

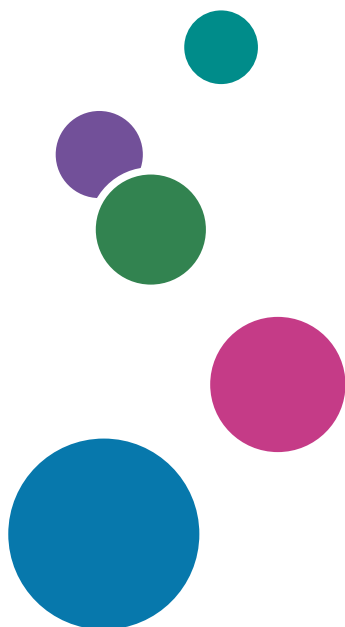


User Guide

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/>).



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. Getting Started

Turning On and Off the Power

1

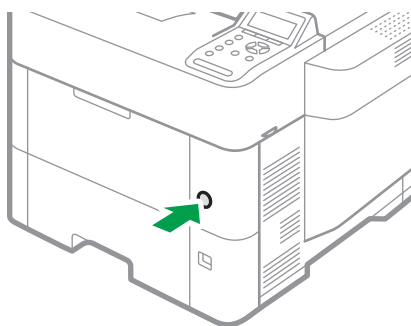
To turn the machine on and off, press the main power switch on the right of the machine.

Turning On the Main Power

★ Important

- When you push the main power switch, wait at least 10 seconds after it is confirmed that the main power indicator has lit up or gone out.

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Push the main power switch.



EBS034

The power indicator turns on.

After you switch the main power on, a screen may appear to indicate that the printer is initializing.

↓ 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 five minutes until the machine restarts.

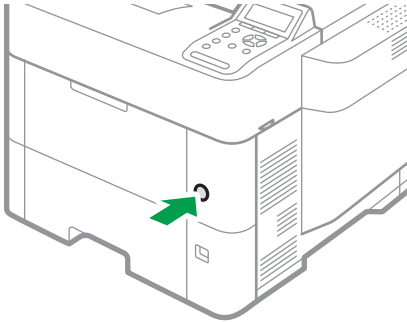
Turning Off the Main Power

★ 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 soon after pressing the main power switch on the machine. When you turn the power on or off, wait at least 10 seconds after confirming that the main power indicator on the control panel has turned on or off.

1. Push the main power switch.



EBS034

The main power is turned off automatically when the shutdown process is complete. If the shutdown process is not complete within the period of time displayed on the screen, contact your service representative.

Energy Saving Mode

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

Low Power Mode

If the printer is not used for a certain period of time, it enters Low Power mode.

In Low Power mode, the printer consumes less electricity than in the standby mode by turning off the display and lowering the temperature of the fusing unit heater. If the printer receives a job, it increases the temperature of the fusing unit and perform printing, but the display remains off.

You can configure the period of time the printer waits before it enters Low Power mode in [Low Power Mode Timer].

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

To exit Low Power mode, do one of the following:

- Start print jobs
- Press any key on the control panel
- Load paper in the bypass tray

- Open any cover
- Open any paper tray

Sleep Mode

The printer enters Sleep mode when:

- The printer waits before entering Sleep mode is set in [Sleep Mode Timer]
- It is the day and time specified in [Weekly Timer]

Power consumption is minimized.

The printer can print jobs from computers.

You can change the amount of time that the printer waits before switching to Sleep mode.

Under [Weekly Timer], you can specify the times and the days of the week that the machine enters Sleep mode.

Only the administrator can specify [Weekly Timer] when administrator authentication is enabled.

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

To exit Sleep mode, press one of the keys on the control panel.

Note

- The energy saving functions are disabled when an error occurs or while an operation is in progress.

Guide to Names and Functions of Components

1

CAUTION

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

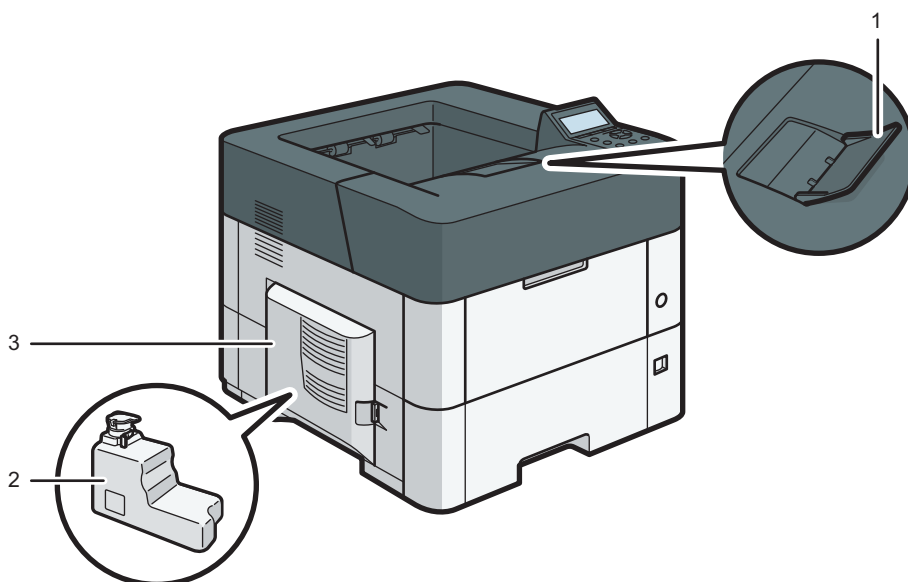
 **Region A** (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols.

Read the information indicated by the symbol that corresponds to the region of the model you are using.
page 137 "Model-Specific Information"

Exterior: Front and Left View



EBS241

1. Tray extension

Pull this fence to prevent paper from falling off.

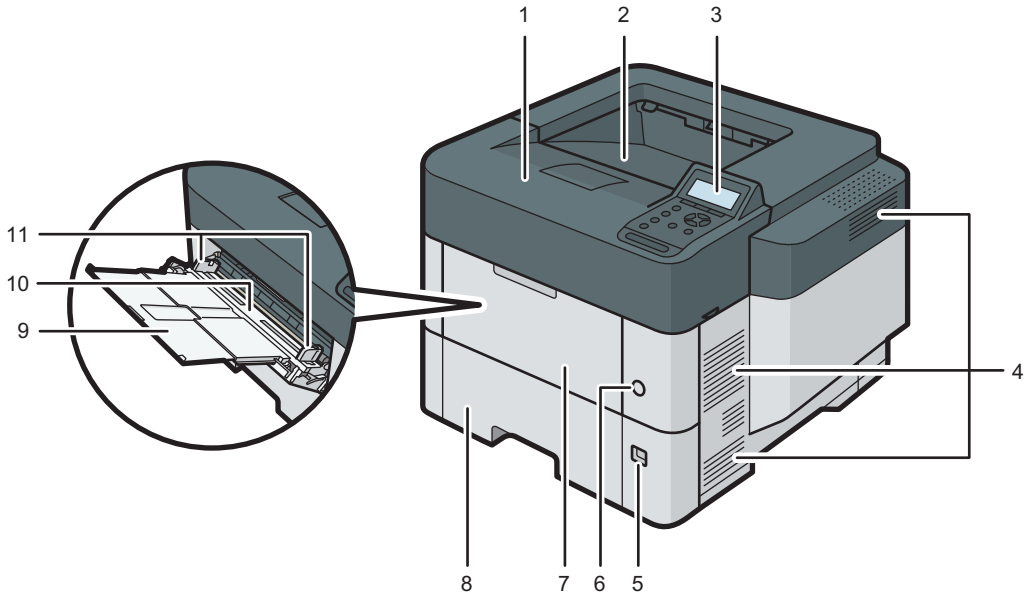
2. Waste toner bottle

Waste toner is collected here. Replace the bottle when it is full.

3. Left cover

Open to access the waste toner bottle.

Exterior: Front and Right view



EBS242

1. Top cover

Open to access the inside of the printer and remove jammed paper.

Open here to replace the print cartridge.

2. Standard tray

Output is stacked here with the print side down.

3. Control panel

page 14 "Names and Functions of the Control Panel"

4. Vents

Prevent overheating.

5. Paper size dial

Use this dial to specify the paper size. To use a paper size that is not indicated on the paper size dial, set the dial to "✱". If this is the case, set the paper size using the control panel.

6. Main power switch

Use this switch to turn the power on and off.

page 7 "Turning On and Off the Power"

7. Front cover

Open to access the inside of the printer and remove jammed paper.

Open here to replace the print cartridge.

8. Tray 1

Up to 500 sheets of plain paper can be loaded.
page 85 "Recommended Paper Sizes and Types"

9. Extender for the bypass tray

Pull this extender out when loading A4, 8 1/2 × 11 or larger size paper in the bypass tray.

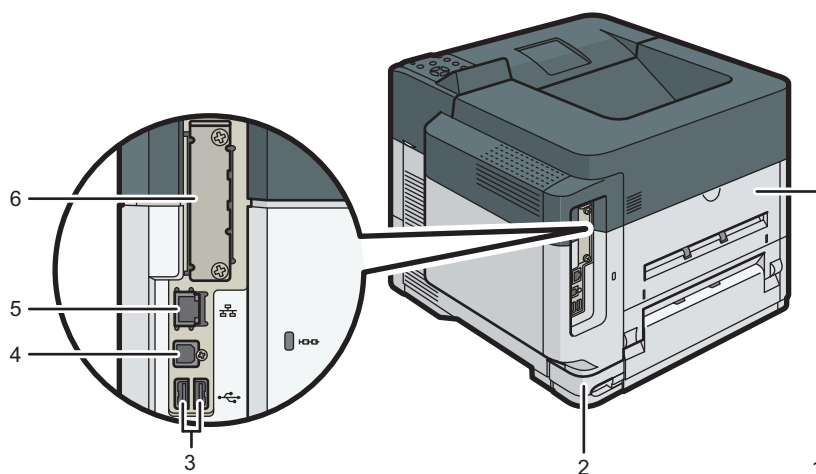
10. Bypass tray

Up to 100 sheets of plain paper can be loaded.
page 85 "Recommended Paper Sizes and Types"

11. Paper guides

When loading paper in the bypass tray, align the paper guides flush against the paper.

Exterior: Rear and Left view



EBS243

1. Rear cover

Open to access the inside of the printer.

2. Power connector

Connect the power cord to the printer. Insert the other end into an electrical outlet.

3. USB port A

Connect external devices such as a card authentication device, etc.

4. USB port B

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

5. Ethernet port

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

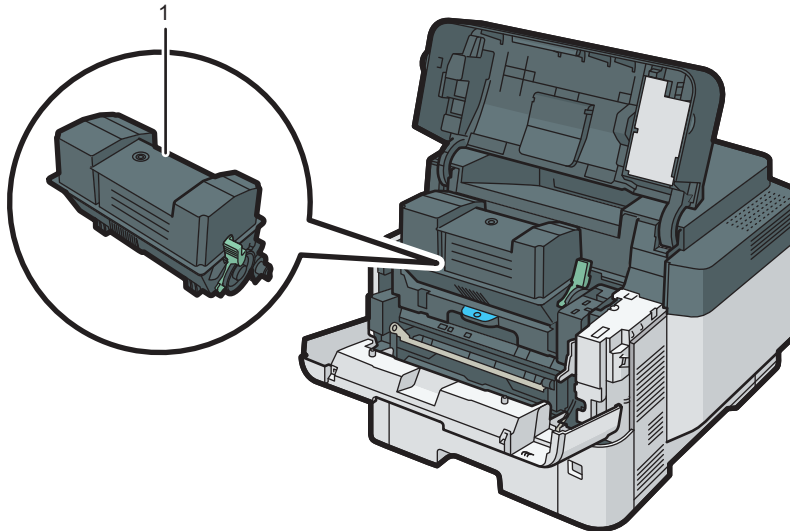
6. Optional interface board slot

Optional interface boards can be inserted.

Insert an optional wireless LAN interface board, IEEE 1284 interface board, or Device server.

1

Interior: Front View



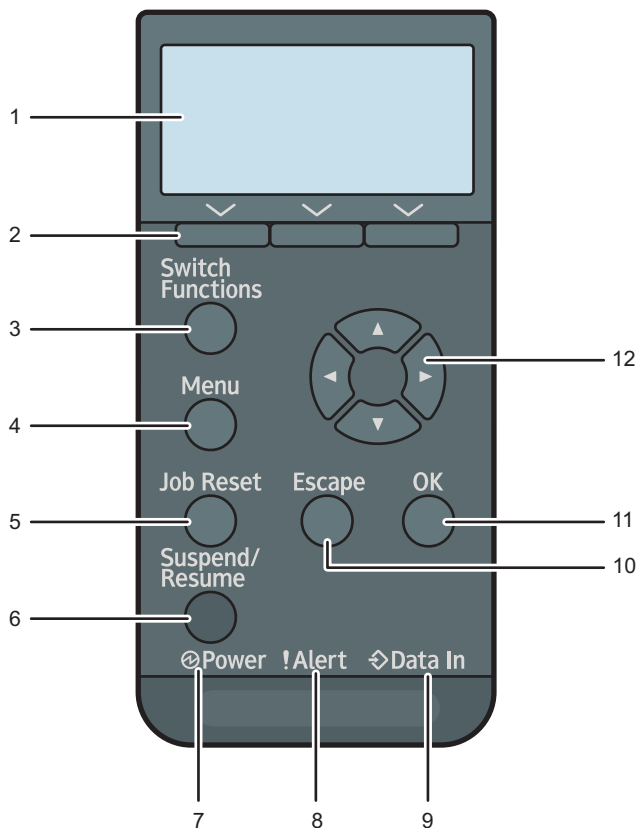
EBS244

1. Print cartridge

Messages appear on the screen when the print cartridge needs to be replaced, or a new cartridge needs to be prepared.

page 96 "Replacing the Toner"

Names and Functions of the Control Panel



EBS141

1. Display

Displays current printer status and error messages.

Entering energy saver mode turns off the back light.

page 8 "Energy Saving Mode"

2. Selection keys

Correspond to the function items at the bottom line on the display.

page 16 "How to Use the Selection Keys"

3. [Switch Functions] key

Press this key to switch between the operation screen of the printer function and the function screens of the extended features currently in use.

4. [Menu] key

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

Press to change the default settings to meet your requirements. See Function Details of the Printer Configuration Items.

5. [Job Reset] key

Press to cancel the current print job.

6. [Suspend/Resume] key

Press this to suspend the print job currently being processed. The indicator remains lit as long as the job is suspended.

To resume the job, press this key again. The suspended job will resume automatically when the time specified in [Auto Reset Timer] elapses (default: 60 seconds).

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

7. Power indicator

Lights up when the printer is ready to receive data from a computer. Flashes when the printer is warming up or receiving data. It is unlit when the power is off or when the printer is in energy saver mode.

8. Alert indicator

Lights up or flashes when a printer error occurs.

Steady red: printing is not possible, or is possible but print quality cannot be ensured.

Flashing yellow: the printer will soon require maintenance or a replacement consumable such as print cartridge.

Follow the instructions that appear on the display.

9. Data in indicator

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

10. [Escape] key

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

11. [OK] key

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

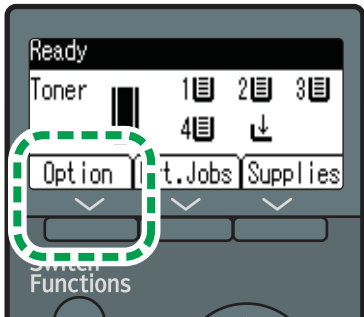
12. Scroll keys

Press these keys to move the cursor in each direction.

When the [▲] [▼] [◀] [▶] keys appear in this manual, press the applicable key for the direction that you want to move the cursor.

How to Use the Selection Keys

1



To select an item on the bottom line of the display, press the corresponding selection key directly below the item. For example, if you want to select [Option], as shown in the illustration above, press the selection key on the left side.

Order of Option Installation

When installing multiple options, the following order is recommended:

- 1. Attach the paper feed unit.**

Attach the paper feed unit to the bottom of the machine.

You can attach up to four paper feed units. Up to 2,000 sheets of paper can be loaded.

- 2. Install the caster table.**

- 3. Install the optional interface board.**

Install in the slot of the machine.

Only one interface board can be installed.

- 4. Insert SD card options.**

Insert in the SD card slot of the machine.

There are two slots for SD cards.

Each slot supports different types of SD cards.

If you want to use two or more SD cards that can be inserted in the same slot, contact your sales or service representative.

Attaching the Paper Feed Unit

You can install a paper feed unit.

⚠ WARNING

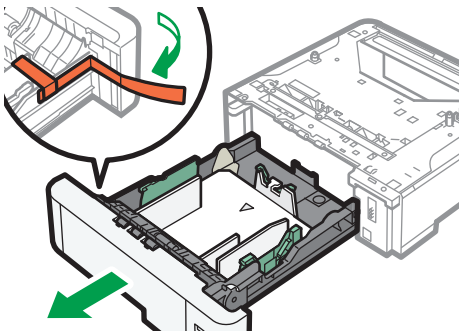
- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.

⚠ CAUTION

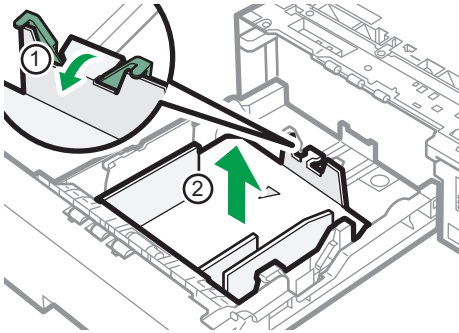
- The machine weighs approximately 18 kg (40 lb.).
- When moving the machine, use the inset grips on both sides, and lift slowly in pairs. The machine will break or cause injury if dropped.
- Lifting the paper feed unit carelessly or dropping may cause injury.
- When moving the machine, make sure to unplug the power cord from the wall outlet and confirm that line cords and other connecting cables have been removed. Otherwise, the power cord is damaged, possibly resulting in fire or electric shock.

★ Important

- Do not place the machine directly on the floor.
 - When attaching multiple options, attach the paper feed unit first.
 - To attach two or more paper feed units at the same time, first stack them one upon the other, and then attach them as a single unit.
 - Before turning on the power, remove the packaging material from the paper feed unit.
1. Turn the machine off and unplug the power cord.
 2. Remove the packaging, adhesive tapes, and a plastic sheet from the paper feed unit.



EAT135



EAT136

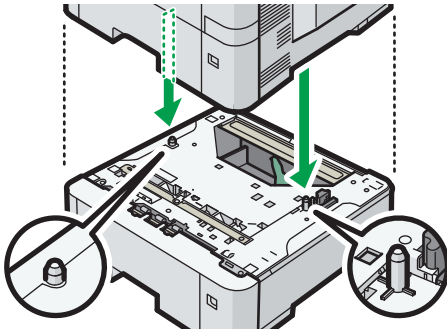
3. Lift the machine using the inset grips on both sides of the machine in pairs.

Lifting the machine requires two people.

When moving the machine, do not touch the following parts:

- Convex parts on the right side of the machine
- Places indicated on the labels attached to the machine
- The bottom of the optional paper tray

4. There are two upright pins on the optional paper feed unit. Align them with the holes on the underside of the machine, and then carefully lower the machine.



EAT137

5. Plug in the power cord, and then turn on the machine.

6. Print the configuration page to confirm that the unit was attached correctly.

↓ Note

- To check whether the optional paper feed unit was correctly attached, print the configuration page, and check "Attached Equipment" on the configuration page. If the unit was attached correctly, "Tray 2", "Tray 3", "Tray 4", and "Tray 5" will appear.
- See "Configuring the Machine Using the Control Panel", User Guide (Full Version).
- If the optional paper feed unit was not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.

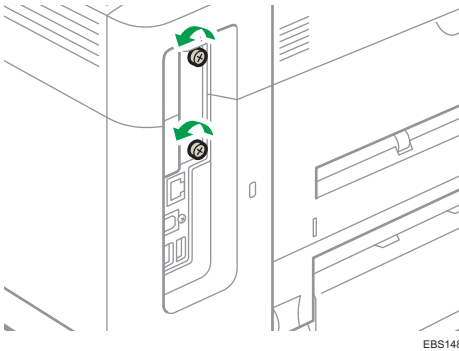
- To use the paper feed unit, configure the machine options in "Accessories" in the printer driver.
- See "Specifying the Option Configuration or Paper Settings Manually", User Guide (Full Version).

Installing the Wireless LAN Interface Board

★ Important

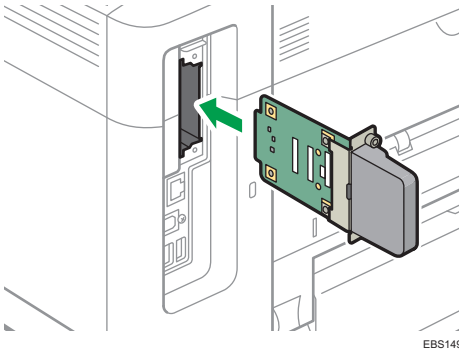
- Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.
- Do not subject the Wireless LAN interface board to physical shocks.

1. Check the contents of the package.
2. Turn the machine off and unplug the power cord.
3. Loosen the two screws and remove the slot cover.



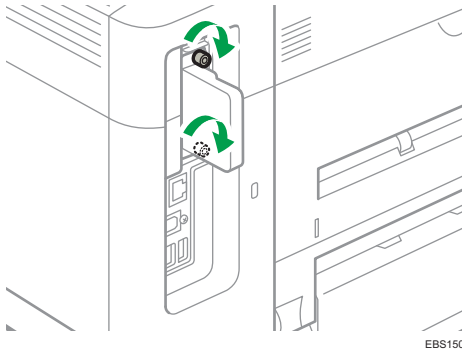
The removed cover will not be reused.

4. Fully insert the interface board.



Check that the interface board is firmly connected to the controller board.

5. Tighten the two screws to secure the interface board.



6. Plug in the power cord, and then turn on the machine.

7. Print the configuration page to confirm that the board was attached correctly.

Note

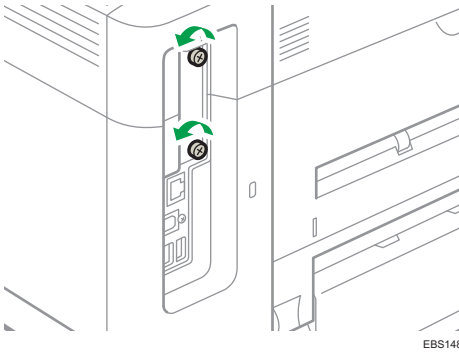
- Check that the board was correctly installed by printing the configuration page. If it is correctly installed, "Wireless LAN" will appear for "Device Connection" on the configuration page.
- See "Configuring the Machine Using the Control Panel", User Guide (Full Version).
- If the board was not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.
- Before using the board, you must configure settings from the control panel.

Installing the IEEE 1284 Interface Board

★ Important

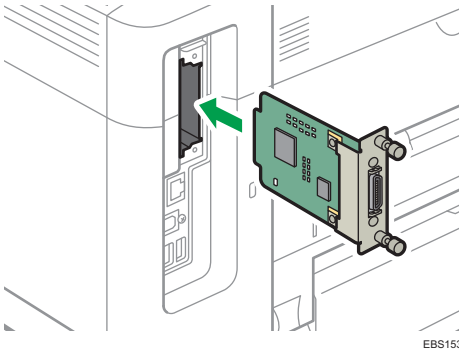
- Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.
- Do not subject the IEEE 1284 interface board to physical shocks.

1. Check the contents of the package.
2. Turn the machine off and unplug the power cord.
3. Loosen the two screws and remove the slot cover.



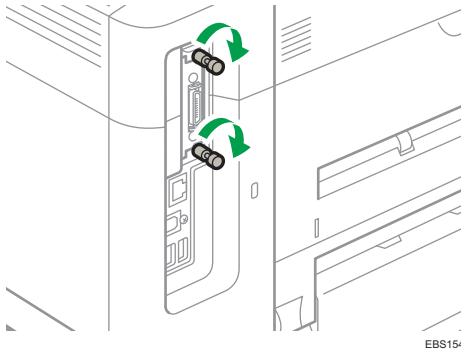
The removed cover will not be reused.

4. Fully insert the IEEE 1284 interface board.



Check that the IEEE 1284 interface board is firmly connected to the controller board.

5. Tighten the two screws to secure the interface board.



6. Plug in the power cord, and then turn on the machine.

7. Print the configuration page to confirm that the board was attached correctly.

Note

- Check that the board was correctly installed by printing the configuration page. If it is correctly installed, "Parallel Interface" will appear for "Device Connection" on the configuration page.
- See "Configuring the Machine Using the Control Panel", User Guide (Full Version).
- If the board was not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.

Installing the Device Server Option

★ Important

-  **Region B** (mainly North America)

If you want to use the device server option, contact your service representative.

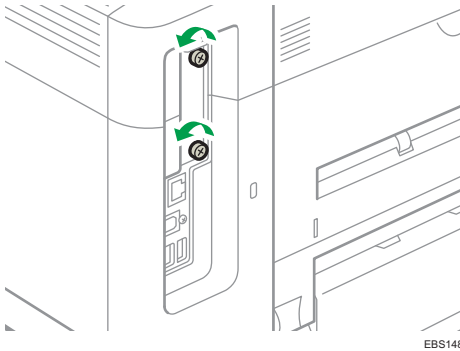
- Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.
- Do not subject the Device Server Option to physical shocks.

The optional device server option is an interface board that adds an Ethernet port to the machine.

With this option installed, two Ethernet cables can be connected at the same time using the standard port on the machine and an additional port on the device server option. You can assign different IP addresses to each port, so the machine can print jobs from different network segments.

Procedure for installing the device server option

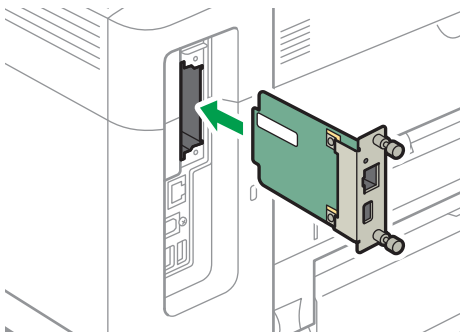
1. Check the contents of the package.
2. Turn the machine off and unplug the power cord.
3. Loosen the two screws and remove the slot cover.



EBS148

The removed cover will not be reused.

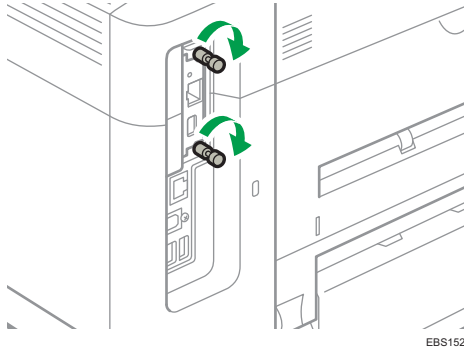
4. Fully insert the interface board.



EBS151

Check that the interface board is firmly connected to the controller board.

5. Tighten the two screws to secure the interface board.



6. Connect the device server option to the machine.

For details, see the Setup Guide provided with the device server option.

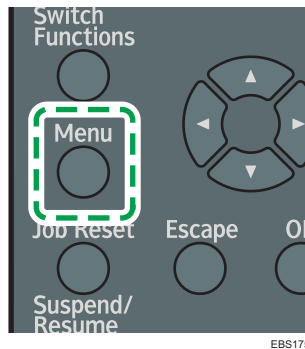
Configuring settings

After installing and connecting the device server option to the machine, configure the machine settings.

★ Important

- When using the device server option, set [Engy Sv Md to Dsbl Prt Srv] to [Disable Mode] to prevent the machine from entering Energy Saver mode. Otherwise, the device server option loses communication with the network while the machine is in Energy Saver mode, and the machine cannot receive print jobs.

1. Press the [Menu] key.



2. Select [System], and then press the [OK] key.
3. Select [Engy Sv Md to Dsbl Prt Srv], and then press the [OK] key.
4. Select [Disable Mode], and then press the [OK] key.

Note

- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.

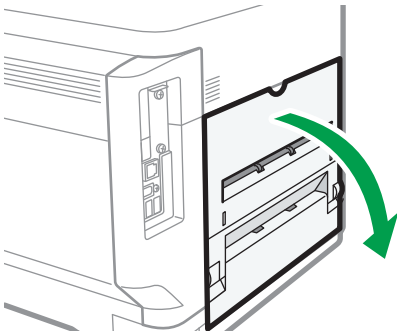
Installing SD Card Options

CAUTION

- Keep SD cards out of reach of children. If a child accidentally swallows an SD card, consult a doctor immediately.

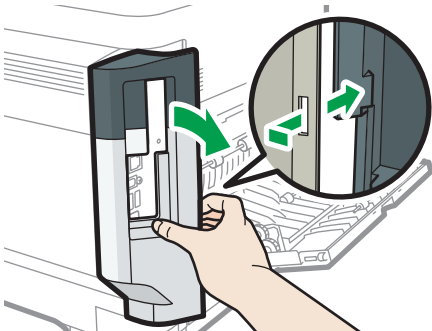
Important

- Do not subject the card to physical shocks.
1. Turn the machine off and unplug the power cord.
 2. Open the rear cover.

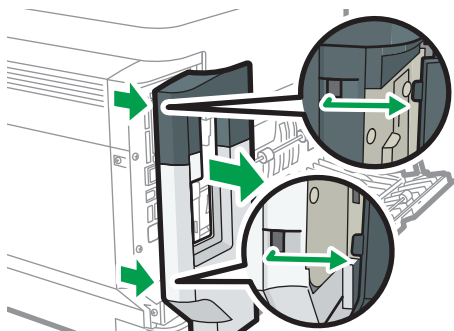


EBS155

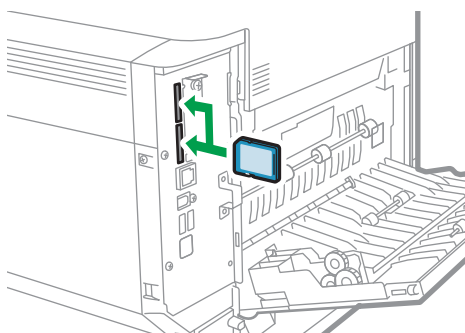
3. Unhook the tab on the interface cover, which is located on the side of the rear cover.



EBS156

4. Unhook the two tabs on the outside of the interface cover.

EBS157

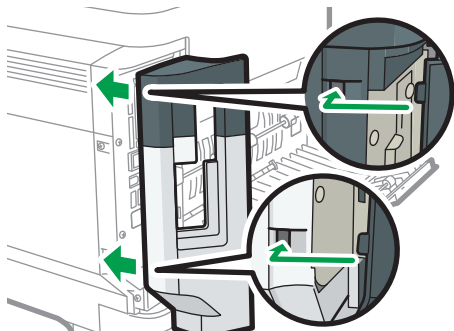
5. Insert the SD card into the slot until it clicks.

EBS158

If you insert only one SD card, use the upper slot. If you insert two SD cards simultaneously, use both slots. If you insert the optional VM card, use only the lower slot.

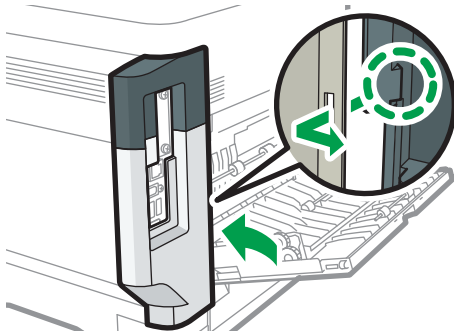
If you want to use two or more SD cards simultaneously, contact your service representative.

If you use a commercially available SD card for back up the address book, insert the SD card to the lower slot.

6. Hook the two tabs on the outside of the interface cover.

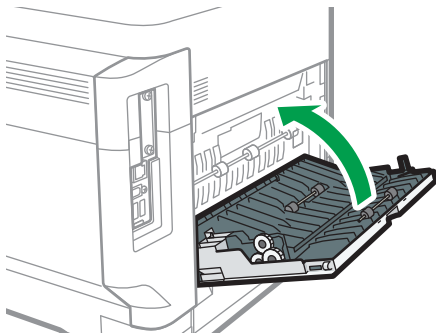
EBS159

7. Hook the tab on the interface cover, which is located on the side of the rear cover.



EBS160

8. Close the rear cover.



EBS161

9. Plug in the power cord, and then turn on the machine.

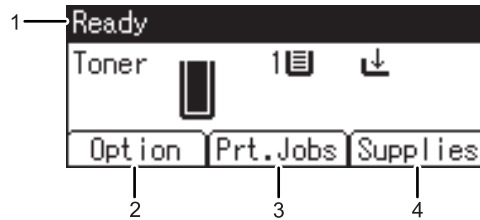
10. Check that the SD card was installed correctly.

Note

- You can confirm that the SD card was installed correctly by checking the control panel menu or configuration page.
 - VM card: Make sure JavaTM/X appears when the [Switch Functions] key is pressed.
 - XPS card/PostScript 3 unit: Printing the configuration page, if the card is installed properly, corresponding option's name will appear for "Printer Language" in "System Reference".
 - See "Configuring the Machine Using the Control Panel", User Guide (Full Version).
- If the card is not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.
- Do not touch the card while the machine is in use. It may come loose, even if pushed only slightly. The slot cover must be reattached.

Guide to the Names and Functions of the Control Panel Screen

1



CYN901

1. Operational Status or Messages

Displays the printer status and messages.

2. [Option]

Press to display the following items:

- Form Feed

You can output data that is unprintable due to errors such as a missing line-feed code.

- Error Log

If a document cannot be printed due to errors or other reasons, an error log is created. You can check the error log using the control panel.

3. [Prt.Jobs]

Press to display print jobs sent from a computer.

[Prt.Jobs] is displayed only when the optional hard disk is installed in the printer.

4. [Supplies]

Press to display the information about printer supplies.

↓ Note

- By default, the remaining amount of toner is displayed. To avoid displaying the remaining amount of toner, set [Display Supply Info] to [Off] in [General Settings] under [Maintenance].

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.



Enter a login user name.

Enter

- If User Code Authentication is active, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

To prevent use of the machine by an unauthorized person, always log out when you have finished using the machine.

Note

- 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).

Logging In by Entering the User Name and Password

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

1. Press the selection key beneath [Prt.Jobs].



Ready

Toner

1 2 3

4 5 ↓

Option Prt.Jobs Supplies

page 16 "How to Use the Selection Keys"

2. Press the selection key beneath [Enter].
3. Press the [▲], [▼], [◀] or [▶] key to select the user name, and then press the [OK] key to enter it.
4. Press the selection key beneath [Accept].
5. Press the selection key beneath [Enter].

6. Press the [▲], [▼], [◀] or [▶] key to select a password, and then press the [OK] key to enter it.

7. Press the selection key beneath [Accept].

↓ Note

- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.
- To log out from the machine, press the [Menu] key, press the selection key beneath [Logout], and then press the selection key beneath [Yes].

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)

You can change the login password in Web Image Monitor.

See "Changing the Login Password Using Web Image Monitor", User Guide (Full Version).

2. 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

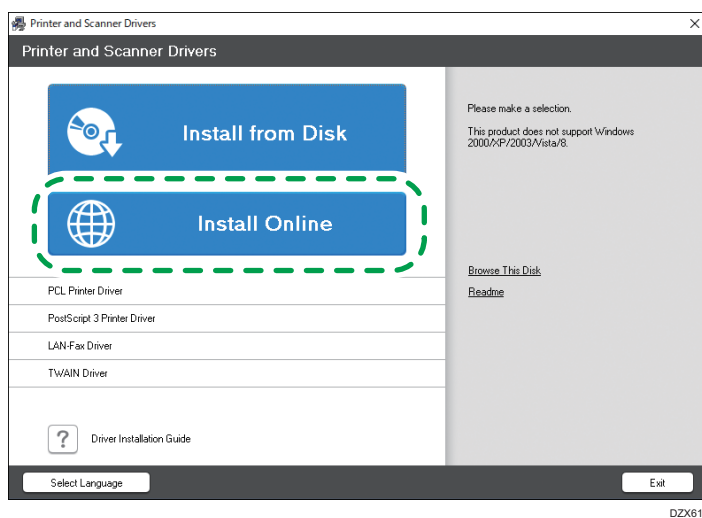
- Device Software Manager supports Windows OS only. To install the printer driver on Mac OS, see the following sections:
- page 51 "Installing the Printer Driver for Network Connection (OS X/macOS)"
- See "Installing the Printer Driver for USB Connection (OS X/macOS)", User Guide (Full Version).
- Follow the instructions of the installer to connect the USB cable.

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 root directory of the CD-ROM.

2. Click [Install Online].

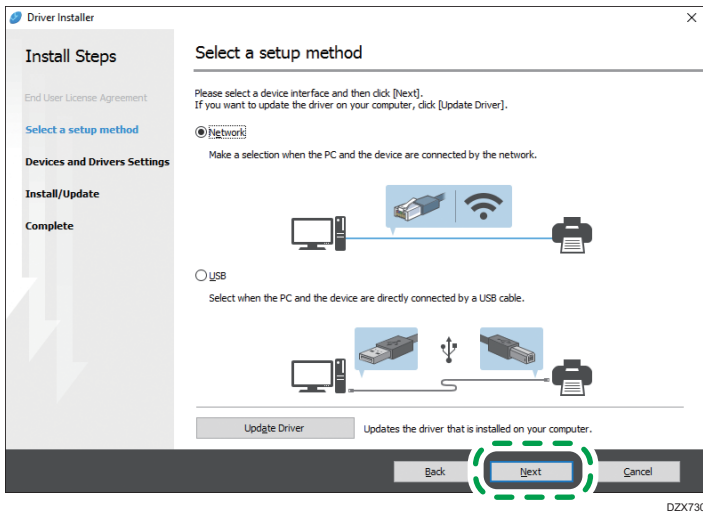


3. Select [I accept the agreement] on the "License Agreement" screen, and then click [Install].

4. 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].
5. 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.

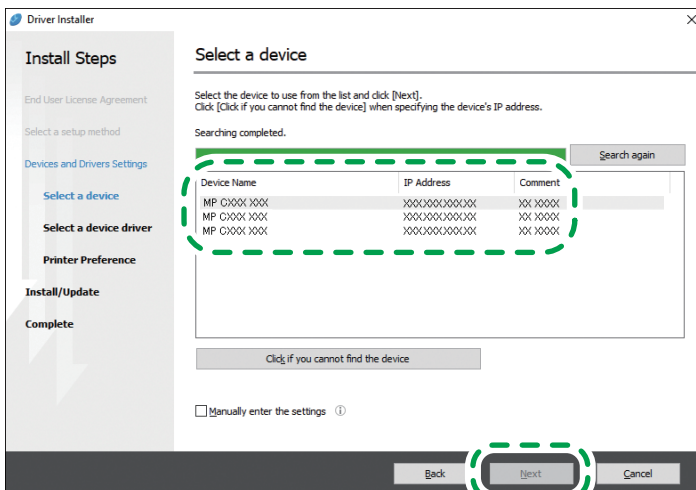
6. Select the connection between the machine and computer, and then click [Next].



DZX730

- Network: Search for devices connected to the network.
- USB: Following the instructions on the "Connection with device" screen, connect the machine and the computer with the USB cable to search for the machine.

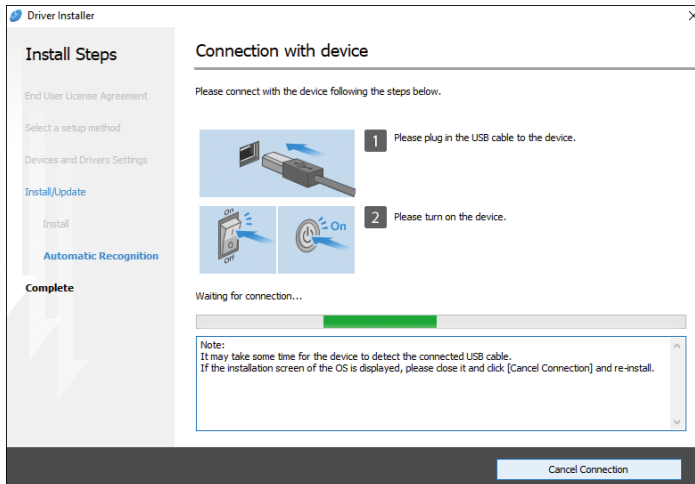
7. Select this machine from among the detected devices, and then click [Next].



DZC086

The installation of the driver starts.

- If "Could not verify publisher" 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.
- When you connect the machine and the computer with a USB cable, follow the instructions on the installer screen.



If the machine is not detected, click [Cancel Connection]. Even if the connection is canceled, the installation is complete. After the installer screen is closed, the machine is added automatically when it is connected to the computer with the USB cable.

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

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).

Installing Device Software Manager from the Downloaded File

1. Double-click the downloaded file.
2. Select [I accept the agreement] on the "License Agreement" screen, and then click [Install].
3. Click [Next] on the "Welcome to the Device Software Manager Setup Wizard" screen.

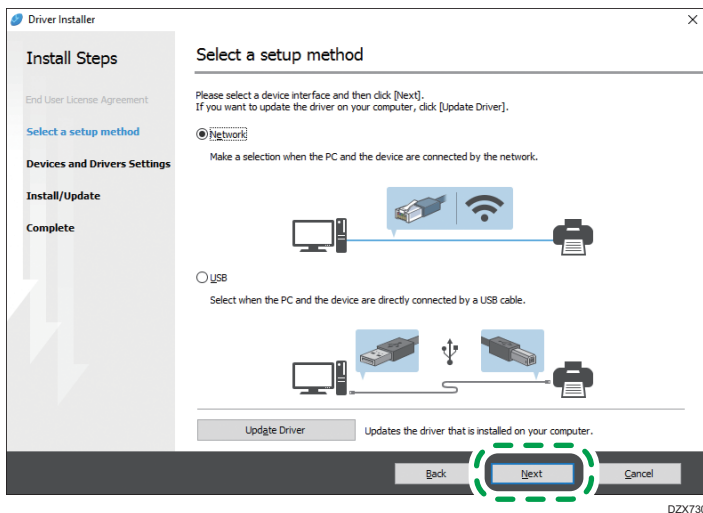
4. On the "Quality Improvement Program" screen, select [I will participate in the Quality Improvement Program] or [I will not participate in the Quality Improvement Program], and then click [Next].
5. On the "Driver Update Notification Setting" screen, specify whether to display the message about the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

The process of installing Device Software Manager starts.

6. After completing the installation, select the [Run Device Software Manager] check box, and then click [Finish].

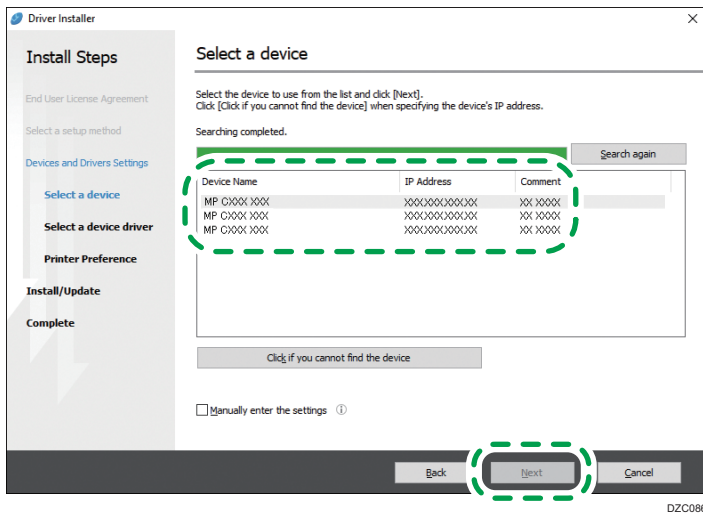
The installation of Install Online is complete. Next, install the printer driver.

7. On the "End User License Agreement" screen, select [Agree], and then click [Next].
8. Select the connection between the machine and computer, and then click [Next].



- Network: Search for devices connected to the network.
- USB: Following the instructions on the "Connection with device" screen, connect the machine and the computer with the USB cable to search for the machine.

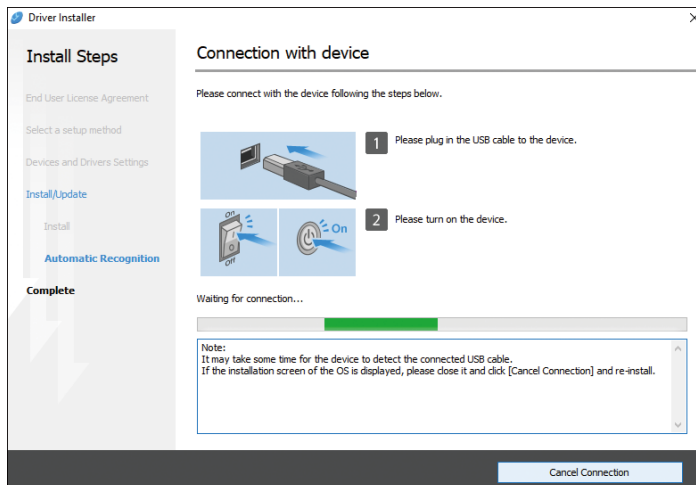
9. Select this machine from among the detected devices, and then click [Next].



2

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.
- When you connect the machine and the computer with a USB cable, follow the instructions on the installer screen.



If the machine is not detected, click [Cancel Connection]. Even if the connection is canceled, the installation is complete. After the installer screen is closed, the machine is added automatically when it is connected to the computer with the USB cable.

10. 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.

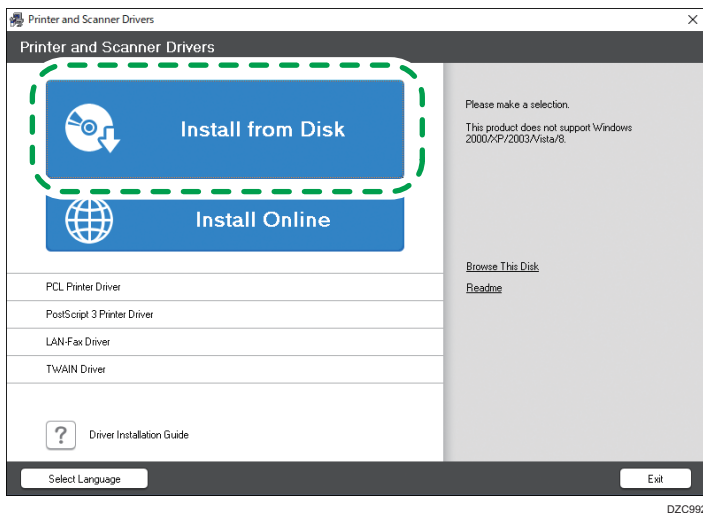
Installing the PCL 6 Printer Driver from the CD-ROM

1. Set the CD-ROM in the computer.

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

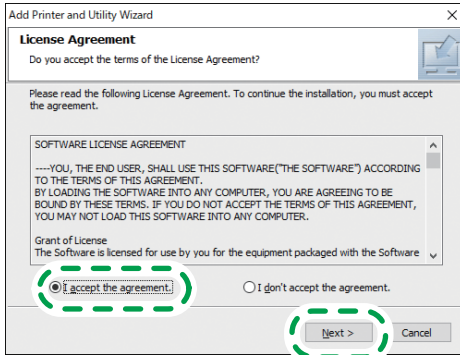
2. Select a language, and then click [OK].

3. Click [Install from Disk].



4. Click [Network Printer(s)].

5. On the "License Agreement" screen, select [I accept the agreement], and then click [Next].

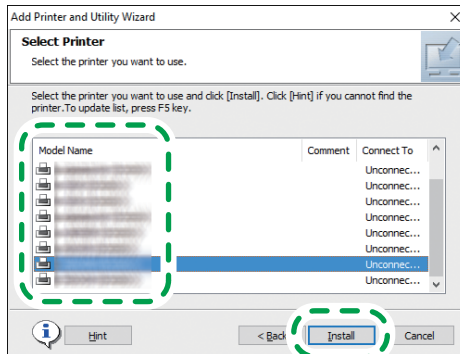


DZC081

6. Confirm the "Confirm Network Connection" screen, and then click [Next].

The search detects devices connected to the network.

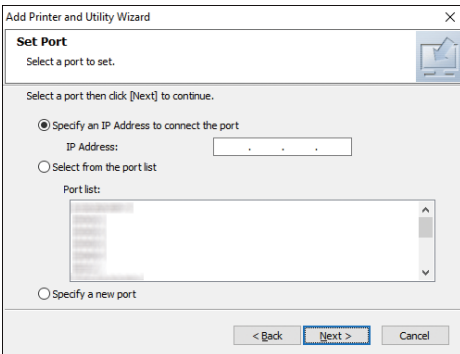
7. Select this machine from among the devices, and then click [Install].



DZC080

8. If the "Set Port" screen is displayed, select the setting method of the port.

This screen is displayed when the computer cannot access the machine.



Specify the port to use for the connection between the computer and machine using one of the following methods:

To specify the IP address

1. Enter the IP address of the machine, and then click [Next].
2. Proceed to Step 9.

To select from the port list

1. Select the port to use for the connection between the computer and machine, and then click [Next].
2. Proceed to Step 9.

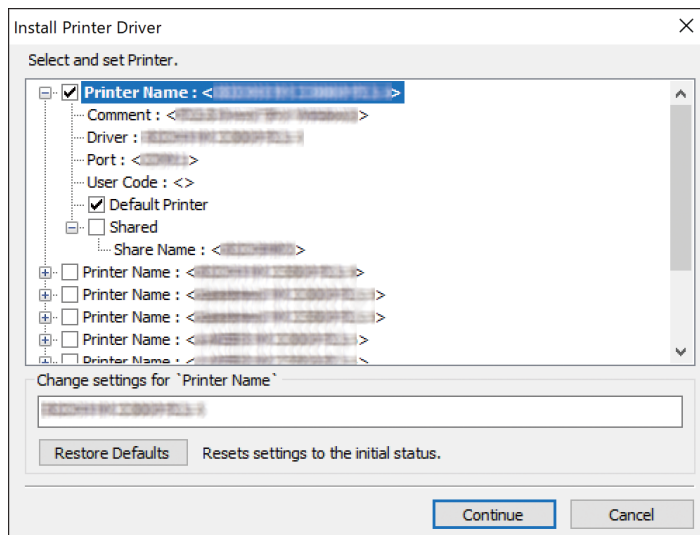
To create a new port

1. Select [Specify a new port], and then click [Next].
2. On the "Add Printer and Utility Wizard" screen, select [Standard TCP/IP Port] and click [Next].
3. On the "Add Standard TCP/IP Printer Port Wizard" screen, click [Next].
4. On the "Add port" screen, enter the printer name or IP address of the machine, and then click [Next].

The port name is automatically entered. You can change the port name.

5. When the "Additional port information required" screen is displayed, select [RICOH Network Printer C model], and then click [Next].
6. Click [Finish].

9. Specify the name of the printer to install, and whether to use it as the default printer.



10. Click [Continue].

Printer driver installation starts.

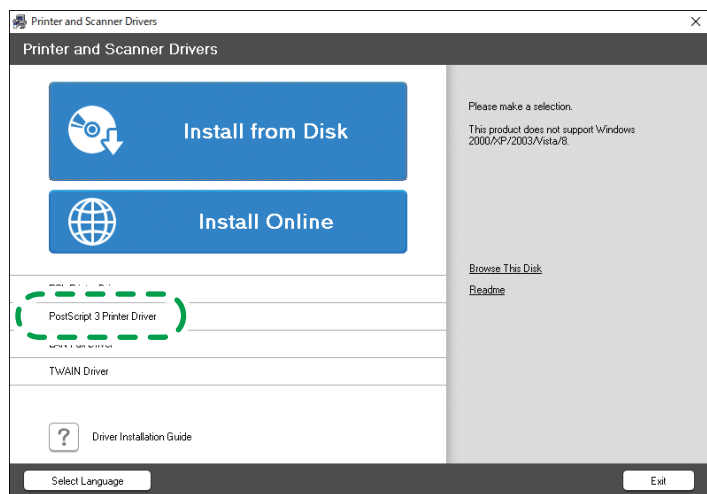
11. Click [Finish].

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

Installing the PostScript 3 Printer Driver from the CD-ROM

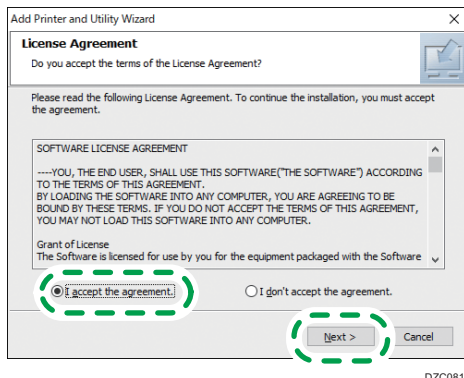
1. Set the CD-ROM in the computer.

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

2. Select a language, and then click [OK].**3. Click [PostScript 3 Printer Driver].**

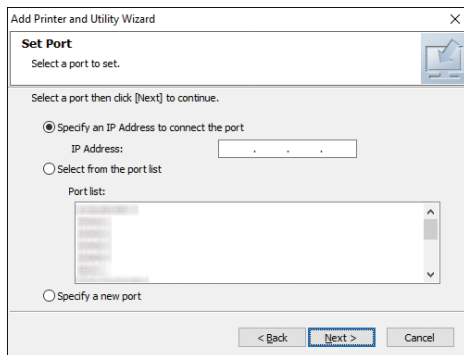
DZC990

4. On the "License Agreement" screen, select [I accept the agreement], and then click [Next].



DZC081

5. Click [Next].
6. Select a method to connect a port.



Specify the port to use for the connection between the computer and machine using one of the following methods:

To specify the IP address

1. Enter the IP address of the machine, and then click [Next].

To select from the port list

1. Select the port to use for the connection between the computer and machine, and then click [Next].

To create a new port

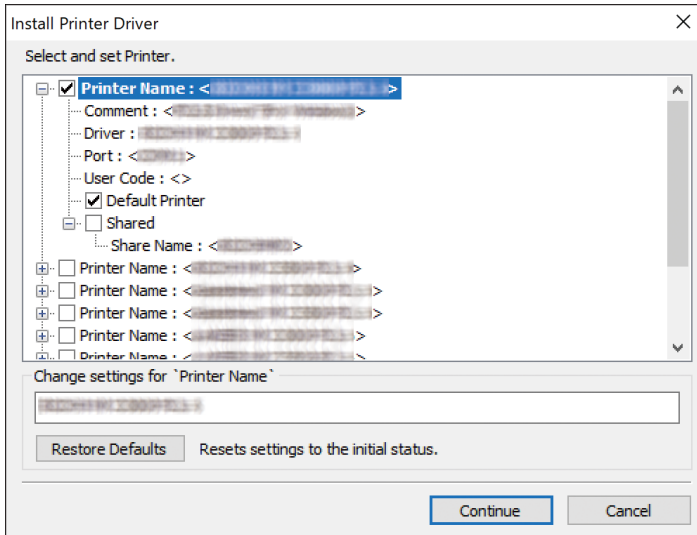
1. Select [Specify a new port], and then click [Next].
2. On the "Add Printer and Utility Wizard" screen, select [Standard TCP/IP Port] and click [Next].
3. On the "Add Standard TCP/IP Printer Port Wizard" screen, click [Next].

4. On the "Add port" screen, enter the printer name or IP address of the machine, and then click [Next].

The port name is automatically entered. You can change the port name.

5. When the "Additional port information required" screen is displayed, select [RICOH Network Printer C model], and then click [Next].
6. Click [Finish].

7. Select the [Printer Name] of the machine to open the menu tree, and then specify the setting items.



8. Click [Continue].

Printer driver installation starts.

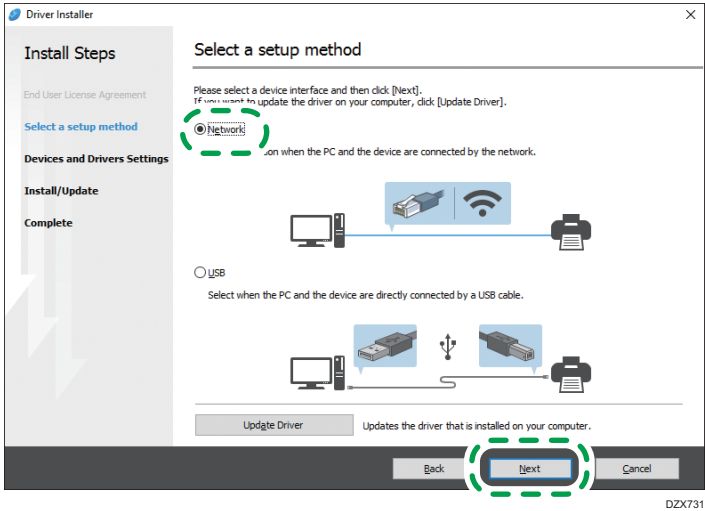
9. Click [Finish].

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

Installing the PCL 6/PostScript 3 Printer Driver from the Downloaded File

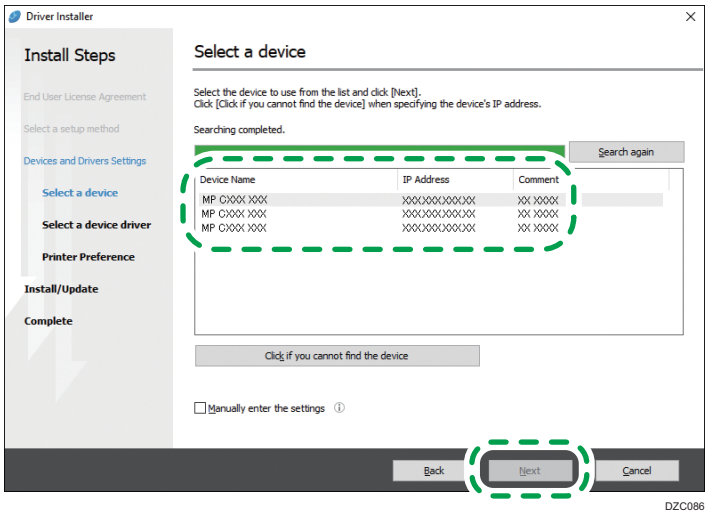
1. Double-click the downloaded file.
2. Confirm where to install, and then click [Extract] or [Install].
 - If the "Security Warning" screen is displayed, click [OK].
 - If the "User Account Control" screen is displayed, click [Yes] or [Allow].
3. On the "End User License Agreement" screen, select [Agree], and then click [Next].

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



- The search detects devices connected to the network.
- If the error screen is displayed, see page 47 "If the Machine Cannot Be Found".

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

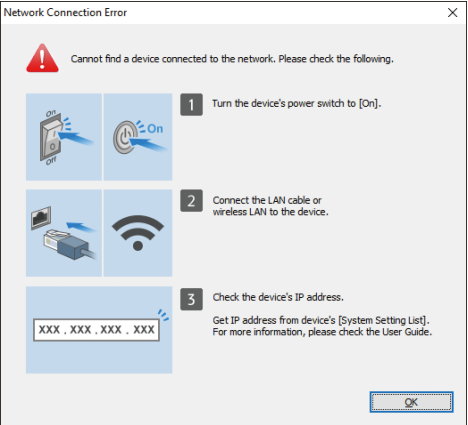


Printer driver installation starts.

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

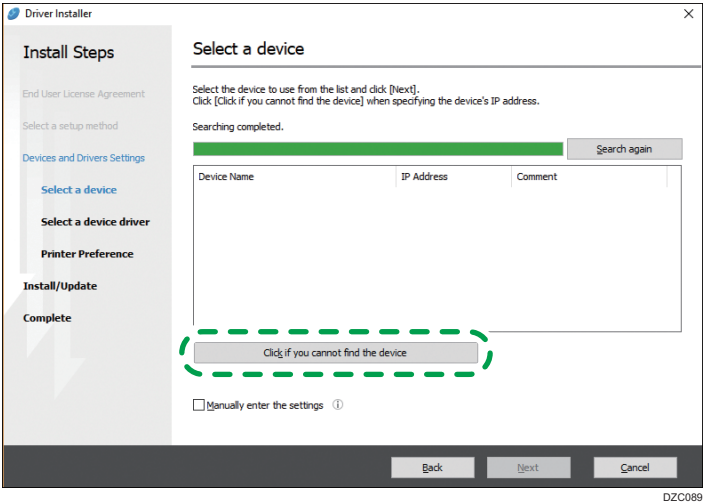
If the Machine Cannot Be Found

The "Network Connection Error" screen is displayed.



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.

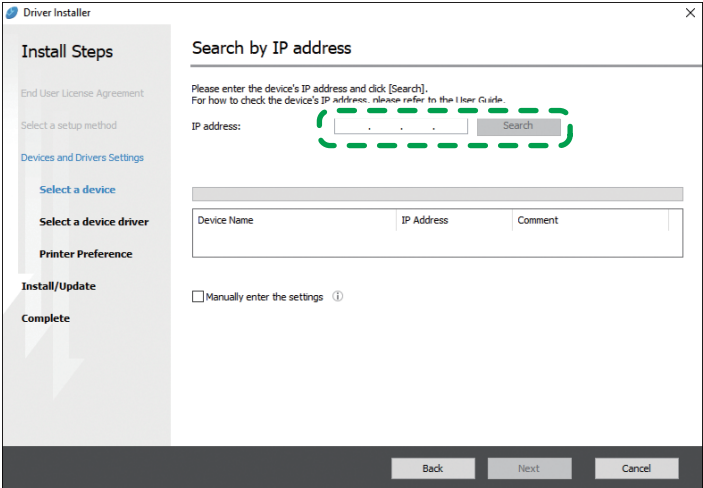
1. Click [Click if you cannot find the device].



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

When specifying the machine IP address

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



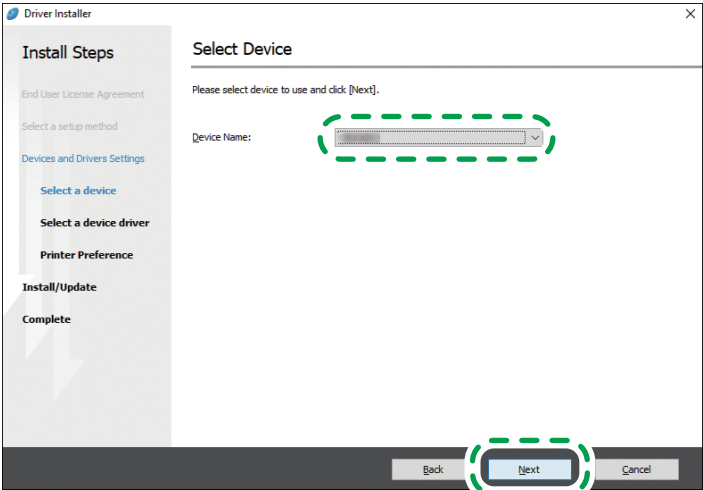
DZC091

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

Printer driver installation starts.

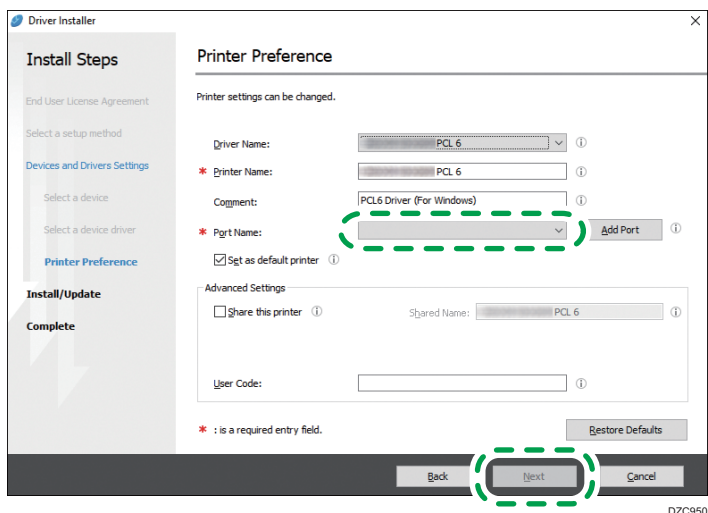
When specify the machine name

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



DZC094

- 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:

"When You Cannot Print a Document even if the Printer Driver Is Installed", Driver Installation Guide

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

Installing the Printer Driver for Network Connection (OS X/macOS)

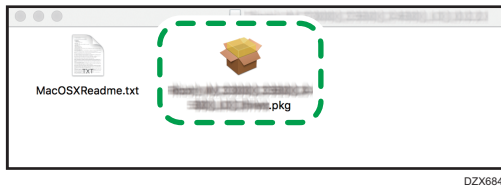
Install the PPD file (printer driver) under OS X/macOS, and then register the machine on the computer from the system preferences.

Installing the PPD file

1. Set the CD-ROM in the computer, and click [macOS] 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.

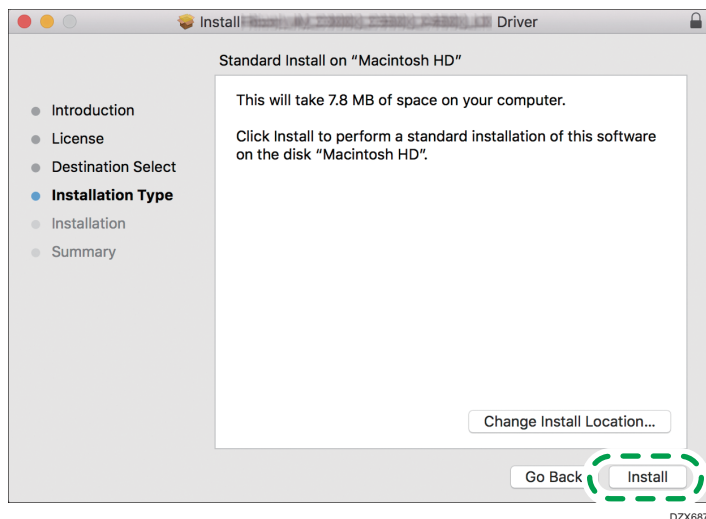
2. Double-click the package file.



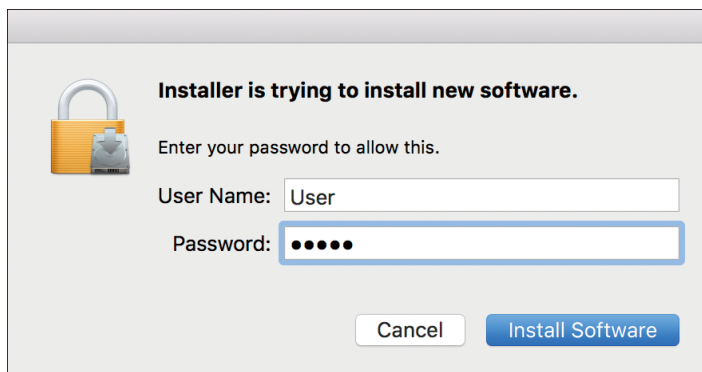
DZX684

- To install from the CD-ROM, double-click the package file in the [macOS] ► [macOS PPD Installer] folder.
 - When the install confirmation screen is displayed, click [Continue].
3. On the "Introduction" screen, click [Continue].
 4. On the "License" screen, click [Continue] and then click [Accept].
 - When prompted to select where to install the driver, specify the install location, and click [Continue].

5. Click [Install].



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



The installation of the PPD file starts.

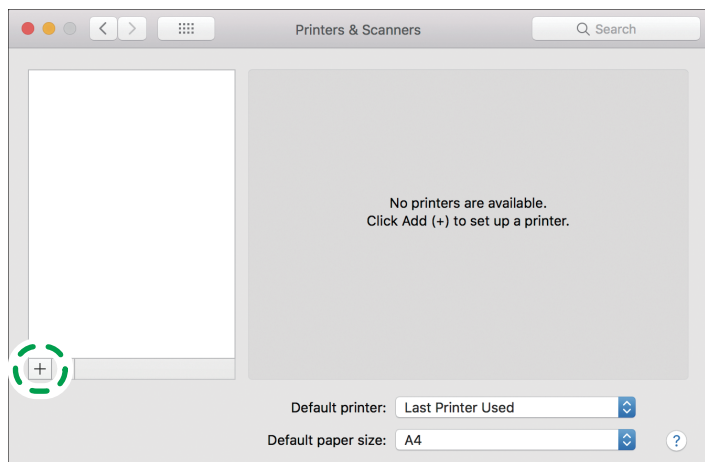
7. When the installation is complete, click [Close].

Registering the Machine in [Print & Scan] or [Printers & Scanners]

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

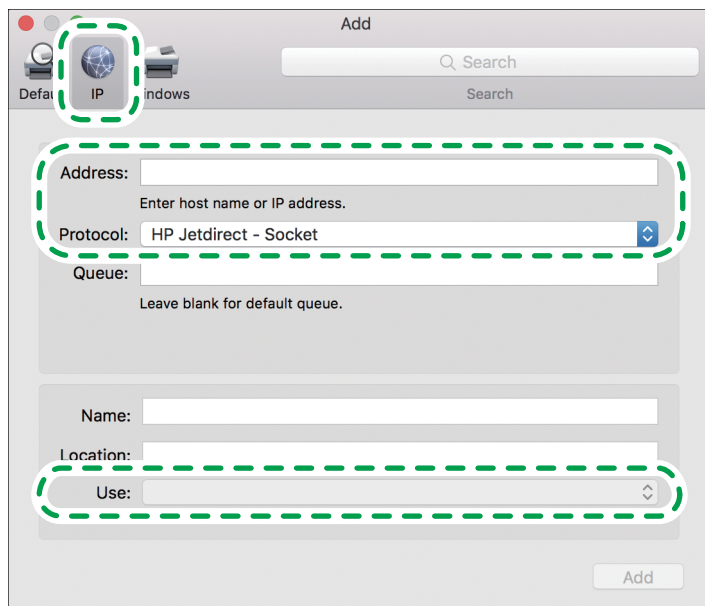
1. Select [System Preferences...] from the Apple menu.
2. Click [Print & Scan] or [Printers & Scanners].

3. Click [+].



DZX689

4. Click [IP], and configure the information of the machine.



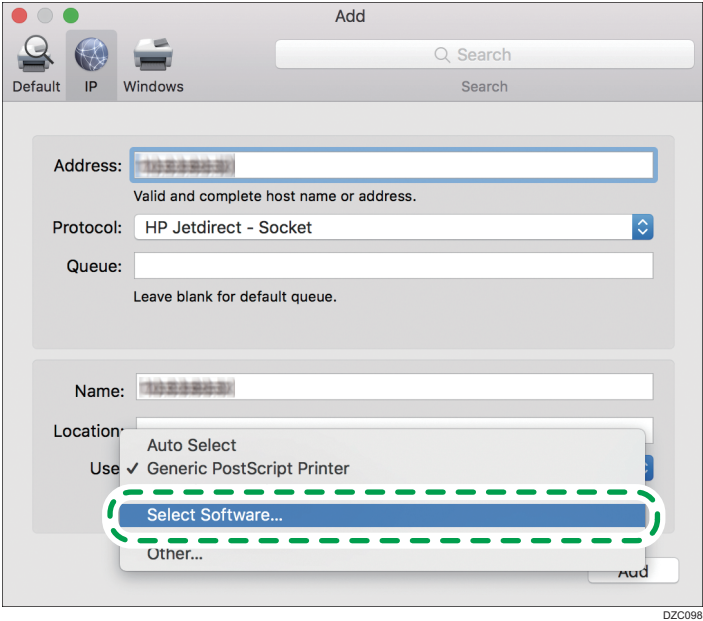
DZX690

- Address: Enter the IP address of the machine.
- Protocol: Select [LPD (Line Printer Daemon)]. If the printer takes time to perform operations when using the [LPD (Line Printer Daemon)] protocol, change the protocol to [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.

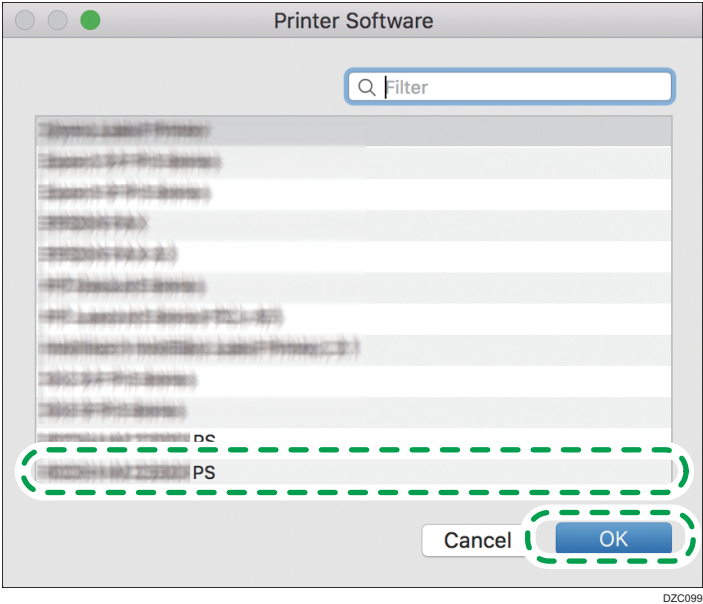
When "Generic PostScript Printer" is displayed even though the IP address is correct

Perform the following procedure to select the PPD file of the machine:

- 1. Select [Select Software...] on "Use".



- 2. Select the machine on the "Printer Software" screen, and then click [OK].

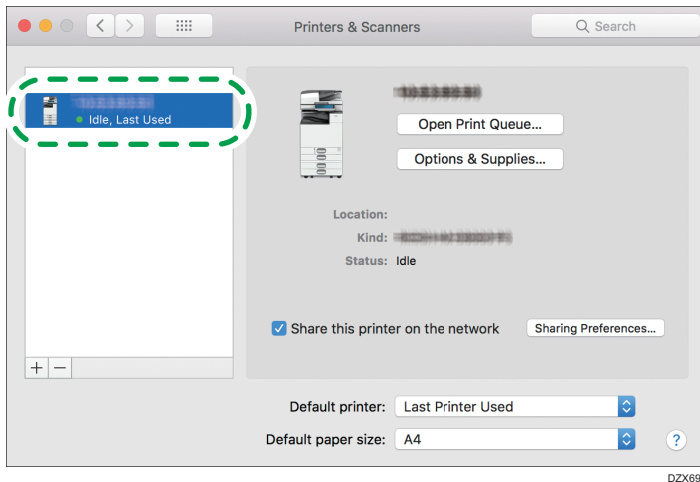


5. Click [Add].

The progress screen is displayed.

- If the progress screen does not close after a while, click [Configure...] or [Settings] and configure the option configuration of the printer. For the procedure of the option configuration, see page 55 "Specifying the Option Settings".

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



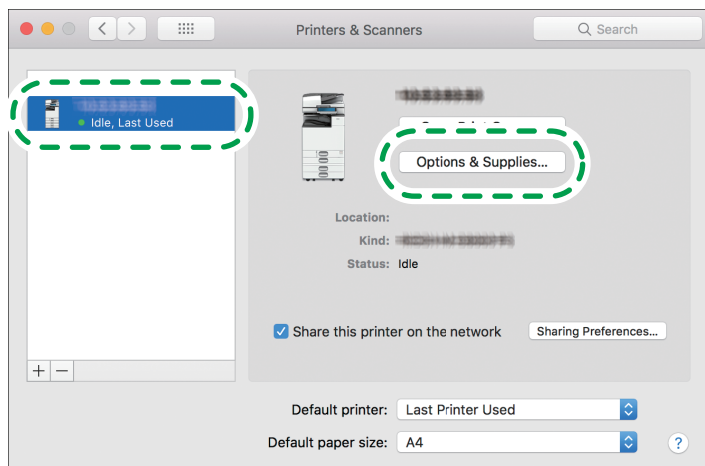
7. Close the system preferences screen.

Specifying the Option Settings

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

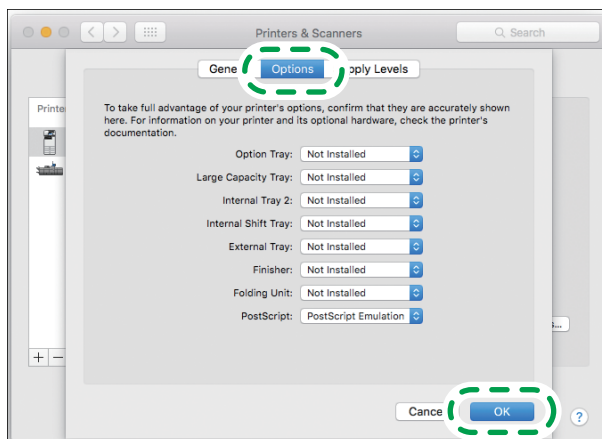
1. Select [System Preferences...] from the Apple menu.
2. Click [Print & Scan] or [Printers & Scanners].

3. Select the machine from the list, and then click [Options & Supplies...].



DZX693

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



DZX694

- 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 52 "Registering the Machine in [Print & Scan] or [Printers & Scanners]".

5. Close the system preferences screen.

Basic Procedure for Printing Documents

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

★ Important

- Duplex printing is selected as the default setting. If you want to print on only one side, select [Off] for the two-sided printing setting.
- If you send a print job via USB 2.0 while the machine is in Sleep mode, an error message may appear after the print job is completed. In this case, check whether the document was printed.

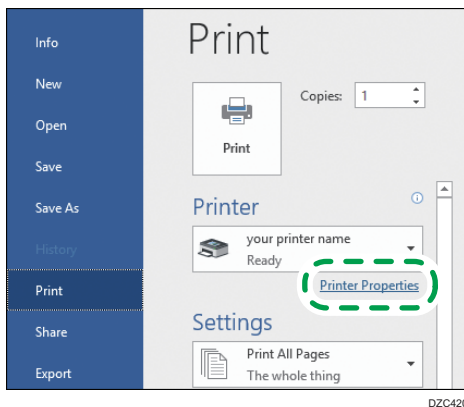
2

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.

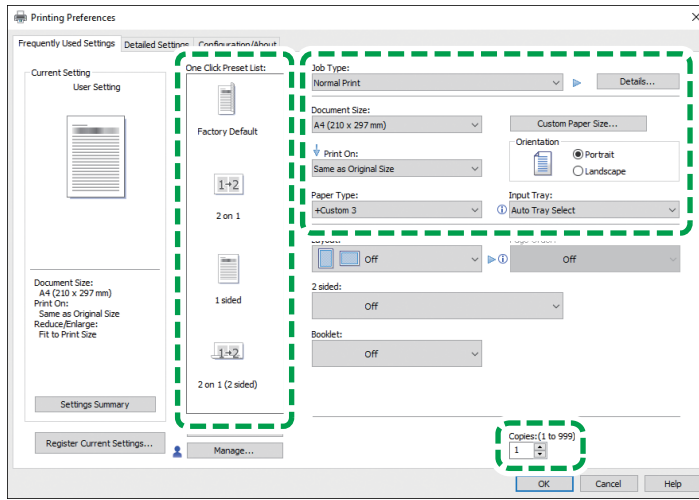
The procedure to display the setting screen varies depending on the applications.

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, Paper Tray, and other settings.

You can specify the print settings on the [Frequently Used Settings] tab and [Detailed Settings] tab. Basic settings can be specified on the [Frequently Used Settings] tab, even if you do not use the [Detailed Settings] tab.



EBS344

- One Click Preset List: Some of the useful functions such as Combine or 2-sided are registered. Click the icon of the function to select. You can register frequently used print settings in One Click Preset.

See "Registering Frequently Used Settings", User Guide (Full Version).

- 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 Proceeding to Print 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.
- Orientation: Specify the orientation of the document. Select Portrait or Landscape.
- Paper Type: Select the type of paper to use.
- Input Tray: Select the tray loaded with the paper to use. When you select [Auto Tray Select], a suitable paper tray is selected automatically according to the specified [Print On] and [Paper Type].

If you do not want to use particular trays when [Auto Tray Select] is specified, set the machine so it does not automatically select those trays.

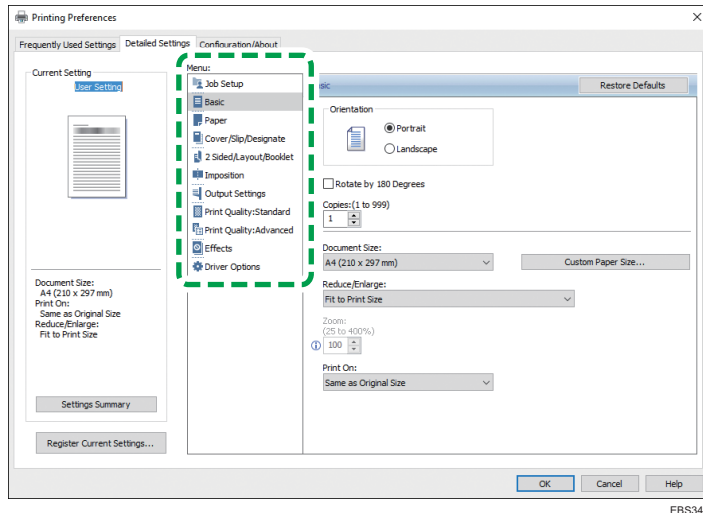
See "Paper Input", User Guide (Full Version).

To prevent the machine from selecting other trays automatically, disable auto tray switching.

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

- Copies: Enter the print quantity.

On the [Detailed Settings] tab, you can configure the advanced settings. Change the menu and specify the setting items.



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

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

4. On the application, click the button for printing.

The procedure to print varies depending on the applications.

For example in Microsoft Word/Excel, click [Print] on the screen shown in Step 1.

Note

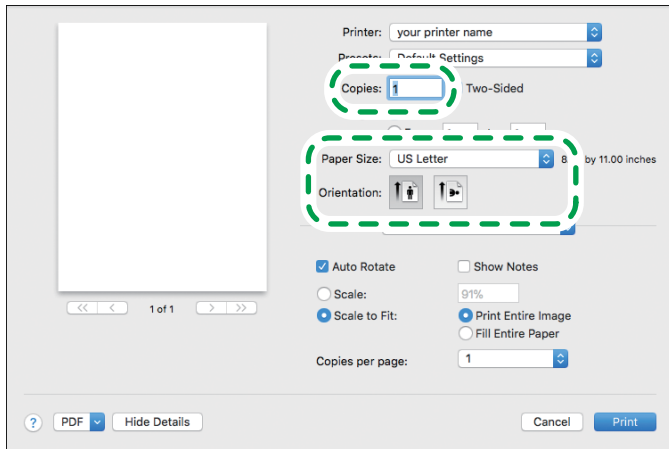
- On the [Devices and Printers] screen, right-click the printer icon of the machine, and then click [Print Settings] to change the default values of the printer settings.
- When you use the driver distributed from the print server, [Standard settings] specified in the print server are displayed as the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

Printing a Document in OS X/macOS

In the following example procedure, OS X 10.13 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:".**

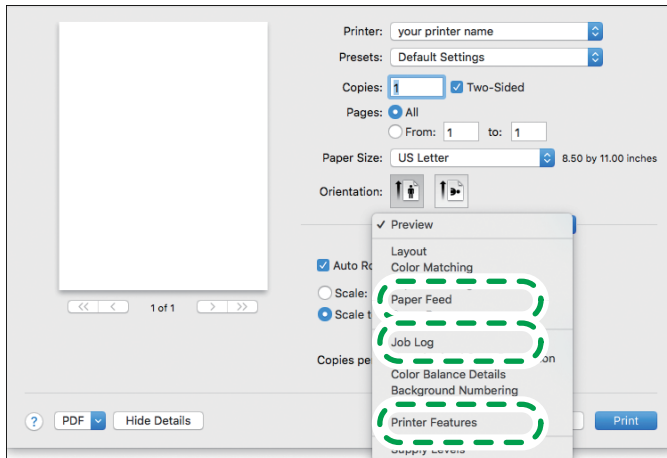
3. Specify Paper Size, Orientation, and other settings.



DZC405

- 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 tray and paper type.



DZC406

Paper Feed

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

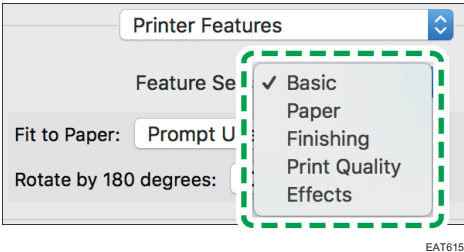
When the paper of the specified size is not loaded on the machine, printing is performed following the settings of the machine.

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 Proceeding to Print 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).

Printer Features

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



- Paper
 - Paper Type: Select the type of paper to use.

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

Printing on Both Sides of Paper

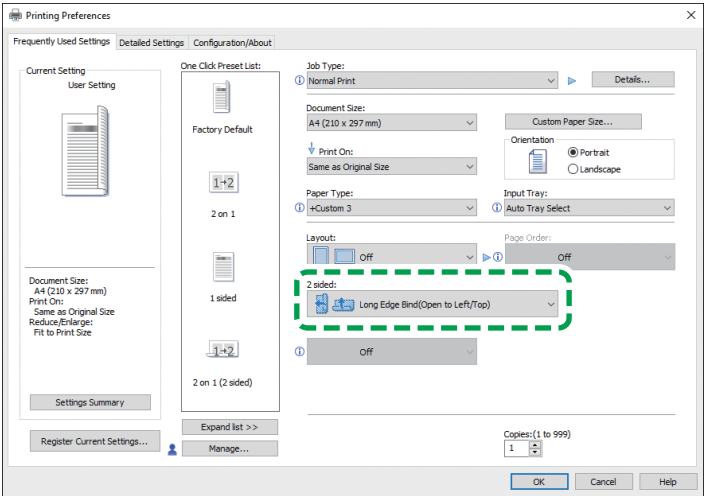
Specify 2-sided Print in the printer driver.

Specifying 2-sided Print (Windows)

2

Specify 2-sided Print on the [Frequently Used Settings] 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 Paper Size, Paper Type, Orientation and others.
page 57 "Basic Procedure for Printing Documents"
3. On the [Frequently Used Settings] tab, specify the binding side of the paper in "2 sided".



EBS346

Orientation of the original and binding side

Orientation	Long Edge Bind	Short Edge Bind
Portrait 	 (Open to left)	 (Open to top)
Landscape 	 (Open to top)	 (Open to left)

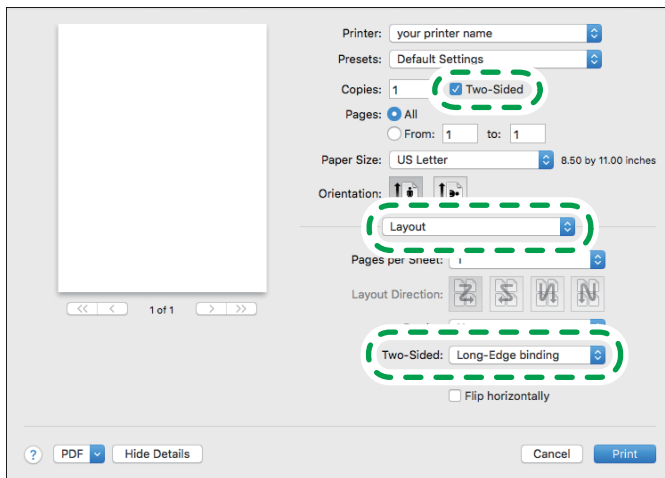
4. After completing the configuration, click [OK].
5. On the application, click the button for printing.

Specifying 2-sided Print (OS X/macOS)

Specify 2-sided Print on the [Layout] menu.

2

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 57 "Basic Procedure for Printing Documents"
3. Select the [Two-Sided] check box, and then select [Layout] to specify the binding side of the paper.



DZC441

Orientation of the original and binding side



DZC442

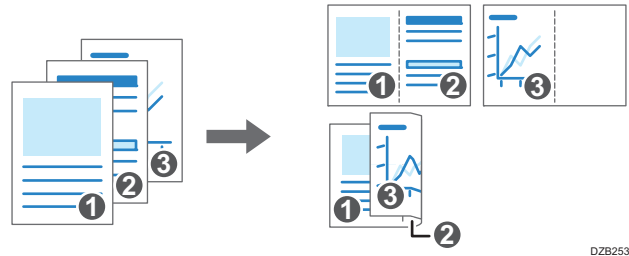
4. After completing the configuration, click [Print].

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 use the 2 Sided Print and Combine 2 Originals functions at the same time to economize on paper.

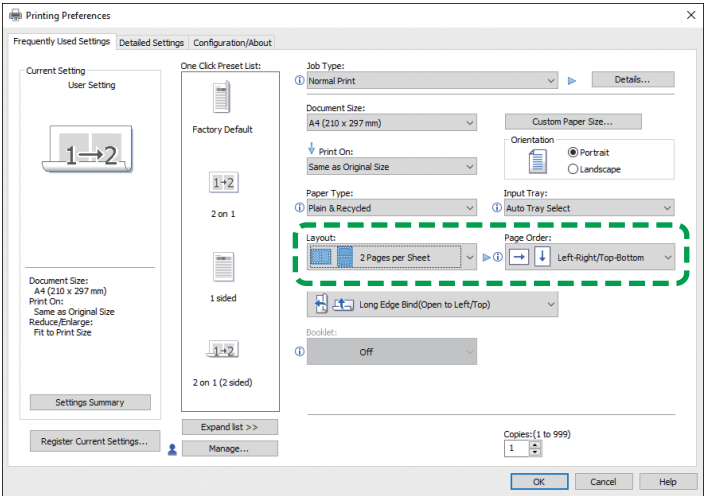
You can print up to 16 pages on a single sheet and specify the order to arrange the pages on the sheet.



Specifying the Combine 2 Originals Function (Windows)

Specify the Combine 2 Originals function on the [Frequently Used Settings] 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 Paper Size, Paper Type, Orientation and other settings.
page 57 "Basic Procedure for Printing Documents"
3. Specify the number of pages to combine and the order of the pages.



EBS347

- Layout: Select the number of pages to combine.
- Page Order: Select the order of the pages.
- Draw Frame Border: Select the [Draw Frame Border] check box on the [Detailed Settings] tab
► [2 Sided/Layout/Booklet] to draw a frame around each page.

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

5. On the application, click the button for printing.

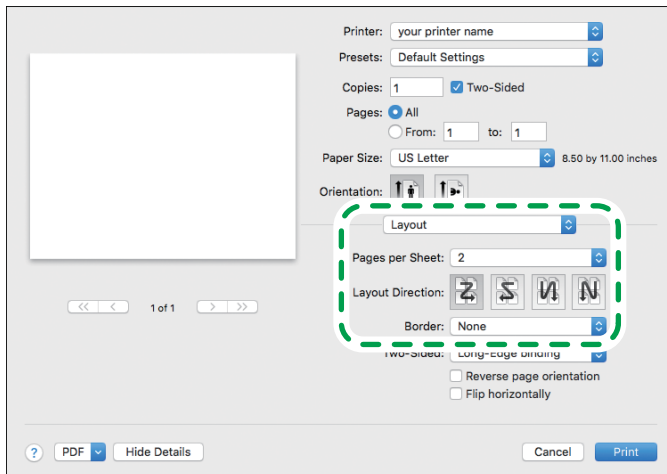
When printing from an application that supports the same function as the machine, do not set the function in the application. If the setting in the application is enabled, the print result may not be as intended.

2

Specifying the Combine 2 Originals Function (OS X/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 57 "Basic Procedure for Printing Documents"
3. Select [Layout], and then specify the number of pages to combine and the order of the pages.



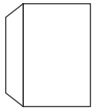
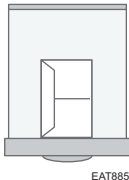
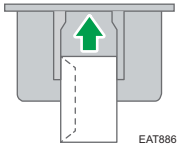
DZC446

- 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.**

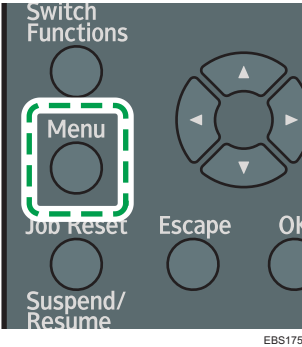
Printing on Envelopes

Load envelopes in the bypass tray or paper tray and change the tray paper settings on the control panel.

1. Load an envelope in the bypass tray or the paper tray.

Orientation of Envelopes	Tray 2 to 5	Bypass Tray
Side-opening envelopes 	 Flaps: closed Bottom side of envelopes: toward the right of the machine Side to be printed: face down	 Flaps: closed Bottom side of envelopes: toward the right of the machine Side to be printed: face up

2. Press the [Menu] key.

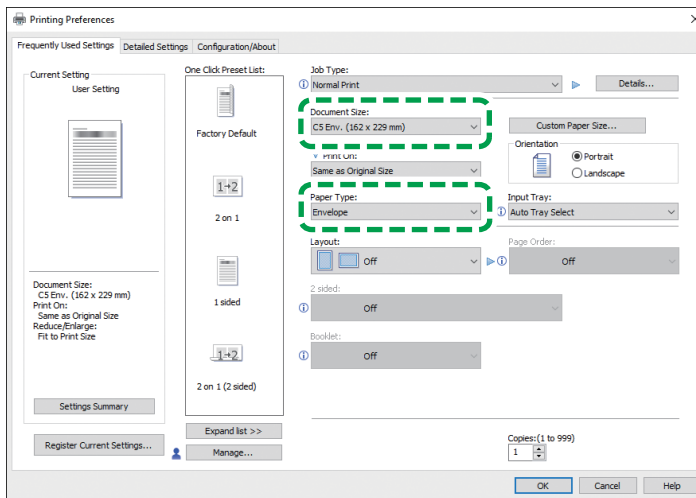


3. Select [Paper Input], and then press the [OK] key.
4. Select [Paper Size: (tray name)], and then press the [OK] key.
- Select the name of the tray in which the envelopes are loaded.
5. Press the [▲], [▼], [▶], or [◀] key to select the envelope size, and then press the [OK] key.
- If the size of the loaded envelope is not included in the list, select [Custom Size] and specify the size using the [▲] or [▼] key.
6. Select [Paper Type: (tray name)], and then press the [OK] key.
- Select the name of the tray in which the envelopes are loaded.

7. Select [Envelope], and then press the [OK] key.
8. Select [Envelope Setting], and then press the [OK] key.
9. Press the [▲] or [▼] key to select the envelope thickness, and then press the [OK] key.
10. Open a document to print in the computer, and display the setting screen of the printer driver from the print menu application.
11. Specify the paper size and paper type.

2

Windows



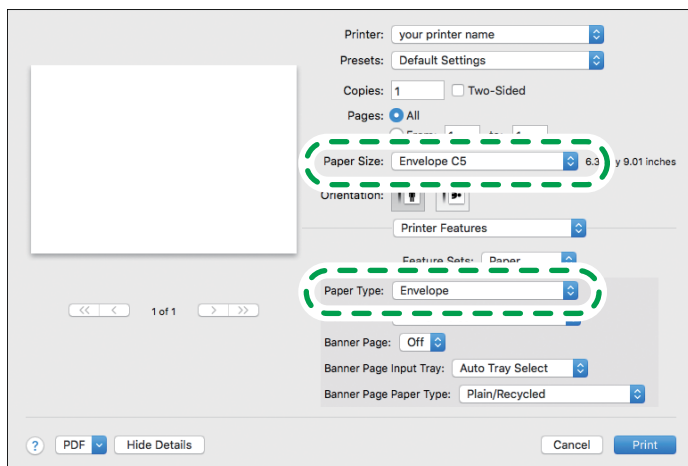
EBS349

- Document Size: Select the envelope size. If the envelope size is not included among the options, enter the value in [Custom Paper Size...].
- Paper Type: [Envelope]

You can specify a custom paper size, which is commonly used as the option of the Document Sizes.

See "Printing on Custom-sized Paper Loaded on the Bypass Tray", User Guide (Full Version).

OS X/macOS



DZC415

- Paper Size: Select the envelope size. If the envelope size is not included among the options, select [Manage Custom Sizes...] and enter the value.
- Paper Type: [Envelope]

12. Execute printing.

↓ **Note**

- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.

Printing Documents Stored in the Printer from the Control Panel

Documents that have been stored in the machine using the printer driver can be printed using the control panel.

Printing a Locked Print File

1. Press the selection key beneath [Prt.Jobs].



See "How to Use the Selection Keys", User Guide (Full Version).

2. Select [Locked Print Jobs], and then press the selection key beneath [Job List].
3. Select the file you want to print, and then press the selection key beneath [Print].
4. Enter the password using the scroll keys, and then press the [OK] key.
5. Press the selection key beneath [Print].

↓ Note

- The print files that are printed or deleted using Web Image Monitor after you have selected them using the control panel will appear in [Job List]. However, an error message will appear if you try to print or delete those files.
- To stop printing after printing has started, press the [Job Reset] key. The files other than Stored Print files will be deleted if the [Job Reset] key is pressed.
- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.

Printing a Hold Print File

1. Press the selection key beneath [Prt.Jobs].



See "How to Use the Selection Keys", User Guide (Full Version).

2. **Select [Hold Print Jobs], and then press the selection key beneath [Job List].**
3. **Select the file you want to print, and then press the selection key beneath [Print].**
4. **Press the selection key beneath [Print].**

↓ Note

- The print files that are printed or deleted using Web Image Monitor after you have selected them using the control panel will appear in [Job List]. However, an error message will appear if you try to print or delete those files.
- To stop printing after printing has started, press the [Job Reset] key.
- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.

Printing a Stored Print File

1. **Press the selection key beneath [Prt.Jobs].**



See "How to Use the Selection Keys", User Guide (Full Version).

2. **Select [Stored Print Jobs], and then press the selection key beneath [Job List].**
3. **Select the file you want to print, and then press the selection key beneath [Print].**
 - To print a password-protected Stored Print file, enter the password using the scroll keys, and then press the [OK] key.
 - If you want to change the number of copies, specify the number in the [Quantity] box.
4. **Press the selection key beneath [Print].**

↓ Note

- The print files that are printed or deleted using Web Image Monitor after you have selected them using the control panel will appear in [Job List]. However, an error message will appear if you try to print or delete those files.
- To stop printing after printing has started, press the [Job Reset] key. The files other than Stored Print files will be deleted if the [Job Reset] key is pressed.
- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.

3. Web Image Monitor

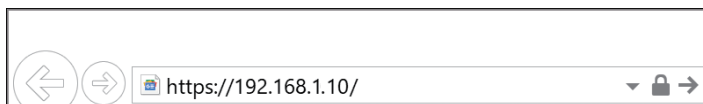
Using Web Image Monitor

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.



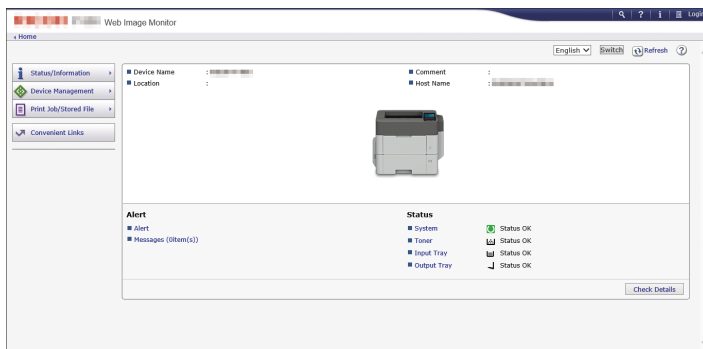
Example: when the IP address of the machine is "192.168.1.10"

- 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.

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

Recommended Web Browser

Windows	OS X/macOS
Internet Explorer 11 or later	Safari 3.0 or later
Firefox 10, 15 or later	Firefox 10, 15 or later
Google Chrome version 19 or later	Google Chrome version 19 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 under Windows Server 2008 or later 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.

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

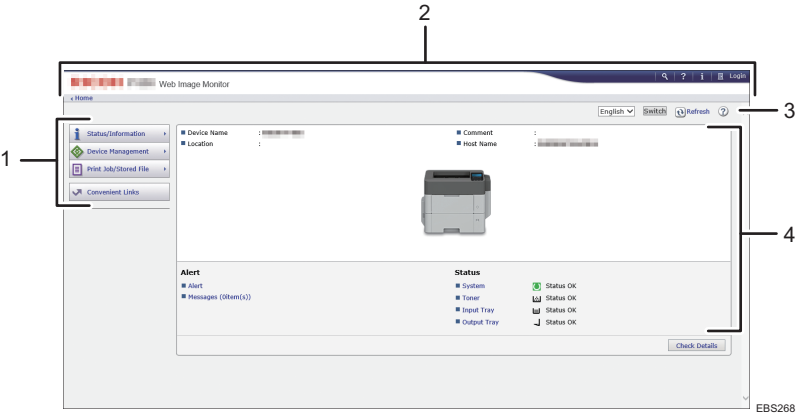
Function	Not logged in	User	Administrator
Machine status	✓	✓	✓

Function	Not logged in	User	Administrator
Machine settings	✓ *1	✓ *1	✓
Machine setting change	-	✓ *1	✓
Job list	✓	✓	✓
Job history	✓	✓	✓
Access to Address Book	-	✓	✓
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.
- 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

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

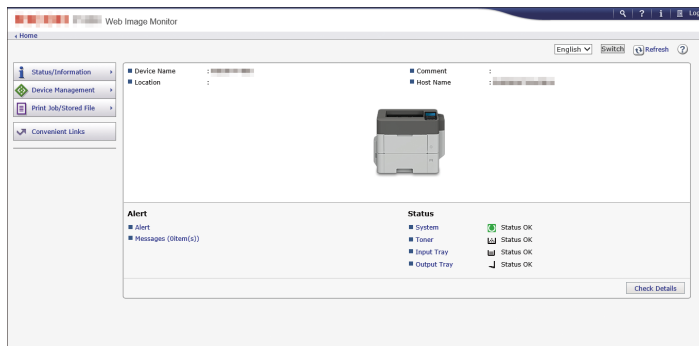
You can view the latest Web Image Monitor Help on the Internet.

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 the Help button ( ) at the top right on the screen.



3. Select the operating system and displayed language, and then click [Download].
4. Unzip the downloaded zip file and store it in the Web server.
5. Click [Configuration] on the "Device Management" menu on Web Image Monitor.
6. Click [Webpage] under the "Webpage" category.

7. 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/".

8. Click [OK].
9. After completing the procedure, log out and finish Web Image Monitor.

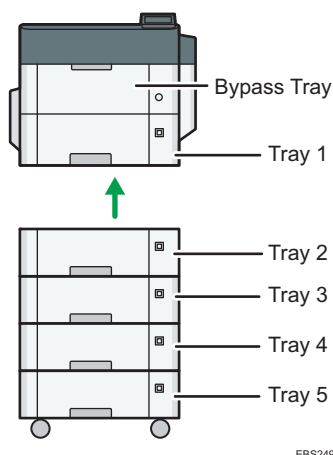
4. Adding Paper and Toner

Loading Paper into the Paper Tray

The method of loading paper varies for each tray type.

CAUTION

- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.



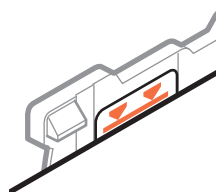
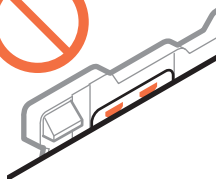
- Before loading paper into a tray, check the paper size and type that can be loaded in the tray.
page 85 "Recommended Paper Sizes and Types"
- To load paper, specify the paper type or thickness in [Paper Type: xxxx] of [Paper Input] in [Menu].
See "Paper Input", User Guide (Full Version).
- To load thin paper, thick paper, or other special paper, load the paper into the bypass tray.
- When loading paper on a tray which has a few sheets of paper, multiple sheets of paper may be fed at once from the tray. Take out all sheets, fan the sheets, and then load them again.
- You may hear the sound of rubbing paper. This is not a malfunction.

Loading Paper into Tray 1 to 5

Adjust the side and end fences according to the paper size.

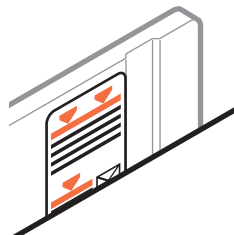
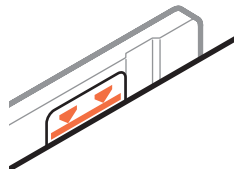
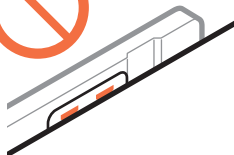
Important

- Do not stack paper over the limit mark. If you load paper over the limit mark, the printed images may become slanted or a paper jam may occur.
 - Tray 1



EAT333

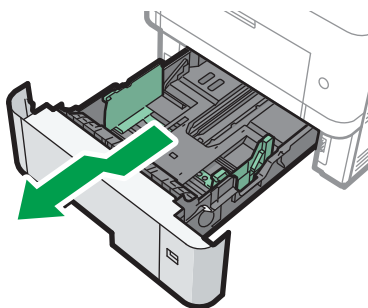
- Tray 2-5



EAT334

Load paper into every tray in the same way. In the following example procedure, Tray 1 is used.

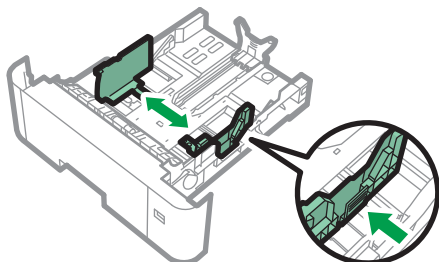
1. Pull the tray carefully until it stops, lift the front side of the tray, and then pull it out of the machine.



EAT057

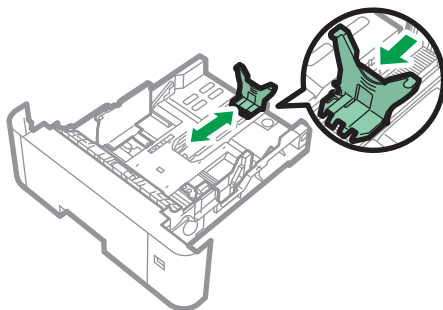
Place the tray on a flat surface.

2. Squeeze the clip on the side fence and slide it to match the paper size.



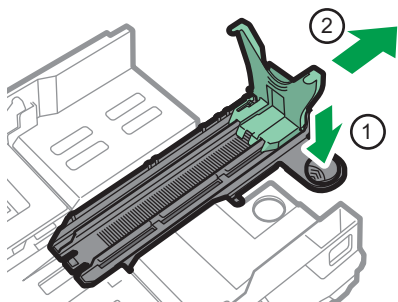
EAT325

3. Squeeze the end fence and slide it inward to match the standard size.



EAT326

When loading paper that is larger than A4 or $8\frac{1}{2} \times 11$, push the button, and then pull the end fence out to match the paper size.

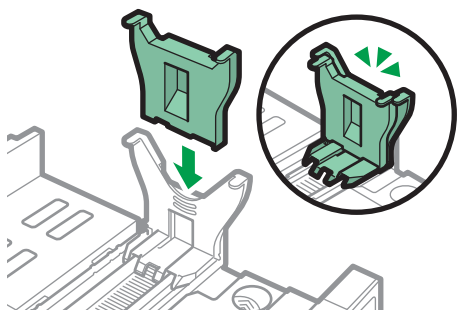


EAT327

 **Region B** (mainly North America)

Mount the attachment to the end fence when loading $5\frac{1}{2} \times 8\frac{1}{2}$ size paper.

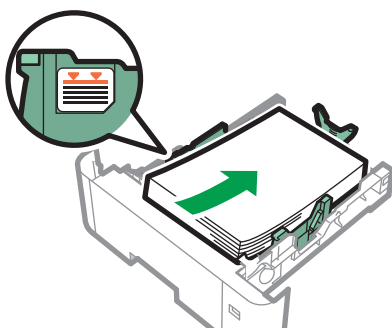
You can use this attachment in Tray 1 only.



EAT328

4. Load the new paper stack print side down.

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

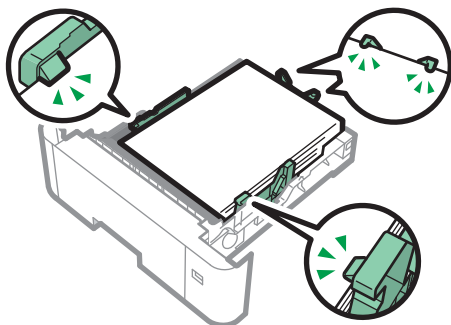


EAT073

5. Adjust the paper guides to close any gaps.

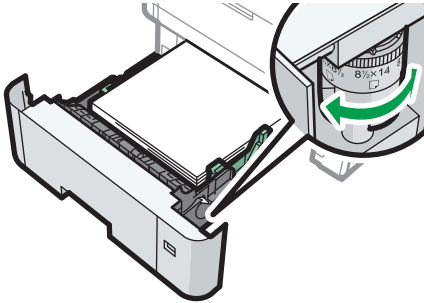
Do not move paper loaded in the tray more than a few millimeters.

Moving the loaded paper excessively may cause damage to paper edges on the openings of the tray's lifting plate, resulting in sheets being folded or becoming jammed.



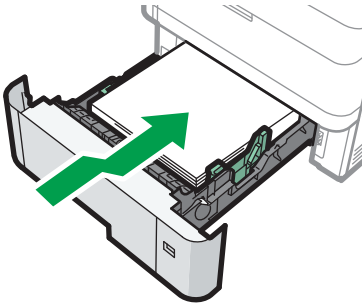
EAT060

6. Adjust the paper size dial to match the size and feed direction of paper in the paper tray.



EAT061

7. Lift the front side of the tray, and then slide it into the machine carefully until it stops.



EAT062

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

↓ Note

- Letterhead paper must be loaded in a specific orientation.
- page 94 "Loading Orientation-fixed Paper or Two-sided Paper"
- You can load envelopes into Tray 2 to 5.
- page 92 "Envelope Orientation and Recommended Status"

Loading Paper into the Bypass Tray

Use the bypass tray to use OHP transparencies, adhesive labels, and paper that cannot be loaded in the paper trays.

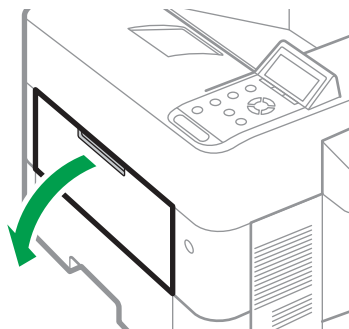
The maximum number of sheets you can load into the bypass tray depends on the paper type.

page 85 "Recommended Paper Sizes and Types"

★ Important

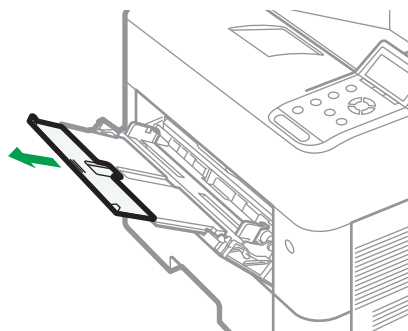
- After loading paper, specify the paper size and type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the machine.

1. Open the bypass tray.



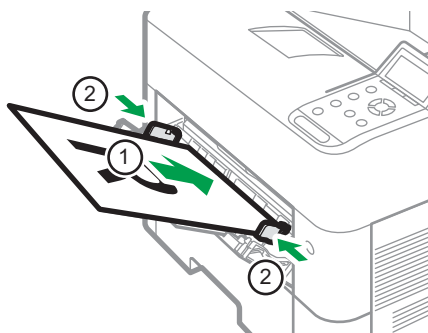
EBS246

Pull the extender out when loading A4, 8 1/2 x 11 or larger paper.



EBS247

2. Load paper face up until it stops, and then adjust both sides of the paper guide to match the paper width.



EBS248

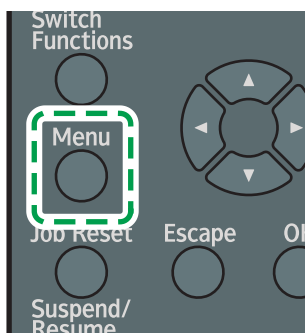
Note

- When using the bypass tray, it is recommended that you set the paper direction to .
- Letterhead paper must be loaded in a specific orientation.
- page 94 "Loading Orientation-fixed Paper or Two-sided Paper"
- You can load envelopes into the bypass tray. Envelopes must be loaded in a specific orientation.

- page 92 "Envelope Orientation and Recommended Status"

Specifying Regular Sizes Using the Control Panel

1. Press the [Menu] key.



EBS175

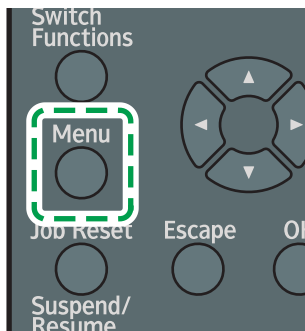
2. Select [Paper Input], and then press the [OK] key.
3. Select [Paper Size: (tray name)], and then press the [OK] key.
4. Select the size of the paper set in the specified tray, and then press the [OK] key.

Note

- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.
- page 85 "Recommended Paper Sizes and Types"

Specifying a Custom Size Paper Using the Control Panel

1. Press the [Menu] key.



EBS175

2. Select [Paper Input], and then press the [OK] key.
3. Select [Paper Size: (tray name)], and then press the [OK] key.

4. Select [Custom Size], and then press the [OK] key.
5. Enter the horizontal value, and then press the [OK] key.
6. Enter the vertical value, and then press the [OK] key.

 Note

- If the item you want to select is not displayed on the screen, press the [▲] or [▼] key on the control panel to change the screen.
- page 85 "Recommended Paper Sizes and Types"

Specifying Paper Type and Thickness Settings

4

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.

 Important

- Before you change the settings, confirm the priority of the paper settings for printing (priority to the printer driver or to the control panel).

On the printer driver

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

On the control panel

Press the [Menu] key and check the settings in [Paper Size: (tray name)] in [Paper Input] and make sure the settings match the loaded paper.

Recommended Paper Sizes and Types

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

Note

- When performing multiple sheet feeding, fan sheets thoroughly or load sheets one by one from the bypass tray.
- The printing speed may be lower depending on the paper size or paper type.

Tray 1

Paper type and weight	Paper size	Paper capacity
64–120 g/m ² (17 lb. Bond–44 lb. Cover) Plain Paper 1–Thick Paper 1	Select the paper size using the paper size dial on the tray: A4□, A5□, A6□, 8 1/2 × 14 □, 8 1/2 × 11□, 5 1/2 × 8 1/2 □	500 sheets
64–120 g/m ² (17 lb. Bond–44 lb. Cover) Plain Paper 1–Thick Paper 1	Set the paper size dial on the tray to "Asterisk", and select the paper size with the control panel: A5□, B5 JIS□, B6 JIS□, 8 1/2 × 13□, 8 1/4 × 14□, 8 1/4 × 13□, 8 × 13□, 8 × 10□, 7 1/4 × 10 1/2□, 5 1/2 × 8 1/2□, 16K□, 8 1/2 × 13 2/5□	500 sheets
64–120 g/m ² (17 lb. Bond–44 lb. Cover) Plain Paper 1–Thick Paper 1	Custom size:  Region A Vertical: 148.0–356.0 mm Horizontal: 105.0–216.0 mm  Region B Vertical: 5.83–14.01 inches Horizontal: 4.14–8.50 inches	500 sheets

Paper Feed Unit

Paper type and weight	Paper size	Paper capacity
64–120 g/m ² (17 lb. Bond–44 lb. Cover) Plain Paper 1–Thick Paper 1	Select the paper size using the paper size dial on the tray: A4□, A5□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 11□, 5 ¹ / ₂ × 8 ¹ / ₂ □	500 sheets
64–120 g/m ² (17 lb. Bond–44 lb. Cover) Plain Paper 1–Thick Paper 1	Set the paper size dial on the tray to "Asterisk", and select the paper size with the control panel: B5 JIS□, B6 JIS□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 16K□, 8 ¹ / ₂ × 13 ² / ₅ □	500 sheets
64–120 g/m ² (17 lb. Bond–44 lb. Cover) Plain Paper 1–Thick Paper 1	Custom size:  Region A Vertical: 162.0–356.0 mm Horizontal: 92.0–216.0 mm  Region B Vertical: 6.38–14.01 inches Horizontal: 3.63–8.50 inches	500 sheets
Envelopes	Set the paper size dial on the tray to "Asterisk", and select the paper size with the control panel: 4 ¹ / ₈ × 9 ¹ / ₂ □, 3 ⁷ / ₈ × 7 ¹ / ₂ □, C5 Env□, C6 Env□, DL Env□	*1

*1 When a print job is performed on A5 or 5¹/₂ × 8¹/₂ paper, it is recommended to set the paper horizontally. While a print job is performed on paper that is loaded vertically, smearing may occur near the edges of the printed paper. Also, use the bypass tray when printing on paper that is set horizontally.

*2 Do not stack paper over the limit mark. The maximum number of sheets you can set at once depends on the paper's thickness and condition.

Bypass Tray

Paper type and weight	Paper size	Paper capacity
60–220 g/m ² (16 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 3	Select the paper size: A4, A5, A6, B5 JIS, B6 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 16K, 8 1/2 × 13 2/5	100 sheets ^{*1}
60–220 g/m ² (16 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 3	Custom size ^{*2} :  Region A Vertical: 148.0–356.0 mm Horizontal: 70.0–216.0 mm  Region B Vertical: 5.83–14.01 inches Horizontal: 2.76–8.50 inches	100 sheets ^{*1}
OHP transparencies	A4, 8 1/2 × 11	^{*3}
Label paper (adhesive labels)	A4	^{*1}
Envelopes	Select the paper size: 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env	^{*4}

^{*1} Do not stack paper over the limit mark. The number of sheets you can load in the bypass tray varies depending on the weight and condition of the paper.

^{*2} Specify the paper size.

Using the Printer function.

page 57 "Basic Procedure for Printing Documents"

^{*3} When loading OHP transparencies in the bypass tray, do not stack paper over the limit mark.

^{*4} Load envelopes so that the height of the stack of envelopes does not exceed the limit mark of the bypass tray without pressing on the stack of envelopes.

Notes on Special Paper

Paper Type	Note
Setting thick paper	page 91 "Thick Paper Orientation and Recommended Status"
Setting envelopes	page 92 "Envelope Orientation and Recommended Status"
Setting letterhead paper	page 94 "Loading Orientation-fixed Paper or Two-sided Paper"
Setting label paper (adhesive labels)	We recommend that you use specified label paper. If paper other than the specified one is used, normal operation and quality cannot be guaranteed.
Setting transparencies	★ Important • Use A4 or 8 1/2 × 11 size OHP transparencies, and specify their size. • Usually only one side of OHP transparencies can be used for printing. Be sure to load them with the print side down. When using transparencies, check their print sides carefully. Erroneous loading may cause problems. Remove copied or printed sheets one by one.

Paper Thickness for Each Paper Weight

Paper Thickness	Paper weight
Thin Paper	60–63 g/m ² (16 lb. Bond)
Plain Paper 1	64–74 g/m ² (17–20 lb. Bond)
Plain Paper 2	75–90 g/m ² (20–24 lb. Bond)
Middle Thick	91–105 g/m ² (24–28 lb. Bond)
Thick Paper 1	106–135 g/m ² (28–36 lb. Bond)* 1
Thick Paper 2	136–170 g/m ² (36 lb. Bond–63 lb. Cover)

Paper Thickness	Paper weight
Thick Paper 3	171–220 g/m ² (63–80 lb. Cover)

* 1 Allowed weights for Trays 1 to 5 and duplex printing are 106 to 120 g/m² (28 lb. Bond to 44 lb. Cover) paper.

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.

4

Paper causing faults

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

- Paper for inkjet printers
- Thermal paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed-edge paper
- Window envelopes
- Tab stock
- Certain types of OHP transparencies for color printing

Do not 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

Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

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

Do not use the printed paper again. It may cause paper jam.

If you use paper curled by humidity or drying, the paper may jam.

Do not load sheets that have already been printed onto by another machine. Doing so may interfere with loading of paper because the powder for preventing offset may attach to the paper roller.

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 or reach high temperatures.
- 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.

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.
- When folding prints, toner in the folds will come off.
- If the prints are stored in the conditions described below, toner may melt:
 - When a print and a half-dried print are put on top of each other
 - When solvent-type adhesive agents are used for pasting prints
 - When prints are placed on mats made of chlorinated plastic in locations of high temperature for long periods of time
 - When prints are placed in locations of extremely high temperatures, such as near a heater

Thick Paper Orientation and Recommended Status

When using thick paper of 106–220 g/m² (28 lb. Bond–80 lb. Cover), keep in mind the paper orientation or storage environment to prevent misfeeds and loss of image quality.

Paper Storage

- Temperature: 20–25°C (68–77°F)
- Humidity: 30–65%.

Do not use together paper that has been stored in different environments.

Minimum Number of Sheets

- 20 sheets or more (paper trays of the machine/optional paper feed unit used)

After loading paper, position the side fences flush against the paper stack.

Note

- When printing on thick, smooth paper, be sure to fan the paper thoroughly before loading. If you do not fan thick paper, jams and misfeeds can occur. If paper continues to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- Select [Thick Paper 1] or [Thick Paper 2] as the paper thickness in [Paper Input].
- Proper performance and quality may not be achieved under the recommended conditions depending on the paper.
- The printed sheet may curl. If the printed sheet curls, correct it.

Envelope Orientation and Recommended Status

The way to load envelopes varies depending on the shape and orientation of the envelopes.

★ Important

- Do not print on the following envelopes:
 - Window envelopes
 - Envelopes with moisture

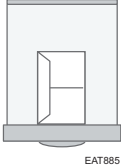
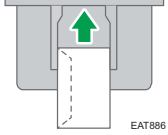
Before setting envelopes

- Before loading envelopes, press down on them to remove any air from inside and flatten out all four edges. If they are bent or curled, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.

↓ Note

- For information about recommended envelopes, contact your local dealer.
- The Duplex function cannot be used with envelopes.
- Set the margins on the top, bottom, left and right to be 15 mm or more so as to print with adequate quality.
- An image may not be printed clearly on a sheet whose thickness is uneven. Print a few sheets and check the result.
- The printing result may not be adequate or the envelope may become wrinkled when the temperature or humidity is high.
- The printing result may not be adequate or output envelopes may become wrinkled depending on the printing environment even when using the recommended envelopes.
- When printing onto paper other than an envelope after printing onto several envelopes, you may have to wait about one minute until printing starts to allow the machine to make adjustments.

Using the Printer Function

Orientation of Envelopes	Tray 2-5	Bypass Tray
Side-opening envelopes 	 EAT885 • Flaps: closed • Bottom side of envelopes: toward the right of the machine • Side to be printed: face down	 EAT886 • Flaps: closed • Bottom side of envelopes: toward the right of the machine • Side to be printed: face up

Loading Orientation-fixed Paper or Two-sided Paper

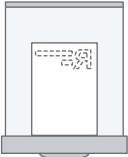
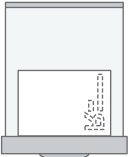
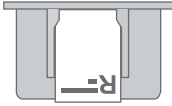
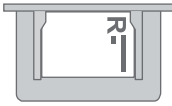
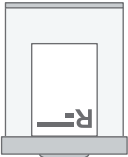
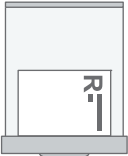
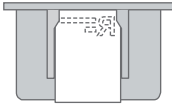
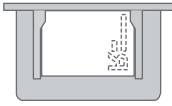
To print onto letterhead paper or business letter paper on which logos or patterns are printed, confirm how to set the paper or the settings of this machine so that the document is printed onto the orientation-fixed (top to bottom) or two-sided paper correctly.

Printing onto Letterhead Paper Using the Printer Driver

Specify the settings of this machine as described below.

- [Print Settings] ► [Machine Modes] ► [Letterhead Setting] ► [Auto Detect]

Paper Orientation

Print Side	Tray 1 Paper Feed Unit	Bypass Tray
One-sided documents	 	 
Two-sided documents	 	 

Note

- When you specify [Letterhead Setting] to [On (Always)], you can print onto letterhead paper without specifying the paper type in the printer driver's settings to [Letterhead].

- If a print job is changed partway through printing from one-sided to two-sided printing, one-sided output after the first printing may be printed facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for one-sided and two-sided printing. Note also that two-sided printing must be disabled for the tray specified for one-sided printing.

Replacing the Toner

Toner is almost depleted when the "Toner is almost empty." message is displayed. Prepare a replacement print cartridge.

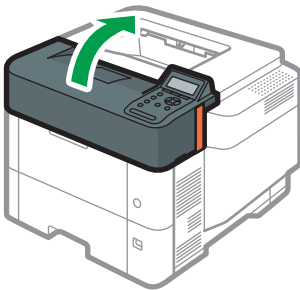
★ Important

- Replace the toner after the message prompting replacement is displayed on the control panel.
- The machine may become damaged if you use toner of a different type.
- Do not turn off the power of the machine when replacing the toner. If you turn off the power when replenishing the toner, the specified settings are canceled, and printing will not resume afterwards.
- Store the toner in a dry environment away from direct sunlight and generally under the temperature below 35°C (95°F).
- Keep the toner horizontal when storing it.
- After removing the print cartridge from the machine, do not shake it while its opening is facing downward. The remaining toner may spill out.
- Do not pull out and put back the print cartridge repeatedly. The remaining toner may leak.

4

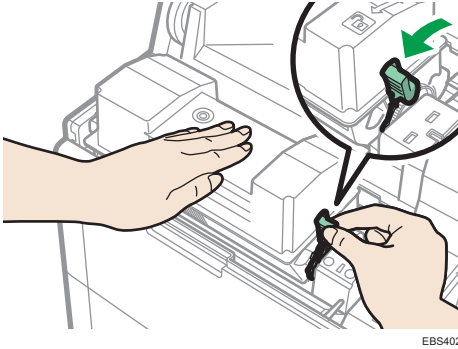
How to Replace the Toner

1. Open the front cover.

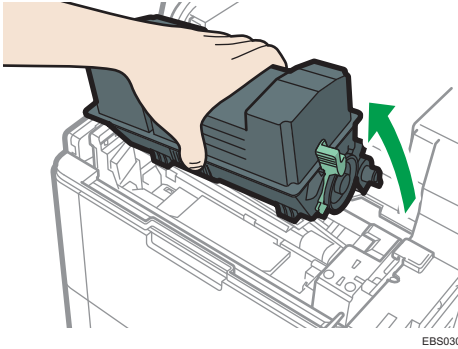


EBS027

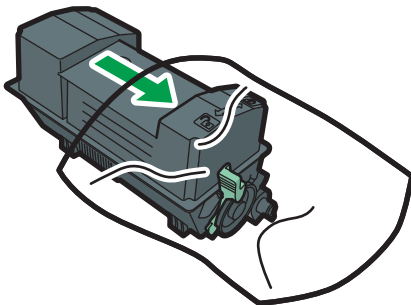
2. Hold the print cartridge with one hand as you release the print cartridge lever with another hand.



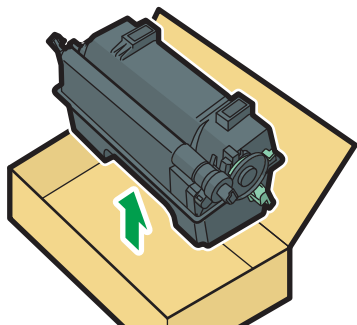
3. Squeeze the clip on the print cartridge and lift it.



4. Put the used print cartridge in a plastic bag and seal it so that the toner does not spill out.



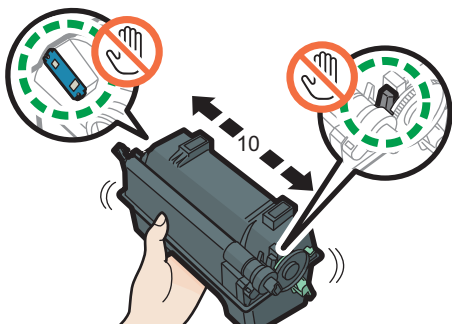
5. Remove the new print cartridge from the toner kit.



EAT125

4

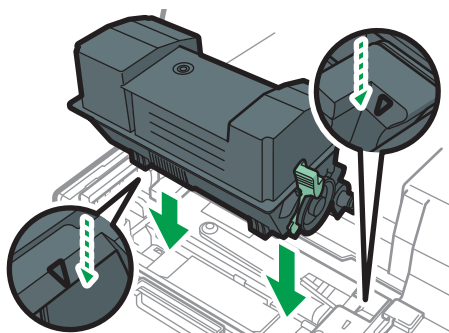
6. Shake the new print cartridge at least 10 times to the left and right so that the toner inside it spreads uniformly.



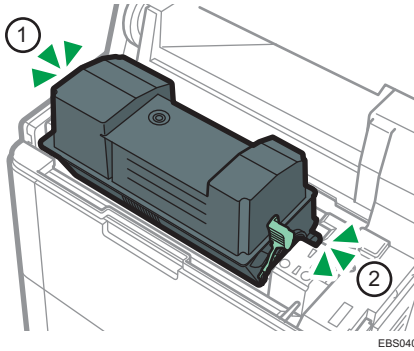
EAT048

7. Insert the new print cartridge into the machine.

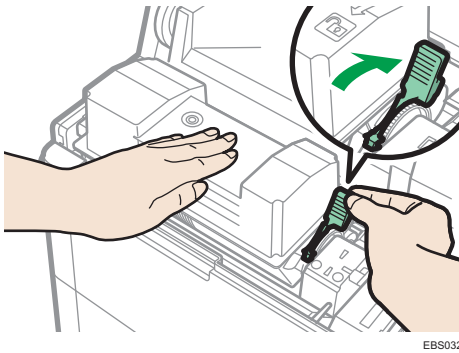
Press the new print cartridge until it clicks into place.



EBS031



8. Lock the lever of the print cartridge.



9. Close the front cover.

4

Precautions When Storing Toner

WARNING

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.

CAUTION

- Do not leave the following items in a place where children can reach them:
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts

Precautions When Replacing the Toner

WARNING

- Do not dispose of the following items into a fire. Toner will ignite on contact with naked flame and burns can result.
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts
- Do not absorb spilled toner (including used toner) using a vacuum cleaner. Absorbed toner may cause ignition or explosion due to electric contact sparks inside the vacuum cleaner. However, you can use a toner-compatible industrial vacuum cleaner. When toner is spilled, remove the spilled toner using a wet cloth so that the toner is not scattered.
- The following explains the warning messages on the plastic bag used in this product's packaging:
 - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

CAUTION

- When the following occurs while toner is handled, receive emergency measures first, and then consult a doctor if necessary.
 - When inhaling toner, gargle with a large amount of water and move into a fresh air environment.
 - When swallowing toner, dilute gastric contents with a large amount of water.
 - When getting toner into your eyes, flush them with a large amount of water.
- When removing jammed paper, replenishing or replacing toner (new or used), make sure not to inhale toner.
- When removing jammed paper, replenishing or replacing toner (new or used), be careful not to have toner dirt your skin or clothes.

CAUTION

- If toner (new or used) comes into contact with your skin or clothes and smears them, take the following actions:
 - If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
 - If toner comes into contact with your clothes, wash the stained area with cold water. Heating the stained area by applying hot water will set the toner into the fabric and removing the stain may become impossible.
- When replacing a container with toner (including used toner) or consumables with toner, be careful that the toner does not splatter. After removing used consumables and shutting the lid of the container if the lid is available, put them in a bag.
- Do not open toner containers forcibly while toner is inside, crush or squeeze them. Toner spillage can cause accidental ingestion or dirtying of clothes, hands, or floor.

Disposing Exhausted Toners

You cannot reuse exhausted toners.

When disposing a depleted print cartridge, place the cartridge in a box or plastic bag while paying attention not to spill any toner powder.

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

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

 **Region B** (mainly North America)

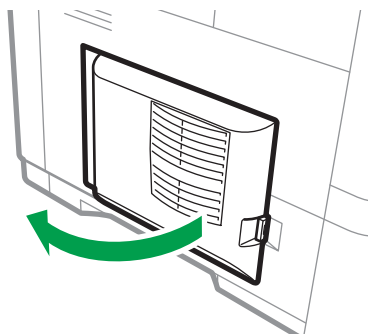
Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Replacing the Waste Toner Bottle

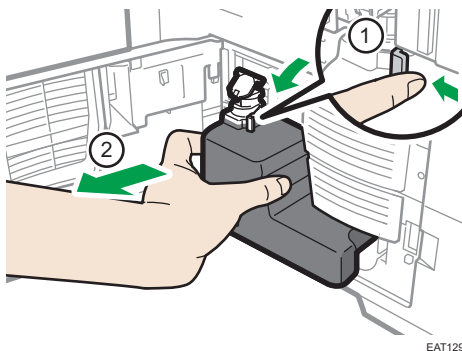
The waste toner bottle needs to be replaced when the "Waste Toner almost full" message is displayed.

How to Replace the Waste Toner Bottle

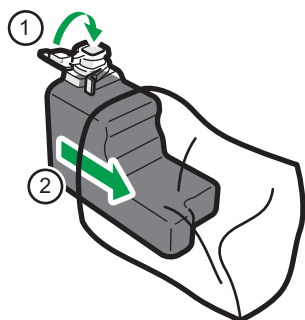
1. Open the left cover.

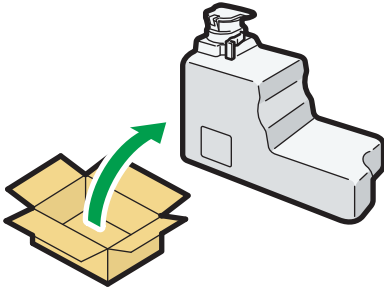


2. Remove the waste toner bottle from the machine.



3. Close the bottle cap and put the full waste toner bottle in a plastic bag and seal it so that the toner does not spill out.

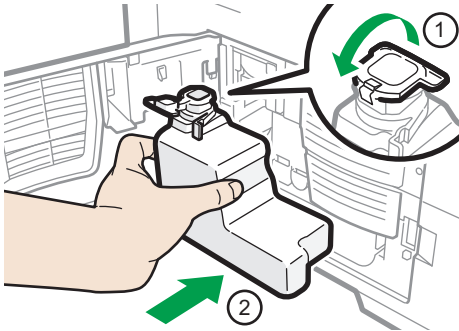


4. Remove the new waste toner bottle from the toner kit.

EAT131

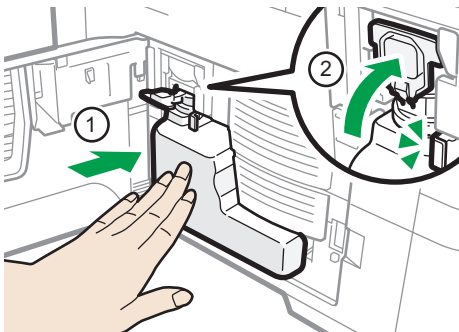
5. Open the bottle cap and insert the new waste toner bottle into the machine.

Leave the cap open.



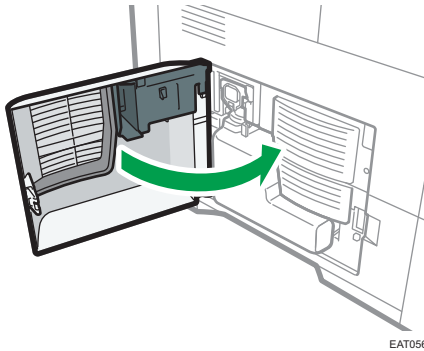
EAT054

Press the new waste toner bottle until it clicks into place.



EAT055

6. Close the left cover.



EAT056

4

Precautions When Replacing the Waste Toner Bottle

WARNING

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.
- Do not dispose of the following items into a fire. Toner will ignite on contact with naked flame and burns can result.
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts
- Do not absorb spilled toner (including used toner) using a vacuum cleaner. Absorbed toner may cause ignition or explosion due to electric contact sparks inside the vacuum cleaner. However, you can use a toner-compatible industrial vacuum cleaner. When toner is spilled, remove the spilled toner using a wet cloth so that the toner is not scattered.
- The following explains the warning messages on the plastic bag used in this product's packaging:
 - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠ CAUTION

- Do not leave the following items in a place where children can reach them:
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts
- When the following occurs while toner is handled, receive emergency measures first, and then consult a doctor if necessary.
 - When inhaling toner, gargle with a large amount of water and move into a fresh air environment.
 - When swallowing toner, dilute gastric contents with a large amount of water.
 - When getting toner into your eyes, flush them with a large amount of water.
- When removing jammed paper, replenishing or replacing toner (new or used), make sure not to inhale toner.
- When removing jammed paper, replenishing or replacing toner (new or used), be careful not to have toner dirt your skin or clothes.
- If toner (new or used) comes into contact with your skin or clothes and smears them, take the following actions:
 - If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
 - If toner comes into contact with your clothes, wash the stained area with cold water. Heating the stained area by applying hot water will set the toner into the fabric and removing the stain may become impossible.
- When replacing a container with toner (including used toner) or consumables with toner, be careful that the toner does not splatter. After removing used consumables and shutting the lid of the container if the lid is available, put them in a bag.
- Do not open toner containers forcibly while toner is inside, crush or squeeze them. Toner spillage can cause accidental ingestion or dirtying of clothes, hands, or floor.

★ Important

- You cannot reuse the waste toner bottle.
- To prevent the toner being spilled on the floor, table, or other object from the removed waste toner bottle, cover these objects with sheets of newspaper.

Disposing the Used Waste Toner Bottle

When disposing the used waste toner bottle, place the bottle in a box or plastic bag while paying attention not to spill any toner powder.

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

If you want to discard your used waste toner bottle, 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.

5. Troubleshooting

Alert Sounds

The following table describes various beep patterns that the machine produces to alert users about machine conditions and the meaning of each beep pattern.

Beep pattern	Meaning	Causes
A short beep	Panel/screen input accepted.	A control panel key was pressed.
A short beep, followed by long beep	Input is invalid.	An invalid key was pressed, or an incorrect password was entered.
Two long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
Five long beeps (repeating four times)	Soft alert	An error message appears on the control panel if there is no tray for the selected paper size or the tray is empty.
Five short beeps (repeating five times)	Strong alert	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

 Note

- Beep alerts cannot be muted. If the machine's covers are opened and closed repeatedly within a short space of time during an alert indicating a paper jam or insufficient toner, a beep alert might continue, even after normal status has resumed.
- You can enable or disable beep alerts.
- See "Setting the Sound Volume", User Guide (Full Version).

Checking the Indicators, Icons, and Messages on the Control Panel

The machine notifies you of the machine condition or status with the indicator lamps on the control panel, the status icons, and messages. Check the status and resolve the problem accordingly.



EBS523

- Message

Messages appear on the control panel to indicate the status of the machine, such as error messages or status messages.

- Power indicator

Lights up when the machine is ready to receive data from a computer. Flashes when the machine is warming up or receiving data. It is unlit when the power is off or when the machine is in energy saver mode.

- Alert indicator

Lights up or flashes when a machine error occurs.

- Data In indicator

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

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
	Paper is jammed.	Remove the jammed paper. page 124 "When Paper Is Jammed"
	Paper has run out.	Load paper into the paper tray. page 77 "Loading Paper into the Paper Tray"
	Toner is almost depleted, or has run out.	Prepare a replacement toner. Replace the toner when it runs out. page 96 "Replacing the Toner"
	The waste toner bottle is full, or almost full.	Prepare a replacement waste toner bottle. Replace the bottle when it becomes full. page 102 "Replacing the Waste Toner Bottle"
	Maintenance or repair is required.	Prepare for maintenance or consider repairing the machine.

Status Messages

Message	Status
"The cooling fan is active."	The machine is cooling its interior. Wait a while, and the machine will resume the print job after the cooling is complete. If you use two-sided printing continuously, the machine's interior heats up, and the machine may temporarily suspend the print job for cooling. If this message appears frequently, dust may have accumulated in the ventilation holes of the machine. Check the vents, and clean the dust off. See "Cleaning the Vents", User Guide (Full Version).
"Energy Saver Mode"	The machine is in Energy Saver mode. Press any key to recover to the normal mode.
"Hex Dump Mode"	In Hex Dump mode, the machine receives data in a hexadecimal format. Turn off the machine after printing, and then turn it on again.
"Job Suspended"	All jobs are suspended. Turn off the machine, and turn it on again to resume the jobs.
"Offline"	The machine is offline and cannot print.
"Please wait..."	This message may appear for a few seconds. It means the machine is initializing, replenishing toner, or performing maintenance operations. Wait a while.
"Printing..."	The machine is printing. Wait a while.
"Printing Suspended"	Printing is suspended. To resume printing, press the [Suspend/Resume] key.
"Ready"	This is the default ready message. The machine is ready for use. No action is required.
"Resetting Job"	The machine is resetting the print job. Wait a while.
"Setting change..."	The machine is applying the changes made to its settings. Wait a while.
"Updating Certificate..."	The machine is updating the @Remote certificate. Turn the power off, and then turn it on again.

Message	Status
"Waiting for print data..."	The machine is waiting for the next data to print. Wait a while.

Alert Messages that Appear on the Control Panel

Message	Cause	Solution and reference
"  (A1) Remove misfeed in Trays. Opn & cls Frt. Cov."	Paper is jammed.	Open the front cover and remove the jammed paper from the paper feed path. page 124 "When Paper Is Jammed"
"  (A2) Remove misfeed & reset ppr in Byps correctly"	Paper is jammed.	Remove the jammed paper from the bypass tray. To reset the error, open the front cover and then close it. page 124 "When Paper Is Jammed"
"  (B) Open Top Cover and remove misfeed."	Paper is jammed.	Open the front cover and remove the jammed paper from the internal paper feed path. page 124 "When Paper Is Jammed"
"  (B) (C) Open Rear Cover and remove misfeed."	Paper is jammed.	Open the front cover and remove any jammed paper from the internal paper feed path. page 124 "When Paper Is Jammed"
"  (Y1) Remove misfeed in Tray 2. Opn & cls Frt. Cov."	Paper is jammed.	Open Tray 2 and remove the jammed paper. To reset the error, open the front cover and then close it. page 124 "When Paper Is Jammed"

Message	Cause	Solution and reference
"  r(Y2) Remove misfeed in Tray 3. Opn & cls Frt. Cov."	Paper is jammed.	Open Tray 3 and remove the jammed paper. To reset the error, open the front cover and then close it. page 124 "When Paper Is Jammed"
"  r(Y3) Remove misfeed in Tray 4. Opn & cls Frt. Cov."	Paper is jammed.	Open Tray 4 and remove the jammed paper. To reset the error, open the front cover and then close it. page 124 "When Paper Is Jammed"
"  r(Y4) Remove misfeed in Tray 5. Opn & cls Frt. Cov."	Paper is jammed.	Open Tray 5 and remove the jammed paper. To reset the error, open the front cover and then close it. page 124 "When Paper Is Jammed"
"  r(Z) Pull out Tray 1 & opn cover, remove misfeed."	Paper is jammed.	Open Tray 1 and remove the jammed paper from the paper duplex unit. page 124 "When Paper Is Jammed"
"  Toner is almost empty."	The toner is almost empty.	Prepare a new print cartridge.
"  Add toner. Replace Print Cartridge."	The toner has run out.	Replace the print cartridge. page 96 "Replacing the Toner"
"@Remote Cert. update failed"	Updating the @Remote certificate failed.	Turn the machine off, and then turn it on again. If the problem persists, consult your sales or service representative.
"Cannot connect=>Comm.Serv. Check proxy user/ password."	The proxy user name or password is incorrect.	Check the proxy server settings, and then change the user name and/or password if they are incorrect.

Message	Cause	Solution and reference
"Cannot connect with DHCP server.(101/201)"	An IP address cannot be obtained from the DHCP server.	Consult your network administrator.
"Cannot print."	The machine cannot print the sent data.	Check that the file you want to print is a supported file type. Check the misfeeds and ask your network administrator for help.
"Change (Tray name) to the following settings:"	The size of the paper in the tray does not match the paper size specified in the printer driver.	Select a tray containing paper that is the same size as the specified paper size.
"Check network settings. (103/203)"	The IP address setting is incorrect.	Check the IP address, subnet mask, and gateway address.
"Classification Code Error"	A classification code is not specified for the print job.	Enter a classification code using the printer properties and print the document again.
"Connect failed:WirelessCard Turn power off, check card."	The machine cannot detect the wireless LAN interface board.	Check that the board is supported or installed correctly.
"Cover Open. Please close the indicated cover."	A cover of the machine is open.	Close the cover as indicated on the control panel.
"Duplex mode is in off position for (tray name)"	The duplex mode for the indicated tray is not available.	You can use one-sided printing only. Press [Change] to change the tray's settings, press [JobReset] to reset the job, or press [Form Feed] to force printing.
"Ethernet Board Error"	An error on the Ethernet is detected.	Turn the machine off, and then turn it on again. If the problem persists, consult your sales or service representative.
"Exceeded max. No. of files."	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum file capacity was exceeded.	Delete unneeded files stored in the machine.

Message	Cause	Solution and reference
"Exceeded max. No. of pages."	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum page capacity was exceeded.	- Delete unneeded files stored in the machine. - Reduce the number of pages to print.
"Exceeded max. print size. Press [FormFeed] or [JobReset]."	The specified paper size exceeds the maximum size supported by this machine.	Press [Form Feed] to force printing or [JobReset] to cancel printing.
"Exceeded max. print size. Press [JobReset]."	The specified paper size exceeds the maximum size supported by this machine.	Press [JobReset] to cancel printing.
"Failed to connect to server for Remote Diagnostics."	The machine cannot communicate with Remote Communication Gate.	Check the connection to the Remote Server Gate.
"Independent-supply toner"	Independent-supply toner is set.	Use the toner recommended for this machine.
"IPv6 Address already exists Link-local Address(109/209)"	The same IPv6 address is already used.	Consult your network administrator.
"IPv6 Address already exists Stateless Address(109/209)"	The same IPv6 address is already used.	Consult your network administrator.
"IPv6 Address already exists Manual Config. Address(109/209)"	The same IPv6 address is already used.	Consult your network administrator.
"Load paper in (tray name)"	There is no paper in the specified tray.	Load the specified paper in the tray, press [JobReset] to reset the job.
"No privileges to use funct."	The logged in user does not have the privileges to register programs or change the paper tray settings.	Check the privileges. see "Registering Administrators Before Using the Machine", User Guide (Full Version).
"Parallel I/F Error"	The machine's self-diagnostic test failed due to a loopback error.	Replace the IEEE 1284 board that caused the error.

Message	Cause	Solution and reference
"Printer Font Error."	There are problems with the machine's font file.	Turn the machine off, and then turn it on again. If the problem persists, consult your sales or service representative.
"Problem with Hard Disk Please call service."	The machine cannot detect the hard disk.	Check that the hard disk installed correctly. If the problem persists, consult your sales or service representative.
"Problem:Wireless card Please call service."	The machine cannot detect a wireless LAN interface board.	Check that the wireless LAN interface board installed correctly. If the problem persists, consult your sales or service representative.
"Replacmnt Requird: Drum Unit" "Replace Drum Unit."	You need to replace the drum unit.	Consult your sales or service representative.
"Rplcmnt Rqrd Soon:Drum Unit" "New Drum Unit is required."	You will need to replace the drum unit soon.	Prepare a new drum unit.
"SD Card authenticatn. failed"	Authentication from the SD card failed.	Turn the machine off, and then turn it on again. If the problem persists, consult your sales or service representative.
"Set the Drum Unit correctly."	The drum unit may not be installed correctly.	Turn the machine off, and then install the drum unit again. If the error message is still displayed even though you have installed the drum unit correctly, wipe the ID chips on the drum unit gently with a dry cloth. The ID chips are located where the drum unit contacts the machine.

Message	Cause	Solution and reference
"Set the Print Cartridge correctly."	The print cartridge may have not been installed correctly.	Turn the machine off, and install the print cartridge again.
"Set Waste Toner Bottle correctly."	The waste toner bottle may have not been installed correctly.	Turn the machine off, and install the waste toner bottle again.
"Standard Tray is full. Remove the paper."	The standard tray is full.	Remove the paper.
"Supply order has failed."	The automatic supply order failed.	The message indicates the machine tried to order the supplies.
"This NetBIOS name is already in use.(108/208)"	The NetBIOS name specified for the machine is already used by another device on the network.	Consult your network administrator.
"The same IPv4 Address already exists.(102/202)"	The IPv4 address specified for the machine is already used by another device on the network.	Consult your network administrator.
"The selected job has already been printed or deleted."	This message might appear if you print or delete a job by using a web browser on a networked computer.	Select [Exit] on the message screen.
"USB has a problem."	The machine has detected a USB board failure.	Turn the machine off, and then turn it on again. If the problem persists, consult your sales or service representative.
"Values set for IPv6/ Gateway addresses are invalid.(110/210)"	The IPv6 address or gateway address is invalid.	Check the network settings.
"Waste Toner almost full"	The waste toner in the print cartridge is almost full.	Prepare a new print cartridge.
"Waste Toner Full"	The waste toner in the print cartridge is full.	Replace the print cartridge. page 96 "Replacing the Toner"
"WPA Auth. incomplete. (211)"	WPA authentication could not be completed.	Consult your network administrator.

Alert Messages that Are Printed on Error Logs and Reports

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

Message	Cause	Solution and reference
"84: Error"	There is no work area available for image processing.	Select [Font Priority] for [Memory Usage] in [System]. Decrease the number of files sent to the machine.
"85: Error"	The specified graphics library is unavailable.	Check that the data is valid.
"86: Error"	Parameters of the control code are invalid.	Check the print settings.
"91: Error"	Printing was canceled by the auto job cancel function due to a command error.	Check that the data is valid.
"92: Error"	Printing was canceled because the [Job Reset] key or the [Suspend/Resume] key was pressed on the machine's control panel.	Perform the print operation again as necessary.
"Address book is in use."	The machine currently cannot perform authentication because the Address Book is being used by another function.	Wait a while, and then retry the operation.
"Auto-user prog. failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the Address Book is full.	Check the address book. see "Managing the User Information Registered Automatically", User Guide (Full Version).

Message	Cause	Solution and reference
"Background Numbering Error"	The background numbering function was specified for an unavailable paper size or for printing on slip sheets.	Check the settings for the background numbering functions on the printer driver. For details about these settings, see the printer driver Help. You cannot print background numbers on slip sheets.
"Classification Code Error"	The classification code is not specified with the printer driver.	Select [Optional] for the classification code. See "Preventing Printing of a Job Without a Classification Code", User Guide (Full Version).
"Collate Cancelled"	Collate was canceled.	Turn the machine off, and then turn it on again. If the message appears again, consult your service representative.
"Command Error"	An RPCS command error occurred.	Check that the communication between a device and the machine is working correctly.
	Communications with the computer is temporarily unstable.	Consult your network administrator.
"Compressed Data Error"	The machine detected corrupt compressed data.	Check that the program you used to compress the data is functioning correctly.
"Duplex Cancelled"	Duplex printing was canceled.	Change the setting for "Duplex Tray" in [Paper Input] to enable duplex printing for the paper tray.
"Error occured. Prntd/Cncl'd."	An error occurred during printing, but it was ignored.	Check the print settings.
"File System Full."	The PDF file cannot be printed because the capacity of the file system is full.	Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine.

Message	Cause	Solution and reference
"Collate: Page max."	The amount of free memory is insufficient to perform collating.	Reduce the number of pages to be printed.
"Excd Prt Vol Use max count."	Printing was canceled because the print maximum number was reached.	See "Specifying Maximum Print Volume Use of Each User", User Guide (Full Version).
	Maximum number of user codes that can be registered has been reached.	Delete unnecessary user codes.
"File System Error."	PDF direct printing could not be performed because the file system could not be obtained.	Turn the machine off, and then turn it on again. If the message appears again, consult your service representative.
"HDD is full."	The hard disk became full while printing a Sample Print, Locked Print, Hold Print, or Stored Print file. Delete unnecessary files stored in the machine.	Reduce the data size of the Sample Print, Locked Print, Hold Print, or Stored Print file. When printing with the PostScript 3 printer driver, the hard disk capacity for fonts and forms has been exceeded. Delete unnecessary forms or fonts registered to the machine.
"HDD not installed."	The printer received a stored job file but no hard disk is installed.	Consult your sales or service representative.
"I/O buffer overflow."	An input buffer overflow occurred.	• Select [Font Priority] for [Memory Usage] in [System]. • In [I/O Buffer] under the [Host Interface] menu, set the maximum buffer size to a larger value. • Reduce the number of files being sent to the machine.

Message	Cause	Solution and reference
"User auth. already exists."	The same account name is already used in the newly selected domain or server in an environment using LDAP Authentication.	Consult your user administrator.
"Insufficient Memory"	A memory allocation error occurred.	PCL 6 Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help. On the printer driver's [Detailed Settings] tab, click [Print Quality:Advanced] in "Menu:", and then select [Raster] in the "Vector/Raster:" list. In some cases, it will take a long time to complete a print job. PCL 5e, PostScript 3 Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.
"Memory Retrieval Error"	A memory allocation error occurred.	Turn off the machine, and then turn it on again. If the message appears again, replace the SDRAM.
"No Background Numbering HDD"	Printing background numbers was canceled because the HDD is not installed.	Install the HDD to use the background numbering function. If this message is displayed even though the HDD is installed, consult your service representative.

Message	Cause	Solution and reference
"No response from server."	A timeout occurred while the machine was connecting to the server for LDAP Authentication or Windows Authentication.	Check the status of the server.
"Cannot print."	You have no privileges to print the PDF file you want to print.	Consult the owner of the document.
"Password mismatch."	A wrong password was entered when an encrypted PDF file was printed.	Check the password.
"Format or Syntax Error."	A syntax error, etc., occurred.	Check that the PDF file is valid.
"Print overrun."	Printing images was aborted.	Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.
"Receiving data failed."	Data reception was aborted.	Resend the data.
"Sending data failed."	The machine received a command to stop a transmission from the printer driver.	Check that the computer is working correctly.
"Paper Size Error"	Printing was canceled because the specified paper size cannot be fed from the tray.	Check the available paper size.
"Paper Type Error"	The machine does not recognize the paper type specified using the printer driver.	Check that the machine is connected to the network correctly and bidirectional communication is enabled. If the problem persists, check the user paper type settings of the machine.

Message	Cause	Solution and reference
"Function use denied."	The print job was cancelled because of one of the following: • The user does not have privileges to print. • No privileges to print are assigned to the entered user name or user code, or a wrong password was specified for the user name.	Enter the user name or user code with privileges to print, or enter the correct password for the user name.

When Paper Is Jammed

An error message appears if a paper misfeed occurs. The error message indicates where the misfeed occurs.

Check the location and remove the paper.

CAUTION

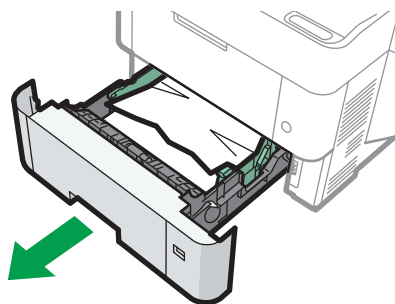
- There are highly-heated parts inside the machine. When removing misfed paper, do not touch areas other than those specified in this manual. Touching those areas can result in burns.
- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.
- When replacing paper or removing jammed paper, close the front cover and do these tasks one tray at a time.

5

Paper Misfeed Message (A1)

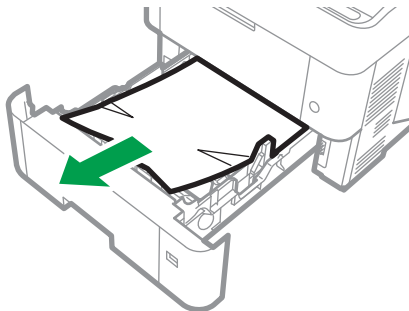
The paper misfeed message "⚠(A1)" appears when a paper misfeed occurs in the standard paper feed tray.

1. Pull out the paper tray carefully until it stops.



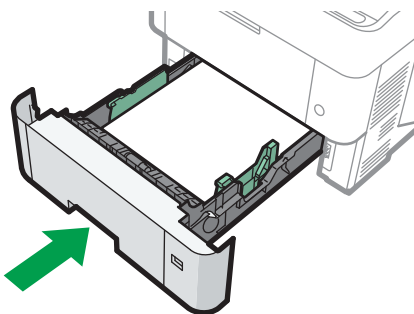
EBS502

2. Pull out the jammed paper carefully.



EBS503

3. Close the paper tray carefully until it stops.



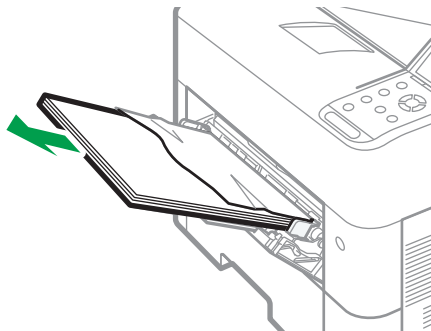
EBS504

5

Paper Misfeed Message (A2)

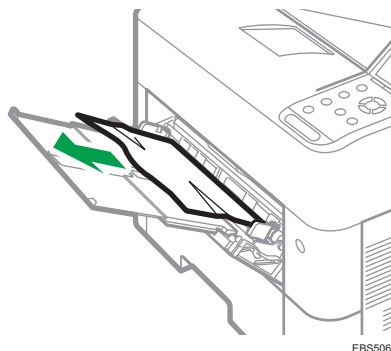
The paper misfeed message "P(A2)" appears when a paper misfeed occurs in the bypass tray.

1. Remove paper loaded in the bypass tray.



EBS505

2. Pull out the jammed paper carefully.

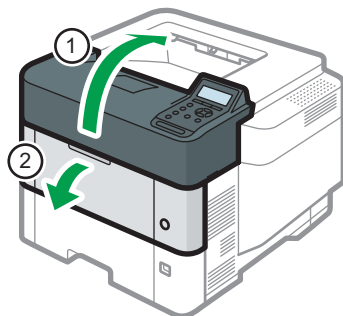


Paper Misfeed Message (B)

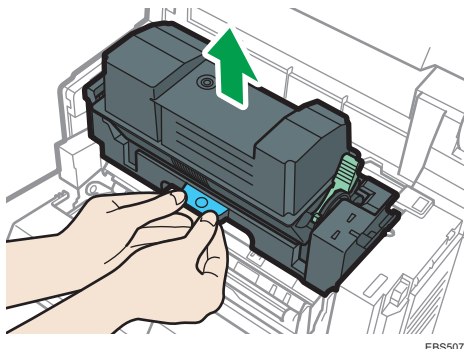
5

The paper misfeed message "B" appears when a paper misfeed occurs in the internal paper feed path.

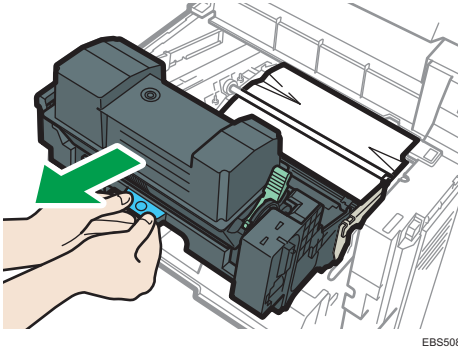
1. Open the top cover, and then open the front cover.



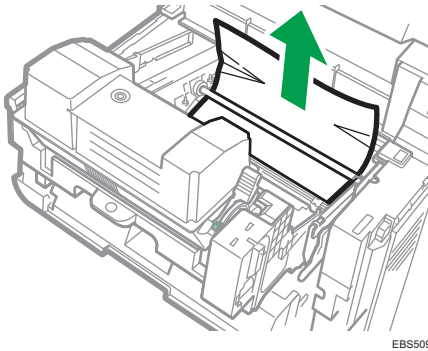
2. Hold the clip on the print cartridge to lift it.



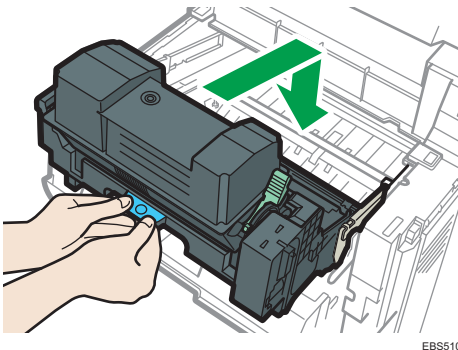
3. Pull out the print cartridge.



4. Pull out the jammed paper carefully.



5. Squeeze the clip on the print cartridge, and then insert it into the printer until it stops.



6. Close the front cover, and then close the top cover.

Paper Misfeed Message (C)

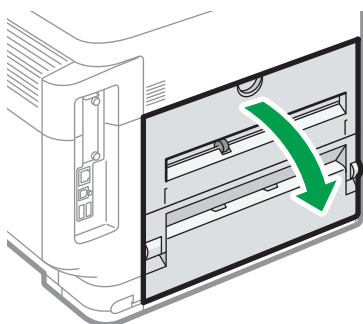
The paper misfeed message "%r(C)" appears when a paper misfeed occurs in the internal paper feed path.

1. Remove the jammed paper from the standard tray carefully.



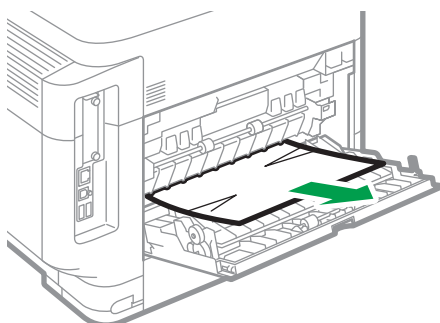
EBS511

2. Open the rear cover.



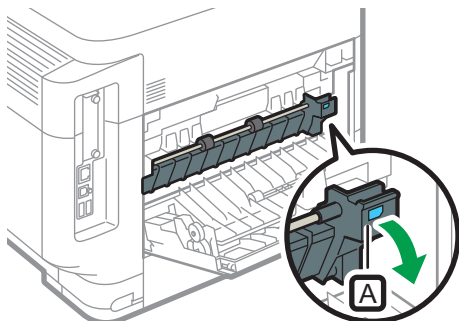
EBS512

3. Pull out the jammed paper carefully.

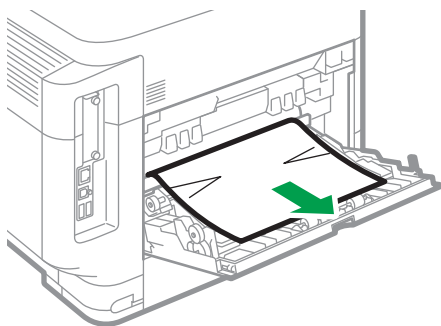


EBS513

4. If you cannot see the jammed paper or remove it, open the "C" lever **A** and remove the jammed paper.

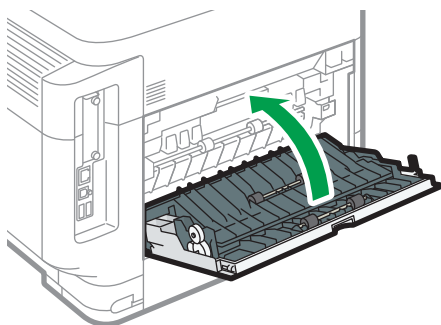


EBS514



EBS515

5. Close the rear cover.



EBS516

Paper Misfeed Message (Y1) to (Y4)

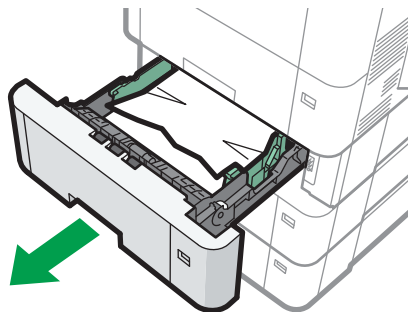
The following messages are displayed according to the tray where the paper is jammed:

- "%r(Y1)": Tray 2
- "%r(Y2)": Tray 3
- "%r(Y3)": Tray 4

- "Y4": Tray 5

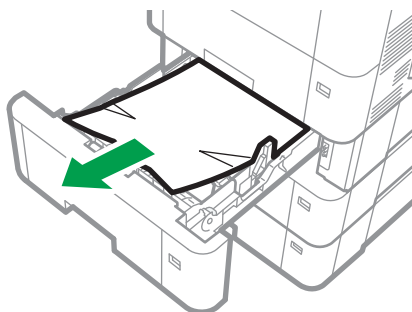
The procedure for removing jammed paper is the same for all trays. In the following procedure, a paper jam that occurs in Tray 2 (with the (Y1) message displayed) is explained as an example.

1. Pull out the paper tray until it stops.



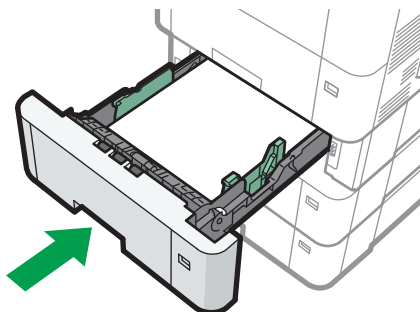
EBS520

2. Pull out the jammed paper carefully.



EBS521

3. Hold the tray with both hands, slide it along the rails of the paper feed unit, and then push it straight in.

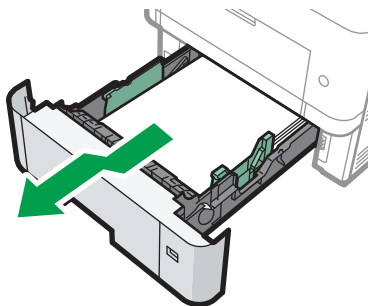


EBS522

Paper Misfeed Message (Z)

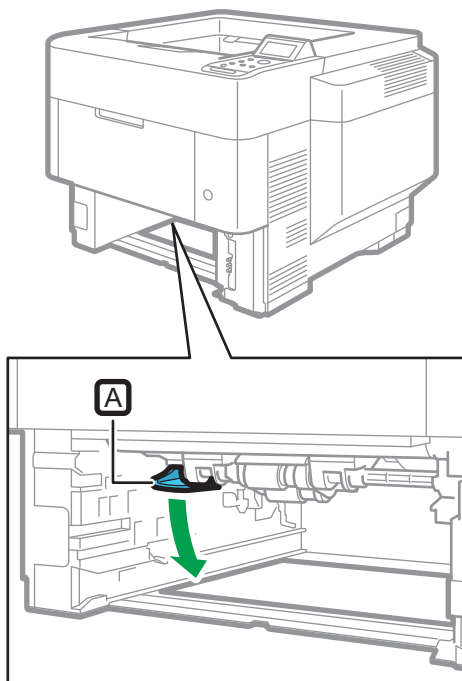
The paper misfeed message "Z" appears when a paper misfeed occurs inside the duplex unit.

1. Pull out the paper tray carefully until it stops, lift the front side of the tray, and then remove the tray.



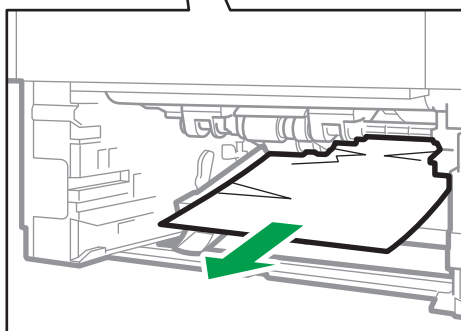
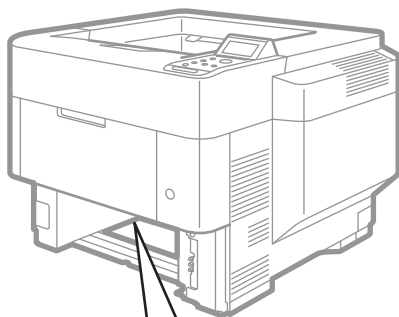
EAT697

2. Lower the "Z" lever A.

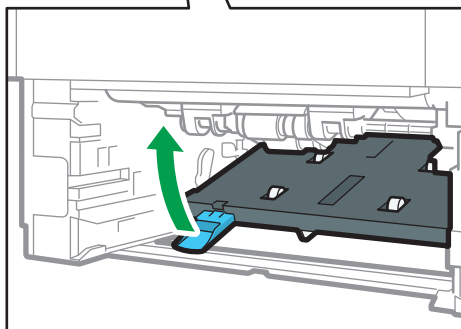
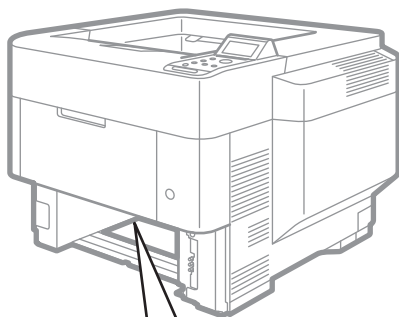


EBS517

3. Pull out the jammed paper carefully, and then return "Z" lever to its original position.

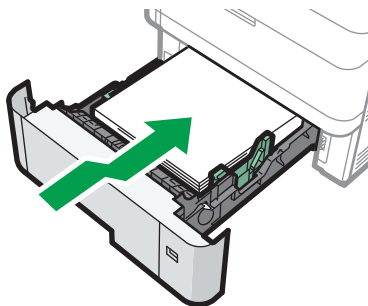


EBS518



EBS519

4. Lift the front side of the tray, and then slide it into the machine carefully until it stops.

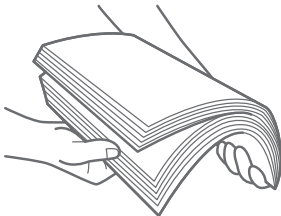


EAT062

If Paper Jams Occur Frequently

Check that the paper is loaded properly and the settings in [Tray Paper Settings] are specified correctly.

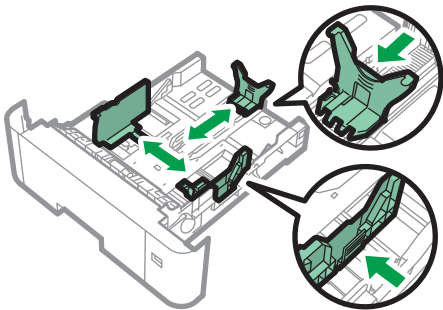
Paper condition

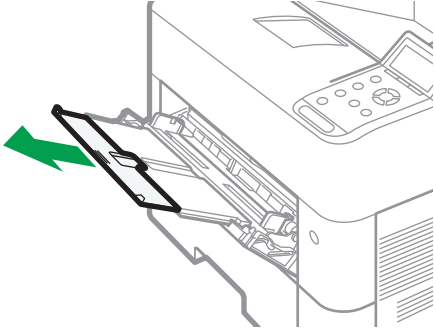
Items to check	Solution if applicable
Are the sheets of paper in close contact with each other?	Fan the sheets thoroughly before loading them in the tray.  DZB723
Are the sheets of paper curled?	- Correct the curl before loading the paper in the tray. When the paper supports duplex printing, fan the paper thoroughly and turn over the paper. - To prevent paper becoming curled, store the paper horizontally on a flat surface.
Is the paper flat and not folded or wrinkled?	- Load new paper with no folds or wrinkles. - Do not use paper that has been used for copying or printing on a copy, printer, or MFP other than the machine.

Items to check	Solution if applicable
Is the paper dry and not moist?	- Load paper that has been stored in a dry environment. - Store paper in an environment where the humidity is below 70 %. Once the packaging material containing the paper has been opened, place the paper in a plastic bag to keep it dry.
Is the cut surface of the paper smooth and clean?	If the cut surface is uneven, set the paper in a different orientation so that the cut surface faces another direction. When the paper supports duplex printing, turn over the paper.
Is the paper too thick? Is the paper too thin?	Check the specifications for the paper that can be used on the machine, and load paper that is supported. page 85 "Recommended Paper Sizes and Types"

5

Condition of the loaded paper

Items to check	Solution if applicable
Are too many sheets of paper loaded?	Load paper below the upper limit mark ( or ) in the tray.
Are the side fence and end fence in the paper source tray of the mainframe properly adjusted to the paper size?	- Adjust the side fence or end fence so that there is no gap between the fence and loaded paper. - When loading only a small amount of paper in the tray, adjust the fences so that they do not press too tight against the paper.  EAT058 - Push the paper tray slowly in to the machine. If the tray is pushed with force, the side fence may move slightly.

Items to check	Solution if applicable
Is the bypass tray used correctly?	• Set the machine in a location where the bypass tray and the loaded paper do not come in contact with the wall. • Adjust the paper guides on the left and right sides of the tray to match the paper size. • When loading paper that is larger than A4 or 8 1/2 × 11, pull out the extender.  EBS501

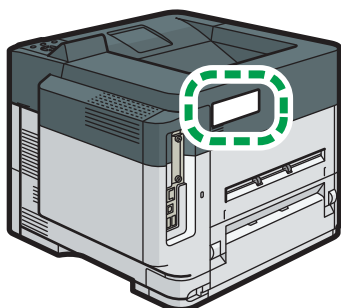
- Also check the basic procedure for loading paper into the machine again.
page 77 "Loading Paper into the Paper Tray"

6. 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.



EBS611

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

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

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

- CODE XXXX -27, -29
- 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.
- If your machine is a region A model and "CODE XXXX -27" is printed on the label, see " **Region A** (mainly Europe)" also.
- If your machine is a region A model and "CODE XXXX -29" is printed on the label, see " **Region A** (mainly Asia)" also.

List of Specifications

 Note

- We have licenses from the authors to use their software including open sources. Refer to the files in the Licenses folder included in the supplied CD-ROM for statements requested from the authors.
- Some open-source software and licensed software in the CD-ROM are not used, depending on the machine's options and software versions.

Specifications for the Main Unit

Item	Specifications
Configuration	Desktop
Memory	2 GB
Hard disk size	320 GB
Warm-up time (23°C (73.4°F), rated voltage)	25 seconds
First print time	• P 800: 3.7 seconds • P 801: 3.6 seconds (A4□, 8 1/2 × 11□, Tray 1)
Print speed (per minute)	• P 800 • A4□, 55 sheets/minute • 8 1/2 × 11□, 57 sheets/minute • P 801 • A4□, 60 sheets/minute • 8 1/2 × 11□, 62 sheets/minute
Paper weight	• Tray 1, Bypass tray: page 85 "Recommended Paper Sizes and Types" • Duplex: 64–120 g/m² (17 lb. Bond–44 lb. Cover) *1
Resolution	600 × 600 dpi

Item	Specifications
Paper capacity (80 g/m ² , 20 lb. Bond)	page 85 "Recommended Paper Sizes and Types"
Power requirements	 Region A (mainly Europe and Asia) 220–240 V, 6 A, 50/60 Hz  Region B (mainly North America) 120–127 V, 11 A, 60 Hz
Power consumption (Main unit only)  Region A (mainly Europe and Asia)	• P 800 Ready: 68.0 W During printing: 716 W Maximum: 1400 W • P 801 Ready: 67.9 W During printing: 746 W Maximum: 1400 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: 1400 W or less • The complete system of the P 800/P 801 consists of the main unit, four 500-sheet paper feed units, the wireless LAN board, and hard disk.
Power consumption (Main unit only)  Region B (mainly North America)	• P 800 Ready: 67.1 W During printing: 779 W Maximum: 1400 W • P 801 Ready: 69.9 W During printing: 775 W Maximum: 1400 W The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less

Item	Specifications
Power consumption (Complete system)  Region B (mainly North America)	Maximum: 1400 W or less The complete system of the P 800/P 801 consists of the main unit, four 500-sheet paper feed units, the wireless LAN board, and hard disk.
Dimensions	- P 800 (W × D × H): 420 × 410 × 346 mm (16.6 × 16.2 × 13.6 inches) - P 801 (W × D × H): 443 × 410 × 366 mm (17.5 × 16.2 × 14.4 inches)
Space for main unit (W × D)	- P 800: 920 × 1,210 mm (36.2 × 47.6 inches) (including the bypass tray and output trays) - P 801: 943 × 1,210 mm (37.1 × 47.6 inches) (including the bypass tray and output trays)
Noise emission (Sound power level: Main unit only)	- P 800 Stand-by: 30.3 dB (A) Printing: 68.4 dB (A) - P 801 Stand-by: 29.4 dB (A) Printing: 70.1 dB (A)
Noise emission (Sound power level: Complete system)	- P 800 Stand-by: 29.4 dB (A) Printing: 71.8 dB (A) - P 801 Stand-by: 30.4 dB (A) Printing: 72.9 dB (A)

Item	Specifications
Noise emission (Sound pressure level: Main unit only)	- P 800 Stand-by: 20.7 dB (A) Printing: 58.1 dB (A) - P 801 Stand-by: 20.6 dB (A) Printing: 60.0 dB (A)
Noise emission (Sound pressure level: Complete system)	- P 800 Stand-by: 20.5 dB (A) Printing: 58.9 dB (A) - P 801 Stand-by: 20.9 dB (A) Printing: 59.6 dB (A)
Noise emission	 Note - 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 of the P 800/P 801 consists of the main unit, four 500-sheet paper feed units, and the caster table.
Weight	P 800/P 801 Approx. 18 kg (40 lb.)

*1 Paper type used for two-sided print: Plain 1, Plain 2, Recycled Paper, Special Paper 1, Special Paper 2, Special Paper 3, Middle Thick, Thick Paper 1, Color Paper, Letterhead

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 800 • A4□, 55 sheets/minute • 8¹/₂ × 11□, 57 sheets/minute • P 801 • A4□, 60 sheets/minute • 8¹/₂ × 11□, 62 sheets/minute (A4□, 8¹/₂ × 11□, plain paper)
Resolution	300 × 300 dpi, 600 × 600 dpi, 1,200 × 1,200 dpi
Printer language	• Standard: PJL, RPCS, PCL5e/XL, IRIPS PS3, IRIPS PDF Direct, MediaPrint (TIFF) • Option: PostScript 3, PDF Direct, IPDS, XPS
Interface	• Standard: Ethernet (10BASE-T/100BASE-TX/1000BASE-T) USB2.0 (Type B) port USB2.0 (Type A) port SD card slot • Option: IEEE 1284 parallel interface IEEE 802.11a/b/g/n wireless LAN interface Device server option
Network protocol	TCP/IP (IPv4, IPv6)
USB interface	• Transmission spec: USB 2.0 Standard • Connectable device: Devices corresponding to USB 2.0 Standard

Item	Specifications
Operating system	- Windows 7/8.1/10 - Windows Server 2008/2008 R2/2012/2012 R2/2016/2019 - OS X 10.11 or later
Fonts	- PostScript 3 Emulation, PCL 5e/6: 93 fonts - PDF: 136 fonts, PDF Emulation: 93 fonts - Genuine Adobe PostScript 3: 136 fonts - IPDS: 108 fonts
Store function	Total number of documents that can be stored: Up to 100 documents Number of pages for each document that can be stored: Up to 2,000 pages Total number of pages of all documents that can be stored: Up to 9,000 pages
Sort function	Number of pages that can be sorted * 1 - When the optional hard disk is not installed: Up to 150 pages - When the optional hard disk is installed: Up to 1,000 pages Number of copies that can be sorted: Up to 999 copies

* 1 Number of pages described above is a reference value when printing A4 paper at 600 dpi using 1-bit data. Actual number of pages that can be sorted depends on conditions and the data being printed.

Note

- The maximum length for the cable connecting the machine to an Ethernet network is 100 meters.
- When you are using silent mode, the print speed may be slower.

Specifications for Paper Feed Unit

Item	Specifications
Page size	page 85 "Recommended Paper Sizes and Types"
Paper capacity (80 g/m ² , 20 lb. Bond)	page 85 "Recommended Paper Sizes and Types"
Paper weight	page 85 "Recommended Paper Sizes and Types"

Item	Specifications
Power requirements	Power is supplied from the main unit.
Maximum power consumption	13 W or less
Dimensions (W × D × H)	380 × 410 × 121 mm (15.0 × 16.2 × 4.8 inches)
Weight	Approx. 4 kg (8.9 lb.)

Specifications for IEEE 1284 Interface Board

Item	Specifications
Transmission spec	IEEE 1284
Required cable	Standard IEEE 1284 compliant Micro Centronics 36 pin cable

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 802.11 a/b/g/n (wireless LAN)
Protocol	TCP/IP
Ad-hoc mode Channel Frequency range (Center Frequency)	• 2412–2462 MHz (1–11 channels) • 5180–5240 MHz (36, 40, 44, and 48 channels)
Transmission mode	• Ad-hoc mode • Infrastructure mode • Direct Connection Mode • Direct Connection: Group Owner Mode

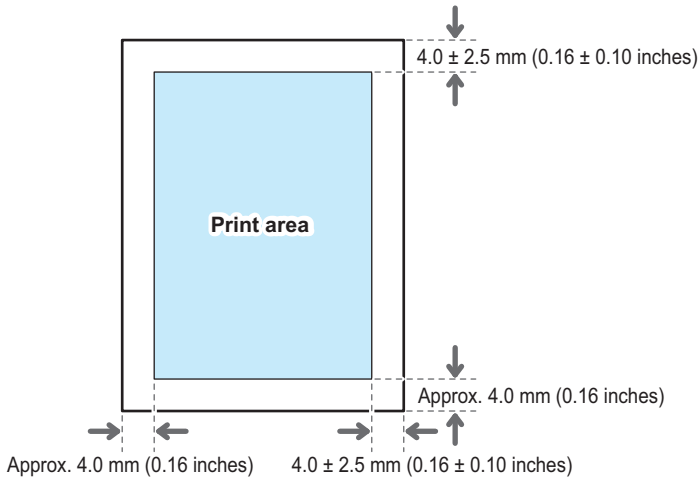
 Note

- Web Image Monitor is supported.
- The transmission rates of 300 Mbps in the 5 GHz band and 130 Mbps in the 2.4 GHz band are theoretical values of the wireless LAN specification. The actual transmission rate may be lower, depending on the operating environment.
- The maximum transmission rate in the ad-hoc mode is 11 Mbps for IEEE 802.11b. The Ad-hoc communication is not supported in an IEEE 802.11g/n environment.
- Channels other than 1–11 and 36–52 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	• Gigabit Ethernet (10BASE-T/100BASE-TX/1000BASE-T) • USB 2.0 (For connecting the printer and the print server interface)
Operating systems	• Windows 7/8/8.1/10, Windows Server 2008/2008 R2/2012/2012 R2/2016/2019 • OS X 10.11 or later
Protocol	• Port 9100, IPP, LPR IPP does not support SPL. • The device server option allows simultaneous connection of up to eight sessions of printing protocols.

Printable Area and Margin



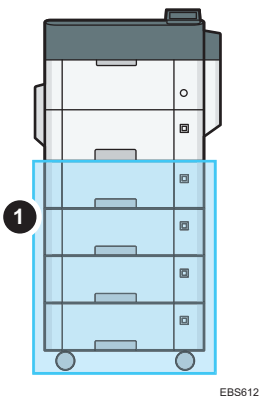
EAT900

Note

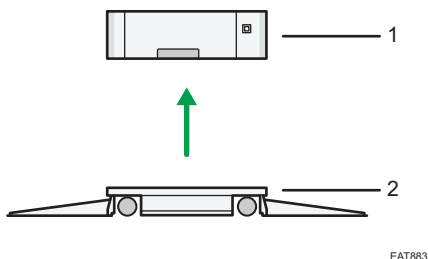
- The machine does not support edge-to-edge printing. To minimize the margins, specify the maximum printable area with the settings on the printer driver.
- See "Maximizing the Printable Area When Printing", User Guide (Full Version).
- The printable area may vary due to the paper size or settings of 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.
- The print area may vary depending on the paper size, printer language, and printer driver settings.
- Depending on the printer driver settings, you may be able to print outside the recommended print area. However, the actual output may not come out as desired, or a paper feed problem may occur.

Machine Options

Guide to Functions of the Machine's External Options



(1) Options Mounted on the Machine's Bottom



No.	Option	Description
1	Paper Feed Unit	Paper is loaded here. You can load up to 500 sheets of paper.
2	Caster Table for Paper Feed Unit	To use the paper feed unit, attach the caster table. Allows you to move the machine easily.

Guide to Functions of the Machine's Internal Options

- PostScript 3 unit
Allows you to output using Genuine Adobe PostScript 3.
- IPDS unit
Allows you to print using Intelligent Printer Data Stream (IPDS).

- XPS card

Allows you to directly output XPS files.

- 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.

- IEEE 1284 interface board

Allows you to connect to an IEEE 1284 cable.

- Wireless LAN board

Allows you to communicate over wireless LAN.

-  **Region A** (mainly Europe)/ **Region B** (mainly North America)

Enhanced Security HDD

Allows you to enhance the security of the hard disk by using an encryption function that is compliant with FIPS 140-2.

- VM card

Allows you to install applications compatible with the "Embedded Software Architecture" platform.

To expand the function of this machine, various applications written in Java language can be added.

- Hard disk

Allows you to store documents to be printed.

Note

- Only one of the following can be installed: IEEE 1284 interface board, wireless LAN board, or device server option.
- Only one of the following can be installed on the machine at any one time: hard disk and Enhanced Security HDD.
- The Ethernet interface and wireless LAN board cannot be used simultaneously.

Functions Requiring Optional Configurations

When options are installed, the functions and interface of this machine can be expanded.

- The options that can be installed differ depending on the models.

page 147 "Machine Options"

Printer Function

Function/Reference	Option
Spool Printing File Storing Stored Print	Hard Disk
Genuine Adobe PostScript 3 *1	PostScript 3 unit
XPS	XPS card

*1 If an optional Genuine Adobe PostScript 3 is installed, the built-in standard PostScript 3 cannot be used.

Others

Function/Reference	Option
Wireless LAN communication	Wireless LAN board
Parallel Interface Connection	IEEE 1284 interface board
Extra Ethernet Interface (for Printer)	Device server option
 Region A (mainly Europe) Specifying the HDD authentication code	Enhanced Security HDD
 Region B (mainly North America) Specifying the HDD authentication code	Enhanced Security HDD

7. 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.

Targeted products are computers, monitors, printers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

Energy Saving Functions

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 one minute.
- The machine can print jobs from computers while in Sleep mode.
- The time it takes to recover from the energy saving functions and low power consumption in Sleep Mode may differ depending on the machine.

 **Region B** (mainly North America)

Model Name	Power Consumption in Sleep Mode	Power Consumption in Low Power Mode	Time to Recover from Sleep Mode	Time to Recover from Low Power Mode	Duplex Function ^{* 1}
P 800	0.43 W	35.83 W	25 seconds	9 seconds	Standard
P 801	0.43 W	35.83 W	25 seconds	9 seconds	Standard

^{* 1} Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

Note

- You can change the amount of time that the machine waits before entering Sleep mode under [Sleep Mode Timer].
- See "System", User Guide (Full Version).
- 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:

Ricoh Company, Ltd.

3-6, Nakamagome 1-chome,
Ohta-ku, Tokyo 143-8555 Japan

+81-3-3777-8111 (English only/Sadece İngilizce)

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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

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