SP 3500N/SP 3510DN

Operating Instructions

Hardware Guide

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

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Notice

Introduction

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

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Important

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

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

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

Note

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

Reference

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

[ ]

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

Region A (mainly Europe and Asia)

Region B (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see p.6 "Model-Specific Information".

Notes

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

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

Model-Specific Information

This section explains how you can identify the model type and region of your machine.

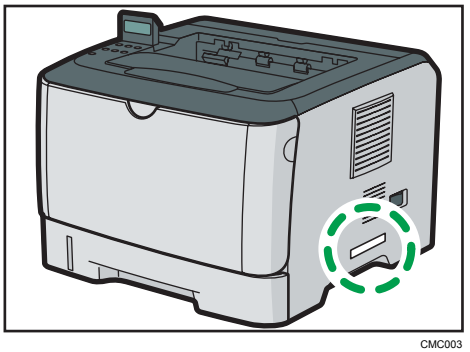
This printer comes in two models that have different duplex functions.

When describing procedures that are model-specific, this manual refers to the different printer models as Type 1 or Type 2. The following table describes the model types.

Model types

Model type	Model name	Duplex Printing
Type 1	SP 3500N	Manual
Type 2	SP 3510DN	Automatic

Furthermore, there is a label on the right side of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



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The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -22, -27
- 220-240V

Region B (mainly North America)

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

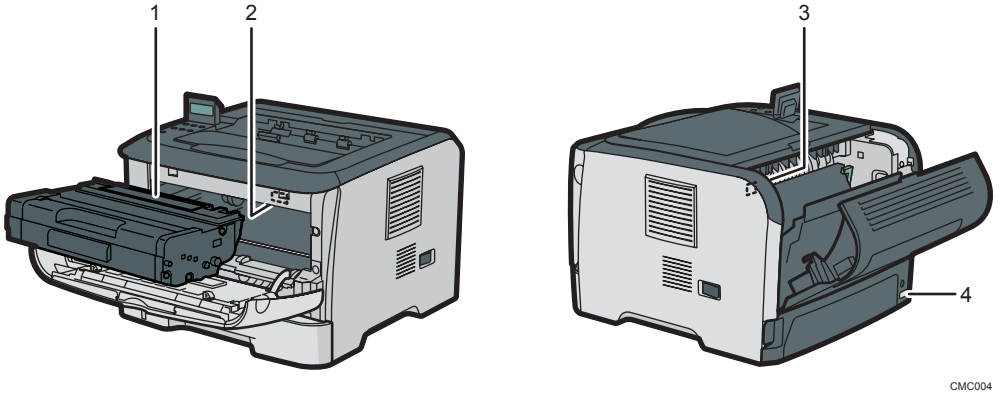
- CODE XXXX -17
- 120 V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Positions of ⚠WARNING and ⚠CAUTION labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



1

Do not incinerate toner or toner containers.

Toner dust may cause flashback when exposed to an open flame.

2

Do not touch the parts a label indicates.

The inside of the machine could be very hot.

3

Do not touch the parts a label indicates.

The inside of the machine could be very hot.

4

- Type 1 Model

The machine weighs approximately 11.4 kg (25.2 lb.) . When moving the machine, use the inset grips on both sides, and lift slowly.

- Type 2 Model

The machine weighs approximately 12.4 kg (27.4 lb.). When moving the machine, use the inset grips on both sides, and lift slowly.

Power Switch Symbols

The meanings of the symbols for the switches on this machine are as follows:

- I : POWER ON
- O : POWER OFF

Manuals for This Printer

Read this manual carefully before you use this printer.

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

Important

- **Media differ according to manual.**
- **The printed and electronic versions of a manual have the same contents.**
- **Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.**
- **A Web browser must be installed in order to view the html manuals.**

Safety Information

Contains information about safe usage of this printer.

To avoid injury and prevent damage to the printer, be sure to read this.

Quick Installation Guide

Contains procedures for removing the printer from its box, and connecting it to a computer.

Hardware Guide (This manual)

Contains information about paper; names and functions of the parts of this printer; and procedures such as installing options, replacing consumables, responding to error messages, and resolving jams.

Driver Installation Guide

Contains procedures for installing the PCL 6 and PostScript 3 printer drivers. This manual is included on the driver CD-ROM.

Software Guide

Contains information about using this printer, its software, and its security functions.

List of Option

This section provides a list of option for this printer, and how it is referred to as in this manual.

Option List	Referred to as
Paper Feed Unit TK1080	Paper feed unit

Note

- For details about the specifications of this option, see "Specifications".

Reference

- p.139 "Specifications"

Operating Instructions

This section explains how to use HTML format manuals.

Reading the HTML Manuals on the CD-ROMs

This section describes how to read the HTML manuals on the supplied manual CD-ROMs.

1. **Insert the CD-ROM into the CD-ROM drive of your computer.**
2. **Select a language and a product, and then click [OK].**
3. **Click [Read HTML manuals].**
4. **Click the title of manual you want to read.**

   The browser opens, and then the manual appears.

Note

- The browsers we recommend are Internet Explorer 6 or later, Firefox 3.5 or later, and Safari 4.0 or later.
- Depending on your computer's operating environments, you can select the HTML manual from the following two versions:
  - Standard version
  - Simplified version
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM into the CD-ROM drive, and then click [Read HTML manuals].
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.

Reading the HTML Manuals That You Install on the Computer

This section describes how to install and read the HTML manuals on your computer.

For easy access, we recommend you install the manuals on your computer.

1. **Insert the CD-ROM into the CD-ROM drive of your computer.**
2. **Select a language and a product, and then click [OK].**
3. **Click [Install manuals].**
4. **Install the HTML manuals following the on-screen instructions.**
5. **When the installation is complete, click [Finish].**
6. **Click [Exit].**

7. **Open the HTML manuals that you installed.**

   When opening the manuals from an icon, double-click the manual icon on the desktop. When opening the manuals from the [Start] menu, point to [All Programs], and then [Product Name].

8. **Click the title of the manual you want to read.**

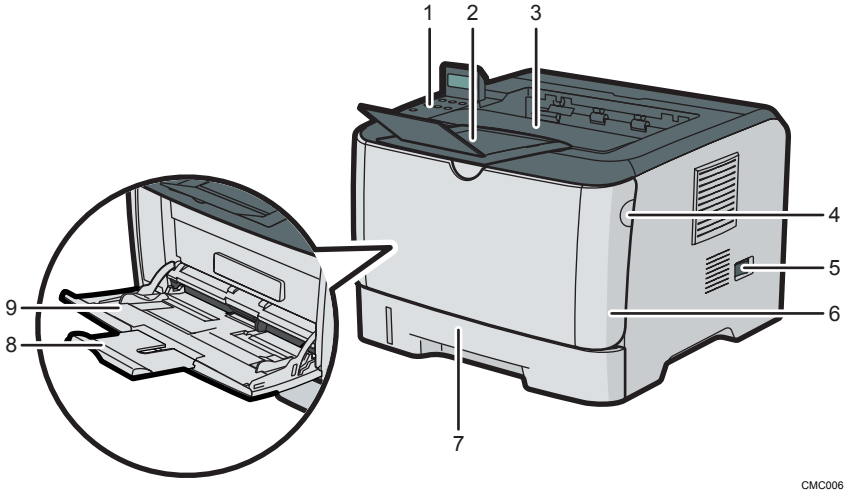
Note

- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
  - Operating system: Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2
  - Minimum display resolution: 800 × 600 pixels
- If you cannot install a manual, copy the "MANUAL_HTML" folder to your computer's hard drive, and then run "Setup.exe".
- To delete an installed manual, on the [Start] menu, click [All Programs], then [Product Name], and then uninstall the data.
- Depending on the settings made during installation, menu folder names may differ.

1. Guide to the Printer

This chapter explains the names and functions of the printer's components.

Exterior: Front View



1. **Control Panel**

   Contains keys for printer control and indicators that shows the printer status.

2. **Stop Fences**

   Raise this fence to prevent paper from falling off.

3. **Output Tray**

   Printed paper is output here. Up to 125 sheets of plain paper can be stacked here.

4. **Front Cover Release Button**

   Press this to open the front cover.

5. **Power Switch**

   Use this switch to turn the power on and off.

6. **Front Cover**

   Open this cover to replace the print cartridge or remove jammed paper.

7. **Tray 1**

   This tray can hold up to 250 sheets of plain paper.

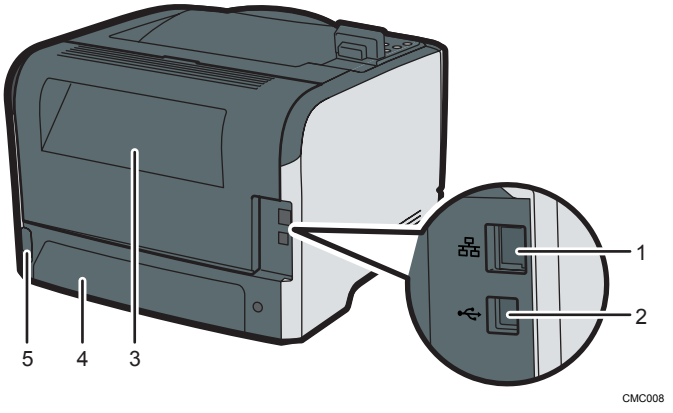
8. **Bypass Tray Extension**

   Pull this out when loading a sheet that is longer than A4 SEF on the Bypass Tray.

9. **Bypass Tray**

   This tray can hold up to 50 sheets of plain paper.

Exterior: Rear View



1. **Ethernet Port**

   Use a network interface cable to connect the printer to the network.

2. **USB Port**

   Use a USB cable to connect the printer to the host computer.

3. **Rear Cover**

   Open this cover to remove jammed paper or when printing on envelopes.

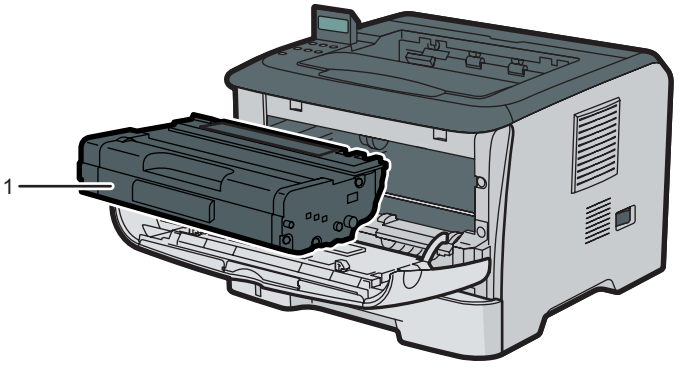
4. **Tray 1 Rear cover**

   Remove this cover when you load paper larger than A4 in the paper tray.

5. **Power Socket**

   For connecting the power cord to the printer.

Interior



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1. **Print Cartridge**

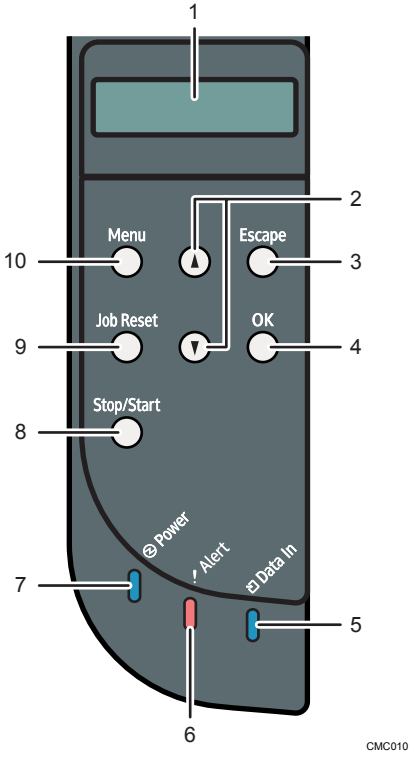
   If the following message appears on the control panel, replace the print cartridge.

   "Replace Print Cartridge"

Reference

- For details about the messages which appear on the screen to prompt you to replace the units, see p.103 "Error & Status Messages on the Control Panel".

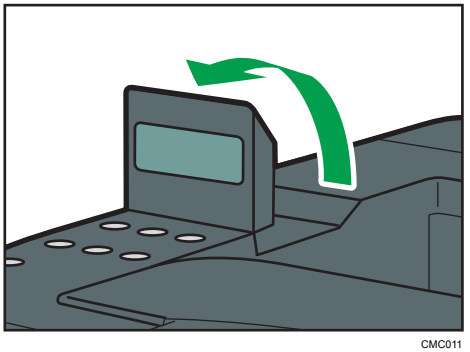
Control Panel



1. **Display**

   Displays current printer status and error message.

   You can set the display up with your hands. Adjust the angle of it to see clearly.



2. **Scroll Keys**

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

3. **[Escape] key**

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

4. **[OK] key**

   Press this key to confirm settings and setting values, or move to the next menu level.

5. **Data In Indicator**

   Flashes when the printer is receiving data from a computer. The data indicator is lit if there is data to be printed.

6. **Alert Indicator**

   Lights up in red whenever printer error occurs. Use display to check the error.

   Flashes in yellow when toner is nearly empty.

7. **Power Indicator**

   Remains lit while the power is on. It is unlit when the power is off.

8. **[Stop/Start] key**

   If you press this key, the printer stops receiving data, and printing is not possible.

9. **[Job Reset] key**

   Press this key to cancel a job that is printing out.

10. **[Menu] key**

    Press this key to make and check the current printer settings.

    Press the [Menu] key again to return to the ready condition.

Note

- The actual control panel may look different from the illustration, depending on the country of use or model type.

2. Installing the Printer and Options

This chapter explains how to set up, configure the printer for operation, and install the optional paper feed unit for this printer.

Installing the Printer

This section describes how to install the printer and perform settings after installation.

Where to Put the Printer

The printer's location should be carefully chosen because environmental conditions greatly affect its performance.

⚠WARNING

- Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

⚠WARNING

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

⚠CAUTION

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

⚠CAUTION

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

⚠CAUTION

- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

⚠CAUTION

- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.

⚠CAUTION

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

⚠CAUTION

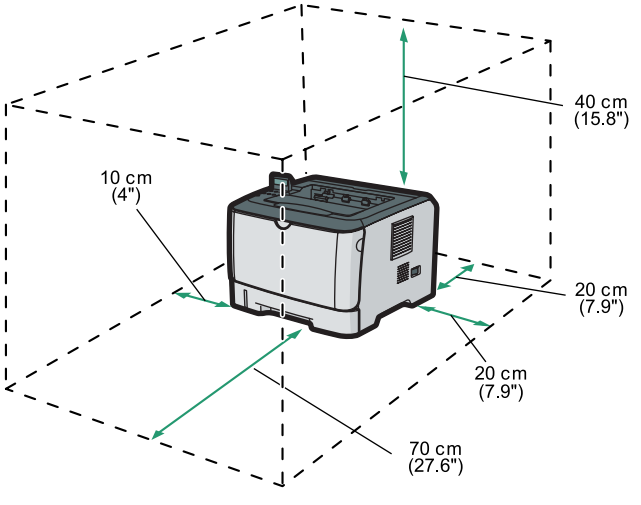
- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

⚠CAUTION

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

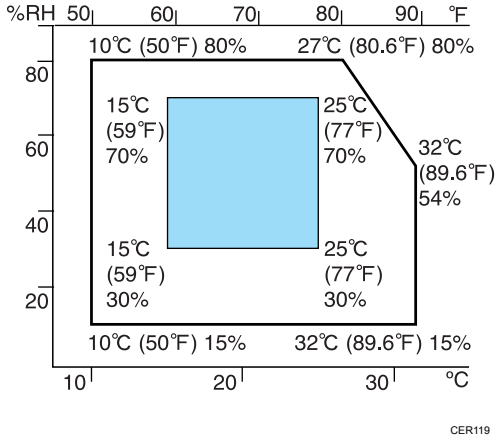
Space Required for Installation

The recommended (or minimum) space requirements are as follows:



Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:



- White area: Permissible Range
- Blue area: Recommended Range

To avoid possible build-up of ozone, locate this machine in large well ventilated room that has an air turnover of more than 30m^3/hr/person.

Environments to Avoid

Important

- **Areas exposed to direct sunlight or strong light**
- **Dusty areas**
- **Areas with corrosive gases**
- **Areas that are excessively cold, hot, or humid**
- **Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners**
- **Areas directly exposed to radiant heat from heaters**
- **Locations near air conditioners or humidifiers**
- **Locations near other electronic equipment**
- **Locations subject to frequent strong vibration**

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m^3/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Power Source

- Region A: 220 - 240 V, 5 A, 50/60 Hz
- Region B: 120 V, 10 A, 60 Hz

Please be sure to connect the power cord to a power source as above.

Unpacking

To protect it from shock and vibration during transit, this printer comes packaged in cushioning foam and secured with tape. Remove these protective materials after bringing the machine to where it will be installed.

⚠WARNING

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

⚠WARNING

- If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠WARNING

- If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠WARNING

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.

⚠WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

⚠WARNING

- Do not use the cleaner to suck spilled toner (including used toner). Sucked toner may cause firing or explosion due to electrical contact flickering inside the cleaner. However, it is possible to use the cleaner designed for dust explosion-proof purpose. If toner is spilled over the floor, sweep up spilled toner slowly and clean remainder with wet cloth.

⚠WARNING

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

⚠CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

⚠CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

⚠CAUTION

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

⚠CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

⚠CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠CAUTION

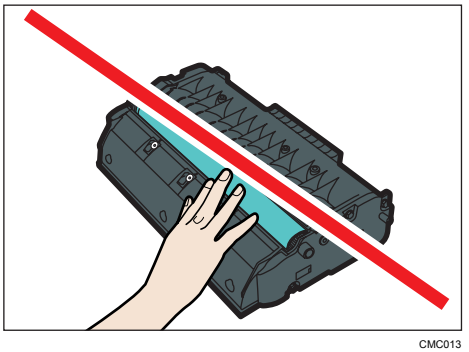
- When moving the machine, use the inset grips on both sides. The machine will break or cause injury if dropped.

⚠CAUTION

- During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safety. But take care not to touch the machine during operation. Otherwise, an injury might occur.

Important

- **Removed tape is dirty. Be careful not to let it touch your hands or clothes.**
- **Leave the tape holding the paper feed tray and cover in place while moving the printer.**
- **Lower the printer slowly and carefully to prevent trapping your hands.**
- **Do not grip on the tray area when lifting the printer.**
- **Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.**
- **Keep the uncovered print cartridge away from direct sunlight.**
- **Do not touch the print cartridge's photo conductor.**



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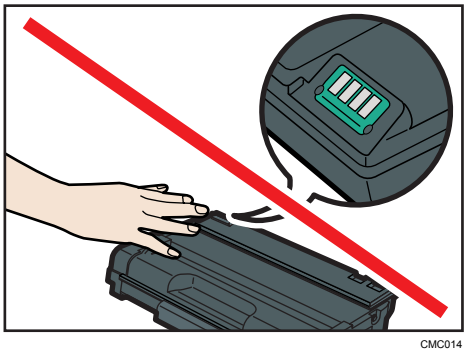
Do not touch the ID chip on the side of the print cartridge.



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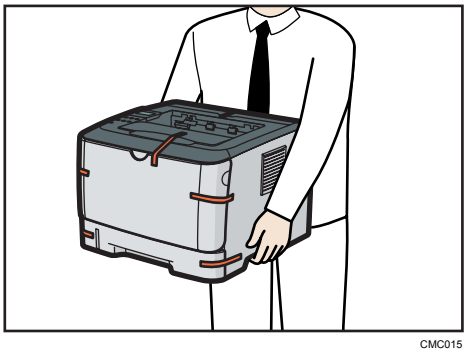
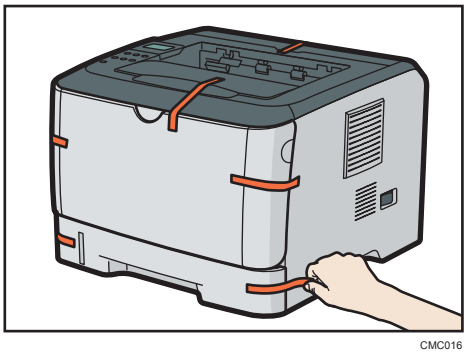
1. **Take out the printer from the box, and then remove the plastic bag.**

2. **Lift the printer by using the inset grips on both sides of the printer.**

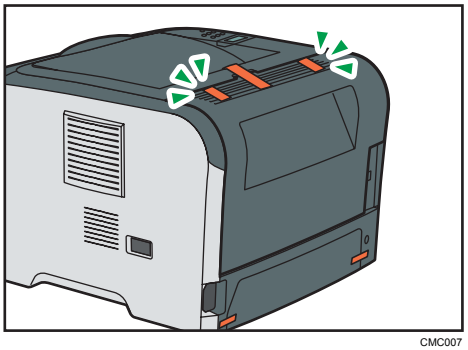


CMC015

3. **Remove the protective materials attached on the printer's exterior.**



CMC016



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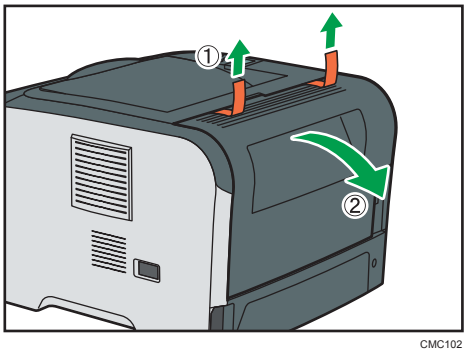
Note

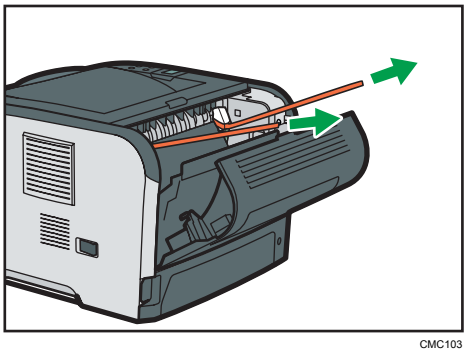
- Wait until step 4 before removing the adhesive tape on the rear cover.

4. **Remove the adhesive tape from the rear cover, and then open it.**



CMC102

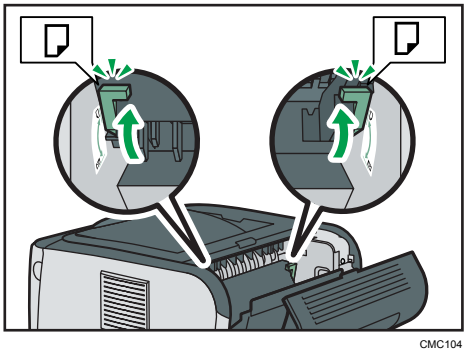
5. **Pull out the tape, and then remove the protective materials.**



CMC103

The actual printer may come with protective materials attached in different positions. Make sure to check the printer's exterior for all protective materials, and remove them completely.

6. **Make sure the levers are pulled up.**

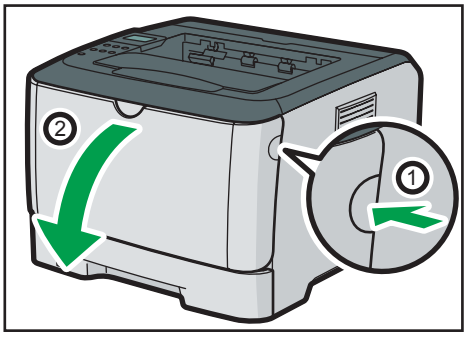


CMC104

Important

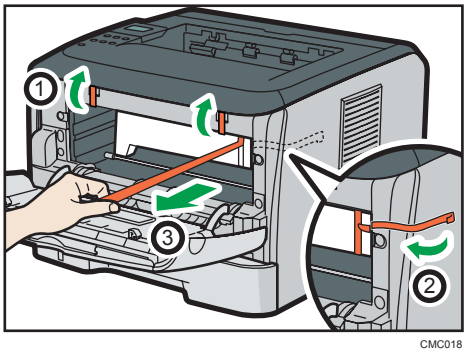
- If you leave the levers lowered, toner may not settle properly when printing on standard paper. Make sure the levers are pulled up before printing on standard paper. If not, print may easily smudge or rub off.
- After printing envelopes, make sure the levers are pulled up.

7. **Push the side button to open the front cover, and then carefully lower it.**



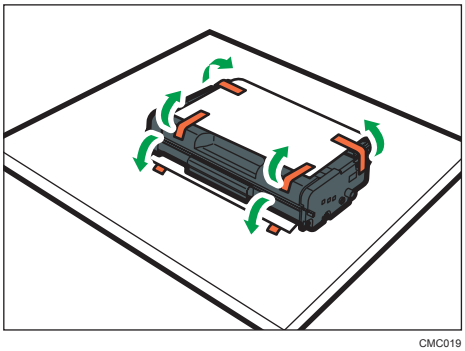
CMC017

8. **Remove the protective material attached inside the printer.**



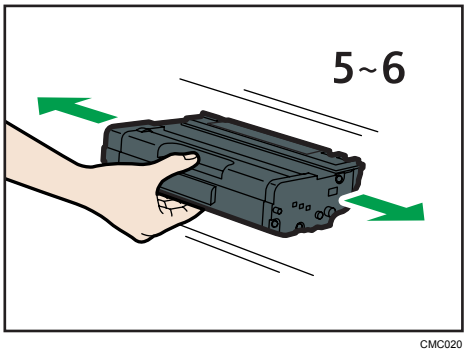
CMC018

9. **Unpack the print cartridge. Then, place it on a flat surface, and remove the protection sheet.**



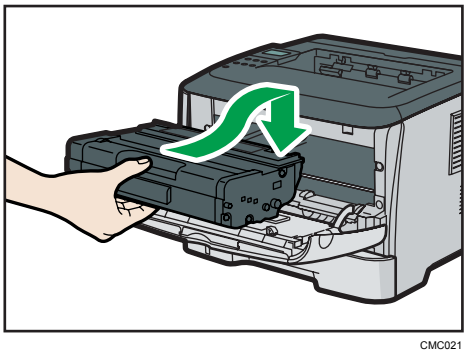
CMC019

Shake the print cartridge from side to side five or six times.



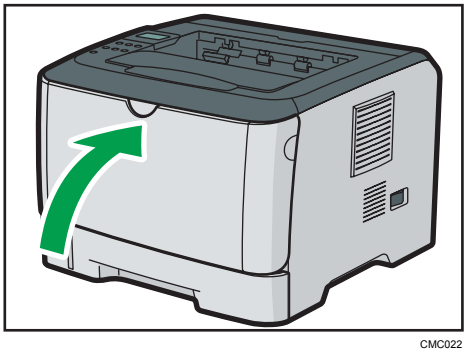
CMC020

10. Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



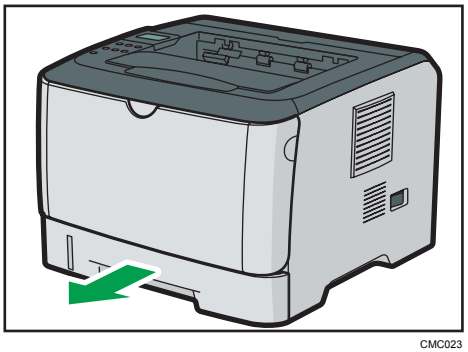
CMC021

11. Using both hands, carefully push up the front cover until it closes.



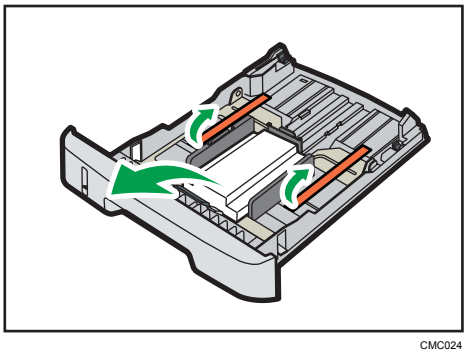
CMC022

12. Carefully pull tray 1, and then pull out with both hands.



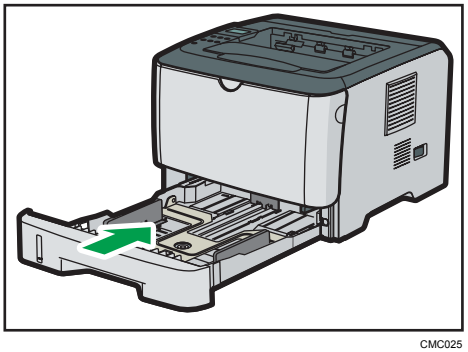
CMC023

13. Remove the protective material attached inside the tray.



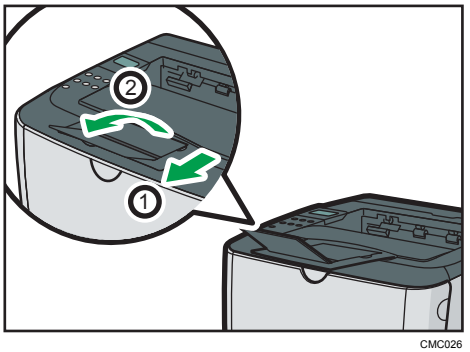
CMC024

14. Carefully push tray 1 straight into the printer.



CMC025

15. Pull out and raise the stop fence.



CMC026

Turning the Power On

Follow the procedure below to turn the power on.

⚠WARNING

- Do not use any power sources other than those that match the specifications shown in this manual. Doing so could result in fire or electric shock.

⚠WARNING

- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

⚠WARNING

- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

⚠WARNING

- Do not use extension cords. Doing so could result in fire or electric shock.

⚠WARNING

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

⚠WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠WARNING

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

⚠WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠CAUTION

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

⚠CAUTION

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

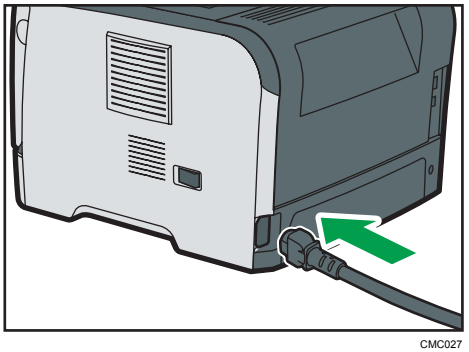
⚠CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

Important

- **Make sure the power cable is plugged securely into the wall outlet.**
- **Turn the power switch off when plugging and unplugging the power plug.**
- **Do not turn off the power switch until initializing is completed. Doing so results in malfunction.**

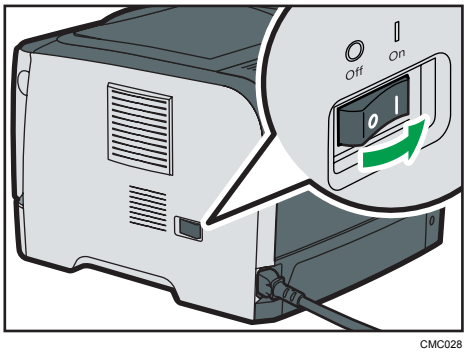
1. **Plug in the power cable.**



CMC027

2. **Insert the plug of the power cord into the wall socket securely.**

3. **Turn the power switch to On.**



CMC028

The Power indicator on the control panel lights up.

Note

- Wait until the Power indicator turns on.
- The machine may make a noise while initializing. This noise does not indicate a malfunction.

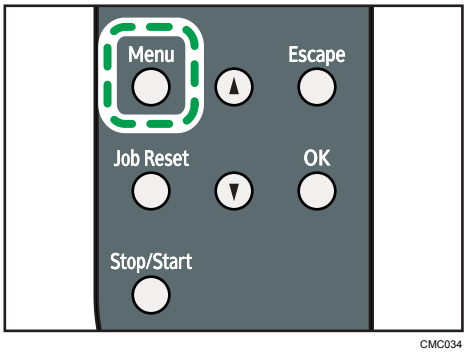
Selecting the Display Language

Select a language using the procedure described here. The message for the selected language will appear on the display. If you want to use the display in English, the following procedures are unnecessary.

Note

- The default setting is English.

1. **Press the [Menu] key.**



CMC034

2. **Press the [▲] or [▼] key to display [Language], and then press the [OK] key.**

```
Menu:
 Language
```

3. **Press the [▲] or [▼] key to select the language, and then press the [OK] key.**

```
Language:
 English
```

4. **Press the [Menu] key to return to the initial screen.**

Test Printing

The following explains the procedure for performing a test print.

Perform the test print to verify the printer is working normally. Test printing checks printer performance only; it does not test the connection to the computer.

1. **Press the [Menu] key.**
2. **Press the [▲] or [▼] key to display [List/Test Print], and then press the [OK] key.**

```
Menu:
 List/Test Print
```

3. **Press the [▲] or [▼] key to display [Config. Page], and then press the [OK] key.**

```
List/Test Print:
 Config. Page
```

   The configuration page will be printed.

4. **Press the [Menu] key to return to the initial screen.**

Note

- If printing is not normal, check to see if an error message appears on the display.
- If there is an error message, see p.103 "Error & Status Messages on the Control Panel".

Installing Option

This section describes how to install option.

By installing option, you can improve the printer performance and have an expanded variety of features to use. For the specifications of each option, see p.139 "Specifications".

Attaching Paper Feed Unit

⚠WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠CAUTION

- Before installing or removing options, always disconnect the power cord plugs from the wall outlet and allow time for the main unit to fully cool. Failing to take these precautions could result in burns.

⚠CAUTION

- The machine weighs approximately 12.4 kg (27.4 lb.). When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.

⚠CAUTION

- Lifting the paper feed unit carelessly or dropping may cause injury.

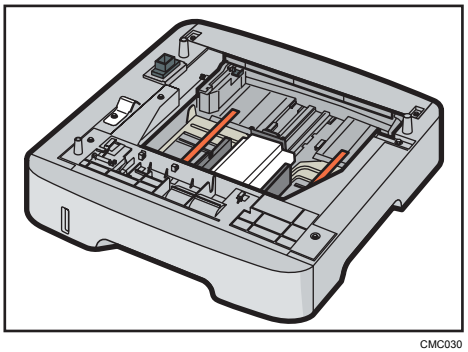
⚠CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

Important

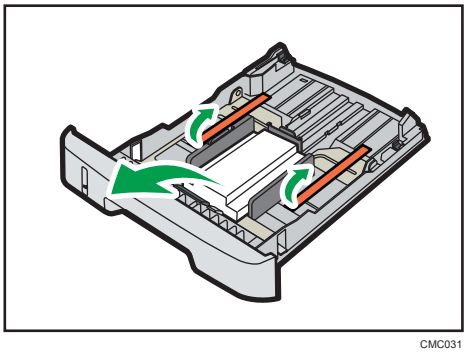
- **Tray 1 is required to print using the optional paper feed unit. Without Tray 1, paper jams will occur.**
- **Do not grip on the tray area when lifting the printer.**

1. Check the package contains Paper Feed Unit.



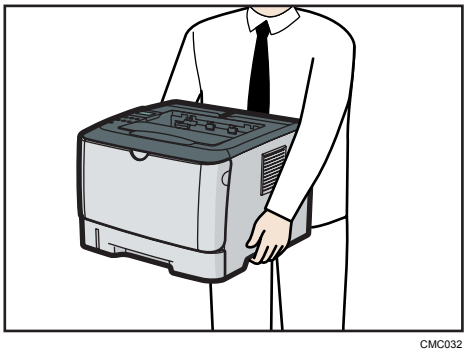
CMC030

2. Turn off the printer's power switch, and then unplug the printer's power cord from the wall outlet.
3. Remove the adhesive tape from the optional paper feed unit.



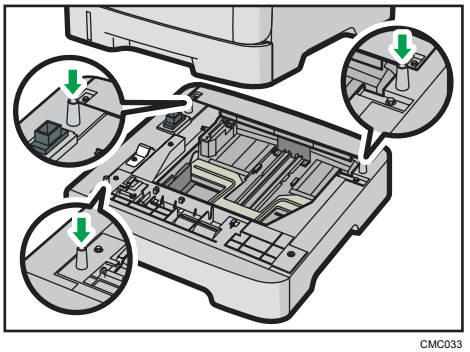
CMC031

4. Lift the printer using the inset grips on both sides of the printer.



CMC032

5. **There are three upright pins on the optional paper feed unit. Align them with the holes on the underside of the printer, and then carefully lower the printer.**



CMC033

6. **After installing the option, print the configuration page to confirm the installation.**

Note

- When moving the printer, remove the optional paper feed unit.
- Before using the optional paper feed unit, you can make settings in the printer driver.
- If the new device is listed in the column of configuration options, then it has been properly installed.
- If the optional paper feed unit is not installed properly, reinstall it following this procedure. If you cannot install it properly even after attempting reinstallation, contact your sales or service representative.

Reference

- For printing the configuration page, see Software Guide.
- For loading paper into the paper tray, see p.67 "Loading Paper".
- When adjusting the printing position, see Software Guide.

3. Connecting the Printer

This chapter explains how to connect network and USB cables.

Network Connection

Follow the procedure below to connect the printer to the computer through the network. Prepare a hub, straight-through Ethernet cable, and any other necessary network devices before connecting the 10BASE-T or 100BASE-TX cable to the printer's Ethernet port.

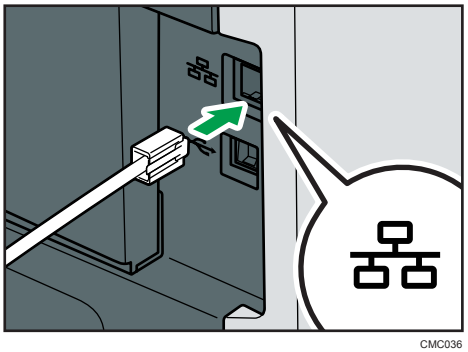
⚠CAUTION

- Do not connect the Ethernet port of the machine to a network that may supply excess voltage, such as a telephone line. Doing so may result in fire or electric shock.

Important

- **The Ethernet cable is not supplied with this printer. Select your cable according to the network environment.**

1. **Connect the Ethernet cable to the Ethernet port.**



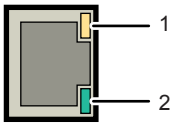
CMC036

2. **Connect the other end of the cable to the printer's network, such as a hub.**

Reference

- For details about network environment settings, see Software Guide.

Reading the LED Lamps



CMF062

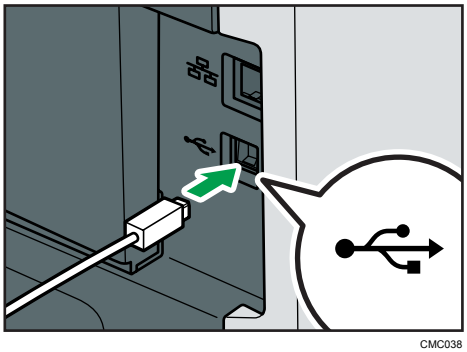
1. **Yellow: flashes when 100BASE-TX/RX or 10BASE-TX/RX is being used.**
2. **Green: comes on when the printer is properly connected to the network.**

USB Connection

Important

- USB2.0 interface cable is not supplied. Obtain it separately, according to the computer you are using.
- USB connection is possible under Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2, and Mac OS X.
- USB connection with Macintosh is only possible via the computer's standard USB port.

1. Connect the square-shaped connector of the USB2.0 cable to the USB port.



CMC038

2. Connect the opposite end's flat connector to devices such as your computer's USB interface.

Reference

- For details about settings for USB connection printing, see Software Guide.

4. Configuration

This chapter explains supported network connections and settings for the IP addresses.

Ethernet Configuration

If connecting the printer to a network using an Ethernet cable, set the necessary settings, depending on the network environment, on the control panel.

Web Image Monitor can be used for the settings related to the IP address.

Important

- **The following table shows the control panel settings and their default values. These items appear in the [Network Setting] under [Host Interface] menu.**

Setting Name	Value
Ethernet Speed	Auto Select
IPsec	Off
MAC Address	XX-XX-XX-XX-XX-XX *1
IPv4 Config.	• DHCP: Active • IP Address: XXX.XXX.XXX.XXX *1 • Subnet Mask: XXX. XXX. XXX. XXX *1 • Gateway Address: XXX.XXX.XXX.XXX *1

Setting Name	Value

IPv6 Config.	• IPv6: On
	• DHCP: Off
	• IP Ad. (DHCP): XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX *1
	If the DHCP setting is enabled, the IPv6 address obtained from a DHCP server is displayed.
	• Manual Address:
	  • Manual Address: 0000:0000:0000
	  • Prefix Length: (0-128) 0
	  • Gateway Address: 0000:0000:0000:
	• Stateless Ad.:
	  • Address 1: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX *1
	  • Address 2: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX *1
	  • Address 3: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX *1
	  • Address 4: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX *1
	• Link-local Ad.: XXXX: XXXX: XXXX: XXXX: XXXX *1

*1 "X" indicates a unique address number for your printer.

Note

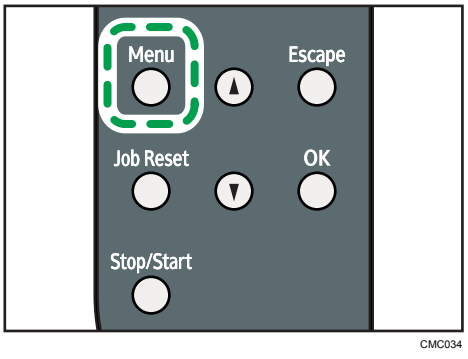
- If [DHCP] is in use, the IP address, subnet mask, and gateway address are all set automatically.
- Each printer has a unique [MAC Address] value.
- Set the Ethernet speed if necessary.

Specifying an IP Address for IPv4 (No DHCP)

Use the following procedure to assign a specific IP address to the printer with IPv4 protocol. This procedure is only necessary if you want to use the printer on a network without DHCP, or want to prevent the printer's IP address from changing.

Before beginning this procedure, make sure you have the IP address, subnet mask, and gateway address that the printer will use.

1. **Press the [Menu] key.**



2. **Press the [▲] or [▼] key to display [Host Interface], and then press the [OK] key.**

```
Menu:
 Host Interface
```

3. **Press the [▲] or [▼] key to display [Network Setting], and then press the [OK] key.**

```
Host Interface:
 Network Setting
```

4. **Press the [▲] or [▼] key to display [IPv4 Config.], and then press the [OK] key.**

```
Network Setting:
 IPv4 Config.
```

When [IPv4 Config.] setting is changed, Alert indicator lights up indicating that the machine needs to be restarted. Although the printer can be used normally, the light will not turn off until you restart the machine.

5. **Press the [▲] or [▼] key to display [DHCP], and then press the [OK] key.**

```
IPv4 Config.:
 DHCP
```

6. **Press the [▲] or [▼] key to select [Inactive], and then press the [OK] key.**

```
DHCP:
 Inactive
```

7. **Press the [▲] or [▼] key to display [IP Address], and then press the [OK] key.**

```
IPv4 Config.:
 IP Address
```

8. **Press the [▲] or [▼] key to enter the address, and then press the [OK] key.**

```
IP Address:
XXXX.XXXX.XXXX.XXXX
```

Press the [▲] or [▼] key to enter the left most entry field of the address. After entering the left field, press the [OK] key, and then you can enter the next field. After completing to enter in the all field, press the [OK] key.

9. **Use this method to assign Subnet Mask and Gateway Address.**
10. **Press the [Menu] key.**
11. **If you are requested to restart the printer, turn off the printer, and then turn it back on.**
12. **Print a configuration page to confirm the settings made.**

Reference

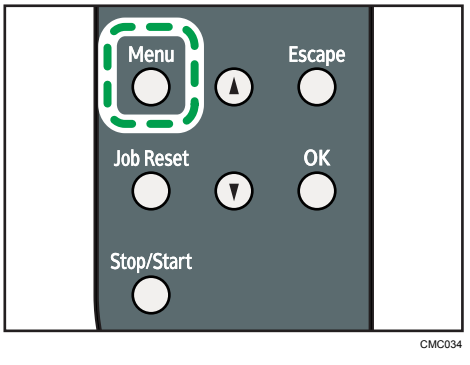
- For details about printing the configuration page using control panel, see p.35 "Test Printing".

Receiving an IP Address for IPv4 Automatically (DHCP)

Important

- When you use this printer protocol in the DHCP environment with IPv4 protocol, select [DHCP] following this procedure.
- When [DHCP] is selected, you cannot make settings for the following items:
  - IP Address
  - Subnet Mask
  - Gateway Address
- Consult your network administrator for information about making network settings.

1. **Press the [Menu] key.**



2. **Press the [▲] or [▼] key to display [Host Interface], and then press the [OK] key.**

```
Menu:
 Host Interface
```

3. **Press the [▲] or [▼] key to display [Network Setting], and then press the [OK] key.**

```
Host Interface:
 Network Setting
```

4. **Press the [▲] or [▼] key to display [IPv4 Config.], and then press the [OK] key.**

```
Network Setting:
 IPv4 Config.
```

When [IPv4 Config.] setting is changed, Alert indicator lights up indicating that the machine needs to be restarted. Although the printer can be used normally, the light will not turn off until you restart the machine.

5. **Press the [▲] or [▼] key to display [DHCP], and then press the [OK] key.**

```
IPv4 Config.:
 DHCP
```

6. **Press the [▲] or [▼] key to select [Active], and then press the [OK] key.**

```
DHCP:
 Active
```

The address will be detected by the printer.

7. **Press the [Menu] key.**
8. **If you are requested to restart the printer, turn off the printer, and then turn it back on.**
9. **Print a configuration page to confirm the settings made.**

Reference

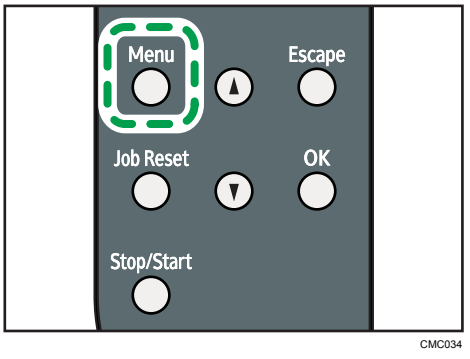
- For details about printing the configuration page using control panel, see p.35 "Test Printing".

Specifying an IP Address for IPv6 (No DHCP)

Use the following procedure to assign a specific IP address to the printer with IPv6 protocol. This procedure is only necessary if you want to use the printer on a network without DHCP, or want to prevent the printer's IP address from changing.

Before beginning this procedure, make sure you have the IP address, subnet mask, and gateway address that the printer will use.

1. **Press the [Menu] key.**



2. **Press the [▲] or [▼] key to display [Host Interface], and then press the [OK] key.**

```
Menu:
 Host Interface
```

3. **Press the [▲] or [▼] key to display [Network Setting], and then press the [OK] key.**

```
Host Interface:
 Network Setting
```

4. **Press the [▲] or [▼] key to display [IPv6 Config.], and then press the [OK] key.**

```
Network Setting:
 IPv6 Config.
```

When [IPv6 Config.] setting is changed, Alert indicator lights up indicating that the machine needs to be restarted. Although the printer can be used normally, the light will not turn off until you restart the machine.

5. **Press the [▲] or [▼] key to display [IPv6], and then press the [OK] key.**

```
IPv6 Config.:
 IPv6
```

6. **Press the [▲] or [▼] key to display [On], and then press the [OK] key.**

```
IPv6:
 On
```

7. **Press the [▲] or [▼] key to display [DHCP], and then press the [OK] key.**

```
IPv6 Config.:
 DHCP
```

8. **Press the [▲] or [▼] key to display [Off], and then press the [OK] key.**

```
DHCP:
 Off
```

9. **Press the [▲] or [▼] key to display [Manual Address], and then press the [OK] key.**

```
IPv6 Config.:
 Manual Address
```

10. **Press the [▲] [▼] keys to display [Prefix Length], and then press the [OK] key.**

```
Manual Address:
 Prefix Length
```

11. **Press the [▲] [▼] keys to enter the value, and then press the [OK] key.**

```
Prefix Length:
(0 - 128) 0
```

12. **Press the [▲] or [▼] key to display [Manual Address], and then press the [OK] key.**

```
Manual Address:
 Manual Address
```

13. **Press the [▲] or [▼] key to enter the address, and then press the [OK] key.**

```
Manual Address:
XXXX:XXXX:XXXX:
```

Press the [▲] or [▼] key to enter the left most entry field of the address. After entering the left field, press the [OK] key, and then you can enter the next field. After completing to enter in the all field, press the [OK] key.

14. **Use this method to assign Gateway Address.**
15. **Press the [Menu] key.**
16. **If you are requested to restart the printer, turn off the printer, and then turn it back on.**
17. **Print a configuration page to confirm the settings made.**

Reference

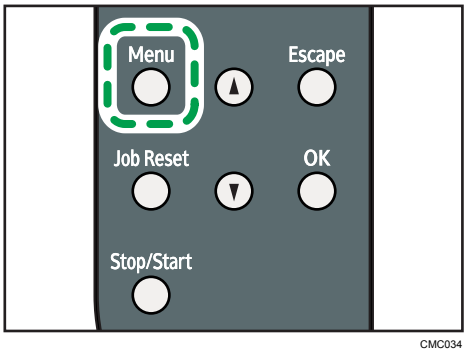
- For details about printing the configuration page using control panel, see p.35 "Test Printing".

Receiving an IP Address for IPv6 Automatically (DHCP)

Important

- **When you use this printer in the DHCP environment with IPv6 protocol, select [DHCP] following this procedure.**
- **Consult your network administrator for information about making network settings.**

1. **Press the [Menu] key.**



2. **Press the [▲] or [▼] key to display [Host Interface], and then press the [OK] key.**

```
Menu:
 Host Interface
```

3. **Press the [▲] or [▼] key to display [Network Setting], and then press the [OK] key.**

```
Host Interface:
 Network Setting
```

4. **Press the [▲] or [▼] key to display [IPv6 Config.], and then press the [OK] key.**

```
Network Setting:
 IPv6 Config.
```

When [IPv6 Config.] setting is changed, Alert indicator lights up indicating that the machine needs to be restarted. Although the printer can be used normally, the light will not turn off until you restart the machine.

5. **Press the [▲] or [▼] key to display [IPv6], and then press the [OK] key.**

```
IPv6 Config.:
 IPv6
```

6. **Press the [▲] or [▼] key to display [On], and then press the [OK] key.**

```
IPv6:
 On
```

7. **Press the [▲] or [▼] key to display [DHCP], and then press the [OK] key.**

```
IPv6 Config.:
 DHCP
```

8. **Press the [▲] or [▼] key to select [On], and then press the [OK] key.**

```
DHCP:
 On
```

The address will be detected by the printer.

9. **Press the [Menu] key.**
10. **If you are requested to restart the printer, turn off the printer, and then turn it back on.**
11. **Print a configuration page to confirm the settings made.**

Reference

- For details about printing the configuration page using control panel, see p.35 "Test Printing".

Setting the Ethernet Speed

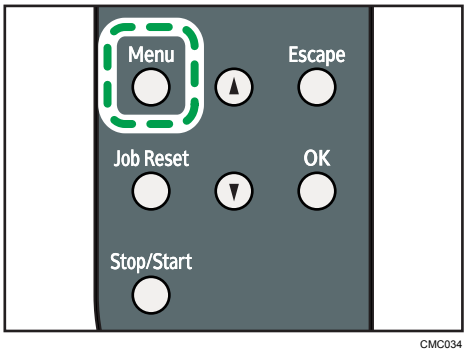
You can set the speed that the printer will use for Ethernet communication. For normal usage, the default setting [Auto Select] is suitable and does not need to be changed. This setting allows two connected interfaces to automatically determine the optimum speed that they will communicate at.

Router/HUB	Printer				
	[10Mbps Half D.]	[10Mbps Full D.]	[100Mbps Half D.]	[100Mbps Full D.]	[Auto Select]
10Mbps Half Duplex	○	–	–	–	○
10Mbps Full Duplex	–	○	–	–	–
100Mbps Half Duplex	–	–	○	–	○
100Mbps Full Duplex	–	–	–	○	–
auto-negotiation (auto selection)	○	–	○	–	○

Important

- **Connection cannot be established if the selected Ethernet speed does not match your network's transmission speed.**
- **The use of this feature is recommended. To use it, select [Auto Select].**

1. **Press the [Menu] key.**



2. **Press the [▲] or [▼] key to display [Host Interface], and then press the [OK] key.**

```
Menu:
 Host Interface
```

3. **Press the [▲] or [▼] key to display [Network Setting], and then press the [OK] key.**

```
Host Interface:
 Network Setting
```

4. **Press the [▲] or [▼] key to display [Ethernet Speed], and then press the [OK] key.**

```
Network Setting:
 Ethernet Speed
```

5. **Press the [▲] or [▼] key to select the Ethernet speed, and then press the [OK] key.**
6. **Press the [Menu] key.**
7. **Print a configuration page to confirm the settings made.**

Reference

- For details about printing the configuration page using control panel, see p.35 "Test Printing".

5. Paper and Other Media

This chapter explains the paper sizes and types supported by this printer, and how to load paper into the paper trays.

Paper and Other Medias Supported by This Printer

This section describes the type, size, and weight of paper that can be loaded in each tray. The capacity of each paper tray is also provided.

Note

- All paper must be set vertically, regardless of the paper size.

Tray 1

Type	Size	Weight	Capacity
Thin Paper Thick Paper 1 Thick Paper 2 Plain Paper Recycled Paper Color Paper Preprinted Paper Prepunched Paper Letterhead Bond Paper Cardstock Label Paper	A4 B5 JIS A5 B6 JIS A6 Legal ($8^1/_2$ " × 14 ") Letter ($8^1/_2$ " × 11 ") Half Letter-S ($5^1/_2$" × $8^1/_2$") Executive ($7^1/_4$ " × $10^1/_2$ ") 8 " × 13 " $8^1/_2$" × 13 " Folio ($8^1/_4$ " × 13 ") 16K (195 × 267 mm) Custom size: 100 to 216 mm in width, 148 to 356 mm in length (3.94 to 8.50 inches in width, 5.83 to 14.02 inches in length)	52 to 162 g/m^2 (13.8 to 43.0 lb.)	250 (80 g/m^2, 20 lb.)

Tray 2 (option)

Type	Size	Weight	Capacity
Thin Paper Thick Paper 1 Plain Paper Recycled Paper Color Paper Preprinted Paper Prepunched Paper Letterhead	A4 Letter ($8\frac{1}{2}$ " × 11 ") B5 JIS A5 Legal ($8\frac{1}{2}$ " × 14 ") Half Letter ($5\frac{1}{2}$" × $8\frac{1}{2}$")	60 to 105 g/m^2 (16.0 to 28.0 lb.)	250 (80 g/m^2, 20 lb.)

5

Bypass tray

Type	Size	Weight	Capacity
Thin Paper Thick Paper 1 Thick Paper 2 Plain Paper Recycled Paper Color Paper Preprinted Paper Prepunched Paper Letterhead Bond Paper Cardstock Label Paper OHP Envelope	A4 B5 JIS A5 B6 JIS A6 Legal ($8\frac{1}{2}$ " × 14 ") Letter ($8\frac{1}{2}$ " × 11 ") Half Letter-S ($5\frac{1}{2}$" × $8\frac{1}{2}$") Executive ($7\frac{1}{4}$ " × $10\frac{1}{2}$ ") 16K (195 mm × 267 mm) Com 10 ($4\frac{1}{8}$" × $9\frac{1}{2}$") Monarch ($3\frac{7}{8}$" × $7\frac{1}{2}$") C5 Env (162 × 229 mm) C6 Env (114 × 162 mm) DL Env (110 × 220 mm) Custom size: 90 to 216 mm in width, 140 to 356 mm in length (3.54 to 8.50 inches in width, 5.51 to 14.02 inches in length)	52 to 162 g/m^2 (13.8 to 43.0 lb.)	50

Note

- The number of sheets that can be printed in one minute may become lower than normal when printing on Legal size paper.

Paper Recommendations

Loading Paper

Important

- Do not use ink-jet printer paper because it may stick to the fusing unit and cause a paper misfeed.
- Set the paper as described below
  - Tray 1: Print side facing down
  - Paper Feed Unit (Tray 2): Print side facing down
  - Bypass Tray: Print side facing up
- Print quality cannot be guaranteed if paper other than the ones recommended is used. For more information about recommended paper, contact your sales or service representative.
- Do not use paper that has already been printed onto by other printers.
- When loading the paper, take care not to touch the surface of the paper.
- Do not use dirty or damaged paper.
- Specify the paper size and type using control panel.
- The remaining paper indicator on the right front side of the paper tray shows approximately how much paper is remaining.

Storing Paper

- Paper should always be stored properly. Improperly stored paper might result in poor print quality, paper misfeeds, or printer damage. Recommendations are as follows:
  - Avoid storing paper in humid areas.
  - Avoid exposing paper to direct sunlight.
  - Store on a flat surface.
- Keep paper in the package in which the paper came.

Types of Paper and Other Media

This section provides information about the type of paper supported by this printer and cautions for use.

Setting the paper type

Use the printer driver or control panel to specify the paper type you want to use.

Printer driver

On the printer driver screen, click the [Paper] tab, and then select a paper type under [Paper Type:].

For details about the printer driver, see Help for the driver.

Control Panel

Press the [Menu] key, and then specify the paper type that you want to use by selecting a [Paper Type] at [Paper Input].

For details, see p.78 "Specifying a paper type for Tray 1 and Tray 2" and p.84 "Specifying a paper type for the bypass tray".

Specifications of Paper Types

The following tables describe the types of paper that can be used with this printer.

Important

- **Depending on the paper type, the toner may take a while to dry. Before handling, make sure printed sheets have fully dried. Otherwise, the toner may smudge.**
- **Print quality can be guaranteed only if recommended paper is used. For more information about recommended paper, contact your sales or service representative.**

Thin Paper

Item	Description
Paper thickness	52 to 64 g/m^2 (13.8 to 17.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$ " × 11 ")
Note	Tray 2 only supports paper weighing 60 to 64 g/m^2 (16.0 to 17.0 lb.).

Plain Paper

Item	Description
Paper thickness	65 to 99 g/m^2 (17.1 to 26.5 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8$^1/_2$ " × 14 "), Letter (8$^1/_2$ " × 11 ")

Thick Paper 1

Item	Description
Paper thickness	100 to 130 g/m^2 (26.6 to 34.6 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 1/2 " × 14 "), Letter (8 1/2 " × 11 ")
Notes	• Tray 2 only supports thick paper weighing 100 to 105 g/m^2 (26.6 to 28.0 lb). • Duplex printing is only possible with thick paper weighing 100 to 105 g/m^2 (26.6 to 28.0 lb). • The number of sheets that can be printed in one minute is approximately half that of plain paper. • The number of sheets that can be printed in one minute may become lower than normal when printing on paper of the following sizes: A4, Legal (8 1/2 " × 14 "), Letter (8 1/2 " × 11 "), 8 " × 13 ", 8 1/2 " × 13 ", Folio (8 1/4 " × 13 "), or 16K (195 × 267 mm).

Thick Paper 2

Item	Description
Paper thickness	131 to 162 g/m^2 (34.7 to 43.0 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper. • The number of sheets that can be printed in one minute may become lower than normal when printing on paper of the following sizes: A4, Legal (8 1/2 " × 14 "), Letter (8 1/2 " × 11 "), 8 " × 13 ", 8 1/2 " × 13 ", Folio (8 1/4 " × 13 "), or 16K (195 × 267 mm). • When using 135 g/m^2 (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m^2 (35.9 lb.) or heavier paper, take prints from the output tray frequently.

Recycled Paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 1/2 " × 14 "), Letter (8 1/2 " × 11 ")
Notes	• If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2].

Color Paper

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 1/2 " × 14 "), Letter (8 1/2 " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2].

Preprinted

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 1/2 " × 14 "), Letter (8 1/2 " × 11 ")
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2].

Prepunched

Item	Description
Paper thickness	75 to 90 g/m^2 (20.0 to 24.0 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 1/2 " × 14 "), Letter (8 1/2 " × 11 ")

Item	Description
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2].

Letterhead

Item	Description
Paper thickness	100 to 130 g/m^2 (26.6 to 34.6 lb.)
Supported paper tray	Any input tray can be used.
Duplex supported size	A4, Legal (8 $^1/_2$ " × 14 "), Letter (8 $^1/_2$ " × 11 ")
Notes	• Tray 2 only supports paper weighing 100 to 105 g/m^2 (26.6 to 28.0 lb). • If the paper thickness is outside the specified range, select [Thin Paper], [Thick Paper 1], or [Thick Paper 2].

Bond paper

Item	Description
Paper thickness	105 to 160 g/m^2 (28.0 to 42.6 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper. • When using 135 g/m^2 (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m^2 (35.9 lb.) or heavier paper, take prints from the output tray frequently. • If the paper thickness is outside the specified range, select [Plain Paper] or [Thick Paper 1].

Cardstock

Item	Description
Paper thickness	105 to 160 g/m^2 (28.0 to 42.6 lb.)
Supported paper tray	Tray 1 and bypass tray

Item	Description
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper. • When using 135 g/m^2 (35.9 lb.) or heavier paper, prints may be output with strong curls. • When using 135 g/m^2 (35.9 lb.) or heavier paper, take prints from the output tray frequently. • Paper thicker than 160 g/m^2 cannot be printed onto.

Label paper

Item	Description
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	None
Notes	• The number of sheets that can be printed in one minute is approximately half that of plain paper. • Avoid using adhesive label paper on which glue is exposed. Glue may stick to the inner parts of the machine, which can cause paper feed problems, deterioration in print quality, or premature wear of the print cartridge's photo conductor unit.

OHP

Item	Description
Supported paper tray	Bypass tray
Duplex supported size	None

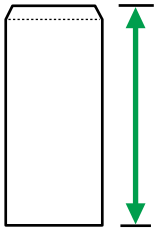
Item	Description
Notes	• When loading OHP transparencies, take care not to load them upside down. Doing so may cause a malfunction. • It is recommended to place one sheet at a time. • Make sure to fan OHP transparencies every time before printing. Leaving OHP transparencies loaded in the bypass tray may cause them to stick together and result in a misfeed. • If multiple OHP transparencies are fed at the same time, load them one by one. • When printing on OHP transparencies, remove the transparencies one by one as they are output. • When printing on OHP transparencies that have a print side, load them with the print side over on the bypass tray. Not taking this precaution may cause them to stick to the fusing unit and cause misfeeds.

Envelope

Item	Description
Supported paper tray	Bypass tray
Duplex supported size	None

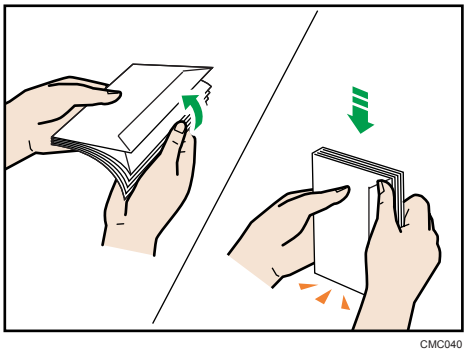
Notes

- The number of envelopes that can be printed in one minute is approximately half that of plain paper.
- Paper can be loaded only up to the lower of the two paper limit marks of the tray.
- If printed envelopes come out badly creased, load the envelopes in the opposite direction. Also, configure the printer driver to rotate the print object 180 degrees. For details about changing the loading orientation, see the printer driver Help.
- Environmental factors can degrade the print quality on both recommended and non-recommended envelopes.
- If envelopes are severely curled after printing, flatten them by bending them back against the curl.
- After printing, envelopes sometimes have creases along their long edges and toner smear on their unprinted sides. Their print images might also be blurred. When printing large, black-solid areas, striping can occur as a result of the envelopes overlapping.
- To correctly specify the length of an envelope whose flap opens along its short edge, be sure to include the open flap when measuring.



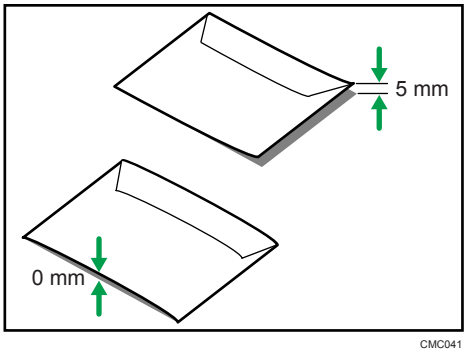
CMC039

- Fan envelopes, and then align their edges before loading.



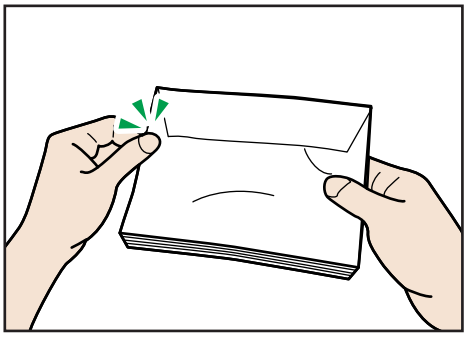
CMC040

- When fanning envelopes, make sure they are not stuck together. If they are stuck together, separate them.
- When fanning envelopes, make sure the envelope flaps are not stuck together. If they are stuck together, separate them.
- Before loading envelopes, flatten them out so that their curl does not exceed that shown in the illustration below.



CMC041

- If the curl is severe, flatten out the envelopes using your fingers, as shown in the illustration below.



CMC042

Paper Not Supported by This Printer

Avoid using the following paper as they are not supported by this printer.

- Paper meant for an ink-jet printer
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead. Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper, aluminum foil, carbon paper and conductive paper
- Paper whose weight is heavier or lighter than the specified limitation
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples
- Do not use ink-jet printer paper because it may stick to the fusing unit and cause a paper jam.
- Do not use paper that has already been printed onto by other printers.

Note

- When loading paper, take care not to touch the surface of the paper.
- Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

Paper Storage Precautions

Paper should always be stored properly. Improperly stored paper might result in poor print quality, paper jams, or printer damage.

Recommendations are as follows:

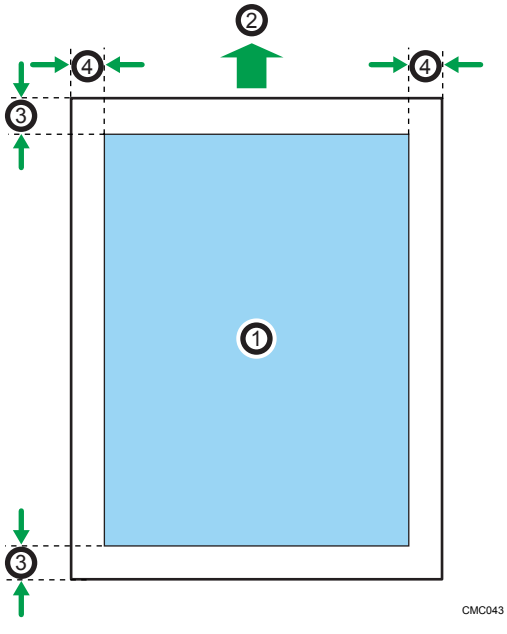
- Avoid storing paper in areas that are excessively cold, hot, humid, or dry.
- Avoid exposing paper to direct sunlight.
- Store on a flat surface.
- Keep paper in its original packaging.

Print Area

The following diagrams show the areas of paper that the machine can print onto.

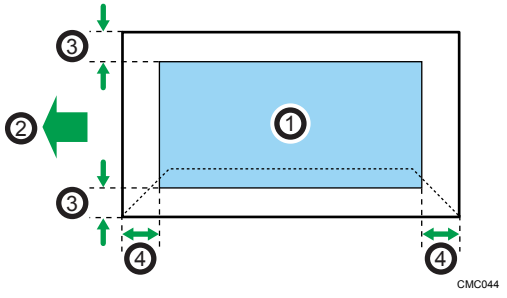
Be sure to set the print margins correctly using the settings of the application in which it was created.

Paper



1. Print area
2. Feed direction
3. Approx. 4.2 mm (0.17 inches)
4. Approx. 4.2 mm (0.17 inches)

Envelope



1. Print area
2. Feed direction
3. Approx. 4.2 mm (0.17 inches)
4. Approx. 4.2 mm (0.17 inches)

Note

- The print area may vary depending on the paper size, printer language and printer driver settings.
- For better envelope printing, we recommend you set the right, left, top, and bottom print margins to at least 15 mm (0.59 inches) each.

Loading Paper

This describes how to load paper into the paper tray and bypass tray.

⚠CAUTION

- Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.

⚠CAUTION

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

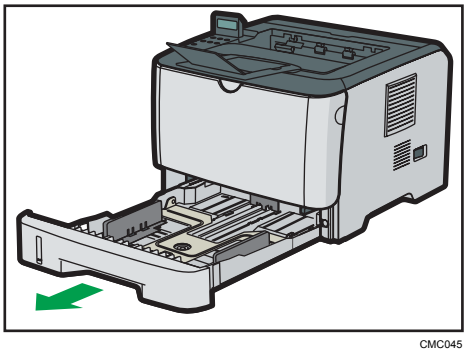
Loading Paper in Tray 1

The following example explains loading procedure for the standard paper tray (Tray 1).

Important

- Before printing on paper other than envelopes, make sure that the levers inside the rear cover are pulled up. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.
- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.
- After loading paper in the tray, specify the paper type and size using control panel to avoid printing problems. This printer does not detect the paper size automatically.
- Do not mix different types of paper in the same paper tray.
- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the printer.
- Curled paper may jam. Straighten curled paper before loading.

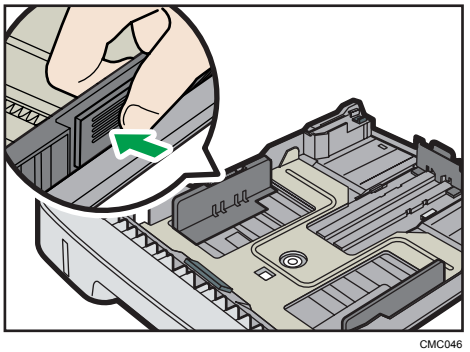
1. Pull out tray 1 carefully with both hands.



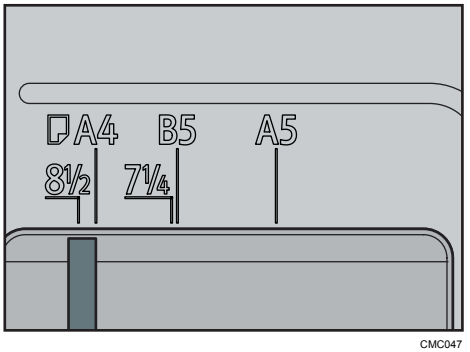
CMC045

Place the tray on a flat surface.

2. **Pinch the clip on the side paper guide and slide it to match the standard size.**



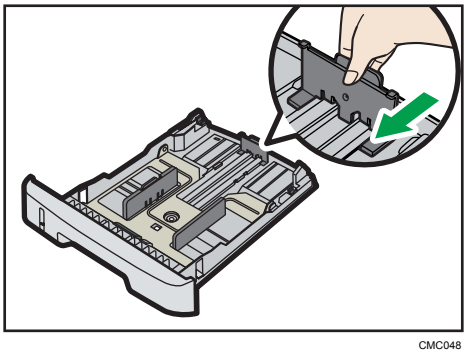
CMC046



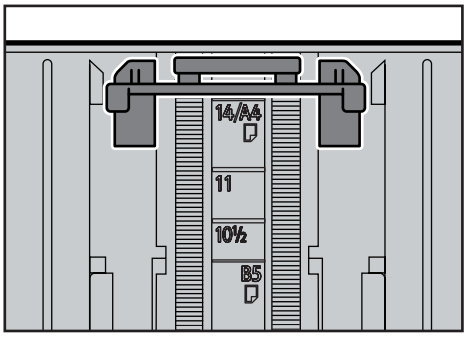
CMC047

When loading custom size paper, position the paper guide slightly wider than the actual paper size.

3. **Pinch the end paper guide and slide it inward to match the standard size.**



CMC048

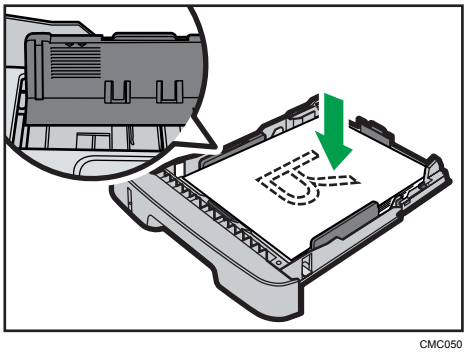


CMC049

When loading custom size paper, position the paper guide slightly wider than the actual paper size.

4. **Load the new paper stack print side down.**

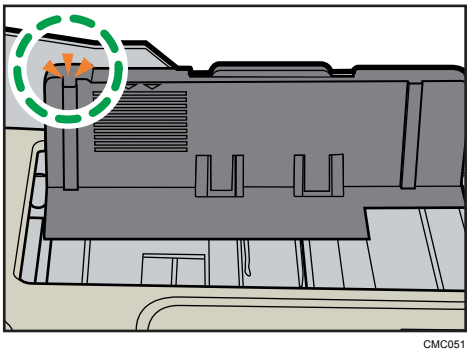
Make sure paper is not stacked higher than the upper limit marked inside the tray.



CMC050

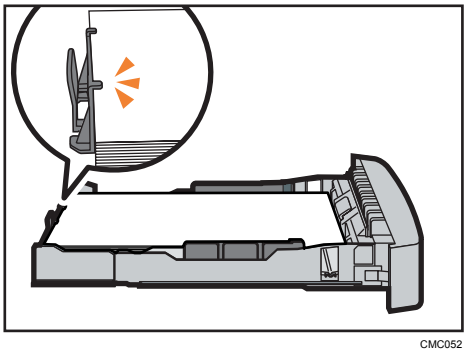
Slide the guides inward, until they are flush against the paper's sides.

Make sure the paper is not stacked higher than the projection on the side paper guides.



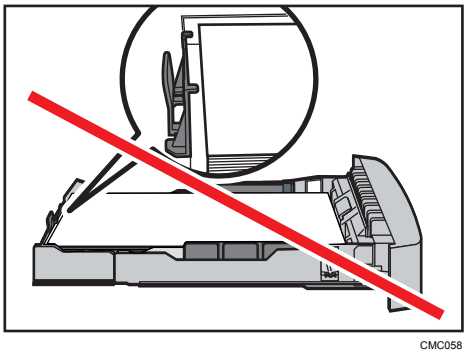
CMC051

5. **Check there are no gaps between the paper and the paper guides; both side and end paper guides.**



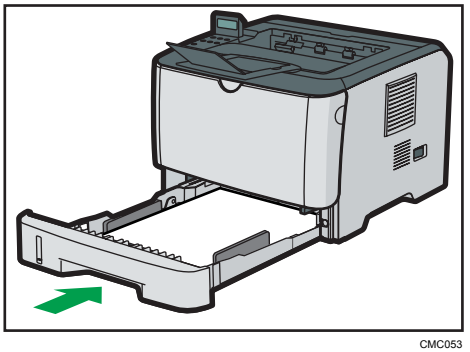
CMC052

If there is a gap between the paper and the end paper guide, as in the example below, the paper might not feed in correctly.



CMC058

6. **Carefully push Tray 1 straight into the printer.**



CMC053

To avoid paper jams, make sure the tray is securely inserted.

Note

- The remaining paper indicator on the left front side of the paper tray shows approximately how much paper is remaining.

Reference

- For details about paper types supported by the printer, see p.56 "Paper Recommendations".
- For details about the paper settings, see Software Guide.

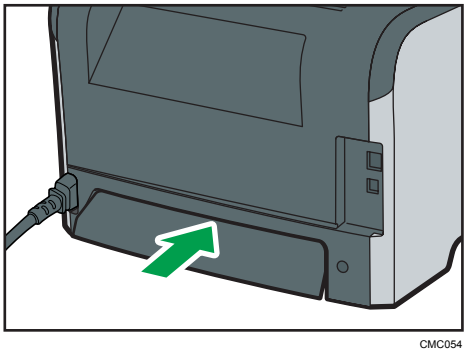
Loading paper longer than A4

This section explains how to load paper longer than A4 (297 mm) into the printer.

Important

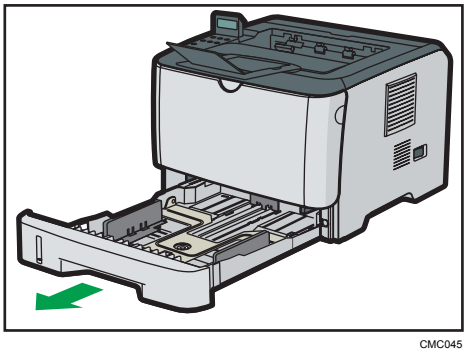
- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.
- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This printer does not detect the paper size automatically.
- Do not mix different types of paper in the same paper tray.
- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the printer.

1. Remove the tray 1 rear cover by pushing its center.



CMC054

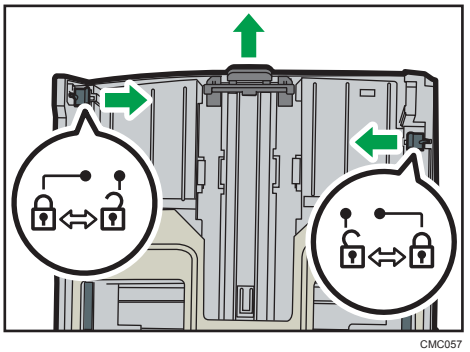
2. Pull out tray 1 carefully with both hands.



CMC045

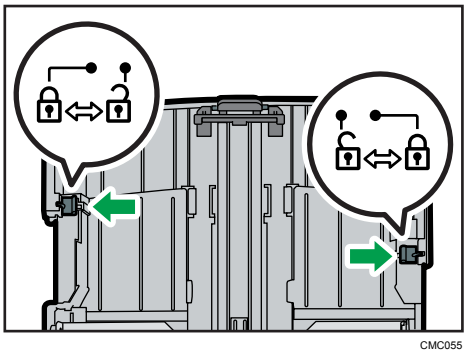
Place the tray on a flat surface.

3. Release the extender locks on both sides of the tray, and then pull out the extender until it clicks.



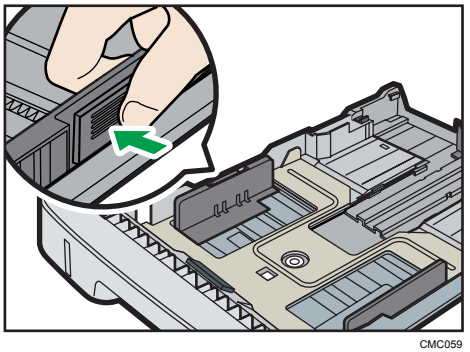
CMC057

4. Lock the extender in the extended position.

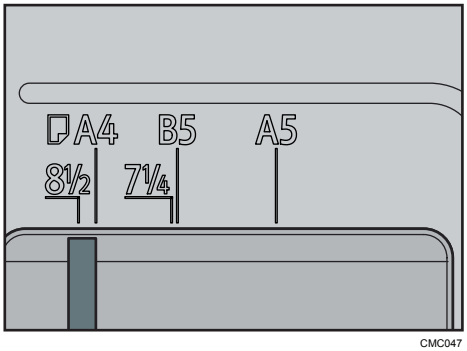


CMC055

5. Pinch the clip on the side paper guide, and then slide it to match the standard size.

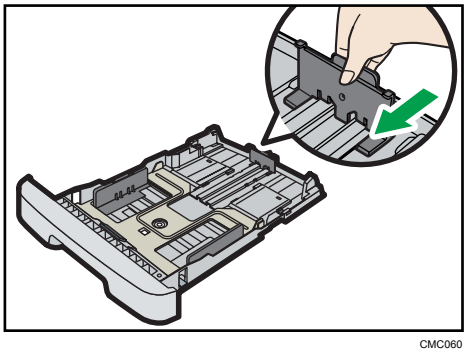


CMC059

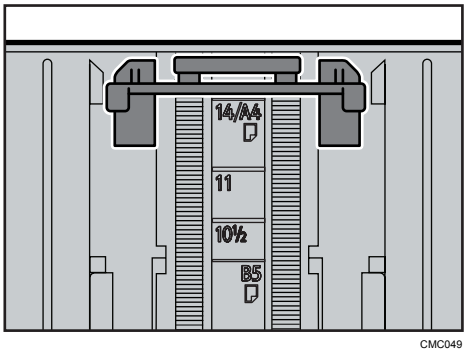


CMC047

6. **Pinch the end paper guide and slide it inward to match the paper size.**



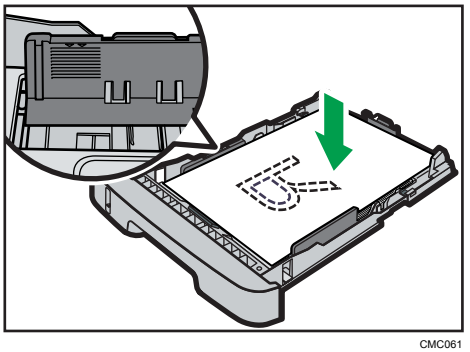
CMC060



CMC049

7. **Load the new paper stack print side down.**

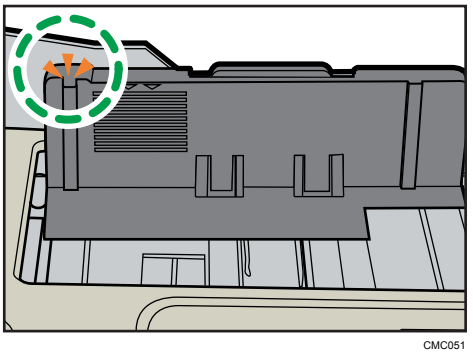
   Make sure paper is not stacked higher than the upper limit marked inside the tray.



CMC061

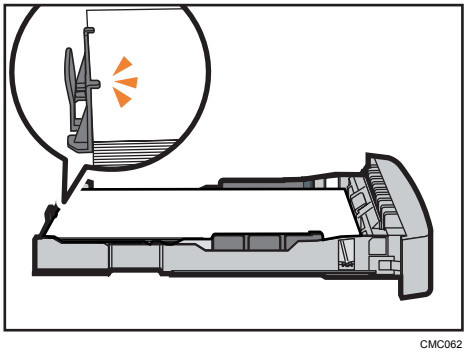
Slide the guides inward until they are flush against the paper's sides.

Make sure the paper is not stacked higher than the projection on the side paper guides.



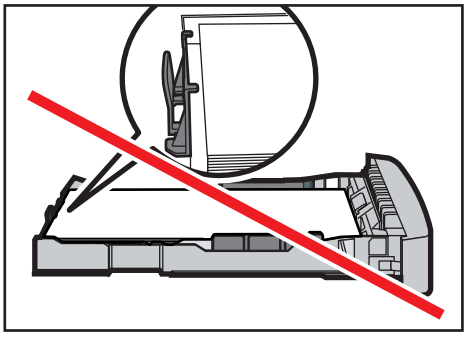
CMC051

8. **Check there are no gaps between the paper and the paper guides; both side and end paper guides.**



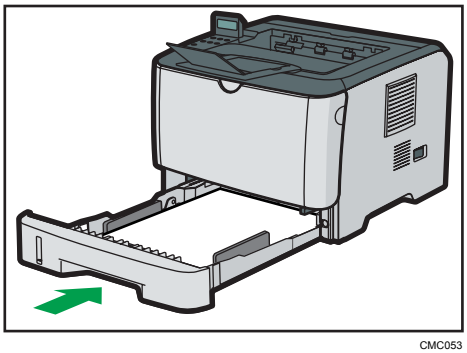
CMC062

If there is a gap between the paper and the end paper guide, as in the example below, the paper might not feed in correctly.



CMC063

9. **Carefully push Tray 1 straight into the printer.**



CMC053

To avoid paper jams, make sure the tray is securely inserted.

Note

- To reinsert the extender, you might have to push it with moderate force.
- The remaining paper indicator on the left front side of the paper tray shows approximately how much paper is remaining.

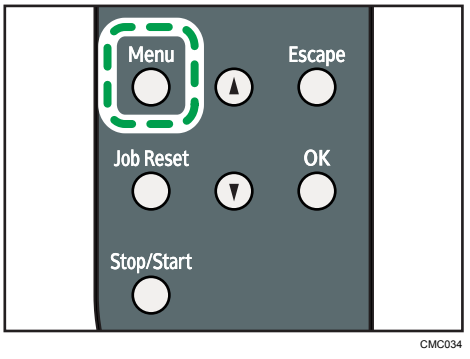
Reference

- For details about paper types supported by the printer, see p.56 "Paper Recommendations".
- For details about the paper settings, see Software Guide.

Setting a paper size using the control panel

To load paper whose size cannot be selected automatically, set the paper size on the control panel. Follow the procedure described below to set the paper size.

1. **Press the [Menu] key.**



2. **Press the [▲] or [▼] key to display [Paper Input], and then press the [OK] key.**

```
Menu:
 Paper Input
```

3. **Press the [▲] or [▼] key to display [Paper Size], and then press the [OK] key.**

```
Paper Input:
 Paper Size
```

4. **Press the [▲] or [▼] key to display the target paper tray, and then press the [OK] key.**

   In this example, [Tray 1 Ppr Size] is selected.

```
Paper Size:
 Tray 1 Ppr Size
```

5. **Press the [▲] or [▼] key to display the loaded paper size, and then press the [OK] key.**

```
Tray 1 Ppr Size:
 A4
```

6. **Press the [Menu] key.**

Note

- If the [Auto Continue] setting under [System] is enabled, the printer ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after about ten seconds using the settings made on the control panel.

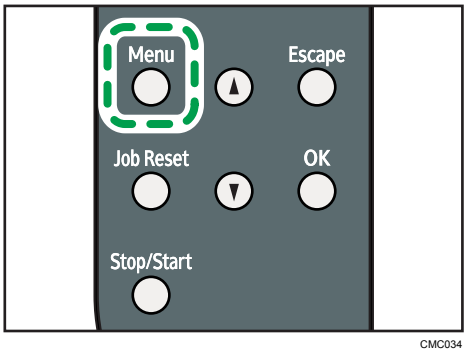
Specifying custom size paper for Tray 1

Important

- **When printing on custom size paper, specify the paper size using the control panel or printer driver.**

- Paper sizes between 100 - 216 mm (3.94 - 8.50 inch) in width and 148 - 356 mm (5.83 – 14.02 inch) in length can be loaded in the tray 1.
- The printer cannot print from applications that do not support custom size paper.

1. Press the [Menu] key.



2. Press the [▲] or [▼] key to display [Paper Input], and then press the [OK] key.

```
Menu:
 Paper Input
```

3. Press the [▲] or [▼] key to display [Paper Size], and then press the [OK] key.

```
Paper Input:
 Paper Size
```

4. Press the [▲] or [▼] key to display [Tray 1 Ppr Size], and then press the [OK] key.

```
Paper Size:
 Tray 1 Ppr Size
```

In this example, [Tray 1] is selected.

5. Press the [▲] or [▼] key to display [Custom Size], and then press the [OK] key.

```
Tray 1 Ppr Size:
 Custom Size
```

6. Press the [▲] or [▼] key to select a unit, and then press the [OK] key.

```
Custom Size:
 mm
```

7. Press the [▲] or [▼] key to enter the horizontal value, and then press the [OK] key.

```
Custom Size:
Horiz. 216 mm
```

8. **Press the [▲] or [▼] key to enter the vertical value, and then press the [OK] key.**

```
Custom Size:
Vert. 356 mm
```

9. **Press the [Menu] key.**

Note

- If the [Auto Continue] setting under [System] is enabled, the printer ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after about ten seconds using the settings made on the control panel.

Specifying a paper type for Tray 1 and Tray 2

Improve printer performance by selecting the optimum paper type for the tray.

You can select from the following paper types:

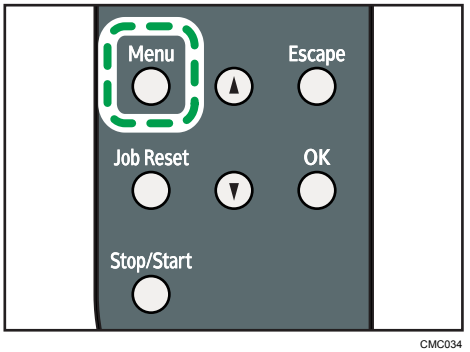
- Tray 1

  [Thin Paper], [Thick Paper 1], [Thick Paper 2], [Plain Paper], [Recycled Paper], [Color Paper], [Preprinted], [Prepunched], [Letterhead], [Bond Paper], [Cardstock], [Label Paper]

- Tray 2

  [Thin Paper], [Thick Paper 1], [Plain Paper], [Recycled Paper], [Color Paper], [Preprinted], [Prepunched], [Letterhead]

1. **Press the [Menu] key.**



2. **Press the [▲] or [▼] key to display [Paper Input], and then press the [OK] key.**

```
Menu:
 Paper Input
```

3. **Press the [▲] or [▼] key to display [Paper Type], and then press the [OK] key.**

```
Paper Input:
 Paper Type
```

4. **Press the [▲] or [▼] key to select the paper tray, and then press the [OK] key.**

   In this example, [Tray 1] is selected.

```
Paper Type:
 Tray 1
```

5. **Press the [▲] or [▼] key to select the paper type, and then press the [OK] key.**

```
Tray 1:
 Plain Paper
```

6. **Press the [Menu] key.**

Note

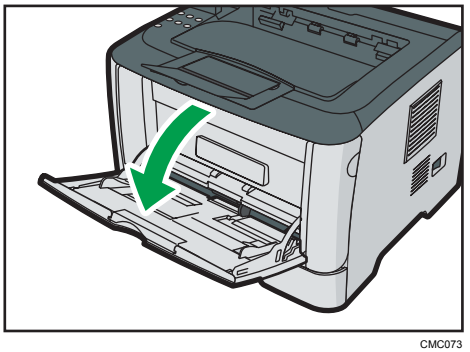
- Duplex printing is not possible for [Thick Paper 2], [Bond Paper], [Cardstock], and [Label Paper].
- If the [Auto Continue] setting under [System] is enabled, the printer ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after about ten seconds using the settings made on the control panel.

Loading Paper in the Bypass Tray

Important

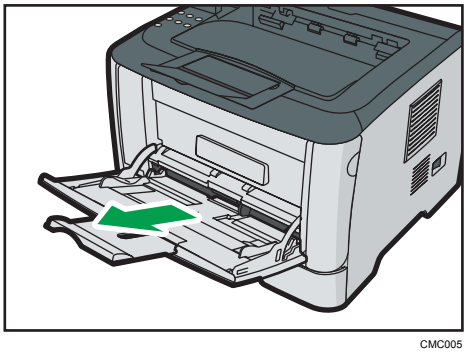
- **Before printing on paper other than envelopes, make sure that the levers inside the rear cover are pulled up. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.**
- **After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This printer does not detect the paper size automatically.**
- **Load paper with the print side up and in the short-edge feed direction.**
- **If paper is curled, straighten it before loading, by bending the paper in the opposite direction to the curl, for example.**
- **Do not load paper while the printer is printing.**
- **Make sure paper is not stacked above the paper guides inside the bypass tray.**

1. **Open the bypass tray.**



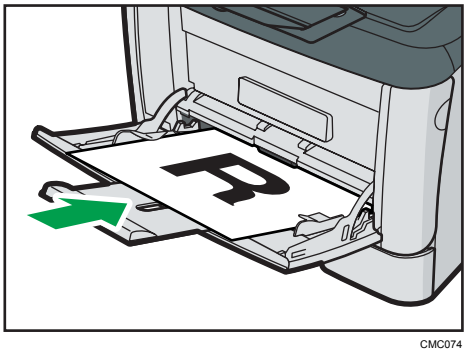
CMC073

If you load A4 (297 mm) or larger size paper, pull out the bypass tray extension.



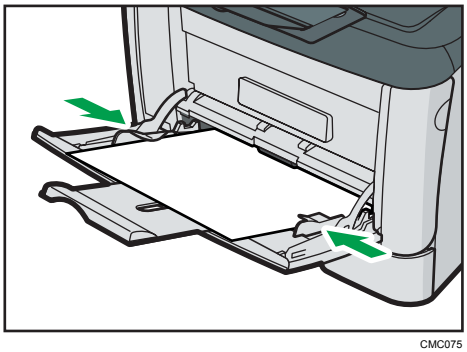
CMC005

2. **Slide the side guides outward, then load paper with the print side up, and push in until it stops against the printer.**



CMC074

3. **Adjust the side guides to the paper width.**



CMC075

Note

- After loading paper in the tray, specify the paper type and size using the control panel. Also, specify the printer driver's paper setting accordingly before printing.

Reference

- For details about supported types of paper, see p.53 "Paper and Other Media".
- For details about the paper settings, see p.75 "Setting a paper size using the control panel" and p. 84 "Specifying a paper type for the bypass tray".

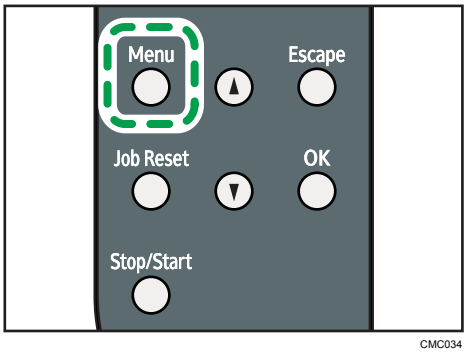
Specifying standard size paper for the bypass tray

This describes how to load standard size paper into the bypass tray.

Important

- **When you specify the bypass tray as the input tray on the printer driver and perform printing, if you set [Bypass Priority] to [Any Size/Type] under [Paper Input] on the control panel, the printer ignores the paper type and size settings made on the control panel. Printing is performed with the settings made on the printer driver.**
- **If you set [Bypass Priority] to [Machine Setting] under [Paper Input], paper size settings made on the printer driver must match those made on the control panel. If they do not match, an error message appears and printing stops if [Auto Continue] is not set to [On] under [System].**

1. Press the [Menu] key.



2. Press the [▲] or [▼] key to display [Paper Input], and then press the [OK] key.

```
Menu:
 Paper Input
```

3. Press the [▲] or [▼] key to display [Paper Size], and then press the [OK] key.

```
Paper Input:
 Paper Size
```

4. Press the [▲] or [▼] key to display [Bypass Ppr Size], and then press the [OK] key.

```
Paper Size:
 Bypass Ppr Size
```

5. Press the [▲] or [▼] key to select the paper size you want to set, and then press the [OK] key.

```
Bypass Ppr Size:
 A4
```

6. Press the [Menu] key.

Note

- The number of pages that can be loaded in the bypass tray differs depending on the paper type.

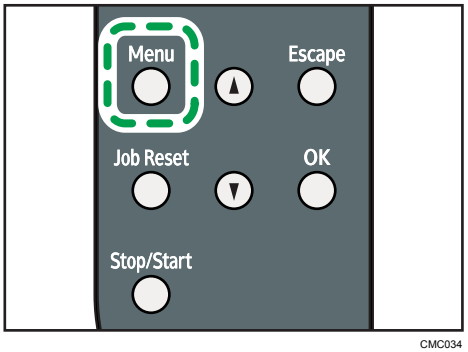
Specifying custom size paper for the bypass tray

Important

- When you specify a custom size paper and specify the bypass tray as the input tray on the printer driver, and perform printing with [Bypass Priority] set to [Any Custom S/T] under [Paper Input] on the control panel, the printer ignores the paper type and size settings made on the control panel. Printing is performed with the settings made on the printer driver.

- If you set [Bypass Priority] to [Machine Setting] under [Paper Input], paper size settings made on the printer driver must match those made on the control panel. If they do not match, an error message appears and printing stops if [Auto Continue] is not set to [On] under [System].
- When loading custom size or special paper, specify the paper size using the control panel or printer driver.
- You cannot print on custom size paper with an application that does not support the custom size setting.
- Paper sizes between 90 - 216 mm (3.54 - 8.50 inches) in width and 140 - 356 mm (5.51 – 14.02 inches) in length can be loaded in the bypass tray.

1. Press the [Menu] key.



2. Press the [▲] or [▼] key to display [Paper Input], and then press the [OK] key.

```
Menu:
 Paper Input
```

3. Press the [▲] or [▼] key to display [Paper Size], and then press the [OK] key.

```
Paper Input:
 Paper Size
```

4. Press the [▲] or [▼] key to display [Bypass Ppr Size], and then press the [OK] key.

```
Paper Size:
 Bypass Ppr Size
```

5. Press the [▲] or [▼] key to display [Custom Size], and then press the [OK] key.

```
Bypass Ppr Size:
 Custom Size
```

6. Press the [▲] or [▼] key to select a unit, and then press the [OK] key.

```
Custom Size:
 mm
```

7. **Press the [▲] or [▼] key to enter the horizontal value, and then press the [OK] key.**

```
Custom Size:
Horiz. 216 mm
```

8. **Press the [▲] or [▼] key to enter the vertical value, and then press the [OK] key.**

```
Custom Size:
Vert. 356 mm
```

9. **Press the [Menu] key.**

Reference

- For details about the printer driver, see the printer driver Help.

Specifying a paper type for the bypass tray

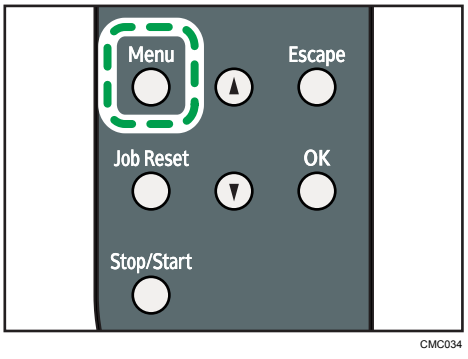
By selecting the paper type you want to load, the printer performs better. You can select from the following paper types:

- [Thin Paper], [Thick Paper 1], [Thick Paper 2], [Plain Paper], [Recycled Paper], [Color Paper], [Preprinted], [Prepunched], [Letterhead], [Bond Paper], [Cardstock], [Label Paper], [OHP], [Envelope]

Important

- **When you specify the bypass tray as the input tray on the printer driver, and perform printing, if you set [Bypass Priority] to [Any Size/Type] under [Paper Input] on the control panel, the printer ignores the paper type and size settings made on the control panel. Printing is performed with the settings made on the printer driver.**
- **When you specify a custom size paper and specify the bypass tray as the input tray on the printer driver, and perform printing with [Bypass Priority] set to [Any Custom S/T] under [Paper Input] on the control panel, the printer ignores the paper type and size settings made on the control panel. Printing is performed with the settings made on the printer driver.**
- **If you set [Bypass Priority] to [Machine Setting] under [Paper Input], paper type settings made on the printer driver must match those made on the control panel. If they do not match, an error message appears and printing stops if [Auto Continue] is not set to [On] under [System].**

1. Press the [Menu] key.



2. Press the [▲] or [▼] key to display [Paper Input], and then press the [OK] key.

```
Menu:
 Paper Input
```

3. Press the [▲] or [▼] key to display [Paper Type], and then press the [OK] key.

```
Paper Input:
 Paper Type
```

4. Press the [▲] or [▼] key to display [Bypass Tray], and then press the [OK] key.

```
Paper Type:
 Bypass Tray
```

5. Press the [▲] or [▼] key to select the paper type, and then press the [OK] key.

```
Bypass Tray:
 Plain Paper
```

6. Press the [Menu] key.

Loading Paper in Tray 2

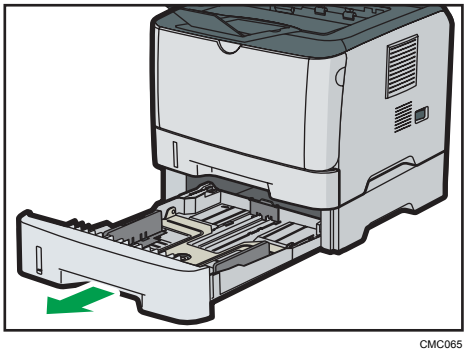
The following example explains the loading procedure for tray 2.

Important

- Before printing on paper other than envelopes, make sure that the levers inside the rear cover are pulled up. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.
- Make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.
- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This printer does not detect the paper size automatically.

- Do not mix different types of paper in the same paper tray.
- Do not move the side paper guides forcefully. Doing so can damage the tray.
- Do not move the end paper guide forcefully. Doing so can damage the tray.
- When inserting the tray, make sure it is not slanted. Inserting it at a slant can damage the printer.

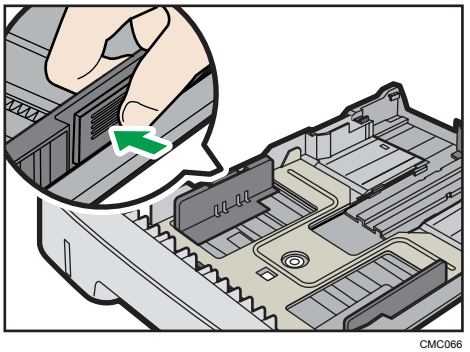
1. **Pull out tray 2 carefully with both hands.**



CMC065

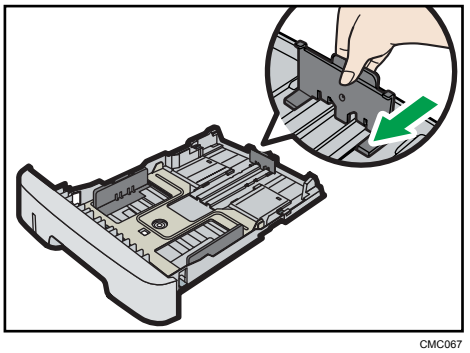
Place the tray on a flat surface.

2. **Pinch the clips on the side paper guide, and then adjust the guide to the paper size.**

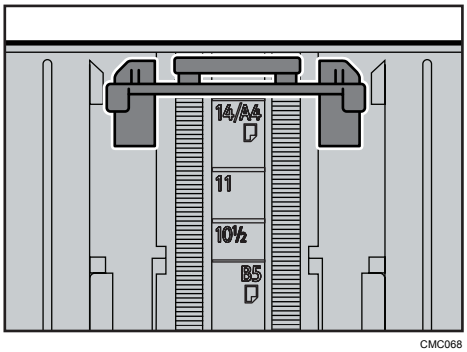


CMC066

3. **Pinch the clip on the end paper guide, and slide it inward to match the paper size.**



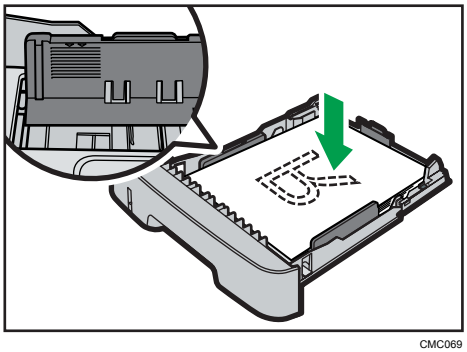
CMC067



CMC068

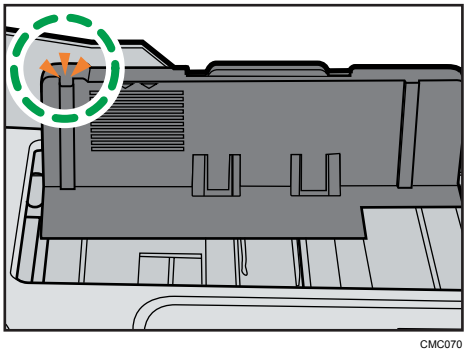
4. **Load the new paper stack print side down.**

   Make sure paper is not stacked higher than the upper limit marked inside the tray.



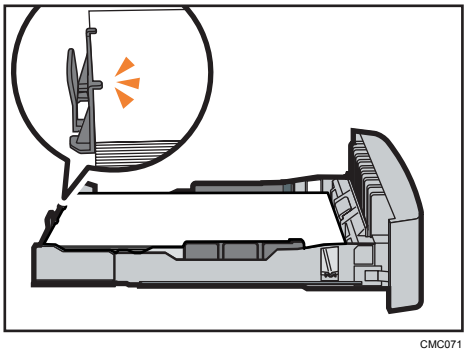
CMC069

Make sure the paper is not stacked higher than the projection on the side paper guides.



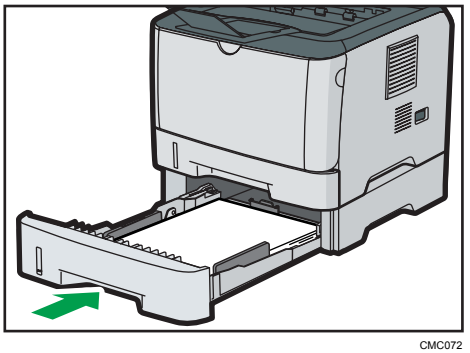
CMC070

5. **Check there are no gaps between the paper and the paper guide; both side and end paper guides.**



CMC071

6. **Carefully push tray 2 straight into the printer.**



CMC072

To avoid paper jams, make sure the tray is securely inserted.

Note

- The remaining paper indicator on the left front side of the paper tray shows approximately how much paper is remaining.

Reference

- For details about paper types supported by the printer, see p.53 "Paper and Other Media".
- For details about the paper settings, see p.75 "Setting a paper size using the control panel" and p.78 "Specifying a paper type for Tray 1 and Tray 2".

Loading Envelopes in Bypass Tray

The following explains how to load envelopes into Bypass Tray.

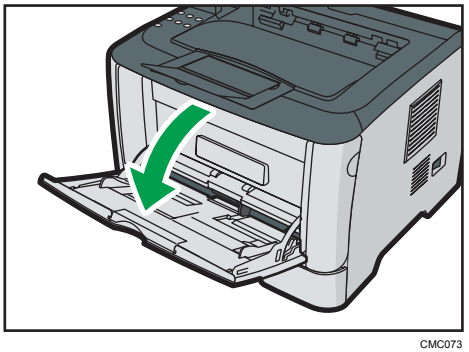
⚠CAUTION

- The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).

Important

- Before printing on envelopes, make sure to lower the levers on the printer rear, inside the rear cover, to avoid envelopes coming out creased. Also, pull up the levers back to their original positions after printing. Leaving the levers lowered can cause print quality problems when printing on paper other than envelopes.
- Avoid using self-adhesive envelopes. They may cause printer malfunctions.
- Check there is no air in the envelopes before loading.
- Envelopes whose flaps are open must be printed with the flaps open, and envelopes whose flaps are closed must be printed with the flaps closed.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten their leading edges (the edge going into the printer) by running a pencil or ruler across them.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have different thicknesses. Print one or two envelopes to check print quality.
- In a hot and humid environment, the envelope might be output creased or improper printing quality.
- After loading envelopes in the tray, specify the paper type and size using the control panel to avoid printing problems. This printer does not detect the paper size automatically.

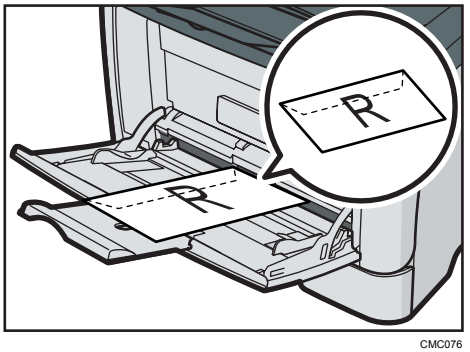
1. Open the bypass tray.



CMC073

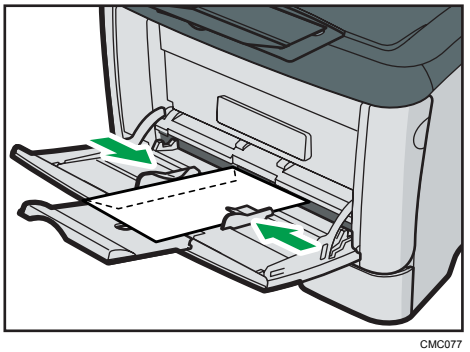
2. **Slide the side guides outward, then load envelopes with the print side up, and push in until it stops against the printer.**

   Envelopes whose flaps are open must be printed with the flaps open, and envelopes whose flaps are closed must be printed with the flaps closed. Before loading envelopes, make sure they are as flat as possible.



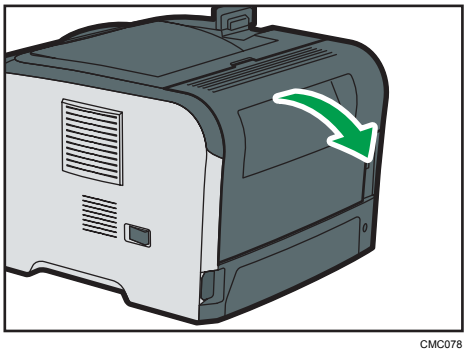
CMC076

3. **Adjust the side guides to the envelope width.**



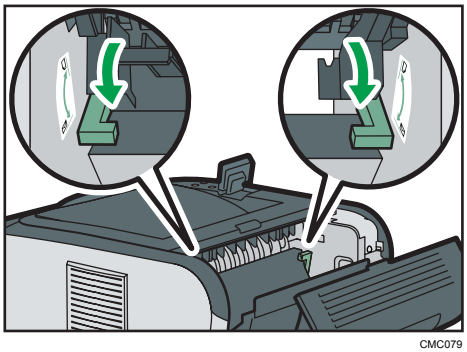
CMC077

4. **Open the rear cover.**



CMC078

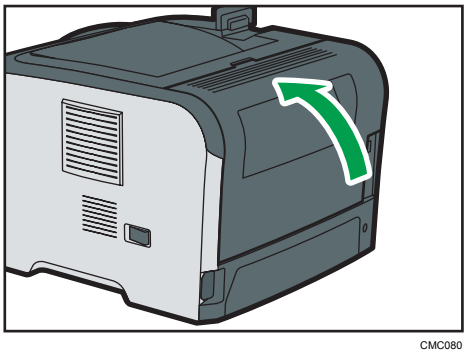
5. **Lower the green levers on both sides.**



CMC079

Make sure to raise the levers back to their original positions after printing.

6. **Close the rear cover.**



CMC080

Note

- After loading envelopes in the tray, specify the paper type and size using the control panel. Also, specify the printer driver's paper setting accordingly before printing.
- Be sure to load envelopes so that their flaps are on the left. If you do not, the envelopes will become creased.
- If printed envelopes come out badly creased, load the envelopes in the opposite direction, and then rotate the print object by 180 degrees using the printer driver before printing. For details, see the printer driver Help.

Reference

- For details about paper types supported by the printer, see p.53 "Paper and Other Media".
- For details about the paper settings, see p.75 "Setting a paper size using the control panel" and p.84 "Specifying a paper type for the bypass tray".

6. Replacing Consumables

This chapter explains how to replace consumables.

Replacing the Print Cartridge

⚠WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

⚠WARNING

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

⚠WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

⚠CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

⚠CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

⚠CAUTION

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

⚠CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

⚠CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

⚠CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

⚠CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).

Important

- **Store print cartridge in a cool dark place.**
- **Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time. Early replacement of the print cartridge might be necessary. Therefore, we recommend you always keep a new print cartridge ready.**
- **For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.**
- **The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.**

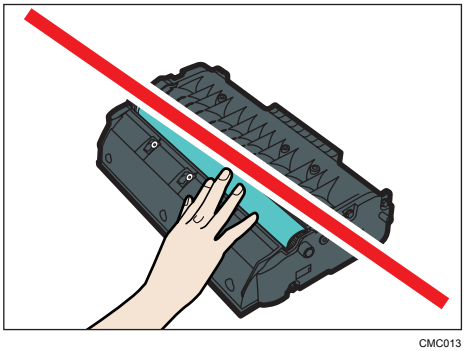
When to replace the print cartridge

If the Alert indicator on the control panel lights up and the following message appears on the display, replace the print cartridge:

"Replace Print Cartridge"

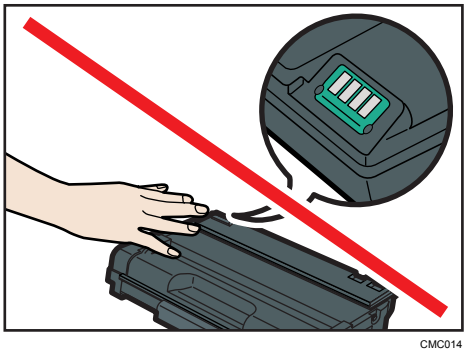
Important

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Do not expose the print cartridge without its cover to direct sunlight for a long time.
- Do not touch the print cartridge's photo conductor unit.



CMC013

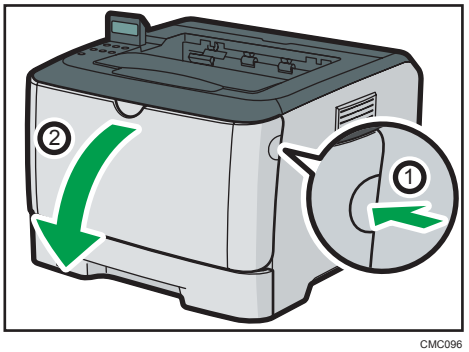
- Do not touch the ID chip on the side of the print cartridge as indicated in the illustration below.



CMC014

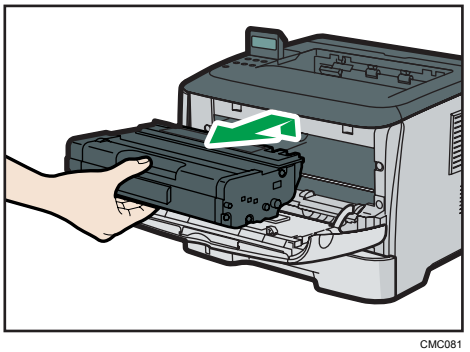
- If toner runs out, you cannot print until the black cartridge is replaced.

1. If paper is loaded in the bypass tray, remove the paper and close the bypass tray.
2. Push the side button to open the front cover, and then carefully lower it.



CMC096

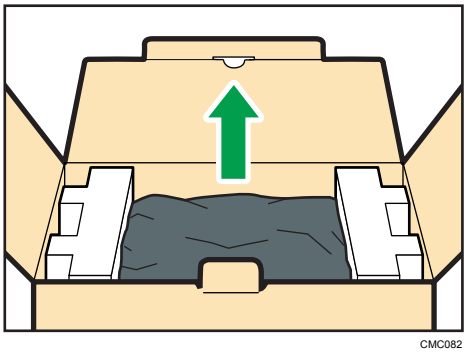
3. **Carefully pull out the print cartridge horizontally, holding its center.**



CMC081

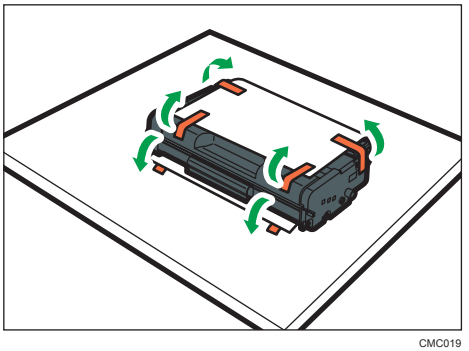
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the old print cartridge on paper or similar material to avoid dirtying your workspace.

4. **Take the new print cartridge out of the box, and then take it out of the plastic bag.**



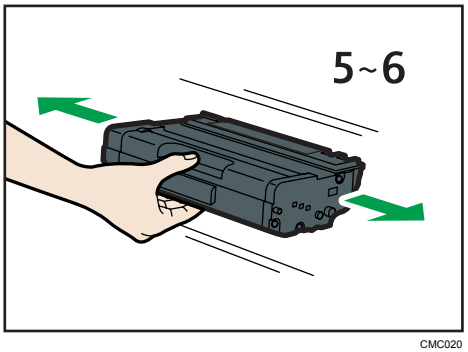
CMC082

5. **Place the print cartridge on a flat surface, and then remove the protection sheet.**



CMC019

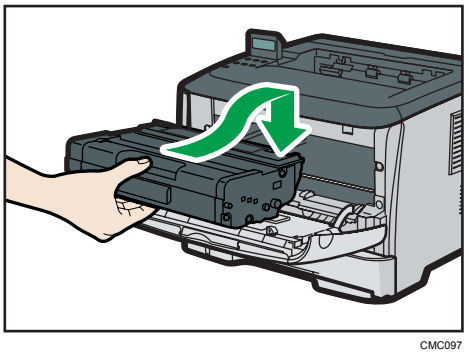
6. **Hold the print cartridge and shake it from side to side five or six times.**



CMC020

Even distribution of toner within the bottle improves print quality.

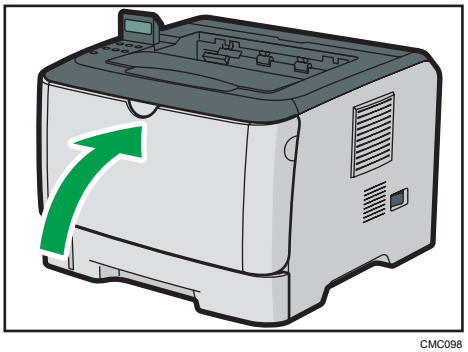
7. **Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.**



CMC097

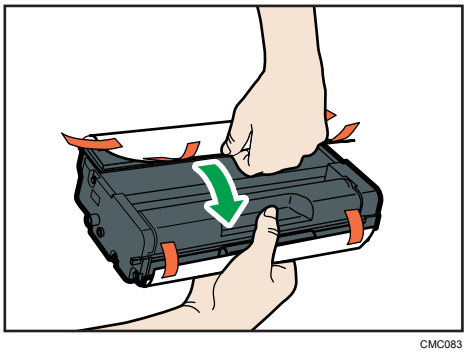
8. **Carefully push up the front cover until it closes. Be careful not to you're your fingers.**

After closing the front cover, wait until the initial screen is displayed.



CMC098

9. **Put the protective sheet you removed in step 5 on the old print cartridge. Then, put the old print cartridge into the bag, and then put it into the box.**



CMC083

Note

- Make sure to cover the old print cartridge with the protective cover for recycling and environmental purposes.
- Comply with the print cartridge Recycling Program, whereby used print cartridges are collected for processing. For details, ask your sales or service representative.

7. Cleaning the Printer

This chapter explains how to clean the printer.

Cautions to Take When Cleaning

⚠WARNING

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside this machine are high voltage components that are an electric shock hazard and laser components that could cause blindness. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock. Note again that exposure to the laser components inside this machine risks blindness.

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).

⚠CAUTION

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

Clean the printer periodically to maintain fine printing.

Dry wipe the exterior with a soft cloth. If dry wiping is not enough, wipe with a soft, wet cloth that is wrung out well. If you still cannot remove the stain or grime, use a neutral detergent, and then wipe over with a well-wrung wet cloth, dry wipe, and let it dry.

Important

- **To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the printer.**
- **If there is dust or grime inside the printer, wipe with a clean, dry cloth.**
- **You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.**
- **Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.**

Cleaning the Friction Pad and the Paper Feed Roller

If the friction pad or paper feed roller is dirty, a multi-feed or misfeed might occur. In this case, clean the friction pad and paper feed roller as follows:

⚠CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

⚠CAUTION

- Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.

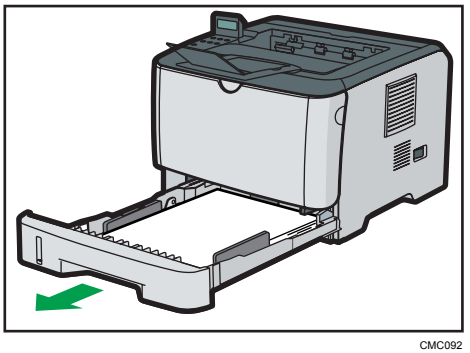
⚠CAUTION

- Do not put your hands inside the machine when the input tray is removed. Some internal parts become hot and are a burn hazard.

Important

- **Do not use chemical cleaner or organic solvent such as thinner or benzine.**

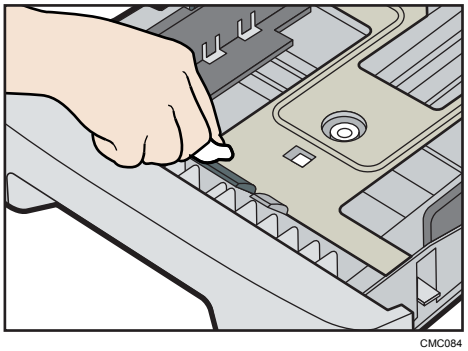
1. **Turn off the power.**
2. **Unplug the power cord from the wall outlet. Remove all the cables from the printer.**
3. **Pull out tray 1 carefully with both hands.**



CMC092

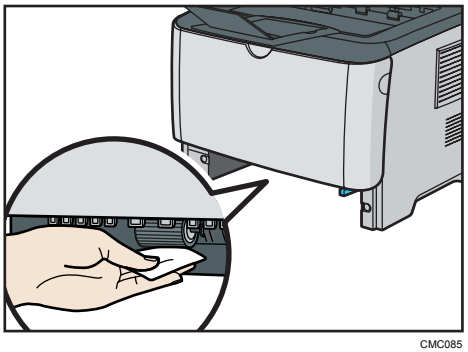
Place the tray on a flat surface. When there is paper in the tray, remove paper.

4. Wipe the friction pad with a damp cloth.



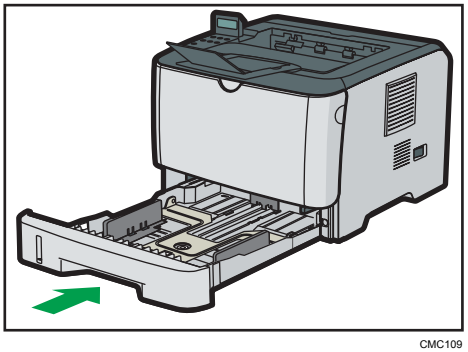
CMC084

5. Wipe the rubber part of the roller with a soft damp cloth. After that, wipe it with a dry cloth to remove moisture.



CMC085

6. Reload the removed paper into the tray, and then push the tray carefully into the printer until it clicks into place.



CMC109

7. Insert the plug of the power cord into the wall socket securely. Connect all the interface cables that were removed..
8. Turn on the power.

Note

- If jams or multi-sheet feeds occur after cleaning the friction pad, contact your sales or service representative.
- If the optional tray 2 is installed, clean its friction pad and paper feed roller in the same way as you did for tray 1.

8. Troubleshooting

This chapter provides solutions to common problems and it also explains how to correct unwanted print results.

Error & Status Messages on the Control Panel

This section explains what the messages that appear on the control panel mean and what to do when a particular message appears.

Status messages

Message	Explanation	Recommended Action
Calibrating...	The printer is calibrating.	Wait a while.
Cancellng Job...	The printer is cancelling a print job.	Wait a while.
Cooling Down...	The printer is cooling down.	Wait a while.
Offline	The printer is Offline.	To start printing, switch the printer to online by pressing the [Stop/Start] key on the control panel.
Please wait	The printer is waiting for the next data to print.	Wait a while.
Printing...	The printer is printing.	Wait a while.
Processing...	The printer is printing.	Wait a while.
Ready	This is the default ready message.	The printer is ready for use. No action is required.
Warming up...	The printer is warming up or toner is being supplied.	Wait until "Ready" appears on the display.

Messages

Message	Explanation	Recommended Action
Cover Open	The front cover is open.	Open and then close the front cover.

Message	Explanation	Recommended Action
Controller FW download failed	Controller FW could not be downloaded.	Turn off the main power, turn it back on, and then download the controller FW again. If the download fails again, contact your sales or service representative.
Incor Prt Cart	Irregular toner is set.	Replace the toner to appropriate one.
Internal Misfeed	There is a paper jam in the fusing unit.	Remove the misfed paper. See p.121 "Removing Misfed Paper".
Load Paper #	The indicated tray # (1, 2, bypass) is out of paper.	Load paper into the indicated paper tray. See p.67 "Loading Paper".
Memory Overflow	This error occurs when FW memory is not enough to save the printing page.	Reduce the size of the data, and then try the operation again.
Misfeed: Tray 1	There is a paper jam in Tray 1.	Remove the misfed paper. See p.121 "Removing Misfed Paper".
Misfeed: Tray 2	There is a paper jam in Tray 2.	
Misfd: BypssTray	There is a paper jam in Bypass tray.	
Misfd: Dupl Unit	There is a paper jam in the duplex unit.	
Misfd: Stnd Tray	There is a paper jam in the paper exit area.	
Replace Fusing Unit	It is time to replace the Fusing unit.	Contact your sales or service representative.
Replace Intermdt Transfer Belt	It is time to replace the transfer belt.	Contact your sales or service representative.

Message	Explanation	Recommended Action
Replace Print Cartridge	The printer is out of toner.	Replace the print cartridge. See, p.93 "Replacing the Print Cartridge".
Replace soon Print Cartridge	The printer is almost out of toner .	Prepare a new print cartridge.
Replace Transfer Roller	It is time to replace the transfer roller.	Contact your sales or service representative.
Reset Tray 1	The indicated paper input tray 1 is not installed correctly, or not installed.	Install the indicated paper input tray 1 correctly.
Service call SCXXX	There is a problem with the printer's controller.	Turn off the main power, and then turn it on again. If the error occurs again, contact your sales or service representative.
Set Er: Prt Cart	The indicated print cartridge is not set correctly, or not set.	Set the indicated print cartridge correctly.
	The error message appears even though the print cartridge is set correctly.	Using a dry cloth, carefully wipe the interface area on the print cartridge surface.
Size Msmtch: # Start/JobReset	The paper size setting in the tray # (1, 2, bypass) differs from that of actual paper si0ze in the tray.	Load paper of the selected size in the tray, and then press the [Stop/Start] key to continue printing. Press the [Job Reset] key to cancel printing.
TypeMsmtch: # Start/JobReset	The paper type setting in the tray # (1, 2, bypass) differs from that of actual paper type in the tray.	Load paper of the selected type in the tray, and then press the [Stop/Start] key to continue printing. Press the [Job Reset] key to cancel printing.

Panel Indicator

The following table explains the meaning of the various indicator patterns that the printer alerts to users about its conditions.

Indicator patterns	Cause
The Alert indicator is lit.	The printer cannot be used normally. Check the error on the control panel.
The Alert indicator is flashing in yellow.	Toner is nearly empty.
The Data In indicator is flashing.	The printer is receiving print data from a computer.
The Data In indicator is lit.	There is data to be printed.
The Power indicator is lit.	The printer is ready for use.

Printer Does Not Print

Possible Cause	Solutions
Is the power on?	Confirm that the cable is securely plugged into the power outlet and the printer. Turn on the power.
Does the Alert indicator stay red?	If so, check the error message on the control panel and take the required action.
Is paper loaded?	Load paper into the paper tray or the bypass tray. See p.67 "Loading Paper".
Can you print a configuration page?	If you cannot print a configuration page, it probably indicates a printer malfunction. Contact your sales or service representative. For details about printing the configuration page using control panel, see p.35 "Test Printing".
Is the interface cable connected securely to the printer and the computer?	Connect the interface cable securely. If it has a fastener, fasten it securely as well.
Are you using the correct interface cable?	The type of interface cable you should use depends on the computer you use. Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one. See p.139 "Specifications".
Is the Data In indicator blinking or lit after starting the print job?	If not blinking or lit, the data is not being sent to the printer. **If the printer is connected to the computer using the interface cable** Check the port connection setting is correct. For details about checking the port connection, see p.108 "When the Printer is Directly Connected to a Computer via USB Cable". **Network Connection** Contact your network administrator.

If printing still does not start, contact your sales or service representative. Consult with the store where the printer was purchased for information about the location of sales or service representatives.

When the Printer is Directly Connected to a Computer via USB Cable

Windows

When the printer is directly connected via a USB cable to a computer but the Data In indicator does not flash or light up, use the following method to check the port connection:

- For a USB port connection, port USB00 (n) *1 should be set.

  *1 (n) is the number of printers connected.

Windows XP Professional and Windows Server 2003/2003 R2

1. **Access the [Printers and Faxes] window from [Start] on the taskbar.**
2. **Click to select the icon of the printer. Next, on the [File] menu, click [Properties].**
3. **Click the [Ports] tab.**
4. **Check the [Print to the following port(s).] box to confirm that the correct port is selected.**

   If the port (such as LPT1) is not correct, reinstall the driver.

Reference

- For details about installation and port settings, see Software Guide.

Windows XP Home Edition

1. **Access the [Control Panel] window from [Start] on the taskbar.**
2. **Click [Printers and Other Hardware].**
3. **Click [Printers and Faxes].**
4. **Click to select the icon of the printer. Next, on the [File] menu, click [Properties].**
5. **Click the [Port] tab.**
6. **Check the [Print to the following port(s).] box to confirm that the correct port is selected.**

   If the port (such as LPT1) is not correct, reinstall the driver.

Reference

- For details about installation and port settings, see Software Guide.

Windows Vista and Windows Server 2008

1. **Click [Control Panel] on the [Start] menu, and then click [Printer] in the "Hardware and Sound".**
2. **Right-click to select the icon of the printer, and then click [Properties]. [Properties].**
3. **Click the [Ports] tab.**

4. **Check the [Print to the following port(s).] box to confirm that the correct port is selected.**

   If the port (such as LPT1) is not correct, reinstall the driver.

Reference

- For details about installation and port settings, see Software Guide.

Windows 7 and Windows Server 2008 R2

1. **Click [Start] button, and then click [Devices and Printers].**
2. **Right-click the printer icon you want to check, and then click [Printer Properties].**
3. **Click the [Ports] tab.**
4. **Check the [Print to the following port(s)] list to confirm the correct port is selected.**

Reference

- For details about installation and port settings, see Software Guide.

Mac OS X

When the printer is connected to Mac OS X and the Data In indicator does not flash or light up, try the following procedures to check the port connection.

- Use [About This Mac] to check the USB information.
- Use the printer browser to check if the printer is displayed.

Using [About This Mac]

1. **From the Apple menu, select [About This Mac].**
2. **Click [More Info...].**
3. **Under [Contents], for [Hardware], Select [USB].**

Using the printer browser - Mac OS X 10.4 or earlier

1. **On the [Go] menu, click [Utilities].**
2. **Double-click [Printer Setup Utility].**
3. **Click [Add].**

   Check that the printer appears in the browser. If it does not, reinstall the driver.

Using the printer browser - Mac OS X 10.5 or later

1. **From the Apple menu, select [System Preferences...].**
2. **Under "Hardware", click [Print & Fax].**
3. **Click [+], and then click [Default].**

4. **Select the name of the printer you are using, and then click [Add].**

   Check that the printer appears in the browser. If it does not, reinstall the driver.

Other Printing Problems

Status	Possible Causes, Descriptions, and Solutions
Toner smears appear on the print side of the page.	• The paper setting may not be correct. For example, although you are using thick paper, the setting for thick paper may not be set. Check the printer driver's paper settings. See the printer driver Help. • Confirm that the paper is not curled or bent. Envelopes can be curled easily. Flatten paper before loading. See p.53 "Paper and Other Media".

Status	Possible Causes, Descriptions, and Solutions
Paper jams occur frequently.	• Number of paper set in the tray exceeds the limit. Confirm that the top of the stack is not higher than the limit mark inside the tray. See p.67 "Loading Paper". • There may be a gap between the front end paper guide and the paper, or between the paper guide both side and the paper in the paper tray. Make sure there are no gaps. See p.67 "Loading Paper". • Paper is either too thick or too thin. See p.53 "Paper and Other Media". • Paper is bent or wrinkled. Use paper that have no bents or wrinkles. See p.53 "Paper and Other Media". • Paper has already been printed on. See p.53 "Paper and Other Media". • Paper is damp. Use paper that has been stored properly. See p.53 "Paper and Other Media". • The friction pad or paper feed roller may be dirty. Clean the pertinent section as necessary. See p.100 "Cleaning the Friction Pad and the Paper Feed Roller". • The paper setting may not be correct. For example, although you are using thick paper, the setting for thick paper may not be set. Check the printer driver's paper settings. See the printer driver Help.
Prints fall behind the machine when they are output.	• Raise the appropriate stop fence (forward fence for A4, rear fence for legal size prints). See, p.15 "Exterior: Front View".

Status	Possible Causes, Descriptions, and Solutions
Prints do not stack properly.	• Paper is damp. Use paper that has been stored properly. See p.53 "Paper and Other Media". • Pull out the extender. • Perform the following operation. 1. Press the [Menu] key on the control panel, select [Maintenance], and then press the [OK] key. 2. Press the [▲] or [▼] key and select [Low Humid. Mode], and then press the [OK] key. 3. Press the [▲] or [▼] key, and then select [On]. Note that the first print takes longer than subsequent prints to complete. See the printer driver help. • Raise the appropriate stop fence (forward fence for A4, rear fence for legal size prints). See, p.15 "Exterior: Front View".

Status	Possible Causes, Descriptions, and Solutions
Multiple pages are fed at once.	• There may be a gap between the front end paper guide and paper, or between the paper guide both side and paper in the paper tray. Make sure there are no gaps. See p.67 "Loading Paper". • Paper is either too thick or too thin. See p.53 "Paper and Other Media". • Paper has already been printed on. See p.53 "Paper and Other Media". • Number of paper set in the tray exceeds the limit. Confirm that the top of the stack is not higher than the limit mark inside the tray. See p.53 "Paper and Other Media". • Paper is static. Use paper that has been stored properly. See p.53 "Paper and Other Media". • The friction pad or paper feed roller may be dirty. Clean the pertinent section as necessary. See p.100 "Cleaning the Friction Pad and the Paper Feed Roller". • Check that paper has not been added while there is still some left in the tray. Only add paper when there is none left in the tray. • Fan the paper before loading.
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. See p.53 "Paper and Other Media". • Paper is too thin. See p.53 "Paper and Other Media". • There may be a gap between the front end paper guide and the paper, or between the paper guide both side and the paper in the paper tray. Make sure there are no gaps. See p.67 "Loading Paper".

Status	Possible Causes, Descriptions, and Solutions
Images are not printed in the right position 	Adjust the front end paper guide and both side paper guides to match the paper size. See p.67 "Loading Paper".
Images are printed diagonally to the pages 	Adjust the front end paper guide and both side paper guides to match the paper size. See p.67 "Loading Paper".
Horizontal lines appear on the printed paper.	• Impact can cause lines to appear on printed paper and other malfunctions. Protect the printer from impact at all times, especially while it is printing. • If lines appear on prints, turn the printer off, wait a few moments, and then turn it back on again. Then, perform the print job again.
Paper is not fed from the selected tray.	Make sure that the settings made on the printer driver match the settings made on the control panel.
A printed image is different from the image on the computer's display.	When you use some functions, such as enlargement and reduction, the layout of the image might be different from that displayed in the computer display.

Status	Possible Causes, Descriptions, and Solutions
It takes too much time to resume printing.	• The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, the data is being processed. Just wait until it resumes. • The printer was in the Energy Saver mode. To resume from the Energy Saver mode, the printer has to warm up, and this takes time until printing starts. To disable Energy Saver mode: 1. Press the [Menu] key on the control panel, select [System], and then press the [OK] key. 2. Press the [▲] or [▼] key and select [Energy Saver 2], and then press the [OK] key. 3. Press the [▲] or [▼] key, and then select [Off].
It takes too much time to complete the print job.	• Photographs and other data intensive pages take a long time for the printer to process, so simply wait when printing such data. Changing the settings with printer driver may help to speed up printing. See the printer driver Help. • The data is so large or complex that takes time to process. If the Data In indicator is blinking, the data is being processed. Just wait until it resumes. • If the Data In indicator on the control panel is flashing, the printer is warming up. Wait for a while.
Images are cut off, or excess pages are printed.	If you are using paper smaller than the paper size selected in the application, use the same size paper as that selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver Help.
Photo images are coarse.	Some applications lower the resolution for making prints.

Status	Possible Causes, Descriptions, and Solutions
The whole printout is blurred.	• Paper is damp. Use paper that has been stored properly. See p.53 "Paper and Other Media". • Perform the following operation. 1. Press the [Menu] key on the control panel, select [Maintenance], and then press the [OK] key. 2. Press the [▲] or [▼] key and select [Low Humid. Mode], and then press the [OK] key. 3. Press the [▲] or [▼] key, and then select [On]. • If the Alert indicator on the control panel lights up and the following message appears on the display, replace the print cartridge: [Replace Print Cartridge] See p.93 "Replacing the Print Cartridge". • Condensation may have collected. If rapid change in temperature or humidity occurs, use this printer only after it has acclimatized.
White streaks appear.	Toner is almost depleted. If an error message appears on the control panel, replace the print cartridge. See p.93 "Replacing the Print Cartridge".
The backs of printed sheets are blemished.	• When removing a jammed sheet, the inside of the printer may have become dirtied. Print several sheets until they come out clean. • If document size is larger than paper size, e.g. A4 document on B5 paper, the back of the next printed sheet may be dirtied.
If rubbed with your finger, it smears out.	The setting of the paper may not be correct. For example, although thick paper is used, the setting for thick paper may not be set. • Check the paper settings of this printer. See p.56 "Types of Paper and Other Media". • Check the paper settings of the printer driver. See the printer driver Help.
The toner has run out and printing has stopped.	When the toner runs out, pressing the [Stop/Start] key allows you to print a few more pages, but the print quality of those pages cannot be guaranteed.

Status	Possible Causes, Descriptions, and Solutions
The toner is powdery and comes away from the paper, or the printed image has a matt appearance.	Check if the levers are lowered. Raise the levers.
Printed envelopes come out creased.	Check if thelevers are properly set.

If the problem cannot be solved, contact your sales or service representative.

Additional Troubleshooting

Problems	Solutions
Strange noise is heard.	If a supply was recently replaced or an option attached in the area the strange noise is coming from, check the supply or option is properly attached. If the strange noise persists, contact your sales or service representative.
No e-mail is received when an Alert occurs, and after resolving an Alert.	• Confirm the setting using Web Image Monitor. Confirm that [Auto E-mail Notification] setting is specified. • When the power is turned off before the e-mail is transmitted, the e-mail will not be received. • Check the e-mail address set for the destination. If the email was sent but not received, it is possible the destination was incorrect. Also check error mail information from the e-mail server.
No e-mail notification is received even though advance auto e-mail notification was set using Web Image Monitor or the control panel.	After changing the setting, turn the main unit's power off and then back on again.
When no date information is included in sent e-mail, the mail server has a malfunction.	Make the setting for obtaining time information from the SMTP server. For details, see “Printer Status Notification by E-Mail”, Software Guide.

Note

- If the printer is still not operating satisfactorily, contact your sales or service representative. Consult with the store where the printer was purchased for information about the location of sales or service representatives.

9. Removing Misfed Paper

This chapter explains how to remove misfed paper.

When Paper is Jammed

If a paper jam occurs, the Alert indicator on the control panel flashes and one of the following messages appears on the control panel:

"Internal Misfeed"

"Misfeed: Tray 1"

"Misfeed: Tray 2"

"Misfd: BypssTray"

"Misfd: Stnd Tray"

"Misfd: Dupl Unit"

Open the front cover, and check the following locations for the paper jam.

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).

⚠CAUTION

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

Important

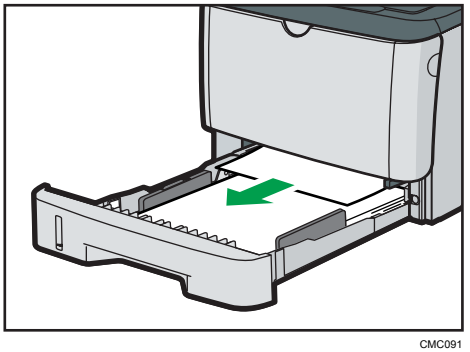
- **Misfed paper may be covered in toner. Be careful not to get toner on your hands or clothes.**
- **Toner on prints made after removing misfed paper may be loose (inadequately fused). Make a few test prints until smudges no longer appear.**
- **Do not forcefully remove misfed paper, it will tear. Torn pieces remaining inside the printer will cause further misfeeds and possibly damage the printer.**
- **Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.**

When "Internal Misfeed", "Misfeed: Tray 1", "Misfeed: Tray 2", or "Misfd: Stnd Tray" Appears

"Internal Misfeed", "Misfeed: Tray 1", "Misfeed: Tray 2", or "Misfd: Stnd Tray" appears when a paper jam has occurred in the fusing unit, tray 1, or tray 2.

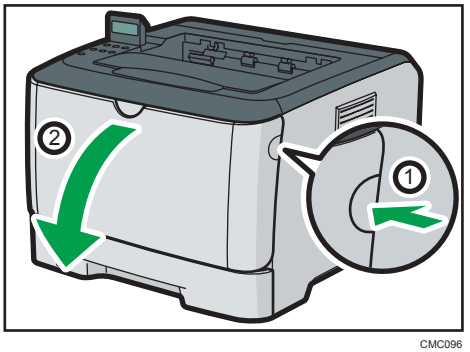
Use the following procedure to remove paper that has become jammed inside the printer or in the paper feed area.

1. **Pull tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.**



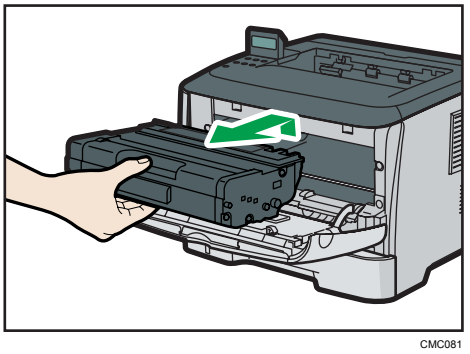
CMC091

2. **Carefully slide tray 1 back in until it stops.**
3. **If paper is loaded in the bypass tray, remove the paper.**
4. **Close the bypass tray.**
5. **Push the side button to open the front cover, and then carefully lower it.**



CMC096

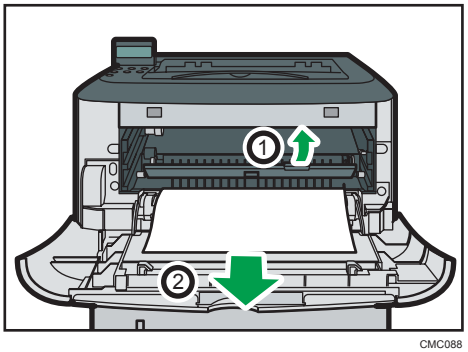
6. **Carefully pull out the print cartridge horizontally, holding its center.**



CMC081

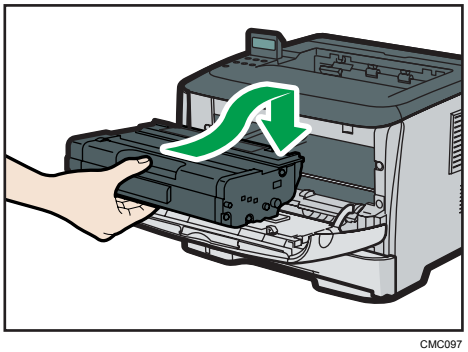
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

7. **Lifting the guide plate, remove the jammed paper carefully.**



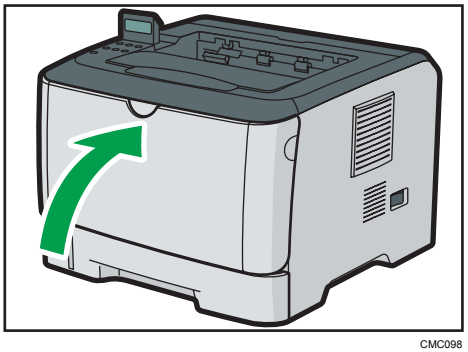
CMC088

8. **Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.**



CMC097

9. **Using both hands, carefully push up the front cover until it closes.**



CMC098

Note

- If paper is jammed in tray 2 but is difficult to locate, pull out tray 2 to remove it. After removing the paper, carefully push Tray 2 all the way back inside the printer.

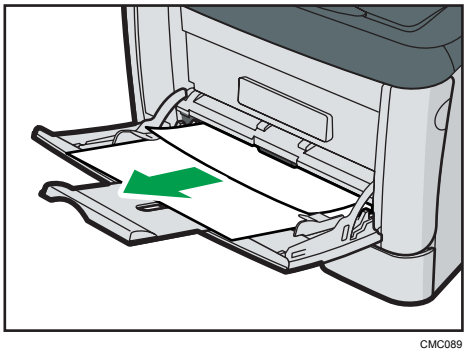
- When closing the front cover, push the upper side of the cover firmly. After closing the cover, check that the error is cleared.

When "Misfd: BypssTray" Appears

"Misfd: BypssTray" appears when a paper jam has occurred in the bypass tray.

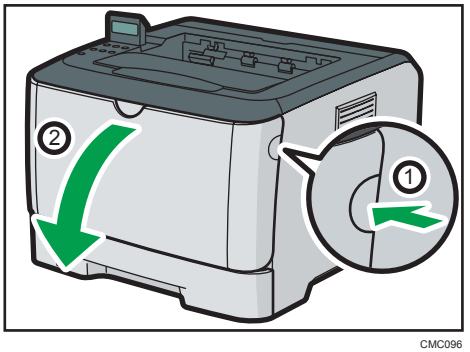
Use the following procedure to remove paper that has become jammed after being fed in from the bypass tray.

1. **If paper is jammed in the bypass tray input area, remove the jammed paper carefully.**



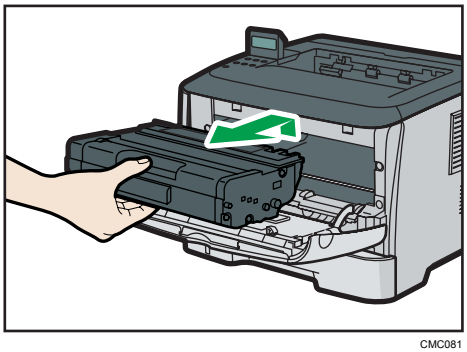
CMC089

2. **Close the bypass tray.**
3. **Push the side button to open the front cover, and then carefully lower it.**



CMC096

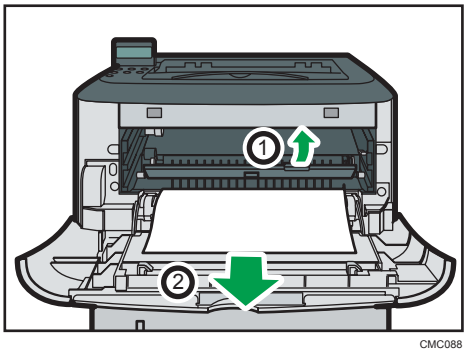
4. **Carefully pull out the print cartridge horizontally, holding its center.**



CMC081

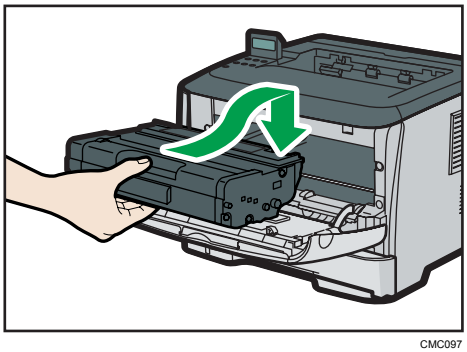
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

5. **Lifting the guide plate, remove the jammed paper carefully.**



CMC088

6. **Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.**



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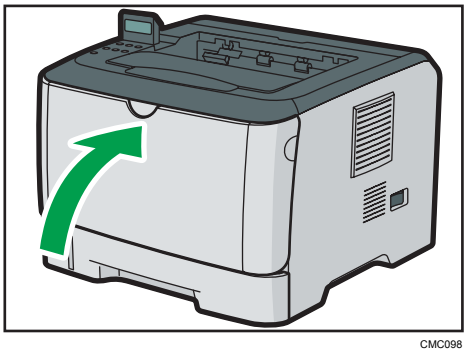
7. **Using both hands, carefully push up the front cover until it closes.**



CMC098

Note

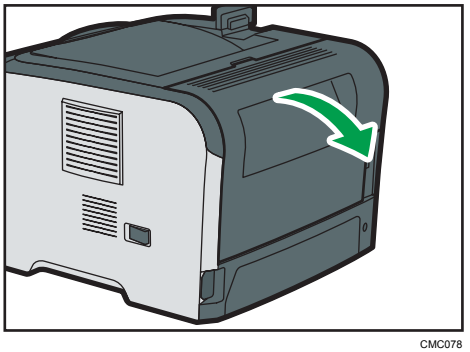
- When closing the front cover, push the upper side of the cover firmly. After closing the cover, check that the error is cleared.

When "Misfd: Dupl Unit" Appears

"Misfd: Dupl Unit" appears when a paper jam has occurred in the duplex unit.

Use the following procedure to remove paper that has become jammed in the exit area or inside the duplex unit.

1. **Open the rear cover.**



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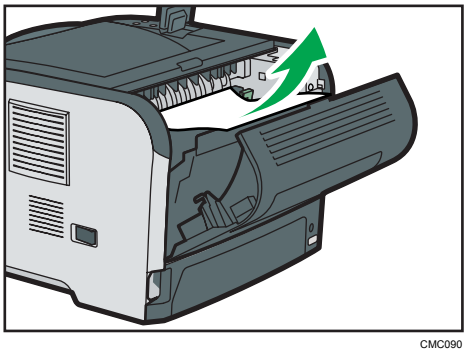
2. Remove the jammed paper carefully.



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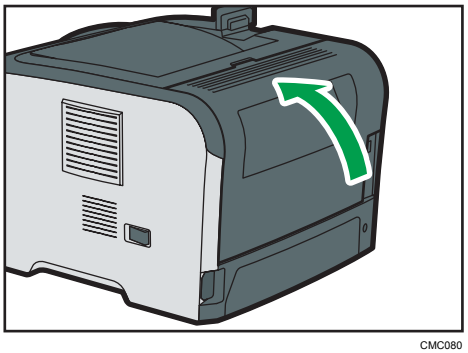
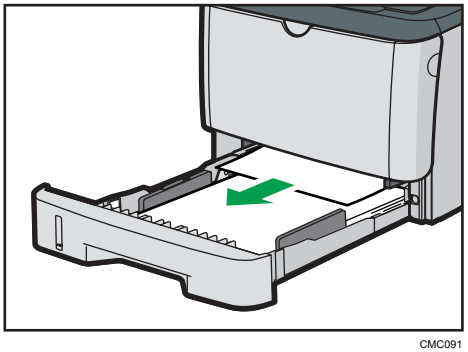
3. Close the rear cover.



CMC080

4. Pull tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.



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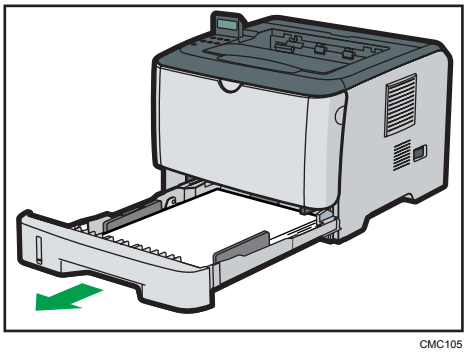
5. **Pull tray 1 out completely with both hands.**

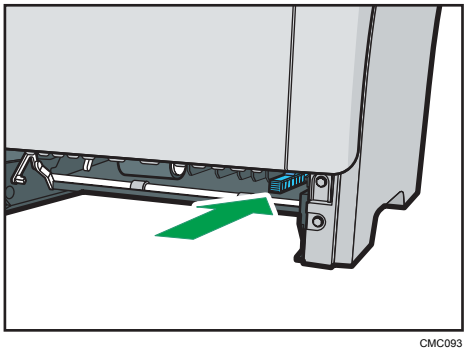


CMC105

Place the tray on a flat surface.

6. **Push the blue lever.**

Pushing the blue lever lowers the duplex transport unit.



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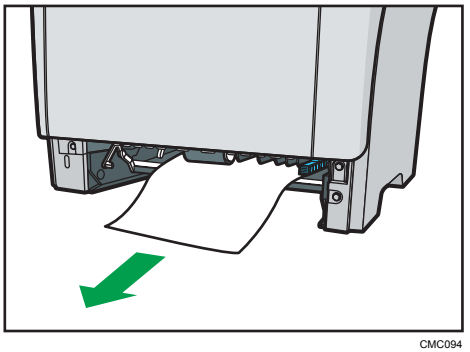
7. **If there is jammed paper, carefully remove it.**



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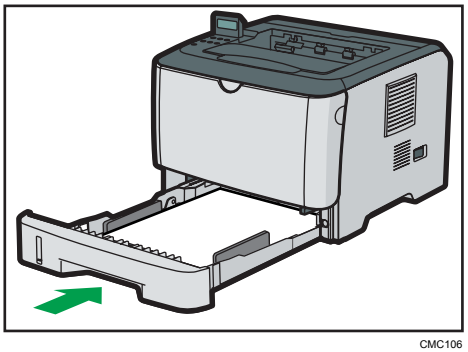
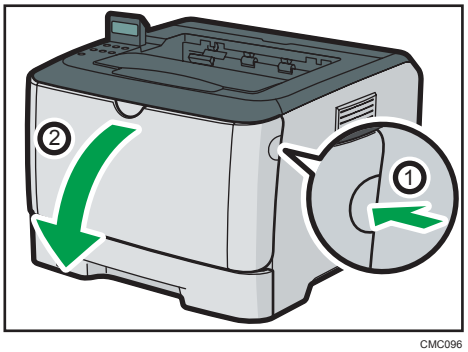
8. With the duplex transport unit still lowered, carefully slide tray 1 back in until it stops.



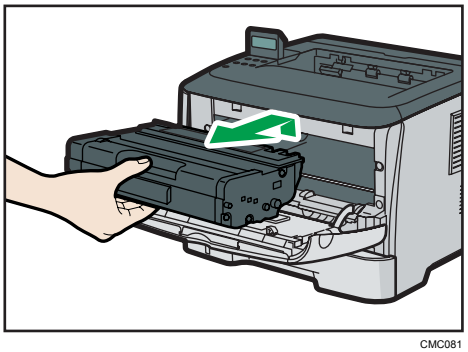
CMC106

9. If paper is loaded in the bypass tray, remove the paper and close the bypass tray.
10. Push the side button to open the front cover, and then carefully lower it.



CMC096

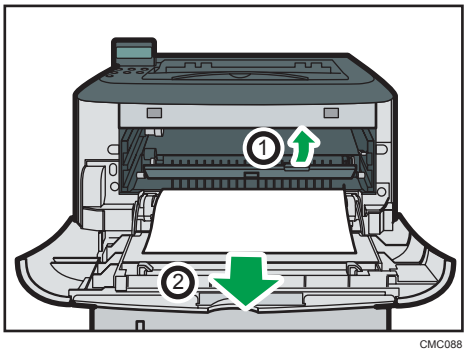
11. Carefully pull out the print cartridge horizontally, holding its center.



CMC081

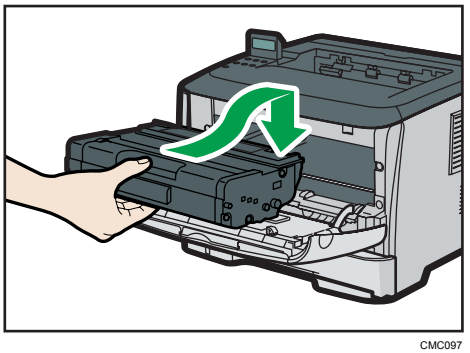
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

12. Lifting the guide plate, remove the jammed paper carefully.



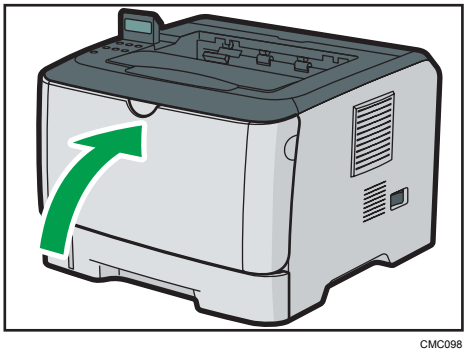
CMC088

13. Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



CMC097

14. Using both hands, carefully push up the front cover until it closes.



CMC098

Note

- When closing the covers, push the covers firmly. After closing the covers, check that the error is cleared.

10. Appendix

This section explains maintenance and operation procedures for this printer. It also describes the specifications of the printer and its options.

If the Printer is Not Going to Be Used for a Long Time

If the printer is going to be inactive for a long time, follow the procedure shown here.

⚠WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).

⚠CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

Preparing the Printer For a Long Period of Inactivity

Use this procedure to prepare the printer for a long period of inactivity with its power switch turned to off.

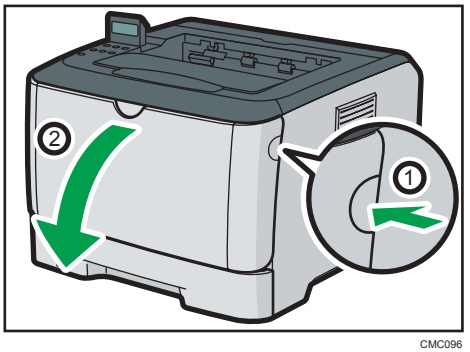
Note that not using the following procedure could result in unusual noises when use of this printer is resumed.

Important

- **Do not switch off the printer during printing.**

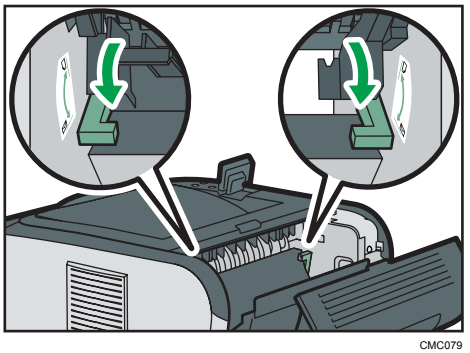
1. **Turn off the power switch.**
2. **Pull out the plug from the socket.**

3. **Pull the opening lever on the front cover, and then carefully lower the front cover.**



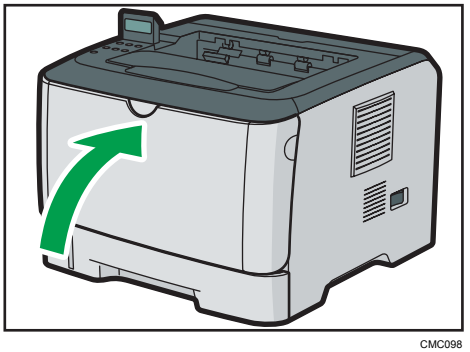
CMC096

4. **Lower the levers with thumb fingers.**



CMC079

5. **Close the front cover with both hands carefully.**



CMC098

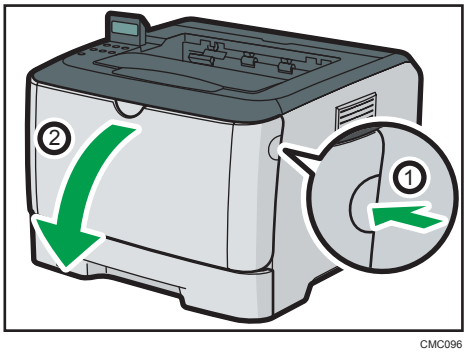
Note

- This step is not necessary if the printer's power switch is on but the printer has been inactive for a long time.

Using the Printer Again after it has been Inactive for a Long Period

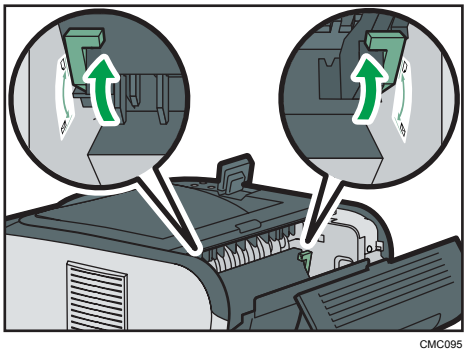
Use the following procedure to start using the printer again after it has been inactive for a long period.

1. Plug in the power cable.
2. Pull the opening lever on the front cover, and then carefully lower the front cover.



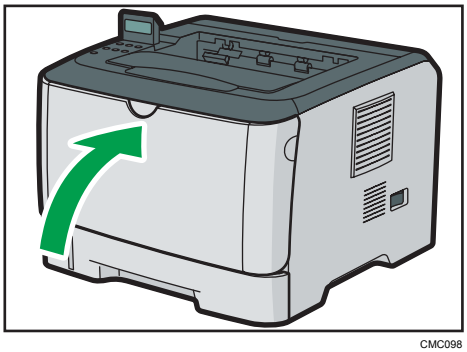
CMC096

3. Pull up the levers with thumb fingers.



CMC095

4. Close the front cover with both hands carefully.



CMC098

5. Turn the power switch to On.

Moving and Transporting the Printer

⚠CAUTION

- If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

⚠CAUTION

- The machine weighs approximately 12.4 kg (27.4 lb.). When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.

⚠CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

⚠CAUTION

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

⚠CAUTION

- When moving the machine after use, do not take out the toner to prevent toner spill inside the machine.

Repack the printer in its original packing materials for transporting.

Important

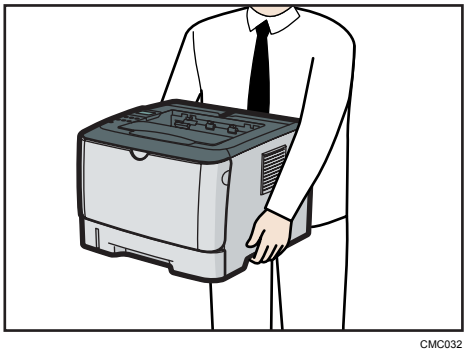
- **Be sure to disconnect all cables from the printer before transporting it.**
- **The printer is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the printer horizontally. Take extra caution when carrying the printer up or down stairs.**
- **If Tray 2 is installed, remove it from the printer, and then move them separately.**
- **Do not grip on the tray area when lifting the printer.**

Moving over a Short Distance

Important

- **Do not remove the print cartridge when moving the printer.**

1. **Be sure to check the following points:**
   - The power switch is turned off.
   - The power cable is unplugged from the wall outlet.
   - The interface cable is unplugged from the printer.
2. **If Tray 2 is installed, remove it.**
3. **Lift the printer by using the inset grips on both sides of the printer, and then move it horizontally to the place where you want to use it.**



CMC032

4. **If you have removed Tray 2, reinstall it.**

Note

- Be sure to move the printer horizontally. To prevent toner from scattering, move the printer carefully.

Moving over a Long Distance

If you intend to move the printer over a long distance, you must pack it well.

Empty all the paper trays, but do not remove the print cartridge. Take care not to tip or tilt the printer during transit.

Important

- **Do not remove the print cartridge when moving the printer.**

1. **Be sure to check the following points:**
   - The power switch is turned off.
   - The power cable is unplugged from the wall outlet.

- The interface cable is unplugged from the printer.
- All paper trays are empty.

2. **If Tray 2 is installed, remove it.**

Note

- Toner might spill inside the printer if the printer is not kept level during transit.
- For more information about moving the printer, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Consumables

⚠CAUTION

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Print Cartridge

Print cartridge	Average printable number of pages per cartridge *1
Black	2,500 pages, 5,000 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 and the image density set as the factory default. ISO/IEC 19752 is an international standard on measurement of printable pages, set by the International Organization for Standardization.

Note

- If print cartridge is not changed when necessary, printing will become impossible. We recommend keeping a stock of bottles or purchasing them soon.
- The actual number of printable pages varies depending on the image volume and density, number of pages to be printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridge may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridge (consumable) is not covered by warranty. However, if there is a problem, contact the store where they were purchased.
- When you first use this printer, use the print cartridge packaged with the printer.
- The supplied print cartridge is good for approximately 1,500 pages.
- To prevent a cleaning malfunction, you may need to replace a print cartridge even if it is not empty.
- If the toner has run out but you urgently need to continue printing, see p.111 "Other Printing Problems".

Specifications

⚠WARNING

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

Main Unit

Configuration

Desktop

Print Process

Laser beam scanning & Electrophotographic printing

First Print Speed

8 seconds or less (A4/Letter, 600 × 600)

Note

- If the printer has not been used for a while, there may be a short delay before the first page starts printing.

Printing Speed (Single sided printing)

- 600 dpi

  28 pages per minute (A4) / 30 pages per minute (Letter)
- 1200 dpi

  14 pages per minute (A4) / 15 pages per minute (Letter)

Printing Speed (Duplex Printing)

- 600 dpi

  14 pages per minute (A4) / 15 pages per minute (Letter)
- 1200 dpi

  Duplex printing is not possible

Resolution

600 dpi (Maximum: 1200 × 1200 dpi)

Paper size

See p.53 "Paper and Other Media"

Paper Weight

See p.53 "Paper and Other Media"

Media Type

See p.53 "Paper and Other Media"

Paper Output Capacity

Standard 125 sheets (80 g/m^2, 20 lb.)

Paper Input Capacity

Standard Paper Tray	250 sheets *1
Bypass Tray	50 sheet *1
Optional Paper Feed Units	250 sheets *1

*1 Paper weight: 80 g/m^2 (20 lb. bond)

Power Source

- Region A

  220-240 V, 5A, 50/60 Hz
- Region B

  120 V, 10 A, 60 Hz

Power Consumption

Maximum power consumption	• Region A 880 W • Region B 850 W
Energy Saver mode 1	70 W or less
Energy Saver mode 2	5 W or less

Warm-up Time

Less than 20 seconds (23 °C, 71.6 F)

Dimensions

	Width	Depth	Height
Printer only (tray not extended)	370 mm (14.6 inches)	392 mm (15.5 inches)	262 mm (10.4 inches)*1

*1 If tray 2 is installed, the height increases by 89 mm (3.5 inches).

Weight

- Type 1

  11.4 kg (25.2 lb.)
- Type 2

  12.4 kg (27.4 lb.)

Noise Emission *1

Sound Power Level (Main unit only)

Stand-by	Less than 40 dB (A)
Printing	Less than 65.8 dB (A)

Sound Power Level (Complete system)

Stand-by	Less than 40 dB (A)
Printing	Less than 69.8 dB (A)

Sound Pressure Level *2 (Main unit only)

Stand-by	Less than 34 dB (A)
Printing	Less than 59.8 dB (A)

Sound Pressure Level *2 (Complete system)

Stand-by	Less than 34 dB (A)
Printing	Less than 63.8 dB(A)

*1 The preceding measurements made in accordance with ISO7779 are actual values.

*2 Measured at the position of a bystander.

Memory

Standard 64MB

Interface

- Ethernet (10 Base-T/100 Base-TX)
- USB2.0

  It requires a USB computer port and cable that support USB 2.0.

Printer Language

PCL 6, PostScript 3

Fonts

80 fonts

Options

Paper Feed Unit TK1080

Paper capacity

250 sheets

Paper size

A4, B5 JIS, A5, Legal ($8^1/_2$" × 14"), Letter ($8^1/_2$" × 11), Half Letter ($5^1/_2$" × $8^1/_2$")

Dimensions (W × D × H)

370 × 392 × 89 mm (14.6 × 15.5 × 3.5 inches)

Paper weight

60 - 105 g/m^2, (16.0 – 28.0 lb.)

Weight

Less than 2.4 kg (5.3 lb.)

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- The product names of Windows XP are as follows:

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  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Professional x 64 Edition
- The product names of Windows Vista are as follows:

  Microsoft® Windows Vista® Ultimate

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic

  Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:

  Microsoft® Windows® 7 Starter

  Microsoft® Windows® 7 Home Premium

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Ultimate

  Microsoft® Windows® 7 Enterprise
- The product names of Windows Server 2003 are as follows:

  Microsoft® Windows Server® 2003 Standard Edition

Microsoft® Windows Server® 2003 Enterprise Edition

Microsoft® Windows Server® 2003 Web Edition

Microsoft® Windows Server® 2003 Datacenter Edition

- The product names of Windows Server 2003 R2 are as follows:

  Microsoft® Windows Server® 2003 R2 Standard Edition

  Microsoft® Windows Server® 2003 R2 Enterprise Edition

  Microsoft® Windows Server® 2003 R2 Datacenter Edition

- The product names of Windows Server 2008 are as follows:

  Microsoft® Windows Server® 2008 Foundation

  Microsoft® Windows Server® 2008 Standard

  Microsoft® Windows Server® 2008 Enterprise

  Microsoft® Windows Server® 2008 Datacenter

  Microsoft® Windows Server® 2008 for Itanium-based Systems

  Microsoft® Windows® Web Server 2008

  Microsoft® Windows® HPC Server 2008

- The product names of Windows Server 2008 R2 are as follows:

  Microsoft® Windows Server® 2008 R2 Foundation

  Microsoft® Windows Server® 2008 R2 Standard

  Microsoft® Windows Server® 2008 R2 Enterprise

  Microsoft® Windows Server® 2008 R2 Datacenter

  Microsoft® Windows Server® 2008 R2 for Itanium-based Systems

  Microsoft® Windows® Web Server 2008 R2

  Microsoft® Windows® HPC Server 2008 R2

Note

- PostScript® 3 in this manual stands for “Adobe PostScript 3 Emulation”.

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MEMO

MEMO