SGC **1506**
GS 106
LD215c

Afício™ 615C

Operating Instructions

About This Machine

1 Getting Started

2 Entering Text

3 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

- -

Notes:

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

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

- -

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

For good copy quality, the supplier recommends that you use genuine ink from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 3.6A or less.

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

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

- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows® NT are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

❖ **About This Machine**

Be sure to read the Safety Information in this manual before using the machine.
This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **General Settings Guide**

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Troubleshooting**

Provides a guide to solving common problems, and explains how to replace paper, print cartridges, and other consumables.

❖ **Security Reference**

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy Reference**

Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

❖ **Facsimile Reference**

Explains Facsimile functions and operations.

❖ **Printer Reference**

Explains Printer functions and operations.

❖ **Scanner Reference**

Explains Scanner functions and operations.

❖ **Network Guide**

Explains how to configure and operate the machine in a network environment, and use the software provided.
This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ Other manuals

- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
- DeskTopBinder Lite Setup Guide
- DeskTopBinder Introduction Guide
- Auto Document Link Guide

📝 Note

❏ Manuals provided are specific to machine types.

❏ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

❏ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite [1] and DeskTopBinder Professional	DeskTopBinder
ScanRouter EX Professional [1] and Scan-Router EX Enterprise [1]	The ScanRouter delivery software

[1] Optional

What You Can Do with This Machine

This section introduces the features of this machine.

🖉 Note
❐ For details about options, see "Options".
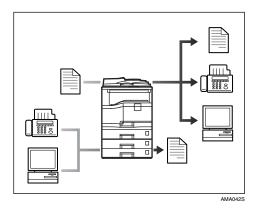
🔎 Reference
p.14 "Options"

Copier, Facsimile, Printer, and Scanner Functions

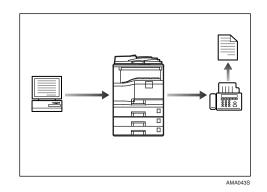This machine provides copier, facsimile (optional), printer, and scanner functions.

AMA042S

- You can make copies of originals. See Copy Reference.
- You can send originals by fax or e-mail, and receive faxes from other parties. See Facsimile Reference.
- You can print documents created in applications. See Printer Reference.
- You can print documents from Windows 95/98/Me(TCP/IP, IPP), Windows 2000 (TCP/IP, IPP), Windows XP/Server 2003 (TCP/IP, IPP), Windows NT 4.0 (TCP/IP, IPP), NetWare, UNIX (TCP/IP), and Macintosh (AppleTalk) environments because the machine supports all these (multi-protocol).
- You can scan originals and send scan files to a computer. See Scanner Reference.

Paperless Fax Transmission

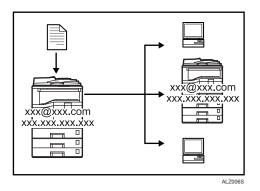You can send a file by fax without printing it.

Transmission

You can send a fax from your computer over the network (Ethernet, IEEE 1394 (IPv4 over 1394), or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).

AMA043S

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.
- For details about machine's settings, see "Network Settings", General Settings Guide.
- For details about how to use the function, see "Fax via Computer", Facsimile Reference.

Fax Transmission and Reception Through the Internet

You can send fax documents via e-mail by specifying the recipient's e-mail address (Internet Fax Transmission). You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception). You can send fax documents by specifying IP-fax destination using IP addresses (IP-Fax Transmission). You can receive sent documents via Internet Fax (IP-Fax Reception).
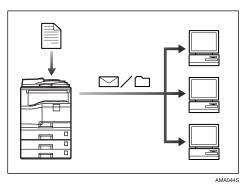

ALZ006S

❖ **Internet Fax**

- You can send fax documents through e-mail by specifying the recipient's e-mail address.

- E-mails can be received on a fax machine that supports Internet Fax, or on a computer that can receive normal e-mail.

- You can receive e-mails or Internet Fax, and then print or forward them.

- For details about the machine's settings, see "Network Settings", General Settings Guide.

- For details about how to use the function, see "Transmission", Facsimile Reference.

❖ **IP-Fax**

- You can exchange documents between fax machines directly connected to the TCP/IP network.

- You can send documents by specifying an IP address or host name instead of a fax number.

- For details about the machine's settings, see "Network Settings", General Settings Guide.

- For details about how to use this function, see "Transmission", Facsimile Reference.

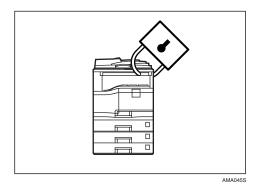# Using the Scanner in a Network Environment

You can use a scanner over the network.

AMA044S

- You can send scan files to a specified destination using e-mail(Sending scan file by e-mail). See "Sending Scan Files by E-mail", Scanner Reference.

- With the ScanRouter delivery software, you can save scan files in specified destinations on network computers(Saving scan files). See "Sending Scan Files by Scan to Folder", Scanner Reference.

- You can send scan files directly to folders (Sending scan file by Scan to Folder)

- Under the network delivery scanner function, you can use the machine as a delivery scanner for the ScanRouter delivery software or DeskTopBinder. You can save scan files or fax-received files in the delivery server, or deliver them to a folder on a computer on the same network.

- For details about specifying the machine's settings for using its scanner function over the network, see "Network Settings", General Settings Guide. For details about using the scanner function over the network, see "Using the Network TWAIN Scanner Function", Scanner Reference.

Administrating the Machine/Protecting Documents (Security Functions)
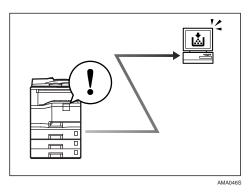
You can prevent information leakage by managing the machine and protecting documents.

AMA045S

- You can protect documents from unauthorized access and stop them from being copied without permission. See Security Reference.

- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.

- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.

- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit (optional) and Security Reference.

Monitoring the Machine Via Computer

You can change the machine's settings and monitor its status from a connected computer.

AMA046S

Web Image Monitor lets you configure and operate the machine using the Web browser on a computer. You can also install SmartDeviceMonitor for Admin on a computer to configure and operate the machine.

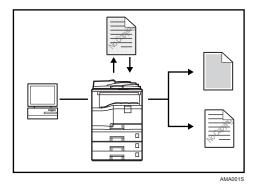Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.

Using Web Image Monitor, you can check, specify the initial settings (system settings, printer features, fax features, network settings, security settings /certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

You can also use SmartDeviceMonitor for Admin to register information in the address book.

✐Reference

General Settings Guide

SmartDeviceMonitor for Admin Help

Web Image Monitor's Help

Preventing an Unauthorized Copy

You can print embedded pattern on paper to prevent them from being copied.

AMA001S

- Using the printer driver, you can embed a pattern in a printed document. If the document is copied on a machine that has the Copy Data Security Unit (optional) installed, protected pages are grayed out in the copy, preventing confidential information being copied. If the document is copied on a machine that does not have the Copy Data Security Unit (optional) installed, hidden text becomes visible on the copy, showing that the copy is unauthorized. For details about the Copy Data Security Unit, the printer driver Help and Printer Reference.

- Using the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied, or scanned by a copier or multifunction printer, the hidden text becomes visible on the copy, discouraging further unauthorized copying. See the printer driver Help and Printer Reference.

TABLE OF CONTENTS

3. Appendix

Notice

Notice To Wireless LAN Interface (option) Users

Notes to users

It is strictly forbidden to use antenna(s) except designated.

① The antenna(s) of this device must not be co-located or operating in conjunction with any other antenna or transmitter.

② This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. End users must follow the specific operating instructions for satisfying RF exposure compliance.

Notes to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Operation is subject to the following two conditions:

(1) This device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

IEEE 802.11b Interface Unit Type H:

This device complies with RSS-210 of Industry Canada.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (EIRP) is not more than that required for successful communication.

This device has been designed to operate with an antenna having a maximum gain of **[0.00]** dBi. Antenna having a higher gain is strictly prohibited per regulations of Industry Canada. The required antenna impedance is **[50]** ohms.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

IEEE 802.11b Interface Unit Type H:

Ce dispositif est conforme à la norme CNR-210 d'Industrie Canada.

L'expression «IC:» avant le numéro d'homologation/enregistrement signifie seulement que les spécifications techniques d'Industrie Canada ont été respectées.

Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé à l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal.

Si le matériel (ou son antenne d'émission) est installe à l'extérieur, il doit faire l'objet d'une licence.

Afin de réduire le risque d'interférence aux autres utilisateurs, le type d'antenne et son gain doivent être choisis de façon à ce que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne soit pas supérieure au niveau requis pour obtenir une communication satisfaisante.

Ce dispositif a été conçu pour fonctionner avec une antenne ayant un gain maximal de **[0.00]** dBi.Une antenne ayant un gain plus élevé est strictement interdite par les réglements d'Industrie Canada.L'impédance d'antenne requise est **[50]** ohms.

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of this manual.

⚠ CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of this manual.

⚛ Important

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

This symbol indicates information or preparations required prior to operating.

🖎 Note

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

🔍 Reference

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

[ ]

Indicates the names of keys that appear on the machine's display panel.

【 】

Indicates the names of keys on the machine's control panel.

Names of Major Options

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

- Auto Document Feeder → ADF
- Auto Document Feeder capable of scanning both sides of a sheet → ARDF

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Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ *WARNING:*
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ *CAUTION:*
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*
- *To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual.*
- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:*
  - *You spill something into the machine.*
  - *You suspect that your machine needs service or repair.*
  - *The external housing of your machine has been damaged.*
- *Disposal can take place at our authorized dealer.*
- *Dispose of used ink containers in accordance with local regulations.*
- *Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.*
- *Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.*
- *Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.*
- *If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.*

⚠ *CAUTION:*

- *Protect the machine from dampness or wet weather, such as rain and snow.*

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

- *Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.*

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*

- *Keep the ink or ink container out of the reach of children.*

- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*

- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- *If ink or used ink is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*

- *If ink gets into your eyes, immediately rinse your eyes under running water. Consult a doctor if you have a problem.*

- *If ink is injested, induce vomiting by drinking a strong saline solution, and consult a doctor.*

- *Avoid getting ink on your clothes or skin when removing a paper jam or replacing ink cartridges. If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.*

- *If ink gets on your clothing, wash with cold water. Hot water will set the ink into the fabric and may make removing the stain impossible.*

- *Do not look into the lamp - it can damage your eyes.*

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

⚠ *CAUTION:*

- *During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.*

- *Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.*

- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit.*

- *Before moving the machine, be sure to pull all four handles fully out. If not, an injury might occur. After moving the machine, return the four handles to their original positions.*

ENERGY STAR Program

	As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.
ENERGY STAR®	

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Sleep mode.

❖ **Sleep mode**
> This machine automatically reduces its power consumption if you do not use it for a while (default setting: 1 min). This is called "Sleep mode" in ENERGY STAR Program. Printing from your computer or of incoming fax is available in this mode.)
> If you want to operate this product while it is in either of these modes, turn the operation switch on.

Sleep mode	Power consumption	3.3Wh or less
	Default interval	1 minute
	Recovery time	5 seconds

🔍 **Reference**
> For details about how to change the interval to Sleep Mode, see "Auto Off Timer", General Settings Guide.
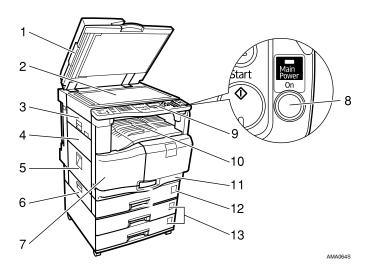
Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

AMA064S

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

(The illustration shows the ADF.)

See "External Options"

2. Exposure glass

Place originals face down here for copying.

3. Upper Left Cover

Open this cover to remove jammed paper.

4. One sheet output tray

Open this tray when copying or printing from the One-sheet bypass tray.

5. Left Cover

Open this cover to remove jammed paper.

6. Lower Left Cover

Open this cover to remove jammed paper.

7. Front Cover

Open to access the inside of the machine.

8. Operation switch

Press to turn the power on (the On indicator lights up). To turn the power off, press again (the On indicator goes off).

9. Control panel

See "Control Panel".

10. Internal Tray

Copied or printed paper and fax messages are delivered face down here. When paper jams occur, open the front cover, and then open this tray.
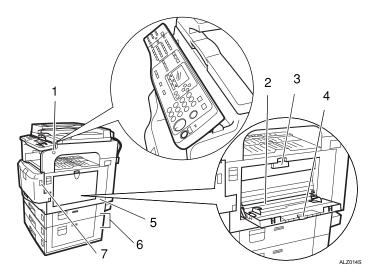
11. Paper Tray 1

Load paper here.

12. Duplex Unit (optional)

Flips paper during two-sided printing.

13. Lower Paper Trays (optional)

Load paper here.

ALZ014S

1. Control panel angle adjustment button

Allows you to adjust the angle of the control panel.

2. Bypass Tray

Use this to print on plain, thick, or custom-size paper.

3. One-sheet bypass tray

Use this to print on plain, thick, or custom-size paper, or OHP transparencies.

4. Extender

Pull out this extender when placing paper larger than 8.5″ × 11″ size⊐ on the bypass tray.
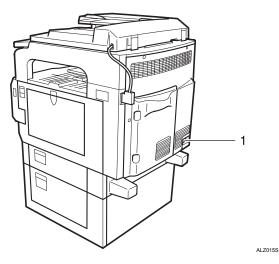
5. Right Cover

Open this cover to remove jammed paper.

6. Lower Right Cover/Bottom Right Cover

Open this cover to remove jammed paper.

7. Envelope lever

Use when copying or printing onto envelopes.

ALZ015S

1. **Main power switch**

If the machine is not powered on after pressing the Operation switch, check that the main power switch is turned on. If it is off, turn it on.
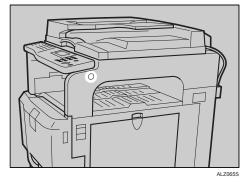
Control Panel Angle Adjustment Button

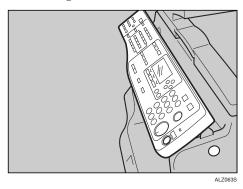By pressing the control panel angle adjustment button, you can adjust the tilt of the control panel.

⚠️**Important**

❒ Do not force the control panel or adjust it without pressing the adjustment button. Doing so damages the control panel.

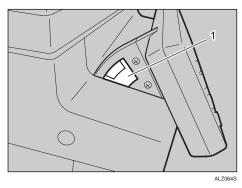**A** **Press the control panel adjustment button on the right side of the machine.**

ALZ065S

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B Tilt the control panel upwards, and then release the adjustment button to lock the panel.

ALZ063S

C To tilt the control panel downwards, press the adjustment button to unlock the panel, and then gently adjust it until it locks into position.

ALZ066S

Be careful not to get your fingers caught in the gap between the control panel and the machine.
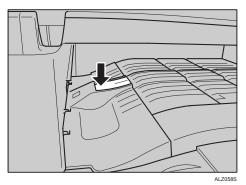

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① gap

📝 Note

❒ You can adjust the tilt of the control panel to either 7°, 30° or 53°.

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Output Tray Guide

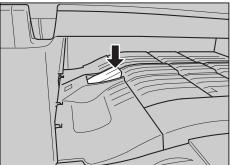If printed sheets come out curled, pull up the Output Tray Guide.

❖ **Using the Output Tray Guide**
Pull up the Output Tray Guide until it clicks.

ALZ058S

❖ **Pushing in the Output Tray Guide**
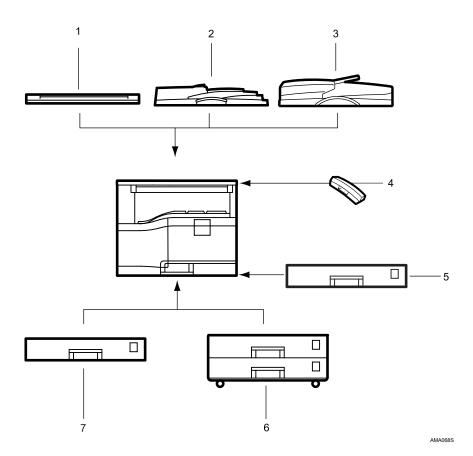Push in the Output Tray Guide.

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Options

This section introduces the names and functions of main optional parts.

External Options

This section provides explanations about external options.

AMA068S

1. **Exposure Glass Cover**

Lower this cover over originals.

2. **ADF**

Place stacks of originals here. They will feed in automatically.

3. **ARDF**

Place stacks of originals here.

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

4. **Handset**

Used as a receiver when a fax unit is installed.

5. **Duplex unit**

Allows you to print on both sides of a piece paper in copier and printer function.

6. **Lower Paper Trays**

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

7. **Lower Paper Tray**

Holds 500 sheets.

Internal Options

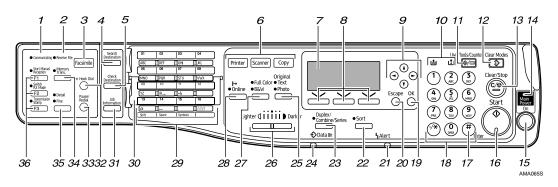This section describes the options that can be installed in the machine.

- Fax unit
  Allows you to use the fax function.
- Function Upgrade Option
  Allows you to copy on both sides of a sheet (color), and use sort (color) function in copier mode.
  Allows you to use functions such as electronic sort, and sample print in printer mode.
  Allows you to send scan files by E-mail, or by Scan to Folder in scanner mode.
  Allows you to use the Internet fax, and IP-Fax functions in facsimile mode.
- IEEE 1284 Interface Board
  Allows you to connects to an IEEE 1284 cable.
- IEEE 1394 interface board
  Allows you to connect to an IEEE 1394 cable.
- IEEE 802.11b wireless LAN board
  Allows you to install a wireless LAN interface.
- Bluetooth unit
  Allows you to expand the interface.
- PictBridge card
  Allows you to directly print images taken with a PictBridge-compatible digital camera.
- Copy Data Security Unit
  If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.
- DataOverWriteSecurity Unit
  Allows you to erase data on the Function Upgrade Option.

Note

❒ You cannot install two or more of the options below: IEEE 1284 Interface Board, IEEE 1394 interface board, IEEE 802.11b wireless LAN board, Bluetooth unit.

❒ If the Copy Data Security Unit is installed in the machine, you cannot use the scanner and fax functions.

Control Panel

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

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1. Communicating indicator

Lit during data transmission or reception.

2. Receiving File indicator (facsimile mode)

Remains lit when fax memory receives a file. Flashes for Memory Lock File.

See "Substitute Reception", Facsimile Reference.

3. 【Facsimile】 key

Press to activate the facsimile function. See Facsimile Reference.

4. 【Search Destination】 key (scanner and facsimile mode)

Press to search for a destination registered in the destination list.

5. 【Check Destination】 key (scanner and facsimile mode)

Press to check the specified destination.

6. Function keys

Press to display the operation screen of one of the following functions: printer, scanner, or copy. The indicator of the selected function goes on.

7. Display panel

Displays operational statuses and messages. See "Display".

8. Selection key

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

9. Scroll key

Press to select an item.

【▲】:scroll upward

【▼】:scroll downward

【▶】:scroll right

【◀】:scroll left

10. Indicators

Display errors and machine status.

📭: Add Ink indicator. See "Adding ink", Troubleshooting.

📃: Load Paper indicator. See "Loading paper", Troubleshooting.

11. 【User Tools/Counter】 key

- User Tools
  Press to change default or operation parameters according to requirement.

- Counter
  Press to check or print the counter value.
  See "Accessing User Tools (System Settings)", General Settings Guide.

12. 【Clear Modes】 key

Press to clear the current settings.

13. 【Clear/Stop】 key

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

14. **Main power indicator**

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

If the operation switch's indicator is lit or flashing, do not turn off the machine's main power switch. Doing so might damage the hard disk or memory, or cause ink in the print head to dry, clogging the nozzles.

15. **Operation switch**

Press to turn the power on. The switch's indicator lights. To turn the power off, press again. See "Turning On the Power".

16. 【Start】 key

Press to start copying, printing, scanning, or sending.

17. 【#】 key

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

18. **Number keys**

Press to enter numeric values.

19. 【OK】 key

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

20. 【Escape】 key

Press to cancel operation or return to the previous display.

21. ⌐ **Alarm**

See Network Guide or "Clearing Misfeeds", Troubleshooting.

22. 【Sort】 key (copier mode)

Press to automatically sort printed copies. See "Sort", Copy Reference.

23. 【Duplex/Combine/Series】 key (copier mode)

- Duplex: perform duplex printing when copying a multiple-sheet original. For details, see "Duplex", Copy Reference.
- Combine: combine and print the pages of a multiple-sheet original onto a single-sheet. For details, see "One-Sided Combine" and "Two-Sided Combine", Copy Reference.
- Series: print each page of a double-page spread as a single-page copy.

24. ⟡ Data-in indicator (printer mode)

Flashes when receiving a print job. See Printer Reference.

25. 【Original】 key (copier and scanner mode)

Press to select the most suitable scanning method for the original. See "Selecting Original Type Setting", Copy Reference and "Selecting Original Type", Scanner Reference.

26. 【Lighter】key, 【Darker】 key (copier, scanner and facsimile mode)

Press to adjust the scanning density under the copier, fax and scanner functions.

27. 【Full Color/B&W】 key

Press to switch between "Full Color" and "Black & White" according to the document type or your requirements. See "Selecting a Color Mode", Copy Reference and "Selecting Original Type", Scanner Reference.

28. 【↦Online】 key (printer mode)

Press to switch between on-line and off-line modes.

29. **Quick Dial keys**

Press to enter letters and symbols. See "Entering Text". Press to select the registered destination at a single touch. See Facsimile Reference and Scanner Reference.

30. **Quick Dial Flip Plate**

Tilt the plate downward to change from 【Quick Dial 01】 key to 【Quick Dial 16】 key. Tilt the plate upward to change from 【Quick Dial 17】 key to 【Quick Dial 32】 key.

31. 【Job Information】 **key (scanner and facsimile mode)**

Press to obtain status information on transmitted data.

32. 【On Hook Dial】 **key (facsimile mode)**

Press this to hear dial and data tones on the fax line while dialing, as if the handset were off the hook. For details, see "On Hook Dial", Facsimile Reference.

33. 【Pause/Redial】 **key (facsimile mode)**

- Pause: Press to insert a pause in a fax dialing sequence. You cannot insert a pause at the beginning of a sequence. The pause is indicated by "-". For details, see "Entering a pause", Facsimile Reference.

- Redial: Press this to select a recently-dialed destination. For details, see "Redial", Facsimile Reference.

$\mathcal{P}$**Reference**

p.19 "Display"

p.24 "Turning On the Power"

p.29 "Entering Text"

34. 【Memory Trans】 **key (facsimile mode)**

Press to carry out memory transmission. See "Memory Transmission", Facsimile Reference.

35. 【Resolution】 **key (facsimile mode)**

Press to specify the resolution of the fax. See "Resolution", Facsimile Reference.

36. **User Function keys (facsimile mode)**

You can assign frequently-used functions to these keys. See "General Settings/Adjust", General Settings Guide.

By default, the following functions are registered:

【F1】 key: Start manual reception

【F2】 key: Switch reception mode
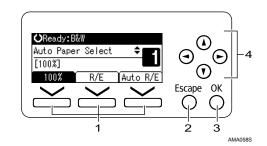
【F3】 key: Transmission stamp

Display

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

When you select or specify an item on the display panel, it is highlighted like 100%.

⚠️**Important**

❒ A force or impact of more than 30 N (about 3 kgf) will damage the display.

The copy display is set as the default screen when the machine is turned on.

```
⏻Ready:B&W
Auto Paper Select    ↕  1
[100%]
   100%      R/E    Auto R/E
```

Reading the Display and Using Keys

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1. **Selection keys**

Correspond to items at the bottom line on the display.

Example: The Copy display

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

2. 【**Escape**】 **key**

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

3. 【**OK**】 **key**

Press to set a selected item or entered numeric value.

4. **Scroll keys**

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

When the 【▲】, 【▼】, 【►】 or 【◄】 appears in this manual, press the scroll key of the same direction.

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When the Authentication Screen is Displayed

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled, the authentication screen appears. The machine is operable only if you enter a valid user name and password. If user code authentication is enabled, you cannot use the machine until you enter a valid user code.

If you are using the machine, you are "logged in". When you cannot use the machine, you are "logged out". To prevent use of the machine by unauthorized persons, always log off when you have finished using the machine.
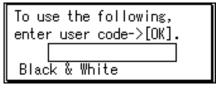
✷Important

❒ Ask the user administrator for the logging user name, logging password, and user code. For details about user authentication, contact your administrator.

❒ User code to enter on User Code Authentication is the numerical value registered in the address book as "login user name".

✐ Note

❒ "Authentication has failed" appears if the authentication failed. Check the login user name and login password.

User Code Authentication (Using the Control Panel)

When user authentication is enabled, the following screen appears:

```
To use the following,
enter user code->[OK].
┌──────────────┐
└──────────────┘
Black & White
```

A **Enter a user code (eight digits), and then press the 【OK】 key.**

✐ Note

❒ To log off, press the Operation switch.

User Code Authentication (Using a Printer Driver)

If user authentication is enabled, specify the user code in the properties screen of the driver.

For operations on respective driver, see the driver's Help.

✐ Note

❒ If logged in through User Code Authentication, logging out is not necessary.
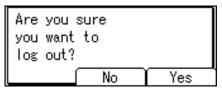
Login (Using the Control Panel)

Use the following procedure to log in when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled.

A **Enter the login user name and then press the 【OK】 key.**

```
Login:                  [OK]
Enter a login user name.
abc |_
```

B **Enter the login password and then press the 【OK】 key.**

```
Login:                  [OK]
Enter login password
abc |
```

When the user is authenticated, the screen for the function you are using appears.

Log Off (Using the Control Panel)

Use the following procedure to log out when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled.

A **Press the 【User Tools/Counter】 key.**

B **Press [Logout].**

```
目User Tools    1/5  ♦[OK]
 Counter
 System Settings
 Logout
```

C **Press [Yes].**

```
Are you sure
you want to
log out?
        No    Yes
```

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Login (Using a Printer Driver)

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is enabled, make encryption settings in the properties screen of the driver, and then specify a login user name and password.

For setup procedures of respective driver, see the driver's Help.

🖉 Note
❒ If logged in using a printer driver, you do not have to log off.

Login (Using Web Image Monitor)

Use the following procedure to log in when User Authentication is enabled.

A **Click [Login].**

B **Enter a login user name and password, and then click【OK】.**

🖉 Note
❒ For user code authentication, enter a user code, and then click【OK】.
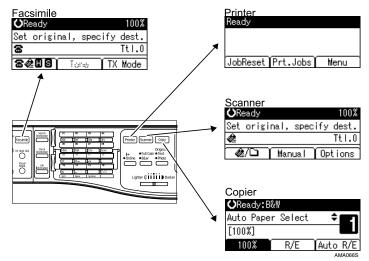
Log Off (Using Web Image Monitor)

Click **[Logout]** to log out when User Authentication is enabled.

Changing Modes

✎ Note

❒ You cannot switch modes during initial setup.

❒ The copying screen is displayed as default after power on. You can change this default setting. For the setting procedure, see "Function Priority", General Settings Guide.

❒ If the Function Upgrade Option is not installed, only TWAIN scanning is available.

❒ The following illustrations show screens that appear if the Function Upgrade Option is installed.

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❖ **System Reset**
The screen specified in Function Priority appears automatically after a certain period of time has elapsed. This function is called "System Reset". You can change the System Reset time in "System Auto Reset Timer", General Settings Guide.

Turning On the Power

This section discusses how to turn on/off the power.

❖ **Power supply**

This machine has two power switches: Operation switch and main power switch.

- Operation switch (right side of the control panel)
  Press to activate the machine. When the machine has finished warming up, you can make use of each function.

- Main power switch (backside of the machine)
  Turning off this switch makes the main power indicator on the right side of the control panel go off.

🖉 **Note**

❒ This machine automatically enters Sleep Mode and reduces its power consumption if you do not use it for a while with its power "On". See "Auto Off Timer", General Settings Guide.
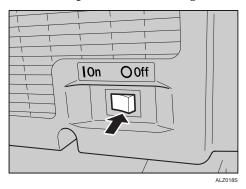
Turning On the Main Power

Turn on the main power as follows:

A **Make sure the power code is firmly plugged into the wall outlet.**

B **Turn " | On" the main power switch at the back of the machine.**
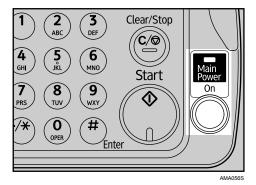
The main power indicator goes on.

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✎ Note

❒ Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory or nozzle clogging due to dried head, leading to malfunctions.

❒ When the message "Restart is required due to a functional error..." is displayed, follow the instructions and press **[Restart]** at the bottom right-hand corner of the screen after the process is completed.

❒ If the "Temperature Alert" message appears, check the installation site. For details, see "Machine Environment", Troubleshooting.

❒ If you have inadvertently set "Set Date" to a date in the future, the machine may take longer than usual to start printing or to initialize after being switched on. If this is the case, do not switch the machine off; instead, wait about 10 minutes.

Turning On the Power

Turn on the power as follows:

1 **Press the Operation switch. The On indicator goes on.**
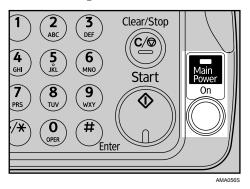

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✎ Note

❒ If the power does not come on when the Operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

Turn off the power as follows:

A **Make sure the exposure glass cover, ADF or ARDF are lowered.**

B **Press the Operation switch. The On indicator goes off.**

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📎 Note

❐ Even if you press the Operation switch, the indicator does not go out, but flashes in the following cases:

- The exposure glass cover, ADF, or ARDF is open.
- During communication with external equipment.
- When the Function Upgrade Option is active.
- The print head is capped.
- Ink is being supplied.

Turning Off the Main Power

Turn off the main power as follows:

⚠️Important

❒ If the machine's operation switch is lit or flashing, do not turn off the machine's main power switch. Doing so might damage the hard disk or memory, leading to malfunctions.

❒ When the machine finishes printing, it covers its print heads. Before turning the machine off, allow the machine 10 seconds to cover its print heads after finishing printing.

❒ Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory, leading to malfunctions.

A **Make sure the On indicator is not lit.**

B **Turn off the main power switch at the back of the machine.**

The main power indicator goes out.

📝 Note

❒ When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, keep the following points in mind:

❒ Make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

❒ The On indicator does not go off, but flashes in direct dialing mode even if you press the Operation switch. When this happens, check the items below, and turn off the main power switch.

- the computer is not controlling the machine.

- the machine is not receiving a fax.

Saving Energy

This machine has the following energy saving function.

❖ **Auto off**

This machine automatically enters Sleep Mode and reduces its power consumption if you do not use it for a while. This function is called "Auto off". You can change the Auto Off time. See "Auto Off Timer", General Settings Guide.

📝 **Note**

❐ The Auto Off function will not operate in the following cases:

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the cover is open
- When the "Add Ink" message appears
- When ink is being replenished
- When the User Tools/Counter/Inquiry screen appears
- When the facsimile, printer, or other functions are active
- When operations were suspended during printing
- When the On-hook dialing function is in use
- When the address list or group dial is being used
- When the Data-in indicator is on or flashing

This section describes how to enter characters.

Entering Text
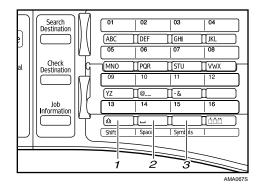
When you enter a character, it appears at the cursor position. If there is a character already at the cursor position, the newly entered character appears before it.

Available Characters

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals
  0123456789

Keys

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1. 【**Shift**】 **key (**【**Quick Dial 13/29**】 **key)**

Press to switch between uppercase, lowercase, User Text, and Cyrillic characters.

2. 【**Space**】 **key (**【**Quick Dial 14/30**】 **key)**

Press to enter a space.

3. 【**Symbols**】 **key (**【**Quick Dial 15/31**】 **key)**

Press to enter symbols.

❖ **Number keys**

Use to enter numbers.

❖ 【**Quick Dial 01/17**】**key to** 【**Quick Dial 09/25**】**key (A to Z)**

Press these to enter upper and lower case letters.

❖ 【**Clear/Stop**】**key**

Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **Scroll keys**

Shifts the cursor up, down, left and right.

🖉 **Note**

❒ Keys are operable either when one-touch key switch plate is tilted upward or downward.

❒ For example, the 【**Quick Dial 01/17**】 key functions as the 【**Quick Dial 01**】 key when the one-touch switch plate is tilted downward, and it functions as the 【**Quick Dial 17**】 key if the plate is tilted upward.

How to Enter Text

You can enter characters using the 【**Quick Dial 01/17**】 to 【**Quick Dial 09/25**】 keys. To enter a letter, keep pressing the key until the required letter appears.

The language selected using the control panel determines which characters can be entered. There are two types of keyboard. For each type, you can enter the characters used in the following languages:

Keyboard Type	Language
Type A	English
Type B	English, French, German, Italian, Spanish, Dutch, Norwegian, Danish, Swedish, Portuguese, Finnish
Type C	Polish, Hungarian, Czech
Type D	Russian

🖉 **Note**

❒ Depending on the machine type or function you are using, some characters may not be available.

Entering letters

1 **Press the 【Shift】 key to switch between uppercase and lowercase.**

```
Name:                        ⌧
Enter Name
abc  |_                       ▲
```

2 **Press a Quick Dial key.**

A letter is entered and the cursor moves along one space.

```
Name:                       OK
Enter Name
abc  |tokyo                   ▲
```

❖ **Keyboard Type A**

Quick Dial Key	Letters	Quick Dial Key	Letters
01/17	A, B, C or a, b, c	09/25	Y, Z or y, z
02/18	D, E, F or d, e, f	10/26	@, ., _
03/19	G, H, I or g, h, i	11/27	-, &
04/20	J, K, L or j, k, l	12/28	Nothing
05/21	M, N, O or m, n, o	13/29	Shift
06/22	P, Q, R or p, q, r	14/30	Space
07/23	S, T, U or s, t, u	15/31	Symbols
08/24	V, W, X or v, w, x	16/32	´, ^, ¨

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❖ **Keyboard Type B**
Press one of the following Quick Dial keys to display a basic letter, and then press 【**Quick Dial 16/32**】 to select one of its variations.

Quick Dial Key	Uppercase	Lowercase
01/17	A→ À Á Â Ã Ä Å Æ C→ Ç	a→à á â ã ä å æ c→ç
02/18	D→ Ð E→ È É Ê Ë	d→ð e→è é ê ë
03/19	I→ Ì Í Î Ï	i→ ì í î ï
05/21	N→ Ñ O→ Ò Ó Ô Õ Ö Ø Œ	n→ñ o→ò ó ô õ ö ø œ
06/22	P→ Þ	p→þ
07/23	S→ Š U→ Ù Ú Û Ü	s→š ß u→ù ú û ü
09/25	Y→ Ý Ÿ Z→ Ž	y→ý ÿ z→ž

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❖ **Keyboard Type C**
This keyboard type allows you to enter Polish, Hungarian, and Czech letters. To display a basic letter, press the corresponding Quick Dial key indicated in the table below. Select its variant form by then pressing 【**Quick Dial 16/32**】.

Quick Dial Key	Uppercase	Lowercase
01/17	A →Á Â Ä Ą Ă C →Ć Č Ç	a →á â ä ą ă c →ć č ç
02/18	D →Ď Đ E →É Ě Ë Ę	d →ď đ e →é ě ë ę
03/19	I →Í Î	i →í î
04/20	L →Ĺ Ľ Ł	l →ĺ ľ ł
05/21	N →Ń Ň O →Ó Ô Ö Ő	n →ń ň o →ó ô ö ő
06/22	R →Ŕ Ř	r →ŕ ř
07/23	S →Ś Š Ş T →Ť Ţ U →Ú Ü Ű Ů	s →ś š ş t →ť ţ u →ú ü ű ů
09/25	Y →Ý Z →Ź Ž Ż	y →ý z →ź ž ż

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❖ **Keyboard Type D**

This keyboard type allows you to enter Russian letters. Press the 【Shift】 key to enter Cyrillic character mode. To enter a letter, press the corresponding Quick Dial key indicated in the table below. Keep pressing the key until the required letter is displayed.

Quick Dial Key	Uppercase	Lowercase
01/17	А →Б →В→Г→Ѓ →Д	а →б →в →г →ѓ →д
02/18	Ѓ →Ђ→Е→Є→Ё →Ж	ѓ →ђ →е →є →ё →ж
03/19	З →Ѕ →И→І →Ї	з →ѕ →и →І →Ї
04/20	Й→J →К→Л→Љ	й→ј →к →л →љ
05/21	М→Н→Њ→О→П	м→н →њ→о →п
06/22	Р →С →Т →Ћ→Ќ	р →с →т →ћ →ќ
07/23	У →Ў →Ф→Х→Ц	у →ў →ф→х →ц
08/24	Ч →Џ→Ш→Щ→Ъ	ч →џ →ш→щ→ъ
09/25	Ы→Ь →Э →Ю →Я	ы→ь →э →ю→я

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📝 **Note**

❒ To enter a character repeatedly, press a Quick Dial key again.

❒ To insert a character, press 【 ◀ 】 or 【 ▶ 】 to move the cursor to the character you want to enter.

Entering symbols

1 Press the 【Symbols】 key.

Symbols appear.

2 Press scroll keys to select a symbol.

```
Symbols:        1/2 ◆▶ OK
█  "  #  $  %  &  '  (  )
*  +  ,  -  .  /  :  ;  <
=  >  ?  @  [  \  ]  ^  _
```

C Press the【OK】key.

This will enter the symbol and shift the cursor.

Depending on the selected keyboard type, you can enter the following symbols.

❖ **Keyboard Type A**

Symbols								
!	"	#	$	%	&	'	(	)
*	+	,	-	.	/	:	;	<
=	>	?	@	[	\	]	^	_
`	{	|	}					

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❖ **Keyboard Type B**

Symbols								
!	"	#	$	%	&	'	(	)
*	+	,	-	.	/	:	;	<
=	>	?	@	[	\	]	^	_
`	{	|	}	~	€	‚	ƒ	„
…	†	‡	^	‰	‹	'	'	"
"	•	—	—	~	TM	›	¡	¢
£	¤	¥	¦	§	¨	©	ª	«
¬	-	®	¯	°	±	²	³	´
µ	¶	·	¸	¹	º	»	¼	½
¾	¿	×	ß	÷				

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❖ Keyboard Type C

Symbols								
!	"	#	$	%	&	'	(	)
*	+	,	-	.	/	:	;	<
=	>	?	@	[	\	]	^	_
`	{	|	}	~	€	‚	„	…
†	‡	‰	‹	'	'	"	"	•
–	—	™	›	˘	˘	¤	¦	§
¨	©	«	¬	-	®	°	±	¸
´	µ	¶	·	¸	»	‟	×	ß
÷	·							

AMA033S

❖ Keyboard Type D

Symbols								
!	"	#	$	%	&	'	(	)
*	+	,	-	.	/	:	;	<
=	>	?	@	[	\	]	^	_
`	{	|	}	~	‚	„	…	†
‡	€	‰	‹	'	'	"	"	•
–	—	™	›	¤	¦	§	©	«
¬	-	®	°	±	µ	¶	·	№
»								

AMA034S

Entering numbers

A Press the number keys.

AMA057S

The numeral is entered and the cursor moves.

Deleting characters

A Press [◄] or [►] to move the cursor to the character to delete.

Name:	OK
Enter Name	
abc	tokyo	▲

B Press the [Clear/Stop] key.

Name:	OK
Enter Name	
abc	toky_	▲

This will delete the character at the cursor position.

Selecting a User Text

You can select and use a User Text that is registered in **[Prog/Change/Del User Text]**.

For details about registering User Texts, see "Program/Change/Delete User Text", General Settings Guide.

A **Press the 【Shift】 key to display [User Text].**

```
User Text:        1/1 ♦ [OK]
 1:[DRAFT]
 2:[IMPORTANT]
```

B **Press 【▲】 or 【▼】 to select the User Text you want to use, and then press the 【OK】key.**

```
User Text:        1/1 ♦ [OK]
 1:[DRAFT]
 2:[IMPORTANT]
```

C **To change the selected User Text, change it by pressing 【Shift】key, and then press the 【OK】key.**

```
Name:                 [OK]
Enter Name
abc  [IMPORTANT]         ▲
```

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3. Appendix

This section describes Dos and Don'ts and copy paper.

Dos and Don'ts

The following items should be followed during use of this machine.

⚠ **WARNING:**

- *Keep the machine away from flammable liquids, gases, and aerosols.*
  A fire or an electric shock might occur.

⚠ *CAUTION:*

- *Unplug the power cord from the wall outlet before you move the machine.*
  While moving the machine, you should take care that the power cord will
  not be damaged under the machine.

🔔**Important**

❒ If the machine's operation switch is lit or flashing, do not turn off the machine's main power switch. Doing so might damage the hard disk or memory, or cause ink in the print head to dry, clogging the nozzles.

❒ Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning Off the Power", and "Turning Off the Main Power".

❒ After scanning originals continuously, the exposure glass may become warm, this is not a malfunction.

❒ The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.

❒ When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.

❒ Do not turn off the power when the machine is in operation.

❒ The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.

❒ Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.

❒ Do not move the machine when the power is on.

❒ If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.

❒ The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

❒ In addition to printing, ink is also consumed when the machine's power is turned on, head cleaning is performed, and print cartridges are installed.

❒ The machine uses more ink when cold.

❒ A change in temperature or humidity may cause condensation to form, which can affect print quality.

❒ By using the optional anti-condensation heaters, you can minimize condensation when using the machine in a climate where daytime and nighttime temperatures differ greatly.

Reference

p.26 "Turning Off the Power"

p.27 "Turning Off the Main Power"

Saving Color Copies

Followings are notes on saving color copies.

• Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies by storing them in a binder in a dark, dry place.

• Ink may melt when using solvent type adhesive agents for pasting prints.

Software and Utilities Included on the CD-ROM

Three CD-ROMs come with this machine: "Printer Drivers and Utilities", "Scanner/PostScript Drivers and Utilities", and "Manuals". PS Driver is stored in "Scanner/PostScript Drivers and Utilities". In "Manuals", manuals are stored in PDF format.

The following are included in the three separate CD-ROMs:

❖ **Font Manager 2000**
For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager 2000, see the manual on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **SmartDeviceMonitor for Admin**
For the system administrator to manage network printers.

❖ **DeskTopBinder-SmartDeviceMonitor for Client**
For users to manage their network print status.

❖ **1394 Utility**
For the optional IEEE 1394 interface unit. For details, see the Readme file or the manual provided with the optional IEEE 1394 interface unit.

❖ **Acrobat Reader**
This utility allows you to read PDF files (Portable Document Format).

❖ **Printer Utility for Mac**
This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript Supplement.

Note
❒ Documentation about using the machine is included on the CD-ROM in PDF format. For details about using Acrobat Reader, see Acrobat Reader online Help.

Reference
SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client Help

Acrobat Reader online Help

Viewing the contents of the CD-ROM

Follow the procedure below to view the contents of the CD-ROMs.

A **Insert the CD-ROM into the CD-ROM drive.**

The installer starts.

B **Click [Browse This CD-ROM].**

Explorer starts and displays the contents of the CD-ROM.

Printer Drivers for This Printer

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM labeled "Printer Drivers and Utilities".

Printer Language	PCL 6	PCL 5c	RPCS	PostScript 3
Windows 95 [*1]	OK	OK	OK	OK [*12]
Windows 98 [*2]	OK	OK	OK	OK [*12]
Windows Me [*3]	OK	OK	OK	OK [*12]
Windows 2000 [*4]	OK	OK	OK	OK [*13]
Windows XP [*5]	OK	OK	OK	OK [*13]
Windows Server 2003 [*6]	OK	OK	OK	OK [*13]
Windows NT 4.0 [*7]	OK [*11]	OK [*10]	OK [*10]	OK [*11] [*12]
Mac OS [*8]	–	–	–	OK [*12]
Mac OS X [*9]	–	–	–	OK [*14]

[*1] Microsoft Windows 95 operating system

[*2] Microsoft Windows 98 operating system

[*3] Microsoft Windows Millennium Edition

[*4] Microsoft Windows 2000 Advanced Server
  Microsoft Windows 2000 Server
  Microsoft Windows 2000 Professional

[*5] Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition

[*6] Microsoft Windows Server 2003 Standard Edition
  Microsoft Windows Server 2003 Enterprise Edition

[*7] Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

[*8] Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

[*9] Mac OS X 10.1 or later (Native mode)

[*10] Requires Service Pack 4 or later.

[*11] Requires Service Pack 6 or later.

[*12] The Adobe PostScript 3 printer drivers and PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

[*13] The PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

[*14] The Adobe PostScript Printer Description (PPD) installer is included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

❖ **PCL printer drivers**

Two kinds of PCL printer driver (PCL 5c and PCL 6) are included on the CD-ROM that comes with this machine. These drivers allow your computer to communicate with this machine via a printer language.

❖ **RPCS printer driver**

This printer driver allows the computer to communicate with the printer using a printer language. In addition to the conventional user interface, another preset user interface is provided.

❖ **Adobe PostScript Printer Drivers and PPD files**

Adobe PostScript printer drivers and the PPD files are included on the CD-ROM provided with this machine. Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

❖ **PPD files**

PPD files are included on the CD-ROM provided with this machine. PPD files allow the printer driver to enable specific printer functions.

Note

❒ Some applications may require installation of the PCL 5c printer driver. In this case, you can install PCL 5c without having to install PCL6.

Reference

"Preparing the Machine" Printer Reference

PostScript 3 Supplement

TWAIN Driver

This section describes the file path to and system requirements of the TWAIN driver.

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

❖ **File path**
The following drivers are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities" provided with this machine:
\DRIVERS\TWAIN

❖ **System requirements**
- Hardware
PC/AT-compatible machines that support the following operating system properly
Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.

- Operating system
Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows NT 4.0
Microsoft Windows Server 2003

- Display resolution
800 x 600 pixels, 256 colors or higher

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ **File path**
The following folders are on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities":

- LAN-Fax Driver for Windows 98/Me
  \DRIVERS\LAN-FAX\WIN9X_ME

- LAN-Fax Driver for Windows NT 4.0
  \DRIVERS\LAN-FAX\NT4

- LAN-Fax Driver for Windows
  2000/XP and Windows Server 2003
  \DRIVERS\LAN-FAX\WIN2K_XP

❖ **System requirements**

- Hardware
  PC/AT-compatible

- Operating systems
  Microsoft Windows 98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003
  Microsoft Windows NT 4.0

- Display
  VGA 640×480 pixels or more

🖉 **Note**
❒ Before beginning installation, exit all other applications.

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DeskTopBinder Lite

This section explains the file path and system requirements of DeskTopBinder Lite.

DeskTopBinder is to be installed on the client computers for integration and management of various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with the ScanRouter delivery software, you can view the files stored in in-trays of the delivery server or use other functions for stored files.

For details about the software installed with DeskTopBInder Lite, see "DeskTopBinder Lite", Scanner Reference.

❖ **File path**
The following drivers are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities" provided with this machine:
\UTILITY\DESKV2

❖ **System requirements**

- Hardware
  PC/AT-compatible machines that support the operating system properly

- Operating system
  When installing all functions of DeskTopBinder.
  Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition
  Microsoft Windows Server 2003 Standard Edition/Enterprise Edition

  When installing only SmartDeviceMonitor for Client
  Microsoft Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition Microsoft Windows Server 2003 Standard Edition/Enterprise Edition Microsoft Windows NT 4.0 SP5 or later

$\mathcal{P}$ Reference
Scanner Reference

SmartDeviceMonitor for Admin

SmartDeviceMonitor for Admin is an application that uses TCP/IP and IPX/SPX to monitor network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

❖ **File path**

SmartDeviceMonitor for Admin is stored in the following folder in the CD-ROM labeled "Printer Drivers and Utilities":

`NETWORK\DEVMON\ADMIN\DISK1`

Operating system	Protocol stack
Windows 95 / 98 / Me	TCP/IP provided with Windows 95 / 98 / Me IPX/SPX provided with Windows 95 / 98 / Me NetWare Client provided with Windows 95 / 98 Novell Client provided with Windows 95 / 98
Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client provided with Windows 2000 or Window NT
Windows XP	TCP/IP provided with Windows XP IPX/SPX provided with Windows XP NetWare Client provided with Windows XP Novell Client provided with Windows XP
Windows Server 2003	TCP/IP provided with Windows Server 2003 IPX/SPX provided with Windows Server 2003 NetWare Client provided with Windows Server 2003 Novell Client provided with Windows Server 2003
Windows NT 4.0	TCP/IP provided with Windows NT IPX/SPX provided with Windows NT Client Service for NetWare provided with Windows NT Novell Client provided with Windows 2000 or Windows NT

❖ **Available functions**

SmartDeviceMonitor for Admin has the following functions to check:

- printer supplies such as paper or ink;
- results of print jobs executed from the computer.

🔍 **Reference**

Network Guide

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

DeskTopBinder-SmartDeviceMonitor for Client allows you to manage and print various data such as files created with an application, images scanned with a scanner, and existing images as one document.

❖ **File path**
DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":

NETWORK\DEVMON\CLIENT\DISK1

❖ **Operating environment of the printer driver**

- Applicable computer
  Machines which properly work with the applicable OS below. PC/AT compatible machine.

- Applicable OS
  Microsoft Windows 98SE/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003

✐ **Note**

❐ See "DeskTopBinder Lite", Scanner Reference or Help of DeskTopBinder-SmartDeviceMonitor for Client.

❐ DeskTopBinder includes SmartDeviceMonitor for Client. See Help of Desk-TopBinder-SmartDeviceMonitor for Client.

Installing the Operating Instructions

The supplied "Manuals" CD-ROM contains HTML-format manuals. Install the manuals you want to use.

⚠️Important

❒ The system requirements for installing the manuals are as follows:

- Operating System: Windows 95/98/Me, Windows 2000/XP, Windows Server 2003, or Windows NT4.0
- Minimum Display Resolution: 800×600 pixels

❒ Recommended Browser:

- Microsoft Internet Explorer 4.01 SP2 or later
- Netscape 6.2 or later

❒ A simplified manual is displayed if you are using Internet Explorer 3.02 or Netscape Navigator 4.05 or later versions.

❒ HTML manuals can also be viewed on a Macintosh.

A Click **[Install manuals]**.

B Install the manual you require according to the displayed instructions.

C When installation is complete, click **[Finish]**.

D Click **[Finish]**.

📝 Note

❒ If you cannot install a manual, copy the "Manual" folder to your computer's hard drive, and then run "Setup.exe".

❒ To delete an installed manual, on the **[Start]** menu, click **[Programs]**, then **[Product Name]**, and then uninstall the data.

PDF Manuals

The supplied CD-ROM contains PDF versions of the HTML user manuals.

❖ **File path**
The PDF manuals are in the following folders on the CD-ROM:
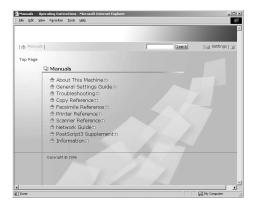
- About This Machine
  PDF MANUAL\US_ENG\INTRO

- General Settings Guide
  PDF MANUAL\US_ENG\USERTOOL

- Troubleshooting
  PDF MANUAL\US_ENG\TROUBLE

- Copy Reference
  PDF MANUAL\US_ENG\COPY

- Facsimile Reference
  PDF MANUAL\US_ENG\FAX

- Printer Reference
  PDF MANUAL\US_ENG\PRINTER

- Scanner Reference
  PDF MANUAL\US_ENG\SCANNER

- Network Guide
  PDF MANUAL\US_ENG\NETWORK

- PostScript3 Supplement
  PDF MANUAL\US_ENG\PS3

- UNIX Supplement
  PDF MANUAL\US_ENG\UNIX

Note
❐ To view the PDF manuals, you need to have Adobe Acrobat or Adobe Reader installed on your computer.

Opening the Installed Operating Instructions

This section explains how to open installed manuals.

Opening from the Icon

This section explains how to open a manual using its desktop icon.

A **Double-click the icon on your desktop.**

The browser opens and the manual appears.

Opening from the [Start] Menu

This section explains how to open a manual from the **[Start]** menu.

A **On the [Start] menu, point to [Programs] (Windows XP: [All Programs]), then [Product Name], and then click the manual you want to view.**

The browser opens and the manual appears.

Note

❒ Depending on the settings made during installation, menu folder names may differ.

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Opening from the CD-ROM

This section explains how to open a manual from the supplied CD-ROM.

A **Click [Read manuals].**

B **Click the title of the manual you want to view.**

The browser opens, and then manual appears.

Copy Paper

This section describes recommended paper sizes and types, unusable paper, and paper storage.

Recommended Paper Sizes and Types

The following limitations apply to each tray:

❖ **Paper tray 1**

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-105g/m^2 (16-28lb.)	A3▭, B4JIS▭ [*1], A4 ▯▭, B5JIS▯▭ [*1], A5▯, 11″×17″▭ [*1], $8^1/_2$″×14″▭ [*1], $8^1/_4$″×14″▭ [*2], $8^1/_2$″×11″▭ [*1], $8^1/_2$″×11″▯, $8^1/_2$″×$5^1/_2$″▯ [*1], $7^1/_4$″×$10^1/_2$″▭ [*1], 8″×13″▭ [*1], $8^1/_2$″×13″▭, $8^1/_4$″×13″▭ [*1], 8K▭ [*1], 16K ▯▭ [*1] Custom size(Vertical: 148-432mm, Horizontal: 182-297mm.)	A3▭ [*1], B4JIS▭ [*1], A4▭ [*1], A4 ▯, B5JIS▯▭ [*1], A5▯ [*1], 11″×17″▭, $8^1/_2$″×14″▭, $8^1/_4$″×14″▭ [*2], $8^1/_2$″×11″▯▭, $8^1/_2$″×$5^1/_2$″▯ [*1], $7^1/_4$″×$10^1/_2$″▭ [*1], 8″×13″▭ [*1], $8^1/_2$″×13″▭, $8^1/_4$″×13″▭ [*1], 8K▭ [*1], 16K▯▭ [*1] Custom size(Vertical: 5.83″-17.00″, Horizontal: 7.17″-11.69″.)	250 sheets

[*1] Change the paper size in User Tools, and then set the selector in the paper tray according to the changed paper size.
[*2] Cannot be used under the printer function.

❖ **Paper tray 2 and 3 (option)**

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-105g/m^2 (16-28lb.)	A3▭, B4JIS▭, A4 ▯▭, B5JIS▯▭ [*1], A5▭ [*1], 11×17▭, $8^1/_2$″×14″▭, $8^1/_4$×14▭ [*1], $8^1/_2$″×11″ ▯▭, $5^1/_2$×$8^1/_2$▭ [*1], 8×13▭ [*1], $8^1/_2$×13▭ [*1], $8^1/_4$×13▭ [*1], 8k▭ [*1], 16k▯▭ [*1]		500 sheets
	Custom size (Vertical: 182-432mm, Horizontal: 148-297mm)	Custom size(Vertical: 7.17″-17.00″, Horizontal: 5.83″-11.69″.)	

[*1] Change the paper size in User Tools, and then set the selector in the paper tray to the new paper size.
[*2] Not usable under the printer function.

❖ Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-105g/m² (16-28lb.)	A3▭, B4JIS▭ [*1], A4▭, A4▯ [*1], B5JIS▯▭ [*1], A5▭, A5▯ [*1], B6JIS▭ [*3], A6▭ [*2], 11″×17″▭ [*1], $8^1/_2″×14″$▭ [*1], $8^1/_4″×14″$▭ [*3], $8^1/_2″×11″$▯▭ [*1], $5^1/_2″×8^1/_2″$▭ [*1], $7^1/_4″×10^1/_2″$▯▭ [*1], 8″×13″▭, $8^1/_2″×13″$▭ [*1], $8^1/_4″×13″$▭ [*1], 8K▭ [*1], 16K▯▭ [*1] Custom size(Vertical: 90-305mm, Horizontal: 148-457.2mm. For printer - Vertical: 90-305mm, Horizontal: 148-600mm.)	A3▭ [*1], B4JIS▭ [*1], A4▯▭ [*1], B5JIS▯▭ [*1], A5▯▭ [*1], B6JIS▭ [*3], A6▭ [*2], 11″×17″▭, $8^1/_2″×14″$▭ [*1], $8^1/_4″×14″$▭ [*3], $8^1/_2″×11″$▭, $8^1/_2″×11″$▯ [*1], $5^1/_2″×8^1/_2″$▭, $7^1/_4″×10^1/_2″$▯▭ [*1], 8″×13″▭ [*1], $8^1/_2″×13″$▭ [*1], $8^1/_4″×13″$▭ [*1], 8K▭ [*1], 16K▯▭ [*1] Custom size(Vertical: 3.55″-12.00″, Horizontal: 5.83″-18.00″. For printer - Vertical: 3.55″-12.00″, Horizontal: 5.83″-23.62″.)	50 sheets
Thick paper 105-163g/m² (28-43.4lb.)	A3▭, B4JIS▭ [*1], A4▭, A4▯ [*1], B5JIS▯▭ [*1], A5▭, A5▯ [*1], B6JIS▭ [*3], A6▭ [*2], 11″×17″▭ [*1], $8^1/_2″×14″$▭ [*1], $8^1/_4″×14″$▭ [*3], $8^1/_2″×11″$▯▭ [*1], $5^1/_2″×8^1/_2″$▭ [*1], $7^1/_4″×10^1/_2″$▯▭ [*1], 8″×13″▭, $8^1/_2″×13″$▭ [*1], $8^1/_4″×13″$▭ [*1], 8K▭ [*1], 16K▯▭ [*1] Custom size(Vertical: 90-305mm, Horizontal: 148-457.2mm. For printer - Vertical: 90-305mm, Horizontal: 148-600mm.)	A3▭ [*1], B4JIS▭ [*1], A4▯▭ [*1], B5JIS▯▭ [*1], A5▯▭ [*1], B6JIS▭ [*3], A6▭ [*2], 11″×17″▭, $8^1/_2″×14″$▭ [*1], $8^1/_4″×14″$▭ [*3], $8^1/_2″×11″$▭, $8^1/_2″×11″$▯ [*1], $5^1/_2″×8^1/_2″$▭, $7^1/_4″×10^1/_2″$▯▭ [*1], 8″×13″▭ [*1], $8^1/_2″×13″$▭ [*1], $8^1/_4″×13″$▭ [*1], 8K▭ [*1], 16K▯▭ [*1] Custom size(Vertical: 3.55″-12.00″, Horizontal: 5.83″-18.00″. For printer - Vertical: 3.55″-12.00″, Horizontal: 5.83″-23.62″.)	[*4]
Postcards	100 × 148mm▭ [*2]		40 sheets
Label paper (adhesive labels)	B4JIS▭, A4▭		30 sheets
Envelope	C5 Env▭, C6 Env▭, DL Env▭, $4^1/_2″×9^1/_2″$▭, $3^7/_8″×7^1/_2″$▭		[*4]

[*1] Press the 【#】 key, and then select the size of the paper loaded in the tray.
[*2] Press the 【#】 key, select **[Custom Size]**, and then specify the custom paper size using the number keys.
[*3] Not usable under the printer function.
[*4] When loading paper, make sure the top of the stack is not higher than the limit mark of the paper tray.

❖ One-sheet bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
Standard paper 60-105g/m² (16-28lb.)	A3⤷ *1, B4JIS⤷ *1, A4 ⤵⤷ *1, B5JIS⤵⤷ *1, A5 ⤵⤷ *1, B6JIS⤷ *3, A6⤷ *2, 11 × 17⤷ *1, 8¹/₂″ × 14″⤷ *1, 8¹/₄ × 14⤷ *3, 8¹/₂″ × 11″ ⤵⤷ *1, 5¹/₂ × 8¹/₂⤷ *1, 7¹/₄ × 10¹/₂ ⤵⤷ *1, 8 × 13⤷ *1, 8¹/₂ × 13⤷ *1, 8¹/₄ × 13⤷ *1, 8k⤷ *1, 16k ⤵⤷ *1		1 sheet
	Custom size(Vertical: 90-305mm, Horizontal: 148-457.2mm. For printer - Vertical: 90-305mm, Horizontal: 148-600mm.)	Custom size(Vertical: 3.55″-12.00″, Horizontal: 5.83″-18.00″. For printer - Vertical: 3.55″-12.00″, Horizontal: 5.83″-23.62″.)	
Thick paper 105-220g/m² (28-58.5lb.)	A3⤷ *1, B4JIS⤷ *1, A4 ⤵⤷ *1, B5JIS⤵⤷ *1, A5 ⤵⤷ *1, B6JIS⤷ *3, A6⤷ *2, 11 × 17⤷ *1, 8¹/₂″ × 14″⤷ *1, 8¹/₄ × 14⤷ *3, 8¹/₂″ × 11″ ⤵⤷ *1, 5¹/₂ × 8¹/₂⤷ *1, 7¹/₄ × 10¹/₂ ⤵⤷ *1, 8 × 13⤷ *1, 8¹/₂ × 13⤷ *1, 8¹/₄ × 13⤷ *1, 8k⤷ *1, 16k ⤵⤷ *1		1 sheet
	Custom size(Vertical: 90-305mm, Horizontal: 148-457.2mm. For printer - Vertical: 90-305mm, Horizontal: 148-600mm.)	Custom size(Vertical: 3.55″-12.00″, Horizontal: 5.83″-18.00″. For printer - Vertical: 3.55″-12.00″, Horizontal: 5.83″-23.62″.)	
OHP transparencies	A4⤷, 8¹/₂″ × 11⤷		1 sheet
Postcards	100 × 148mm⤷ *2		1 sheet
Label paper (adhesive labels)	B4JIS⤷, A4⤷		1 sheet
Envelope	C5 Env⤷, C6 Env⤷, DL Env⤷, 4¹/₂″ × 9¹/₂″⤷, 3⁷/₈″ × 7¹/₂″⤷		1 sheet

*1 Press the 【#】 key, and then select the size of the paper loaded in the tray.

*2 Press the 【#】 key, select **[Custom Size]**, and then specify the custom paper size using the number keys.

*3 Not usable under the printer function.

📝 Note

❒ Load paper into the paper tray with the print side facing down.

❒ Place paper in the bypass tray with the print side facing up.

❒ When using the bypass tray, it is recommended that you set the paper orientation to ⤷.

❒ You must manually specify the size of custom size paper when loading it on the bypass tray.

❒ If multiple-sheet jams occur, load the paper sheet by sheet.

❒ To copy an OHP transparency, use the One-sheet bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference.

❒ Load adhesive label sheets one at a time. For details, see "Copying from the Bypass Tray", Copy Reference.

❒ To prevent misfeeds, when loading OHP transparencies, check both sides of the sheets, and place them correctly.

❒ When loading OHP transparencies, select **[OHP (Transparency)]** as the paper type for the One-sheet bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference.

❒ If **[OHP (Transparency)]** is specified as the paper type for the One-sheet bypass tray, you can copy onto A4 ⌐ or $8^1/_2$"×14" ⌐ paper only.

❒ When loading thick paper ((Bypass tray : 105-163g/m^2 (28-43.4lb.), One-sheet bypass tray: 105-220g/m^2 (28-58.5lb.)), or adhesive labels, make sure the top of the stack is not higher than the limit mark of the paper tray. Paper capacity varies depending on the thickness and condition of the paper.

❒ When using thick paper (Bypass tray: 105-163g/m^2 (28-43.4lb.), One-sheet bypass tray: 105-220g/m^2 (28-58.5lb.)), select **[Thick Paper]** as the paper type for the bypass tray or one-sheet bypass tray. For details, see "Copying from the Bypass Tray", Copy Reference.

❒ When copying onto letterhead paper, placing orientation differs according to the function you are using. See "Orientation-Fixed Paper or Two-Sided Paper", Troubleshooting.

❒ If you load paper of the same size in the same orientation in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called "Auto Tray Switching". (However, if one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "Copier Features", General Settings Guide, and "Tray Paper Settings", General Settings Guide.

Unusable Paper

This section describes paper unusable on this machine.

⚠ *CAUTION:*

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

⚠Important

❒ To prevent faults, do not use any of the following kinds of paper:

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed-edge paper
- Tab stock

❒ Faults can occur if you copy onto sides that are already printed. Take care to copy onto unprinted sides only.

To prevent misfeeds, do not use the following kinds of paper:

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper with little stiffness
- Paper with a dusty surface

If you copy onto rough grain paper, the image might be blurred.

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Avoid storing paper in humid areas (humidity: 70% or less).
  - Store on a flat surface.
  - Do not store paper vertically.
- Under high temperature and humid conditions, or low temperature and humid conditions, store paper in vinyl bags.

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

○ means POWER OFF.