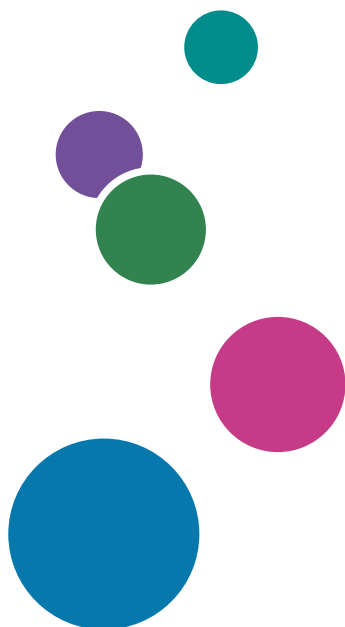




User Guide

Selected Version



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For information not found in this manual, see the online manuals available on our web site (<https://www.ricoh.com/>) or via the control panel.



How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:

Important

Indicates points to pay attention to when using functions. This symbol indicates points that may result in the product or service becoming unusable or result in the loss of data if the instructions are not obeyed. Be sure to read these explanations.

Note

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

[]

Indicates the names of keys or buttons on the product or display.

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1. About This Manual

Abbreviated Names of Options

1

In the manuals, the abbreviated names of options are used. The abbreviated names and corresponding product names are as follows:

Options that can be attached to the machine differ depending on the machine type.

page 281 "Machine Options"

Abbreviated names of externally attached options

Abbreviated name	Product name
Paper Input Location 2	Roll Unit RU6570
Paper holder	Roll Holder Unit Type M23

Abbreviated names of internal options

Abbreviated name	Product name
File format converter	File Format Converter Type M23
Wireless LAN board	IEEE 802.11a/g/n Interface Unit Type M19
OCR unit	OCR Unit Type M13
Card reader	NFC Card Reader Type M23
CAP V2.1	Card Authentication Package v2.1

2. Getting Started

Turning On and Off the Power

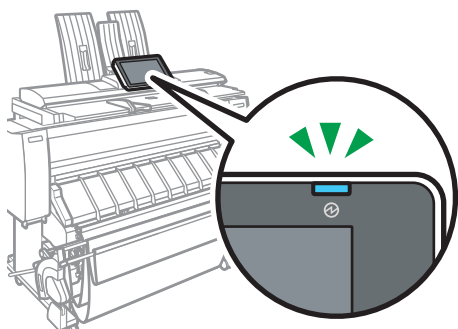
To turn the machine on and off, press the main power switch on the left side of the machine.

2

Turning On the Main Power

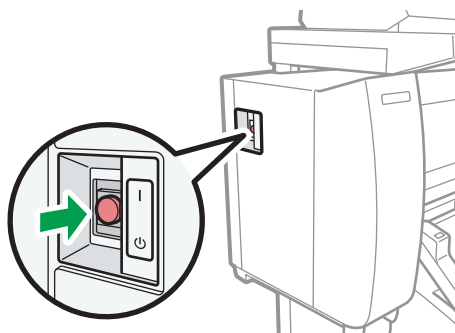
★ Important

- Do not press the main power switch repeatedly. When you turn the power on or off, wait at least 10 seconds after confirming that the main power indicator on the right side of the control panel has turned on or off.



DOCWIA5701

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Push the main power switch on the left side of the machine.



DOCWIA5702

The main power indicator on the right side of the control panel turns on.

↓ Note

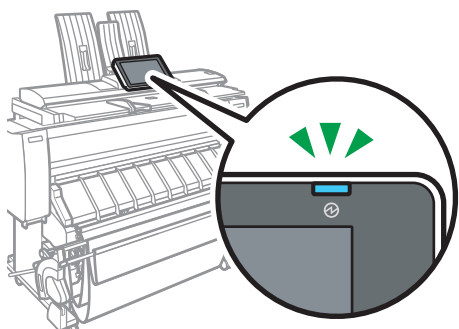
- When the power is turned on, the screen may show that the machine is performing an auto restart. Do not turn off the main power while the machine is processing. It takes about 4 minutes until the machine restarts.

2

Turning Off the Main Power

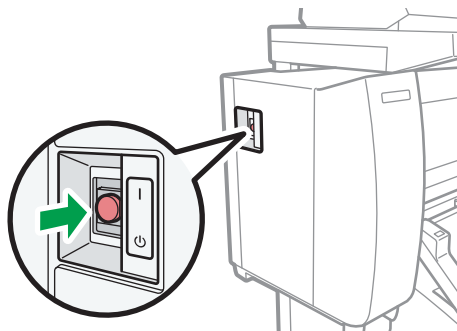
★ Important

- Do not turn off the power while the machine is in operation. To turn the power off, confirm that the operation is finished.
- Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.
- Do not press the main power switch repeatedly. When you turn the power on or off, wait at least 10 seconds after confirming that the main power indicator on the right side of the control panel has turned on or off.



D0CWIA5701

1. Push the main power switch on the left side of the machine.



D0CWIA5702

The main power indicator on the right side of the control panel turns off. The main power turns off automatically after the machine has shut down properly.

Energy Saving Mode


When the machine is not operated for a specified period of time, the machine enters the "Energy Saving mode" automatically. "Energy Saving mode" has two modes, "Low Power mode" and "Sleep mode", and the machine enters the Low Power mode first. In the factory default, the machine is configured to use both modes.

Low Power Mode

In this mode, the control panel display turns off and the main power indicator remains lit. If the machine is left idle for a specific time, it switches to Low Power mode.


- You can change the amount of time that the machine waits before switching to Low Power mode under [Low Power Mode Timer].
See "Date/Time/Timer", User Guide (Full Version).
- If you touch the control panel in Low Power mode, the machine exits the mode and the control panel display turns on.

Sleep Mode

In this mode, the display of the control panel turns off and the main power indicator blinks slowly. Power consumption is minimized. When you do not operate the machine for a specified period of time or press [Energy Save] () , the machine enters Sleep mode.

- You can specify the amount of time that the machine waits before entering Sleep mode under [Sleep Mode Timer].
See "Date/Time/Timer", User Guide (Full Version).
- The machine recovers from sleep mode and a screen appears when you touch the display on the control panel.

Note

- You can also set the machine to enter low power mode when you press [Energy Save] ().
- See "Machine", User Guide (Full Version).
- The energy saving functions are disabled when an error occurs or while an operation is in progress.
- The energy saving functions will not operate in the following cases:
 - When operations are suspended during printing
 - When a warning message appears
 - When paper is jammed
 - When the Data In indicator is lit or flashing
- The machine does not enter Sleep mode in the following cases:
 - During communication with external equipment
 - When the hard disk is active

- When the service call message appears
- When the "Add Ink" message appears
- When ink is being replenished
- When one of the menus in the "Settings" screen is displayed
- When data is being processed
- When a recipient is being registered in the address list
- When the sample print, locked print, hold print, or stored print screen is displayed
- When the screen of a document that was stored under the printer function appears
- When the internal cooling fan is active
- When accessing the machine using Web Image Monitor

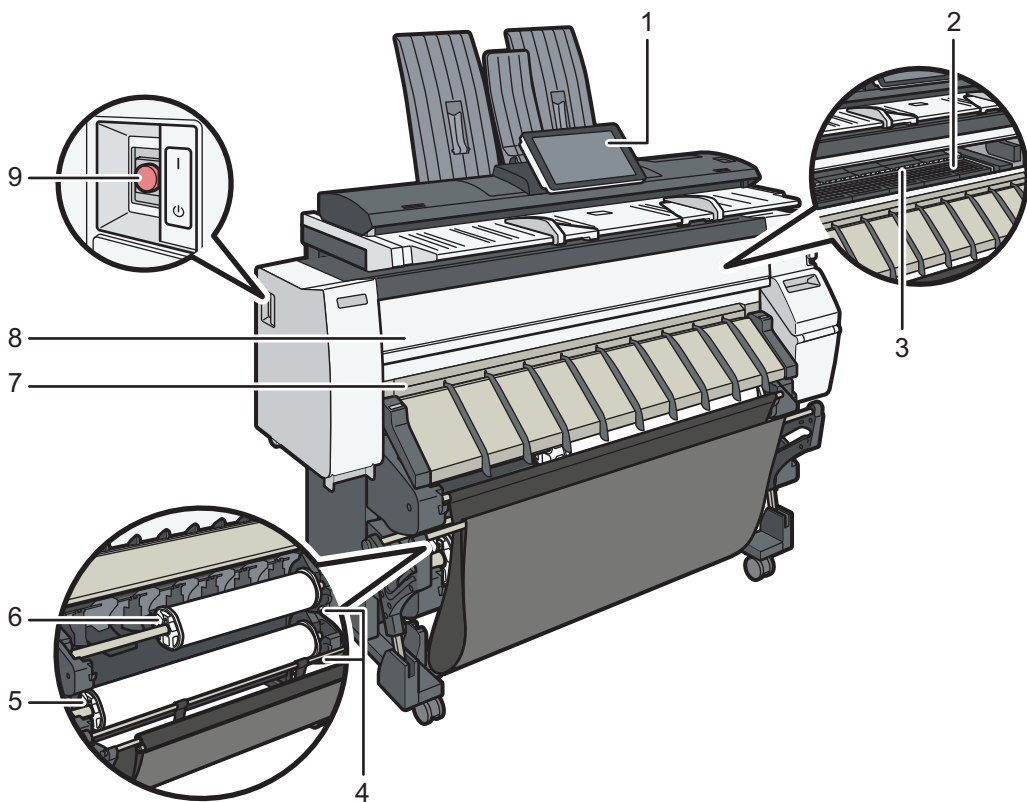
Guide to Names and Functions of Components

⚠ CAUTION

- Do not obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.

2

Front and Left View



DOCWIA0401

1. Control panel

page 19 "Names and Functions of the Control Panel"

2. Platen

Paper is sucked down and prevented from floating. Clean this area if the back of the printouts becomes dirty. See "Cleaning the Platen", User Guide (Full Version).

3. Paper bypass location

Load paper here when you copy or print from the paper bypass location. Load paper print side up.

4. Rewind button

Press this button to load the paper roll or to remove misfed paper.

5. Paper Input Location 2

Load a paper roll here.

6. Paper Input Location 1

Load a paper roll here.

7. Paper output location

The printouts are delivered here.

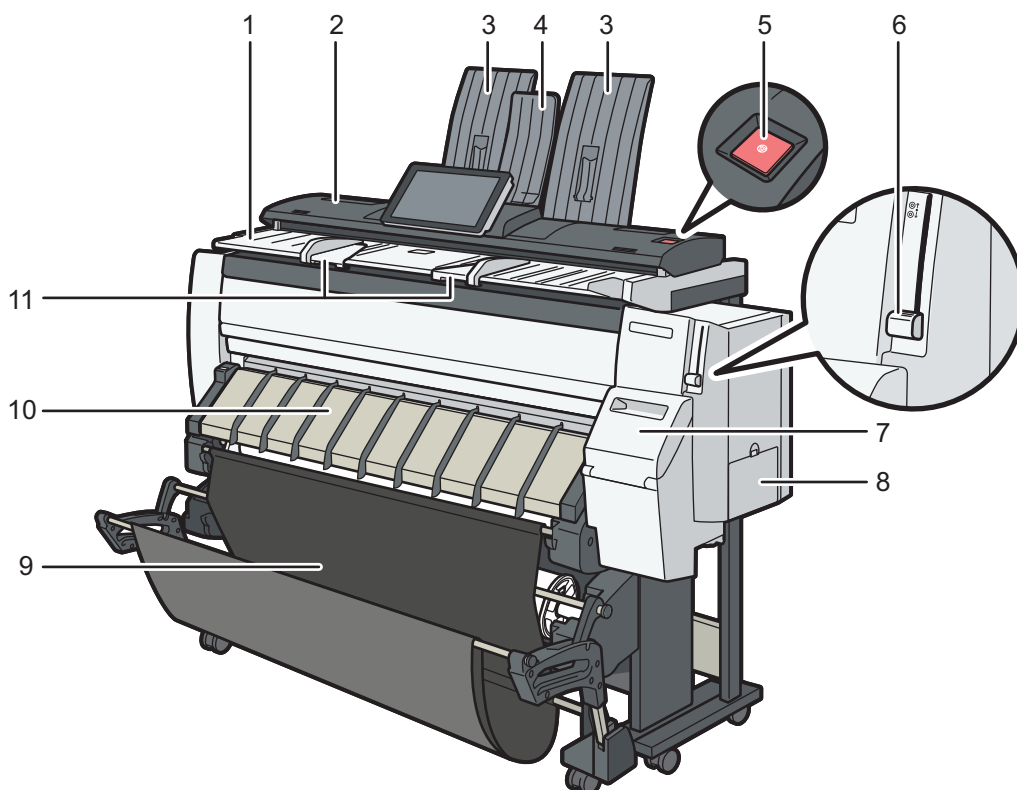
8. Front cover

This is the cover of the paper bypass location. Open this cover to copy or print from the paper bypass location, to remove misfed paper, or to clean the platen.

9. Main power switch

To operate the machine, the main power switch must be on. If it is off, turn the switch on.

Front and Right View



DOCWIA0402

1. Original table

Place originals here scanning side down.

2. Original cover

Open to clear jammed originals.

3. Original stacker

Originals are stacked here.

4. Stacker support

Use to output originals to the front side.

5. [Scanner Stop] key

Use if originals are feeding in slanted, or to cancel scanning while an original is feeding in.

6. Paper holding lever

This lever holds paper that is inserted into the paper input location or the paper bypass location. Use this lever to copy or print from the bypass location, or to remove misfed paper.

7. Cartridge cover

Open to replace print cartridges.

8. Ink collector unit cover

Open this cover to replace the ink collector unit. Ink used for maintenance collects in the ink collector unit.

9. Output basket

The delivered paper is stacked here.

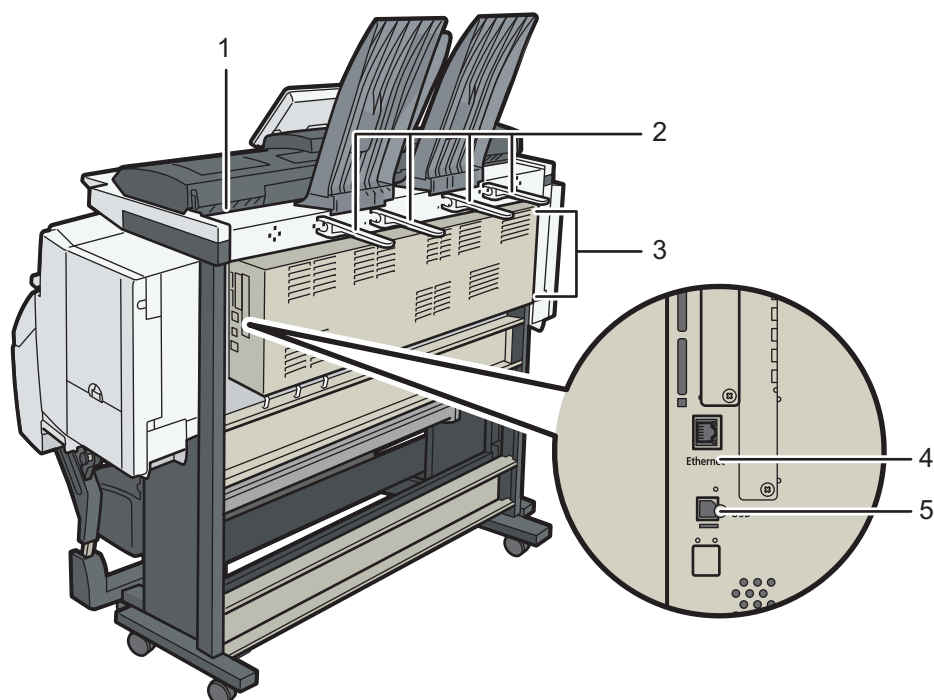
10. Paper input location cover

Open to load the paper roll onto the paper input location or to remove misfed paper.

11. Original guide

Set to the width of your originals.

Rear View



D0CWIA0403

1. Original exit

Originals are delivered here.

2. Original output guide

Stacks originals delivered to the rear output.

3. Vents

Prevent overheating. After large-volume printing, the ventilation fan may continue to work to lower the temperature inside the machine.

4. Ethernet interface

Used the port to connect the machine to the network or to use the remote management service (@Remote) over the Internet.

5. USB2.0 Interface Type B

Use the port to connect the machine and the computer with the USB cable.

Note

-  Region A (mainly Europe)

When touching the machine, you may experience a static shock which is harmless to humans. For details, refer to the following:

<https://www.ricoh-europe.com/support/health-safety/ricoh-static-shock.html>

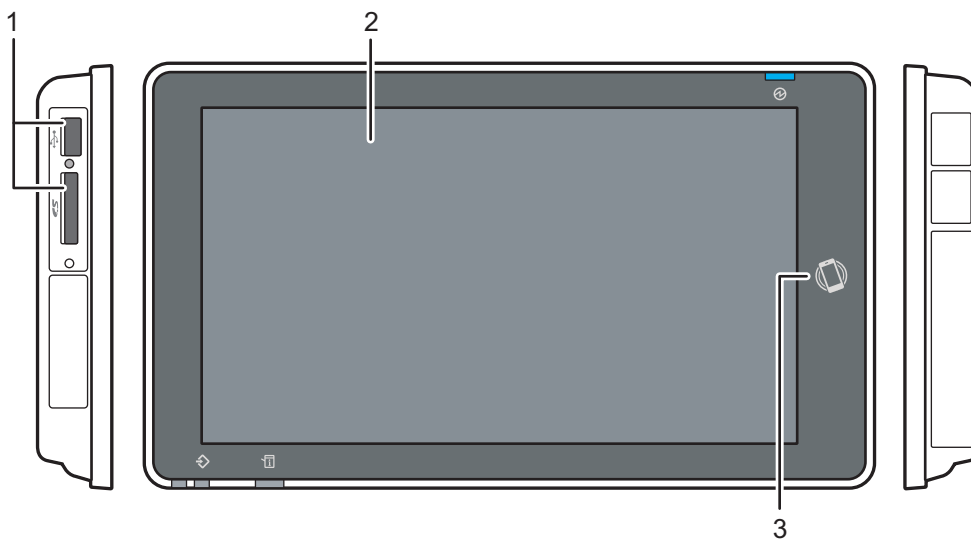
Names and Functions of the Control Panel

The touch panel (Smart Operation Panel) that displays the operation screen of the machine is referred to as the "Control Panel".

- On both sides of the control panel, interfaces for connecting external devices and slots to insert an SD card/USB flash memory device are provided.
- Even when the screen is turned off, the LED indicators on the frame of the control panel show the status of the machine.

2

Touch Panel/Interface

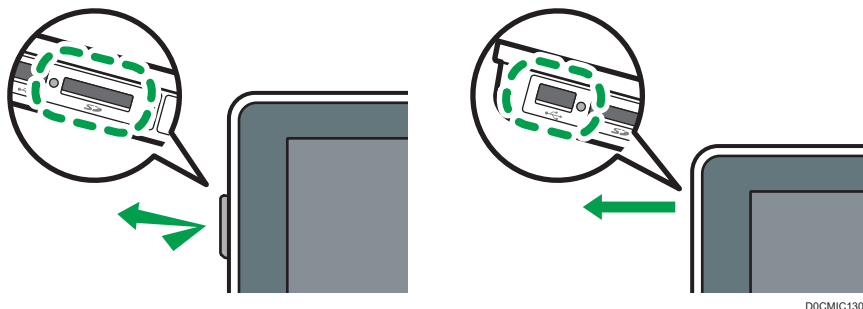


D0CWIA5706

1. Media slots

Insert an SD card or USB flash memory device. You can store the scanned data or print the file stored on the media.

- Use an SD memory card or SDHC memory card with a maximum capacity of 32 GB. You cannot use an SDXC memory card.
- Use the media formatted in FAT16 or FAT32.
- Certain types of USB flash memory devices cannot be used in the machine.
- A USB extension cable, hub, or card reader cannot be used.
- If the power of the machine is turned off or the media is removed from the machine while the machine is reading the data in the media, check the data in the media.
- Before removing the media from the slot, press the icon displayed on the screen (📁/📁) to cancel the connection.



DOC MIC1306

2. Touch Panel

Displays the Home screen, operation screen of applications, and messages. Operate with the fingertips.

page 25 "How to Use the Home Screen"

page 27 "Intuitive Screen Operation Using Fingertips"

3. NFC tag

Used to connect the machine and a smart device with the RICOH Smart Device Connector.

See "Using the Machine Functions from a Mobile Device", User Guide (Full Version).

page 50 "Logging In Using a Mobile Device"

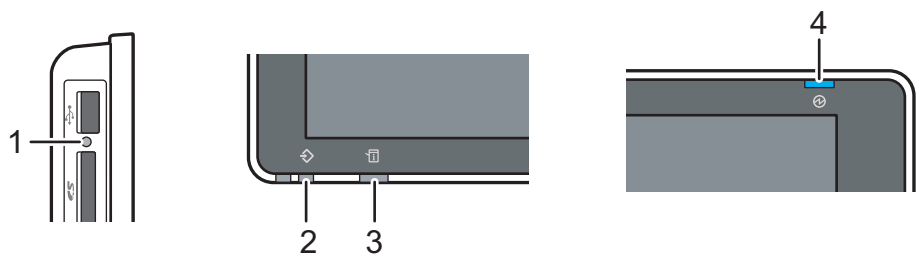
↓ Note

- You can adjust the angle of the control panel to improve visibility. When adjusting the angle of the control panel, be careful not to pinch your fingers.



DOCWIA5707

LED Indicators



D0CWIA5708

1. Media access indicator

Flashes when data is being read from or written to an SD card.

While the machine is accessing the SD card or USB flash memory device, do not turn the power off or remove the media.

- If the media access lamp does not light when an SD card is pushed into the media slot, do the following:
 - Reinsert the SD card.
 - The SD card may be broken. Contact the shop where you bought it.

2. Data In indicator

Flashes when the machine is receiving data sent from the printer driver.

3. Status indicator

Indicates the status of the system. Stays lit when an error occurs or ink runs out.

page 197 "Checking the Indicators, Icons, and Messages on the Control Panel"

4. Main power indicator

The main power indicator lights up when you turn on the main power switch. In Sleep mode, it flickers slowly.

Setting the Output Basket

★ Important

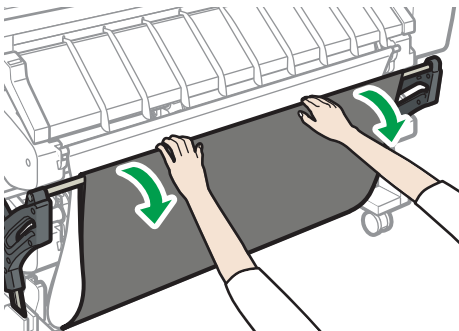
- Open the output basket before you start printing.
- Hold the bars with both hands. If you hold the bars with only one hand, you might drop the bars.
- If the machine is installed near an air conditioner or heater, the delivered paper might not be stacked properly due to the air from the air conditioner or heater.
- Printing photos or other images that use a lot of ink may make the paper frail so that it does not stack properly.
- Do not touch output paper until printing is complete. Doing so may cause it to misfeed and result in a malfunction.
- Do not obstruct the paper output location or put anything in the output basket. Doing so may cause it to misfeed and result in a malfunction.
- If the paper curls or is charged with static electricity, the output paper may remain at the paper output location. If this happens, remove the trailing edge of the paper from the paper output location. If you leave the trailing edge of the paper there and continue to print, the paper may jam or the paper may be cut incorrectly.

Prints are delivered to the output basket. Remove the prints one at a time from the output basket.

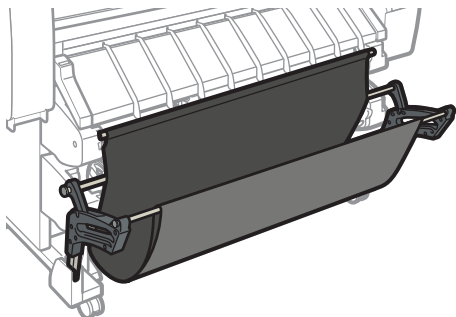
Setting Up the Output Basket in Basic Mode

For printing, the basket can be set up in the basic mode.

1. Make sure the output basket is closed, and then pull it out.



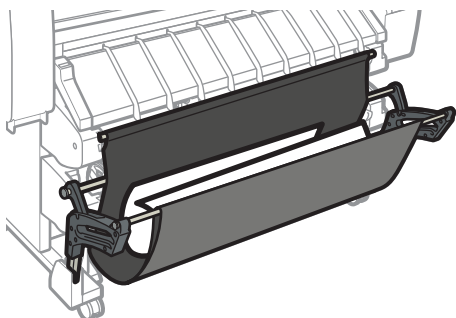
DOCWIA0039



DOCWIA0404

Make sure the output basket is open before you start printing.

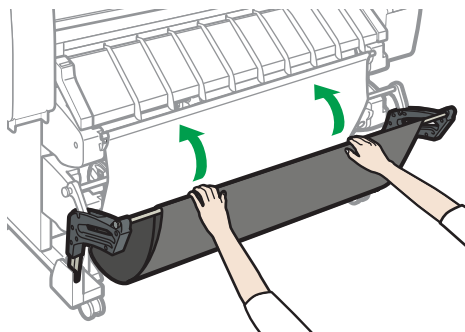
Printed paper is output as shown in the illustration.



DOCWIA0440

Close the output basket

1. Push the output basket towards the machine.



DOCWIA0405

Changing the Display Language

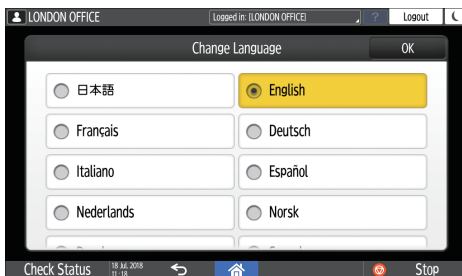
You can change the language used on the display. English is set as default.

1. On the Home screen, press the change language widget.

2



2. Select the language you want to display.



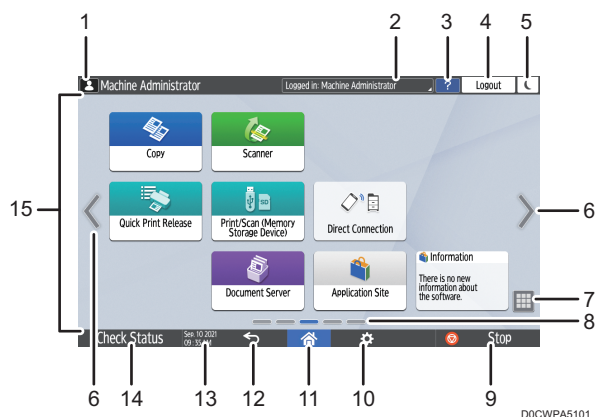
3. Press [OK].

How to Use the Home Screen

Press [Home] (🏠) at the bottom center of the screen to display the Home screen on which icons for each function are shown. On the Home screen, you can register frequently used shortcuts and widgets.

★ Important

- Do not apply strong impact or force to the screen, or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)
- Touch the Home screen to operate it.
page 27 "Intuitive Screen Operation Using Fingertips"
- You can add or delete icons and widgets, and change their order.
page 41 "Adding a Frequently Used Application or Widget to the Home Screen"



D0CWPA5101

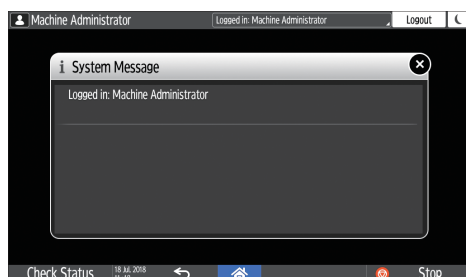
1. Login icon

This icon is displayed when users are logged in. When you press the icon, the names of the users who are currently logged in are displayed.

2. System Message

Displays system and application messages. If there are two or more messages, they will be displayed alternately.

If a message indicating that the ink has run out or an error has occurred is displayed, press the message to display the system message list to check the contents.



3. Help ?

When the machine is connected to the Internet and Help is available for the screen that is displayed or the error that has occurred, press this icon to display a Help screen.

Select the [Accept cookies] check box in the control panel browser to display Help properly.

See "Browser Settings", User Guide (Full Version).

4. [Login]/[Logout]

These keys are displayed when user authentication or administrator authentication is enabled. Press the keys to log in to or log out from the machine.

page 48 "Logging In from the Control Panel"

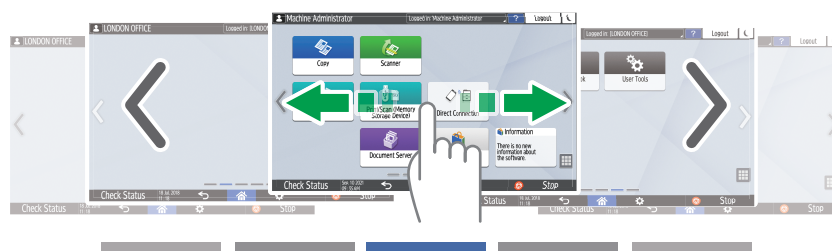
5. [Energy Save] ☾

Press to enter or exit Sleep mode.

page 13 "Energy Saving Mode"

6. Switch Screens < >

Press to scroll the screens right and left. The Home screen has 5 screens.



DOCWPA5102

You can switch between the screens by flicking.

page 27 "Intuitive Screen Operation Using Fingertips"

You can hide the screen with no icons by setting [Home Screen Blank Pages] to [Do not Display Blank Pages].

See "Display/Input", User Guide (Full Version).

7. Application list 𐄂

Press to display applications that are not displayed on the Home screen.

page 41 "Adding a Frequently Used Application or Widget to the Home Screen"

8. Current display position

Shows which of the five screens is currently displayed.

9. [Stop]

Press to stop scanning or printing.

You can change the setting to stop only a job in progress with [Stop Key to Suspend Print Job].

See "Others (System Settings)", User Guide (Full Version).

10. [Menu] ⚙

Displayed if a menu is available in the currently selected application.

On the Home screen, press to restore the icons to their factory default positions.

11. [Home] 

Press to display the Home screen.

12. [Back] 

Press to return to the previous screen.

13. Date/Time and Ink remaining

The current date and time is displayed.

To display the information about Ink remaining, specify [Display Time/Remaining Ink] of [System Bar Settings] to [Remaining Ink].

See "Display/Input", User Guide (Full Version).

14. [Check Status]

Press to check the following system statuses of the machine. This lights up in red when an error occurs.


- Machine's status
Indicates the error status and network status.
- Operational status of each function
Status of functions such as Copy or Scanner
- Current jobs
- Job history
- Machine's maintenance information

See "Checking the Machine Status from the Control Panel", User Guide (Full Version).

15. Icon display area

Displays the icons and widgets.

 Note

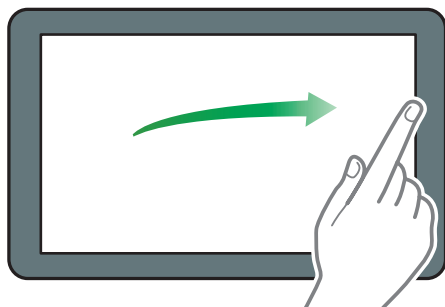
- You can change the screen displayed when the power is turned on under [Function Priority (Default Displayed Application)].
- See "Displaying Frequently Used Functions on the First Screen", User Guide (Full Version).
- When you press [Menu]  ► [Reset Home Screen] with the Embedded Software Architecture application being installed in the machine, the application icons are not deleted.

Intuitive Screen Operation Using Fingertips

On the Home screen or application screen, you can perform the following operations by touching the screen with your fingertips.

Flick (for switching between screens)

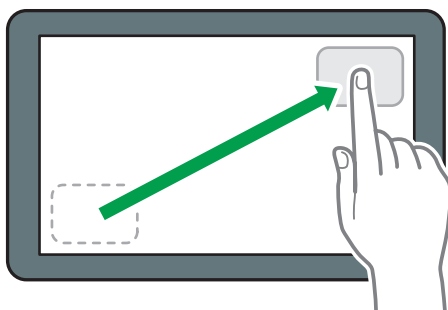
Touch and slide your finger on the screen quickly left or right to switch between the screens.



DZB181

Drag (for moving an icon)

Press and hold an icon, and then slide your finger while pressing on the screen to move the icon.

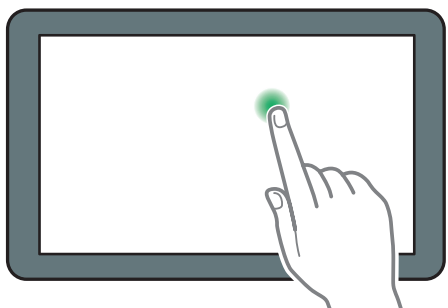


DZB182

Long tap (for displaying the available menu screen)

Press and hold on a blank area on the screen to display the menu screen.

On the Home screen you can add a folder or change the wallpaper from the menu.

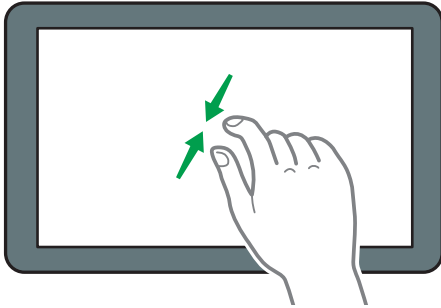


DZB183

In some applications, you can also use the following actions to operate the screen:

Pinch-in (for zooming out the screen)

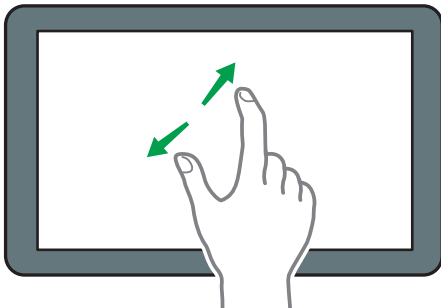
Touch the screen with your thumb and forefinger, and pinch them together. This feature is useful when previewing files and images.



DZB185

Pinch-out (for zooming in the screen)

Touch the screen with your thumb and forefinger, and spread them apart. You can also zoom in the screen by tapping the screen twice quickly. When you quickly tap the screen twice again, the screen returns to full display. This feature is useful when previewing files and images.

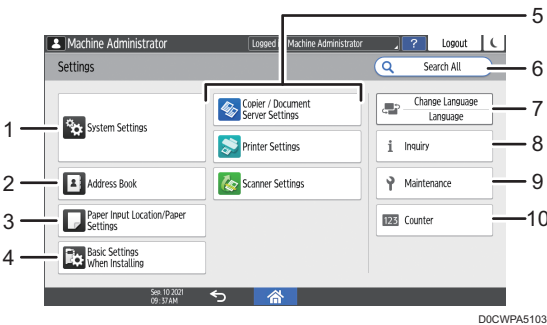


DZB184

How to Use the "Settings"

Press [Settings] on the Home screen to change the settings of the machine, edit the address book, or confirm various information.

The "Settings" screen consists of the menus shown below.

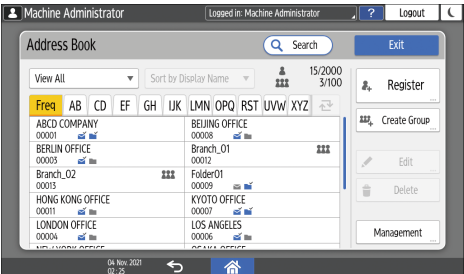


1. System Settings

Specify the operation panel display, machine operation settings, operation sounds, timer, network settings and other settings.

For the list of setting items, see "System Settings Items" in User Guide (Full Version).

2. Address Book



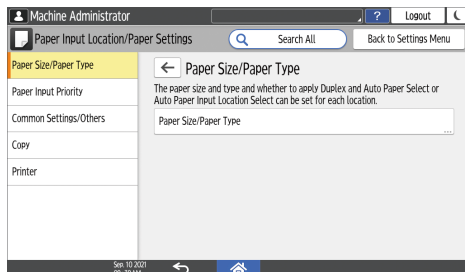
Manage the destination for sending data from the scanner or the authentication information for logging in to the machine.

See "How to Use the Address Book", User Guide (Full Version).

You can start operation by pressing [Address Book] on the Home screen.



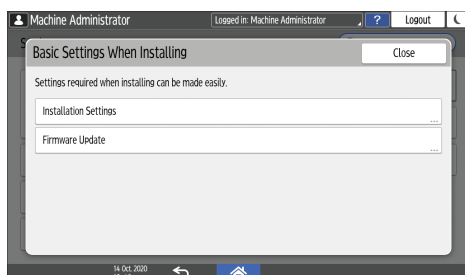
3. Paper Input Location/Paper Settings



Specify the size and type of paper set in the paper input location.

See "Paper Input Location/Paper Settings", User Guide (Full Version).

4. Basic Settings When Installing



You can configure the settings easily when installing the machine.

- On the "Settings" screen, you can specify the settings for the items shown below in Wizard format when the machine is moved to a different location or the environment in which the machine is used changes.
 - Basic Settings
 - Network Settings
- On the [Firmware Update] screen, you can update the firmware of the machine.

5. Application Settings

Change the settings for the Copier, Document Server, Printer, and Scanner functions.

For the list of setting items, see "Copier/Document Server Settings", "Printer Settings", and "Scanner Settings" in User Guide (Full Version).

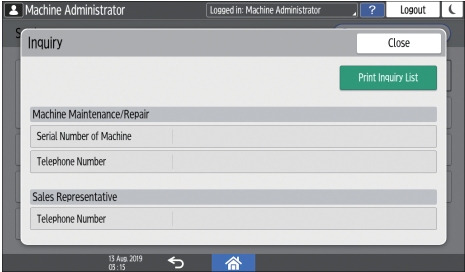
6. Search All

You can search for a setting item by entering a keyword. Enter more than one keyword to narrow down the search results.

7. Change Language

You can change the language displayed on the control panel.

8. Inquiry

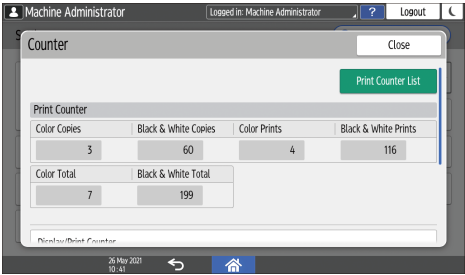


Confirm the contact for requesting repair of the machine or ordering consumables.

9. Maintenance

You can adjust the print head position and print start position, and cut the paper roll.


10. Counter



Display and print the total number of sheets printed for each function.

See "Checking the Counter of the Machine for Each Color Category", User Guide (Full Version).

 **Note**

- If administrator authentication has been set, contact the administrator to change the settings.
- When you are finished performing an operation, press [Home] () to return to the normal screen.
- When you search for a setting item by using [Search All], a part of the search result screen may appear blurred. If this happens, enter the same keyword and search again. If the blurring is not resolved after searching again, press the blurred part of the screen while you scroll it up and down, and when you return to the original position, the blurred part of the screen that you have pressed will be displayed clearly.

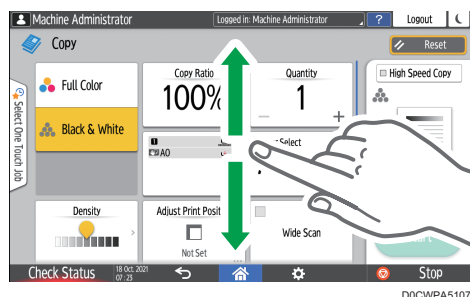
How to Use the Copy Screen

You can select from one of two types for the Copy screen:

Refer to page 33 "How to Use the Copy Screen (Standard)" or page 35 "How to Use the Copy Screen (No Scrolling Screen)" for how to use functions, such as select one touch job.

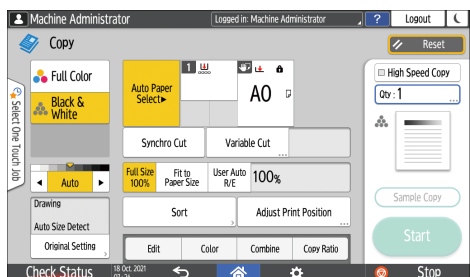
Standard View

The basic functions that are used frequently are displayed with big keys. Scroll down the screen to see the keys used to configure the functions for finishing or editing.



Full View

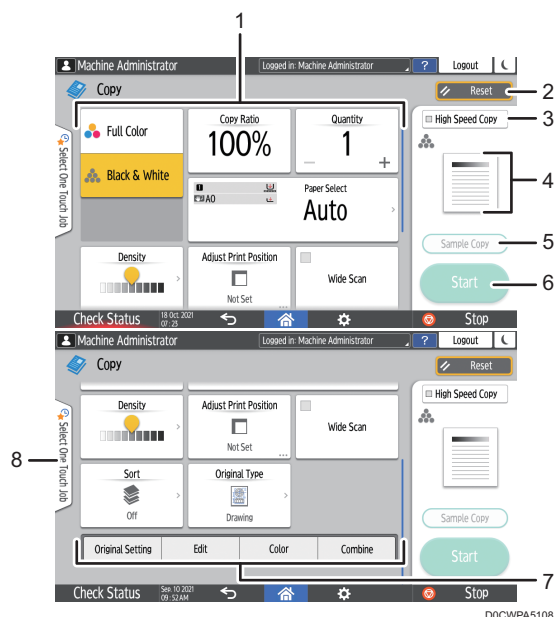
You can see all the function keys on a single screen. You do not need to scroll through the screens to select a function.




- To switch the screen type, press [Menu] (⚙️) ► [Screen Settings] ► [Switch Screen Type] on the Copy screen.
- You can use the same functions on either screen.
- When the administrator has configured user authentication and User's Own Customization is enabled, each login user can change the screen type.

How to Use the Copy Screen (Standard)

You can customize the layout and how the keys are displayed on the Copy screen in Standard. For details, see page 36 "Changing the Layout or Display of the Keys of the Copy Function".



1. Copy function keys

Press a key to select the function to assign to the key. Flick up and down on the screen to display the keys out of the visible area. The keys with assigned functions are displayed in yellow or with  in the upper left corner. Depending on the assigned function, the display of the key changes according to the specified setting.

2. [Reset]

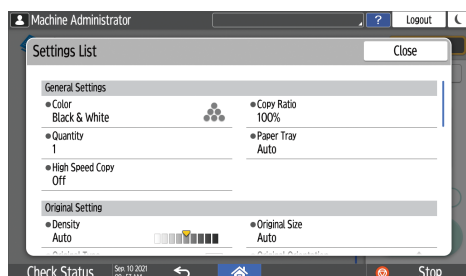
Reset the settings configured on the Copy screen.

3. [High Speed Copy]

You can reduce vertical resolutions to increase print speed.

4. Preview of the current setting status

Displays an image representing the settings configured on the Copy screen. Press the image to display the list of the settings.



5. [Sample Copy]


Press to make a partial copy as a test before proceeding to copy the rest of the original.

See "Making a Partial Copy as a Test and Copying the Rest of the Original", User Guide (Full Version).

6. [Start]

Press to perform copying.

7. Other keys for Copy function

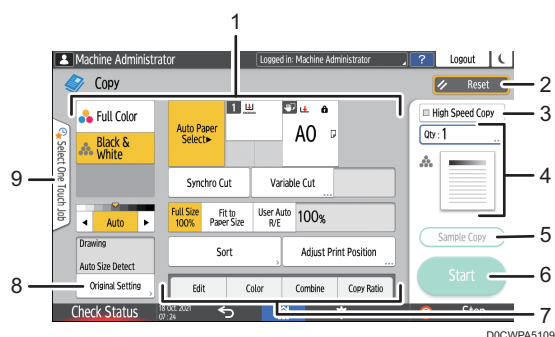
Press to select the functions whose keys are out of the visible area of the screen. The key of the function that is currently configured is displayed with  in the upper left corner.

8. Select One Touch Job

You can see the preset settings in the machine or the job history. When user authentication is configured, display the history of the executed jobs for each login user. When selecting a job history, its settings are displayed on the current Copy screen. You can use the same settings as a previous job by selecting the job history.

2

How to Use the Copy Screen (No Scrolling Screen)

**1. Copy function keys**

Press a key to select the function to assign to the key. The keys with assigned functions are displayed in yellow.

2. [Reset]

Reset the settings configured on the Copy screen.

3. [High Speed Copy]

You can reduce vertical resolutions to increase print speed.

4. Preview of the current setting status

Displays an image representing the quantity and the settings configured on the Copy screen. Press [Qty] to display the number keys. Press the image to display the list of the settings.

5. [Sample Copy]


Press to make a partial copy as a test before proceeding to copy the rest of the original.

See "Making a Partial Copy as a Test and Copying the Rest of the Original", User Guide (Full Version).

6. [Start]

Press to perform copying.

7. Other keys for Copy function

Press to select the functions whose keys are out of the visible area of the screen. The key of the function that is currently configured is displayed with  in the upper left corner.

8. [Original Setting]

Press to configure the settings, such as the original type and original orientation.

9. Select One Touch Job

You can see the preset settings in the machine or the job history. When user authentication is configured, display the history of the executed jobs for each authenticated user. When selecting a job history, its settings are displayed on the current Copy screen. You can use the same settings as a previous job by selecting the job history.

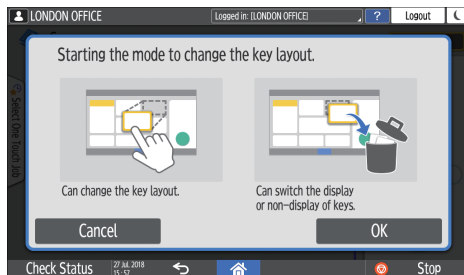
Changing the Layout or Display of the Keys of the Copy Function

You can customize the layout and how the Copy function keys are displayed on the Copy screen in Standard mode (Arranging keys mode).

When the administrator has configured user authentication and User's Own Customization is enabled, each login user can customize the layout.

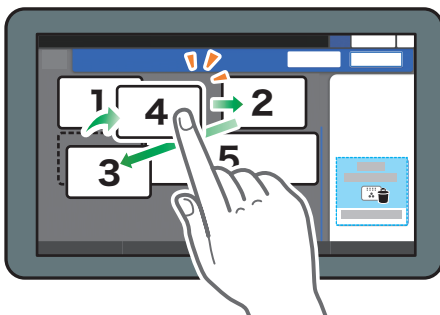
Switching to change the key layout mode

On the Copy screen, press and hold one of the keys until the screen changes, and then press [OK] to display the screen of the arranging keys mode.



Changing the key layout

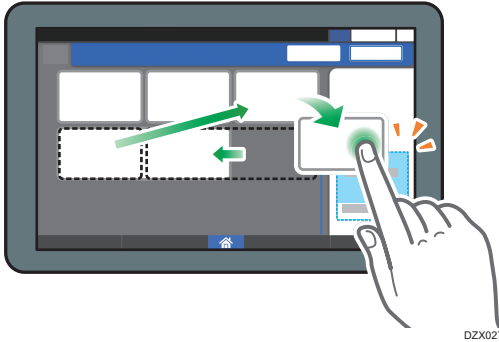
Press and hold the key to move, drag it to the location to display, and then press [OK].



DOC MIC1355

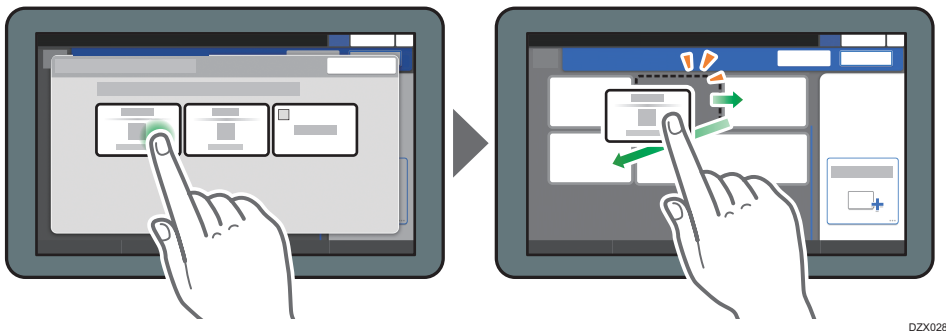
Hiding a key

Press and hold the key to hide, drag it to "Hide the Keys", and then press [OK].



Displaying a hidden key

Press "Hidden Key List" to display the hidden keys. Press and hold the key to display, drag it to the location to display, and then press [OK].



Confirming the initial placement of the keys

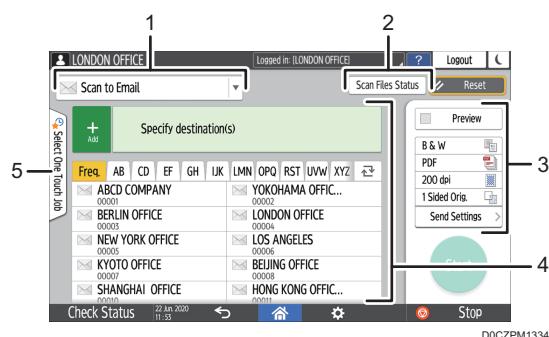
Press [Menu] (⚙️) ► [Screen Settings] ► [Temporarily Restore Initial Key Layout] on the Copy screen. After confirming, press [Back].

Resetting the key layout to the default

Press [Menu] (⚙️) ► [Screen Settings] ► [Restore Initial Key Layout] ► [Yes] on the Copy screen.

How to Use the Scanner Screen

There are five kinds of functions and settings on the Scanner screen.



1. Destination type selection

You can switch between [Scan to Email] and [Scan to Folder]. The items displayed in the address book and destination entry screen for manual entry also change when you switch the destination type.

2. Scan Files Status

You can browse the transmission history of the sent documents and cancel sending of a document waiting in the queue. The transmission file status may not be displayed depending on the security settings.

3. Transmission settings

You can specify the scan settings according to the type of document to scan and the purpose of the scanned data, and display a preview before sending the data. You can specify four commonly used settings, such as selecting the type of the original, that you can set from the shortcut keys without opening the [Send Settings] screen.

4. Destination specification

You can select a destination registered in the address book through one-touch operation.

Press to specify a destination by using various other methods such as by entering manually or selecting from the history. You can also register a new destination in the address book.

5. Select One Touch Job

You can see the preset settings in the machine or the job history. When user authentication is set, the job history of each authenticated user is displayed. When you select a job history, the setting will be applied on the current Scanner screen. This feature is convenient when you are using the same setting repeatedly.

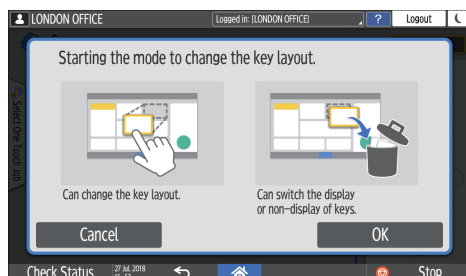
Customizing the [Send Settings] Screen

Press and hold a key on the [Send Settings] screen to customize the layout of the keys.

When the administrator has enabled user authentication and User's Own Customization, the screen can be customized for each user.

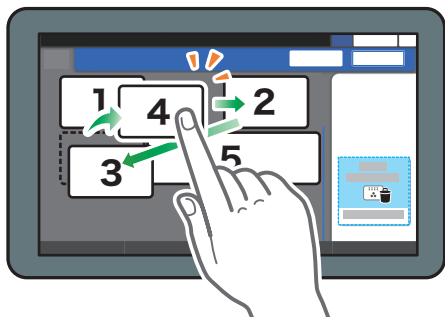
Switching to change the key layout mode

Long-press any key and press [OK] on the screen below to switch to the key sorting mode and enable changing of the key layout.



Changing the key layout

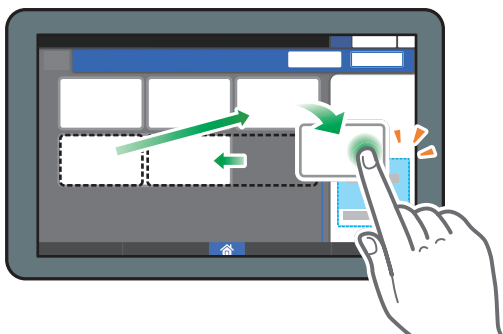
Long-press a key to change the layout, drag it to a new location, and then press [OK].



DOCMIC1355

Hiding a key

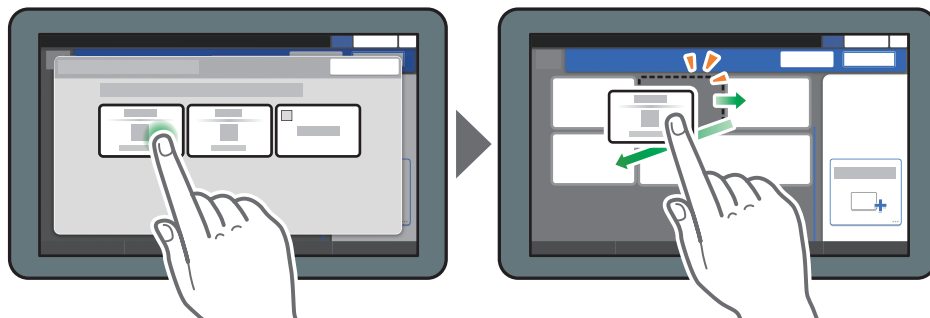
Long-press a key to hide, drag it to [Hide the Keys] (Trash icon), and then press [OK].



DZX027

Displaying a hidden key

Press "Hidden Key List" to display the hidden keys. Press and hold the key to display, drag it to the location to display, and then press [OK].



DZX028

Confirming the initial placement of the keys

Press [Menu] (⚙️) ► [Change Key Layout] ► [Check the key layout of the factory defaults] on the Scanner screen. After confirming, press [Back].

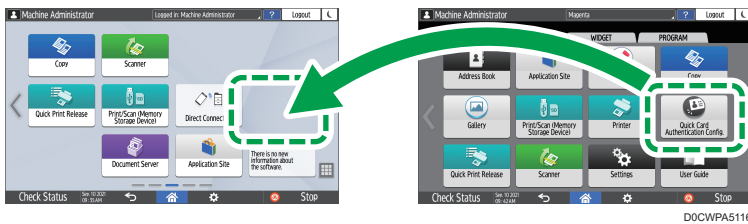
Resetting the key layout to the default

Press [Menu] (⚙️) ► [Change Key Layout] ► [Reset Layout] ► [Restore] on the Scanner screen.

Adding a Frequently Used Application or Widget to the Home Screen

You can use a frequently used icon or widget easily by adding it to the Home screen. You can organize the icons on the Home screen as you like by changing their order or using folders.

- Add an icon or widget from the application list screen.
- Each page of the Home screen can display up to 12 icons, widgets or folders, for a total of 60 items. A folder can hold up to 80 icons.
- You can add the following items to the Home screen: shortcuts of bookmarks in the browser on the screen and programs registered in the Scanner.

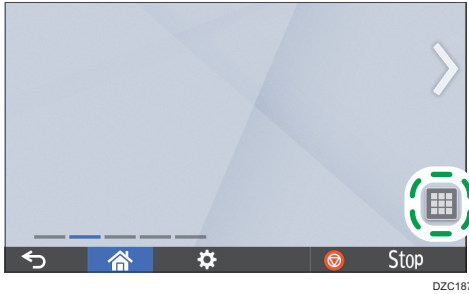


Note

- You cannot add a shortcut of a program registered by the document server function to the Home screen.
- When you have set user authentication, log in and customize it. Each user can register their own Home screen.
- A shortcut, folder, or widget cannot be created or moved if there is no space on the Home screen. In this case, delete one of the registered items, and then perform the same operation.
- The names of icons and widgets are displayed up to 20 double-byte or 30 single-byte characters. Names composed of 21 or more double-byte characters are displayed with "...", indicating the 20th and later characters.

Adding an Icon/Widget to the Home Screen

1. Press the application list icon on the Home screen.



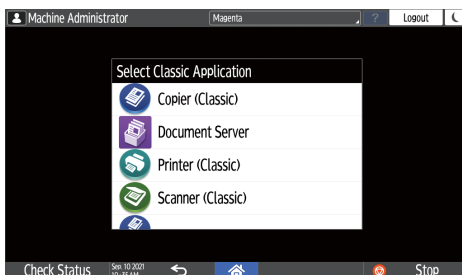
2. Press and hold the icon or widget to be added to the application list screen.



- Select the [WIDGET] tab to add a widget, or select the [PROGRAM] tab to add a program.

3. After the screen changes to the Home screen, move the icon or widget to the desired position and release it.

To add a classic application or program, select the type of application or program from the displayed menu.



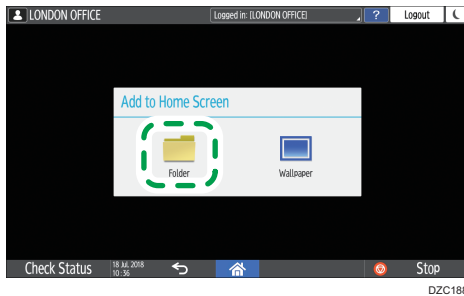
Moving or Deleting Icons and Widgets

- To move an icon or widget, press and hold the icon and move it to the desired position, and then release it.

- To delete an icon or widget, press and hold the icon and move it to the trash icon, and then release it.
- When you delete a shortcut icon of a function or program from the Home screen, the function or program is not deleted.
- To reset the Home screen, perform the following procedure.
 1. Press [Menu] (⚙️) on the bottom center of the Home screen.
 2. Press [Reset Home Screen], and then press [OK].

Creating a Folder to Organize Icons

1. Press and hold a spot on the Home screen where you want to create a folder.
2. When the "Add to Home Screen" screen is displayed, press [Folder].

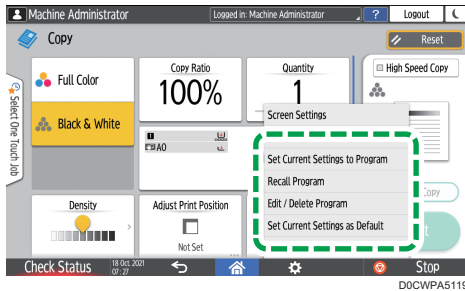


3. Open the created folder, press and hold its title, and then change the folder name.
You can enter up to 30 characters for a folder name.
4. Drag the icon and release it over the folder.

Registering Frequently Used Settings as a Program

You can register a "program" made of a combination of the functions used in the Copy or Scanner.

- You can load the registered program easily from the application screen.



- When you press the icon of a program on the Home screen, the machine applies the settings and performs the function registered in the program automatically.
- You can register the following number of items as programs.
 - Copy: 25 items
 - Scanner: 100 items

You can prohibit users other than the machine administrator from registering a program.

See "Specifying Menu Protect", User Guide (Full Version).

Note

- You cannot register the following settings as a program:
 - Copy
 - Orientation of [Combine]
 - Scanner
 - [Sender], [PDF Security Settings], Start Number
- You can register a destination on the program of the scanner function only when [Program Setting for Destinations] of [Scanner Settings] is set to [Include Destinations].
- See "Address Book Settings", User Guide (Full Version).
- When [Program Setting for Destinations] of [Scanner Settings] is set to [Exclude Destinations], the destination registered on the recalled program in the scanner function is not displayed.
- A folder destination with a destination protection code cannot be registered on a program of the scanner function.

Registering Settings as a Program

First, configure the settings to be registered on the Copy or Scanner screen, and then register them.

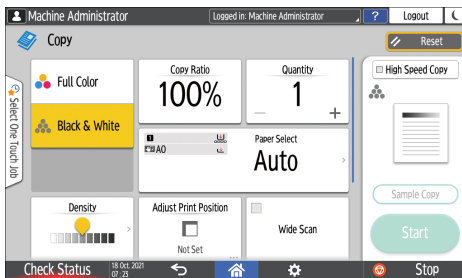
1. On the Home screen, press [Copy] or [Scanner].



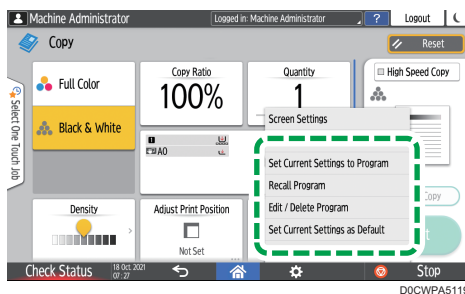
2

If the icon is not displayed on the Home screen, add the icon from the application list screen.
page 41 "Adding a Frequently Used Application or Widget to the Home Screen"

2. Specify scan and output settings to be registered as a program.

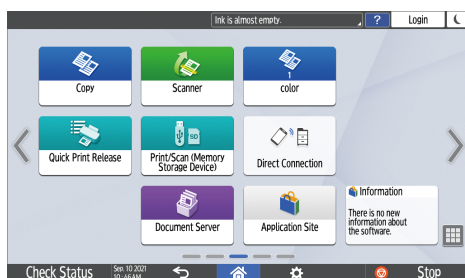


3. Press [Menu] (⚙️).
4. Press [Set Current Settings to Program].



5. Press a program number to register the settings.
6. Enter a program name and select an icon.
7. Press [Prev. Screen] ► [OK].
8. Press [Place].

The selected icon is displayed on the Home screen.



Even if you select [Do not Place], you can add shortcuts to the program to the Home screen after the program registration is complete.

9. Press [Exit].

Changing the Contents of the Program

You can change a part of the program and overwrite it or change the contents and register them as a new program.

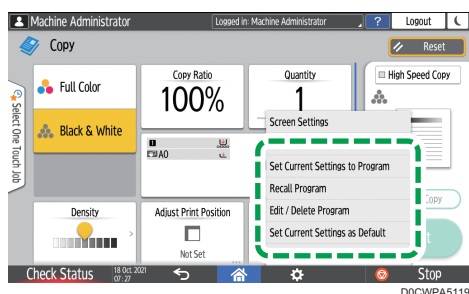
1. On the Home screen, press [Copy] or [Scanner].



If the icon is not displayed on the Home screen, add the icon from the application list screen.

page 41 "Adding a Frequently Used Application or Widget to the Home Screen"

2. Press [Menu] (⚙️), and then press [Recall Program].



3. Press the program number to be changed.

4. Change the scan and output settings.

5. Press [Menu] (⚙️), and then press [Set Current Settings to Program].

6. Select a program number to register the changed settings.

- To overwrite the program, select the number of the loaded program, and then press [Program] on the message appears.

- To register the contents as a new program, select a number that is not programmed.

7. Enter a program name and select an icon.


8. Press [Prev. Screen] ► [OK].

9. Press [Place].

Even if you select [Do not Place], you can add shortcuts to the program to the Home screen after changing the settings of the program is complete.

10. Press [Exit].

Note

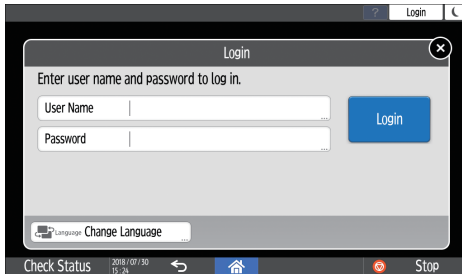
- To change the icon or program name or to delete the program, press [Menu] () and operate from [Edit / Delete Program].

Logging In from the Control Panel

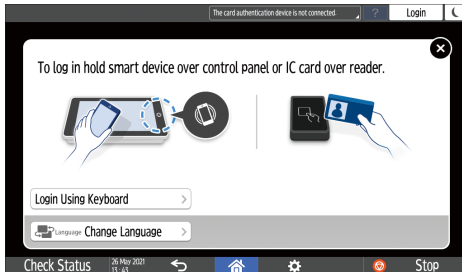
When the machine is configured by the administrator to restrict use by unauthorized users, you must authenticate your login information before starting the operation.

The authentication methods are described below.

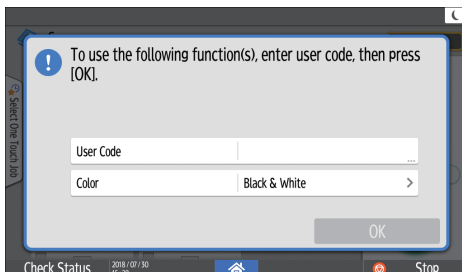
- When Basic Authentication, Windows Authentication, or LDAP Authentication is configured on the machine, enter the user name and password for authentication to log in to the machine before starting operation.



- Depending on the machine settings, you can use an IC card or mobile device for authentication.



- If user code authentication is specified, you may need to enter the user code to operate the restricted application.



To prevent use of the machine by an unauthorized person, always log out when you have finished using the machine. While a user is logged in, the name of the user is displayed in the system message.

Note

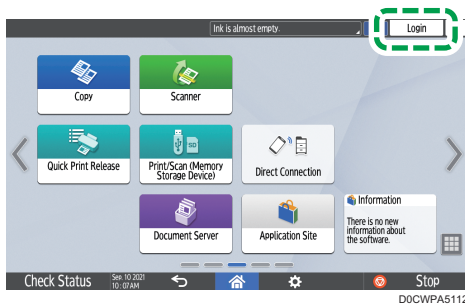
- If the machine is not used for a specified period, the user is automatically logged out (Auto Logout). The default setting for Auto Logout is 3 minutes. The period of Auto Logout can be changed by [Auto Logout Timer] of [System Settings] or the Auto Logout setting can be disabled.
- See "Date/Time/Timer", User Guide (Full Version).
- Ask the administrator for the login user name, login password, and user code.
- See "Verifying Users to Operate the Machine (User Authentication)", User Guide (Full Version).

2

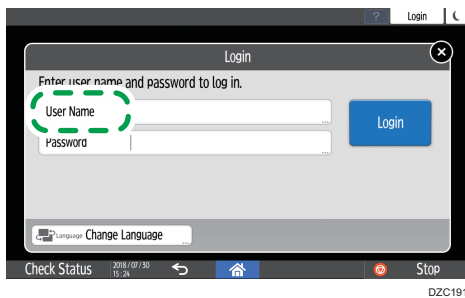
Logging In by Entering the User Name and Password

Enter the authentication information using the keyboard displayed on the control panel.

1. Press [Login] at the top right on the screen.



2. Press [User Name].



3. Enter the login user name, and then press [Done].
4. Press [Password].
5. Enter the login password, and then press [Done].
6. Press [Login].

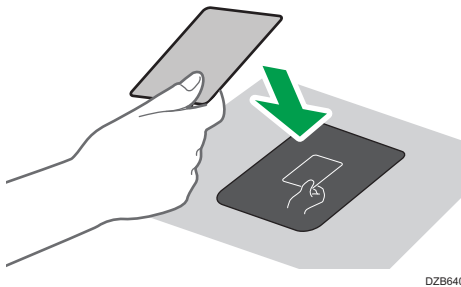
↓ Note

- If an incorrect password is entered a specified number of times, login with the same name is disabled (Lockout Function). The default setting for unsuccessful attempts before a user is locked out is five. If the user is locked out, the administrator must release the lockout.
- See "Specifying the Policy on Login/Logout", User Guide (Full Version).
- To log out from the machine, press [Logout] at the top right on the screen, and then press [OK].

Logging In Using an IC Card

Hold an IC card over the card reader to the right of the control panel. If the card is not registered on the machine, enter the authentication information and register the card.

1. Hold an IC card over the card reader.



- When the card is registered on the machine, login operation finishes.
- When the card is not registered, the registration screen is displayed. Proceed to the next step to register the card.

2. Enter the Login User Name and Login Password, and then press [Register].

3. Hold the IC card over the card reader again.

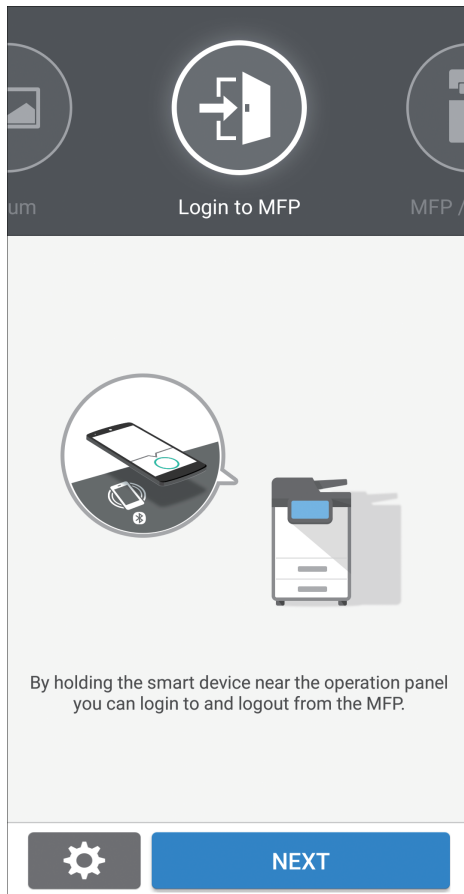
↓ Note

- To log out, hold the IC card over the card reader or press [Logout] at the top right on the screen.
- If another user holds the IC card over the card reader while you are still logged in, you are automatically logged out and the new user logs in.

Logging In Using a Mobile Device

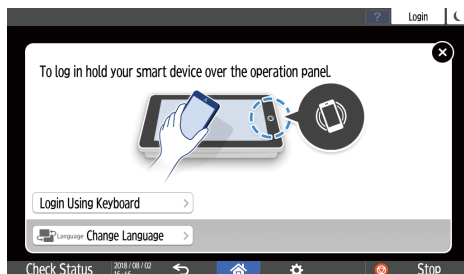
Log in to the machine using the RICOH Smart Device Connector app on your mobile device. You need a mobile device that supports Bluetooth Low Energy (BLE).

1. Enable the Bluetooth function on your mobile device.
2. Start the RICOH Smart Device Connector application on the mobile device, and then flick left or right to display the login screen.



If the login screen is not displayed, press [Settings] ► [Navigation Display Item], and then enable the display of [Login to MFP] on RICOH Smart Device Connector.

3. Press [NEXT].
4. Display the login screen on the control panel of the machine, and hold the mobile device over the Bluetooth label.



↓ Note

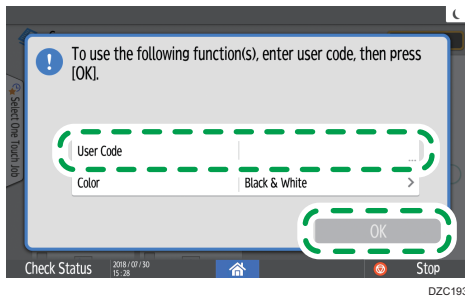
- To log out from the machine, hold the mobile device over the Bluetooth label on the control panel or press [Logout] at the top right on the screen.
- If another user holds a mobile device over the card reader while you are still logged in, you are automatically logged out and the new user logs in.

2

Authenticating Using the User Code

When User Code Authentication is specified as the authentication method on the machine, enter the user code before operating an application.

1. Enter the user code, and then press [OK].



↓ Note

- When you finish the operation of the application, press [Energy Save] (⌚) or press and hold [Reset] to release the authentication status.

Changing the Login Password

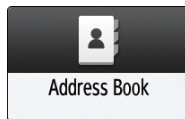
When Basic Authentication, Windows Authentication, or LDAP Authentication is configured on the machine, change the password periodically to prevent use of the machine by an unauthorized person.

Passwords can contain the following characters. Make the password difficult to guess.

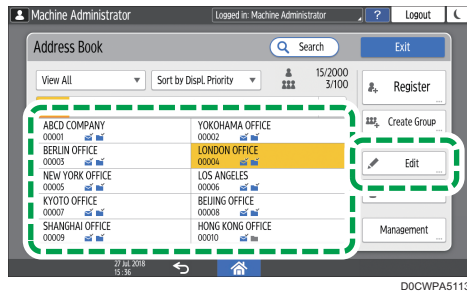
- Uppercase letters: A to Z (26 characters)
- Lowercase letters: a to z (26 characters)
- Numbers: 0 to 9 (10 characters)
- Symbols: (space) ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~ (33 characters)

1. Log in to the machine.

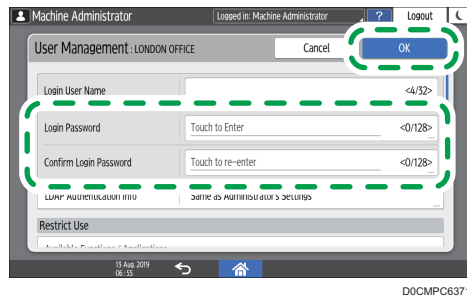
2. Press [Address Book] on the Home screen.




3. Select the login user from the address book, and then press [Edit].



4. Press the [User Management / Others] tab ► [User Management].
5. Enter the new password in [Login Password], and then re-enter the password in [Confirm Login Password] for confirmation.



You can enter up to 128 characters.

6. Press [OK] twice.
7. After completing the procedure, press [Home] .
8. When a message prompting you to back up the address book appears on the screen, press [Go to Backup] to back up the address book.
 - If a message prompting you to contact the administrator to back up the address book appears on the screen, ask the administrator to back up the address book.
 - If you select [Close], you can close the address book without backing up and go back to the Home screen.

See "Making a Backup or Restoring the Address Book", User Guide (Full Version).

Placing Originals on the Original Table

★ Important

- Place one original at a time on the original table.
- When inserting an original, push it lightly against the rollers. Pushing it with force may cause an original jam.
- Once an original start to feed in, do not push or pull it. This may damage the original.
- If the original's front or rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.
- When the machine is printing on paper that requires a long time for the ink to dry, such as translucent (vellum) paper, wait until each job has finished printing before loading the next original. If you load the next original while the machine is printing, the original might touch the printout and be stained with ink.
- Be sure not to place anything other than originals on the original table.
- Load the original only after the machine is ready.

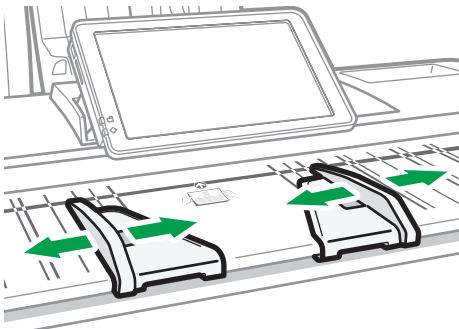
↓ Note

- Place originals after any correction fluid or ink has completely dried. Not taking this precaution will result in a dirtied exposure glass and blemished copies.

1. Press [Check Status], and then confirm that the copier or scanner function is ready to use.
2. On the Home screen, press [Copy] or [Scanner].
3. Adjust the original guides to the original size.

Adjust the original guides so they are the same distance from the center of the original table.

Make sure that the original guides are flush against the original. Do not push the original guide side fences with force.

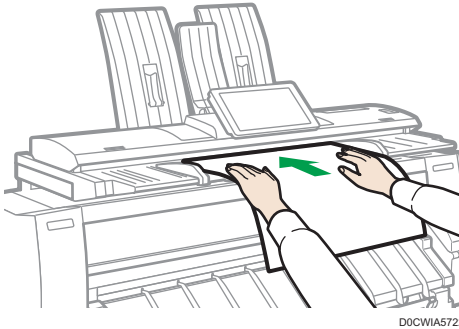


DOCWIA5721

4. Using both hands, carefully insert the original between the original guides, scan side down.

Push the original so that it makes light contact with the feed rollers.

Support the original with your hands until it feeds in.



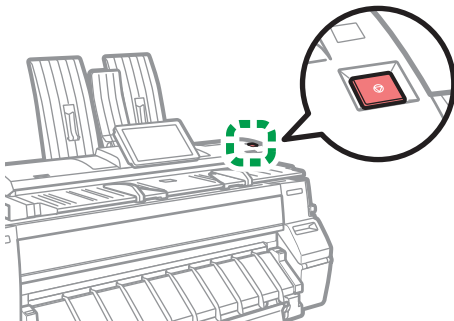
D0CWIA5722

↓ Note

- After inserting an original, do not try to handle it.
- When loading long or thick originals, use both hands to support the original as it feeds until half of it is scanned so feeding is not interrupted.
- When placing rolled originals, use the output basket. For details, see page 56 "Placing Rolled Originals".
- You can change the original feed delay setting if originals are repeatedly feeding in slanted, or if you need to adjust the delay for the type of originals you are using.
- See "Machine", User Guide (Full Version).

Stopping Originals from Feeding in

If the originals are feeding in slanted, or jamming, etc., press the [Scanner Stop] key to stop them feeding in.



D0CWIA5723

↓ Note

- When you press the [Scanner Stop] key, the machine stops feeding the original immediately, which can cause it to jam. When this happens, see below.

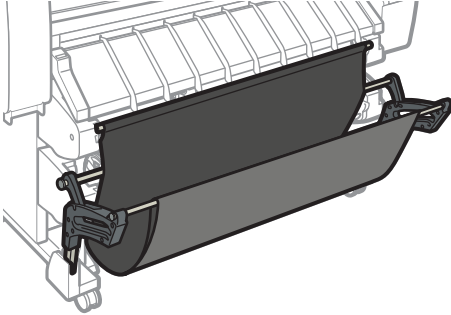
- See "When Paper or an Original Is Jammed", User Guide (Full Version).

Placing Rolled Originals

When placing rolled originals, you can use the output basket.

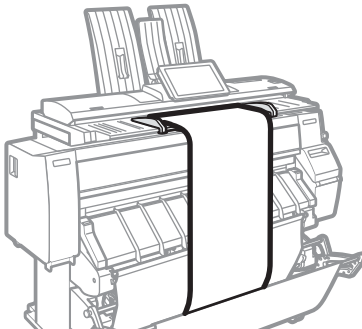
2

1. Check that the output basket is in basic mode.



D0CWIA0404

2. Adjust the original guides to the original size.
3. Place the trailing edge of the rolled original on the output basket.
4. Pull the leading edge of the original up to the original table with the side to be scanned facing down.
5. Using both hands, carefully insert the original between the original guides.



D0CWIA0406

Note

- When loading long originals, use both hands to support the original as it feeds until half of it is scanned so feeding is not interrupted.
- Do not apply excessive force to the output basket.
- For details about how to use the output basket, see page 22 "Setting the Output Basket".

3. Copy

Basic Procedure for Copying Documents

Set the original on the original table to make a copy.

Get the output basket ready in advance. For details, see the following section:

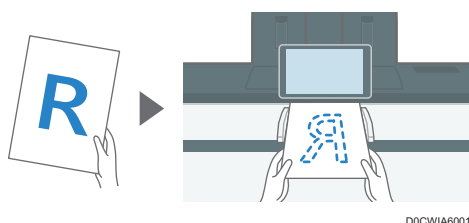
page 22 "Setting the Output Basket"

You can specify output locations for originals. If the rear original stackers are installed, originals are ejected onto the original stackers. If the rear original stackers are not installed, the originals are ejected onto the original output guides. You can use stacker support to eject the originals to the front side. For details about specifying output locations for originals, see the following section:

See "Output Locations for Originals", User Guide (Full Version).

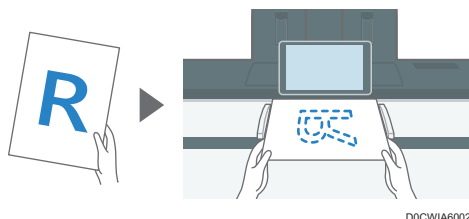
Basic Original Orientation

Place the original face down in a readable orientation.



If the Originals Cannot Be Set in the Readable Orientation

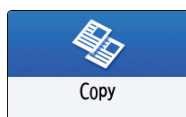
If the originals cannot be set in the readable orientation, rotate the original clockwise 90 degrees and place it face down, and then specify [Original Orientation].



★ Important

- If the previous setting is still active, press [Reset] before copying.

1. Press [Copy] on the Home screen.



2. Select the color mode on the Copy screen.

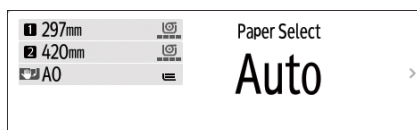




3. Press [+] or [-] in [Quantity] to specify the number of copies.



You can enter this using the keyboard after pressing [Quantity] or a number.

4. Press the paper input location select key, and then select the paper input location and paper size to use as necessary.



- When you select [Auto Paper Select], the paper suitable for the original is selected automatically. When the orientations of the original and paper in the paper input location do not match, the machine rotates the copied image 90 degrees automatically.
- If the size of the original is not detected properly or when you make a copy on paper of a special size, specify the paper input location in which the paper to use is loaded.
- When making full size copies in A4 or B4 JIS size paper using the Rotate Copy function, place originals in the  orientation and load paper in the  orientation.
- When you specify the length to cut the paper loaded in the paper input location, see the following section:

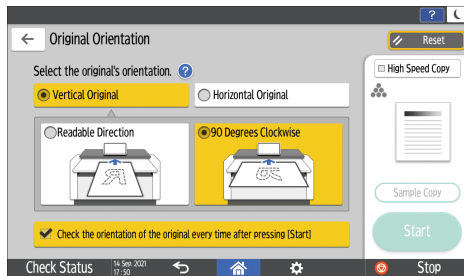
page 60 "Specifying the Length of Copy Paper Cut"

5. Press [Original Orientation], and then specify the original orientation.



- If the key is not displayed, select it from [Original Setting].
- When you place the original in a readable orientation, this setting is not necessary if [Readable Direction] is displayed on the key.



6. Specify the Original Orientation.



Depending on the settings, the screen shown above is displayed when you place an original or press [Start]. If you do not want this screen to appear when you place originals or press [Start], clear the [Check the orientation of the original every time after pressing [Start]] check box.

7. Place the original.

page 54 "Placing Originals on the Original Table"

- The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].
- Do not pull or push an original forcibly while scanning it.
- You cannot place the original in the  orientation when copying onto A0 (E), B1 JIS, 30 × 21, or 30 × 42 size paper. Instead, place the original in the  orientation and specify the original orientation in [Original Orientation].
- When copying multi-page originals or the back sides of the originals, place the original again. Press [Finish Scn] after scanning all of the originals if necessary according to copy settings.

Note

- The factory–default configuration is for copying to start by just placing the original. You can change the setting so that copying starts after you press [Start].
- See "Machine", User Guide (Full Version).
- Originals scanned when no paper is loaded or when an error has occurred will be copied automatically when the machine is ready to execute copying.
- To stop the original feeding in, press the [Scanner Stop] key.
- page 55 "Stopping Originals from Feeding in"
- When the machine is printing on paper that requires a long time for the ink to dry, such as translucent (vellum) paper, wait until each job has finished printing before loading the next original. If you load the next original while the machine is printing, the original might touch the printout and be stained with ink.

Specifying the Length of Copy Paper Cut

Specify the length to cut the paper loaded in the paper input location. The paper loaded in the paper input location is cut and delivered after copying.

There are three types of applications that paper cut methods as described below.

- Synchro Cut
- Preset Cut
- Variable Cut

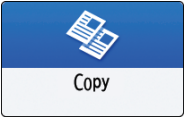
Note

- When you use the paper that loaded into the paper bypass location, you cannot use this function.

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

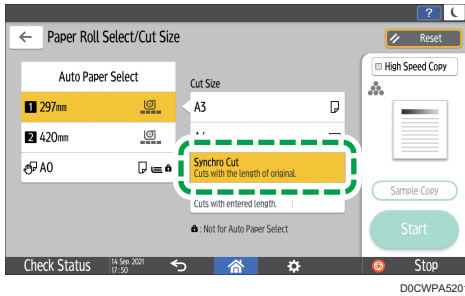
1. Press [Copy] on the Home screen.



2. Press the paper input select key, and then select Paper Input Location 1 or 2.



3. Press [Synchro Cut].



4. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

Note

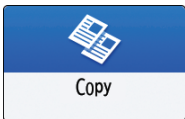
- You cannot specify Synchro Cut together with Stamp function.
- You can copy with a margin when Synchro Cut is specified.
- See "Copying with Margins", User Guide (Full Version).
- Depending on the original length and paper type, copy paper length may be different from the original.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

3

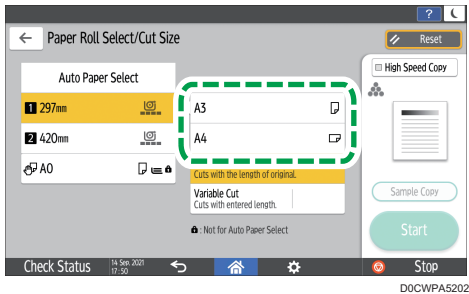
1. Press [Copy] on the Home screen.



2. Press the paper input select key, and then select Paper Input Location 1 or 2.



3. Select a preset cut size.



















4. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].











Note

- The preset cut size differs depending on the paper roll width. It is cut in the following sizes.
- **Region A** (mainly Europe and Asia)

Paper roll width	Preset 	Preset 
841 mm	A0 	A1 
594 mm	A1 	A2 
420 mm	A2 	A3 
297 mm	A3 	A4 
728 mm	B1 JIS 	B2 JIS 
515 mm	B2 JIS 	B3 JIS 
364 mm	B3 JIS 	B4 JIS 
914 mm	36 × 48	24 × 36
880 mm	1,189 mm	594 mm
800 mm	1,189 mm	594 mm
707 mm	1,000 mm	500 mm
680 mm	841 mm	420 mm
660 mm	841 mm	420 mm
625 mm	880 mm	440 mm
620 mm	880 mm	440 mm
490 mm	594 mm	297 mm
440 mm	594 mm	297 mm

 **Region B (mainly North America)**

- Engineering

Paper roll width	Preset 	Preset 
34 inch	34 × 44 	22 × 34 
22 inch	22 × 34 	17 × 22 
17 inch	17 × 22 	11 × 17 
11 inch	11 × 17 	8 ¹ / ₂ × 11 

- Architecture

Paper roll width	Preset	Preset
36 inch	36 × 48	24 × 36
30 inch	30 × 42	21 × 30
24 inch	24 × 36	18 × 24
18 inch	18 × 24	12 × 18
12 inch	12 × 18	9 × 12

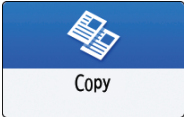
- Others

Paper roll width	Preset	Preset
15 inch	15 × 20	-
14 inch	-	8 ¹ / ₂ × 14

Variable Cut

Cuts the paper to the size entered.

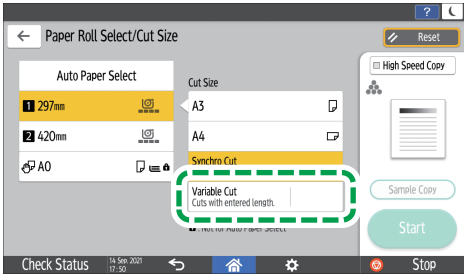
1. Press [Copy] on the Home screen.



2. Press the paper input select key, and then select Paper Input Location 1 or 2.

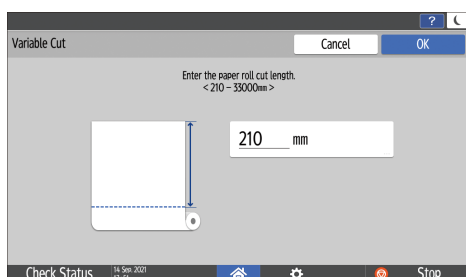


3. Press [Variable Cut].



DOCWPA5203

4. Enter the length to cut the roll paper, and the press [OK].



5. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].







↓ Note

- The minimum cut length is 210 mm (8.3 inches), and the maximum length is 33,000 mm (1299.2 inches) for plain paper of 841 mm (34 or 36 inches) or more in width. For other paper, the maximum length is 3,600 mm (141.8 inches). If the length you specify exceeds the maximum, the paper will be fed in at a slant, resulting in poor copy quality and wrinkled paper.
- When copying originals that are larger than A0 (E), make sure that there is enough ink to finish the job. If the ink runs out while copying, and new ink is added, copying starts from the beginning, not from where it stopped.
- When copying originals that are larger than A0 (E) onto two or more sheets of paper, it takes time until the next copy starts.

Scanning the Original at a Certain Width

The machine scans using a predetermined width, regardless of the actual width of the original (Wide Scan).

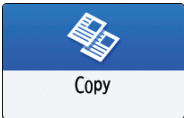
You can copy a custom size original without specifying its horizontal and vertical sizes.

	Position of printout when [Wide Scan] is not selected.	Position of printout when [Wide Scan] is selected.
When an original is smaller than the paper: 	The image is printed on the top left area of the paper. 	The image is printed on the top center area of the paper. 
When an original is larger than the paper: 	The top left area of the original is printed. 	The top center area of the original is printed. 

↓ **Note**

- When you use the paper that loaded into the paper bypass location, you cannot use this function.

1. Press [Copy] on the Home screen.



2. Press [Wide Scan] on the Copy screen.



3. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

↓ **Note**

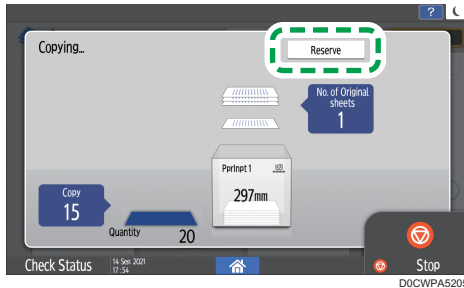
- If you select [Wide Scan], the scan width is determined by the sum of the selected paper size and a specified reduce/enlarge ratio. The maximum width of Wide Scan is 914 mm (36.0 inches).

Reserving a Copy Job While Executing Another Copy Job

When [Reserve] is displayed on the execution screen of the current copy job, you can scan the original of another copy job to execute after the current job is completed (Job Preset).

You can make reservations for up to eight jobs each in the Copier and Document Server functions.

1. Press [Reserve] on the execution screen of a copy job.



2. Specify Combine, Sort, and other copy settings if necessary.

page 76 "Combining and Copying a Multi-page Original onto a Single Sheet of Paper"

page 79 "Copying in Page Order or for Each Page Number"

3. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

4. Press [Finish Scn] after scanning all of the originals.

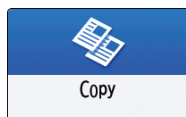
After the current copy job is completed, the reserved copy job starts automatically.

↓ Note

- If the original is large, you may not be able to make a reservation.
- To cancel the last reserved job or confirm the content of the current job, press [Job Confirmation].
- You can confirm and cancel reserved contents on the [Check Status] screen. For details, see the following section:
- See "Deleting an Unnecessary Job from the Print Queue", User Guide (Full Version).

High Speed Copying

The vertical resolution is reduced and the print speed increased.

1. Press [Copy] on the Home screen.**2. Press [High Speed Copy] on the Copy screen.****3. Place the original.**

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

↓ Note

- If you use this function with the Rotate Sort function, the printed images of odd-numbered pages may be different from those of even-numbered pages.

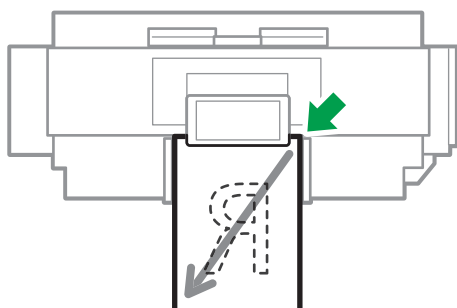
Making Enlarged or Reduced Copies

You can enlarge or reduce the original when copying with the following methods:

- Enlarging or reducing at a specified reduction ratio or into a specified size (Zoom/Reduce/Enlarge/Size Magnification)
- Enlarging or reducing according to the paper size (Auto Reduce/Enlarge)

Enlarged or reduced from the top right.

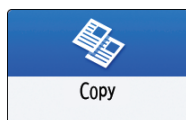
3



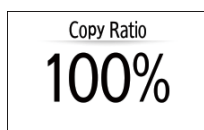
DOCWIA6003

Specifying a Copy Ratio or Size

1. Press [Copy] on the Home screen.



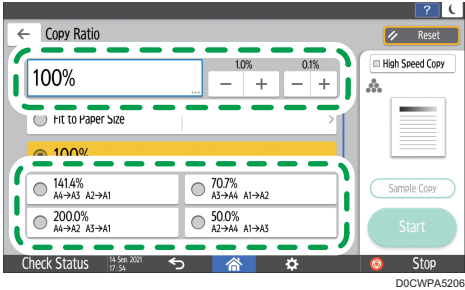
2. Press [Copy Ratio] and select a copy ratio or size.



To specify a copy ratio or size other than the displayed setting, press [Others] and perform the following procedure.

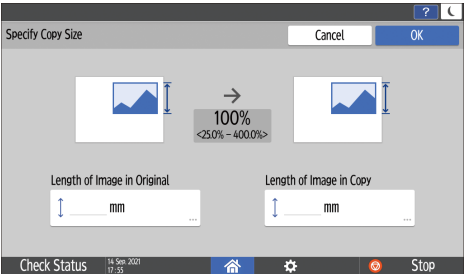
Specifying a copy ratio (Zoom/Reduce/Enlarge)

Enter a value or select the copy ratio.



Specifying a size (Size Magnification)

Press [Specify Copy Size], enter the length of the original and copied image, and then press [OK].



3. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

Note

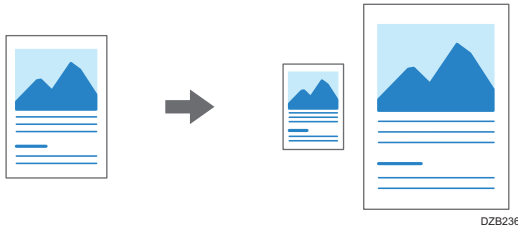
- You can change the options of the copy ratio that is displayed on the Copy screen when pressing [Copy Ratio]. You can also change the enlargement and reduction ratios that appear when [Copy Ratio] ► [Others] is pressed on the Copy screen.

100%	
Fit to Paper Size	>
70.7%	A3→A4 A1→A2
141.4%	A4→A3 A2→A1
200.0%	A4→A2 A3→A1
Others	>

- See "Reduce / Enlarge", User Guide (Full Version).

Enlarging or Reducing According to the Paper Size

The original is enlarged or reduced to fit on the specified paper size (Fit to Paper Size).



To copy a document whose size cannot be detected, specify [Original Size] on the Copy screen.

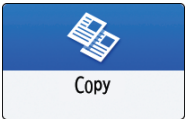
For the original size detected automatically, see the following section:

page 185 "Recommended Original Size and Weight"

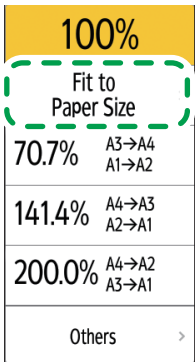
Note

- When you use the paper that loaded into the paper bypass location, you cannot use this function.

1. Press [Copy] on the Home screen.

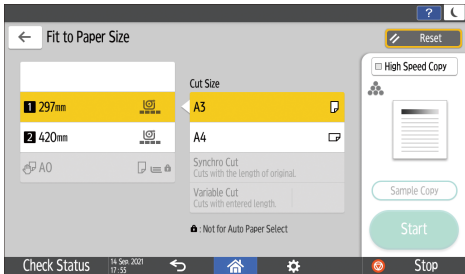


2. On the Copy screen, press [Copy Ratio] and [Fit to Paper Size].

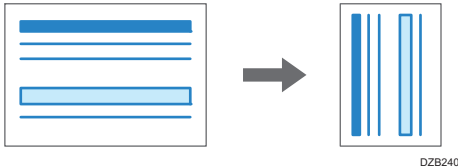


DOCWPA8051

3. Select the paper input location, and then select a preset cut size.



When the orientations of the original and paper in the paper input location do not match, the machine rotates the copied image automatically. To reduce an original of A2 (C) size to A3 (11 × 17) size, for example, you can select either A3 (11 × 17) or A3 (17 × 11).



4. Press [Original Orientation], and then specify the original orientation.



If the key is not displayed, select it from [Original Setting].

5. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

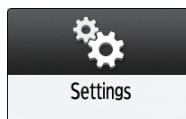
Specifying a Combination of Original Sizes and Paper Sizes When Copying

You can specify the paper size to one where the machine automatically enlarges or reduces the image of the original to fit when the original is placed (User Auto Reduce/Enlarge).

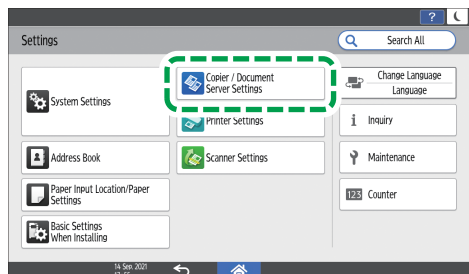
Note

- When you use the paper that loaded into the paper bypass location, you cannot use the User Auto Reduce/Enlarge function.

1. Press [Settings] on the Home screen.

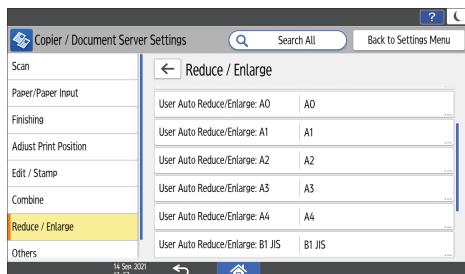


2. Press [Copier / Document Server Settings] on the Settings screen.

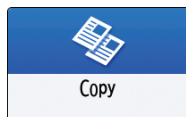


DOCWPA5207

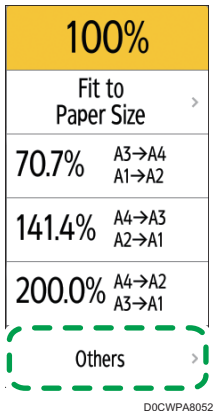
3. Press [Reduce / Enlarge].
4. Press [User Auto Reduce/Enlarge] of the desired original size.



5. Select the paper size to which to copy the original of the size specified in Step 4.
6. Press [OK].
7. After completing the procedure, press [Home] (🏠).
8. Press [Copy] on the Home screen.



9. Press [Copy Ratio] on the Copy screen, and then press [Others].



3

10. Press [User Auto Red./Enlg.].
11. Press [Original Orientation], and then specify the Original Orientation.



- If the key is not displayed, select it from [Original Setting].
12. Place the original.

page 57 "Basic Procedure for Copying Documents"

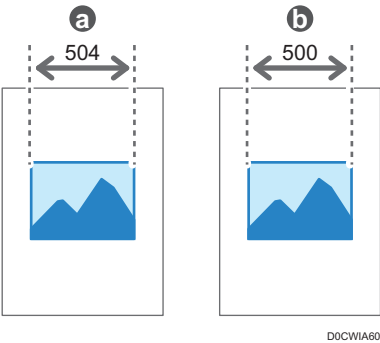
The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

Correcting the Vertical and Horizontal Magnification When Copying

For environmental reasons such as humid conditions, paper may expand or shrink. This can result in a mismatch between the size of the original and copy.

This function uses the measurements of the original and the copy to calculate a ratio to produce copies that are close to the actual size (Fine Magnification).

Calculating the correction value



The dimensions of the original image is "a" and the dimensions of the copied image is "b". To make the dimensions of the copied image the same as the original image, calculate the percentage of the correction using the following formula:

$$(a-b)/b \times 100 = \text{correction value (\%)}$$

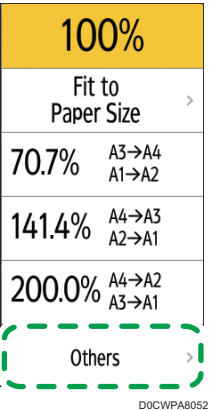
If the horizontal length of the original image is 504 mm (19.8 inches) and the horizontal length of the copied image is 500 mm (19.7 inches), use the following values:

$$(504-500)/500 \times 100 = 0.8\%$$

1. Press [Copy] on the Home screen.

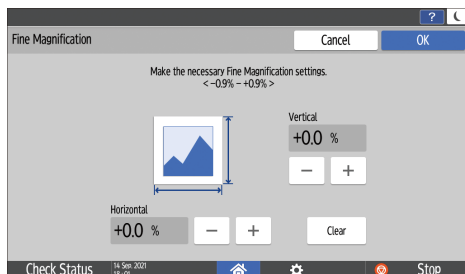


2. Press [Copy Ratio] on the Copy screen, and then press [Others].



3. Press [Fine Magnification].

4. Enter the vertical and horizontal correction value, and then press [OK].



5. Place the original.

page 57 "Basic Procedure for Copying Documents"

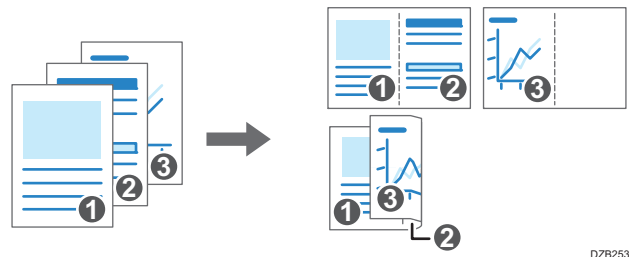
The original is fed into the machine automatically, and copying starts. If the original is not feeds automatically, press [Start].

↓ Note



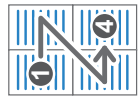


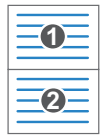


- Fine Magnification is used for originals that have already been scanned. If you want to apply fine correction ratio to paper that has stretched due to the paper type or exposure to humid conditions, specify the setting under [Fine Ratio Adjustment: Copier].
- See "Machine", User Guide (Full Version).
- If you specified the ratio in both System Settings and this function, the resulting settings will be the sum of the specified value.
- Depending on the image patterns of the originals, moiré patterns may be noticeable, or the image quality may deteriorate.

Combining and Copying a Multi-page Original onto a Single Sheet of Paper

You can copy multiple sheets in an original to save paper.



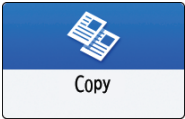
The arrangement of copied pages and copy ratio varies depending on the original orientation and combined pages.

Original Orientation	Combine 2 pages	Combine 4 pages	Combine 8 pages
 DZB254	 DZB256	 DZB257	 DZB258
 DZB255	 DZB259	 DZB260	 DZB261

Note

- When you use the paper that loaded into the paper bypass location, you cannot use the Combine function.

1. Press [Copy] on the Home screen.

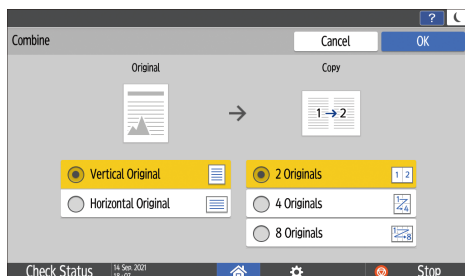


2. On the Copy screen, press [Combine].



If the key is not displayed, select it from [Combine].

3. Specify the original orientation and number of pages to combine on one side of a sheet.

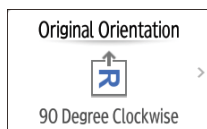


4. Press [OK].

5. Press the paper input location select key, and then select the paper input location and a preset cut size.



6. Press [Original Orientation], and then specify the original orientation.



If the key is not displayed, select it from [Original Setting].

7. Place an original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press [Start].

Press [Finish Scn] after scanning all of the originals if necessary according to the number of originals.

↓ Note

- The minimum copy ratio in the Combine function is 25%. For example, if you combine 4 pages of A2 (C) size original onto A3 (11 × 17) size paper, the copy ratio becomes less than 25% and parts of the image might not be copied.
 - You can configure the following settings in [Settings] ► [Copier / Document Server Settings] ► [Combine]:
 - [Copy Order in Combine]: The order of combined images
 - [Separation Line in Combine]: The separation line between combined pages
- See "Combine", User Guide (Full Version).

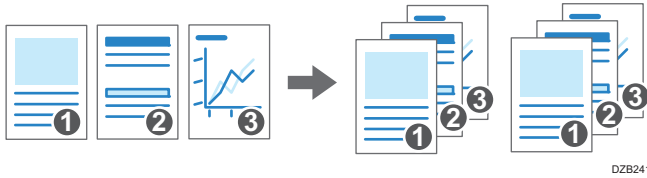
- You can configure the following settings in [Settings] ► [Copier / Document Server Settings] ► [Edit / Stamp] ► [Erase]:
 - [Erase Original Shadow in Combine]: Determine whether to erase the boundary margin around each original to maintain the margin
See "Edit / Stamp", User Guide (Full Version).

Copying in Page Order or for Each Page Number

When copying two or more copies of multi-page originals, you can specify the page order as described below.

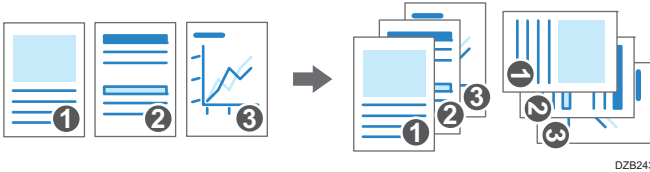
Sort

Copies in the order of the original.



Rotate Sort

Copies in the order of the original and outputs by rotating each copy set. Each copy set is output lengthwise and breadthwise alternately to identify each set.



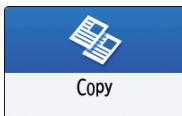
★ Important

- To specify rotate sort, use two paper input locations and load the same size and type of paper in the locations in different orientations, vertically (☐) and horizontally (☐). If the paper cannot be set in horizontal (☐) orientation, you cannot specify Rotate Sort. For details about the paper that can be loaded in Paper Input Location 1 or 2, see the following section:
- page 166 "Recommended Paper Sizes and Types"

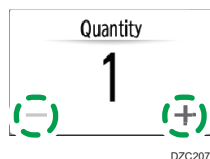
↓ Note

- When you use the paper that loaded into the paper bypass location, you cannot use the Rotate Sort function.

1. Press [Copy] on the Home screen.



2. Press **[+]** or **[-]** under **[Quantity]** on the Copy screen to specify the number of copies.

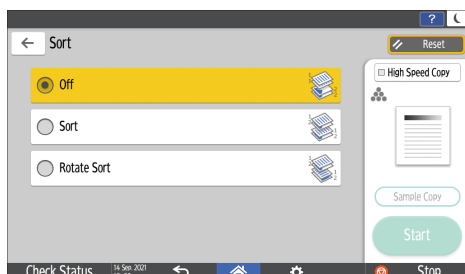


You can enter this using the keyboard after pressing **[Quantity]** or a number.

3. Press **[Sort]** on the Copy screen.



4. Select the function to specify.



5. Place the original.

page 57 "Basic Procedure for Copying Documents"

The original is fed into the machine automatically, and copying starts. If the original is not fed automatically, press **[Start]**. After scanning all of the originals, press **[Finish Scn]** to copy the rest of the sets.

Note

- You can change the action to perform when paper or memory runs out during sorting under **[Rotate Sort: Auto Paper Continue]**.
- See "Finishing", User Guide (Full Version).

4. Print

Installing the Printer Driver by Using Device Software Manager Installer

Device Software Manager is a support utility for driver installation in Windows. Device Software Manager helps you to detect the latest driver via the internet automatically according to the computer you are using and install it with a simple procedure.

★ Important

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.
- Device Software Manager supports Windows OS only. To install the printer driver on macOS, see the following sections:
- page 93 "Installing the Printer Driver for Network Connection (macOS)"

4

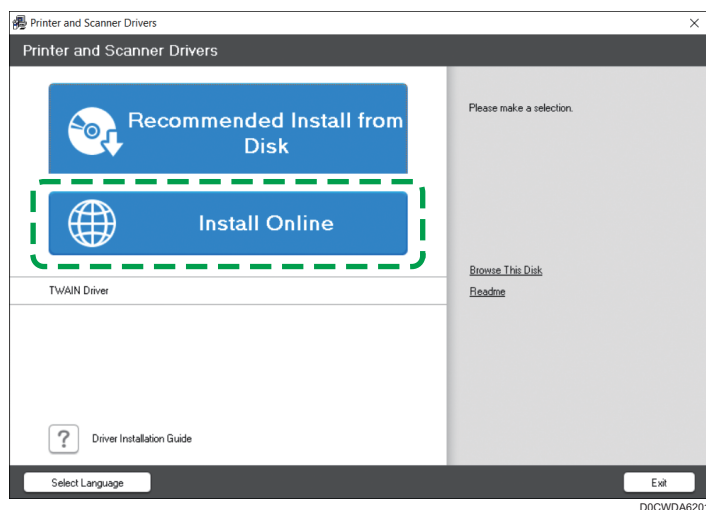
Installing Device Software Manager from the CD-ROM

1. Set the CD-ROM in the computer.

If the installer does not start automatically, double-click [Setup.exe] in the Windows folder of the CD-ROM.

2. Select a language, and then click [OK].

3. Click [Install Online].

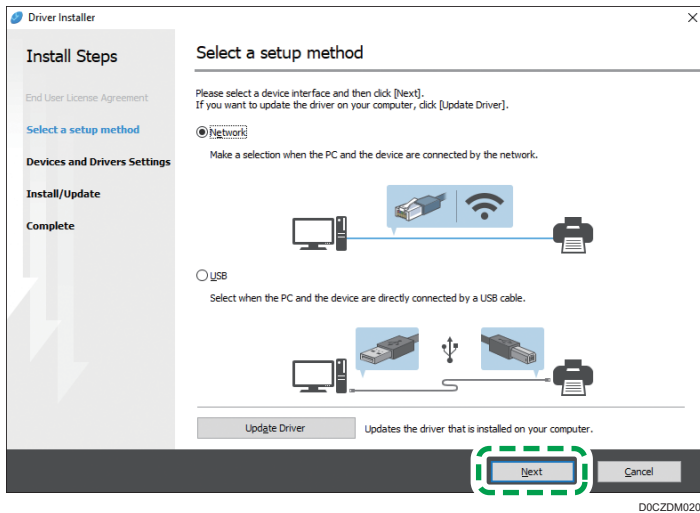


4. Click [Accept Agreement and Install] on the "License Agreement" screen.

5. On the "Quality Improvement Program" screen, select [I will participate in the Quality Improvement Program] or [I will not participate in the Quality Improvement Program], and then click [Next].
6. On the "Driver Update Notification Setting" screen, specify whether to display the message about the driver update, and then click [Next].

The process of installing Device Software Manager starts.

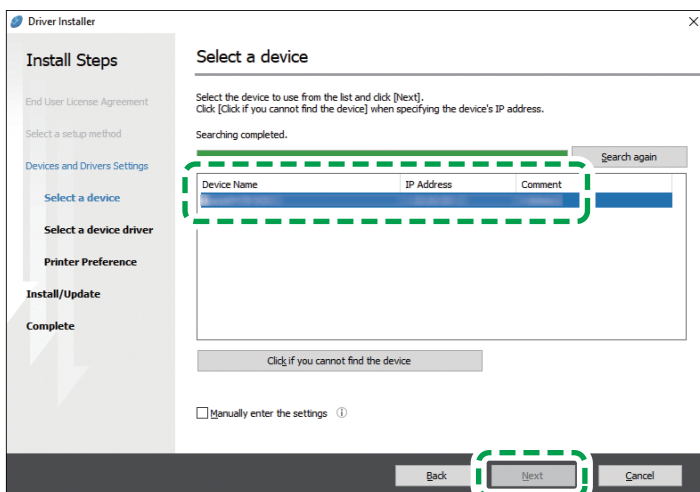
7. Select [Network], and then click [Next].



DOCZDM0201

- Network: Search for devices connected to the network.

8. Select this machine from among the detected devices, and then click [Next].



DOCZDM0202

The installation of the driver starts.

- If "Could not verify publisher" is displayed at the beginning of installation, continue the installation.

9. When the installation is complete, click [Finish].

When you are prompted to restart your computer, restart it by following the instructions that appear.

Note

- After completing the installation, Device Software Manager icon is created on the desktop screen.



- You can update the installed printer driver with Device Software Manager.
- See "Updating the Driver (Windows)", User Guide (Full Version).
- If the "User Account Control" dialog box appears during the driver installation procedure, click [Yes] or [Continue].
- If the "Windows Security" dialog box appears during the driver installation procedure, click [Install this driver software anyway].

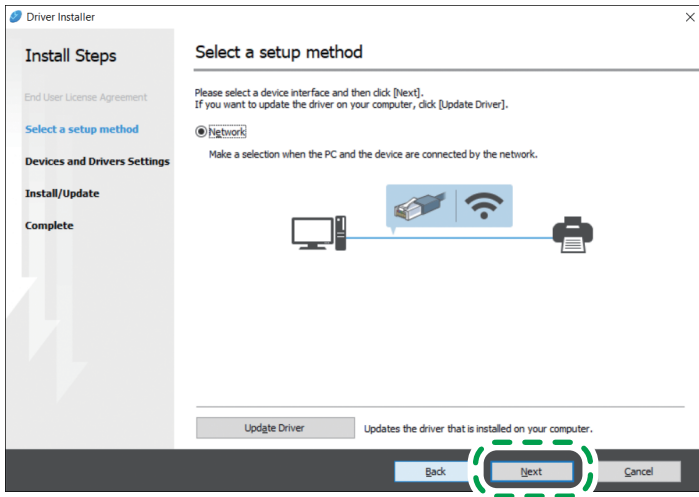
Installing Device Software Manager from the Downloaded File

1. Double-click the downloaded file.
2. Select the [Run Driver Installer after installation] check box, and then click [Accept Agreement and Install].
3. On the "Quality Improvement Program" screen, select [I will participate in the Quality Improvement Program] or [I will not participate in the Quality Improvement Program], and then click [Next].
4. On the "Driver Update Notification Setting" screen, specify whether to display the message about the driver update, and then click [Next].

The process of installing Device Software Manager starts.

5. On the "End User License Agreement" screen, click [Agree and Go to Next].

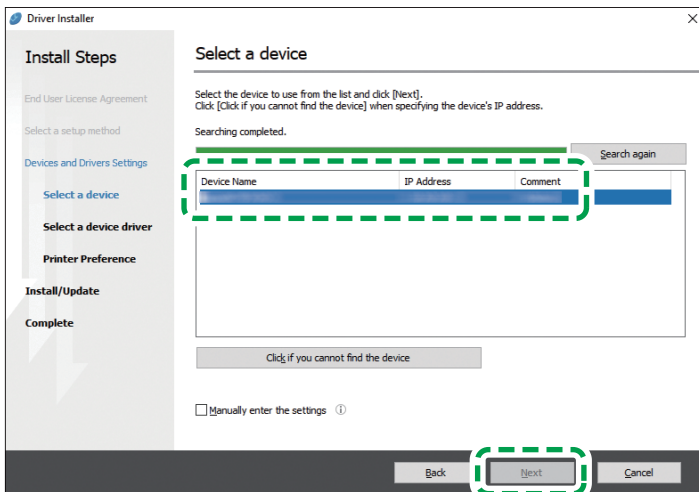
6. Select [Network], and then click [Next].



DOCWDA6202

- Network: Search for devices connected to the network.

7. Select this machine from among the detected devices, and then click [Next].



DOCZDM0202

The installation of the driver starts.

- If "The publisher could not be verified" is displayed at the beginning of installation, continue the installation. There is no problem with the started installer that is downloaded from the manufacturer's website. Continue the installation.

8. When the installation is complete, click [Finish].

Note

- Double-click the Device Software Manager icon created on the Finder of the computer to update the printer driver.
- See "Updating the Driver (Windows)", User Guide (Full Version).



Installing the Printer Driver for Network Connection (Windows)

When the machine and the computer are connected to the same network, the installer searches for the machine to install the printer driver. If the installer cannot find the machine, specify the IP address or machine name to install the printer driver.

★ Important

- **Manage Printers permission is required to install the driver. Log on as an Administrators group member.**

↓ Note

- If the "User Account Control" dialog box appears during the driver installation procedure, click [Yes] or [Continue].
- If the "Windows Security" dialog box appears during the driver installation procedure, click [Install this driver software anyway].

4

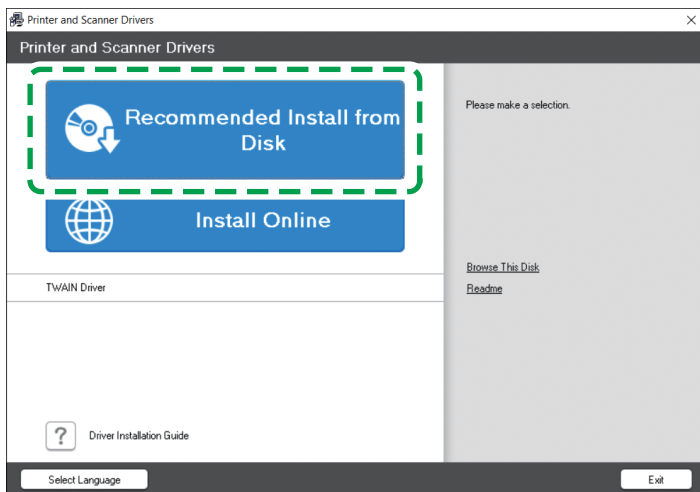
Installing the PostScript 3 Printer Driver from the CD-ROM

1. Set the CD-ROM in the computer.

If the installer does not start automatically, double-click [Setup.exe] in the Windows folder of the CD-ROM.

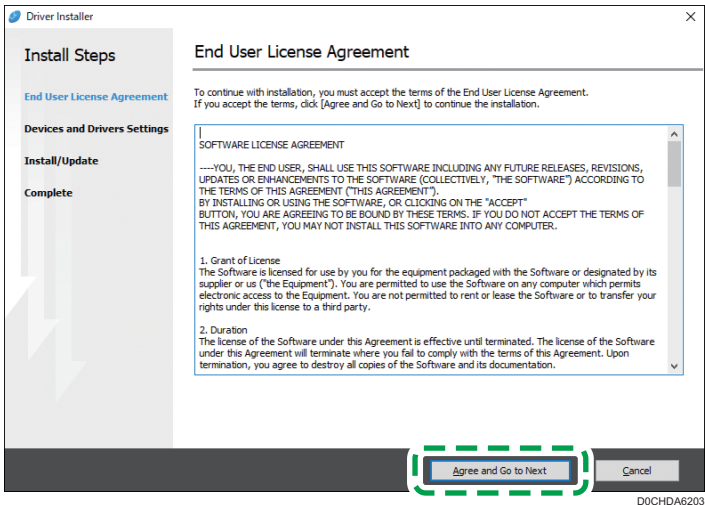
2. Select a language, and then click [OK].

3. Click [Recommended Install from Disk].



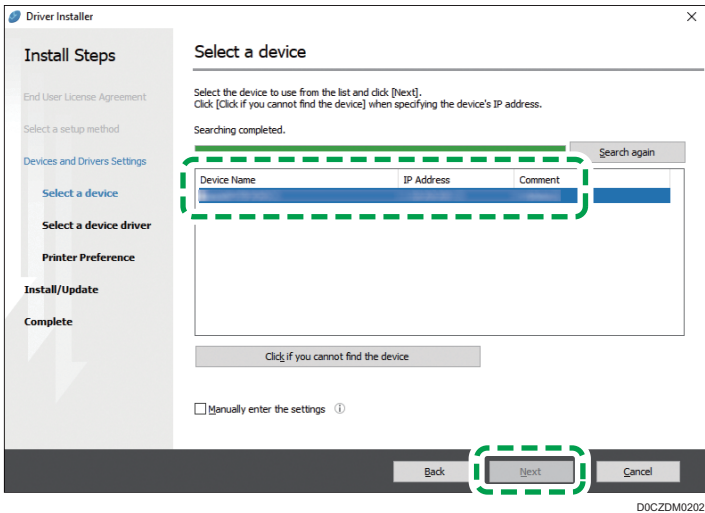
D0CWDA6203

4. On the "End User License Agreement" screen, click [Agree and Go to Next].



4

5. Select this machine from among the detected devices, and then click [Next].



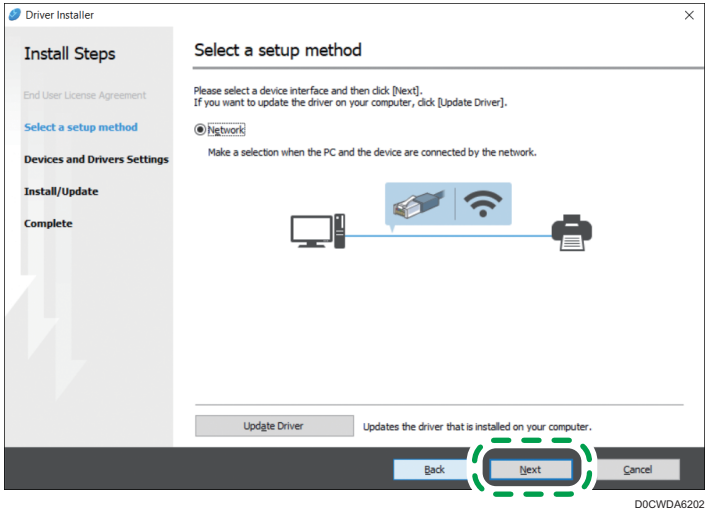
Printer driver installation starts.

6. When the installation is complete, click [Finish].

Installing the PostScript 3 Printer Driver from the Downloaded File

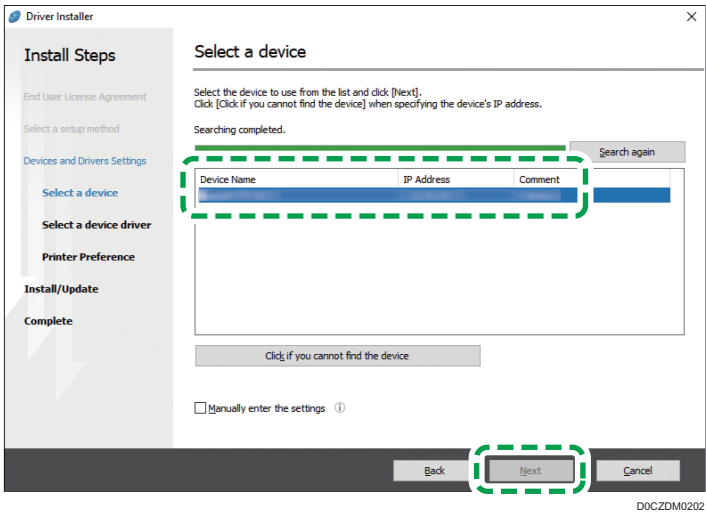
1. Double-click the downloaded file.
2. On the "End User License Agreement" screen, click [Agree and Go to Next].

3. Select [Network], and then click [Next].



- The search detects devices connected to the network.
- If the error screen is displayed, see page 89 "If the Machine Cannot Be Found".

4. Select this machine from among the detected devices, and then click [Next].



Printer driver installation starts.

5. When the installation is complete, click [Finish].

Installing the Printer Driver for Windows

1. Double-click the downloaded file.

2. Click [Cancel] to exit the installer.
3. Display the "Devices and Printers" screen.

Windows 10 (version 1703 or later)

1. On the [Start] menu, click [Windows System] ► [Control Panel].
2. Click [View devices and printers].

Windows 10 (earlier than version 1703)

1. Right-click [Start], and then click [Control Panel].
2. Click [View devices and printers].

Windows 8.1

1. On the Charm Bar, click [Set] ► [Control Panel].
2. Click [View devices and printers].

4. Click [Add a printer].
5. Click [The printer that I want isn't listed].
6. Select [Add a local printer or network printer with manual settings], and then click [Next].
7. Select [Standard TCP/IP Port] on [Create a new port:], and then click [Next].
8. Enter the IP address of this machine in [Host Name or IP address].
9. Clear the [Query the printer and automatically select the driver to use] check box, and then click [Next].

Searching for the TCP/IP port starts.

10. When the "Additional port information required" screen is displayed, select [RICOH Network Printer C model], and then click [Next].
11. Click [Have Disk...] ► [Browse...] to specify the driver (INF file), and then click [OK].

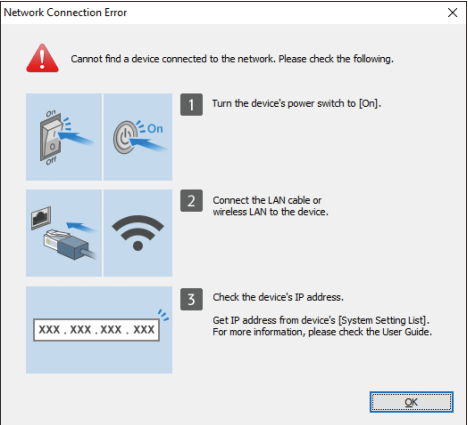
The driver is stored in the [DISK1] folder in the folder that was created when unzipping the downloaded file.

12. Select a printer driver to install, and then click [Next].
13. Enter the printer name as necessary, and then click [Next].
14. Specify the printer as a shared printer as necessary, and then click [Next] ► [Finish].

Printer driver installation starts.

If the Machine Cannot Be Found

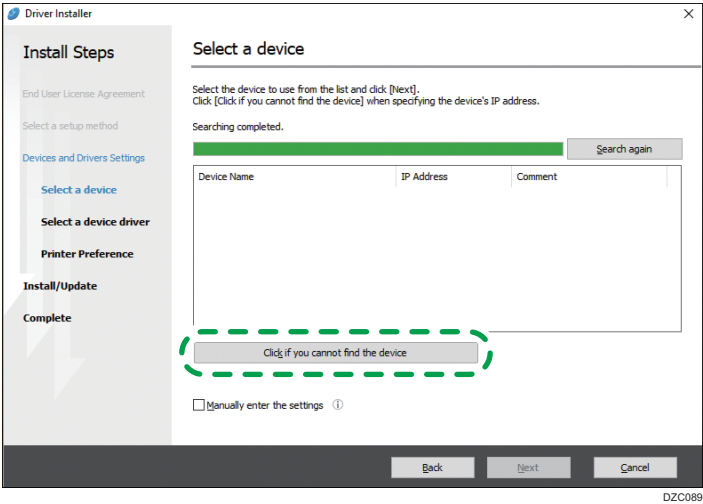
The "Network Connection Error" screen is displayed.



4

Confirm and perform **1** to **3**, and then click [OK]. If the machine still cannot be found, specify the IP address or machine name to install the printer driver.

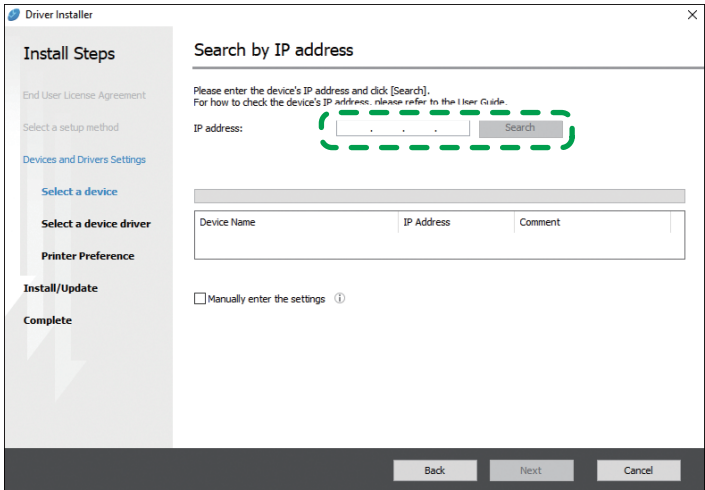
1. Click [Click if you cannot find the device].



2. Select [Specify device IP address] or [Specify device name], and then click [Next].

When specify the machine IP address

1. Enter the IP address of the machine and click [Search].



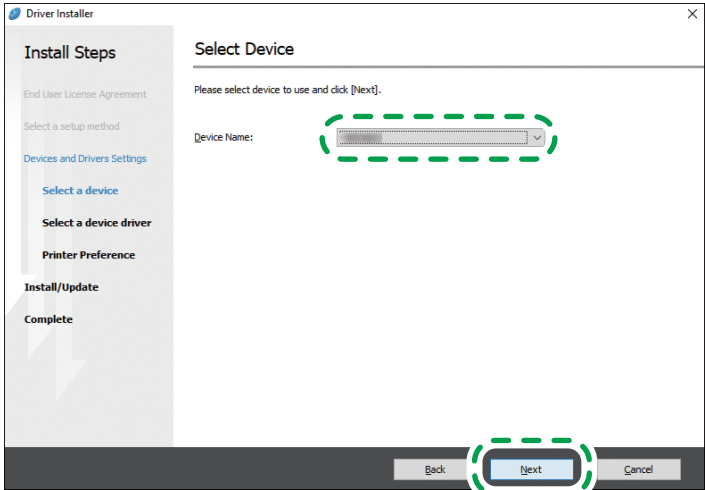
4

2. When the machine is detected, click [Next].

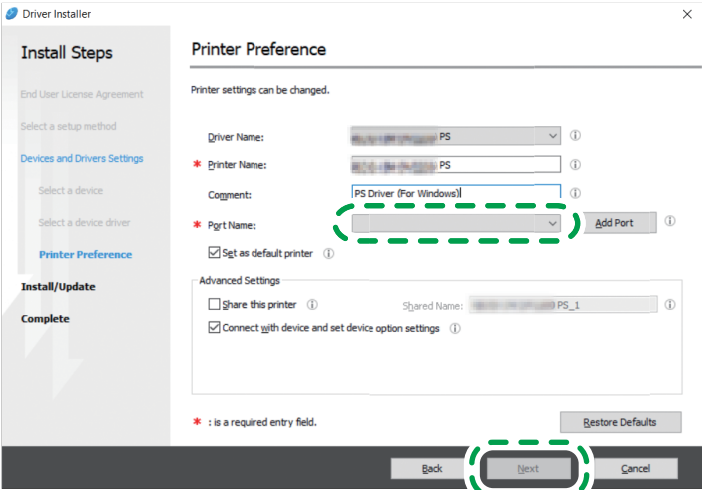
Printer driver installation starts.

When specify the machine name

1. Select the machine to use, and then click [Next].



2. On the "Printer Preference" screen, select one of the port names from among "Port Name", and then click [Next].



Printer driver installation starts.

For details about the procedure for specifying the IP address after installing the printer driver, see the following section:

See "When You Cannot Print a Document even if the Printer Driver is Installed", User Guide (Full Version).

3. When the installation is complete, click [Finish].

Installing the Printer Driver for Network Connection (macOS)

Install the PPD file (printer driver) under macOS, and then register the machine on the computer from the system preferences.

★ Important

- You need an administrator name and a password (phrase). For details, consult your network administrator.
- For the latest information on the corresponding operating system, see the "Readme.htm" file, located on the CD-ROM root directory.

↓ Note

- Setting procedures using macOS 11.2 are shown as an example. The actual procedure may differ depending on the OS version you are using.

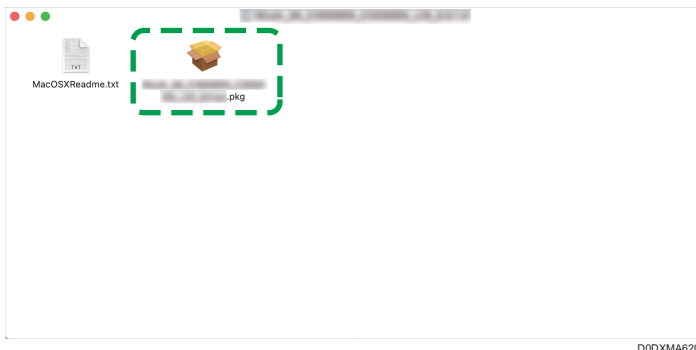
4

Installing the PPD file

1. Set the CD-ROM in the computer, and click [macOS] ► (brand name) to display the [macOS PPD Installer] folder.

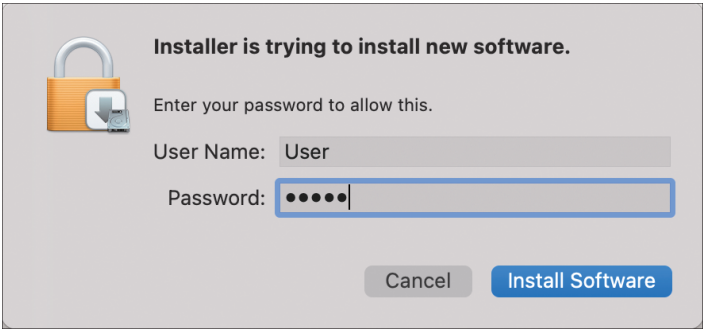
To install the driver from the downloaded file, display the folder that is the location of the downloaded file.

2. Double-click the package file.



3. On the "Introduction" screen, click [Continue].
4. On the "License" screen, click [Continue] and then click [Agree].
 - When prompted to select where to install the driver, specify the install location, and click [Continue].
5. Click [Install].

6. Enter the administrator's user name and password, and then click [Install Software].



D0DXMA6202

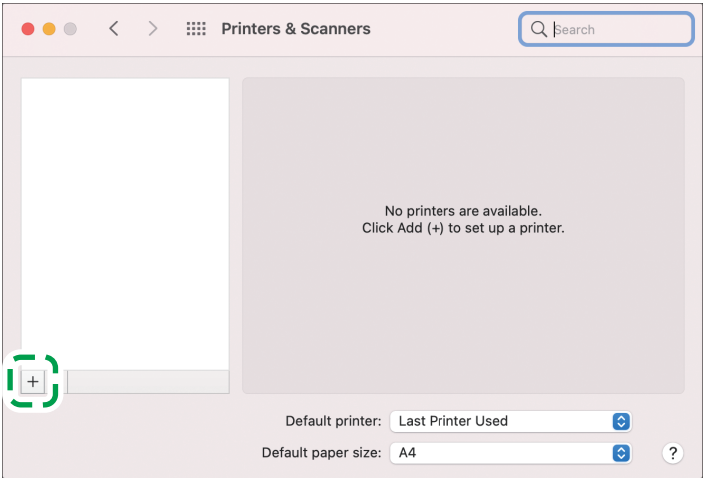
4

- The installation of the PPD file starts.
7. When the installation is complete, click [Close].

Registering the Machine in [Printers & Scanners]

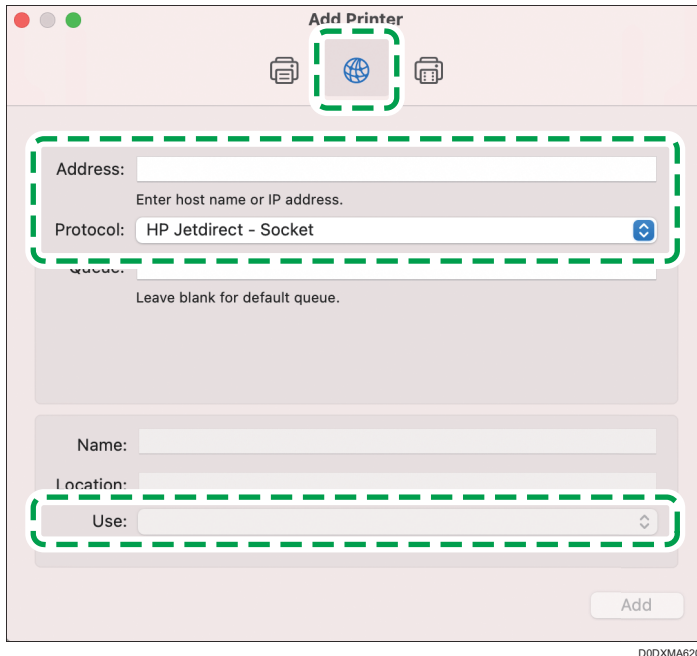
Register the PPD file of the machine in the system preferences to enable printing.

1. Select [System Preferences...] from the Apple menu.
2. Click [Printers & Scanners].
3. Click [+].



D0DXMA6203

4. Click (IP), and configure the information of the machine.



- Address: Enter the IP address of the machine.
- Protocol: Select [HP Jetdirect - Socket].
- Use: Check that the machine name is displayed. If "Generic PostScript Printer" is displayed, the entered IP address may not be correct.

When "Generic PostScript Printer" is displayed even though the IP address is correct

Check the network connection of the machine and the computer, and then register again.

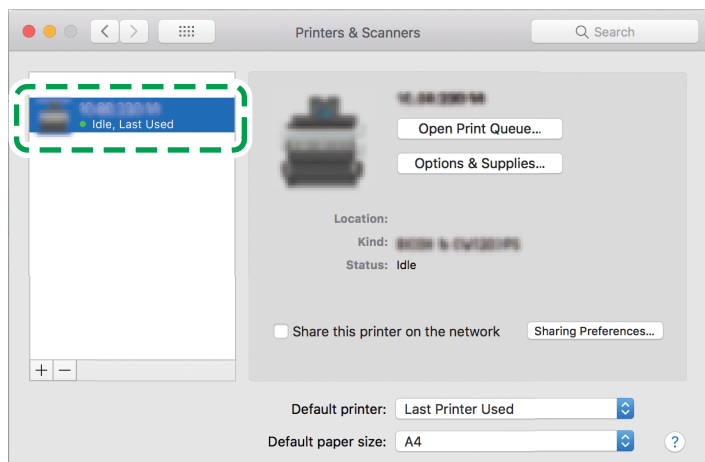
- When the machine is connected to a wired LAN
Check that the cable is connected to the machine correctly.
- When the machine is connected to a Wireless LAN
Check the wireless signal status on the machine, and check whether there are any problems.

5. Click [Add].

The progress screen is displayed.

- If the progress screen does not close after a while, click [Configure...] and configure the option configuration of the printer. For the procedure of the option configuration, see page 96 "Specifying the Option Settings".

6. Check that the machine name is added to the [Printers & Scanners] screen.



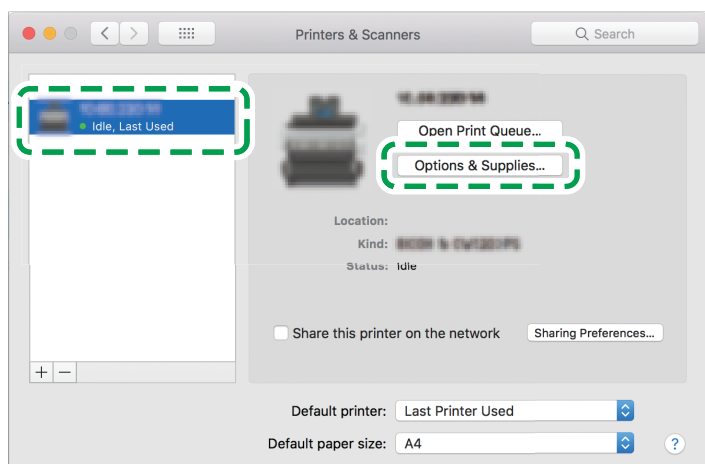
DOCWMA6213

7. Close the system preferences screen.

Specifying the Option Settings

If the option configuration of the machine is not automatically reflected, select the option installed on the machine in [Printers & Scanners].

1. Select [System Preferences...] from the Apple menu.
2. Click [Printers & Scanners].
3. Select the machine from the list, and then click [Options & Supplies...].



DOCWMA6214

4. Click [Options], select the option installed on the machine, and then click [OK].

- If the usable options are not displayed, the IP address has not been entered correctly or the PPD file has not been registered properly. To enter the IP address or register the PPD file, see page 94 "Registering the Machine in [Printers & Scanners]".

5. Close the system preferences screen.**↓ Note**

- If the option you want to select is not displayed, PPD files may not be set up correctly. To complete the setup, check the name of the PPD file displayed in the dialog box.
- Setting procedures using macOS 11.2 are shown as an example. The actual procedure may differ depending on the OS version you are using.

Basic Procedure for Printing Documents

Specify the printer driver and configure the Document Size, Paper Type, and other settings to print a document.

★ Important

- If you send a print job via USB 2.0 while the machine is in Low Power mode or Sleep mode, an error message may appear after the print job is completed. In this case, check whether the document was printed.

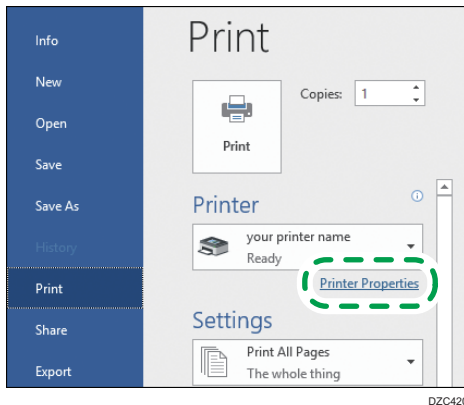
4

Printing a Document in Windows

1. Open a document to print on the computer, and display the setting screen of the printer driver from the print menu in the application.

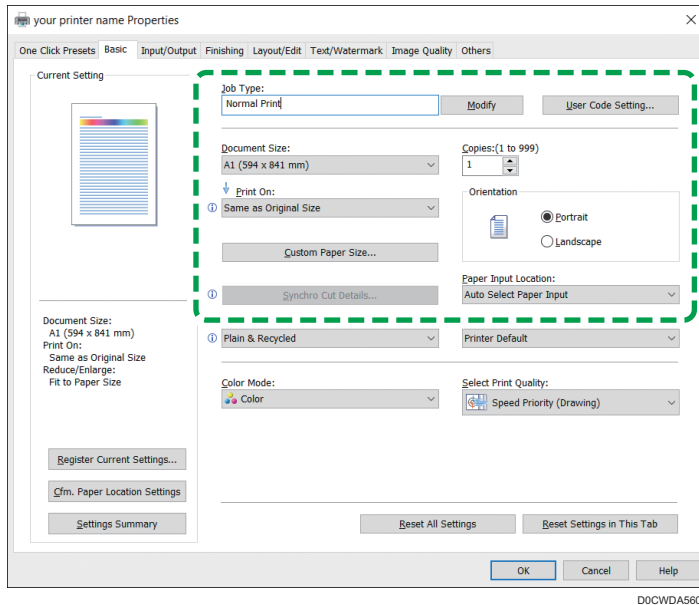
The procedure to display a document varies depending on the applications.

For example in Microsoft Word/Excel, click [Print] on the [File] menu, select the device to use, and then click [Printer Properties].



2. Specify the Document Size, Paper Type, and other settings.

You can configure the basic settings just by using the [Basic] tab.



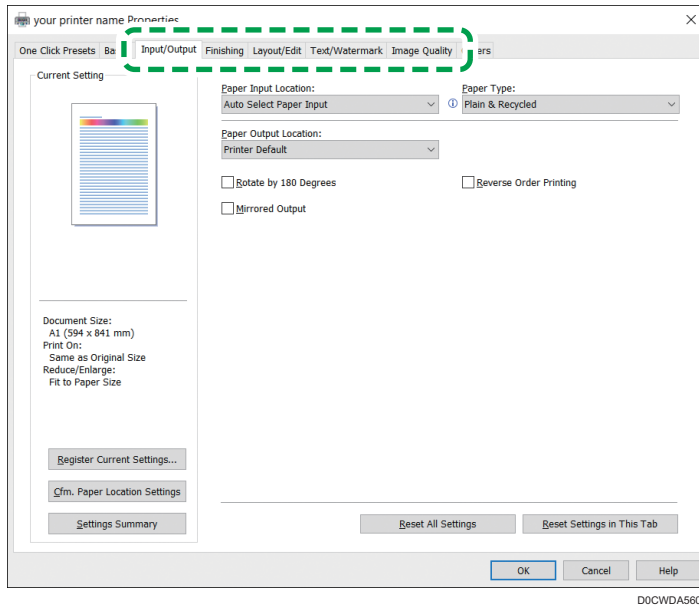
- Job Type: Select [Normal Print] to execute printing immediately.
You can make a partial print as a test and proceed to print the rest of the document (Sample Print).
See "Making a Partial Print as a Test and Printing the Rest of the Document", User Guide (Full Version).
You can store documents in the machine (Locked Print, Hold Print, or Stored Print).
See "Storing Documents to Print in the Machine", User Guide (Full Version).
- Document Size: Select the size of the document to print.
- Print On: Select the size of the paper to print on.
- Copies: Enter the print quantity.
- Orientation: Specify the orientation of the document. Select Portrait or Landscape.
- Paper Input Location: Select the paper input location loaded with the paper to use. When you select [Auto Select Paper Input], a suitable paper input location is selected automatically according to the specified [Print On] and [Paper Type].
 - If you do not want to use particular paper input locations when [Auto Select Paper Input] is specified, set the machine so it does not automatically select those paper input locations.
 - To prevent the machine from selecting other paper input locations automatically, disable paper input location switching.
See "Paper Input Location/Paper Settings", User Guide (Full Version).
- Paper Type: Select the type of paper to use.

- Color Mode: Select the print color.

You can print in universal color by using the following settings:

- [Image Quality] tab ► [Barrier-free Color Management:] ► [On]

You can configure some advanced settings using the [Input/Output] to [Image Quality] tabs.



The caution icon (ⓘ) indicates that there are disabled items. Click the icon to check the cause.

To set each function in details, click the detail settings button (⚙).

3. After completing the configuration, click [OK] to print.

↓ Note

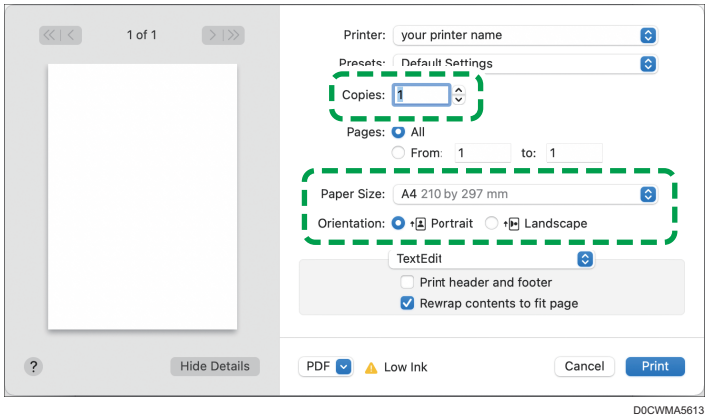
- On the [Devices and Printers] screen, right-click the printer icon of the machine, and then click [Printing preferences] to change the default values of the printer settings.
- When you use the driver distributed from the print server, [Standard settings] specified in the print server are displayed as the default.

Printing a Document in macOS

In the following example procedure, macOS 11.2.3 is used. The procedure may vary for different versions.

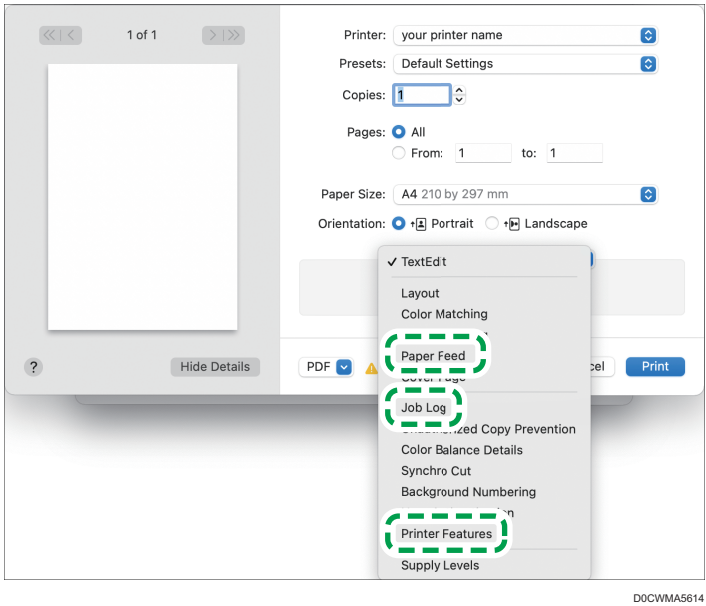
1. Open a document to print on the computer, and click [Print] on the [File] menu.
2. Select the printer you use from [Printer:].

3. Specify Paper Size, Orientation, and other settings.



- Copies: Enter the print quantity.
- Paper Size: Select the size of the document to print.
- Orientation: Specify the orientation of the document. Select [Portrait] or [Landscape].

4. Select a category from the pop-up menu, and then specify the paper input location and paper type.



Paper Feed

- All Pages From: Select the paper input location loaded with the paper to use. When you select [Auto Select], a suitable paper input location is selected automatically according to the specified paper size and paper type.

When the paper of the specified size is not loaded on the machine, printing is performed following the settings of the machine.

Job Log

- Job Type: Select [Normal Print] to execute printing immediately.

You can make a partial print as a test and proceed to print the rest of the document (Sample Print).

See "Making a Partial Print as a Test and Printing the Rest of the Document", User Guide (Full Version).

You can store documents in the machine (Locked Print, Hold Print, or Stored Print).

See "Storing Documents to Print in the Machine", User Guide (Full Version).

4

Printer Features

Select a category in "Feature Sets", and then specify the setting items.

- Basic
 - Color Mode: Select the print color.
- Paper
 - Paper Type: Select the type of paper to use.

5. After completing the configuration, click [Print] to print.

Changing a default values of the printer settings (Windows)

1. Display the [Devices and Printers] screen.

Windows 10 (version 1703 or later), Windows Server 2019

1. On the [Start] menu, click [Windows System] ► [Control Panel].
2. Click [View devices and printers].

Windows 10 (before version 1703), Windows Server 2016

1. Right-click [Start], and then click [Control Panel].
2. Click [View devices and printers].

Windows 8.1, Windows Server 2012/2012 R2

1. On the Charm Bar, click [Settings] ► [Control Panel].
2. Click [View devices and printers].

2. Right-click the printer icon, and then click [Printer properties].

3. Change the print settings such as Color Mode or Combine to register in default values.

4. Click [Apply].

Combining and Printing Multiple Pages on a Single Sheet of Paper

You can print multiple pages on a single sheet at a reduced size (Combine 2 Originals).

For example, you can reduce an original of A4 size to A5 size and print two pages on an A4 sheet.

You can print up to 16 pages on a single sheet and specify the order to arrange the pages on the sheet.



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4

Specifying the Combine 2 Originals Function (Windows)

Specify the Combine 2 Originals function on the [Layout/Edit] tab.

1. Open a document to print on the computer, and display the setting screen of the printer driver from the print menu in the application.

2. Specify Document Size, Paper Type, Orientation and other settings.

page 98 "Basic Procedure for Printing Documents"

3. In [Layout:] on the [Layout/Edit] tab, specify the number of pages to combine.

Click the detail settings button of [Layout] to do the following settings:

- Page Order: Select the order of the pages.
- Draw Frame Border: Select the check box to draw a line between pages.

4. After completing the configuration, click [OK] to print.

When printing from an application that supports the same function as the machine, do not set the function in the application. If the setting in the application is enabled, the print result may not be as intended.

Specifying the Combine 2 Originals Function (macOS)

Specify the Combine 2 Originals function on the [Layout] menu.

1. Open a document to print on the computer, and display the setting screen of the printer driver from the print menu in the application.

2. Specify Paper Size, Orientation, Paper Type, and other settings.

page 98 "Basic Procedure for Printing Documents"

3. Select [Layout], and then specify the number of pages to combine and the order of the pages.

Configure the following settings:

- Pages per Sheet: Select the number of pages to combine.
- Layout Direction: Select the order of the pages.
- Border: Select a type of border line to draw between the pages.

4. After completing the configuration, click [Print] to print.

Printing Documents Stored in the Printer from the Control Panel

To print a document stored from the printer driver in the machine, perform the print operation on Quick Print Release of the control panel. The file administrator also can delete unneeded documents and unlock documents locked by entering an invalid password.

1. On the Home screen, press [Quick Print Release].



2. On the Quick Print Release screen, select the user ID used to store the document.

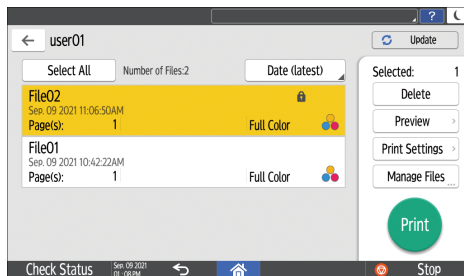
Enter the password when the Locked Print documents or the Stored Print documents protected by passwords are stored. The screen shows the documents corresponding to the entered password and the documents without passwords.

You can also use your smart device for authentication instead of entering the password.

See "Connecting a Mobile Device to the Machine", User Guide (Full Version).

page 48 "Logging In from the Control Panel"

3. Select a document to print.



- Preview: The first page of the document is displayed. If you select multiple documents, the preview cannot be displayed.
- Print Settings: Change the print quantity for the selected document.
- Manage Files...: Change the print time of a Hold Print job or the password specified on the document. If you select multiple documents, the item is disabled.

4. Press [Print] twice.

Printing from a USB Flash Memory Device or SD Card Directly

You can connect a memory storage device to the media slot of the machine and print the files stored on it. Use this to print external data easily.

CAUTION

- Keep SD cards and USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.

Note

- USB flash memory device and SD cards are supported for direct printing. However, certain types of USB flash memory device and SD cards cannot be used.
- The machine cannot print a document over 1 GB.
- You can select up to 100 files within 1 GB total.
- If the print job of PDF file is canceled, execute printing from a PDF viewer such as Acrobat Reader while using the printer driver.

Printable File Formats

File format	Details
JPEG files	Exif version 1.0 or later
TIFF files	Uncompressed TIFF files TIFF files compressed using the MH, MR, or MMR method
PDF files	PDF version 1.7 (Acrobat 8.0 compatible) or earlier ^{* 1}
XPS files	Possible for all XPS files

^{* 1} The machine does not support the following functions: Crypt Filter, DeviceN Color Space (more than eight components), watermark note, optional contents (version 1.6), AcroForm

Note

- The PDF file of a custom size may not be printed.

Printing from a Memory Storage Device or Scan Application

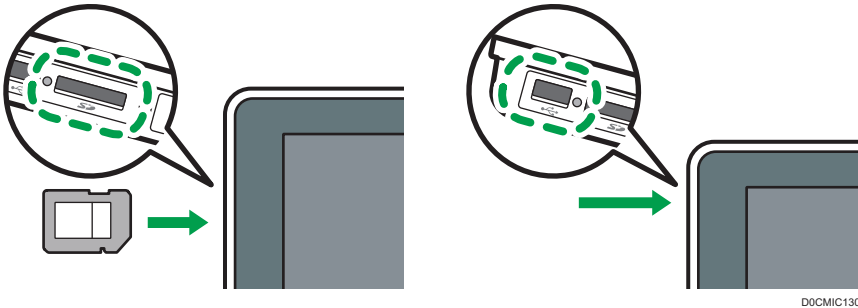
1. On the Home screen, press [Print/Scan (Memory Storage Device)]



2. On the Print/Scan (Memory Storage Device) screen, press [Print from Storage Device]



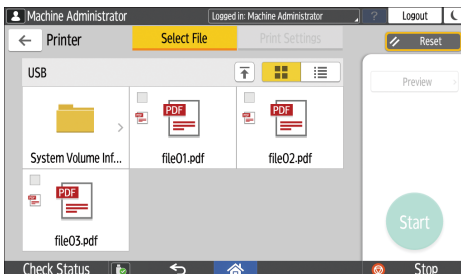
3. Insert a memory storage device in the media slot on the side of the control panel.



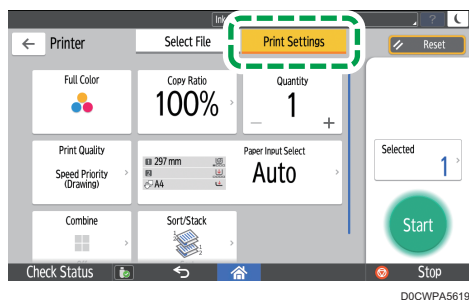
4. Press [USB] or [SD Card].

5. Select the file to print.

Files in the external media are displayed as icons or thumbnail images.



6. Press [Print Settings] to specify the settings of Finishing as necessary.



- **Full Color:** Select whether to print in color. The machine may print a document that appears to be black-and-white in color printing mode. To print a document in full black-and-white, select [Black and White].
- **Copy Ratio:** Select whether to print in the original size or to reduce or enlarge to match the paper size.
- **Quantity:** Enter the print quantity.
- **Print Quality:** You can select to prioritize either the print quality or print speed.
- **Paper Input Select:** Select the paper input location.
- **Combine:** Select whether to combine multiple pages into a sheet.
- **Sort/Stack:** Select whether to print in ordered sets or in a batch page by page.

7. Press [Start] to start printing.

5. Scan

Scanning Documents and Sending the Scanned Data by E-mail

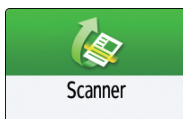
Scan a document and attach the scanned data to an e-mail and send it from the machine.

- Configure the SMTP server and network settings in advance.
See "Configuring the Settings to Send E-mails from the Machine", User Guide (Full Version).
- Register an e-mail address in the address book to select the address as the destination easily when sending an e-mail.
See "Registering E-mail Addresses in the Address Book", User Guide (Full Version).

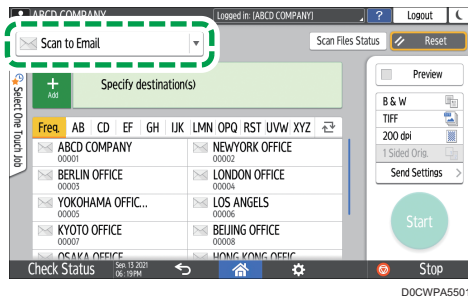
Note

- This machine supports SMTPS (SMTP over SSL).
- This machine supports Web mail sending.
- To use Message Disposition Notification, log in to the machine as a user and specify the sender.
Note, however, that the [Reception Notice] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification.
- If you press [Preview] and then start scanning, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan setting used for scanning. After checking the preview, you can specify whether to send the file or not.
- See "Displaying a Preview Before Sending the Scanned Document", User Guide (Full Version).
- After an e-mail is sent, the destination, sender, subject, text, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

1. Press [Scanner] on the Home screen.



2. Select [Scan to Email] on the scanner screen.



3. Press [Send Settings] on the scanner screen.

Send Settings >

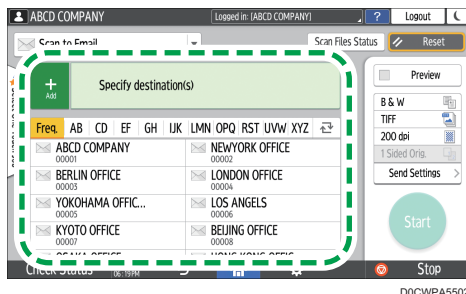
4. Press [Sender] and specify the sender.


- When authentication is activated on the scanner function in [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Application Authentication Management] and a logged in user is operating the machine, the logged in user becomes the sender.
- When [On] is specified in [System Settings] ► [Send (Email/Folder)] ► [Email] ► [Auto Specify Sender Name], you can send an e-mail even when the sender is not specified. The administrator's e-mail address that is registered on the machine is used as the sender.
- Specify the sender to receive an opening confirmation.

5. Select the [Reception Notice] check box to receive an opening confirmation of the e-mail from the destination.



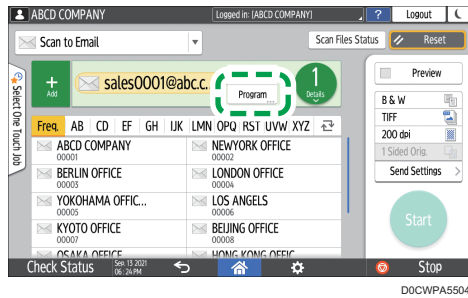
6. Specify the destination on the scanner screen.



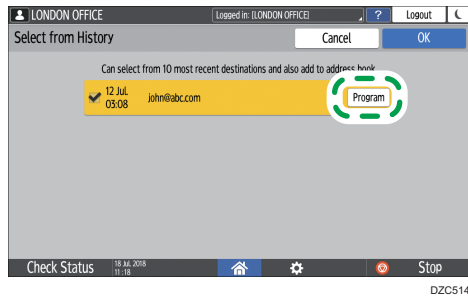
- To enter the e-mail address manually, select the destination from the destination history, or search for the destination in the machine address book, press , and specify the destination.



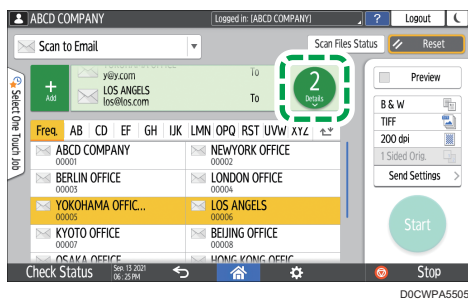
- When specifying an e-mail address by entering it manually or selecting it from the scanner records, you can register the e-mail address in the address book before sending the e-mail.
 - Specify the e-mail address that was entered manually and press [Program].



- When selecting from the transmission history, press [Program] of the destination to register.

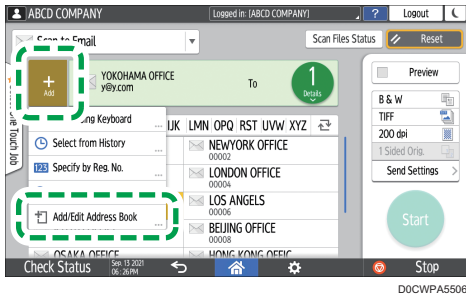


- Press **2** to specify the destination again or select [To], [Cc] or [Bcc].



- If you want to change the registered contents of the specified destination or register a new destination, press [Add/Edit Address Book] to change or newly register a destination on the address book screen.

See "Registering E-mail Addresses in the Address Book", User Guide (Full Version).



After changing the address or registering a new address on the address book screen, specify the address again on the scanner screen.

Note

- You can specify multiple destinations.
- If the target destination does not appear, display the destination by selecting its initial letter from the title.
- Depending on the security setting, some destinations may not appear in the destination list.
- When the specified destination is updated using the Central Management function, the spooled documents are sent to the destination after updating.

7. Specify the scan settings according to the purpose of the scanned data.

page 124 "Scanning an Original with Suitable Quality and Density"

page 127 "Specifying the File Type or File Name When Scanning a Document"

8. Place the original. If scanning does not start automatically, press [Start].

page 54 "Placing Originals on the Original Table"

Scanning Documents and Sending the Scanned Data to a Folder

To send the data of a scanned original to a shared folder on a computer, create the shared folder on the computer in advance and register the destination folder in the address book.

- You also need to configure the settings for connecting to the network from the machine.
See "Connecting to a Wired LAN", User Guide (Full Version).
See "Connecting to a Wireless LAN", User Guide (Full Version).
- You can add a folder destination in the address book easily using Scan to Folder Helper.
See "Specifying the Destination of Send to Folder Using the Scan to Folder Helper App", User Guide (Full Version).

Note

- The scanned file can be also saved to an FTP server.
- See "Registering the Destination Folder to Use for Send to Folder", User Guide (Full Version).

5

Confirming the Computer Information (Windows)

Confirm the name, IP address, and other information of the computer used to create a shared folder, and write down the information on the check list.

1. **Print the check sheet.**
See "Printing the Check Sheet", User Guide (Full Version).
2. **Click [Start] on the computer and click [Windows System] ► [Command Prompt].**
3. **Enter "ipconfig/all" and press the [Enter] key.**
4. **Check the computer name, enable/disable status of the DHCP server and IP address, and write down the information in [1] on the check sheet.**

```
C:\Users\WCL2310>ipconfig/all

Windows IP Configuration

Host Name . . . . . : LAPTOP-5955S09U
Node Type . . . . . : Hybrid
IP Routing Enabled. . . . . : No
WINS Proxy Enabled. . . . . : No

Ethernet adapter :

Connection-specific DNS Suffix . : 
Description . . . . . : Realtek PCIe GBE Family Controller
Physical Address. . . . . : 88-EE-68-68-68-68
DHCP Enabled. . . . . : No
IP Address. . . . . : 192.168.0.152(Preferred)
Subnet Mask . . . . . : 255.255.255.0
Default Gateway . . . . . : 192.168.0.1
```

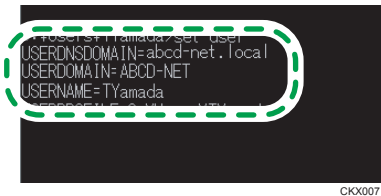
DZC501

When the screen shown above is displayed, fill in the sheet as follow:

[1]	Computer name	LAPTOP-5955S09U
	DHCP server enable/disable setting	No
	IP address	192.168.0.152

DZC523

5. Enter "set user" and press the [Enter] key.
Enter a space between "set" and "user".
6. Check the domain name, workgroup name and login user name, and write down the information in [2] on the check sheet.



When the screen shown above is displayed, fill in the sheet as follow:

[2]	Domain name/workgroup name	USERDNSDOMAIN [abcd-net.local] USERDOMAIN [ABCD-NET]
	Computer login user name	TYamada

DZC524

"USERDNSDOMAIN" is not displayed when the login user who executed the command is a local user.

7. Check the login password on the computer, and write down the information in [3] on the check sheet.

The required information on the computer is confirmed. Now create a shared folder on your computer and specify the access permissions of the folder.

Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

Creating a Shared Folder (Windows)

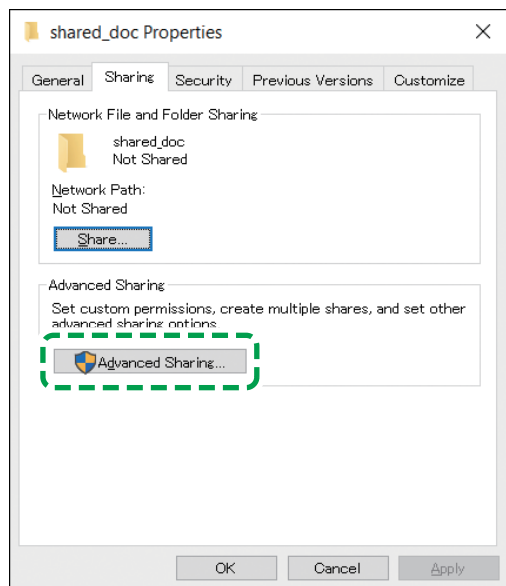
Create a shared folder on the Windows Desktop and specify the access permissions of the folder.

Note

- If you are creating a shared folder for the first time on this computer, you must enable the file sharing function. For details, see Windows Help.
- To register a shared folder in the machine's address book, you need the computer's IP address or computer name, and the user name and password of a user who has access permissions for the shared folder.

1. Log on to Windows as a user with administrative privileges.
2. Create a new folder in File Explorer and write down the folder name in [4] on the check sheet.
3. Right-click the created folder, and then click [Properties].
4. On the [Sharing] tab, click [Advanced Sharing].

5



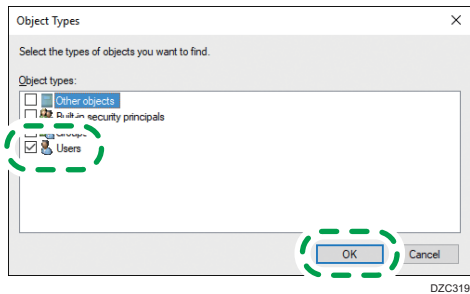
D0CWWA5516

5. Select the [Share this folder] check box, and then click [Permissions].

After completing the procedure, remove Everyone (unspecified user), and then add a user allowed access the folder. The user whose information is written down on the check sheet is used in the example shown below.

6. Select [Everyone] under [Group or user names], and then click [Remove].
7. Click [Add] ► [Advanced] ► [Object Types].

8. Select the [Users] check box, and then click [OK].



9. Click [Locations], select the name of the domain or work group the user belongs to ([2] on the check sheet) and then click [OK].

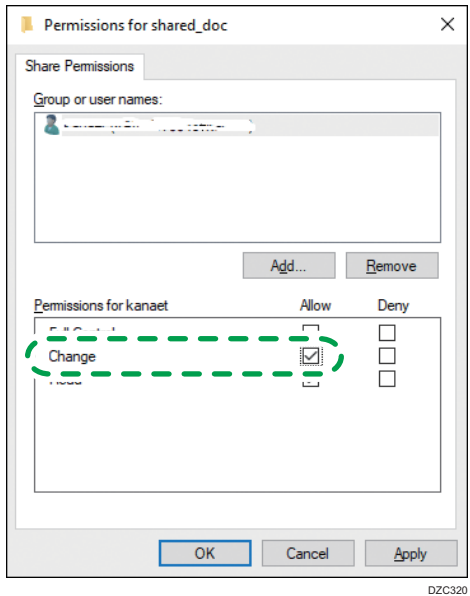
10. Click [Find Now].

11. From the Search results, select the login user name of the computer to be added ([2] on the check sheet) and then click [OK].

When you cannot find a specific user, click [Columns], or right-click the [Search results] field, select [Choose columns], and then add [Logon Name] or [Logon Name (pre-Windows 2000)] from the [Columns available] list.

12. Click [OK].

13. Select the added user, and then select the [Allow] check box for [Change] under [Permissions].



14. Click [OK] to close all windows.

The access permissions on the folder have been successfully configured. If you want to specify access permissions for the folder to allow other users or groups to access the folder, configure the folder as follows:

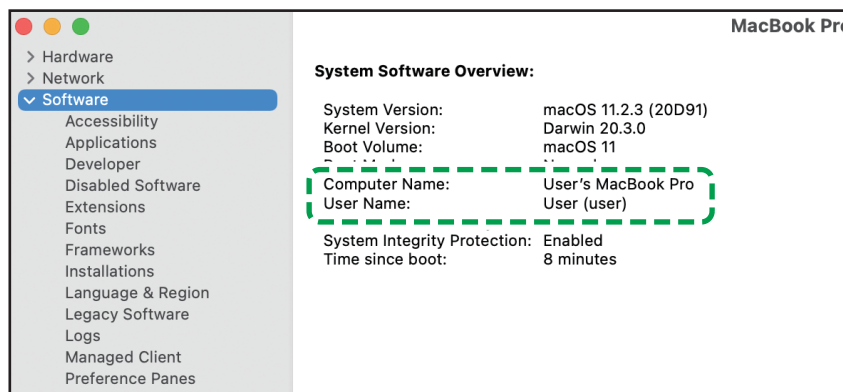
1. Right-click the created folder and then click [Properties].
2. Click [Edit...] on the [Security] tab.
3. Click [Add] ► [Advanced].
4. Select [Object Types] or [Locations] and click [Find Now].
5. Select the user or group to assign permissions and click [OK].
6. Click [OK].
7. Select the added user, and then select the [Allow] check box for [Change] under [Permissions].
8. Click [OK] to close all windows.

5

Confirming the Computer Information (macOS)

Confirm the name of the computer used to create the shared folder, login user name and other settings and write down the information on the check list.

1. Log on to macOS as a user with administrative privileges.
2. Click the Apple menu.
3. Click [About This Mac].
4. Click [System Report].
5. Click [Software] on the left pane and write down the displayed computer name in [1] and the user name in [2] on the check sheet.



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When the screen shown above is displayed, fill in the sheet as follow:

[1]	Computer name	User's MacBook
[2]	Computer login user name	User

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6. Click the Apple menu and select [System Preferences].
7. In [Network], click an Ethernet connection name or [Wi-Fi] and write down the displayed IP address in [1] on the check sheet.

The required information on the computer is configured. Now create a shared folder.

Note

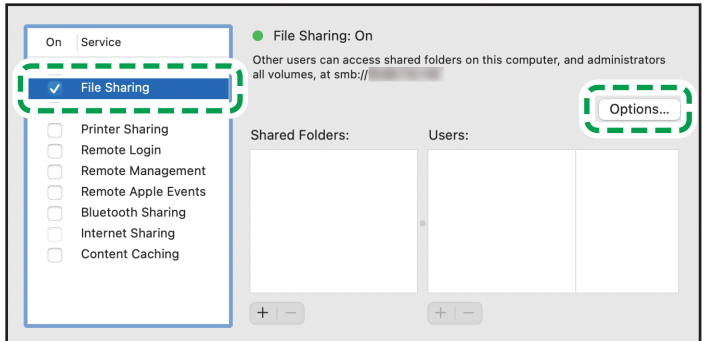
- Depending on the operating system or security settings, you might be able to specify a user name that does not have a password assigned. However, we recommend that you select a user name that has a password.

5

Creating a Shared Folder (macOS)

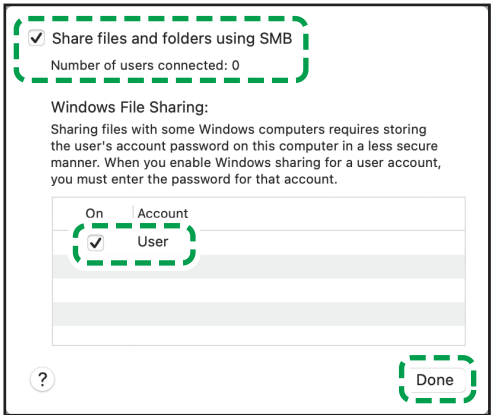
Create a shared folder and specify the access permissions of the folder.

1. Print the check sheet.
See "Printing the Check Sheet", User Guide (Full Version).
2. Create a new folder and write down the folder name in [4] on the check sheet.
3. Click the Apple menu and select [System Preferences].
4. Click [Sharing], select the [File Sharing] check box and then click [Options].



DOCWMA8128

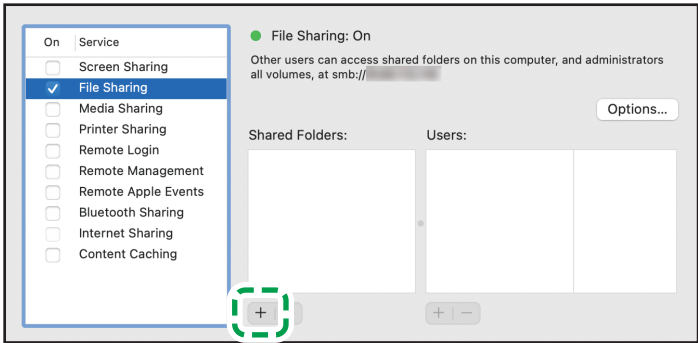
5. Select the check boxes of [Share files and folders using SMB] and the user account to use for file sharing and then click [Done].



DOCWMA8129

When the [Authentication] screen is displayed, enter the password of the selected account and then click [Done].

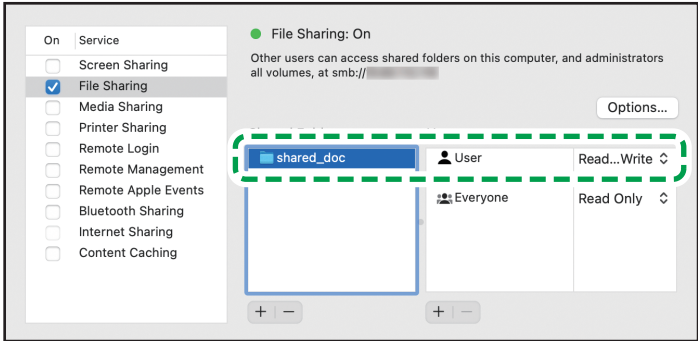
6. Click [⊕] below [Shared Folders] on the [Sharing] screen.



DOCWMA8130

7. Specify the folder created in Step 1 and click [Add].

8. Select the folder added in Step 6 and confirm that the permission of the user to access the folder is set to "Read & Write".



DOCWMA8131

Note

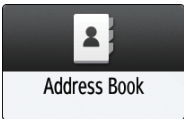
5

- To register a shared folder in the machine's address book, you need the computer's IP address, and the user name and password of a user who has access permissions for the shared folder.

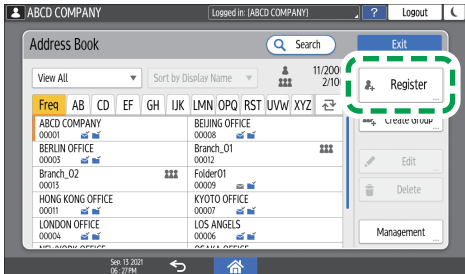
Registering the Created Shared Folder in the Address Book

This section describes the procedure for registering a shared folder created in Windows using the information on the check sheet as an example.

1. Press [Address Book] on the Home screen.



2. Press [Register] on the address book screen.



DOCWPA5507

3. Enter the information of the destination in the input boxes displayed on the [Name] tab, and select the title to classify the destination.

4. Press the [Destinations] tab, and then press [Folder].
5. Select [SMB (Send to Shared Folder on PC)] in [Protocol].
6. Under [Folder Authentication Info], select [Specify Other Authentication Information] and then enter the name and password of the login user who will access the shared folder.
7. Specify the network path to the shared folder in "Path".

Entering the path name manually

If the computer name is "YamadaPC" ([1] on the check sheet) and the shared folder name is "shared_doc" ([4]), enter as follows:

\\YamadaPC\shared_doc

When you cannot connect to the computer using the computer name, enter the IP address ([1] on the check sheet) and the shared folder name ([4] on the check sheet) as follows:

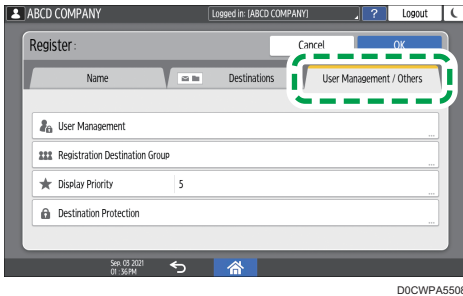
\\192.168.0.152\shared_doc

Selecting a folder from the list

Enter the IP address or host name of the computer on which to search for a shared folder, press [Browse Network], and then select the destination folder.

8. Press [Connection Test] ► [Exit].
 - When no connection is established, check the message that appears.
page 222 "When a Message Appears While Using the Scanner Function"
 - Press [Cancel] to abort the connection test, such as when you make a mistake specifying Path.
9. Press [OK].

10. If necessary, press the [User Management / Others] tab and specify the settings.



DOCWPA5508

11. Press [OK].

12. Press [Home] (🏠) after specifying the settings.

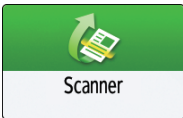
Note

- The connection test may take time.
- Even if the connection test was successful, the machine may fail to transfer the file if you do not have write privileges for the file or there is not enough free hard disk space.
- If the client computer has a fixed IP address assigned to it, you can specify the IP address manually by including it in the path name of the destination folder. For example, if the IP address is "192.168.1.191" and the shared folder name is "user", enter "\\192.168.1.191\user" as the path.
- When the specified destination is updated using the Central Management function, the spooled documents are sent to the destination after updating.

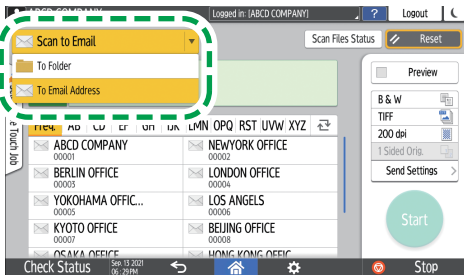
5

Basic Procedure for Performing Send to Folder

1. Press [Scanner] on the Home screen.



2. Select [To Folder] on the scanner screen.



DOCWPA5509

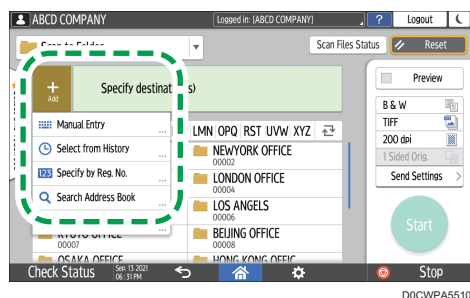
3. Press [Send Settings] and configure the scan settings according to the purpose of the scanned data.



Send Settings >

See "Scanning an Original with Suitable Quality and Density", User Guide (Full Version).

page 127 "Specifying the File Type or File Name When Scanning a Document"

4. Press , select [Search Address Book] or [Specify by Reg. No.] and then specify the shared folder that is registered in the address book.



- To enter the information manually, press , and select [Manual Entry]. Select SMB as the protocol and enter the required information.
- To specify the destination again, press .

5. Place the original. If scanning does not start automatically, press [Start].

page 54 "Placing Originals on the Original Table"

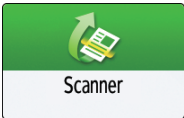
Note

- If any of the machine's security functions are enabled, select the destination from the registered folder only when you send files by Scan to Folder.
- If the firewall of an antivirus program is active, you may not be able to specify a shared folder on the computer as a folder destination. If this is the case, see the antivirus program's Help.
- If Windows firewall is active and you cannot specify a shared folder on the computer as a folder destination, the machine may be able to communicate with the computer by changing the exceptions of the Windows firewall. For details, see Windows Help.
- After scan files are sent, the destination and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.
- When the specified destination is updated using the Central Management function, the spooled documents are sent to the destination after updating.

Scanning an Original with Suitable Quality and Density

Specify the quality and density to scan on the [Send Settings] screen.

1. Press [Scanner] on the Home screen.



2. Press [Send Settings] on the scanner screen and specify the original type (quality), density and resolution.

When specifying the original type



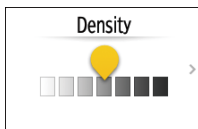
Original Type	Appropriate for
Black & White: Text	A document mainly composed of text in black and white. The original is scanned in two tones of black and white.
Black & White: Text / Photo	A document with text and photos in black and white. The original is scanned in two tones of black and white.
Black & White: Text / Line Art	A document with text and figures in black and white. The original is scanned in two tones of black and white.
Black & White: Photo	A document with figures and photos in black and white. The original is scanned in two tones of black and white.
Black & White: Drawing	Scans lines clearly. Prevents smudges on originals appearing on scanned images.
Gray Scale	A document with figures and photos in black and white. The original is scanned as an image comprising many shades of gray.
Full Color: Text / Photo	A document mainly comprising text in color.
Full Color: Glossy Photo	An original in color such as silver-halide prints or pictures.


- You can select only [Gray Scale], [Full Color: Text / Photo], or [Full Color: Glossy Photo] when [PDF (JPEG 2000)] is specified in [File Type].

page 127 "Specifying the File Type or File Name When Scanning a Document"

- If you select the original type not compatible with the file format specified in [File Type], a message suggesting you to change the file type or original type is displayed. In this case, select a file type or original type from those suggested in the message.

When adjusting the density



- Move  to the left or right to adjust the density. The colors in the scanned image darken as you move the slider to the right.
- Select the [Auto Density] check box to adjust the density automatically when scanning an original with a non-white background such as newspaper or a document that has show-through.
- You can specify the shading level in [Scanner Settings] ► [Scan] ► [Color/Density] ► [Background Density of ADS (Full Color)].

When specifying the resolution



- Select the resolution to use for scanning the original. Image quality improves as the resolution increases, but the size of the scanned data also increases.
- To ensure the quality of scanned data, [150 dpi] cannot be selected in the following cases:
 - [PDF (JPEG 2000)] is specified in [File Type]
page 127 "Specifying the File Type or File Name When Scanning a Document"
 - PDF is selected in [File Type] and OCR setting is specified
See "Scanning an Original as a PDF File with Embedded Text Data", User Guide (Full Version).

3. To send the scanned document to an e-mail address, press [Sender] and then specify the sender.

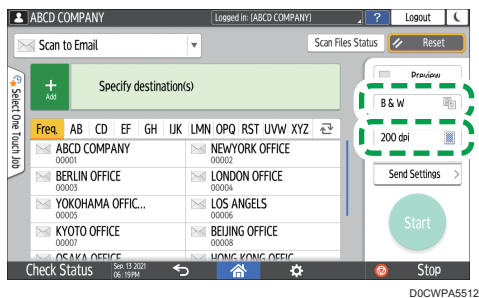
4. Specify the destination on the scanner screen.

5. Place the original. If scanning does not start automatically, press [Start].

page 54 "Placing Originals on the Original Table"

Note

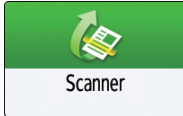
- You can also specify the quality and resolution from the scanner screen. Press items on the screen to specify them.



Specifying the File Type or File Name When Scanning a Document

Specify the settings in [Send Settings] on the scanner screen.

1. Press [Scanner] on the Home screen.

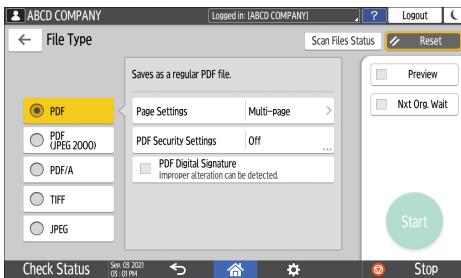


2. Press [Send Settings] on the scanner screen.



3. Press [File Type], and select the file type to save the scanned document.

Press [Others] to display the detailed settings screen.



File Type	Description
PDF	Creates a standard PDF file.
PDF (JPEG 2000)	You can reduce the data size without affecting text legibility.
PDF/A	This is an international standard suitable for long-term data storage.
TIFF	This image file format is suitable for black-and-white text and lines.
JPEG	This image file format is suitable for photos and images with subtle gradations.

- You can select from the following file types:

- Single Page: PDF, PDF (JPEG 2000), PDF/A, TIFF, JPEG

If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

- Multi-page: PDF, PDF (JPEG 2000), PDF/A, TIFF

If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

- Selectable file types differ depending on the scan settings and other conditions. For details about file types, see page 129 "Notes about and limitations of file types".

4. To specify the file name, press [File Name] and enter the file name.

The file name is generated by combining the following three items:

- File Name: Enter the string to use at the beginning of the file name.
- Start Number: Specify the starting number of a serial number that will be appended at the end of each file name when specifying a file format comprising a single page per file.
- Add Date & Time: Select this check box to add the "year, month, day, hour, and minute" the scanning is performed at the end of the file name.

5. Specify the scan settings according to the purpose of the scanned data.

page 124 "Scanning an Original with Suitable Quality and Density"

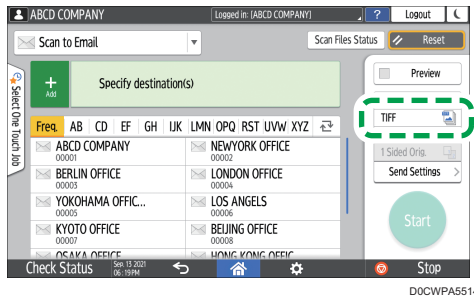
6. Specify the destination on the scanner screen.

7. Place the original. If scanning does not start automatically, press [Start].

page 54 "Placing Originals on the Original Table"

↓ Note

- You can also embed the security and digital signature settings, and text information in the PDF file.
- See "Scanning an Original as a PDF with Security Settings Specified", User Guide (Full Version).
- See "Scanning an Original as a PDF File with Embedded Text Data", User Guide (Full Version).
- You can change the number of digits in [Scanner Settings] ► [Sending Settings] ► [File Name] ► [Number of Digits for Single Page Files].
- The version of the created PDF files is 1.4/1.5.
- You can also select File Type from the scanner screen. Press an item on the screen to select it.



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Notes about and limitations of file types

Depending on the file format you select, the following limitations will apply:

TIFF

If you select TIFF as the file format, the data is not compressed and thus results in larger files.

PDF (JPEG 2000)

You cannot select [PDF (JPEG 2000)] in the following cases:

- When "Available Functions" of "Scanner Function" is set to [Black & White Only] in [System Settings] ► [Settings for Administrator] ► [Function Restriction] ► [Restrict Functions of Each Application].
- If [System Settings] ► [Settings for Administrator] ► [File Management] ► [PDF File Type: PDF/A Fixed] is set to [On].
- PDF (JPEG 2000) is not compatible with Adobe Acrobat Reader 5.0/Adobe Reader 6.0 or earlier versions.
- When [PDF (JPEG 2000)] is selected as the file type for scanning, areas of uneven density may appear in the scan file. If this happens, change the PDF File setting to [PDF/A] or [PDF].

6. Document Server

Storing Documents in Document Server

You can store documents scanned by the machine in the document server.

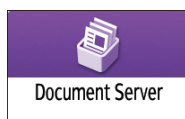
You can also store them using the printer driver.

See "Storing Documents to Print in the Machine", User Guide (Full Version).

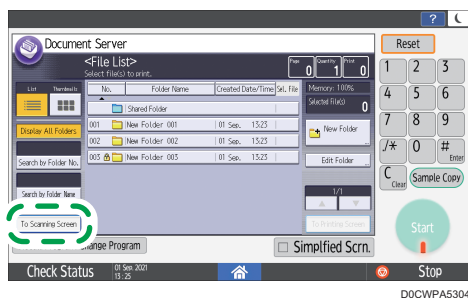
★ Important

- Documents stored in the document server are deleted after three days (72 hours) in the factory-default configuration. You can change the period until documents are deleted or specify not to delete documents automatically in [Auto Delete File in Document Server].
- See "Changing the Storage Period of Document Server or Specifying an Indefinite Period", User Guide (Full Version).

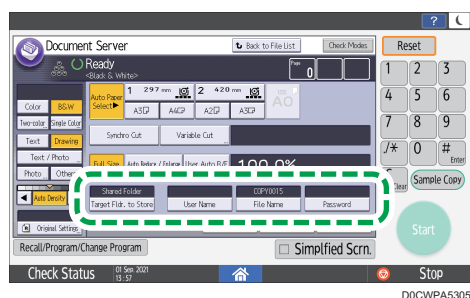
1. On the Home screen, press [Document Server].



2. On the document server screen, press [To Scanning Screen].



3. Specify the folder to store documents, the document name, and other settings.



- **Target Fldr. to Store:** Select the "Shared Folder" created in the factory default configuration or a user folder created by a user to store the document. To select a user folder, create it in advance. If you select a password-protected folder, enter the password, and then press [OK].
See "Organizing Document Server Using Folders", User Guide (Full Version).
- **User Name:** Specify the user name displayed as the owner of the document. Select a user from the address book or enter the name. Depending on the user authentication settings, [Access Privileges] is displayed. For details about access privileges settings, see the following section:
See "Specifying Access Privileges for Documents Stored in Document Server", User Guide (Full Version).
- **File Name:** Specify the name of the scanned document. If you do not specify the file name, a name such as "COPY0001" or "COPY0002" is assigned automatically.
- **Password:** Specify the password required for printing the document. You can specify a number of 4 to 8 digits as the password.

4. Specify the scanning conditions such as color mode or scanning size.

5. Place the original.

Place the original in the same way as in the Copy function.

page 57 "Basic Procedure for Copying Documents"

The original feeds into the machine automatically. If [Press Start Key] is selected for [Feed Start Method] in [System Settings], scanning starts when you press [Start]. For details, see the following section:

See "Machine", User Guide (Full Version).

Continue scanning if there are multiple originals.

6. Press [Finish Scanning] after all documents are scanned.

Note

- You can specify whether to allow other users to read or edit the stored document.
- See "Accessing Documents in Document Server from a Web Browser", User Guide (Full Version).
- To prevent documents from being deleted automatically, set [Auto Delete File in Document Server] to [Off], and then store the documents.
- Even if you change the settings to [Specify Days] or [Specify Hours] after documents have been stored with [Auto Delete File in Document Server] set to [Off], the documents will not be deleted automatically. Only the documents stored after a setting change are deleted automatically.

Printing Documents in Document Server

You can print the documents stored in the document server with the same settings, paper size, color mode, and other settings specified when the documents were scanned. You can also change the print settings or specify a page to print.

Note

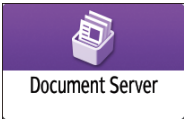
- You can also print a document in the document server using Web Image Monitor.
- See "Accessing Documents in Document Server from a Web Browser", User Guide (Full Version).

Printing a Document with the Settings Specified When Scanned

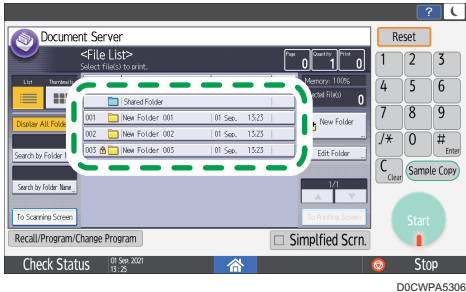
Important

- When printing two or more documents at a time, the print settings specified for the first document are applied to all the remaining documents.
- Some of the selected documents may not be printed due to the difference in the size or resolution.

1. On the Home screen, press [Document Server].

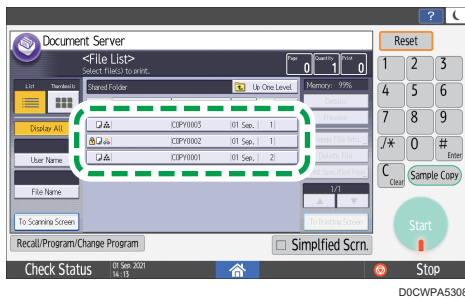




2. On the document server screen, select the desired folder.



- Press [Search by Folder No.] or [Search by Folder Name] to search for a folder.
- If you select a password-protected folder, enter the password, and then press [OK].

3. Select the document to print.



- Press [User Name] or [File Name] on the left side of the screen to search for a document.
- If the document is password protected, enter the password and press [OK].
- To print two or more copies, select a document, and then use the number keys to enter the number of copies.
- To print multiple documents at once, select the documents to print in the printing order. You can select up to 30 documents.
- After selecting the documents, you can confirm the selected documents by pressing [Order] to list them in the printing order.
- You can switch between the list and thumbnail displays by pressing  or .
- When selecting two or more documents, select the documents that are stored from the same function. For example, you cannot select documents stored from the document server function and from the printer driver at the same time.

4. Press [Start].

↓ Note

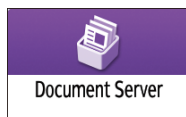
- When a document is larger than A2 (C), only a portion of the document specified in [Preview Area Settings] can be displayed as thumbnail images.
- See "Machine", User Guide (Full Version).
- To stop printing, press [Stop] ► [Cancel Printing].

Changing the Print Settings to Print a Document

★ Important

- When you select two or more documents to change the print settings, the first document keeps the changed contents after printing. The second document and later documents do not keep the changed contents and instead keep the settings of when they were stored.

1. On the Home screen, press [Document Server].



2. On the document server screen, select the desired folder.

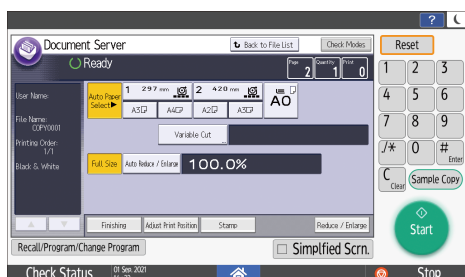
- Press [Search by Folder No.] or [Search by Folder Name] to search for a folder.
- If you select a password-protected folder, enter the password, and then press [OK].

3. Select the document to print.

If the document is password protected, enter the password and press [OK].

4. Press [To Printing Screen].

5. Change the print settings.



- To print two or more copies, enter the quantity using the number keys.
- When specifying Sort or Rotate Sort, you can make a partial print as a test and proceed to print the rest of the quantity by pressing [Sample Copy].
- Press [Back to File List] to return to the screen for selecting documents.

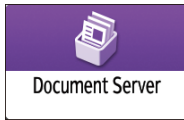
6. Press [Start].

Note

- You can change the number of sets during printing. This function can be used only when the Sort function is selected in the printing conditions. To change the quantity while printing is in progress, press [Stop], enter the quantity, and then press [Resume Printing]. The quantity you can enter differs depending on when you press [Stop].
- You can enlarge or reduce documents that are stored in black and white mode from the document server function. The file format converter is required to print the stored documents by enlarging or reducing them.
- If documents were stored from the printer driver, you cannot print them with the Stamp, Reduce/Enlarge, Adjust Print Position, or Rotate Sort functions.

Specifying a Page to Print

1. On the Home screen, press [Document Server].



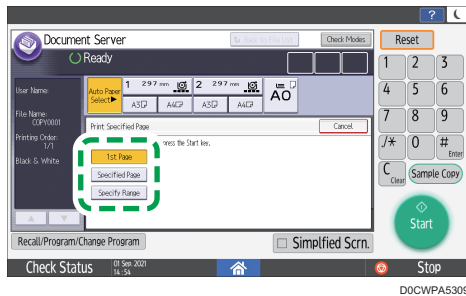
2. On the document server screen, select the desired folder.

- Press [Search by Folder No.] or [Search by Folder Name] to search for a folder.
- If you select a password-protected folder, enter the password, and then press [OK].

3. Select the document to print and press [Print Specified Page].

- If the document is password protected, enter the password and press [OK].
- To print two or more copies, select a document, and then use the number keys to enter the number of copies.

4. Specify the page to print.



- 1st Page: Select this to print the first page only. When you selected two or more documents, the first page of each document is printed.
- Specified Page: Select this to print the specified page.
- Specify Range: Enter the page printing starts in [Start Number] and the page printing ends in [End Number].

5. Press [Start].

7. Web Image Monitor

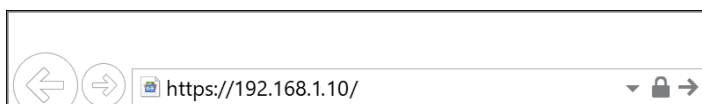
Using Web Image Monitor

Web Image Monitor is a screen to confirm the machine status and settings on the computer.

When the machine and a computer can be connected to a network, you can access to Web Image Monitor by entering the IP address of the machine on the address bar of the Web browser.

Accessing to Web Image Monitor

1. Enter the IP address of the machine in the address bar of the Web browser.



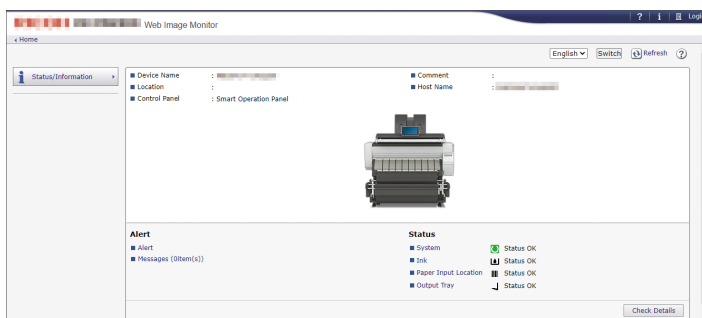
Example: when the IP address of the machine is "192.168.1.10"

- If SSL is specified
`https://192.168.1.10/`
- If SSL is not specified
`http://192.168.1.10/`

When you do not know whether SSL is specified on the machine, enter the address starting with https. When you fail the connection, enter the address starting with http.

When entering the IPv4 address, do not enter "0" for each segment. If "192.168.001.010" is entered, you cannot access the machine.

2. Confirming the machine status or settings on the top page of Web Image Monitor.



The machine status and remaining amount of consumables are displayed.

You can access Web Image Monitor more quickly by registering the machine's URL as a bookmark. Note that the URL you register must be the URL of the top page, which is the page that appears before login. If you register the URL of a page that appears after login, Web Image Monitor will not open properly from the bookmark.

To change the settings, click [Login] at the top right on the screen and enter the User Name and Password.

Recommended Web Browser

Windows	macOS
Internet Explorer 11 or later	Safari 3.0 or later
Firefox 52 or later	Firefox 52 or later
Google Chrome version 50 or later	Google Chrome version 50 or later
Microsoft Edge 20 or later	-

- You can use the screen reader software JAWS 7.0 or later on Internet Explorer.

Note

- When you use a DNS server or WINS server, you can use Host Name instead of IP address to connect the server.
- When the screen is distorted or the operation is unstable, confirm that "JavaScript" or "Use Cookies" is specified to Active on the computer.
- When using Host Name in the IPv6 environment, resolve Host Name in the external DNS server. You cannot use the host file.
- When specifying the settings from Web Image Monitor, do not log in to the machine from the control panel. The setting value may not be reflected.
- If you are using a proxy server, change the web browser settings so that no data goes through the proxy server to connect to this machine. Contact your administrator for information about the settings.
- If you click your browser's back button but the previous page does not appear, click the browser's refresh button and try again.

What You Can Do on the Web Image Monitor

Items displayed on the Web Image Monitor and settings depend whether the machine is logged in.

- When not logged in
The machine status, settings, and job status are displayed. You can browse the settings of the machine but cannot change them.
- When logged in (as a user)
Log in as a user registered in the Address Book. The users can operate the jobs that they executed and change a part of settings of the machine.

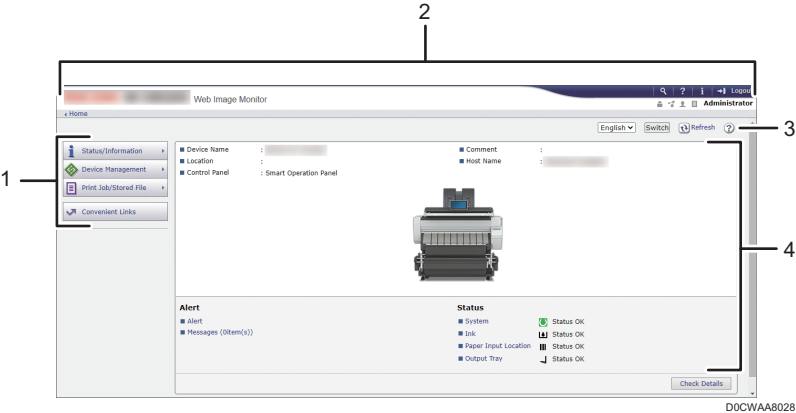
- When logged in (as an Administrator)
The administrator can change all settings of the machine.

What you can do

Function	Not logged in	User	Administrator
Machine status	✓	✓	✓
Machine settings	✓*1	✓*1	✓
Machine setting change	-	✓*1	✓
Job list	✓	✓	✓
Job history	✓	✓	✓
Access to Address Book	-	✓	✓
File operation in Document Server	-	✓	✓
Network settings	-	✓*1	✓
Network settings change	-	✓*1	✓
Cancel printing	-	-	✓
Security settings	-	-	✓

✓ : Available - : Not available
*1 Depending on the Administrator settings

Web Image Monitor Screen



1. Menu

Menu items described below are displayed.

- Status/Information: Displays the machine status, option configuration, counter, and job status.
- Device Management: Manages the machine settings and Address Book.
- Print Job/Stored File: Operates the files stored in the printer driver or document server.
- Convenient Links: Displays the link to the Favorite URL.

2. Header

An icon to link to the Login screen is placed at the top right on the screen. The Help, Version Information, and Keyword Search buttons are also displayed.

3. Refresh/Help

 (Refresh): Update the information in the work area.

 (Help): View or download Help file contents.

4. Main Area

The machine status and settings are displayed.

Specifying Web Image Monitor Help



7



Web Image Monitor has Help to describe the function of setting items. When you use Help for the first time, you can select to read online Help or to download Help File.

View Online Help Now

You can view the latest Web Image Monitor Help on the Internet.

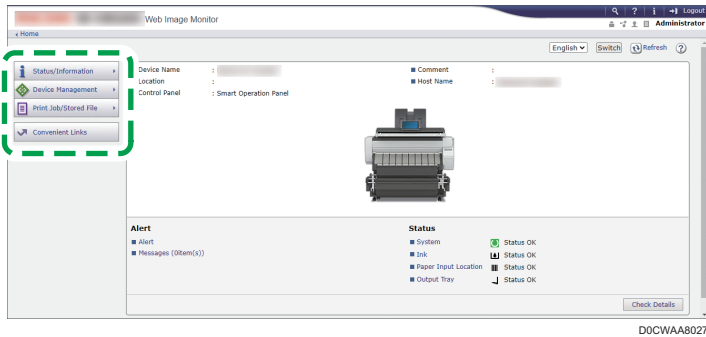
Download Help File

You can download Web Image Monitor Help to the computer and view it. When you store the downloaded Help file in the Web server and assign to the Help button ( ) , you can view the Help without connecting to the Internet.

To assign the downloaded Help file to the Help button ( ) , specify the path to the Help file following the procedure below.

1. Log in to Web Image Monitor as an Administrator.

2. Click [Configuration] on the "Device Management" menu on Web Image Monitor.



3. Click [Webpage] under the "Webpage" category.
4. In "Download Help File", select the operating system and displayed language, and then click [Download].
5. Unzip the downloaded zip file and store it in the Web server.
6. Enter the path to the Help file stored in the Web server in "URL" under "Set Help URL Target".
For example, when URL of the Help File is "http://a.b.c.d/HELP/JA/index.html", enter "http://a.b.c.d/HELP/".
7. Click [OK].
8. After completing the procedure, log out and finish Web Image Monitor.

8. Adding Paper and Ink

Loading Paper into the Paper Input Location

CAUTION

- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.
- There is a paper cutter inside the machine. Do not touch areas other than those specified in this manual when replacing or replenishing the roll paper, removing misfed paper, or cleaning the platen. Touching these areas can result in injury.
- When lifting up or lowering the paper input location cover, be careful not to trap or injure your fingers.
- When opening or closing the front cover, do not put your fingers over the folding parts of the covers. Doing so may result in your fingers becoming trapped or injured.
- A paper roll may be as heavy as 14 kg (30.9 lb.). Hold the paper roll horizontally with both hands or with two or more people together. If you hold the paper roll vertically or with one hand, the paper roll may fall and cause an injury.
- When replacing paper rolls, do not touch the spool near the gear. Doing so may cause your hands to get dirty. If your hands get dirty, wash the affected area thoroughly with soap and water.

Note

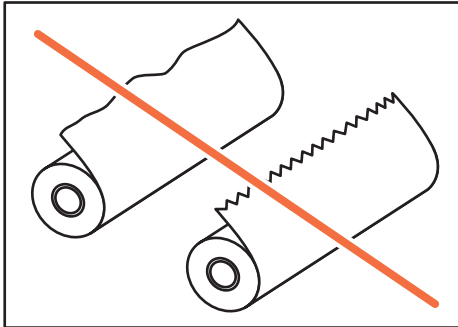
- You cannot load paper in the following situations:
 - When printing
 - During maintenance or other operations
 - When covers are open
 - In Low Power mode or Sleep mode
 - If paper is jammed
 - If a service call message is displayed
- For paper types and sizes that can be loaded in the paper input locations and paper bypass location, see below.
- page 166 "Recommended Paper Sizes and Types"
- When copying onto custom size paper, see page 163 "Specifying Custom Sizes" to specify the paper size.

Loading Paper Roll into the Paper Input Location

This section explains how to load a paper roll into the paper input location.

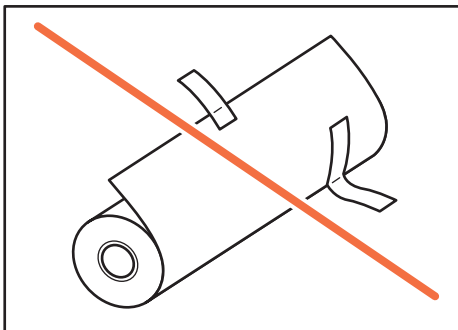
★ Important

- Bring the paper holder flush against the paper edge to fasten the paper.
- Insert the paper holder flange securely.
- Make sure not to load a paper roll in the opposite direction. If you feed a paper roll in the opposite direction, the paper roll may come loose or be damaged.
- Before loading the paper roll into the paper input location, remove any paper that is in the paper bypass location.
- When the paper roll is in one of the following conditions, you cannot use it. Cut off the edge of the paper with scissors before loading it.
 - The leading edge is damaged



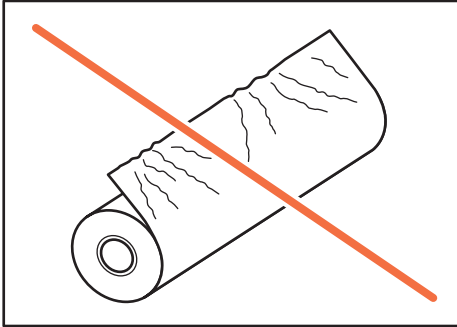
DHJ346

- Adhesive tape, glue or paste is sticking to it



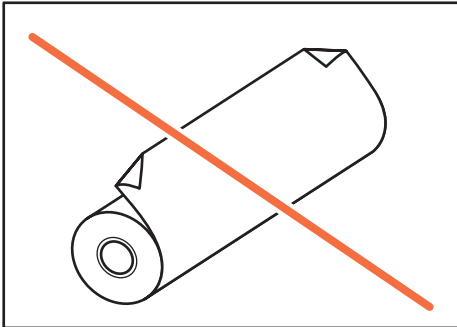
DHJ347

- The paper is wrinkled



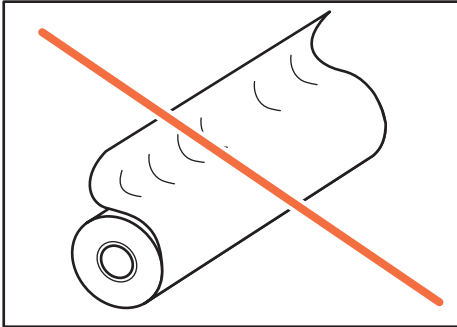
DHJ348

- The corners are folded



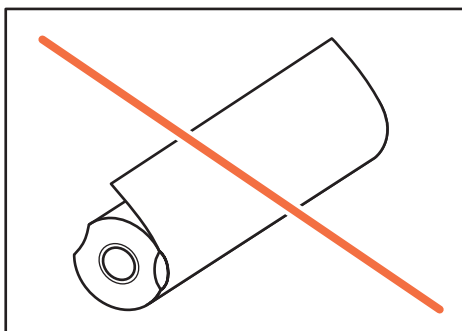
DHJ350

- The paper curls away from the paper roll



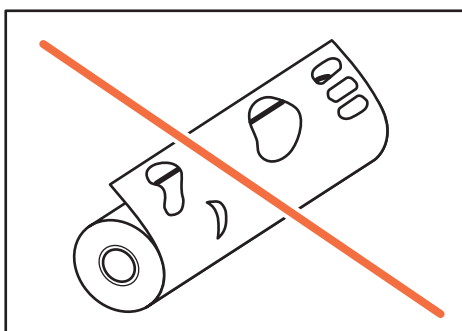
DHJ351

- The edge is dented



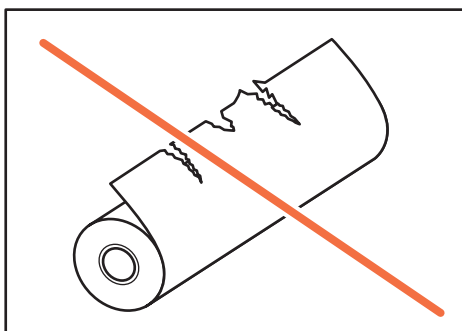
DHJ352

- The paper has holes in it



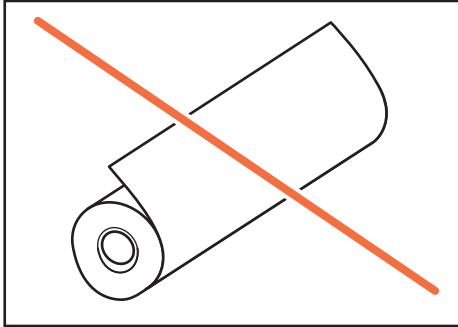
DHJ349

- The paper is torn



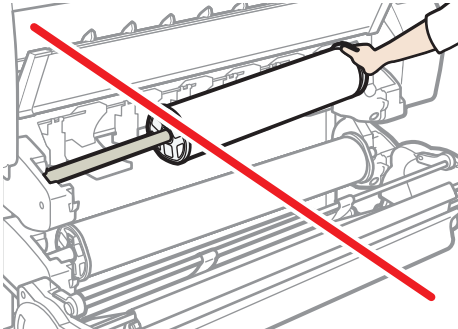
DHJ353

- The paper is loose



DOCWIA5726

- If you cut off the paper edges of a paper roll that is installed in the paper input location, be careful not to cut the cloth part of the output basket.
- When removing paper rolls from the paper input locations, lift the flanges on either side of the paper roll before removing them. Do not lift one side only. This could damage the machine.



DOCWIA5727

- Do not squeeze the flange into the paper roll when the end face of the paper roll is not aligned to the paper core or when a small quantity of paper is left. If the flange is squeezed too tightly against the paper roll, the edge of the paper may crease or wrinkle.
- To cut paper edges with scissors, cut the paper vertically to the feed direction, so that the paper edges can be pulled into the machine.
- The paper roll may not be fed automatically due to the condition of the paper roll, such as when the edge of the paper sticks or if the paper curls. In these cases, feed the paper manually by following the instructions on the screen.

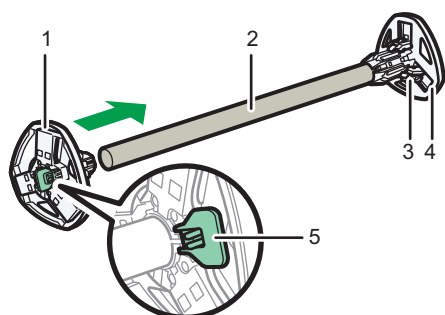
Load the paper roll when the power of the machine is on.

Check that the output basket is in basic mode before loading a paper roll. For details, see page 22 "Setting the Output Basket".

The paper roll is heavy and may need to be lifted by two people.

When replacing paper holder to other paper roll, place the paper roll on a flat surface.

Names of the parts of the paper holder

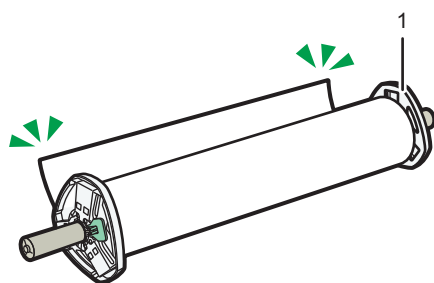


D0CWIA5728

1. Left flange
2. Spool
3. Paper roll adjustment levers
4. Right flange
5. Lock lever

Paper roll direction

When loading the paper roll to the paper holder and machine, make sure that the edge of the paper feeds from bottom of the roll toward the back..



D0CWIA5729

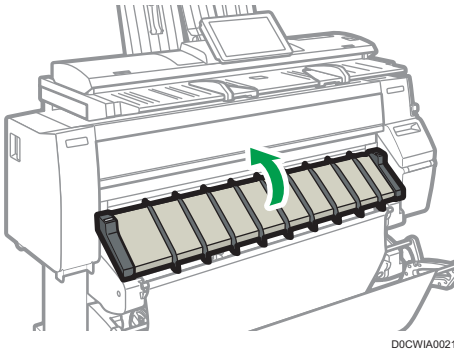
1. Right flange

You can load the paper roll into Paper Input Locations 1 and 2. Each paper input location is loaded in the same way. In the following example procedure, the paper roll is loaded into Paper Input Location 1.

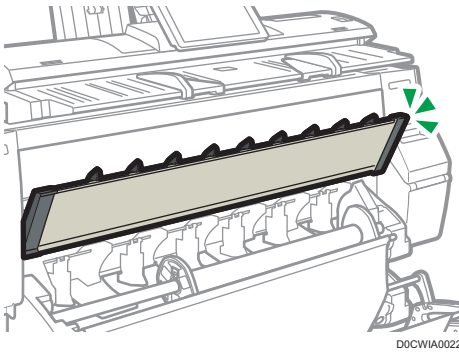
1. On the Home screen, press [Printer].

Make sure that "Ready" appears on the screen.

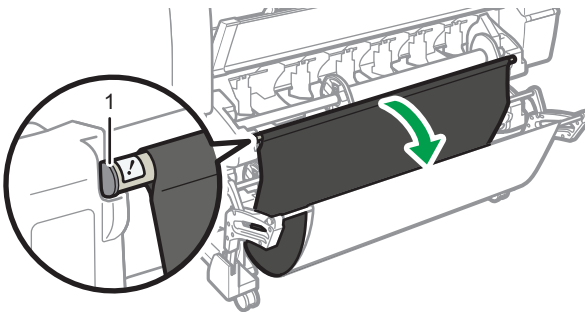
2. Lift up the paper input location cover until it clicks.



Lock the paper input location cover while it is open.

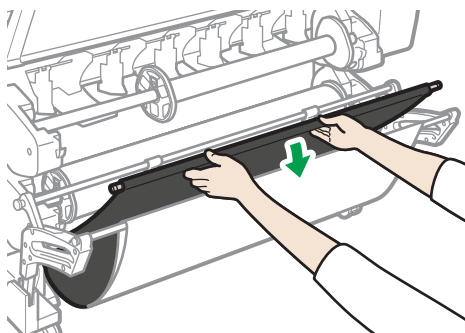


3. Remove bar A, and then hook it in front of the output basket.



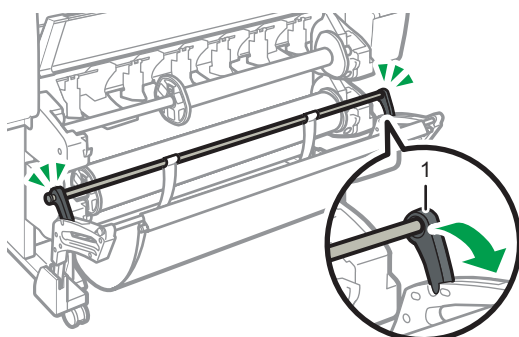
1. Bar A

You can see the paper input location.



DOCWIA0024

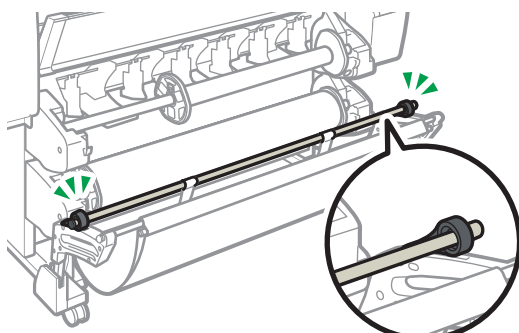
4. Pull bar B forward.



DOCWIA0411

1. Bar B

A space opens in front of the paper input location.



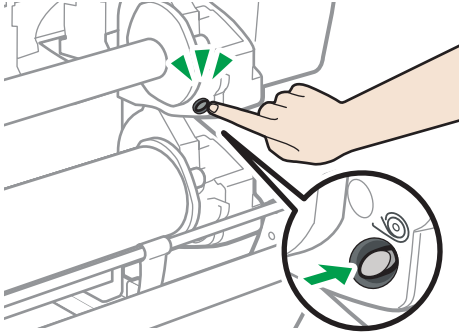
DOCWIA0026

5. Press down the rewind button on the right of the paper input location for one second or more.

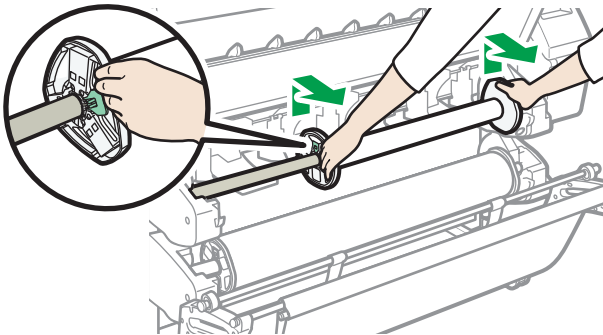
After you release the button, the paper is rewound automatically.

If the paper is not rewound, press the button again.

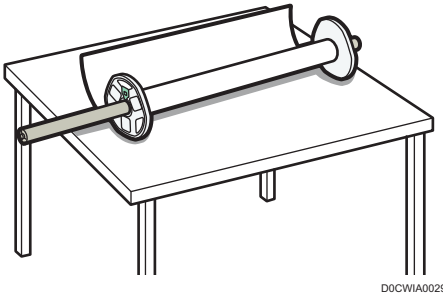
If there is no paper roll loaded, proceed to Step 11.



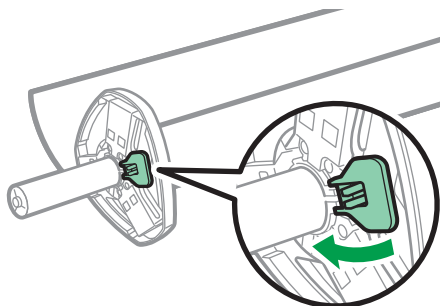
6. Hold the left and right flanges firmly, and then remove the paper roll or spool from the paper input location.



7. Place the paper roll or spool on a flat surface.

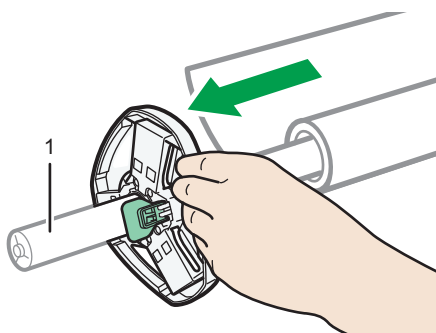


8. Raise the lock lever on the left flange.



D0CWIA0030

9. Remove the left flange from the spool.

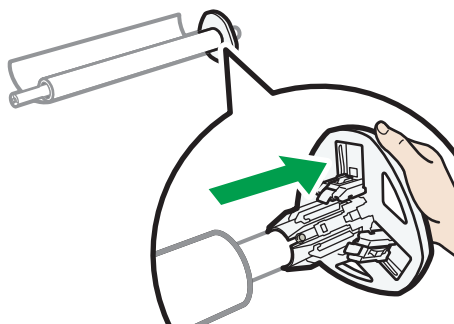


D0CWIA5760

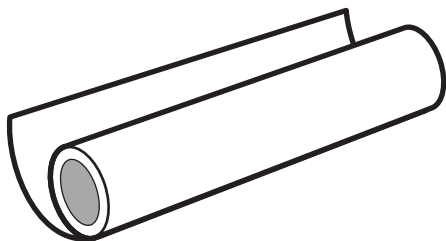
8

1. Spool

10. Remove both the right flange and spool from the paper roll.



D0CWIA0032

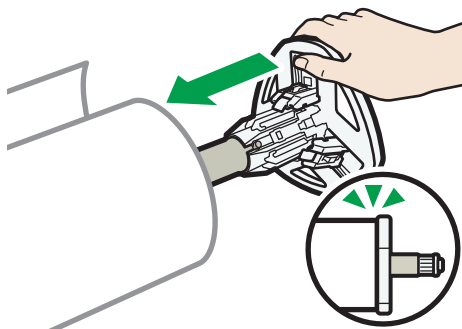
11. Prepare the paper roll for replacement.

D0CWIA5730

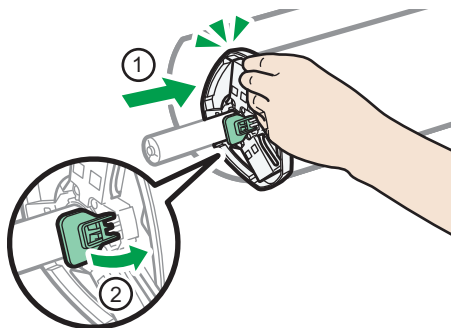
12. Insert a spooling flange to touch the paper roll from the right of it.

Set the paper roll as shown in the illustration.

Place the paper roll on a flat horizontal surface, and then slowly insert the flange into the paper roll. Do not stand the paper roll upright. The flange may be damaged if you throw it down when inserting it.

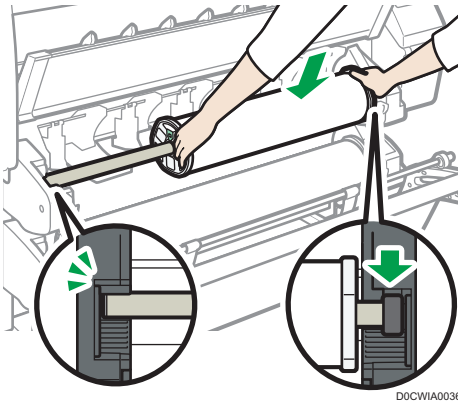


D0CWIA0034

13. Insert the spool into the left flange slowly so as not to damage the flange, and then lower the lock lever on the left flange.

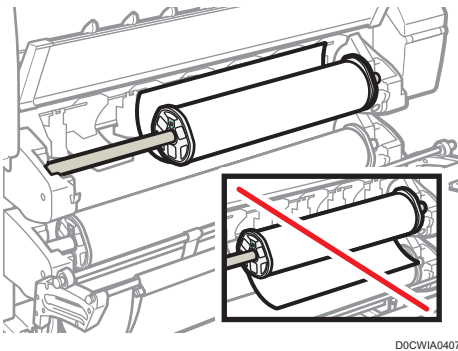
D0CWIA0035

14. Hold both flanges and place the paper roll on the paper input location.



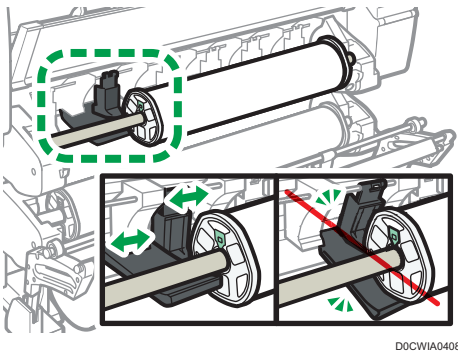
Be sure to place the spool so that its right edge is covered by the black shutter.

Load the paper so the edge of the paper is fed from bottom of the roll toward the back.

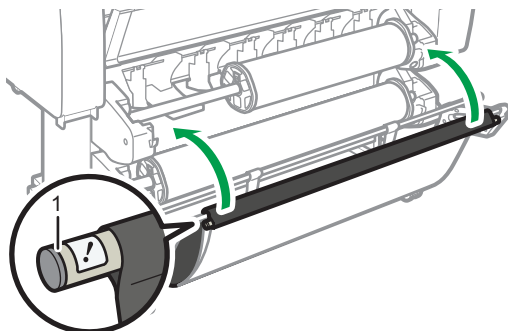


15. Make sure that the flange does not touch the guide plate.

The paper roll cannot feed correctly if the flange touches the guide plate. If the flange touches the guide plate, move the guide plate to the left or right so it does not touch the flange.



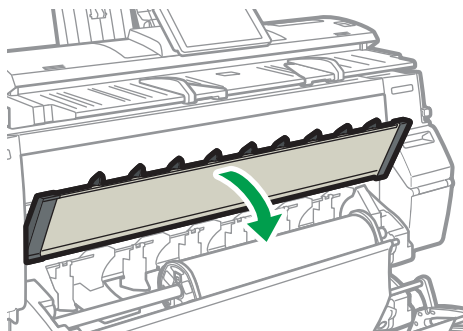
16. Lift bar A up and hook it.



DOCWIA0412

1. Bar A

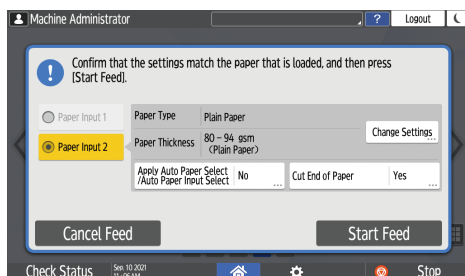
17. Lower the paper input location cover.



DOCWIA0038

18. When a message appears that confirms that bar A has returned to the correct position, press [Exit].

19. Check if the settings on the screen are correct, and then press [Start Feed].



If the paper type and thickness are different from those displayed, press [Change Settings].

Select the proper items according to the paper type and thickness you want to use, and then press [OK].

If you want to cut the edge of the paper, press [Cut End of Paper], and then select [Yes].

If the paper loading settings screen does not appear, open, and then close the paper input location cover.

If the paper roll is not fed correctly and it is rewound, remove the paper roll and set it again.

20. Make sure that the size of the paper that is loaded is displayed correctly on the [Printer] screen.

"Ready" appears on the screen.

Note

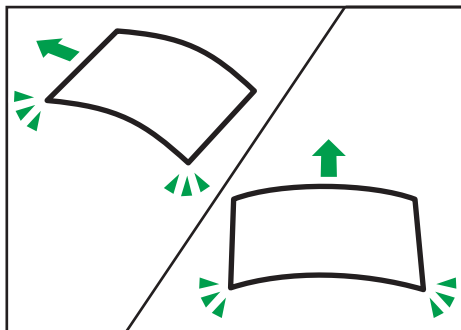
- When [Film: Matte] is specified for the paper type or when [Prevent Paper Abrasion] is specified, load the paper, and then specify the paper abrasion setting in [Settings] ► [System Settings] ► [Machine] ► [Print Action/Image Quality Adjustment] ► [Prevent Paper Abrasion]. However, if you specify [Film: Matte] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. For details about Prevent Paper Abrasion, see below.
- See "Machine", User Guide (Full Version).
- When the settings in Step 19 are finished, the machine pulls the paper inside, and paper is output about one meter (40 inches) from the paper output location. Then the machine rewinds the paper to the prescribed position. Do not touch the output paper until the machine stops moving. If you select [Yes] in Step 19, the edge of the paper is cut off.
- If you insert a roll of paper into the machine at an angle or if there is space between the paper and the flanges, the paper may not be pulled into the inside of the machine. If that happens, return to Step 2 and start again.
- When loading two paper rolls into the paper input locations 1 and 2, make sure that [📄] is displayed at the paper input location you loaded first on the "Paper Input Location" of [Check Status] ► [Machine Information], and then load the other paper roll into the other paper input location.
- When the [Touch/Notification Sound] is set to [No Sound], it will not sound if you insert paper into the paper input location. For details about [Touch/Notification Sound], see below.
- See "Sound", User Guide (Full Version).
- When printing from a computer, see page 163 "Specifying Custom Sizes".
- You can specify the types of paper you load in the paper input location in advance. For details, see below.
- See "Paper Input Location/Paper Setting", User Guide (Full Version).
- For details about the settings for the paper thickness and types, see below.
- See "Paper Input Location/Paper Setting", User Guide (Full Version).
- For details about how to store the paper roll, see below.
- page 166 "Recommended Paper Sizes and Types"
- If you load an empty spool, but you do not feed paper soon after that, press [Cancel Feed] to close the screen if the paper loading settings screen appears.

Loading Paper into the Paper Bypass Location


Use the paper bypass location to copy onto paper sizes that cannot be loaded on the paper input location.

★ Important

- If the paper is curled, load it so that it curls facing downward.



CPT042

- When loading paper that is longer than A1 (D) , place a clean cloth or sheet of paper behind the machine in advance. If the edge of the paper touches the floor and gets dirty, a malfunction might occur.
- The print heads light blue while printing is performed. Do not open the front cover while the print heads are lit blue. A paper jam may occur.
- Do not insert multiple sheets of paper concurrently.
- Do not load unsupported paper.

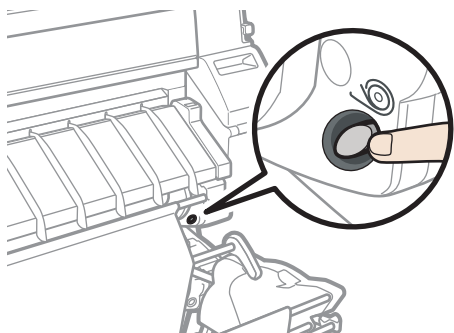
1. On the Home screen, press [Printer].

Make sure that "Ready" appears on the screen.

2. When the paper roll is loaded, press down the rewind button on the right of the paper input location for where the paper roll is loaded for more than one second.

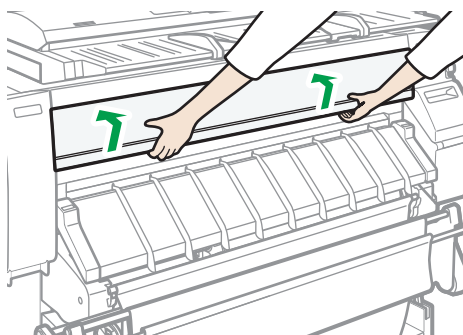
After you release the button, the paper is rewound automatically.

If the paper roll is not loaded, proceed to Step 3.



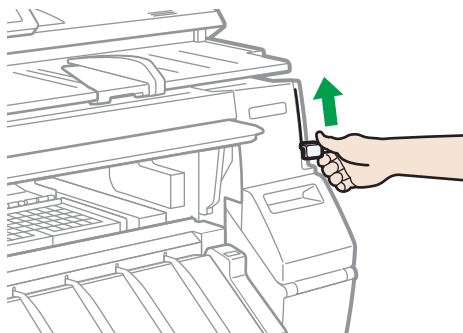
D0CWIA5733

3. Open the front cover.



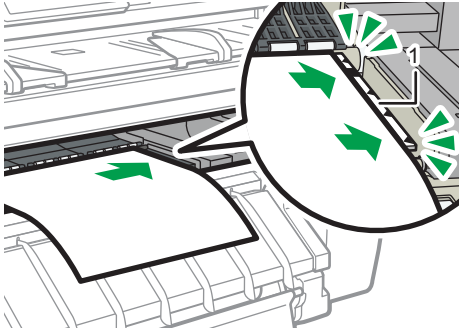
D0CWIA7510

4. Pull up the paper holding lever on the right of the machine.



D0CWIA5735

5. Place the paper with the printable side up and align the right side of the paper with the paper set position on the right side of the platen.



DOCWIA5736

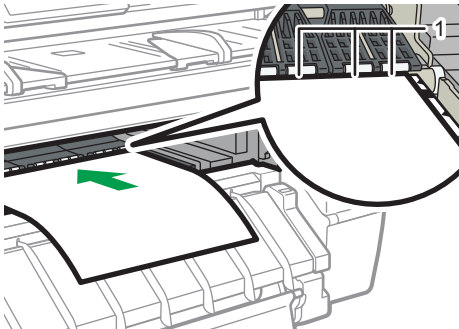
1. Paper set position

6. Insert paper under the rollers until it bumps against the back of the paper bypass location.

Insert paper straight with both hands.

The beeper sounds about two seconds after the paper bumps against the back of the paper bypass location correctly.

If it does not sound, set the paper again.

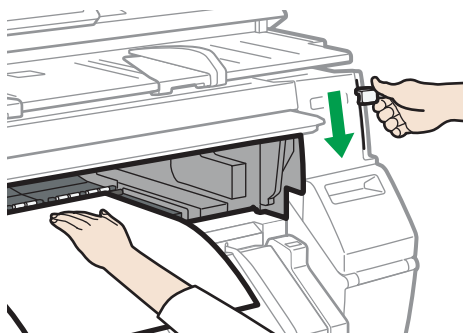


DOCWIA5737

1. Rollers

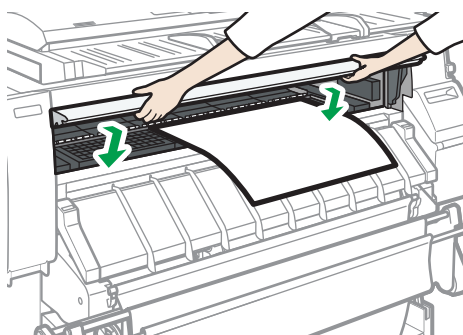
7. Lower the paper holding lever to fix the paper position.

Lower the paper holding lever while holding the paper with your hand.



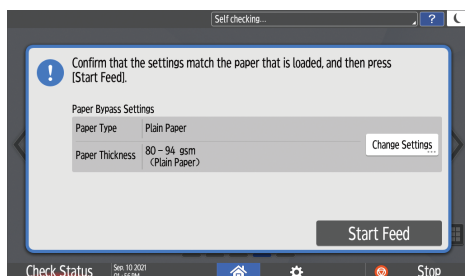
DOCWIA5002

8. Close the front cover.



DOCWIA5738

9. Check if the settings on the screen are correct, and then press [Start Feed].



If the paper type and thickness are different from those displayed, press [Change Settings].

Select the proper items according to the paper type and thickness you want to use, and then press [OK].

10. Make sure that the size of the paper that is loaded is displayed correctly on the [Printer] screen.

"Ready" appears on the screen.

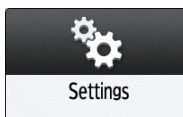
↓ Note

- Do not operate the machine while "Please wait". is displayed when the machine is turned on.
- Press the rewind button to rewind the roll of paper. Rewinding it manually may cause paper jams.

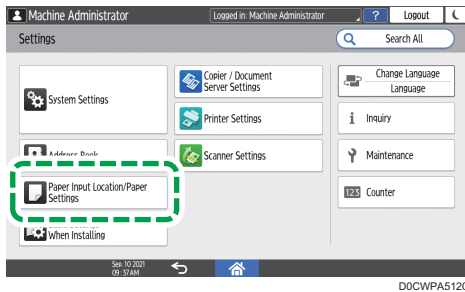
- When [Film: Matte] is specified for the paper type or when [Prevent Paper Abrasion] is specified, load the paper, and then specify the paper abrasion setting in [Settings] ► [System Settings] ► [Machine] ► [Print Action/Image Quality Adjustment] ► [Prevent Paper Abrasion]. However, if you specify [Film: Matte] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. For details about Prevent Paper Abrasion, see below.
- See "Machine", User Guide (Full Version).
- Do not use paper already printed on.
- Do not insert multiple sheets at one time. Doing so can result in jams and poor quality prints.
- If you are printing multiple pages, insert each additional sheet after the preceding sheet is fully ejected from the machine.
- If you load paper that curls severely, the edge of the paper may be caught when it is fed into the paper bypass location. Flatten the curled paper with your hands before loading the paper.
- If the edge of the roll paper is ejected from the machine, load it again after copying or printing from the paper bypass location. For details about how to load the paper roll, see page 144 "Loading Paper Roll into the Paper Input Location".
- You can specify the types of paper you load in the paper bypass location in advance. For details, see below.
- See "Paper Input Location/Paper Setting", User Guide (Full Version).
- When [Touch/Notification Sound] is set to [No Sound], the beeper does not sound when paper bumps against the back of the paper bypass location. For details about [Touch/Notification Sound], see below.
- See "Sound", User Guide (Full Version).
- When copying from the paper bypass location, see below.
- See "Using the Paper Bypass Location to Copy", User Guide (Full Version).
- When printing from a computer, See page 161 "Specifying Regular Sizes".
- Be careful that the cables in the back of the machine do not catch on the paper.

Specifying Regular Sizes

1. Press [Settings] on the Home screen.

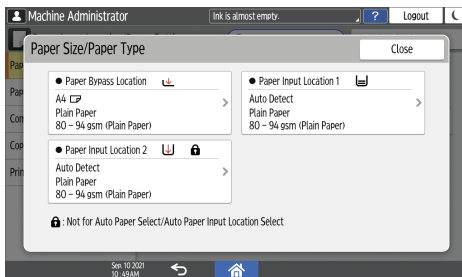


2. Press [Paper Input Location/Paper Settings].

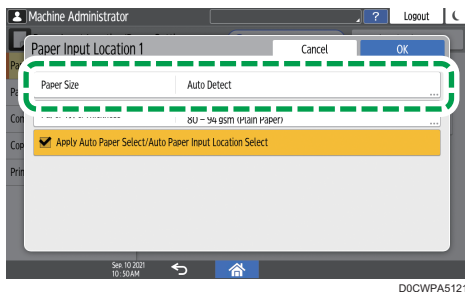


3. Press [Paper Size/Paper Type] ► [Paper Size/Paper Type].

4. Press one paper input location to set.



5. Press [Paper Size].



To specify for the paper bypass location, press [Paper Size: Printer].

6. Choose one paper size from the list shown, and then press [OK].

7. Press [OK].

8. After completing the configuration, press [Home] (🏠).

To use paper that can be detected automatically after using paper that cannot be detected automatically, restore the setting of Auto Detect. To restore the setting of Auto Detect, load the paper again, operate steps 1 to 6, select [Auto Detect], and then press [OK].

Specifying Custom Sizes

With the printer function, you can print on a custom size paper roll. This section explains how to specify the paper size from the control panel of the machine.

If you load a regular size paper roll, the machine detects the paper size automatically.

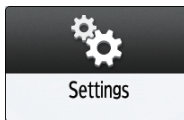
Specifying a custom size roll of paper

When using RP-GL/2 or RTIFF as a printer language, you can specify a custom size roll of paper from the control panel as follows:

- [Settings] ► [Printer Settings] ► [Emulation(EM)] ► [Custom Size: Paper Input Location 1] or [Custom Size: Paper Input Location 2]
- Paper sizes that can be specified are 279–914 mm (11.0–36.0 inches) horizontally and 210–33000 mm (8.3–1299.3 inches).

When using RTIFF as a printer language, the machine can detect the size of a custom size roll of paper by default.

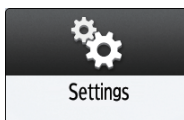
1. Press [Settings] on the Home screen.




2. Press [Printer Settings] ► [Emulation(EM)].
3. Select the paper input location ([Custom Size: Paper Input Location 1] or [Custom Size: Paper Input Location 2]) in which you want to load the custom size paper.
4. Press the value in the "A" or "B" field, and then enter the new value.
Specify the values within the range of numbers inside "< >", and then press [Done].
5. Press [OK].
6. After completing the configuration, press [Home] (🏠).

Specifying a custom size paper for the paper bypass location

1. Press [Settings] on the Home screen.



2. Press [Paper Input Location/Paper Settings].
3. Press [Paper Size/Paper Type] ► [Paper Size/Paper Type].
4. Press [Paper Bypass Location].
5. Press [Paper Size: Printer].

6. Press [Custom] from the list shown.
7. Press the value in the "A" or "B" field, and then enter the new value.
Specify the values within the range of numbers inside "< >", and then press [Done].
8. Press [OK] three times.
9. After completing the configuration, press [Home] ()

Specifying Paper Type and Thickness Settings

If the print settings and the loaded paper that are used for a print job do not match, a mismatch error occurs.

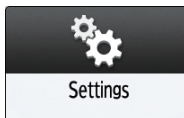
Check and specify the paper settings before you start printing.

On the printer driver

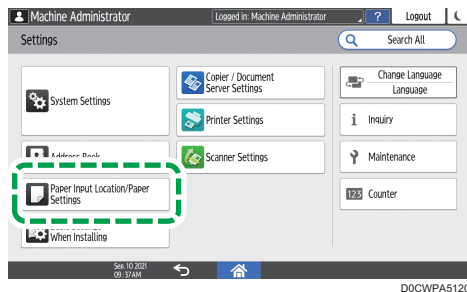
Check the settings of paper input location and paper type on the printer driver and make sure the settings match the loaded paper.

On the control panel

1. Press [Settings] on the Home screen.

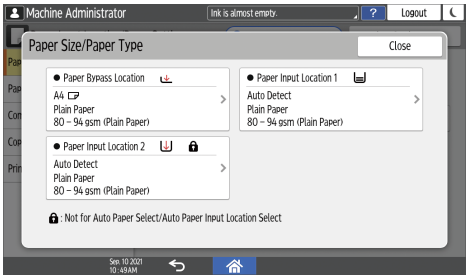


2. Press [Paper Input Location/Paper Settings].

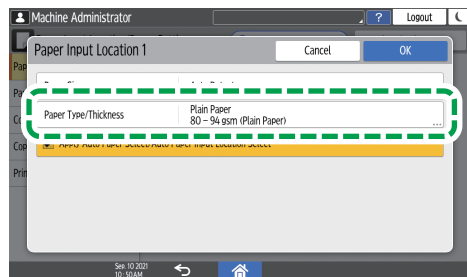


3. Press [Paper Size/Paper Type] ► [Paper Size/Paper Type].

4. Press one paper input location to set.

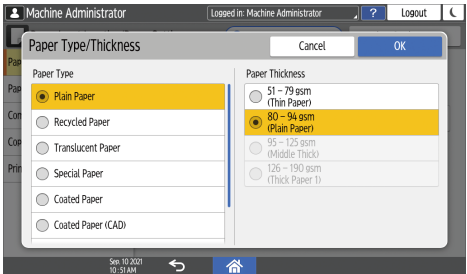


5. Press [Paper Type/Thickness].



DOCWPA5125

6. Choose one paper type and paper thickness from the list shown, and then press [OK].



7. Press [OK].

8. After completing the configuration, press [Home] (🏠).

Recommended Paper Sizes and Types

The recommended paper sizes and types for each paper input location are as described below.

★ Important

- If you use paper that curls, either because it is too dry or too damp, a paper jam may occur.
- Use only translucent (vellum) paper and matte film that are intended for use in inkjet printers.

↓ Note

- The sizes of paper that can be printed from the paper input locations differ according to the paper type. Plain paper and recycled paper up to 33,000 mm (1299.2 inches) can be printed on, and other types of paper up to 3,600 mm (141.8 inches) can be printed on.

Paper Input Location 1-2

Region A (mainly Europe and Asia)

Paper type and weight	Paper size	Paper capacity
Plain Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-

Paper type and weight	Paper size	Paper capacity
Recycled Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Translucent Paper (vellum) 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Special Paper 51–79 g/m ² (14–21 lb.) 95–190 g/m ² (25–51 lb.) Thin Paper, Middle Thick–Thick Paper 1	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-

Paper type and weight	Paper size	Paper capacity
Film: Matte 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Coated Paper (CAD) 80–125 g/m ² (21–33 lb.) Plain Paper–Middle Thick	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-
Coated Paper 80–190 g/m ² (21–51 lb.) Plain Paper–Thick Paper 1	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-

Paper type and weight	Paper size	Paper capacity
Inkjet Plain 51–125 g/m ² (14–33 lb.) Thin Paper–Middle Thick	Paper roll Diameter: 176 mm or less Core: 50.8 mm, 76.2 mm Width: 297 mm, 364 mm, 420 mm, 440 mm, 490 mm, 515 mm, 594 mm, 610 mm (24 inches), 620 mm, 625 mm, 660 mm, 680 mm, 707 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm (36 inches)	-

 **Region B (mainly North America)**

Paper type and weight	Paper size	Paper capacity
Plain Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Recycled Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-

Paper type and weight	Paper size	Paper capacity
<p>Translucent Paper (vellum)</p> <p>51–94 g/m² (14–25 lb.)</p> <p>Thin Paper–Plain Paper</p>	<p>Paper roll</p> <p>Diameter: 6.9 inches or less</p> <p>Core: 2 inches, 3 inches</p> <p>Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches</p>	-
<p>Special Paper</p> <p>51–79 g/m² (14–21 lb.)</p> <p>95–190 g/m² (25–51 lb.)</p> <p>Thin Paper, Middle Thick–Thick Paper 1</p>	<p>Paper roll</p> <p>Diameter: 6.9 inches or less</p> <p>Core: 2 inches, 3 inches</p> <p>Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches</p>	-
<p>Film: Matte</p> <p>51–190 g/m² (14–51 lb.)</p> <p>Thin Paper–Thick Paper 1</p>	<p>Paper roll</p> <p>Diameter: 6.9 inches or less</p> <p>Core: 2 inches, 3 inches</p> <p>Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches</p>	-
<p>Coated Paper (CAD)</p> <p>80–125 g/m² (21–33 lb.)</p> <p>Plain Paper–Middle Thick</p>	<p>Paper roll</p> <p>Diameter: 6.9 inches or less</p> <p>Core: 2 inches, 3 inches</p> <p>Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches</p>	-

Paper type and weight	Paper size	Paper capacity
Coated Paper 80–190 g/m ² (21–51 lb.) Plain Paper–Thick Paper 1	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Inkjet Plain 51–125 g/m ² (14–33 lb.) Thin Paper–Middle Thick	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-

 **Note**

- Load a paper roll into Paper Input Location 1 that meets the following conditions:
 - Width of more than 841 mm (33.2 inches)
 - Paper thickness of 0.150 mm (0.006 inches) or more
 - Paper weight of 120 g/m² (32 lb.) or more
- If humidity is high, and the paper roll has expanded due to moisture, be sure to use scissors to cut off approximately 1000 mm (40 inches) before making copies or printing. Then load the paper roll, and then select [Yes] for [Cut End of Paper] on the screen.

Paper Bypass Location

 Region **A** (mainly Europe and Asia)

Paper type and weight	Paper size	Paper capacity
Plain Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

Paper type and weight	Paper size	Paper capacity
Recycled Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet
Translucent Paper (vellum) 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

Paper type and weight	Paper size	Paper capacity
Special Paper 51–79 g/m ² (14–21 lb.) 95–220 g/m ² (25–59 lb.) Thin Paper, Middle Thick– Thick Paper 2	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm , 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet
Film: Matte 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm , 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

Paper type and weight	Paper size	Paper capacity
Coated Paper (CAD) 80–125 g/m ² (21–33 lb.) Plain Paper–Middle Thick	<p>Cut paper</p> <p>Regular size:</p> <p>A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS,</p> <p>880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm</p> <p>Custom size:</p> <p>Paper width: 279.4–914.4 mm</p> <p>Paper length: 210.0–2000.0 mm</p>	1 sheet
Coated Paper 80–220 g/m ² (21–59 lb.) Plain Paper–Thick Paper 2	<p>Cut paper</p> <p>Regular size:</p> <p>A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS,</p> <p>880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm</p> <p>Custom size:</p> <p>Paper width: 279.4–914.4 mm</p> <p>Paper length: 210.0–2000.0 mm</p>	1 sheet

Paper type and weight	Paper size	Paper capacity
Inkjet Plain 51–125 g/m ² (14–33 lb.) Thin Paper–Middle Thick	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm , 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

 Region **B** (mainly North America)

Paper type and weight	Paper size	Paper capacity
Plain Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet
Recycled Paper 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet

Paper type and weight	Paper size	Paper capacity
Translucent Paper (vellum) 51–94 g/m ² (14–25 lb.) Thin Paper–Plain Paper	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet
Special Paper 51–79 g/m ² (14–21 lb.) 95–220 g/m ² (25–59 lb.) Thin Paper, Middle Thick–Thick Paper 2	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet

Paper type and weight	Paper size	Paper capacity
Film: Matte 51–190 g/m ² (14–51 lb.) Thin Paper–Thick Paper 1	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet
Coated Paper (CAD) 80–125 g/m ² (21–33 lb.) Plain Paper–Middle Thick	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet

Paper type and weight	Paper size	Paper capacity
Coated Paper 80–220 g/m ² (21–59 lb.) Plain Paper–Thick Paper 2	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet
Inkjet Plain 51–125 g/m ² (14–33 lb.) Thin Paper–Middle Thick	Cut paper Regular size: <ul style="list-style-type: none"> Engineering E (34 × 44)□, D (22 × 34), C (17 × 22), B (11 × 17), A (8¹/₂ × 11)□ Architecture E (36 × 48)□, D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)□ Other 8¹/₂ × 13²/₅□, 8¹/₂ × 14□, 15 × 20□, 30 × 42□, 21 × 30□ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet

Notes on Special Paper

Paper Type	Note
Setting translucent paper	<ul style="list-style-type: none"> When copying or printing an original or data that contains a lot of images, such as photos, onto the translucent (vellum) paper, let the printouts dry for about an hour before stacking them.
Setting matte film	<ul style="list-style-type: none"> If you specify [Film: Matte] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. See "Machine", User Guide (Full Version). When you print on matte film in a cold and dry environment, the back side of the paper might get dirty.
Setting coated paper	<ul style="list-style-type: none"> Set [Coated Paper] or [Coated Paper (CAD)] for "Paper Type" and specify an appropriate "Paper Thickness" in the paper type setting for each paper input location in [Paper Input Location/Paper Settings].

Paper Thickness for Each Paper Weight

Paper Thickness	Paper weight
Thin Paper	51–79 g/m ² (14–21 lb.)
Plain Paper	80–94 g/m ² (21–25 lb.)
Middle Thick	95–125 g/m ² (25–33 lb.)
Thick Paper 1	126–190 g/m ² (34–51 lb.)
Thick Paper 2	191–220 g/m ² (51–59 lb.)

Unusable Paper

CAUTION

- Do not use stapled sheets of paper, aluminum foil, carbon paper, or any kind of conductive paper. Doing so can result in fire.

Paper causing faults

Do not use any of the following kinds of treated paper. Doing so may cause faults.

- Thermal paper

- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Translucent (vellum) paper for electrophotography
- Paper with perforated lines
- Envelopes
- Tab stock
- OHP transparencies

Do not copy or print onto sides that are already printed.

Paper causing paper jam

Do not use the following kinds of paper. It may cause a paper jam.

- Bent, folded, or creased paper
- Perforated paper
- Slippery paper
- Torn paper
- Rough paper
- Thin paper with little stiffness
- Paper with a dusty surface
- Adhesive labels
- Paper that has weak adhesive tape or glue holding its trailing edge to its core.

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

When using non-recommended paper (especially chemically treated paper, or hemmed paper), paper jams may occur, paper wrinkle, or output image deteriorate.

Do not load sheets that have already been printed. (Sheets can become jammed if they have been improperly stored.)

Do not copy or print on both sides of paper.

Note

- A paper jam may occur depending on the condition of the paper even when using the recommended paper.



Paper Storage

When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Store paper in a dry environment (humidity: 70% or less).
- Store on a flat surface.
- Do not store paper vertically.
- Once opened, store paper in a plastic bag.

Handling Paper

Depending on the humidity of the storage environment, handle paper as follows:

Humidity	State of paper	Try this...
High humidity	Part of the image is lost, or a multi-sheet feed or wrinkling occurs on both translucent (vellum) and normal paper.	<ul style="list-style-type: none"> • Improve the environment where the machine is placed (e.g., install an air conditioner or dehumidifier). • Remove paper from the machine immediately after copying or printing, and store it in a plastic bag.
	Part of the image is lost on both translucent (vellum) and normal paper.	<ul style="list-style-type: none"> • If you are not using the machine for a long time, remove paper from the machine and store it in a plastic bag.
70–40% (Normal conditions)		<ul style="list-style-type: none"> • Store paper in a plastic bag each day after the last copy or print job is completed.
	Part of the image is lost on translucent (vellum) paper.	<ul style="list-style-type: none"> • If you are not using the machine for a long time, remove translucent (vellum) paper from the machine and store it in a plastic bag.

Humidity	State of paper	Try this...
Low humidity	Part of the image is lost, or a multi-sheet feed or wrinkling occurs on both translucent (vellum) and normal paper.	<ul style="list-style-type: none">• Improve the environment where the machine is placed (e.g., install an air conditioner or humidifier).• Remove paper from the machine immediately after copying or printing, and store it in a plastic bag.

Saving Printouts

- Prints will fade if exposed to strong light or dampness and humidity for extended periods of time. Preserve the quality of your copies by storing them in a binder in a dark, dry place.
- Ink may melt when using solvent type adhesive agents for pasting prints.

Recommended Original Size and Weight

This section describes the sizes and weights of originals that can be placed, and missing image area.

The following regular original sizes are detected automatically:

 **Region A** (mainly Europe and Asia)

Original size	Original weight
A0–A4 Maximum width that can be fed: 960 mm Maximum size: Width 914 × Length 33000 mm Minimum size: Width 210 × Length 210 mm (including B1 JIS ^{*1} , B1 ISO ^{*2} , 625 × 880 mm, 440 × 625 mm)	64–190 g/m ² (17–51 lb.) and 0.090–0.2 mm thick originals

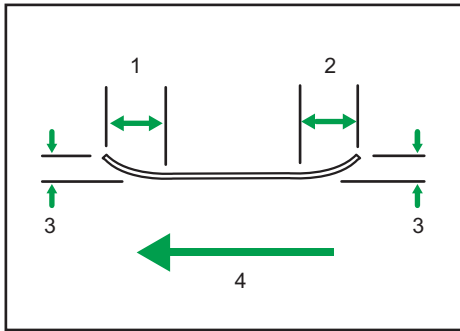
*1 JIS: Japanese Industrial Standard

*2 ISO: International Organization for Standardization

 **Region B** (mainly North America)

Original size	Original weight
<ul style="list-style-type: none"> Engineering E (34 × 44)–A (8½ × 11) Architecture E (36 × 48)–A (9 × 12) Other 8½ × 12, 8½ × 13, 8½ × 14, 11 × 14, 11 × 15, 12 × 14½, 21 × 30, 30 × 42 Maximum width that can be fed: 37.8 inches Maximum size: Width 36.0 × Length 1299.2 inches Minimum size: Width 8.3 × Length 8.3 inches	64–190 g/m ² (17–51 lb.) and 0.004–0.008 inches thick originals

If the originals are curled, use the carrier sheet or flatten the originals so that both their leading and trailing edges fit within the range shown below:



CPT036

1. **Front curl: R 50 mm (2.0 inches) or more**
2. **Back curl: R 50 mm (2.0 inches) or more**
3. **Height: 20 mm (0.8 inches) or less**
4. **Original feed direction**

Originals that should be scanned using the carrier sheet

The following types of originals should be mounted on the carrier sheet. You should also use the carrier sheet for important originals and for originals you will scan repeatedly.

- Stacked originals
- Originals with fold lines
- Wrinkled or torn originals
- Waved originals
- Punched originals
- Originals with adhesive tape, glue or paste stuck to them
- Pasted originals
- Originals with a damaged leading edge
- Originals with surfaces that attach to glass easily such as photographs
- Originals drawn in pencil
- Originals whose thickness is 0.070 mm (0.003 inches) or less

page 54 "Placing Originals on the Original Table"

Non-compatible originals

The following types of originals can cause jams, or may itself be damaged:

- Stapled or clipped originals

- Perforated or torn originals
- Curled, folded, or creased originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Thin and soft originals such as translucent (vellum) paper
- Bound originals such as books
- Damp originals
- Originals that vary in thickness
- Originals with thick leading edges
- Originals with wet ink or correction fluid
- Carbon-backed originals
- Originals not made of paper (such as glass, metal)
- Originals with a roll diameter smaller than 300 mm (11.9 inches)

Adding Ink

The following messages may appear depending on the amount of ink.

- When "Check Print Cartridge replacement." appears, approximately 35% of the original amount of ink remains in the print cartridge.
- When "Printing is not possible even if only one cartridge is depleted." appears, approximately 20% of the original amount of ink remains in the print cartridge.

See "Contact Information", User Guide (Full Version).

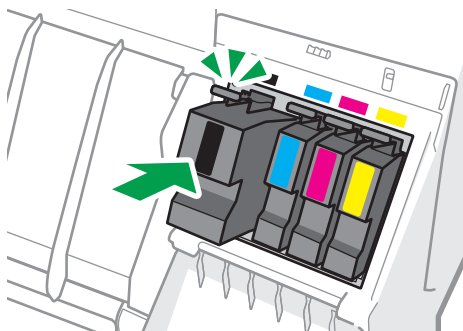
- When "No ink." appears, replace corresponding color print cartridges.

See the animation displayed on the control panel of the machine for the procedure to replace the print cartridge.

★ Important

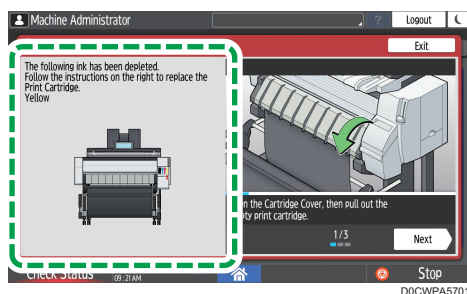
- Replace the print cartridge after the message prompting replacement is displayed on the control panel.
- The machine may become damaged if you use print cartridge of a different type.
- Do not turn off the power of the machine when replacing the print cartridge. If you turn off the power when replacing the print cartridge, the specified settings are canceled, and printing will not resume afterwards.
- Store the ink in a dry environment away from direct sunlight and generally under the temperature below 35°C (95°F).
- Keep the ink horizontal when storing it.
- After removing the print cartridge from the machine, do not shake it while its opening is facing downward. The remaining ink may spill out.
- Do not pull out and put back the print cartridge repeatedly. The remaining ink may leak.
- Be sure to replace print cartridges when the machine requests you to do so.
- After replacing the print cartridge, close the cartridge cover and wait for the "Please wait" message to disappear before loading paper into the paper bypass location.
- If you load paper into the paper bypass location while the cartridge cover is open, "Paper Misfeed" may appear on the screen. If "Paper Misfeed" appears, follow the on-screen instructions to clear the misfeed.
- Use only manufacturer-recommended print cartridges. Recommended cartridges have been safety-evaluated and will not damage the machine.
- Do not touch the IC (integrated circuit) chip on print cartridges.
- Do not open the cartridge cover other than when replacing the print cartridges. Doing so may result in misfeeds.

- Push in the print cartridge until the lever clicks. If it does not click into place, ink may leak inside the machine.



DOCWIA5003

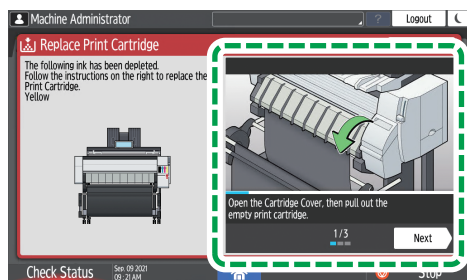
1. Check on the screen to see which print cartridge needs to be replaced.



DOCWPA5701

If you have turned off the screen, press [Check Status] and then press [Check] on the [Machine Status] tab.

2. Add ink by following the procedure shown in the animation.



DOCWPA5702

Note

- To protect the print head and ensure print quality, ink is consumed not only when printing, but also when the main power switch is turned on, during head cleaning, flushing, and loading of cartridges. Therefore, the frequency of head cleaning or flushing will be increased and the print cartridge might run out of ink quickly even if the number of pages printed is extremely small.
- Color ink may be consumed even though color printing is not performed.

- The reductions shown by the remaining ink indicator vary depending on the capacity of the cartridge.
- If, after replacing the print cartridge, add ink messages continue to appear, turn off the machine's power, and then turn it back on again.
- Print cartridges should be used up before their expiration date, ideally within six months of being removed from their packaging.

Precautions When Storing Ink

CAUTION

- Keep the print cartridge and ink collector unit out of reach of children.

Precautions When Adding Ink

CAUTION

- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- When removing the print cartridge, avoid putting your hand near the place where the print cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap and water.
- When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

Disposing Exhausted Print Cartridges

Print cartridge cannot be re-used.

 **Region A** (mainly Europe and Asia)

If you want to discard your used print cartridge, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

 **Region B** (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Replacing an Ink Collector Unit

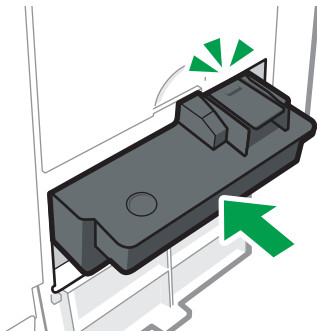
The ink collector unit needs to be replaced soon when the "Ink Collector Unit almost full." message is displayed. Prepare a replacement ink collector unit.

See "Contact Information", User Guide (Full Version).

See the animation displayed on the control panel of the machine for the procedure to replace the ink collector unit.

★ Important

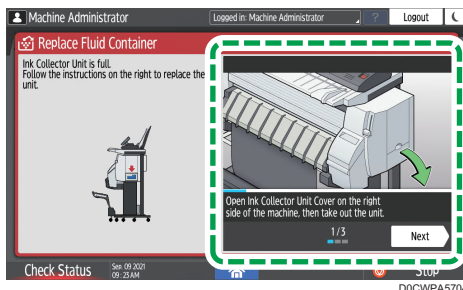
- When removing the ink collector unit, do not touch the inside of the machine.
- Do not touch the ink collector unit's chip contacts.
- Do not drop or tilt the ink collector unit. Doing so may result in leakage.
- Take care not to drop the ink collector unit when putting it in the supplied plastic bag. The bag might tear, causing ink to spill.
- Push in the ink collector unit until the lever clicks. If it does not click into place, ink may leak inside the machine.



DOCWIA5004

- Do not open the ink collector unit cover other than when replacing the ink collector unit. Doing so may result in misfeeds.

1. Replace the ink collector unit by following the procedure shown in the animation.



DOCWPA5704

If you have turned off the screen, press [Check Status] and then press [Check] under [Machine Status] tab.

Precautions When Replacing the Ink Collector Unit

WARNING

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

CAUTION

- Keep the print cartridge and ink collector unit out of reach of children.
- When replacing ink collector unit, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

Disposing Exhausted Ink Collector Unit

Ink collector unit cannot be re-used.

 **Region A** (mainly Europe and Asia)

If you want to discard your used ink collector unit, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

 **Region B** (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

9. Troubleshooting


Alert Sounds

The machine notifies you with an alert sound when a paper jam occurs, the original is left on the machine, or another problem occurs. Listen to the alert sound for one of the patterns described below, and perform the required procedure accordingly.

Sound pattern *1	Condition	Solution
A short beep	Touch/Notification Sound Login Sound/Logout Sound	-
A short beep, followed by long beep	Invalid Operation Sound	If you entered an incorrect password, enter the correct password. If you hear this sound when touching an icon or key, you do not have permission to use the function or setting. Log in to the machine as a user with permission, or consult your user administrator.
A long beep	Operation Completed Sound Copy: Job Done Sound	Check the operation result.
Two long beeps	Warm-up Sound	The machine is ready for use after the machine is turned on or recovers from the sleep mode.
Five long beeps	Auto Reset Sound	The machine has been reset to the default state after the specified period of time has passed with the machine unoperated. If you were performing and paused an operation, perform the operation from the beginning again.
Five long beeps (repeating four times)	Caution Sound Copy: Forgot Original Sound	Check that paper is loaded in the paper input location.
Five short beeps (repeating five times)	Warning Sound	Check the message displayed on the screen, and resolve the problem by removing the jammed paper or original, or replenishing the ink.

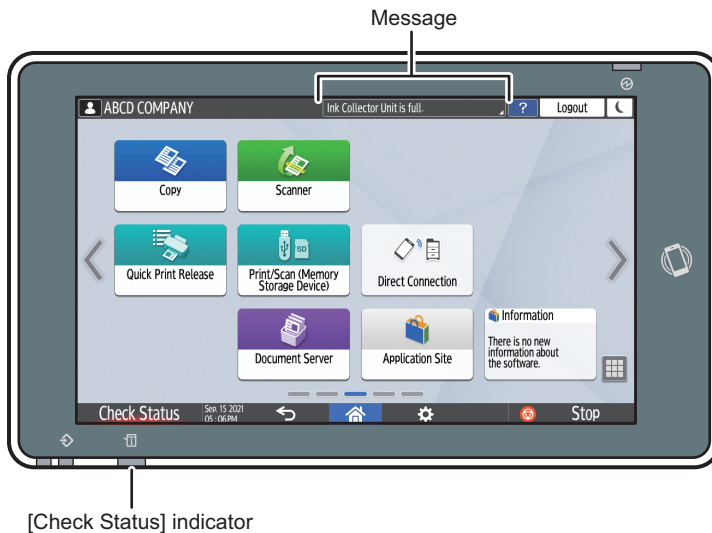
*1 The factory default sound pattern is used as an example in the table above.

 **Note**

- You cannot pause an alert sound that has started. The machine continues to emit the sound until the preset sound pattern is completed.
- You can specify the volume and type of alert sound in [Settings] ► [System Settings] ► [Sound]. The type of sound can be specified for each condition described in the table above. Press [Home]  after specifying the settings.
- See "Setting the Sound Volume and Type", User Guide (Full Version).

Checking the Indicators, Icons, and Messages on the Control Panel

The machine notifies you of the machine condition or status of an application with the [Check Status] indicator or a message displayed on the control panel. Check the status and resolve the problem accordingly.









DOCWDA5801

- **Message**
Displays a message indicating the status of the machine or application. Press the message to display it in full text. You can also view more than one message as a list.
- **[Check Status] indicator**
If there is a problem such as a paper jam, the [Check Status] indicator lights up or flashes along with a message displayed on the screen. Press [Check Status] to check the status of the machine or application, and resolve the problem accordingly.


When an Icon is Displayed with a Message

When you need to resolve a problem such as a paper jam, an icon is displayed at the beginning of a message. See the table below for the meaning of each icon.

Icon	Condition	Solution and reference
ⓘ	Maintenance or repair is required.	Prepare for maintenance or consider repairing the machine.

Icon	Condition	Solution and reference
	Paper is jammed.	See the animated illustration displayed on the control panel, and remove the jammed paper. See "When Paper or an Original Is Jammed", User Guide (Full Version).
	An original has jammed.	See the animated illustration displayed on the control panel, and remove the jammed original. See "When Paper or an Original Is Jammed", User Guide (Full Version).
	Paper has run out.	Load paper into the paper input location. page 143 "Loading Paper into the Paper Input Location"
	Ink has run out.	Prepare replenishment ink. Add the replenishment when the ink runs out. page 188 "Adding Ink"
	The ink collector unit is full.	Prepare a replacement ink collector unit. Replace the bottle when it becomes full. page 192 "Replacing an Ink Collector Unit"
	A cover is open.	Check that all covers are closed.

Note

- For the names and the contact information of consumables, check [Settings] ► [Inquiry]. Press [Home] () after completing the operation to close [Settings].
- See "Contact Information", User Guide (Full Version).

When the [Check Status] Indicator is lit or flashing

The [Check Status] indicator notifies the user when the machine requires immediate attention.

Flashing in red

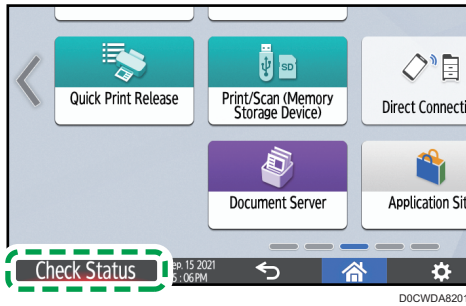
The machine is unavailable for use. Press [Check Status] and resolve the problem as soon as possible.

Flashing in yellow

Maintenance on the machine needs to be performed soon. Perform the required procedure accordingly.

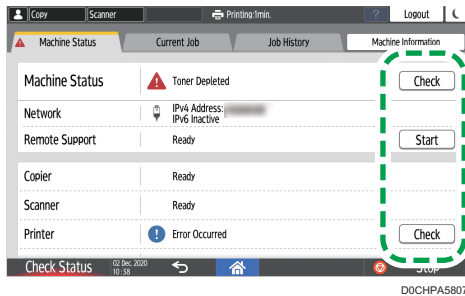
You can display the status confirmation screen with [Check Status]. On the screen, check the detailed status of the machine or application.

1. Press [Check Status].



2. Press [Check] to check the details, and perform the required procedure.

page 197 "When an Icon is Displayed with a Message"



: The machine cannot be used.


: Some of the functions cannot be used, or the ink is almost depleted.

Note

- Depending on the machine condition, such as a paper jam or open cover, the status confirmation screen may be displayed automatically without pressing [Check Status].

When the Machine Cannot Be Operated

 **Note**




- If a message is displayed on the screen, check the message.
- page 206 "When a Message Appears and the Machine Cannot Be Operated"
- When confirming or changing the settings in [Settings], press [Home]  after completing the operation to close [Settings].

When the Machine Does Not Respond Correctly to an Operation on the Control Panel

Condition	Cause	Solution and reference
The screen of the control panel is not lit.	The machine is in the sleep mode.	Touch the screen.
Nothing is displayed when you touch the screen.	The power of the machine is turned off.	Check that the main power indicator is not lit, and then turn on the main power of the machine. page 11 "Turning On and Off the Power"
The power of the machine does not come on.	The power cable is unplugged from the wall outlet.	Connect the ground wire, and plug the power cable into the wall outlet. See "Installation Requirements After Moving the Machine", User Guide (Full Version).
	The machine is connected to an extension cord.	You cannot use an extension cord. After checking that the screen is not lit when you touch it and the main power indicator is unlit, remove the extension cord and plug the power cable directly into the wall outlet.
	There may be a problem with the wall outlet.	After checking that the screen is not lit when you touch it and the main power indicator is unlit, plug the power cord into a confirmed operating wall outlet.

Condition	Cause	Solution and reference
Some icons are not displayed when the machine is turned on.	The functions other than the copy function are starting up.	The time required for a function to start up varies depending on the function. Wait a while.
Only some of the menu items are displayed when you press [Settings] after turning on the power of the machine.	The functions other than the copy function are starting up.	The time required for a function to start up varies depending on the function. More items on the menu in [Settings] are displayed as the functions start up. Wait a while.
The login screen is displayed.	Basic Authentication, Windows Authentication, or LDAP Authentication is specified.	Enter the login user name and password, and then press [Login]. For the login user name and password, consult the user administrator. page 48 "Logging In from the Control Panel"
The User Code entry screen is displayed.	User Code authentication is specified.	Enter the User Code, and press [OK]. Consult the user administrator for the user code.
A function is not executed, or you cannot perform an operation.	Another function that cannot be used with the specified function at the same time is being executed.	Wait for the function in progress to end, and then perform the next operation. For details about functions that cannot be used at the same time, see the following section: page 285 "Function Compatibility" When a backup of the address book is being created using Web Image Monitor or another method, the next function is executed after the backup is completed.

Condition	Cause	Solution and reference
The key is unresponsive, or another key is activated.	A malfunction is temporarily occurring on the machine. There is a device or equipment that is generating noise in the vicinity.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power again. page 11 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, consider repairing the machine.
Multi-touch, such as pinch-in and pinch-out, does not work properly.		
You cannot interrupt copying even after pressing [Stop] while the copy function is operating.	A malfunction is temporarily occurring on the machine.	
You cannot interrupt copying or scanning even after pressing [Stop], and the login screen is displayed.	Basic Authentication, Windows Authentication, or LDAP Authentication is specified, and the user who started the copying or scanning operation has logged out.	Log in to the machine as the user who started the copying or scanning operation or as the machine administrator, and press [Stop].
Help is not displayed when you press [Help] (?).	The application that is currently in use does not support the help function, or ? is grayed out because "Paper Misfeed" or another message is being displayed.	The help function cannot be used when ? is grayed out. Close the application or message, and then try again.
	? is grayed out because the user does not have permission to use the browser function.	The help function cannot be used if the user does not have permission to use the browser function. If ? is always grayed out, consult the user administrator to check whether you have permission to use the browser function. The user administrator can change the access permissions in the address book. See "Confirming the Available Functions", User Guide (Full Version).

Condition	Cause	Solution and reference
The screen changes to Web Browser when you press [Help] (), but the help content is not displayed.	The machine is not connected to the network correctly.	Check if you can display a web page in [Web Browser]. If a web page cannot be displayed, check that the machine is connected to the network correctly. See "Selecting the Network Connection Method", User Guide (Full Version).
	The browser is configured not to save cookies.	Check that [Web Browser] ► [Menu] () ► [Settings] ► [Privacy & security] ► [Accept cookies] check box is selected.
The screen remains turned on and the machine does not enter the sleep mode when you press [Energy Saving] ().	The machine is in a condition that does not allow the machine to enter the sleep mode.	Check the conditions in which the machine does not enter the sleep mode. page 11 "Turning On and Off the Power"
The machine does not shut down when more than three minutes have passed after you press the main power switch.	The shutdown operation could not be performed normally.	Press the main power switch again. If the message persists even after you have turned the power off and then on, consider repairing the machine.
The power of the machine is turned off automatically.	[Main Power Off] is specified in the weekly timer.	Check [Weekly Timer Easy Settings] and [Weekly Timer Detailed Settings] on [Settings] ► [System Settings] ► [Date/Time/Timer] ► [Timer].
Can only use the scanner function and scan originals.	The machine is performing maintenance operations.	Wait until the maintenance operations are finished.

When Paper Cannot Be Fed Properly

Condition	Cause	Solution and reference
The edge of the paper roll cannot be fed back into the machine automatically.	The paper roll is set at an angle.	Insert the edge of the paper roll squarely under the rollers of the paper feeding slit. page 143 "Loading Paper into the Paper Input Location"

Condition	Cause	Solution and reference
The edge of the paper roll cannot be fed back into the machine automatically when it is set in Paper Input Location 2 in Low Power mode.	The paper input location cover is not raised when the paper roll is set in Paper Input Location 2.	<ul style="list-style-type: none"> • Raise the paper input location cover before setting the paper roll. page 143 "Loading Paper into the Paper Input Location" • Exit Low Power mode. page 11 "Turning On and Off the Power"
The paper cannot be easily loaded into the paper bypass location.	The paper is curled excessively.	Before loading the paper, flatten out the paper to remove the curl. page 143 "Loading Paper into the Paper Input Location"
The paper input location cover is held down by its own weight and cannot stay open.	The magnet that holds the paper input location cover in place is covered with dust.	Wipe the magnet with a soft dry cloth.

When the Machine Does Not Respond Correctly to an Operation from a Computer

Condition	Cause	Solution and reference
When using the address book from Device Manager NX, an incorrect password error is displayed even when you enter the correct login user name and password.	A certificate is not installed on the computer when SSL/TLS is enabled on the machine.	Install the certificate on the computer. Consult your network administrator for the certificate.
	An item other than [Simple Encryption] is specified in "Driver Encryption Key:Encryption Strength".	Specify [Simple Encryption] in "Driver Encryption Key:Encryption Strength" in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Security] ► [Extended Security Settings].

Condition	Cause	Solution and reference
You cannot access the machine using Web Image Monitor.	There is a problem with the connection between the machine and the computer.	Check the cable connecting the machine and the computer, and disconnect and then connect the cable again. Also, check the connection to the hub or router, and turn off and on the power of the device if possible. Next, turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 11 "Turning On and Off the Power"
	A proxy server is specified.	In the proxy setting of the Web browser, specify the IP address of the machine as an exception. You can check the IP address in [Check Status] ► "Network".
"There is a problem with this website's security certificate." is displayed and you cannot connect to the machine when accessing the machine using Web Image Monitor.	[Permit SSL/TLS Communication] is set to [Ciphertext Priority].	Click [Continue to this website (not recommended)]. To specify not to display the message, log in to the machine in the administrator mode, and specify [Ciphertext/Cleartext] in [SSL/TLS] ► "Permit SSL/TLS Communication" under [Device Management] ► [Configuration] ► "Security".
	"https" is entered at the beginning of the URL.	Do not enter "s" after "http".

When a Message Appears and the Machine Cannot Be Operated

Message	Condition	Solution and reference
"Service Call" SCxxx-xx Contact Serial No. of Machine	The machine needs to be repaired.	Consider repairing the machine.
"Functional Problems" SCxxx-xx Contact Serial No. of Machine	A malfunction that requires maintenance or repair has occurred.	Prepare for maintenance or consider repairing the machine. <ul style="list-style-type: none">If a message prompts you to turn the power of the machine off and then on, the problem may be resolved by turning off the power, waiting for 10 seconds or more after confirming that the main power indicator is turned off, and then turning on the power. page 11 "Turning On and Off the Power"When "Press [Cancel] to cancel functions." is displayed, you can continue using the machine except for the function in which the malfunction is occurring after pressing [Cancel].
"Please wait."	The machine is recovering from the sleep mode.	Wait a while. Turn off the power of the machine if the message persists after 10 minutes, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 11 "Turning On and Off the Power"

Message	Condition	Solution and reference
"Please wait."	The machine is preparing to perform a function or executing the image stabilization process.	Wait a while and do not turn off the power of the machine.
	The ambient temperature is outside the temperature range specified for the machine operation.	<p>Check the room temperature and whether it satisfies the operational requirements of the machine. If the machine has just been moved to the current location, leave it be for some time and allow it to adapt to the environment before use.</p> <p>See "Installation Requirements After Moving the Machine", User Guide (Full Version).</p> <p>If the message persists after 10 minutes even when the room temperature is within the specifications, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power.</p> <p>page 11 "Turning On and Off the Power"</p>
"Please wait."	Ink replenishment, etc. was performed.	<p>Wait a while and do not turn off the power of the machine. Turn off the power of the machine if the message persists after 10 minutes, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power.</p> <p>page 11 "Turning On and Off the Power"</p>
"Shutting down... Please wait. Main power will be turned off automatically. Maximum waiting time: 3 minute(s)"	The power of the machine was turned off while the machine was starting up or in the standby mode.	Wait until the power is turned off.

 **Note**

- If the message persists even after you have performed the operations as instructed in the following message, a malfunction may temporarily occur on the machine. Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power.

- "Cover Open"
- "Replace Print Cartridge"
- "Ink Collector Unit is full."
- "No paper."
- page 11 "Turning On and Off the Power"



When a Message Appears While Using the Copy Function

Message	Condition	Solution and reference
"Cannot Detect Original Size"	An original is not placed correctly on the machine.	Place the original correctly. page 54 "Placing Originals on the Original Table"
	An original with a difficult-to-detect size even in the regular size, such as a transparency or paper with sticky notes, is placed on the machine.	When scanning an original with a difficult-to-detect size, specify the paper input location in [Paper Select]. Also, when making an enlarged or reduced copy, select an item other than [Auto Paper Select]. page 185 "Recommended Original Size and Weight"
	An original of a custom size is placed on the machine.	When scanning an original of a custom size, specify the original size in [Original Setting] ► [Original Size] ► [Custom Size].
"Cannot XXX paper of this size." "XXX is not available with this paper size." ("Rotate Sort" or the name of specified finishing appears in place of XXX)	A paper size that is not supported in Rotate Sort or the specified finishing type is specified.	Check the paper size supported in Rotate Sort and the specified finishing type and load the supported paper. page 264 "List of Specifications"

When a Message Appears While Using Document Server

For details about the messages that are displayed when printing a document, see the descriptions of the messages that are displayed in the copy function.

page 209 "When a Message Appears While Using the Copy Function"

Message	Condition	Solution and reference
"Cannot delete the folder because it contains locked file(s). Contact the file administrator."	The folder contains a locked document.	Request the file administrator to unlock the document. The file administrator can unlock documents. See "Specifying Access Privileges for Documents Stored in Document Server", User Guide (Full Version).
"Cannot detect original size."	An original is not placed on the machine.	Place the original correctly. page 54 "Placing Originals on the Original Table"
	An original with a difficult-to-detect size even in the regular size, such as a transparency or paper with sticky notes, is placed on the machine.	When scanning an original of a difficult-to-detect size, specify the paper input location. Also, when making an enlarged or reduced copy, select an item other than [Auto Reduce / Enlarge]. page 185 "Recommended Original Size and Weight"
	An original with a custom size is placed on the machine.	When scanning an original with a custom size, specify the original size in [Original Settings] ► [Custom Size Original].
"Cannot display preview of this page."	The format of the image data is corrupted.	Press [Confirm] to display the preview screen without a thumbnail. If the image data comprises multiple pages, press   to display a different page.

Message	Condition	Solution and reference
"The selected folder is locked. Please contact the file administrator."	The wrong password was entered 10 times while performing operation on a password-protected folder, and the folder is locked.	Request the file administrator to unlock the folder. The file administrator can unlock folders. See "Managing Folders as a File Administrator", User Guide (Full Version).

When a Message Appears While Using the Printer Function

Note

- When confirming or changing the settings in [Settings], press [Home]  after closing [Settings].

Messages that Appear without Error Codes

Message	Cause	Solution and reference
"Address Book is currently in use by another function. Authentication has failed."	The address book is in use by another function, and authentication query is not possible.	Try again later.
"A job via the network that was not printed exists because an error occurred. It was stored as a job not printed."	When the error job storing function is enabled, an error occurred in the print job sent via the network and the canceled job was stored.	<ul style="list-style-type: none"> Check that the machine is connected to the network correctly. For details about your network environment, consult the network administrator. The stored document can be printed. page 105 "Printing Documents Stored in the Printer from the Control Panel"
"An error occurred while processing an Unauthorized Copy Prevention job. The job was cancelled."	The settings in the printer driver are incorrect.	<p>Check the following in the printer driver:</p> <ul style="list-style-type: none"> Is a value smaller than 600 dpi specified in [Others] ► [Special Settings] ► [Image Quality] ► [Image Smoothing]? See "Applying Different Print Settings Depending on the Document Type", User Guide (Full Version). Is only space(s) entered as the text to use for the background pattern in the unauthorized copy prevention function? Is Document Server specified as the print method? See "Storing Documents to Print in the Machine", User Guide (Full Version).

Message	Cause	Solution and reference
"Auto-registration of user information has failed."	The maximum number of items that can be registered has been exceeded and the authentication information for LDAP authentication or Windows authentication cannot be registered automatically.	Delete a user that is no longer necessary from the address book.
"Cannot access the Memory Storage Device."	An SD card or USB flash memory device is unavailable for use.	<ul style="list-style-type: none"> • Check that the external media is formatted in FAT16 or FAT32, and write protection is not enabled on the media. • Check that the external media is not corrupted or damaged.
"Collate has been cancelled."	The sort function was canceled.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 11 "Turning On and Off the Power"
"Command Error"	A problem occurred in the data because of the communication status or another reason.	Check that the machine can communicate with the computer properly.
	A printer driver that does not support the machine was used.	Use the printer driver for the machine. Obtain and install the latest version of the driver.
"Compressed Data Error."	Compressed data is corrupted.	<ul style="list-style-type: none"> • Check that the tool used for creating the compressed data is functioning properly. • Check that the machine can communicate with the computer properly.

Message	Cause	Solution and reference
"Data storage error."	Printing a document as Test Print, Locked Print, Hold Print, Store Print, or storing the document in Document Server failed. The hard disk is malfunctioning.	If the message persists even after you have turned the power off and then on, consider repairing the machine.
"Document Server is not available to use. Cannot store."	Use of the Document Server function is restricted.	Consult the user administrator.
"Error has occurred."	An error such as a syntactic error has occurred.	Check that the PDF file to print does not have an error.
"Exceeded max. capacity of Document Server. Cannot store."	The hard disk is almost full.	<ul style="list-style-type: none"> Reduce the size of the document to send. Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide (Full Version). See "Erasing Documents from Document Server", User Guide (Full Version).
"Exceeded max. number of files. (Auto)"	The maximum number of Store Print jobs or the maximum number of jobs that can be managed for Hold Print (Auto) documents has been exceeded while storing a document printed by Normal Print as a Hold Print job by the error job storing function.	<p>Erase a Hold Print (Auto) document that is no longer needed.</p> <p>See "Deleting Documents Stored in the Machine", User Guide (Full Version).</p>

Message	Cause	Solution and reference
"Exceeded max. number of files of Document Server. Cannot store."	The number of documents stored in the machine exceeds the maximum number.	Erase documents that are no longer needed. See "Erasing Documents from Document Server", User Guide (Full Version).
"Exceeded max. number of pages. (Auto)"	An "exceeded max. number of pages" error occurred while storing a document printed by Normal Print as a Hold Print job by the error job storing function.	<ul style="list-style-type: none"> • Reduce the number of pages to print. • Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide (Full Version). See "Erasing Documents from Document Server", User Guide (Full Version).
"Exceeded max. number of pages of Document Server. Cannot store."	The number of pages stored in the machine exceeds the maximum number.	<ul style="list-style-type: none"> • Reduce the number of pages in the document to send. • Erase documents that are no longer needed. See "Erasing Documents from Document Server", User Guide (Full Version).
"Exceeded max. pages. Collate is incomplete."	The maximum number of sheets that can be sorted has been exceeded.	Reduce the number of pages to print.
"File system is full."	The file system is full, and the PDF file cannot be printed.	Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide (Full Version). See "Erasing Documents from Document Server", User Guide (Full Version).

Message	Cause	Solution and reference
"Hardware Problem: HDD"	An error is occurring on the hard disk of the machine.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 11 "Turning On and Off the Power"
"Hardware Problem: USB"	An error has occurred on the USB interface.	If the message persists even after you have turned the power off and then on, consider repairing the machine.
"Hardware Problem: Ethernet"	An error has occurred in the Ethernet interface.	
"Hardware Problem: Wireless Card"	An error has occurred in the Wireless LAN board.	Turn off the power of the machine, check that the Wireless LAN board is correctly installed in the machine, and then turn on the power. page 11 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, consider repairing the machine.
"HDD is full."	The area reserved for forms or fonts in PostScript 3 is full.	Delete a registered form or font that is no longer necessary.
"HDD is full. (Auto)"	An overflow error occurred in the hard disk while storing a document printed by Normal Print as a Hold Print job by the error job storing function.	<ul style="list-style-type: none"> • Reduce the size of the document to print. • Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide (Full Version). See "Erasing Documents from Document Server", User Guide (Full Version).
"I/O buffer overflow."	An overflow has occurred in the receive buffer.	<ul style="list-style-type: none"> • Reduce the transmission data. • Increase the value in [I/O Buffer] on [Settings] ► [Printer Settings] ► [Host Interface].

Message	Cause	Solution and reference
"Information for user authentication is already registered for another user."	In LDAP authentication, the same name is registered under different IDs on different servers, and duplicate names (account names) occurred such as when switching the domain (server).	Consult the user administrator. User administrator: Delete the corresponding user from the address book, and register the user again after resolving the duplicate names on different servers.
"Insufficient Memory"	The amount of available memory is insufficient.	Decrease resolution under [Others] ► [Special Settings] ► [Image Quality] ► [Image Smoothing] in the printer driver. See "Applying Different Print Settings Depending on the Document Type", User Guide (Full Version).
"Load following paper in XXX." (XXX indicates the paper input location name)	The paper input location specified in the printer driver has no paper loaded.	<ul style="list-style-type: none"> To proceed with printing on the specified paper, load the paper in the paper input location. page 143 "Loading Paper into the Paper Input Location"
"Memory Retrieval Error"	The data in the memory could not be retrieved.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 11 "Turning On and Off the Power"
"No response from the server. Authentication has failed."	In LDAP or Windows authentication, a timeout error occurred while submitting an authentication query to the server.	<ul style="list-style-type: none"> Consult the administrator of the authentication server. When using the Active Directory of the Windows server for LDAP Authentication, change [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [LDAP Search] ► "Follow Referrals on LDAP Server" to [Inactive].

Message	Cause	Solution and reference
"Paper size and type are mismatched." "Change the setting to continue the current job or press [Job Reset]."	The paper input location loaded with paper of the size or type specified in the printer driver is not available.	<ul style="list-style-type: none"> To cancel printing, press [Cancel Printing]. To proceed with printing on the specified paper, load the paper and then check that the paper size and type are correctly specified in [Settings] ► [Paper Input Location/Paper Settings]. page 143 "Loading Paper into the Paper Input Location"
"Printer font error."	There is a problem in the font file of the machine.	Consider repairing the machine.
"Print overrun."	A page image is discarded while printing the page.	Decrease resolution under [Others] ► [Special Settings] ► [Image Quality] ► [Image Smoothing] in the printer driver. See "Applying Different Print Settings Depending on the Document Type", User Guide (Full Version).
"Receiving data failed."	Transmission of data was canceled.	Send the data again.
"Sending data failed."	Transmission of data from the printer driver was canceled.	Check that the computer is operating normally.
"The selected paper size is not supported. This job has been cancelled."	A paper size that cannot be fed on the machine was specified and printing was canceled by the auto job cancel function that was activated.	Print the document on paper of a size that can be fed on the machine.

Message	Cause	Solution and reference
"You do not have a privilege to use this function. This job has been cancelled."	Authentication information is not registered correctly in the printer driver.	Specify the authentication information in the printer driver. For the authentication information, consult the user administrator. See "Specifying Login Information in the Printer Driver", User Guide (Full Version).
	The user registered in the printer driver does not have permission to use the printer function.	Consult the user administrator. The user administrator can change the access permissions in the address book. See "Confirming the Available Functions", User Guide (Full Version).

Messages that Appear with Error Codes

Check the system configuration list or print settings list. The details of the error may also be printed in the list.

See "List/Test Print", User Guide (Full Version).

See "Printing the Print Settings List", User Guide (Full Version).

Message	Cause	Solution and reference
"84: Error"	The amount of available work area is insufficient for processing images.	Reduce the transmission data.
"86: Error"	The parameter in the control code is incorrect.	Specify the correct parameter.
"92: The print job was cancelled." (displayed in the error history)	Printing is canceled from the control panel.	To perform printing, operate the control panel again.
"98: Error"	Accessing the hard disk failed.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 11 "Turning On and Off the Power"

Message	Cause	Solution and reference
"99: Error"	When printing a file from an SD card or USB flash memory device, the file to print is in an unsupported format or corrupt.	Check the data to print.
	An error occurred while processing RTIFF.	Check the settings of the RTIFF Menu settings or printing options. See "RTIFF Troubleshooting", User Guide (Full Version).
"BAF: The job was cancelled because the key card has been removed."	The key card was removed, so printing was canceled by the auto job cancel function.	Insert the key card.
"BAI: The job was cancelled because the authentication setting(s) has been changed."	The authentication setting was changed during printing, so printing was canceled by the auto job cancel function.	Check the authentication setting.
"CB: The job was cancelled because the password is incorrect."	The entered password was incorrect, so printing was canceled by the auto job cancel function.	Confirm the correct password for the document and enter it.
"CC: The job was cancelled because the user ID is invalid."	The user ID was invalid, so printing was canceled by the auto job cancel function.	Enter the correct login username. Confirm the login username with the user administrator.
"CD: The job was cancelled because of an error with PS3/PDF."	A postscript language error occurred in PS3 or PDF printing, so printing was canceled by the auto job cancel function.	Check if there is a problem with the printing data.

Message	Cause	Solution and reference
"CM: The job was cancelled because of a timeout error with PS3/PDF."	A timeout error occurred in PostScript 3 or PDF printing, so printing was canceled by the auto job cancel function.	<ul style="list-style-type: none"> Check that the machine can communicate properly with the PC. PostScript 3 Check the following setting items. When [Use Machine Setting(s)] is selected, set the waiting time longer. When [Use Driver/Command] is selected, set the waiting time specified by the command longer. Check the setting of [Settings] ► [Printer Settings] ► [PS Menu] ► [Job Timeout].
"CN: The job was cancelled because the print settings specified by PS3 are not consistent with the machine settings."	Some of [Printer Settings] on the print data did not match the machine settings, so printing was canceled by the auto job cancel function.	Check that the printer settings specified in the print data match the settings in [Settings] ► [Printer Settings] ► [PS Menu].
"CO: The job was cancelled because of a font error with PS3/PDF."	A font error occurred in PostScript 3 or PDF printing, so printing was canceled by the auto job cancel function.	Register the required fonts.
"CP: The job was cancelled because of insufficient memory error with PS3/PDF."	An insufficient memory error occurred in PostScript 3 or PDF printing, so printing was canceled by the auto job cancel function.	Consider repairing the machine.
"EC: The job was cancelled because of a failure to store and skip an error job."	A document has been set to be stored or canceled when an error occurs and it did not operate, so printing was canceled by the auto job cancel function.	<ul style="list-style-type: none"> Fix the error that occurred. You can check the settings of the operation when an error occurs in [Settings] ► [Printer Settings] ► [System] ► [Error Action] ► [Store and Skip Errored Job].

When a Message Appears While Using the Scanner Function

 **Note**

- When confirming or changing the settings in [Settings], press [Home]  after closing [Settings].

Messages that Appear on the Control Panel

Message	Cause	Solution and reference
"All the pages are detected as blank. No file was created."	The original was placed with the wrong side facing down when [Delete Blank Page] in OCR setting is specified.	When scanning on the original table, place the original with the side to scan facing down.
	All pages in the scanned original were determined to be blank when [Delete Blank Page] in OCR is specified.	Change the following setting items. [Settings] ► [Scanner Settings] ► [Scan] ► [Blank Page Detection] ► [OCR Scanned PDF Blank Page Sensitivity] to [Sensitivity Level 1]
"Authentication with the destination has failed. Check settings. To check the current status, press [Scan Files Status]."	The user name/ password of SMTP authentication specified when sending the e-mail are incorrect.	Select the destination in the address book, press [Edit], and check the setting in [Destinations] tab ► [Email Address].
	The user ID/password specified on the destination folder in Send to Folder are incorrect.	<ul style="list-style-type: none">Select the forwarding destination in the address book, press [Edit], and check the information registered in [Destinations] tab ► [Folder] ► [Folder Authentication Info].Adding "@domain-name" behind the user name may resolve the problem.When a login password is not specified on your computer, specify a login password on the computer and register it to the machine.

Message	Cause	Solution and reference
"Cannot access the Memory Storage Device."	An SD card or USB flash memory device is unavailable for use.	<ul style="list-style-type: none"> Check that the external media is formatted in FAT16 or FAT32, and write encryption or protection is not enabled on the media. Check that the external media is not corrupted or damaged.
"Cannot find the specified path. Please check the settings."	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly. For details about your network environment, consult the network administrator.
	The computer name or folder name specified in the path name is incorrect.	Register the computer name and folder name again.
	The firewall function is enabled on the computer.	<p>In the firewall function on the computer, register the machine IP address and the port to use for sending files as exceptions.</p> <p>You can check the IP address in [Check Status] ► "Network". For details about the ports, see the following: page 264 "List of Specifications"</p>
"Check original's orientation."	The original is placed in the wrong orientation.	<p>Depending on the combination of the specified settings, the orientation to set the original differs. Be sure to place the original in the correct orientation.</p> <p>See "Specifying the Orientation of the Original", User Guide (Full Version).</p>

Message	Cause	Solution and reference
"Connection with PC has failed. Check the settings."	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly. For details about your network environment, consult the network administrator.
	The computer name or folder name specified in the path name is incorrect.	Register the computer name and folder name again.
	The firewall function is enabled on the computer.	In the firewall function on the computer, register the machine IP address and the port to use for sending files as exceptions. You can check the IP address in [Check Status] ► "Network". For details about the ports, see the following: page 264 "List of Specifications"
"Connection with the destination has failed. Check the settings. Entered path name might be incorrect, or firewall and security settings might be blocking network connectivity."	The firewall function is enabled on the computer.	Enable file and printer sharing in the firewall function on your computer.
"Exceeded max. data capacity. Check resolution and ratio then press [Start] again."	The data scanned by specifying [Scan Ratio] ► [Specify Size] exceeds the limit.	<ul style="list-style-type: none"> Decrease [Send Settings] ► [Resolution]. Specify a smaller paper size in [Send Settings] ► [Scan Ratio] ► [Specify Size].
"Exceeded max. data capacity. Check the scanning resolution, then XXX." (procedure described in place of XXX)	A large size original was scanned at a high resolution, and the resulting data size exceeds the limit.	<ul style="list-style-type: none"> Decrease [Send Settings] ► [Resolution]. Specify a smaller size in [Send Settings] ► [Scan Size].

Message	Cause	Solution and reference
"Exceeded max. email size. Sending email has been cancelled. Contact the administrator about max. email size."	The file size per page has exceeded the maximum e-mail size specified in [Maximum Email Size].	<ul style="list-style-type: none"> Specify a lower value in [Send Settings] ► [Resolution], or select a smaller paper size in [Send Settings] ► [Scan Ratio] ► [Specify Size]. You can change the [Maximum Email Size] setting on [Settings] ► [Scanner Settings] ► [Sending Settings] ► [Email (Size)]. To divide an e-mail that exceeds the maximum size, specify [Yes (per Page)] or [Yes (per Max. Size)] in [Divide & Send Email].
"Exceeded max. number of alphanumeric characters."	The number of entered characters has exceeded the maximum.	Check the maximum number of characters. page 277 "The Setting Values of the Transmission Function"
"Failed to connect to the destination. Please contact the administrator to check the following. *The correct root certificate is registered to this machine and destination. *The root certificate check function is not enabled by mistake."	Email was sent to the destination without an installed certificate of the destination server when "Root Certificate Check" was set to [Active].	<p>Contact your network administrator. Network administrator should install the root certificate of the destination server in Web Image Monitor if required, or set "Root Certificate Check" to [Inactive].</p> <p>See "Controlling Access to Untrusted Websites from the Control Panel", User Guide (Full Version).</p>
"Insufficient memory in the memory storage device."	There is no free space available on the SD card or USB flash memory device, or the file could not be saved due to insufficient space on the media.	Change the external media. When scanning an original in the divide-document or single-page mode, the saved data may not contain all pages in the original.

Message	Cause	Solution and reference
"Not all of the image will be scanned. Check the ratio and then press [Start] again."	The scaling factor specified in [Scan Ratio] is too large.	Specify a smaller value in [Send Settings] ► [Scan Ratio].
	The paper size specified in [Scan Ratio] ► [Specify Size] requires a reduction value smaller than 25%.	Specify a paper size for which a reduction ratio greater than 25% is specified in [Send Settings] ► [Scan Ratio] ► [Specify Size].
"Programmed. Cannot program the destination(s) that is not programmed in the address book."	A folder specified by Manual Entry is included among the programmed destinations.	Register the destination in the address book of the machine, and then register it to a program.
"Programmed. Cannot program the folder destination(s) with protection code(s)."	A destination specified with a protection code is included among the programmed destinations.	<ul style="list-style-type: none"> You cannot program a destination specified with a protection code. Specify this destination individually. To program this destination, cancel the protection code and then register the destination to a program. <p>See "Using the Protection Function to Prevent the Misuse of Addresses", User Guide (Full Version).</p>
"SMTP authentication email address and administrator email address mismatch."	The SMTP authentication e-mail address is not registered in the administrator e-mail address.	Register the SMTP authentication e-mail address in [Settings] ► [System Settings] ► [Send (Email/Folder)] ► [Email] ► [Administrator's Email Address].
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The group contains an e-mail address.	When sending data to a destination other than an e-mail address, press [Yes].

Message	Cause	Solution and reference
"The program is recalled. Cannot recall the folder destination(s) with protection code(s)."	A folder destination specified with a protection code is included among the programmed destinations.	<ul style="list-style-type: none"> You cannot recall a destination specified with a protection code in a program. Specify this destination individually. To program this destination, cancel the protection code and then register the destination to a program. <p>See "Using the Protection Function to Prevent the Misuse of Addresses", User Guide (Full Version).</p>
"The size of the scanned data is too small. Check the resolution and the ratio and then press [Start] again."	The data scanned by specifying [Scan Ratio] ► [Specify Size] is too small.	<ul style="list-style-type: none"> Increase [Send Settings] ► [Resolution]. Specify a larger paper size in [Send Settings] ► [Scan Ratio] ► [Specify Size].
"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press [Scan Files Status]."	The amount of available hard disk space on the destination computer, SMTP server, or FTP server is insufficient.	Check that the amount of free space is sufficient.
"Transmission has failed. To check the current status, press [Scan Files Status]."	A network error occurred while transferring the data due to a busy network or another reason.	If the same message is displayed after scanning the original again, consult the administrator.
	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly. For details about your network environment, consult the network administrator.

Message	Cause	Solution and reference
"Authentication with the destination has failed. Check settings. To check the current status, press [Scan Files Status]."	The user name or password is incorrect.	<ul style="list-style-type: none"> • Please check the SMTP authentication user name and password. • Please check the destination folder ID and password. • The maximum number of alphanumeric characters that can be registered to a password is 128. Set a different password that is less than 128 characters.

Messages that Appear on the Computer

Message	Cause	Solution and reference
"Any of Login User Name, Login Password or Driver Encryption Key is incorrect."	The login user name or password entered in [General user authentication] is incorrect.	Enter the correct login user name and password in [General user authentication]. For the login user name and password, consult the user administrator.
	The driver encryption key is not registered correctly in the TWAIN driver.	Register the driver encryption key on [Authentication] in the TWAIN driver. For the driver encryption key, consult the network administrator.
"The authentication password and/or authentication algorithm may be incorrect, or the machine does not support the authentication algorithm. Please check."	The SNMPv3 authentication information registered in Network Connection Tool does not match the information of the machine.	<p>Consult the network administrator for the SNMPv3 authentication information, and change the information registered in Network Connection Tool.</p> <p>See "Installing the TWAIN Driver", User Guide (Full Version).</p>
"Authentication succeeded. However, the access privileges for scanner function has been denied."	The logged-in user does not have access privileges to use the scanner function.	<p>Consult the user administrator. The user administrator can change the access permissions in the address book.</p> <p>See "Confirming the Available Functions", User Guide (Full Version).</p>

Message	Cause	Solution and reference
"Cannot add any more scanning mode."	The maximum number of scanning modes that can be registered exceeds the maximum number (50).	Delete scanning modes that are no longer necessary.
"Failed to connect to the destination. Please contact the administrator to check the following. *The correct root certificate is registered to this machine and destination. *The root certificate check function is not enabled by mistake."	The firewall function is enabled on the computer.	Configure the firewall function of the computer to allow communication of the application used, or disable the firewall function.
"Cannot specify any more scanning area."	The maximum number of scanning areas that can be registered exceeds the maximum number (50).	Delete scanning areas that are no longer necessary.
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check that the settings for the communication protocol (TCP/IP) are configured correctly on the computer.
"Entered User Code is not registered or you do not have access privileges to use the scanner function, please contact your administrator."	The correct user code is not registered in the TWAIN drive when User code authentication is specified on the machine.	Register the User code on [Authentication] in the TWAIN driver. For the User Code, consult the user administrator.
	The User code registered in the TWAIN driver is not assigned with the privileges to use the scanner function.	Consult the user administrator. The user administrator can change the access permissions in the address book. See "Confirming the Available Functions", User Guide (Full Version).

Message	Cause	Solution and reference
"Error has occurred in the scanner."	The scan condition specified in the application exceeds the range that can be specified on the machine.	Specify the scan condition within the range that can be specified on the machine. page 264 "List of Specifications"
	A malfunction is occurring in the driver.	<ul style="list-style-type: none"> Restart the application, and perform scanning again. Install the TWAIN driver again.
	A malfunction is temporarily occurring on the machine.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 11 "Turning On and Off the Power"
"Error has occurred in the scanner driver."	An error is occurring in the driver or operating system.	Restart the computer.
	There is a problem with the network environment.	Check that the computer is connected to the network correctly and in an environment where the TCP/IP protocol can be used.
"Fatal error has occurred in the scanner."	An unrecoverable error is occurring on the machine.	Contact your service representative with the error message and error number.
"Insufficient memory. Close all other applications, then restart scanning."	Other applications are running on the computer, and the amount of free memory is insufficient.	<ul style="list-style-type: none"> Close applications on the computer. If the same message is displayed when no other applications are running after starting the computer, uninstall the TWAIN driver, restart the computer, and then install the TWAIN driver again.

Message	Cause	Solution and reference
"Insufficient memory. Reduce the scanning area."	The memory allocated for the scanner function is insufficient.	<ul style="list-style-type: none"> Reduce the scan size or resolution. You may be able to resolve the error also by reducing the brightness value when Duotone (black and white) or a high resolution is specified. Specify [No Compression] on [Details] ► [Compression] in the TWAIN driver.
"Invalid Winsock version. Please use version 1.1 or higher."	Winsock is corrupted.	Restore Winsock on the computer.
"Scanner is not available. Check the scanner connection status."	An access mask is specified.	Consult your administrator.
	The power of the machine is not turned on, or the machine is not connected to the network correctly.	Check that the machine is turned on, and connected to the network correctly.
	The firewall function is enabled on the computer.	Configure the firewall function of the computer to allow communication of the application used, or disable the firewall function.
	The IP address of the machine could not be resolved from the host name.	Check that the host name of the machine is configured in Network Connection Tool that is installed with the TWAIN driver. See "Installing the TWAIN Driver", User Guide (Full Version).
	The IPv6 address could not be obtained when only IPv6 is enabled on the machine.	Log in to Web Image Monitor in the administrator mode, and select [Active] in [IPv4] ► "LLMNR" under [Device Management] ► [Configuration] ► "Network".
"Scanner is not available on the specified device."	The TWAIN scanner function is disabled on the machine.	The TWAIN scanner function cannot be used.

Message	Cause	Solution and reference
"Scanner is not ready. Check the scanner and the options."	The cover is open.	Check whether the cover is closed.
"Scanning has been aborted because memory in Mainframe became full."	The amount of available space on the hard disk of the machine is insufficient when scanning is performed with the [Specify scanning area] check box selected in the TWAIN driver.	<ul style="list-style-type: none"> • Clear the [Specify scanning area] check box in the TWAIN driver. • Erase documents that are no longer needed from the machine.
"The device's authentication service cannot be performed."	Authentication cannot be performed because the authentication service is starting up or busy.	<ul style="list-style-type: none"> • When User Code or Basic authentication is specified, wait a while until processing the machine address is completed. • When Windows or LDAP authentication is specified, wait a while until the server becomes ready for processing. If authentication is not possible even after waiting for a while, consult your administrator.
"There is no response from the scanner. There may be a number of reasons for this, e.g. the data between the computer and scanner has been lost because of an increase in network traffic, the firewall in the virus protection software may be activated, or there might be problems with the hardware etc. If you can not fix this problem, please call service."	The network is busy.	Wait a while.
	The firewall function is enabled on the computer.	Configure the firewall function of the computer to allow communication of the application used, or disable the firewall function.
	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly.

Message	Cause	Solution and reference
"User Authentication in SNMPv3 connection has failed."	The authentication information is registered incorrectly in Network Connection Tool when SNMPv3 encrypted communication is enabled on the machine.	Register the SNMPv3 authentication information in Network Connection Tool that is installed on the computer with the TWAIN driver. For the SNMPv3 authentication information, consult your network administrator. See "Installing the TWAIN Driver", User Guide (Full Version).

When Other Messages Appear

Note

- When confirming or changing the settings in [Settings], press [Home]  after closing [Settings].

Message	Cause	Solution and reference
"Administrator Authentication for User Management must be set to on before this selection can be made."	The User Management privilege is disabled in the administrator authentication management.	When specifying Basic, Windows, or LDAP authentication, configure the User Management privilege in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [Administrator Authentication Management]. See "Registering Administrators Before Using the Machine", User Guide (Full Version).
"Destination list / machine settings are updated. Selected destinations or function settings have been cleared. Please re-select the settings."	A destination is being registered and devices are being configured using Web Image Monitor.	Wait until the message disappears and do not turn off the power of the machine. You may not be able to perform operations for a while depending on the number of destinations being registered.
"Failed to read the PDF file."	The user attempted to display a PDF file that is not supported by the Web browser of the machine.	The Web browser of the machine supports the PDF versions and encryption levels shown below. Other PDF files cannot be displayed. <ul style="list-style-type: none"> PDF version: 1.3-1.7 PDF encryption level: 128-bit AES, 256-bit AES
"Firmware update will start. Press [OK]. It will start automatically after 30 seconds."	A firmware update is available, and the machine is about to perform an update.	It is recommended to apply the update, but you can stop the updating process by pressing [Stop] within 30 seconds after the message is displayed. Do not turn off the power of the machine while the updating process is in progress.

Message	Cause	Solution and reference
"Internal cooling fan is active."	The fan installed in the vent for cooling the interior of the machine became active after a large number of pages has been printed.	You may hear a rotating noise while the fan is active, but you can continue using the machine as usual.
"Problems with the wireless board. Please call service."	The Wireless LAN board can be accessed, but an error has been detected.	Turn off the power of the machine, check that the Wireless LAN board is correctly installed in the machine, and then turn on the power. page 11 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, consider repairing the machine.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	A destination is being registered using Web Image Monitor.	Wait until the message disappears and do not turn off the power of the machine. You may not be able to perform operations for a while depending on the number of destinations being registered.
"Updating the destination list has failed. Try again?"	A network error occurred.	Check the connection between the machine and the computer.
	Anti-virus software or a firewall function is running on the computer.	Add the destination list program to the exception list in the anti-virus software on the computer, or register the machine IP address to the exception list in the firewall function. You can check the IP address in [Check Status] ► "Network".

Message	Cause	Solution and reference
"You do not have the privileges to use this function."	The logged-in user does not have the privileges to use the specified function.	Consult the user administrator. The user administrator can change the access permissions in the address book. See "Taking Measures to Prevent Information Leaks", User Guide (Full Version).
	Changing the setting is not allowed under the administrative privileges granted to the logged-in user.	Check the administrative privilege required for changing the specified setting. See "Registering Administrators Before Using the Machine", User Guide (Full Version).
"XXX failed." "Failed to XXX." (The item under [Settings] ► [Maintenance] appears in place of XXX)	The items under [Settings] ► [Maintenance] cannot be executed if the full ink collector unit is not replaced.	After pressing [Check], go back to the [Copy] screen or the [Printer] screen, and then follow instructions in the messages.

Messages that Appear When Machine Login Fails

Check the error code displayed with the "Authentication has failed." message, and taken the necessary action.

Note

- The letter at the beginning of the error code indicates the type of authentication specified on the machine.
 - B: Basic authentication
 - W: Windows authentication
 - L: LDAP authentication

Message	Cause	Solution and reference
"Authentication has failed." B/W/L0103-000	An operation in the TWAIN supporting application was performed from the computer while a user was logged in to the machine or performing the login procedure.	Check whether another user is logged in to the machine, and then perform the operation.
"Authentication has failed." B/W/L0104-000	An incorrect password was entered.	Enter the correct password.
	The Driver Encryption Key is not registered correctly in the TWAIN driver.	Consult the network administrator whether the Driver Encryption Key is required, and configure the driver accordingly. See "Specifying Login Information in the Printer Driver", User Guide (Full Version). The network administrator can check the setting of "Driver Encryption Key: Encryption Strength" in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Security] ► [Extended Security Settings].
"Authentication has failed." B/W/L0206-002	An incorrect login user name or password was entered.	Enter the correct login user name and password.
	A user has attempted to log in to the functions that can be accessed only by the administrator such as [Settings] when [Application Authentication Management] is specified.	The user needs to log in from the application login screen.
"Authentication has failed." B/W/L0206-003	":" or another character that cannot be used in a login user name was entered.	<ul style="list-style-type: none"> • Enter the correct login user name. • Change the user name if it contains a space, ":" or other unusable characters.

Message	Cause	Solution and reference
"Authentication has failed." B/W/L0207-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Try again later.
"Authentication has failed." B/W/L0208-000 B/W/L0208-002	The account is locked because the number of failed login attempts has exceeded the limit.	Request the user administrator to unlock the account.
"Authentication has failed." L0307-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Try again later.
"Authentication has failed." W0400-102	Kerberos authentication has failed because the server was not responsive.	Check whether the server is operating normally.
"Authentication has failed." W0400-200	Available resources are insufficient due to too many authentication requests.	Try again later.
"Authentication has failed." W0400-202	sAMAccountName was used as the login user name when a user in the child domain logged in under a parent-child domain environment, and ldap_bind failed.	Use UserPrincipalName as the login user name.
	The SSL settings specified on the authentication server and the device do not match.	Check whether the SSL settings specified on the authentication server and the device match.

Message	Cause	Solution and reference
"Authentication has failed." L0400-210	The login name attribute is not specified, or an attribute on which the information cannot be obtained is specified.	Check whether [Login Name Attribute] is specified correctly. See "Verifying Users to Operate the Machine (User Authentication)", User Guide (Full Version).
"Authentication has failed." W/L0406-003	":" or other characters that cannot be used in a login user name was entered.	<ul style="list-style-type: none"> • Enter the correct login user name. • Change the user name if it contains a space, ":" or other unusable characters.
"Authentication has failed." W0406-101	Too many requests for authentication occurred at one time.	Try again later. If the problem persists, check whether the machine is under an authentication attack. The attack status can be checked by the screen message, in the system log, or in the e-mail notification sent to the administrator.
"Authentication has failed." W0406-107	A user group cannot be obtained.	Check whether the group name registered on the machine is correct and whether the DC settings are configured correctly. *1
	Kerberos Authentication has failed.	Check whether the realm name registered on the clock at the KDC (key distribution center) and the clock of the device are synchronized. *3
	No connection is established to the authentication server.	Enter the server IP address in [Settings] ► [System Settings] ► [Network/Interface] ► [Ping Command] to check whether a connection can be established to the server.
	The domain name is incorrect or cannot be resolved.	Check whether the domain name registered on the machine is correct and whether the name can be resolved. *2
	The login user name or password is incorrect.	Check the login user name and/or password of the user registered on the server.
"Authentication has failed." L0406-200	Too many requests for authentication occurred at one time.	Try again later. If the problem persists, check whether the machine is under an authentication attack. The attack status can be checked by the screen message, in the system log, or in the e-mail notification sent to the administrator.

Message	Cause	Solution and reference
"Authentication has failed." L0406-201	[Off] is specified in the authentication settings of the LDAP server.	Select the server in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [Register/Change/Delete LDAP Server], and then press [Register/Change] and set [Authentication] to a setting other than [Off].
"Authentication has failed." L0406-202 L0406-203	The LDAP authentication settings or LDAP server settings are incorrect.	Check whether the LDAP authentication settings or LDAP server settings are correctly configured. *4 Check whether the SSL settings are supported on the LDAP server.
	The login user name or password is incorrect.	Enter the correct login user name and password. Change the login user name if it exceeds 128 bytes in length or contains a space, ":", or other unusable character.
	The simplified authentication mode is incorrectly used.	Check whether the server name, login user name, password, and information entered into the search filter are correct. Note that authentication cannot be performed if obtaining DN of the login user name under the representative account fails in the simple authentication mode.
"Authentication has failed." L0406-204	Kerberos Authentication has failed.	Check whether the realm name registered on the clock at the KDC (key distribution center) and the clock of the device are synchronized. *3
"Authentication has failed." W/L0409-000	There was no response returned from the authentication server, and an authentication timeout error occurred.	Check the status of the network and the server to use for authentication.

Message	Cause	Solution and reference
"Authentication has failed." W/L0511-000 W0517-000	The user registered on the machine has the same name as another user distinguished by the unique attribute of the authentication server.	<ul style="list-style-type: none"> Delete the older user that is redundant, or change the login name. If the message is displayed after switching the authentication server, delete the user on the old server.
"Authentication has failed." W/L0606-004	A user name that cannot be specified in the login user name was specified.	Do not use "other", "admin", "supervisor", or "HIDE*" in user account names.
"Authentication has failed." W/L0607-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Wait a while.
"Authentication has failed." W/L0612-005	The number of users registered in the address book has reached the upper limit, and auto-registration failed.	Ask the user administrator to delete users that are no longer needed from the address book.
"Authentication has failed." W/L0707-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Wait a while.
"Authentication has failed." B/W/L0913-023	Auto-registration of a user on the server machine has failed when authentication was performed on the client machine using Central Management.	<ul style="list-style-type: none"> Check the network communication between the client and server machines. Registration cannot be performed while the address book of the server machine is being edited.

* 1 When obtaining user groups, check the following:

- The user account that can obtain user groups is sAMAccountName (user). Do not use UserPrincipalName (user@domain.xxx.co.jp) as the user name.

- Check whether the name in "Group" is correctly specified including the case-sensitivity in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [User Authentication Management] ► [Windows Authentication].
- Select the user in the address book, press [Edit], and then check that [Unavailable] is specified for each function under the [User Management / Others] tab ► [User Management] ► [Available Functions / Applications].
- Check whether "Global Scope" is specified as the scope of the group in a property for the user group created in DC, and the group type specified in "Security". Also check whether an account is registered to the user group that has been created. If more than one DC exists, check whether a trust relationship between DCs is established.

*2 To resolve the domain name, see the following:

- Check whether [Domain Name Configuration] and [DNS Configuration] or [WINS Configuration] is specified correctly in [Settings] ► [System Settings] ► [Network/Interface].
- Enter the IP address in [Domain Name Configuration] to check the connection. If authentication can be performed using the IP address, check [DNS Configuration] or [WINS Configuration] again.
- If authentication by IP address is not possible, check whether LM/NTLM is set to be denied in the domain controller security policy or domain security policy. Also check that the port is not closed in the firewall between the device and the domain controller or in the firewall settings of the domain controller. When the Windows firewall is enabled, create a new rule that allows communication on port 137 and port 139 in "Advanced" of the Windows firewall. Open the TCP/IP properties from the network connection properties, select the "Enable NetBIOS Over TCP/IP" check box on [Advanced] ► [WINS] tab, and open port 137.

*3 For Kerberos authentication, check the following:

- Check that "Realm Name", "KDC Server Name", "Domain Name" are specified correctly in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [Register/Change/Delete Realm]. Enter "Realm Name" in upper case.
- Configure the setting so that the difference in time between the clocks on KDC and device is less than five minutes. The clock on the machine can be adjusted in [Settings] ► [System Settings] ► [Date/Time/Timer] ► [Date/Time] ► [Set Time].
- Kerberos authentication fails if auto-obtaining of KDC in Windows authentication fails. When auto-obtaining cannot be activated, switch to manual.

*4 For LDAP settings, check the following:

- Check whether the LDAP server is correctly specified in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [User Authentication Management] ► [LDAP Authentication] or [Custom Authentication].

- Check that the representative account is registered in the following setting items, and then execute [Connection Test]. Select the server in [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [Register/Change/Delete LDAP Server], press [Register/Change] and set [Authentication] to [Kerberos Authentication]

See "Registering the LDAP Server", User Guide (Full Version).

- If the connection test fails, check whether [Domain Name Configuration] and [DNS Configuration] or [WINS Configuration] is specified correctly on [Settings] ► [System Settings] ► [Network/Interface].

Messages that Appear When the LDAP Server Is Unavailable

Message	Cause	Solution and reference
"Connection with LDAP server has failed. Check the server status."	The network is busy.	Try again later.
	The setting information is incorrect.	Check the setting information of [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [Register/Change/Delete LDAP Server]. See "Registering the LDAP Server", User Guide (Full Version).
"Exceeded time limit for LDAP server search. Check the server status."	The network is busy.	Try again later.
	The setting information is incorrect.	Check the setting information of [Settings] ► [System Settings] ► [Settings for Administrator] ► [Authentication/Charge] ► [Administrator Authentication/User Authentication/App Auth.] ► [Register/Change/Delete LDAP Server]. See "Registering the LDAP Server", User Guide (Full Version).

Message	Cause	Solution and reference
"LDAP server authentication has failed. Check the settings."	The user name or password is incorrect.	<p>Select the user in the address book, press [Edit], and specify the correct user name and password in [User Management / Others] tab ► [User Management] ► [LDAP Authentication Info].</p> <p>See "Registering a User in the Address Book and Specifying the Login Information", User Guide (Full Version).</p>

Messages that Appear When There Is a Problem with the Certificate

Message	Cause	Solution and reference
"The destination cannot be selected because the device certificate used for the S/MIME signature is not currently valid. Please check the certificate."	The device certificate used for the S/MIME signature is not currently valid.	<p>Install a new device certificate used for the S/MIME signature.</p> <p>See "Encrypting Network Communication", User Guide (Full Version).</p>
"Signature cannot be set because there is a problem with the device certificate used for the S/MIME signature. Check the device certificate."		

Message	Cause	Solution and reference
"Signature cannot be set because the Digital Signature's device certificate is not currently valid. Please check the certificate."	The device certificate used for the digital signature in PDF or PDF/A is not currently valid.	Use a valid device certificate for the digital signature in PDF or PDF/A. See "Scanning an Original as a PDF with Security Settings Specified", User Guide (Full Version).
"The destination cannot be selected because there is a problem with the device certificate used for the S/MIME signature. Please check the certificate."	The device certificate used for the digital signature in PDF or PDF/A is missing or invalid.	
"The destination cannot be selected because its encryption certificate is not currently valid. Please check the certificate."	The user certificate (destination certificate) has expired.	Install a new user certificate. See "Encrypting Network Communication", User Guide (Full Version).
"The group destination cannot be selected because it contains a destination with an encryption certificate that is not currently valid. Please check the certificate."		
"Transmission cannot be performed because the encryption certificate is not currently valid. Please check the certificate."		

Messages that Appear When an Application Site Cannot Be Used

Message	Cause	Solution and reference
"A server error has occurred."	An unexpected error has occurred on the server.	<ul style="list-style-type: none">• See the server maintenance information in [Information].• Check whether the Network/Interface ([DNS Configuration], [Control Panel: Proxy Settings]) are correctly configured. See "Network/Interface", User Guide (Full Version).
"Cannot connect to server which installs applications. Check maintenance information on Information screen or network settings."	Cannot connect to the installation server.	
"Could not update the firmware."		
"Failed to download the application"		
"Failed to install the application because an error has occurred."		
"Could not restore the firmware because the required data does not exist."	The firmware from Application Site has not been updated.	The firmware cannot be recovered.
"The specified page cannot be found."	An error has occurred in Application Site.	See the server maintenance information in [Information].
"There is insufficient space to store internally, delete any unnecessary applications."	The remaining free space on the hard disk is insufficient.	Delete applications that are not necessary.

When Print Results Are Not Satisfactory

Checking Whether the Print-heads Scratch the Paper

Set Prevent Paper Abrasion mode if the prints have smeared ink.

★ Important

- **Setting Prevent Paper Abrasion mode may result in lower print quality and speed.**

Depending on the type of paper, images to be printed, or the print quality, the print-heads may scratch the paper, causing the ink to smear. If this occurs, set Prevent Paper Abrasion mode, and then try printing again.

Prevent Paper Abrasion mode raises the print-heads to prevent smeared ink on the prints.

↓ Note

- If you specify [Film: Matte] for Paper Type, the machine specifies Prevent Paper Abrasion mode automatically.
- See "Machine", User Guide (Full Version).

Checking Whether a Nozzle Is Clogged

Print the nozzle check pattern to check whether the print-head nozzles are all ejecting ink properly, and, if necessary, carry out head cleaning or flushing.

1. **Print the nozzle check pattern.**
2. **If the pattern is patchy, clean the print-heads, then print the test pattern and check the result.**
3. **Do not use the machine for at least 10 minutes, then print the test pattern again and check the result.**
4. **Clean the print-heads, and then print the test pattern. Then, clean and print a second time, and then check the result.**
5. **If the pattern is still patchy, flush the print-heads, then print the test pattern again and check the result.**
6. **Do not use the machine for at least 10 minutes, then print the test pattern again and check the result.**
7. **If the pattern is still patchy, leave the machine for about eight hours. Then, print the test pattern and check the result.**

This should resolve the problem. If the test pattern is still patchy, contact your service representative.

Note

- For details about printing the test pattern, see page 249 "Print Nozzle Check Pattern".
- For details about head cleaning, see page 250 "Clean Print-heads".
- For details about head flushing, see page 251 "Flush Print-heads".

If the Printout Is Smeared with Dots of Ink That Are 1 to 2 mm in Diameter

If your printouts are smeared by unwanted spots of ink that are about 1 to 2 mm in diameter, you need to clean the print-heads.

Clean the print-head when you use the ink that is the same color as the spots.

If you cannot identify the color, clean all the print-heads.

Note

- For details about head cleaning, see page 250 "Clean Print-heads".

Adjusting the Print Quality

Print Nozzle Check Pattern

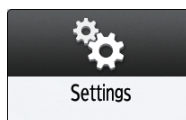
Print the test pattern to check for non-firing nozzles.

To check the print results of the test pattern, proceed to Step 5.

★ Important

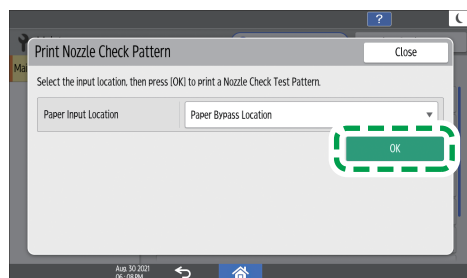
- Printing the test pattern consumes ink. Perform this function only when necessary.
- Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.
- During printing the test pattern, do not conduct any other operations.
- An error will occur and test patterns will not print if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - The ink collector unit is full.

1. Press [Settings] on the Home screen.



2. Press [Maintenance] ► [Print Nozzle Check Pattern].

3. Select the paper input location from which you want to print out the test pattern, and then press [OK].

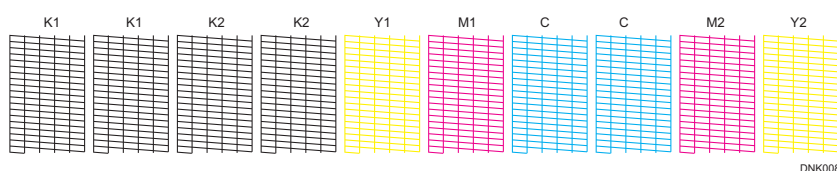


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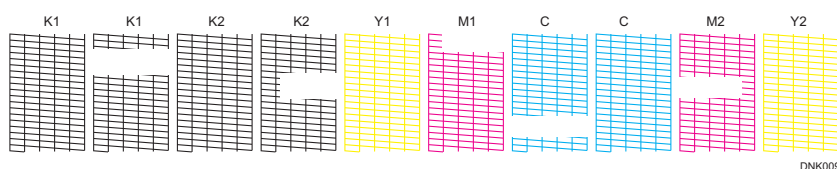
4. Press [Exit].

5. Check the print results of the test pattern.

- Normal print results:



- If a nozzle is not firing:



The print results of the test pattern correspond to, from left to right, [Black (K1)], [Black (K2)], [Yellow (Y1) & Magenta (M1)], [Cyan (C)], and [Magenta (M2) & Yellow (Y2)] for the [Clean Print-heads] and [Flush Print-heads] functions in [Maintenance]. Text, such as K1, K2, Y1, C, and M1, are printed on the print results of the test pattern.

For example, if a print result indicates that the test pattern of K1 is not firing, select [Black (K1)] for [Clean Print-heads] or [Flush Print-heads] to reactivate the nozzle.

6. Press [Home] after completing the operation.

If a nozzle is not firing, perform head cleaning.

page 250 "Clean Print-heads"

Note

- For details about Prevent Paper Abrasion mode, see page 247 "Checking Whether the Print-heads Scratch the Paper".
- If the temperature changes suddenly from low to high, print-head nozzles may occasionally clog and not fire. If cleaning print-heads twice cannot reactivate the nozzle, flush the print-heads.
- page 247 "Checking Whether a Nozzle Is Clogged"

Clean Print-heads

Use this function to clean the print-heads if a specific color is not printing or prints out unclearly.

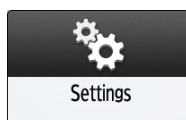
Perform this function on a color basis.

Important

- Head cleaning consumes ink. Perform this function only when necessary.
- Perform no other operations during head cleaning.

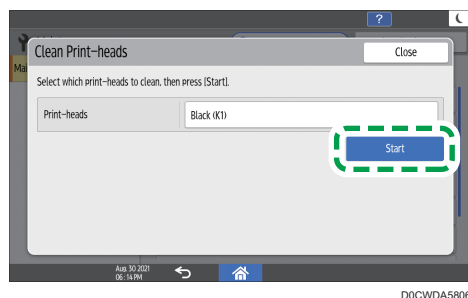
- Cleaning may be incomplete if ink in a cartridge gets too low or runs out during cleaning.
- An error will occur and head cleaning will not be possible if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - The ink collector unit is full.

1. Press [Settings] on the Home screen.



2. Press [Maintenance] ► [Clean Print-heads].

3. Select the color of the head you want to clean, and then press [OK] ► [Start].



4. Press [Exit].

To check the results of head cleaning, print the test pattern.

page 249 "Print Nozzle Check Pattern"

5. Press [Home] (🏠) after completing the operation.

⬇ Note

- If a nozzle still fails to start firing, perform head cleaning again. For details about checking the condition of the print-heads, see page 247 "Checking Whether a Nozzle Is Clogged".

Flush Print-heads

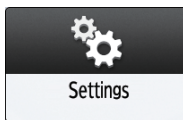
Use this function to clean the print-heads far more thoroughly. It consumes much more ink than head cleaning.

Use this function only if repeated head cleaning fails to reactivate a mis- or nonfiring nozzle. Perform this function on a color basis.

★ Important

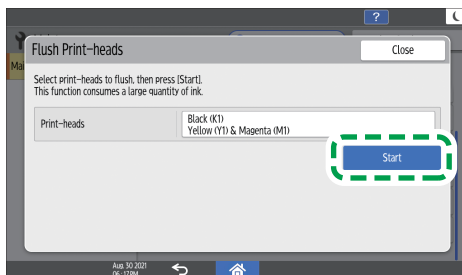
- Flushing consumes ink. Perform this function only when necessary.
- Perform no other operations during flushing.
- Flushing is not possible if even one color has run out.
- Flushing may be incomplete if ink in a cartridge gets too low or runs out during flushing.
- An error will occur and flushing will not be possible if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - The ink collector unit is full.

1. Press [Settings] on the Home screen.



2. Press [Maintenance] ► [Flush Print-heads].

3. Select the color of the head you want to flush, and then press [OK] ► [Start].



DOCWDA5807

4. Press [Exit].

To check the results of head flushing, print the test pattern.
page 249 "Print Nozzle Check Pattern"

5. Press [Home] (🏠) after completing the operation.

Adjustment

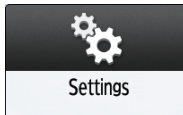
Auto Adjust Head Position

If printing produces misaligned verticals or blurred colors, printing the test pattern will re-calibrate the machine. The test pattern differs depending on the print quality.

★ Important

- Printing the test pattern consumes ink. Perform this function only when necessary.
- Perform no other operations while the test pattern is printing.
- An error will occur and test patterns will not print if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - The ink collector unit is full.
 - An adjustment sensor failure occurred while performing an adjustment.

1. Press [Settings] on the Home screen.



2. Press [Maintenance] ► [Auto Adjust Head Position].
3. Select the paper input location for the head position you want to adjust.
4. Check the settings for preventing paper abrasion, paper type, and paper thickness.
 - Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.
 - Check the settings of paper type and paper thickness in [Paper Type/Thickness] under [Settings] ► [Paper Input Location/Paper Settings] ► [Paper Size/Paper Type].
5. Press [Print Quality] to select the write mode.
6. Press [OK].
7. Press [Adjustment] ► [OK].

8. Press [Exit].

If Auto Adjust Head Position has failed, perform Manual Adjust Head Position.

9. Press [Home]  after completing the operation.**Note**

- Auto Adjust Head Position cannot be performed when "Paper Type" is set to [Film: Matte]. Perform Manual Adjust Head Position.
- Auto Adjust Head Position cannot be performed for the paper bypass location. Perform Manual Adjust Head Position.
- For details about Prevent Paper Abrasion mode, see page 247 "Checking Whether the Print-heads Scratch the Paper".
- For details about Manual Adjust Head Position, see page 254 "Manual Adjust Head Position".

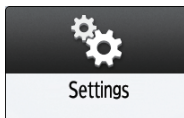
Manual Adjust Head Position

If auto adjust head position has failed, or if you feel the print quality is not improved by auto adjustment, adjust the head position manually.

To check the print results of the test pattern, proceed to Step 8.

★ Important

- Printing the test pattern consumes ink. Perform this function only when necessary.
- Perform no other operations while the test pattern is printing.
- An error will occur and test patterns will not print if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - The ink collector unit is full.

1. Press [Settings] on the Home screen.**2. Press [Maintenance] ► [Manual Adjust Head Position].****3. Select the paper input location for the head position you want to adjust.**

4. Check the settings for preventing paper abrasion, paper type, and paper thickness.

- Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.
- Check the settings of paper type and paper thickness in [Paper Type/Thickness] under [Settings] ► [Paper Input Location/Paper Settings] ► [Paper Size/Paper Type].

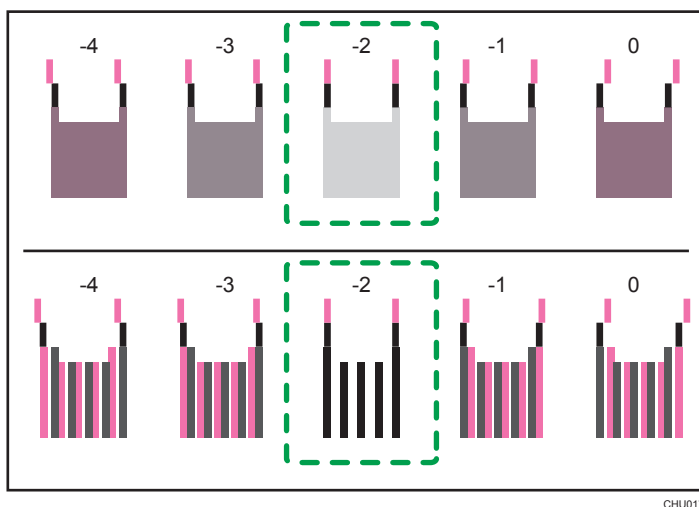
5. Press [Print Quality] to select the write mode.

6. Press [Start Printing] ► [Start].

7. Press [Exit].

8. Check the optimal adjustment value based on the print results of the test pattern.

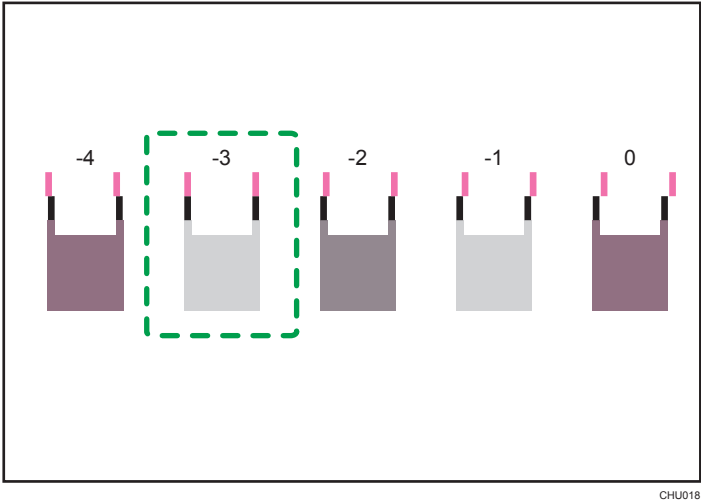
The optimal adjustment value is the number above the square pattern that has the faintest color closest to gray and aligned verticals on both sides. For example, if the value in column "A" is "-2", the adjustment value of "A" is "-2".



Combined two-color lines form squares, and depending on line overlapping, (white) spaces between the lines are painted and look darker. Sometimes the colors of the lines are identical.

For this illustration, the adjustment value is "-2". Checking adjustment values for each item is required.

- If you cannot determine the adjustment value, select the square that is between the straightest lines.

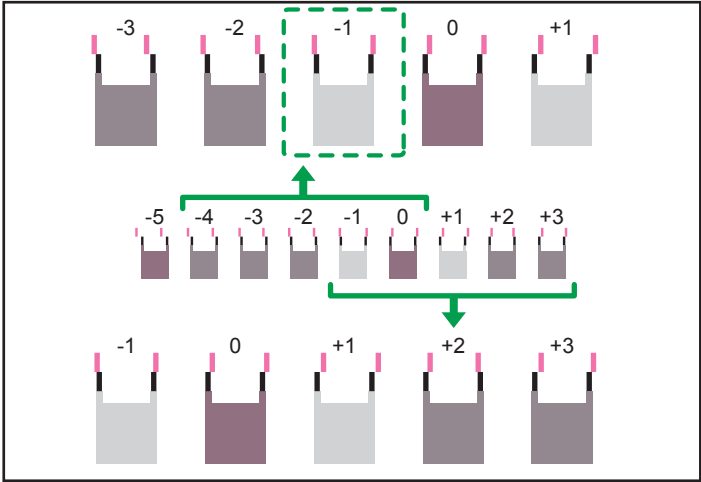


CHU018

Each vertical line is made of an upper part and lower part. If the print head is not properly positioned, the vertical line will be displayed as two disconnected lines, so that the line looks misaligned.

- If you still cannot determine the adjustment value, locate the square that is between adjacent squares whose lines form symmetry. Adjacent squares can be one or two places either side (at positions ± 1 or ± 2).

This illustration indicates an adjustment value that is set to "-1".



CHU019

9. Press [Enter Adjustment Values].

10. Enter the adjustment value with [+] [-], and then press [OK].

Enter the adjustment values of each item such as "A", "B", etc. The items differ depending on the writing mode you want to adjust.

11. Press [Adjustment] ► [OK] ► [Exit].

To check the results of adjustment, print the test pattern again.

12. Press [Home] after completing the operation.

Note

- For details about Prevent Paper Abrasion mode, see page 247 "Checking Whether the Print-heads Scratch the Paper".

Adjust Print Position

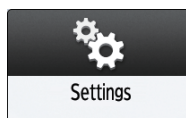
This function prints the test sheet for adjusting the print start position of paper on a paper input location basis.

To check the print results of the test sheet, proceed to Step 5.

Important

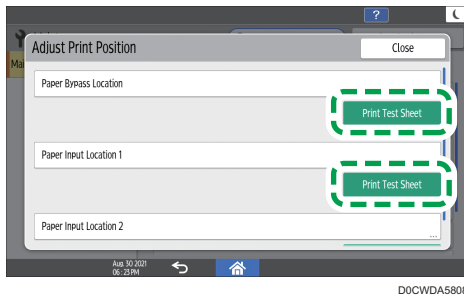
- Printing the test sheet consumes ink. Perform this function only when necessary.
- Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.
- Perform no other operations while the test sheet is printing.
- An error will occur and test sheets will not print if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - The ink collector unit is full.

1. Press [Settings] on the Home screen.



2. Press [Maintenance] ► [Adjust Print Position].

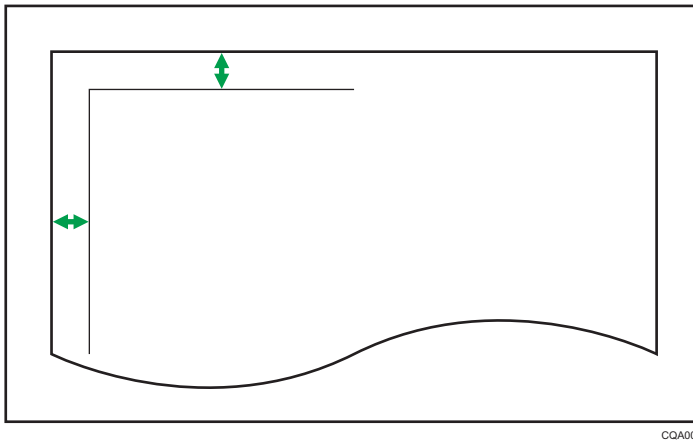
3. Press [Print Test Sheet] for the paper input location of the print position you want to adjust.



4. Press [Start].

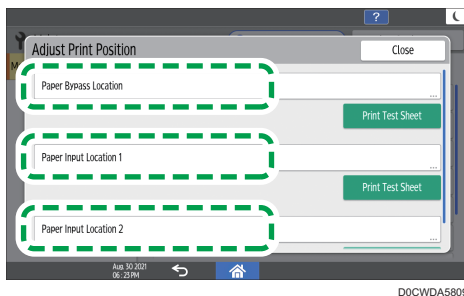
5. Check the optimal adjustment value based on the print results of the test sheet.

- Measure the margins between the center of the printed lines and the paper edges.



- Adjust so that the margins are 5 mm (0.20 inches). For example, if the center of the horizontal line is printed 4 mm (0.16 inches) from the top edge of the sheet, the adjustment value of "Top Margin" is "1.0 mm (0.04 inches)".
- In the same manner, if the center of the vertical line is printed 8 mm (0.32 inches) from the left edge of the sheet, the adjustment value of "Left Margin" is "-3.0 mm (-0.12 inches)".

6. Press the paper input location of the print position you want to adjust.



7. Enter the adjustment values, and then press [OK].

- Press [↑] and [↓] to enter the adjustment value of "Top Margin".
- Press [←] and [→] to enter the adjustment value of "Left Margin".

8. Press [Close].

To check the results of adjustment, print the test sheet again.

9. Press [Home] (🏠) after completing the operation.**Note**

- For details about Prevent Paper Abrasion mode, see page 247 "Checking Whether the Print-heads Scratch the Paper".

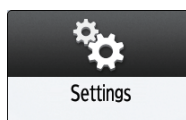
Adjust Paper Feed

This function prints the test sheet for adjusting paper feed if misalignment of horizontals or image surface irregularities occurs.

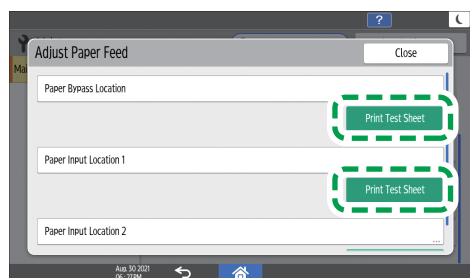
To check the print results of the test sheet, proceed to Step 6.

★ Important

- Printing the test sheet consumes ink. Perform this function only when necessary.
- Adjustment results vary depending on the Prevent Paper Abrasion mode's status. If you perform an adjustment while Prevent Paper Abrasion mode is enabled and do not want to print using this mode, cancel Prevent Paper Abrasion mode, and then perform the adjustment again.
- Perform no other operations while the test sheet is printing.
- An error will occur and test sheets will not print if:
 - There is a misfeed.
 - One of the machine's covers is open.
 - The machine is performing maintenance operations.
 - The machine has run out of ink.
 - The machine has run out of paper.
 - The ink collector unit is full.

1. Press [Settings] on the Home screen.**2. Press [Maintenance] ► [Adjust Paper Feed].**

3. Press [Print Test Sheet] for the paper input location of the paper feed you want to adjust.

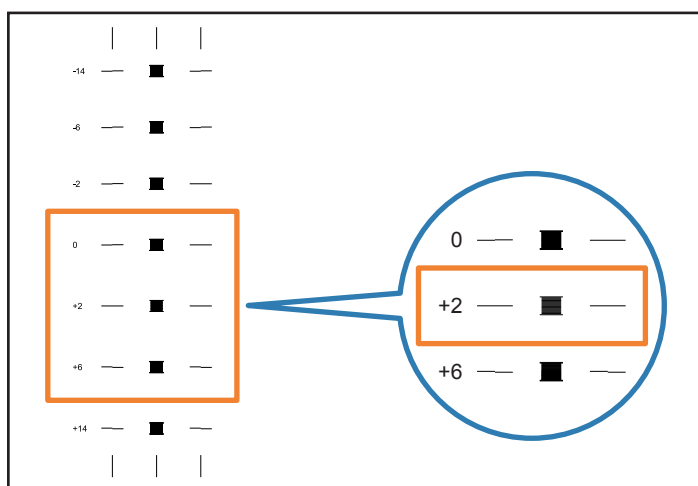


4. Press [Start].

5. Press [Exit].

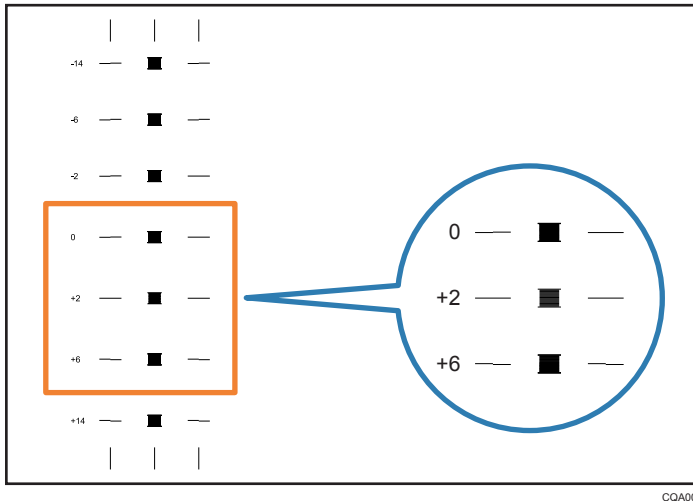
6. Check the optimal adjustment value based on the print results of the test sheet.

- The optimal adjustment value is the number next to the square pattern that has the faintest color closest to gray and aligned horizontals on both sides. If the value on the left of the pattern is "+2", the adjustment value is "+2".



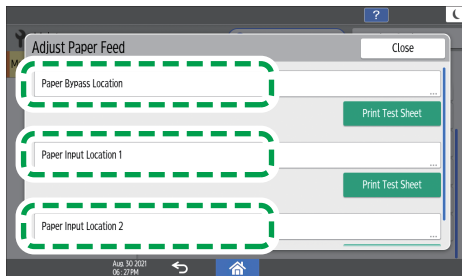
CQA008

- If the horizontal lines on the both sides of the faintest square are misaligned, determine an adjustment value based on a pattern that is above or below, whose horizontals are misaligned in the opposite direction. For example, "+2" square is the faintest and the horizontals on both sides of "+6" are in the opposite direction to "+2", so the adjustment value is between "+3" and "+5" depending on the degree of misalignment. After completing the adjustment, adjust the paper feed again to check if the optimal adjustment value is set.



CQA009

7. Press the paper input location of the paper feed you want to adjust.



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8. Enter the adjustment value with [+], [-], and then press [OK].

9. Press [Close].

To check the results of adjustment, print the test sheet again.

10. Press [Home] (🏠) after completing the operation.

Note

- For details about Prevent Paper Abrasion mode, see page 247 "Checking Whether the Print-heads Scratch the Paper".

Cut Paper

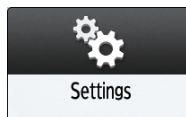
This function cuts a paper roll at the specified length from the paper's leading edge.

★ Important

- Perform no other operations while a paper roll is being cut.
- An error will occur and cutting paper will not be possible if:
 - One of the machine's covers is open.

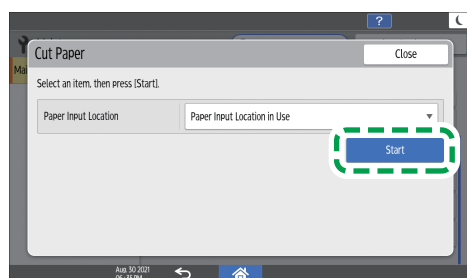
- The machine is performing maintenance operations.
- The machine has run out of paper.
- The ink collector unit is full.

1. Press [Settings] on the Home screen.



2. Press [Maintenance] ► [Cut Paper].

3. Select the paper input location and length to cut paper, and then press [Start].



The cutting length is set to [Short] when you select [Paper Input Location in Use].

4. Press [Close].

5. Press [Home] (🏠) after completing the operation.

⬇ Note

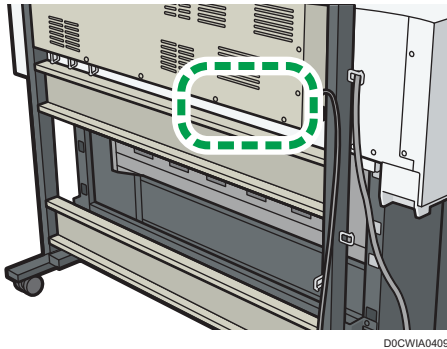
- For details about how to cut a paper roll while removing jammed paper, see the following section:
- See "When Paper or an Original Is Jammed", User Guide (Full Version).

10. Specifications for The Machine

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

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



D0CWIA0409

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

 **Region A** (mainly Europe and Asia)

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

- CODE XXXX -27
- 220–240 V

 **Region B** (mainly North America)

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











- CODE XXXX -17
- 120–127 V



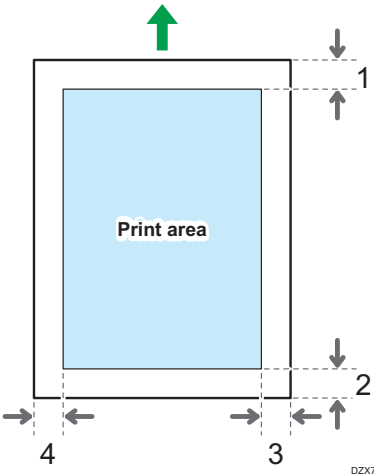
Note





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





List of Specifications


Specifications for the Main Unit

Item	Specifications
Nozzles	<ul style="list-style-type: none">• Black: 768 nozzles• Cyan, magenta, and yellow: 384 nozzles per color
Configuration	Console
Memory	6 GB (4 GB on the main unit and 2 GB on the control panel)
Hard disk size	320 GB
Color	Full Color
Copy process	GelSprinter
Exposure glass	Original feed image scanning
Scan method	Original feed image scanning over fixed contact image sensor
Warm-up time	Normal mode: 43 seconds Quick mode: 30 seconds
First copy time	<ul style="list-style-type: none">• Standard mode B&W: 59 seconds (A0) Full color: 110 seconds (A0)• Speed Priority mode B&W: 39 seconds (A0) Full color: 66 seconds (A0)• Speed Priority (Drawing) mode B&W: 39 seconds (A0) Full color: 64 seconds (A0)
Copy/print speed (per minute)	Full Color: 1.2 copies/minute (A1 ) B&W: 2.1 copies/minute (A1 ) Full Color: 1.1 copies/minute (22 × 34 ) B&W: 1.9 copies/minute (22 × 34 )

Item	Specifications
Maximum original size	<div><div> Region A (mainly Europe and Asia)</div><div>914.4 × 33,000 mm</div><div> Region B (mainly North America)</div><div>36 × 1299.2 inches</div></div>
Originals	Sheet
Copy size	page 166 "Recommended Paper Sizes and Types"
Paper weight	page 166 "Recommended Paper Sizes and Types"
Missing image area (Copy)	<div></div> <div><div>1. Leading edge: 3 mm (0.12 inches)</div><div>2. Trailing edge Paper input location 1-2: 3 mm (0.12 inches) Paper bypass location: 18 mm (0.71 inches)</div><div>3. Right edge: 3 mm (0.12 inches)</div><div>4. Left edge: 3 mm (0.12 inches)</div></div>
Paper output capacity	1 sheet or more

Item	Specifications
Preset reproduction ratio	<p> Region A (mainly Europe and Asia)</p> <p>Preset reproduction ratios (%):</p> <ul style="list-style-type: none"> • Enlargement: 400.0, 282.8, 200.0, 141.4 • Full size: 100 • Reduction: 70.7, 50.0, 35.4, 25.0 <p> Region B (mainly North America)</p> <p>Preset reproduction ratios (%):</p> <ul style="list-style-type: none"> • Engineering: <ul style="list-style-type: none"> • Enlargement: 400.0, 258.8, 200.0, 129.4 • Full size: 100 • Reduction: 64.7, 50.0, 32.4, 25.0 • Architecture: <ul style="list-style-type: none"> • Enlargement: 400.0, 266.7, 200.0, 133.3 • Full size: 100 • Reduction: 66.7, 50.0, 33.3, 25.0
Reproduction ratio (zoom)	From 25.0-400.0% in increments of 0.1%
Resolution (scanning originals)	600 × 600dpi
Resolution (copying)	600 × 300dpi, 600 × 600dpi
Tone	256 tones
Paper capacity (80 g/m ² , 20 lb. Bond)	page 166 "Recommended Paper Sizes and Types"
Continuous copy run	1–99 sheets
Combine	Standard
Power requirements	<p> Region A (mainly Europe and Asia)</p> <p>220-240 V, 1.9 A, 50/60 Hz</p> <p> Region B (mainly North America)</p> <p>120-127 V, 3.6 A, 60 Hz</p>

Item	Specifications
Power consumption (Main unit only)  Region A (mainly Europe and Asia)	Ready: 49.4 W During printing: 89.3 W Maximum: 113 W The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less
Power consumption (Complete system)  Region A (mainly Europe and Asia)	Maximum: 121 W The complete system of the IM CW2200 consists of the main unit, paper input location 2, file format converter, wireless LAN board, and card reader.
Power consumption (Main unit only)  Region B (mainly North America)	Ready: 48.8 W During printing: 89.0 W Maximum: 113 W The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less
Power consumption (Complete system)  Region B (mainly North America)	Maximum: 135 W The complete system of the IM CW2200 consists of the main unit, paper input location 2, file format converter, wireless LAN board, and card reader.
Dimensions (W × D × H)	1,384 × 1,021 × 1,408 mm (54.5 × 40.2 × 55.4 inches) (Output basket in basic mode, original output guide is folded.)
Space for main unit (W × D)	1,384 × 1,565 mm (54.5 × 61.6 inches) or less (When the original guide and front output stacker are open.)
Noise emission (Sound power level: Main unit only)	Stand-by: 40 dB Copying: B&W: 68 dB / Color: 66 dB
Noise emission (Sound power level: Complete system)	Stand-by: 40 dB Copying: B&W: 68 dB / Color: 66 dB
Noise emission (Sound pressure level: Main unit only)	Stand-by: 36 dB Copying: B&W: 60 dB / Color: 60 dB

Item	Specifications
Noise emission (Sound pressure level: Complete system)	Stand-by: 36 dB Copying: B&W: 60 dB / Color: 60 dB
Noise emission (Sound pressure level)	<div> Note</div> <ul style="list-style-type: none">• Sound power levels and sound pressure levels are actual values measured in accordance with ISO 7779.• Sound pressure levels are measured from the position of the bystander.• The complete system consists of the main unit and paper input location 2.
Weight	Approx. 120 kg (264.6 lb.)

Specifications for the Document Server

Item	Specifications
HDD (Document Server)	Approx. 87 GB Maximum: 3,000 pages (Total number of pages that can be stored with all functions combined.) Copy/B&W/A4 original: Approx. 3,000 pages Copy/Full Color/A4 original: Approx. 3,000 pages Printer/Full Color/A4/600 dpi, 2 bits: Approx. 3,000 pages Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 3,000 pages (Under the printer and scanner modes, the number of the pages that can be stored depends on the print image and original.)
Maximum number of stored documents	3,000 documents
Number of pages supported by memory sorting	Maximum: 1,000 pages Copy/B&W/A4 original: Approx. 1,000 pages Printer/B&W/A4/600 dpi, 4 bits: Approx. 1,000 pages (Under the printer mode, the number of pages that can be sorted depends on the print image.)

Item	Specifications
Capacity (Memory Sorting)	<p>The following minimum numbers of sheets can be accommodated:</p> <p>A0: 100</p> <p>A1: 100</p> <p>A2: 200</p> <p>A3: 400</p> <p>A4: 400</p>

↓ Note

- After the documents have been stored up to the maximum, no more document can be stored. Delete unneeded documents.

Specifications for Printer

↓ Note

- To connect the machine to the network, use a LAN cable supporting 1000BASE-T, 100BASE-TX, and 10BASE-T. The length of the usable cable is up to 100 m.

Item	Specifications
Printing speed	<p>Speed Priority (Drawing) mode</p> <ul style="list-style-type: none"> B&W: 3.8 sheets/minute (A1, 22 × 34, plain paper) Full Color: 2.1 sheets/minute (A1, 22 × 34, plain paper)
Resolution	600 × 300 dpi, 600 × 600 dpi, 1,200 × 1,200 dpi
Printer language	RPGL/GL2, PostScript3, PDF, RTIFF, MediaPrint (JPEG, TIFF)
Interface	<ul style="list-style-type: none"> Standard: <ul style="list-style-type: none"> Ethernet (10BASE-T/100BASE-TX/1000BASE-T) USB2.0 (Type B) port USB2.0 (Type A) port (on the control panel) SD card slot (on the control panel) Option: <ul style="list-style-type: none"> IEEE 802.11a/b/g/n wireless LAN interface Device server option

Item	Specifications
Network protocol	TCP/IP (IPv4, IPv6)
USB interface	<ul style="list-style-type: none"> • Transmission spec: USB 2.0 Standard • Connectable device: Devices corresponding to USB 2.0 Standard
Operating system	<ul style="list-style-type: none"> • Windows 8.1/10 • Windows Server 2012/2012 R2/2016/2019 • macOS 10.14 - 11
Fonts	<ul style="list-style-type: none"> • PDF: 136 fonts • PostScript 3: 136 fonts
Store function	<p>Total number of documents that can be stored: Up to 100 documents</p> <p>Number of pages for each document that can be stored: Up to 1,000 pages</p> <p>Total number of pages of all documents that can be stored: Up to 3,000 pages</p>
Sort function	<p>Number of pages that can be sorted: Up to 1,000 pages</p> <p>Number of copies that can be sorted: Up to 999 copies</p>

↓ Note

- The maximum length for the cable connecting the machine to an Ethernet network is 100 meters.



Specifications for Scanner

↓ Note

- To connect the machine to the network, use a LAN cable supporting 1000BASE-T, 100BASE-TX, and 10BASE-T. The length of the usable cable is up to 100 m.

Scanning

Item	Specifications
Type	Full-color scanner
Scan method	Original feed image scanning

Item	Specifications
Image sensor type	Fixed contact image sensor
Scan type	Sheet
Original sizes that can be scanned	<p>Black & White</p> <ul style="list-style-type: none"> Length: 210-2,774 mm (8.3-109.3 inches) Length: 210-15,000 mm (8.3-590.5 inches) (When the file format converter is installed) Width: 210-914.4 mm (8.3-36 inches) <p>Full Color</p> <ul style="list-style-type: none"> Length: 210-2,774 mm (8.3-109.3 inches) (600 dpi) Width: 210-914.4 mm (8.3-36 inches)
Scan sizes automatically detectable	<p> Region A (mainly Europe and Asia)</p> <p>A0\square, A1, A2, A3, A4, B1 JIS\square, B2 JIS, B3 JIS, B4 JIS</p> <p> Region B (mainly North America)</p> <p>11 × 17, 8$\frac{1}{2}$ × 11, 12 × 18, 9 × 12, 36 × 48\square, 34 × 44\square, 30 × 42\square, 24 × 36, 22 × 34, 21 × 30\square, 18 × 24, 17 × 22, 8$\frac{1}{2}$ × 12, 8$\frac{1}{2}$ × 13\square, 8$\frac{1}{2}$ × 14\square, 11 × 14\square, 11 × 15\square, 12 × 14$\frac{1}{2}$$\square$</p>
Scan speed	<ul style="list-style-type: none"> When scanning black and white originals: <ul style="list-style-type: none"> 150 dpi: 160 mm (6.3 inches)/sec 200 dpi: 160 mm (6.3 inches)/sec 300 dpi: 160 mm (6.3 inches)/sec 400 dpi: 160 mm (6.3 inches)/sec 600 dpi: 106.7 mm (4.2 inches)/sec 1,200 dpi: 53.3 mm (2.1 inches)/sec (on TWAIN scanners) When scanning full color originals: <ul style="list-style-type: none"> 150 dpi: 53.3 mm (2.1 inches)/sec 200 dpi: 53.3 mm (2.1 inches)/sec 300 dpi: 53.3 mm (2.1 inches)/sec 400 dpi: 53.3 mm (2.1 inches)/sec 600 dpi: 35.3 mm (1.4 inches)/sec 1,200 dpi: 17.6 mm (0.7 inches)/sec (on TWAIN scanners)

Item	Specifications
Tone	<ul style="list-style-type: none"> Black & White: 2 tones Full Color/Gray Scale: 256 tones
Basic scanning resolution:	200 dpi
Image compression type for black and white (two-value)	TIFF (MH, MR, MMR)
Image compression type for gray scale/full color	JPEG
Interface	<ul style="list-style-type: none"> Standard: <ul style="list-style-type: none"> Ethernet (10BASE-T/100BASE-TX/1000BASE-T) USB 2.0 (Type A) port (on the control panel) SD card slot (on the control panel) Option: <ul style="list-style-type: none"> IEEE 802.11a/b/g/n wireless LAN interface
Network protocol	TCP/IP

E-mail transmission

Item	Specifications
Scanning resolution	150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Protocol ^{*1}	SMTP ^{*2}
Output format	TIFF, JPEG, PDF, PDF (JPEG 2000), PDF/A, Searchable PDF ^{*3*4}

*1 Supporting Web mail transmission

*2 Supporting SMTP over SSL

*3 To perform OCR, the optional OCR unit is required.

*4 The number of characters that can be scanned optically is about 40,000 characters per page.

Note

- When you select [PDF], [PDF (JPEG 2000)], or [PDF/A] for the file format, you can attach a digital signature. You can also specify the security settings for [PDF] or [PDF (JPEG 2000)].
- See "Scanning an Original as a PDF with Security Settings Specified", User Guide (Full Version).
- To specify PDF (JPEG 2000) for the PDF type, the following settings are required:
 - Selecting Gray Scale or Full Color for [Original Type] under [Send Settings]

- Selecting [100.0%] for [Scan Ratio] under [Send Settings]
- Selecting [200 dpi], [300 dpi], [400 dpi], or [600 dpi] for [Resolution] under [Send Settings]
- Selecting other than [Preview]
- Specifying [PDF File Type: PDF/A Fixed] under [Settings] ► [System Settings] ► [Settings for Administrator] ► [File Management] to [Off]

Scan to Folder

Item	Specifications
Scanning resolution	150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Protocol	SMB, FTP
Output format	TIFF, JPEG, PDF, PDF (JPEG 2000), PDF/A, Searchable PDF ^{*1*2}
Operating system	<ul style="list-style-type: none"> • Windows 8.1/10 • Windows Server 2012/2012 R2/2016/2019 • macOS 10.14 - 11

*1 To perform OCR, the optional OCR unit is required.

*2 The number of characters that can be scanned optically is about 40,000 characters per page.

Note

- When you select [PDF], [PDF (JPEG 2000)], or [PDF/A] for the file format, you can attach a digital signature. You can also specify the security settings for [PDF] or [PDF (JPEG 2000)].
- See "Scanning an Original as a PDF with Security Settings Specified", User Guide (Full Version).
- To specify PDF (JPEG 2000) for the PDF type, the following settings are required:
 - Selecting Gray Scale or Full Color for [Original Type] under [Send Settings]
 - Selecting [100.0%] for [Scan Ratio] under [Send Settings]
 - Selecting [200 dpi], [300 dpi], [400 dpi], or [600 dpi] for [Resolution] under [Send Settings]
 - Selecting other than [Preview]
 - Specifying [PDF File Type: PDF/A Fixed] under [Settings] ► [System Settings] ► [Settings for Administrator] ► [File Management] to [Off]

Network TWAIN Scanner

Item	Specifications
Scanning resolution	150–1,200 dpi ^{*1}
Protocol	TCP/IP

Item	Specifications
Operating system	<ul style="list-style-type: none">• Windows 8.1/10• Windows Server 2012/2012 R2/2016/2019 <p>(TWAIN scanner runs in 32-bit compatible mode on a 64-bit operating system, so TWAIN scanner is not compatible with 64-bit applications. Use 32-bit applications. IC card Authentication System is not compatible with 64-bit operating system.)</p>

*1 The maximum resolution depends on the scan size.

Specifications for Paper Input Location 2

Item	Specifications
Page size	page 166 "Recommended Paper Sizes and Types"
Paper capacity (80 g/m ² , 20 lb. Bond)	page 166 "Recommended Paper Sizes and Types"
Paper weight	page 166 "Recommended Paper Sizes and Types"
Power requirements	Power is supplied from the main unit.
Dimensions (W × D × H)	1102 × 348 × 213 mm (43.4 × 13.7 × 8.4 inches)
Weight	Approx. 11 kg (24.3 lb.)

Note

- You cannot use the following paper:
 - Paper width: more than 841 mm (34 inches)
 - Paper weight: 120 g/m² or more
 - Paper thickness: 0.150 mm (0.006 inches) or more

Specifications for Wireless LAN Board

★ Important

- Note that the available channels (frequency ranges) and locations to use the wireless LAN are subject to the regulations of the country or region where the printer is used. Be sure to use the wireless LAN according to the applicable regulations.

Item	Specifications
Transmission spec	Based on IEEE 802.11a/b/g/n (wireless LAN)
Transmission rate	<ul style="list-style-type: none"> • 2.4 GHz band: 130 Mbps (maximum) • 5 GHz band: 300 Mbps (maximum)
Frequency range (Center Frequency)	<ul style="list-style-type: none"> • 2412–2472 MHz (1–13 channels) • 5180–5240 MHz (36, 40, 44, and 48 channels) • 5260–5320 MHz (52, 56, 60, and 64 channels) • 5500–5700 MHz (100, 104, 108, 112, 116, 120, 124, 128, 132, 136, and 140 channels)
Transmission mode	<ul style="list-style-type: none"> • Infrastructure mode • Direct Connection Mode • Direct Connection: Group Owner Mode

↓ Note

- Web Image Monitor is supported.
- The transmission rates of 130 Mbps in the 2.4 GHz band is the theoretical values of the wireless LAN specification. The actual transmission rate may be lower, depending on the operating environment.
- Channels other than 1–11 cannot be used because of the specifications and the configuration of the access point.
- The channel in use might differ depending on the country.

Specifications for Device Server Option

Item	Specifications
Interface	<ul style="list-style-type: none"> • Gigabit Ethernet (10BASE-T/100BASE-TX/1000BASE-T)

Item	Specifications
Operating systems	<ul style="list-style-type: none">• Windows 8.1/10, Windows Server 2012/2012 R2/2016/2019• macOS 10.14 - 11
Protocol	<ul style="list-style-type: none">• Port 9100, IPP, LPR IPP does not support SPL.• The device server option allows simultaneous connection of up to eight sessions of printing protocols.

The Setting Values of the Transmission Function

Note

- Depending on the type or settings of a document or original, you may not be able to specify or enter the maximum number of destinations or characters.

Send Email

Item	Value	Remarks
Maximum number of characters entered in a subject	128 alphanumeric characters	-
Maximum number of characters entered in the an e-mail message	<ul style="list-style-type: none"> When selecting an item from the standard message: 396 alphanumeric characters (79 alphanumeric characters × 5 lines) When entering manually: 80 alphanumeric characters 	You cannot select an item from the standard message and enter the value manually at the same time.
Maximum number of characters entered in an e-mail address	128 alphanumeric characters	An e-mail; address that has been searched from the LDAP server and exceeds 128 alphanumeric characters cannot be specified correctly as the destination.
Number of destinations that can be specified at one time	500	Up to 100 items can be specified when entering an item manually (including the items specified by LDAP search) For the rest, select up to 400 items from the registered destinations.
Size of a document that can be sent	Up to 700 MB per document	-
Number of pages that can be sent	Up to 1,000 pages per document	-

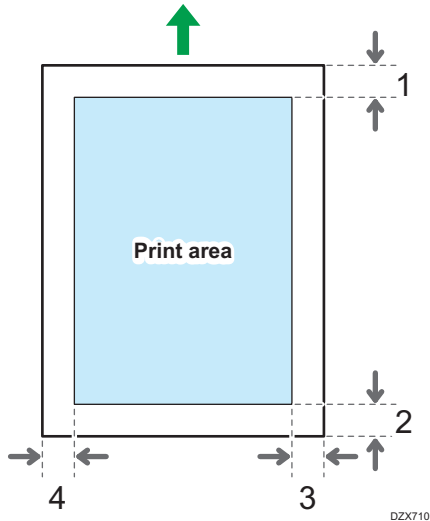
Send to Folder

Item	Value	Remarks
Maximum number of characters in a path name specified for the SMB protocol	256 characters	-
Maximum number of characters in a user name specified for the SMB protocol	64 characters	-
Maximum number of characters in a password specified for the SMB protocol	64 characters	-
Maximum number of characters in a server name specified for the FTP protocol	64 characters	-
Maximum number of characters in a path name specified for the FTP protocol	256 characters	-
Maximum number of characters in a user name specified for the FTP protocol	64 alphanumeric characters	-
Maximum number of characters in a password specified for the FTP protocol	64 alphanumeric characters	-
Number of destinations that can be specified at one time	50	Up to 50 items can be entered also when entering the items manually.
Size of a document that can be sent	2,000 MB per document	-

Broadcast Transmission

Item	Value	Remarks
Total number of destinations that can be specified for Send Email and Send to Folder	550	-
Number of destinations that can be specified when sending a document by Send Email	500	Up to 100 items can be specified when entering an item manually (including the items specified by LDAP search)
Number of destinations that can be specified when sending a document by Send to Folder	50	-

Printable Area and Margin



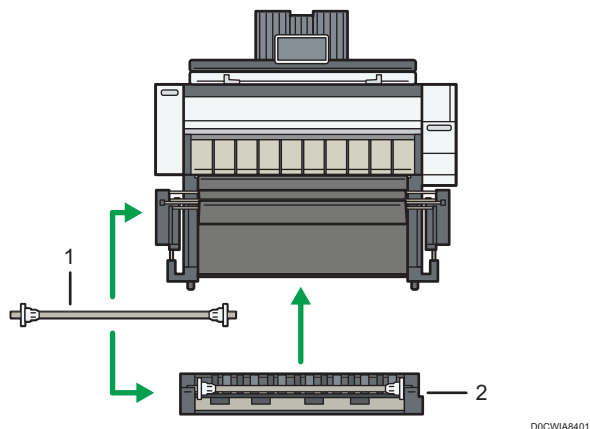
1. Leading edge: 3 mm (0.12 inches)
2. Trailing edge
Paper input location 1-2: 3 mm (0.12 inches)
Paper bypass location: 18 mm (0.71 inches)
3. Right edge: 3 mm (0.12 inches)
4. Left edge: 3 mm (0.12 inches)

Note

- The margin of the paper bypass location is the value when using plain paper, inkjet plain, recycled paper, or coated paper (CAD).
- The machine does not support edge-to-edge printing. To minimize the margins, specify the maximum printable area with the settings on the printer driver.
- See "Maximizing the Printable Area When Printing", User Guide (Full Version).
- The printable area may vary due to the paper size or settings of the printer driver.
- The outside of the printable area can be printed due to the settings of the printer driver or printing condition; however, the print result may be different from the intended one or the paper may not be fed correctly.

Machine Options

Guide to Functions of the Machine's External Options



No.	Option	Description
1	Paper holder	Use to set a paper roll onto the paper input location. This is useful to change quickly to a different size paper roll from the paper holder.
2	Paper Input Location 2	Load a paper roll onto this unit.

Guide to Functions of the Machine's Internal Options

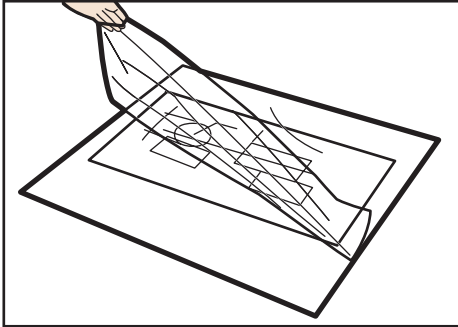
- Card reader
Pass an IC card over the card reader to log in to the machine.
page 48 "Logging In from the Control Panel"
- OCR unit
Recognizes the scanned originals optically, and creates a PDF with the text data embedded.
- Device server option
Allows you to add an Ethernet port to the printer. Allows you to print using the printer function via a network other than that connected to the machine.
- Wireless LAN board
Allows you to communicate over wireless LAN.
- File format converter

Allows you to download documents that are stored in the Document Server to the computer.

Other Options

Carrier sheet

Use to load bent, folded, creased, thin or pasted originals.



CBA051

Functions Requiring Optional Configurations

When options are installed, the functions and interface of this machine can be expanded.

Copy Function

Function/Reference	Option
Rotate Sort page 79 "Copying in Page Order or for Each Page Number"	Paper Input Location 2

Scanner Function

Functions	Option
Creating PDF files with OCR text information See "Scanning an Original as a PDF File with Embedded Text Data", User Guide (Full Version).	OCR unit

Interface

Functions	Option
Wireless LAN communication See "Connecting to a Wireless LAN", User Guide (Full Version).	Wireless LAN board
Extra Ethernet Interface (for Printer) See "Connecting a LAN Cable", User Guide (Full Version).	Device server option

Others

Functions	Option
Quick Card Authentication See "Logging in to the Machine Using an IC Card or a Smart Device", User Guide (Full Version).	NFC card reader

Function Compatibility

Function Compatibility

△ : Simultaneous operations are possible.

● : Operation is enabled when the relevant function key is pressed and remote switching (of the scanner/external extension) is done.

→ : Operation is performed automatically once the preceding operation ends.

X : The operation must be started once the preceding operation ends. Simultaneous operations are not possible.

Mode before you select \ Mode after you select		Copy	Printer				Scanner		TWAIN	Document Server				Web Document Server		Web Browser					
		Operations for Copying	Sort	Data Reception	Data Processing* 2	Storage	Printing	Operations for Scanning	Scanning	Delivery	Scanning	Operations for Document Server	Scanning a Document to Store	Printing a Printer Document	Printing a Copier Document	Printing a Printer Document	Printing a Copier Document	Delivery	Scanning from Web Browser	Printing from Web Browser	
Copy	Operations for Copying	×	×	△	△	△	△	●	●	●	●	●	●	●	△	△	△	△	●	●	
	Sort	△ ¹	→ ¹	△	→	→	→	→	●	×	●	×	● ¹	×	→	×	→	△	×	→	
Printer	Data Reception	△	△	→	→	→	→	△	△	△	△	△	△	△	△	△	△	△	△	△	
	Data Processing	△	×	△	→	→	→	△	△	△	△	△	×	→	×	→	×	△	△	→	
	Storage	△	×	△	△	→	→	△	△	△	△	△	×	→	×	→	×	△	△	→	
	Printing	△	×	△	△	△	→	△	△	△	△	△	×	→	×	→	×	△	△	→	
Scanner	Operations for Scanning	●	●	△	△	△	△	×	×	△	●	●	●	●	△	△	△	△	●	●	
	Scanning	●	×	△	△	△	△	×	×	△	×	●	×	●	×	△	×	△	×	●	
	Delivery	●	●	△	△	△	△	△	△	→	●	●	●	●	△	△	△	△	●	●	
TWAIN	Scanning	×	×	△	△	△	△	×	×	×	×	×	×	×	●	×	×	×	×	×	
Document Server	Operations for Document Server	●	●	△	△	△	△	●	●	●	●	×	×	×	×	△	△	△	●	●	
	Scanning a Document to Store	●	×	△	△	→	→	→	×	●	×	×	×	×	×	△	△	×	×	→	
	Printing a Printer Document	●	×	△	△	△	→	●	●	●	●	△ ⁴	×	→ ³	×	●	×	△	△	●	
	Printing a Copier Document	●	→	△	△	→	→	→	×	×	●	×	△ ⁴	● ¹	×	→ ³	×	●	△	×	→
Web Document Server	Printing a Printer Document	△	×	△	△	△	→	△	×	△	×	△	×	●	×	×	×	△	×	→	
	Printing a Copier Document	△	→	△	△	→	→	→	△	×	△	×	△	×	●	×	×	×	△	×	→
	Delivery	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	→	△	△
Web Browser	Scanning from Web Browser	●	×	△	●	●	●	●	×	●	×	●	×	●	●	△	×	△	×	×	→
	Printing from Web Browser	●	×	△	△	△	→	●	●	●	△	●	●	●	×	×	×	△	×	×	→

*1 Simultaneous operations are only possible after the preceding documents are all scanned and [Reserve] appears.

*2 When the machine begins processing print data, the print job appears in the job list tab on the top screen of the printer function.

*3 Simultaneous operations are possible after the preceding documents are all scanned.

*4 Simultaneous operations are possible after you press [New Job].

0000000000

Note

- The scanning speed may become slower when scanning an original with another function while executing printing.

Function Compatibility

The symbols in the cells have the following meanings:

Blank: These modes can be used together.

*: These modes cannot be used together. The first mode selected will be the mode you are working in.

•: These modes cannot be used together. The second mode selected will be the mode you are working in.

[illegible]

*1 When Directional Magnification (%) or Directional Size Magnification (mm/inch) is selected, the function selected first has priority.

*2 When Directional Magnification (%) or Directional Size Magnification (mm/inch) is selected, the function selected second has priority.

11. Legal and Contact Information

Environmental Regulations

ENERGY STAR Program Region **B** (mainly North America)

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.
This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.


Energy Star standards and logos are internationally uniform.

Energy Saving Functions

Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is one minute. This default time can be changed.

Sleep Mode

- If this machine remains idle for a specified period of time or when [Energy Save] () is pressed, it enters Sleep mode to further reduce its electrical consumption. This is called "Sleep Mode".
- The default delay time the machine waits before entering Sleep mode is 14 minutes.

- The machine can print jobs from computers while in Sleep mode.

Specification

 **Region A** (mainly Europe and Asia)

	Specification
Reduced electrical consumption in Low Power mode ^{*1}	46.0 W
Time of switch into Low Power mode	1 minute
Time of switch out from Low Power mode ^{*1}	3.0 seconds
Reduced electrical consumption in Sleep mode ^{*1}	0.69 W
Time of switch into Sleep mode	14 minutes
Time of switch out from Sleep mode ^{*1}	5.9 seconds

^{*1} The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

 **Region B** (mainly North America)

	Specification
Reduced electrical consumption in Low Power mode ^{*1}	45.7 W
Time of switch into Low Power mode	1 minute
Time of switch out from Low Power mode ^{*1}	2.9 seconds
Reduced electrical consumption in Sleep mode ^{*1}	0.65 W
Time of switch into Sleep mode	14 minutes
Time of switch out from Sleep mode ^{*1}	6.0 seconds

^{*1} The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

Note

- You can change the amount of time that the machine waits before entering Sleep mode under [Sleep Mode Timer].
- See "Date/Time/Timer", User Guide (Full Version).
- You can change the amount of time that the machine waits before entering Low Power mode under [Low Power Mode Timer].
- See "Date/Time/Timer", User Guide (Full Version).

- The machine enters sleep mode directly in the following situations:
 - [Low Power Mode Timer] and [Sleep Mode Timer] are set to the same time
 - [Sleep Mode Timer] is set shorter than [Low Power Mode Timer]
- It may take longer than the specified time to enter Sleep mode according to the type of Embedded Software Architecture application installed in the machine.

User Information on Electrical and Electronic Equipment Region **A** (mainly Europe)

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

For Turkey only

AEEE Yönetmeliğine Uygundur.

Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere AEEE Yönetmeliğine Uygundur.

Üretici:

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3-6, Nakamagome 1-chome,
Ohta-ku, Tokyo 143-8555 Japan

+81-3-3777-8111 (English only/Sadece İngilizce)

Note for the Battery and/or Accumulator Symbol (For EU countries only)

 Region **A** (mainly Europe)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Environmental Advice for Users Region **A** (mainly Europe)

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m² paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

<https://www.ricoh-return.com/>

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Notes to users in the state of California (Notes to Users in USA) Region B **(mainly North America)**

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

Notes for wireless LAN and Bluetooth

This product uses a control panel equipped with wireless LAN and Bluetooth functions.

The product uses the 2.4 GHz frequency range for communication. Communications using radio waves may be interrupted by noise or interference. If you want to use this product for external communication, please be aware that communication failures may occur.

It is prohibited by law to disassemble or modify this product. The company takes no responsibility for illegal modifications that are made to the wireless module of this product.

No measures to prevent or block data tampering are available for devices that use radio waves for communication. The company takes no responsibility for security problems arising due to wireless LAN and Bluetooth specifications or other conditions.

The frequency range used by this product may also be used by other products (industrial, scientific, or medical devices) manufactured by other companies. The outdoor use of wireless devices may be restricted. Pay attention to where you use this function.

Some applications of this product use the wireless function. Depending on the environment where you use the wireless function, communication may be interrupted due to radio wave interference.

The Bluetooth unit is not guaranteed to work with all supported devices.

Wireless LAN function's usable frequencies vary depending on the access point you use.

Copyright Information about Installed Software

Open source software is used in the machine and applications that can be downloaded from the Application Site. You can check their copyright information in the following settings or applications.

- Some information about software used in the control panel
[Settings] ► [System Settings] ► [Machine/Control Panel Information] ► [About Control Panel] ► [Legal information]
- Some information about software used in the control panel and information about software used in the machine
[Status/Information] ► [Device Info] in Web Image Monitor

Note

- You may be able to check some software information on the screens of each application, rather than on the control panel or Web Image Monitor.

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The SD and SD logo are trademarks of SD-3C, LLC.



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UPnP is a trademark of UPnP Implementers Corporation.

The proper name of Edge is Microsoft® Edge™.

The proper name of Internet Explorer 11 is Internet Explorer® 11.

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

- The product names of Windows 8.1 are as follows:

Microsoft® Windows® 8.1

Microsoft® Windows® 8.1 Pro

Microsoft® Windows® 8.1 Enterprise

- The product names of Windows 10 are as follows:
Microsoft® Windows® 10 Home
Microsoft® Windows® 10 Pro
Microsoft® Windows® 10 Pro for Workstations
Microsoft® Windows® 10 Enterprise
Microsoft® Windows® 10 Education
- The product names of Windows Server 2012 are as follows:
Microsoft® Windows Server® 2012 Foundation
Microsoft® Windows Server® 2012 Essentials
Microsoft® Windows Server® 2012 Standard
- The product names of Windows Server 2012 R2 are as follows:
Microsoft® Windows Server® 2012 R2 Foundation
Microsoft® Windows Server® 2012 R2 Essentials
Microsoft® Windows Server® 2012 R2 Standard
- The product names of Windows Server 2016 are as follows:
Microsoft® Windows Server® 2016 Essentials
Microsoft® Windows Server® 2016 Standard
Microsoft® Windows Server® 2016 Datacenter
Microsoft® Windows Server® 2016 MultiPoint® Premium Server
- The product names of Windows Server 2019 are as follows:
Microsoft® Windows Server® 2019 Datacenter
Microsoft® Windows Server® 2019 Standard
Microsoft® Windows Server® 2019 Essentials

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