



BPS 905 FC

Color Laser MFP
Printer_Copier_Scanner
User's Guide

Thank You

Thank you for choosing this machine.

This User's Guide describes the functions, operating procedures, precautions, and basic troubleshooting for this machine.

Notice

We reserve the right to make changes to this guide and to the equipment described herein without notice. Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, we make no warranty of any kind including, but not limited to, any implied warranties of merchantability and fitness for a particular purpose with regard to this manual.

We assume no responsibility for, or liability for, errors contained in this manual or for incidental, special, or consequential damages arising out of the furnishing of this manual, or the use of this manual in operating the equipment, or in connection with the performance of the equipment when so operated.

Legal Restrictions on Copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

Financial Instruments

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

Legal Documents

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

General

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

Our Concern for Environmental Protection



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

What is an ENERGY STAR product?

An ENERGY STAR product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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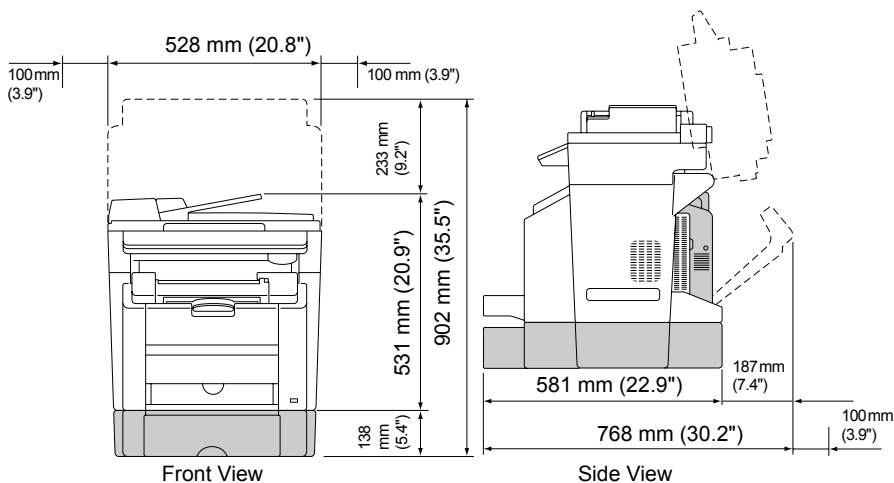
Introduction

1

Getting Acquainted with Your Machine

Space Requirements

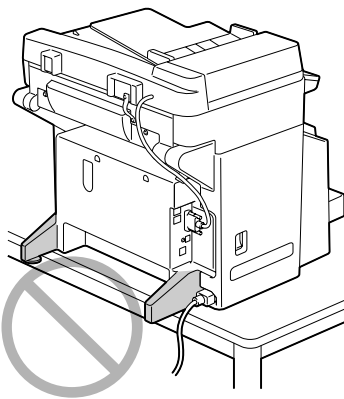
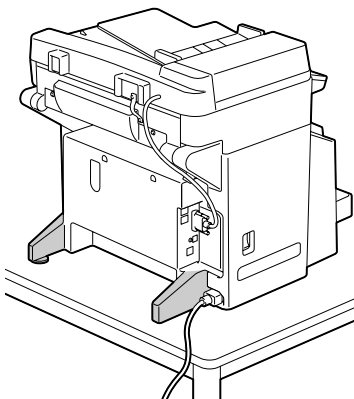
To ensure easy operation, consumable replacement and maintenance, adhere to the recommended space requirements detailed below.



The options appear shaded in the above illustration.

Installation Precautions

When setting up this machine on a desk, make sure that the supports do not extend off the desk.



Part Names

The following drawings illustrate the parts of your machine referred to throughout this guide, so please take some time to become familiar with them.

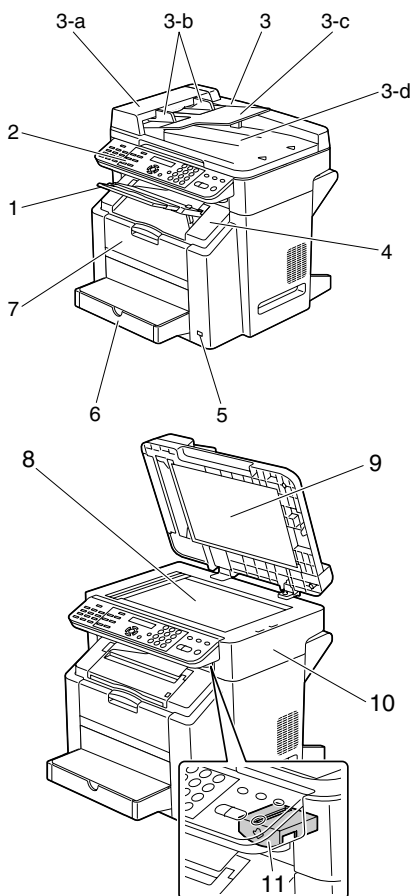
Front View

1. Output bin
2. Control panel
3. Automatic Document Feeder (ADF)
 - 3-a. ADF feed cover
 - 3-b. Document guide
 - 3-c. Document feed tray
 - 3-d. Document output tray



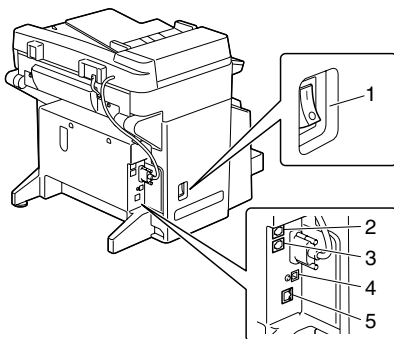
The ADF may appear as "document cover" in status and error messages.

4. Engine cover
5. Digital Camera Direct Photo Print port
6. Tray 1 (Multipurpose tray)
7. Front cover
8. Original glass
9. Original cover pad
10. Scanner unit
11. Scanner unit release lever



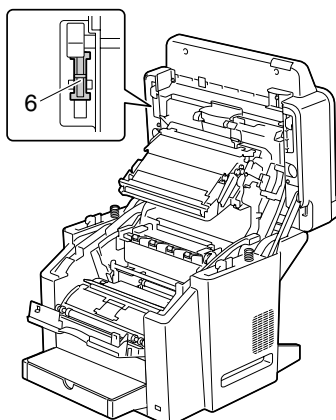
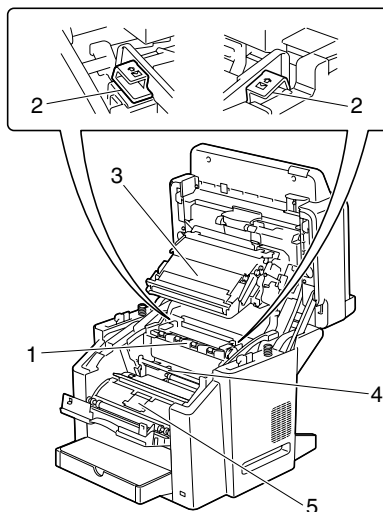
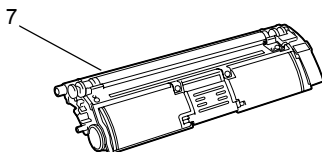
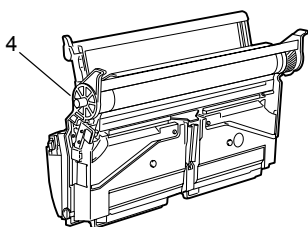
Rear View

1. Power switch
2. TEL (telephone) jack
3. LINE (telephone line) jack
4. USB port
5. 10Base-T/100Base-TX (IEEE 802.3) Ethernet Interface port



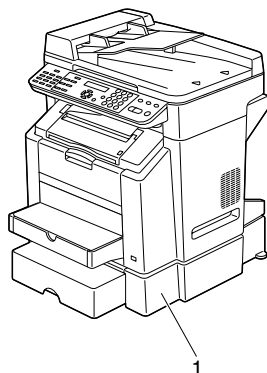
Inside

1. Fuser unit
2. Fuser separator levers
3. Transfer belt unit
4. Drum cartridge
5. Toner cartridge carousel (containing 4 toner cartridges: C, M, Y and K)
6. Scanner lock
7. Toner cartridge



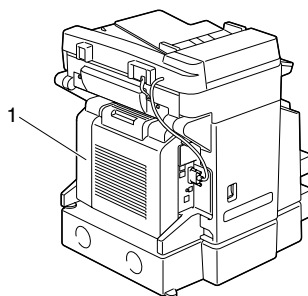
Front View with Options

1. Tray 2



Rear View with Options

1. Duplex option



Drivers and Documentation CD-ROM

Printer Drivers

Drivers	Use/Benefit
Printer Driver for Windows Vista/XP/Server 2003/2000/Me/98SE	These drivers give you access to all of the printer features, including finishing and advanced layout.

Scanner Drivers

Drivers	Use/Benefit
TWAIN Driver for Windows Vista/XP/Server 2003/2000	This drivers enables you to set scanning functions, such as the color setting and size adjustments. For details, refer to “Scanner Driver Settings” on page 119.
TWAIN Driver for Windows Me/98SE	



For details on the installation of the drivers, refer to the attached Installation Guide.

Applications CD-ROM

Applications

Applications	Use/Benefit
Local Setup Device (LSD)	This software enables one-touch dialing, speed dialing, and group dialing for faxes to be created and edited from the computer. In addition, the status of this machine can be checked.
PaperPort	This software is a document management software package that helps you scan, organize, access, share, and manage both your paper and digital documents on your personal computer.



Please select “LSD” to install Local Setup Device (LSD) from the Drivers and Documentation CD-ROM

Utility

Utility	Use/Benefit
Easy Web Management	<p>With the web browser, the status of printers can be checked, and each setting can be changed.</p> <p>For details, refer to the Color Laser MFP Network Utility Guide.</p>

System Requirements

- Personal computer
Pentium 2: 400 MHz or higher
- Operating System
 - Microsoft Windows XP Home/Professional Edition, Windows Server 2003, Windows 2000, Windows Me, Windows 98SE
- Free hard disk space
256 MB or more
- RAM
128 MB or more
- CD-ROM/DVD drive
- I/O interface
 - 10Base-T/100Base-TX (IEEE 802.3) Ethernet interface port
 - USB Revision 2.0 and USB Revision 1.1 compliant port

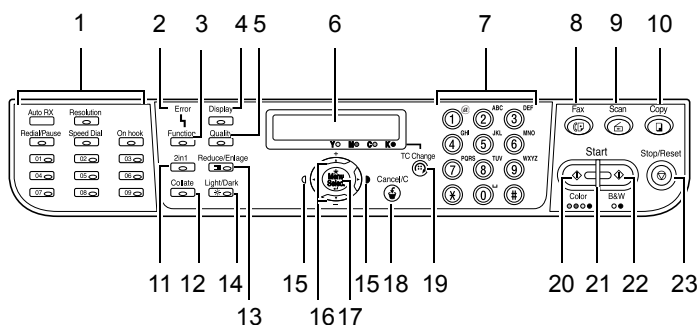


The Ethernet cable and USB cable are not included with the machine.


Control Panel and Configuration Menu

2



About the Control Panel



Control Panel Indicators and Keys

No.	Name	Function
1	Fax Operations keys	Provides fax operations. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
2	Error indicator	Lights up when an error has occurred.
3	Function key	Press to specify tray settings, duplex (Double-Sided) printing settings, ID card copy settings, Clone Copy, and Poster Copy.  <i>The tray settings and duplex (Double-Sided) printing settings cannot be specified if the optional media feed unit and duplex are not installed.</i>

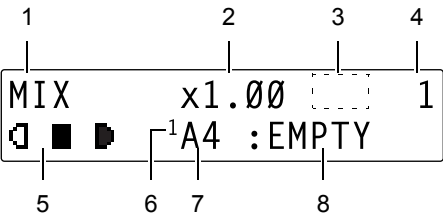
No.	Name	Function
4	Display key	<p>Press to check the status of this machine and the specified settings.</p> <ul style="list-style-type: none"> ■ Displays a rough estimate of the amount of toner remaining. ■ Displays the total number of pages that have been copied, printed and scanned. ■ Displays the results for fax transmissions and receptions. ■ Prints the machine settings, lists and reports related to faxing. <p>For details, refer to “Checking the Machine Status and Settings” on page 17.</p>
5	Quality key	Press to specify the document type to be copied and the resolution.
6	Message Window	<ul style="list-style-type: none"> ■ Displays information such as the media type, copy density, and zoom ratio. For details, refer to “Display Indications” on page 14. ■ Displays an error message when an error occurs. For details on error messages, refer to “Status, Error, and Service Messages” on page 198.
7	Keypad	Type in values such as the desired number of copies.
8	Fax key	Press to enter Fax mode. The key lights up in green while the machine is in Fax mode. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
9	Scan key	Press to enter Scan mode. (only with a network) The key lights up in green while the machine is in Scan mode. For details, on the Scanner functions, refer to “Using the Scanner” on page 117
10	Copy key	Press to enter Copy mode. The key lights up in green while the machine is in Copy mode. For details on the Copy functions, refer to “Using the Copier” on page 103.
11	2in1 key	Press to specify 2in1 copying.
12	Collate key	Press to specify collated copying.






No.	Name	Function
13	Reduce/ Enlarge key 	Press to specify reduced/enlarged copying with pre-set zoom ratios.
14	Light/Dark key 	Press to select the copy density.
15	◀/▶ keys	<ul style="list-style-type: none"> ■ Press to move left and right through the setting screens, such as the configuration menu. ■ Press to select the copy density.
16	▲/▼ keys	<ul style="list-style-type: none"> ■ Press to move up and down through the setting screens, such as the configuration menu. ■ Press to specify the zoom ratio in 0.01 increments. (Setting range: 0.50 to 2.00)
17	Menu Select key	<ul style="list-style-type: none"> ■ Press to display the configuration menu. ■ Press to select the setting that is currently displayed.
18	Cancel/C key	<ul style="list-style-type: none"> ■ Press to cancel the setting that is currently displayed. ■ Press to clear the specified number of copies. ■ Press to return to the first screen of a menu item or to the main screen. ■ Press to cancel printing from the print screen.
19	TC Change key	Press to display the message for replacing the toner cartridge. For details on replacing the toner cartridge, refer to “Replacing the Toner Cartridge” on page 134.
20	Start-Color key	Press to begin full-color copying.
21	Start indicator	<p>Lights up in green when copying is possible.</p> <p>Lights up in orange if copying is not possible, for example, during warm-up or if an error has occurred.</p>

No.	Name	Function
22	Start-B&W key	Press to begin monochrome copying.
23	Stop/Reset key	<ul style="list-style-type: none"> ■ Press to stop copying, scanning, and faxing. ■ Press to return the following to their default settings. <ul style="list-style-type: none"> – Copy quality – Copy density – Zoom ratio – Collate – Number of copies – Tray select ■ Press to cancel the following functions. <ul style="list-style-type: none"> – 2in1 copy – Duplex copy – ID card copy – Clone copy – Poster copy ■ Press to cancel toner replacing after the TC Change key is pressed.

Display Indications

Main Screen



No.	Indication	Description
1	Document type	Indicates the document type to be copied specified either with the Quality key or from the configuration menu.
2	Zoom ratio	Indicates the zoom ratio.
3	Icons that appear with copy operations	 : Appears when 2in1 copying is set.  : Appears when duplex (Double-Sided) copying is set.  : Appears when collated copying is set. For details, refer to “Making Advanced Copies” on page 108.
4	Number of copies	Indicates the number of copies.
5	Copy density	Indicates the copy density. [A] appears when the following settings are specified.  The Quality key was pressed to select TEXT.  AUTO is selected while 1 MODE on the COPY SETTING menu is set to TEXT.
6	Media tray	Indicates the media tray that is selected.

No.	Indication	Description
7	Media size	<p>Indicates the media size that is selected.</p> <p>Change the paper size from the PAPER SOURCE menu.</p> <p>For details, refer to “PAPER SOURCE SETUP Menu” on page 27.</p>
8	Status	Displays messages such as when media is empty.

Print Screen

When a print job is received, PC : PRN appears in the status section of the main screen. To display the print screen, press the **Display** key, then the ► key, while PC : PRN is displayed. (The following screen appears.)

To cancel printing, press the **Cancel/C** key when the print screen appears. Then, select YES, and press the **Menu Select** key.

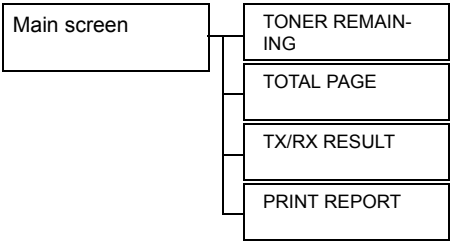


No.	Indication	Description
1	Status	Displays messages indicating operations such as printing.
2	Media tray/ media size	Indicates the media tray and media size that is selected.

Checking the Machine Status and Settings

Press the **Display** key to check the status of this machine and the specified settings.

Press the **Display** key to switch between each item to be checked. Alternatively, the **▲** and **▼** keys can be pressed.



TONER REMAINING

This screen provides a rough estimate of the amount of toner remaining.



To return to the main screen, press the **Cancel/C** key.

TOTAL PAGE

The total number of pages for each of the following can be checked.

B/W COPY	This counter shows the total number of pages copied in black-and-white.
COLOR COPY	This counter shows the total number of pages copied in color.
B/W PRINT	This counter shows the total number of pages printed in black-and-white.
COLOR PRINT	This counter shows the total number of pages printed in color.

FAX PRINT	This counter shows the total number of pages that were faxed.
TOTAL SCAN	This counter shows the total number of document pages that were scanned.

TX/RX RESULT

The results of a maximum of 60 fax transmissions/receptions can be viewed. In addition, the transmission/reception results that are displayed can be printed by pressing the **Start-B&W** key. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.

PRINT REPORT

The machine settings, lists and reports related to faxing can be printed.

TX RESULT REPORT	Prints the results of fax transmissions. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
RX RESULT REPORT	Prints the results of fax receptions. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
ACTIVITY REPORT	Prints the results of fax transmissions and receptions. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
MEMORY DATA LIST	Prints the information for queued fax transmissions. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
MEMORY IMAGE PRINT	Prints the information and a reduced first page of queued fax transmissions. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
ONE-TOUCH LIST	Prints a list of the destinations programmed for one-touch dialing. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
SPEED DIAL LIST	Prints a list of the destinations programmed for speed dialing. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
GROUP DIAL LIST	Prints a list of the one-touch dialing groups. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
MENU MAP	Prints the configuration menu and its settings.

CONFIGURATION PAGE	Prints a rough estimate of the percentage of toner remaining and the settings, information and status of this machine.
DEMO PAGE	Prints a demo page.

Functions Available With the Function Key

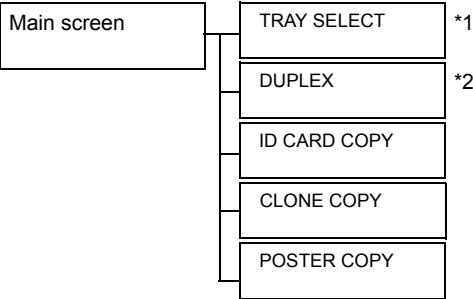
Press the **Function** key to specify tray settings, duplex (Double-Sided) copying, ID card copy settings, clone copy, and poster copy.



To specify tray settings, duplex (Double-Sided) copying, ID card copy settings, clone copy, and poster copy, press the **Copy** key while the **Fax** key or **Scan** key is lit up in green.



For details on the functions available with the **Function** key in Fax mode, refer to the Color Laser MFP Fax_PC Fax User's Guide.



*1 Cannot be set if the optional Tray 2 is not installed.

*2 Cannot be set if the duplex option is not installed.

1 TRAY SELECT	Setting	TRAY1 / TRAY2
	Select the tray. For details, refer to “Selecting the Media Tray” on page 107.	
2 DUPLEX	Setting	OFF / LONG EDGE / SHORT EDGE
	Select the setting for duplex (Double-Sided) copying. For details, refer to “Setting Duplex (Double-Sided) Copying” on page 111.	
3 ID CARD COPY	Setting	OFF / ON
	Select the setting for ID card copying. For details, refer to “ID Card Copying” on page 109.	
4 CLONE COPY	Setting	OFF / ON
	Select the setting for clone copying. For details, refer to “Setting Clone Copying” on page 114.	
5 POSTER COPY	Setting	OFF / ON
	Select the setting for poster copying. For details, refer to “Setting Poster Copying” on page 115.	

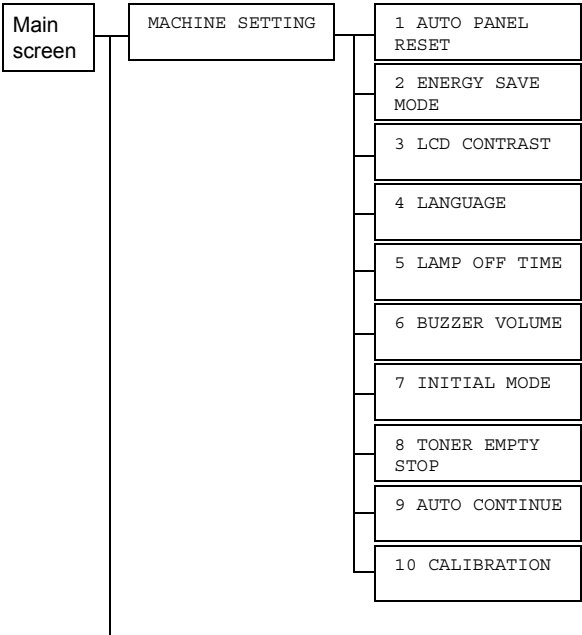
Configuration Menu Overview

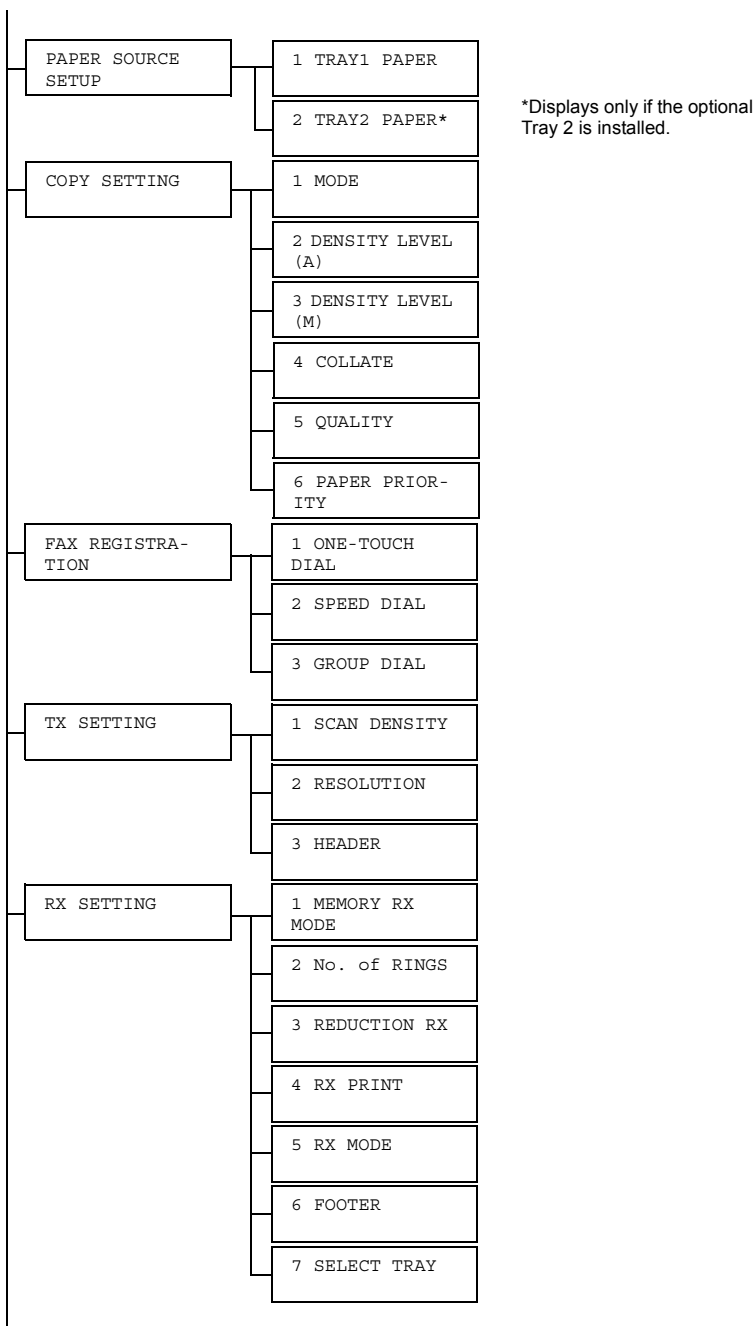
The Color Laser MFP configuration menu accessible from the control panel is structured as shown below.

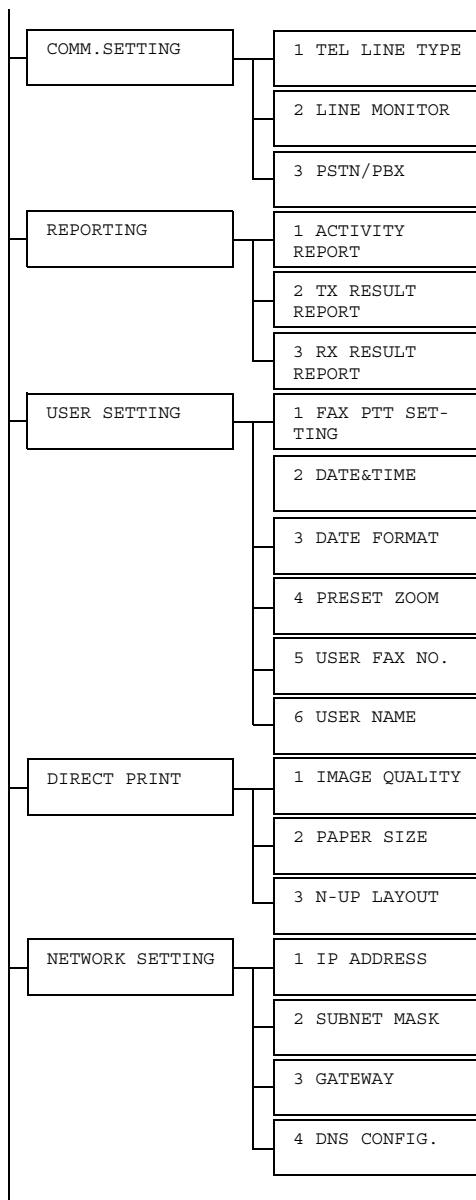
Configuration Menu

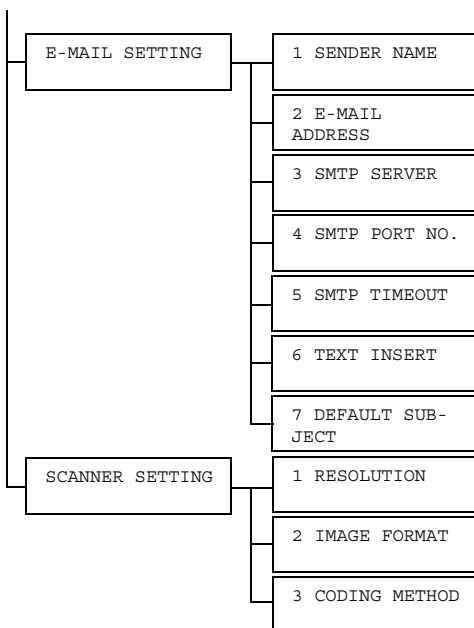


Press **Menu Select** key to enter the configuration menu. Press the **Cancel/C** key to return to the first screen of a menu item or to the main screen.










MACHINE SETTING Menu



Manufacturer's default settings appear in **bold**.

1 AUTO PANEL RESET	Setting	ON / OFF
	<p>Select whether or not all settings in the control panel return to their default settings when no operation is performed for a set length of time.</p> <p>If ON is selected, select from 0 . 5, 1, 2, 3, 4, and 5 (units: minutes; default: 1) for the length of time until the auto panel reset operation is performed.</p> <p>If OFF is selected, the auto panel reset operation is not performed.</p>	
2 ENERGY SAVE MODE	Setting	5 / 15 / 30 / 60
	<p>Enters Energy Save mode in order to conserve energy when no operation is performed. Specify the length of time in minutes until the machine enters Energy Save mode.</p>	
3 LCD CONTRAST	Setting	LIGHT  DARK
	Specify the brightness of the message window.	
4 LANGUAGE	Setting	ENGLISH / FRENCH / GERMAN / ITALIAN / SPANISH / PORTUGUESE / RUSSIAN / CZECH / SLOVAKIAN / HUNGARIAN / POLISH / JAPANESE
	Select the language of the menus and messages that appear in the message window.	
5 LAMP OFF TIME	Setting	MODE1 / MODE2
	<p>Select the length of time until the scanner unit lamp goes off when no operation is performed.</p> <p>If MODE1 is selected, the lamp goes off when four hours have passed since the last operation was performed.</p> <p>If MODE2 is selected, the lamp goes off when the machine enters Energy Save mode.</p>	

6 BUZZER VOLUME	Setting	HIGH / LOW / OFF
	Select the volume of the sound produced when a key is pressed and of the alarm that is sounded when an error occurs.	
7 INITIAL MODE	Setting	COPY / FAX
	Specify the default mode when the machine is turned on or when all settings in the control panel return to their default settings.	
8 TONER EMPTY STOP	Setting	ON / ON (FAX) / OFF
	<p>Select whether or not printing, copying and faxing stop when the toner has run out.</p> <p>If ON is selected, printing, copying and faxing stop when the toner runs out.</p> <p>If ON (FAX) is selected, only faxing stops when the toner runs out.</p> <p>If OFF is selected, printing, copying and faxing do not stop when the toner runs out.</p>	
9 AUTO CONTINUE	Setting	ON / OFF
	Select whether or not printing continues when a size error occurs during printing.	
10 CALIBRATION	Setting	ON / OFF
	Select whether or not to perform image stabilization. If ON is selected, image stabilization is started.	

PAPER SOURCE SETUP Menu






Manufacturer's default settings appear in bold.

1 TRAY1 PAPER	Media type	PLAIN PAPER / TRANSPARENCY / LABELS / LETTERHEAD / ENVELOPE / POSTCARD / THICK STOCK / GLOSSY
	Media size	<p>When a setting other than ENVELOPE or POSTCARD is selected: A4 / B5 / A5 / LEGAL / LETTER / G LETTER / STATEMENT / EXECUTIVE / FOLIO (If TRANSPARENCY, LABELS, THICK STOCK or GLOSSY is selected, LEGAL and FOLIO are not displayed.)</p> <p>When ENVELOPE is selected: COM10 / C5 / C6 / DL / MONARCH / CHOU #3 / YOU #4 / CHOU #4</p> <p>When POSTCARD is selected: J-POSTCARD / DOUBLE POSTCARD</p>
	<p>Select the type and size of the media loaded into Tray 1.</p> <p>When a media type is selected, a screen appears, showing the available media sizes. The available media sizes differ depending on the selected media type.</p> <p>The default paper size for a setting other than ENVELOPE or POSTCARD is LETTER for 120 V models, and A4 for 220 V models.</p>	
2 TRAY2 PAPER	Media size	LETTER / A4
	<p>Select the size of the media loaded into Tray 2.</p> <p>Only plain paper can be loaded into Tray 2.</p> <p>The default paper size is LETTER for 120 V models, and A4 for 220 V models.</p>	

COPY SETTING Menu



Manufacturer's default settings appear in bold.

1 MODE	Setting	MIX / TEXT / PHOTO
	Select the type of document being copied. After selecting TEXT, set the copy density to either AUTO or MANUAL.	
2 DENSITY LEVEL (A)	Setting	LIGHT  DARK
	Adjust the density of the background color.	
3 DENSITY LEVEL (M)	Setting	LIGHT  DARK
	Specify the default copy density.	
4 COLLATE	Setting	ON / OFF
	Select whether or not collated copying is given priority.	
5 QUALITY	Setting	NORMAL / FINE
	Select the printing resolution.	
6 PAPER PRIORITY	Setting	TRAY1 / TRAY2
	Select the whether Tray 1 or Tray 2 is given priority for use.  If Tray 2 is not installed, *NOT AVAILABLE* appears.	



Settings for 1 MODE and 5 QUALITY can also be specified using the **Quality** key.

Press the **Quality** key once to display the setting for 1 MODE.

Press the **Quality** key twice to display the setting for 5 QUALITY.



Settings for 3 DENSITY LEVEL (M) can also be specified using the **Light/Dark** key.



Settings for 4 COLLATE can also be specified using the **Collate** key.



Settings for 6 PAPER PRIORITY can also be specified by pressing the **Function** key, then selecting 1 TRAY SELECT.

FAX REGISTRATION Menu

1 ONE-TOUCH DIAL	Register fax destinations for one-touch dialing, speed dialing, and group dialing. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
2 SPEED DIAL	
3 GROUP DIAL	

TX SETTING Menu

1 SCAN DEN- SITY	Specify settings for sending faxes. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
2 RESOLUTION	
3 HEADER	

RX SETTING Menu

1 MEMORY RX MODE	Specify settings for receiving faxes. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
2 NO. of RINGS	
3 REDUCTION RX	
4 RX PRINT	
5 RX MODE	
6 FOOTER	
7 SELECT TRAY	

COMM. SETTING Menu

1 TEL LINE TYPE	Specify the connection settings for faxing. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
2 LINE MONI- TOR	
3 PSTN/PBX	


REPORTING Menu

1 ACTIVITY REPORT	Specify the settings for printing the fax report. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.
2 TX RESULT REPORT	
3 RX RESULT REPORT	

USER SETTING Menu



Manufacturer's default settings appear in **bold**.

1 FAX PTT SETTING	<p>Select the country where this machine is installed. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.</p> <p> <i>If the country is changed, settings for other functions may also be changed.</i></p>	
2 DATE&TIME	<p>Specify the date and time.</p> <p>Specify the time in the 24-hour format.</p> <p>Use the keypad to specify the settings.</p> <p>For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.</p>	
3 DATE FORMAT	<p>Specify the order of the year, month and day specified in 2 DATE&TIME. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.</p>	
4 PRESET ZOOM	Setting	INCH / METRIC
	<p>Select whether the preset zoom ratios are set in inches or millimeters.</p> <p>The default setting for USA and Canada is INCH, and the default setting for other countries is METRIC.</p>	
5 USER FAX NO.	<p>Enter your fax number. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.</p>	
6 USER NAME	<p>Enter your name. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.</p>	

DIRECT PRINT Menu



Manufacturer's default settings appear in bold.



Camera settings may be given priority, depending on the settings specified on this machine.

1 IMAGE QUALITY	Setting	DRAFT / NORMAL / FINE
	Select the resolution for Camera Direct Photo Printing. DRAFT = 600 dpi × 600 dpi; NORMAL = 1200 dpi × 600 dpi; FINE = 2400 dpi × 600 dpi	
2 PAPER SIZE	Tray	TRAY1 / TRAY2
	Media type	If TRAY1 is selected, select the paper type. PLAIN PAPER / LABELS / POST CARD / THICK STOCK / GLOSSY
	Media size	If TRAY2 is selected, only A4 or LETTER can be selected. A4 / B5 / A5 / LETTER / STATEMENT If POSTCARD is selected, J-POST-CARD can be selected. If GLOSSY is selected, PHOTO SIZE 4×6, PHOTO SIZE 10×15, LTR 2UP SPL, A4 4UP SPL or A4 2UP SPL can be selected.
	Select the tray, media type, and media size for Camera Direct Photo Printing.	
3 N-UP LAYOUT	Setting	1 / 2 / 3 / 4 / 6 / 8
	Select the number of images that will be printed on a single sheet of media.	

NETWORK SETTING Menu



Manufacturer's default settings appear in **bold**.

1 IP ADDRESS	Setting	AUTO / SPECIFY
	Select whether to automatically retrieve the IP address or to specify a fixed IP address. Consult your network administrator for information about the IP address to use.	
2 SUBNET MASK	Enter the subnet mask of the network to be connected. When IP ADDRESS is set to AUTO , this menu option cannot be set.	
3 GATEWAY	Enter the gateway address of the network to be connected. When IP ADDRESS is set to AUTO , this menu option cannot be set.	
4 DNS CONFIG.	Setting	DISABLE / ENABLE
	Specify ENABLE or DISABLE for the DNS (Domain Name System).	



To edit or erase entered characters, press the **Cancel/C** key. To cancel a setting, hold down the **Cancel/C** key until, erase all characters, and then press the **Cancel/C** key again.

E-MAIL SETTING Menu



Manufacturer's default settings appear in bold.

1 SENDER NAME	Enter your name as the sender's name. A maximum of 20 characters can be entered.	
2 E-MAIL ADDRESS	Type in the email address of the email sender when using network scanning. A maximum of 64 characters can be entered.	
3 SMTP SERVER	Type in the IP address or host name for the SMTP server. A maximum of 64 characters can be entered.	
4 SMTP PORT NO.	Settings	1-65535 (Default : 25)
	Specify the number of the port communicating with the SMTP server.	
5 SMTP TIME-OUT	Settings	30-300 (Default : 60)
	Enter the amount of time (in seconds) until the connection with the SMTP server times out.	
6 TEXT INSERT	Settings	ON / OFF
	<p>Select whether or not the previously specified text is inserted into the body of the email message when using network scanning.</p> <p>■ ON: The following text is inserted as the body of the email message.</p> <p style="padding-left: 40px;">Image data(TIFF format) has been attached to the email.</p> <p>■ OFF: Only the scanned image is attached, and no text is inserted into the email message.</p>	
7 DEFAULT SUBJECT	Specify the subject of the email message when using network scanning. A maximum of 20 characters can be entered.	





*To edit or erase entered characters, press the **Cancel/C** key. To cancel a setting, hold down the **Cancel/C** key until, erase all characters, and then press the **Cancel/C** key again.*

SCANNER SETTING Menu



Manufacturer's default settings appear in **bold**.

1 RESOLUTION	Setting	150×150 / 300×300 / 600×600
	Select the default scanning resolution for scan to email operations.	
2 IMAGE FOR-MAT	Setting	TIFF / PDF
	<p>Select the default format for saving files with scan to email operations.</p> <p> <i>PDF data can be opened in Adobe Acrobat Reader.</i></p> <p> <i>TIF files of images that have been scanned with the Color or Gray setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.</i></p>	
3 CODING METHOD	Setting	MH / MR / MMR
	<p>Select the default compression method for scan to email operations.</p> <p>With MMR, the compression ratio is higher, but the recipient's fax machine may be incompatible. With MH, the compression ratio is lower, but most fax machines are compatible. Select the setting suitable for the recipient's fax machine.</p>	

Media Handling

3

Specifications

Media	Media Size		Tray*	Duplex	Copy	Print	Direct Print	FAX
	Inch	Millimeter						
A4	8.2 x 11.7	210.0 x 297.0	1/2	Yes	Yes	Yes	Yes	Yes
B5 (JIS)	7.2 x 10.1	182.0 x 257.0	1	No	Yes	Yes	Yes	No
A5	5.9 x 8.3	148.0 x 210.0	1	No	Yes	Yes	Yes	No
Legal	8.5 x 14.0	215.9 x 355.6	1	No	Yes	Yes	No	Yes
Letter	8.5 x 11.0	215.9 x 279.4	1/2	Yes	Yes	Yes	Yes	Yes
Statement	5.5 x 8.5	140.0 x 216.0	1	No	Yes	Yes	No	No
Executive	7.25 x 10.5	184.0 x 267.0	1	No	Yes	Yes	No	No
Folio	8.3 x 13.0	210.0 x 330.0	1	No	Yes	Yes	No	No
Letter Plus	8.5 x 12.69	215.9 x 322.3	1	No	No	Yes	No	No
UK Quarto	8.0 x 10.0	203.2 x 254.0	1	No	No	Yes	No	No
Foolscap	8.0 x 13.0	203.2 x 330.2	1	No	No	Yes	No	No
Government Legal	8.5 x 13.0	216.0 x 330.0	1	No	No	Yes	No	No
Kai 16	7.3 x 10.2	185.0 x 260.0	1	No	No	Yes	No	No
Kai 32	5.1 x 7.3	130.0 x 185.0	1	No	No	Yes	No	No
Government letter	8.0 x 10.5	203.2 x 266.7	1	No	Yes	Yes	No	No
16 K	7.7 x 10.6	195.0 x 270.0	1	No	No	Yes	No	No
Photo size 4x6"	4.0 x 6.0	101.6 x 152.4	1	No	No	Yes	Yes	No
Photo size 10x15	3.9 x 5.9	100.0 x 150.0	1	No	No	Yes	Yes	No
J-Postcard	3.9 x 5.8	100.0 x 148.0	1	No	Yes	Yes	Yes	No
Double Postcard	5.8 x 7.9	148.0 x 200.0	1	No	Yes	Yes	No	No
B5 (ISO)	6.9 x 9.8	176.0 x 250.0	1	No	Yes	Yes	No	No
Envelope #10	4.125 x 9.5	104.7 x 241.3	1	No	Yes	Yes	No	No
Envelope C5	6.4 x 9.0	162.0 x 229.0	1	No	Yes	Yes	No	No
Envelope DL	4.3 x 8.7	110.0 x 220.0	1	No	Yes	Yes	No	No
Envelope Monarch	3.875 x 7.5	98.4 x 190.5	1	No	Yes	Yes	No	No
Envelope C6	4.5 x 6.4	114.0 x 162.0	1	No	Yes	Yes	No	No
Envelope Chou #3	4.7 x 9.2	120.0 x 235.0	1	No	Yes	Yes	No	No
Envelope Chou #4	3.5 x 8.1	90.0 x 205.0	1	No	Yes	Yes	No	No
Envelope You #4	4.1 x 9.3	105.0 x 235.0	1	No	Yes	Yes	No	No
Custom, Minimum	3.6 x 5.8	92.0 x 148.0	1	No	No	Yes	No	No
Custom, Maximum	8.5 x 14.0	216.0 x 356.0	1	No	No	Yes	No	No
Thick Stock—Only supported for letter, A4, and smaller media.								
Notes: *Tray 1 = Multipurpose Tray 2 = Plain paper only								

Types

Before purchasing a large quantity of special media, do a trial print with the same media and check the print quality.

Keep media on a flat, level surface in its original wrapper until it is time to load it.

Plain Paper (Recycled Paper)

Capacity	Tray 1	Up to 200 sheets, depending on the media weight
	Tray 2	Up to 500 sheets, depending on the media weight
Driver Media Type	Plain Paper	
Weight	60 to 90 g/m ² (16 to 24 lb bond)	
Duplexing	Supported	

Use plain paper that is

- Suitable for plain paper printers and copiers, such as standard or recycled office paper.

Note

Do not use the media types listed below. These could cause poor print quality, media misfeeds, or damage to the machine.

DO NOT use media that is

- Coated with a processed surface (such as carbon paper and colored paper that has been treated)
- Carbon backed
- Unapproved iron-on transfer media (such as heat-sensitive paper, heat-pressure paper, and heat-press transfer paper)
- Cold-water-transfer paper
- Pressure sensitive
- Designed specifically for inkjet printers (such as superfine paper, glossy film, and postcards)
- Already been printed on by another printer, copier, or fax machine
- Dusty

- Wet (or damp)



Keep media between 35% and 85% relative humidity. Toner does not adhere well to moist or wet media.

- Layered
- Adhesive
- Folded, creased, curled, embossed, warped, or wrinkled
- Perforated, three-hole punched, or torn
- Too slick, too coarse, or too textured
- Different in texture (roughness) on the front and back
- Too thin or too thick
- Stuck together with static electricity
- Composed of foil or gilt; too luminous
- Heat sensitive or cannot withstand the fusing temperature (180°C [356°F])
- Irregularly shaped (not rectangular or not cut at right angles)
- Attached with glue, tape, paper clips, staples, ribbons, hooks, or buttons
- Acidic
- Any other media that is not approved

Thick Stock

Paper thicker than 90 g/m² (24 lb bond) is referred to as thick stock. Test all thick stock to ensure acceptable performance and to ensure that the image does not shift.

You can print continuously with thick stock. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	Tray 1	Up to 50 sheets, depending on their thickness
	Tray 2	Not supported
Driver Media Type	Thick Stock	
Weight	91 to 163 g/m ² (25 to 43 lb bond)	
Duplexing	Not supported	



43 lb bond is also referred to as 90 lb index stock.

DO NOT use thick stock that is

- Mixed with any other media in the trays (as this will cause media misfeeding)

Envelope

Print on the front (address) side only. Some parts of the envelope consist of three layers of paper—the front, back, and flap. Anything printed in these layered regions may be lost or faded.

You can print continuously with envelope. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	Tray 1	Up to 10 sheets, depending on their thickness
	Tray 2	Not supported
Driver Media Type	Envelope	
Duplexing	Not supported	



43 lb bond is also referred to as 90 lb index stock.

Use envelopes that are

- Common office envelopes approved for laser printing with diagonal joints, sharp folds and edges, and ordinary gummed flaps



Because the envelopes pass through heated rollers, the gummed area on the flaps may seal. Using envelopes with emulsion-based glue avoids this problem.

- Approved for laser printing
- Dry

DO NOT use envelopes that have

- Sticky flaps
- Tape seals, metal clasps, paper clips, fasteners, or peel-off strips for sealing
- Transparent windows
- Too rough of a surface
- Material that will melt, vaporize, offset, discolor, or emit dangerous fumes
- Been presealed

Labels

A sheet of labels consists of a face sheet (the printing surface), adhesive, and a carrier sheet:

- The face sheet must follow the plain paper specification.
- The face sheet surface must cover the entire carrier sheet, and no adhesive should come through on the surface.

You can print continuously with label sheets. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement. Check your application documentation for more information on printing labels.

Capacity	Tray 1	Up to 50 sheets, depending on their thickness
	Tray 2	Not supported
Driver Media Type	Labels	
Duplexing	Not supported	



43 lb bond is also referred to as 90 lb index stock.

Use label sheets that are

- Recommended for laser printing

DO NOT use label sheets that

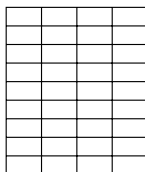
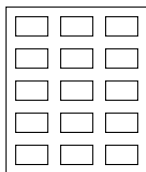
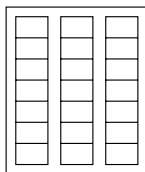
- Have labels that easily peel off or have parts of the label already removed
- Have backing sheets that have peeled away or have exposed adhesive



Labels may stick to the fuser, causing them to peel off and media misfeeds to occur.

- Are precut or perforated

Do not use



Shiny backed paper

OK to use



Full-page labels
(uncut)

Letterhead

You can print continuously with letterhead. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement.

Capacity	Tray 1	Up to 50 sheets, depending on their size and thickness
	Tray 2	Not supported
Driver Media Type	Letterhead	
Duplexing	Not supported	

Postcard

You can print continuously with postcard. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement.

Capacity	Tray 1	Up to 50 sheets, depending on their thickness
	Tray 2	Not supported
Driver Media Type	Postcard	
Duplexing	Not supported	

Use postcards that are

- Approved for laser printing

DO NOT use postcards that are

- Coated
- Designed for inkjet printers
- Precut or perforated
- Preprinted or multicolored



If the postcard is warped, press on the warped area before putting it in Tray 1.



- Folded or wrinkled



Transparency



Do not fan transparencies before loading them. Resulting static electricity may cause printing errors.



If you touch the face of the transparencies with your bare hands, print quality may be affected.



Keep the media path clean. Transparencies are especially sensitive to a dirty media path. If there are shadows on either the top or the bottom of the sheets, see chapter 9, “Maintenance”.



Remove transparencies as soon as possible from the output bin to avoid static buildup.

You can print continuously with transparencies. However, this could affect the media feed, depending on the media quality, static buildup, and printing environment.

Try printing your data on a sheet of plain paper first to check placement.



If you have problems feeding 50 sheets, try loading only 1–10 sheets at a time. Loading a large number of transparencies at one time may cause static buildup, causing feeding problems.

Capacity	Tray 1	Up to 50 sheets, depending on their thickness
	Tray 2	Not supported
Driver Media Type	Transparency	
Duplexing	Not supported	



Always first test a small quantity of a particular type of transparency.

Use transparencies that are

- Approved for laser printing

DO NOT use transparencies that

- Have static electricity that will cause them to stick together
- Are specified for inkjet printers only

Glossy Media

Test all glossy media to ensure acceptable performance and to ensure that the image does not shift.

You can print continuously with glossy media. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	Tray 1	Up to 50 sheets, depending on their thickness
	Tray 2	Not supported
Driver Media Type	Glossy	
Duplexing	Not supported	

DO NOT use glossy media that is

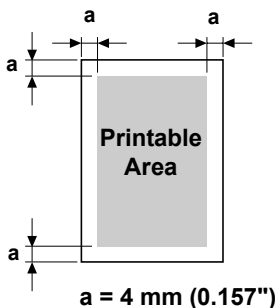
- Mixed with any other media in the trays (as this will cause media misfeeding)
- Specified for inkjet printers only

Guaranteed Imageable (Printable) Area

The printable area on all media sizes is up to 4 mm (0.157") from the edges of the media.

Each media size has a specific imageable area, the maximum area on which the machine can print clearly and without distortion.

This area is subject to both hardware limits (the physical media size and the margins required by the machine) and software constraints (the amount of memory available for the full-page frame buffer). The guaranteed imageable (printable) area for all media sizes is the page size minus 4 mm (0.157") from all edges of the media.



When printing in color on legal-size media, the bottom margin is 18 mm (0.709").



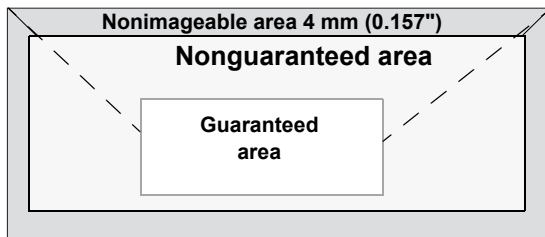
When printing on glossy media, the top margin is 10 mm (0.394").

Imageable Area—Envelopes

Envelopes have a nonguaranteed imageable area that varies with envelope type.



The envelope print orientation is determined by your application.

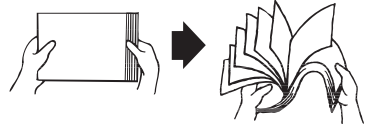


Page Margins

Margins are set through your application. Some applications allow you to set custom page sizes and margins while others have only standard page sizes and margins from which to choose. If you choose a standard format, you may lose part of your image (due to imageable area constraints). If you can custom-size your page in your application, use those sizes given for the imageable area for optimum results.

Loading Media

Take off the top and bottom sheets of a ream of the media. Holding a stack of approximately 200 sheets, fan the stack to prevent static buildup before inserting it in a tray.



Do not fan transparencies.

Note

Although this machine was designed for printing on a wide range of media types, it is not intended to print exclusively on a single media type except plain paper. Continuous printing on media other than plain paper (such as envelopes, labels, thick stock, transparencies, or glossy media) may adversely affect print quality or reduce engine life.

When refilling media, first remove any media remaining in the tray. Stack it with the new media, even the edges, then reload it.

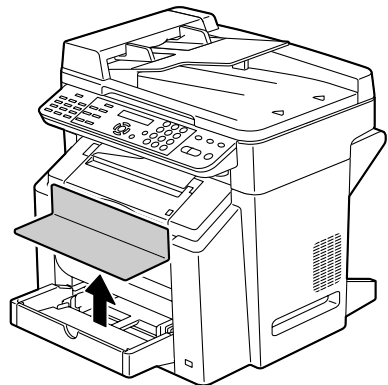
Do not mix media of different types and sizes, as this will cause media mis-feeds.

Tray 1 (Multipurpose Tray)

For details on the types and sizes of media that can be printed from Tray 1, refer to “Specifications” on page 38.

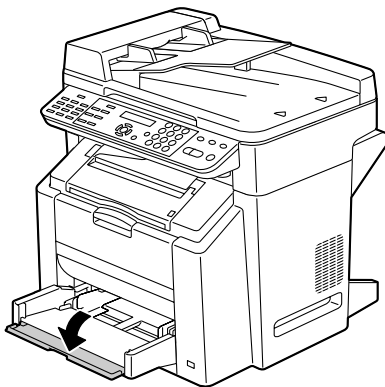
Loading Plain Paper

1

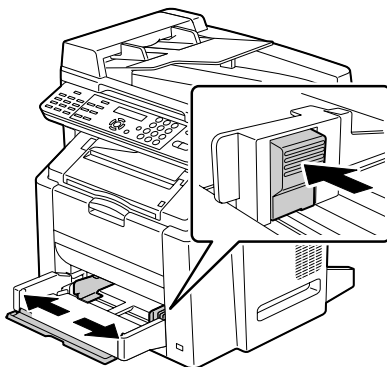




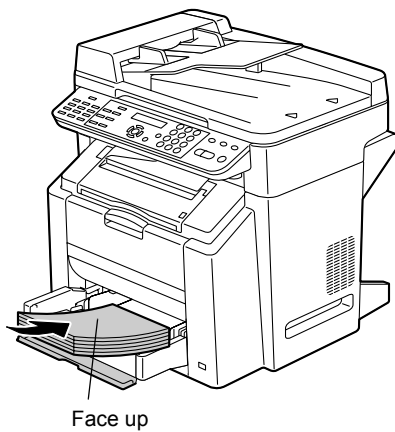
*When loading
Legal-sized paper in Tray
1, open the front panel of
Tray 1.*



2

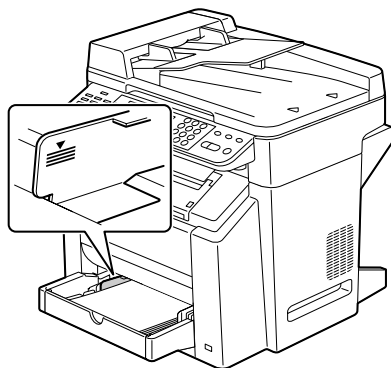


3

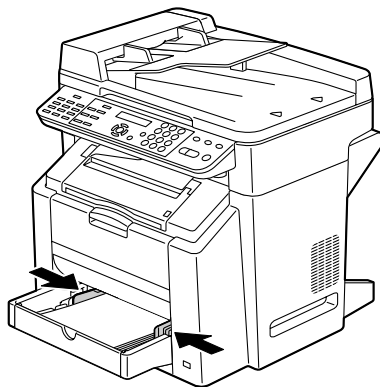




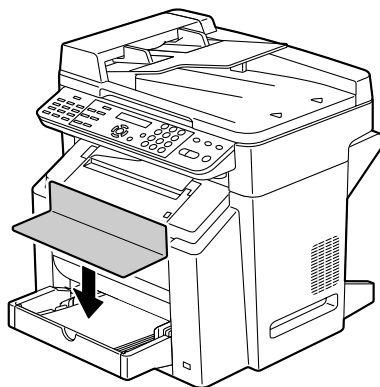
Do not load paper above the t mark. Up to 200 sheets (80 g/m² [22 lb]) of plain paper can be loaded into the tray at one time.



4



5

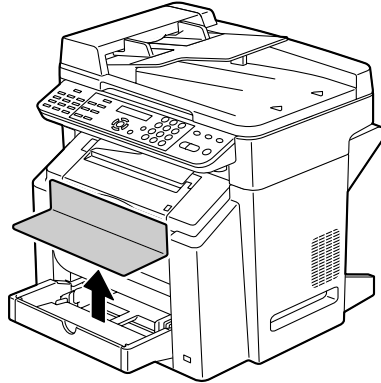


Other Media

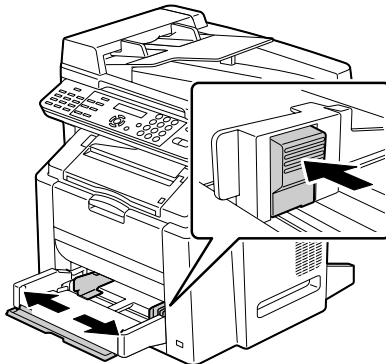
When loading media other than plain paper, set the media mode (for example, Envelope, Labels, Thick Stock, or Transparency) in the driver for optimum print quality.

Loading Envelopes

1



2



3



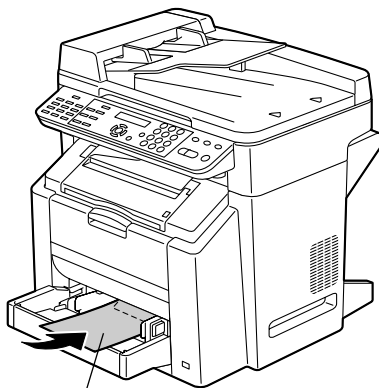
Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed; otherwise the envelopes may become wrinkled or a media misfeed may occur.



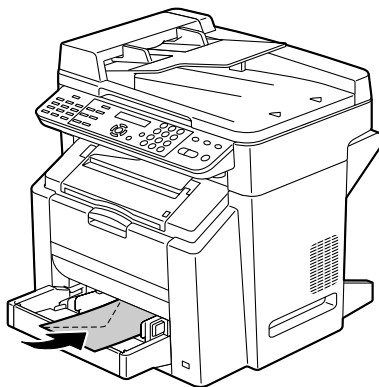
Up to 10 envelopes can be loaded into the tray at one time.



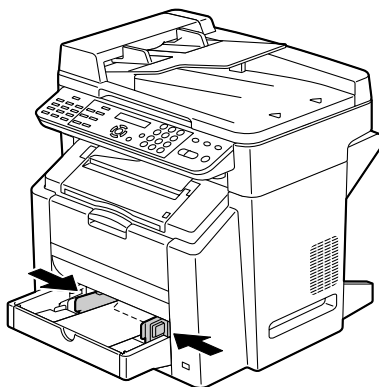
For envelopes with the flap along the long edge, load the envelopes with the flap toward the left of the machine.



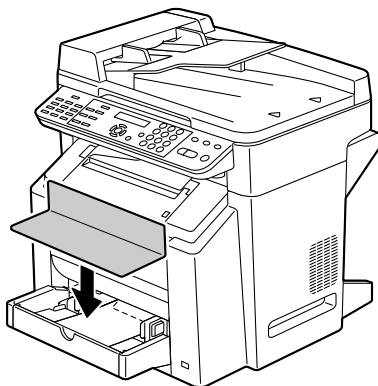
Flap side down



4



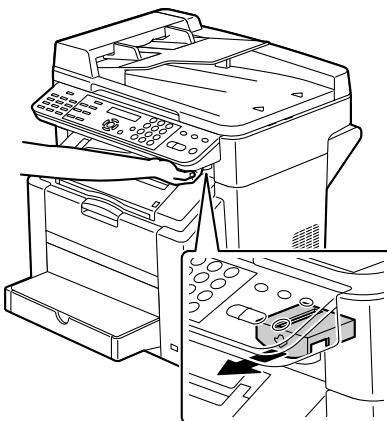
5



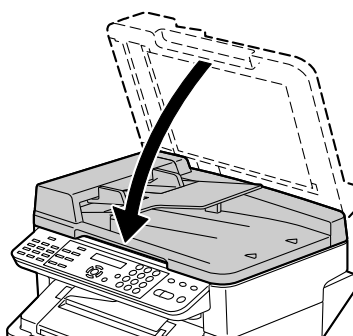
6



Before printing on envelopes, be sure to perform steps 6 through 11.



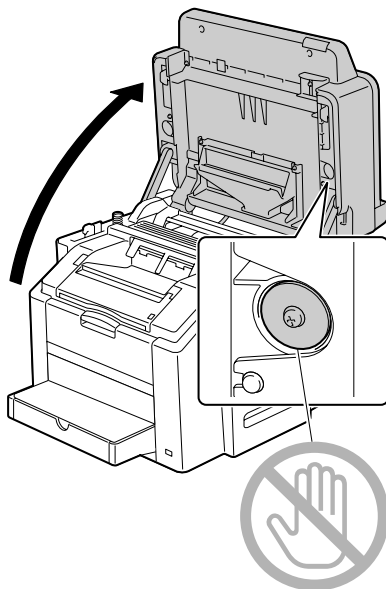
The scanner unit cannot be released if the ADF has been opened. Be sure to gently close the ADF first, then release the scanner unit.



7



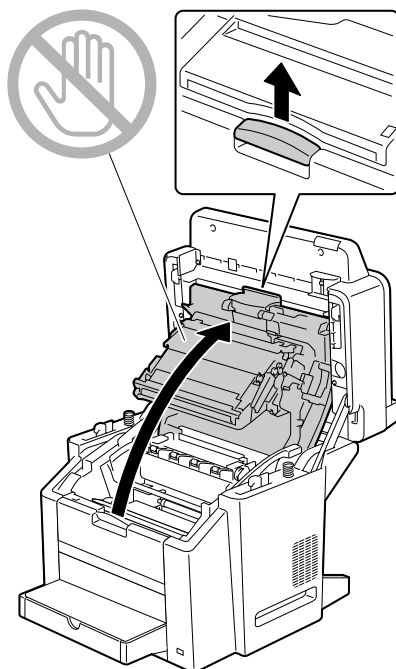
Be careful not to touch the plate on the back of the scanner unit.



8



Do not touch the transfer belt.

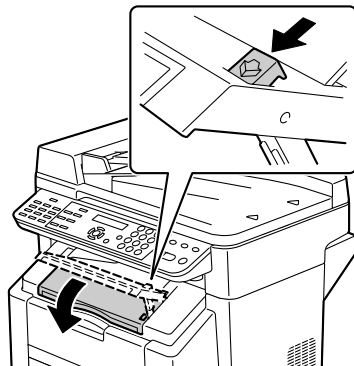
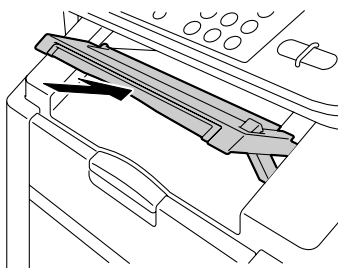




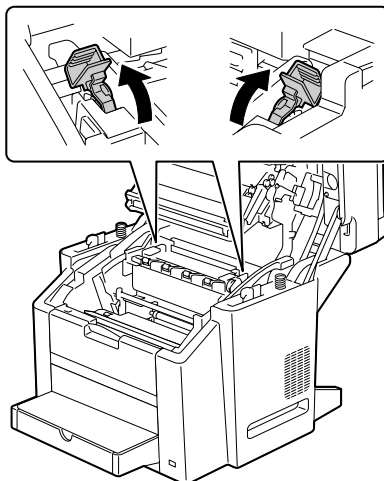
If there is media in the output bin, remove it.

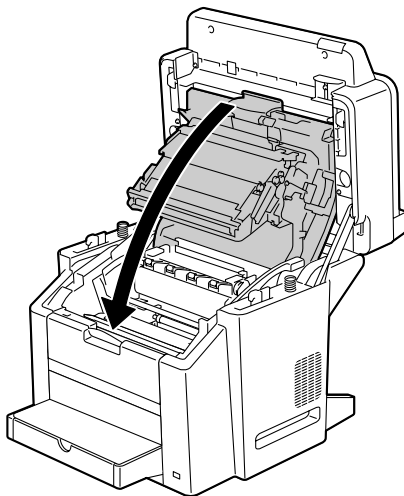


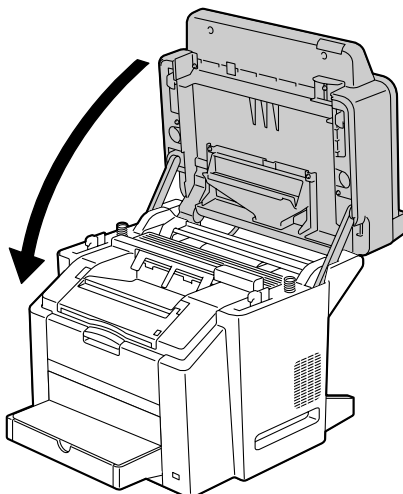
Before opening the engine cover, be sure to fold up the output bin.



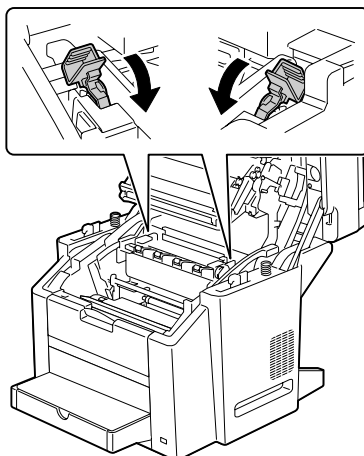
9





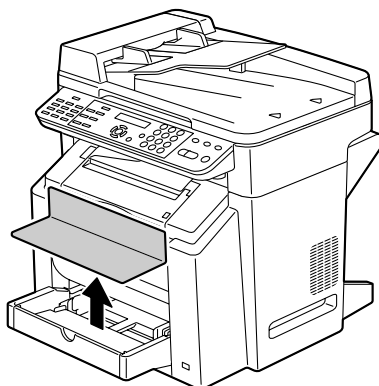


Before printing on media other than envelopes, be sure to move the fuser separator levers on the fuser unit to their original positions.

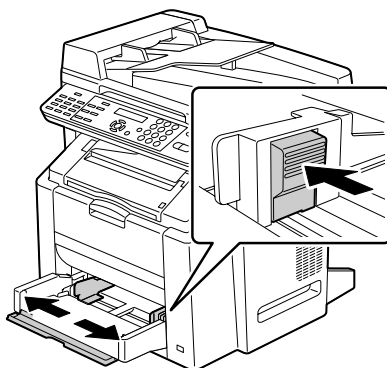


Loading Labels/Postcard/Thick Stock/Transparency/ Glossy media

1



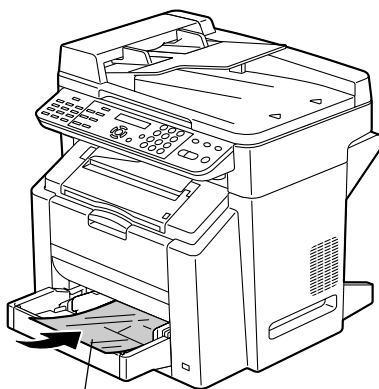
2



3

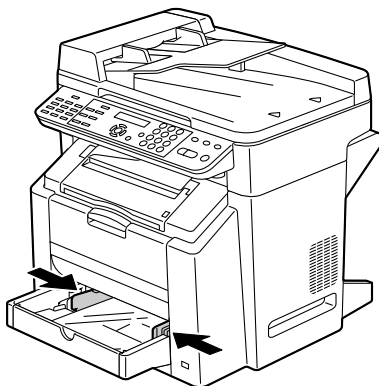


Up to 50 sheets can be loaded into the tray at one time.

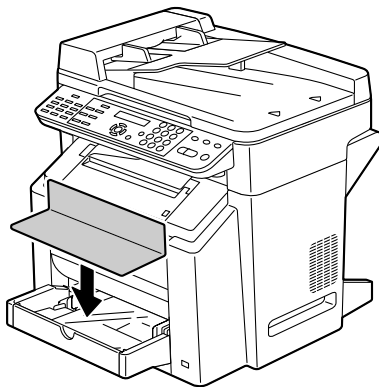


Face up

4



5



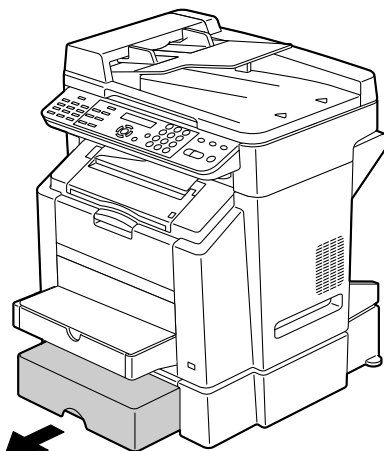
Tray 2



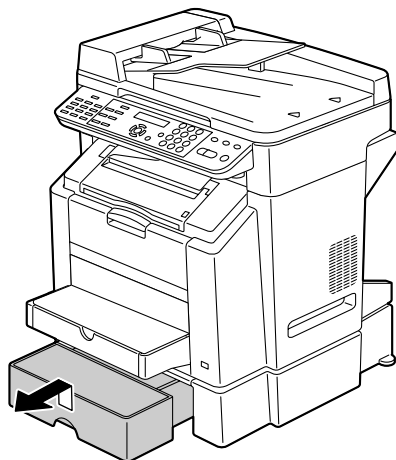
Only plain paper can be loaded in Tray 2.

Loading Plain Paper

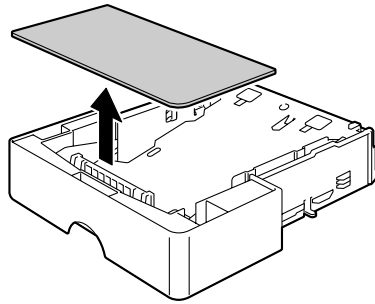
1



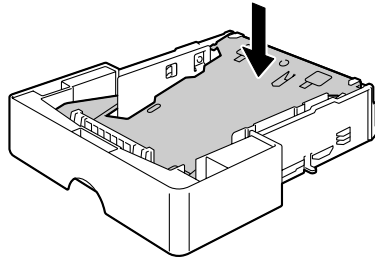
2



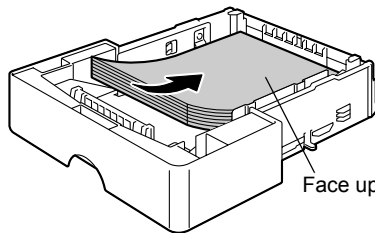
3



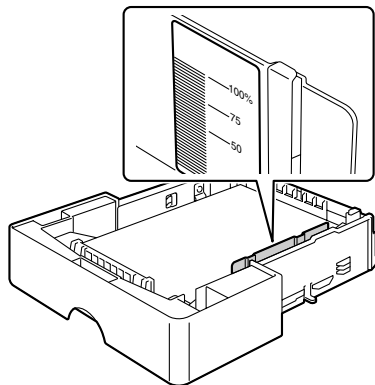
4



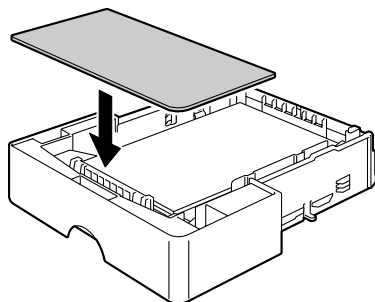
5



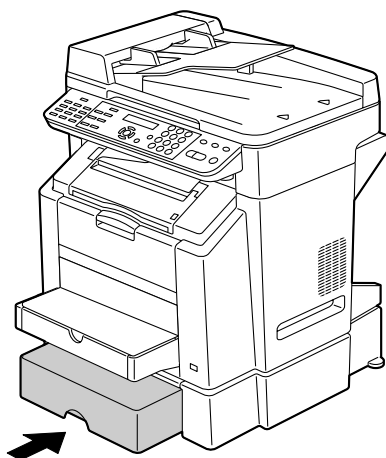
Do not load above the 100% line. Up to 500 sheets (80 g/m² [22 lb]) of plain paper can be loaded into the tray at one time.



6



7



About Duplex Printing

You should verify that the duplex option is physically installed on the machine to successfully duplex the job.

Check your application to determine how to set your margins for duplex printing.

Note

Only plain paper, 60–90 g/m² (16–24 lb bond), can be autoduplexed. See “Specifications” on page 38.

Duplexing envelopes, labels, transparencies postcards, or glossy media is not supported.

The following Double-Sided/Booklet settings are available.




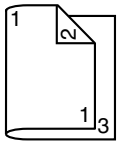
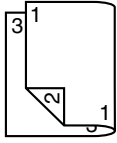
With duplexing, the back side is printed first, and then the front side is printed.

Double-Sided

	If “Short Edge Binding” is selected, the pages will be laid out to flip at the top.
	If “Long Edge Binding” is selected, the pages will be laid out to flip at the sides.

Booklet

 Only available for printer function.

	If "Left Binding" is selected, the pages can be folded as a left-bound booklet.
	If "Right Binding" is selected, the pages can be folded as a right-bound booklet.

Output Bin

All printed media is output to the face-down output bin. This tray has a capacity of approximately 100 sheets (A4/Letter) of 80 g/m² (22 lb) media.

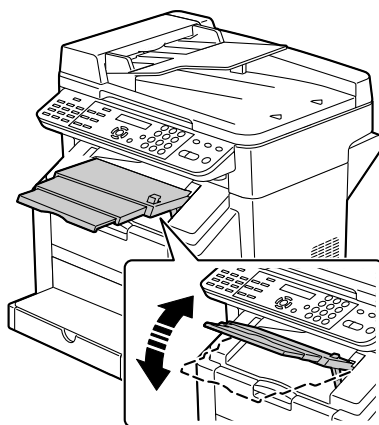


If the media is stacked too high in the output bin, your machine may experience media misfeeds, excessive media curl, or static buildup.

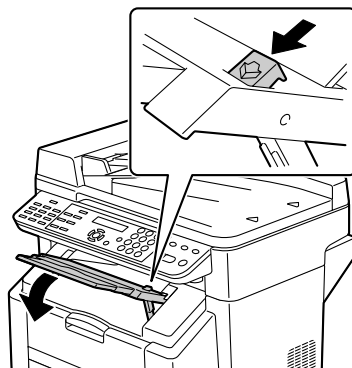


Remove transparencies as soon as possible from the output bin to avoid static buildup.

The output bin can be adjusted to two angles, as shown in the illustration at the right.

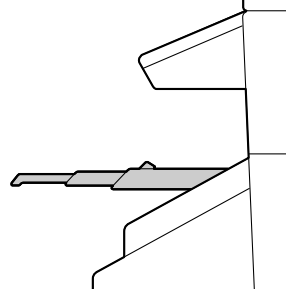


Press and hold in the button on the right side of the output bin to lower the bin to the horizontal position.

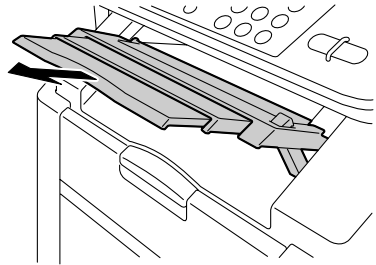




When printing on postcards, make sure that the output bin is horizontal. If the output bin is slanted while printing, the postcards may be curled and an error message may appear before the output bin contains 10 sheets.



In addition, the output bin extension can be pulled out to two different positions. Use the appropriate position depending on the size of the media being printed on.



Media Storage

- Keep media on a flat, level surface in its original wrapper until it is time to load it.

Media that has been stored for a long time out of its packaging may dry up too much and cause misfeeding.

- If media has been removed from its wrapper, place it in its original packaging and store in a cool, dark place on a level surface.
- Avoid moisture, excessive humidity, direct sunlight, excessive heat (above 35°C [95°F]), and dust
- Avoid leaning against other objects or placing it in an upright position.

Before using stored media, do a trial print and check print quality.

Original Media

Specifications

Documents that can be Placed on the Original Glass

The following types of documents can be placed on the original glass.

Document type	Sheets or books
Maximum document size	Legal
Maximum weight	3 kg (6.6 lb)

Observe the following precautions when placing a document on the original glass.

- Do not place objects weighing more than 3 kg (6.6 lb) on the original glass; otherwise the glass may be damaged.
- Do not press down extremely hard on a book spread on the original glass; otherwise the original glass may be damaged.

Documents that can be Loaded into the ADF

The following types of documents can be loaded into the ADF.

Document media type / Weight	Plain paper / 60 to 128 g/m ² (16 to 34 lb)
Maximum document size	Legal
Media capacity	50 sheets

Do not load the following types of documents into the ADF.

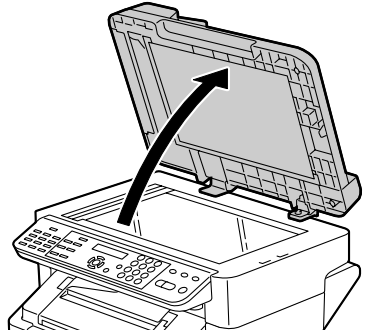
- Documents containing pages of different sizes
- Wrinkled, folded, curled, or torn documents
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Coated documents such as carbon-backed paper
- Documents printed on paper thicker than 128 g/m² (34 lb)
- Documents with pages bound together with paper clips or staples
- Documents that are bound in a book or booklet
- Documents with pages bound together with glue

- Documents with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Documents with binder holes

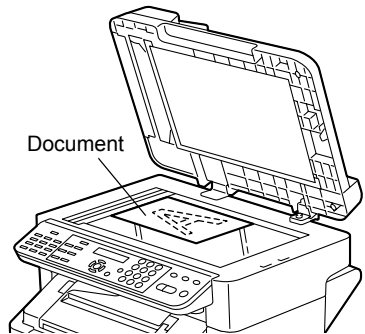
Loading a Document to be Copied

Placing a Document on the Original Glass

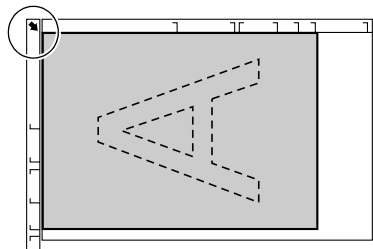
1

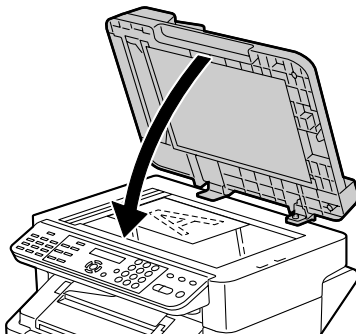


2



Align the document with the arrow on the left side toward the rear of the machine.



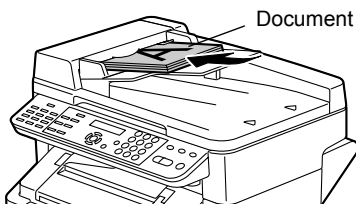


Loading a Document into the ADF

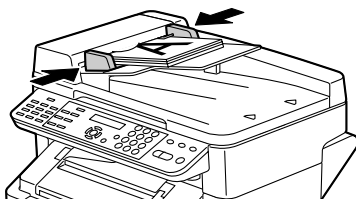
1



Before loading a document into the ADF, check that no document pages remain on the original glass.



2



Using the Printer Driver

4

Auto Run Installer

The installation program will run automatically.

If the installation does not auto play, please run “Setup.exe” from the CD-ROM's root directory to install.

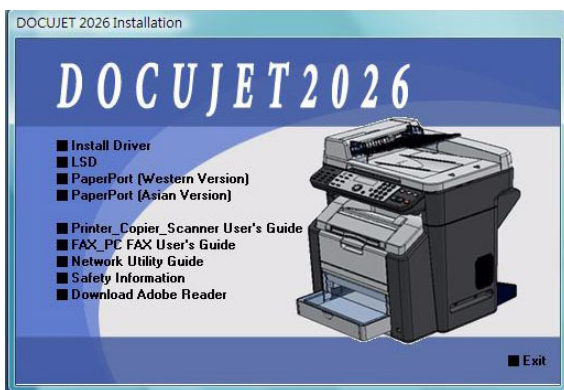


The actual installation displayed may vary depending on the operating system.

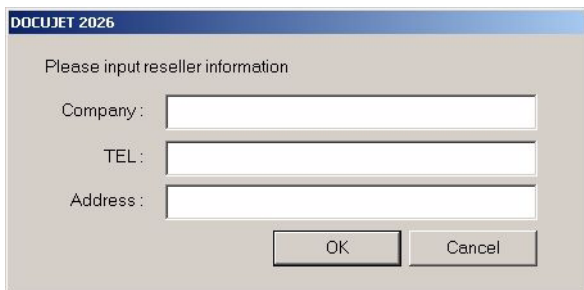
- 1 With Windows running, insert the CD-ROM into your computer's CD-ROM drive.

The “DOCUJET 2026 Installation” dialog box appears automatically.

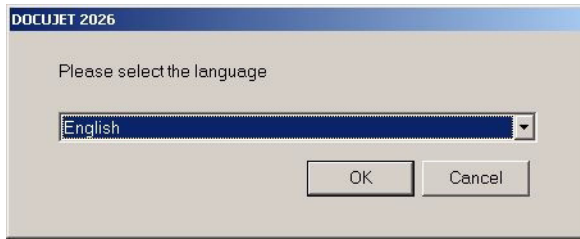
Please select “Install Driver”



- 2 The “Please input reseller information” dialog box appears. Enter the information of the “Reseller” and then click “OK”.



- 3 The “Please select the language” dialog box appears.
Select the language and then click “OK”.



- 4 Turn on the machine.
- 5 When the machine is ready, connect it to the computer with the USB cable.
This completes the driver installation.

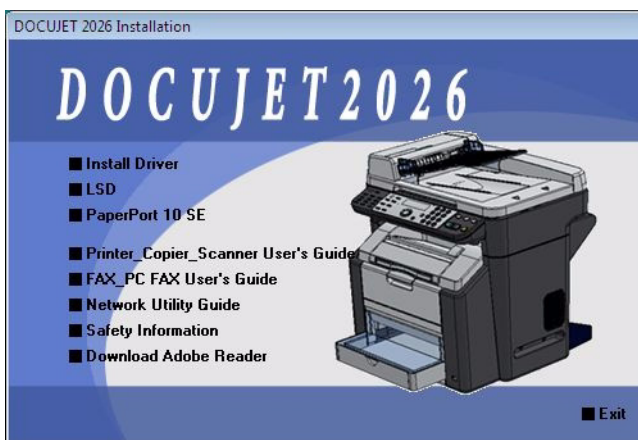
Auto Run Installer (For Vista)

The installation program will run automatically.

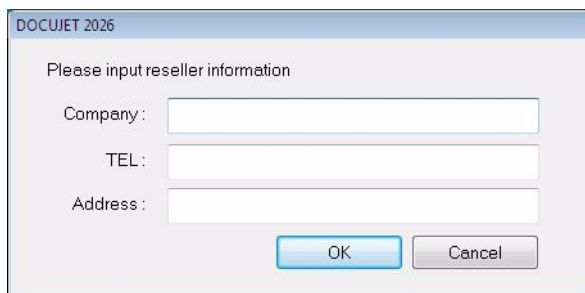


If the installation does not auto play, please run "Setup.exe" from the CD-ROM's root directory to install.

- 1 With Windows running, insert the CD-ROM into your computer's CD-ROM drive.
- 2 The "DOCUJET 2026 Installation" dialog box appears.
Select "Install Driver" .

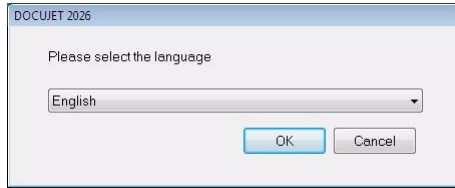


- 3 The "Please input reseller information" dialog box appears.
Enter the information of the "Reseller" and then click "OK".

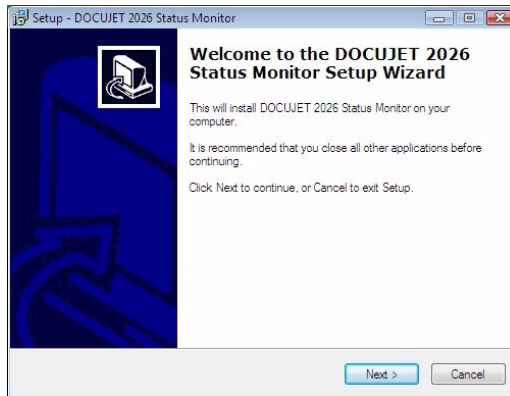


- 4 The "Please select the language" dialog box appears.

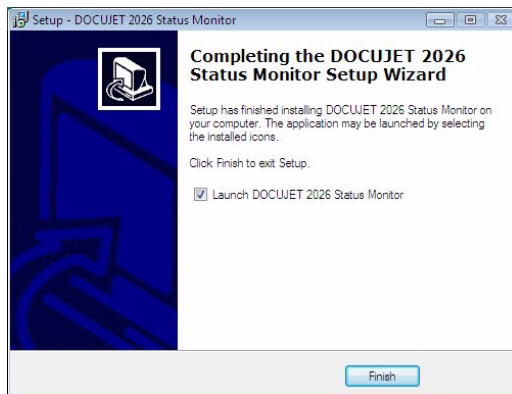
Select the language and then click “OK” .



- 5 The “Setup-DOCUJET 2026 Status Monitor” dialog box appears. Always select “Next” until “Ready to Install” appears and then select “Install”.



- 6 The “Completing the DOCUJET 2026 Status Monitor Setup Wizard” dialog box appears and then select “Finish”.




- 7 Turn on the machine

- 8 When the machine is ready, connect it to the computer with the USB cable. The driver is installed successfully.


Using the Status Display Feature

Our driver support an interactive help feature to monitor your printer and gives you information about its current status such as the runnig low / run out of paper or toner. If a print error occurs, it provides you with a message describing the error.

< For Windows Me / Windows 2000 / Windows XP / Windows 2003 server >

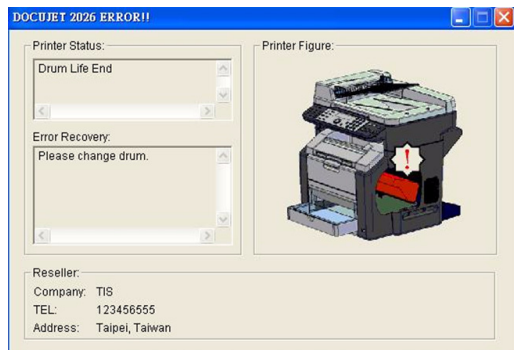
As printing ,machine error occurs, a **Status Notify** icon  automatically appears in the Windows System Tray displaying the machine status message

< For Vista >

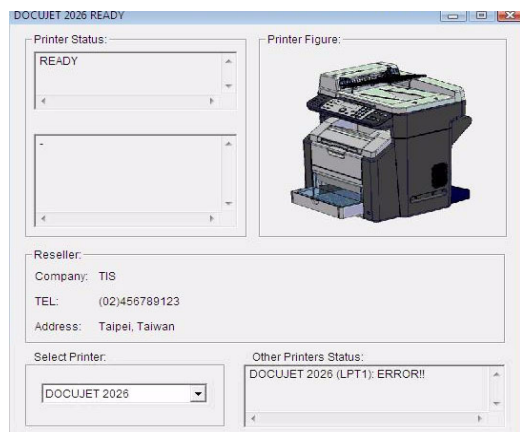
As printing, a **Status Notify** icon  automatically appears in the Windows System Tray displaying the printer status message (Ready, Warning, Error).




Double-click **Status Notify** icon , the status message dialog appears.

For Windows Me
Windows 2000
Windows XP
Windows Server 2003




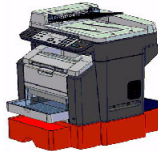


For Vista

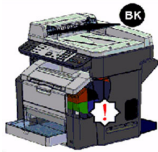




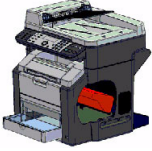
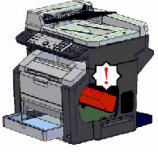
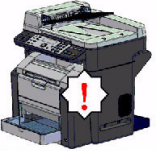


	Printer status is ready.
	Printer status is "Warning".
	Printer status is "Error".

Message List

	Warming up.
	Communication Error
	TRAY 1 Jam.
	TRAY 2 (option) Jam.

	1.Duplex Jam.
	2.Duplex Cover Open.
	Fuser Jam.
	Paper Size Error.
	Front cover open.
	<p>Toner low</p> <p>BK Black</p> <p>Y Yellow</p> <p>M Magenta</p> <p>C Cyan</p>

	<p>Toner empty.</p> <p>“Cartridge used-up, please call agent.” message appears.</p> <p> Black</p> <p> Yellow</p> <p> Magenta</p> <p> Cyan</p>
	<p>Drum life near end.</p>
	<p>Drum life end.</p>
	<p>Machine trouble.</p>

Selecting Printer Driver Options

Before you start working with your machine, you are advised to verify and, if necessary, change the default printer driver settings. Also, in case you have options installed, you should “declare” the options in the printer driver.

- 1 Choose the driver's properties as follows:
 - (Windows XP/Server 2003)
From the **start** menu, choose **Printers and Faxes** to display the **Printers and Faxes** directory. Right-click the DOCUJET 2026 printer icon and choose **Printing Preferences**.
 - (Windows 2000)
From the **Start** menu, choose **Settings** and then **Printers** to display the **Printers** directory. Right-click the DOCUJET 2026 printer icon and choose **Printing Preferences**.
 - (Windows Me/98SE)
From the **Start** menu, choose **Settings** and then **Printers** to display the **Printers** directory. Right-click the DOCUJET 2026 printer icon and choose **Properties**. Choose **Printer Properties**.
 - (VISTA).
From the **Start** menu, point to **Control Panel** and choose **Printers** to display the **Printers** directory. Right-click the DOCUJET 2026 printer icon and choose **Printing Preferences**.
- 2 If you have installed available options, proceed with the next step. Otherwise, proceed with step 8.
- 3 Select the [**Device Options**] tab.
- 4 Check that the options have been correctly identified.
- 5 Select an option (one at a time), and then select **installed** from **Settings**. **installed** appears to the right of the option in the **Device Options** list.



*To uninstall an option, select the option to be uninstalled in the **Device Options** list, and then select **Not installed** from **Settings**.*

- 6 Click **Apply**.

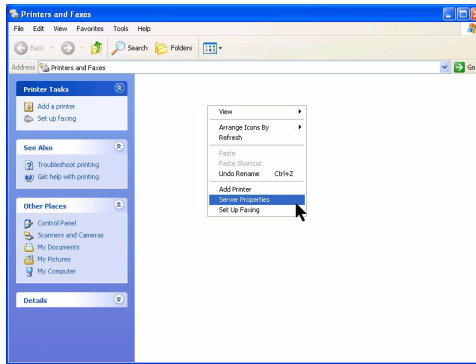


*Depending on the version of the operating system, **Apply** may not appear. Click **OK** to exit from the Properties dialog box.*

Uninstalling the Printer Driver

This section describes how to uninstall the Color Laser MFP printer driver if necessary.

- 1 From the **Start** menu, point to [Settings], and then click [Printers] (Windows XP/Server 2003: choose **[Printers and Faxes]**).
- 2 Select DOCUJET 2026 printer icon, right-click to select “Delete”.
- 3 A dialog box “Are you sure you want to delete the printer ‘DOCUJET 2026’?” appears, click [Yes].
- 4 Right-click and choose “Server Properties” to access “Print Server Properties” dialog box.



- 5 Choose “Drivers” tab, select “DOCUJET 2026”, and then click “remove” button.
- 6 A dialog box appears to ask “Deleting this printer driver will remove it from the system. Are you sure you want to delete **DOCUJET 2026**?”, select “Yes”.
- 7 The **DOCUJET 2026** printer driver will be uninstalled from your computer.

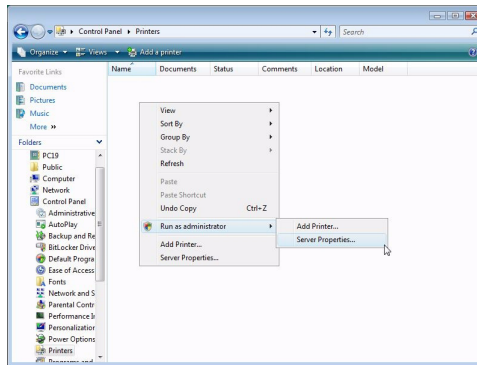


When using Windows 98SE, restart the computer after uninstalling the printer driver.

Uninstalling the Printer Driver (For Vista)

This section describes how to uninstall the Color Laser MFP printer driver if necessary.

- 1 From the **Start** menu, point to [Control Panel], and then choose [Printers].
- 2 Select DOCUJET 2026 printer icon, right-click to select “Delete”.
- 3 A dialog box “Are you sure you want to delete the printer ‘DOCUJET 2026’?” appears, click [Yes].
- 4 Right-click and point to “Run as administrator” and then choose “Server Properties”.



- 5 The “User Account Control” dialog box appears, please select “Continue” to access “Print Server Properties” dialog box.
- 6 Choose “Drivers” tab, select “DOCUJET 2026”, and then click “Remove” button.
- 7 A dialog box “Remove Driver And Package” appears, please select “Remove driver and driver package.” and then click “OK”.



- 8 A dialog box appears to ask “Deleting this printer driver will remove it from the system. Are you sure you want to delete **DOCUJET 2026**?”, select “YES”.
- 9 The **DOCUJET 2026** printer driver will be uninstalled from your computer.

Displaying Printer Driver Settings

Windows XP/Server 2003

- 1 From the **start** menu, choose **Printers and Faxes** to display the **Printers and Faxes** directory.
- 2 Right-click the DOCUJET 2026 printer icon and choose **Printing Preferences**.

Windows 2000/Me/98SE

- 1 From the **Start** menu, point to **Settings**, and then click **Printers** to display the **Printers** directory.
- 2 Display the printer driver settings:
 - **Windows 2000**—Right-click the DOCUJET 2026 printer icon and choose **Printing Preferences**.
 - **Windows Me/98SE**—Right-click the DOCUJET 2026 printer icon and choose **Properties**, then select **Printer Properties**.

Vista

- 1 From the **Start** menu, point to **Control Panel**, and then click **Printers** to display the **Printers** directory.
- 2 Right-click the DOCUJET 2026 printer icon and choose **Printing Preferences**.

Printer Driver Settings

Common Buttons

The buttons described below appear on each tab.

OK

Click to exit the Properties dialog box, saving any changes made.

Cancel

Click to exit the Properties dialog box without saving any changes made.

Apply

Click to save all changes without exiting the Properties dialog box.



*Depending on the version of the operating system, **Apply** may not appear.*

Help

Click to view the help.

Easy Set

Easy Set lets you save the setup of each tab for later recall, when you want to use it again. To save the current settings, click the [Save] button.

Afterward, you can recall the settings by selecting them from the pop-up list.

Select "Factory Defaults" from the pop-up list to reset all settings on the tab to their default values.

The button changes to [Delete] while an Easy Set setup is selected from the pop-up list. Clicking the [Delete] button deletes the currently highlighted setup.

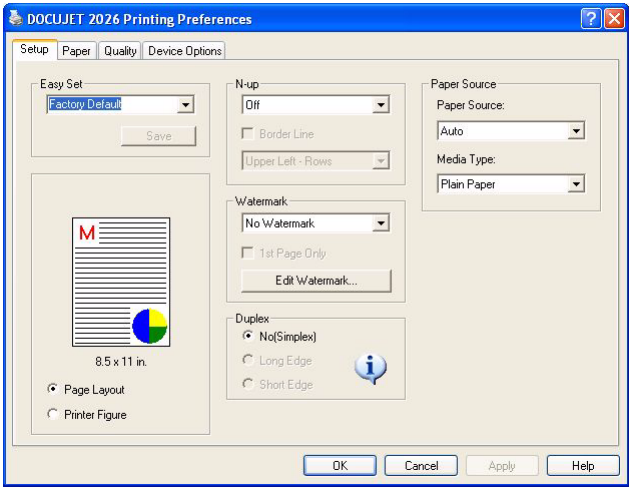
Paper Layout

The Page Layout image shows what the printed document will look like using the current printer driver settings. The Page Layout image changes as you select different settings.

Printer Figure

The Printer Figure image shows a graphic image of what trays, and other options are currently installed on the machine. All installed options are displayed, and the tray currently selected under Paper Source on the “Setup” tab appears in light blue.

Setup Tab



The Setup Tab allows you to

■ N-up

Print several pages of a document on the same page (N-up printing).



Select **Border Line** check box to print a border around each page when printing more than one document page on each sheet of paper.

■ Watermark

Specify Watermark.

You can create a background image of text to print on each page of your document.



- Select **First Page Only** check box when you want the watermark to be printed on the first page only. Clear the check box to print the watermark on all pages.

Edit Watermark

Click "Edit Watermark" button displays the "Edit Watermark" dialog box.

1. Click the "New" button, and then type the desired text in the box.
2. Make any settings you want.
 - Bold/Italic/Outline Only
 - Font
 - Angle
 - Offset from Center
 - Color
 - Size

■ Duplex

Specify Double-Sided printing

When duplex printing is selected, select "Long Edge", "Short Edge" or "No (Simplex)" for the binding position.



- The optional Duplex Unit must be installed and power on.

- In addition, the "Duplex" option must be added to the list of installed options in the "device Options" tab for the printer driver. When using duplex printing, select "Plain Paper" as the media type.

■ Paper Source

Click the pop-up menu, and then select the tray from which paper should be fed.

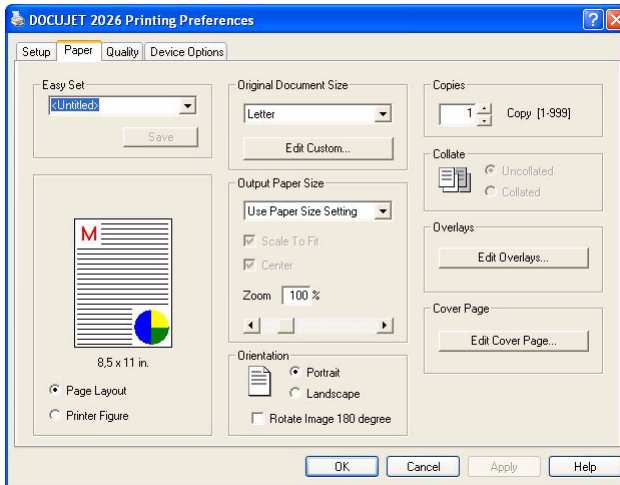


If the optional paper feed unit is installed, "Tray 2" appears.

■ Media Type

Select the type of media to be used for printing.

Paper Tab



The Paper Tab allows you to

- **Original Document Size**

Specify the size of the original document.



To specify a custom document size, click the [Edit Custom...] button to display the “Custom Sizes” dialog box.

- **Output Paper Size**

Specify the output paper size.

Scale to Fit

Selecting this check box caused the printed image to be resized automatically so it matches the size selected in the **Output Paper Size** list.

Center

Selecting this check box, the scaled page image will be in the center of the page.

- **Zoom**

Specify the zoom ration for enlarging or reducing the print image.



- The settings of **Scale to Fit** and **Center** are not available when the **Use Paper Size Setting** setting in the “Output Paper Size” pop-up menu is selected.
- The settings in the **Output Paper Size** pop-up menu are not available when the **Zoom** setting on the “Paper” tab is anything other than 100%
- Zoom can only be available while “Use Paper Size Setting” in the **Output Paper Size** pop-up menu is selected.

■ **Copies**

Specify the number of copies to be printed.

■ **Collate**

Specify whether each copy of the document should be printed individually or if all copies of each page should be printed as a set

■ **Orientation**

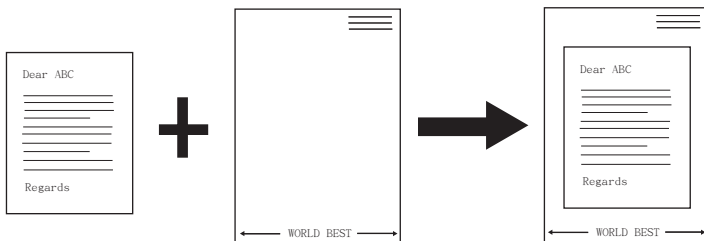
Specify the orientation of the media

■ **Overlays**

Specify the overlay function

An overlay is text and/or images stored on the computer hard disk drive (HDD) as a special file format that can be printed on any document.

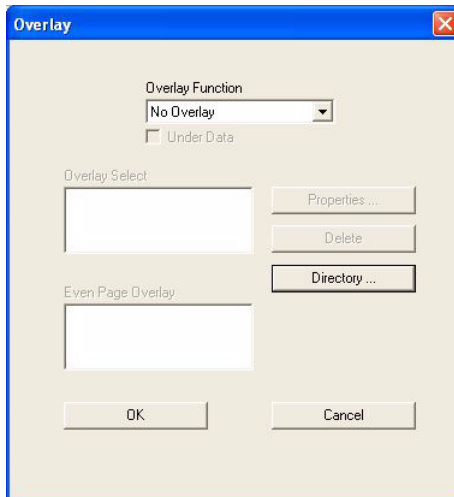
Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company’s letterhead, you need only tell the machine to print the letterhead overlay on your document.



Creating a New Page Overlay

To use a page overlay, you must create a page overlay containing a logo or image.

1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay.
2. To save the document as an overlay, from the [File] menu, click [Print], select **DOCUJET 2026** printer, and then access printer properties.
3. Select **Paper** tab, and then click [Edit Overlays.....] button, the “Overlay” window appears.



4. In the “Overlay Function” pop-up menu, click “Create New Overlay”, and then click [OK] button.
5. Type a name in the Create Overlay window, and then click [OK].
6. In the “Properties” dialog box, Click [OK], and then in the “Print” dialog box, click [OK] to complete creating.



- The overlay document size and orientation must be the same as the documents you print with the overlay.
- If settings have been specified for “N-up” or “Booklet” in the printer driver, the overlay form cannot be adjusted to match the specified settings.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document.

1. From the [File] menu, click [Print], select **DOCUJET 2026** printer, and then access printer properties.
2. Select **Paper** tab, and then click [Edit Overlays.....] button, the “Overlay” window appears.
3. Select the overlay you want to print from the “Overlay Select” table.



- When “Overlay Function” is set to “One Overlay”, “Overlay Select” chooses which of the overlays you want to add to all pages of your print job.
- When “Overlay Function” is set to “Two Overlays (Odd/Even)”, “Odd Page Overlay” chooses which of the overlays you want to add to the odd pages of your print job and “Even Page Overlay” chooses which of the overlays you want to add to the even pages of your print job.



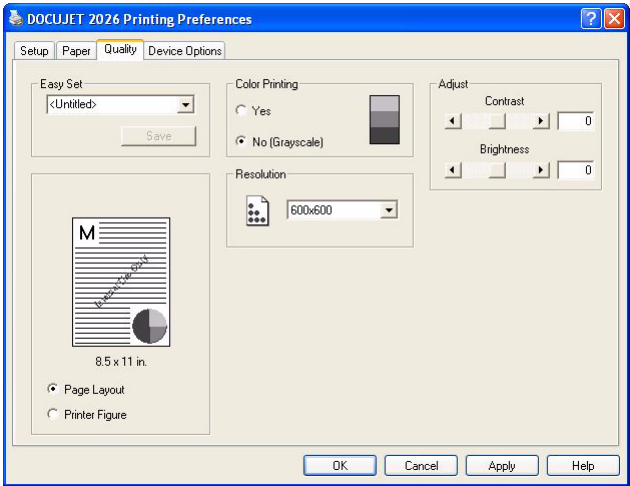
4. Check “Under Data” to have the overlay printed under your print data.

■ Cover Page

Specify to attach a Front Cover Page/Back Cover Page to the print job.

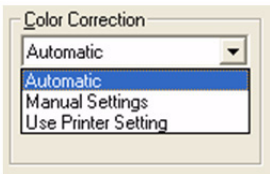
- “Tray” and “Media Type” are available while the **Printed Cover** is selected.
- “Size”, “Tray” and “Media Type” are not available while the **Printed Cover and N-up** are selected in the Back Cover Page.
- “Size”, “Tray” and “Media Type” are available while the **Blank Cover** is selected.

Quality Tab



The Quality Tab allows you to

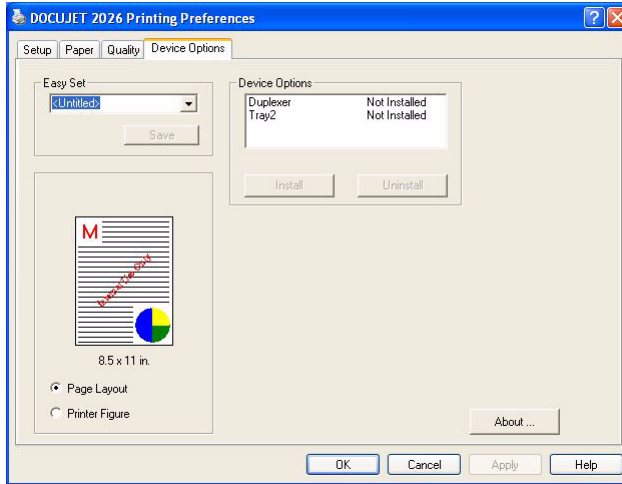
- **Color Printing**
Specify whether to print in color or grayscale (black and white).
- **Color correction**
Specify to adjust how colors are printed.



Color Correction	Description
Automatic (Default)	Select “Automatic” to have the driver automatically adjust colors.
Manual Settings	Select “Manual Settings” choose specific color corrections for each element type (text, image, graphics).
Use Printer Setting	Select “Use Printer Setting” to turn off color correction in the driver. Depending on the printer settings, color correction may still be performed by the printer.

- **Adjust**
Adjust the Contrast or Brightness (Only available for Grayscale Printing).
- **Resolution**
Specify resolution.

Device OptionsTab



The Device Options SettingTab allows you to

- Automatically identify installed options
- Activate Tray 2 and/or the duplex option
- Display version and copyright information about this printer driver)

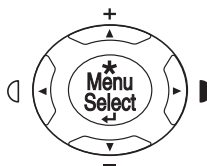
Canceling a Print Job

You can cancel a print job from the control panel of the machine unit.

1. Press [Display] key, and then press the Right key ► on the [Menu/Select].

Make sure the copier's display shows “*PC PRINT* PRINTING”.

Display

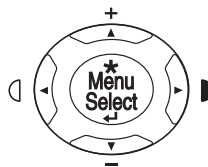


2. Press the [Cancel/C] key, and then, the “PC JOB CANCEL?” confirmation message appears on the display.

Cancel/C



3. Press the [Menu/Select] key to cancel the print job or the [Cancel/C] key to resume printing.



Cancel/C



Using Direct Print

5

Camera Direct Photo Printing

If a digital camera with PictBridge (1.0 or later) is connected to the machine via the USB Host Port, images stored on the digital camera can be printed directly on the machine.



The following features are not supported with Camera Direct Photo Printing.

- DPOF AUTOPRINT image print
- Borderless
- Cable disconnect enable
- DPOF cable disconnect recovery

Index print and printing using an N-UP LAYOUT setting is possible only with Letter- and A4-size media.



Make sure that the paper loaded into the paper tray is the same size as that selected for PAPER SIZE in the DIRECT PRINT menu.



The types of media that can be used with Camera Direct Photo Printing are plain paper, thick stock, labels, glossy media, and postcard.

Printing Directly from a Digital Camera

- 1 From the DIRECT PRINT menu, specify settings for IMAGE QUALITY, PAPER SIZE, and N-UP LAYOUT.



If these settings can be specified from the digital camera, they do not need to be specified from the control panel. These settings are overridden by settings configured within the digital camera.

For details on control panel settings, refer to “DIRECT PRINT Menu” on page 32.

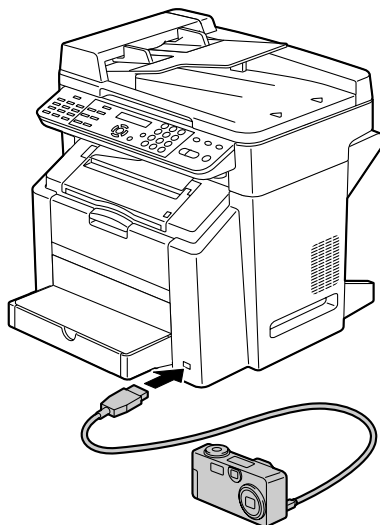


Printing is not possible if the media size (image size) specified from the camera is larger than the media size selected for PAPER SIZE in the DIRECT PRINT menu.

- 2 Connect the USB cable to the digital camera and to the Digital Camera Direct Photo print port.



A USB cable is not included with the machine and must be purchased separately, if not supplied with your digital camera.



- 3 From the digital camera, specify the image(s) that you wish to print and the desired number of copies.
- 4 Start printing from the digital camera.

Using the Copier

6

Making Basic Copies

This section contains descriptions of the basic copy operation procedure and the functions that are frequently used when making copies, such as specifying the zoom ratio and the copy density.



*If the **Fax** key or **Scan** key lights up in green while copying, press the **Copy** key.*



*Change the media size from the **PAPER SOURCE** menu.*

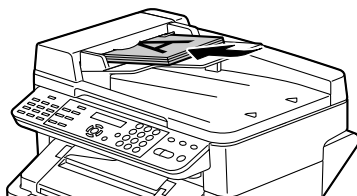
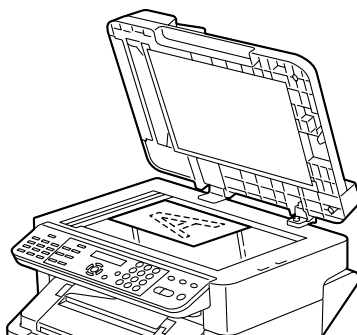
*For details, refer to “**PAPER SOURCE SETUP Menu**” on page 27.*

Basic Copy Operation

- 1 Position the document to be copied.



*For details on positioning the document, refer to “**Placing a Document on the Original Glass**” on page 69 and “**Loading a Document into the ADF**” on page 70.*



2 Specify the desired copy settings.



For details on specifying the copy quality, refer to “Specifying the Copy Quality” on page 105.

For details on specifying the zoom ratio, refer to “Specifying the Zoom Ratio” on page 106.

For details on selecting the copy density, refer to “Selecting the Copy Density” on page 107.

For details on selecting the media tray, refer to “Selecting the Media Tray” on page 107.

For details on setting 2in1 copying, refer to “Setting 2in1 Copying” on page 108.

For details on ID card copying, refer to “ID Card Copying” on page 109.

For details on setting duplex (Double-Sided) copying, refer to “Setting Duplex (Double-Sided) Copying” on page 111.

For details on setting collated copying, refer to “Setting Collated Copying” on page 113.

For details on setting clone copying, refer to “Setting Clone Copying” on page 114.

For details on setting poster copying, refer to “Setting Poster Copying” on page 115

3 Using the keypad, specify the desired number of copies.



*If the number of copies was incorrectly entered, press the **Cancel/C** key, and then specify the correct number of copies.*

4 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.

Copying begins.



*If the **Stop/Reset** key is pressed while copying, **PRESS THE START KEY TO RESUME** appears. To continue copying, press the **Start-B&W** key or the **Start-Color** key. To stop copying, press the **Stop/Reset** key.*

Specifying the Copy Quality

The copy quality can be set according to the contents of the document.

1 Press the **Quality** key.

2 Press the ◀ or ▶ key to select **MIX**, **TEXT** or **PHOTO**, and then press the **Menu/Select** key.

The main screen appears again.

Specifying the Zoom Ratio

The zoom ratio can be specified either by selecting a preset zoom ratio or by specifying a custom zoom ratio.

Selecting a Preset Zoom Ratio

- 1 Press the **Reduce/Enlarge** key until the desired zoom ratio is selected.



*The zoom ratio changes in the following order with each press of the **Reduce/Enlarge** key.*

When USER SETTING/PRESET ZOOM is set to METRIC:

1.15→1.41→2.00→0.50→0.70→0.81

When USER SETTING/PRESET ZOOM is set to INCH:

1.29→1.54→2.00→0.50→0.64→0.78

The zoom ratio cannot be changed using the keypad.



Depending on the selected preset zoom ratio, a sample of the change to the media size may appear in the status area in the lower-right corner of the message window. The sample of the media size change will disappear after 5 seconds.

Specifying a Custom Zoom Ratio

- 1 Press the **▲** or **▼** key until the desired zoom ratio is displayed.



*Each press of the **▲** or **▼** key changes the zoom ratio by 0.01.*

A setting between 0.50 and 2.00 can be specified.

The zoom ratio cannot be changed using the keypad.

Selecting the Copy Density



If [A] is displayed, press the **Light/Dark** key twice to specify the copy density.

1

Press the ◀ or ▶ key to select the desired copy density.

As the indicator is moved to the right, the density becomes darker. As the indicator is moved to the left, the density becomes lighter.



The copy density can also be selected by pressing the **Light/Dark** key. Press the **Light/Dark** key to display the DENSITY screen. Press the ◀ or ▶ key to select the copy density, and then press the **Menu/Select** key.

Selecting the Media Tray



If optional Tray 2 is not installed, the tray cannot be selected.

1

Press the **Function** key.

2

Press the ▲ or ▼ key to select “1 TRAY SELECT”, and then press the **Menu/Select** key.



If Tray 2 is not installed, “1 TRAY SELECT” *does not appear*.

3

Press the ◀ or ▶ key to select the TRAY1 or TRAY2, and then press the **Menu/Select** key.

Making Advanced Copies

This section contains descriptions of setting 2in1 copying, ID card copying, duplex (Double-Sided) copying, collated copying, clone copying, and poster copying.



2in1 copying, duplex (Double-Sided) copying, ID card copying, collated copying, clone copying and poster copying cannot be combined.

Setting 2in1 Copying

If 2in1 copying is set, two document pages can be copied together onto a single page.



With 2in1 copying, load the document into the ADF. 2in1 copying cannot be performed by using the original glass.

1

Press the **2in1** key.

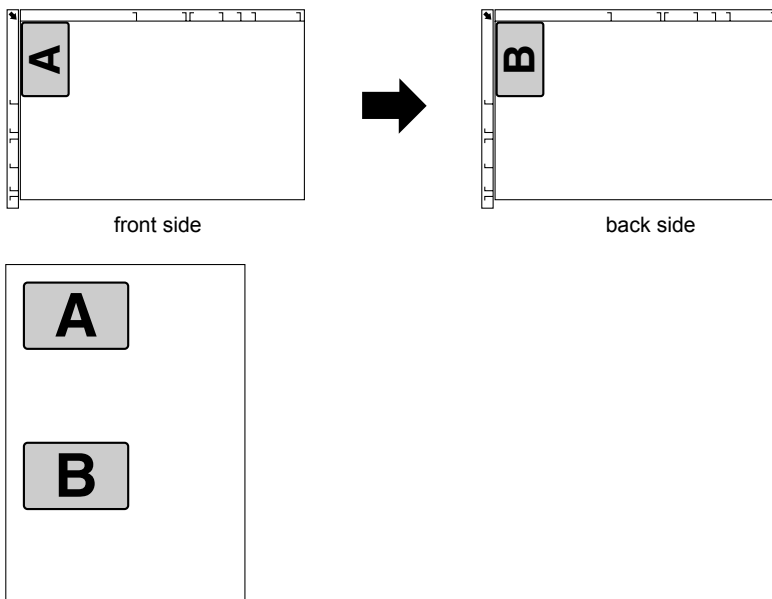
*The zoom ratio is set to 0.64 on USA and Canada and 0.70 on other countries, and **II** appears in the message window.*



2in1 copying cannot be specified if the ADF is open.

ID Card Copying

With ID card copying, the back and front of a document, such as a certificate, are copied at full size on a single sheet of paper.



When ID card copying is set, the zoom ratio cannot be changed.



ID card copying can only be performed from the original glass. Align the document with the arrow on the left side toward the rear of the machine. Since the areas 4 mm at the top and 4 mm at the left are not within the print area, those parts of the document are not copied. Therefore, the position of the document to be copied may need to be adjusted.



The paper sizes that are available for ID card copying are A4, Letter and Legal.

- 1 Position the document on the original glass.



For details on positioning the document on the original glass, refer to "Placing a Document on the Original Glass" on page 69.

- 2 Press the **Function** key.
- 3 Press the ▼ key twice to select the "3 ID CARD COPY", and then press the **Menu/Select** key.

- 4 Press the ◀ or ▶ key to select ON, and then press the **Menu/Select** key.
- 5 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.
Scanning of the document begins.
- 6 When NEXT PAGE appears, position the back side of the document at the same location as the front side, and then press the **Start-Color** or **Start-B&W** key.

After the back side has been scanned, printing automatically begins.

The main screen appears again.

Setting Duplex (Double-Sided) Copying

Duplex (Double-Sided) Copying From the ADF

If duplex (Double-Sided) copying is set, copies can be printed on both sides of the media.



The duplex option must be installed in order to set duplex (Double-Sided) copying.

- 1 Press the **Function** key.
- 2 Press the ▼ key once to select “2 DUPLEX”, and then press the **Menu/Select** key.



If the duplex option is not installed, “2 DUPLEX” does not appear.



This screen appears only if the duplex option is installed.

- 3 Press the ◀ or ▶ key to select LONG EDGE or SHORT EDGE, and then press the **Menu/Select** key.

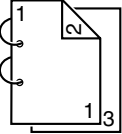
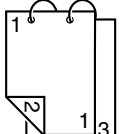
The main screen appears again, and  appears in the message window.



When making Double-Sided copies in full color, printing will begin 30 to 50 seconds after scanning of the document is finished.



When LONG EDGE or SHORT EDGE is selected, duplex (Double-Sided) copying is performed as described below.

	If LONG EDGE is selected, the pages will be laid out to flip at the sides.
	If SHORT EDGE is selected, the pages will be laid out to flip at the top.

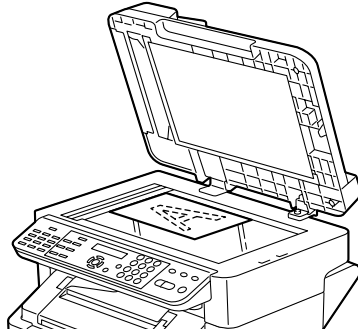
Duplex (Double-Sided) Copying From the Original Glass

Duplex (Double-Sided) copying can be performed either from the original glass or from the ADF. The description for duplex (Double-Sided) copying with the original glass is provided below.

- 1 Position the document on the original glass.



For details on positioning the document on the original glass, refer to “Placing a Document on the Original Glass” on page 69.



- 2 Press the **Function** key and set duplex (Double-Sided) copying.



For details on setting duplex (Double-Sided) copying, refer to “Setting Duplex (Double-Sided) Copying” on page 111.

- 3 To print color copies, press the **Start-Color** key. To print monochrome copies, press the **Start-B&W** key.

Scanning of the document begins.

- 4 When **NEXT PAGE** appears in the message window, place the second document page on the original glass, and then press the **Start-Color** key or the **Start-B&W** key.

After the second page (back side) is scanned, printing begins automatically.

The main screen appears again.

Setting Collated Copying

If collated copying is set, multiple sets of copies can be printed from a multi-page document.



With collated copying, load the document into the ADF. Collated copying cannot be performed by using the original glass.

1

Press the **Collate** key.



appears in the message window.



*If COPY SETTING/"4 COLLATE" is set to ON, do not press the **Collate** key.*



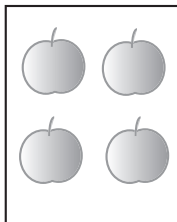
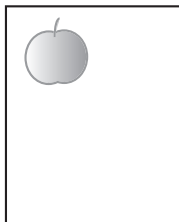
Collated copying cannot be specified if the ADF is open.


Setting Clone Copying

If clone copying is set, multiple sets of copies can be printed from the original document on a single page. The number of images is automatically determined by the original image and paper size.



With clone copying, load the document into the original glass. Clone copying cannot be performed by using the ADF.



- 1 Position the document on the original glass.
 *For details on positioning the document on the original glass, refer to “Placing a Document on the Original Glass” on page 69.*
- 2 Press the **Function** key.
- 3 Press the ▼ key three times to select the “4 CLONE COPY”, and then press the **Menu/Select** key.
- 4 Select **ON**, and then press the **Menu/Select** key.
- 5 Press “**Color**” or “**B/W**” key to start copy.



Reduce/Enlarge key, 2 in 1 key and Collate key cannot be performed at the same time as making clone copy.

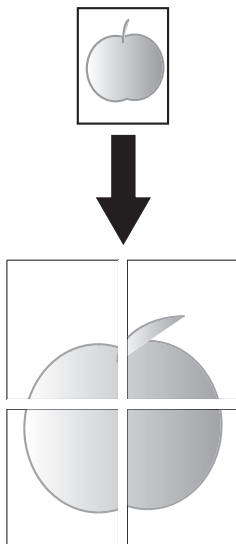
Setting Poster Copying

If poster copying is set, prints an image onto 4 sheets of paper (2x2).

You can paste the printed pages together to make one poster-sized document.



With poster copying, load the document into the original glass. poster-copying cannot be performed by using the ADF.



- 1 Position the document on the original glass.
- 2 Press the **Function** key.
- 3 Press the **▼** four times to select the “5 POSTER COPY”, and then press the **Menu/Select** key.
- 4 Select “ON”, and then press the **Menu/Select** key.
- 5 Press “**Color**” or “**B/W**” key to start copy.



Reduce/Enlarge key, 2 in 1 key and Collate key cannot be performed at the same time as making poster copy.

Using the Scanner

7

Making Basic Scans

Scanning via USB

Scanning can be performed from a TWAIN-compatible application.

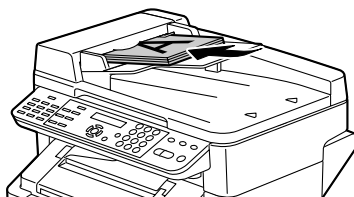
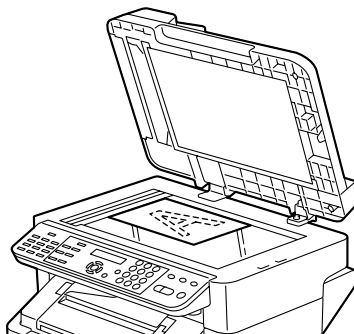


*To scan via the network, press the **Scan** key. For details, refer to “Basic Scan to Email Operation” on page 121*

- 1 Position the document to be scanned.



For details on positioning the document, refer to “Placing a Document on the Original Glass” on page 69 and “Loading a Document into the ADF” on page 70.



- 2 Start the application to be used for scanning.
- 3 Start the scanner driver according to the application settings.
- 4 Specify the necessary scanner driver settings.
- 5 Click the **Scan** button in the scanner driver.

Scanner Driver Settings

Original Size

Specify the original size.

Scan Type

Specify the scan type.

Resolution

Specify the resolution.

Scanning mode

Select **Auto** or **Manual**. When **Manual** is selected, settings can be specified for **Rotation type**, **Brightness/Contrast**, **Sharp**, **Curves**, **Level**, **Color Balance** and **Hue/Saturation**.

Image size

Shows the data size of the scan image.

Scan

Click to begin scanning.

About

Shows the software version information.

Close

Click to close the scanner driver window.

Preview Window

Displays a preview of the scan.

Clear

Erases the preview.

Width/Height

Shows the width and height of the area to be scanned.

Prescan

Displays a preview in the preview window.

Help

Displays the Help.

Basic Scan to Email Operation

With a scan to email operation, documents are sent via a mail server.



In order to perform this operation, the network setting and the email setting must have already been specified. For details, refer to “NET-WORK SETTING Menu” on page 33 and “E-MAIL SETTING Menu” on page 34.

Scan to Email Using the ADF

If the ADF is used, original documents containing multiple pages can be automatically scanned.



Do not load original documents that are bound together, for example, with paper clips or staples.



Do not load more than 50 sheets; otherwise an original document misfeed or damage to the document or machine may occur.



If the original document is not loaded correctly, it may not be fed in straight, or an original document misfeed or damage to the document may occur.



Do not open the ADF cover while documents loaded into the ADF are being scanned.

- 1 Press the **Scan** key to enter Scan mode.
- 2 Make sure that there is no document on the original glass.
- 3 Stack the document in the ADF document feed tray face up with the first page to be sent on the top of the stack.
- 4 Adjust the document guides to the document size.
- 5 Specify the email address of the recipient in one of the following ways, and then press the **Menu Select** key.
 - Direct input
 - Using the one-touch dial key (including group dialing)
 - Using the speed dial number
 - Using the phone book function



For information on entering text , refer to “Entering Text” on page 130.



For details on specifying the recipient, refer to “Specifying a Recipient” on page 127.



By specifying one TO address and 124 CC addresses, a total of 125 recipients can be specified.



Email addresses specified after the **Scan** key is pressed are set as scan to email recipients.

6 Enter a title (subject), and then press the **Menu Select** key.



For information on entering text, refer to “Entering Text” on page 130.



If you do not want to specify the subject line, resolution and other settings, press the **Start** key, skip to step 15.

7 Enter the email address for any additional recipient as a CC address, and then press the **Menu Select** key.



If you do not want to specify CC address, press the **Menu Select** key will skip to step 9.



To specify more than one CC address, press the **Menu Select** key to enter the additional addresses. Repeat step 7 until all of the recipients have been specified.

8 After you have finished specifying the addresses for additional recipients, press the **Menu Select** key twice.

9 Using the ◀ and ▶ keys, select the color mode (“GRAY” or “B/W”), and then press the **Menu Select** key.



“COLOR” cannot be selected for the scan mode when the ADF is used. In that case, select “GRAY” or “B/W” (black and white).

10 Using the ◀ and ▶ keys, select the resolution (150 × 150 dpi, 300 × 300 dpi or 600 × 600 dpi).



The 600 × 600 dpi resolution cannot be selected if “GRAY” was selected as the scan mode in step 9.

11 To specify detailed settings for the scan mode, such as the data format and compression encoding method, press the ▼ key.



If you do not want to specify the data format and compression encoding method, press the **Menu Select** key instead of pressing the ▼ key, skip to step 15.

12 Using the ◀ and ▶ keys, select the data format (“TIFF” or “PDF”) for email attachments, and then press the ▼ key.



If “GRAY” or “COLOR” was selected for the color mode in step 9, the screens in steps 13 and 14 do not appear, press the **Menu Select** key, skip to step 15.



PDF data can be opened in Adobe Acrobat Reader.



TIF files of images that have been scanned with the **Color** or **Gray** setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.



To cancel the settings, press the **Cancel/C** key. The screen for selecting the color mode appears again.



To quit making changes to the scan mode settings, press the **Start** key.

13 Using the ◀ and ▶ keys, adjust the density for the document to be scanned, and then press the ▼ key.

14 Using the ◀ and ▶ keys, select the compression encoding method (“MH”, “MR” or “MMR”), and then press the **Menu Select** key.

15 Using the ◀ and ▶ keys, select “ADF”.



To change the size of the scanned image, press the ▼ key.

For information on changing the size, refer to “Entering Text” on page 130.

16 Press the **Start** key.
Scanning starts, and then the scan data is sent to the recipients.



To stop scanning and stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select “Yes”, and then press the **Menu Select** key.



If you want to cancel a scanned document queued for transmission, select “CANCEL RESERV.” from the Function menu. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.



Scan data is not sent directly to the recipient. In addition, images are regarded as having been sent successfully on completion of their transmission to the server.



If the email could not be sent, a transmission result report can be printed. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.

Scan to Email Using the Original Glass

1 Press the **Scan** key to enter Scan mode.

2 Remove all documents from the ADF.



If you are using the original glass to scan, do not load any documents into the ADF.

3 Lift open the ADF cover.

4 Place the original document face down on the original glass and align the document on the scales above and to the left of the original glass.

5 Gently close the ADF cover.



Closing it too quickly may cause the document to move on the original glass.

6 Specify the email address of the recipient in one of the following ways, and then press the **Menu Select** key.

- Direct input
- Using the one-touch dial key
- Using the speed dial number
- Using the phone book function



For information on entering text , refer to “Entering Text” on page 130.



For details on specifying the recipient, refer to “Specifying a Recipient” on page 127.



By specifying one TO address and 124 CC addresses, a total of 125 recipients can be specified.



*Email addresses specified after the **Scan** key is pressed are set as scan to email recipients.*

7 Enter a title (subject), and then press the **Menu Select** key.



For information on entering text, refer to “Entering Text” on page 130.











*If you do not want to specify the subject line, resolution and other settings, press the **Start** key, skip to step 16.*

8 Enter the email address for any additional recipient as a CC address, and then press the **Menu Select** key.



*If you do not want to specify CC address, press the **Menu Select** key will skip to step 10.*

-  To specify more than one CC address, press the **Menu Select** key to enter the additional addresses. Repeat step 8 until all of the recipients have been specified.
- 9 After you have finished specifying the addresses for additional recipients, press the **Menu Select** key twice.
- 10 Using the ◀ and ▶ keys, select the color mode (“COLOR”, “GRAY”, or “B/W”), and then press the **Menu Select** key.
- 11 Using the ◀ and ▶ keys, select the resolution (150 × 150 dpi, 300 × 300 dpi or 600 × 600 dpi).
-  The 600 × 600 dpi resolution cannot be selected if “COLOR” or “GRAY” was selected as the scan mode in step 10.
- 12 To specify detailed settings for the scan mode, such as the data format and compression encoding method, press the ▼ key.
- The screen for selecting the data format appears.*
-  If you do not want to specify the data format and compression encoding method, press the **Menu Select** key instead of pressing the ▼ key, skip to step 16.
- 13 Using the ◀ and ▶ keys, select the data format (“TIFF” or “PDF”) for email attachments, and then press the ▼ key.
-  If “GRAY” or “COLOR” was selected for the color mode in step 10, the screens in steps 14 and 15 do not appear, press the **Menu Select** key, skip to step 16.
-  PDF data can be opened in Adobe Acrobat Reader.
-  TIF files of images that have been scanned with the Color or Gray setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.
-  To cancel the settings, press the **Cancel/C** key. The screen for selecting the color mode appears again.
-  To quit making changes to the scan mode settings, press the **Start** key.
- 14 Using the ◀ and ▶ keys, adjust the density for the document to be scanned, and then press the ▼ key.
- 15 Using the ◀ and ▶ keys, select the compression encoding method (“MH”, “MR” or “MMR”), and then press the **Menu Select** key.
- 16 Using the ◀ and ▶ keys, select “BOOK”.

- 17** Press the **Menu Select** key.
Scanning starts.



*To change the size of the scanned image, press the ▼ key before pressing **Start** key.*

For information on changing the size, refer to “Entering Text” on page 130.

- 18** When scanning a document containing several pages, place the next page on the original glass when the message “NEXT PAGE?” appears, and then press the **Menu Select** key.

- Repeat step 18 until all of the pages in the document have been scanned.

- 19** Press the **Start** key.
Transmission starts.



*To stop scanning and stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select “Yes”, and then press the **Menu Select** key.*



If you want to cancel a scanned document queued for transmission, select “CANCEL RESERV.” from the Function menu. For details, refer to the Color Laser MFP Fax_PC Fax User’s Guide.



Scan data is not sent directly to the recipient. In addition, images are regarded as having been sent successfully on completion of their transmission to the server.



If the email could not be sent, a transmission result report can be printed. For details, refer to the Color Laser MFP Fax_PC Fax User’s Guide.

Specifying a Recipient

The recipients can be specified in any of the following ways.

- Direct input: Directly enter the email address.
- Using a one-touch dial key: Specify a recipient registered with a one-touch dial key.
- Using speed dial numbers: Specify a recipient registered with a speed dial number.
- Using the phone book functions: List or search for recipients registered as one-touch dial keys or speed dial numbers, and then select a recipient.

Directly Entering an Email Address

- 1 Use the numeric keypad to type in the email address for the recipient.



For details on entering/editing text and the characters that can be entered, refer to the Color Laser MFP Fax_PC Fax User's Guide.



*To erase the entered email address, hold down the **Cancel/C** key for about one second, or press the **Stop/Reset** key.*

Using a One-Touch Dial Key

If a recipient has been registered with a one-touch dial key, the recipient's email address can be entered simply by pressing the programmed one-touch dial key.



The recipient must have been registered with a one-touch dial key in advance. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.

- 1 Press the desired one-touch dial key.



Press the one-touch dial key programmed with the group dial recipients to send an email to multiple recipients. If a one-touch key programmed with group dial recipients is selected in the screen for specifying the TO address, all email addresses included in the group dial are added to the TO address. If it is selected in the screen for specifying the CC address, all addresses are added to the CC address.



*If an incorrect recipient was selected, press the **Cancel/C** key.*



If the one-touch dial key that is pressed is not registered with an email address, the message “NOT E-MAIL ADDRESS” appears. In addition, if the one-touch dial key that is pressed is not registered with a recipient, the message “NOT REGISTERED!” appears. Press a one-touch dial key registered with an email address.

Using the Speed Dial Function

If a recipient has been registered with a speed dial number, the recipient's fax number can be dialed simply by pressing a speed dial number key.



The recipient must have been registered with a speed dial in advance. For details, refer to the Color Laser MFP Fax_PC Fax User's Guide.

- 1 Press the Speed Dial key.
- 2 Use the keypad to enter the 3-digit speed dial number programmed with the desired recipient.

The recipients name appears in the message window.



*If an incorrect recipients was selected, press the **Cancel/C** key.*



If the entered speed dial number is not registered with an email address, the message “NOT E-MAIL ADDRESS” appears. In addition, if the entered speed dial number is not registered with a recipient, the message “NOT REGISTERED!” appears. Enter a speed dial number registered with an email address.

Using the List Function of the Phone Book

If a recipient is registered with a one-touch dial key or a speed dial number, the recipient can be found by using the List or Search function of the phone book.

Follow the procedure described below to search using the List function of the phone book.

- 1 Press the **Speed Dial** key twice.
- 2 Using the ◀ and ▶ keys, select “LIST”, and then press the **Menu Select** key.
The list of one-touch dial keys and speed dial numbers registered with an email address is displayed.
- 3 Using the ▲ and ▼ keys, select the desired recipient.
- 4 Press the **Menu Select** key.

Using the Search Function of the Phone Book

If a recipient is registered with a one-touch dial key and a speed dial number, the recipient can be found by using the List or Search function of the phone book.

Follow the procedure described below to search using the Search function of the phone book.

- 1 Press the **Speed Dial** key twice.
- 2 Using the ◀ and ▶ keys, select "SEARCH", and then press the **Menu Select** key.
A screen appears, allowing you to enter the text to be searched for.
- 3 Using the keypad, enter the first few characters of the name programmed for the desired recipient.



Enter the name programmed in the one-touch dial key or the speed dial number. For details on entering text, refer to "Entering Text" on page 130.



Text up to 10 characters long can be entered.

- 4 Press the **Menu Select** key.
The number of names beginning with the text entered in step 3 is displayed.



If there are no names programmed with one-touch dial keys or speed dial numbers beginning with the entered text, "(0)" is displayed, and then the screen allowing you to enter the search text appears.

- 5 To select a recipient from the displayed search results, skip to step 7.
OR
To narrow down the search results even further, press the **Menu Select** key, and then enter more search text.

- 6 Press the **Menu Select** key.

- 7 Using the ▲ and ▼ keys, select the desired recipient.



*If the desired recipient name does not appear in the search results, press the **Clear/C** key twice to return to the screen allowing you to enter the search text, and then try searching for different text.*

- 8 Press the **Menu Select** key.

Entering Text

When specifying the user name or programming the recipient name with one-touch dial keys, letters, accented characters, numbers and symbols can be entered.

Key Operation

Use the keypad to enter numbers, letters, and symbols.

List of characters available with each key of the keypad

Keypad key	Available characters
1	. (period) @_ (underscore) - (hyphen) 1
2	ABC2abc
3	DEF3def
4	GHI4ghi
5	JKL5jkl
6	MNO6mno
7	PQRS7pqrs
8	TUV8tuv
9	WXYZ9wxyz
0	(space) 0
*	
#	< Input E-mail address > +&/* =!?()%[]^"{} ~\$ < Input name > +&/* =!?()%[]^"{} ~\$,:;<>"'£



List of characters varies base on different language and function area.

Changing Input Mode

Each press of the **↵** key switches the input mode between numbers and letters.

[1]: Numbers can be typed in.

[A]: Letters can be typed in.

Inputting Example

The procedure for entering text is described below, using “NJ Office” as an example.

- 1** Press the **↵** key to change the input mode so that letters can be entered.
- 2** Press the **6** key twice.
“N” is entered.
- 3** Press the **5** key once.
“J” is entered.
- 4** Press the **0** key once.
A space is entered.
- 5** Press the **6** key three times.
“O” is entered.
- 6** Press the **3** key seven times.
“f” is entered.
- 7** Press the **▶** key.
The cursor moves to the right.
- 8** Press the **3** key seven times.
“f” is entered.
- 9** Press the **4** key seven times.
“i” is entered.
- 10** Press the **2** key seven times.
“c” is entered.
- 11** Press the **3** key six times.
“e” is entered.

Correcting Text And Input Precautions

- To erase all entered text, hold down the **Cancel/C** key.
- To delete only part of the entered text, use the ◀ and ▶ keys to move the cursor () to the character that you want to delete, and then press the **Cancel/C** key.
- If multiple characters are assigned to a single key, "OK=▶" appears at the bottom of the screen.
- If the same key is to be used to enter two characters in a row, press the ▶ key after selecting the first character. (Refer to the above inputting example.)
- To enter a space, press the **0** key.

Replacing Consumables

8

Replacing the Toner Cartridge

Note

Failure to follow instructions as outlined in this manual could result in voiding your warranty.

Your machine uses four toner cartridges: black, yellow, magenta, and cyan. Handle the toner cartridges carefully to avoid spilling toner inside the machine or on yourself.



Install only new toner cartridges in your machine. If a used toner cartridge is installed, the indicator message will not clear.



The toner is nontoxic. If you get toner on your skin, wash it off with cool water and a mild soap. If you get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off.



CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Note

Do not use refilled toner cartridges or unapproved toner cartridges. Any damage to the machine or quality problems caused by a refilled toner cartridge or unapproved toner cartridge will void your warranty. No technical support is provided to recover from these problems.

When replacing a toner cartridge, refer to the following table. For optimum print quality and performance, use only approved toner cartridges for your specific machine type, as listed in the table below.

1.5K	Y	93344Z014H012
	M	93344Z015H018
	C	93344Z016H013
4.5K	Y	93344Z031H015
	M	93344Z032H011
	C	03344Z033H016
	K	93344Z017H019

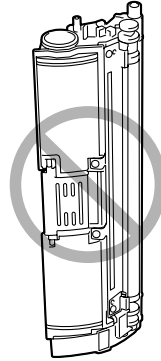
Keep toner cartridges:

- In their packaging until you're ready to install them.
- In a cool, dry location away from sunlight (due to heat).

The maximum storage temperature is 35° C (95° F) and the maximum storage humidity is 85% (noncondensing). If the toner cartridge is moved from a cold place to a warm, humid place, condensation may occur, degrading print quality. Allow the toner to adapt to the environment for about one hour before use.

- Level during handling and storage.

Do not hold, stand or store cartridges on their ends or turn them upside down; the toner inside the cartridges may become caked or unequally distributed.



- Away from salty air and corrosive gases such as aerosols.

To Replace a Toner Cartridge

Note

Be careful not to spill toner while replacing a toner cartridge. If toner spills, immediately wipe it off with a soft, dry cloth.

When a toner cartridge becomes empty, the messages **X TONER EMPTY** and **CHANGE X TONER** (X indicates the toner color) alternately appear. Follow the procedure described below to replace the toner cartridge.

- 1 Check the display to see which color of toner is empty.
As an example, the procedure for replacing the cyan toner cartridge is described below.

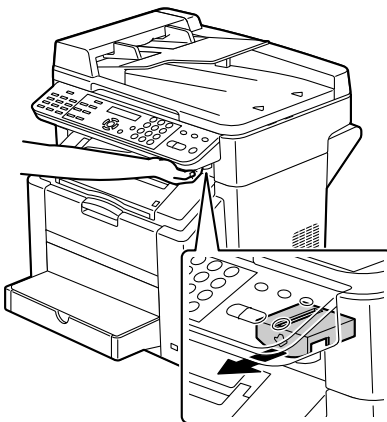
- 2 Press the **TC Change** key.

*The messages **REPLACE MODE** and **CHANGE C TONER** alternately appear, and the cyan toner cartridge is moved so that it can be replaced.*



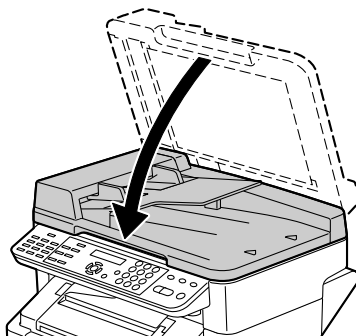
*Press the **TC Change** key once to move the cyan toner cartridge so that it can be replaced. With each additional press of the **TC Change** key, the black, yellow, then magenta toner cartridge moves so that they can be replaced.*

3





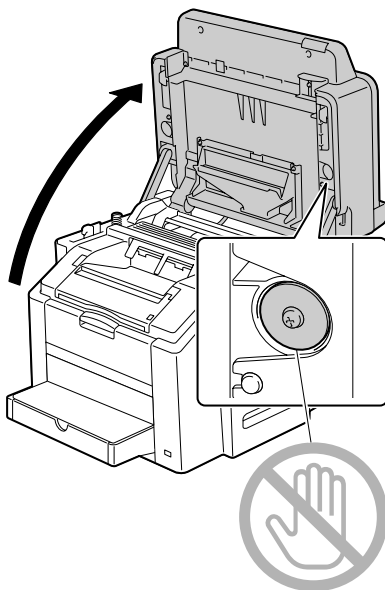
The scanner unit cannot be released if the ADF has been opened. Be sure to gently close the ADF first, then release the scanner unit.



4



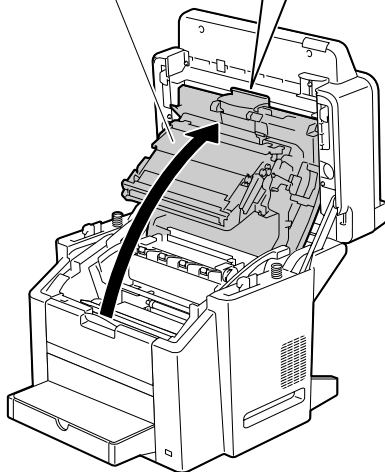
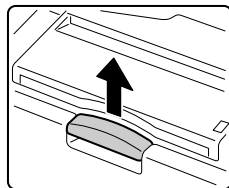
Be careful not to touch the plate on the back of the scanner unit.



5



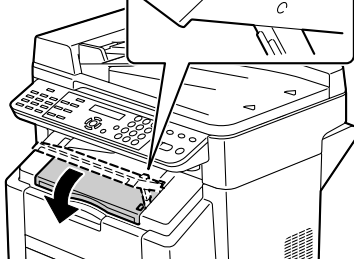
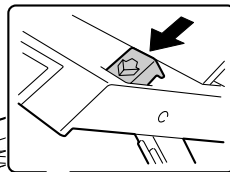
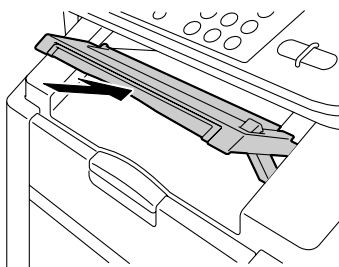
Do not touch the transfer belt.



If there is media in the output bin, remove it.



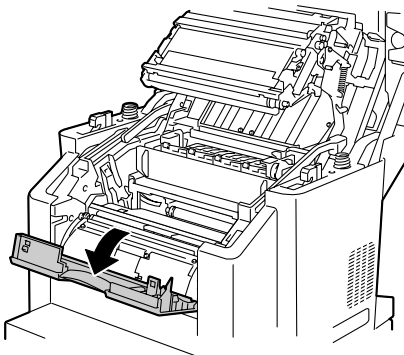
Before opening the engine cover, be sure to fold up the output bin.



6



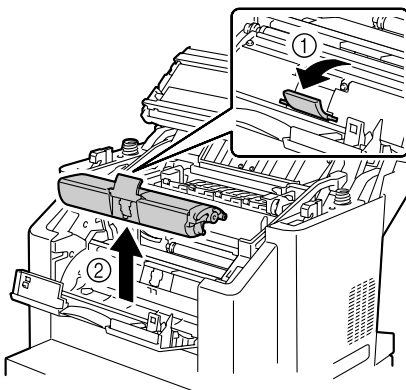
You can identify the toner cartridge by the color of the handle and by the letter molded into the handle: C (cyan), M (magenta), Y (yellow) and K (black).



7



Do not manually rotate the toner cartridge carousel. In addition, do not rotate the carousel with force; otherwise it may be damaged.



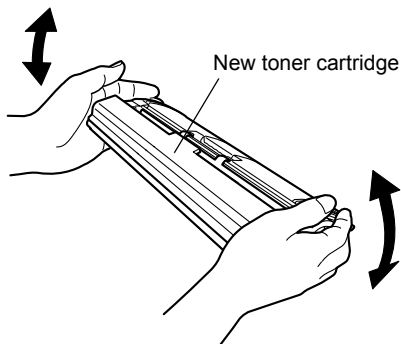
Note

Dispose of the empty toner cartridge according to your local regulations. Do not burn the toner cartridge.

8



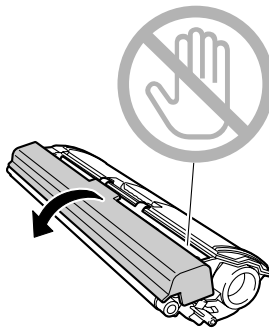
Make sure that the toner roller cover is securely attached before shaking the toner cartridge.



9



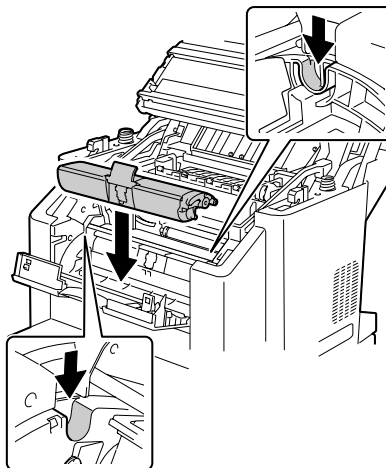
Do not touch or scratch the toner roller.



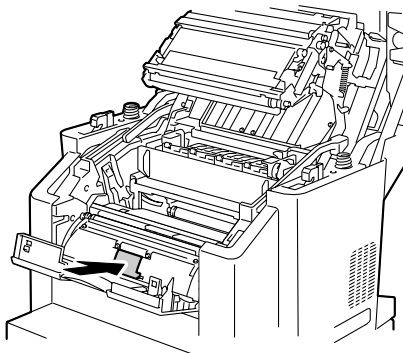
10



Before inserting the toner cartridge, make sure that the color of the toner cartridge to be installed is the same as the label on the toner cartridge carousel.



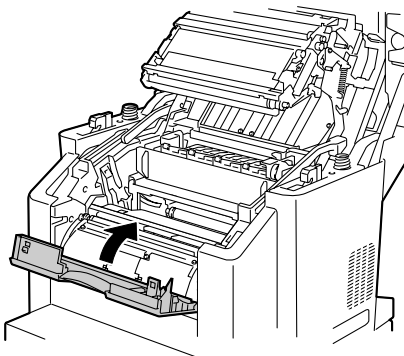
11



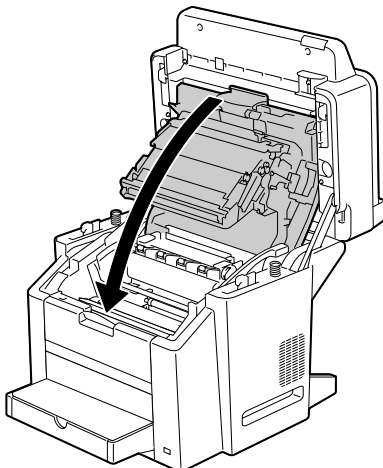
12



Before closing the engine cover, be sure to close the front cover. The front cover cannot be closed after the engine cover is closed.



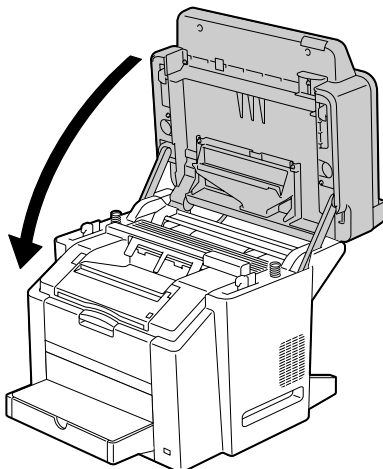
13



14



*When the scanner unit is closed, the black toner cartridge automatically moves so that it can be replaced. With each press of the **TC Change** key, the yellow, then magenta toner cartridge moves so that it can be replaced.*



15 Press the **Stop/Reset** key.

The message is erased from the message window, and machine is reset so that it can continue printing.



If no operation is performed for more than 30 seconds after the scanner unit is closed, the machine is automatically reset so that it can print.

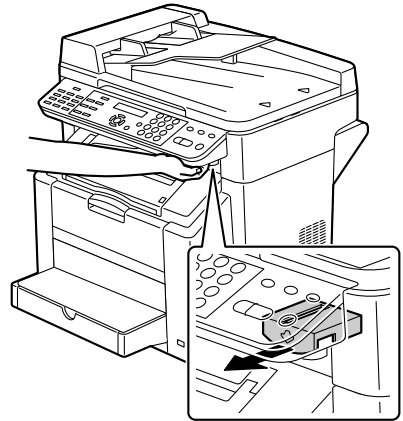


The machine must complete a calibration cycle (less than 2 minutes) after a toner cartridge has been replaced. If you open a cover before the machine is reset, the calibration stops, then starts over again after the cover is closed.

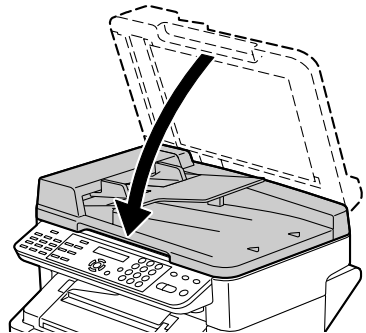
Replacing the Drum Cartridge

When the drum cartridge reaches the end of its service life, the messages **DRUM LIFE END** and **CHANGE DRUM** alternately appear. Follow the procedure described below to replace the drum cartridge.

1



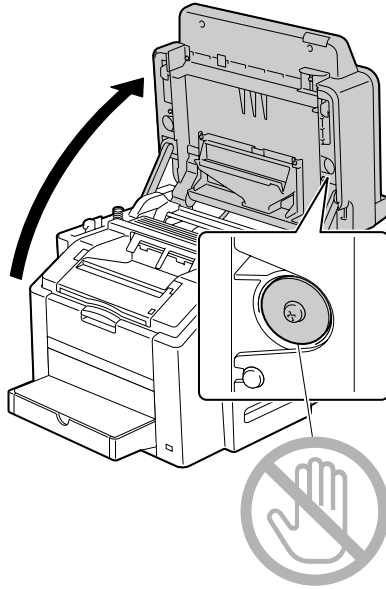
The scanner unit cannot be released if the ADF has been opened. Be sure to gently close the ADF first, then release the scanner unit.



2



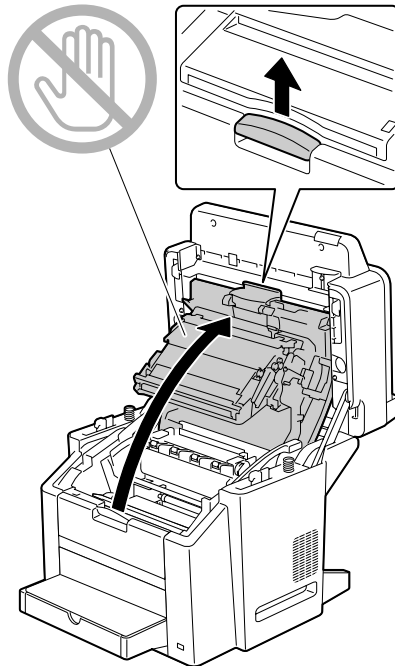
Be careful not to touch the plate on the back of the scanner unit.



3



Do not touch the transfer belt.

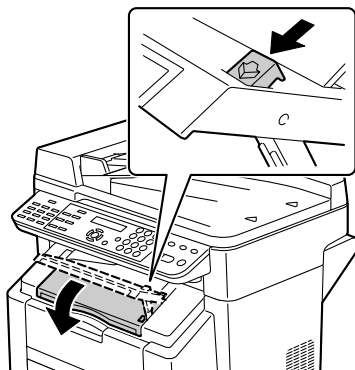
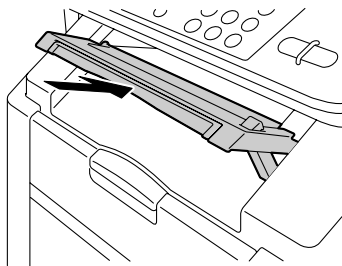




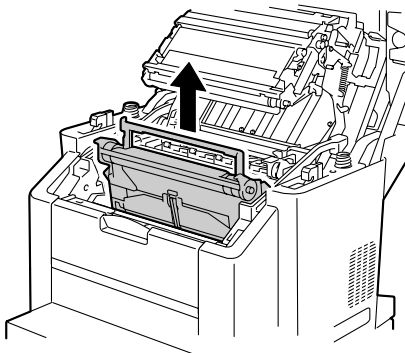
If there is media in the output bin, remove it.



Before opening the engine cover, be sure to fold up the output bin.



4



Note

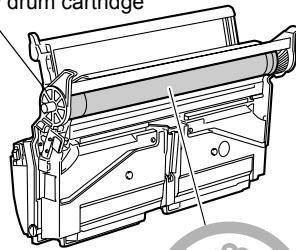
Dispose of the used drum cartridge according to your local regulations. Do not burn the drum cartridge.

5

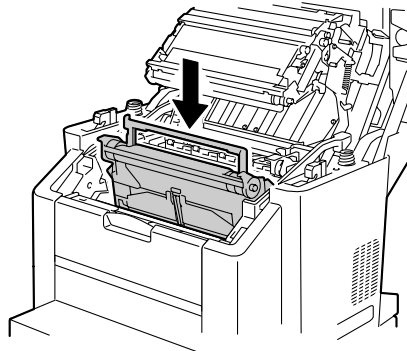


Do not touch the OPC drum on the drum cartridge.

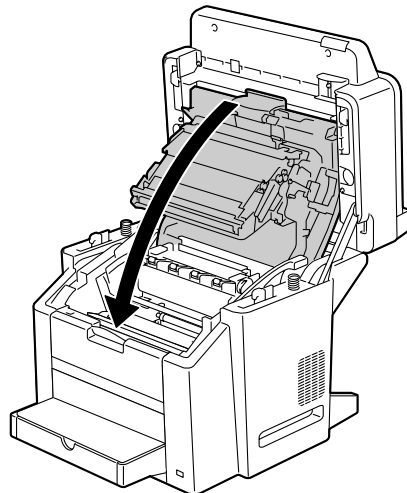
New drum cartridge

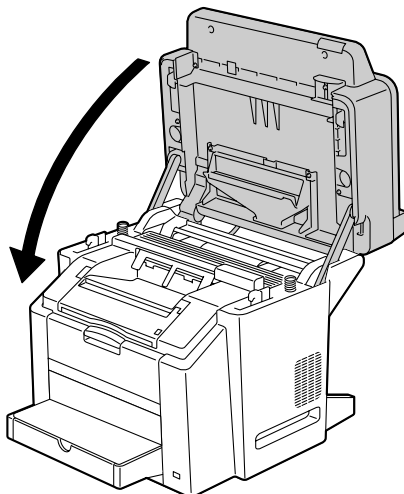


6



7





The machine must complete a calibration cycle (less than 2 minutes) after a drum cartridge has been replaced. If you open a cover before the machine is reset, the calibration stops, then starts over again after the cover is closed.

Maintenance

9

Maintaining the Machine



CAUTION

Read all caution and warning labels carefully, making sure to follow any instructions contained in them. These labels are located on the inside of the machine's covers and the interior of the body.

Handle the machine with care to preserve its life. Abuse handling may cause damage and void your warranty. If dust and paper scraps remain on the inside or outside of the machine, machine performance and print quality will suffer, so the machine should be cleaned periodically. Keep the following guidelines in mind.



WARNING!

Turn off the machine, unplug the power cord, and disconnect interface cable before cleaning. Do not spill water or detergent into the machine; otherwise the machine will be damaged and an electric shock may occur.



CAUTION

The fuser unit is hot. When the engine cover is opened, the fuser unit temperature drops gradually (one hour wait time).

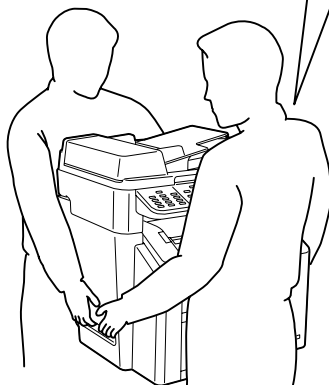
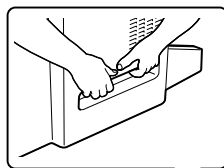


- Be careful when cleaning the inside of the machine or removing media misfeeds, as the fuser unit and other internal parts may be very hot.
- Do not place anything on top of the machine.
- Use a soft cloth to clean the machine.
- Never spray cleaning solutions directly on the machine's surface; the spray could penetrate through the air vents of the machine and damage the internal circuits.
- Avoid using abrasive or corrosive solutions or solutions that contain solvents (such as alcohol and benzene) to clean the machine.
- Always test any cleaning solution (such as mild detergent) on a small inconspicuous area of your machine to check the solution's performance.
- Never use sharp or rough implements, such as wire or plastic cleaning pads.
- Always close the machine's covers gently. Never subject the machine to vibration.

- Do not cover the machine immediately after using it. Turn it off and wait until it cools down.
- Do not leave the machine's covers open for any length of time, especially in well-lit places; light may damage the drum cartridge.
- Do not open the machine's covers during printing.
- Do not tap media stacks on the machine.
- Do not lubricate or disassemble the machine.
- Do not tilt the machine.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the machine and cause the print quality to deteriorate.
- Keep media in the output bin at a minimum level. If the media is stocked too high, your machine may experience media misfeeds and excessive media curl.
- Make sure two people are available to lift the machine when moving it.
Keep the machine level to avoid toner spillage.
- When lifting the machine, grasp the areas shown in the figure.



Do not lift the machine with Tray 2 together.



- If you get toner on your skin, wash it off with cool water and a mild soap.



CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

- Make sure any parts removed during cleaning are replaced before you plug in the machine.

Cleaning the Machine



CAUTION

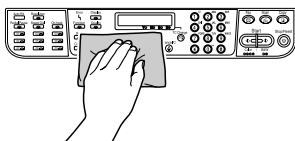
Be sure to turn off the machine and unplug the power cord before cleaning.



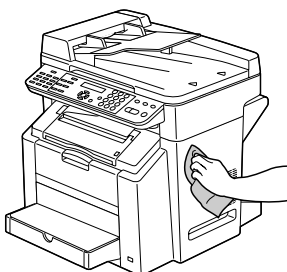
Use a soft, dry cloth only.

Exterior

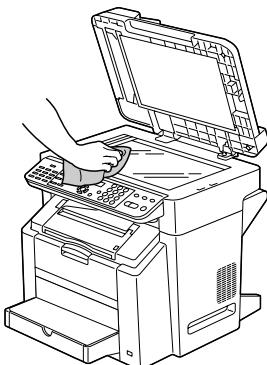
Control Panel



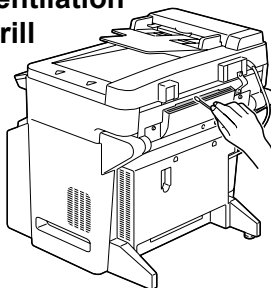
Machine Exterior



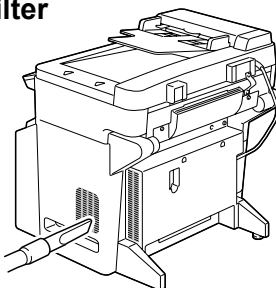
Original Glass



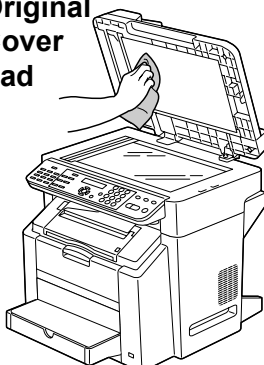
Ventilation Grill



Filter



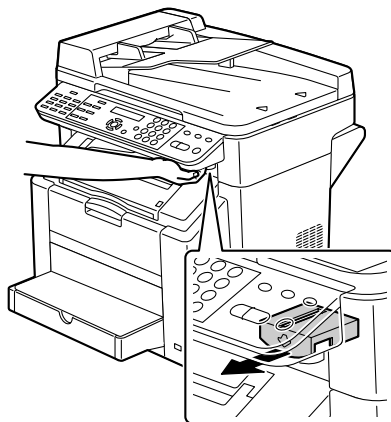
Original Cover Pad



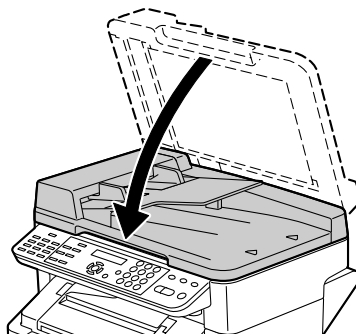
Interior

Cleaning the Media Feed Roller and Laser Lens

1



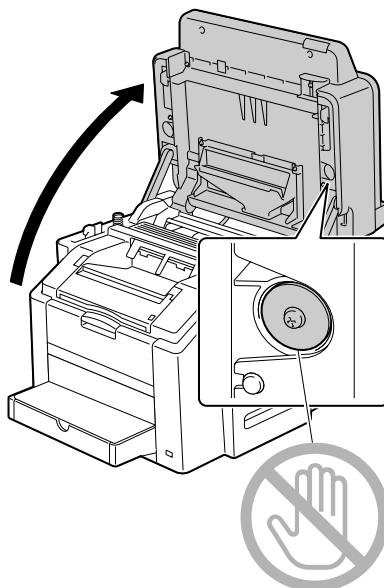
The scanner unit cannot be released if the ADF has been opened. Be sure to gently close the ADF first, then release the scanner unit.



2



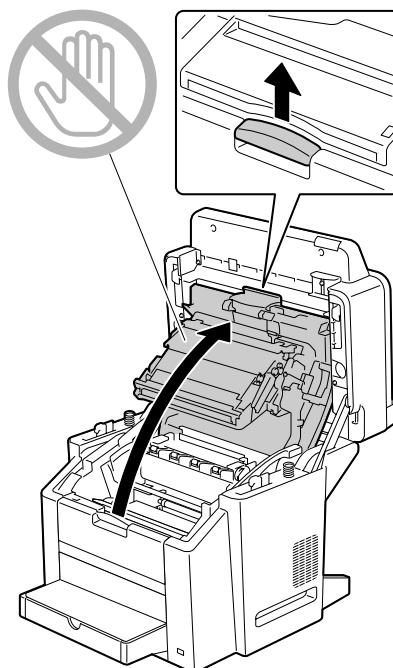
Be careful not to touch the plate on the back of the scanner unit.



3



Do not touch the transfer belt.

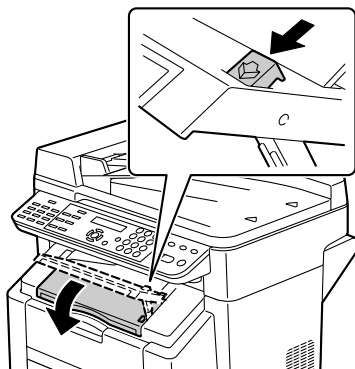
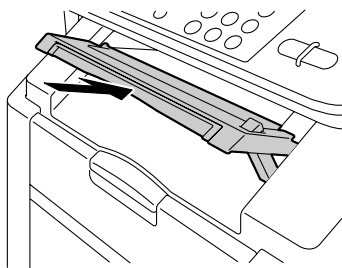




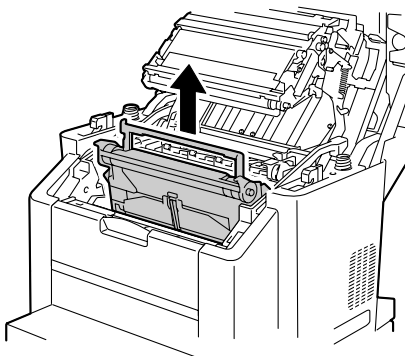
If there is media in the output bin, remove it.



Before opening the engine cover, be sure to fold up the output bin.

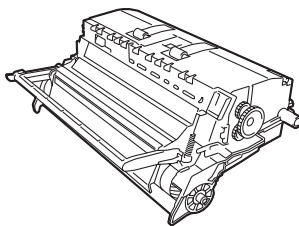


4

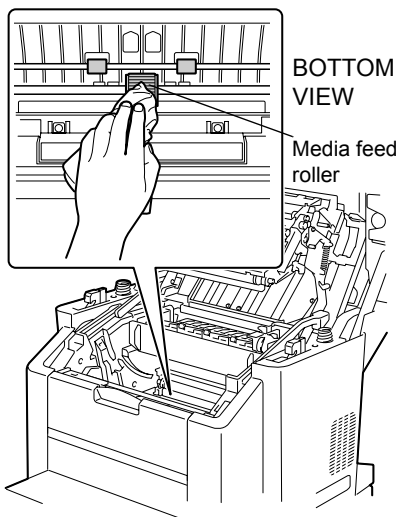


Note

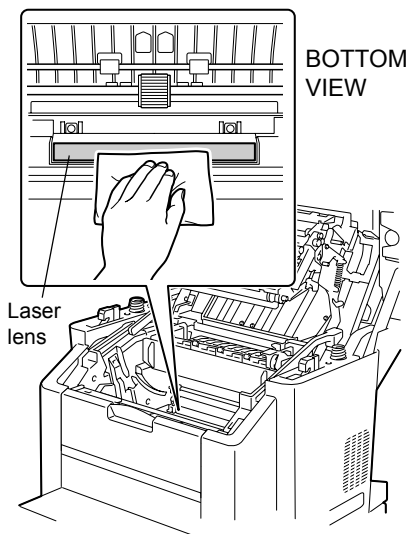
Position the removed drum cartridge as shown in the illustration at the right. Be sure to keep the drum cartridge horizontal and place it where it will not become dirty. Do not leave the drum cartridge removed for more than 15 minutes, and do not place the removed drum cartridge in a location where it would be exposed to direct light (such as sunlight).



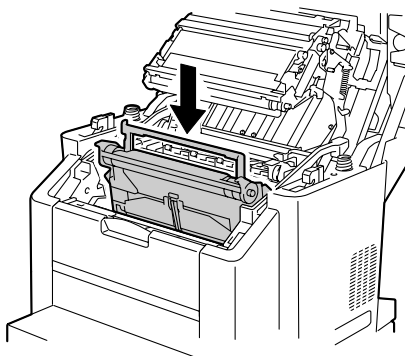
5



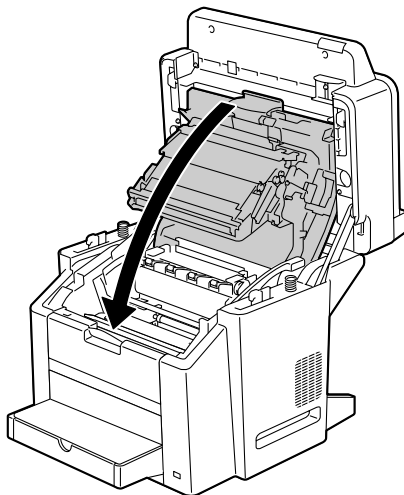
6



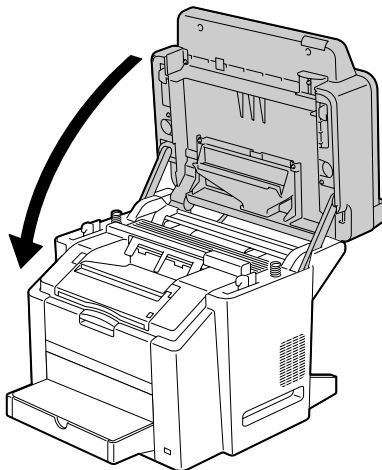
7



8

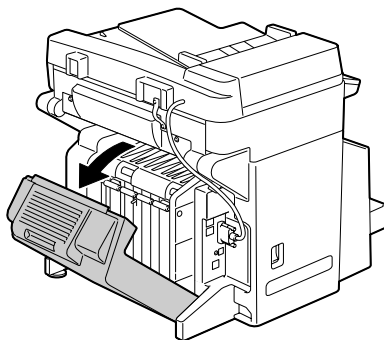


9

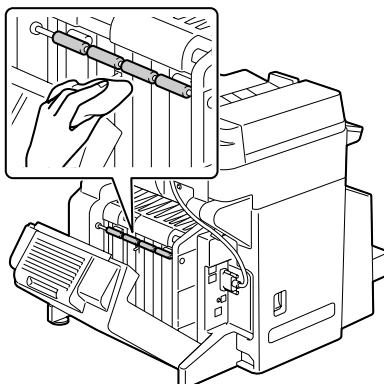


Cleaning the Duplex Option Feed Rollers

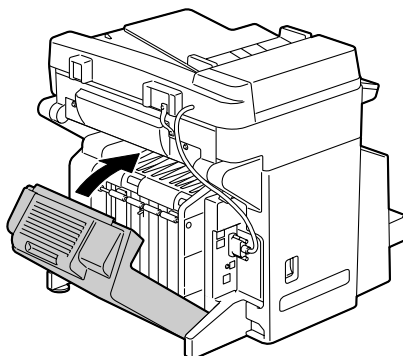
1



2

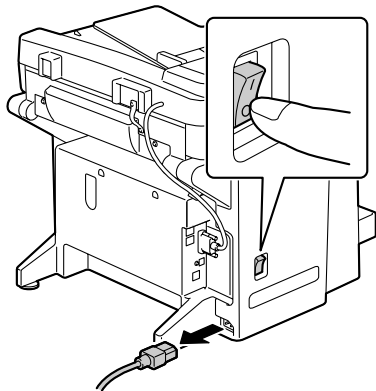


3

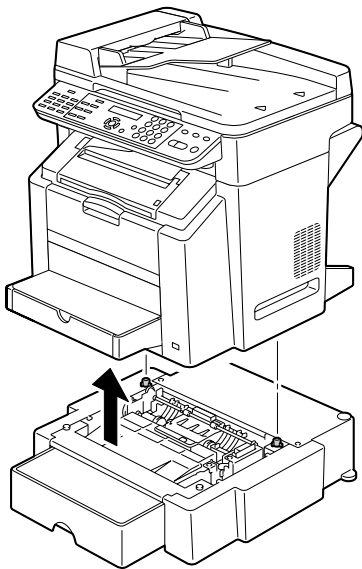


Cleaning the Media Feed Rollers for Tray 2

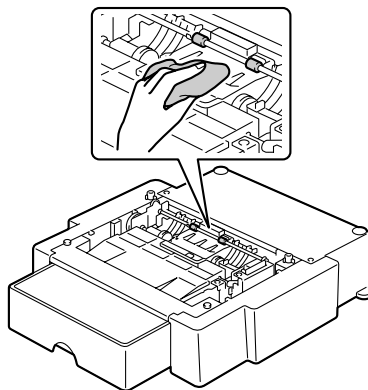
1



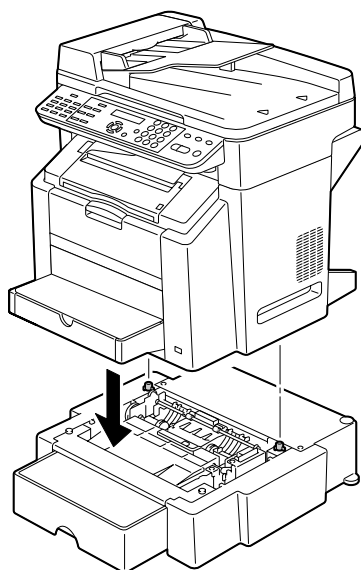
2



3

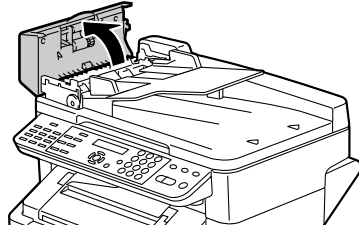


4

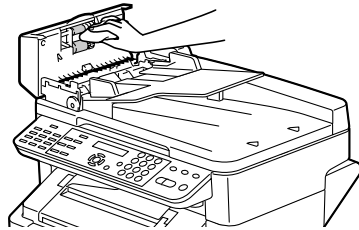


Cleaning the Media Feed Rollers for the ADF

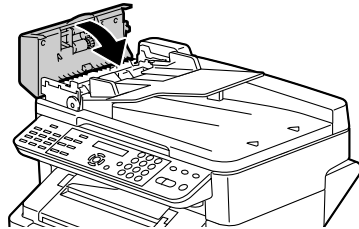
1



2



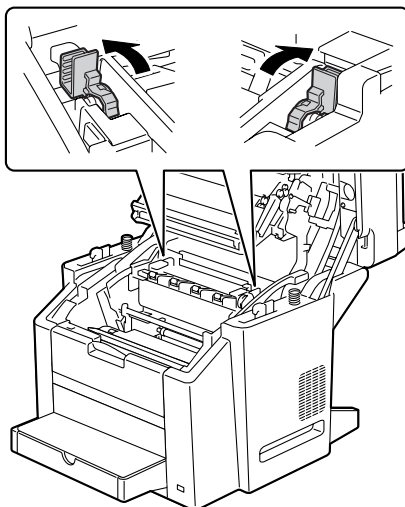
3



Storing the Machine

Note

If this machine is not to be used for an extended period of time, store it with the fuser separator levers moved as far back as possible.



Troubleshooting

10

Introduction

This chapter provides information to aid you in resolving machine problems you may encounter, or at least guide you to the proper sources for help.

Preventing Media Misfeeds	page 169
Understanding the Media Path	page 170
Clearing Media Misfeeds	page 170
Solving Problems with Media Misfeeds	page 185
Solving Other Problems	page 188
Solving Problems with Printing Quality	page 194
Status, Error, and Service Messages	page 200

Preventing Media Misfeeds

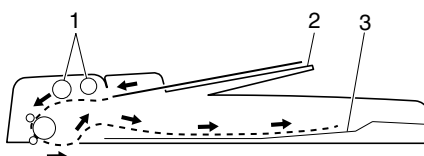
Make sure that...
Media matches the machine specifications.
Media is flat, especially on the leading edge.
The machine is on a hard, flat, level surface.
You store media in a dry location away from moisture and humidity.
The output bin is positioned horizontally when postcards are being printed.
You remove transparencies from the output bin immediately after printing to avoid static buildup.
You always adjust the media guides in Tray 1 after inserting the media (<i>a guide that is not properly adjusted can cause poor print quality, media misfeeds, and machine damage</i>).
You load the media printing-side up in the tray (<i>many manufacturers place an arrow on the end of the wrapper to indicate the printing side</i>).

Avoid...
Media that is folded, wrinkled, or excessively curled.
Double feeding (<i>remove the media and fan the sheets—they may be sticking together</i>).
Fanning transparencies since this causes static.
Loading more than one type/size/weight of media in a tray at the same time.
Overfilling the trays.
Allowing the output bin to overfill (<i>the output bin has a 100-sheet capacity—misfeeding may occur if you allow more than 100 sheets of media to accumulate at one time</i>).
Allowing the output bin to fill with more than a few transparencies.

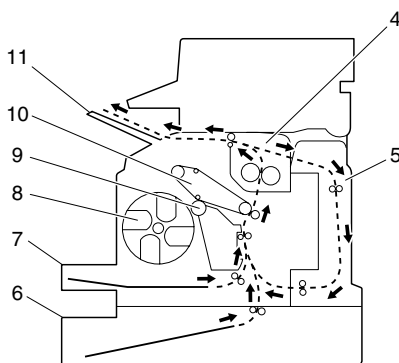
Understanding the Media Path

Understanding the media path will help you locate media misfeeds.

1. ADF media feed rollers
2. Document feed tray
3. Document output tray
4. Fuser unit
5. Duplex option
6. Tray 2 (optional)
7. Tray 1
8. Toner cartridge carousel
9. Drum cartridge
10. Transfer belt unit
11. Output bin



Document path (front view)



Media path (side view)

Clearing Media Misfeeds

To avoid damage, always remove misfed media gently, without tearing it. Any piece of media left in the machine, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note

The image is not fixed on the media before the fusing process. If you touch the printed surface, the toner may stick to your hands, so be careful not to touch the printed face when removing the misfed media. Make sure not to spill any toner inside the machine.



CAUTION

Unfused toner can dirty your hands, clothes, or anything else it gets on. If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap.



CAUTION

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

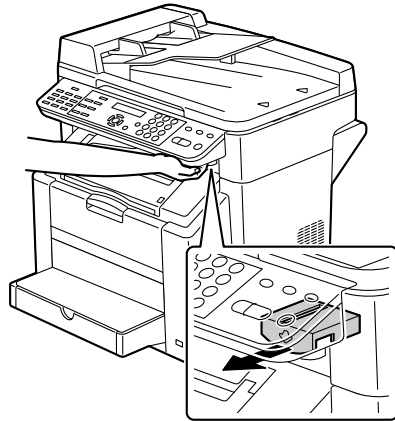
If, after clearing the media misfeed, the misfeed message in the message window persists, open and close the engine cover. This should clear the misfeed message.

Media Misfeed Messages and Clearing Procedures

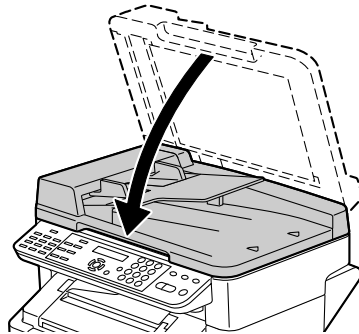
Media Misfeed Message	Page Reference
PAPER MISFEED ↕ (Displaying alternately) OPEN FRONT COVER	page 170
PAPER JAM ↕ (Displaying alternately) OPEN FRONT COVER	page 170
PAPER JAM ↕ (Displaying alternately) OPEN DUPLEX COVER	page 180
ORIGINAL DOC. JAM ↕ (Displaying alternately) OPEN DOC. FEED COVER	page 181

Clearing a Media Misfeed in the Machine

1



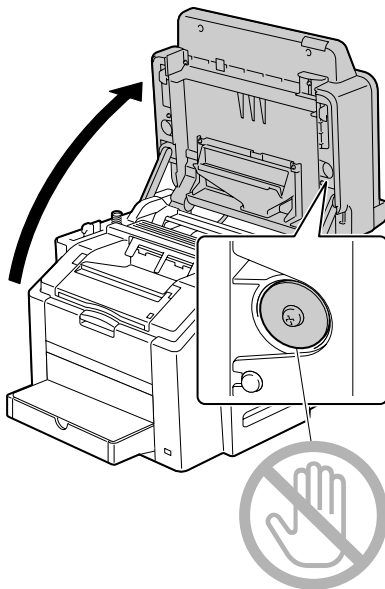
The scanner unit cannot be released if the ADF has been opened. Be sure to gently close the ADF first, then release the scanner unit.



2



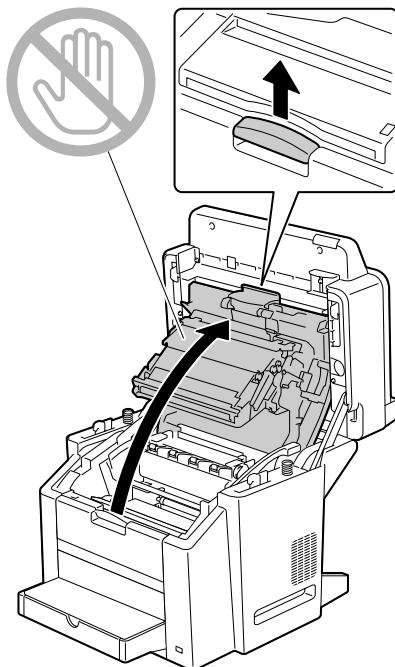
Be careful not to touch the plate on the back of the scanner unit.



3



Do not touch the transfer belt.

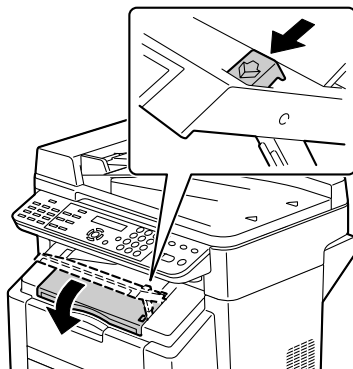
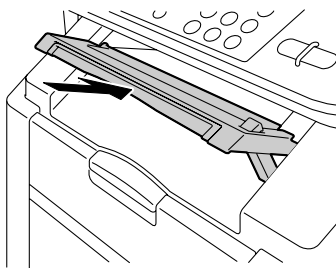




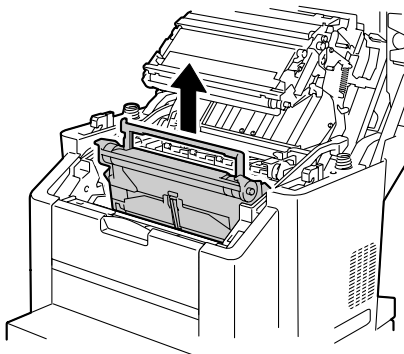
If there is media in the output bin, remove it.



Before opening the engine cover, be sure to fold up the output bin.

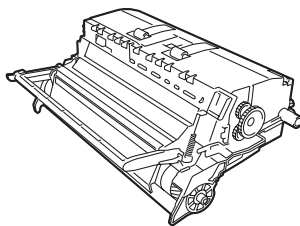


4

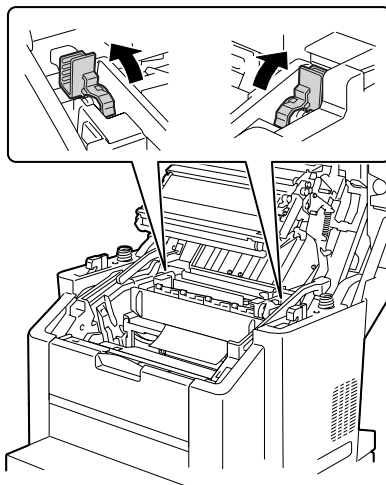


Note

Position the removed drum cartridge as shown in the illustration at the right. Be sure to keep the drum cartridge horizontal and place it where it will not become dirty. Do not leave the drum cartridge removed for more than 15 minutes, and do not place the removed drum cartridge in a location where it would be exposed to direct light (such as sunlight).



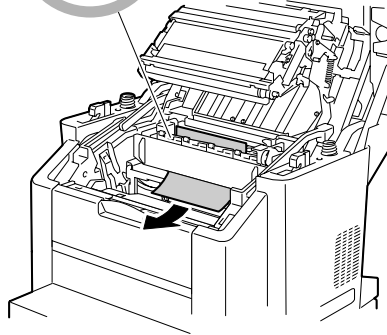
5



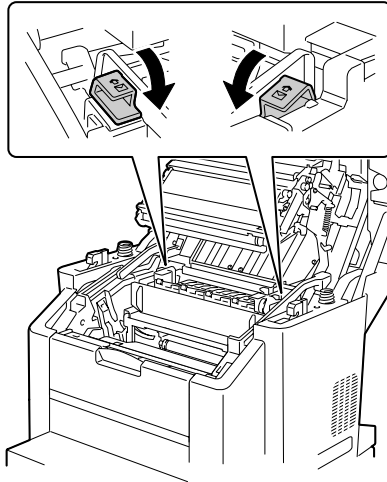
6



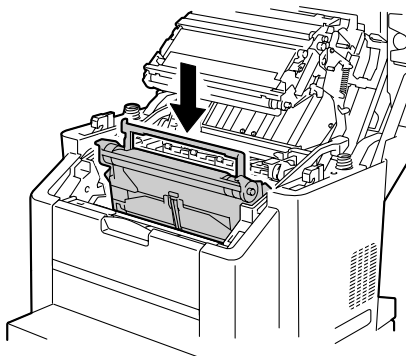
Always remove the mis-fed media in the feed direction as shown only.



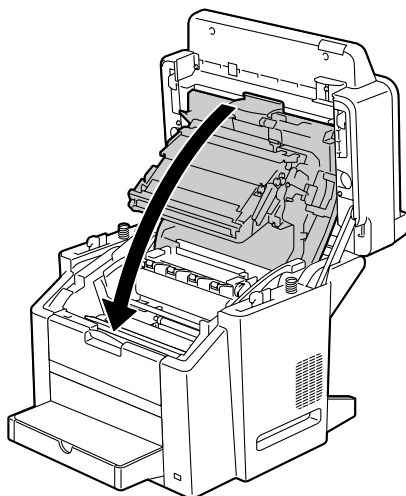
7



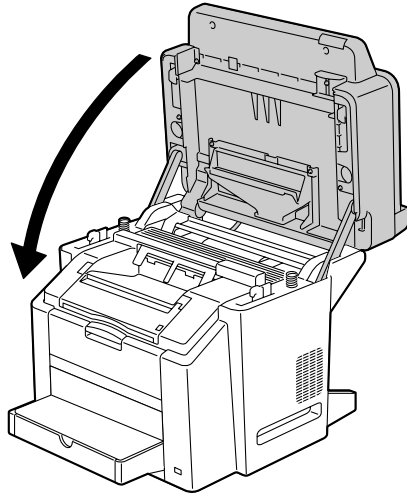
8



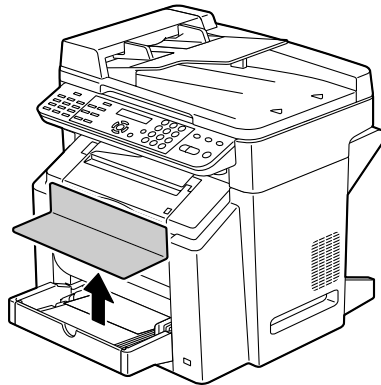
9



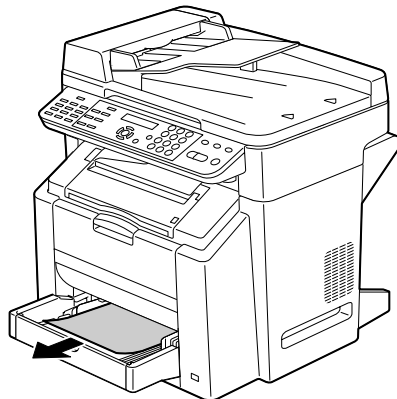
10



11



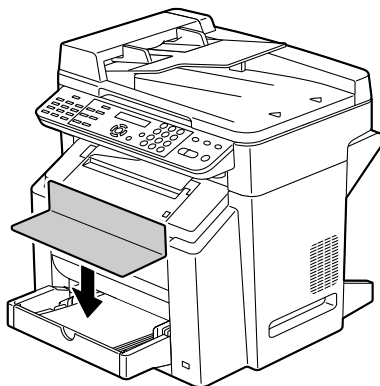
12



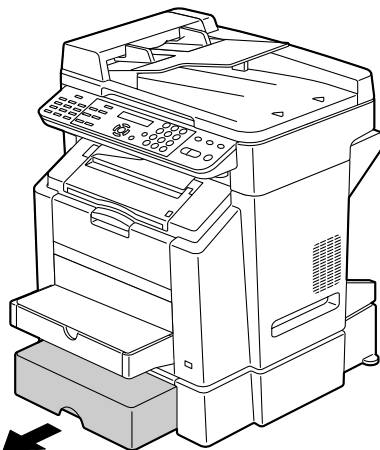
13



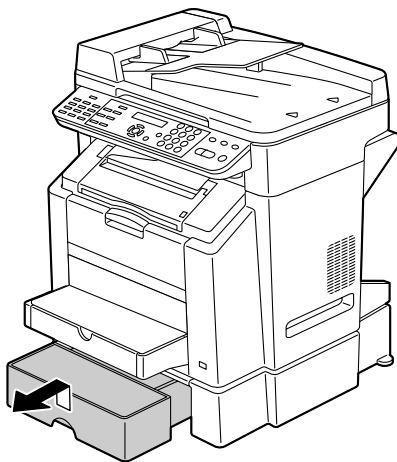
If the paper in Tray 2 is being used, perform the procedure starting from step 14 for clearing a media misfeed.



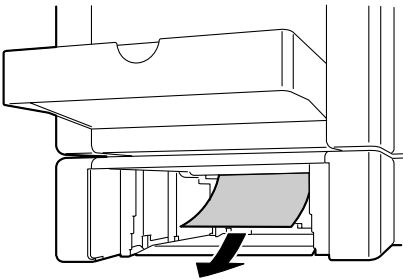
14



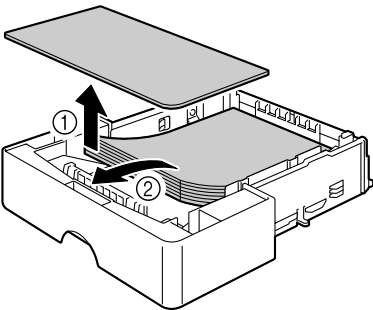
15



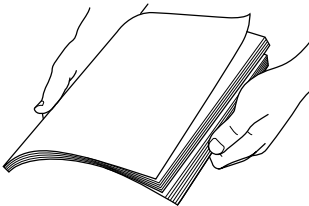
16



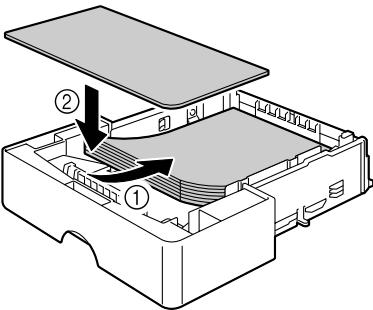
17

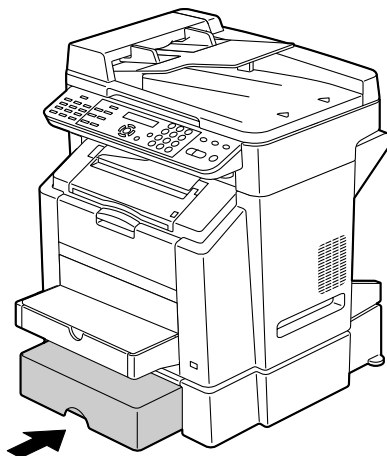


18



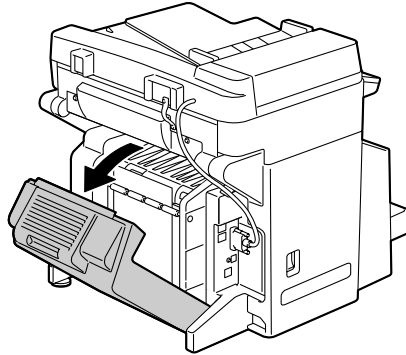
19





Clearing a Media Misfeed from the Duplex Option

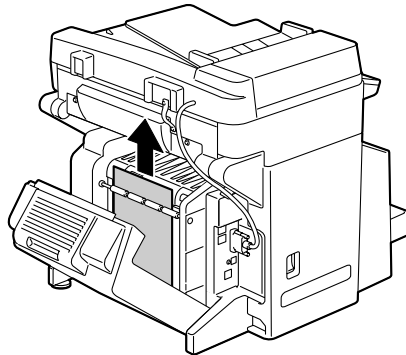
1



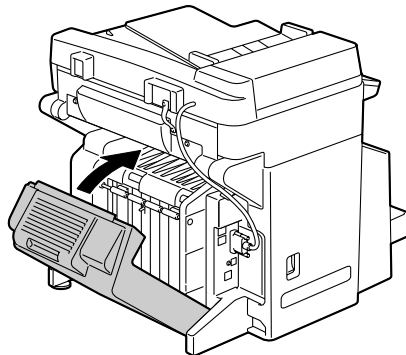
2



Always remove the mis-fed media in the feed direction as shown only.

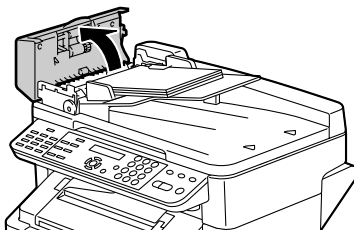


3

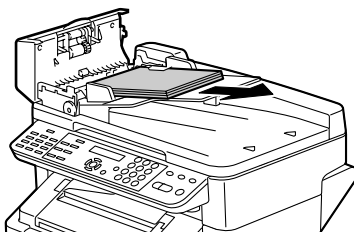


Clearing a Media Misfeed from the ADF

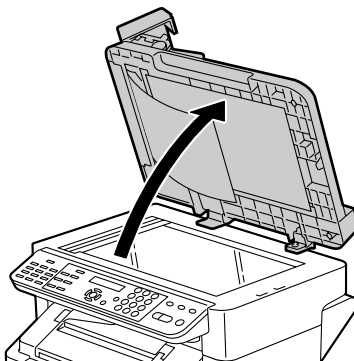
1



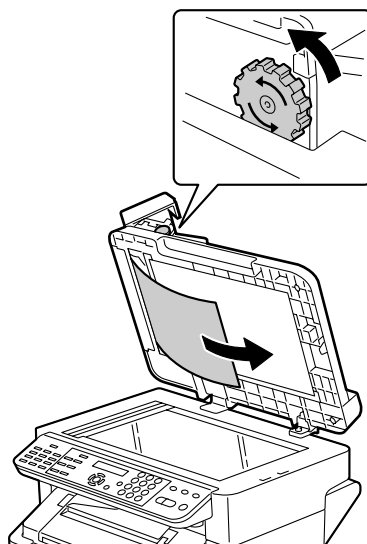
2



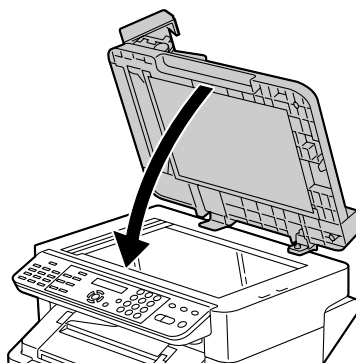
3



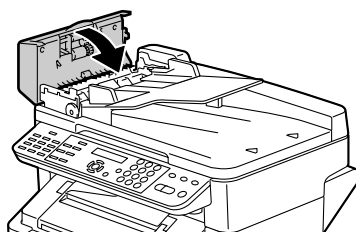
4



5



6



Solving Problems with Media Misfeeds



Frequent misfeeds in any area indicate that area should be checked, repaired, or cleaned. Repeated misfeeds may also happen if you're using unsupported print media or original media.


Symptom	Cause	Solution
Several sheets go through the machine together.	The front edges of the media are not even.	Remove the media and even up the front edges, then reload it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Too much static electricity is present.	Do not fan transparencies.
Media misfeed message stays on.	Engine cover needs to be opened and closed again to reset the machine.	Open and close the engine cover again.
	Some media remains misfed in the machine.	Recheck the media path and make sure that you have removed all of the misfed media.
Duplex option misfeeds.	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use approved media. See "Specifications" on page 38.
		Plain paper, recycled paper can be autoduplexed if the duplex option is installed and the media type is set properly in the driver. See "Specifications" on page 38.
		Make sure that you have not mixed media types in Tray 1.
		Do not duplex, envelopes, labels, letter head, postcards, thick stock, glossy media, or transparencies.
	Media is still being misfed.	Recheck the media path inside the duplex option and make sure that you have removed all of the misfed media.

Symptom	Cause	Solution
Media is misfed in the ADF.	The loaded document does not meet the specifications.	Load the correct document. For details on the documents that can be loaded, refer to “Documents that can be Loaded into the ADF” on page 67.
	The loaded document exceeds the maximum capacity.	Load the document so that it does not exceed the maximum capacity. For details on the documents that can be loaded, refer to “Documents that can be Loaded into the ADF” on page 67.
	The document guides were not slid against the edges of the document.	Slide the document guides against the edges of the document. For details on the loading the document, refer to “Loading a Document into the ADF” on page 70.
Media is misfeeding.	The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray.
	The number of sheets in the tray exceeds the maximum allowed.	Remove the excess media and reload the correct number of sheets in the tray.
	The media guides are not correctly adjusted to the media size.	Adjust the media guides in the Tray 1 to match the size of the media.
	Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Custom-sized media, envelopes, labels, postcards, thick stock, letterhead, glossy media, or transparencies are loaded in Tray 2.	Special media must be loaded in Tray 1 only.
	The recommended transparency or label sheet is facing the wrong way in Tray 1.	Load the transparencies or label sheets according to the manufacturer's instructions.

Symptom	Cause	Solution
Media is mis-feeding.	Envelopes are facing the wrong way in Tray 1.	Load the envelopes in Tray 1 with the flaps facing down. If the flaps are on the long edge, load the envelopes with the flap toward the left of the machine with the flaps facing down.
	Transparencies have collected static electricity in the tray.	Remove the transparencies and load them in Tray 1 one sheet at a time. Do not fan transparencies before loading them.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use approved media. See “Specifications” on page 38.
	The media feed roller is dirty.	Clean the media feed roller. For more details, refer to “Interior” on page 153.

Solving Other Problems


Symptom	Cause	Solution
Machine power is not on.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	Something is wrong with the outlet connected to the machine.	Plug another electrical appliance into the outlet and see whether it operates properly.
	The power switch is not correctly turned on (I position).	Turn the power switch off (O position), then turn it back to the on (I position).
	The machine is connected to an outlet with a voltage or frequency that does not match the machine specifications.	Use a power source with the specifications listed in appendix A, "Technical Specifications."
The control panel displays TONER LOW much sooner than expected.	One of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	You printed with heavy toner coverage.	See specifications in Appendix A.
You can't print the machine status list.	The tray is empty.	Check that at least Tray 1 is loaded with media, in place, and secure.
	There is a media misfeed.	Clear the media misfeed.
When the paper type or paper size for Tray 1 is changed, Warn Fax appears.	If a fax is received, it could not be printed on paper of the currently specified type or size. However, copy and print operations can be performed.	To print a received fax, change the paper type to PLAIN PAPER and the paper size to A4 or LETTER .

Symptom	Cause	Solution
Images cannot be printed from the digital camera.	The digital camera transfer mode is not set to PictBridge.	Set the digital camera transfer mode to PictBridge.  <i>The machine supports only PictBridge-enabled digital camera.</i>
	The paper size specified with the digital camera differs from the paper size specified with this machine. The message “Please confirm the printer.” appears on the digital camera, and no error message appears on this machine.	Specify the same paper size with the digital camera and with this machine.
	A paper size other than A4 or LETTER was selected on this machine for layout printing. No error message appears on this machine.	Set the paper size on this machine to A4 or LETTER.
Images cannot be printed from the Clone Copy	The original glass is dirty.	Clean the original glass. For details, refer to “Cleaning the Machine” on page 152.

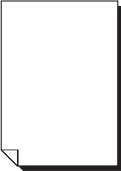

Symptom	Cause	Solution
Printing takes too much time.	The machine is set to a slow printing mode (for example, thick stock or transparency).	It takes more time to print with special media. When using regular paper, make sure that the media type is set properly in the driver.
	The machine is set to power saving mode.	It takes time for printing to start in power saving mode.
	The job is very complex.	Wait. No action needed.
	A toner cartridge for a different region or an unapproved toner cartridge is installed (X TONER INCORRECT is displayed in the message window).	Install a correct approved toner cartridge approved for your specific machine.
Blank pages are printed.	One or more of the toner cartridges are defective or empty.	Check the toner cartridges. The image will not print correctly or not at all, if the cartridges are empty.
	The wrong media is being used.	Check that the media type.
Not all pages print.	The Cancel key was pressed.	Make sure no one pressed the Cancel key while your job was printing.
	The tray is empty.	Check that the tray is loaded with media, in place, and secure.
	A document is printed with an overlay file which has been created by a non-Color Laser MFP printer driver.	Print the overlay file using attached Color Laser MFP printer driver.
Some parts of the image are lost with 2in1 copying.	2in1 copying is being performed with Legal-sized documents. x0.64, which appears with INCH for 2in1 copying, is set to adjust the size to Letter size.	Press the ▲ or ▼ key to adjust the zoom ratio.



Symptom	Cause	Solution
Machine resets or turns off frequently.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	A system error occurred.	Contact Technical Support with the error information.
You are experiencing duplex problems.	Media or settings are not correct.	For autoduplexing, make sure that you have a duplex option installed.
		Make sure that you are using correct media. ■ See “Specifications” on page 38. ■ Do not duplex custom-sized media, envelopes, labels, postcards, thick stock, letterhead, glossy media, or transparencies. ■ Make sure that you have not mixed media types in Tray 1.
		Make sure the duplex option is installed and declared in the printer driver (Device Options Setting tab).
		In the printer driver (Layout/Double-Sided), choose “Short Edge Binding” (flipped as on a clipboard) or “Long Edge Binding” (flipped as in a loose-leaf notebook).
		Set duplex (Double-Sided) copying. For details on setting duplex (Double-Sided) copying, refer to “Setting Duplex (Double-Sided) Copying” on page 111.
		For N-up on duplexed pages, choose Collate only in the printer driver’s Basic Tab. Do not set collation in the application.
With N-up on multiple copies, the output is incorrect.	Both the printer driver and the application have been set for collation.	For N-up on multiple copies, choose Collate only in the printer driver’s Basic Tab. Do not set collation in the application.




Symptom	Cause	Solution
Booklet Left and Right Binding output is incorrect.	Both the printer driver and the application have been set for collation.	For Booklet Left Binding and Booklet Right Binding, choose Collate only in the printer driver's Basic Tab. Do not set collation in the application.
You hear unusual noises.	The machine is not level.	Place the machine on a flat, hard, level surface.
	The tray is not installed correctly.	Remove the tray that you are printing from and reinsert it completely into the machine.
	There is a foreign object stuck inside the machine.	Turn off the machine and remove the object. If you cannot remove it, contact Technical Support.
When copying or scanning with the ADF, a band appears at the end of the image or paper (5 to 6 mm).	A malfunction may have occurred while paper was being transferred with the ADF.	<p>If a band appears in the copy after copying, select a copy density setting that is one level darker.</p> <p>If a band appears in the image after scanning, scan using the original glass.</p>
While scanning with the ADF at 600 dpi, the image has become lighter and the background has become darker.	Immediately after the machine is turned on, the lamp intensity increases. Therefore, the image may become lighter and the background may become darker.	If the image becomes lighter or darker, scan using the original glass. In addition, perform the scan operation after turning the machine on and lighting the lamp for an hour and a half or more.
The web-based utility cannot be accessed.	The Easy Web Management Administrator's password is incorrect.	The Easy Web Management Administrator password has a 6-character minimum and a 16-character maximum.




Symptom	Cause	Solution
Media is wrinkled. 	The media is moist from humidity or having water spilled on it.	Remove the moist media and replace it with new, dry media.
	The media feed roller or fuser unit is defective.	Check them for damage. If necessary, contact Technical Support with the error information.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use approved media. See "Specifications" on page 38.
	Envelopes are being printed with the fuser separator levers in the plain paper position.	Before printing envelopes, place the fuser separator levers in the envelope position.



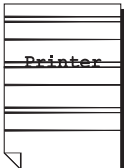
Solving Problems with Printing Quality


Symptom	Cause	Solution
<p>Nothing is printed, or there are blank spots on the printed page.</p> 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check if any is damaged.
	The drum cartridge may be defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Adjust the humidity for media storage. Remove the moist media and replace it with new, dry media.
	The media set in the printer driver mismatches the media loaded in the machine.	Load the correct media in the machine.
	The power source does not match the machine specifications.	Use a power source with the proper specifications.
	Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media (but not transparencies), and replace it in the tray.
	Media is not set properly in the tray(s).	Remove the media, tap it to straighten it out, return it to the tray, and realign the media guides.
<p>Entire sheet is printed in black or color.</p> 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The drum cartridge may be defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Image is too light; there is low image density. 	Laser lens is dirty.	Clean the laser lens.
	The copy density is set too light.	Select a darker copy density.
	The media is moist from humidity.	Remove the moist media and replace with new, dry media.
	There is not much toner left in the cartridge.	Replace the toner cartridge.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	Media type is set incorrectly.	When printing envelopes, labels, postcards, thick stock, glossy media, or transparencies, specify the appropriate media type in the printer driver.
Image is too dark. 	The copy density is set too dark.	Select a lighter copy density.
	The document was not pressed close enough against the original glass.	Position the document so that it is pressed close enough against the original glass. For details on positioning the document on the original glass, refer to "Placing a Document on the Original Glass" on page 69.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The drum cartridge may be defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
<p>Image is blurred; background is lightly stained; there is insufficient gloss of the printed image.</p> 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The drum cartridge may be defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.
	The original glass is dirty.	Clean the original glass. For details, refer to "Cleaning the Machine" on page 152.
	The original cover pad is dirty.	Clean the original cover pad. For details, refer to "Cleaning the Machine" on page 152.
<p>The print or color density is uneven.</p> 	One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The drum cartridge is defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.
	The machine is not level.	Place the machine on a flat, hard, level surface.
<p>Irregular print or mottled image appears.</p> 	The media is moist from humidity.	Adjust the humidity in the media storage area. Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use approved media. See "Specifications" on page 38.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The drum cartridge is defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.
	The fuser separator levers are adjusted for envelope printing.	Return the fuser separator levers to the plain paper setting.

Symptom	Cause	Solution
<p>There is insufficient fusing or the image comes off when rubbed.</p> 	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use approved media. See “Specifications” on page 38.
	Media type is set incorrectly.	When printing envelopes, labels, postcards, thick stock, or transparencies, specify the appropriate media type in the printer driver.
	The fuser separator levers are adjusted for envelope printing.	Return the fuser separator levers to the plain paper setting.
<p>There are toner smudges or residual images.</p> 	One or more of the toner cartridges are defective or installed incorrectly.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The fuser separator levers are adjusted for envelope printing.	Return the fuser separator levers to the plain paper setting.
<p>There are toner smudges on the back side of the page (whether or not it has been duplexed).</p> 	The media transfer roller is dirty.	<p>Clean the media transfer roller.</p> <p>If you think the transfer roller should be replaced, contact Technical Support with the error information.</p>
	The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
	One or more of the toner cartridges are defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The drum cartridge is defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Abnormal areas (white, black, or color) appear in a regular pattern. 	The laser lens is dirty.	Clean the laser lens.
	A toner cartridge may be defective.	Remove the toner cartridges with the color causing the abnormal image. Replace it with a new toner cartridge.
	The drum cartridge is defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.
Image defects. 	The laser lens is dirty.	Clean the laser lens.
	A toner cartridge may be leaking.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
	The drum cartridge may be defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.
Lateral lines or bands appear on image. 	The machine is not level.	Place the machine on a flat, hard, level surface.
	The media path is dirty with toner.	Print several sheets and the excess toner should disappear.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The drum cartridge is defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.
Colors look drastically wrong.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and verify that the toner is distributed evenly on each cartridge roller, and reinstall the toner cartridges.
	One or more of the toner cartridges may be low or empty.	Check the control panel for an X TONER LOW or X TONER EMPTY message. If necessary, replace the specified toner cartridge.

Symptom	Cause	Solution
Colors are not registering properly; colors are mixed or have page-to-page variation.	The engine cover is not properly closed.	Make sure that the engine cover is closed.
	The drum cartridge is not correctly seated.	Remove the drum cartridge and reinstall it.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Line art does not print in color.	The line art setting for 2400 x 600 dpi requires Color Matching to be turned off.	In the printer driver, go to Quality tab and choose Off in the Color Matching.
		Lower the resolution to 1200 x 600 or 600 x 600 dpi.
The color has a poor reproduction or has poor color density. 	The drum cartridge may be defective.	Remove the drum cartridge and check for damage. If it is damaged, replace it.

If the problem is not resolved, even after all of the above have been performed, contact Technical Support with the error information.

For contact information, refer to the Need Assistance sheet.

Status, Error, and Service Messages

Status, error, and service messages are displayed in the message window. They provide information about your machine and help you locate many problems. When the condition associated with a displayed message has changed, the message is cleared from the window.

Status Messages







This message...	means...	Do this...
CANCELLING JOB	The job is being cancelled.	No action needed.
ENERGY SAVE	The machine is in Energy Saver mode to reduce power consumption during periods of inactivity.	
IMAGING	The image from the digital camera is being rendered.	
PLEASE WAIT!	After replacing a toner cartridge, or after rebooting your machine after environmental changes, your machine automatically pauses to do an Auto-Image Density Control (AIDC) cycle. This process is provided to make reliable machine operation with optimum output quality possible.	
	The machine is warming up.	



Error Messages









For details on fax error messages, refer to the *Color Laser MFP Facsimile User's Guide*.




This message...	means...	Do this...
:EMPTY	Tray 1 or Tray 2 ran out of paper.	Load media into the specified tray.
CANNOT CONNECT XXX Server	While the scanned document was being sent in Scan mode, a connection with the specified server could not be established.	Check the Network and E-mail settings and send the data again.
CANNOT GET IP SMTP Server	The IP address of the SMTP server could not be obtained from the DNS server.	Check the Network and E-mail settings and send the data again.
COMM. ERROR SMTP Server	While data was being sent in Scan mode, the connection to the server was cut.	Check the Network and E-mail settings and send the data again.
DISCONNECT SMTP Server	In Scan mode, the connection to the server was cut.	Check the Network and E-mail settings and send the data again.
DOC. FEED COVER OPEN ↕ (Displaying alternately) CLOSE DOC. FEED COVER	The ADF feed cover is open.	Close the ADF feed cover.
DOCUMENT COVER OPEN ↕ (Displaying alternately) CLOSE DOCUMENT COVER	The document is loaded into the ADF, but the ADF is open.	Close the ADF.



This message...	means...	Do this...
DRUM  (Displaying alternately) END	The drum cartridge has reached the end of its service life.	Replace the drum cartridge.
DRUM  (Displaying alternately) LOW	The drum cartridge is near the end of its life.	Prepare a new drum cartridge.
DRUM CARTRIDGE NOT INSTALLED	The drum cartridge is not installed.	Install the drum cartridge.
DRUM LIFE END  (Displaying alternately) CHANGE DRUM	The waste toner bottle in the drum cartridge is full.	Replace the drum cartridge.
DUPLEX COVER OPEN  (Displaying alternately) CLOSE DUPLEX COVER	Duplex cover is open.	Close the duplex cover.
FILE FULL  (Displaying alternately) PRESS ANY KEY	The memory has become full while scanning a document in Scan mode.	Turn the machine off, and then, after waiting a few seconds, turn it on again. Decrease the amount of data to be scanned (for example, by decreasing the resolution), and then try scanning again.
FRONT COVER OPEN  (Displaying alternately) CLOSE FRONT COVER	The engine cover is open.	Close the engine cover.

This message...	means...	Do this...
JOB CANCELED	While a document was being scanned from the original glass in Scan mode, more than one minute had passed after the first page of the document was scanned or the data could not be sent. Therefore, the scan job was automatically canceled.	Turn the machine off, and then, after waiting a few seconds, turn it on again. When sending multiple pages, for example, from a book, scan the first page, and then scan the next page within one minute.
NO SUITABLE PAPER LOAD PAPER (XX)	ID card copying is specified, but paper of a size other than A4, Letter or Legal is loaded in the paper tray.	Load A4-, Letter- or Legal-size paper in the paper tray. ID card copying cannot be used with paper of a size other than A4, Letter or Legal.
MEDIA TYPE ERROR  (Displaying alternately) LOAD CORRECT MEDIA XX	TRANSPARENCY was selected as the paper type, but paper other than transparencies is loaded into Tray 1. A setting other than TRANSPARENCY was selected as the paper type, but transparencies are loaded into Tray 1.	Load the correct media type in Tray 1.
MEMORY FULL  (Displaying alternately) PRESS ANY KEY	The machine has received more data than can be processed with its internal memory.	Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.

This message...	means...	Do this...
NO DUPLEX PAPER	Duplex (Double-Sided) printing is specified, but no paper compatible with duplex (Double-Sided) printing is loaded.	Load paper compatible with duplex (Double-Sided) printing. Only plain and letterhead paper are compatible with duplex (Double-Sided) printing.
NO NETWORK SETTING	The network settings had not been completely specified when the machine was switched to Scan mode.	Before scanning in Scan mode, specify the network settings in the NETWORK SETTING menu.
NOT E-MAIL ADDRESS	An email address was not programmed in the one-touch dial key or speed dial number. (This message appears if a fax number or email address is programmed for group dialing.)	Before sending scan data using one-touch dial keys or speed dial numbers, register an email address with the one-touch dial key or speed dial number.
NOT REGISTERD	An email address was not programmed in the one-touch dial key or speed dial number.	
ORIGINAL DOC. JAM ⬆️ (Displaying alternately) OPEN DOC. FEED COVER	Media has misfed in the ADF.	Locate and remove the misfeed.
OUTPUT BIN FULL ⬆️ (Displaying alternately) REMOVE PAPER	The output bin is full of media.	Remove all media from the output bin.


This message...	means...	Do this...
PAPER EMPTY  (Displaying alternately) LOAD PAPER (XX)	Tray X (Tray 1 or Tray 2) ran out of paper.	Load paper into the specified paper tray.
PAPER JAM  (Displaying alternately) OPEN DUPLEX COVER	Media has misfed in the duplex option.	Locate and remove the misfeed.
PAPER JAM  (Displaying alternately) OPEN FRONT COVER	Media has misfed in fuser area or transfer roller area.	Locate and remove the misfeed.
PAPER MISFEED  (Displaying alternately) OPEN FRONT COVER	Media has misfed while being pulled from the tray.	Locate and remove the misfeed.
PAPER SIZE ERROR  (Displaying alternately) RESET PAPER (XX)	The size of the media loaded in the media tray is incorrect.	Load the correct media size in the specified tray.
REMOVE ORIG. IN ADF	ID card copying is specified, but the document is loaded into the ADF.	Remove the document from the ADF. ID card copying can only be used with a document placed on the original glass.
SCANNER UNIT OPEN  (Displaying alternately) CLOSE SCANNER UNIT	Open the scanner unit.	Close the scanner unit.
SERVER MEMORY FULL SMTP Server	The memory of the SMTP server has become full.	The server memory is full. Free up some space on the disk such as by contacting your server administrator.

This message...	means...	Do this...
SET ORIGINAL TO ADF	2in1 or collated copying is specified, but the document is not loaded into the ADF.	Load the document into the ADF. 2in1 and collated copying can only be used with a document loaded into the ADF.
X TONER  (Displaying alternately) EMPTY	Toner cartridge X has become empty. (This message appears if 8 TONER EMPTY STOP on the MACHINE SETTING menu is set to ON (FAX) or OFF.)	Replace the specified toner cartridge.
X TONER  (Displaying alternately) INCORRECT	The X toner cartridge is an unapproved type.	Install an approved toner cartridge of the appropriate type, see page 134.
X TONER  (Displaying alternately) LOW	The X toner cartridge is low and should be replaced within 200 pages at 5% coverage of letter/A4 pages.	Prepare the specified color toner cartridge.
X TONER NOT INSTALLED	Toner cartridge X is not installed.	Install the specified toner cartridge.

This message...	means...	Do this...
X TONER EMPTY  (Displaying alternately) CHANGE X TONER	The X toner cartridge is empty. (This message appears if 8 TONER EMPTY STOP on the MACHINE SETTING menu is set to ON.)	Replace the toner cartridge.
TONER LIFE END  (Displaying alternately) CHANGE X TONER	The X toner cartridge is empty.	Replace the toner cartridge.

Service Messages

These messages indicate a more serious fault that can only be corrected by a customer service engineer. If one of these messages appears, turn the machine off, then turn it on again. If the problem persists, contact your local vendor or authorized service provider.

This service message...	means...	Do this...
<div>*CAUTION!*</div> <div>MACHINE TROUBLE</div> <div> (Displaying alternately)</div> <div>SERVICE CALL (XX)</div>	An error has been detected with the item indicated “XX” in the service message.	<div>Reboot the machine. This often clears the service message, and machine operation can resume.</div> <div>If the problem persists, contact Technical Support.</div>

Installing Accessories

11

Introduction

Note

Any damage to the machine caused by the use of non-approved accessories will void your warranty.

This chapter provides information about the following accessories.

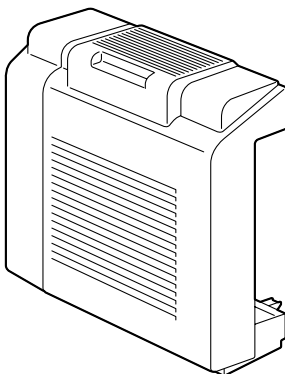
Duplex Option	Auto duplexing
Tray 2	Lower feeder unit with 500-sheet tray included

Note

Installing accessories always requires that the machine and accessories are turned off and unplugged during installation.

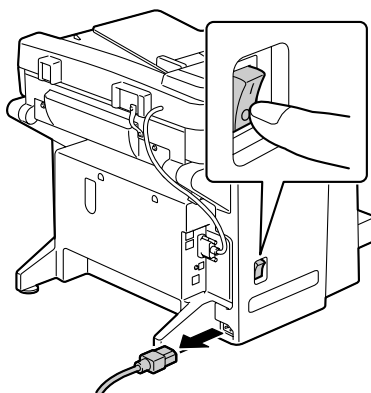
Duplex Option

Duplex (Double-Sided) printing can be performed automatically with the duplex option installed.



Installing the Duplex Option

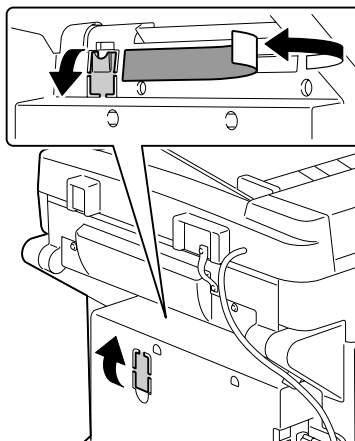
1



2



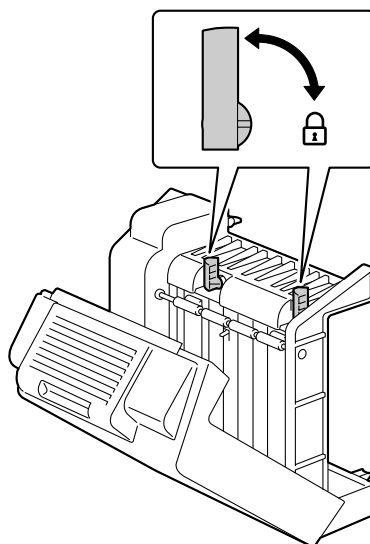
Be sure to remove the tape.



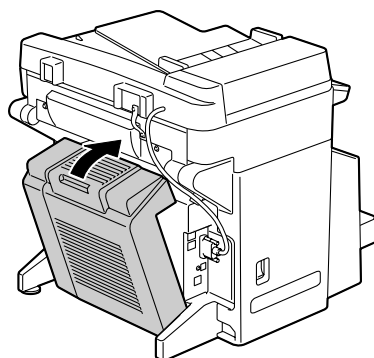
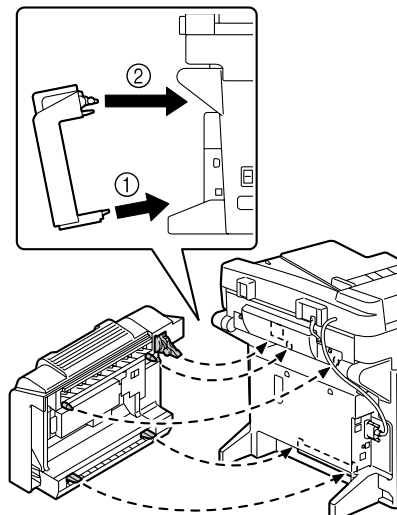
3



Before installing the duplex option, open the duplex cover and check that the knob is positioned vertically. After checking the knob, close the cover.



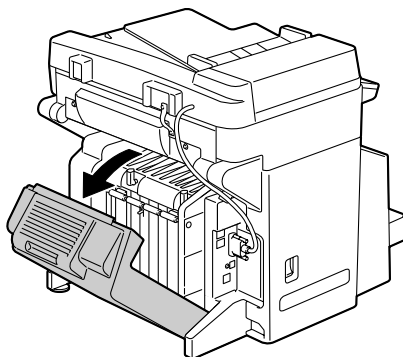
4



5



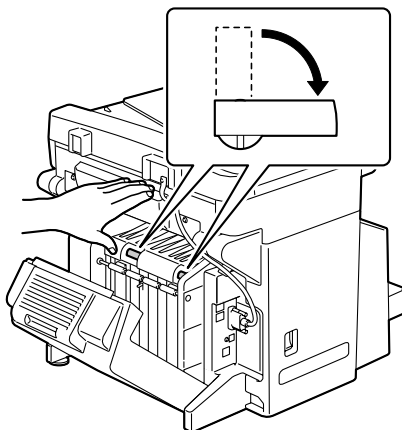
Since the duplex option is not yet secured to the machine, hold the duplex option in place when opening its cover.



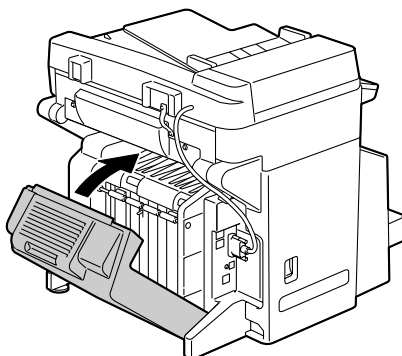
6



Make sure that both knobs are securely locked.

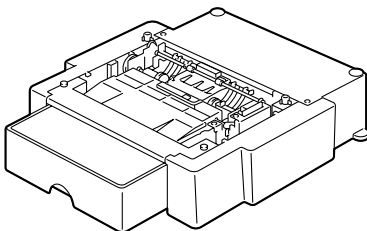


7



Tray 2

Up to 500 sheets of A4/Letter-size paper can be loaded in Tray 2.

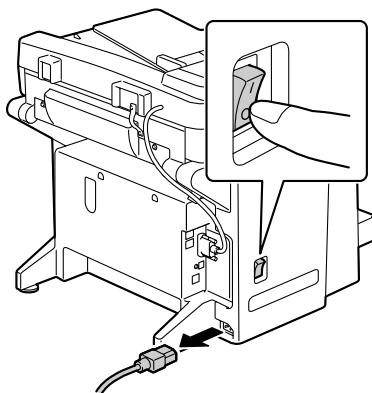


Installing Tray 2

Note

Since consumables are installed in the machine, be sure to keep the machine level when moving it in order to prevent accidental spills.

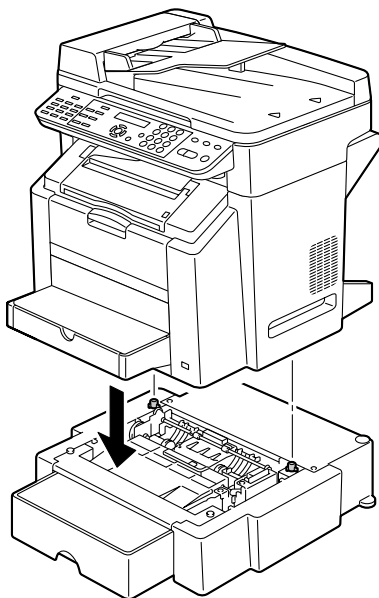
1



2



*Be sure to place Tray 2
on a level surface.*



Appendix

A

Technical Specifications

Type	Desktop (4-cycle laser color printer-based all-in-one)
Document holder	Stationary
Photoconductor	OPC
Printing system	2 laser diodes and polygon mirror Electro photographic method
Developing system	Mono-component toner developing
Fusing system	Heated roller system
Resolution	<p>< For Copy Function ></p> <p>600 dpi × 300 dpi, 600 dpi x 600 dpi</p> <p>< For GDI Printer Function ></p> <p>2400 dpi × 600 dpi, 1200 dpi × 600 dpi, or 600 dpi × 600 dpi</p> <p>< Twain Scan ></p> <p>150 dpi x 150 dpi, 300 dpi x 300 dpi, 600 dpi x 600 dpi</p> <p>< Scan to E-mail ></p> <p>150 dpi x 150 dpi, 300 dpi x 300 dpi</p>
First print	<p>Simplex</p> <ul style="list-style-type: none"> ■ Monochrome 13.0 seconds for A4, Letter (plain paper) ■ Full color 22.0 seconds for A4, Letter (plain paper)
First copy	<p>Simplex</p> <ul style="list-style-type: none"> ■ Monochrome 23.0 seconds for A4, Letter (plain paper) (600 dpi × 300 dpi) ■ Full color 52.0 seconds for A4, Letter (plain paper) (600 dpi × 300 dpi)

Print/Copy speed	<p>Simplex</p> <ul style="list-style-type: none"> ■ Monochrome 20.0 pages per minute for A4, Letter (plain paper) ■ Full color 5.0 pages per minute for A4, Letter (plain paper)
Warm-up time	<p>120 V: Avg. 45 seconds</p> <p>220 to 240 V: Avg. 49 seconds</p>
Media sizes	<p>Tray 1 (Multipurpose Cassette)</p> <ul style="list-style-type: none"> ■ Media width: 92 to 216 mm (3.6 to 8.5") ■ Media length: 148 to 356 mm (5.9 to 14.0") <p>Tray 2 (Optional)</p> <p>A4/Letter</p>
Paper/Media	<ul style="list-style-type: none"> ■ Plain paper (60 to 90 g/m²; 16 to 24 lb bond) ■ Recycled paper (60 to 90 g/m²; 16 to 24 lb bond) ■ Transparency ■ Envelope ■ Thick stock (91 to 163 g/m²) ■ Postcard ■ Letterhead ■ Labels ■ Glossy media
Input capacity	<p>Tray 1 (Multipurpose Cassette)</p> <ul style="list-style-type: none"> ■ Plain paper: 200 sheets ■ Envelope: 10 envelopes ■ Label/Postcard/Thick Stock/Transparency/ Letterhead/Glossy media: 50 sheets <p>Tray 2 (Optional)</p> <p>Plain paper: 500 sheets</p>
Output capacity	Output bin: 100 sheets (A4, Letter)
Operating temperature	10 to 35°C (50 to 95°F)

Operating humidity	15 to 85%
Power supply	110 to 127 V, 50 to 60 Hz, -10% +6% (120 V, 60 Hz, -10%, +10%, only USA and Canada) 220 to 240 V, 50 to 60 Hz, -10% +10%
Power consumption	110 to 127 V: 1100 W or less 220 to 240 V: 1100 W or less
Amperage	110 to 127 V: 11 A or less 220 to 240 V: 7 A or less
Acoustic Noise	Copying: 53 dB or less 57 dB or less (with ADF) Standby: 39 dB or less
External dimensions	Height: 531 mm (20.9") Width: 528 mm (20.8") Depth: 475 mm (18.7") (with Tray 1 closed)
Weights	<ul style="list-style-type: none"> ■ Machine: Approximately 33 kg (70.5 lb) (excluding the dust cover) ■ Toner cartridge: <ul style="list-style-type: none"> – Standard in-box cartridge = 0.55 kg (1.21 lb) (Y, M, C) – Standard in-box cartridge = 0.65 kg (1.43 lb) (K) – Replacement cartridge (with toner roller cover)= Standard-capacity: 0.60 kg (1.32 lb) (Y, M, C) – High-capacity: 0.70 kg (1.54 lb) (Y, M, C, K)
Interface	USB 2.0 and USB 1.1 compliant, 10Base-T/ 100Base-TX (IEEE 802.3) Ethernet
Standard memory	128 MB SDRAM (Main Board), 16 MB SDRAM (NIC Board)

Consumable Life Expectancy Chart

User-Replaceable

Item	Average Life Expectancy (in Simplex Pages)
Toner cartridge	At 5% coverage, using A4/Letter plain paper Starter in-box Cartridge = 1,500 pages (Y, M, C) (Continuous) 4,500 pages (K) (Continuous) Replacement Cartridge = Standard-capacity: 1,500 pages (Y, M, C) (Continuous) High-capacity: 4,500 pages (Y, M, C, K) (Continuous)
Drum cartridge	At 5% coverage, using A4/Letter plain paper Monochrome: 45,000 pages (Continuous) Full color: 11,250 pages (Continuous)

Service-Replaceable

Item	Average Life Expectancy (in Simplex Pages)
Fuser unit	120,000 pages
Transfer belt unit	Monochrome: 125,000 pages (Continuous) Full color: 33,700 pages (Continuous)
Transfer roller (included with the transfer belt unit)	120,000 pages

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