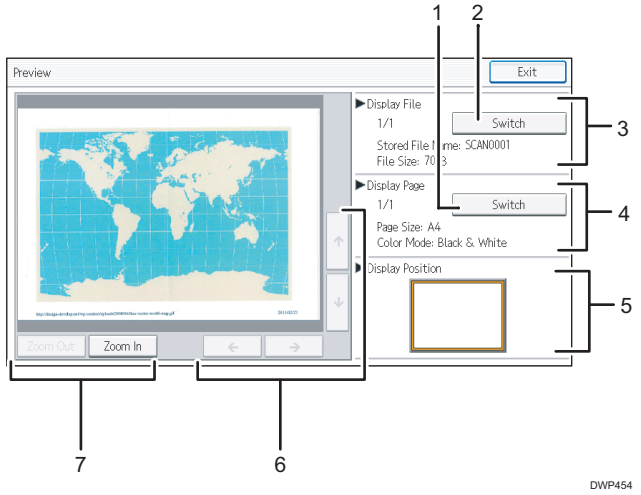
   You can select more than one file.

   For details about searching the stored document by user or document name, see "Searching by User Name" and "Searching by File Name", Basic Operations.
4. **Press [Preview].**

Note

- If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].
- You cannot preview documents stored as High Compression PDF files.

Stored File Preview Screen



1. **[Switch]**

   You can switch to a preview of another page.

2. **[Switch]**

   You can switch to a preview of another file.

3. **Display File**

   The name and size of the selected file appear.

4. **Display Page**

   The page number of the previewed page, total number of pages, page size, and color mode appear.

5. **Display Position**

   When the preview is enlarged, the location of the part of the page displayed on the preview screen is indicated.

6. **[←] [→] [↑] [↓]**

   Press to shift the displayed area.

7. **[Zoom Out], [Zoom In]**

   In previewing, you can reduce or enlarge the file image.

Note

- For details, see page 141 "[Preview] screen under the scanner function".
- You can reduce and enlarge the previewed image by double-tapping it, and scroll the enlarged image by tapping it.

Checking stored files from a client computer

Using Web Image Monitor, you can also display the files stored in the machine on a client computer.

You can also check files stored under the copier, Document Server, and printer functions.

If you enter "http:// (machine IPv4 address, or host name)/" in the address bar of the client computer's web browser, the top page of Web Image Monitor appears.

Note

- You can also download the stored files.
- It is recommended that you use Web Image Monitor only within your local area network.
- For details about displaying or downloading stored files using Web Image Monitor, see "Displaying Stored Documents with Web Image Monitor" or "Downloading Stored Documents with Web Image Monitor", Basic Operations.
- For details about making settings for using Web Image Monitor, see "Using Web Image Monitor", Device Management.
- For details about functions for managing stored files using Web Image Monitor, click [Help] on the upper-right corner of the displayed screen.

Sending a Stored File

This section explains how to send a stored file.

Stored files can be sent by e-mail or Scan to Folder.

There are two methods of sending stored files by e-mail. You can specify the sending method in [Scanner Features]. For details, see "Send Settings", Preparation.

- To send the URL by e-mail:

  In the [Send Settings] tab under [Scanner Features], [File Emailing Method], select [Send URL Link]. This method is useful when network restrictions prevent you sending attachments.

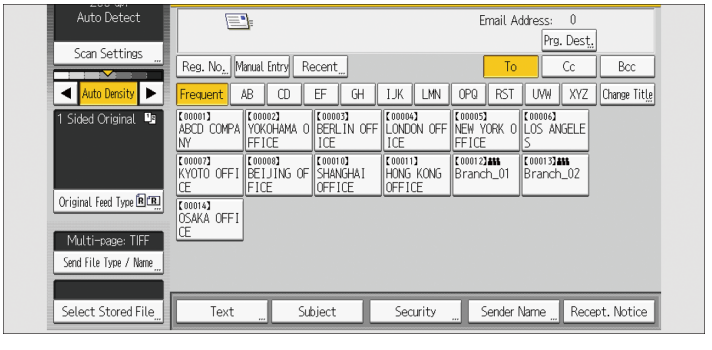
- To send an attached file by e-mail:

  In the [Send Settings] tab under [Scanner Features], [File Emailing Method], select [Attach to Email].

Important

- **Depending on your e-mail application, a phishing warning might appear after you receive an e-mail message. To prevent phishing warnings appearing after you receive e-mail from a specified sender, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.**

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Select the file you want to send.**

   You can select multiple files.

   The selected files are sent in the order they were selected.

   If you press [Queue], only the files you have selected are displayed in the order they will be sent.

   For details about searching the stored document by user or document name, see "Searching by User Name" and "Searching by File Name", Basic Operations.

4. **Press [OK] twice.**
5. **Press the [Email] or [Folder] tab.**

6. **If necessary, configure [Send File Type / Name].**
7. **Press the [Start] key.**

Note

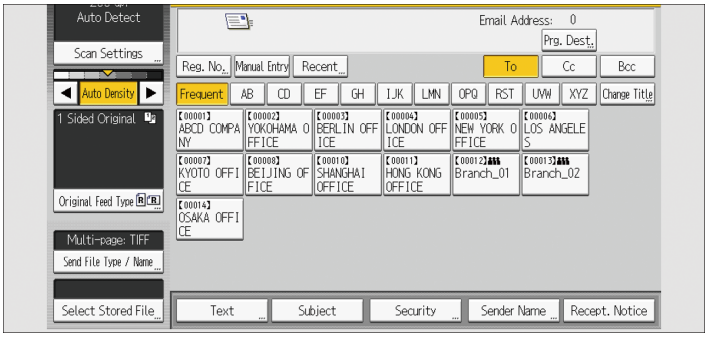
- If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].
- When the URL has been sent by e-mail, the recipient can check the stored file by clicking that URL. For details, see "Sending the URL by E-mail", Basic Operations.
- You can encrypt e-mail or attach a signature to it. For details, see "Security Settings to E-mails", Basic Operations.
- If [PDF File Type: PDF/A Fixed] in [Administrator Tools] under [System Settings] is set to [On], you cannot send PDF or High Compression PDF files.
- You can specify [OCR Settings] only for the files stored with [OCR Settings].
- You can specify [High Compression PDF] only for the files stored with the [High Compression PDF] setting.
- When multiple files are selected, all file types available for each file can be specified. However, some files may not be sent with the specified file type depending on the settings specified when stored.
    - Full-color or gray scale documents stored using the [Compression (Gray Scale / Full Color)] setting in [Send Settings] under [Scanner Features] set to [On] are sent as PDF or PDF/A files even if you specify multi-page TIFF as the file type.
    - Documents stored without specifying [OCR Settings] are sent as PDF or PDF/A files even if you specify [OCR Settings].
    - Documents stored as High Compression PDF files are always sent as High Compression PDF files regardless of the file type setting.
    - Documents stored without specifying [High Compression PDF] as the file type are sent as PDF files even if you specify [High Compression PDF].

Managing Stored File

This section explains how to delete stored files and how to change the data for stored files.

Deleting a stored file

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Press [Manage / Delete File].**
4. **Select the file you want to delete.**

   If you select a password-protected stored file, a screen for entering the password appears. To select the file, enter the correct password, and then press [OK].
5. **Press [Delete File].**
6. **Press [Yes].**

Note

- Files waiting for sending cannot be deleted.
- You can also delete files stored in the machine by accessing the machine from a client computer using Web Image Monitor. For detail about Web Image Monitor, see Web Image Monitor Help.

Changing stored document information

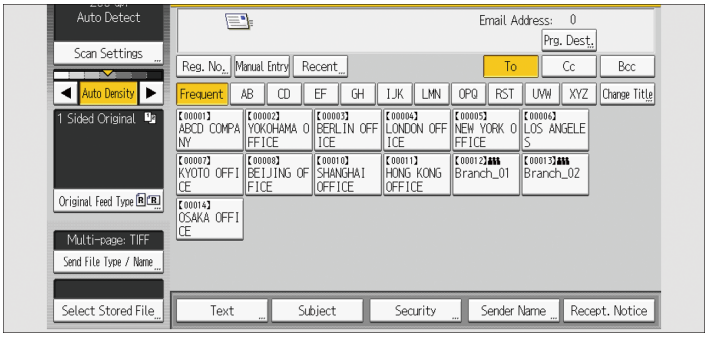
You can change information for a stored file, such as the user name, file name, and password.

Note

- Information for files waiting for being sent cannot be changed.

Changing a user name

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Press [Manage / Delete File].**
4. **Select the file containing the user name you want to change.**

   If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].
5. **Press [Change User Name].**
6. **Enter a new user name.**

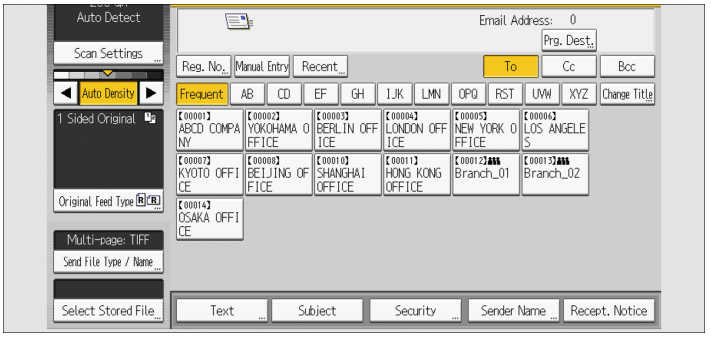
   The user names shown here are names that were registered in the address book. To change a user name not shown here, press [Manual Entry], and then enter the user name.
7. **Press [OK].**
8. **Make sure that the user name was changed.**
9. **Press [Reset].**

Note

- Using Web Image Monitor you can also change the user name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help.

Changing a file name

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Press [Manage / Delete File].**
4. **Select the file containing the file name you want to change.**

   If you select a password-protected stored file, a screen for entering the password appears. Enter the password, and then press [OK].
5. **Press [Change File Name].**
6. **Enter a new file name.**
7. **Press [OK].**
8. **Make sure that the file name was changed.**
9. **Press [Reset].**

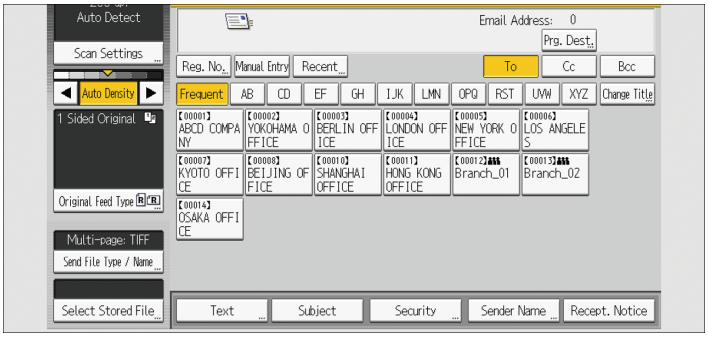
Note

- For information about how to enter characters, see "Entering Text (When Using the Standard Applications)", Preparation.
- Using Web Image Monitor, you can also change the file name of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help.

Changing a password

Enter the password for accessing the stored file.

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Press [Manage / Delete File].**
4. **Select the file containing the password you want to change.**

   A screen for entering the password appears. Enter the password, and then press [OK].
5. **Press [Change Password].**
6. **Using the number keys, enter a new four to eight-digit password.**
7. **Press [OK].**
8. **Enter the same number again using the number keys.**
9. **Press [OK].**
10. **Press [Reset].**

Note

- Using Web Image Monitor, you can also change the password of a file stored in the machine from the client computer. For details about Web Image Monitor, see Web Image Monitor Help.

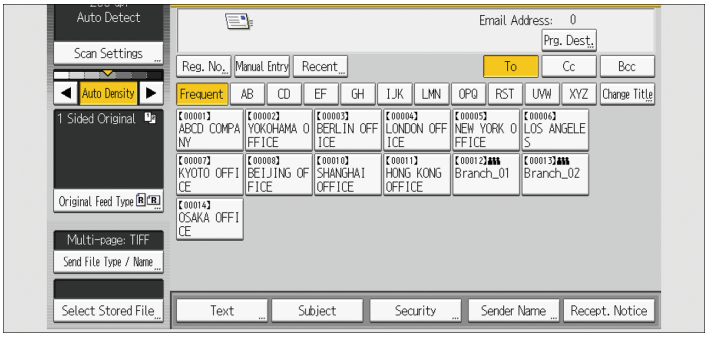
Searching for stored documents

You can search for stored documents by user name or document name.

Searching by user name

You can search for a stored file by its user name.

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Press [User Name].**
4. **Select the user name to be used for the search.**

   The user names shown here are names that were registered in the address book. To change a user name not shown here, press [Manual Entry], and then enter the user name.

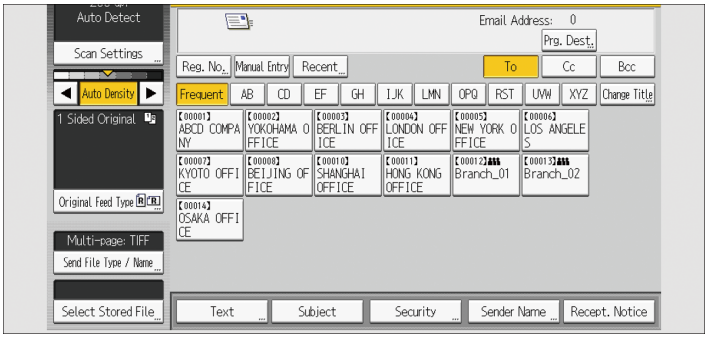
5. **Press [OK].**

   The search begins, and then files belonging to the specified user appear.

Searching by file name

You can search for a stored file by its file name.

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Press [File Name].**
4. **Enter the file name.**

   For information about how to enter characters, see "Entering Text (When Using the Standard Applications)", Preparation.

5. **Press [OK].**

   The search starts, and files whose name starts with the entered string appear.

Specifying Access Privileges for Stored Files

If user authentication is set, you can specify access privileges for stored files when storing them in the Document Server. You can also change the access privileges for files after they have been stored.

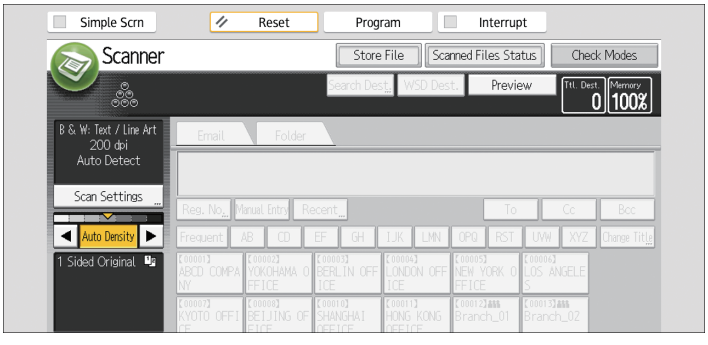
To configure or change the access privileges, the user must be logged in.

For details about logging in and out, see page 145 "Logging In the Machine".

Specifying access permissions when storing a file

Specify the access privileges before storing the file in the Document Server.

1. **Press [Store File].**



2. **Press [Access Privileges].**
3. **Press [New Program].**
4. **Select the users or groups to whom you want to assign permission.**

   You can select more than one user.

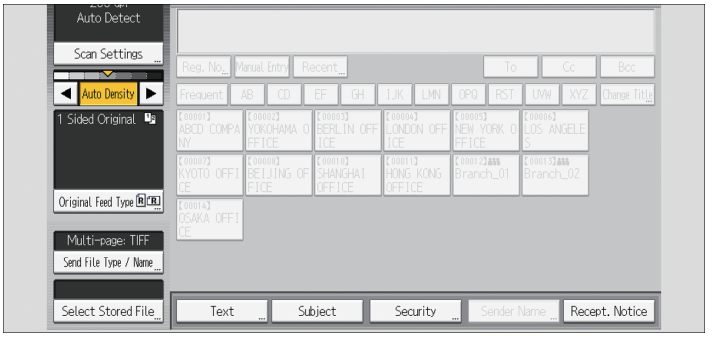
   By pressing [All Users], you can select all the users.
5. **Press [Exit].**
6. **Select the user to whom you want to assign access permission, and then select the permission.**

   Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].
7. **Press [Exit].**
8. **Press [OK].**
9. **Store files in Document Server.**

Changing access privileges for previously stored files

This section explains how to change access privileges for a file stored in the Document Server.

1. **Press [Select Stored File].**



2. **Specify the folder in which to save the stored files.**
3. **Press [Manage / Delete File].**
4. **Select the documents to be changed.**
5. **Press [Change Access Priv.].**
6. **Press [Program/Change/Delete].**
7. **To create a new user or group and specify its access privilege, press [New Program].**

   To change the access privilege of a registered user or group, proceed to Step 10.
8. **Select the users or groups to whom you want to assign permission.**

   You can select more than one user.

   By pressing [All Users], you can select all the users.
9. **Press [Exit].**
10. **Select the user to whom you want to assign access permission, and then select the permission.**

    Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].
11. **Press [Exit].**
12. **Press [OK].**
13. **Press [Reset].**

Storing the Scanned Documents to a USB Flash Memory Device or SD Card

This section explains how to save data on external media using the scanner function.

⚠CAUTION

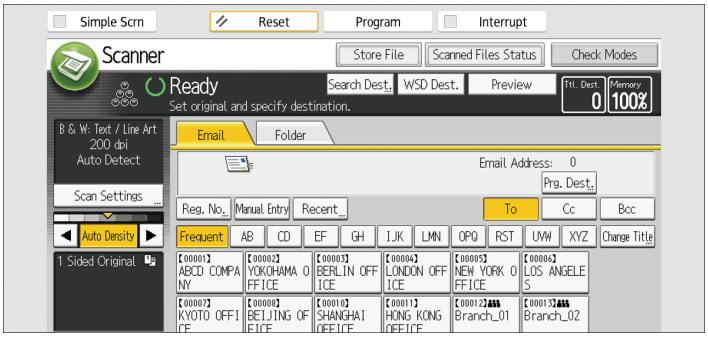
- Keep SD cards or USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.

1. **Press [Home] ( ) at the bottom of the screen in the center.**

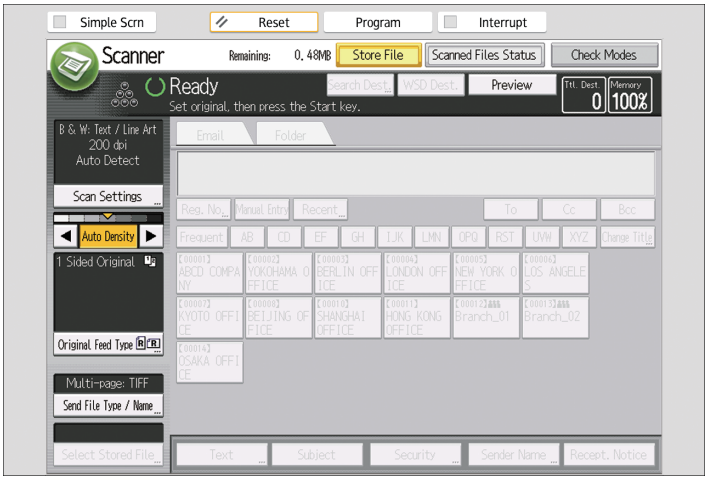
2. **Press the [Scanner (Classic)] icon.**
3. **Insert an SD card or USB flash memory device into the media slot on the machine's control panel.**

   For details about inserting an SD card or USB flash memory device into the media slot, see "Inserting/Removing a Memory Storage Device", Preparation.
4. **Make sure that no previous settings remain.**

   If a previous setting remains, press [Reset].
5. **Place originals.**
6. **Press [Store File].**



7. **Press [Store to Memory Device].**
8. **Press [OK].**
9. **If necessary, specify the scan settings according to the original to be scanned.**



Example: Scanning the document in color/duplex mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Original Feed Type], press [2 Sided Original], and then press [OK].

- Press [PDF] under [Send File Type / Name], and then press [OK].

For information about other settings, see each section.

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

When scanning batches, place subsequent originals after the scan files have been sent.

When writing is complete, a confirmation message appears.

11. **Press [Exit].**

12. **Remove the memory device from the media slot.**

Remove the media from the media slot only after data has been written completely. Removing the media while data is being written will result in corrupted data.

For details about removing an SD card or USB flash memory device into the media slot, see "Inserting/Removing a Memory Storage Device", Preparation.

Note

- The amount of time required to save files to a USB flash memory device or SD card will vary according to the device's specifications.
- The documents stored on the memory storage device can be printed from the machine's control panel. For details, see "Direct Printing from a Memory Storage Device", Basic Operations.
- The documents stored on the memory storage device cannot be sent from the machine's control panel.
- Depending on the security settings, [Store to Memory Device] may not be displayed. For details, see "Restricting Media Slot Access", Security Guide.
- You cannot specify where the data is saved. Files are saved in the root directory of the memory storage device.
- If the memory storage device is partitioned, files are saved on the first partition.
- You cannot configure file information such as [User Name], [File Name], and [Password].
- The amount of free space on the memory device is displayed. Note that if the amount of free space exceeds 10 GB, "9999.99 MB" will be displayed.
- To cancel writing, press the [Stop] key. If files are being written when writing is cancelled, any partially written files are deleted. Only complete files are stored on the memory storage device.

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send.

File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF]

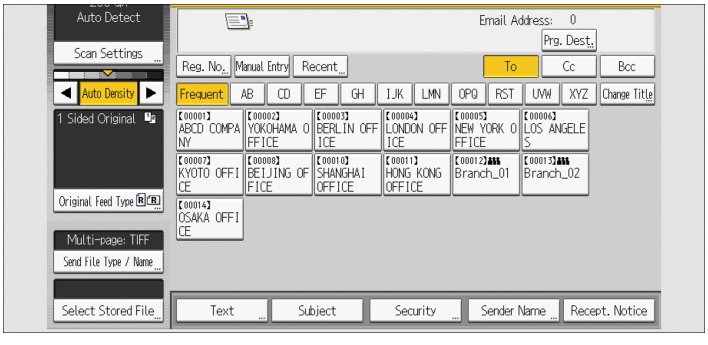
  If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

- Multi-page: [TIFF], [PDF]

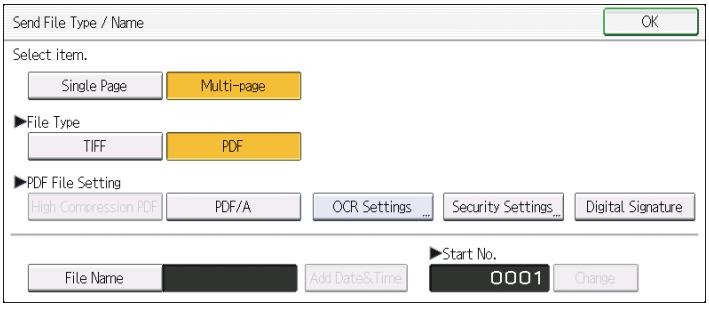
  If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

  Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes about and limitations of file types" below.

1. **Press [Send File Type / Name].**



2. **Select a file type.**



   If the File Type is set to [PDF], configure PDF File Setting as required.

3. **Press [OK].**

Note

- If you select [Store to HDD] under [Store File], you can only select [High Compression PDF] or [OCR Settings]. When sending stored files, you can select single-page or multi-page file types.
- The version of the created PDF files is 1.4.
- If [High Compression PDF] is selected in the PDF File Setting under the File Type, you can reduce the file size without changing the character legibility of uncompressed PDF files. PDF/A is suitable for storing data for a long period of time. For the limitations that apply to each file type, see "Notes about and limitations of file types" below.
- When you select [High Compression PDF], you can select Standard (Fast) mode and Text Priority (Slow) mode. When you select Text Priority (Slow) mode, the machine makes high compression PDF files with a higher imaging quality than PDF files made in Standard (Fast) mode.

Notes About and Limitations of File Types

Depending on the file format you select, the following limitations will apply:

Single Page [TIFF / JPEG]

- Originals scanned in black and white are sent as TIFF files.
- According to the settings specified for [Compression (Gray Scale / Full Color)] under [Scanner Features], originals scanned in full color or gray scale are sent in one of the following file types:
  - [On] : JPEG file
  - [Off] : TIFF file

Multi-page [TIFF] or [PDF]

- When [Full Color: Text / Photo], [Full Color: Glossy Photo], [Gray Scale], or [Auto Color Select] is specified under [Original Type] and [Compression (Gray Scale / Full Color)] is set to [On] under [Scanner Features], you cannot select [TIFF] under [Multi-page].
- Even if you select [TIFF] under [Multi-page], files stored in JPEG format are automatically changed to multi-page PDF files and then sent.

High Compression PDF

- You cannot select [High Compression PDF] if:
  - [Black & White: Text], [B & W: Text / Line Art], [B & W: Text / Photo], [Black & White: Photo], or [Auto Color Select] is selected under [Original Type].
  - [Reduce / Enlarge] is selected.
  - [100 dpi] or [150 dpi] is selected as the resolution.
  - [Preview] is selected.
  - When the WSD or DSM destination list is used.

- If [PDF File Type: PDF/A Fixed] in [Administrator Tools] under [System Settings] is set to [On], [PDF] and [High Compression PDF] other than PDF/A cannot be selected.
- Adobe Acrobat Reader 5.0/Adobe Reader 6.0 and later versions support High Compression PDF.
- If [High Compression PDF] is selected as the file type, areas of uneven shade may appear in the halftone sections in the document. If this happens, change the PDF File Setting to [PDF/A] or [PDF].

PDF/A

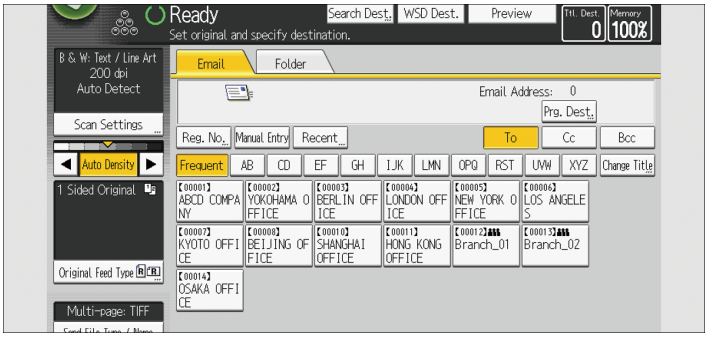
- [Security Settings] in the PDF File Setting cannot be selected.

OCR Settings

- You cannot select [OCR Settings] if:
  - [TIFF/JPEG] or [TIFF] is selected as the file type.
  - [100 dpi] or [150 dpi] is selected as the resolution.
  - When the WSD or DSM destination list is used.

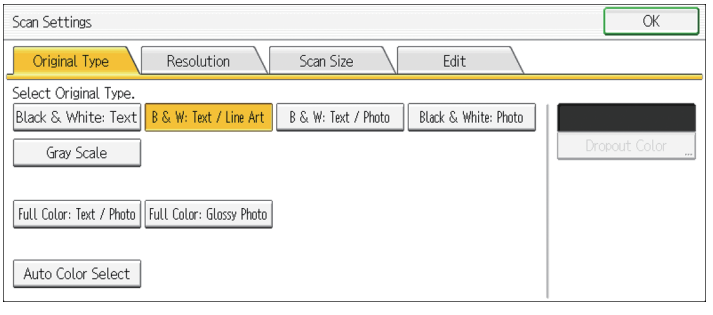
Specifying Scan Settings

1. **Press [Scan Settings].**



2. **Specify resolution, scan size, and other settings, as required.**

   For details about individual scan setting items, see "Scan Settings", Preparation.



3. **Press [OK].**

10. Document Server

This chapter describes what you can do using the machine's Copy function. It also describes how to store documents in the Document Server of the machine and how to print or manage the stored files.

Storing Data

This section describes the procedure for storing documents on the Document Server.

Important

- **A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press [Reset] to cancel the document selection.**
- **The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.**
- **When scanning by the scanner, make sure that all other operations are ended.**

File Name

A file name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the file name.

User Name

You can register a user name to identify the user or user group that stored the documents. To assign it, select the user name registered in the Address Book, or enter the name directly. Depending on the security setting, [Access Privileges] may appear instead of [User Name].

For details about the Address Book, see "Registering Addresses and Users", Device Management.

Password

To prevent unauthorized printing, you can specify a password for any stored document. A protected document can only be accessed if its password is entered. If a password is specified for the documents, the lock icon appears on the left side of the file name.

1. **Press [Home] ( ) at the bottom of the screen in the center.**
2. **Press the [Document Server] icon.**
3. **Press [To Scanning Screen].**
4. **Press [Target Folder to Store].**
5. **Specify a folder in which to store the document, and then press [OK].**
6. **Press [User Name].**
7. **Specify a user name, and then press [OK].**

   The user names shown are names that were registered in the Address Book. To specify a name not shown in the screen, press [Manual Entry], and then enter a user name.

8. **Press [File Name].**
9. **Enter a file name, and then press [OK].**
10. **Press [Password].**
11. **Enter a password with the number keys, and then press [OK].**

    You can use four to eight digits for the password.
12. **For double-check, enter the password again, and then press [OK].**
13. **Place the original.**
14. **Specify the original scanning conditions.**
15. **Press the [Start] key.**

    The original is scanned. The document is saved in the Document Server.

    After scanning, a list of folders will be displayed. If the list does not appear, press [Finish Scanning].

Note

- For details about the keys that appear on the Document Server screen, see page 127 "How to Use the [Document Server] Screen".
- When eight trays are installed, press [Other Settings], and then specify a folder to store the document and password.
- To stop scanning, press the [Stop] key. To restart a paused scanning job, press [Continue] in the confirmation screen. To delete saved images and cancel the job, press [Cancel Scanning]. The original placed in the ADF will be ejected. Press [Job List] to display the [Job List] screen. For details, see "Types of Screens to Manage Jobs", Preparation.
- You can omit the user name, file name, password, and folder in which to store the document. A file name is specified automatically and the document is stored in the shared folder if you do not specify a folder to store it in.
- You can enter up to 20 characters for a file name. In the list; however, up to 16 characters are displayed as the file name. If above limits are exceeded, the list will display up to 15 characters for the file name.
- For details about how to specify a folder, see "Arranging Stored Documents Using Folders", Basic Operations.
- If the ADF cannot detect the size of an original automatically, the scan will be made at the closest available size.
- Data stored in the Document Server is specified to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under [Auto Delete File in Document Server] in User Tools. For details, see "Administrator Tools", Device Management.
- If you do not want stored documents to be automatically deleted, select [Off] in [Auto Delete File in Document Server] before storing a document. If you select [On] later, data stored after will be automatically deleted. For details, see "Administrator Tools", Device Management.

- You can protect documents by limiting access. For details, see "Specifying Access Permission for Stored Documents", Basic Operations.
- For details about how to enter text, see "Entering Text (When Using the Standard Applications)", Preparation.

Printing Stored Documents

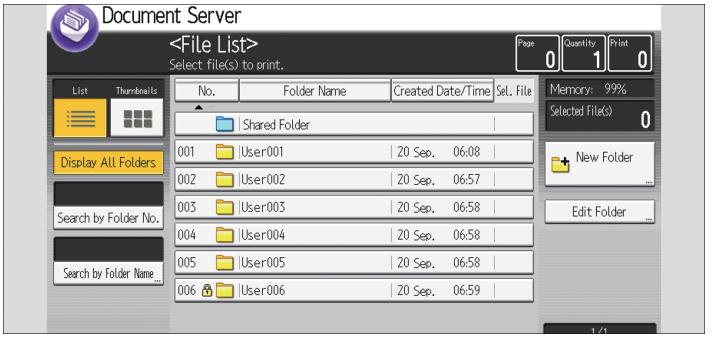
Prints stored documents on the Document Server.

The items you can specify on the printing screen are as follows:

- Paper tray
- The number of prints
- [Output/ Finisher] ([Output], [Finisher], [Folding Unit], [Perfect Binding], [Stacker])
- [Stamp] ([Background Numbering], [Preset Stamp], [User Stamp], [Date Stamp], [Page Numbering], [Stamp Text], [Unauthorized Copy Prevention])
- [Cover/ Slip Sheet] ([Front Cover], [Back Cover], [Designate / Chapter], [Slip Sheet])
- [Edit] ([Margin Adj.], [Edit Image])
- [2 Sided / Book] ([1 Sided Print], [2 Sided Top to Top], [2 Sided Top to Bottom], [Specify Duplex Pages], [Booklet], [Magazine])

For details about each function, see the each section.

1. **Select a folder.**



2. **Select a document to be printed.**
3. **When printing two or more documents at a time, repeat Step 2.**

   Up to 30 documents can be printed.
4. **When specifying printing conditions, press [To Printing Screen], and then configure print settings.**
5. **Enter the number of print copies with the number keys.**

   The maximum quantity that can be entered is 9999.
6. **Press the [Start] key.**

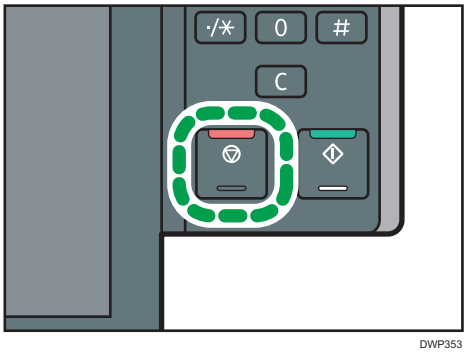
Note

- If a password is specified for the document, enter it, and then press [OK].
- To cancel the selection, press the selected (highlighted) key.

- Pressing [Reset] cancels every selection.
- Pressing [Order] displays the selected documents in the printing order.
- Pressing [Keep 2 /1 Sided Settings] while more than one document is selected prints each document according to the print settings when it was stored.
- Pressing [Back to File List] restores the document selection screen.
- You can search the target document using [User Name] or [File Name] situated in the left side of the screen. For details about searching the target document, see page 411 "Searching for stored documents".
- When two or more documents are selected, press [▲] or [▼] to confirm the user name, file name and printing order of the document.
- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing.
- When two or more documents are selected, the printing conditions are stored on the first document but not on the succeeding documents.
- When printing two or more documents at a time, the printing conditions specified for the first document are applied to all the remaining documents.
- Some of the selected documents may not be printed due to the difference in the size or resolution.
- When printing two or more documents while selecting the Sort function, you can confirm the finish by printing only one copy. For details about sample print function, see page 427 "Sample Print".
- You can change the maximum print quantity under [Max. Copy Quantity] in User Tools. For details, see "General Features", Preparation.
- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see "Displaying Stored Documents with Web Image Monitor", Basic Operations.

Interrupting a Print Job

1. **Press the [Stop] key.**



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2. Press [Cancel Printing].

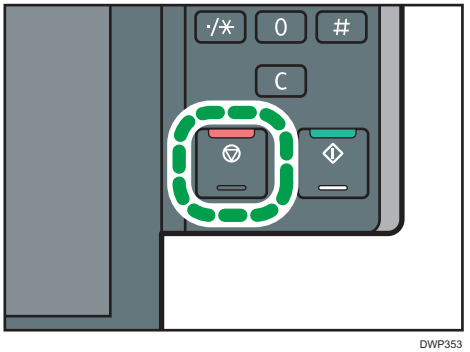
Changing the Number of Print Copies while Printing Is in Progress

You can change the number of sets during printing.

Important

- This function can be used only when the Sort function is selected in the printing conditions.

1. Press the [Stop] key.



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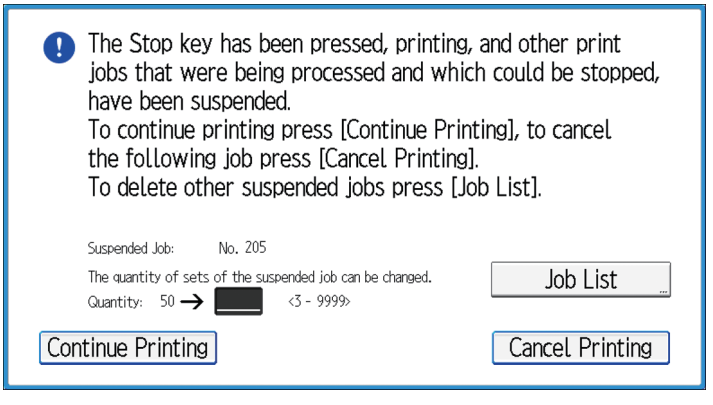
2. Enter the number of sets anew with the number keys.



3. Press [Continue Printing].

   Printing will be resumed.

Note

- The number of sets you can enter in Step 2 differs depending on when the [Stop] key is pressed.

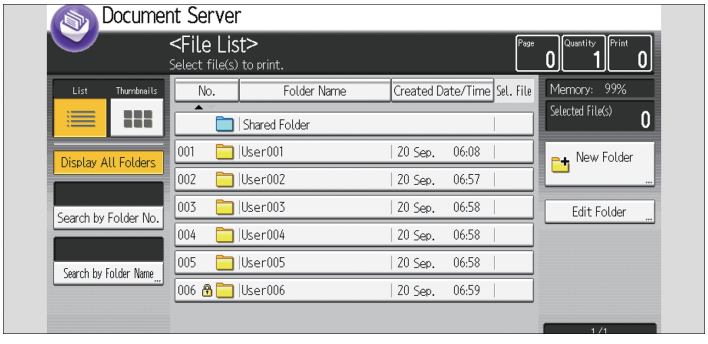
Sample Print

When the number of sets is massive, you can print a single set in advance to check the printing order and the printing conditions of the selected documents.

Important

- **This function can be used only when the Sort function is selected in the printing conditions.**

1. **Select a folder.**



2. **Select the documents to be printed.**
3. **Press [To Printing Screen].**
4. **Enter the number of print copies with the number keys.**
5. **Select the Sort function ( ) under [Sort / Stack].**
6. **Press [Sample Copy].**

   Only one set will be printed.
7. **If the sample is acceptable, press [Continue].**

   Printing will be resumed.

Note

- To cancel the printing, press [Suspend] in Step 7. The print screen will appear, enabling to select another item.

Printing a Specified Page

You can print the specified page of the document selected on the document selection screen.

There are three ways to specify how to print a document.

1st Page

Print the first page of a document. When two or more documents are selected, the first page of the respective documents is printed.

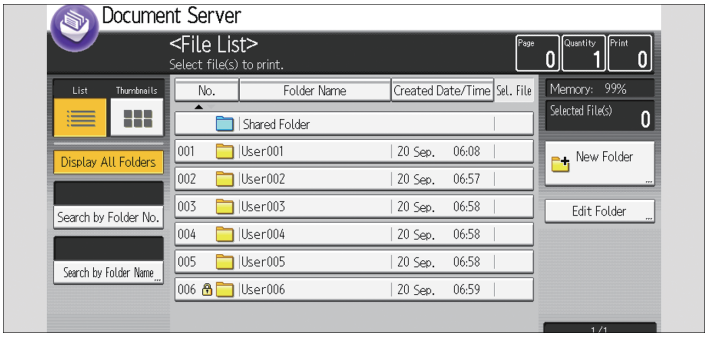
Specified Page

Print a single page in a document. Enter the page number in [Specified Page].

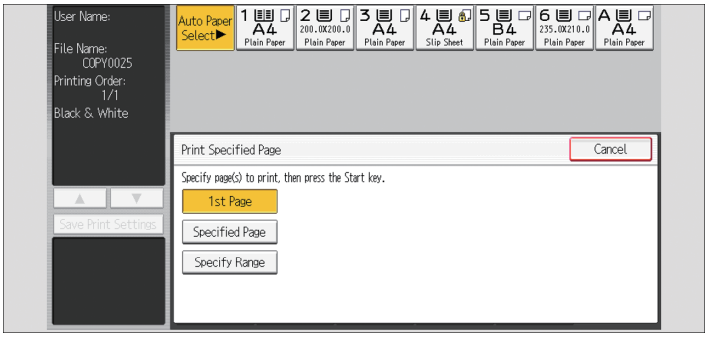
Specify Range

Print a range of pages in a document. Enter the number of the first page in [Start Number] and the number of the last page in [End Number].

1. **Select a folder.**



2. **Select the document to be printed.**
3. **Press [Print Specified Page].**
4. **Specify the page to print.**



5. **Enter the page or range to be printed with number keys as necessary.**
6. **Press the [Start] key.**

11. 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 beeps in various patterns to alert users that they have forgotten their originals or other situations with the machine.

The beep patterns related to the exposure glass, scanner, copy, and Document Server functions are produced on Type 1, 2, and 3 machines.

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.
Single long beep	Operation Completed	A Copier/Document Server Features job has finished.
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	Auto Reset	An auto reset was performed through the simple screen of the Copier/ Document Server function or the Scanner function.
5 long beeps repeated four times.	Sound of Less Urgent Level	An original has been left on the exposure glass or paper tray is empty.

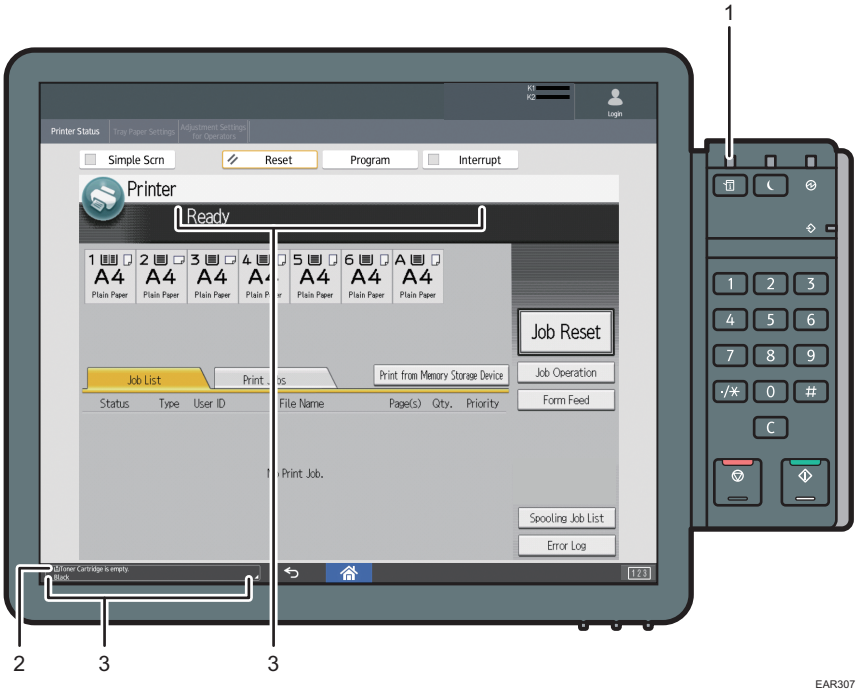
Beep pattern	Meaning	Cause
5 short beeps repeated five times.	Sound of Urgent Level	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.
12 short beeps	Blank Page Detected	The first page of the original scanned in the Copier/Document Server function or the Scanner function has been determined nearly blank.

Note

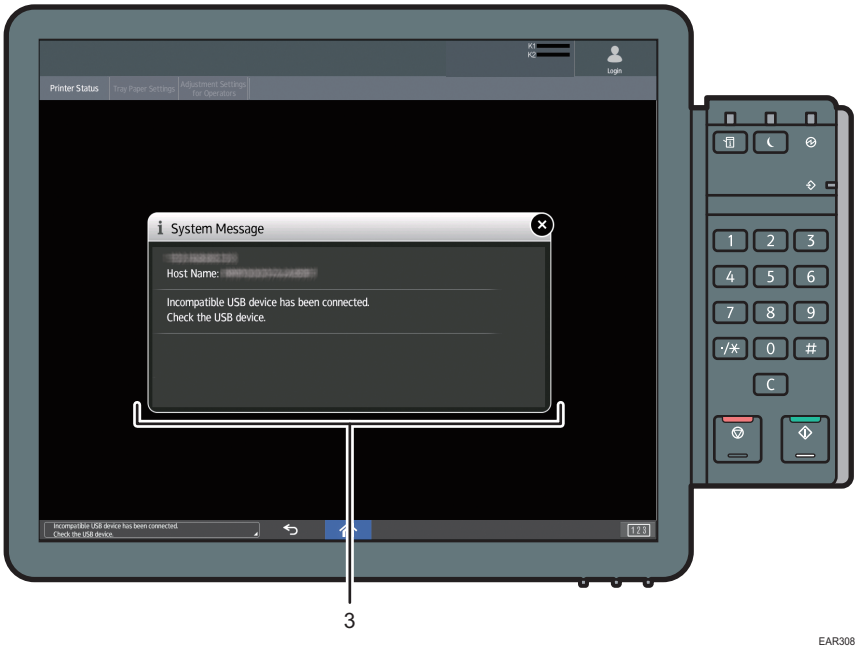
- Users cannot mute the beeping sound of alert the machine is currently making. When the machine is making the beeping sound to alert users of a paper jam or toner request, if the machine's covers are repeatedly opened and closed within a short space of time, the beeping sound might continue even after 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.



EAR307



EAR308

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 433 "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 432 "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 443 "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.

The Original Misfeed icon is displayed on Type 1, 2 and 3 machines.

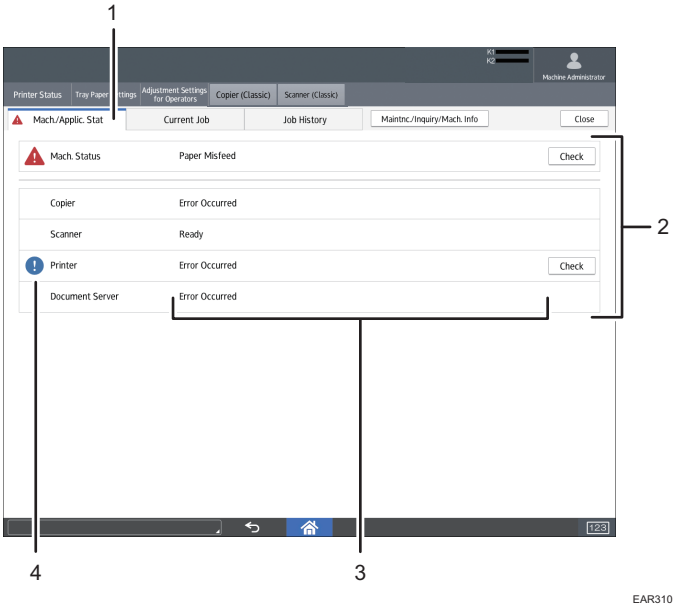
Status Icon	Status
: Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see page 517 "Removing Jammed Paper".
: Original Misfeed icon	Appears when an original misfeed occurs. For details about removing jammed paper, see page 517 "Removing Jammed Paper".
: Load Paper icon	Appears when paper runs out. For details about loading paper, see page 180 "Loading Paper".
: Add Toner icon	Appears when toner runs out. For details about adding toner, see page 528 "Adding toner".
: Add Staple icon	Appears when staples run out. For details about adding staples, see page 533 "Adding staples".
: Waste Toner Full icon	Appears when the waste toner bottle is full. For details about replacing the waste toner bottle, see page 531 "Replacing the waste toner bottle".

Status Icon	Status
: Hole Punch Receptacle Full icon	Appears when the hole punch receptacle is full. For details about removing punch waste, see page 523 "Removing Punch Waste".
: Waste Staple Full icon	Appears when the waste staple receptacle is full. For details about removing staple waste, see page 523 "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



EAR310

1. **[Mach./Applic. Stat] tab**

   Indicates the status of the machine and each function.

2. **[Check]**

   If an error occurs in the machine or a function, press [Check] to view details.

   Pressing [Check] displays an error message or the corresponding 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 443 "When Messages Appear".

3. **Messages**

   Displays a message that indicates the status of the machine and each 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 180 "Loading Paper".
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] in the item where the error has occurred. Then read the displayed message, and take the appropriate action. For details about error messages and their solutions, see page 443 "When Messages Appear". You can use other functions normally.

When You Have Problems Operating the Machine

The descriptions related to copy and Document Server functions are intended for Type 1, 2, and 3 machines.

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 525 "General Requirements".
When the machine is turned on, the only icon that appears on the home screen is the [Copier (Classic)] icon.	Functions other than the copier function are not yet ready.	Wait a little longer.
The machine has just been turned on and the User Tools screen is displayed, but the User Tools menu has items missing.	Functions other than the copier function are not yet ready. Time required varies by function. Functions appear in the User Tools menu when they become ready for use.	Wait a little longer.
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 104 "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.
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 145 "When the Authentication Screen is Displayed".

Problem	Cause	Solution
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 145 "When the Authentication Screen is Displayed".
An error message is still displayed, even if misfed paper is removed.	• When a misfeed message appears, it remains until you open and close the cover as required. • Paper is still jammed in the tray.	After removing the misfed paper, fully open the front cover, and then close it. For details about removing jammed paper, see page 517 "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 180 "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 228 "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 265 "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 517 "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 204 "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 517 "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 226 "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 517 "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 533 "Adding staples".

Problem	Cause	Solution
Misfeeds occur frequently	Small thick paper has been fed in long-edge feed (LEF) orientation.	When feeding paper with a grammage of 200 gsm or more and a paper length of 21 cm (8.27 inches) or more, pull the drawer unit out and operate the lever of the paper transport unit to raise its height. For details, see page 200 "Using Small Thick Paper".
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 260 "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 260 "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 269 "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 269 "Tray Paper Settings".

Problem	Cause	Solution
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.
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 16 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.
Cannot use Web Image Monitor to print documents stored in Document Server.	When print volume limits are specified, users cannot print beyond their print volume limit. Print jobs selected by users who have reached their print volume limits will be canceled.	• For details about specifying print volume limits, see "Managing Print Volume per user", Security Guide. • To view the status of a print job, see [Print Job History]. In Web Image Monitor, click [Job] on the [Status/Information] menu. And then click [Print Job History] in "Document Server".
The function does not run or cannot be used.	If you cannot carry out your job, it may be that the machine is being used by another function.	Wait until the current job is completed before trying again. For details about Function Compatibility, see page 442 "Function compatibility".

Problem	Cause	Solution
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 [Π Curl Correction Level: Small] or [Π Curl Correction Level: Large] under [Correct Output Paper Curl] in "Adjustment Settings for Operators". • When the paper is curled upward, select [U Curl Correction Level: Small] or [U Curl Correction Level: Large] under [Correct Output Paper Curl] in "Adjustment Settings for Operators". For details about the Adjustment Settings for Operators, see page 303 "Adjustment Settings for Operators".
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 [Π Curl Correction Level: Small] or [Π Curl Correction Level: Large] under [Correct Output Paper Curl] in "Adjustment Settings for Operators". For details about the Adjustment Settings for Operators, see page 303 "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▱.

Problems	Causes	Solutions
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 87 "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.	In [Output/Customize Function/Finisher] on the initial copier screen, under [Folding Unit], select [Letter Fold-in]. Press [Change], and then set "Multi-sheet Fold" to [Off]. For details about how to specify the Multi-sheet Fold function, see "Fold", Basic Operations. When using the printer function, 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 228 "Recommended Paper Sizes and Types".

When multiple functions cannot be executed simultaneously

If you cannot carry out your job, it may be that the machine is being used by another function.

Wait until the current job is completed before trying again. In certain cases, you can carry out another job using a different function while the current job is being performed.

For details about Function compatibility, see page 442 "Function compatibility"

Function compatibility

The following chart describes the different combinations for when multiple functions are used at the same time. When viewing the HTML version of the manual, click "Enlarge and display" to enlarge the chart.

Function compatibility are produced on Type 1, 2, and 3 machines.

Function Compatibility

The chart shows function compatibility when [Print Priority] is set to [Interleave].

△ : Simultaneous operations are possible.

● : Operation is enabled when the relevant function key is pressed or remote switching (of the scanner/external extension) is done.

○ : Operation is enabled when the [Interrupt] key is pressed to interrupt the preceding operation.

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

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

Mode before you select	Mode after you select	Copy			Interrupt Copying		Printer			Scanner		TWAIN	Document Server			Web Document Server
								Print								
		Operations for Copying	Stapling	Sort	Operations for Copying	Copying	Data Reception	Printing	Stapling	Operations for Scanning	Scanning	Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing
Copy	Operations for Copying	×	×	×	○	○	△	△	△	●	●	●	●	●	●	●
	Stapling	△ *1	→ *1	→ *1	○	○ *4	△	△	→	●	● *2	● *2	●	● *2	→	△ *3
	Sort	△ *1	→ *1	→ *1	○	○	△	△	△	●	● *2	● *2	●	● *2	→	△
Interrupt Copying	Operations for Copying	○	○	○	×	×	△	△	△	×	×	×	×	×	×	×
	Copying	○	○	○	×	×	△	→	→	×	×	×	×	×	×	×
Printer	Data Reception	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△
	Print: Printing	△	△	△	○	○	△	→	→	△	△	△	△	△	△	△
	Print: Stapling	△	→	△	○	○ *4	△	→	→	△	△	△	△	△	△ *3	△ *3
Scanner	Operations for Scanning	●	●	●	○	○	△	△	△	×	×	●	●	●	●	△
	Scanning	●	● *2	● *2	○ *2	○ *2	△	△	△	×	×	×	●	●	●	△
TWAIN	Scanning	×	×	×	×	×	△	△	△	×	×	×	×	×	×	△
Document Server	Operations for Document Server	●	●	●	○	○	△	△	△	●	●	●	×	×	×	△
	Scanning a Document to Store in Document Server	●	×	×	○	○	△	△	△	●	×	×	×	×	×	△
	Printing from Document Server	●	→	→	○	○	△	△	△	△	△	△	△ *5	△ *5	→ *5	△
Web Document Server	Printing	△	△ *3	△	△	△	△	△	△	△	△	△	△	△	△	△

*1 Simultaneous operations are only possible after the preceding job documents are all scanned and [New Job] appears.

*2 You can scan a document after the preceding job documents are all scanned.

*3 During stapling, printing automatically starts after the current job.

*4 Stapling is not available.

*5 Simultaneous operation becomes possible after you press [New Job].

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Note

- To print the Function compatibility table for confirmation, specify "Landscape" as the original orientation.
- Stapling cannot be used at the same time for multiple functions.
- If the machine can perform multiple functions simultaneously, specify which function should have priority in "Interleave Priority". The default is "Copier/Document Server". For details about "Interleave Priority", see "General Features", Device Management.
- When the finisher is installed, you can specify the output tray where documents are delivered. For details about Output Tray Settings, see "General Features", Device Management.
- While printing is in progress, scanning a document using another function may take longer than usual.

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 until the message disappears. Do not turn off the power while the message is showing. • Wait for a while. If the machine is not ready in 10 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 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 536 "Optimum Environmental Conditions After Moving the Machine".
"Shutting down... Please wait. Main power will be turned off automatically. Maximum waiting time: 16 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 103 "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 16 minutes have elapsed, contact your service representative.

Messages Displayed When You Use the Copy/Document Server Function

The messages related to copy and Document Server functions are displayed on Type 1, 2 and 3 machines.

Important

- **If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. For details about recommended paper, see page 228 "Recommended Paper Sizes and Types".**

Message	Cause	Solution
"Adjusting the temperature of the binding glue."	The binding glue is being heated.	Wait until the glue has reached the correct temperature for binding.
"Cannot delete the folder because it contains locked files. Please contact the file administrator."	The folder cannot be deleted because it contains a locked original.	Unlock the locked original to delete it. For details about locked files, see "Unlocking Stored Files", Security Guide.
"Cannot detect original size."	The original placed on the exposure glass is a non-standard size.	• Place the original on the exposure glass again. Face the original down. • If the machine cannot detect the size of the original, specify the size manually - do not use [Auto Paper Select] mode or the [Auto Reduce / Enlarge] function. For details about specifying the settings, see page 174 "Sizes Detectable with Auto Paper Select".
"Cannot detect original size."	No original has been placed, or the original placed on the exposure glass is a nonstandard size.	• Place the original correctly. • Specify the original size. • When placing an original directly on the exposure glass, the lifting/lowering action of the Auto Document Feeder (ADF) triggers the automatic original size detection process. Lift the ADF 30 degrees or more.

Message	Cause	Solution
"Cannot display preview of this page."	The image data may have been corrupted.	Press [Exit] to display the preview screen without a thumbnail. If the selected document contains several pages, press [Switch] on the "Display Page" area to change the page, and then a preview of the next page will appear.
"Cannot punch this paper size."	The Punch function cannot be used with paper size selected.	For details about paper sizes, see "Specifications for Punch Unit", Specifications.
"Cannot staple paper of this size."	The Staple function cannot be used with the paper size selected.	Select an appropriate paper size. For details about paper sizes, see "Specifications for Finisher SR5090" or "Specifications for Finisher SR5110" or "Specifications for Booklet Finisher SR5100" or "Specifications for Booklet Finisher SR5120", Specifications.
"Check paper size."	An irregular paper size is set.	If you press the [Start] key, the copy will start using the selected paper.
"Duplex is not available with this paper size."	A paper size not available in Duplex mode.	Select an appropriate paper size. For details about paper sizes, see "Specifications for the Main Unit", Specifications.
"Exceeded the maximum number of sheets that can be used. Copying will be stopped."	The number of pages the user is permitted to copy has been exceeded.	For details about how to check the number of copies available per user, see "Managing Print Volume per user", Security Guide.
"Exceeded the maximum number of multi-sheet fold. Printing will be cancelled."	A print job was canceled because more than the maximum number of Multi-sheet Fold was specified.	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.

Message	Cause	Solution
"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.
"File being stored exceeded max. number of pages per file. Copying will be stopped."	The scanned originals have too many pages to store as one document.	Press [Exit], and then store again with an appropriate number of pages.
"Magazine or Booklet mode is not available due to mixed image mode."	You selected the "Magazine" or "Booklet" function for originals scanned using different functions, such as copy and printer.	Make sure originals to which the "Magazine" or "Booklet" function is applied are scanned using the same function.
"Maximum number of sets is n." ("n" is replaced by a variable.)	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity from [Max. Copy Quantity] in [General Features] under [Copier / Document Server Features]. For details about Max. Copy Quantity, see "General Features", Preparation.
"Memory is full. nn originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals." ("n" is replaced by a variable.)	The number of scanned originals exceed the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear Memory] to cancel the scanning data and not copy.
"Perfect Binding is not available for different paper sizes."	Mixed Sizes mode is specified.	Cancel Mixed Sizes mode, or specify the Auto Reduce / Enlarge function.
"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 "Perfect Binding", Basic Operations.

Message	Cause	Solution
"Perfect Binding is not available with this finishing size."	Perfect Binding cannot be used with the finishing size that you have specified.	Select a proper finishing size. For details about proper finishing sizes, see "Specifications for Perfect Binder", Specifications.
"Press [Continue] to scan and copy remaining originals."	The machine checked if the remaining originals should be copied, after the scanned originals were printed.	Remove all copies, and then press [Continue] to continue copying. Press [Stop] to stop copying.
"Ring Binding is not available for different paper sizes."	Mixed Sizes mode is specified.	Cancel Mixed Sizes mode, or specify the Auto Reduce / Enlarge function.
"Ring Binding is not available with the selected position."	Ring Binding cannot be applied in the position that you have specified.	Select a proper binding position. For details about proper binding positions, see "Ring Binding", Basic Operations.
"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 "Ring Binding", Basic Operations.
"Ring Binding is not available with this paper size."	Ring 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 Ring Binder", Specifications.
"Stapling capacity exceeded."	The number of sheets per set is over the staple capacity.	Check the stapler capacity. For details about the stapler capacity, see "Specifications for Finisher SR5110" or "Specifications for Booklet Finisher SR5120", Specifications.
"The selected folder is locked. Please contact the file administrator."	An attempt was made to edit or use a locked folder.	For details about locked folders, see "Unlocking Folders", Security Guide.

Note

- If you set [Memory Full Auto Scan Restart] in [Input / Output] of User Tools to [On], even if the memory becomes full, the memory overflow message will not be displayed. The machine will make copies of the scanned originals first, and then automatically proceed to scan and to copy the

remaining originals. In this case, the resulting sorted pages will not be sequential. For details about Memory Full Auto Scan Restart, see "Input / Output", Preparation.

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.

The messages related to the Document Server function are displayed on Type 1, 2 and 3 machines.

Messages displayed on the control panel when you use the printer function

Important

- **Before turning off the power, see page 103 "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
"Hardware Problem: WirelessCard"(A "wireless LAN board" isreferred to as a "wireless card".)	The wireless LAN board can beaccessed, but an error wasdetected.	Turn off the power, and thenconfirm the wireless LAN boardis inserted correctly. Afterconfirmation, turn on the poweragain. If the message appearsagain, contact your servicerepresentative.
"Hardware Problem: WirelessCard"(A "wireless LAN board" isreferred to as a "wireless card".)	The wireless LAN boardwas connected while themachine was turned on.	Turn off the power, and thenconfirm the wireless LAN boardis inserted correctly. Afterconfirmation, turn on the poweragain. If the message appearsagain, contact your servicerepresentative.
"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 204 "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 204 "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.

Message	Cause	Solution
"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.
"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 31 "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 24 "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 28 "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."	You tried to store a file in the Document Server when the [Unauthorized Copy Prevention] was specified.	On the printer driver, select a job type other than [Document Server] in "Job Type:" or deselect [Unauthorized Copy Prevention].
"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:].

Message	Cause	Solution
"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].
"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 31 "Fold".
"Receiving data failed."	Data reception was aborted.	Resend the data.

Message	Cause	Solution
"Sending data failed."	The machine received a command to stop transmission from the printer driver.	Check if the computer is working correctly.
"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.

Message	Cause	Solution
"Classification Code is incorrect."	The classification code has not been entered, or the classification code has been entered incorrectly.	Enter the correct classification code.
"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 269 "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 31 "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.

Message	Cause	Solution
"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 24 "Perfect Binding".
"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 28 "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 documents cannot be stored in the Document Server

Message	Cause	Solution
"Document Server is not available to use. Cannot store."	You cannot use the Document Server function.	For details about using Document Server function, contact your administrator. For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"Exceeded max. capacity of Document Server. Cannot store."	The hard disk became full after a file was stored.	Delete some of the files stored in the Document Server or reduce the size that you want to send.
"Exceeded max. number of files of Document Server. Cannot store."	The maximum file capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server.
"Exceeded max. number of files. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum file capacity for file storage or Hold Print file management (automatic) was exceeded.	Delete Hold Print files (automatic) or unneeded files stored on the machine.
"Exceeded max. number of pages of Document Server. Cannot store."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.
"Exceeded max. number of pages. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum page capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.
"Job cancelled because capture file could not be stored: Exceeded max. memory."	The hard disk became full after a file was stored.	Delete the files stored in the Document Server or reduce the file size to be sent.

Message	Cause	Solution
"Job cancelled because capture file could not be stored: Exceeded max. files."	The maximum file capacity of the Document Server was exceeded.	Delete the files stored in the Document Server.
"Job cancelled because capture file could not be stored: Exceeded max pages per file."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.
"The specified folder in Document Server is locked. Cannot store."	The specified folder is locked.	Unlock the folder or specify another folder number that can be used. For details about locked folders, see "Unlocking Folders", Security Guide.

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 not enough memory

Message	Cause	Solution
"84: Error"	There is no work area available for image processing.	Decrease the number of files sent to the machine.

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.
"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.
"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, or to store a file in the Document Server when the hard disk was malfunctioning.	Contact your service representative.

Message	Cause	Solution
"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.
"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.

Message	Cause	Solution
"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.

Messages Displayed When You Use the Scanner Function

The messages related to the scanner function are displayed on Type 1, 2 and 3 machines.

Messages displayed on the control panel when you use the scanner function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel. If a message not described here appears, act according to the message.

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	The destination computer name or folder name is invalid.	Check whether the computer name and the folder name for the destination are correct.

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	An antivirus program or a firewall is preventing the machine from connecting to your computer.	• Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Exceeded max. number of alphanumeric characters for the path."	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Preparation.
"Exceeded max. number of alphanumeric characters."	The maximum enterable number of alphanumeric characters has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Preparation.

Message	Cause	Solution
"Exceeded the maximum number of OCR jobs that can be on standby for storing, please wait. Try again after storing of the current job has completed."	The maximum allowable number of jobs on standby was exceeded because large quantities of documents were stored by the OCR function.	Up to 100 jobs can be placed on standby by the OCR function. Scan the next document after the current jobs have finished being stored.
"File types have been automatically set for some files because multiple files were selected."	If there are selected stored documents which cannot be converted to a specified file format, those documents are automatically converted to a convertible format before they are transmitted.	For details about the file formats used to transmit stored documents, see page 406 "Sending a Stored File".
"Programmed. Cannot program the destination(s) that is not programmed in the address book."	The destinations that were selected while registered to the program contain a folder destination for which one of the following destinations is set: manually entered destination, WSD destination, or DSM destination	WSD destinations and DSM destinations cannot be registered to the program because they cannot be registered in the address book. For manually entered destinations, register the destinations in the address book, and then try to register them to the program again.
"Scanner records are full. Please check Scanner Features."	"Print & Delete Scanner Records" in [Scanner Features] is set to [Do not Print: Disable Send], and Scanner Records are full.	Print or delete Scanner Records. For details about Scanner Features, see "General Settings", Preparation.

Message	Cause	Solution
"The entered file name contains invalid character(s). Enter the file name again using any of the following 1 byte characters. "0 to 9", "A to Z", "a to z", ". - _"	The file name contains a character that cannot be used.	• Check the file name set at the time of scanning. For details about characters that can be used in file names, see "Specifying the file name", Basic Operations. • Check the file name specified at the time of scanning. The file name specified in the Sending Scan Files to Folders function cannot contain the following characters: \ / : * ? " < > | The file name cannot start or end with a period ".".
"The program is recalled. Cannot recall the destination(s) for which access privileges are required."	The currently logged-in user does not have permission to view the destination that was registered in the program.	For details about how to set permissions, see "Restricting Usage of the Destination List", Security Guide.
"The program is recalled. Cannot recall the destination(s) that is deleted from the address book."	The destination stored in the program could not be recalled because it was deleted from the address book.	Enter the destination directly to send data separately.
"The program is recalled. Cannot recall the folder destination(s) with protection code(s)."	The folder destinations for which the protection code was set were registered in the program.	A destination for which the protection code is set cannot be recalled by the program. Cancel the protection code setting or send scanned files to the destination separately.

When documents cannot be scanned properly

Message	Cause	Solution
"All the pages are detected as blank. No file was created."	No PDF file was created because all the pages of the scanned original were detected as blank when [On] is specified for [Delete Blank Page] in [OCR Settings] in [Send File Type / Name].	Check whether the original is set upside down. Change [OCR Scanned PDF: Blank Page Sensitivity] in [Scanner Features] to "Sensitivity Level 1".
"Check original's orientation."	Originals may sometimes not be scanned depending on a combination of items such as the specified scaling factor and document size.	Change the orientation of the original, and then scan the original again.
"Exceeded max. data capacity." "Check scanning resolution, then press Start key again."	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Preparation.
"Exceeded max. data capacity." "Check the scanning resolution, then reset n original(s)." ("n" in the message represents a variable.)	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Preparation.
"Exceeded max. data capacity." "Check the resolution and the ratio and then press the Start key again."	The data being scanned is too large for the scale ratio specified in [Specify Size].	Reduce the resolution or [Specify Size] value, and then scan the original again.

Message	Cause	Solution
"Exceeded max. number of files which can be used in Document Server at the same time."	The maximum number of files that can be stored in the Document Server has been exceeded.	Check the files stored by the other functions, and then delete unneeded files. For details about how to delete files, see "Deleting Stored Documents", Basic Operations.
"Not all of the image will be scanned." "Check the ratio and then press the Start key again."	If the scaling factor specified in "Specify Reproduction Ratio" is too large, part of the image may be lost.	Reduce the scaling factor in "Specify Reproduction Ratio", and then try to scan the original again. If displaying the entire image is not necessary, press the [Start] key to start scanning with the current scaling factor.
"Not all of the image will be scanned." "Check the ratio and then press the Start key again."	Using "Specify Reproduction Ratio" to scale down a large document may cause part of the image to be lost.	Specify a large size in [Specify Size], and then scan the original again. If displaying the entire image is not necessary, press the [Start] key to start scanning with the current scaling factor.
"The size of the scanned data is too small." "Check the resolution and the ratio and then press the Start key again."	The data being scanned is too small for the scale ratio specified in [Specify Size].	Specify a higher resolution or a large size in [Specify Size], and then scan the original again.

When documents cannot be scanned because the memory is full

Message	Cause	Solution
"Memory is full. Cannot scan. The scanned data will be deleted."	Because of insufficient hard disk space, the first page could not be scanned.	Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. For details about changing scan area and scanning resolution, see "Scan Settings", Basic Operations. • Delete unneeded stored files. For details about how to delete stored files, see "Deleting a stored file", Basic Operations.
"Memory is full. Do you want to store scanned file?"	Because there is not enough free hard disk space in the machine for storing in the Document Server, only some of the pages could be scanned.	Specify whether or not to use the data.
"Memory is full. Scanning has been cancelled. Press [Send] to send the scanned data, or press [Cancel] to delete."	Because there is not enough free hard disk space in the machine for sending by e-mail while data is being stored in the Document Server, only some of the pages could be scanned.	Specify whether or not to use the data.

When data transmission fails

Message	Cause	Solution
"Authentication with the destination has failed. Check settings. To check the current status, press [Scanned Files Status]."	The entered user name or password was invalid.	• Check that the user name and password are correct. • Check that the ID and password for the destination folder are correct. • A password of 128 or more characters may not be recognized.

Message	Cause	Solution
"Exceeded max. email size. Sending email has been cancelled. Check [Max. Email Size] in Scanner Features."	The file size per page has reached the maximum e-mail size specified in [Scanner Features].	Change the scanner features settings as follows: • Increase the e-mail size limit in [Max. Email Size]. • Change the [Divide & Send Email] setting to [Yes (per Page)] or [Yes (per Max. Size)]. For details about these settings, see "Send Settings", Preparation.
"Sending the data has failed. The data will be resent later."	A network error has occurred and a file was not sent correctly.	Wait until sending is retried automatically after the preset interval. If sending fails again, contact your administrator.
"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press [Scanned Files Status]."	Transmission has failed. There was not enough free space on the hard disk of the SMTP server, FTP server, or client computer at the destination.	Allocate sufficient space.
"Transmission has failed. To check the current status, press [Scanned Files Status]."	While a file was being sent, a network error occurred and the file could not be sent correctly.	If the same message appears again after scanning again, the cause could be a mixed network, or network settings were changed during WSD scanner transmission. For details about network error, contact your administrator.

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When data cannot be sent because a currently used file is selected

Message	Cause	Solution
"Selected file is currently in use. File name cannot be changed."	You cannot change the name of a file whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the file name.
"Selected file is currently in use. Password cannot be changed."	You cannot change the password of a file whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the password.

Message	Cause	Solution
"Selected file is currently in use. User name cannot be changed."	You cannot change the sender's name whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the user name.
"Some of selected files are currently in use. They could not be deleted."	You cannot delete a file which is waiting to be transmitted ("Waiting..." status displayed).	Cancel transmission ("Waiting..." status cleared), and then delete the file.

When data cannot be sent because there are too many documents or pages

Message	Cause	Solution
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"	The file being stored has exceeded the maximum number of pages for one file.	Specify whether to store the data or not. Scan the pages that were not scanned, and then store them as a new file. For details about storing files, see page 402 "Storing and Saving the Scanned Documents".
"Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable."	Too many files are waiting to be sent.	Try again after they have been sent.
"Exceeded maximum number of file to store. Delete all unnecessary files."	Too many files are waiting to be sent.	Try again after they have been sent.

When the WSD scanner function cannot be used

Message	Cause	Solution
"Cannot communicate with PC. Contact the administrator."	WSD (Device) protocol or WSD (Scanner) protocol is disabled.	For details about how to enable or disable the WSD protocol, see "Enabling and Disabling Protocols", Security Guide.
"Cannot start scanning because communication was failed."	Scan Profile is not set on the client computer.	Set Scan Profile. For details about how to do this, see "Creating a new scan profile", Basic Operations.

Message	Cause	Solution
"Cannot start scanning because communication was failed."	The [Take no action] setting has been selected on the client computer, forcing the client computer to remain inactive when it receives scan data.	Open scanner properties, click the [Events] tab, and then select [Start this program] as the computer's response when it receives scan data. For details, see your operating system's Help.
"Cannot start scanning. Check the setting(s) on the PC."	The Scan Profile might be incorrectly configured.	Check the Scan Profile configuration.
"Could not send the data because the PC timed out before it was sent."	A time out occurred when WSD Scanner was used. Time outs occur when too much time passes between scanning an original and sending its data. The followings are likely causes of time outs: • Too many originals per set. • Misfed originals. • Transmission of other jobs.	• Reduce the number of originals, and then scan again. • Remove any misfed original, and then scan again. • Use Scanner Journal to check there are no jobs awaiting transmission, and then scan again.

When documents cannot be stored on a memory storage device

Message	Cause	Solution
"Cannot write on the memory storage device because remaining free space is insufficient."	The memory storage device is full and scan data cannot be saved. Even if the memory storage device appears to have sufficient free space, data might not be saved if the maximum number of files that can be saved is exceeded.	• Replace the memory storage device. • If the document is scanned as single-page or divided into multiple pages, data already written to the memory storage device is saved as is. Replace the memory storage device, and then press [Retry] to save the remaining data, or press [Cancel] to redo the scan.
"Cannot write on the memory storage device because the device is write-protected."	The memory storage device is write-protected.	Unlock the write-protection on the memory storage device.

Message	Cause	Solution
"Cannot write on the memory storage device. Check the memory storage device and machine settings."	The memory storage device is faulty, or the file name contains a character that cannot be used.	• Check to see if the memory storage device is defective. • Check the memory storage device. It might be unformatted, or its format might be incompatible with this machine. • Check the file name set at the time of scanning. For details about the characters that can be used in file names, see "Specifying the file name", Basic Operations.
"Exceeded max. page capacity per file. Press [Write] to write the scanned data to the memory storage device, or press [Cancel] to delete."	The scan could not be completed because the maximum number of pages that can be scanned by this machine was exceeded during the scanned data was written to the memory storage device.	Reduce the number of documents to be written to the memory storage device, and then try again.
"Memory is full. Press [Write] to write the current scanned data to the memory storage device, or press [Cancel] to delete."	The scan could not be completed because there was insufficient hard disk memory when the scanned data was saved to the memory storage device.	Specify whether or not to save the scanned document to the memory storage device.

Messages displayed on the client computer

This section describes likely causes of and possible solutions for the main error messages displayed on the client computer when you use the TWAIN driver. If a message not described here appears, follow the instruction.

Message	Cause	Solution
"Any of Login User Name, Login Password or Driver Encryption Key is incorrect."	The entered login user name, password, or driver encryption key was invalid.	Check your login user name, login password, or driver encryption key, and then enter them correctly. For details about login user name, login password, and driver encryption key, see "Configuring User Authentication" and "Enabling and Disabling Protocols", Security Guide.
"Authentication succeeded. However, the access privileges for scanner function has been denied."	The logged in user name does not have permissions for scanner function.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"Cannot add any more scanning mode."	The maximum number of registrable scan modes has been exceeded.	The maximum number of modes that can be stored is 100. Delete unneeded modes.
"Cannot detect the paper size of the original. Specify the scanning size."	The set original was misaligned.	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the lifting/lowering action of the ADF triggers the automatic original size detection process. Lift the ADF 30 degrees or more.
"Cannot specify any more scanning area."	The maximum number of registrable scan modes has been exceeded.	The maximum number of scanning areas that can be stored is 100. Delete unneeded scanning areas.
"Clear Misfeed(s) in ADF."	A paper misfeed has occurred inside the ADF.	• Remove the jammed originals, and then insert them again. For details about jammed paper, see page 517 "Removing Jammed Paper". • When a misfeed occurs, replace the jammed originals. • Check whether the originals are suitable to be scanned by the machine.

Message	Cause	Solution
"Error has occurred in the scanner driver."	An error has occurred in the driver.	• Check whether the network cable is connected correctly to the client computer. • Check whether the Ethernet board of the client computer is recognized correctly by Windows. • Check whether the client computer can use the TCP/IP protocol.
"Error has occurred in the scanner."	The application-specified scan conditions have exceeded the setting range of the machine.	Check whether the scanning settings made with the application exceed the setting range of the machine.
"Fatal error has occurred in the scanner."	An unrecoverable machine error has occurred.	An unrecoverable machine error has occurred. Contact your service representative.
"Insufficient memory. Close all other applications, then restart scanning."	Memory is insufficient.	• Close all the unnecessary applications running on the client computer. • Uninstall the TWAIN driver, and then reinstall it after restarting the computer.

Message	Cause	Solution
"Insufficient memory. Reduce the scanning area."	Scanner memory is insufficient.	• Reset the scan size. • Lower the resolution. • Set with no compression. For details about the settings, see TWAIN driver Help. The problem may be due to the following: • Scanning cannot be performed if large values are set for brightness when halftone or high resolution is used. For details about the relationship between scan settings, see "Relationship between Resolution and Scan Size", Preparation. • If a misfeed occurs, you might not scan an original. Remove the misfeed, and then scan the original again.
"Invalid Winsock version. Please use version 1.1 or higher."	You are using an invalid version of Winsock.	Install the operating system of the computer or copy Winsock from the operating system CD-ROM.
"No response from the scanner."	The machine or client computer is not connected to the network correctly.	• Check whether the machine or client computer is connected to the network correctly. • Disable the client computer's own firewall. For details about firewall, see Windows Help.
"No response from the scanner."	The network is crowded.	Wait for a while, and then connect to the network again.

Message	Cause	Solution
"Scanner is in use for other function. Please wait."	A function of the machine other than the Scanner function is being used such as the Copier function.	• Wait for a while, and then connect to the network again. • Cancel the job that is being processed. Press the [Stop] key. Follow the instructions in the message that appears and exit the function that is running.
"Scanner is not available on the specified device."	The TWAIN scanner function cannot be used on this machine.	Contact your service representative.
"Scanner is not ready. Check the scanner and the options."	The ADF cover is open.	Check whether the ADF cover is closed.
"The name is already in use. Check the registered names."	You tried to register a name that is already in use.	Use another name.

When there is a problem connecting to the scanner

Message	Cause	Solution
"Cannot connect to the scanner. Check the network Access Mask settings in User Tools."	An access mask is set.	For details about an access mask, contact your administrator.
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The main power of the previously used scanner is not set to "On".	Check whether the main power of the scanner used for the previous scan is turned on.

Message	Cause	Solution
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The machine is not connected to the network correctly.	• Check that the previously used scanner is connected to the network correctly. • Cancel the personal firewall of the client computer. For details about firewall, see Windows Help. • Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. For details about how to check this, see "Remote Maintenance Using telnet", Device Management. • Select the scanner used for the previous scan.
"Cannot find the scanner. Check if the scanner main power is on."	The machine's power is off.	Turn on the power.
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check whether the client computer can use the TCP/IP protocol.
"Scanner is not available. Check the scanner connection status."	The machine is not connected to the network correctly.	• Check whether the machine is connected to the network correctly. • Cancel the personal firewall function of the client computer. For details about firewall, see Windows Help. • Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. For details about how to check this, see "Remote Maintenance Using telnet", Device Management.

Message	Cause	Solution
"Scanner is not available. Check the scanner connection status."	Network communication is not available because the machine's IP address could not be obtained from the host name. If only "IPv6" is set to [Active], the IPv6 address might not be obtained.	• Check whether the machine's host name is specified in the Network Connection Tool. For the WIA driver, check the [Network Connection] tab in the properties. • Use Web Image Monitor to set "LLMNR" of "IPv6" to [Active].

When Other Messages Appear

The messages related to scan function, destination list, user certificate and LDAP server are displayed on Type 1, 2 and 3 machines.

Message	Cause	Solution
"A mainframe communication error has occurred with an extended option. Check the status indicator on the interface box."	An error occurred when the machine tried to communicate with the interface box.	• Check the status indicator on the interface box. • Check the connection between the machine and the interface box.
"An extended option error has occurred. Check the status of the extended option."	An error has occurred in the interface box.	Check the status of the interface box, and then resolve the error.
"Cannot connect with the wireless card. Turn the main power switch off, then check the card." (A "wireless LAN board" is referred to as a "wireless card".)	• The wireless LAN board was not inserted when the machine was turned on. • The wireless LAN board was pulled out after the machine was turned on. • The settings are not updated although the unit is detected.	Turn off the power, and then confirm the wireless LAN board is inserted correctly. After confirmation, turn on the power again. If the message appears again, contact your service representative.

Message	Cause	Solution
"Clean the scanning glass. (Located next to the exposure glass.)"	The scanning glass or guide plate of the ADF is dirty.	Clean the scanning glass or guide plate. See page 541 "Maintaining Your Machine".
"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 there is a problem scanning or storing originals

Message	Cause	Solution
"Cannot detect original size. Select scan size."	The machine failed to detect the size of the original.	• Place the original correctly. • Specify the scan size, and then place the originals again. • When placing an original directly on the exposure glass, the lifting/lowering action of the ADF triggers the automatic original size detection process. Lift the ADF 30 degrees or more.
"Captured file exceeded max. number of pages per file. Cannot send the scanned data."	The maximum number of pages per file has been exceeded.	Reduce the number of pages in the transmitted file, and then resend the file. For details about the maximum number of pages per file, see "Storage function", Preparation.
"Original(s) is being scanned for a different function."	Another function of the machine is being used.	Cancel the job in progress. Press [Exit], and then press the [Stop] key. Follow the instructions in the message that appears and exit the function that is running.

When the address book is updated

Message	Cause	Solution
"Updating the destination list has failed. Try again?"	A network error has occurred.	• Check whether the server is connected. • Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not turn off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before operation is resumed. Operation is not possible while this message is displayed.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.

When data cannot be sent due to a problem with the destination

Message	Cause	Solution
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The specified group contains either an e-mail destination and/or folder destination that is not supported by the specified transmission method.	In the message that appears at each transmission, press [Select].
"SMTP authentication email address and administrator email address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	For details about how to set SMTP authentication, see "File Transfer", Device Management.

When the machine cannot be operated due to a problem with the user certificate

Message	Cause	Solution
"The destination cannot be selected because its encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.
"The group destination cannot be selected because it contains a destination with a encryption certificate that is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.
"Transmission cannot be performed because the encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.

Message	Cause	Solution
"XXX cannot be YYY because the device certificate used for the S/MIME signature is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (S/MIME) has expired.	A new device certificate (S/MIME) must be installed. For details about how to install a device certificate (S/MIME), see "Configuring S/MIME", Security Guide.
"XXX cannot be YYY because there is a problem with the device certificate used for the S/MIME signature. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (S/MIME), or the certificate is invalid.	For details about the device certificate (S/MIME), see "Configuring S/MIME", Security Guide.
"XXX cannot be YYY because the Digital Signature's device certificate is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (PDF with digital signature or PDF/A with digital signature) has expired.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see "Configuring PDFs with Electronic Signatures", Security Guide.
"XXX cannot be YYY because there is a problem with the Digital Signature's device certificate. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (PDF with digital signature or PDF/A with digital signature), or the certificate is invalid.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see "Configuring PDFs with Electronic Signatures", Security Guide.

Note

- If an e-mail cannot be sent and a message appears which states that there is a problem with the device certificate or user certificate, a new certificate must be installed. For details about how to install a new certificate, see "Configuring S/MIME" or "Protecting Communication Paths via a Device Certificate", Security Guide.

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 "Limiting Available Functions", 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.

When the LDAP server cannot be used

Message	Cause	Solution
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed.	Try the operation again. If the message is still displayed, the network may be busy. Check the settings for LDAP server in [System Settings]. For details about settings for LDAP server, see "Programming the LDAP server", Device Management.

Message	Cause	Solution
"Exceeded time limit for LDAP server search. Check the server status."	A network error has occurred and connection has failed.	• Try the operation again. If the message is still displayed, the network may be busy. • Check that the correct settings for LDAP server are listed in [Administrator Tools] of [System Settings]. For details about LDAP server, see "Programming the LDAP server", Device Management.
"LDAP server authentication has failed. Check the settings."	A network error has occurred and connection has failed.	Configure settings correctly for the user name and the password for LDAP server authentication.

Troubleshooting When You Use the Copy/ Document Server Function

This chapter describes likely causes of and possible solutions for Copier and Document Server function problems.

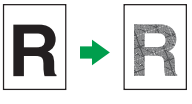
The descriptions related to copy and Document Server functions are intended for Type 1, 2, and 3 machines.

When You Cannot Make Clear Copies

Problem	Cause	Solution
Copies appear dirty.	Image density is too high.	Adjust the image density settings. For details about image density settings, see "Adjusting Copy Image Density", Basic Operations.
Copies appear dirty.	Auto Image Density is not selected.	On the control panel, select [Auto Density].
The reverse side of an original image is copied.	Image density is too high.	Adjust the image density settings. For details about image density settings, see "Adjusting Copy Image Density", Basic Operations.
The reverse side of an original image is copied.	Auto Image Density is not selected.	On the control panel, select [Auto Density].
The reverse side of an original image is copied.	The original is thin.	On the control panel, select [Auto Density], or adjust the image density settings. For details about image density settings, see "Adjusting Copy Image Density", Basic Operations.

Problem	Cause	Solution
Shadow appears on copies if you use pasted originals.	Image density is too high.	• Adjust the image density settings. For details about image density settings, see "Adjusting Copy Image Density", Basic Operations. • Change the orientation of the original. • Use clear tape to fix down pasted parts of the original.
Identical blemishes appear in the same place on every copy.	The exposure glass, scanning glass, or guide plate of the ADF is dirty.	Clean the exposure glass, scanning glass, or guide plate of the ADF. For details about how to clean the machine, see page 541 "Maintaining Your Machine".
Identical blemishes appear in the same place on every copy.	• The original that has already been printed is scanned. • Original Type is set to [Text / Photo], and an original with text and photographs that can hardly be distinguished from each other is loaded.	On the control panel, press [Generation]to start a copy job.
The shadow density of an area is different from that of the original.	If Original Type is set to [Text / Photo] for copying, the shadow density for each area may vary.	On the control panel, in the original types, press [Photo] or [Text], and then start copying.
Copies are too light.	Image density is too light.	Adjust the image density settings. For details about image density settings, see "Adjusting Copy Image Density", Basic Operations.

Problem	Cause	Solution
Copies are too light.	A light copy may result when you use damp or rough grain paper.	• Use recommended paper. For details about recommended paper, see page 228 "Recommended Paper Sizes and Types". • Use paper that has been stored in the recommended temperature and humidity conditions. For details about how to store paper, see page 265 "Paper Storage".
Parts of images are not copied.	The original is not set correctly.	Set the original correctly. For details about how to set originals, see page 176 "Placing Originals on the Exposure Glass" and page 178 "Placing Originals in the Auto Document Feeder".
Parts of images are not copied.	The correct paper size is not selected.	Select the correct paper size.
Parts of images are not copied.	Even if you place originals on the exposure glass or in the ADF correctly, margins of a few millimeters on all four sides of the original might not be copied.	Use "Create Margin" function to reduce the image of its original size. For details about image areas that cannot be copied, see "Create margin", Basic Operations.
Images appear only partially.	The paper is damp.	Use paper that has been stored in the recommended temperature and humidity conditions. For details about how to store it, see page 265 "Paper Storage".
Black lines appear.	The exposure glass, scanning glass, or guide plate of the ADF is dirty.	Clean the exposure glass, scanning glass, or guide plate of the ADF. For details about how to clean the machine, see page 541 "Maintaining Your Machine".

Problem	Cause	Solution
White lines appear.	The exposure glass or scanning glass is dirty.	Clean the exposure glass or scanning glass. For details about how to clean the machine, see page 541 "Maintaining Your Machine".
White lines appear.	When is flashing, toner is beginning to run out.	Add toner. For details about adding toner, see page 528 "Adding toner".
Copies are blank.	The original is not set correctly.	Set the original correctly. For details about how to set originals, see "Placing Originals", Preparation.
A moire pattern is produced on copies. 	The original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.
Black spots appear on the copy of a photographic print.	Because of high humidity, the photographic print has stuck to the exposure glass.	• Place a transparency on the exposure glass, and then place the print on the transparency. • Place the print on the exposure glass, and then place two or three sheets of white paper on it. Leave the ADF open when copying.
White stripes appear on the transparency.	Fragments of paper are stuck to the transparency.	Use a dry cloth to wipe any paper fragments off the back of the transparency.
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 limitations we recommend. For details about the paper storage conditions we recommend, see page 265 "Paper Storage".

When You Cannot Make Copies As Wanted

Basic

Problem	Cause	Solution
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 Large Capacity Tray (LCT). Fan the sheets thoroughly before loading them.
Misfeeds occur frequently.	The paper tray's side fences are set too tightly.	Push the side fences lightly, and then reset it.
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 265 "Paper Storage".
Misfeeds occur frequently.	The paper is too thick or thin.	Use recommended paper. For details about recommended paper, see page 228 "Recommended Paper Sizes and Types".
Misfeeds occur frequently	Small-size thick paper has been fed in long-edge feed (LEF) orientation.	When feeding paper with a grammage of 200 gsm or more and a paper length of 21 cm (8.27 inches) or more, pull the drawer unit out and operate the lever of the paper transport unit to raise its height. For details, see page 200 "Using Small Thick Paper".

Problem	Cause	Solution
Misfeeds occur frequently.	The copy paper is wrinkled or has been folded or creased.	• Use recommended paper. For details about recommended paper, see page 228 "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 265 "Paper Storage".
Misfeeds occur frequently.	Printed paper is being used.	Do not load sheets that have already been copied or printed onto by another machine.
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.
Copy 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 265 "Paper Storage".
Copy paper becomes creased.	The paper is too thin.	Use recommended paper. For details about recommended paper, see page 228 "Recommended Paper Sizes and Types".
You want to check print quality before making a large print run.	You can print a single copy without specifying the setting again.	Check the print quality by using the sample copy function to print out only the first set. See "Finishing", Basic Operations.
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions, and then make the settings again. For details about combination of functions, see "Function compatibility", Basic Operations.

Problem	Cause	Solution
When sorting, pages are divided into two blocks.	The memory became full while pages were sorted so that they were delivered in two blocks.	Change the setting for [Memory Full Auto Scan Restart] in [Copier / Document Server Features]. For details about setting "Memory Full Auto Scan Restart", see "Input / Output", Preparation.
A text pattern appears in the background of the copy.	You have copied a copyguarded document protected from unauthorized copying.	Check the document. For details about how to prevent unauthorized copying of the document, see "Printing Documents that Are Not Authorized for Duplication", Basic Operations.
Images are skewed.	The side fences in the paper feed tray are not set properly.	Make sure the side fences are set properly. For details about how to set the side fences, see page 204 "Changing the Paper Size".
Images are skewed.	The paper is fed in at a slant.	Load the paper correctly. For details about loading paper, see page 180 "Loading Paper".
Images are skewed.	The original guide of the ADF is not set properly.	Make sure the original guide is set properly. For details about how to set the original guide, see page 178 "Placing Originals in the Auto Document Feeder".
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 265 "Paper Storage".
Edges of sheets are creased.	You are using non-recommended paper.	Use recommended paper. For details about recommended paper, see page 228 "Recommended Paper Sizes and Types".

Problem	Cause	Solution
Paper is bent at the corners.	Paper is curled	When using the decurl unit, adjust [Correct Output Paper Curl] in "Adjustment Settings for Operators".For details about the Adjustment Settings for Operators, see page 303 "Adjustment Settings for Operators".
Sheets are fed in together, resulting in paper jams.	Sheets are sticking together.	Fan the sheets to flatten the paper before loading it. Alternatively, feed a sheet of paper at a time.
"Add Staples" message appears and the Staple function cannot be used.	The staple cartridge is not set properly.	Make sure the staple cartridge is set properly.
When a sheet of paper is feed into a two-tray wide LCT, it cannot be sent, or double feeding occurs.	The paper is curling.	Flatten the curled paper, and then set it in the tray.

Edit

Problem	Cause	Solution
In "Double Copies" mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Specify the paper size again. For example, select A3 for A4 originals. For details about the settings for double copies, see "Double Copies", Basic Operations.
In "Erase Border", "Erase Center", or "Erase Center / Border" mode, parts of the original image are not copied.	You have entered a wide erased margin.	Make the margin width narrower.
In "Erase Border", "Erase Center", or "Erase Center / Border" mode, parts of the original image are not copied.	Originals are not scanned correctly.	Place the originals correctly.

Problem	Cause	Solution
In "Margin Adjustment" mode, parts of the original image are not copied.	• You set a wide erased margin. • There is a lack of margin space on the opposite side of the binding position.	Set a narrower margin with User Tools.
In "Image Repeat" mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals or specify the proper reproduction ratio.

Stamp

Problem	Cause	Solution
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
The stamp is not printed on the back side of sheets when duplex copying is performed.	The back side stamp position is incorrect for the paper size.	Reset the back side stamp position. For details about Adj. Back Side Stamp Position, see "Copier / Document Server Features", Preparation.

Combine

Problem	Cause	Solution
Copies made with the "Booklet" or "Magazine" function cannot be folded into a book correctly.	You have selected a setting ("Open to Left" or "Open to Right") that does not match the orientation of originals.	Change the setting for [Orientation: Booklet, Magazine] in [Copier / Document Server Features]. For details about the setting of [Orientation: Booklet, Magazine], see "Edit", Preparation.

Problem	Cause	Solution
When "Combine" is used, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of the originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches the originals and the copy paper. Select the correct reproduction ratio before using Combine mode. For details about Combine mode, see "One-Sided Combine", "Two-Sided Combine", or "Auto reduce / enlarge", Basic Operations.
Copies are not in correct order.	You placed the originals in the incorrect order.	When you place a stack of originals in the ADF, the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Solution
Cannot print in duplex mode.	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.
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 269 "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 269 "Tray Paper Settings".

Problem	Cause	Solution
Copies are not in correct order.	You placed the originals in the incorrect order.	When you place a stack of originals in the ADF, the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied.
When "Duplex" is used, copy is made top to bottom even though [Top to Top] is selected.	You placed the originals in the wrong orientation.	Place the original in the correct orientation. For details about original orientations for duplex copy, see page 157 "Duplex Copying".

Document Server

Problem	Cause	Solution
Cannot access file.	• The file is password-protected. • The entered password is not correct.	For details about password-protected files, see "Managing Stored Files", Security Guide.
You cannot find out what is stored in a file.	You may not be able to check the contents of a file simply from the file name.	You can switch the Select File screen between the [List] and [Thumbnails] display to check the file information. • List display The file name, the total number of pages, and user name are shown. • Thumbnails display An image of the stored file appears. For details about the Select File screen, see "Checking the Details of a Stored Document", Basic Operations.

Problem	Cause	Solution
Memory frequently becomes full.	The Document Server memory is full.	Delete unnecessary files. On the file selection display, select unnecessary files, and then press [Delete File]. If this does not increase available memory space, do the following: • Switch to the scanner screen, and then delete unnecessary files stored under the scanner function. • Switch to the printer screen, and then delete unnecessary files stored under Sample Print, Locked Print, Hold Print, or Stored Print.

Finishing

Problem	Cause	Solution
Copies are not stapled.	There are jammed staples in the stapler.	Remove the jammed staples. For details about removing jammed staples, see page 522 "Removing Jammed Staples".
Copies are not stapled.	Copy paper is curled.	• Turn the copy paper over in the tray. • Straighten the curled sheets using [Adjustment Settings for Operators]. For details about the settings for [Adjust Paper Curl], see page 303 "Adjustment Settings for Operators".
Copies are not stapled.	The number of copies is too large for the stapler to staple the copies as a single batch.	For details about the stapler capacity, see "Specifications for Finisher SR5090" or "Specifications for Finisher SR5110" or "Specifications for Booklet Finisher SR5100" or "Specifications for Booklet Finisher SR5120", Specifications.

Problem	Cause	Solution
Saddle-stitched documents come apart and do not stack properly.	Certain types of paper are resistant to folding and open out after being folded and stitched.	For details about the recommended paper, see page 228 "Recommended Paper Sizes and Types".
Staples are wrongly positioned.	Originals are not set correctly.	For details about how to place the originals with stapling, see "Staple", Basic Operations.
Stapled sheets of paper are not output during printing.	When you stop printing while using the staple function, paper not stapled during printing may be left in the staple unit.	Press the [Stop] key, and then cancel copy settings, including stapling.

Troubleshooting When You Use the Printer Function

This chapter describes likely causes of and possible solutions for printer function problems.

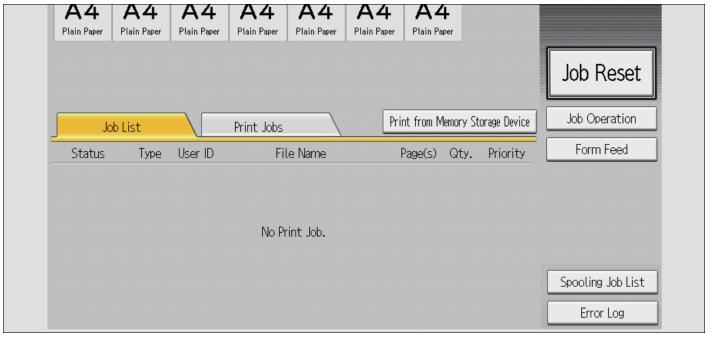
Checking the Error Log

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].

If USB Connection Fails

Problem	Cause	Solution
The machine is not automatically recognized.	The USB cable is not connected properly.	Disconnect the USB cable, and then turn off the power. Turn on the power again. When the machine has fully booted up, reconnect the USB cable.
The machine is not automatically recognized.	Windows has already configured the USB settings.	• Check whether the computer has identified the machine as an unsupported device. • Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices have a [!] or [?] icon by them. Take care not to accidentally remove required devices. For details, see Windows Help.
The machine does not recognize the USB connection even when a USB cable is inserted.	If the USB cable is connected while the machine is off, the machine might not recognize the USB connection.	Press the [Energy Saver] key, and then disconnect the USB cable. Press the [Energy Saver] key again. When the machine has returned to the ready condition, reconnect the USB cable.

When You Cannot Print

Cause	Solution
The power is off.	For details about how to turn on the power, see page 103 "Turning On/Off the Power".
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 449 "Messages Displayed When You Use the Printer Function".

Cause	Solution
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.
If the machine is using wireless LAN, failure to print might result from a weak wireless signal.	• Check the radio signal status of the wireless LAN in [System Settings]. If signal quality is not satisfactory, move the machine to a location where radio waves can pass, or remove objects that might cause interference. • You can check the radio signal status only when wireless LAN is used in infrastructure mode. For details about the radio signal status of the wireless LAN, see "Interface Settings", Device Management.
When there is a microwave oven or a wireless LAN access point near the device, radio waves may be interfering with the Bluetooth's communication.	Turn off the microwave oven and the wireless LAN access point, and then try printing again. If printing is successful, move the devices to a location where they do not interfere.
If the machine is using a wireless LAN (IEEE 802.11b/g/n), radio waves may be interfering with the wireless communication. This may occur if there is a microwave oven, cordless telephone, industrial machine, scientific instrument, or medical instrument using the same frequency range near the device.	Turn off other machines or instruments which use the same frequency range and then try printing again. If printing is successful, move the devices to a location where they do not interfere.
If the machine is using wireless LAN, SSID settings are incorrect.	Check using the machine's display panel that the SSID is correctly set. For details about SSID setting, see "Interface Settings", Device Management.

Cause	Solution
If the machine is using wireless LAN, the receiver's MAC address may be preventing communication with the access point.	• Check access point settings when in infrastructure mode. Depending on the access point, client access may be limited by MAC address. • Check there are no problems in transmission between the access point and wired clients, and between the access point and wireless clients.
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.
A mechanical error might have occurred.	Contact your service representative.
The transmission mode is not configured correctly when using a wireless LAN in ad hoc mode.	• Turn off the power, and then back on again. For details about how to turn on and off the power, see "Turning On/Off the Power", Preparation. • Change [Communication Mode] in [System Settings] to [802.11 Ad-hoc Mode], and then select [Off] for [Security Method]. For details about Communication Mode, see "Interface Settings", Device Management.
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 265 "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 228 "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 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 265 "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 265 "Paper Storage". • Install the optional anti-humidity heater. For details about the antihumidity heater, contact your service representative.

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.
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 204 "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 180 "Loading Paper".

Problem	Cause	Solution
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 265 "Paper Storage".
Misfeeds occur frequently.	The paper is too thick or thin.	Use recommended paper. For details about recommended paper, see page 228 "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 228 "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 265 "Paper Storage".
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.

Problem	Cause	Solution
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 265 "Paper Storage".
Paper becomes creased.	The paper is too thin.	Use recommended paper. For details about recommended paper, see page 228 "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 265 "Paper Storage".
Edges of sheets are creased.	You are using non-recommended paper.	Use recommended paper. For details about recommended paper, see page 228 "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.
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 269 "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 269 "Tray Paper Settings".

Problem	Cause	Solution
White stripes appear on the transparency.	Fragments of paper are stuck to the transparency.	Use a dry cloth to wipe any paper fragments off the back of the 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 104 "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.
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.

Problem	Cause	Solution
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.
Printing via wireless LAN is slow.	The number of jobs exceeds the capacity of the machine.	Reduce the number of jobs.

Problem	Cause	Solution
Printing via wireless LAN is slow.	• A communication error might have occurred. • Interference from other wireless LAN devices can reduce communication speed. • If the machine is using a wireless LAN (IEEE 802.11b/g/n), radio waves may be interfering with the wireless communication. This may occur if there is a microwave oven, cordless telephone, industrial machine, scientific instrument, or medical instrument using the same frequency range near the device.	• Move the machine farther away from the wireless LAN device. • If there are active wireless LAN devices nearby, move the machine or disable those devices. • Turn off other machines or instruments which use the same frequency range and then try printing again. If printing is successful, move the devices to a location where they do not interfere.

If the problem cannot be resolved, contact your service representative.

Troubleshooting When You Use the Scanner Function

This chapter describes likely causes of and possible solutions for scanner function problems.

The descriptions related to the scanner function are intended for Type 1, 2, and 3 machines.

When You Cannot Send Scanned Files

When stored files cannot be accessed

Problem	Cause	Solution
The stored file is locked and is not accessible.	The password-protected file is locked because the password was incorrectly entered ten times.	For details about locked files, see "Unlocking Stored Files", Security Guide.

When stored files cannot be edited

Problem	Cause	Solution
Stored files cannot be deleted. File names and passwords cannot be changed. Files cannot be delivered repeatedly.	Operational restrictions have been imposed using the available extended security function.	For details about the extended security function, see "Specifying the Extended Security Functions", Security Guide.

When you cannot browse the network to send a scan file

Problem	Cause	Solution
Browsing through the network is not possible when specifying a destination folder.	The following machine settings may not be correct: • IP address • Subnet Mask	Check the settings. For details about IP address or Subnet Mask settings, see "Interface Settings", Device Management.

When the TWAIN driver cannot be started

Problem	Cause	Solution
The Scanner Properties dialog box cannot be displayed.	Advanced encryption has been specified in the extended security setting.	For details about the extended security setting, see "Specifying the Extended Security Functions", Security Guide.

When e-mails are not sent as expected

Problem	Cause	Solution
The original file cannot be restored because a split e-mail cannot be recovered at the destination.	The file size exceeds the maximum e-mail size specified in [Max. Email Size]. Because [Yes (per Max. Size)] is specified for [Divide & Send Email], the file is divided halfway down the page and sent.	Specify [Yes (per Page)] for [Divide & Send Email] in [Scanner Features]. The file is divided per page and sent. To send an e-mail without splitting it, perform the following: • Specify a resolution so that the file size does not exceed the maximum size set in [Max. Email Size]. • Specify a larger value for [Max. Email Size] in [Scanner Features]. Make sure the larger maximum e-mail size does not exceed the allowable size range set on the SMTP server. • Specify [No] for [Divide & Send Email] in [Scanner Features]. For details about these settings, see "Send Settings", Preparation.

When S/MIME cannot be used

Problem	Cause	Solution
If several destinations are selected for a broadcasting sequence, data is sent over twice.	Encrypted e-mails are sent to the destinations for which S/MIME authentication is set, and plain text e-mails are sent to the destinations for which S/MIME authentication is not set.	Make sure S/MIME-authentication destinations are separated from plain text destinations. To encrypt e-mails, a user certificate must be installed in Address Book. For details about destination settings, see "Configuring S/MIME", Security Guide.
To put a signature on an e-mail using S/MIME, an e-mail address for "Sender" is not set for "From".	When S/MIME is applied, the administrator appears in the "From" field, and the sender appears in the "Reply-to" field.	For details about applying S/MIME, see "Configuring S/MIME", Security Guide.

Note

- The size of S/MIME e-mails is larger than that of e-mails without using S/MIME.

When you cannot send scan files using WSD

Problem	Cause	Solution
The WSD scanner function cannot be used.	Scan Profile is not set on the client computer.	Set Scan Profile. For details about how to specify Scan Profile, see "Creating a new scan profile", Basic Operations.
The WSD scanner function cannot be used.	The [Take no action] setting has been selected on the client computer, forcing the client computer to remain inactive when it receives scan data.	Open scanner Properties, click the [Events] tab, and then select [Start this program] when the computer receives scan data. For details, see your operating system's Help.

When Scanning Is Not Performed As Expected

The descriptions related to the scanner function are intended for Type 1, 2, and 3 machines.

Problem	Cause	Solution
The scanned image is dirty.	The exposure glass, scanning glass, or guide plate of the ADF is dirty.	Clean the exposure glass, scanning glass, or guide plate of the ADF. For details about how to clean the machine, see page 541 "Maintaining Your Machine".
The image is distorted or not correctly placed.	The original was moved during scanning.	Do not move the original during scanning.
The image is distorted or not correctly placed.	The original was not pressed flat against the exposure glass.	Make sure the original is pressed flat against the exposure glass.
The scanned image is upside down.	The original was placed upside down.	Place the original in the correct orientation. For details about how to place originals, see "Setting of Original Feed Type", Basic Operations.
No scanned image is available.	The original was placed with the front and back reversed.	When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is placed in the ADF, the side to be scanned must face up.
Scanned images are rotated.	If you set the original with its top edge backward and save full color/gray scale images as a TIFF or JPEG file, scanned images are rotated.	When placing an original directly on the exposure glass, align its top edge flush against the left side of the exposure glass. When placing originals in the ADF, place them from its top edge. For details about placing originals, see "Setting of Original Feed Type", Basic Operations.

Problem	Cause	Solution
The scanned image contains white spaces.	If you scan originals using functions other than the network TWAIN scanner function, certain paper size and resolution settings may produce scanned images that are larger than the specified size because of margins being added to the sides.	Scanning at a higher resolution may reduce the margins.
The shadow density of the scanned image is different from that of the original.	If High Compression PDF is selected as the save format when the original is scanned, the shadow density may vary.	Press [Send File Type / Name] on the initial scanner screen, and then specify [PDF/A] for "PDF File Setting". For details about PDF file settings, see "Specifying the File Type and File Name", Basic Operations.
A text pattern appears in the background.	You have scanned a document protected from unauthorized copying.	Check the document. For details about how to prevent unauthorized copying of documents, see "Printing Documents that Are Not Authorized for Duplication", Basic Operations.
After an original is scanned, the following settings are canceled: Destination, Sender, E-mail text, Subject, and File name	To prevent scanned data from being sent to wrong destinations, this machine has a function to cancel the settings after scanned data is sent.	Contact your service representative for details about how to prevent the settings from being automatically reset after scanned data is sent.

Clearing Misfeeds

This chapter describes what to do when paper or originals are misfed (become jammed inside the machine).

Removing Jammed Paper

⚠CAUTION

- There are highly-heated parts inside the machine. When removing misfed paper, do not touch areas other than those specified in this manual. Touching those areas can result in burns.

- Keep your hands clear of the paper output slot of the finisher booklet tray when pulling it out or pushing it in the finisher's staple unit. You may trap your fingers in the machine's gap and injury can result.

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

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 434 "When You Have Problems Operating the Machine", page 491 "When You Cannot Make Copies As Wanted", and page 503 "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.**
- **To remove jammed paper in the bypass tray, remove the paper that is loaded on the bypass tray.**

Note

- Inside the finisher, or inside the front cover, there are stickers or sheets explaining how to remove misfed paper.
- If a detailed removal instruction appears on the right of the screen, follow it.
- You can also use the procedure indicated in the [Check Status] screen to remove jammed paper.

- If coated paper frequently becomes jammed and causes "U" to appear, contact your service representative.

Locating jammed paper

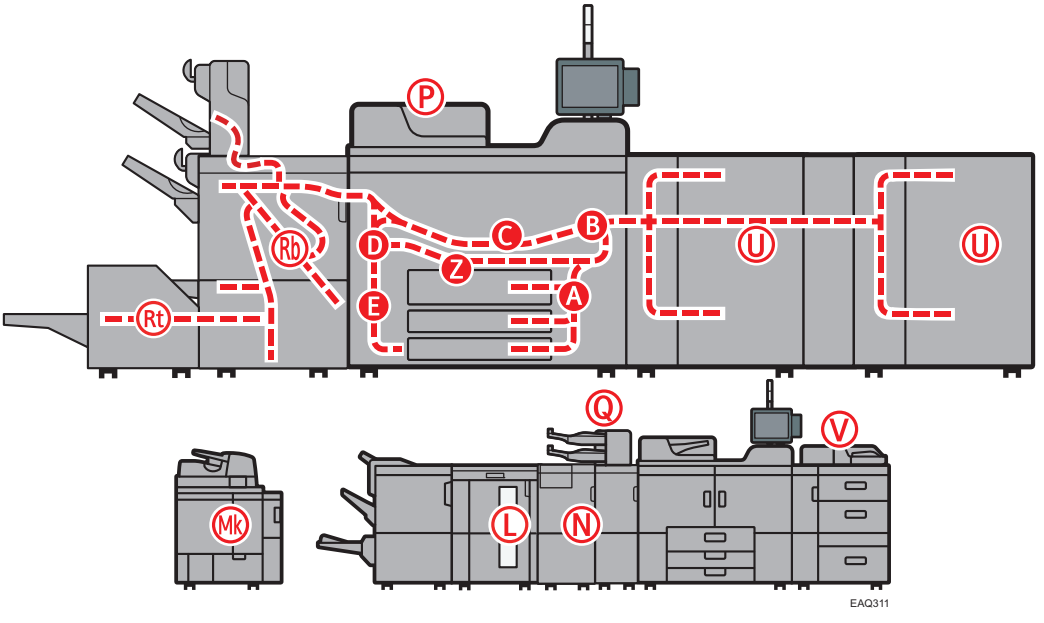
If a misfeed happens, remove the jammed paper by following the procedures stated in the animation that appears on the screen.

There is a section in the machine where the indicator is flashing. If you pull out the unit to remove the jammed paper while the indicator is still flashing, the paper may be ripped or pieces of torn paper may be left inside the machine.

When the indicator is flashing, open the guide board of the corresponding section to remove the jammed paper or turn the knob to move the paper along the feed path. Confirm that the indicator has stopped flashing, and then pull out the unit.

When flashing, indicators shows the following:

- A2–A3: Paper is left in the source tray and around the guide board.
- B1–B2: Paper is left somewhere between A and the drawer unit or between the LCT and the drawer unit.
- D1: Paper is left between the drawer unit and the post-processing unit.
- E: Paper is left in the turnover section.
- C1, C2: The unit can be pulled out by moving the lever as indicated by the arrow.
- A misfeed has occurred in the place corresponding to the letter displayed on the screen.



Note

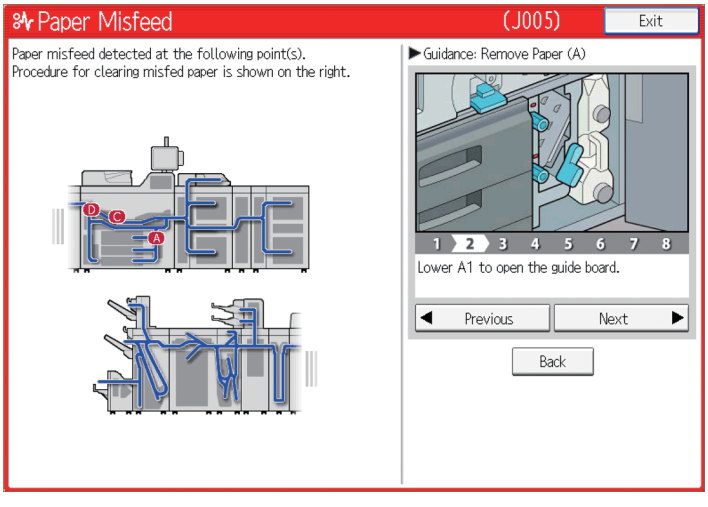
- Multiple paper misfeed locations may be indicated at the same time. When this happens, check all the areas indicated.
- If there is no misfed paper in the area you check first, see the other areas that are indicated.
- If coated paper frequently becomes jammed and causes "U" to appear, contact your 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 [Next] or [Previous] is displayed on the screen.

   After each step is complete, press [Next]. To go back to the previous step, press [Previous].

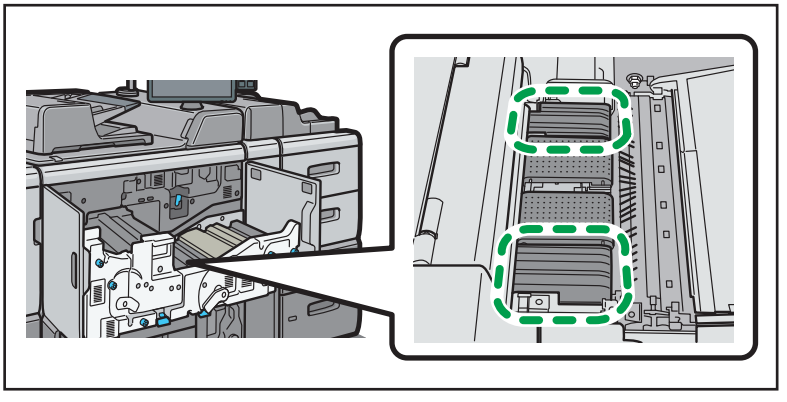


2. **When the jammed paper is removed, restore the machine to the original state.**

Note

- More than one misfeed may be indicated. When this happens, check all the areas indicated.
- If there is no misfed paper in the first area you check, see the other areas that are indicated.
- When paper cannot be transferred to the post-processing side by turning the knob D1 as instructed on the screen, see the position of the letter in the figure and turn the knob D1 in reverse direction (clockwise) to send the paper back to the drawer unit, and then remove the paper.

- After C is displayed and the drawer unit is pulled out to remove the jammed paper, check that there is no toner searing on the location indicated in the figure. If toner smear is left, wipe off the toner with a clean and dry cloth.

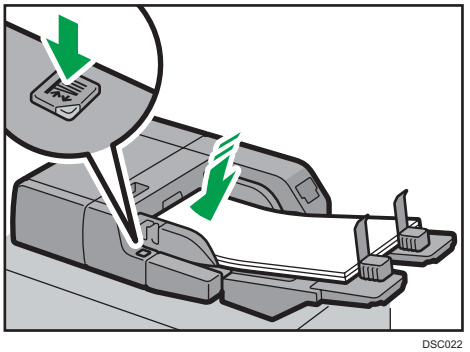


EAQ312

After Removing a Paper Jam in the Banner Sheet Tray of Multi Bypass Tray (Tray A)

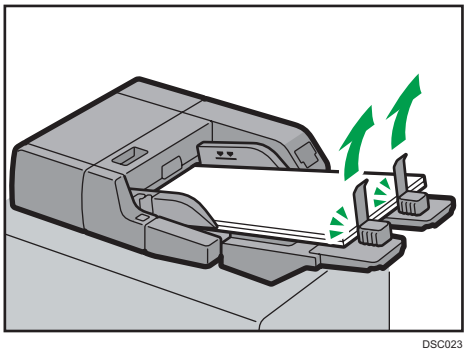
After jammed paper was removed from Banner sheet tray of multi bypass tray (Tray A).

1. **Press the base board elevation button to lower the base board.**



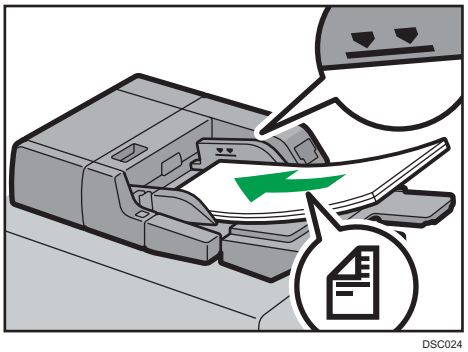
DSC022

2. **Remove the end fence.**



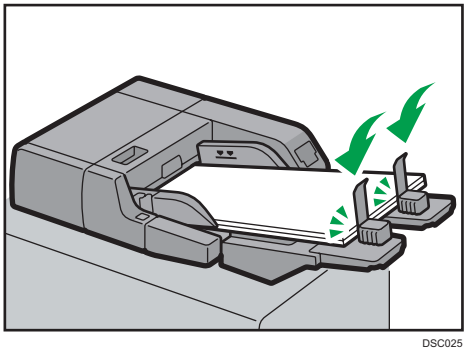
DSC023

3. **Load paper into the tray again.**



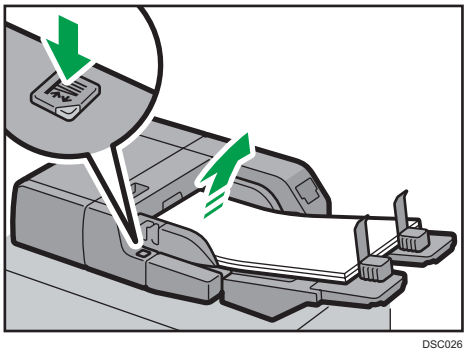
DSC024

4. **Align the end fence with the bottom edge of the paper.**



DSC025

5. **Press the base board elevation button to raise the base board.**



DSC026

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 paper output slot of the finisher booklet tray when pulling it out or pushing it in the finisher's staple unit. You may trap your fingers in the machine's gap and injury can result.

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

- 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 87 "Guide to Functions of the Machine's Options".

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

- When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

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.

12. 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.

You can use the Document Server function and scanner function on Type 1, 2, or 3 machines only.

Dos and Don'ts

⚠WARNING

- Avoid taking the following actions close to or inside this machine because doing so can result in fire or electric shock:
  - Using flammable sprays, solvents, and so on
  - Placing flammable sprays, solvents, and so on
  - Placing containers holding liquids or small metal objects

⚠CAUTION

- Do not obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.

- If you do not use the machine for a long period of time such as consecutive holidays, be sure to disconnect the power cord plug from the wall outlet for reasons of safety.

- When disconnecting the power cord from the wall outlet, make sure to pull the plug, not the cord. Do not pull the power cord forcibly. Doing so can damage the power cord, possibly resulting in fire or electric shock.

Important

- **Turn off the main power switch before unplugging the power cord. See page 103 "Turning On/Off the Power".**
- **After scanning originals continuously, the exposure glass may become warm - this is not a malfunction.**
- **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 anti-condensation heaters.
- The optional anti-humidity heater and the 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.

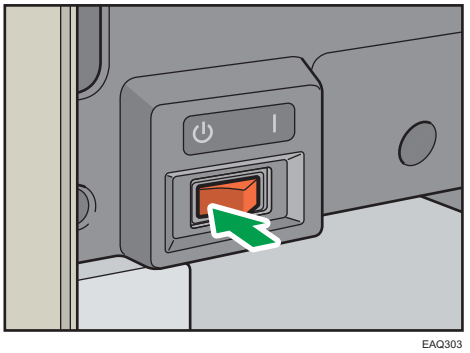
New machine smell

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.



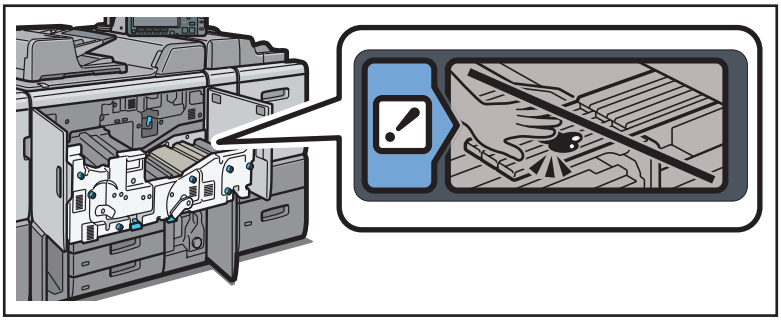
EAQ303

- 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".

Drawer unit

When removing jammed paper, do not touch the rail in the upper part of the drawer unit.

Your hands may be dirtied with the lubricant applied on the rail.



DSC208

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 images and 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 103 "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.
- You can use Web Image Monitor to download data stored on the Document Server to your computer. For details about how to do this, see "Downloading Stored Documents with Web Image Monitor", Basic Operations, or Web Image Monitor Help.

Replenishing and Replacing Consumables

This section explains precautions for adding toner or staples.

You can send scanned documents on a Type 1, 2, or 3 machine.

Adding toner

This section explains precautions when adding toner, how to send scanned documents when the toner has run out, and how to dispose of used toner.

⚠WARNING

- Do not dispose of the following items into a fire. Toner will ignite on contact with naked flame and burns can result.
  - Toner (new or used)
  - Toner containers while toner is inside
  - Toner-attached parts

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.

⚠WARNING

- Do not absorb spilled toner (including used toner) using a vacuum cleaner. Absorbed toner may cause ignition or explosion due to electric contact sparks inside the vacuum cleaner. However, you can use a toner-compatible industrial vacuum cleaner. When toner is spilled, remove the spilled toner using a wet cloth so that the toner is not scattered.

- The following explains the warning messages on the plastic bag used in this product's packaging:
  - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- Do not open toner containers forcibly while toner is inside, crush or squeeze them. Toner spillage can cause accidental ingestion or dirtying of clothes, hands, or floor.

- Do not leave the following items in a place where children can reach them:
  - Toner (new or used)
  - Toner containers while toner is inside
  - Toner-attached parts

- When the following occurs while toner is handled, receive emergency measures first, and then consult a doctor if necessary.
  - When inhaling toner, gargle with a large amount of water and move into a fresh air environment.
  - When swallowing toner, dilute gastric contents with a large amount of water.
  - When getting toner into your eyes, flush them with a large amount of water.

- If toner (new or used) comes into contact with your skin or clothes and smears them, take the following actions:
  - If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
  - If toner comes into contact with your clothes, wash the stained area with cold water. Heating the stained area by applying hot water will set the toner into the fabric and removing the stain may become impossible.

- When replacing a container with toner (including used toner) or consumables with toner, be careful that the toner does not splatter. After removing used consumables and shutting the lid of the container if the lid is available, put them in a bag.

⚠CAUTION

- 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.**
- **Leave the machine on when replacing toner. If you turn off the main power when replacing toner, the settings will be lost and you cannot restart printing, or the machine may not be able to detect that a toner cartridge is inserted.**
- **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 remove the toner cartridge straight after installing it. If you do, the toner may spill out.**
- **Do not repeatedly install and remove toner cartridges. This will result in toner leakage.**
- **When a toner cartridge is being used, it cannot be removed. Do not remove the cartridge forcibly.**

Follow the instruction on the control panel regarding how to replace a toner cartridge.

If one of the toner cartridge is empty, you can keep printing by using the other cartridge. You can change the toner cartridge during printing.

Be sure to set the new toner cartridge in the left hole first when both toner cartridges are empty.

After replacing a toner cartridge, be sure to close the toner cartridge cover. The machine stops printing if you leave the toner cartridge cover open.

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 548 "Inquiry".
- Do not remove the outer cap of the toner cartridge before shaking it. Wait until you install the toner cartridge before removing the cap.
- Do not remove the inner cap.

- If you cannot get it to click in, pull out the toner cartridge a little, slightly rotate it to the left or right, then try again.
- Do not remove toner cartridges that are being used or install toner cartridges that are partially used. The remaining toner amount displayed on the screen will not always correspond with the actual amount in the cartridge, causing the machine to unexpectedly run out of toner.
- Do not install an empty toner cartridge.

Sending scanned documents when toner has run out

When the machine has run out of toner, the indicator lamps on the control panel will be lit up. Note that even if there is no toner left, you can still send scanned documents.

1. **Press [Home] ( ) at the bottom of the screen in the center, and press the [Scanner (Classic)] icon.**
2. **Perform transmission operation.**

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 dispose of the following items into a fire. Toner will ignite on contact with naked flame and burns can result.
  - Toner (new or used)
  - Toner containers while toner is inside
  - Toner-attached parts

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.

⚠WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging:
  - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

- Do not absorb spilled toner (including used toner) using a vacuum cleaner. Absorbed toner may cause ignition or explosion due to electric contact sparks inside the vacuum cleaner. However, you can use a toner-compatible industrial vacuum cleaner. When toner is spilled, remove the spilled toner using a wet cloth so that the toner is not scattered.

⚠CAUTION

- Do not open toner containers forcibly while toner is inside, crush or squeeze them. Toner spillage can cause accidental ingestion or dirtying of clothes, hands, or floor.

- Do not leave the following items in a place where children can reach them:
  - Toner (new or used)
  - Toner containers while toner is inside
  - Toner-attached parts

- When the following occurs while toner is handled, receive emergency measures first, and then consult a doctor if necessary.
  - When inhaling toner, gargle with a large amount of water and move into a fresh air environment.
  - When swallowing toner, dilute gastric contents with a large amount of water.
  - When getting toner into your eyes, flush them with a large amount of water.

- If toner (new or used) comes into contact with your skin or clothes and smears them, take the following actions:
  - If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
  - If toner comes into contact with your clothes, wash the stained area with cold water. Heating the stained area by applying hot water will set the toner into the fabric and removing the stain may become impossible.

- When replacing a container with toner (including used toner) or consumables with toner, be careful that the toner does not splatter. After removing used consumables and shutting the lid of the container if the lid is available, put them in a bag.

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 paper output slot of the finisher booklet tray when pulling it out or pushing it in the finisher's staple unit. You may trap your fingers in the machine's gap and injury can result.

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.
- If staples have completely or almost run out, the message "Add Staples" appears on the control panel.

Replacing ring combs

⚠CAUTION

- When removing bound booklets, keep your hands clear of the paper exit. You might 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.**

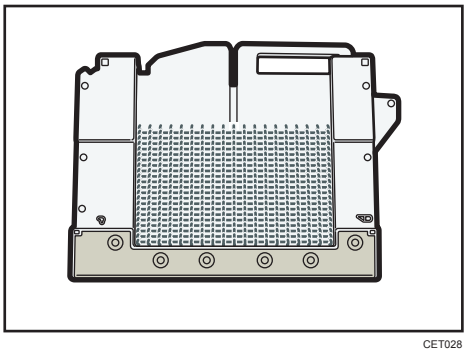
Follow the instruction on the control panel regarding how to replace ring combs.

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.

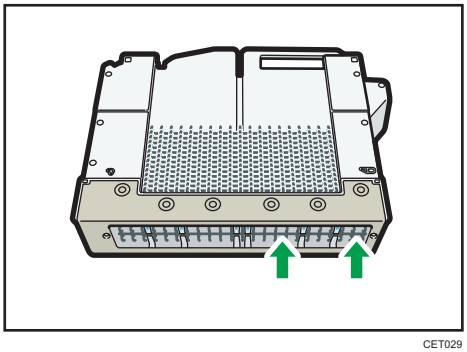
Changing the type of ring combs

1. **Pull the ring comb cartridge out of the machine.**



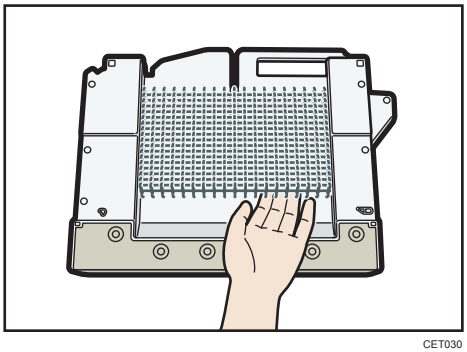
CET028

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.**

   Make sure that the ring combs are engaged and attached properly.

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

- When carrying or moving the machine by lifting it for relocation to another floor, contact your service representative. Dropping or toppling the machine can result in injury or malfunction.

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 install the machine as close as possible to a wall outlet so that you can disconnect the power cord plug easily in an emergency.

⚠CAUTION

- Do not place the machine in a humid or dusty environment. Doing so can result in fire or electric shock.

⚠CAUTION

- Do not place the machine on an unstable or tilted surface. Doing so can cause the machine to fall or topple over, possibly resulting in injury.

- After moving the machine, use the caster fixture to fix it in place. Otherwise, the machine might move or topple over to cause injury.

- When using this machine in a poorly ventilated or narrow room continuously for a long period of time or printing a high volume of materials, make sure to ventilate the room sufficiently.

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

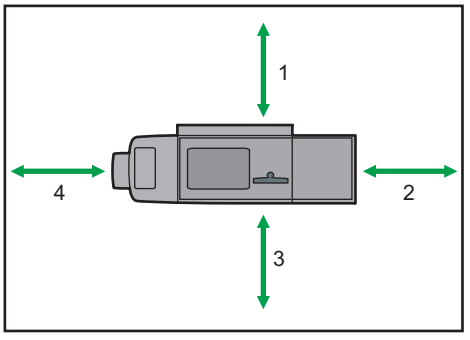
  The following is the recommended temperature and humidity range:

  - 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.



1. **Rear: 47 cm (18.6 inches) or more**
2. **Right: 100 cm (39.4 inches) or more**
3. **Front: 57 cm (22.5 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

- Avoid taking the following actions because doing so can result in fire or electric shock:
  - Using any power supply voltage or frequencies other than those that match the specifications shown
  - Using multi-socket adaptors
  - Using extension cords
  - Touching the prongs of the power cable's plug with anything metallic

- Avoid applying the following actions to power cords because doing so can result in fire or electric shock:
  - Damaging them
  - Bundling them
  - Modifying them
  - Putting heavy objects on them
  - Pulling them forcibly
  - Bending them forcibly

⚠WARNING

- The supplied power cord or cords are for use with this machine only. They cannot be used for appliances other than this machine. Also, do not use power cords other than the power cord or cords supplied with this machine. Doing so can result in fire or electric shock.

- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.

- To prevent fire or electric shock, disconnect the plug and the power cord from the wall outlet at least once a year and check them. If any of the following conditions exist, do not use the plug and the power cord continuously, and consult your dealer or service representative.
  - There are burn marks on the plug
  - The prongs on the plug are deformed
  - The power cord's inner wires are exposed or broken
  - The power cord's coating is cracked, dented, or damaged
  - When the power cord is bent, the power turns off and on
  - Part of the power cord becomes hot

⚠CAUTION

- Be sure to push the power cord plug fully into the wall outlet. Also, do not push it into loose and unstable wall outlets likely to cause a contact failure. Doing so can result in heat generation.

- If you do not use the machine for a long period of time such as consecutive holidays, be sure to disconnect the power cord plug from the wall outlet for reasons of safety.

- When disconnecting the power cord from the wall outlet, make sure to pull the plug, not the cord. Do not pull the power cord forcibly. Doing so can damage the power cord, possibly resulting 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, disconnect the power cord from the wall outlet for safety.

- Power Source
  - Region A (mainly Europe and Asia)

    220–240 V, 16 A, 50/60 Hz
  - Region B (mainly North America)

    208–240 V, 20 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%.

Maintaining Your Machine

You can use the exposure glass and scanning glass, and the ADF on a Type 1, 2, or 3 machine.

How to Clean the Machine

⚠CAUTION

- Do not look into the light source. Doing so may damage your eyes.

- Contact your sales or service representative for cleaning the machine's interior. If the machine's interior is not regularly cleaned while dust accumulates, fire and malfunction can result.

Important

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

Cleaning the Machine

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. Use the cleaning cloth provided with the machine to wipe the exposure glass or scanning glass.

If a cleaning procedure is specified for the part, use the specified procedure for cleaning.

Cleaning the Exposure Glass and Scanning Glass

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

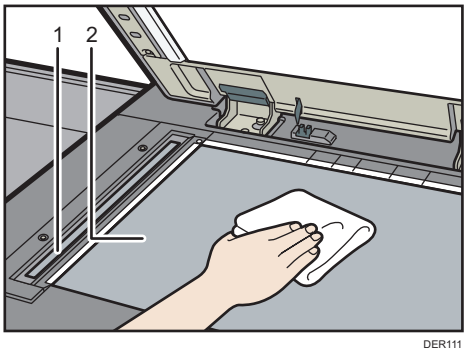
Important

- **Do not close the ADF while hard objects are placed on the scanning glass. Doing so may damage the machine.**

Cleaning the Machine

Use the cleaning cloth provided with the machine to wipe the parts.

1. **Wipe the exposure glass and the scanning glass.**



DER111

1. **Scanning glass**
2. **Exposure glass**

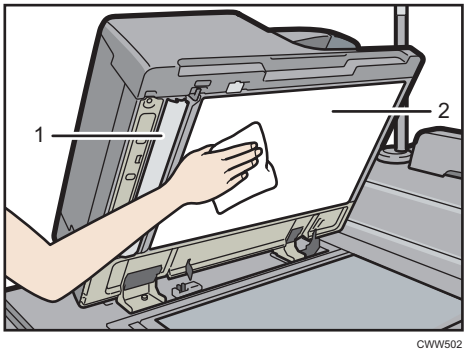
Cleaning the Auto Document Feeder

If the ADF is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

Cleaning the Machine

Use the cleaning cloth provided with the machine to wipe the scanning glass.

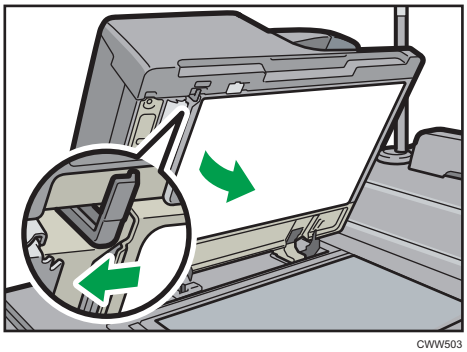
1. **Wipe the sheet and guide plate of the ADF.**



CWW502

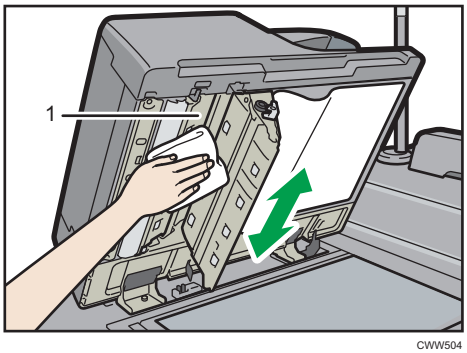
1. **Guide plate**
2. **Sheet**

2. Slide the lever to the left.



CWW503

3. Wipe the scanning glass.



CWW504

1. Scanning glass

4. Return the sheet to its original position.

Cleaning the Power Cord Plug

⚠WARNING

- To prevent fire or electric shock, disconnect the plug and the power cord from the wall outlet at least once a year and check them. If any of the following conditions exist, do not use the plug and the power cord continuously, and consult your dealer or service representative.
  - There are burn marks on the plug
  - The prongs on the plug are deformed
  - The power cord's inner wires are exposed or broken
  - The power cord's coating is cracked, dented, or damaged
  - When the power cord is bent, the power turns off and on
  - Part of the power cord becomes hot

⚠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 103 "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.

Checking the Earth Leakage Breakers

⚠WARNING

- When the machine's circuit breaker turns "Off", contact your service representative. Setting it to "On" can 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.

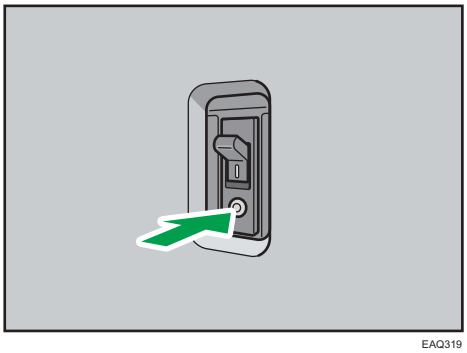
1. **Turn off the main power.**

   Make sure that the main power indicator goes out.

2. **Open the front left cover, and then turn off the AC power switch.**

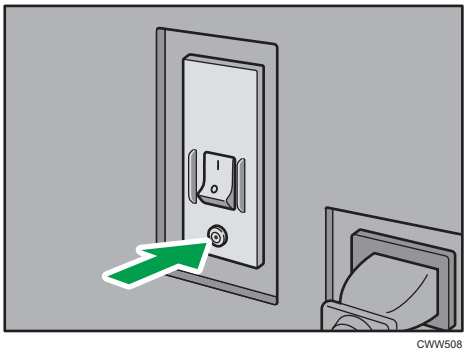
3. **Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.**

   Main unit



EAQ319

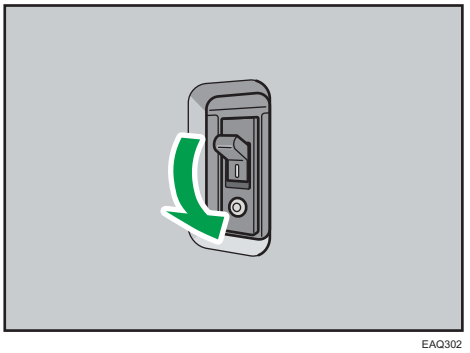
Trimmer



CWW508

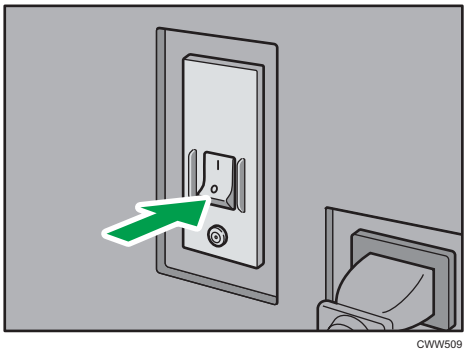
4. Check that the earth leakage breaker moves to the Off position.

Main unit



EAQ302

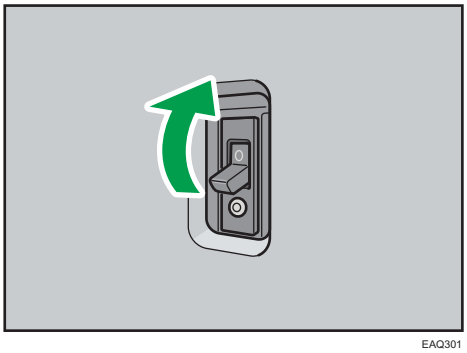
Trimmer



CWW509

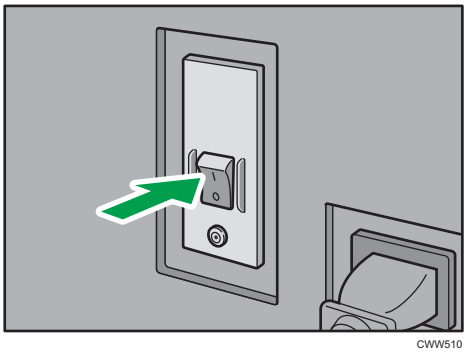
5. **Return the earth leakage breaker to the On position.**

Main unit



EAQ301

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
- Staple
- Staple (Booklet)
- 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]

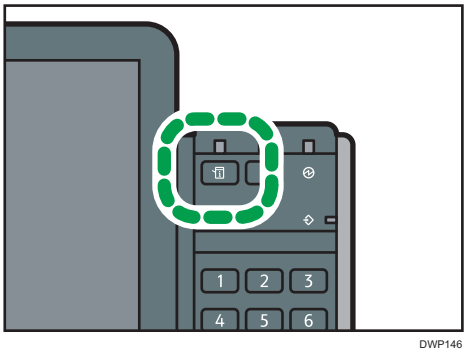
  Displays the sales representative's telephone number.
- [Supply Order]

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.**



DWP146

2. **Press the [Maintnc./Inquiry/Mach. Info].**
3. **Press [Inquiry].**
4. **After checking the information, press [Close] twice.**

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