

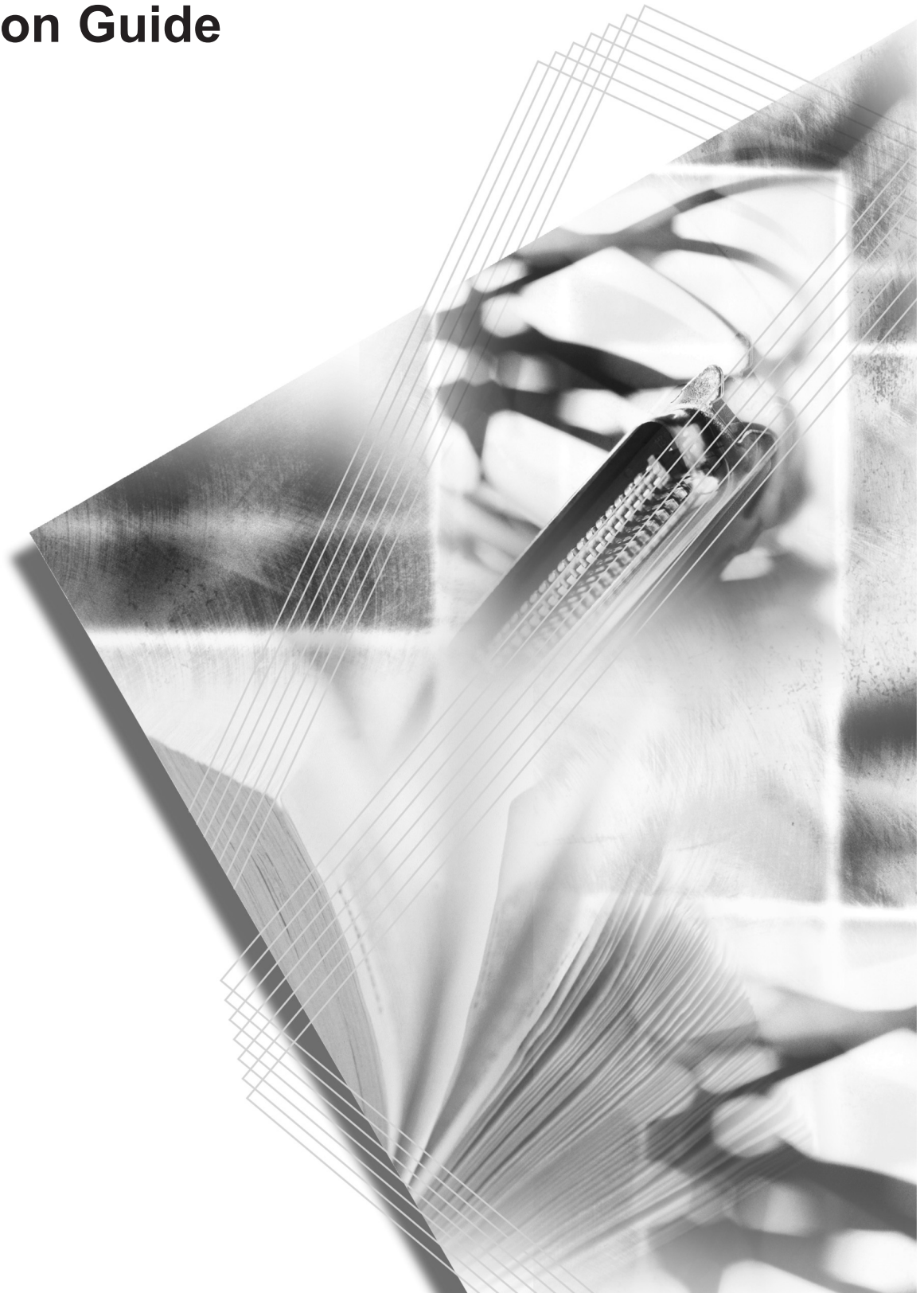


KM-3050

KM-4050

KM-5050

# Operation Guide



Please read the Operation Guide before using this machine. Keep it close to the machine for easy reference.

## **Introduction**

**Thank you for your purchase of KM-3050/KM-4050/KM-5050.**

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine, and keep it close to the machine for easy reference.

In this Operation Guide, KM-3050, KM-4050 and KM-5050 are referred to as 30 ppm model, 40 ppm model and 50 ppm model respectively.

# Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

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## Energy Star (ENERGY STAR®) Program

We have determined as a participating company in the International Energy Star Program that this machine is compliant with the standards laid out in the International Energy Star Program.



### About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that multi-function machines come equipped with a Low Power Mode where energy consumption is reduced after a certain amount of time elapses since the machine was last used, as well as an Off Mode where the machine automatically turns itself off after there is no activity within a set amount of time. When the machine includes printer and fax functions, the printer and fax must enter a Low Power Mode where power consumption is automatically reduced after a certain amount of time elapses since they were last used, and they must also support a Sleep Mode where power consumption is reduced to a minimum when there is not activity within a set amount of time.

This machine is equipped with the following features as a result of its compliance with International Energy Star Program standards.

This machine has a Sleep Mode only to attain further savings of energy.

### Sleep

The machine automatically enters Sleep when 10 minutes (30 and 40 ppm models) or 15 minutes (50 ppm model) have passed since the machine was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information refer to *Sleep and Auto Sleep on page 3-4*.

### Automatic 2-Sided Copy Functions

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this machine includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information refer to *Duplex Copying on page 3-13*.

### Paper Recycling

The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types.



## Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.



**WARNING:** Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



**CAUTION:** Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

## Symbols

The  $\triangle$  symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



.... [General warning]



.... [Warning of danger of electrical shock]



.... [Warning of high temperature]

The  $\odot$  symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



.... [Warning of prohibited action]



.... [Disassembly prohibited]

The  $\bullet$  symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



.... [Alert of required action]



.... [Remove the power plug from the outlet]



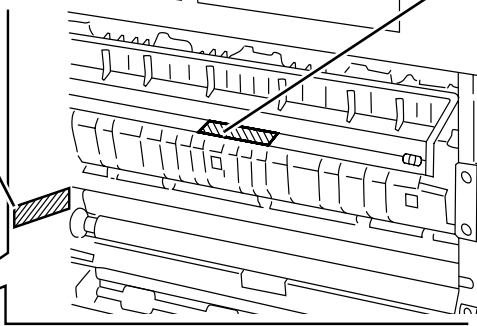
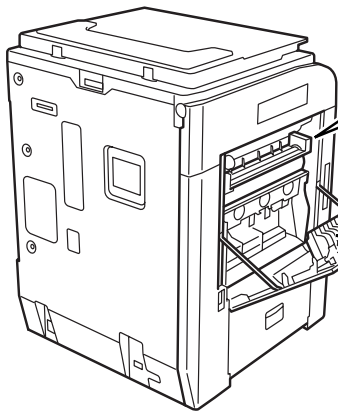
.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

## Caution Labels

Caution labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

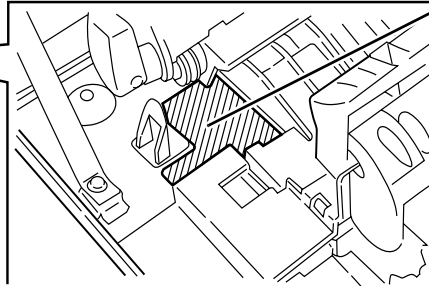
The area indicated in the label carries high voltage. Never touch parts in this area, because there is a danger of electric shock.



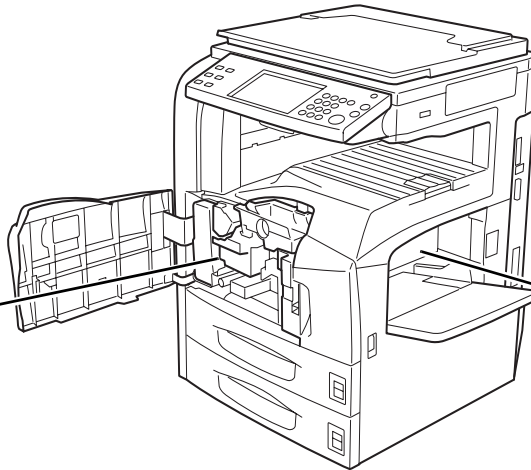
The area indicated in the label carries high temperature. Do not touch parts in this area, because there is a danger of getting burned.



The area indicated in the label carries high temperature. Do not touch parts in this area, because there is a danger of getting burned.



Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.



Moving parts inside. Do not touch parts in this area, because there is a danger of injury.



**NOTE: Do not remove these labels.**

## Installation Precautions

### Environment

#### CAUTION

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.



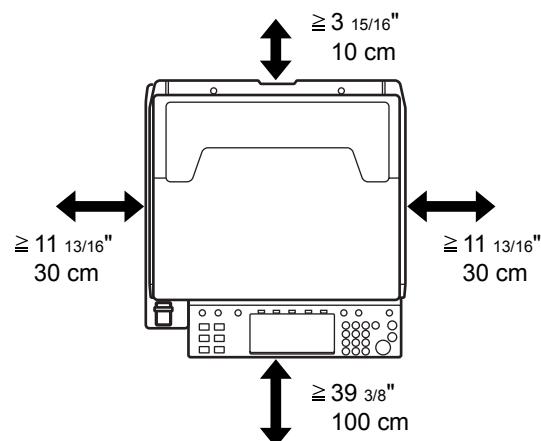
Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.



Avoid locations near radiators, heaters or other heat sources, or locations near flammable items to avoid the danger of fire.



To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the rear cover, to allow air to be properly ventilated out of the machine.



### Other precautions

Adverse environment conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

## Power supply/Grounding the machine

### **WARNING**

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.



Plug the power cord securely into the outlet. If metallic objects come into contact with the prongs on the plug, it may cause a fire or electric shock.



Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.



## Other precautions

Connect the power plug to the closest outlet possible to the machine.

## Handling of plastic bags

### **WARNING**

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.



## Precautions for Use

### Cautions when using the machine

#### **WARNING**

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This type of situation presents a danger of fire or electrical shock should they fall inside.



Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.



Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.



Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or exposure to the laser. If the laser beam escapes, there is a danger of it causing blindness.



If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.



If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.



Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.



Always contact your service representative for maintenance or repair of internal parts.



 **CAUTION**

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)



Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.



Always hold the designated parts only when lifting or moving the machine.



For safety purposes, always remove the power plug from the outlet when performing cleaning operations.



If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.



### Other precautions

Do not place heavy objects on the machine or cause other damage to the machine.

During the use, do not

- Open the front cover,
- Turn off the main power switch,
- Pull out the power plug.

When lifting or moving the machine, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this guide.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

This machine comes equipped with an HDD (hard disk drive). Do not attempt to move the machine while the power is still on. Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power before attempting to move the machine.

## Cautions when handling consumables

### CAUTION

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.



Keep the toner container and the waste toner box out of the reach of children.



If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.



- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box.



If the optional Fax kit is installed and the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the **Power** key on the operation panel to enter Sleep mode.

## Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40°C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it.

## Laser Safety

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC 60825.

**Caution:** Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.

<b>DANGER</b>	· LASER RADIATION WHEN OPEN. · AVOID DIRECT EXPOSURE TO BEAM.
<b>ATTENTION</b>	· RAYONNEMENT LASER EN CAS D'OUVERTURE. · EXPOSITION DANGEREUSE AU FAISCEAU.
<b>VORSICHT</b>	· LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. · NICHT DEM STRAHL AUSSETZEN.
<b>ATTENZIONE</b>	· RADIAZIONE LASER IN CASO DI APERTURA. · EVITARE L'ESPOSIZIONE AL FASCIO.
<b>PRECAUCION</b>	· RADIACIONE LASER CUANDO SE ABRE. · EVITAR EXPONERSE AL RAYO.
<b>VARO!</b>	· AVATTAESSA OLET ALTTIINA LASERSÄTEILYLLE. · ÄLÄ KATSO SÄTEESEEN.

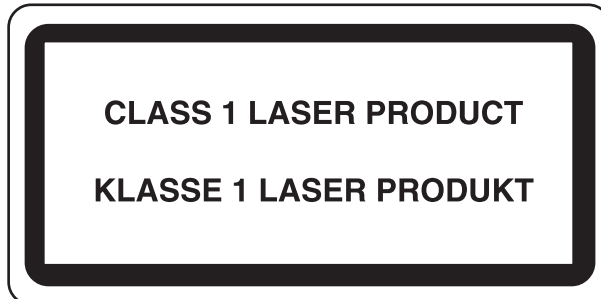


警告 · このカバーの内部ではレーザー光が放射されています。  
レーザー光にさらされないようにしてください。

警告 · 开盖时, 可能有激光外溢! 应避免激光直接照射。

警告 · 内部雷射放射中, 請勿隨意打開蓋子。

The label shown below is attached on the right side of the machine.





## Safety Instructions Regarding the Disconnection of Power

**Caution:** The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

**VORSICHT:** Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.



### DECLARATION OF CONFORMITY

TO

**89/336/EEC, 73/23/EEC, 93/68/EEC and 1995/5/EC**

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

EN55024

EN55022 Class B

EN61000-3-2

EN61000-3-3

EN60950

EN60825-1

EN300330-1

EN300330-2

## Radio Frequency Transmitter

This machine contains the transmitter module. We, the manufacturer hereby declare that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

## Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.



# About this Operation Guide

This Operation Guide contains the following chapters.

*Chapter 1 - Part Names*

Identifies machine parts and operation panel keys.

*Chapter 2 - Preparation before Use*

Explains adding paper, placing original, connecting the machine, and necessary configurations before first use.

*Chapter 3 - Basic Operation*

Describes the procedures for basic copying, printing and scanning.

*Chapter 4 - Optional Equipment*

Introduces the convenient optional equipment available for this machine.

*Chapter 5 - Maintenance*

Describes cleaning and toner replacement.

*Chapter 6 - Troubleshooting*

Explains how to handle error messages, paper jams and other problems.

*Appendix*

Explains how to enter characters, and lists the machine specifications.

## Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

### Operation Guide (This Guide)

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

### Advanced Operation Guide

Explains copying, printing and scanning features in depth, as well as default settings.

## Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
<b>Bold</b>	Indicates the operation panel key or a computer screen.	Press the <b>Start</b> key.
[Regular]	Indicates the touch panel keys.	Press [OK].
<i>Italic</i>	Indicates the message displayed on the touch panel.	<i>Ready to copy</i> is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to <i>Sleep and Auto Sleep on page 3-4</i> .
<b>Note</b>	Indicates supplemental information or operations for reference.	<b>NOTE:</b> _____ _____
<b>Important</b>	Indicates items that are required or prohibited so as to avoid problems.	<b>IMPORTANT:</b> _____ _____
<b>Caution</b>	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	<b>CAUTION:</b> _____ _____

## Description of Operation Procedure

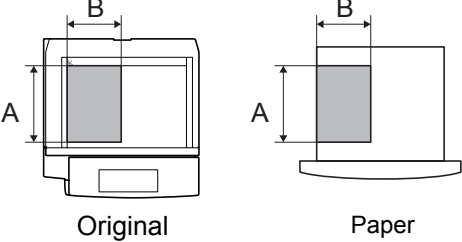
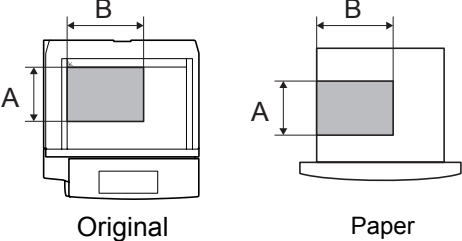
In this Operation Guide, the continuous operation of the keys on the touch panel is as follows:

Actual procedure	Description in this Operation Guide
Press [Copy]. ▼ Press [Next] of <i>Quick Setup</i> . ▼ Press [▼] twice. ▼ Press [Change] of <i>Original Image</i> .	Press [Copy], [Next] of <i>Quick Setup</i> , [▼] twice, and then [Change] of <i>Original Image</i> .

## Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.





As in A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional R character in order to indicate the orientation of the original/paper.

Set direction	Indicated size *
<p>Vertical direction</p>  <p>Original                      Paper</p> <p>For original/paper, dimension A is longer than B.</p>	<p>A4, B5, A5, B6, A6, 16K, Letter, Statement</p>
<p>Horizontal direction</p>  <p>Original                      Paper</p> <p>For original/paper, dimension A is shorter than B.</p>	<p>A4-R, B5-R, A5-R, B6-R, A6-R, 16K-R, Letter-R, Statement-R</p>

\* The size of original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray.

## Icons on the Touch Panel

The following icons are used to indicate originals and paper set directions on the touch panel.

Set direction	Originals	Paper
Vertical direction		
Horizontal direction		

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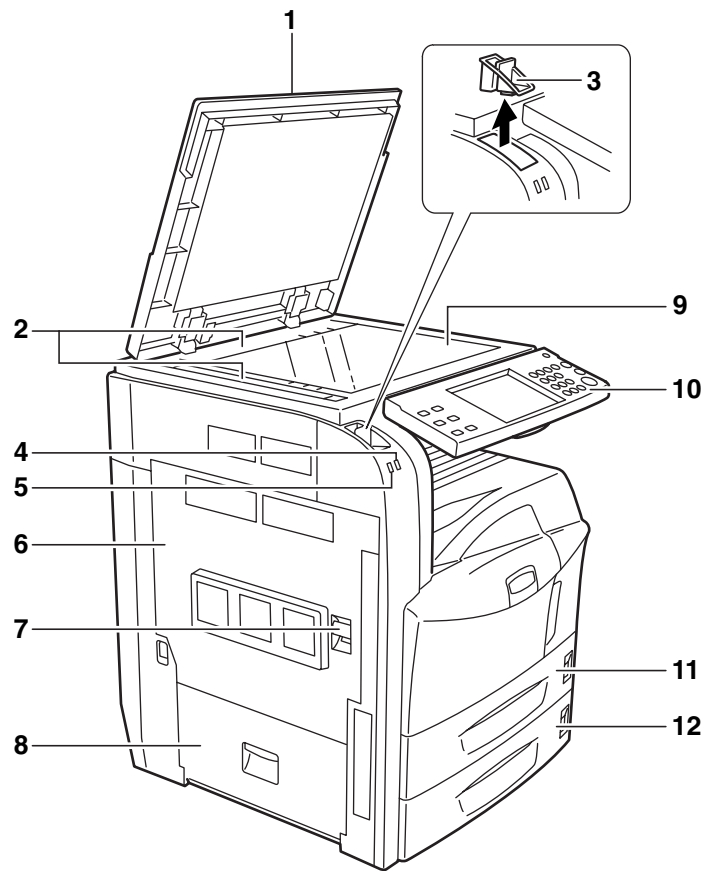


# 1 Part Names

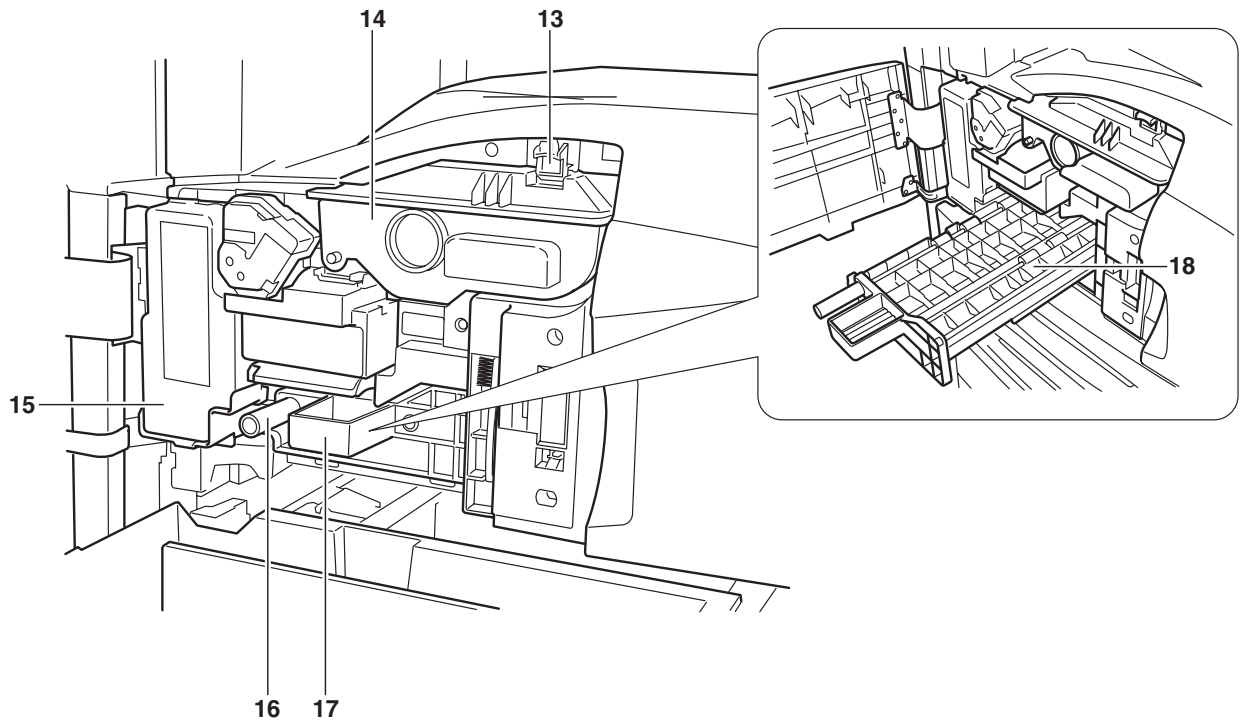
This chapter identifies the machine parts and operation panel keys.

- Machine..... 1-2
- Operation Panel ..... 1-5

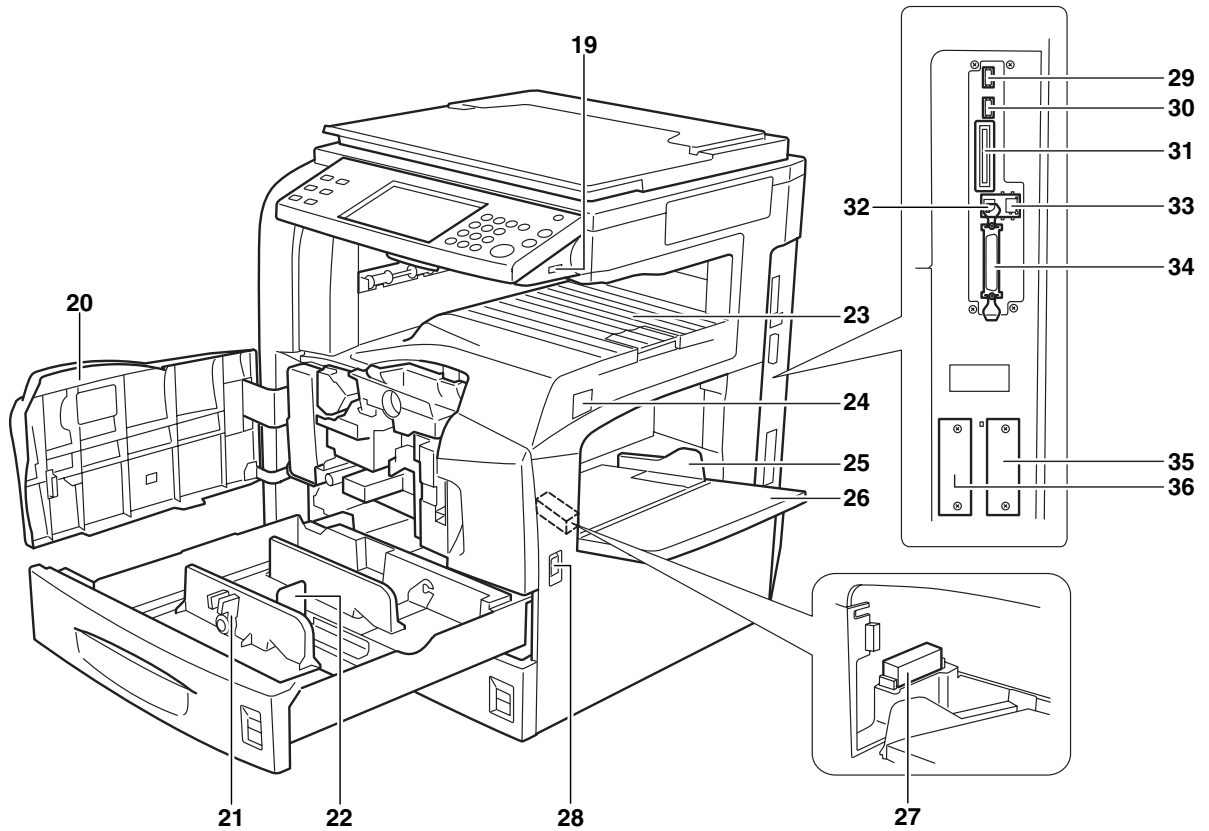
## Machine



- 1** Original Cover (Option)
- 2** Original Size Indicator Plates
- 3** Clip Holder
- 4** Receive Indicator ... Blinks while data is received
- 5** Error Indicator... Blinks when an error occurs and the job is stopped
- 6** Left Cover 1
- 7** Left Cover 1 Lever
- 8** Left Cover 2
- 9** Platen
- 10** Operation Panel
- 11** Cassette 1
- 12** Cassette 2

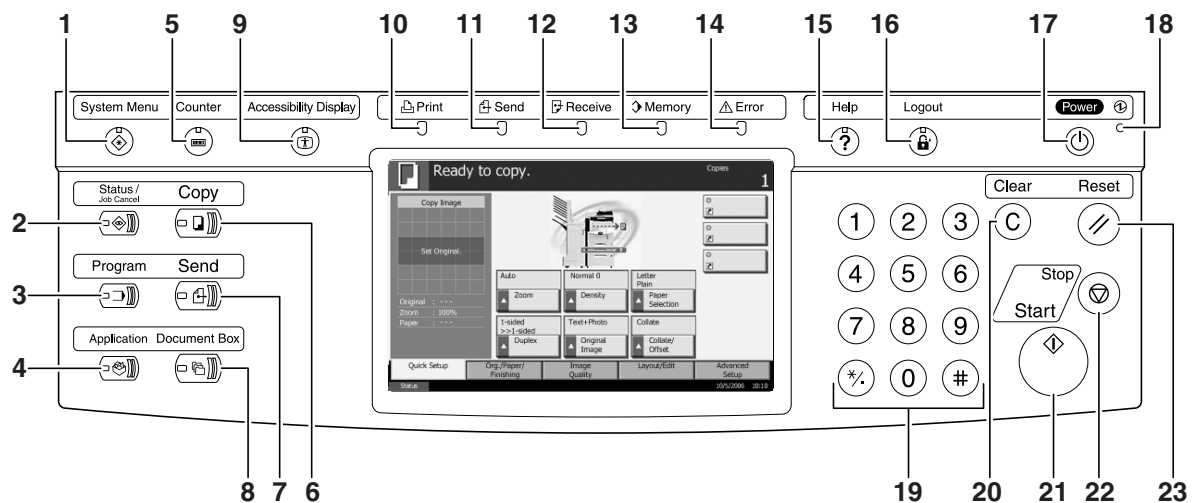


- 13** Toner Container Stopper
- 14** Toner Container
- 15** Waste Toner Box
- 16** Green Knob (A1)
- 17** Paper Feed Unit (A2)
- 18** Paper Feed Unit Cover (A2)



- 19** USB Memory Slot (A1)
- 20** Front Cover
- 21** Paper Width Adjusting Tab
- 22** Length Adjustment Plate
- 23** Top Tray
- 24** Main Power Switch
- 25** Paper Width Guides
- 26** Multi Purpose (MP) Tray
- 27** Memory Card Cover Holder
- 28** Handles
- 29** USB Memory Slot (A2)
- 30** USB Memory Slot (A3)
- 31** Memory Card Slot
- 32** USB Interface Connector
- 33** Network Interface Connector
- 34** Parallel Interface Connector
- 35** Option Interface Slot (OPT1)
- 36** Option Interface Slot (OPT2)

## Operation Panel



- 1 **System Menu** Key/Indicator
- 2 **Status/Job Cancel** Key/Indicator
- 3 **Program** Key/Indicator
- 4 **Application** Key
- 5 **Counter** Key/Indicator
- 6 **Copy** Key/Indicator
- 7 **Send** Key/Indicator
- 8 **Document Box** Key/Indicator
- 9 **Accessibility Display** Key/Indicator
- 10 **Print** Indicator ... Blinks during printing operation
- 11 **Send** Indicator ... Blinks while data is transmitted
- 12 **Receive** Indicator ... Blinks while data is received
- 13 **Memory** Indicator ... Blinks while the machine is accessing to hard disk, fax memory, Data Backup Kit (Option) or USB memory (general-purpose item)
- 14 **Error** Indicator ... Blinks when an error occurs and the job is stopped
- 15 **Help** Key/Indicator
- 16 **Logout** Key/Indicator
- 17 **Power** Key
- 18 **Main Power** Indicator
- 19 **Numeric** Keys
- 20 **Clear** Key
- 21 **Start** Key/Indicator
- 22 **Stop** Key
- 23 **Reset** Key



## 2 Preparation before Use

This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading papers and originals.

- Determining Connection Method and Preparing Cables .. 2-3
- Connecting Cables ..... 2-5
- Setting Date and Time..... 2-8
- Configuring Network (LAN Cable Connection)..... 2-10
- Accessing COMMAND CENTER ..... 2-12
- User Login Administration ..... 2-24
- Installing Software ..... 2-27
- Selecting Default Screen (Optional)..... 2-28
- Changing Language (Optional) ..... 2-29
- Loading Paper ..... 2-30
- Loading Originals ..... 2-40

## **Documents Contained in the Attached CD-ROM**

The following documents are contained in the attached CD-ROM (Product Library). Refer to them as necessary.

### **Documents**

**Extended Printer Driver User Guide**

**Network FAX Driver Operation Guide**

**COMMAND CENTER Operation Guide**

**KM-NET for Clients Operation Guide**

**KM-NET for Direct Printing Operation Guide**

**PRESCRIBE Commands Technical Reference**

**PRESCRIBE Commands Command Reference**



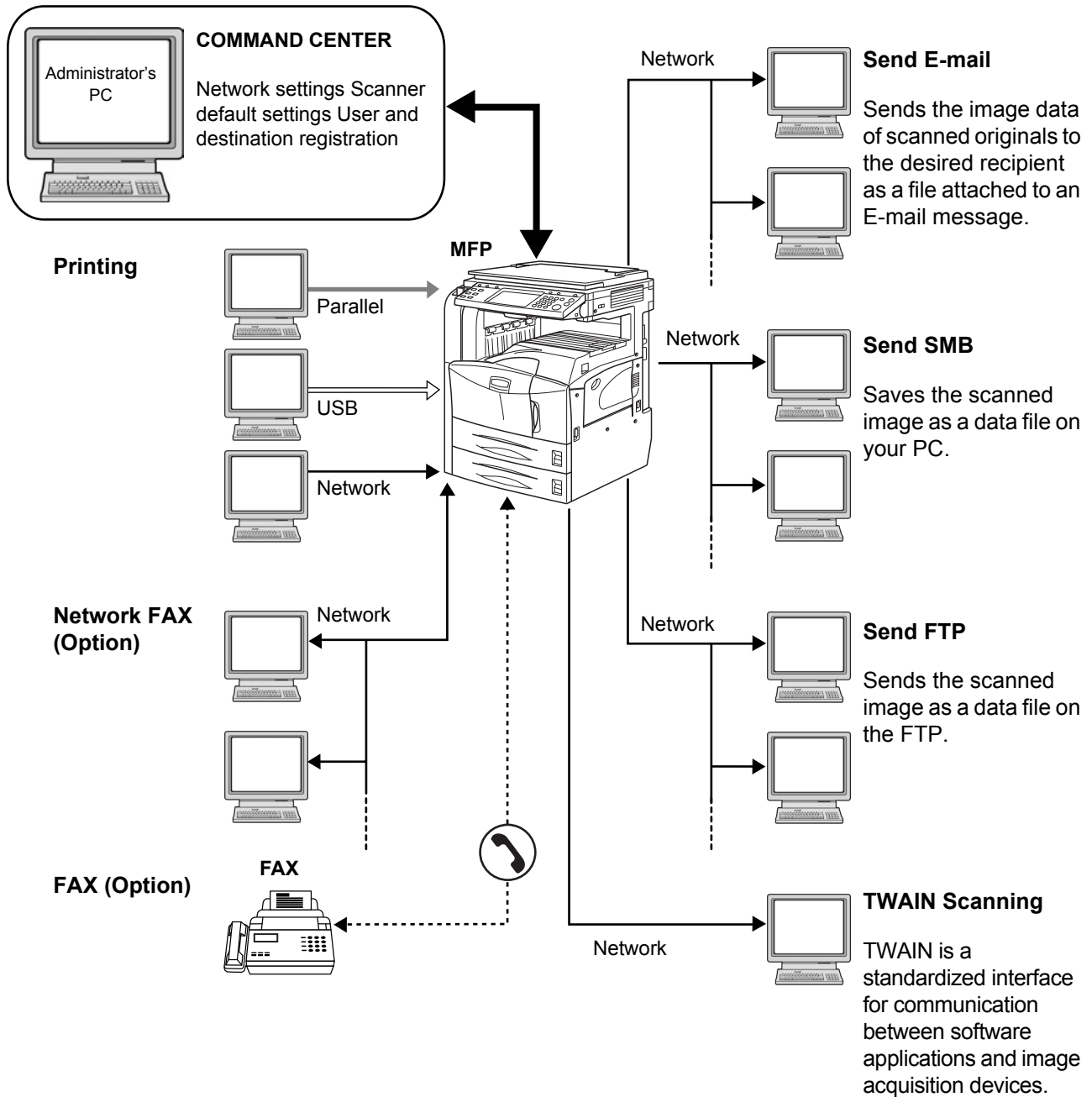
## Determining Connection Method and Preparing Cables

Check the method to connect the equipment to PC or network, and have the necessary cables ready.

### Connection Example

Determine the method to connect the equipment to PC or network by referring to the illustration below.

#### Connecting the scanner to your PC network with a network cable (100BASE-TX or 10BASE-T)



## Preparing Necessary Cables

The following interfaces are available to connect the equipment to PC. Prepare the necessary cables according to the interface you use.

### Interfaces Available as Standard

Function	Interface	Necessary Cable
Printer/Scanner /Network FAX*	Network interface	LAN (10Base-T or 100Base-TX, Shielded)
Printer	USB interface	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded)
	Parallel interface	Parallel cable (IEEE1284 Compliant, Max. 1.5 m)

\* Function available by using optional fax kit. For details of Network FAX, refer to *the operation guide of the fax kit*.

### Optional Interface

Serial interface is available as option.

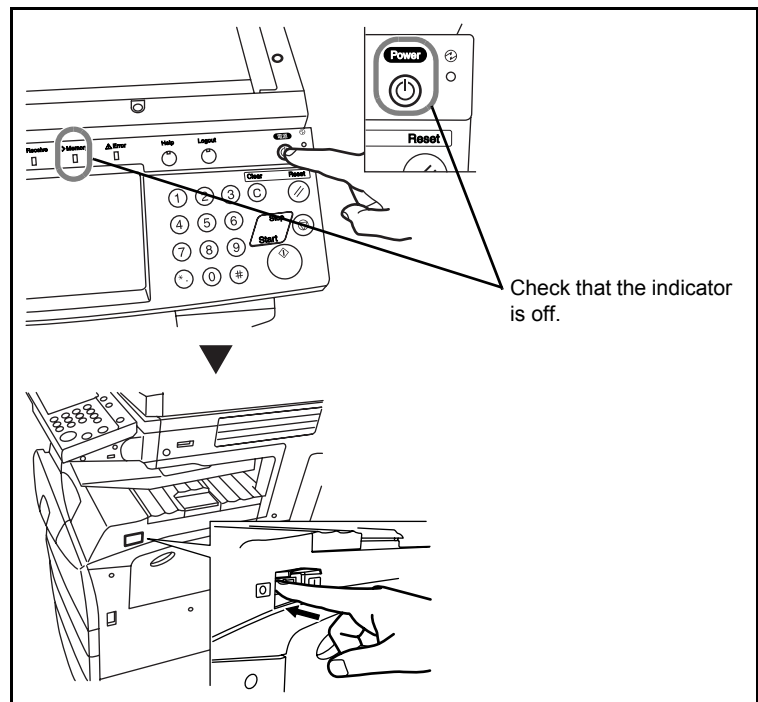
Function	Interface	Necessary Cable
Printer	Serial interface	RS-232C cable (Max. 15 m)

## Connecting Cables

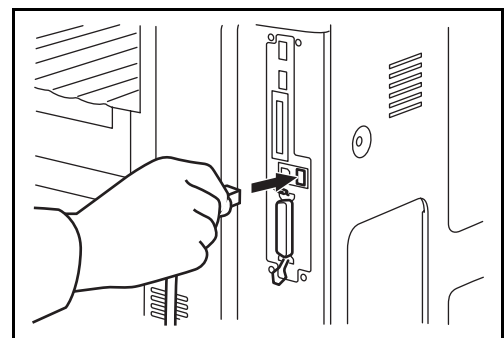
### Connecting LAN Cable (Optional)

Follow the steps below to connect a LAN cable to the machine.

- 1 When the machine is powered, first press the **Power** key on the operation panel. Check that the **Power** indicator and the memory indicator are off. After this, turn off the main power switch.



- 2 Connect a LAN cable to the network interface located on right side of the body.

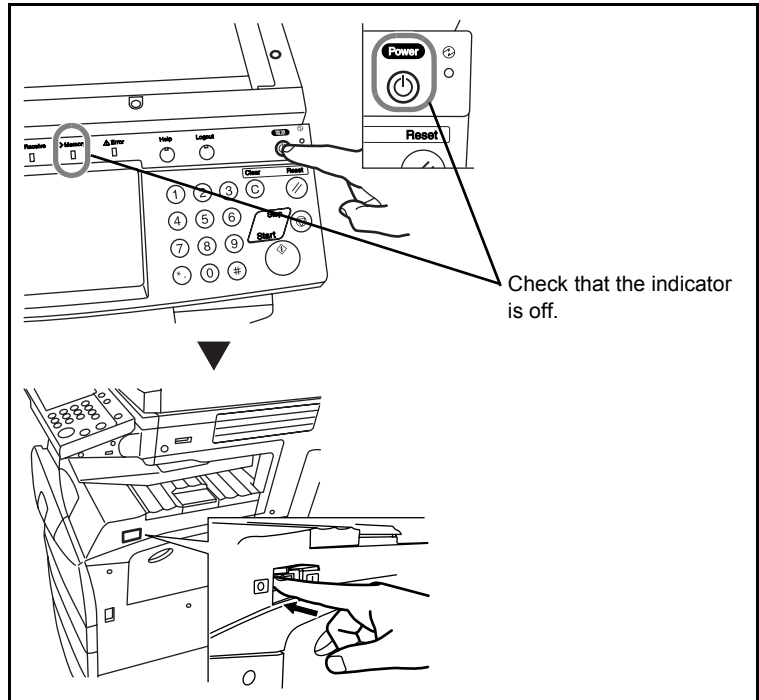


- 3 Connect the other end of the cable to HUB.
- 4 Configure the network. For details, refer to *Configuring Network (LAN Cable Connection)* on page 2-10.

## Connecting Parallel/USB Cable (Optional)

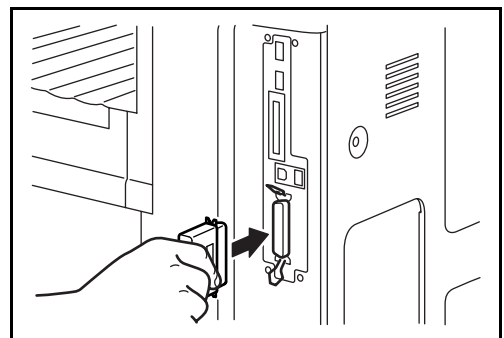
Follow the steps below to connect a printer cable of parallel or USB interface to the machine.

- 1 When the machine is powered, first press the **Power** key on the operation panel. Check that the **Power** indicator and the memory indicator are off. After this, turn off the main power switch.

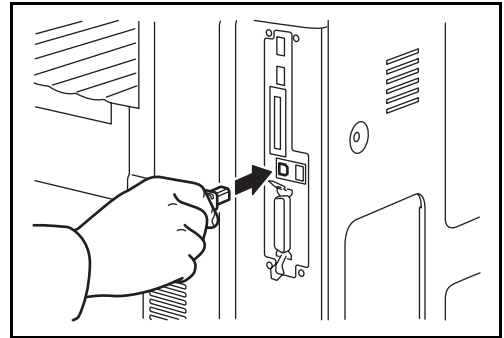


- 2 If connection is established using a parallel cable, PC to be connected should also be powered off.
- 3 Connect the printer cable to each interface located on right side of the body.

### When Connecting to Parallel Interface



### When Connecting to USB Interface



- 4 Connect the other end of the cable to PC.

### Connecting Power Cable

Connect one end of the supplied power cable to the machine and the other end to power outlet.

---

**IMPORTANT:** Only use the power cable that comes with the machine.

---

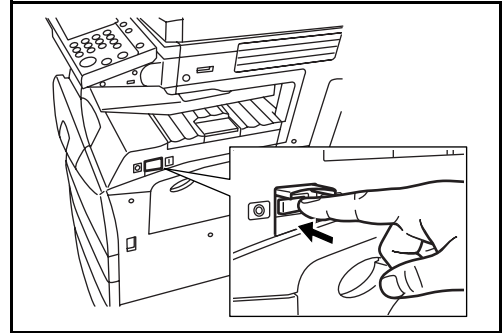
## Setting Date and Time

Follow the steps below to set date and time in the place of installation.

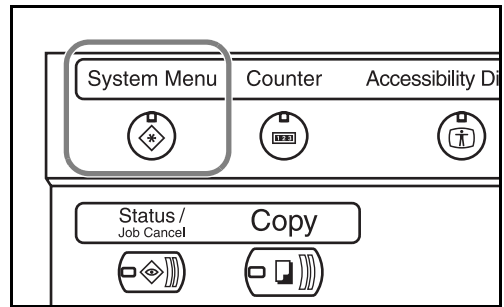
When you send an E-mail using the transmission function, the date and time of this setting will be printed in the header of E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

**NOTE:** Be sure to set the time difference before setting date and time.

- 1 Turn on the main power switch.

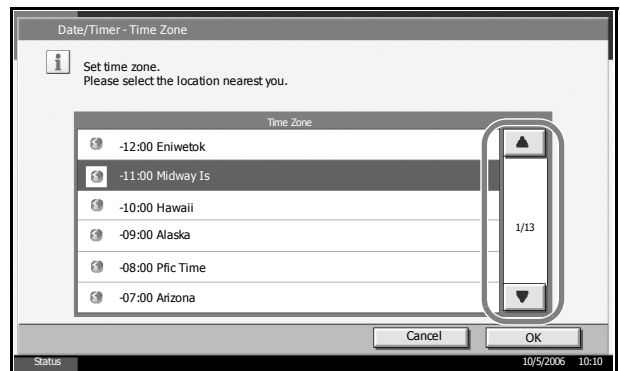


- 2 Press the **System Menu** key.



- 3 Press [▼], [Date/Timer] and then [Change] of *Time Zone*.

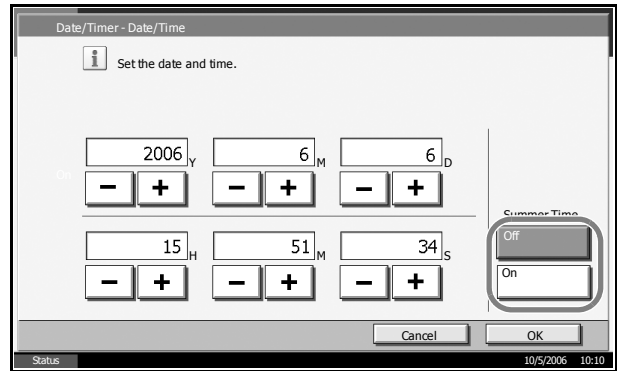
- 4 Select the region and press [OK].



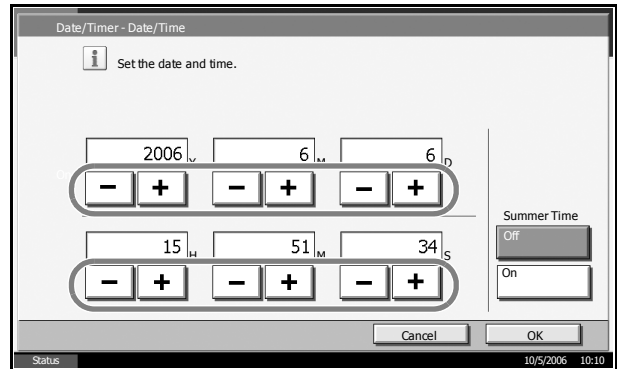
**NOTE:** Press [▲] or [▼] to view next region.

- 5 Press [Change] of *Date/Time*.

- 6** Press [Off] or [On] of *Summer Time*.



- 7** Set the date and time. Press [+] or [-] in each setting.



**NOTE:** Settings include Year (Y), Month (M), Date (D), Hour (H), Minute (M) and Second (S).

- 8** Press [OK].
- 9** When exiting, press [Close] repeatedly to return to the System Menu default screen.

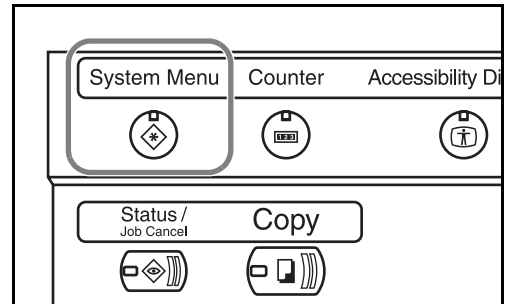
## Configuring Network (LAN Cable Connection)

The machine comes with the network interface as standard and supports each protocol of TCP/IP, IPX/SPX, NetBEUI and AppleTalk, allowing network printing on various platforms such as Windows, Macintosh, UNIX and NetWare.

### Setting TCP/IP (When Using Fixed IP Address)

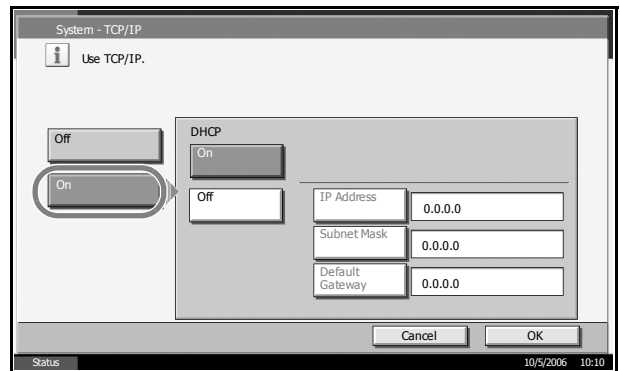
Follow the steps below to set TCP/IP when fixed IP address is used. Make sure that IP address is available by asking your network administrator to obtain it in advance.

- 1 Press the **System Menu** key.



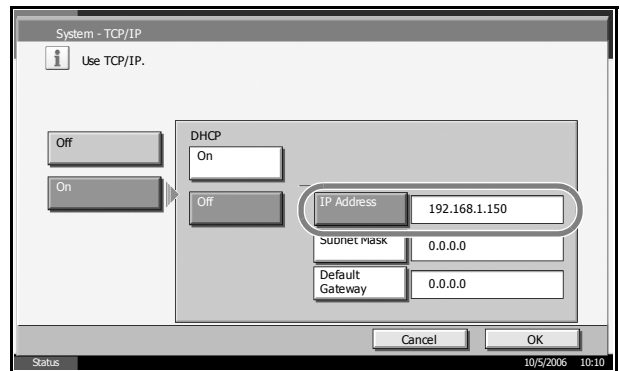
- 2 Press [System], [Next] of *Network* and then [Change] of *TCP/IP*.

- 3 Press [On] of *TCP/IP*.



- 4 Press [Off] of *DHCP*.

- 5 Press [IP Address] and enter IP address using the numeric keys.



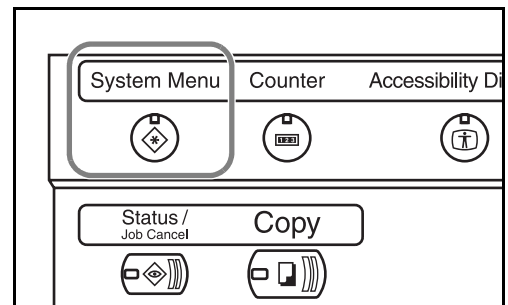


- 6 Press [Subnet Mask] and enter address using the numeric keys.
- 7 Press [Default Gateway] and enter address using the numeric keys.
- 8 Check that all addresses are entered correctly, and press [OK].
- 9 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power switch off and on.

### Setting TCP/IP (When Using DHCP)

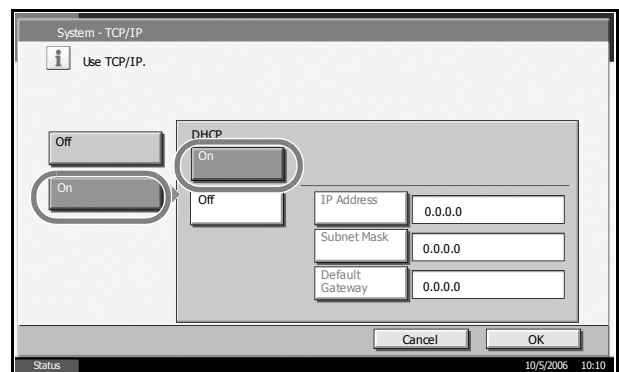
Follow the steps below to set TCP/IP when DHCP server is available.

- 1 Press the **System Menu** key.



- 2 Press [System], [Next] of *Network* and then [Change] of *TCP/IP*.

- 3 Press [On] of *TCP/IP* and [On] of *DHCP*.

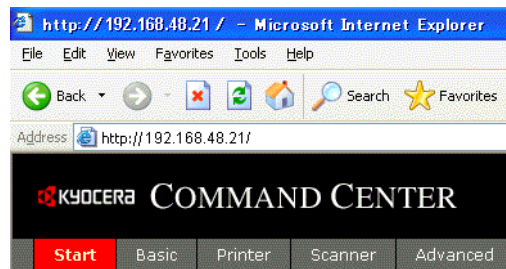


- 4 Press [OK].
- 5 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power switch off and on.

## Accessing COMMAND CENTER

COMMAND CENTER refers to the machine's integrated web-based interface. This enables you to verify the operating status of the machine and change settings related to security, network printing, E-mail transmission and advanced networking.

- 1 Open the web browser.
- 2 In the Address or Location bar, enter the machine's IP address as the URL, e.g. *http://192.168.48.21/*. The web page displays basic information about the machine and COMMAND CENTER as well as the current status of the machine.



- 3 Select a category from the navigation bar on the left to view and set values for that particular category.
- 4 If administrator privileges have been enabled on the COMMAND CENTER, remember to enter the correct user name and password when trying to access the relevant screens.

## Advanced TCP/IP Setting

### Advanced > Protocols > TCP/IP > General page

This page allows you to edit the settings that are required for network printing and sending E-mail. Restart the machine to register any changed settings.

The screenshot shows the Kyocera Command Center interface. At the top, the 'Advanced' tab is selected in the navigation bar. The left sidebar shows a tree view with 'TCP/IP' highlighted. The main content area displays the 'TCP/IP General' settings page. The settings are organized into two columns:

Setting	Value
Host Name	KMSD1CFD
IP Address	192.168.48.21
Subnet Mask	255.255.255.0
Default Gateway	192.168.48.254
DHCP/BOOTP	<input checked="" type="radio"/> On <input type="radio"/> Off
RARP	<input checked="" type="radio"/> On <input type="radio"/> Off
DNS Server (Primary)	192.168.48.248
DNS Server (Secondary)	192.168.48.252
Domain Name	abcdnet.com
WINS Server (Primary)	192.168.48.248
WINS Server (Secondary)	192.168.48.252
Scope ID	
FTP Status Check	<input type="radio"/> On <input checked="" type="radio"/> Off

At the bottom of the page, there are 'Submit' and 'Cancel' buttons.

The table below lists the settings displayed on the TCP/IP General Settings page.

Item	Description
<b>Host Name</b>	Specifies a name for the machine system network component. This name is also used as the NetBEUI Printer Name and the SNMP sysName object.
<b>IP Address</b>	Assigns the Internet Protocol address on the machine system network component. The format of the IP Address is four-byte (32-bit) numbers separated by dots, e.g. <i>192.168.48.21</i> .
<b>Subnet Mask</b>	Specifies the subnet mask configured on the machine system network component. If the machine system does not automatically assign a usable default value and the first number in the IP address is from 192 to 254, then use 255.255.255.0 as the subnet mask.
<b>Default Gateway</b>	The IP address of the gateway router for the local network.
<b>DHCP/BOOTP</b>	Identifies how the machine obtains its IP configuration: DHCP/BOOTP: automatic configuration via a BOOTP server or a DHCP server.
<b>RARP</b>	Automatic configuration using the Reverse Address Resolution Protocol.
<b>DNS Server (Primary, Secondary)</b>	The IP address of the primary and secondary Domain Name System (DNS) servers.

Item	Description
<b>Domain Name</b>	The Domain Name System (DNS) to which the machine system belongs, such as abcdnet.com. It should not include the host machine name.
<b>WINS Server (Primary, Secondary)</b>	The IP address of the primary and secondary Windows Internet Name Service (WINS) servers.
<b>Scope ID</b>	This section determines the scope of IP addresses that a Windows server can grant or lease to any requesting network component. A DHCP server processes the machine system's discovery broadcasts and returns an IP address to it. The DHCP server may be set up to grant an IP address for a limited time (a temporary lease) or for an unlimited time (an unlimited lease), or it may be configured with a permanent address reservation for the machine system.
<b>FTP Status Check</b>	Enables or disables the FTP Status Check.

### E-mail Setting

The following procedure explains the method for attaching scanned data to an E-mail for transmission.

Scan to E-mail works within the following environments:

- It must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN.
- The SMTP settings must be completed. Use COMMAND CENTER to register the IP address and the host name of the SMTP server.
- There may be times when transmission is not possible due to the size of each E-mail item.

## Advanced &gt; E-mail &gt; SMTP &gt; General page

The scanner system network component offers E-mail functionality. SMTP is an embedded protocol to support this function. To use the E-mail function, the scanner system should be connected to an E-mail server using the POP3 protocol.

**KYOCERA COMMAND CENTER** KM-5050  
Status: OK

Start Basic Printer Scanner FAX Jobs **Advanced**

Advanced > E-mail: SMTP: General

### SMTP

General | E-mail Recipient 1 | E-mail Recipient 2 | E-mail Recipient 3

#### SMTP Protocol Settings

SMTP Protocol:  On  Off

SMTP Port Number:

SMTP Server Name:

SMTP Server Timeout:  seconds

Authentication Protocol:  On  POP before SMTP  Off

Authenticate as:  POP3 Account 1  
 POP3 Account 2  
 POP3 Account 3  
 Other

Login User Name:

Login Password:

POP before SMTP Timeout:  seconds

#### E-mail Settings

E-mail Size Limit:  KB

Sender Address:

Signature: 

```

////////////////////////////////////
%printer [%serial]
HostName : %host
IP Addr : %ip
////////////////////////////////////
```

#### Domain Restriction Settings

Domain Restriction:  Off  
 Reject  
 Permit

Domain Name  
1

The table below lists the settings displayed on the SMTP Protocol Settings page.

Item	Description
<b>SMTP Protocol</b>	Enables or disables SMTP protocol. To use E-mail, this protocol must be enabled.
<b>SMTP Port Number</b>	Set the SMTP Port Number or use the SMTP default port 25.
<b>SMTP Server Name</b>	Enter the SMTP server name or its IP address. The maximum length of the SMTP server name and IP address is 62 characters. If entering the name, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab.
<b>SMTP Server Timeout</b>	Enter the default time out for the server in seconds.
<b>Authentication Protocol</b>	Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000.
<b>Authenticate as</b>	Authentication can be set from three POP3 accounts or you can choose a different account.
<b>Login User Name</b>	When Other is selected for Authenticate, the login user name set here will be used for SMTP authentication. The maximum length of the login user name is 62 characters.
<b>Login Password</b>	When Other is selected for Authenticate, the password set here will be used for authentication. The maximum length of the login password is 62 characters.
<b>POP before SMTP Timeout</b>	Enter the timeout (in seconds) if you chose POP before SMTP as the Authentication Protocol.
<b>Test</b>	This will test if the SMTP connection can be successfully established.
<b>E-mail Size Limit</b>	Enter the maximum size of E-mail that can be sent in kilobytes. When the value is 0, the limitation for E-mail size is disabled.
<b>Sender Address</b>	Enter the E-mail address of the person responsible for the scanner system, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 126 characters.
<b>Signature</b>	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 126 characters.
<b>Domain Restriction</b>	Enter the domain names that can be permitted or rejected. The maximum length of the domain name is 30 characters. You can also specify E-mail addresses.

## Enabling SMB Function

The SMB function enables scanned images to be stored as individual files in a folder on your PC.

The SMB parameters can be set through the COMMAND CENTER.

The following information about each server needs to be registered on this machine.

- Login user name (using operation panel)
- Password (using operation panel)
- Host name or IP address of the PC
- Port number (normally 139)
- Path (path from the home directory of the PC to the folder for storage)
- Shares the destination's PC folder

Login user name and Login password are identical to the Windows User logon on the PC from which the accessed folder is stored. User access rights for the machine to the necessary folder should be registered within Windows on that PC.

### Scanner > SMB page

The screenshot shows the KYOCERA COMMAND CENTER interface. At the top, there is a navigation bar with tabs: Start, Basic, Printer, **Scanner**, FAX, Jobs, and Advanced. The 'Scanner' tab is selected and highlighted with a red box. Below the navigation bar, there is a sidebar menu with options: Scanner, Defaults, FTP, **SMB**, and E-mail. The 'SMB' option is highlighted with a red box. The main content area is titled 'SMB' and contains 'SMB Protocol Settings'. It includes a radio button for 'SMB Protocol' set to 'On' (with 'Off' as an alternative) and a text input field for 'SMB Port Number' containing '139'. At the bottom of the settings area, there are 'Submit' and 'Cancel' buttons.

The table below lists the settings displayed on the scanner SMB page.

Item	Description
<b>SMB Protocol</b>	Switches the SMB Protocol on or off.
<b>SMB Port Number</b>	You can enter the port number to be used by SMB.

## Enabling FTP Function

The FTP transmission function converts the data of originals scanned on this machine to the PDF, TIFF, or JPEG format and uploads it directly to an FTP server.

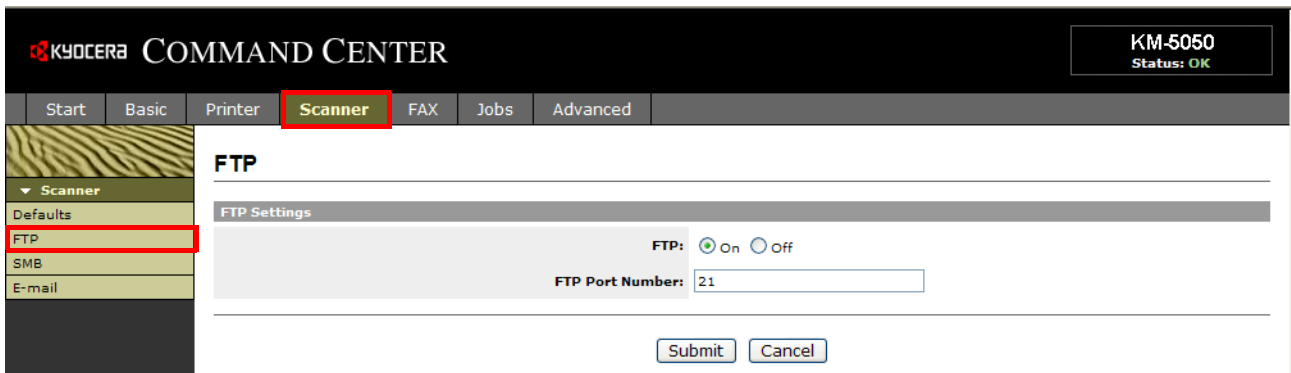
The FTP parameters can be set through the COMMAND CENTER.

The following information is required about each server in order to register them on this machine. If you are unsure about this information, seek help from the server administrator.

- Login user name (using operation panel)
- Password (using operation panel)
- Host name or IP address of FTP server
- Port number (normally 21)
- Path (path from the home directory of the FTP server to the folder for storage)
- Shares the FTP server

Login user name and Login password are identical to the FTP User login. The FTP user account for the machine needs to be installed and administrated at the FTP server.

### Scanner > FTP page



The table below lists the settings displayed on the scanner FTP page.

Item	Description
FTP	Switches FTP on or off.
FTP Port Number	You can enter the port number to be used by FTP.



## Registering the Address Book

This machine has an address book function. When an E-mail address, the path to a PC folder (SMB), FTP server's path, and FAX number are registered in the address book, it can transmit directly from the operation panel.

### Basic > Address Book page

The Address Book page allows you to add, edit or delete Contacts or Groups.

The screenshot shows the KYOCERA COMMAND CENTER interface. The top navigation bar includes 'Start', 'Basic', 'Printer', 'Scanner', 'FAX', 'Jobs', and 'Advanced'. The 'Basic' menu is expanded, showing 'Basic', 'Security', 'Network', 'Time', 'Reset', 'Device Defaults', and 'Address Book'. The 'Address Book' menu item is highlighted. The main content area is titled 'Address Book Contacts' and includes a 'Contact Summary' section with 'Number of Contacts: 1'. Below this is an 'Address List' table with one entry. The 'Add Contact' link is circled in red.

<input type="checkbox"/>	Number	Name
<input type="checkbox"/>	1	

### Adding a New Contact

- 1 Open the **Address Book Contacts** page.
- 2 Click **Add Contact** and enter the information for the contact. You can specify a fax number even if the FAX System is not installed.
- 3 Click **Submit**.

**KYOCERA COMMAND CENTER** KM-5050  
Status: OK

Start **Basic** Printer Scanner FAX Jobs Advanced

Basic > Address Book: Contacts: Add

### Address Book Contacts - Add

Contacts | Groups

**Contact Information**

Number:   
Name:

**E-mail**

E-mail Address:

**SMB**

Host Name:   
Note:  
To Specify a port, add the port number following the IP Address separated by a colon (ex.: 192.168.0.1:23).  
Path:

**FTP**

Host Name:   
Note:  
To Specify a port, add the port number following the IP Address separated by a colon (ex.: 192.168.0.1:23).  
Path:

**FAX**

FAX Number:   
Transmit Start Speed:   
ECM:  On  Off  
Sub Address:   
Password:   
Encryption Key No.:   
Encryption Box:  On  Off  
Encryption Box No.:

[Back to the previous page.](#)

The table below lists the settings displayed on the Address Book Contacts Add page.

Item	Description
<b>Number</b>	Select the number of this address book.
<b>Name</b>	Enter the registration name.
<b>E-Mail Address</b>	Enter the E-mail address.
<b>Host Name</b>	Enter the PC (FTP server) name or IP address of PC (FTP server).
<b>Path</b>	Enter the path of the required folder for uploading data. For example, to store data in the ScannerData folder in the home directory, enter <code>\ScannerData</code> .
<b>FAX Number</b>	Enter the recipient's fax number.
<b>Transmit Start Speed</b>	Selects the initial fax transmission speed.
<b>ECM</b>	Switches the ECM communication on or off.
<b>Sub Address</b>	Enter the subaddress for subaddress confidential communication.
<b>Password</b>	Enter the password for subaddress confidential communication.
<b>Encryption Key No.</b>	Selects the encryption key number to use in the encrypted communication.
<b>Encryption Box</b>	Switches the encryption box on or off to register the fax's encryption box information.
<b>Encryption Box No.</b>	Enter the encryption box number.

#### Editing a Contact

- 1** Open the **Address Book Contacts** page.
- 2** Click the **Number** or **Name** of the contact.
- 3** Modify the information of the contact.
- 4** Click **Submit**.

#### Adding a New Group

- 1** Open the **Address Book Groups** page.
- 2** Click **Add Group** and enter the information of the user to be used for the User Login.
- 3** Enter the number and name of the group.
- 4** Click **Submit**.

### Editing the Group

- 1 Open the **Address Book Groups** page.
- 2 Click the **Group Number** or **Group Name** of the group to be edited.
- 3 Click **Add Members** to add the contacts to the group or click **Delete Members** to delete the contacts from the group. You can only add one SMB or FTP address to a group.
- 4 Click Submit.

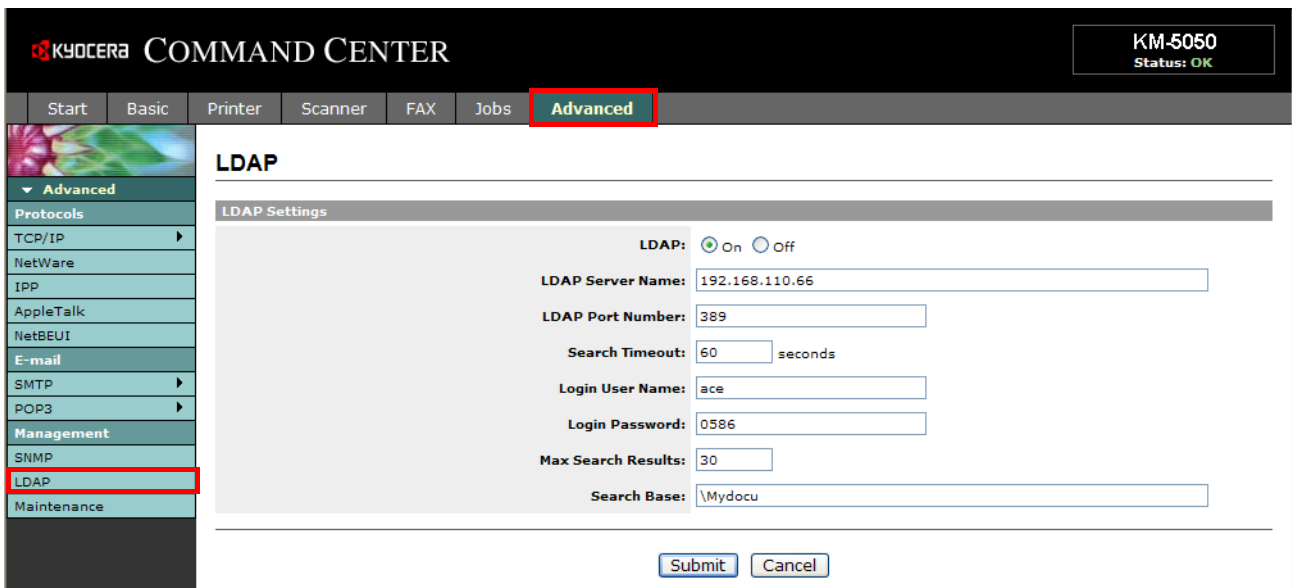
### Registering External Address Book

This machine can refer to an address book on the LDAP server as an external address book and assign a fax number and E-mail address to the destination.

To use the external address book:

- 1 Register an address book on the LDAP server. For details, refer to the Windows help.
- 2 Enable LDAP parameters in COMMAND CENTER.

### Advanced > Management > LDAP page



The table below lists the settings displayed on the LDAP page.

Item	Description
<b>LDAP</b>	Enables or disables access to the LDAP server.
<b>LDAP Server Name</b>	Specifies a name or IP address for the LDAP server.
<b>LDAP Port Number</b>	Specifies a port number for LDAP or use the LDAP default port 389.
<b>Search Timeout</b>	Specifies a period of time for searching the LDAP server.
<b>Login User Name</b>	Specifies the user name to login to the LDAP server.
<b>Login Password</b>	Specifies the password to login to the LDAP server.
<b>Max Search Results</b>	Specifies a maximum number of displayed results which have been searched on the LDAP address book.
<b>Search Base</b>	Specifies a base object which indicates the starting point in the tree structure of the database for the LDAP directory searching.

## User Login Administration

User login administration specifies how the user access is administered on this machine. Enter correct login user name and password for user authentication to log in.

Access privileges are in two types - User and Administrator. Certain items in System Menu can be modified only by administrators.

### Enabling/Disabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

Item	Description
Local Authentication	User authentication based on user property on the local user list stored in the machine
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

- 1** Press the **System Menu** key.
- 2** Press [User Login/Job Accounting].
- 3** If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

---

**NOTE:** The login user name and password are for default users with administrator rights.

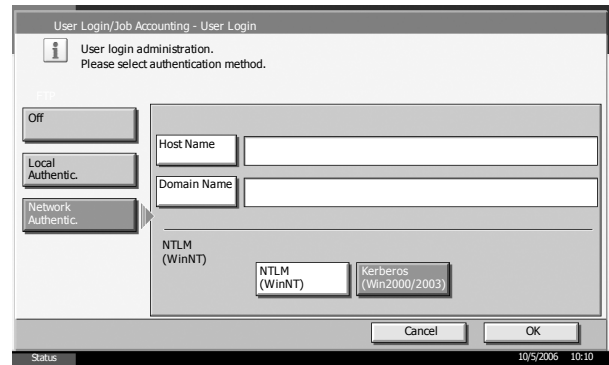
---

- 4** Press [Next] of *User Login* Setting and then [Change] of *User Login*.

- 5** Select [Local Authentic.] or [Network Authentic.]. Select [Off] to disable user login administration.

If you select [Network Authentic.], enter the host name (62 characters or less) and domain name (254

characters or less) for the Authentication Server. Select [NTLM(WinNT)] or [Kerberos(Win2000/2003)] as the authentication method.



**NOTE:** If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Clock time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

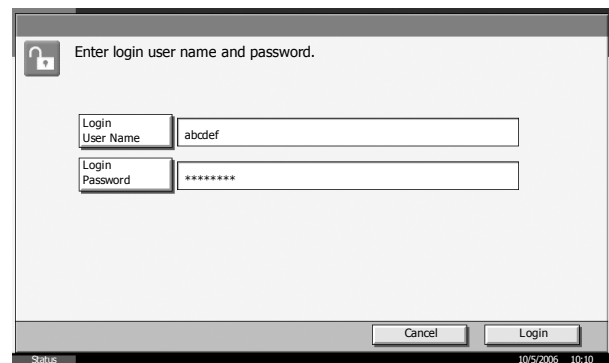
- 6** Press [OK].

## Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

### Login

- 1** If the screen below appears during the operations, press [Login User Name].



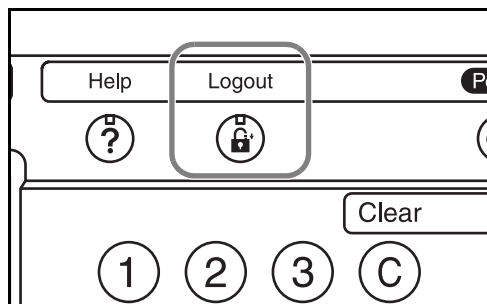
- 2** Enter the login user name and press [OK].

**NOTE:** Refer to the *Character Entry Method* for details on entering characters.

- 3** Press [Login Password].
- 4** Enter the password and press [OK].
- 5** Check the login user name and password are correct, and press [Login].

**Logout**

To log out the machine, press the Logout key to return to the login user name/password entry screen.





## Installing Software

Install appropriate software on your PC from the Product Library CD-ROM that is included if you want to use the printer function of this machine or perform TWAIN transmission or FAX transmission from your PC.

---

**NOTE:** Installation on Windows XP, Windows NT 4.0/2000 and Server 2003 must be installed by a user logged on with administrator privileges. Plug and Play is disabled on this device when in Sleep Mode. Wake the device from Sleep Mode before continuing. See *Sleep and Auto Sleep* on page 3-4.

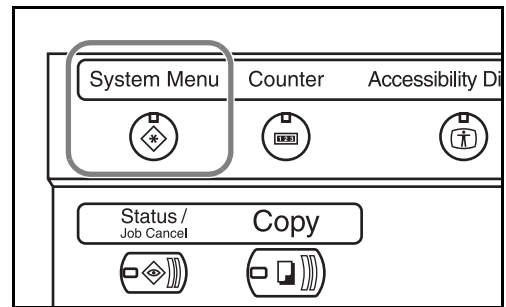
---

## Selecting Default Screen (Optional)

Select the default screen (on the touch panel) to appear following the opening screen after power-on. The default screen is selectable from among the following.

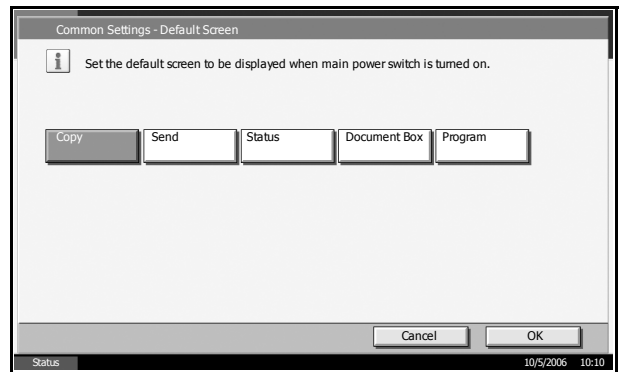
Default screen	Screen appearing immediately after power-on.
Copy	Default screen for copying (screen to appear when the <b>Copy</b> key is pressed)
Send	Default screen for sending (screen to appear when the <b>Send</b> key is pressed)
Status	Default screen for status/job cancel (screen to appear when the <b>Status/Job Cancel</b> key is pressed)
Document box	Default screen for document box (screen to appear when the <b>Document Box</b> key is pressed)
Program	Default screen for program (screen to appear when the <b>Program</b> key is pressed)

**1** Press the **System Menu** key.



**2** Press [Common Settings] and then [Change] of *Default Screen*.

**3** Select the desired default screen.



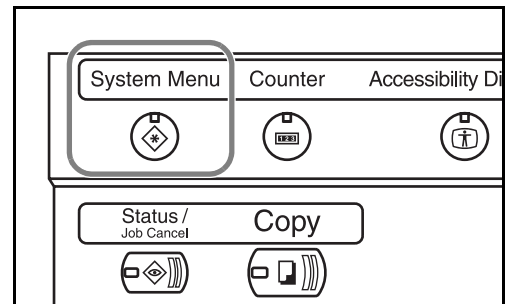
**4** Press [OK].

**5** When exiting, press [Close] repeatedly to return to the *System Menu* screen.

## Changing Language (Optional)

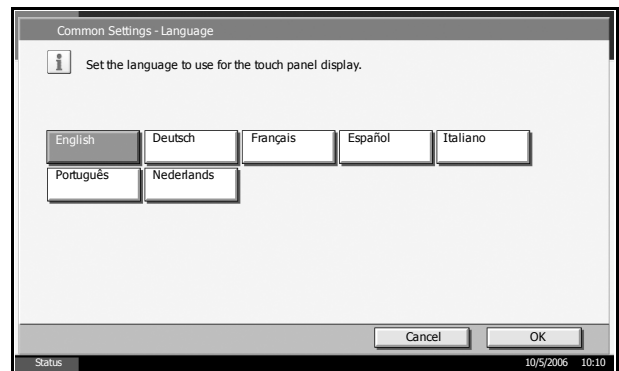
Follow the steps below to change the language to appear on the touch panel.

- 1** Press the **System Menu** key.



- 2** Press [Common Settings] and then [Change] of *Language*.

- 3** Press the key for the language you wish to use.



- 4** The message instructing you to turn the power off and on appears, press [OK].

- 5** Press the **Power** key on the operation panel. Check that the **Power** key and the memory indicator are off. After this, turn on the main power switch again.

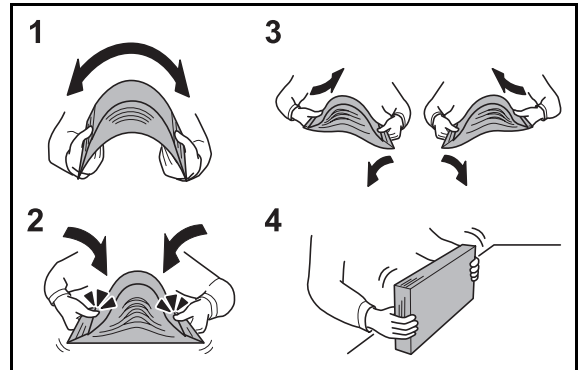
Touch panel language will be changed.

## Loading Paper

As standard, paper can be loaded in the two drawers of cassettes and the Multi Purpose Tray. As options, 2 paper feeders and the side feeder of 3,000 sheets capacity are also available (refer to *Chapter 4 Options*).

### Before Loading Paper

When you open a new package of paper, fan through the sheets to separate them slightly prior to loading in the following steps.



- 1** Bend the whole set of papers to swell them in the middle.
- 2** Hold the papers at both ends and stretch them while giving a swell over the entire papers.
- 3** Raise the right and left hands alternately to create a gap and feed air between the papers.
- 4** Finally, align the papers on a level, flat table.

If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause paper jam.

---

**CAUTION:** If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

---

---

**NOTE:** If print outputs are curled or not neatly stapled, turn the papers in the cassette upside down.

---

Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problem. Seal any remaining paper after loading the Multi Purpose Tray or cassette in the paper storage bag.

If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

---

**NOTE:** If you use special paper such as letterheads, paper with holes or paper with pre-prints like logo or company name.

---

## Loading Paper in the Cassettes

Up to 500 sheets of standard paper (80 g/m<sup>2</sup>) or colored paper may be loaded in each of the standard two drawers of cassettes.

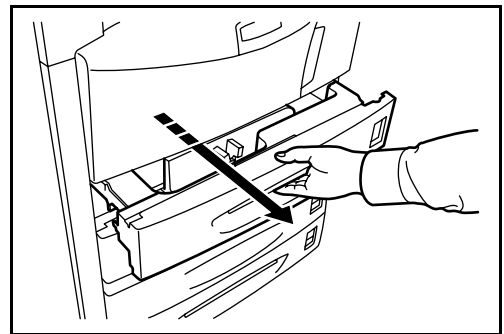
The following paper sizes are supported: Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, A4, A4-R, B5-R, A5-R, Folio, 8K, 16K, and 16K-R.

- 1** Pull the cassette out toward you until it stops.

---

**NOTE:** Do not pull out more than one cassette at a time.

---

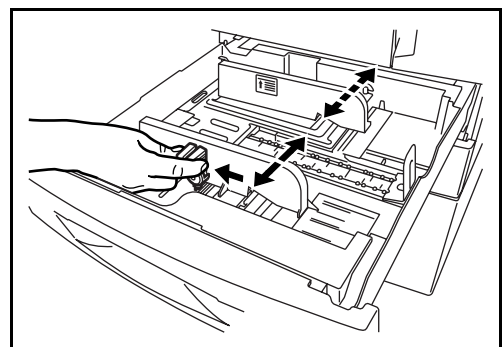


- 2** Holding the paper width adjusting tab, move the paper width guide to fit the paper.

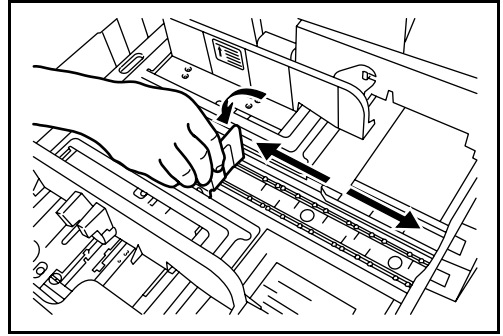
---

**NOTE:** Paper sizes are marked on the cassette.

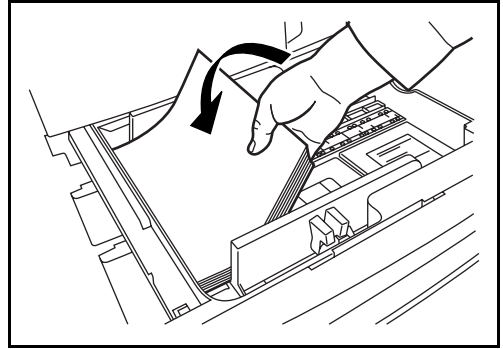
---



- 3** Using the paper length adjusting tab, move the plate to fit the paper.



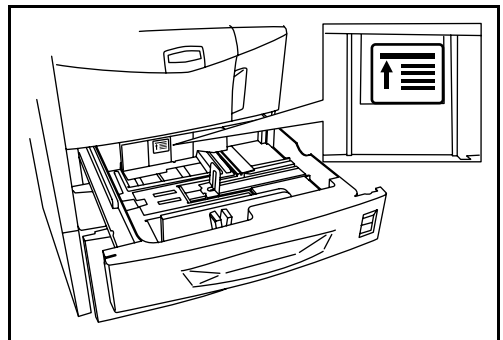
- 4** Align the paper flush against the left side of the cassette.



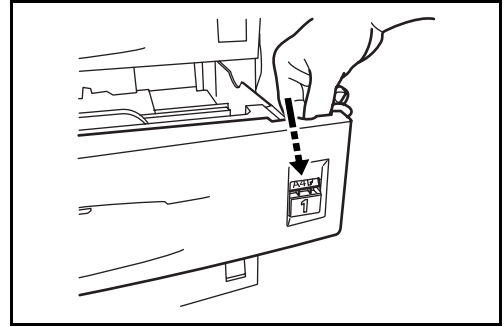
---

**IMPORTANT:**

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
  - Ensure that the loaded paper does not exceed the level indicated (see illustration below).
  - When loading the paper, keep the side toward the sealed side facing up.
  - Paper length and width guides must be adjusted to the paper size. Loading the paper without adjusting these guides may cause skewed feeding and paper jams.
  - Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.
- 



- 5** Insert the appropriate paper size card in the slot to indicate the size of the paper inside.



- 6** Gently push the cassette back in.

---

**NOTE:** If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the original package.

---

- 7** Select the type of the paper (plain, recycled, etc.) loaded in the cassette. (Refer to *Selecting Paper Size and Type to the Cassettes* on page 2-36).

### Loading Paper in the Multi Purpose Tray

Up to 200 sheets of plain paper (80 g/m<sup>2</sup>) may be loaded in the Multi Purpose Tray.

The Multi Purpose Tray accepts the paper sizes from A3 to Hagaki and from Ledger to Statement-R. Be sure to use the Multi Purpose Tray when you print on any special paper.

---

**NOTE:** The capacity of the Multi Purpose Tray is as follows.

---

- Thick paper (120 g/m<sup>2</sup>): 130 sheets
- Thick paper (160 g/m<sup>2</sup>), Japanese noshi paper: 100 sheets
- Thick paper (200 g/m<sup>2</sup>), Rough paper (45 g/m<sup>2</sup>): 50 sheets
- Hagaki: 80 sheets
- OHP film: 25 sheets
- Envelope DL, Envelope C5, Comm. #10, Monarch, Youkei 4, Youkei 2 : 20 sheets

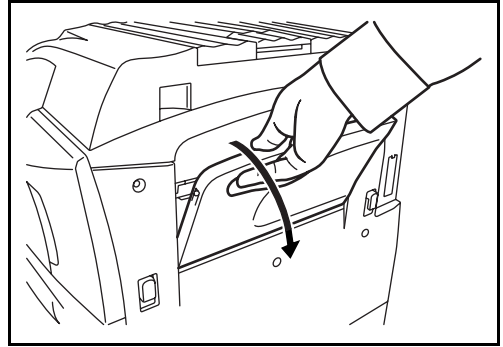
---

**NOTE:** When you load custom size paper, enter the paper size by referring to *Selecting Paper Size and Type to the Multi Purpose Tray* on page 2-38.

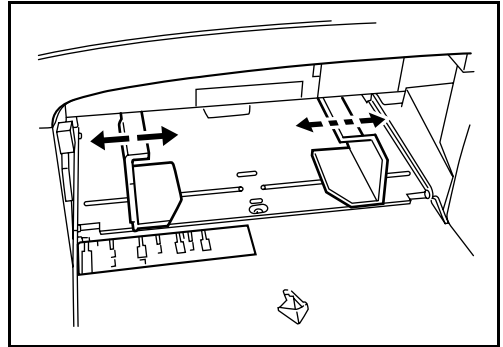
When you use special paper such as transparency or thick paper, select the media type by referring to *Selecting Paper Size and Type to the Multi Purpose Tray* on page 2-38.

---

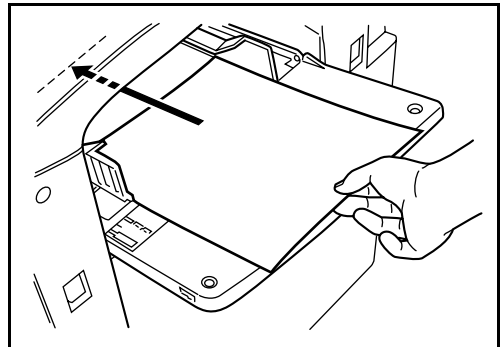
**1** Open the Multi Purpose Tray.



**2** Adjust the paper width guides to the width of the paper.



**3** Insert the paper along the paper width guides into the tray until it stops.



**IMPORTANT:** Keep the side toward the sealed side facing up.  
Curled paper must be uncurled before use.  
Straighten the top edge if it is curled.

### Loading Envelopes

Up to 20 envelopes may be loaded in the Multi Purpose Tray.

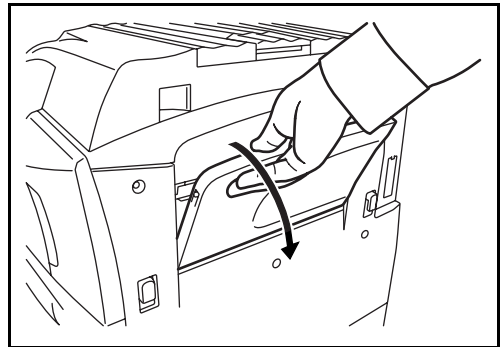
Acceptable envelope sizes are as follows.

Acceptable Envelope	Size
Monarch	3 1/8"×7 1/2"
Comm. #10	4 1/8"×9 1/2"
Envelope DL	110×220 (mm)

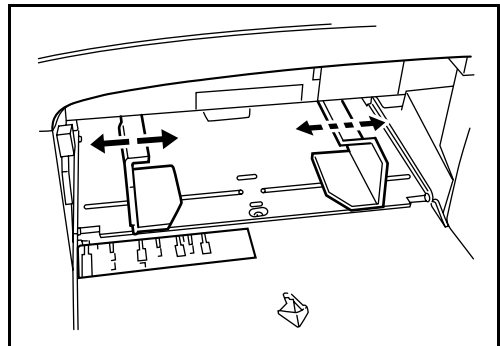


Acceptable Envelope	Size
Envelope C5	162×229 (mm)
Executive	7 1/4"×10 1/2"
Comm. #9	3 7/8"×8 7/8"
Comm. #6-3/4	3 5/8"×6 1/2"
ISO B5	176×250 (mm)
Envelope C4	229×324 (mm)
Oufuku Hagaki	200×148 (mm)
Youkei 2 Haguruma Envelope <i>Swiss-You 2 w/o border print WE-S2</i>	162×114 (mm)
Youkei 4 <i>LIFE E506B (w/o border print)</i>	234×105 (mm)

- 1** Open the Multi Purpose Tray.

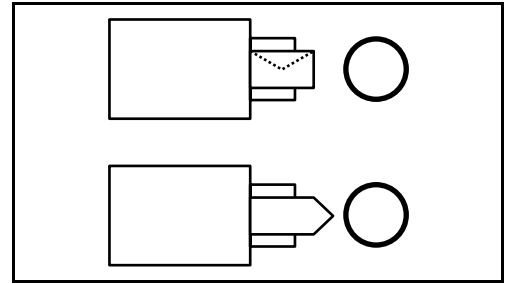


- 2** Adjust the paper width guides to the width of the envelope.



- 3** In the case of the landscape form envelope, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and with the flap positioned backward.

In the case of the portrait form envelope, open the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and with the flap positioned opposite to the entrance.



**IMPORTANT:** How to load envelope (orientation and facing) will differ depending on the type of envelope. Be sure to load it in a correct way. Otherwise printing may be done in wrong direction or on wrong face.

**NOTE:** When you load envelope in the Multi Purpose Tray, select the envelope type by referring to *Selecting Paper Size and Type to the Multi Purpose Tray* on page 2-38.

## Selecting Paper Size and Type

### Selecting Paper Size and Type to the Cassettes

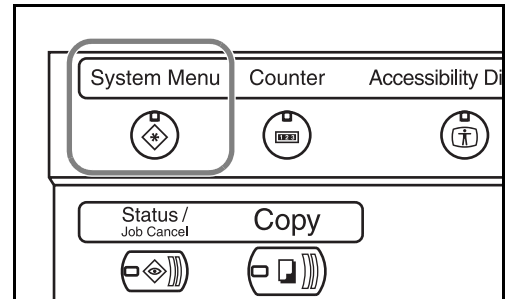
When you use the cassettes 1 or 2 or the optional side feeder (cassettes 3 and 4), select the paper size and media type you load.

When you use the optional side feeder (cassette 3) of up to 3,000 sheets capacity, select the media type only.

Selection Item		Selectable Size/Type
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in <i>Metric</i> size or in <i>Inch</i> size.
	Standard Size 1	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Ledger, Letter-R, Letter, Legal, Statement-R, 8.5×13.5" and Oficio II Metric size: A3, B4, A4, A4-R, B5, B5-R, A5-R, and Folio
	Standard Size 2	Select from the standard sizes not included in the Standard Size 1. Selectable paper sizes are as follows. Inch size: A3, B4, A4, A4-R, B5, B5-R, A5-R, and Folio, 8K, 16K-R and 16K Metric size: Ledger, Letter-R, Letter, Legal, Statement-R, 8.5×13.5" and Oficio II, 8K, 16K-R and 16K

Selection Item	Selectable Size/Type
Media Type	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality and Custom 1~8

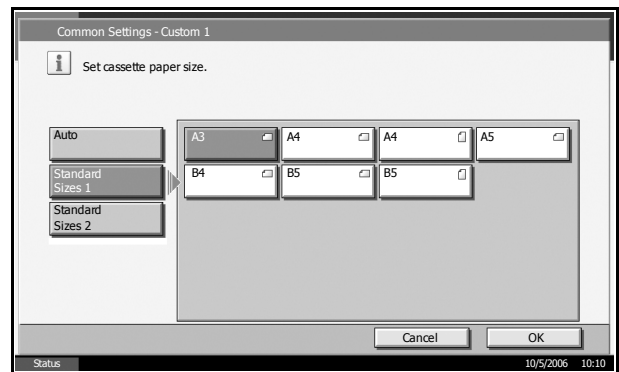
- 1** Press the **System Menu** key.



- 2** Press [Common Settings], [Change] of *Original/Paper Setup*, [Change] of *Cassette setting*, [Change] of the required paper source and then [Change] of *Paper Size*.

- 3** For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

To select the paper size, press [Standard Sizes 1] or [Standard Sizes 2] and select the paper size.



- 4** Press [OK].

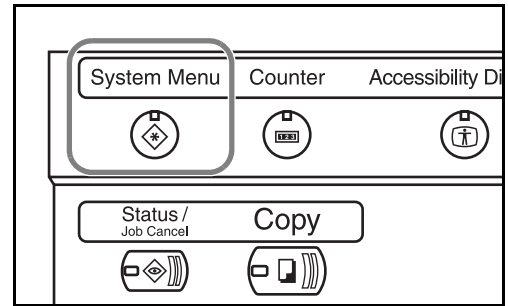
- 5** Press [Change] of *Media Type* and select the media type. Then press [OK].

**Selecting Paper Size and Type to the Multi Purpose Tray**

Select the paper size and media type when using the Multi Purpose Tray. You may select in advance the paper size and media type that will be used often.

Item		Description
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in <i>Metric</i> size or in <i>Inch</i> size.
	Standard Size 1	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 8.5×13.5", and Oficio II Metric size: A3, A4-R, A4, A5-R, A6-R B4-R, B5-R, B5, B6-R and Folio
	Standard Size 2	Select from the standard sizes not included in the Standard Size 1. Selectable paper sizes are as follows. Inch size: A3, A4-R, A4, A5-R, A6-R B4-R, B5-R, B5, B6-R and Folio, 8K, 16K-R and 16K Metric size: Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 8.5×13.5", and Oficio II, 8K, 16K-R and 16K
	Others	Select from special standard sizes and custom sizes. Selectable paper sizes are as follows. ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2
	Size Entry	Enter the size not included in the standard size. Selectable paper sizes are as follows. Inch size X (Horizontal): 5.83~17" (in 0.01" increments), Y (Vertical): 3.86~11.69" (in 0.01" increments) Metric size X (Horizontal): 148~432 mm (in 1mm increments), Y (Vertical): 98~297 mm (in 1mm increments)
Media Type		Selectable media types are as follows. Plain, Transparency, Rough, Vellum, Labels, Letterhead, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Envelope, Thick, High Quality and Custom 1~8

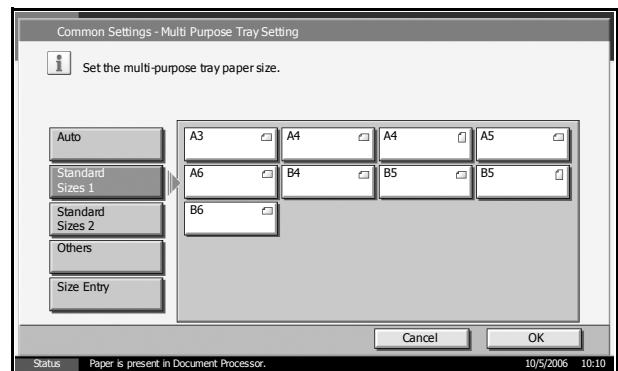
- 1** Press the **System Menu** key.



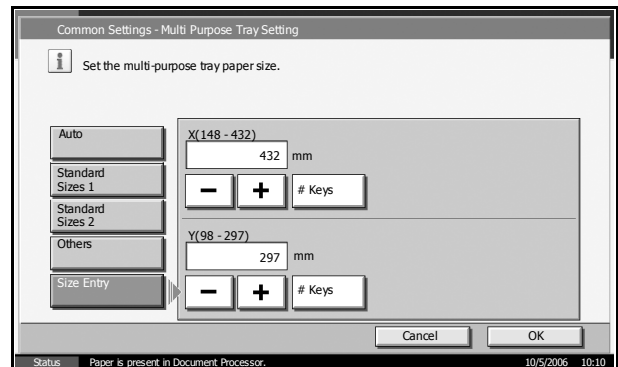
- 2** Press [Common Settings], [Change] of *Original/Paper Setup*, [Change] of *MP Tray Setting*, and then [Change] of *Paper Size*.

- 3** For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

To select the paper size, press any of [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] and select the paper size.



If you have chosen [Size Entry], press [+] or [-] to enter X (horizontal) and Y (vertical) sizes. You may enter the size directly using the numeric keys by pressing [# Keys].



- 4** Press [OK].
- 5** Press [Change] of *Media Type* and select the media type. Then press [OK].

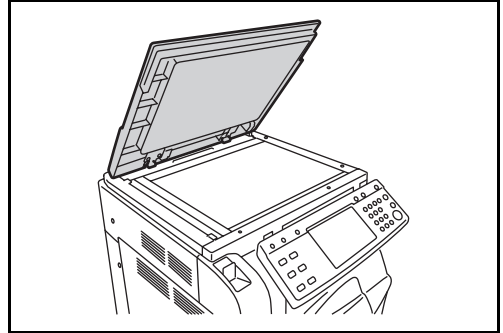
## Loading Originals

Follow the steps below to load originals for copying, sending or storing.

### Placing Originals on the Platen

You may place book or magazine on the platen in addition to ordinary sheet originals.

- 1 Open the original cover.



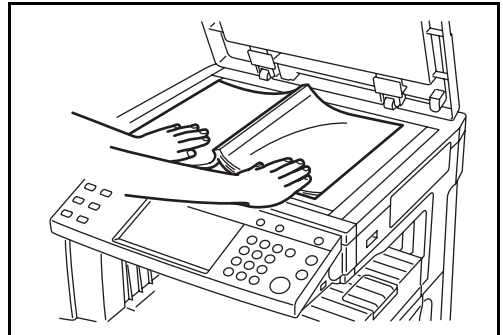
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**NOTE:** If the optional document processor is installed, open the document processor. Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

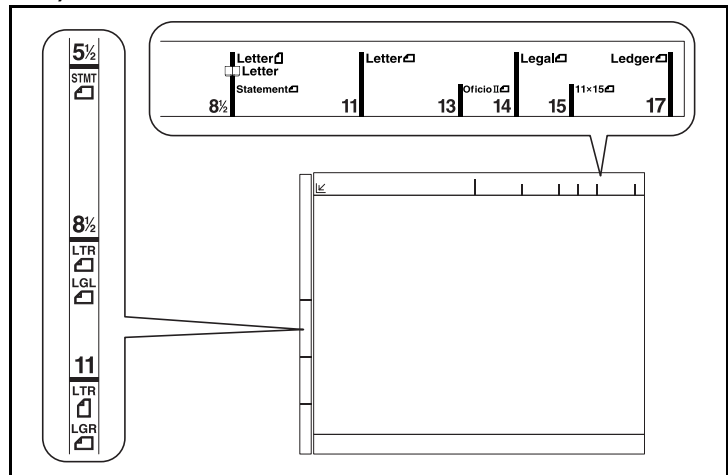
Keep the document processor open if the original is 40 mm or thicker.

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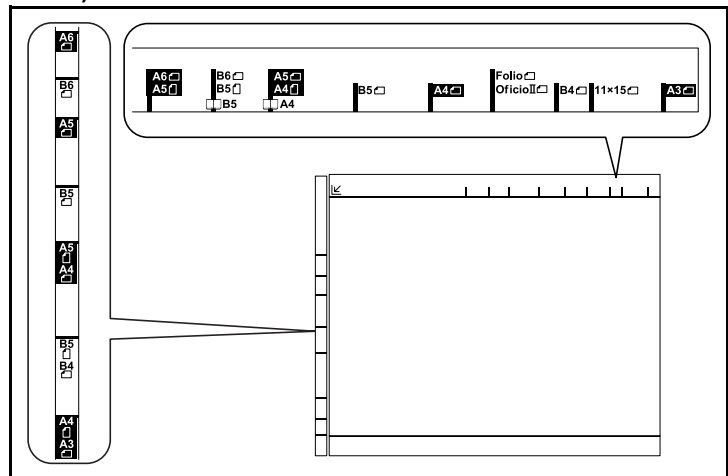
- 2 Place the original. Put the scanning side facedown and align it flush against the original size indicator plates with the back left corner as the reference point.



◆ Original size indicator plates  
(Inch models)



(Metric models)



**3** Close the original cover.

**CAUTION:** Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass.

**NOTE:** Shadows may be produced around the edges and in the middle of open-faced originals.

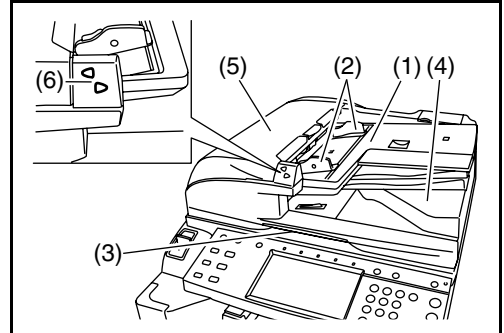


**CAUTION:** Do not leave the document processor open as there is a danger of personal injury.

## Loading Originals in the Document Processor

The optional document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

### Part Names of Document Processor



- (1) Original table
- (2) Original width guides
- (3) Opening handle
- (4) Original eject table
- (5) Top cover
- (6) Original placement indicator

### Originals Supported by the Document Processor

The document processor supports the following types of originals.

Weight	45 g/m <sup>2</sup> to 160 g/m <sup>2</sup>
Size	Maximum A3 to Minimum A5-R Maximum Ledger to Minimum Statement-R
Capacity	Plain paper (80 g/m <sup>2</sup> ), High quality paper (50 g/m <sup>2</sup> ), Colored paper, Recycled paper: 100 sheets (Mixed sized originals: 30 sheets) Thick paper (120 g/m <sup>2</sup> ): 66 sheets Thick paper (160 g/m <sup>2</sup> ): 50 sheets Art paper, Rough paper, Coated paper: 1 sheet High quality paper (110 g/m <sup>2</sup> ): 73 sheets

### Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals.

- Soft originals such as vinyl sheets
- Transparencies such as OHP film
- Carbon paper
- Originals with very slippery surfaces
- Originals with adhesive tape or glue
- Wet originals

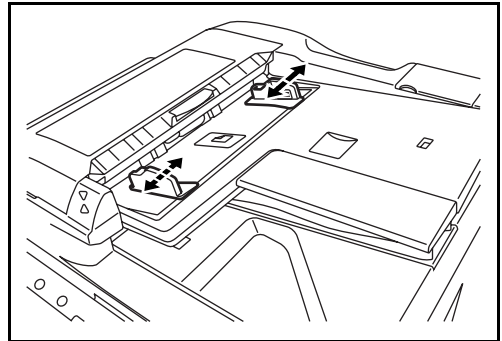


- Originals with correction fluid which is not dried
- Irregularly shaped (non-rectangular) originals
- Originals with cut-out sections
- Crumpled paper
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

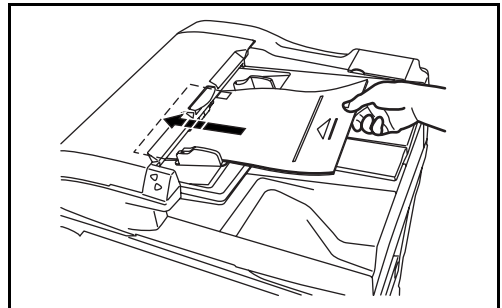
### How to Load Originals

**CAUTION:** Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.

- 1** Adjust the original width guides to fit the originals.



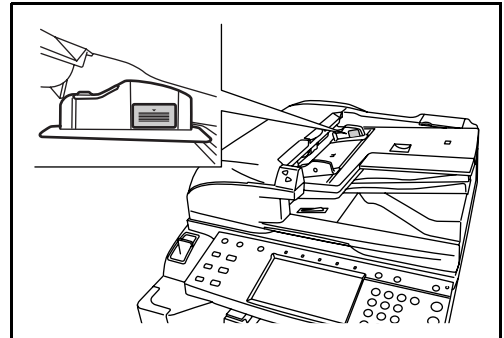
- 2** Place the originals. Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go. The originals placement indicator will be lit.



**CAUTION:** Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.

Ensure that loaded originals do not exceed the level indicated. Exceeding the maximum level may cause the originals to jam (see the figure below).

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).



# 3 Basic Operation

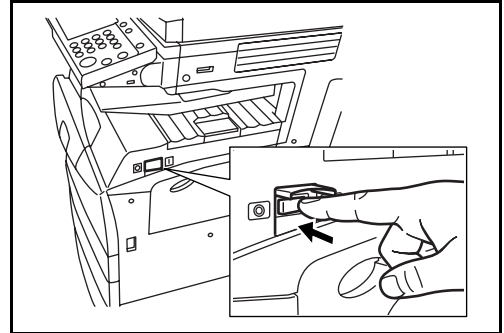
This chapter explains the following operations.

- Power On/Off..... 3-2
- Sleep and Auto Sleep..... 3-4
- Adjusting Operation Panel Angle ..... 3-5
- Touch Panel Display..... 3-6
- Copying ..... 3-7
- Printing - Printing from Applications ..... 3-18
- Sending ..... 3-19
- Specifying Destination ..... 3-33
- Using Document Box..... 3-36
- Printing a Document Stored in Removable USB  
Memory ..... 3-47
- Canceling/Viewing/Changing Job..... 3-49
- Checking Remaining Toner and Paper..... 3-53
- Quick Setup Screen ..... 3-54

## Power On/Off

### Power On

Open the main power switch cover and turn the main power switch on.



### Blinking/Lighting of each Key/Indicator

When turning on the main power switch, the Key/Indicator such as the **Copy** key or the **Send** key blinks.

**Blinking:** This function is in preparation. When each key is ready, the indicator lights out one by one.

**Light-out:** This function is ready.

**Light on:** This function is selected. *Copy* is selected as the default so that the **Copy** key/indicator lights on first.

---

**NOTE:** The key which indicator is off can be used even if any other key remains blinking.

---

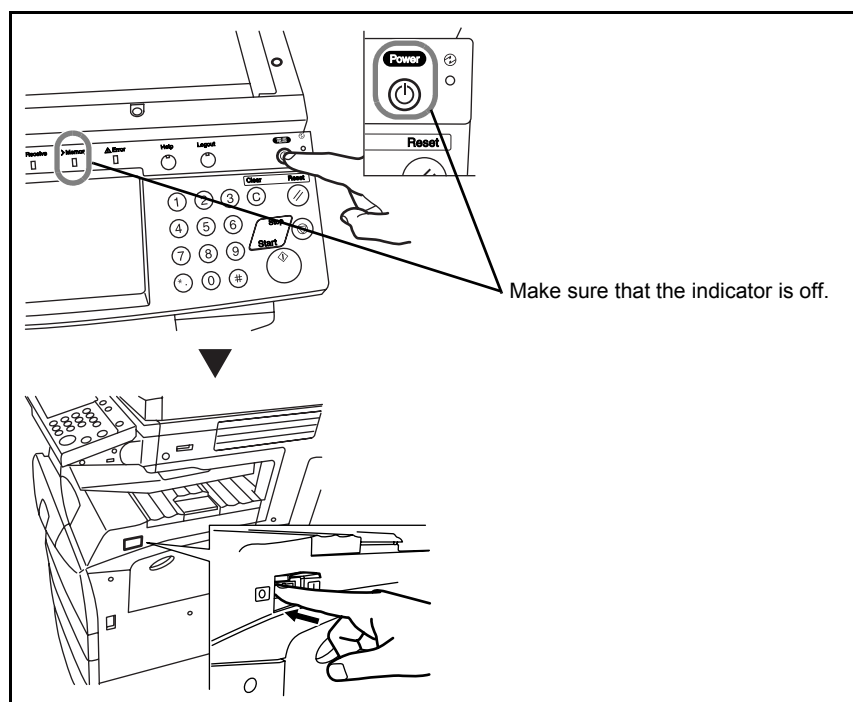
### Power Off

When turning off the main power switch, press the **Power** key on the operation panel to off. Make sure that the **Power** key and the memory indicator are off before turning off the main power switch.

---

**CAUTION:** Turning off the main power switch before pressing the **Power** key to off may cause damage to the standard internal hard disk.

---



#### In case of not using the machine for extended period of time



**CAUTION:** If the machine will not be used for hours (overnight, etc.), turn the main power switch off. If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes.

**CAUTION:** Do not turn the main power switch off when the optional fax kit is installed. If you turn the main power switch off, you cannot receive FAX messages.

## Sleep and Auto Sleep

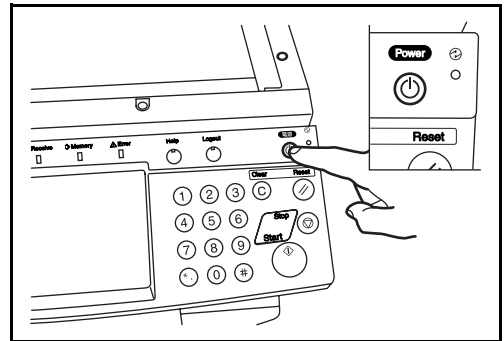
### Sleep

To enter Sleep, press the **Power** key. All indicators on the touch panel will go out to save power consumption except the Main Power indicator. This status refers to Sleep.

If print data is received during Sleep, the print job is performed while the touch panel remains unlit.

When using optional fax, received fax data is printed out also with the operation panel remaining unlit.

To resume, press the **Power** key. The machine will be ready to operate within 15 seconds.

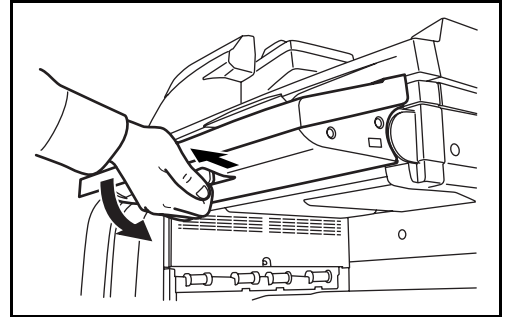


### Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time. The default preset time is 10 minutes for the 30 and 40 ppm models, and 15 minutes for the 50 ppm model.

## Adjusting Operation Panel Angle

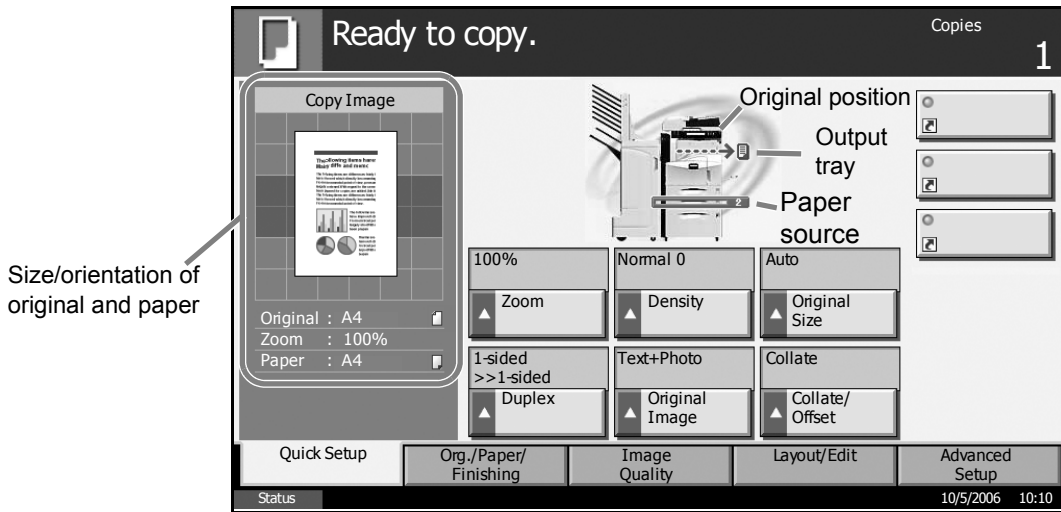
Adjust the angle of the operation panel in two steps by releasing the operation panel lock lever.



## Touch Panel Display

### Display of Originals and Paper

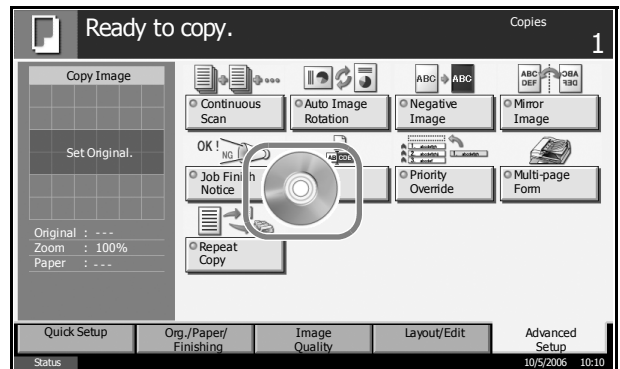
The touch panel displays the selected paper source and output tray.



### Display in Changing Screen

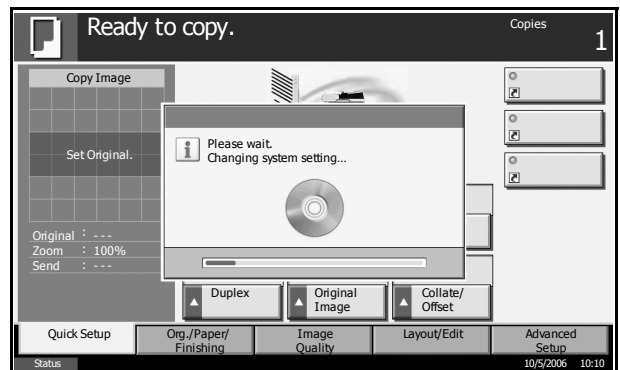
The stand-by display (icon) may appear when the touch panel screen is changed.

#### Normal stand-by display



#### Stand-by Display When System Menu Operation Is Completed

When the system menu operation is completed and another function (such as copying) is used, the display below appears.

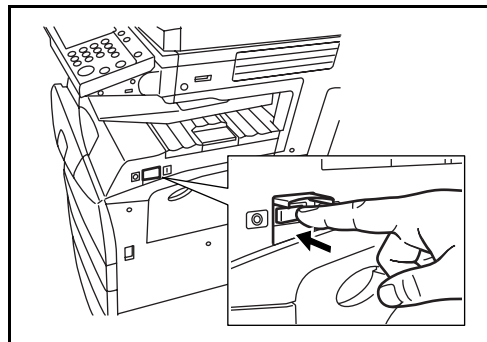




## Copying

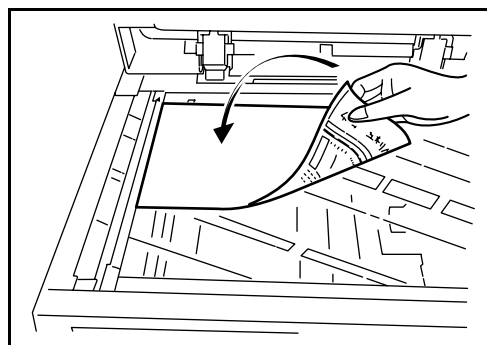
Follow the steps as below for basic copying.

- 1 Press the **Copy** key when the **Copy** key/indicator is off.



**NOTE:** If you place the original and press the **Start** key before the copier has warmed up, only the scanning is performed in advance and the copying job starts upon completion of the warm-up.

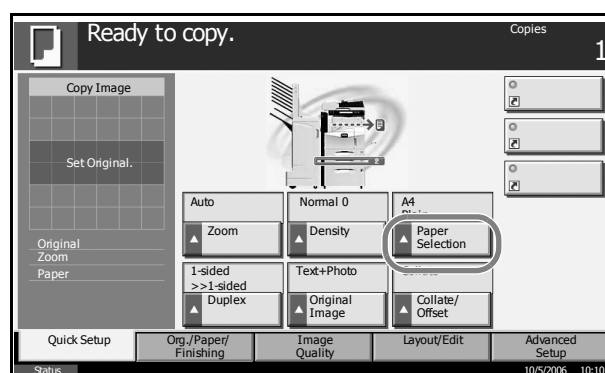
- 2 Place the originals on the platen or in the optional document processor.



**NOTE:** For loading instructions, refer to *Loading Originals on page 2-40*.

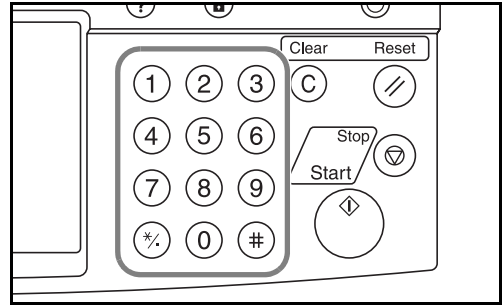
- 3 Check that [Auto] is selected of *Paper Selection* on the touch panel. Paper that matches the size of the original will be selected automatically.

To change the paper size, press [Paper Selection] and select desired paper source.

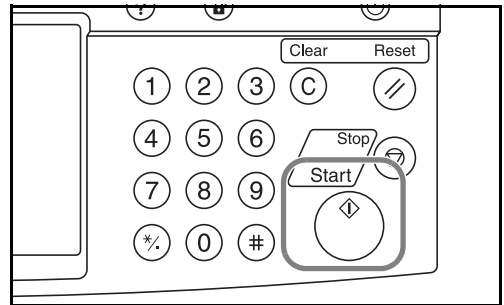


**NOTE:** Select paper size manually, if necessary, instead of using automatic paper selection.

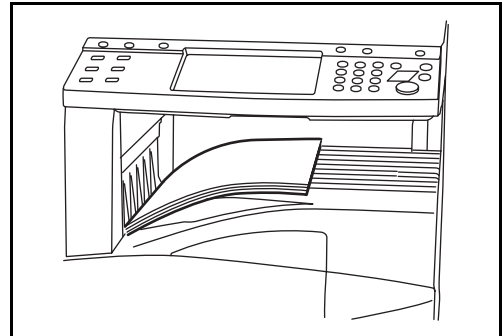
- 4** Use the numeric keys to enter the copy quantity. Specify desired number up to 999.



- 5** Press the **Start** key to start copy.



- 6** Remove the finished copies from the top tray.

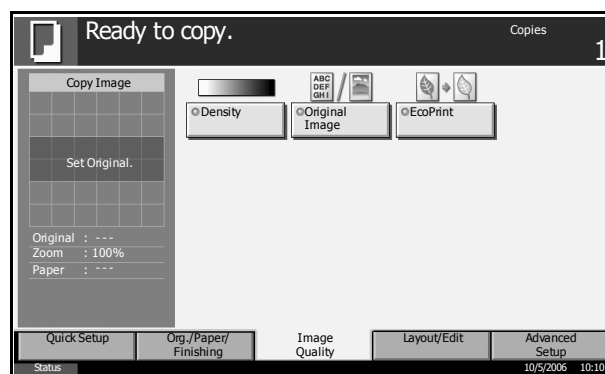


### Adjusting Density

Adjust the copy density.

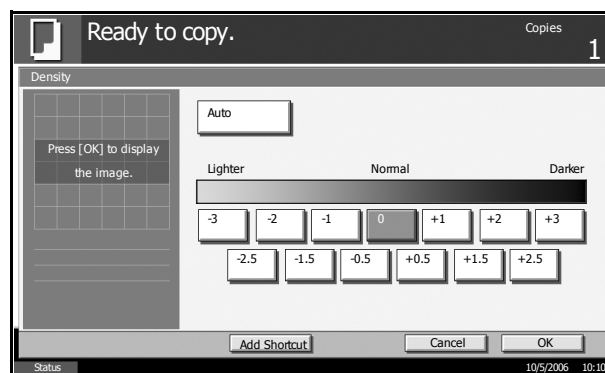
Density Adjustment Option	Description
Manual	Adjust density using the 7 or 13 levels.
Auto	Optimum density is selected depending on density of original.

- 1 Press [Image Quality] and then [Density].



- 2 Adjust density manually pressing [-3] (Lighter) to [+3] (Darker). You can change the density level [-3] (Lighter) to [+3] (Darker) by half a step.

To change density adjustment from Manual to Auto, press [Auto].



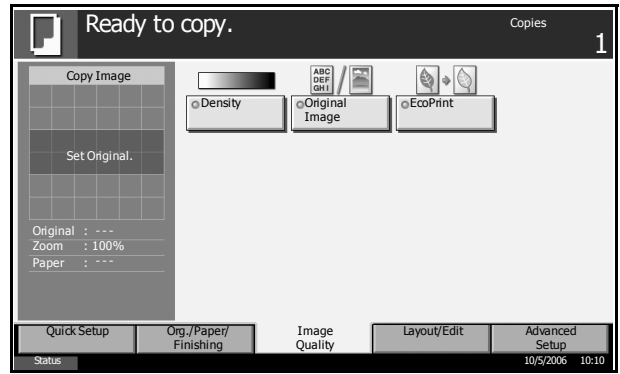
- 3 Press [OK].

## Selecting Image Quality

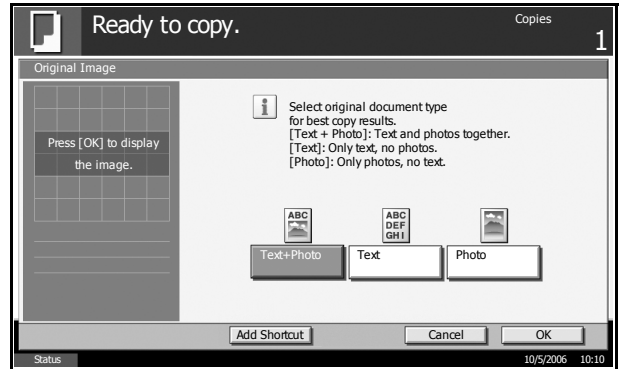
Select image quality suited to the type of original.

Image Quality Option	Description
Text+Photo	For originals with both text and photographs.
Text	For originals primarily consisting of text.
Photo	For originals primarily consisting of photographs.

- 1 Press [Image Quality] and then [Original Image].



- 2 Select the image quality.



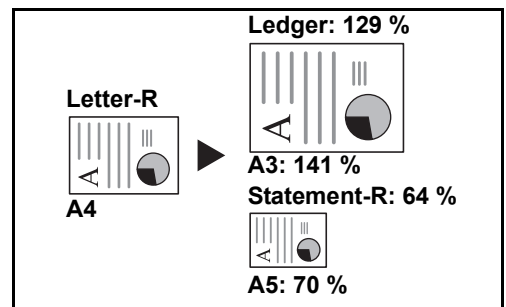
- 3 Press [OK].

## Zoom Copying

Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

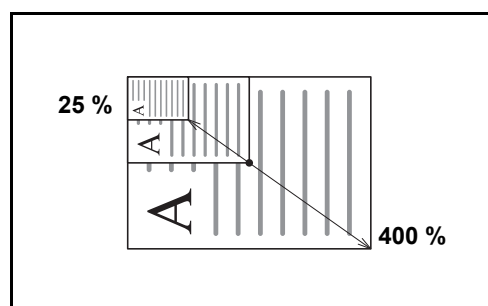
### Auto Zoom

Automatically reduces or enlarges the original image suited to the selected paper size.



### Manual Zoom

Manually reduces or enlarges the original image in 1% increment between 25 and 400%.



### Preset Zoom

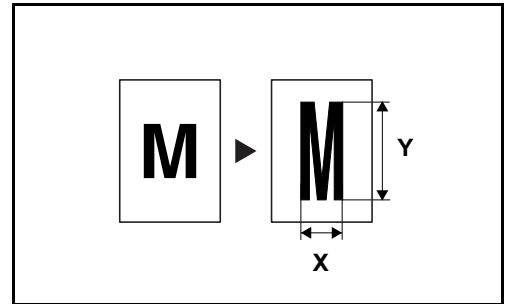
Reduces or enlarges at preset magnifications.

The following magnifications are available.

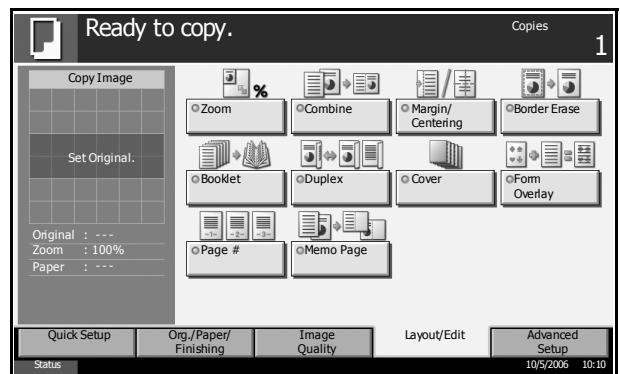
Model	Zoom Level (OriginalCopy)
Inch Models	100%, Auto, 400% (Max.), 200% (STMT>>Ledger), 154%(STMT>>Legal), 129% (Letter>>Ledger), 121% (Legal>>Ledger), 78% (Legal>>Letter), 77% (Ledger>>Legal), 64% (Ledger>>Letter), 50% (Ledger>>STMT), 25% (Min.)
Metric Models	100%, Auto, 400% (Max.), 200% (A5>>A3), 141% (A4>>A3, A5>>A4), 127% (Folio>>A3), 106% (11×15">>A3), 90% (Folio>>A4), 75% (11×15">>A4), 70% (A3>>A4, A4>>A5), 50%, 25% (Min.)
Metric Models (Asia Pacific)	100%, Auto, 400%, Max, 200% (A5>>A3), 141% (A4>>A3, B5>>B4), 122% (A4>>B4, A5>>B5), 115% (B4>>A3, B5>>A4), 86% (A3>>B4, A4>>B5), 81%(B4>>A4, B5>>A5), 70% (A3>>A4, B4>>B5), 50%, 25% (Min.)

### XY Zoom

Select vertical and horizontal magnifications individually. Reduce or enlarge original images in 1% increments between 25% and 400%.



- 1 Press [Layout/Edit] and then [Zoom].



- 2 Press [Standard Zoom] to use Auto Zoom.

Press [+] or [-] to change the displayed magnification as desired. You can also enter the magnification directly using the numeric keys by pressing [# Keys].

When using Preset Zoom, select the key of desired magnification.

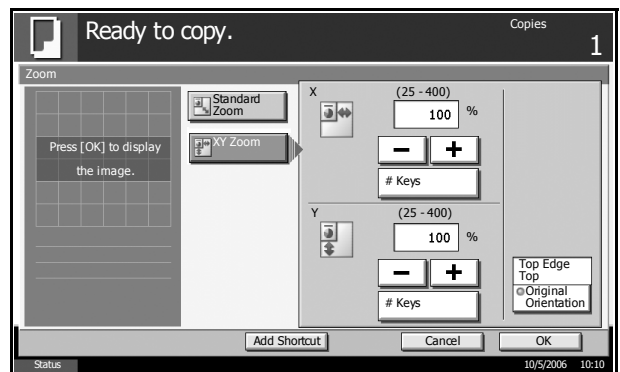
When using XY Zoom, press [XY Zoom].

Press [+] or [-] to change the displayed magnifications of X

(horizontal) and Y (vertical). You can also enter the magnification directly using the numeric keys by pressing [# Keys].

Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

- 3 Press [OK].

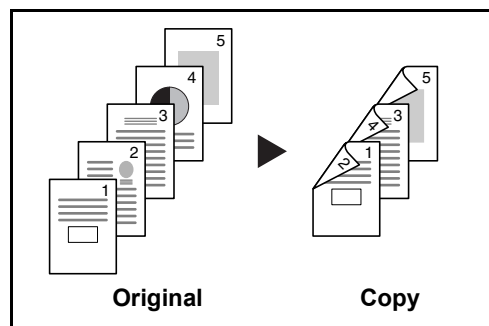


## Duplex Copying

Produce two-sided copies. The following duplex options are available.

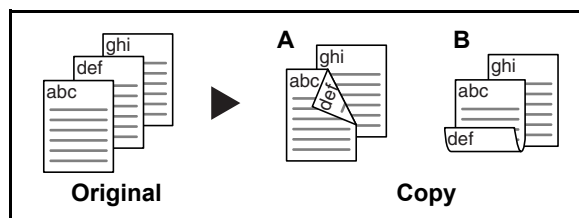
### One-sided to Two-sided

Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



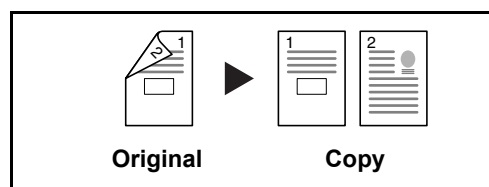
The following binding options are available.

- A Original Left/Right to *Binding Left/Right*: Images on the second sides are not rotated.
- B Original Left/Right to *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.



### Two-sided to One-sided

Copies each side of a two-sided original onto two individual sheets. Optional document processor is required.



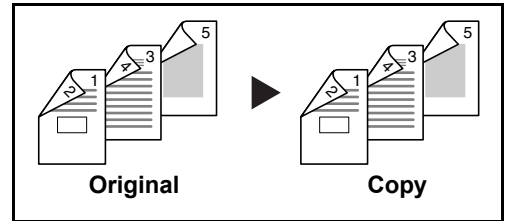
The following binding options are available.

*Binding Left/Right*: Images on the second sides are not rotated.

*Binding Top*: Images on the second sides are rotated 180°.

### Two-sided to Two-sided

Produces two-sided copies from two-sided originals. Optional document processor is required.



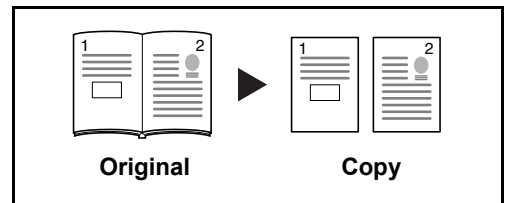
---

**NOTE:** The paper sizes supported in Two-sided to Two-sided are Ledger, Legal, Letter, Executive Statement-R, Oficio II, 8.5×13.5", A3, B4, A4, B5, A5-R and Folio.

---

### Book to One-sided

Produces a 1-sided copy of a 2-sided or open book original.



The following binding options are available.

*Binding Left:* Originals with facing pages are copied from left to right.

*Binding Right:* Originals with facing pages are copied from right to left.

---

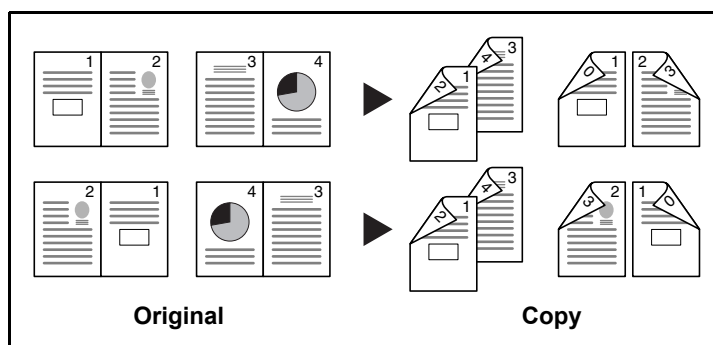
**NOTE:** The following sizes of originals and paper are supported in Two-sided to One-sided and Book to One-sided. Original: Ledger, Letter-R, A3, B4, A4-R, B5-R, A5-R and 8K. Paper: Letter, A4, B5 and 16K. You may change paper size and reduce or enlarge copy to match that size.

---



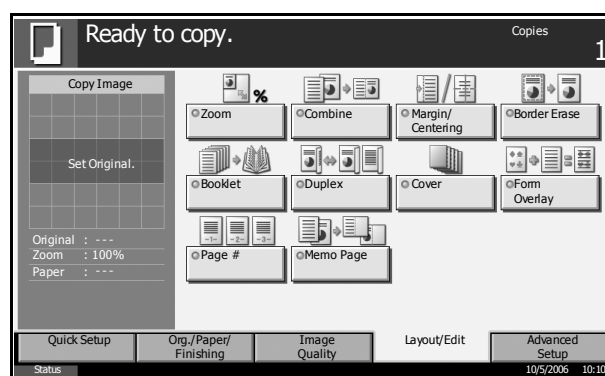
## Book to Two-sided

Produces two-sided copies from an open book original with facing pages.

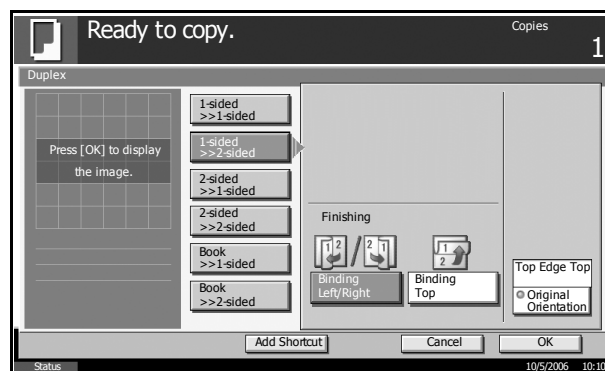


**NOTE:** The sizes of originals and paper supported in Book to Two-sided are Letter, A4, B5, and 16K.

- 1 Press [Layout/Edit] and then [Duplex].



- 2 Select the desired Duplex option.



- 3 If you choose [2-sided>>2-sided], [2-sided>>1-sided], [Book>>1-sided] or [Book>>2-sided], select the binding edge of the originals of *Original*.
- 4 If you choose [1-sided>>2-sided], [2-sided>>2-sided] or [Book>>2-sided], select the binding edge of the finished copies of *Finishing*.
- 5 Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

- 6 Press [OK].
- 7 Place the originals and press the **Start** key.

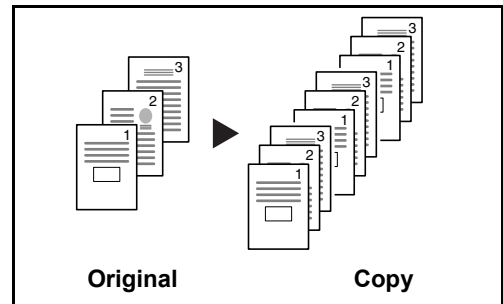
If the original is placed on the platen, scan it and replace it with a next one. Then, press the **Start** key.

After scanning all originals, press [Scan Finish] to start copying.

## Collate/Offset Copying

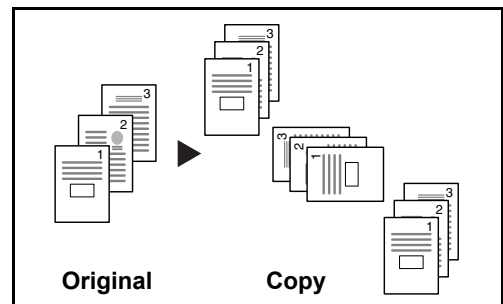
### Collate

Scan multiple originals and deliver complete sets of copies as required according to page number.



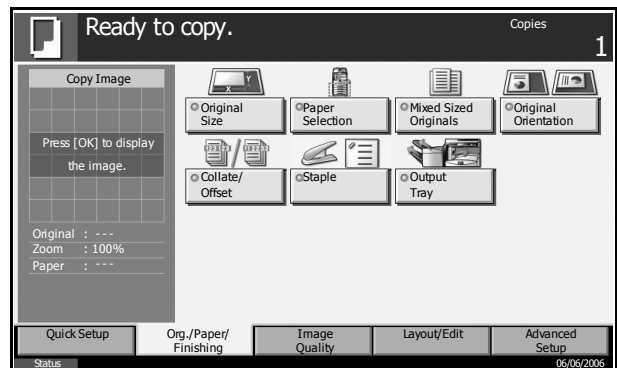
### Offset

Use offset to produce copies after rotating each set (or page) by 90°.



**NOTE:** To use offset function, load the same sized paper with different orientation in the paper source other than the selected paper source. The paper sizes supported in Offset are A4, B5, Letter and 16K.

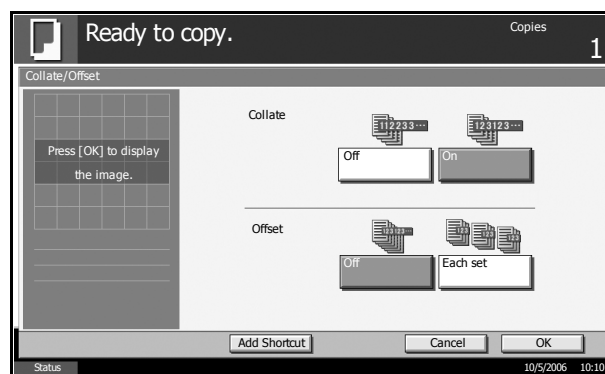
- 1 Press [Org./Paper/Finishing] and then [Collate/Offset].



- 2** To use collate copying, press [On] of *Collate*.

To use offset copying, press [Off] or [Each set] of *Offset*.

Press [OK].



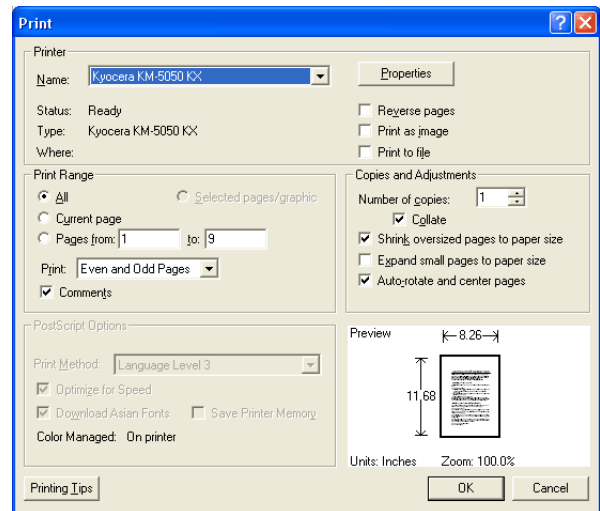
- 3** Use the numeric keys to enter the copy quantity.

- 4** Place the originals and press the **Start** key.

## Printing - Printing from Applications

Follow the steps below to print documents from applications.

- 1 Create a document using an application.
- 2 Click **File** and select **Print** in the application. The **Print** dialog box appears.
- 3 Click Name of Printer and select this machine from the list.



- 4 Enter the desired print quantity in **Number of copies** box. Enter any number up to 999.

When there is more than one document, select **Collate** to print output one by one in the sequence of the page numbers.

- 5 Click **Properties**. The **Properties** dialog box appears.

- 6 Select **Basic** tab and click **Page Size** to select the paper size.

To print on the special paper such as thick paper or transparency, click **Media Type** menu and select the media type.

- 7 Click **Source** and select the paper source.

---

**NOTE:** If you choose **Auto Select**, papers are supplied automatically from the paper source loaded with the papers of optimum size and type. To print on the special paper such as envelope or thick paper, place it on the Multi Purpose Tray and select **MP Tray**.

---

- 8 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document.

If you select **Rotated**, the document will be printed after being rotated 180°.

- 9 Click **OK** button to return to the **Print** dialog box.

- 10 Click **OK** button to start printing.

---

## Sending

This machine can send a scanned image as an attachment to an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required. It is recommended that a Local Area Network (LAN) is used to assist with transmission speed and security issues.

To use the Scanning Function perform the following steps:

- Program the settings, including the E-mail setting on the machine.
- Use COMMAND CENTER (the internal HTML web page) to register the IP address, the host name of the SMTP server, and the recipient.
- Register the destination in the Address Book or One Touch keys.
- When the PC Folder (SMB/FTP) is selected, it is necessary to share the destination folder. For setting-up the PC Folder, contact your Network Administrator.

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail: Sends a scanned original image as an attached file of E-mail...*page 3-19*
- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC...*page 3-21*
- Send to Folder (FTP): Stores a scanned original image in a folder of FTP server...*page 3-24*
- Image Data Scanning with TWAIN: Loads the document data stored in custom box to PC...*page 3-27*

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**NOTE:** Originals in color can be scanned by adding more memory in the machine. Consult with your service.

Different sending options can be specified in combination. Refer to *Sending to Different Types of Destinations (Multi Sending) on page 3-35*.

---

### Send as E-mail

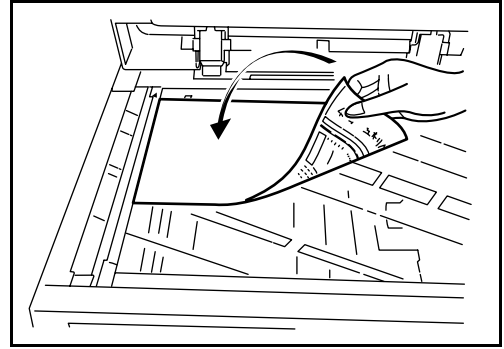
Sends a scanned original image as an attached file of E-mail.

---

**NOTE:**

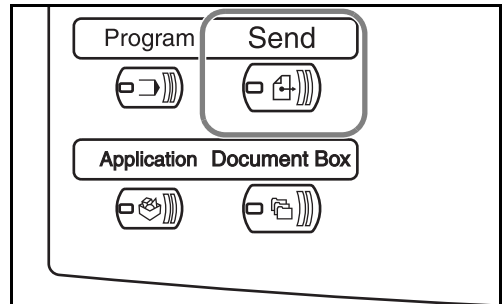
- It must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN.
  - The SMTP settings must be completed. Use COMMAND CENTER, to register the IP address and the host name of the SMTP server. Refer to *Accessing COMMAND CENTER on page 2-12*.
-

- 1 Place the originals on the platen or in the optional document processor.



**NOTE:** For loading instructions, refer to *Loading Originals on page 2-40*.

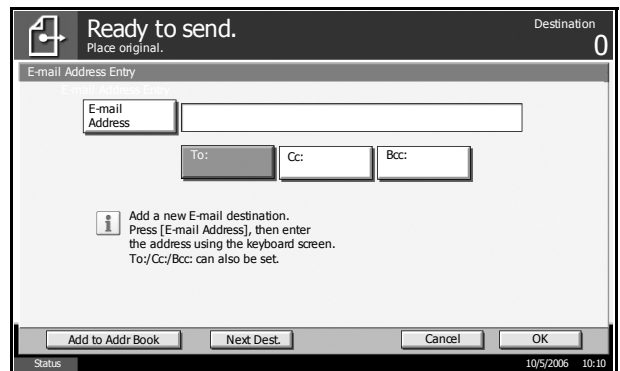
- 2 Press the **Send** key.



- 3 Press [E-mail Addr Entry] and then [E-mail Address].

**NOTE:** Destination can be specified using the address book or the **one-touch** keys. Refer to *Specifying Destination on page 3-33*.

- 4 Enter destination E-mail address and press [OK].



- 5 Press [To:], [Cc:] or [Bcc:] to change the recipient status as necessary.

To specify another destination, go to the next step. To specify only one destination, go to the step 7.

- 6 Press [Next Dest.] and repeat the steps 4 and 5 to specify the destination. Up to 100 E-mail addresses can be specified.

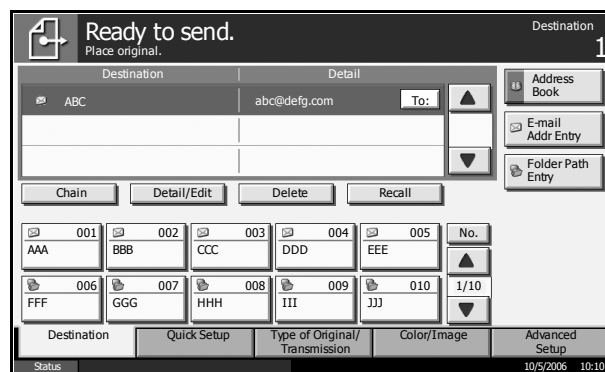
**NOTE:** When [Add to Addr Book] is displayed, the destinations are registered in the address book.

**7** Press [OK]. The destinations are registered in the destination list.

**8** Check the destination list.

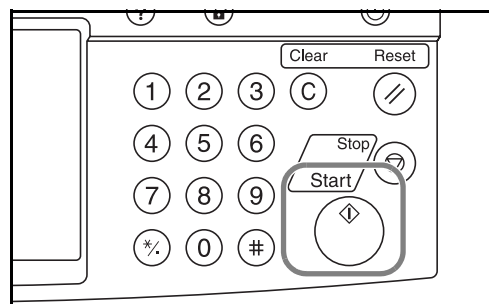
Select a destination and press [Detail/Edit] to check and edit it. Refer to the steps 4 and 5 to edit the destination as necessary.

Select a destination and press [Delete] to remove the destination from the list.



**9** Change the original size, scan resolution, etc. if necessary.

**10** Press the **Start** key. The scanned original is sent to the specified E-mail address.

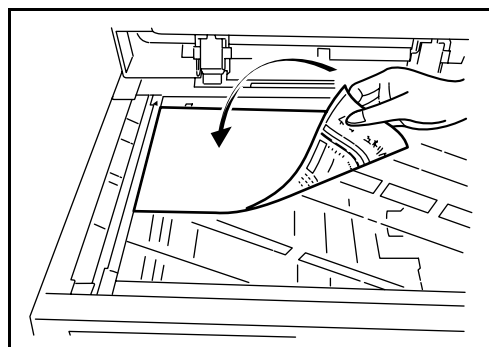


## Send to Folder (SMB)

Stores a scanned original image file in the specified shared folder of any PC.

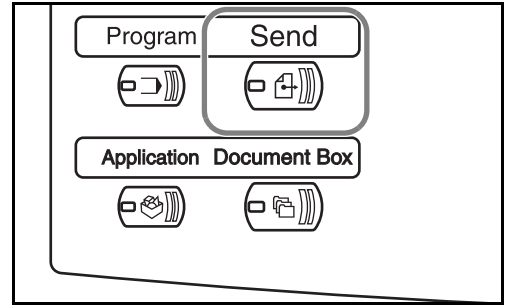
**NOTE:** Be sure that **SMB Protocol** of COMMAND CENTER is **On**. Refer to *Enabling SMB Function* on page 2-17.

**1** Place the originals on the platen or in the optional document processor.



**NOTE:** For loading instructions, refer to *Loading Originals* on page 2-40.

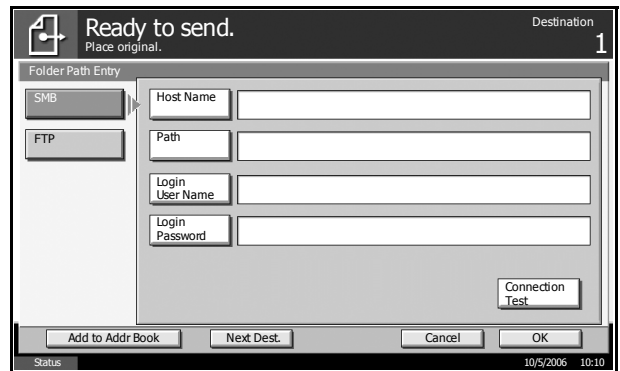
- 2 Press the **Send** key.



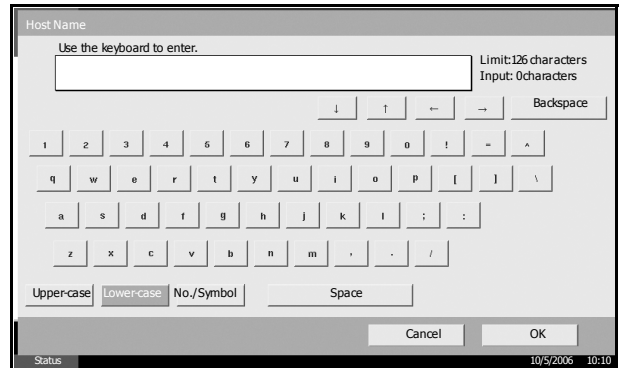
- 3 Press [Folder Path Entry] and then [SMB].

**NOTE:** Destination can be specified using the address book or the **one-touch** keys. For details, refer to *Specifying Destination* on page 3-33.

- 4 Enter host name, path, user name and password. Press the key of the item to be entered, and the entry screen appears.



- 5 Enter the destination data and press [OK].



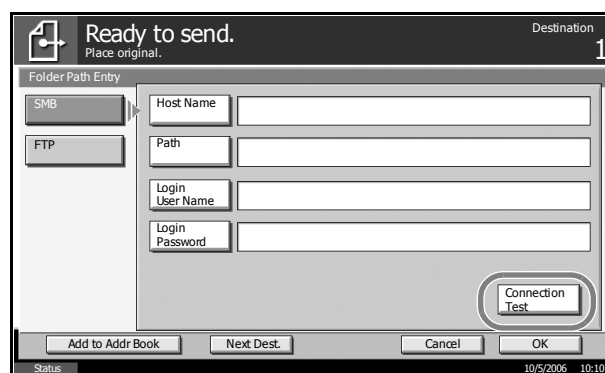


Data to be entered are as follows.

Item	Data to be entered	Max. characters
Host name*	Host name or IP address of the PC to receive the data.	Up to 62 characters
Path	Path to the receiving folder such as follows. For example, \User\ScanData.	Up to 126 characters
Login User Name	User name to access the PC	Up to 62 characters
Login Password	Password to access the PC	Up to 62 characters

\* Specify the port number different from the default (139) using the format of Host Name: Port No.

- 6** Upon completion of all entries, press [Connection Test] to check the connection.



**NOTE:** *Connected* appears when connection to the destination is correctly established. If *Cannot connect* appears, review the entry.

To specify another destination, go to the next step. To specify only one destination, go to the step 8.

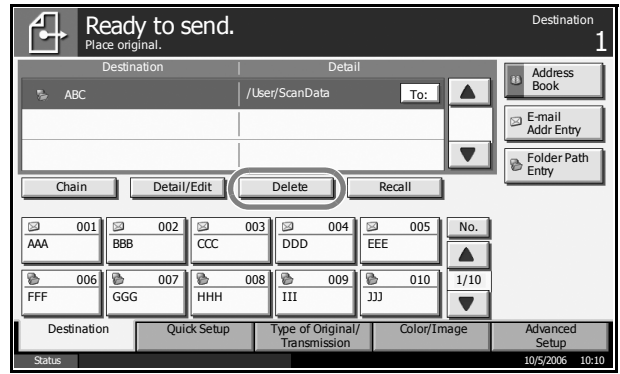
- 7** Press [Next Dest.] and repeat the steps 4 to 6 to specify the destination. Up to 10 folders can be specified.

**NOTE:** When [Add to Addr Book] is displayed, the entry is registered in the address book.

- 8** Press [OK] to register the entry in the destination list.
- 9** Check the destination list.

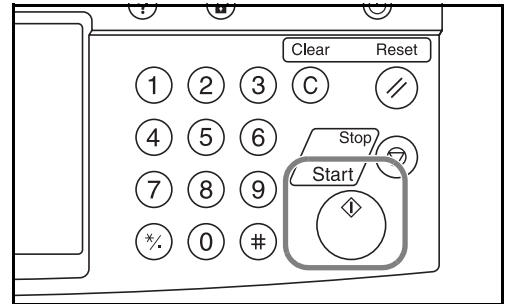
Select a destination and press [Detail/Edit] to check and edit it. Edit it, if necessary, referring to the steps 5 to 7.

Select a destination and press [Delete] to remove the destination from the list.



**10** Change the original size, scan resolution, etc. if necessary.

**11** Press the **Start** key. The scanned original data file is sent to the specified shared folder of PC.

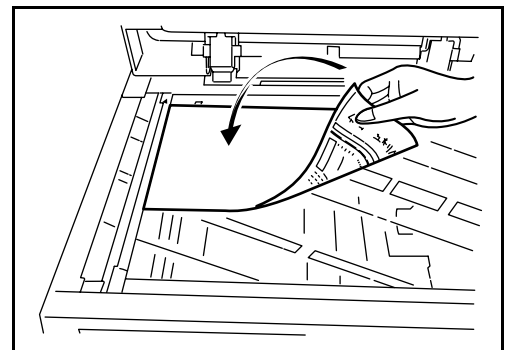


### Send to Folder (FTP)

Stores a scanned original image in a folder of FTP server.

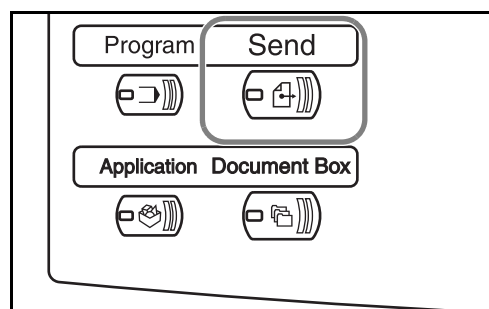
**NOTE:** Be sure that **FTP** of COMMAND CENTER is **On**. Refer to *Enabling FTP Function on page 2-18*.

**1** Place the originals on the platen or in the optional document processor.



**NOTE:** For loading instructions, refer to *Loading Originals on page 2-40*.

- 2 Press the **Send** key.



- 3 Press [Folder Path Entry] and then [FTP].

**NOTE:** Destination can be specified using the address book or the **one-touch** keys. Refer to *Specifying Destination* on page 3-33.

- 4 Enter host name, path, user name and password. Press the key of the item to be entered, and the entry screen appears.

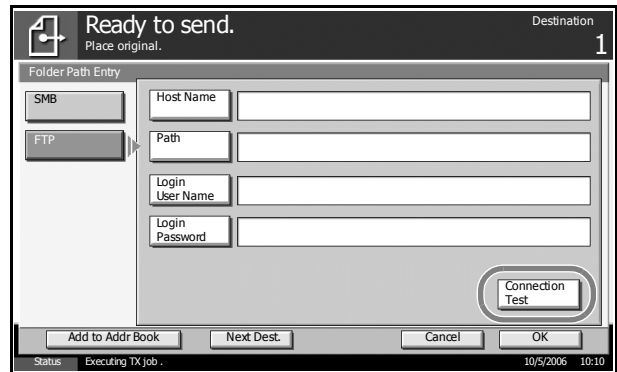
- 5 Enter the destination data and press [OK].

Data to be entered are as follows.

Item	Data to be entered	Max. characters
Host name*	Host name or IP address of FTP server	Up to 62 characters
Path	Path to the receiving folder. For example, <code>\User\ScanData</code> . Otherwise the data will be saved in home directory.	Up to 126 characters
Login User Name	FTP server log-in user name	Up to 62 characters
Login Password	FTP server log-in password	Up to 62 characters

\* Specify the port number different from the default (21) using the format of Host Name: Port No.

- 6** Upon completion of all entries, press [Connection Test] to check the connection.



**NOTE:** *Connected.* appears when connection to the destination is correctly established. If *Cannot connect.* appears, review the entry.

If you wish to specify another destination, go to the next step. If the destination is only one, go to the step 8.

- 7** Press [Next Dest.] and repeat the steps 5 to 7 to specify the destination. Up to 10 folders (total number of SMB and FTP folders) can be specified.

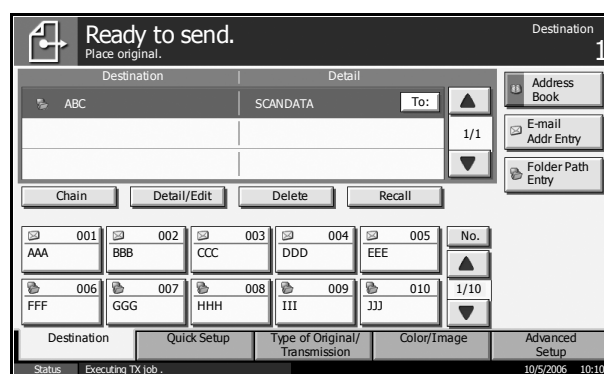
**NOTE:** When [Add to Addr Book] is displayed, the entry is registered in the address book.

- 8** Press [OK] to register the entry in the destination list.

- 9** Check the destination list.

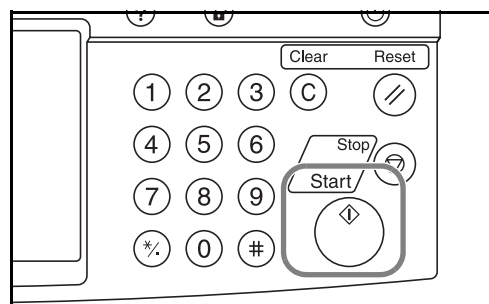
Select a destination and press [Detail/Edit] to check and edit it. Edit it, if necessary, referring to the steps 4 to 6.

Select a destination and press [Delete] to remove the destination from the list.



**10** Change the original size, scan resolution, etc. if necessary.

**11** Press the **Start** key. The scanned original data file is saved to the specified FTP server.



## Image Data Scanning with TWAIN

Download the document data stored in custom box to PC.

**NOTE:** The document data must already be stored in the Custom Box. For detail, see *Using Document Box* on page 3-36.

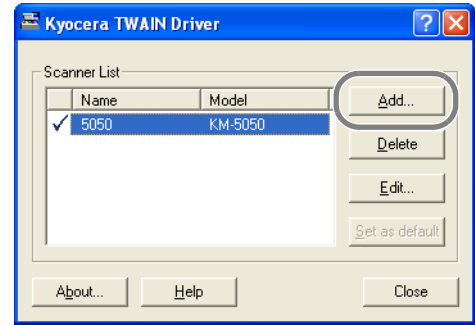
### Adding the machine to PC

Add this machine to PC to select the machine's Custom Box.

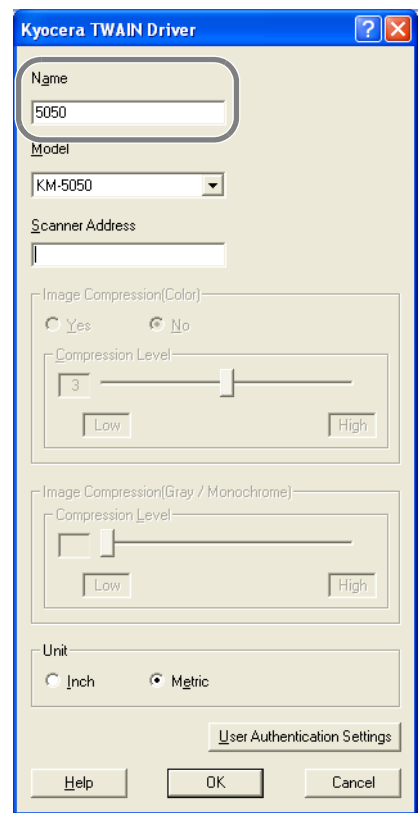
**1** Select **Start** button of the Windows display, **All Programs**, **Kyocera** and then **TWAIN Driver Setting**.

**NOTE:** You can also add the machine to PC when selecting **Start** of the Windows display, **Control Panel** and then **Kyocera TWAIN**.

- 2 Click **Add** button.



- 3 Enter the machine name in **Name** field.



- 4 Select the machine from **Model** field.
- 5 Enter the machine address in **Scanner Address** field.

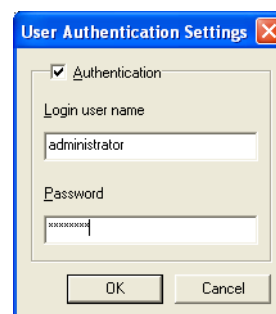
---

**NOTE:** When the machine address is unknown, contact Administrator.

---

- 6 Select **Inch** or **Metric**.
- 7 Click **User Authentication Settings** button. If user login administration is invalid, go to Step 9.

- 8** Select the checkbox beside **Authentication**, enter Login User Name (up to 64 characters) and Password (up to 64 characters) and then click **OK** button.



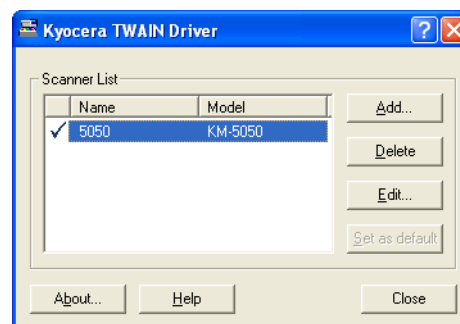
- 9** Click **OK** button.

- 10** The machine is added to PC and the machine name and model name are displayed in **Scanner List** field.

---

**NOTE:** Click **Delete** button to delete the added machine. Click **Edit** button to change names.

---



### Scanning document data

Scan the document data stored in the Custom Box of the machine.

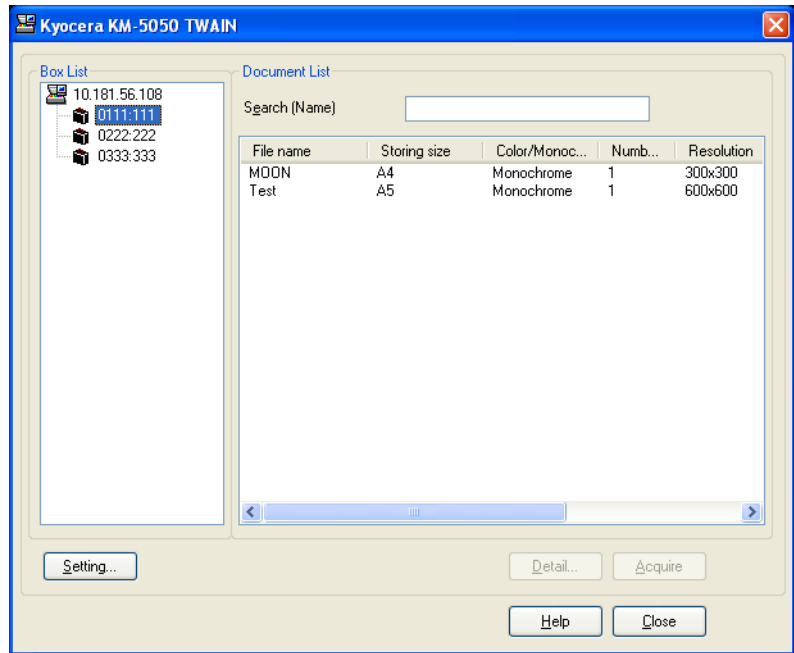
- 1** Activate the TWAIN compatible application.
- 2** Select the machine using the application and display the TWAIN dialog box.

---

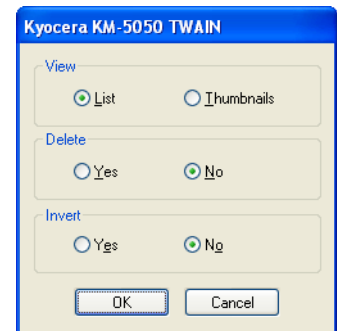
**NOTE:** For selecting the machine, see the Operation Guide or Help for each application software.

---

- 3 Select Custom Box storing the document data to be scanned from **Box List** field. Enter the box password and then click **OK**. If the box has no password, leave the box password in blank and then click **OK**. The document data in Custom Box appears in **Document List** field.



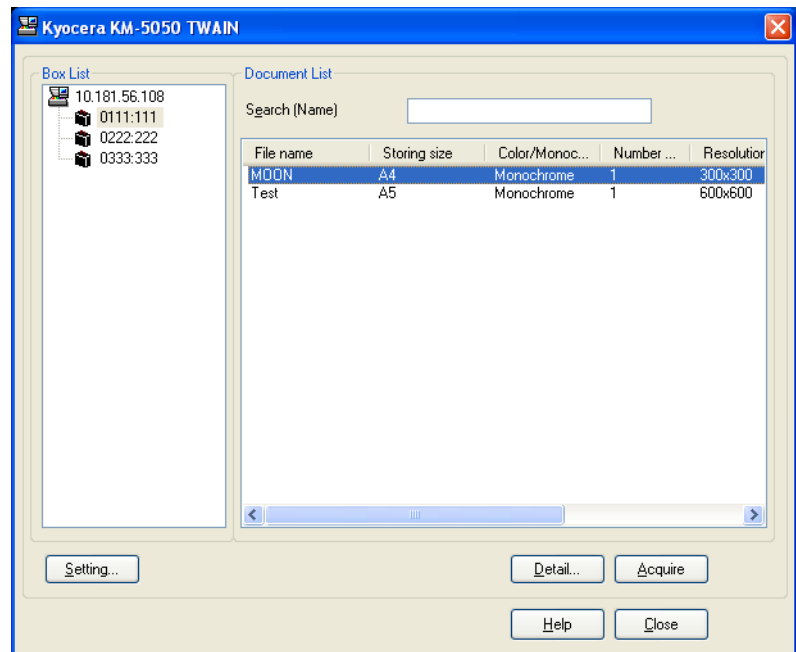
- 4 Set how to display the document data. Click **Setting** button to select each item.



Item	Description
<b>View</b>	Change the display in <b>Document List</b> field to List or Thumbnails.
<b>Delete</b>	After scanning the document data, delete the data from Custom Box.
<b>Invert</b>	Invert the document data color to start scanning.

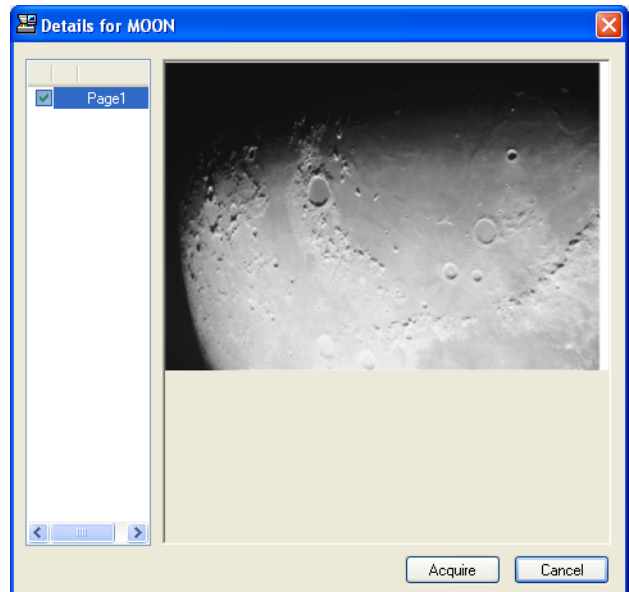


- 5 Click **OK** button.
- 6 Select the document data to be scanned from **Document List** files.



Enter the document data name in **Search [Name]** field to find the data having the same document data name or the same beginning of the document data name.

- 7 Click **Detail** button to display the selected document data. When the document data includes multiple pages, select the checkbox beside the pages you want to scan. The selected pages will be scanned.



- 8 Click **Acquire** button. The document data is scanned.

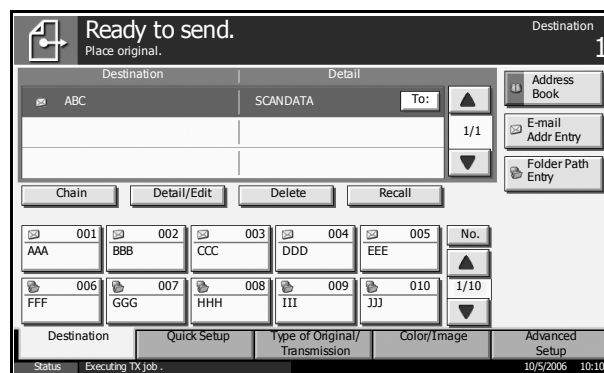
## Specifying Destination

When specifying destination, choose from the address book or use the **one-touch** keys.

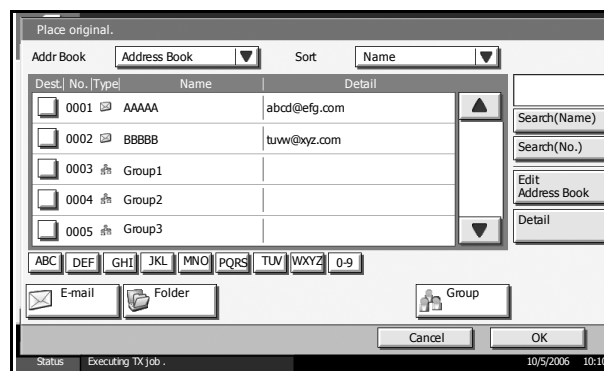
### Choosing from Address Book

Select the destination registered in the address book.

- 1 In the basic screen for sending, press [Address Book].



- 2 Press the checkbox to select the desired destination from the list. You may choose multiple destinations. The selected destination is indicated by a checkmark in the check box.



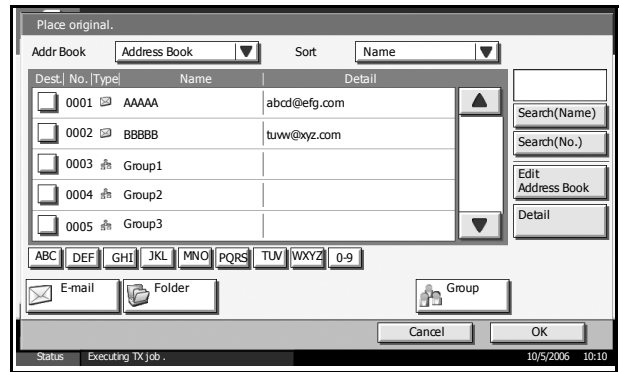
**NOTE:** To cancel the selection, press the check box and remove the check mark.

- 3 When sending as E-mail, press [To:], [Cc:] or [Bcc:] to change the recipient status if necessary.
- 4 Press [OK] to register the selected destination in the destination list.

**NOTE:** To delete the destination in the list, select the destination and press [Delete].

### Destination Search

Destinations registered in the address book can be searched. Advanced search by type or by initial letter is also available.



Keys used	Search type	Subjects searched
1	Search by name	Search by registered name.
2	Search by address number	Search by registered address number.
3	Advanced search by destination type	Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX or Group). (FAX: Only when optional fax kit is installed).
4	Advanced search by initial letter	Advanced search by initial letter of registered name.

#### Search by name

Press [Search(Name)] and enter the required name.

#### Search by address number

Press [Search (No.)] and enter the address number you wish to search.

#### Advanced search by destination type

Press any of [E-mail], [Folder], [FAX] or [Group]. The destinations registered by that type are displayed.

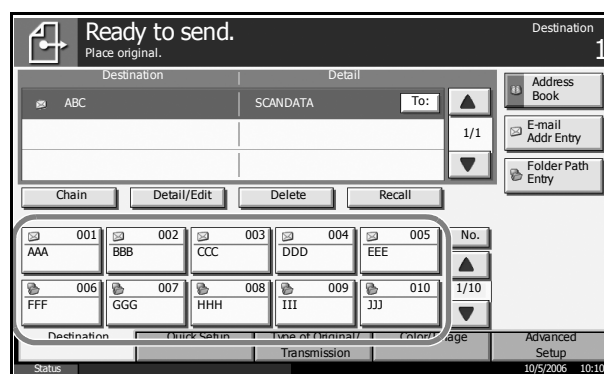
#### Advanced search by initial letter

Press the key for the required initial letter.

## Choosing by One-Touch Key

Select the destination using the **one-touch** key.

In the basic screen for sending, press the **one-touch** key where the destination is registered.

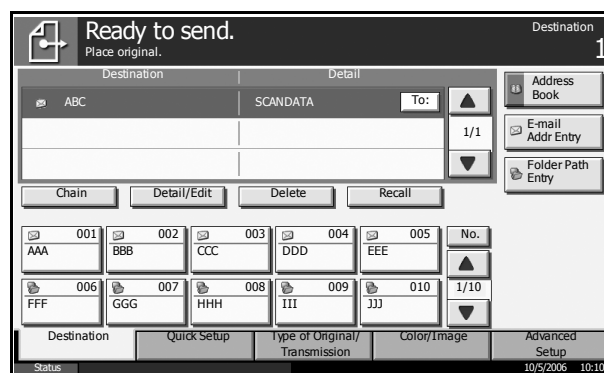


**NOTE:** If the **one-touch** key for desired destination is hidden on the touch panel, press [▼] or [▲] to scroll and view next or previous **one-touch** key.

## Choosing by Speed Dial

Access the destination by specifying 3-digit **one-touch** key number (speed dial).

In the basic screen for sending, press the **No.** key and enter 3-digit **one-touch** key number in the numeric entry screen.



## Sending to Different Types of Destinations (Multi Sending)

Multiple types of destinations, E-mail, Folder (SMB/FTP) or FAX (option), may be specified at one time for sending. This is called *Multi Sending*, a useful feature that allows transmission to different types of destinations (E-mail, folder, etc.) with a single operation.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the **Start** key to launch transmission to all destinations at one time.

## Using Document Box

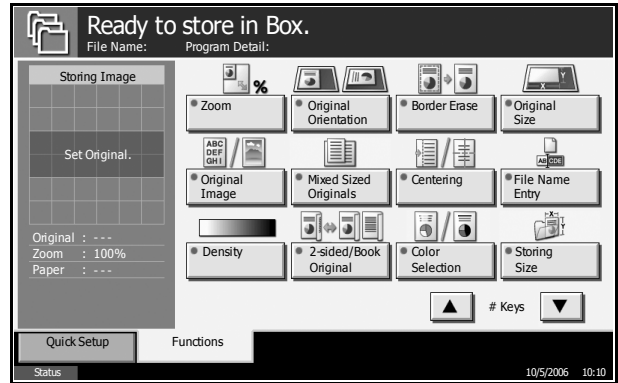
Follow the steps as below for basic operations for using document box.

**NOTE:** It is assumed that a custom document box has already been created and registered.

### Storing Document in Custom Box

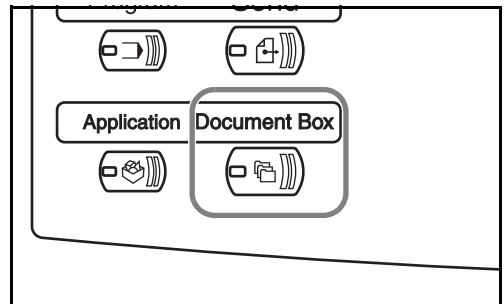
Store documents in the custom box.

- 1 Place the originals on the platen or in the optional document processor.

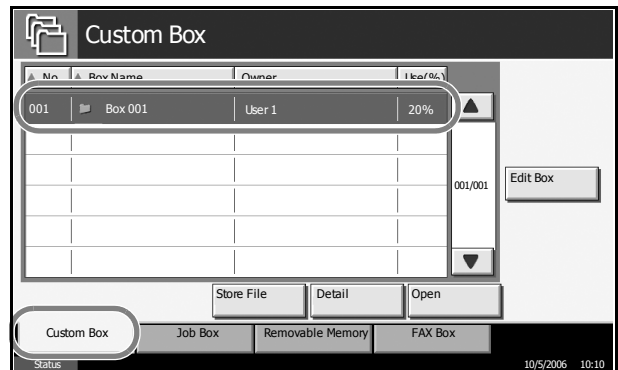


**NOTE:** For loading instructions, refer to *Loading Originals* on page 2-40.

- 2 Press the **Document Box** key.

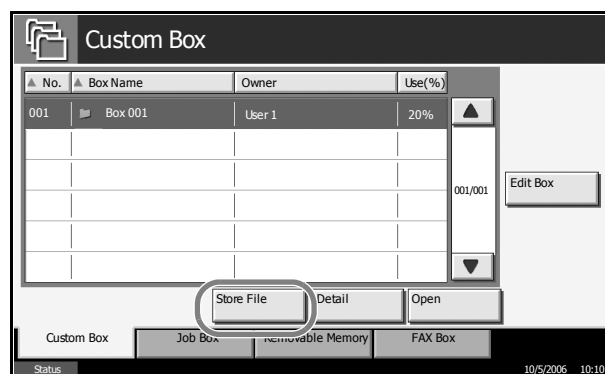


- 3 Press [Custom Box] and select the box in which the file is to be stored.



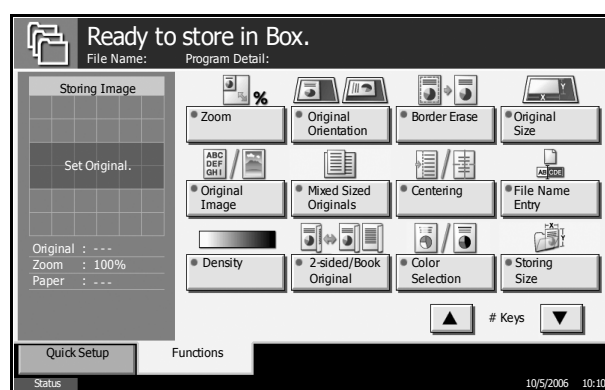
**NOTE:** The custom box to store a file needs to be created in advance.

- 4 Press [Store File].

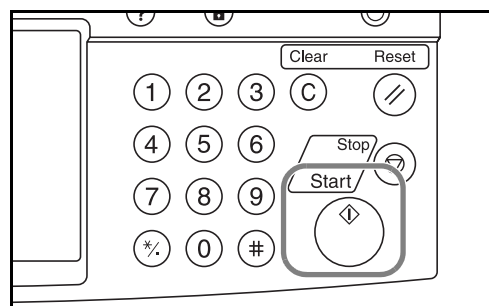


**NOTE:** If a password is set for the custom box in advance, enter the correct password.

- 5 Change the original type, scan density, etc. if necessary.



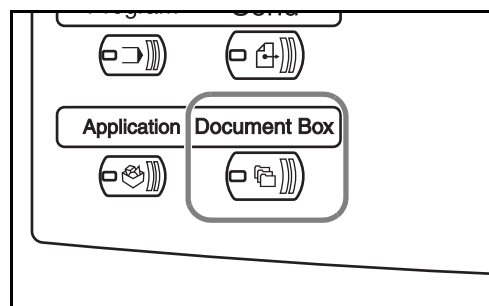
- 6 Press the **Start** key. The original will be scanned and its data will be stored in the specified document box.



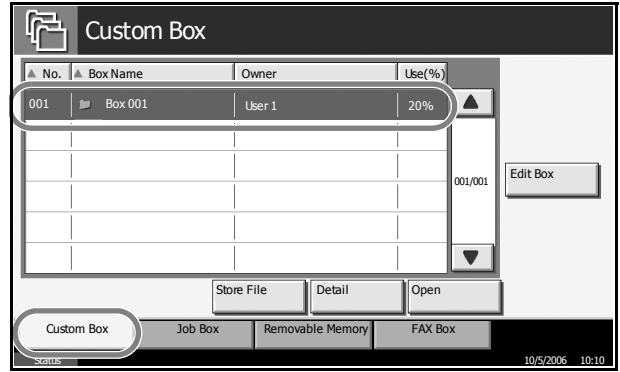
## Printing Document Stored in Custom box

Print the documents stored in the custom box.

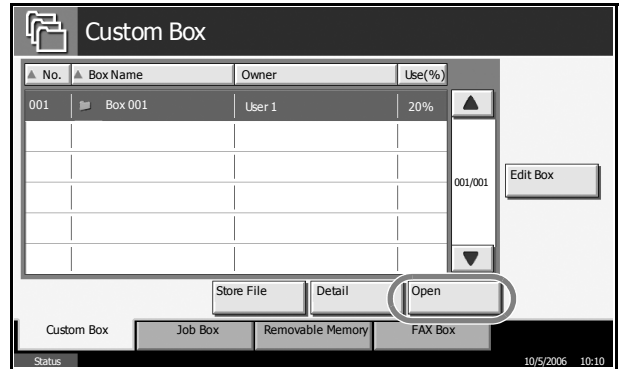
- 1 Press the **Document Box** key.



- Press [Custom Box] and select the box containing the document you wish to print.

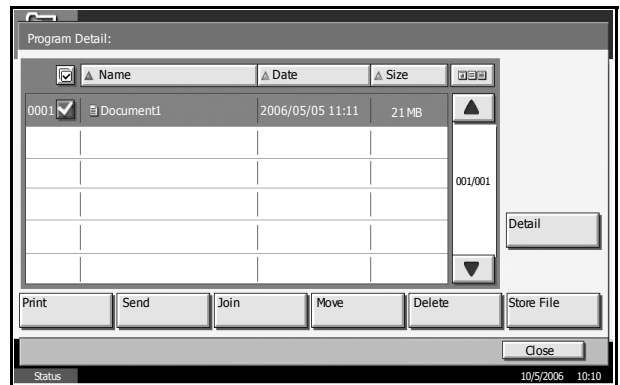


- Press [Open].



**NOTE:** If a password is set for the custom box in advance, enter the correct password.

- From the list, select the checkbox beside the document to be printed. The selected document is indicated by a checkmark in the check box.

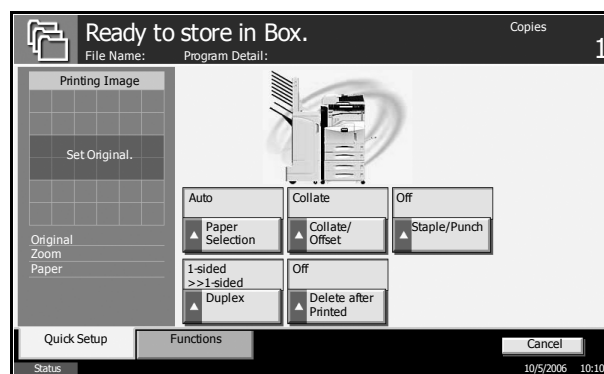


**NOTE:** Multiple documents cannot be selected and printed. To cancel the selection, press the check box and remove the check mark.

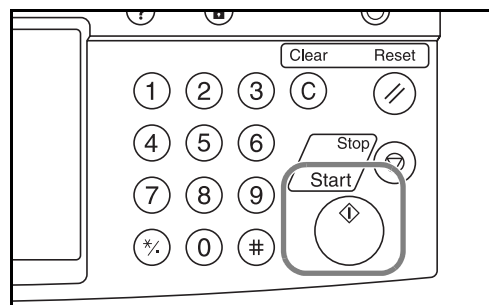
- Press [Print].



- 6** Change paper selection, 1-sided/2-sided print, etc. if necessary.



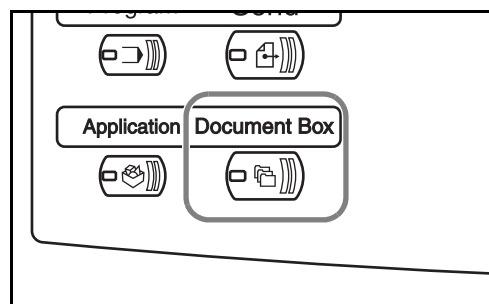
- 7** Press the **Start** key to start printing the selected document.



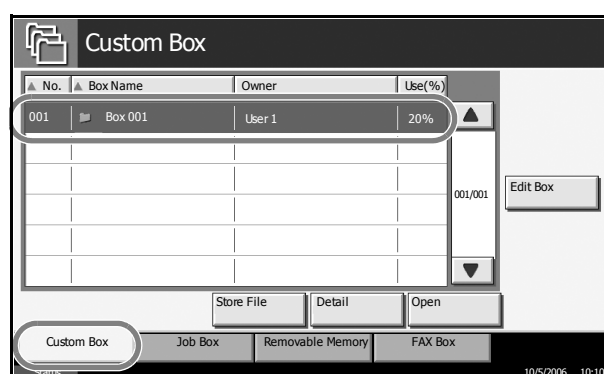
## Sending Document Stored in Custom Box

Send the documents stored in the custom box.

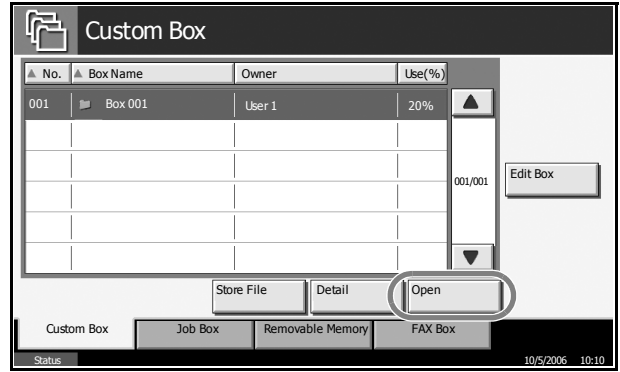
- 1** Press the **Document Box** key.



- 2** Press [Custom Box] and select the box containing the document you want to be sent.



**3** Press [Open].



**NOTE:** If a password is set for the custom box in advance, enter the correct password.

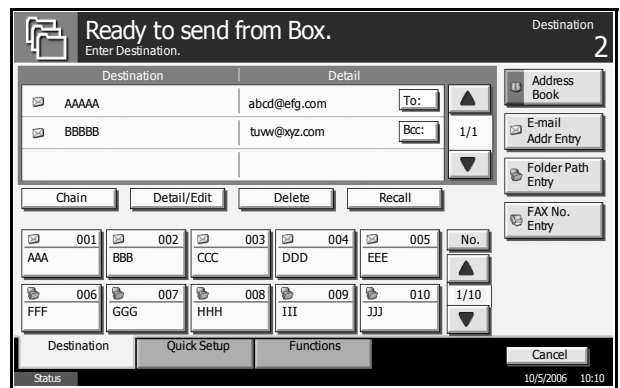
**4** From the list, select the checkbox beside the document to be sent. The selected document is indicated by a checkmark in the check box.



**NOTE:** Multiple documents cannot be selected and printed. To cancel the selection, press the check box to remove the check mark.

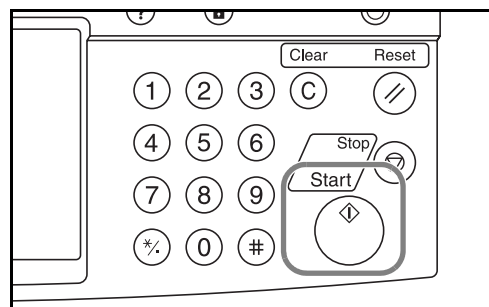
**5** Press [Send].

**6** Specify the destination.



**NOTE:** Refer to *Specifying Destination* on page 3-33 on how to choose destinations.

- 7** Press the **Start** key to start sending the selected document.

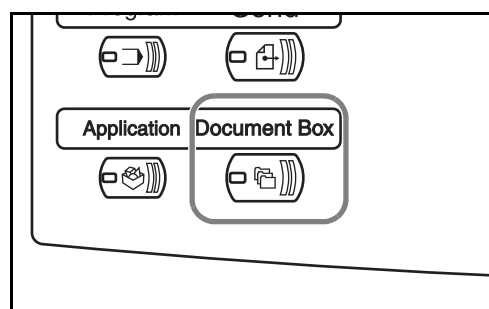


## Editing Document Stored in Custom Box

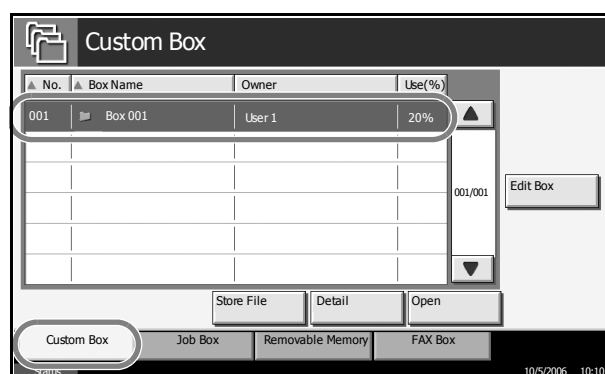
Move a document from one custom box to another or join multiple documents together.

### Move Documents

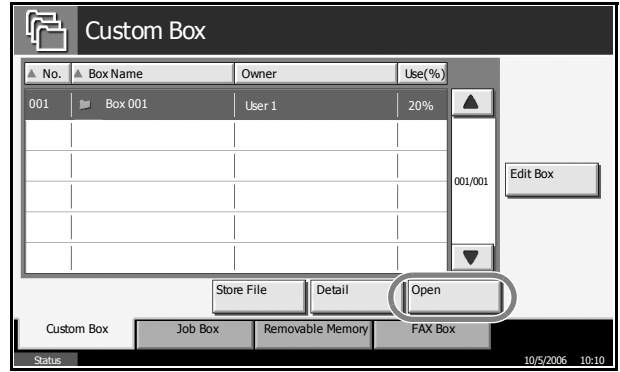
- 1** Press the **Document Box** key.



- 2** Press [Custom Box] and select the box containing the document to be moved.

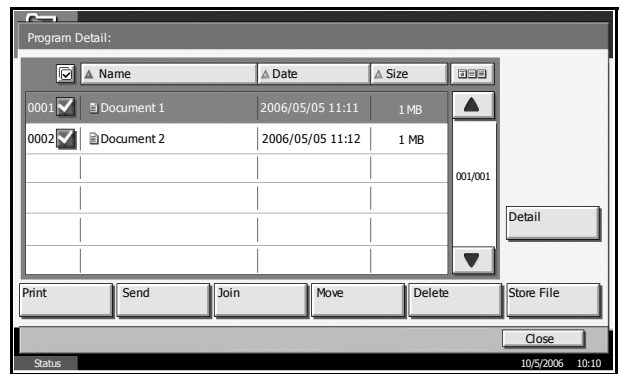


**3** Press [Open].



**NOTE:** If a password is set for the custom box in advance, enter the correct password.

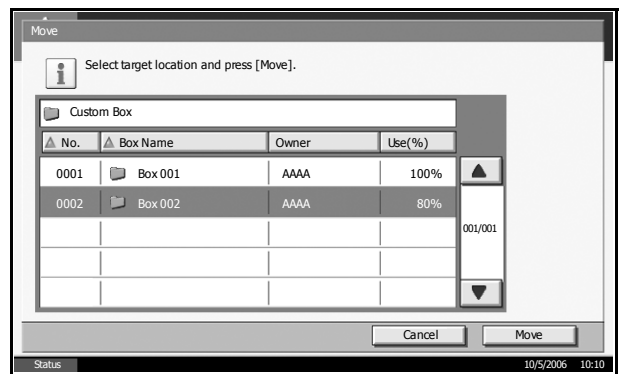
**4** From the list, select the check box beside the document to be moved. The selected document is indicated by a checkmark in the check box.



**NOTE:** To cancel the selection, press the check box to remove the check mark.

**5** Press [Move].

**6** Select the destination box and press [Move]. The document will be moved to the box.



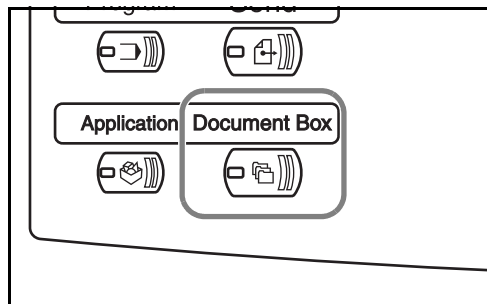
**NOTE:** If a password is set for the destination box in advance, enter the correct password.

## Join Documents

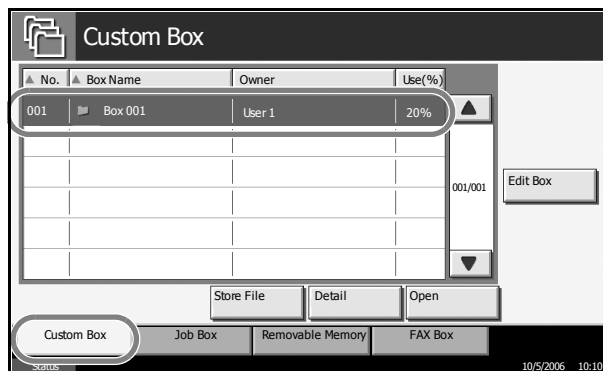
Join the documents stored in the custom box.

**NOTE:** Only documents contained in the same custom box can be joined. If necessary, move the documents to the same custom box in advance.

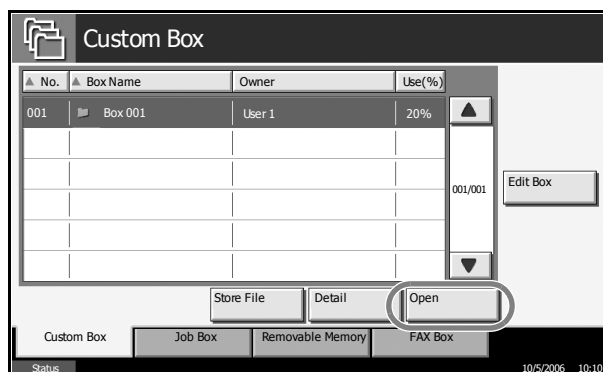
- 1** Press the **Document Box** key.



- 2** Press [Custom Box] and select the box containing the documents to be joined.

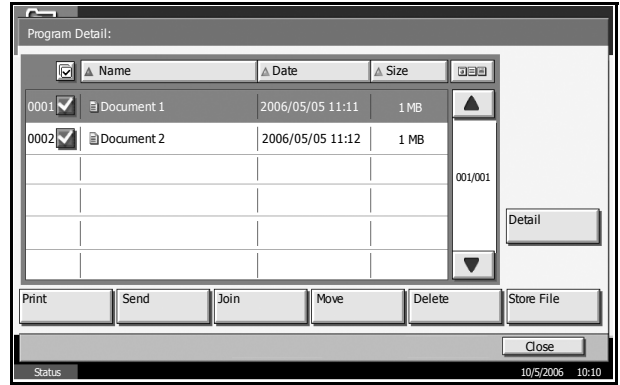


- 3** Press [Open].



**NOTE:** If a password is set for the custom box in advance, enter the correct password.

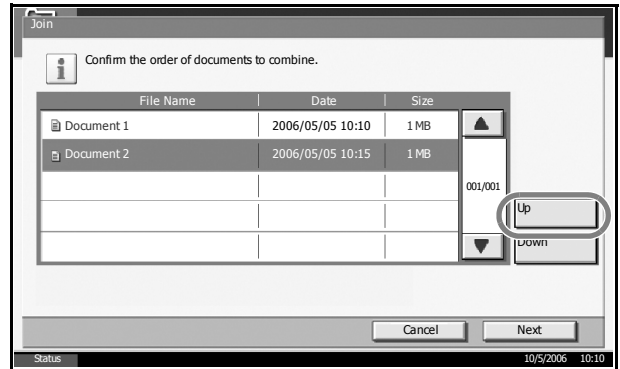
- 4 From the list, select the check box to indicate the documents to be joined. Up to 10 documents can be joined. The selected documents are indicated by a checkmark in the check box.



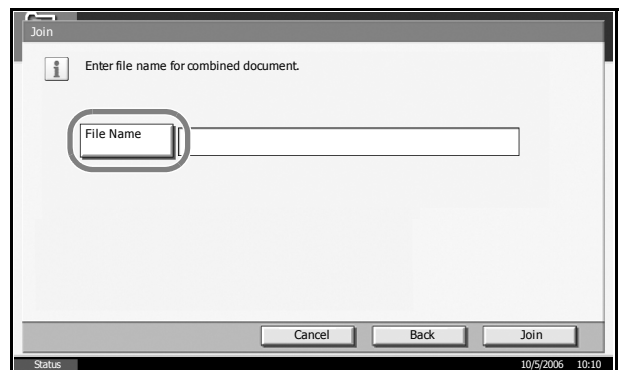
**NOTE:** To cancel the selection, press the check box and remove the check mark.

- 5 Press [Join].
- 6 Arrange the documents in the desired order.

Press the document to be rearranged. The document will be highlighted. Press [Up] or [Down] to move the document up or down according to the order to be joined.



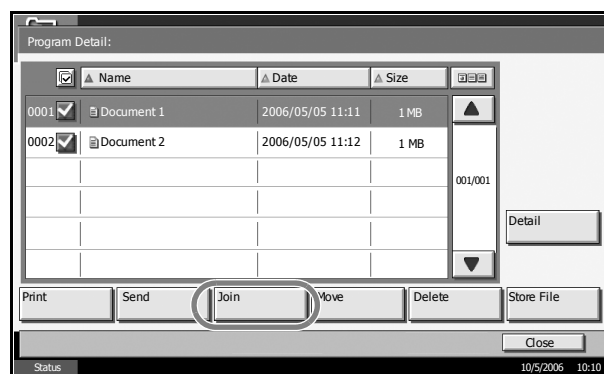
- 7 Press [Next].
- 8 Press [File Name].



- 9 Enter a new file name for the documents joined, and press [OK].

**NOTE:** Refer to the *Appendix* for entering characters.

- 10** Press [Join]. The documents will be joined.



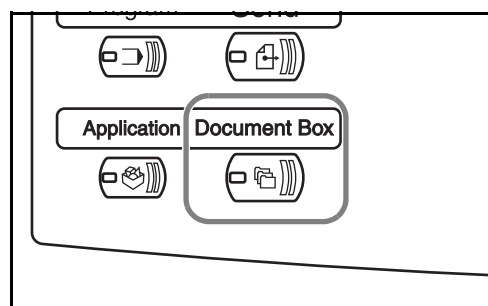
**NOTE:** Original documents before joining are retained. Delete them if unnecessary.

## Printing Document Stored in Job Box

Print the documents stored in the job box. The following boxes and documents are contained in the job box.

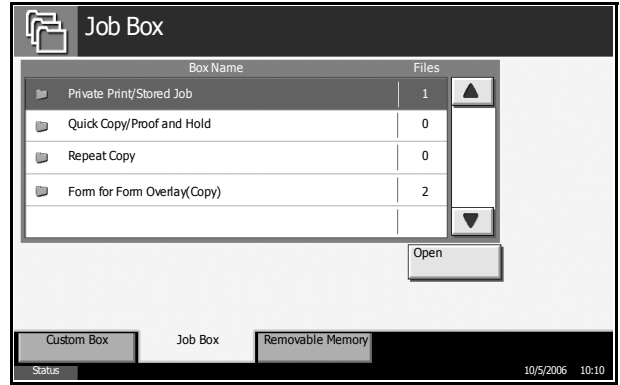
Type of box contained	Documents stored
Private Print/Stored Job	Print jobs stored by using Private Print or Stored Job functions.
Quick Copy/Proof and Hold	Print jobs stored by using Quick Print or Proof and Hold functions.
Repeat Copy	Copy job with Repeat Copy setting.
Form for Form Overlay (Copy)	Form data used for Form Overlay (Copy).

- 1** Press the **Document Box** key.

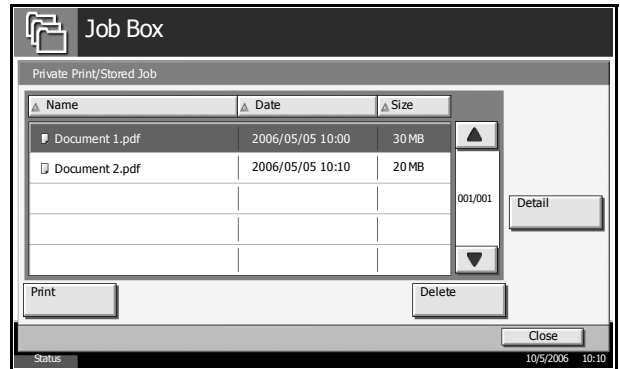


- 2** Press [Job Box].

- 3 Select the box containing the document to be printed among [Private Print/Stored Job], [Quick Copy/Proof and Hold], [Repeat Copy] or [Form for Form Overlay(Copy)]. Press [Open].



- 4 Select the document to be printed and press [Print] to start printing.



**NOTE:** If a password is set for the custom box in advance, enter the correct password.



## Printing a Document Stored in Removable USB Memory

Connect a removable USB memory to the machine to print PDF data stored in the memory. Printing can be performed easily without using PC.

### Limitations

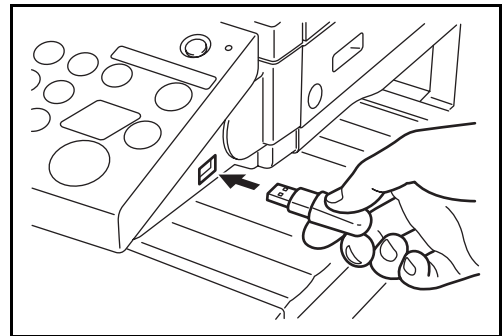
- Only PDF file data (version 1.4 or earlier) is printable.
- High compression PDF files and encrypted PDF files are not supported.
- PDF file you wish to print should have an extension (.pdf).
- The PDF file to print must be at the root directory of the USB memory.
- Multiple documents cannot be selected and printed.
- Use the USB memory properly formatted by this machine.
- Plug a USB memory directly into the USB memory slot. We do not warrant that USB memory printing is error free if a USB hub is used.

### Printing

Print documents stored in the removable USB memory.

**1** Press the **Document Box** key.

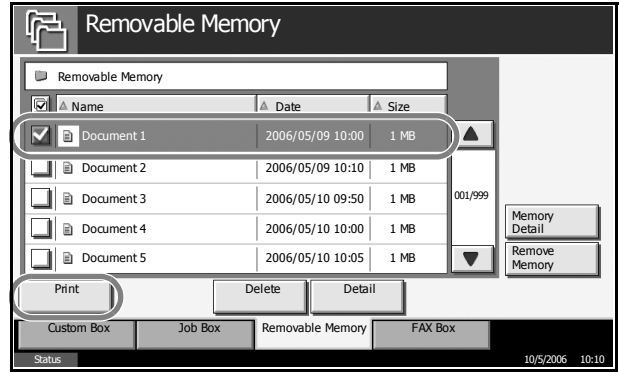
**2** Plug a USB memory into the USB memory slot.



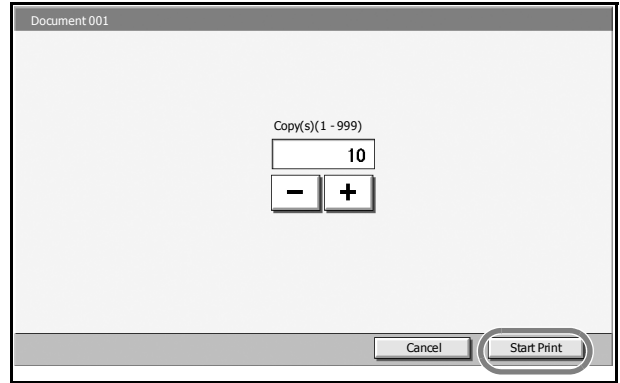
**NOTE:** Use the USB memory formatted by this machine. If a USB memory formatted by any other device is used, *Removable Memory is not formatted.* may appear. To format a USB memory, press [Format] and follow the instructions on the screen.

**3** Press [Removable Memory].

- 4 Select the file to be printed and press [Print].



- 5 Enter the number of copies you wish to print by using [+] / [-] or the numeric keys. Then press [Start Print] to start printing.

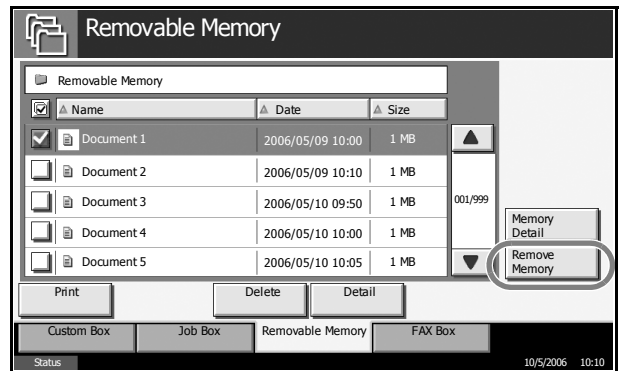


## Removing USB Memory

Remove the USB memory.

**CAUTION:** Be sure to follow the proper procedure to avoid damaging the destruction of data or USB memory.

- 1 Press the **Document Box** key.
- 2 Press [Removable Memory].
- 3 Press [Remove Memory].



- 4 Remove the USB memory after *Removable Memory can be safely removed* is displayed.

## Canceling/Viewing/Changing Job

Follow the steps below to cancel any print or send job being executed, view job detail, or perform the waiting print job first (*Priority Override*).

Job handling operation is done in the *Status/Job Cancel* screen.

### Canceling Job

Cancel any job while it is under printing, sending or waiting.

---

**NOTE:** Printing of data received by fax cannot be cancelled.

---

- 1 Press the **Status/Job Cancel** key.
- 2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs].

Jobs which can be cancelled in each screen are as follows.

[Printing Jobs]: 7 jobs of Copy, Printer, Box, FAX, E-mail reception, Removal Memory and Report

[Sending Jobs]: 5 jobs of E-mail, Folder, TWAIN, FAX, Multiple (combination of *Multi Sending* methods)

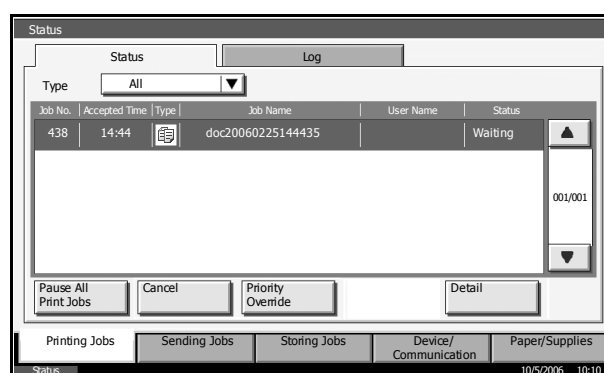
[Storing Jobs]: 3 jobs of Scan, Printer and Fax

- 3 Select the job you wish to cancel and press [Cancel]. *Canceling* will appear of *Status* and the job will be canceled.

---

**NOTE:** The canceled job will be displayed in the *Log* screen.

---

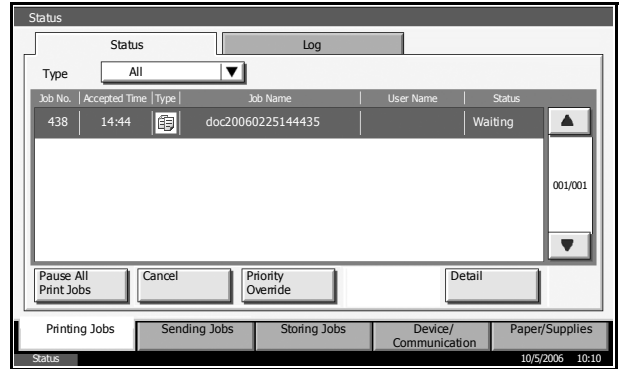


- 4 Repeat the steps 2 and 3 to cancel other jobs.

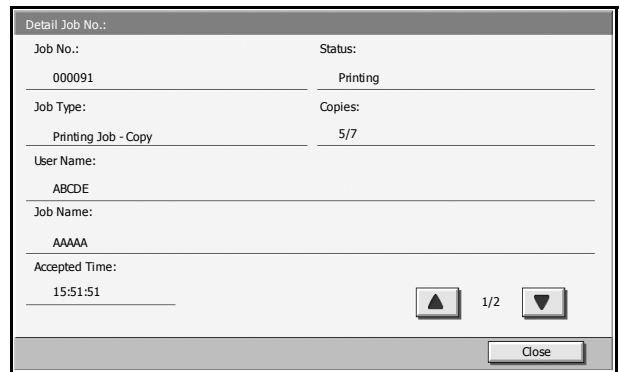
## Viewing Job Detail

View the status of the job being executed or under waiting.

- 1 Press the **Status/Job Cancel** key.
- 2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs].
- 3 Select the job you wish to view and press [Detail].



- 4 Details of the selected job will be displayed.



**NOTE:** Press [▲] or [▼] to view next detail. In the sending job, view the destination by pressing [Detail] of *Destination* or *Status/Destination*.

- 5 Press [Close] to end viewing.

## Viewing Job Log

View the jobs that have been finished or canceled.

- 1 Press the **Status/Job Cancel** key.
- 2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs]. Then press [Log].

- 3** Select the job you wish to view and press [Detail].

Job No.	Date	Type	Job Name	User Name	Result
000080	02/25 14:24		doc20060225142427		OK
000081	02/25 14:22		doc20060225142253		OK
000082	02/25 14:21		doc00100043520060225142110		OK
000083	02/25 14:13		doc20060225141358		NG
000084	02/25 14:10		doc20060225141034		OK

- 4** Details of the selected job will be displayed.

Detail Job No.:  
 Job No.: 000091      Result: OK  
 Job Type:  
 Printing Job - Copy  
 User Name:  
 ABCDE  
 Job Name:  
 AAAAA  
 Accepted Time: 13:51:51      End Time: 13:52:25  
 1/2  
 Close

**NOTE:** Press [▲] or [▼] to view next detail. Press [Detail] of *Destination* or *Status/Destination* in the Sending Jobs to view the destinations.

- 5** Press [Close] to end viewing.

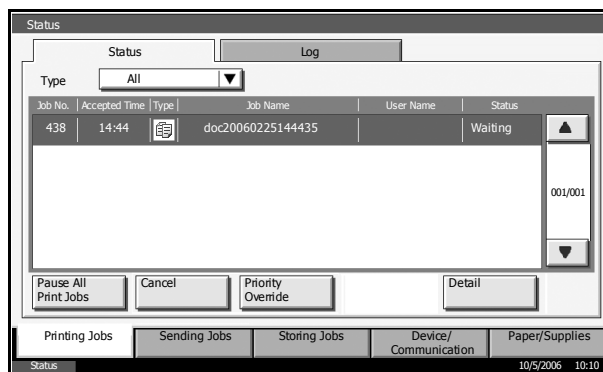
## Print Job Suspension and Interruption (Priority Override)

Suspend the current print job temporarily to run a more urgent queued job. This refers to *Priority Override*.

**NOTE:** If the current print job is specified as Priority Override, the new urgent job will be executed after completion of the current job.

- 1** Press the **Status/Job Cancel** key.

- 2 Select the job you wish to give priority and press [Priority Override]. The print job currently under way will be suspended to start the priority print job.



- 3 The suspended print job will resume after completion of the Priority Override.

## Checking Remaining Toner and Paper

Follow the steps below to check remaining toner and paper on the touch panel.

---

**NOTE:** Size and type of paper loaded in each paper source can also be checked.

---

- 1** Press the **Status/Job Cancel** key.
- 2** Press [Paper/Supplies].
- 3** Check the remaining toner of *Toner Information* and the remaining paper of each paper source of *Paper*.

---

**NOTE:** Remaining toner level is indicated by any of the 11 levels between 100 and 0%. The smaller the number, the fewer the remaining toner.

Paper remaining in the Multi Purpose Tray is indicated either by *100%* or *0%*.

---

## Quick Setup Screen

In the initial screen for copying and sending (the screen which appears immediately after the **Copy** or **Send** key is first pressed after power-on), the typical and generally often used functions are picked up and registered from among the versatile functions of this machine. This initial screen is called *Quick Setup* Screen. Registration of functions in the Quick Setup Screen can be adjusted to suit your work environment for better efficiency.

### Functions Available for Registration in Quick Setup Screen

Default registrations and the functions available for registration are as follows.

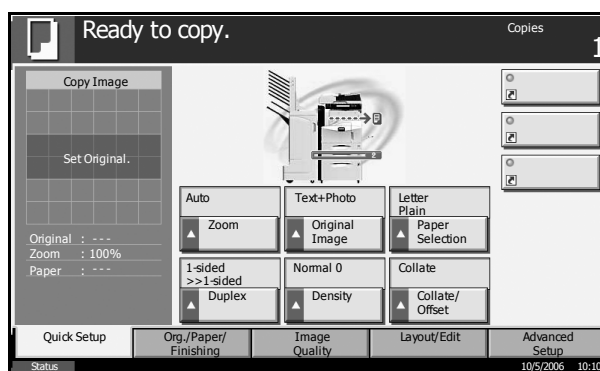
Function	Default Registration	Functions Available for Registration
Copying	1: Zoom 2: Density 3: Staple/Punch 4: Duplex 5: Original Image 6: Collate/Offset	<ul style="list-style-type: none"> <li>• Zoom</li> <li>• Density</li> <li>• Staple/Punch</li> <li>• Duplex</li> <li>• Original Image</li> <li>• Collate/Offset</li> <li>• Original Size</li> <li>• Paper Selection</li> <li>• Combine</li> </ul>
Sending	1: Zoom 2: Density 3: Scan Resolution 4: 2-sided/Book 5: Original Image 6: Color Selection	<ul style="list-style-type: none"> <li>• Zoom</li> <li>• Density</li> <li>• Scan Resolution</li> <li>• 2-sided/Book</li> <li>• Original Image</li> <li>• Color Selection</li> <li>• Original Size</li> <li>• Sending Size</li> <li>• File Format</li> <li>• Original Orientation</li> </ul>



Function		Default Registration	Functions Available for Registration
Document Box	Document Storage	1: Zoom 2: Density 3: Scan Resolution 4: 2-side/Book Original 5: Original Image 6: Color Selection	<ul style="list-style-type: none"> <li>• Zoom</li> <li>• Density</li> <li>• Scan Resolution</li> <li>• 2-side/Book Original</li> <li>• Original Image</li> <li>• Color Selection</li> <li>• Original Size</li> <li>• Storing Size</li> <li>• Original Orientation</li> </ul>
	Sending From Box	1: File Format 2: Delete After Transmitted	<ul style="list-style-type: none"> <li>• File Format</li> <li>• Delete After Transmitted</li> </ul>
	Printing From Box	1: Paper Selection 2: Delete After Printed 3: Staple/Punch 4: Duplex 5: Collate/Offset	<ul style="list-style-type: none"> <li>• Paper Selection</li> <li>• Delete After Printed</li> <li>• Staple/Punch</li> <li>• Duplex</li> <li>• Collate/Offset</li> </ul>

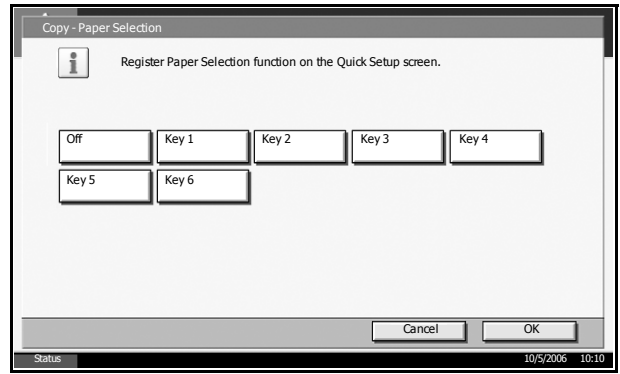
## Changing Registration

The following procedure is one example for replacing the registration of *Density* with *Original Image* in the *Quick Setup* Screen for copying.



- 1** Press the **System Menu** key.
- 2** Press [Copy], [Next] of *Quick Setup Registration*, and then [Change] of *Original Image*.

- 3** Press [Key 4] here as the key to set replacement location.



- 4** Press [OK]. The Original Image Quality function will be newly registered.

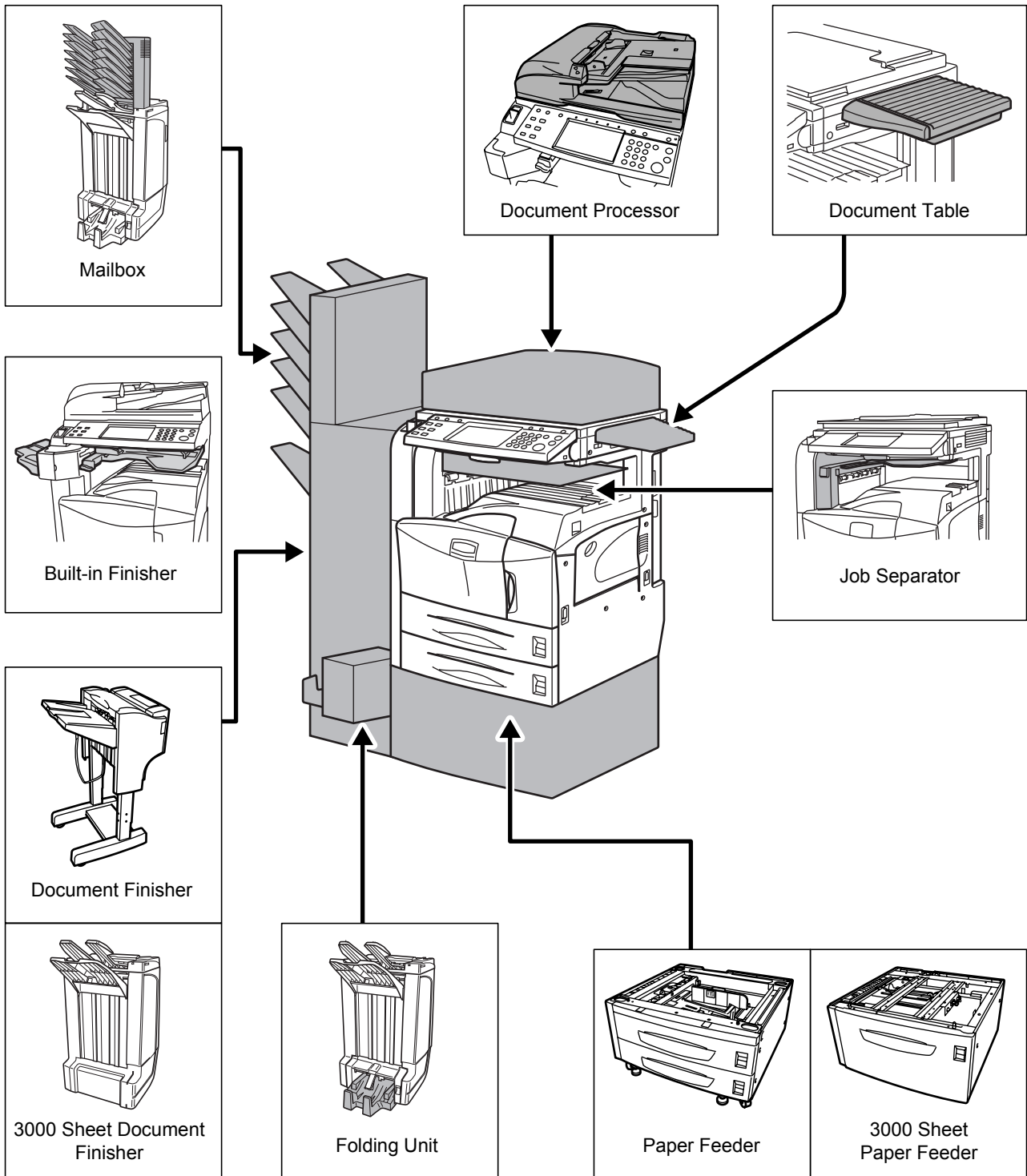
# 4 Optional Equipment

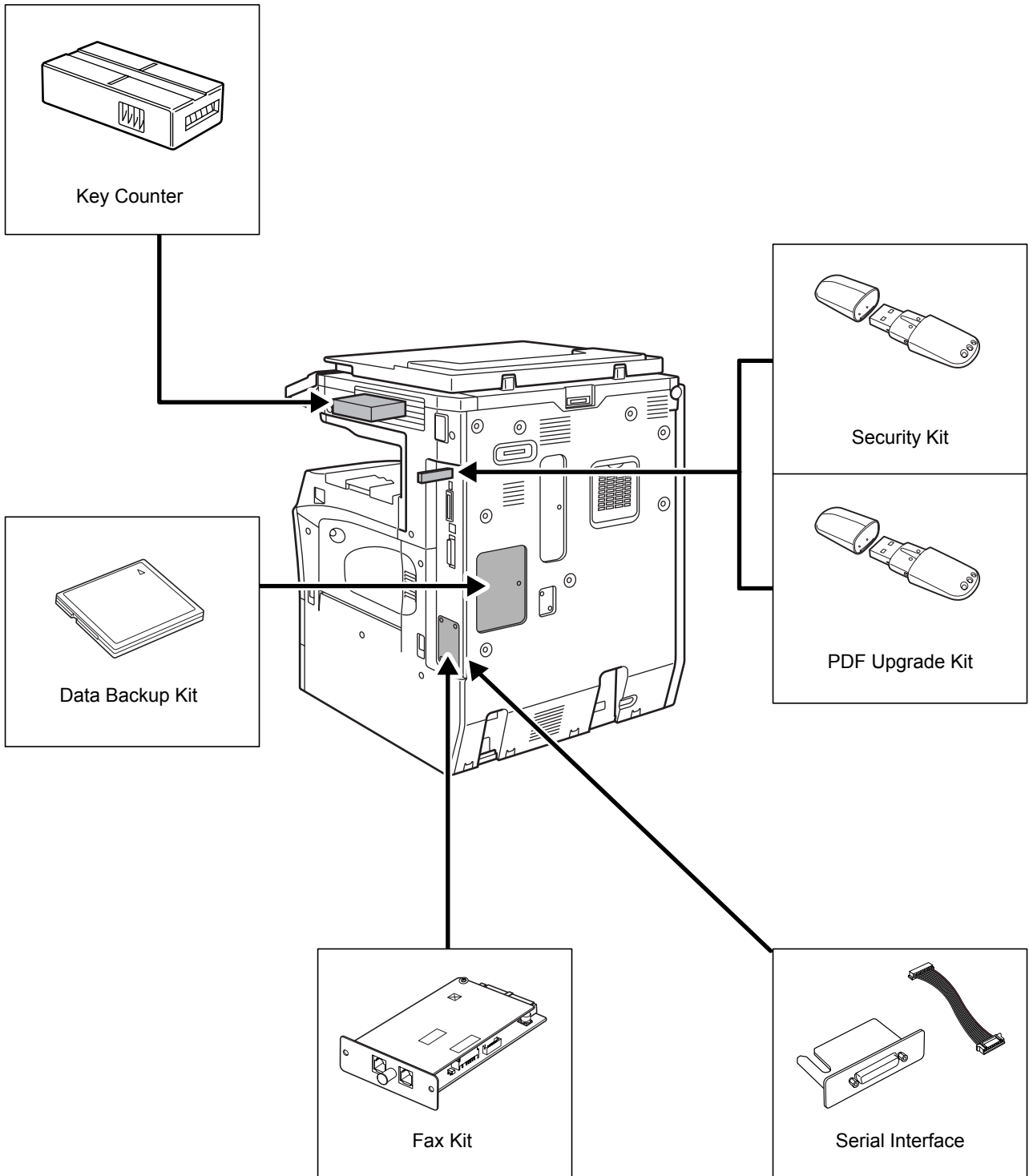
This chapter introduces the optional equipment available for the machine.

- Overview of Optional Equipment..... 4-2
- Document Processor..... 4-4
- Paper Feeder ..... 4-4
- 3000 Sheet Paper Feeder ..... 4-5
- Built-in Finisher..... 4-5
- Document Finisher ..... 4-9
- 3000 Sheet Document Finisher..... 4-9
- Job Separator..... 4-10
- Document Table ..... 4-10
- Key Counter ..... 4-11
- Fax Kit ..... 4-12
- Data Backup Kit..... 4-12
- Security Kit (USB Key) ..... 4-13
- Serial Interface ..... 4-13
- PDF Upgrade Kit (USB Key) ..... 4-14

## Overview of Optional Equipment

The following optional equipment is available for the machine.

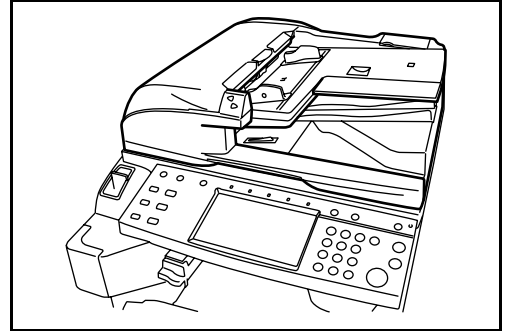




## Document Processor

Automatically scans originals. Also you can perform duplex copying and split copying.

For document processor operation, refer to *Loading Originals in the Document Processor* on page 2-42.



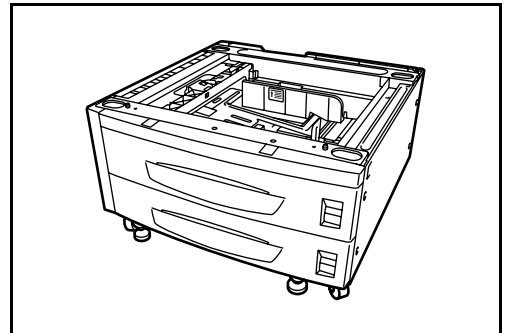
## Paper Feeder

Add an additional 2 paper cassettes like Cassette 2 of the machine. Paper capacity and loading method are the same as Cassettes 1 and 2. Refer to *Loading Paper in the Cassettes* on page 2-31.

---

**NOTE:** Left cover 3 is located on the left side of the paper feeder for use in clearing paper jams.

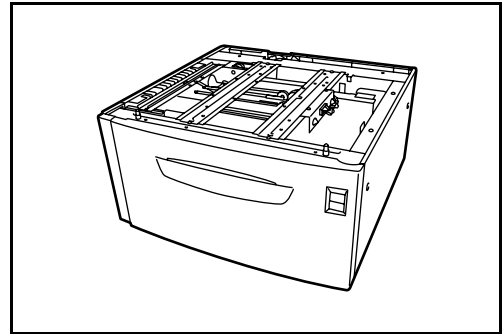
---



## 3000 Sheet Paper Feeder

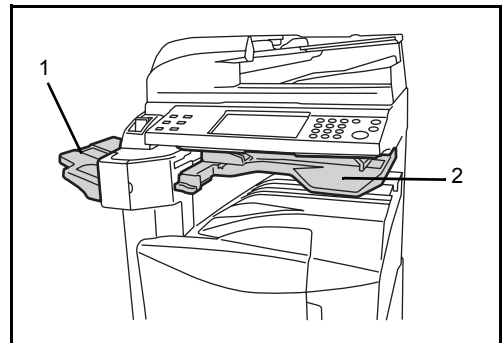
In addition to the standard cassettes, a 3000 sheet paper feeder holding 3,000 sheets of A4, Letter or B5 paper can be added.

**NOTE:** Left cover 3 is located on the left side of the 3000 sheet paper feeder for use in clearing paper jams.



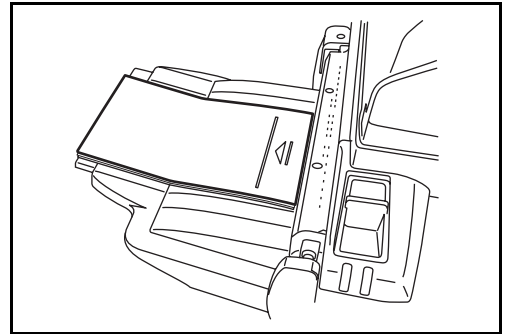
## Built-in Finisher

The built-in finisher holds a large quantity of finished prints. The finisher offers a convenient means of sorting. Sorted finished prints may also be stapled.

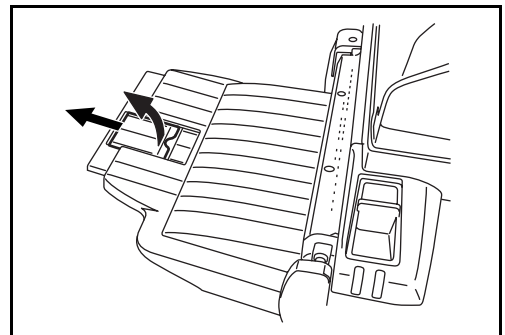


- 1 Finisher tray
- 2 Finisher process tray

Finisher tray serves as an output tray of sorted prints.

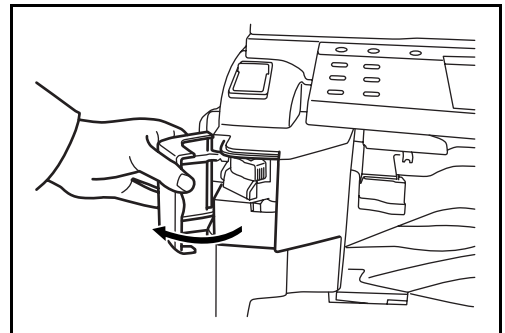


Use the auxiliary tray to sort Ledger, Legal, 8.5×13.5", Oficio II, Letter, Letter-R, A3, B4, A4, A4-R, B5, Folio, 8K or 16K prints.

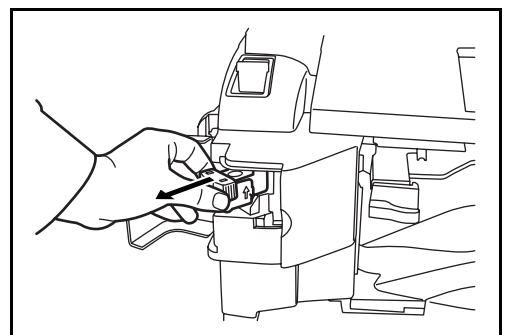


### Adding Staples

- 1** Pull to open the stapler front cover.

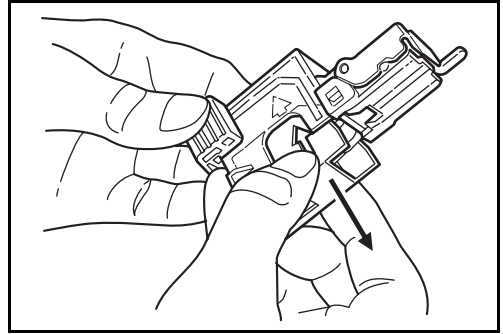


- 2** Pull out the staple holder.

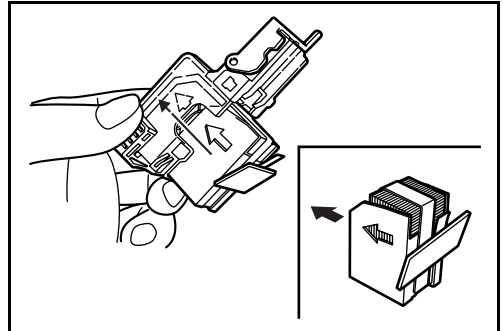




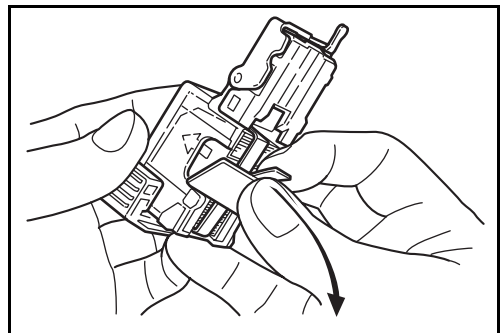
- 3** Remove the empty staple case from the staple holder.



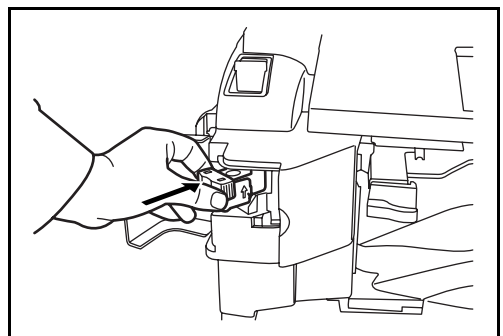
- 4** Holding the staple holder in your left hand and a new staple case in your right hand, insert the staple case into the staple holder in the direction of an arrow.



- 5** Insert the staple case fully to the end. Pull to remove the paper tape wound on the staple case.



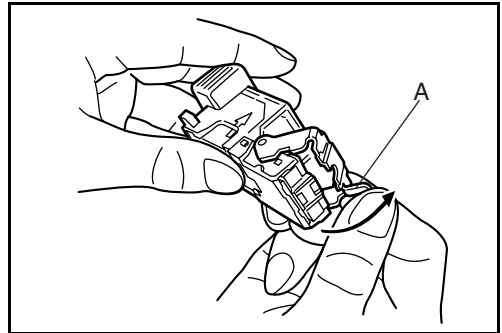
- 6** Insert the staple holder into the slot of the staple unit again. When fully inserted, the staple holder locks with a clicking sound.



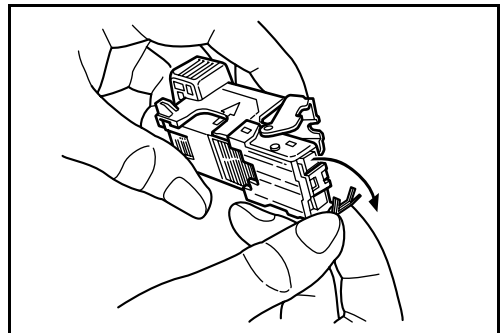
## Clearing Staple Jam

**1** Pull out the staple holder referring to Steps 1 and 2 of *Adding Staples*.

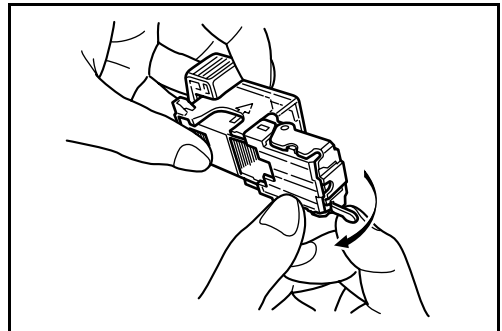
**2** Holding the knob A on the face plate of the staple holder, lift the face plate.



**3** Clear the staple jammed in the cartridge end (staple-loaded side).



**4** Lower the face plate of the staple holder.



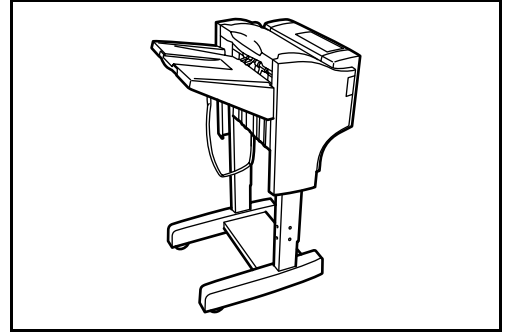
**5** Insert the face plate back in place. When fully inserted, the face plate locks with a clicking sound.

**6** After lifting the staple unit slightly, lower it and insert it again into its place.

**7** Close the stapler front cover.

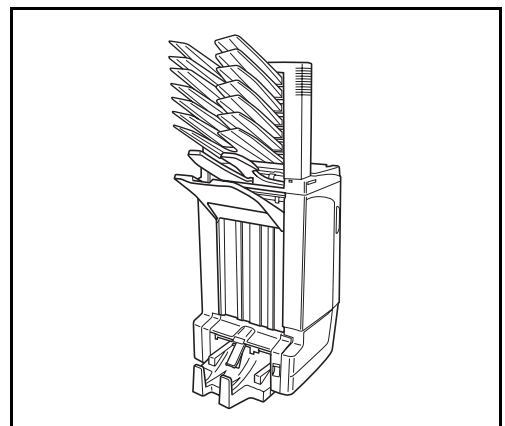
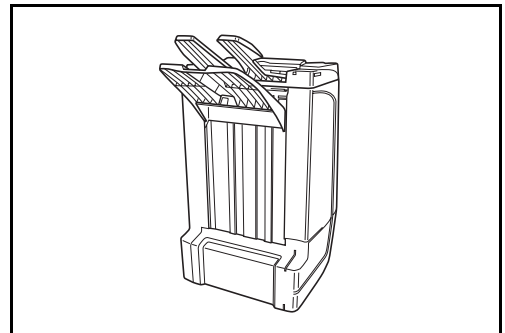
## Document Finisher

The document finisher holds a large quantity of finished copies. The finisher offers a convenient means of sorting. Sorted finished copies may also be stapled. For further details, refer to *the document finisher Operation Guide*.



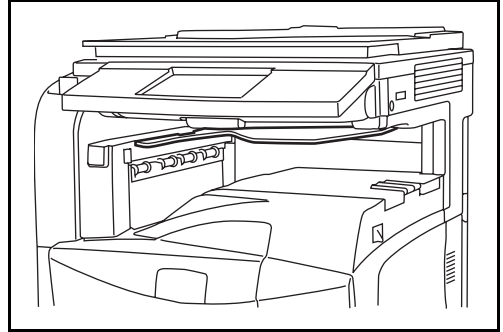
## 3000 Sheet Document Finisher

The document finisher holds a large quantity of finished copies. The finisher offers a convenient means of sorting. It can also staple finished sets and punch holes if equipped with the appropriate optional accessories. For further details, refer to *the 3000 sheet document finisher Operation Guide*. Other options include the mailbox and folding unit.



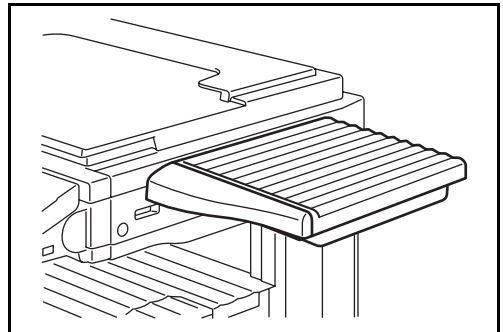
## Job Separator

Separates paper according to output tray for easier sorting. Specify an output tray for copy or print jobs. Or, specify the default output tray for printing from the copy or document box screen, printing from the PC, and printing of the received fax data.



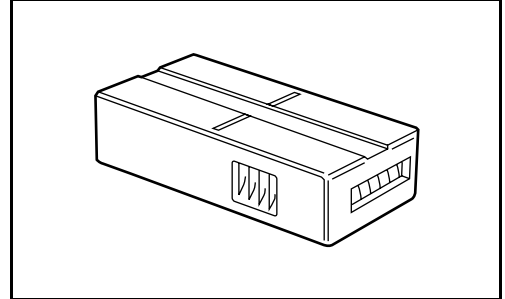
## Document Table

Place original or other documents when using the machine. It has a drawer to accommodate clips.



## Key Counter

Use the key counter to monitor machine usage. The key counter offers a convenient solution for centralized management of copy volume for different departments in a large company.



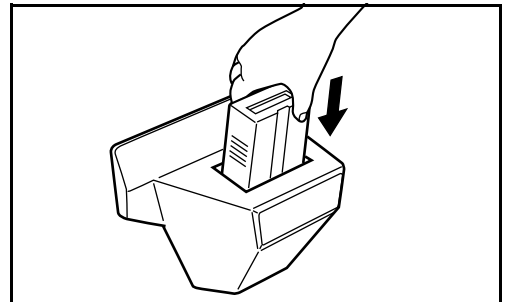
### Inserting the Key Counter

Insert the key counter securely into the key counter slot.

---

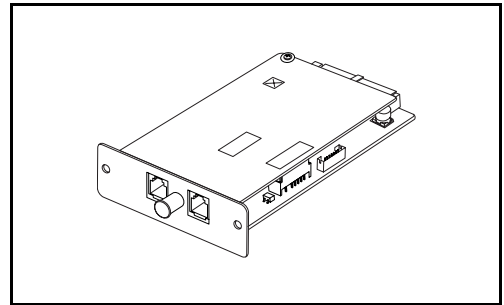
**NOTE:** When the key counter function is activated, copies can only be made when a key counter is inserted. If the key counter is not inserted, *Insert key counter.* will be displayed.

---



## Fax Kit

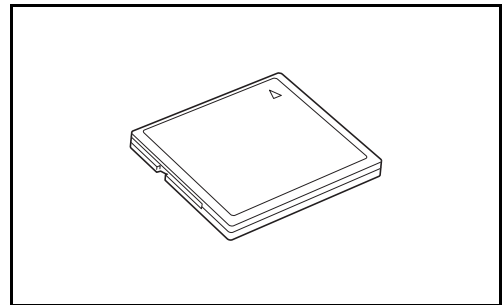
By installing the fax kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer. When two units of the fax kit are installed, the units can be connected to two different telephone lines which will enable quicker message transmission to a number of recipients. If one of the lines is dedicated to receiving, the time of busy line can be reduced. For further details, refer to *the operation guide of the fax kit*.



## Data Backup Kit

A microchip card for storing fax reception data and job accounting data. Installation and removal of the card is performed by our service representative.

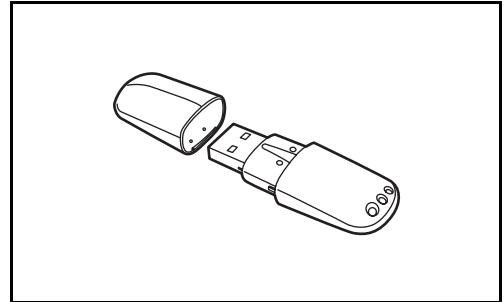
Refer to *the operation guide of the fax kit* for the fax reception data to be stored for backup.



## Security Kit (USB Key)

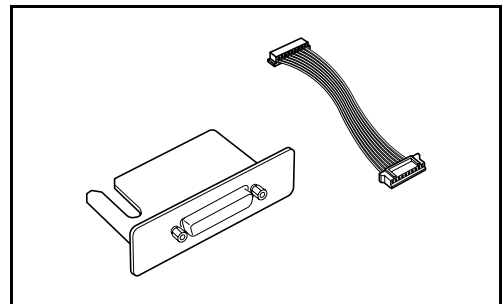
This machine functions by temporarily storing scanned data on an internal hard disk. After being used for output, this data is not accessible from the operation panel, but a record of the data remains on the hard disk until it is overwritten by other data. Thus, the data could conceivably be retrieved by accessing the hard disk using specialized tools.

For greater security, the security kit prevents this by overwriting all unnecessary data in the storage area of the hard disk so that it cannot be retrieved.



## Serial Interface

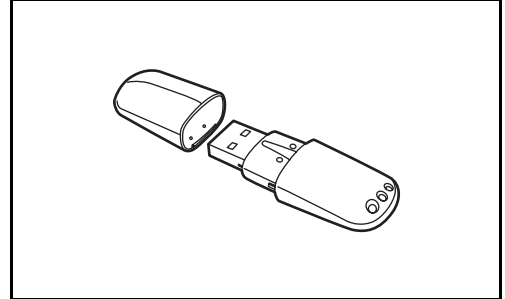
Install for connecting to PCs with serial port interfaces. Supports the RS-232C serial interface.



## PDF Upgrade Kit (USB Key)

When saving scanned originals as PDF files, enables the creation of high compression PDF files and PDF encryption.

Use PDF file encryption to customize password-based rights access.





# 5 Maintenance

This chapter describes cleaning and toner replacement.

- Cleaning ..... 5-2
- Toner Container and Waste Toner Box Replacement .. 5-7

## Cleaning

Clean the machine regularly to ensure optimum output quality.



**CAUTION:** For safety, always unplug the power cord before cleaning the machine.

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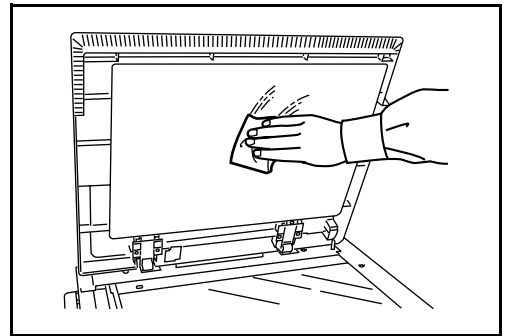
### Platen Cover / Document Processor / Glass Surface

Wipe the backside of the platen cover, the inside of the document processor and the glass surface with a soft cloth dampened with alcohol or mild detergent.

**IMPORTANT:** Do not use thinner or other organic solvents.

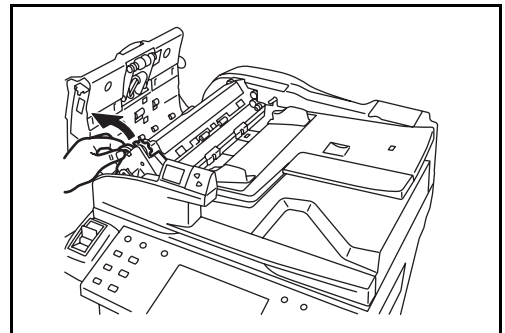
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#### Platen Cover

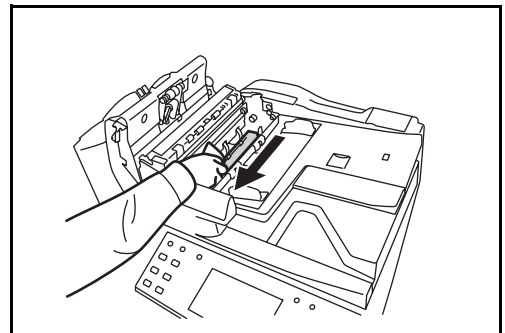


#### Document Processor

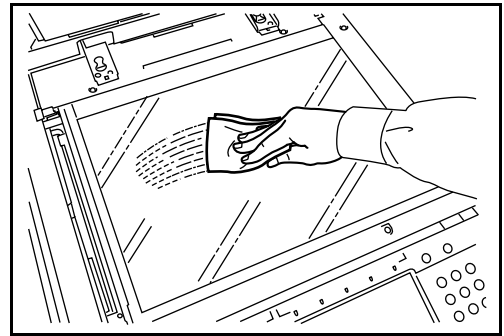
- 1** Open the top cover of the document processor and hold the green knob to lift the reverse unit.



- 2** Clean the white roller at the inside of the bottom.

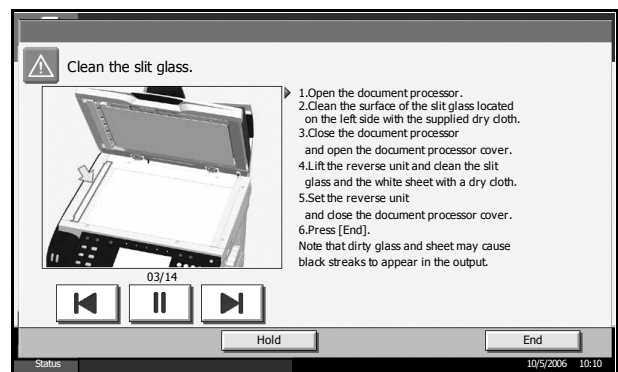


## Glass Surface



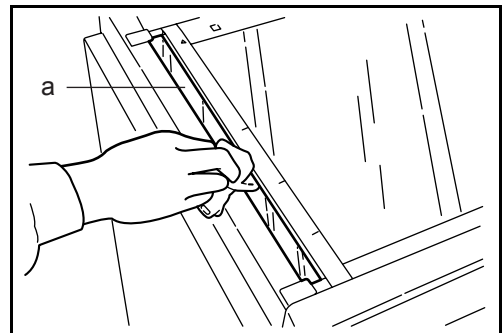
## Slit Glass

If black streaks or dirt appears in copies when using the optional document processor, clean the slit glass with the supplied cleaning cloth. The message *Clean the slit glass.* may be displayed if the slit glass requires cleaning.



**IMPORTANT:** Lightly wipe the slit glass with a dry cloth. To remove adhesive material or ink, apply alcohol to a cloth and wipe lightly. Do not use water, thinner, or organic solvents.

- 1 Remove the cloth from the cleaning cloth compartment.
- 2 Open the document processor and wipe the slit glass (a).

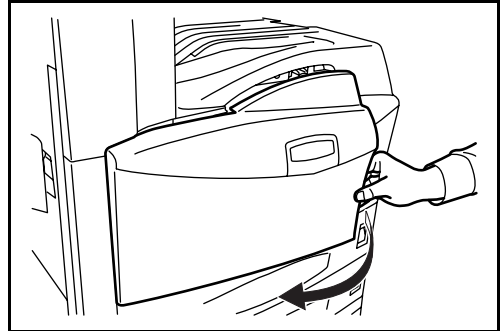


- 3 Press [End].

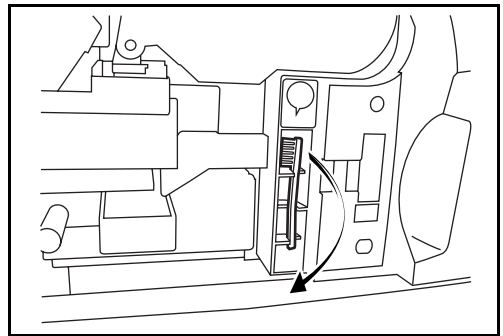
## Separator

Clean the separator regularly (at least monthly) to ensure optimum output quality.

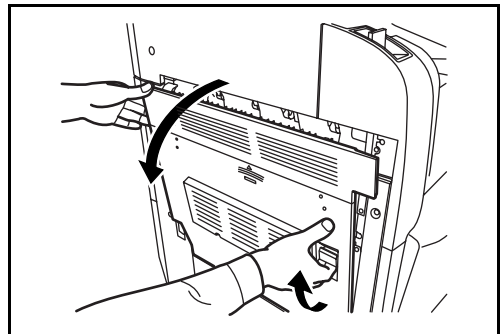
- 1** Open the front cover.



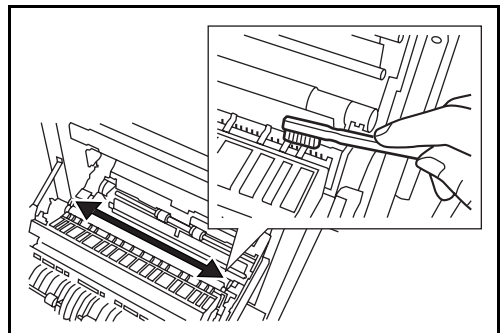
- 2** Remove cleaning brush (blue colored).



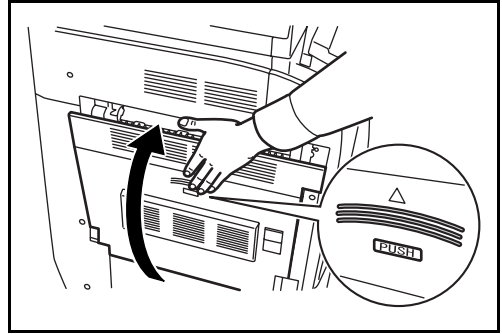
- 3** Pull up left cover 1 lever and open left cover 1.



- 4** As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.

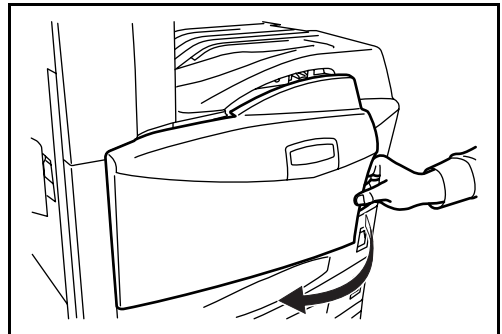


- 5** Put away the cleaning brush, press the specified position of the front cover and left cover 1 to close.

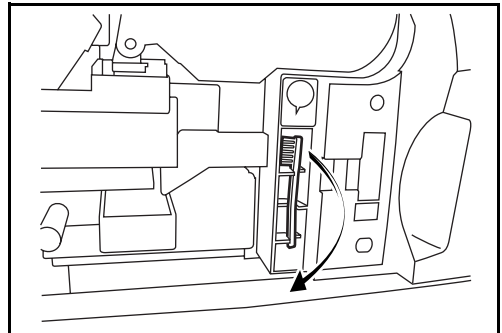


### Transfer Roller

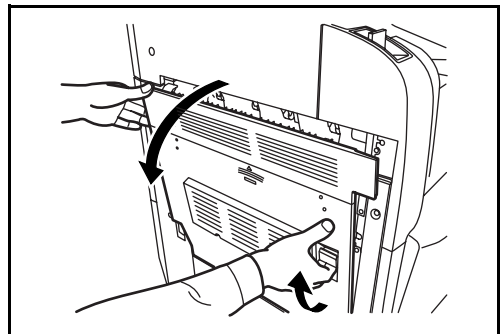
- 1** Open the front cover.



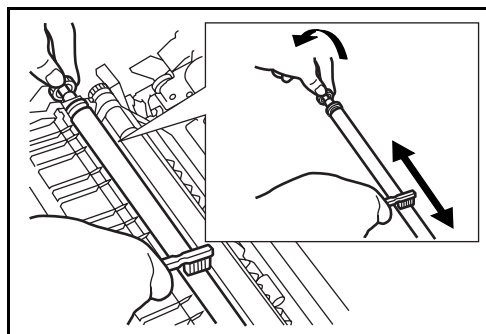
- 2** Remove the cleaning brush (blue colored).



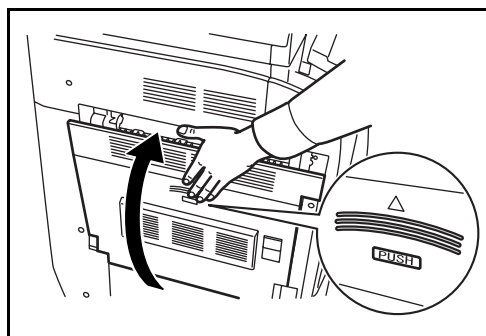
- 3** Pull up left cover 1 lever and open left cover 1.



- 4** As shown in the figure, clean dirt from the transfer roller by moving the brush from side to side along the roller while rotating the roller by turning the gear at the left end of the roller.



- 5** Put away the cleaning brush, press the specified position of the front cover and left cover 1 to close.



## Toner Container and Waste Toner Box Replacement

When the touch panel displays *Add toner*, replace the toner without delay although several more copies are still possible. When replacing the toner container, replace the waste toner box as well.

Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

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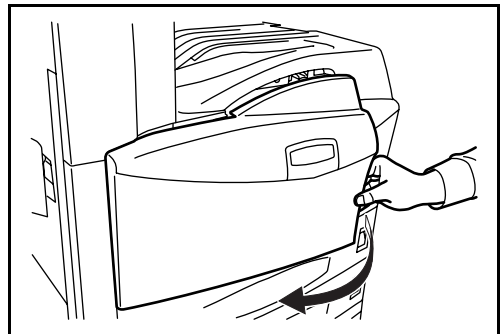
**CAUTION:** Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

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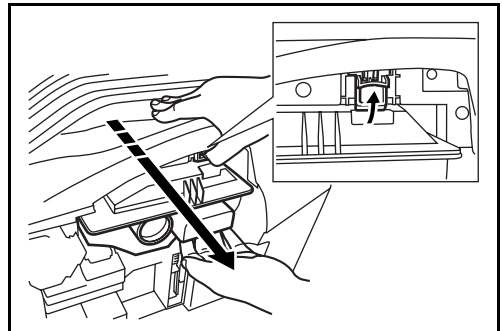
**CAUTION:** Do not attempt to force open or destroy the toner container or the waste toner box.

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- 1** Open the front cover.



- 2** Push up the toner container stopper and slowly pull out the used toner container until its handle is visible.



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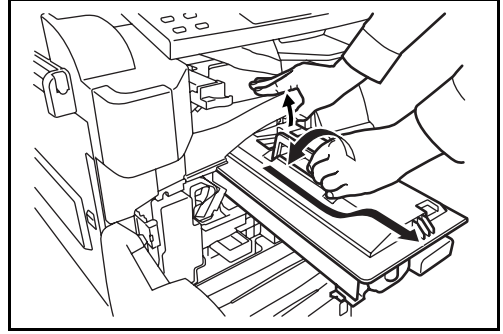
**WARNING:** High voltage parts inside. Handle with care because there is a danger of electric shock.

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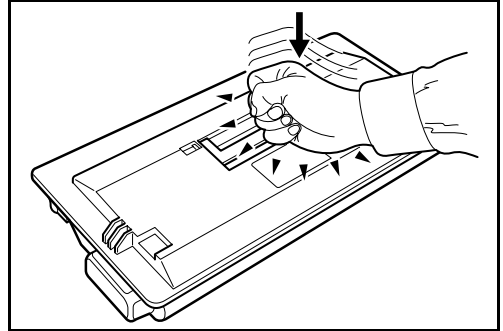
**CAUTION:** Do not pull the toner container all the way out without holding the handle, otherwise it will drop.

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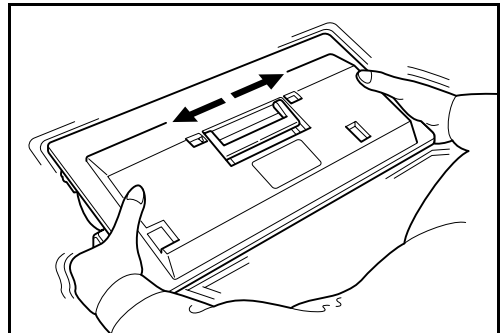
- 3** Keep the stopper up, hold the toner container handle and take out slowly.



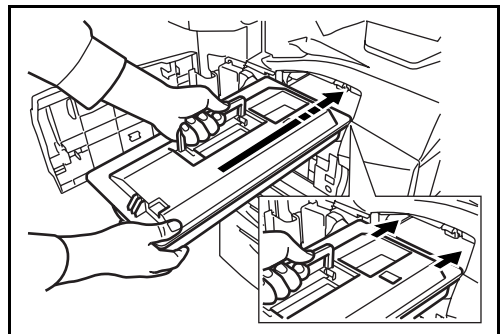
- 4** Unwrap a new toner container and tap its top 5-6 times.



- 5** Shake the toner container at least 10 times horizontally to distribute the toner evenly.

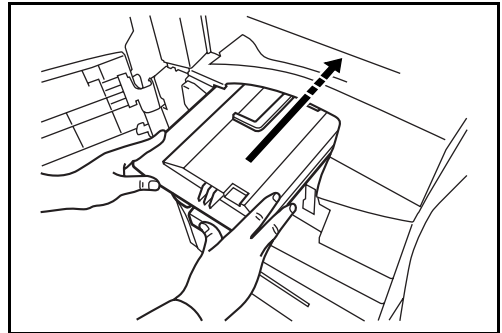


- 6** Insert the toner container slowly while holding its handle.

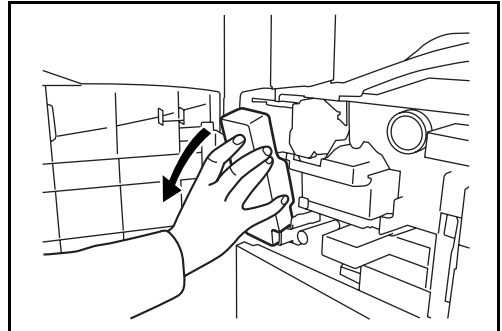




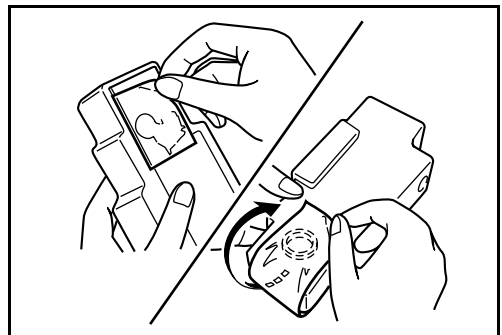
- 7** Using both hands, push in the toner container until it is locked.



- 8** Remove the waste toner box.



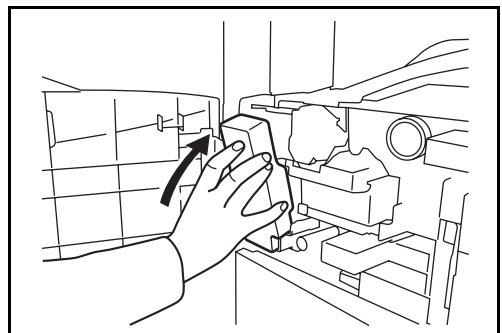
- 9** Seal the opening of the waste toner box.



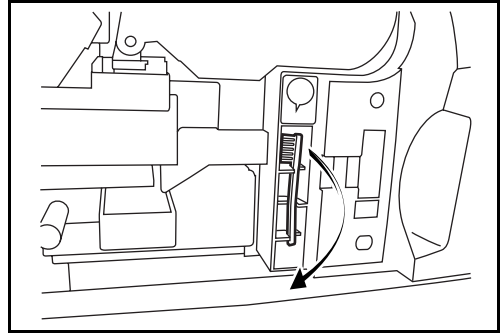
**CAUTION:** Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

**CAUTION:** Do not attempt to force open or destroy the toner container or the waste toner box.

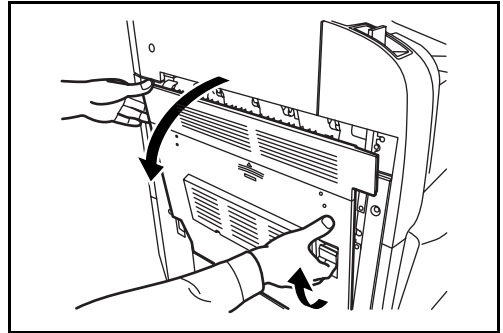
- 10** Install a new waste toner box.



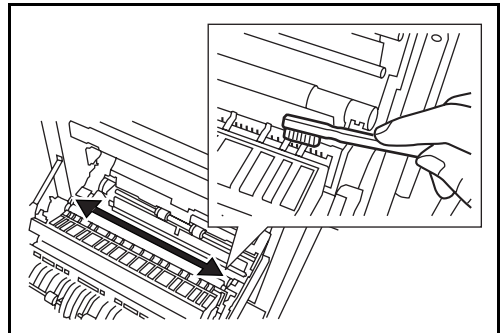
- 11** Remove the cleaning brush (blue colored).



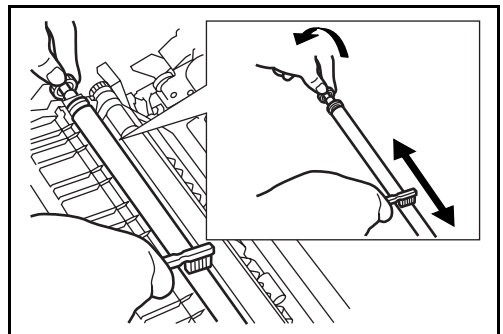
- 12** Pull up left cover 1 lever and open left cover 1.



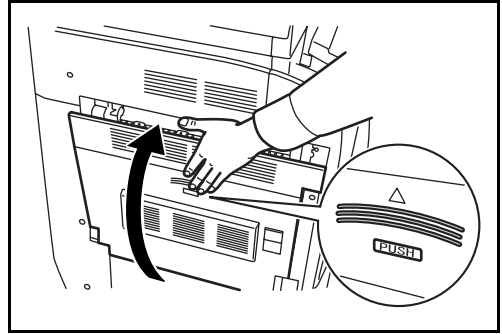
- 13** As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.



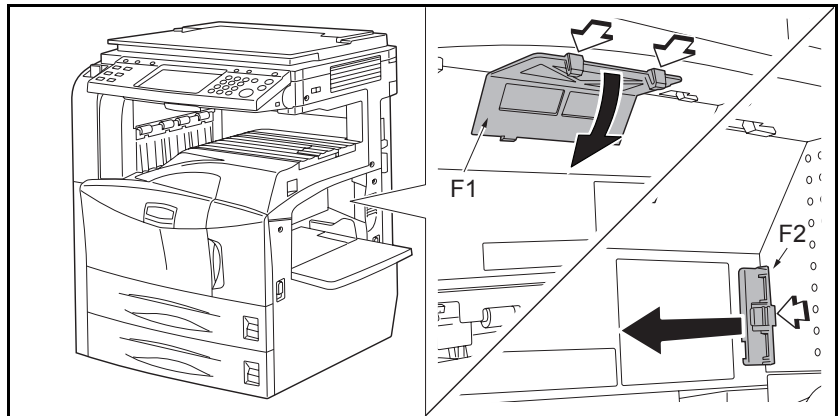
- 14** As shown in the figure, clean dirt from the transfer roller by moving the brush from side to side along the roller while rotating the roller by turning the gear at the left end of the roller.



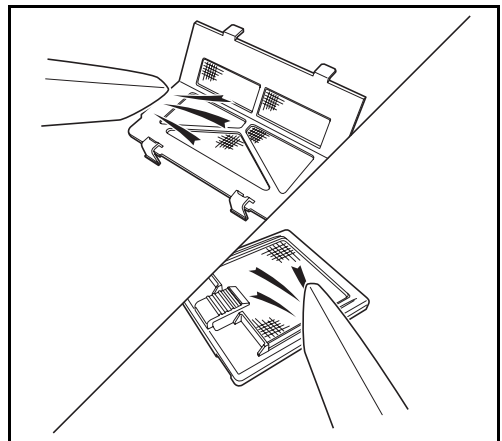
- 15** Put away the cleaning brush after the cleaning. Close the front cover and left cover 1 by pressing specified part.



- 16** Open the Multi Purpose Tray and remove the filters F1 and F2.



- 17** Clean the filters using a vacuum cleaner or the like.



**CAUTION:** Do not wash the filters with water. Do not use the attached cleaning brush.

- 18** Put the filters back in place and close the Multi Purpose Tray.

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**NOTE:** Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

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# 6 Troubleshooting

This chapter explains how to solve problems with the machine.

- Solving Malfunctions ..... 6-2
- Responding to Error Messages..... 6-4
- Clearing Paper Jams..... 6-12

## Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
<b>The operation panel does not respond when the main power switch is turned on.</b>	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
<b>Pressing the Start key does not produce copies.</b>	Is there a message on the touch panel?	Determine appropriate response to the message and respond accordingly.	6-4
<b>Blank sheets are ejected.</b>	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	2-40
		When placing originals in the optional document processor, place them face-up.	2-42
<b>Printouts are too light.</b>	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Use [Image Quality] to set the correct density level.	3-9
		When changing the default density level, adjust the density manually and choose the desired level.	—
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side about 10 times.	5-7
	Is there a message indicating the addition of toner?	Replace the toner container.	5-7
	Is the paper damp?	Replace the paper with new paper.	2-40
<b>Printouts are too dark.</b>	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Use [Image Quality] to set the correct density level.	3-9
		When changing the default density level, adjust the density manually and choose the desired level.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
<b>Printouts are not clear.</b>	Did you choose appropriate image quality for the original?	Select appropriate image quality.	3-9
<b>Printouts are dirty.</b>	Is the platen or the document processor dirty?	Clean the platen or the document processor.	5-2
	Is the transfer roller dirty?	Brush the transfer roller clean.	5-5
<b>Images are skewed.</b>	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	2-42
		When placing originals in the optional document processor, align the original width guides securely before placing the originals.	2-42
	Is the paper loaded correctly?	Check the position of the paper width guides.	2-43
<b>Papers often jam.</b>	Is the paper loaded correctly?	Load the paper correctly.	2-31
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	2-31
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	2-31
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	6-12
<b>Printouts from the document processor have black lines.</b>	Are the slit glasses dirty?	Clean the slit glasses.	5-3
<b>Printouts are wrinkled.</b>	Is the paper separator of the paper feed unit dirty?	Clean the paper separator.	5-4
<b>Cannot print.</b>	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	3-2
	Is the printer cable connected?	Connect the correct printer cable securely.	2-3
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	2-3
<b>Documents are printed improperly.</b>	Is the official application software used on PC?	Check that the official printer driver or application software is used.	—

## Responding to Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

### Alphanumeric

Error Message	Checkpoints	Corrective Actions	Reference Page
<b>Acceptable staple count exceeded.</b>	Is the acceptable staple count exceeded? For details, refer to <i>Specifications on page Appendix-6.</i>	Press [Continue] to print without using Staple. Press [Cancel] to cancel the job.	—
<b>Add paper in cassette #.</b>	Is the indicated cassette out of paper?	Load paper.	2-30
<b>Add paper in MP tray.</b>	Is the paper of the selected size loaded in the Multi Purpose Tray?	Load the paper in the Multi Purpose Tray which is of the size and type indicated on the touch panel.	2-33
<b>Add staples.</b>	Has any of the built-in finisher, center binding finisher, document finisher or 3,000-sheet capacity document finisher run out of staples?	If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the touch panel. Leave the machine on and follow the instruction to replace the staple case. Press [Continue] to print without using Staple. Press [Cancel] to cancel the job.	4-6
<b>Add toner.</b>	—	Replace the toner container.	5-7
<b>An error has occurred.</b>	—	Internal error has occurred. Turn the main power switch off and on. If error occurs repeatedly, make a note of the error code displayed on the touch panel, and contact your Service Representative.	—
<b>Box limit exceeded.</b>	—	Document box is full, and no further storage is available. This job is canceled. Press [End].	—
	—	Repeat Copy box is full, and no further repeat copy is available. Press [Continue] to print without using Repeat Copy. Press [Cancel] to cancel the job.	—



Error Message	Checkpoints	Corrective Actions	Reference Page
<b>Cannot connect to Authentication Server.</b>	—	Press [End] and check the following items: <ul style="list-style-type: none"> <li>• Registration to Authentication Serve</li> <li>• Password and computer address for Authentication Server</li> <li>• Connection of Network</li> </ul>	—
<b>Cannot duplex print this paper type.</b>	Did you select a paper size/type that cannot be duplex printed?	Select the available paper size/type. Press [Continue] to print without using Duplex.	3-13
<b>Cannot execute this job.</b>	—	This job is canceled because it is restricted by Job Accounting. Press [End].	—
<b>Cannot offset this paper type.</b>	Did you select a paper size (A3, B4, A5-R, B6-R, Folio, Ledger, Statement and 8K) that cannot be offset?	Select the available paper size. Press [Continue] to print without using Offset.	3-16
<b>Cannot punch this paper type.</b>	Did you select a paper size/type that cannot be punched?	Select the available paper size/type. Press [Continue] to print without using Punch.	—
<b>Cannot staple this paper type.</b>	Did you select a paper size/type that cannot be stapled?	Select the available paper size/type. Press [Continue] to print without using Staple.	—
<b>Check the cover.</b>	Is there any cover which is open?	Close the cover indicated on the touch panel.	—
<b>Check the document processor.</b>	Is the document processor open?	Close the document processor.	—
	Is the top cover of the document processor open?	Close the top cover of the document processor.	6-23
<b>Check the finisher.</b>	Is the built-in finisher or the document finisher set correctly?	Set the built-in finisher or the document finisher correctly. For details, refer to <i>the respective Operation Guides</i> .	—
	Is the built-in finisher tray set correctly?	Set the built-in finisher tray correctly.	—
<b>Clean the slit glass.</b>	—	Clean the slit glass using the attached cleaning cloth.	5-3

Error Message	Checkpoints	Corrective Actions	Reference Page
<b>Empty the punch waste box.</b>	—	The punch waste box of the document finisher or 3,000-sheet capacity document finisher is full. Follow the instruction on the touch panel to empty the punch waste box.	—
<b>Failed to specify Job Accounting.</b>	—	This job is canceled. Press [End].	—
<b>Failed to store job retention data.</b>	—	This job is canceled. Press [End].	—
<b>FAX box limit exceeded.</b>	—	FAX box is full, and no further storage is available. This job is canceled. Press [End].	—
<b>Finisher tray is full of paper.</b>	Is the acceptable storage capacity exceeded for the document finisher tray?	Remove paper from the document finisher tray. If printing can be restarted, the touch panel display will prompt you to press [Continue]. Then press [Continue].	—
<b>Folding tray is full of paper.</b>	Is the acceptable storage capacity exceeded for the folding tray of the 3,000-sheet capacity document finisher?	Remove paper from the folding tray.	—
<b>Hard Disk error. Job is canceled. Press [End]. ##</b>	—	An error has occurred on the hard disk. The possible error codes and their descriptions are as follows. 01: Initialization error. Initialize the hard disk. 04: Insufficient space on the hard disk to complete this operation. Move or delete data stored on the hard disk to increase available space.	—
<b>Incorrect Account ID.</b>	—	The Account ID does not match. Check the registered Account ID.	—
<b>Incorrect Login User Name or Password.</b>	—	Enter correct login user name or password.	—
<b>Job Accounting restriction exceeded.</b>	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press [End].	—
<b>Job Separator is full of paper.</b>	Is the maximum capacity of the job separator exceeded?	Remove paper from the job separator and press [Continue] to resume printing.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
<b>KPDL Error.</b>	—	PostScript error has occurred. Job is canceled. Press [End].	—
<b>Mailbox tray is full of paper.</b>	—	Remove paper from the mailbox tray.	—
<b>Memory card error.</b>	—	Memory card is removed while it is accessed. Insert the memory card.	—
		An invalid memory card is inserted. Insert the correct memory card.	—
<b>Memory card error. Job is canceled. Press [End]. ##</b>	—	An error has occurred on the memory card. The possible error codes and their descriptions are as follows. 01: Format error. Format the memory card again. 04: Insufficient space on the memory card to complete this operation. Move or delete data stored on the memory card to increase available space.	—
<b>Memory is full.</b>	—	Unable to continue the job as the memory is used up. Press [Continue] to print the scanned pages. The print job cannot be processed completely. Press [Cancel] to cancel the job.	—
<b>Paper jam.</b>	—	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instruction to remove the jammed paper.	6-12
<b>Print overrun.</b>	—	Warning. Low printer memory. The job was paused. Press [Continue] to resume the job.	—
<b>Removable memory error.</b>	—	This job is canceled. Press [End].	—
<b>Removable memory was removed.</b>	—	Press [End].	—
<b>Replace all originals and press [Continue].</b>	—	Remove originals from the document processor, put them in the original order, and place them. Press [Continue] to resume printing. Press [Cancel] to cancel the job.	2-42

Error Message	Checkpoints	Corrective Actions	Reference Page
<b>Replace the waste toner box.</b>	–	The waste toner box is full. Replace the waste toner box.	5-7
<b>Reset all originals in document processor.</b>	Is there any original left in the document processor?	Remove originals from the document processor.	—
<b>Scanner memory is full.</b>	–	Scanning cannot be performed due to insufficient memory of scanner. Job is canceled. Press [End].	—
	Is the acceptable scanning count exceeded?	Press [Continue] to print, send or store the scanned pages. Press [Cancel] to cancel printing, sending or storing.	—

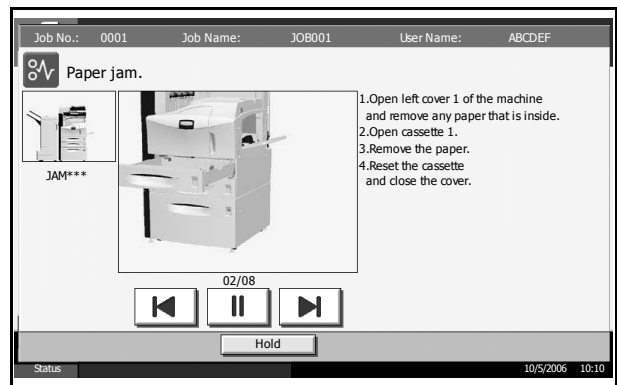
Error Message	Checkpoints	Corrective Actions	Reference Page
<p><b>Send Error. Job is canceled. Press [End]. ####</b></p>	<p>—</p>	<p>An error has occurred during transmission. The possible error codes and their descriptions are as follows.</p> <p>1101: The server name of the SMTP server is not set correctly or the host name is incorrect when sending scan data to an FTP server. Use COMMAND CENTER and register the SMTP server name and the host name correctly.</p> <p>1102: The login user name is incorrect or the domain name has not been entered. Enter login user name, domain name and password correctly.</p> <p>1103: The network path name is incorrect or you do not have access to the folder specified. Use COMMAND CENTER and register the path name correctly.</p> <p>1104: No recipient address. Enter E-mail address correctly.</p> <p>1105: E-mail - The SMTP protocol setting is turned off. Use COMMAND CENTER and turn on the SMTP protocol setting.</p> <p>Scan to PC (SMB) - SMB setting is turned off. Use COMMAND CENTER and turn on the SMB setting.</p> <p>Scan to PC (FTP) - FTP setting is turned off. Use COMMAND CENTER and turn on the FTP setting.</p> <p>1106: The sender address setting under E-mail: SMTP is not registered. Use COMMAND CENTER and register the sender address.</p>	<p>2-12</p> <p>—</p> <p>3-19</p> <p>3-19</p> <p>2-12</p> <p>2-12</p>

Error Message	Checkpoints	Corrective Actions	Reference Page
<p><b>Send Error.</b>  <b>Job is canceled. Press [End].</b>  <b>####</b></p>	<p>—</p>	<p>2101, 2102, 2201, 2202, 2203, 3101: The network cable is disconnected or the hub that it is connected to is not operating properly. Check the cable and the hub. Otherwise, the server name or the host name of the SMTP server is not set correctly. Use COMMAND CENTER and register the SMTP server name and the host name correctly.</p> <p>2204: The E-mail size exceeds the acceptable send data capacity. Decrease the size or resolution of the scanned data to be transmitted and resend the E-mail.</p> <p>9181: The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately.</p>	<p>2-12</p> <p>—</p> <p>—</p>
<p><b>Set the folding tray.</b></p>	<p>Is the folding tray correctly set to the 3,000-sheet capacity document finisher?</p>	<p>Set the folding tray correctly to the 3,000-sheet capacity document finisher. For details, refer to <i>the Operation Guide of the 3,000-sheet capacity document finisher</i>.</p>	<p>—</p>
<p><b>Set the folding unit.</b></p>	<p>Is the folding unit correctly set to the 3,000-sheet capacity document finisher?</p>	<p>Set the folding unit correctly to the 3,000-sheet capacity document finisher. For details, refer to <i>the Operation Guide of the 3,000-sheet capacity document finisher</i>.</p>	<p>—</p>
<p><b>Set the punch waste box.</b></p>	<p>—</p>	<p>The punch waste box of the document finisher or 3,000-sheet capacity document finisher is not set correctly. Follow the instruction on the touch panel to set the punch waste box correctly.</p>	<p>—</p>
<p><b>Set the waste toner box.</b></p>	<p>—</p>	<p>The waste toner box is not set correctly. Set it correctly.</p>	<p>5-7</p>
<p><b>Staple error.</b></p>	<p>—</p>	<p>If a staple error occurs, the machine will stop and the corrective action will be indicated on the touch panel. Leave the machine on and follow the instruction to take an appropriate action.</p>	<p>—</p>

Error Message	Checkpoints	Corrective Actions	Reference Page
<b>Staple jam.</b>	–	If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instruction to remove the jammed staple.	4-8
<b>The memory card is not formatted.</b>	Is the memory card formatted?	Format the memory card.	—
<b>The phone receiver is off the hook.</b>	–	Put down the receiver.	—
<b>The removal memory is not formatted.</b>	Is the removable memory formatted by this machine?	Use the removable memory formatted by this machine.	—
<b>The source file is not found.</b>	–	The specified file is not found. This job is canceled. Press [End].	—
<b>Top tray of the machine is full of paper.</b>	–	Remove paper from the top tray, and press [Continue] to resume the job.	—
<b>Tray # is full of paper.</b>	Is the acceptable storage capacity exceeded for any of the trays A to C of the 3,000-sheet capacity document finisher?	Remove paper from the tray # indicated on the touch panel. If the tray B or C is full of paper, press [Continue] to resume printing.	—
<b>Warning low memory.</b>	–	Further scanning cannot be performed by insufficient memory. Press [Continue] to print the scanned pages. Press [Cancel] to cancel the printing job.	—

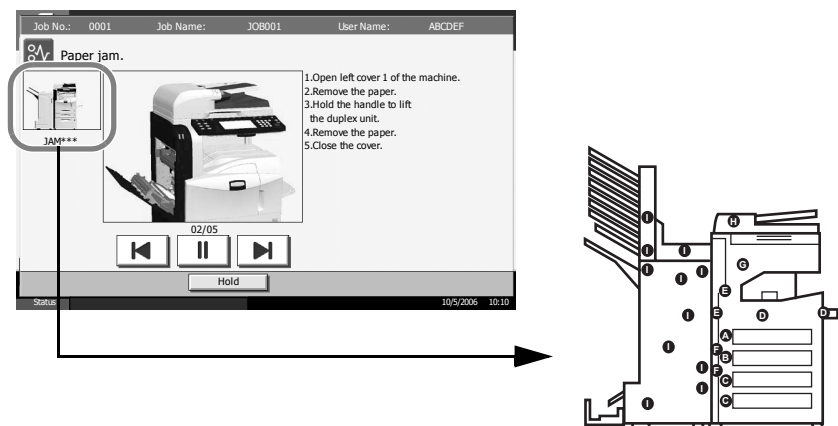
## Clearing Paper Jams

If a paper jam occurs, the touch panel will display *Paper misfeed* and the machine will stop. Refer to these procedures to remove the jammed paper.



### Jam Location Indicators

If a paper jam occurs, the location of the jam will be displayed by the alphabet, which corresponds to the specific component in the machine as the following figure with clearing instructions.



Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Cassette 1	6-13
B	Cassette 2	6-15
C	Cassette 3 or 4 (Option)	6-16
D	Multi Purpose Tray	6-17
E	Inside the left cover 1, 2 or 3	6-17
F	Duplex unit	6-18
G	Job separator output port (Option)	—



Paper Jam Location Indicator	Paper Jam Location	Reference Page
H	Document processor (Option)	6-23
I	Document finisher (Option)	6-24

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page which jam has occurred.

### Precautions of the Paper Jam

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from the machine inside. Scraps of paper left in the machine could cause subsequent jamming.
- Discard the paper that jammed in the optional document finisher or 3,000-sheet capacity document finisher. The page which jam has occurred will be printed again.

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**WARNING:** High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

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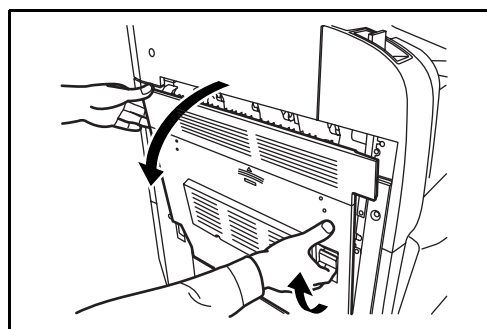
**CAUTION:** The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

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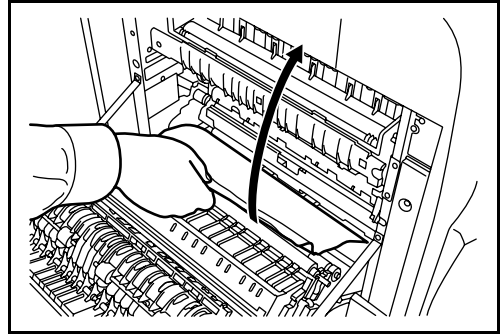
### Cassette 1

Follow the steps below to clear paper jams in cassette 1.

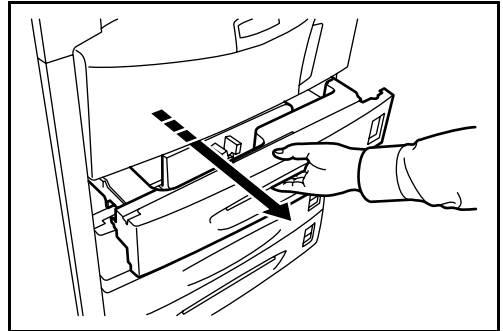
- 1 Pull up left cover 1 lever and open left cover 1.



- 2** Remove the jammed paper.

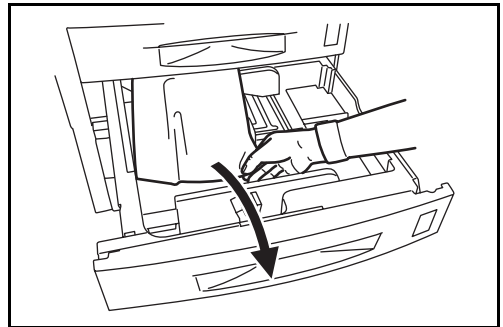


- 3** Pull out cassette 1.



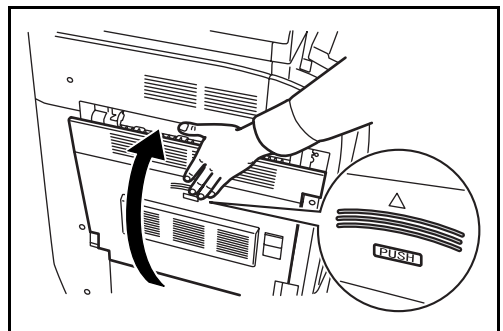
- 4** Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



- 5** Push cassette 1 back in place securely.

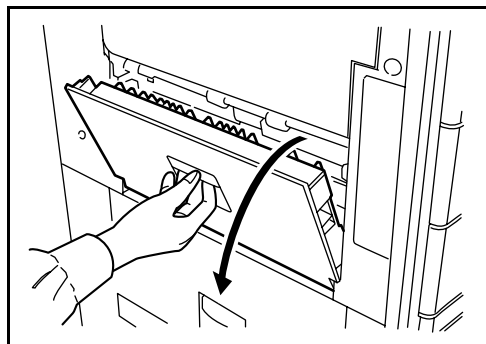
- 6** Press the specified position to close left cover 1.



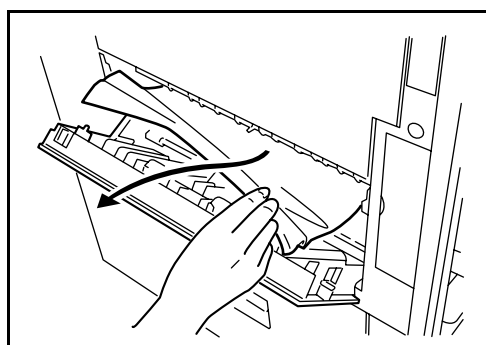
## Cassette 2

Follow the steps below to clear paper jams in cassette 2.

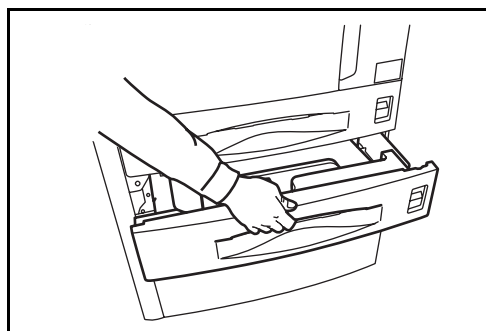
- 1** Open left cover 2.



- 2** Remove the jammed paper.

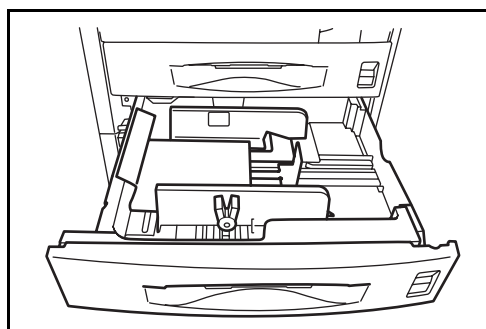


- 3** Pull out cassette 2.



- 4** Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



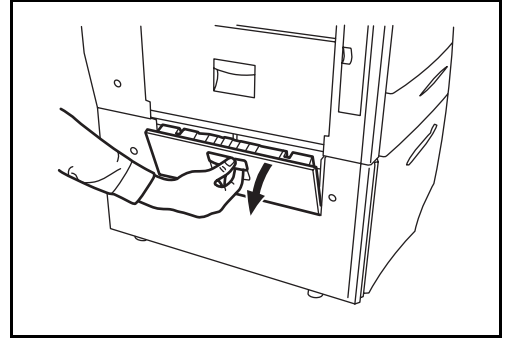
- 5** Push cassette 2 back in place securely.

- 6 Close left cover 2.

### Optional Cassettes 3 and 4

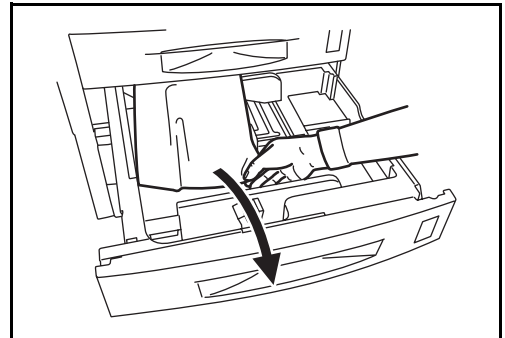
Follow the steps below to clear paper jams in cassettes 3 or 4 when using the optional paper feeder or 3,000-sheet capacity paper feeder.

- 1 Open left cover 3.

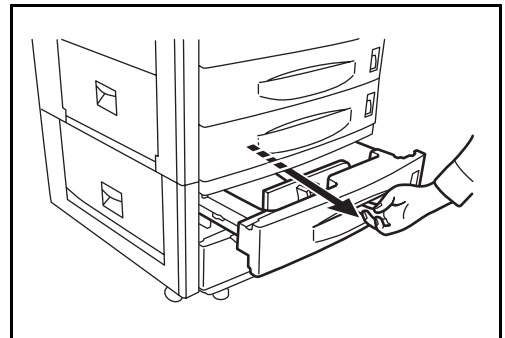


- 2 Remove the jammed paper.

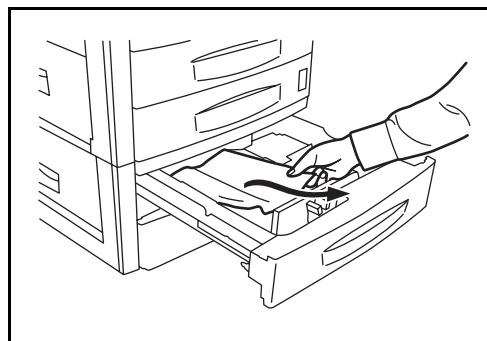
If the paper tears, remove every loose scrap from inside the machine.



- 3 Pull out the cassette in use.



- 4** Remove the jammed paper.



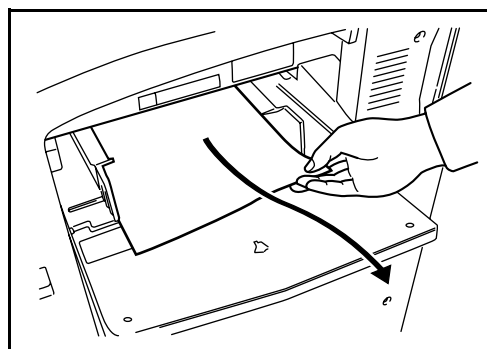
- 5** Push the cassette back in place securely.

- 6** Close left cover 3.

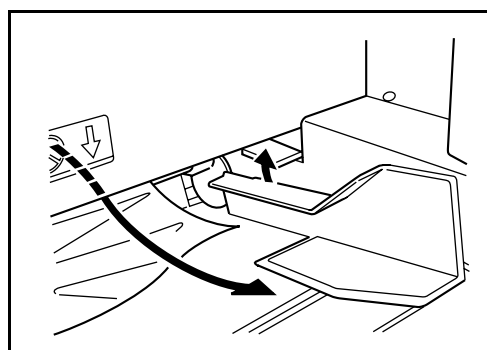
### Multi Purpose Tray

Follow the steps below to clear paper jams in the Multi Purpose Tray.

- 1** Remove all papers from the Multi Purpose Tray.



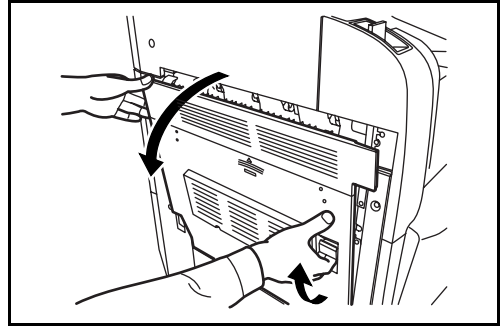
- 2** If a paper is jammed inside, lift the lever to remove the paper.



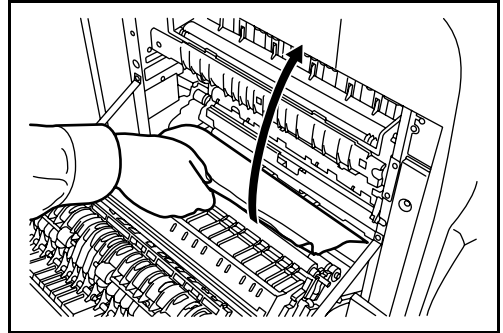
### Inside the Left Covers 1, 2 and 3

Follow the steps below to clear paper jams inside left cover 1, 2 or 3 when using the optional paper feeder or 3,000-sheet capacity paper feeder.

- 1 Open the left cover where the paper is jammed inside.



- 2 Remove the jammed paper.  
If the paper tears, remove every loose scrap from inside the machine.

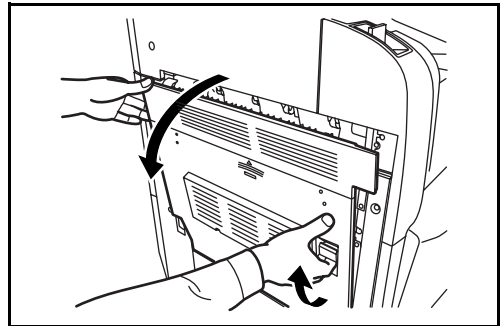


- 3 Close the left cover.

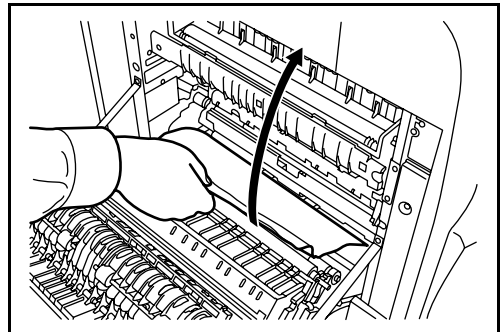
## Duplex Unit

Follow the steps below to clear paper jams in the duplex unit.

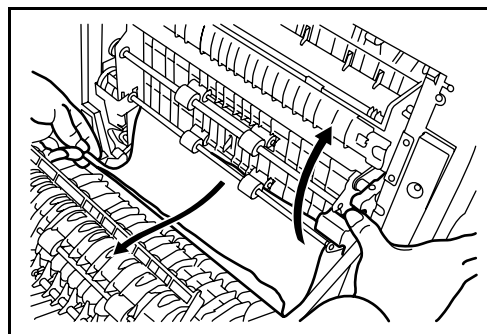
- 1 Pull up left cover 1 lever and open the left cover.



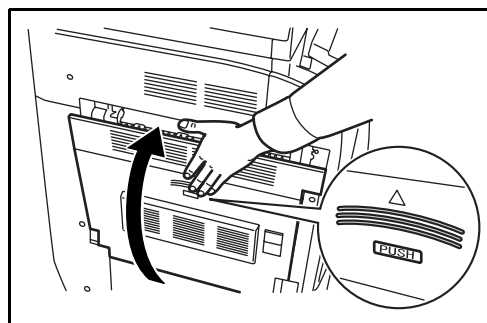
- 2 Remove the jammed paper.



- 3** Lift the duplex unit and remove the jammed paper.



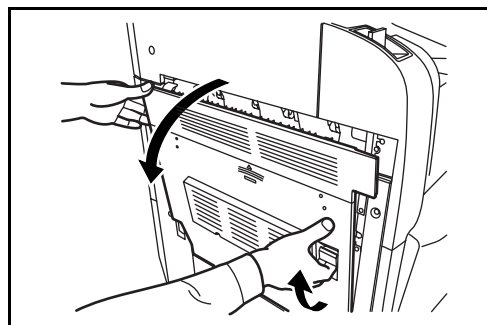
- 4** Press the specified position to close left cover 1.



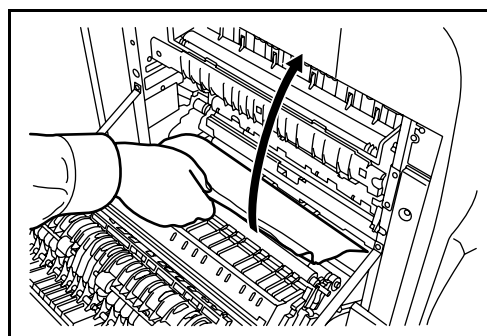
### Duplex Unit and Cassette 1

Follow the steps below to clear paper jams in duplex unit and cassette 1.

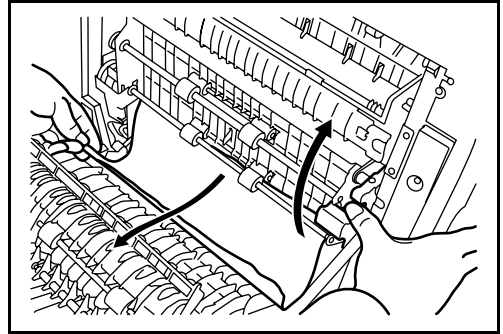
- 1** Pull up left cover 1 handle and open left cover.



- 2** Remove the jammed paper.

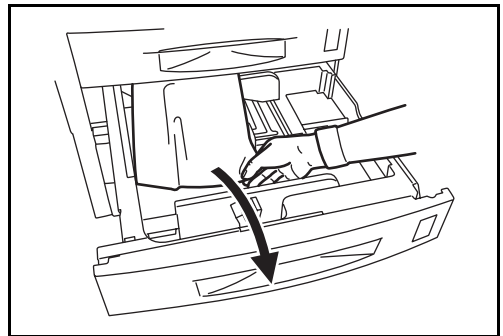


- 3** Lift duplex unit and remove the jammed paper.



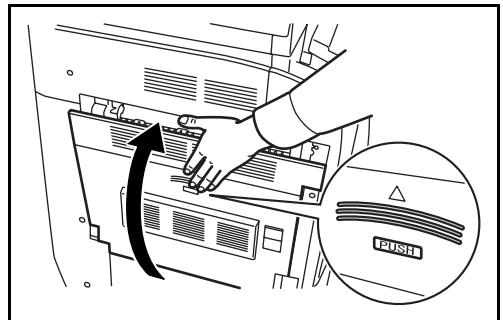
- 4** Pull out cassette 1 and remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



- 5** Push cassette 1 back in place securely.

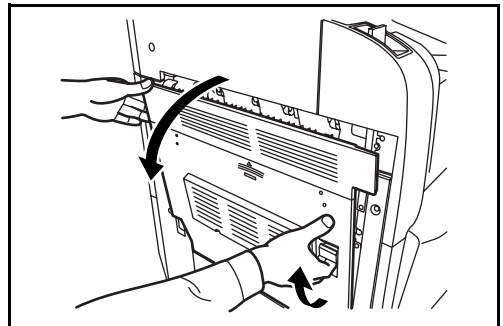
- 6** Press the specified position to close left cover 1.



## Paper Feed Unit

Follow the steps below to clear paper jams in the paper feed unit.

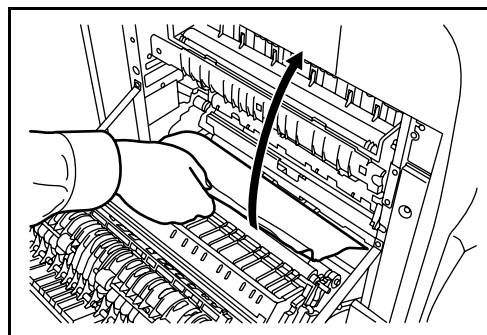
- 1** Open left cover 1.





**2** Remove the jammed paper.

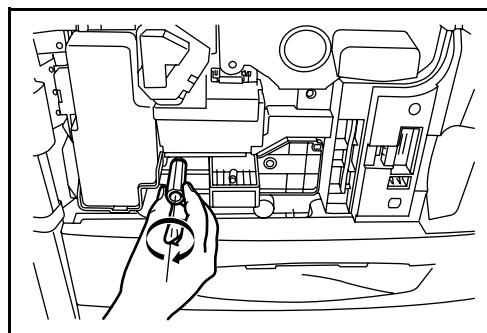
If the paper tears, remove every loose scrap from inside the machine.



**3** Open front cover.

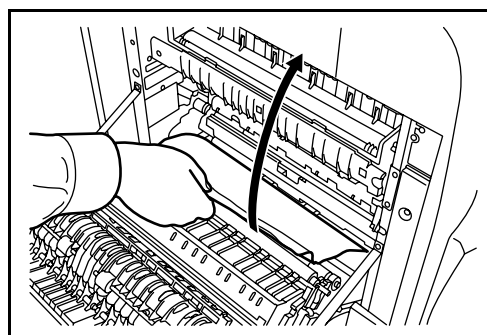


**4** Turn green knob (A1) clockwise.

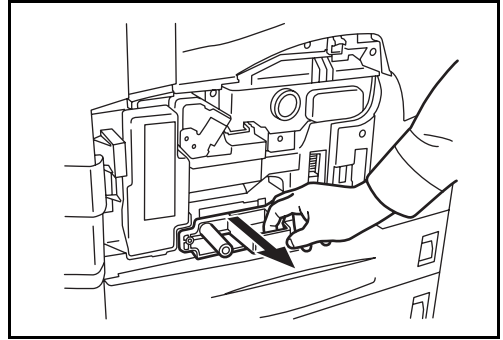


**5** Remove the jammed paper.

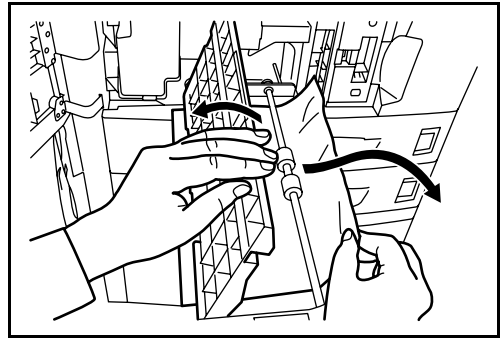
If you cannot remove the paper, proceed with the next step.



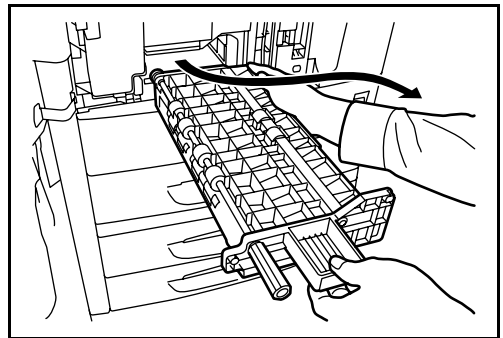
- 6** Pull out paper feed unit (A2).



- 7** Open paper feed unit cover (A3) and remove the jammed paper.

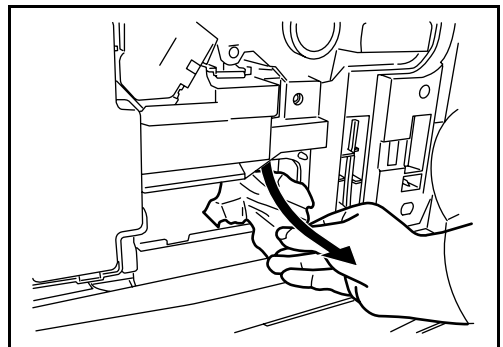


- 8** If the paper is torn, pull paper feed unit (A2) all the way out and lift it slightly to remove the paper.



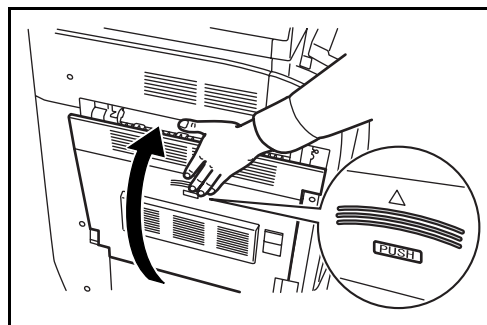
- 9** Remove the jammed paper.

If you cannot remove the paper, proceed with the next step.



- 10** Push paper feed unit (A2) back in place, and close front cover.

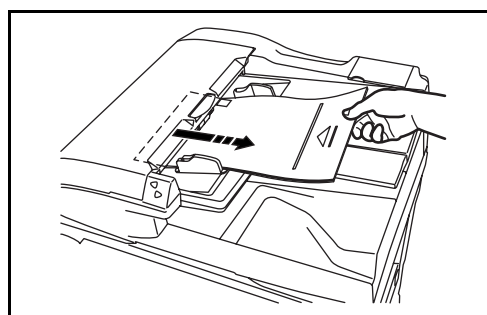
- 11** Press the specified position to close left cover 1.



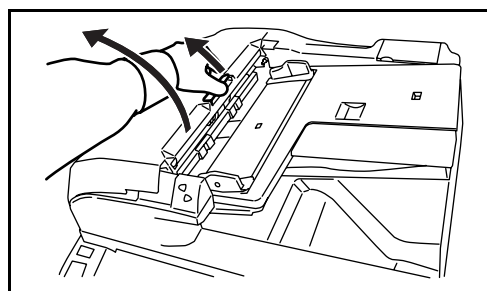
## Optional Document Processor

Follow the steps below to clear paper jams in the optional document processor.

- 1** Remove the original from the original tray.

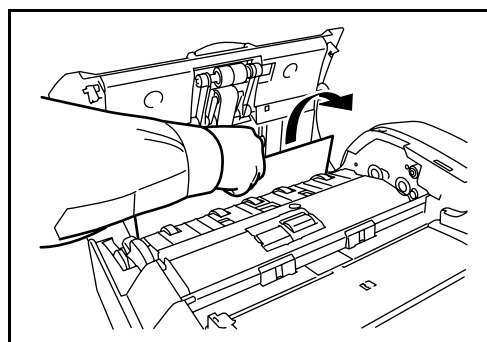


- 2** Open the document processor top cover.

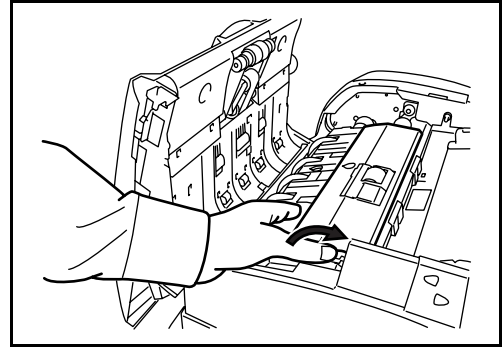


- 3** Remove the jammed original.

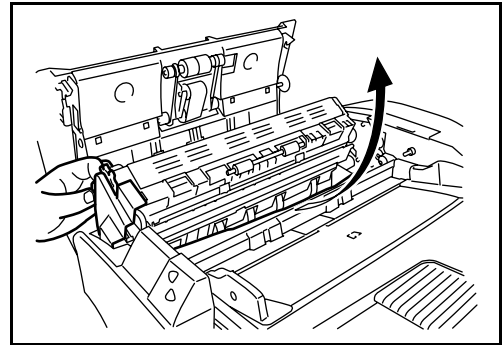
If the original tears, remove every loose scrap from inside the machine.



If it is difficult to remove the original, turn the feed dial. The original will be pushed to a place where it is easier to remove.



- 4** Lift reverse unit.



- 5** Remove the jammed original.

If the original tears, remove every loose scrap from inside the machine.

- 6** Replace reverse unit, and close the document processor top cover.

- 7** Reload the originals on the document processor tray.

### Optional Document Finisher

If a misfeed occurs in the optional document finisher or 3,000-sheet capacity document finisher, refer to *the respective Operation Guides to clear the jam*.

# Appendix

- Character Entry Method ..... Appendix-2
- Specifications ..... Appendix-6

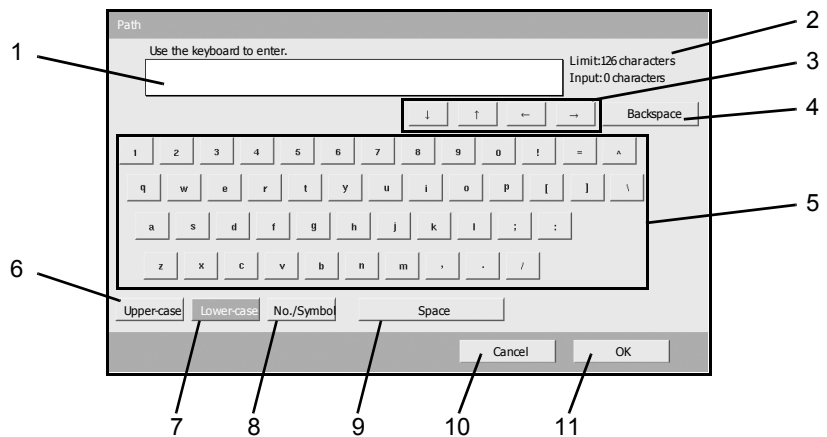
## Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

**NOTE:** As keyboard layout, QWERTY, QWERTZ and AZERTY are available same as PC keyboard. Press the **System Menu**, [Common Settings] and then [Change] of *Key board* to choose desired layout. QWERTY layout is used here as an example. You may use other layout following the same steps.

### Entry Screens

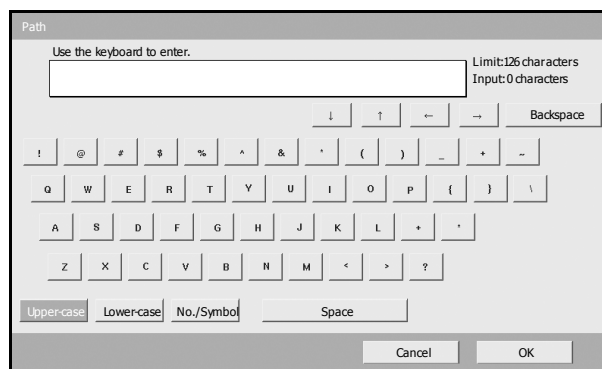
#### Lower-case Letter Entry Screen



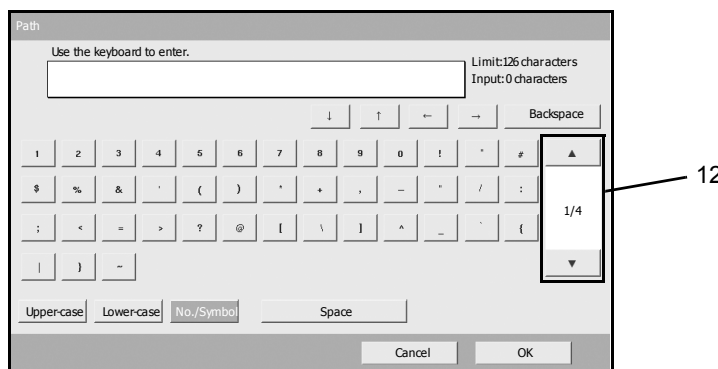
No.	Display/Key	Description
1	Display	Displays entered characters.
2	Limit Display	Displays maximum number of characters.
3	Cursor Key	Press to move the cursor on the display.
4	[Back space]	Press to delete a character next to the left of the cursor.
5	Keyboard	Press the character to enter.
6	[Upper-case]	Press to use upper-case letters.
7	[Lower-case]	Press to use lower-case letters,
8	[No./Symbol]	Press to enter numbers and symbols.
9	[Space]	Press to insert space.

No.	Display/Key	Description
10	[Cancel]	Press to cancel entered character and return to the screen before the entry.
11	[OK]	Press to finalize entry and return to the screen before the entry.

### Upper-case Letter Enter Screen



### Number/Symbol Enter Screen

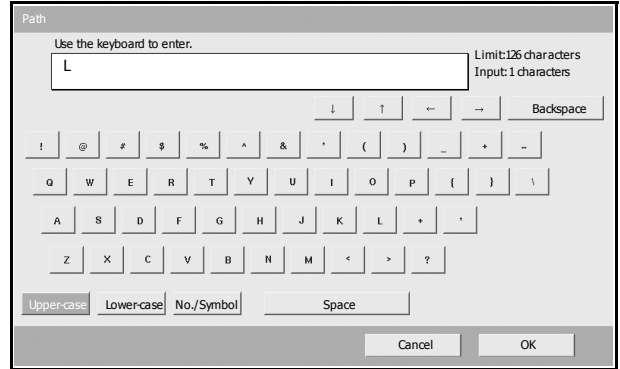


No.	Display/Key	Description
12	[▲]/[▼]	To enter the number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

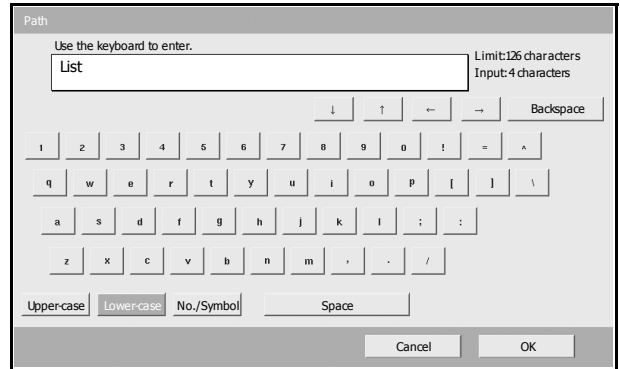
## Entering Characters

Follow the steps shown below to enter *List A-1* for example.

- 1** Press [Upper-case].
- 2** Press [L]. The letter *L* is shown on the display.



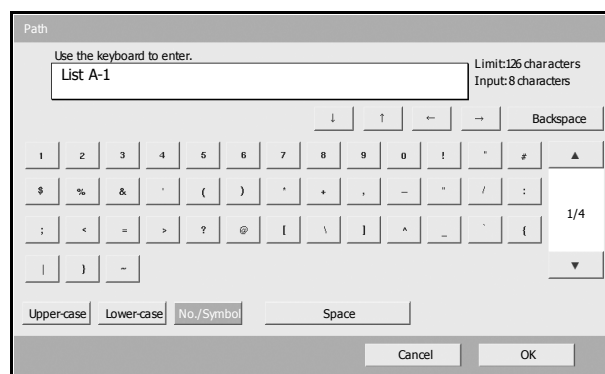
- 3** Press [Lower-case].
- 4** Press [i], [s], [t] and [Space].



- 5** Press [Upper-case].
- 6** Press [A].
- 7** Press [No./Symbol].
- 8** Press [▲] or [▼] repeatedly to view the keyboard containing [-] and [1].



**9** Press [-] and [1].



**10** Check that the entry is correct. Press [OK].

## Specifications

**NOTE:** Specifications are subject to change without notice.

### Machine

<b>Copying System</b>	Indirect Electrostatic System
<b>Originals Supported</b>	Sheets, Books, 3-dimensional objects (maximum original size: A3/Ledger)
<b>Copy Sizes</b>	
<b>Cassettes 1 and 2</b>	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 8K, 16K, 16K-R
<b>Multi Purpose Tray</b>	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Executive, Statement-R, A3, B4, A4, A4-R, B5, B5(ISO), B5-R, A5-R, B6-R, A6-R, Oufuku Hagaki, Hagaki, Envelope DL, Envelope C5, Envelope C4, Comm.#10, Comm.#9, Comm.#6-3/4, Monarch, Youkei 2, Youkei 4, Folio, 8K, 16K, 16K-R
<b>Duplexing</b>	A3 to A5-R, Ledger to Statement-R
<b>Non-Copying Margin</b>	0.5 to 5.5 mm maximum
<b>Paper Supply Capacity</b>	
<b>Cassettes 1 and 2</b>	500 sheets (80 g/m <sup>2</sup> )
<b>Multi Purpose Tray</b>	200 sheets (80 g/m <sup>2</sup> )
<b>Output Tray Capacity</b>	250 sheets (80 g/m <sup>2</sup> ), 150 sheets (80 g/m <sup>2</sup> , with built-in finisher)
<b>Warm-up Time</b>	30 sec. Time for recovery from Sleep: 15 sec. (at room temperature 22°C/71.6°F, 60% RH)
<b>Memory</b>	512 MB as standard
<b>Hard Disk</b>	40 GB
<b>Operating Environment</b>	
<b>Temperature</b>	10 to 32.5°C/50 to 90.5°F
<b>Humidity</b>	15 to 80%
<b>Altitude</b>	2,500 m maximum
<b>Illumination</b>	1,500 lux maximum
<b>Power Source</b>	AC 120 V 60 Hz 11.5 A / AC 220 to 240 V 50 Hz 6.3 A
<b>Dimensions (W) × (D) × (H)</b>	29 9/16 × 25 7/16 × 29 5/16" / 599 × 646 × 745 mm
<b>Weight</b>	187 lbs / 85 kg
<b>Footprint</b>	29 5/8 × 25 7/16" (with Multi Purpose Tray) 753 × 646 mm (with Multi Purpose Tray)

## Copier

<b>Copying Speed (Platen)</b>	
<b>30 ppm model</b>	A3/Ledger: 20 sheets/min B4/Legal: 20 sheets/min A4/Letter: 30 sheets/min A4-R/Letter-R: 22 sheets/min B5: 30 sheets/min B5-R: 20 sheets/min A5-R: 14 sheets/min A6-R: 16 sheets/min
<b>40 ppm model</b>	A3/Ledger: 23 sheets/min B4/Legal: 23 sheets/min A4/Letter: 40 sheets/min A4-R/Letter-R: 27 sheets/min B5: 40 sheets/min B5-R: 22 sheets/min A5-R: 16 sheets/min A6-R: 18 sheets/min
<b>50 ppm model</b>	A3/Ledger: 26 sheets/min B4/Legal: 26 sheets/min A4/Letter: 50 sheets/min A4-R/Letter-R: 31 sheets/min B5: 50 sheets/min B5-R: 24 sheets/min A5-R: 18 sheets/min A6-R: 18 sheets/min
<b>First Copy Time</b>	30 ppm model: 3.9 sec. or less (1:1, A4/Letter, Platen) 40/50 ppm model: 3.5 sec. or less (1:1, A4/Letter, Platen)
<b>Resolution</b>	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi (Photo mode: 1800 dpi equivalent × 600 dpi)
<b>Continuous Copying</b>	1 to 999 sheets
<b>Zoom Level</b>	Any level from 25 to 400% in 1% increments (with the document processor: 25 to 200%) Includes preset zoom levels

## Printer

<b>Printing Speed</b>	Same as <i>Copying Speed</i> .
<b>First Print Time</b>	Same as <i>First Copy Time</i>
<b>Resolution</b>	300 dpi (smoothing available), 600 dpi, Fast 1200 mode
<b>Operating System</b>	Windows 95 (OSR2), Windows 98 (Second Edition), Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows Me, Windows XP, Windows Server 2003, Apple Macintosh OS 9.x/OS X 10.x
<b>Interface</b>	Parallel interface: 1 (based on IEEE1284) Network interface: 1 USB memory slot: 3 (USB Hi-Speed) USB Interface Connector: 1 (USB Hi-Speed) Serial interface (optional): 1 (RS-232C)
<b>Controller Software</b>	
<b>PDL</b>	PRESCRIBE
<b>Emulation</b>	PCL6 (5e, XL) KPDL3 (PostScript3 compatible) KC-GL Line Printer IBM Proprinter X24E DIABLO 630 EPSON LQ-850
<b>Fonts</b>	Outline font: 80 fonts (PCL6) 136 fonts (KPDL3)  Bitmap font: 1 font 79 fonts are processed by outline font.
<b>Connectivity</b>	Plug & Play SNMP (printer MIB supported)
<b>Others</b>	
<b>EcoPrint</b>	ON/OFF (printing speed not affected)
<b>Smoothing</b>	KIR ON/OFF 600 dpi mode: 2400 dpi equivalent × 600 dpi
<b>EcoMemory</b>	Memory saving by means of compression and decompression of raster data with software
<b>Internet Printing</b>	IPP/1.0
<b>E-mail Printing</b>	Printing of received E-mail data
<b>e-MPS</b>	Storing print data in HDD for print output

## Scanner

<b>Ethernet</b>	10BASE-T/100BASE-TX
<b>Network Protocol</b>	TCP/IP
<b>Color/ Monochrome</b>	Both color and monochrome
<b>Transmission System</b>	PC transmission      SMB                      Scan to SMB FTP                      Scan to FTP E-mail transmission    SMTP                    Scan to E-mail TWAIN scan              TWAIN source
<b>Resolution</b>	600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 × 100 dpi, 200 × 400 dpi (* Resolution in FAX mode included)
<b>Gradation</b>	B/W: (a) Text mode: Binary/dot      256 gradations (error diffusion) (b) Photo mode: Binary/dot     256 gradations (error diffusion) (c) Text/Photo mode: Binary/dot 256 gradations (error diffusion) (d) OCR mode: Binary/dot      2 gradations Color: RGB 256 values/dot
<b>Zoom Level</b>	Same as Copier Zoom Level
<b>Scanning Capacity</b>	Max. 999 sheets (998 sheets for 2-sided originals)
<b>File Format</b>	Monochrome TIFF (MMR), PDF (MMR) Gray            TIFF (JPEDG), PDF (JPEG) Color            JPEG, PDF (high compression)
<b>Scanning Speed</b>	1-sided      B/W      50 sheets/min Color     25 sheets/min 2-sided      B/W      25 sheets/min Color     12.5 sheets/min (A4 landscape, 600 dpi, Image quality: Text/Photo original)

## Document Processor (option)

<b>Original Feed Method</b>	Automatic feed
<b>Supported Original Types</b>	Sheet originals
<b>Paper Size</b>	Maximum: Ledger/A3 Minimum: Statement-R/A5-R
<b>Paper Weight</b>	45 to 160 g/m <sup>2</sup>
<b>Loading Capacity</b>	100 sheets (50 to 80 g/m <sup>2</sup> ) maximum Mixed original sizes (auto selection): 30 sheets (50 to 80 g/m <sup>2</sup> ) maximum
<b>Dimensions (W) × (D) × (H)</b>	22 <sup>3</sup> / <sub>8</sub> × 20 <sup>11</sup> / <sub>16</sub> × 5 <sup>7</sup> / <sub>8</sub> " 569 × 525 × 149 mm
<b>Weight</b>	Approx. 28.6 lbs or less / Approx. 13 kg or less

**Paper Feeder (option)**

<b>Paper Supply Method</b>	Friction Feed (No. Sheets: 500, 80 g/m <sup>2</sup> , 2 cassettes)
<b>Paper Size</b>	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 8K, 16K, 16K-R
<b>Supported Paper</b>	Paper weight: 60 - 105 g/m <sup>2</sup> Paper types: standard, recycled, color
<b>Dimensions (W) × (D) × (H)</b>	23 <sup>5</sup> / <sub>16</sub> × 23 <sup>1</sup> / <sub>4</sub> × 12 <sup>3</sup> / <sub>8</sub> " 585 × 590 × 315 mm
<b>Weight</b>	Approx. 57.2 lbs. / Approx. 26 kg

**3000 Sheet Paper Feeder (option)**

<b>Paper Supply Method</b>	Friction retard method (No. sheets: 3000, 80 g/m <sup>2</sup> )
<b>Paper Size</b>	Letter, A4, B5
<b>Supported Paper</b>	Paper weight: 60 - 105 g/m <sup>2</sup> Paper types: standard, recycled, color
<b>Dimensions (W) × (D) × (H)</b>	23 <sup>5</sup> / <sub>16</sub> × 23 <sup>5</sup> / <sub>8</sub> × 12 <sup>3</sup> / <sub>8</sub> " 585 × 600 × 314 mm
<b>Weight</b>	Approx. 50.6 lbs. / Approx. 23 kg

**Document Finisher (option)**

<b>Number of Trays</b>	1 tray
<b>Paper Size (Non-stapling)</b>	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 500sheets Letter, Letter-R, A4, A4-R, B5, 16K: 1000 sheets
<b>Supported Paper Weight</b>	Stapling: 80 g/m <sup>2</sup> or less
<b>Maximum Sheets for Stapling</b>	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio: 20 sheets Letter, Letter-R, A4, A4-R, B5: 30 sheets (Paper weight 80 g/m <sup>2</sup> or less)
<b>Dimensions (W) × (D) × (H)</b>	22 × 20 <sup>11</sup> / <sub>16</sub> × 36 <sup>1</sup> / <sub>16</sub> " 558 × 526 × 916 mm
<b>Weight</b>	Approx. 55 lbs. / Approx. 25 kg

### 3000 Sheet Document Finisher (option)

<b>Number of Trays</b>	3 tray
<b>Paper Size</b>	
<b>Tray A (Non-stapling)</b>	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 1500 sheets Letter, Letter-R, A4, A4-R, B5, 16K: 3000 sheets
<b>Tray B</b>	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 100 sheets Letter, Letter-R, Statement-R, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, 16K, 16K-R: 200 sheets Hagaki: 200 sheets
<b>Tray C</b>	Letter, Statement-R, A4, B5, A5-R, B6-R, A6-R, 16K: 50 sheets Hagaki: 50 sheets
<b>Supported Paper Weight</b>	Stapling: 90 g/m <sup>2</sup> or less Punching (option): 45 - 200 g/m <sup>2</sup>
<b>Maximum Sheets for Stapling</b>	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 30 sheets, Letter, Letter-R, A4, A4-R, B5, 16K: 50 sheets (Paper weight 90 g/m <sup>2</sup> or less)
<b>Dimensions (W) × (D) × (H)</b>	26 <sup>15</sup> / <sub>16</sub> × 22 <sup>3</sup> / <sub>16</sub> × 42 <sup>13</sup> / <sub>16</sub> " 684 × 563 × 1087 mm
<b>Weight</b>	Approx. 105.6 lbs. or less / Approx. 48 kg or less

### Job Separator (option)

<b>Number of Trays</b>	1 tray
<b>Maximum Sheets</b>	100 sheets (80 g/m <sup>2</sup> )
<b>Paper Size</b>	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Executive-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, Folio
<b>Paper Type</b>	Paper weight: 45 - 160 g/m <sup>2</sup> Paper type: plain, recycled, color, thin
<b>Dimensions (W) × (D) × (H)</b>	20 <sup>13</sup> / <sub>16</sub> × 18 <sup>11</sup> / <sub>16</sub> × 3 <sup>3</sup> / <sub>16</sub> " 530 × 475 × 82 mm
<b>Weight</b>	3.3 lbs. or less / 1.5 kg or less

### Built-in Finisher

<b>Number of Trays</b>	1 tray
<b>Paper Size</b>	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio: 250 sheets
<b>(Non-Stapling) Supported Paper</b>	Letter, Letter-R, A4, A4-R, B5: 500 sheets 60 to 80 g/m <sup>2</sup>
<b>Weight</b>	19.8 lbs or less / Approx. 9 kg or less
<b>Maximum Sheets for Stapling</b>	Ledger, Legal, A3, B4, Folio: 20 sheets Letter, Letter-R, A4, A4-R, B5: 30 sheets (Paper weight 80 g/m <sup>2</sup> or less)
<b>Dimensions (W) × (D) × (H)</b>	12 <sup>3</sup> / <sub>16</sub> × 16 <sup>1</sup> / <sub>8</sub> × 6 <sup>5</sup> / <sub>16</sub> " 310 × 410 × 160 mm

### Environmental Specifications

<b>Time to Sleep mode (default setting)</b>	10 minutes (30 and 40 ppm models) 15 minutes (50 ppm model)
<b>Duplexing</b>	Standard
<b>Paper supply capability</b>	100% recycled paper may be used.

**NOTE:** Consult your dealer or service representative for recommended paper types.



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**MEMO**

**For best results and machine performance, we recommend that you use only our original supplies for your products.**

**QUALITY  
CERTIFICATE**

This machine has passed  
all quality controls and  
final inspection.

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