Océ 31x5E

Scan Jobs

Océ-Technologies B.V.

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- The PostScript option is based in part on work of the Independent JPEG Group.

Chapter 1
Introduction

About this manual

This user manual explains how to scan documents on the Océ 31x5E. It describes the individual steps in the scanning process and how to monitor the progress of your scan jobs. In addition, the manual covers what to do when unexpected errors or problems with scan jobs occur.

The Océ 31x5E has an excellent reputation in the market because of its outstanding copy quality and its productive speed. These characteristics also apply to scanning. Scanning speed - even at high precision - is optimized for professional daily usage. Even with its high precision and speed, the Océ 31x5E is easy to use and very reliable.

Scanning on the Océ 31x5E was mainly developed for Print-on-Demand purposes, that is, scan now, print later. In this respect, scanning is supplied to you as a total system solution. On the other hand, scanning on the Océ 31x5E is built as an open system. It uses widely-used standards like TIFF and PDF packaging for scanned documents. Scan files are compressed in size without loss of quality before being transmitted. This compression adheres to standards like CCITT.T6. The use of standards means that you can also use applications developed by other vendors to broaden the use of scanned files in your organization.

Your IT department or your Océ system consultant can help you integrate the scan solution into your organization by defining so-called scan profiles to customize the use of scan files.

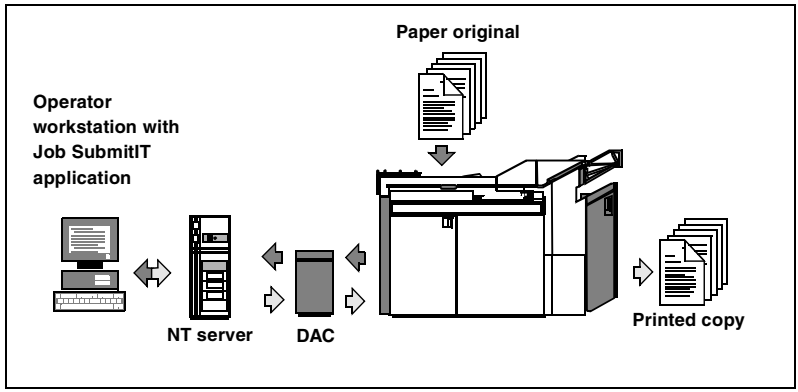
Despite all these possibilities, scanning documents is as easy as making copies. That is what you can expect from Océ.

Scanning on the Océ 31x5E

Scanning is the process of optically reading a paper original and digitizing it in order to

- print it at a later time
- archive and/or view it
- fax or email it
- reuse parts of it
- etc.

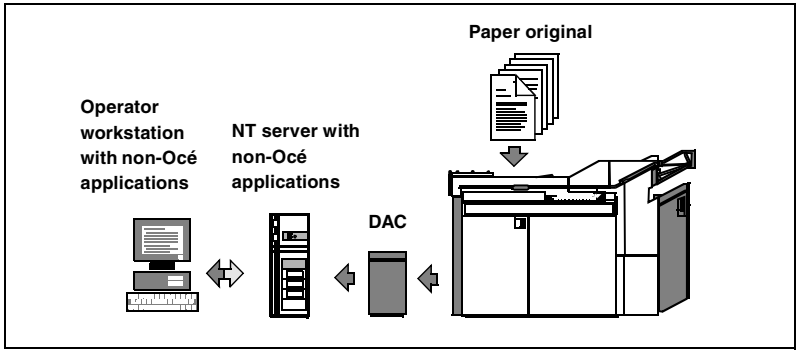
On the Océ 31x5E, the scan function was basically developed to scan information and print it later on demand.



[1] Scanning for Print-on-Demand

Place the paper originals to be scanned in the automatic feeder or on the glass platen, select settings and start scanning. The information is digitized and converted to a TIFF file or a PDF file which is then sent by the DAC to a specific directory on an NT server. Using the Océ Job SubmitIT application, you can then browse to this directory, select the TIFF/PDF file and send it to the Océ 31x5E to be printed.

In addition to the function just mentioned, these TIFF/PDF files can be used in many other ways. You can scan paper originals for archiving - which takes less space in digital form - or think of many other ways in which you can use this powerful tool. To do so, you will need software applications that are not delivered by Océ as part of this product. For example, you may need a file manager, fax application, or program that allows you to view the pages in the TIFF/PDF file on your PC screen, etc.



[2] Scanning for use in other applications

These (non-Océ) applications may be installed on your PC or may be running on the server to which the TIFF/PDF files are transported.

About scan profiles

Use of profiles Scan profiles are used to select a combination of specific scan settings. These settings produce a TIFF/PDF file that is optimized for a specific purpose. With a scan profile, the name of the resulting TIFF/PDF file can also be influenced. That is, you may be asked to enter a number which will be part of the file name. Or, all files created by a specific scan profile will have a specific prefix which is used to recognize files prepared for a specific application.

This means that a selected scan profile always applies to the entire job. In the case of a combined scan job, you cannot select different scan profiles for parts of the job.

Standard profiles The Océ 31x5E is delivered with two standard scan profiles that have been defined by Océ:

- Printing 600 dpi, which generates a TIFF/PDF file that is optimized for printing on the Océ 31x5E. A printed copy of this file is of excellent quality, but the file size may be large.
- Viewing 300 dpi, which generates a TIFF/PDF file that is optimized for viewing or archiving purposes. The file size is smaller, but when printed on the Océ 31x5E produces a printed copy of less quality.

Your system administrator may have added company-specific scan profiles to this list.

No default profile There is no default profile. Scan profiles are listed in alphabetic order and one of these is always selected. Resetting the settings or switching to another application does not change this selection. This means that if you do not select another profile, the one previously used will be applied.

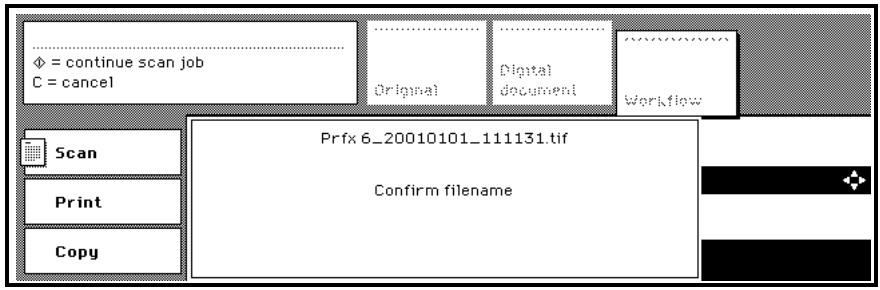
Note: *When the system administrator has updated the list of profiles, or when the machine was restarted, the first profile in the list will be selected.*

Default file name The default name of a TIFF/PDF file generated with the profiles provided by Océ contains the date and time of scanning (“scanjob_yyyymmdd_hhmmss.tif”), unless your system administrator has changed this.

Examples of using scan profiles

To understand the benefits of using scan profiles, have a look at the following two examples.

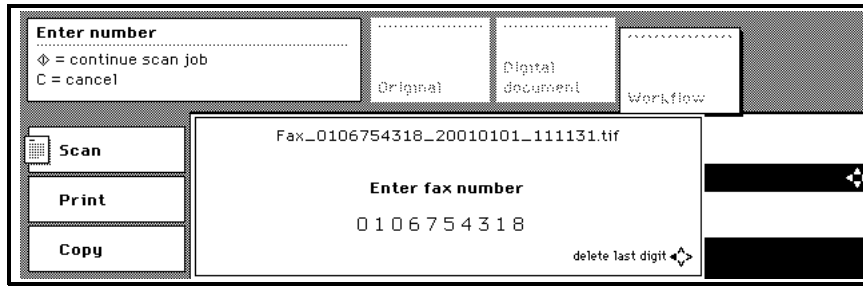
Confirm file name Let's say you have a document which contains pages that you would like to email to another colleague. Of course, you want to keep the file as small as possible, so you select a profile which scans at 300 dpi, for example, the Océ profile 'Viewing 300 dpi'. Let us suppose that your system administrator has adjusted this profile in such a way that you are requested to confirm the file name



[3] Request to confirm file name

This means that you are able to write down the file name of the resulting TIFF/PDF file and are thus able to quickly locate this file later on the server.

Enter job number Let us assume that your system administrator has created a template called ‘Fax’, which you are told to use when you want to send a fax. Having selected this profile and after starting the job, you are requested to enter a telephone number.



[4] Request to enter a job number

How many digits you must enter for the number, is indicated by the lozenge-shaped symbols: the total represents the maximum number of digits, whereas those in bold represent the minimum number of digits of which the job number must consist.

The display also shows the file name which will be given to your job. The first part of the file name will always be the same for all jobs scanned with this profile. In our example, this is the word ‘Fax’, followed by the telephone number you entered and the date/time.

Once your originals have been scanned and the resulting TIFF/PDF file has arrived on the file server, a customized fax application on the server detects an incoming file starting with the prefix ‘Fax’ and automatically sends this file to the specified fax number.

Note: *Such a fax application as described, is not part of the product delivered by Océ, but may have been bought from another supplier or have been specially developed.*

Chapter 2
Scan jobs

This chapter describes both simple and combined scan jobs. Which method to use for which type of originals is explained in the introduction. Furthermore, it contains information about how to stop and remove jobs.

Introduction

There are basically two types of originals that are commonly scanned. Each type requires a different scanning procedure.

Standard originals This type of original consists of pages which are all the same size and are on 20 lb. bond paper. The information is identical on all pages, so no special settings for individual pages are required. The total number of sheets in the set does not exceed 50 sheets of 8.5x11” or 35 sheets of 11x17” size paper.

With this type of original, the set of originals can be placed in the automatic feeder and scanned as a single job. When finished, the set of scanned pages is stored as one single TIFF/PDF file. This method is called simple scanning.

Special and/or mixed originals The set of originals consists of originals which vary in size or consist of more than 50 sheets. Or, the information on some pages may require deviating settings. The set may also contain special originals (books, photographs, originals smaller than 11x17”) which need to be scanned from the glass platen.

In this case, the set of originals must be scanned in a number of subsets. Each subset consists of one or more originals. When finished, all subsets will be combined into a single TIFF/PDF file. This method is described as combined scanning.

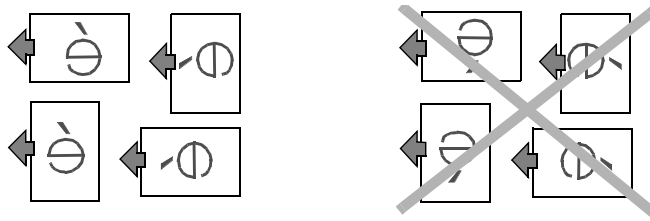
Other settings You can change settings to get the right images in the resulting file, such as reduced/enlarged pages or quality adjustments. If you use the simple scanning method, these settings apply to the entire job, whereas for combined scanning these settings apply to part of the job, or even individual pages.

Simple scanning

The fastest way to scan a set of identical originals of a standard paper size is by using the document feeder. The physical size of the document feeder limits the set to 50 sheets of 8.5x11” size (20 lb. bond) or 35 sheets of 11x17” size.

Note: *Originals on a non-standard paper size or special material can only be copied from the glass platen (see ‘Combined scanning’ on page 22).*

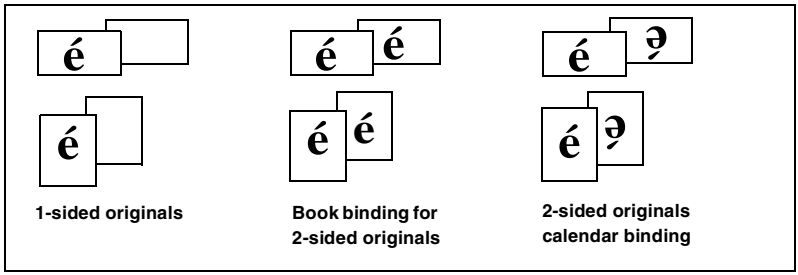
The direction in which you place the top of your original pages into the automatic feeder is important. If you place originals with the text upside-down, the pages will appear upside-down in the digital document. Figure 5 shows correct and incorrect ways of placing originals into the automatic feeder.



[5] Correct and incorrect feed directions

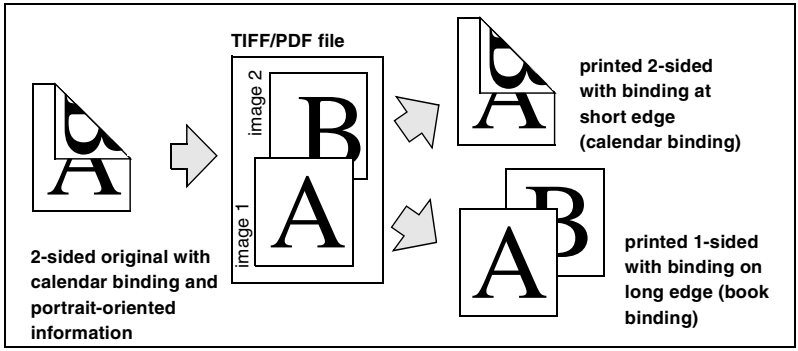
Note: *Scanning and printing 8.5x11” originals is most productive when using long-edge feed.*

The document feeder detects the size of the original and automatically detects the corresponding page size for the digital document. By factory default, it is assumed that originals are printed 1-sided and that the pages contain portrait-oriented information. This means that you only need to change original settings if you have a 2-sided copy and/or landscape-oriented information.



[6] Overview of original options

Simply indicate what your originals look like by selecting the corresponding icon. By doing so, you ensure that the information in the digital document is read from top to bottom. And this, in turn, allows you to determine later on how to print the digital document (or process it in another way).



[7] Effect of selecting the correct original settings

▼ Scanning a set of identical originals

1. Select the Scan mode.
   The list of available scan profiles is shown.
2. If not yet selected, select the required profile using the arrow buttons.
3. Place the originals (max. 50 sheets of 8.5x11" or 35 of 11x17" paper) in the automatic document feeder and adjust the original guides.
   The page size for the digital document is automatically selected.
   Note: *The originals must all be the same size and must be flattened. See appendix A for an overview of originals that can be used.*
4. Open the 'Original' section.
5. Indicate whether the originals are 1 or 2-sided.
6. Select the icon representing the orientation of information and the binding of your original pages ('Book binding' or 'Calendar binding').
7. Select other settings as required, e.g. reduction or enlargement.

8 Press the start button (◇).

Note: *You may need to enter a number and/or press the start button to confirm the file name. This depends on the scan profile selected for this job. If so, this will be indicated on the display.*

The originals will be scanned sheet by sheet and the image information will be converted to a multipage TIFF/PDF file and stored on the server. The name of the TIFF/PDF-file always contains the date and time of scanning. This allows you to distinguish your scan job in the list of files on the server.

Combined scanning

When to use When you need to scan a set of originals which consists of pages that vary in size, type of material or consists of more than 50 sheets, you must scan these originals in separate parts. Non-standard originals need to be copied from the glass platen, which means that each page is a separate part of a scan job. For each part of a scan job you can change job settings as required.

Example Suppose you want to scan a report on 8.5x11" paper to which you want to add a number of 11x17" pages (to be reduced to fit on 8.5x11" paper) plus a couple of photographs. You need a couple of copies now and you know you will have to make some more copies in the near future. For scanning the 11x17" pages, you need different settings than for the 8.5x11" pages, and the photographs need to be copied from the glass platen.

Page size selection The page size selection is set to 'Automatic' by default, which means that the page size for the digital document is automatically selected to produce an image of the same size. This selection is based on the paper size of originals in the automatic feeder. The size of originals on the glass platen, however, cannot be automatically detected. This means that you must manually select the required page size when scanning originals other than 8.5x11", portrait (the default setting) from the glass platen.

Indication of parts This means that the full set of originals must be scanned in separate parts, as each part requires specific settings. And, you need to start scanning each part using the combine button and indicate the last part in the sequence with the start button. When finished, all parts will be combined into a single TIFF/PDF file.

Required disk space Each time the combine button or the start button is pressed, the Océ 31x5E checks whether there is sufficient disk space left to store the scanned information. If not, the job will not be started.

▼ **Scanning and combining subsets of originals**

1. Select the Scan mode.
   The list of available scan profiles is shown.
2. If not yet selected, select the required profile using the arrow buttons.
3. Place the first set of originals in the automatic document feeder or align the first original on the glass platen.
4. Open the 'Original' section.

5 Indicate whether the originals are 1 or 2-sided (from the glass platen only 1-sided originals can be scanned).

6 Press ‘Book binding’ or ‘Calendar binding’ to select the icon representing the orientation of information and the binding of your original page(s). See figure 6 on page 20.

7 For an original on the glass platen only: open the ’Digital document’ section and select the required page size.
Note: *Make sure that the orientation of the original on the glass platen corresponds with the orientation of the selected page size.*

8 Select other settings as required, e.g. reduction or enlargement.

9 Press the combine button ( ).
Note: *You may need to enter a number and/or press the start button to confirm the file name. This depends on the scan profile selected for this job. If so, this will be indicated on the display.*

10 Place the next set of originals in the automatic document feeder or align the next original on the glass platen.

11 Select required settings.

12 Press the combine button ( ).

13 Repeat steps 10 through 12 for each next set or original.

14 When finished, press the start button ( ) to indicate the end of the job.

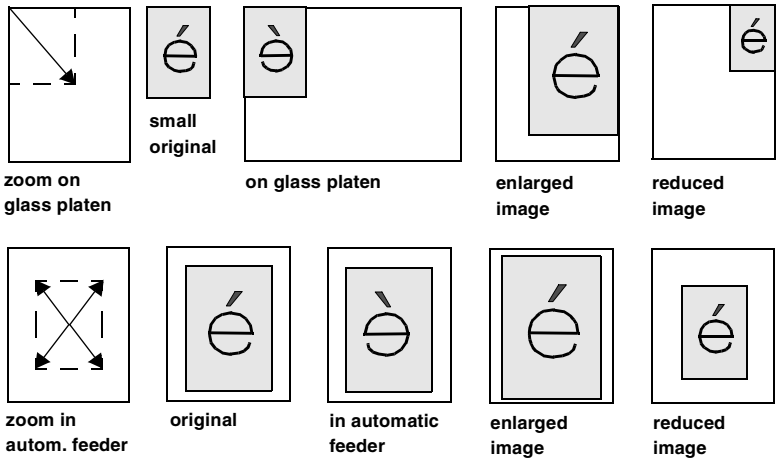
15 Press the start button ( ) once more to confirm the end of the job.
Note: *The person in charge of the Océ 31x5E may have deselected the request for confirmation.*

Reducing or enlarging images

Originals in the automatic feeder When you place an original on standard paper size (11x17", 8.5x11" or 5.5x8.5") in the automatic feeder, the corresponding page size is automatically selected. If you need an enlarged or reduced image instead, simply select the required page size. In doing so, the page size selection will switch to manual. Because the 'Enlargement or reduction' function is set by default to automatic, the corresponding reduction/ enlargement percentage will be set accordingly. If, for some reason you wish to use another percentage, you can manually select a reduction or enlargement percentage of between 25 and 400%.

Originals on the glass platen The size of originals cannot be automatically detected on the glass platen. Thus, when scanning from the glass platen, you will have to select the page size and possibly a reduction or enlargement percentage manually.

Zoom direction The starting point and the zoom direction differs for originals in the automatic feeder versus originals on the glass platen. This effects the position of the image on the page (see figure 8).



[8] Reduction/enlargement differences between glass platen and automatic feeder

Test copy Make a test copy first, especially when reducing or enlarging from the glass platen. Start scanning when you are satisfied with the result.

▼ Reducing or enlarging images

1. Select the Scan mode.
   The list of available scan profiles is shown.
2. If not yet selected, select the required profile using the arrow buttons.
3. Place the set of originals in the automatic document feeder or align the original on the glass platen.
4. Open the ‘Original’ section.
5. Indicate whether the originals are 1 or 2-sided (from the glass platen only 1-sided originals can be scanned).
6. Press ‘Book binding’ or ‘Calendar binding’ to select the icon representing the orientation of information on your original page(s). See figure 6 on page 20.
7. Press the ’Digital document’ section button and select the required page size. For an original in the automatic feeder, the required reduction or enlargement percentage is now set.
8. To manually set a required reduction/enlargement percentage, press the ’Reduction or enlargement’ function button and then use
   ‘◀’ or ‘▶’, in order to select one of the preset standard values.
   ‘▲’ or ‘▼’, in order to select a percentage between 25 and 400%.
9. Select other settings as required.
10. Start scanning using the combine button (⇒) or the start button (◇).

Optimizing scan quality

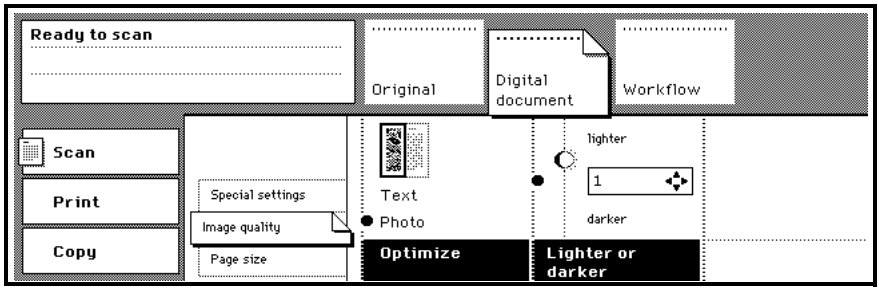
The Océ 31x5E is designed with Océ's patented Image Logic digital scanning technology. This makes it possible to detect photos, rasters and fine lines on the original and process the information in such a way that it results in a digital image of very high quality. This means that in most cases, you do not need to adjust quality settings for an optimal result.

Image optimization Using the 'Optimize' function (in the 'Digital document'section) is only necessary for special originals. You can choose one of two options to optimize the scanned image:

- Photo: when you select the 'Photo', option, the whole original will be scanned as a photo. If this option is not used, a lower quality scan of text on the original may occur.
- Text: when you select the 'Text' option, the whole original will be scanned as text. If this option is not used, a lower quality scan of photos on the original may occur.

Lighter or darker image In addition to other features, you can select to produce a lighter or darker image, in combination with the 'Optimize' function to get the best results.

Test copy To test which settings produce the best image quality for printing on the Océ 31x5E, make a copy first. Start scanning when you are satisfied with the result.



[9] Scan quality settings

▼ **Improving the image quality**

1. Select the Scan mode.
   The list of available scan profiles is shown.
2. If not yet selected, select the required profile using the arrow buttons.
3. Place the set of originals in the automatic document feeder or align the original on the glass platen.
4. Open the ‘Original’ section.
5. Indicate whether the originals are 1 or 2-sided (from the glass platen only 1-sided originals can be scanned).
6. Press ‘Book binding’ or ‘Calendar binding’ to select the icon representing the orientation of information on your original page(s). See figure 6 on page 20.
7. Open the ‘Digital document’ section.
8. If required, select the required page size.
9. Go to the ‘Image quality’ settings (see figure 9).
10. Press the ‘Optimize’ function button in order to select the ‘Text’ or ‘Photo’options.
11. If required, use the arrow buttons to select a lighter or darker output.
12. Select other settings as required.
13. Start scanning using the combine button ( ) or the start button ( ).

Stopping a scan job

Occasionally you may want to stop the scanning process to change settings, or to complete other tasks.

▼ **Stopping the scanning of a scan job**

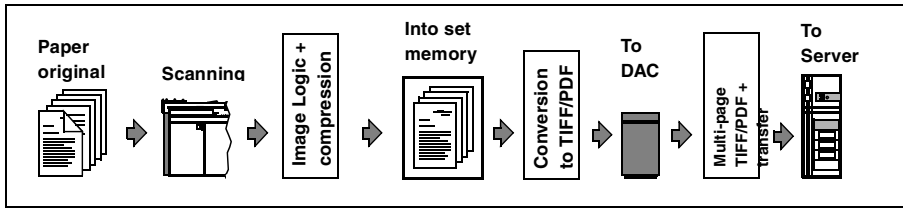
1 Press the orange ‘C’ correction button.
- If the scan job was started with the start button, the Océ 31x5E will be ready for a new scan job. Pages already scanned will be removed from memory.
- If the scan job was started with the combine button, the Océ 31x5E will be ready to scan the next part. Pages of the canceled subset are removed from memory, whereas scanned pages of previous subsets are kept in memory.

2 To remove the previous subsets from memory as well, press the ‘C’ correction button again.

Removing scanned jobs

You may want to remove scan jobs which you have finished scanning. Whether you can still remove the job in question, depends on the status of the job in progress (see figure 10):

- Jobs that you have finished scanning, but that are still waiting in the set memory for transport to the DAC, can be removed. The display shows the number of waiting jobs (max. 15).
- Jobs that have arrived at the DAC or have already been transferred from the DAC to the server cannot be stopped. These files can only be deleted from the server.



[10] The scanning process

Please be aware that you cannot remove a specific scan job. You can only remove *all* finished scan jobs in the set memory. If you want to remove selected jobs only, wait for the jobs to arrive on the server.

Note: *The current job (if any) that you are still scanning and that you have not yet finished, will remain in the set memory.*

▼ **Removing finished scan jobs from the set memory**

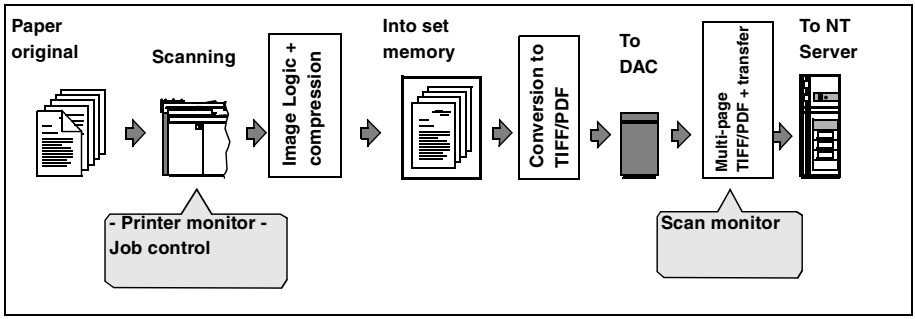
1 Press the red stop button '⊽'.
2 Press the start button (◇) to confirm (or press 'C'to cancel).

Chapter 3
Monitoring job progress

This chapter explains how to monitor the progress of scan jobs using the optional Océ Print Logic application.

Introduction

The optional Print Logic software allows you to monitor scan jobs from your PC. Figure 11 shows which tools can be used to give information about a specific part of the process.



[11] Monitoring points in the scanning process

The printer monitor When you start the Printer monitor a small window appears on your desktop that keeps you informed of all activities on the Océ 31x5E (copying, printing, mailbox printing or scanning).

The job control window In the 'current job' section of this window you can also monitor the activities of the Océ 31x5E. But more importantly, when a scan job is being executed, you will also see the file name of the resulting TIFF/PDF file.

The scan monitor When you start the Scan monitor, a small window appears on your desktop that informs you on the status of all scan jobs waiting on the DAC for transfer. The Scan monitor can be configured to send a notification when all jobs have been transferred. And, you can select to be notified whenever the Océ 31x5E requires your help.

Monitoring scanning

The Printer monitor keeps you informed of all activities on the Océ 31x5E (copying, printing, mailbox printing or scanning). You will also be informed of any problems which occur during one of these activities.

The current job section of the job control window shows information about the current job. It can be very useful to find out which file names will be used for a scan job. This file name will be visible as long as scanning continues (which might be a short amount of time if the jobs are small).

▼ **Opening the job control window**

1. Click the Start menu button, click 'Programs', then click 'Océ', then 'Print Logic' and finally click 'Job control'.
2. If a dialog appears with a list of printers, select the required printer(s) from the list.
3. Click OK.

Note: *You can also select this option from the Tools menu of the Available printers window, or by double-clicking the Job monitor or Printer monitor.*

▼ **Opening the printer monitor**

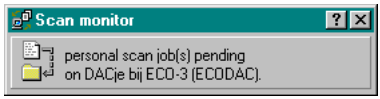
1. Click the Start menu button, click 'Programs', then click 'Océ', then 'Print Logic' and finally click 'Printer monitor'.
2. If a dialog appears with a list of printers, select the required printer(s) from the list.
3. Click OK.

Note: *You can also start the Printer monitor by selecting the printer(s) in the Available printers window and then selecting 'Printer monitor' from the Tools menu or the menu available by clicking on the right mouse button.*

The Printer monitor will be opened, showing the activities of one or more printers. Each time there is a problem, you will be notified (as long as the Printer monitor is active).

Monitoring file transfer

When using the Print Logic software you can monitor the progress of the transfer of scan jobs from the DAC to the file server. The Scan monitor is a very useful tool which can be opened on your desktop (see figure 12) and which keeps you informed about the status of your scan jobs on the DAC.



[12] The Scan monitor

Note: *If you use more than one Océ 31x5E with the optional scan function, you will be able to start a Scan monitor for each one. This is especially useful for monitoring multiple machines.*

You can start the Scan monitor manually or automatically each time you start Windows.

▼ **Starting the Scan monitor**

1. Click the 'Start' button and then point to 'Programs', 'Océ', then 'Print Logic' and finally click 'Available printers'.
2. Select the printer whose scan jobs you want to monitor.
3. On the 'Tools' menu, click 'Scan monitor'.
   A scan monitor will open for the selected printer and inform you as to how many jobs are waiting on the DAC for transfer to the server.
4. Repeat steps 2 and 3 for every additional printer you want to monitor. Each monitor will be appended to the previous one.
   Notice that an icon will also be added to the system tray located at the far right of the Windows Task bar.

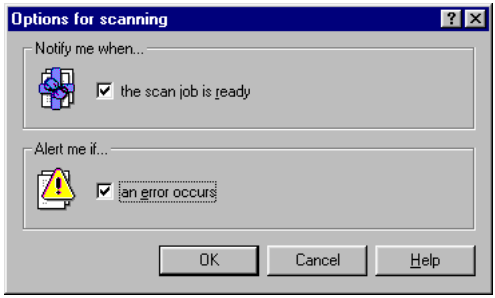
Note: *When the Scan monitor is closed (but not quit entirely) you can hold your mouse cursor over the Scan monitor icon in the system tray. You will then also get information about the number of pending jobs.*

▼ Autostarting the Scan monitor

1. Click the ‘Start’ button, and then point to ‘Settings’.
2. Click ‘Taskbar’, and then click the Start Menu ‘Programs’ tab.
3. Click ‘Advanced’, then double-click the ‘Programs’ folder.
   In the ‘Océ’ folder, you will find a program folder with the name ‘Print Logic’, unless you have installed Print Logic in another program folder.
4. Double-click the program folder containing the ‘Print Logic tools’.
5. Copy the Scan monitor application.
6. Open the StartUp folder in the Programs folder.
7. Paste the copied application.
8. Close the windows.
   Each time you start Windows, the Scan monitor in the StartUp folder will be automatically started.

Changing Scan monitor settings

When the Scan monitor is active, by default you will receive a message each time all scan jobs are ready and have been transferred from the DAC to the server (the counter reaches zero). If the Network Copier needs your help while scanning a job, you will also be notified. These Scan monitor settings can be changed.



[13] Scan monitor settings

▼ Changing notification options for scanning

1. Using your right mouse button, click the ‘Scan monitor’ window.
2. Click 'Options'.
3. Select or deselect the option to be notified when all scan jobs are ready.
4. Select or deselect the option to be alerted when the printer needs help while scanning jobs.
5. Click OK.

Hiding/showing the Scan monitor

You can hide the Scan monitor, if required. In that case, the monitor is still active (shown as an icon in the system tray at the far right of the task bar) and you still receive messages. And, having hidden the monitor, you can show it again.

The Scan monitor window can also be placed on top of all other windows.

▼ **Hiding / showing the scan monitor**

1. Place the mouse cursor on the title bar of the monitor window.
2. Click the right mouse button and select the 'Hide' option.
   The Scan monitor icon is now only shown in the system tray.
   Note: *You can also click the X-button in the top right corner of the monitor window to hide the monitor.*
3. To show the monitor again, double-click on the monitor icon in the system tray.

▼ **Placing the Scan monitor on top**

Using your right mouse button, click on the Title bar of the Scan monitor window and click 'Always on top'.

Quitting the Scan monitor

The Scan monitor consist of two parts: the window on the desktop and the icon in the task bar. In order to quit the Scan monitor *entirely*, you have to close both elements.

▼ **Quitting the Scan monitor**

1. Place the mouse cursor on the title bar of the monitor window.
2. Click the right mouse button and select 'Exit'.
   The Scan monitor closes and quits.

If you click the X-button in the top right corner of the monitor, you only hide the monitor. The monitor icon is still shown in the system tray (at the far right of the task bar). To quit, place the mouse cursor on the tray icon, click the right mouse button and select 'Exit'. To remove one printer from the list, use the right mouse button and click on it. Then click 'Remove'.

Chapter 4
Problem solving

This chapter describes a number of problems as well as corrective actions. If you encounter problems you cannot solve, contact your system administrator who in turn may contact the Océ help desk.

Error messages and possible solutions

Message	**"Scan job cannot be started because the previous file could not be transported"**
Description	Initializing of a new scan job will be refused if the DAC has less than a certain amount of free local disk space.
Solution	Allow the DAC some time to send files to the server. If it takes too long, ask your system administrator to check the proper working of the network connection.
Message	**"Scan job(s) aborted. This and the previous file could not be transported"**
Description	Disk full and other problems resulting from insufficient space on file server.
Solution	Allow the DAC some time to send files to the server. If it takes too long, ask your system administrator to check the proper working of the network connection.
Message	**"Please wait. # jobs being processed (maximum)"**
Description	Limited number of possible files reached
Solution	Allow the DAC some time to send files to the server. If it takes too long, ask your system administrator to check the proper working of the network connection.
Message	**"Scan job limited to 500 pages"** or **"Job consists of too many images. Job has been finished."**
Description	You cannot scan more than 500 pages and combine them into a single TIFF/PDF file.
Solution	Press start to indicate that the job is ready. Scan the remaining originals as a new job. Use the PC to combine the two resulting TIFF/PDF files.

Incorrect images when viewing

Problem description	**All pages appear upside-down**
Possible cause	You have placed the originals in the wrong direction in the automatic feeder or on the glass platen.
Solution	Scan the originals again and make sure they are correctly placed (see figure 5 on page 19).
Problem description	**Every 2nd page appears upside-down**
Possible cause	The binding option you selected does not correspond with the orientation of the information on your original pages.
Solution	Scan the originals again and select the correct binding option (see figure 6 on page 20).
Problem description	**All pages appear sideways (90 or 270 degrees rotated)**
Possible cause	a. Wrong orientation selected b. Original feed direction confused with orientation of information c. The imaging application you use does not process the TIFF/PDF file in the right way.
Solution	Scan the originals again and select the correct binding option (see figure 6 on page 20 and figure 7 on page 20). If the problem persists, your imaging application is probably the cause. Try another application.
Problem description	
Possible cause	
Solution	

Error situations when monitoring

Problem description	**The scan monitor or printer monitor shows the icon  and/or the counter does not decrease within a reasonable period of time**
Possible cause	The connection between the DAC and the Network Copier has been lost.
Solution	Report the problem to your system administrator.

Appendix A
Overview and tables

Product specifications

Process	Organic photo conductor Océ Copy Press technology, 600 dpi LED digital copying, Image Logic for copy and scan quality.
Print speed Océ 3145E *Scan speed Océ 3145E* *Print speed Océ 3155* *Scan speed Océ 3155* *Print speed Océ 3165E* *Scan speed Océ 3165E*	46 8.5x11”-pages a minute, for 1-sided copies 40 8.5x11”-pages a minute, for 2-sided copies 45 8.5x11”-pages a minute 52 8.5x11”-pages a minute, for 1-sided as well as 2-sided copies 52 8.5x11”-pages a minute 62 8.5x11”-pages a minute, for 1-sided as well as 2-sided copies 54 8.5x11”-pages a minute
Resolution	Scanning: 400 dpi x 256 shades of grey Printing: 600 dpi, black/white
Warm-up time	About eight minutes
Original sizes	*Via automatic document feeder:* Either European paper sizes (max. A3, min. A5) or USA paper sizes (max. 11x17”, min. 5.5x8.5”), capacity: 50 sheets of 8.5x11”, 20 lb. bond paper at a time; can be refilled during the copying process. *Glass platen:*all sizes
Copy sizes	max. 11x17”, min. 5.5x8.5”, from four paper trays, totalling 3,500 sheets, automatic selection of paper size
Set memory capacity	Standard 128 Mb RAM.
Output	In finisher: output per set (one page can also be a set) max. 650 unstapled sheets 8.5x11” portrait-oriented paper, 20 lb. bond (Océ 3145E and Océ 3155), max. 1000 unstapled sheets 8.5x11” portrait-oriented paper, 20 lb. bond (Océ 3165E, optional on Océ 3145E and Océ 3155). In upper output tray: output per page max. 450 sheets all paper sizes on 20 lb. bond
Finishing	Automatic stapling of either max. 35 (Océ 3165E) or 50 (Océ 31x5E) sheets of 20 lb. bond paper in the upper left corner. Manual stapling. Provided with covers, separation sheets, blank pages and appendices.

Exposure setting	Automatic optimal copy quality using exposure adjustment for the entire page including photo setting (Image Logic).
Zoom	25 - 400%, manual enlargement or reduction
Scan job limitations	Max. 500 images in one TIFF/PDF file Max. 500 parts to be combined into 1 scan job Max. 15 jobs being processed at the same time Max. 100 profiles Max. 15 digits to be added to file name

Note: *More information regarding the product specifications can be found in the Océ 31x5E safety information sheet in appendix B.*

Originals that can be used

Originals		*Specifications*
Original sizes	*Glass platen*	max. 11x17”
	Automatic document feeder	min. 5x7” max. 11x17”
Original weight	*Glass platen*	any weight (max.22 lbs.)
	Automatic document feeder	50 sheets on 20 lb. bond
Original type	*Glass platen*	any type original
	Automatic document feeder	slightly curled, undamaged originals 1 and 2-sided

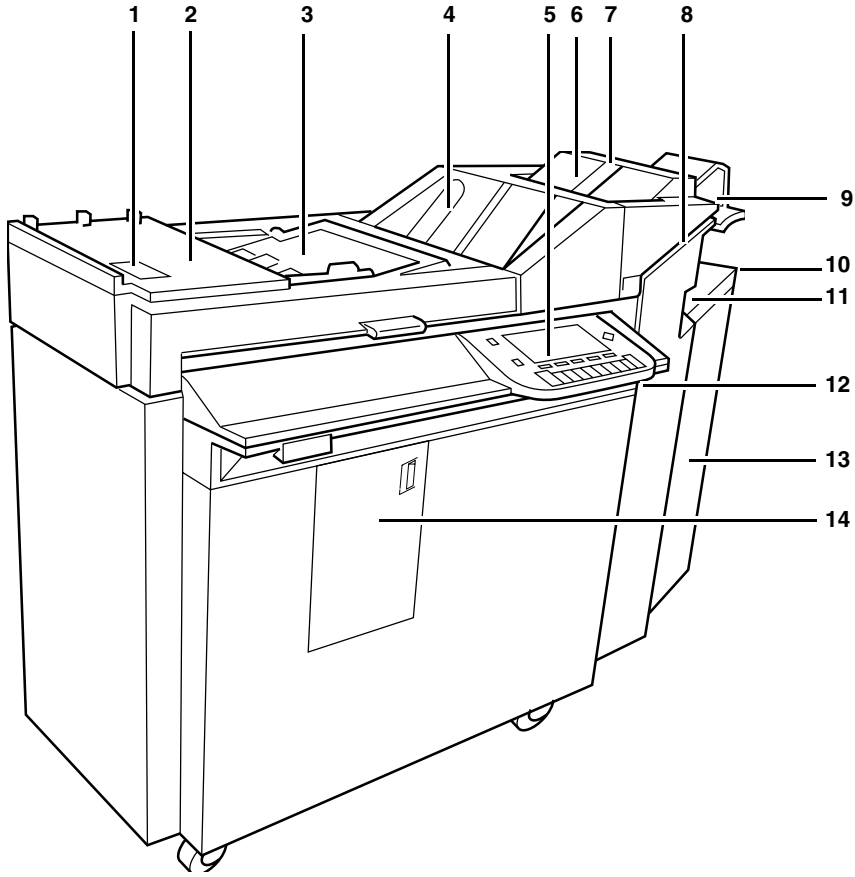
Note: *Do not use transparent originals in the automatic document feeder.*

Functional overview scan mode

Section	*Subsection*	*Settings*
Original		Original
		Book binding
		Calendar binding
Digital document	Page size	Selection
		Size
		Enlargement or reduction
	Image quality	Optimize
		Lighter or darker
	Special settings	System management
Profiles		Available profiles

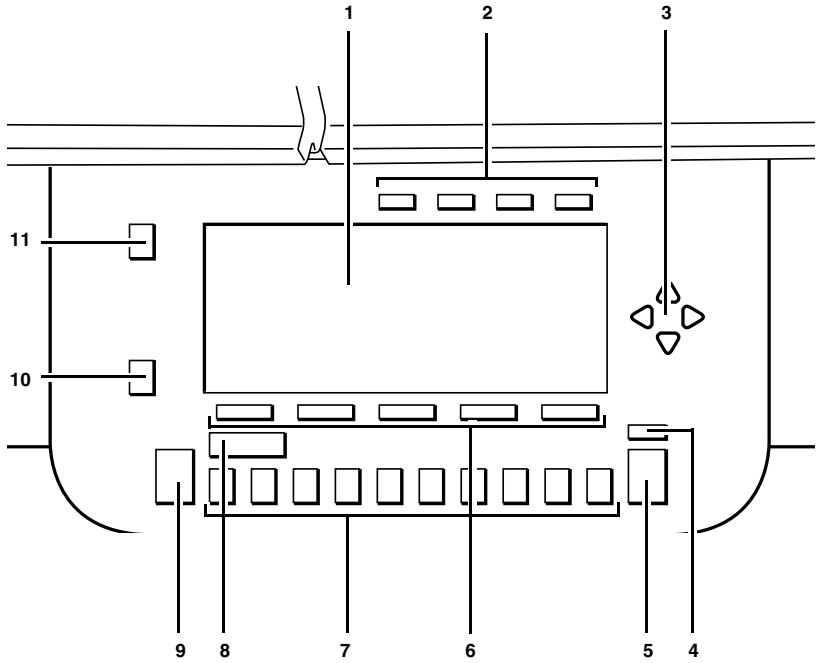
Appendix B
Hardware components and operating panel

Océ 31x5E



1 staple remover
2 original unit cover
3 automatic feeder
4 original receiving tray
5 operating panel
6 upper output tray
7 11x17” paper rest
8 stapler
9 finisher tray
10 special feeder
11 lower output tray
12 on/off button
13 paper compartment
14 small front door

Operating panel



1 graphic display
2 section buttons
3 arrow buttons
4 stop button
5 correction button (C)
6 function buttons
7 copy quantity buttons
8 copy counter
9 start button
10 combine button
11 without function

Appendix C
Safety information

General safety information

For questions about Océ products which are related to health, safety and the environment, please contact your Océ organisation at the address listed in the last appendix of this manual.

Radio interference

Note: *This equipment has been tested and found to comply with the limits for a class A device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the user manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.*

FCC = Federal Communications Commission.

Symbols

Stickers with the following illustrations are used in this machine to indicate parts which should not be touched due to high voltage or extreme heat, or parts which require extra attention:

Symbol	Meaning
	Caution, high voltage
	Caution, high temperature
	Caution

Instructions for safe use

Attention: *Products designed by Océ are developed and tested in conformance with the strictest international safety standards. However, to help assure the safe operation of these products, it is important that:*

- you carry out maintenance only as far as prescribed in this manual.
- you observe the following safety recommendations:

Maintenance

- Do not remove any screws from fixed panels.
- Do not place any liquids on the machine.
- Use maintenance materials or other materials for their original purpose only. Keep maintenance materials away from children.
- Do not mix cleaning fluids or other substances.
- To avoid damage and the risk of personal injury, all modifications to Océ equipment are strictly reserved for properly qualified and trained service technicians.

Power connection

- Do not move the machine yourself: contact Service
- If unforeseen circumstances force you to re-install the machine without the assistance of Océ Service, make sure that the machine is connected to a power outlet which is equipped with a fuse or circuit breaker with the appropriate capacity.
- Do not bridge any mechanical or electrical circuit breakers.
- Do not use an extension cord to connect the machine.
- We recommend that you connect only copy-control devices or other devices which meet (inter)national product safety and radio-frequency interference standards, and that you use connection cables recommended by Océ.
- This equipment is not designed for connection to an IT power system. (An IT power system is a voltage network in which the neutral wire is not connected to earth.)
- For equipment connected via a wall outlet: place the machine close to an easily accessible wall outlet.
- For equipment connected to the electrical system via a permanent connection: make sure that the disconnect device in the permanent connection is easily accessible.

Ventilation and location

- Do not block the machine's ventilation openings.
- Make sure that the machine is placed on a level, horizontal surface which is strong enough to bear the full weight of the machine. See the Océ 31x5E safety data sheet in this appendix for information about the weight of the machine.
- Make sure that there is sufficient space around the machine. This facilitates both proper loading of materials and equipment maintenance.
- Do not place the machine in a room which is subject to excessive vibration.
- Do not place the machine in a room that is too small and insufficiently ventilated. See the Océ 31x5E safety data sheets in this appendix for information about space and ventilation requirements.

General

- Always use materials recommended by Océ and developed for this Océ machine. Materials not approved by Océ may cause damage to your machine.
- Do not use the machine if it is making unusual sounds. Remove the plug from the power outlet or turn off the switch in the fixed connection to the electrical system and contact Service.

Safety data sheets for the Océ 31x5E

The disclaimer below is valid for all safety datasheets in this manual.

Disclaimer The safety data sheets for the Océ 31x5E have been compiled as a compact guide to safe product handling and operation, and to the best of our knowledge contains the most complete and accurate information possible. We reserve the right to revise these safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of this information for the adoption of the appropriate safety precautions for his organization, and to contact Océ to make sure that he is in possession of the latest version of the sheets. If and insofar as limitation of liability is permitted under the applicable laws, we accept no liability for any inaccuracies that may occur in this information.

Safety data sheet Océ 3145 Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-704-a-US
Date July 1999

Model	**Océ 3145 DC**
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.
Max. process speed	46 A4 copies/min or 23 A3 copies/min
Dimensions **Width**	1622 mm
Depth	885 mm
Height	1280 mm
Weight	413 kg
Voltage	120 V / 208 V / 220-240 V
Frequency	60 Hz / 60 Hz / 60 Hz
Current-rated	16 A / 9,8 A / 9,2-8,8 A
Current-max	20 A / 14 A / 14 A
Power consumption, operation	2000 W
Power consumption, standby	560 W
Mains connection	Cable with plug
Safety class	I (IEC 536) Protective earth connection
Protection class	IP 20 (IEC 529)
Sound pressure level (at operator/bystander position)	**Standby:** 38 dB(A) **In operation:** mainbody 59 dB(A); incl. optionals 60 dB(A); impulse ΔL_i = 5 dB(A)
Sound power level	49 dB(A) mainbody 72 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with FCC rules and regulations, part 15 class A
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)
Heat emission	Standby 560 W ; in operation 2000 W
Ozone emission	0,01 mg/min at continuous operation
Room volume	Recommendation: min. 30 m^3
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone 0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone 0,04 mg/m^3 (0,02 ppm)*
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

c UL us LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871

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Safety data sheet Océ 3145

PRODUCT SAFETY DATA SHEET

Number E-705-a-US
Date July 1999

Model	**Océ 3145 NC**	**Digital Access Controller**
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145 NC (Network Copier) = Océ 3145 + DAC (Digital Access Controller).	
Max. process speed	46 A4 prints/min or 23 A3 prints/min	
Dimensions **Width**	1622 mm	206 mm
Depth	885 mm	437 mm
Height	1280 mm	444 mm
Weight	413 kg	14,9 kg
Voltage	120 V / 208 V / 220-240 V	220-240 V
Frequency	60 Hz / 60 Hz / 60 Hz	60 Hz
Current-rated	16 A / 9,8 A / 9,2-8,8 A	0,5 A
Current-max	20 A / 14 A / 14 A	3 A
Power consumption, operation	2000 W	40 W
Power consumption, standby	560 W	32 W
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
Sound pressure level (at operator/bystander position)	**Standby:** 38 dB(A)	**In operation:** mainbody 59 dB(A); incl. optionals 60 dB(A); impulse ΔL_i = 5 dB(A)
Sound power level	49 dB(A)	mainbody 72 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with FCC rules and regulations, part 15 class A	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 560 W (controller 32 W); in operation 2000 W (controller 40 W)	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m^3	
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.	
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone 0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone 0,04 mg/m^3 (0,02 ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).	

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

c UL us
LISTED 927F
INFORMATION TECHNOLOGY EQUIPMENT
E 69871

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Safety data sheet Océ 3145 Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-720-b-US
Date February 2001

Model		**Océ 3145 DC** (machine number > 30.000)				
Description		Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.				
Max. process speed		46 A4 prints/min or 23 A3 prints/min				
Dimensions	**Width**	1622 mm				
	Depth	885 mm				
	Height	1280 mm				
Weight		413 kg				
Voltage		230 V	208 V		120 V	
Frequency		60 Hz	60 Hz		60 Hz	
Current-rated		7.5 A	8.9 A		15 A	
Current-max		13.0 A	13.0 A		18.5 A	
Power consumption, sleep mode		5 W				
Power consumption, low-power		244 W (recovery time <10 s)				
Power consumption, stand by		380 W	380 W		380 W	
Power consumption, operation		1.8 kW	1.8 kW		1.8 kW	
Mains connection		Cable with plug				
Safety class		I (IEC 536) Protective earth connection				
Protection class		IP 20 (IEC 529)				
		Standby		**In operation**		
Sound pressure level (at operator/bystander position)		34 dB(A)		mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L_i = 3 dB(A)		
Sound power level		45 dB(A)		mainbody 73 dB(A); incl. optionals 74 dB(A)		
Radio interference		Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.				
Radiation		Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)				
Heat emission		Standby 380 W; in operation 1.8 kW				
Ozone emission		0,01 mg/min at continuous operation				
Room volume		Recommendation: min. 30 m^3				
Room ventilation		Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.				
Use simulation at random operation		Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations:				
		- Time weighted average			0,001 mg/m^3	(0.0005 ppm)
		- Peak			0,003 mg/m^3	(0.0015 ppm)
		Threshold Limit Value/Occupational Exposure Limit				
		(Time Weighted Average) for ozone			*0,2 mg/m^3*	*(0,1 ppm)*
		Odour Perception Limit for ozone			*0,04 mg/m^3*	*(0,02 ppm)*
Consumables		Océ Master (OcéMaterial Safety Data Sheet E-193) Océ F11 Toner (OcéMaterial Safety Data Sheet E-212) Océ CopyingMaterials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.				
Additional safety information		The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).				

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

LISTED 927F

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Safety data sheet Océ 3145

PRODUCT SAFETY DATA SHEET

Number E-721-b-US
Date February 2001

Model	**Océ 3145 NC** (machine number > 30.000)	**Digital Access Controller**
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145 NC (Network Copier) = Océ 3145 + DAC (Digital Access Controller).	
Max. process speed	46 A4 prints/min or 23 A3 prints/min	
Dimensions **Width**	1622 mm	206 mm
Depth	885 mm	437 mm
Height	1280 mm	444 mm
Weight	413 kg	14.9 kg
Voltage	230 V / 208 V / 120 V	115 V
Frequency	60 Hz / 60 Hz / 60 Hz	60 Hz
Current-rated	7.5 A / 8.9 A / 15 A	1.0 A
Current-max	13.0 A / 13.0 A / 18.5 A	6.0 A
Power consumption, stand by	410 W / 410 W / 410 W	
Power consumption, sleep mode	70 W (total system)	
Power consumption, low-power	273 W (total system; recovery time <10 s)	
Power consumption, operation	1.8 kW / 1.8 kW / 1.8 kW	
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
	Standby / **In operation**	
Sound pressure level (at operator/bystander position)	34 dB(A) / mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L_i = 3 dB(A)	
Sound power level	45 dB(A) / mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 410 W; in operation 1.8 kW	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m^3	
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.	
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone* *0,2 mg/m^3* *(0,1 ppm)* *Odour Perception Limit for ozone* *0,04 mg/m^3* *(0,02 ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).	

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

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Safety data sheet Océ 3145E Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-739-a-US
Date August 2001

Model	**Océ 3145E DC** (machine number > 30.000)
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.
Max. process speed	46 A4 prints/min or 23 A3 prints/min
Dimensions Width	1622 mm
Depth	885 mm
Height	1280 mm
Weight	413 kg
Voltage	230 V / 208 V / 120 V
Frequency	60 Hz / 60 Hz / 60 Hz
Current-rated	7.5 A / 8.9 A / 15 A
Current-max	13.0 A / 13.0 A / 18.5 A
Power consumption, sleep mode	5 W
Power consumption, low-power	236 W (recovery time <10 s)
Power consumption, stand by	380 W / 380 W / 380 W
Power consumption, operation	1.8 kW / 1.8 kW / 1.8 kW
Mains connection	Cable with plug
Safety class	I (IEC 536) Protective earth connection
Protection class	IP 20 (IEC 529)
	Standby / **In operation**
Sound pressure level (at operator/bystander position)	34 dB(A) / mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L_I = 3 dB(A)
Sound power level	45 dB(A) / mainbody 73 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)
Heat emission	Standby 380 W; in operation 1.8 kW
Ozone emission	0,01 mg/min at continuous operation
Room volume	Recommendation: min. 30 m^3
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone* *0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone* *0,04 mg/m^3 (0,02 ppm)*
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

LISTED 927F

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.

Safety data sheet Océ 3145E

PRODUCT SAFETY DATA SHEET

Number E-740-a-US
Date August 2001

Model	**Océ 3145E NC** (machine number > 30.000)							**Digital Access Controller**	
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145E NC (Network Copier) = Océ 3145E DC + DAC (Digital Access Controller).								
Max. process speed	46 A4 prints/min or 23 A3 prints/min								
Dimensions **Width**	1622	mm						206	mm
Depth	885	mm						437	mm
Height	1280	mm						444	mm
Weight	413	kg						14.9	kg
Voltage	230	V	208	V	120	V		115	V
Frequency	60	Hz	60	Hz	60	Hz		60	Hz
Current-rated	7.5	A	8.9	A	15	A		1.0	A
Current-max	13.0	A	13.0	A	18.5	A		6.0	A
Power consumption, stand by	410	W	410	W	410	W			
Power consumption,sleep mode	70	W (total system)							
Power consumption, low-power	264	W (total system; recovery time <10 s)							
Power consumption, operation	1.8	kW	1	.8 kW	1.8	kW			
Mains connection	Cable with plug								
Safety class	I	(IEC 536) Protective earth connection							
Protection class	IP 20	(IEC 529)							

Sound pressure level (at operator/bystander position)	**Standby**
	34 dB(A)
					In operation
					mainbody 56 dB(A);
					incl. optionals 62 dB(A);
					impulse L_j = 3 dB(A)				

Sound power level	45 dB(A)				mainbody 73 dB(A); incl. optionals 74 dB(A)				
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.								
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)								
Heat emission	Standby 410 W; in operation 1.8 kW								
Ozone emission	0,01 mg/min at continuous operation								
Room volume	Recommendation: min. 30 m^3								
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.								
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone* *0,2* *mg/m^3* *(0,1 ppm)* *Odour Perception Limit for ozone* *0,04* *mg/m^3* *(0,02 ppm)*								
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.								
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).								

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

LISTED 927F

This safety data sheet has been compiled to the best of our knowledge as a compact guide to safe handling of this product. We reserve the right to revise safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of this information for the adoption of safety precautions as may be necessary and to contact the company to make sure that this sheet is the latest one issued. If and in sofar as limitation of liability is permitted under the applicable laws, we do not accept liability for any inaccuracy that may occur in this information.

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.

Safety data sheet Océ 3155 Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-689-b-US
Date March 1999

Model	**Océ 3155 DC**
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.
Max. process speed	52 A4 copies/min or 25 A3 copies/min
Dimensions **Width**	1622 mm
Depth	885 mm
Height	1280 mm
Weight	413 kg
Voltage	120 V / 208 V / 220-240 V
Frequency	60 Hz / 60 Hz / 60 Hz
Current-rated	16 A / 9,8 A / 9,2-8,8 A
Current-max	20 A / 14 A / 14 A
EPA ENERGY STAR ¨	
*** Power consumption, auto-off**	19,2 W
Power consumption, operation	2000 W
Power consumption, standby	560 W
Mains connection	Cable with plug
Safety class	I (IEC 536) Protective earth connection
Protection class	IP 20 (IEC 529)
	Standby: / **In operation:**
Sound pressure level (at operator/bystander position)	38 dB(A) / mainbody 59 dB(A); incl. optionals 60 dB(A); impulse ΔL_i = 5 dB(A)
Sound power level	49 dB(A) / mainbody 72 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with FCC rules and regulations, part 15 class A
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)
Heat emission	Standby 560 W ; in operation 2000 W
Ozone emission	0,01 mg/min at continuous operation
Room volume	Recommendation: min. 30 m^3
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone 0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone 0,04 mg/m^3 (0,02 ppm)*
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

c UL us LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871

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Safety data sheet Océ 3155

PRODUCT SAFETY DATA SHEET

Number E-690-b-US
Date March 1999

Model	**Oc 3155 NC**	**Digital Access Controller**
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3155 NC (Network Copier) = Océ 3155 + DAC (Digital Access Controller).	
Max. process speed	52 A4 prints/min or 25 A3 prints/min	
Dimensions Width	1622 mm	206 mm
Depth	885 mm	437 mm
Height	1280 mm	444 mm
Weight	413 kg	14,9 kg
Voltage	120 V / 208 V / 220-240 V	220-240 V
Frequency	60 Hz / 60 Hz / 60 Hz	60 Hz
Current-rated	16 A / 9,8 A / 9,2-8,8 A	0,5 A
Current-max	20 A / 14 A / 14 A	3 A
EPA ENERGY STAR ¨		
*** Power consumption, auto-off**	48,7 W	
Power consumption, operation	2000 W	40 W
Power consumption, standby	560 W	32 W
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
	Standby:	**In operation:**
Sound pressure level (at operator/bystander position)	38 dB(A)	mainbody 59 dB(A); incl. optionals 60 dB(A); impulse $\Delta L_i = 5$ dB(A)
Sound power level	49 dB(A)	mainbody 72 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with FCC rules and regulations, part 15 class A	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 560 W (controller 32 W); in operation 2000 W (controller 40 W)	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m^3	
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.	
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone 0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone 0,04 mg/m^3 (0,02 ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).	

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

c UL us LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871

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Safety data sheet Océ 3155 Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-722-b-US
Date February 2001

Model	**Océ 3155 DC** (machine number > 30.000)					
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.					
Max. process speed	52 A4 prints/min or 25 A3 prints/min					
Dimensions **Width**	1622	mm				
Depth	885	mm				
Height	1280	mm				
Weight	413	kg				
Voltage	230	V	208	V	120	V
Frequency	60	Hz	60	Hz	60	Hz
Current-rated	7.5	A	8.9	A	15	A
Current-max	13.0	A	13.0	A	18.5	A
Power consumption, stand by	380	W	380	W	380	W
Power consumption, low-power	244	W (recovery time <10 s)				
Power consumption, operation	1.8	kW	1.8	kW	1.8	kW
EPA ENERGY STAR®						
*** Power consumption,** auto off	5	W				
Mains connection	Cable with plug					
Safety class	I	(IEC 536) Protective earth connection				
Protection class	IP 20	(IEC 529)				

Sound pressure level (at operator/bystander position)	**Standby**
	34 dB(A)
			In operation
			mainbody 56 dB(A);
			incl. optionals 62 dB(A);
			impulse L_i = 3 dB(A)			

Sound power level	45 dB(A)		mainbody 73 dB(A); incl. optionals 74 dB(A)			
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.					
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)					
Heat emission	Standby 380 W; in operation 1,8 kW					
Ozone emission	0,01 mg/min at continuous operation					
Room volume	Recommendation: min. 30 m^3					
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.					
Use simulation at random operation	Room volume and ventilation as recommended					
	Daily copy volume (much more than average)	7500	A4			
	Total worktime	8	h			
	Ozone concentrations:					
	- Time weighted average	0,001	mg/m^3	(0.0005	ppm)	
	- Peak	0,003	mg/m^3	(0.0015	ppm)	
	Threshold Limit Value/Occupational Exposure Limit					
	(Time Weighted Average) for ozone	*0,2*	*mg/m^3*	*(0,1*	*ppm)*	
	Odour Perception Limit for ozone	*0,04*	*mg/m^3*	*(0,02*	*ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.					
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).					

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950 — LISTED 927F

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Safety data sheet Océ 3155

PRODUCT SAFETY DATA SHEET

Number E-723-b-US
Date February 2001

Model	**Océ 3155 NC** (machine number > 30.000)	**Digital Access Controller**
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3155 NC (Network Copier) = Océ 3155 + DAC (Digital Access Controller).	
Max. process speed	52 A4 prints/min or 25 A3 prints/min	
Dimensions **Width**	1622 mm	206 mm
Depth	885 mm	437 mm
Height	1280 mm	444 mm
Weight	413 kg	14.9 kg
Voltage	230 V / 208 V / 120 V	115 V
Frequency	60 Hz / 60 Hz / 60 Hz	60 Hz
Current-rated	7.5 A / 8.9 A / 15 A	1,0 A
Current-max	13.0 A / 13.0 A / 18.5 A	6.0 A
Power consumption, stand by	410 W / 410 W / 410 W	
Power consumption, low-power	273 W (total system; recovery time <10 s)	
Power consumption, operation	1.8 kW / 1.8 kW / 1.8 kW	
EPA ENERGY STAR®		
*** Power consumption, sleep mode**	70 W (total system)	
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
	Standby	**In operation**
Sound pressure level (at operator/bystander position)	34 dB(A)	mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L_I = 3 dB(A)
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 410 W; in operation 1.8 kW	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m^3	
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.	
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone* *0,2* *mg/m^3* *(0,1 ppm)* *Odour Perception Limit for ozone* *0,04* *mg/m^3* *(0,02 ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).	

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950 — EPA ENERGY STAR®

LISTED 927F

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.

Safety data sheet Océ 3165 Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-683-b-US
Date March 1999

Model		**Océ 3165 DC**					
Description		Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.					
Max. process speed		62 A4 copies/min or 30 A3 copies/min					
Dimensions	**Width**	1622	mm				
	Depth	885	mm				
	Height	1280	mm				
Weight		413	kg				
Voltage		120	V	208	V	220-240	V
Frequency		60	Hz	60	Hz	60	Hz
Current-rated		16	A	9,8	A	9,2-8,8	A
Current-max		20	A	14	A	14	A
EPA ENERGY STAR ¨							
*** Power consumption, auto-off**		19,2	W				
Power consumption, operation		2000	W				
Power consumption, standby		560	W				
Mains connection		Cable with plug					
Safety class		I	(IEC 536) Protective earth connection				
Protection class		IP 20	(IEC 529)				
Sound pressure level (at operator/bystander position)		**Standby:** 38 dB(A)		**In operation:** mainbody 59 dB(A); incl. optionals 60 dB(A); impulse $\Delta L_i = 5$ dB(A)			
Sound power level		49 dB(A)		mainbody 72 dB(A); incl. optionals 74 dB(A)			
Radio interference		Complies with FCC rules and regulations, part 15 class A					
Radiation		Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)					
Heat emission		Standby 560 W ; in operation 2000 W					
Ozone emission		0,01 mg/min at continuous operation					
Room volume		Recommendation: min. 30 m^3					
Room ventilation		Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.					
Use simulation at random operation		Room volume and ventilation as recommended					
		Daily copy volume (much more than average)		7500	A4		
		Total worktime		8	h		
		Ozone concentrations:					
		- Time weighted average		0,001	mg/m^3	(0.0005	ppm)
		- Peak		0,003	mg/m^3	(0.0015	ppm)
		Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone		*0,2*	*mg/m^3*	*(0,1*	*ppm)*
		Odour Perception Limit for ozone		*0,04*	*mg/m^3*	*(0,02*	*ppm)*
Consumables		Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.					
Additional safety information		The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).					

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

LISTED 927F
INFORMATION TECHNOLOGY EQUIPMENT
E 69871

EPA ENERGY STAR ¨

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Safety data sheet Océ 3165 Network Copier

PRODUCT SAFETY DATA SHEET

Number E-666-c-US
Date March 1999

Model	**Océ 3165 NC**	**Digital Access Controller**
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165 NC (Network Copier) = Océ 3165 + DAC (Digital Access Controller).	
Max. process speed	62 A4 prints/min or 30 A3 prints/min	
Dimensions **Width**	1622 mm	206 mm
Depth	885 mm	437 mm
Height	1280 mm	444 mm
Weight	413 kg	14,9 kg
Voltage	120 V / 208 V / 220-240 V	220-240 V
Frequency	60 Hz / 60 Hz / 60 Hz	60 Hz
Current-rated	16 A / 9,8 A / 9,2-8,8 A	0,5 A
Current-max	20 A / 14 A / 14 A	3 A
EPA ENERGY STAR ¨		
*** Power consumption, auto-off**	48,7 W	
Power consumption, operation	2000 W	40 W
Power consumption, standby	560 W	32 W
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
Sound pressure level (at operator/bystander position)	**Standby:** 38 dB(A) **In operation:** mainbody 59 dB(A); incl. optionals 60 dB(A); impulse ΔL_j = 5 dB(A)	
Sound power level	49 dB(A) mainbody 72 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with FCC rules and regulations, part 15 class A	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 560 W (controller 32 W); in operation 2000 W (controller 40 W)	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m^3	
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.	
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone 0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone 0,04 mg/m^3 (0,02 ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).	

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

c UL us — LISTED 927F — INFORMATION TECHNOLOGY EQUIPMENT — E 69871

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Safety data sheet Océ 3165 Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-724-b-US
Date February 2001

Model		**Océ 3165 DC** (machine number > 30.000)						
Description		Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.						
Max. process speed		62 A4 prints/min or 30 A3 prints/min						
Dimensions	**Width**	1622	mm					
	Depth	885	mm					
	Height	1280	mm					
Weight		413	kg					
Voltage		230	V	208	V	120	V	
Frequency		60	Hz	60	Hz	60	Hz	
Current-rated		7.5	A	8.9	A	15	A	
Current-max		13.0	A	13.0	A	18.5	A	
Power consumption, stand by		380	W	380	W	380	W	
Power consumption, operation		1.8	kW	1.8	kW	1.8	kW	
EPA ENERGY STAR®								
*** Power consumption, auto off**		5	W					
*** Power consumption, low-power**		244	W (recovery time <10 s)					
Mains connection		Cable with plug						
Safety class		I	(IEC 536) Protective earth connection					
Protection class		IP 20	(IEC 529)					

Sound pressure level (at operator/bystander position)		**Standby**
		34 dB(A)
					In operation
					mainbody 56 dB(A);
					incl. optionals 62 dB(A);
					impulse L_i = 3 dB(A)			

Sound power level		45 dB(A)			mainbody 73 dB(A); incl. optionals 74 dB(A)			
Radio interference		Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.						
Radiation		Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)						
Heat emission		Standby 380 W; in operation 1.8 kW						
Ozone emission		0,01 mg/min at continuous operation						
Room volume		Recommendation: min. 30 m^3						
Room ventilation		Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.						
Use simulation at random operation		Room volume and ventilation as recommended Daily copy volume (much more than average) Total worktime Ozone concentrations: - Time weighted average - Peak *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone* *Odour Perception Limit for ozone*			7500 A4 8 h 0,001 mg/m^3 (0.0005 ppm) 0,003 mg/m^3 (0.0015 ppm) *0,2 mg/m^3 (0,1 ppm)* *0,04 mg/m^3 (0,02 ppm)*			
Consumables		Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.						
Additional safety information		The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).						

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950 LISTED 927F

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Safety data sheet Océ 3165 Network Copier

PRODUCT SAFETY DATA SHEET

Number E-725-b-US
Date February 2001

Model	**Océ 3165 NC** (machine number > 30.000)	**Digital Access Controller**
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165 NC (Network Copier) = Océ 3165 + DAC (Digital Access Controller).	
Max. process speed	62 A4 prints/min or 30 A3 prints/min	
Dimensions **Width**	1622 mm	206 mm
Depth	885 mm	437 mm
Height	1280 mm	444 mm
Weight	413 kg	14.9 kg
Voltage	230 V / 208 V / 120 V	115 V
Frequency	60 Hz / 60 Hz / 60 Hz	60 Hz
Current-rated	7.5 A / 8.9 A / 15 A	1.0 A
Current-max	13.0 A / 13.0 A / 18.5 A	6.0 A
Power consumption, stand by	410 W / 410 W / 410 W	
Power consumption, operation	1.8 kW / 1.8 kW / 1.8 kW	
EPA ENERGY STAR®		
*** Power consumption, sleep mode**	70 W (total system)	
*** Power consumption, low-power**	273 W (total system; recovery time <10 s)	
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
Sound pressure level (at operator/bystander position)	**Standby** 34 dB(A)	**In operation** mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L_I = 3 dB(A)
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 410 W; in operation 1.8 kW	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m^3	
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.	
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone 0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone 0,04 mg/m^3 (0,02 ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).	

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

LISTED 927F

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The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.

Safety data sheet Océ 3165E Digital Copier

PRODUCT SAFETY DATA SHEET

Number E-743-a-US
Date August 2001

Model	**Océ 3165E DC** (machine number > 30.000)								
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.								
Max. process speed	62 A4 prints/min or 30 A3 prints/min								
Dimensions **Width**	1622	mm							
Depth	885	mm							
Height	1280	mm							
Weight	413	kg							
Voltage	230	V		208	V		120	V	
Frequency	60	Hz		60	Hz		60	Hz	
Current-rated	7.5	A		8.9	A		15	A	
Current-max	13.0	A		13.0	A		18.5	A	
Power consumption, stand by	380	W		380	W		380	W	
Power consumption, operation	1.8	kW	1	.8	kW		1.8	kW	
EPA ENERGY STAR®									
*** Power consumption, auto off**	5	W							
*** Power consumption, low-power**	236	W (recovery time <10 s)							
Mains connection	Cable with plug								
Safety class	I	(IEC 536) Protective earth connection							
Protection class	IP 20	(IEC 529)							
	Standby			**In operation**					
Sound pressure level (at operator/bystander position)	34 dB(A)			mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L_i = 3 dB(A)					
Sound power level	45 dB(A)			mainbody 73 dB(A); incl. optionals 74 dB(A)					
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.								
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)								
Heat emission	Standby 380 W; in operation 1.8 kW								
Ozone emission	0,01 mg/min at continuous operation								
Room volume	Recommendation: min. 30 m^3								
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.								
Use simulation at random operation	Room volume and ventilation as recommended								
	Daily copy volume (much more than average)						7500	A4	
	Total worktime						8	h	
	Ozone concentrations:								
	- Time weighted average						0,001	mg/m^3	(0.0005 ppm)
	- Peak						0,003	mg/m^3	(0.0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit								
	(Time Weighted Average) for ozone						*0,2*	*mg/m^3*	*(0,1 ppm)*
	Odour Perception Limit for ozone						*0,04*	*mg/m^3*	*(0,02 ppm)*
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.								
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).								

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950 — LISTED 927F

EPA ENERGY STAR®

This safety data sheet has been compiled to the best of our knowledge as a compact guide to safe handling of this product. We reserve the right to revise safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of this information for the adoption of safety precautions as may be necessary and to contact the company to make sure that this sheet is the latest one issued. If and in sofar as limitation of liability is permitted under the applicable laws, we do not accept liability for any inaccuracy that may occur in this information.

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.

Safety data sheet Océ 3165E Network Copier

PRODUCT SAFETY DATA SHEET

Number E-744-a-US
Date August 2001

Model	**Océ 3165E NC** (machine number > 30.000)	**Digital Access Controller**
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165E NC (Network Copier) = Océ 3165E DC + DAC (Digital Access Controller).	
Max. process speed	62 A4 prints/min or 30 A3 prints/min	
Dimensions **Width**	1622 mm	206 mm
Depth	885 mm	437 mm
Height	1280 mm	444 mm
Weight	413 kg	14.9 kg
Voltage	230 V / 208 V / 120 V / 115 V	
Frequency	60 Hz / 60 Hz / 60 Hz / 60 Hz	
Current-rated	7.5 A / 8.9 A / 15 A / 1.0 A	
Current-max	13.0 A / 13.0 A / 18.5 A / 6.0 A	
Power consumption, stand by	410 W / 410 W / 410 W	
Power consumption, operation	1.8 kW / .8 kW / 1.8 kW	
EPA ENERGY STAR®		
*** Power consumption,** sleep mode	70 W (total system)	
*** Power consumption,** low-power	264 W (total system; recovery time <10 s)	
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
Sound pressure level (at operator/bystander position)	**Standby** 34 dB(A)	**In operation** mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L_I = 3 dB(A)
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 410 W; in operation 1.8 kW	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m^3	
Room ventilation	Recommendation: min. 15 m^3/h (natural ventilation) For heat evacuation extra ventilation may be necessary.	
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m^3 (0.0005 ppm) - Peak 0,003 mg/m^3 (0.0015 ppm) *Threshold Limit Value/Occupational Exposure Limit* *(Time Weighted Average) for ozone 0,2 mg/m^3 (0,1 ppm)* *Odour Perception Limit for ozone 0,04 mg/m^3 (0,02 ppm)*	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m^3 (the life of the filter equals that of the apparatus).	

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

LISTED 927F

EPA ENERGY STAR®

This safety data sheet has been compiled to the best of our knowledge as a compact guide to safe handling of this product. We reserve the right to revise safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of this information for the adoption of safety precautions as may be necessary and to contact the company to make sure that this sheet is the latest one issued. If and in sofar as limitation of liability is permitted under the applicable laws, we do not accept liability for any inaccuracy that may occur in this information.

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.

EPA ENERGY STAR®

Océ-Technologies B.V. has joined the ENERGY STAR® Program of the United States Environmental Protection Agency (EPA). The purpose of the ENERGY STAR® Program is to promote the manufacturing and marketing of energy-efficient equipment, thereby potentially reducing combustion-related pollution.

The Océ 31x5/31x5E DC is an Upgradable Digital Copier, the Océ 31x5/31x5E NC is a Multifunction Device.

As an ENERGY STAR® Partner, Océ-Technologies B.V. has determined that these machines meet the ENERGY STAR® guidelines for energy efficiency, exept the Océ 3145/3145E which has the same energy efficiency features, but does not meet the ENERGY STAR® Tier2 requirement for low power mode.

The ENERGY STAR® Criteria involve the feature mentioned below. The use of power management features prevents unnecessary power consumption and offers economical and environmental benefits.

low power The Océ 31x5/31x5E DC and NC automatically enter the low power mode 15 minutes after the last copy/print is made.[1] The low power default time can be adjusted by the key operator to an interval between 1 and 15 minutes.

sleep mode The Océ 31x5/31x5E NC automatically enters the sleep mode 90 minutes after the last copy/print is made.[1] The sleep mode default time can be adjusted by the key operator to an interval between 10 and 90 minutes.

auto-off The Océ 31x5/31x5E DC automatically enters the auto off mode 90 minutes after the last copy is made.[1] The auto off mode default time can be adjusted by the key operator to an interval between 10 and 90 minutes.

If the default times mentioned above cause an inconvenience, you can request the service technician to increase the limit to a maximum of 240 minutes. It is suggested that you determine the appropriate default time for your work pattern by changing the setting in increments of 30 minutes and testing each setting for at least a week.

Only if the 240 minute limit still causes considerable inconvenience, due to your particular usage pattern, can you request the service technician to disable the sleep mode or auto off feature.

Attention: *If one or more of the maximum default times is increased, or the sleep mode or auto off feature is disabled, the Océ 31x5/31x5E no longer complies with the German RAL-UZ 62 requirements.*

automatic duplex Using both sides of paper reduces paper costs, national energy consumption and the amount of paper wasted. Therefore, both machines are set by default for automatic duplex copying/printing.

recycled paper The use of recycled paper also benefits the environment. The Océ 31x5/31x5E DC and NC are designed to use recycled paper. Product literature on recommended types of recycled copier/printer paper can be obtained from your local Océ company or Océ Headquarters (Océ-Technologies B.V.) in Venlo, the Netherlands

1 For power consumption data: see Product Safety Data Sheet in this appendix.

ENERGY STAR® is a U.S. registered mark

Appendix D
Miscellaneous

How to read this manual

The consistent style that is used in this manual enables you to quickly become familiar with the use of this manual and ultimately the Océ 31x5E.

Description Each section or subsection contains a description of the feature or operation identified in the title. It might also include possible applications, as well as any guidelines that you should bear in mind.

Procedures A description is followed by a procedure. A procedure always begins with a phrase which briefly describes the procedure, followed by a series of numbered steps that take you, step by step, through all phases of performing the operation.

Figures and tables Figures and tables are titled and numbered sequentially throughout this manual. Figures include pictures of product components, screen dumps, examples, and diagrams of concepts discussed in the description.

Attention getters There are several types of information to which we draw your attention. This information is classified as follows:

Note: *In a 'Note', information is given about matters which ensure the proper functioning of the machine or application, but useful advice concerning its operation may also be given.*

Attention: *The information that follows 'Attention' is given to avoid damage to your copy or original, the copier or printer, data files, etc.*

Caution: *The information that follows 'Caution' is given to prevent you suffering personal injury. .*

User survey

Did you find this manual to be accurate?

- ❑ Yes
- ❑ No

Were you able to operate the product after reading this manual?

- ❑ Yes
- ❑ No

Does this manual provide adequate background information?

- ❑ Yes
- ❑ No

Is the format of this manual convenient in size, easy to read and layed out well?

- ❑ Yes
- ❑ No

Did you find the information you were looking for?

- ❑ Always
- ❑ Most of the times
- ❑ Sometimes
- ❑ Not at all

How did you find the information you were looking for?

- ❑ Table of contents
- ❑ Index
- ❑ Neither

Are you satisfied with this manual?

- ❑ Yes
- ❑ No

Thank you for evaluating this manual.
If you have any other comments or concerns, please explain them on the following page.

Comments:

Date:

This reader's comment sheet is completed by:

Name (optional):

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
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Send you comments by E-mail to : itc-userdoc@oce.nl

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