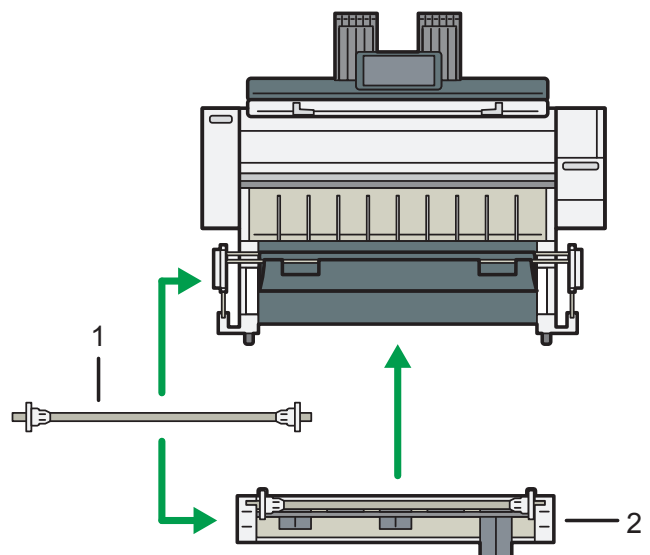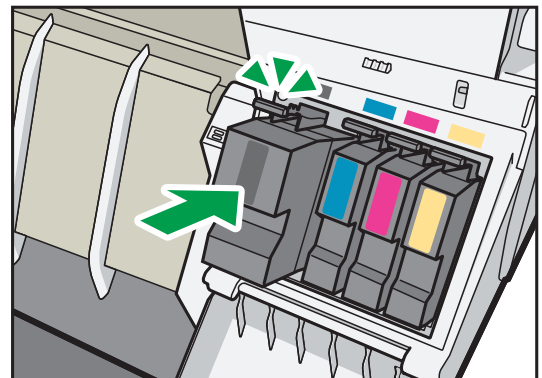# CIP Training
MP CW2201SP

Input

RICOH
imagine. change.

Placing Originals

⭐ **Important**

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

Placing Originals on the Original Table

1. **Press [Home] (🏠) at the bottom of the screen in the center.**
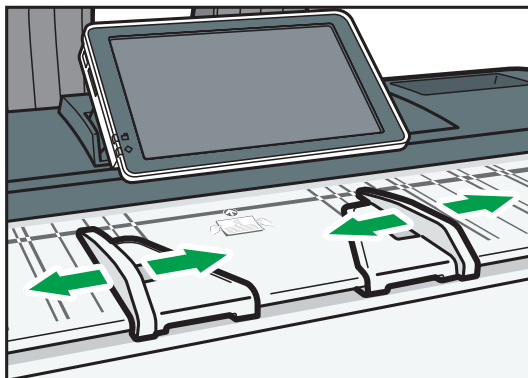2. **Press the [Copy] or [Scanner] icon.**

   Make sure that "Please wait." message disappears from the screen.
3. **Adjust the original guides to the original size.**

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

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

DNE012

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

   Push the original so that it makes light contact with the feed rollers.
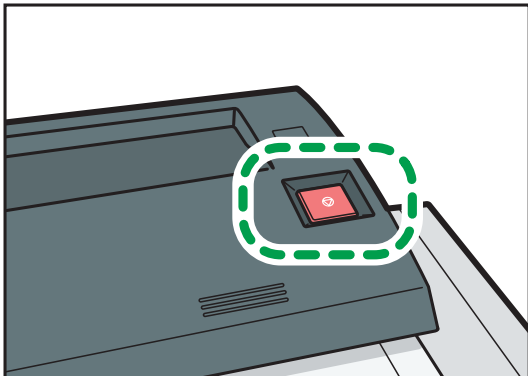
   Support the original with your hands until it feeds in.

DNE013

Stopping originals from feeding in

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

DNE014

Scanning an Original using a Carrier Sheet

Use the carrier sheet when scanning originals such as originals drawn in pencil, and pasted originals.

For details, see "Originals that should be scanned using the carrier sheet", Paper Specifications and Adding Paper.

⭐ **Important**

- When using the carrier sheet, originals should be ejected onto the original output guides. If the original is ejected onto the original stackers, it might be damaged. For details about how to eject

originals onto the original output guides, see "Ejecting originals onto the original output guides", Paper Specifications and Adding Paper.
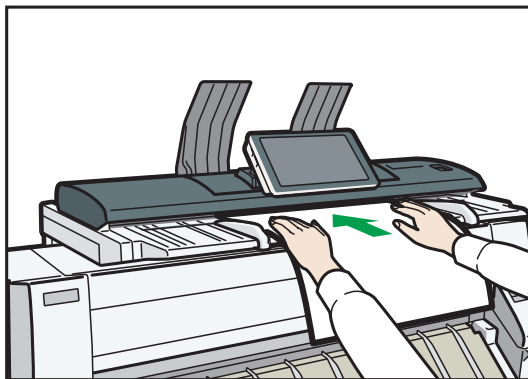
1. **Open the carrier sheet with the transparent sheet face up, and then insert the original also face up.**

   Align the original with the fold of the carrier sheet.
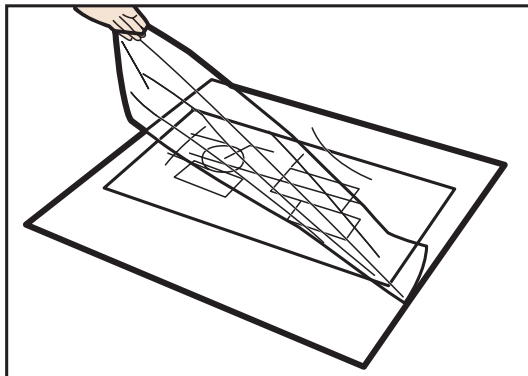
   CBA051

2. **Adjust the original guides to the size of the carrier sheet.**

3. **Using both hands, hold the carrier sheet face down, and carefully insert the folded edge of the carrier sheet between the original guides.**
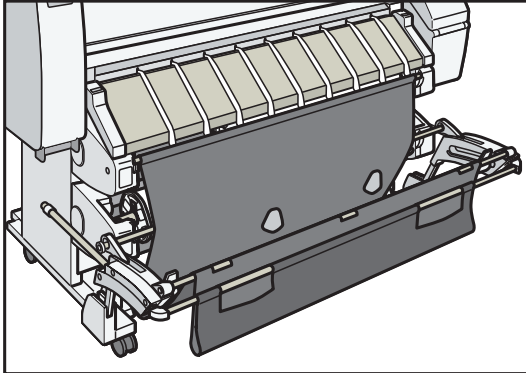

   DNE130

Placing Rolled Originals

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

CIP Training MP CW2201SP

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

DNE016

2. Adjust the original guides to the original size.

3. Place the trailing edge of the rolled original on the output basket.

4. Pull the leading edge of the original up to the original table with the side to be scanned facing down.

5. Using both hands, carefully insert the original between the original guides.
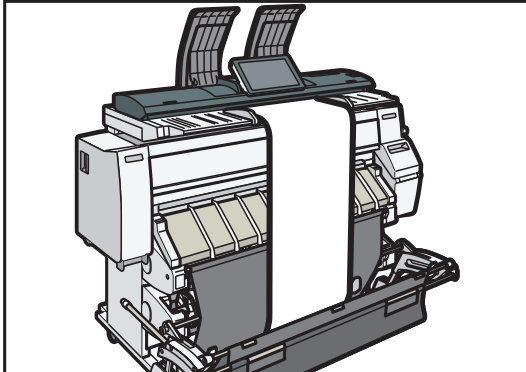
DNE017

8. Adding Paper and Ink

This chapter explains how to load paper. It also describes recommended paper sizes and types, and precautions for adding ink and replacing the ink collector unit.

Loading Paper

Precautions for Loading Paper

⚠ **CAUTION**

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

- Be careful when replacing the paper, clearing paper jams, or cleaning the platen. Follow the instructions for these procedures properly. Not doing so could result in injury from the paper cutter inside.

- When lifting up or lowering the paper input location cover, be careful not to trap or injure your fingers.

- When opening or closing the front cover, do not put your fingers over the folding parts of the covers. Doing so may result in your fingers becoming trapped or injured.

- A paper roll may be as heavy as 14 kg (30.9 lb.). Hold the paper roll horizontally with both hands. If you hold the paper roll vertically or with one hand, the paper roll may fall and cause an injury.

- When replacing paper rolls, do not touch the spool near the gear. Doing so may cause your hands to get dirty. If your hands get dirty, wash the affected area thoroughly with soap and water.

⬇ Note

- You cannot load paper in the following situations:
    - When printing
    - During maintenance or other operations
    - When covers are open
    - In Low Power mode or Sleep mode

CIP Training MP CW2201SP

- For paper types and sizes that can be loaded in the paper input locations and paper bypass location, see page 159 "Recommended Paper Sizes and Types".

- When copying onto custom size paper, specify the paper size. When copying onto custom size cut paper using the copier function, see "Copying onto Custom Size Paper from the Paper Bypass Location", Copy/ Document Server. When printing onto custom size paper roll using the printer function, see page 151 "Specifying a custom size roll of paper using the control panel". When printing onto custom size cut paper, see page 157 "Specifying a custom size of cut paper using the control panel".

Loading Paper Roll into the Paper Input Location

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

⭐ Important

- Bring the paper holder flush against the paper edge to fasten the paper.

- Insert the paper holder flange securely.

- Make sure not to load a paper roll in the opposite direction.

- Before loading the paper roll into the paper input location, remove any paper that is in the paper bypass location.

- When the paper roll is in one of the following conditions, you cannot use it. Cut off the edge of the paper with scissors before loading it.

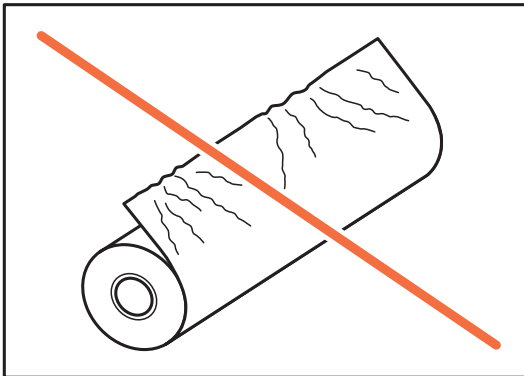 - The leading edge is damaged
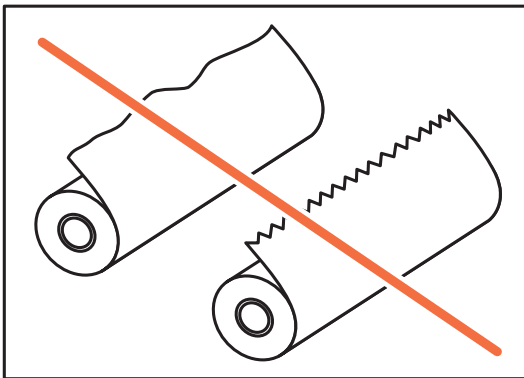
    DHJ346

  - Adhesive tape, glue or paste is sticking to it
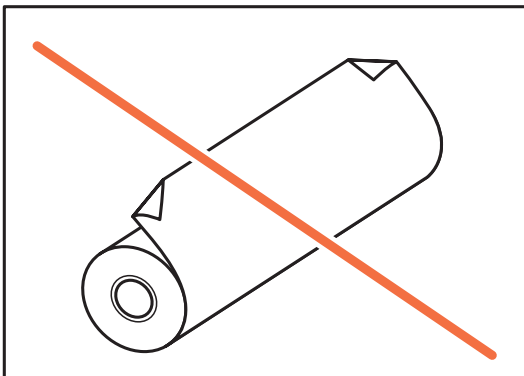
CIP Training MP CW2201SP
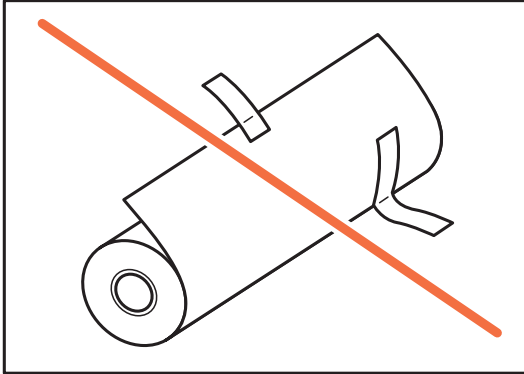
DHJ347

- The paper is wrinkled

DHJ348

- The corners are folded

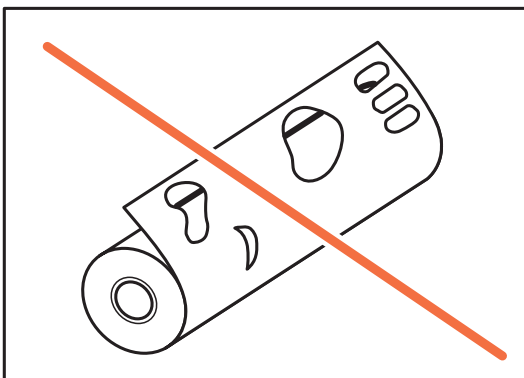DHJ350

- The paper curls away from the paper roll

CIP Training MP CW2201SP
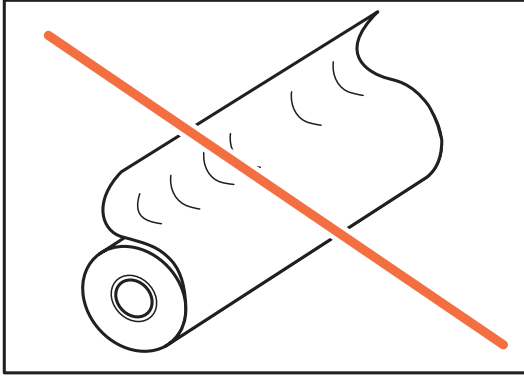
Input

DHJ351

- The edge is dented
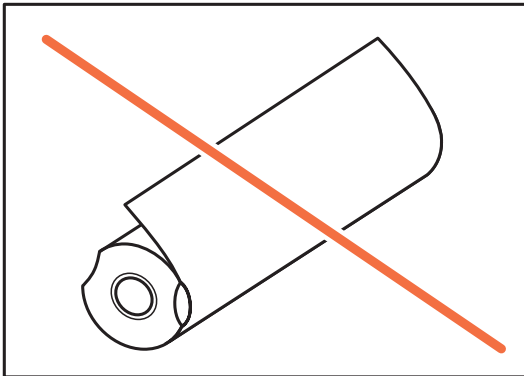
DHJ352

- The paper has holes in it


DHJ349

- The paper is torn

CIP Training MP CW2201SP
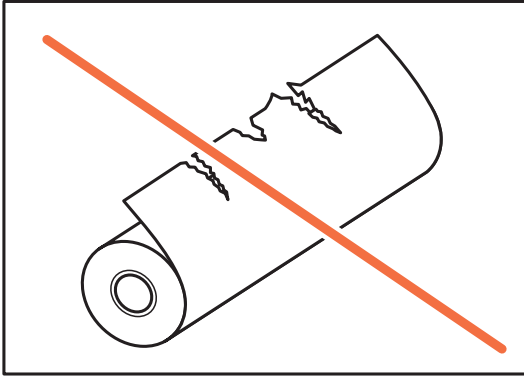
Input

DHJ353

- If you cut off the paper edges of a paper roll that is installed in the paper input location, be careful not to cut the cloth part of the output basket.

- When removing paper rolls from the paper input locations, lift the flanges on either side of the paper roll before removing them. Do not lift one side only. This could damage the machine.
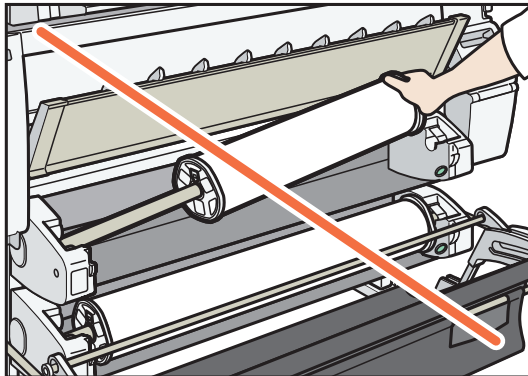
DNE035

- Do not squeeze the flange into the paper roll when the end face of the paper roll is not aligned to the paper core or when a small quantity of paper is left. If the flange is squeezed too tightly against the paper roll, the edge of the paper may crease or wrinkle.

- To cut paper edges with scissors, cut the paper vertically to the feed direction, so that the paper edges can be pulled into the machine.

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

Check that the output basket is in basic mode before loading a paper roll. For details, see page 31 "Setting Up the Output Basket in Basic Mode".

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

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

CIP Training MP CW2201SP

Input

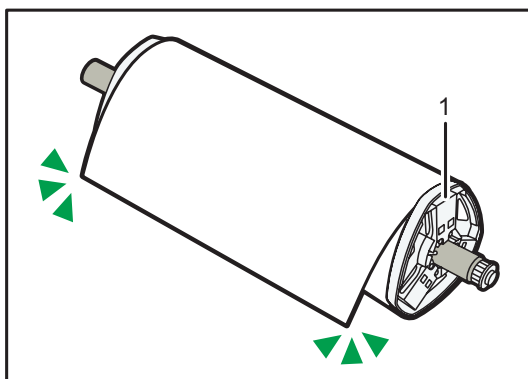### Names of the parts of the paper holder
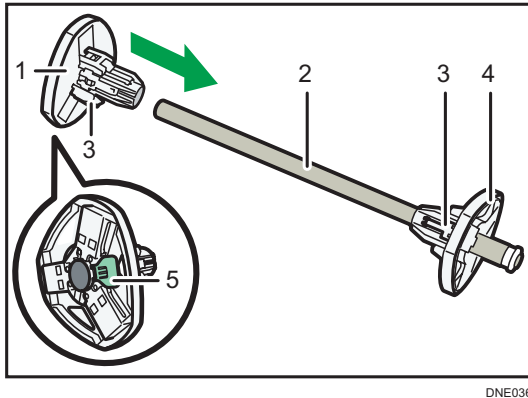
DNE036

1. Left flange

2. Spool

3. Paper roll adjustment levers

4. Right flange

5. Lock lever

Paper roll direction

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

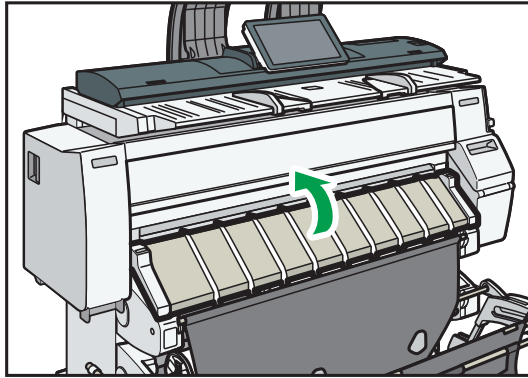

DNE038

1. Right flange

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

1. Press [Home] (⌂) at the bottom of the screen in the center.

2. Press the [Copy] or [Printer (Classic)] icon.

   Make sure that "Ready" appears on the screen.

Input

3. **Lift up the paper input location cover until it clicks.**

DNE039

Lock the paper input location cover while it is open.
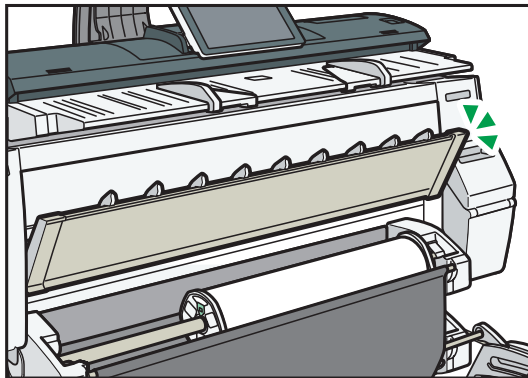
DNE040

4. **Remove bar A, and then hook it in front of the output basket.**
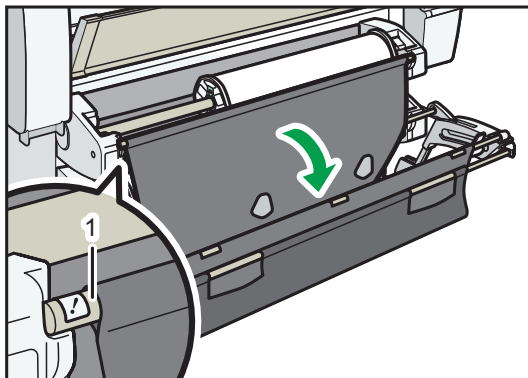
DNE041

1. **Bar A**

You can see the paper input location.

Input
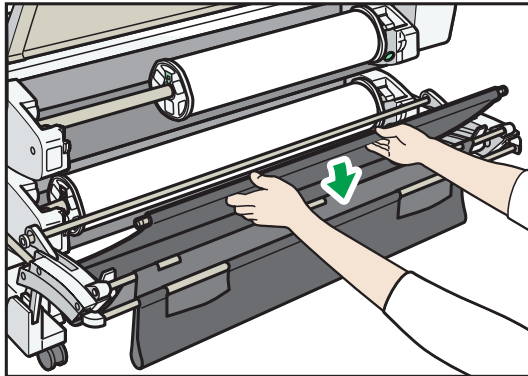
DNE042

5. **Pull bar B forward.**
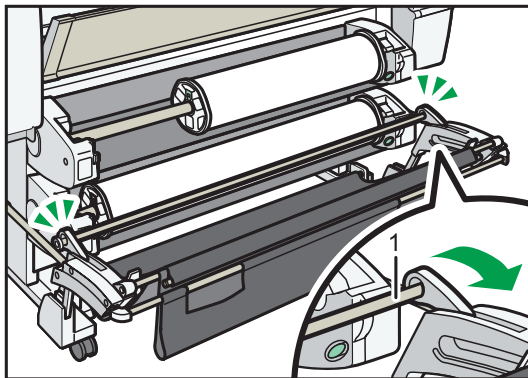
DNE043

  1. **Bar B**

A space opens in front of the paper input location.
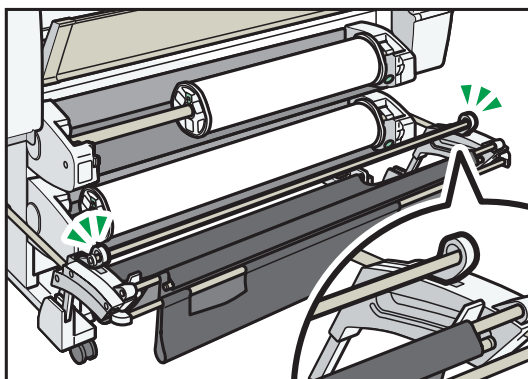
DNE061

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

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

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

If there is no paper roll loaded, proceed to Step 12.

Input
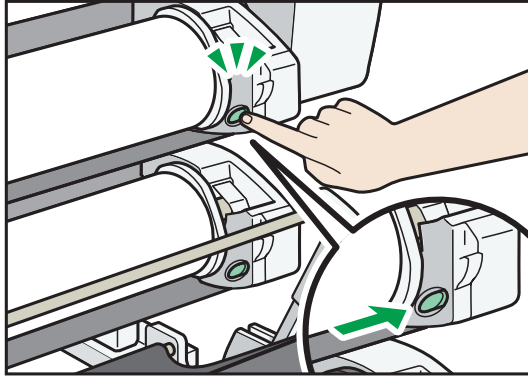
DNE044

7. **Hold the left and right flanges firmly, and then remove the paper roll or spool from the paper input location.**
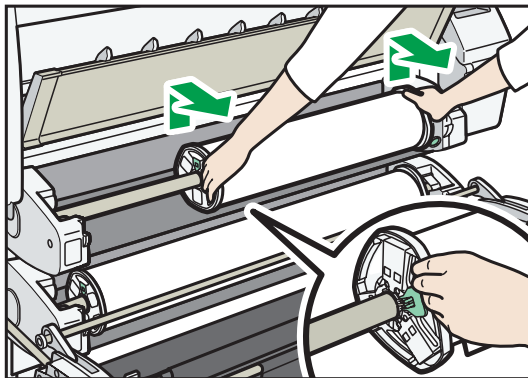
DNE045

8. **Place the paper roll on a flat surface.**
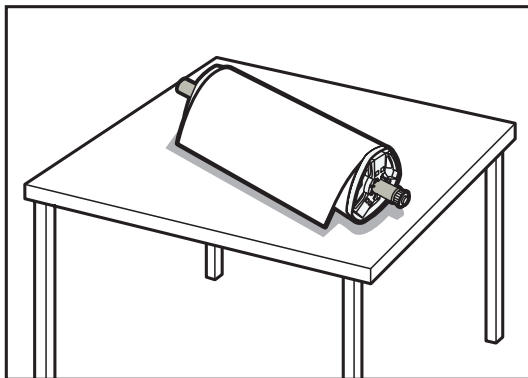
DNE046

9. **Raise the lock lever on the left flange.**
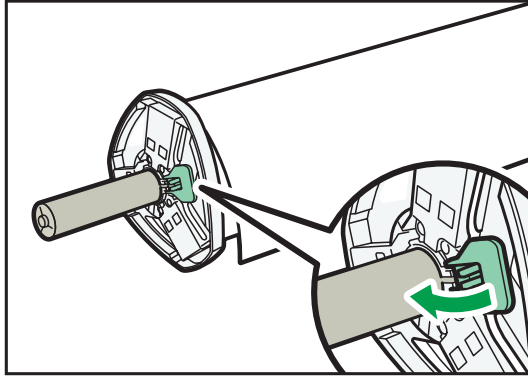
DNE047

10. **Remove the left flange from the spool.**
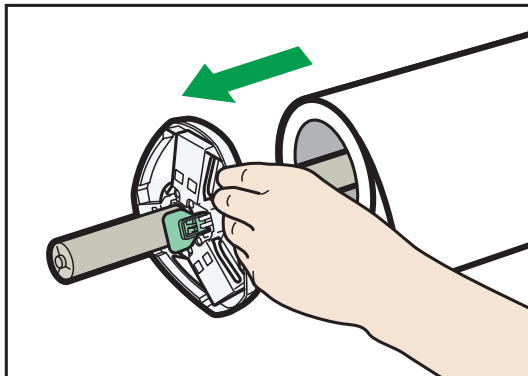
DNE048

11. **Remove both the right flange and spool from the paper roll.**
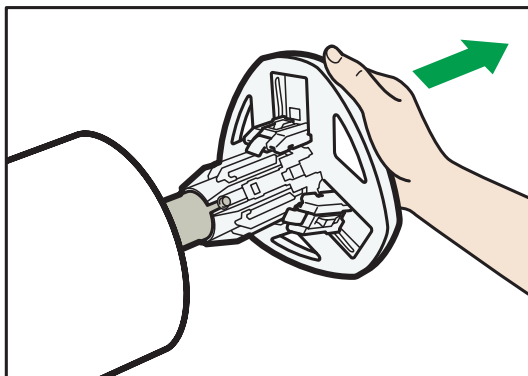
DNE049

Input

12. **Prepare the paper roll for replacement.**
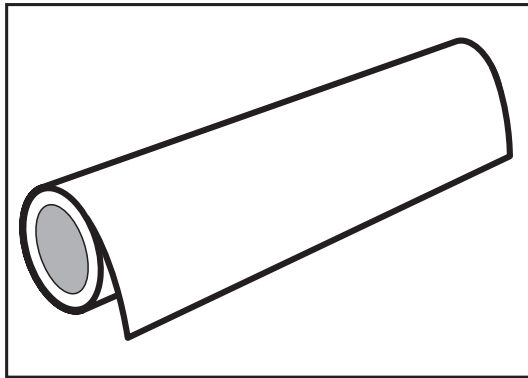
DNE127

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

    Set the paper roll as shown in the illustration.

    Place the paper roll on a flat horizontal surface, and then slowly insert the flange into the paper roll. Do not stand the paper roll upright. The flange may be damaged if you throw it down when inserting it.
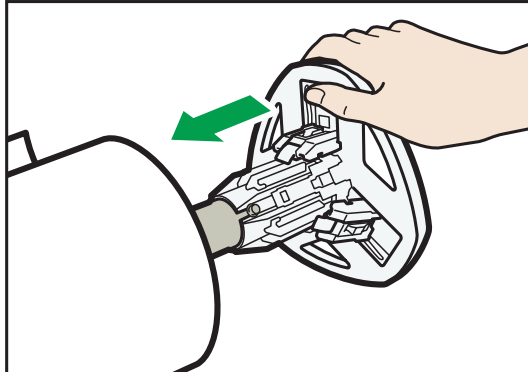
DNE051

14. **Insert the spool into the left flange, and then lower the lock lever on the left flange.**
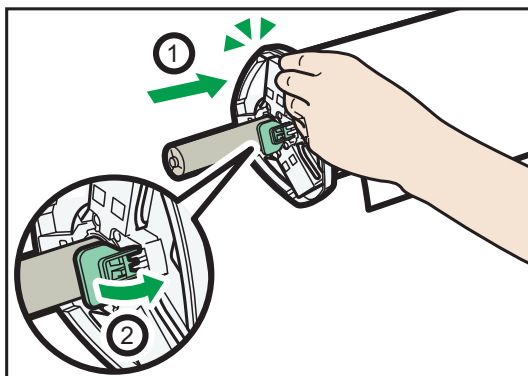
DNE052

Input

15. **Hold both flanges and place the paper roll on the paper input location.**
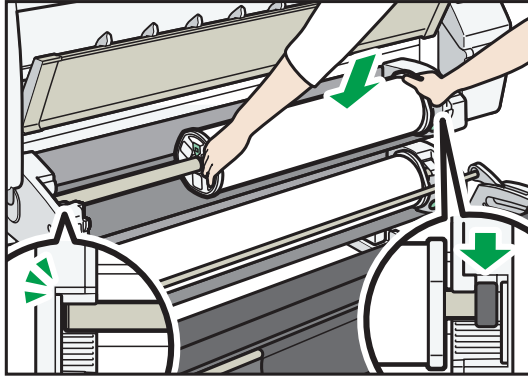
DNE053

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

16. **Rotate the paper roll so that the edge of the paper comes to the front.**
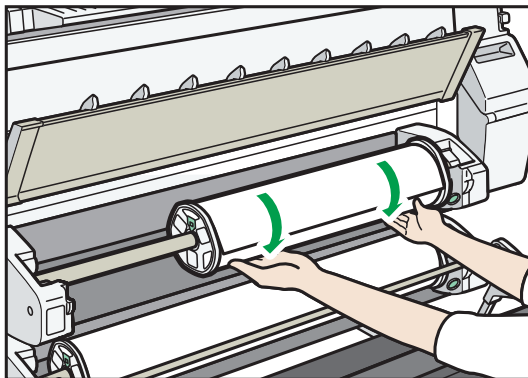
DNE128

17. **Rotate the paper roll so that the edge of the paper goes above the lower guides.**
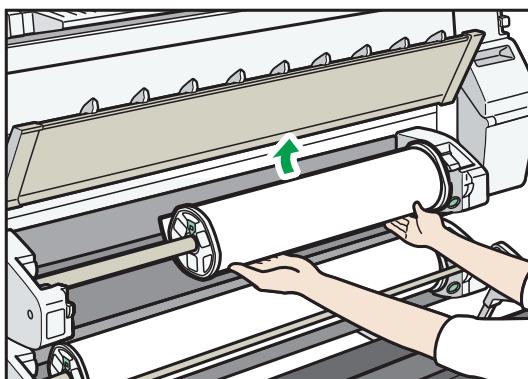
DNE129

When you insert the paper between the guides, it is clamped internally.

When set correctly, the paper is pulled into the machine and the beeper sounds.

Input
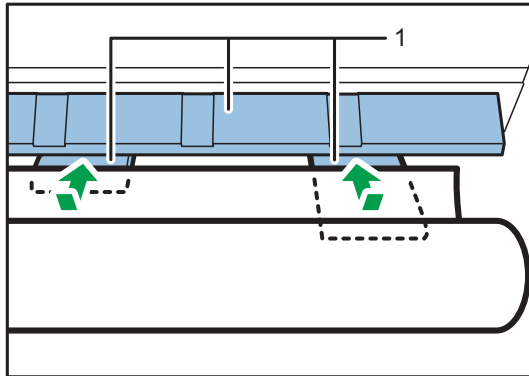
DNE055

1. Guides

18. Push bar B into the machine, and then lift bar A up and hook it.
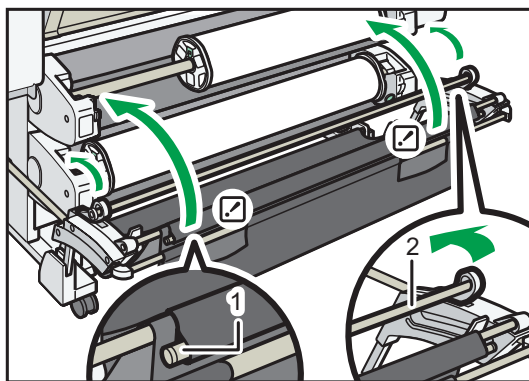
DNE057

1. Bar A

2. Bar B

19. Lower the paper input location cover.
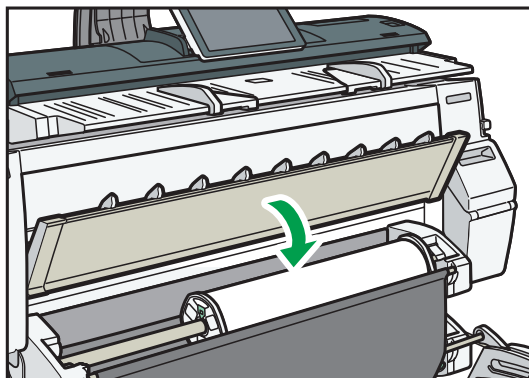
DNE058

20. Make sure that the [Copy] or [Printer (Classic)] screen is displayed.

21. On the screen, press [Exit].

Input

22. **Select whether or not to cut off the edge of the paper roll on the screen.**

    Select [Cut] when the edge of the paper is cut manually, such as with scissors, or the paper is expanded due to moisture.

23. **Follow the on-screen instructions to specify the paper type and thickness of the paper roll.**

    Press [Matches] if the paper type and thickness of paper roll you loaded are the same as those displayed on the screen.

    If the paper type and thickness are different from those displayed, press [Does not Match]. Select the proper items according to the paper type and thickness you want to use, and then press [OK].

24. **Make sure that [⌷] is displayed at paper input location 1 on the screen.**

⬇ Note

- When [Film (Matte)] is specified for Paper Type or when Prevent Paper Abrasion is specified, press [Exit] on the screen after lowering the paper input location cover. You can change the Prevent Paper Abrasion setting in System Settings if necessary. However, if you specify [Film (Matte)] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. For details about Prevent Paper Abrasion, see "System Settings", Connecting the Machine/ System Settings.

- When the settings in Step 23 are finished, the machine pulls the paper inside, and paper is output about one meter (40 inches) from the paper output location. Then the machine rewinds the paper to the prescribed position. Do not touch the output paper until the machine stops moving. If you select [Cut] in Step 22, the edge of the paper is cut off.

- If you insert a roll of paper into the machine at an angle or if there is space between the paper and the flanges, the paper may not be pulled into the inside of the machine. If that happens, return to Step 3 and start again.

- When loading two paper rolls into the paper input locations 1 and 2, make sure that [⌷] is displayed at the paper input location you loaded first, and then load the other paper roll into the other paper input location.

- When the [Notification Sound] is set to [No Sound], it will not sound if you insert paper into the paper input location. For details about [Notification Sound], see "Screen Features", Connecting the Machine/ System Settings.

- When printing from a computer, see page 151 "Printing from the Paper Input Location Using the Printer Function".

- You can specify the types of paper you load in the paper input location in advance. For details, see "System Settings", Connecting the Machine/ System Settings.

- For details about the settings for the paper thickness and types, see "System Settings", Connecting the Machine/ System Settings.

- For details about how to store the paper roll, see "Paper Storage", Paper Specifications and Adding Paper.

Input

Printing from the Paper Input Location Using the Printer Function

---

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

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

⬇ **Note**

- Settings remain valid until they are changed.
- For details about setting printer drivers, see "Printing Documents", Print.

Specifying a custom size roll of paper using the control panel

---

This section explains how to specify the size for a custom size roll of paper from the control panel when using RP-GL/2 or RTIFF as a printer language.

For details about how to change the printer language, see "Specifying a Printer Language", RP-GL/2 and RTIFF.

Paper sizes that can be specified are 279–914 mm (11.0–36.0 inches) horizontally and 210–15000 mm (8.3–590.5 inches) vertically.

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

1. **Press [Home] (🏠) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [User Tools] icon (⚙).**
3. **Press [Machine Features].**
4. **Press [Printer Features].**
5. **Press [System(EM)].**
6. **Select [Custom Size: Paper Input Location 1] or [Custom Size: Paper Input Location 2].**
7. **Enter the horizontal size of the paper using the number keys, and then press [#].**
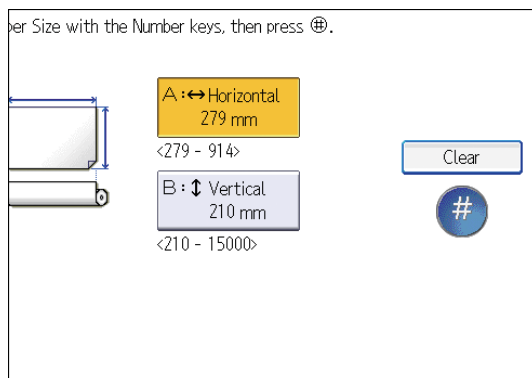
8. **Enter the vertical size of the paper using the number keys, and then press [#].**

9. **Press [OK].**

10. **Press [User Tools] (⚙) on the top right of the screen.**

11. **Press [Home] (🏠) at the bottom of the screen in the center.**

Loading Paper into the Paper Bypass Location

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

⭐ Important

- If the paper is curled, load it so that it curls facing downward.
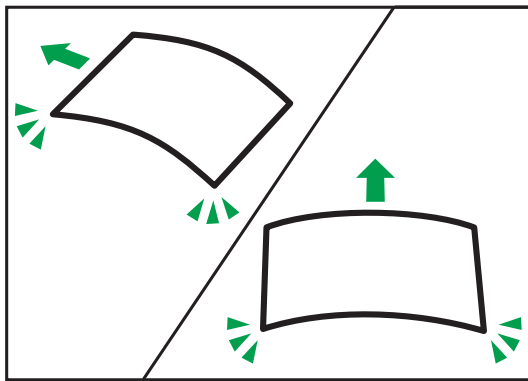
CPT042

- When loading paper that is longer than A1 (D)⌐, place a clean cloth or sheet of paper behind the machine in advance. If the edge of the paper touches the floor and get dirty, a malfunction might occur.

- The print heads light blue while printing is performed. Do not open the front cover while the print heads are lit blue. A paper jam may occur.

- Do not insert multiple sheets of paper concurrently.

- Do not load unsupported paper.

1. **Press [Home] (🏠) at the bottom of the screen in the center.**

2. **Press the [Copy] or [Printer (Classic)] icon.**

   Make sure that "Ready" appears on the screen.

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

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

   If the paper roll is not loaded, proceed to Step 4.

Input
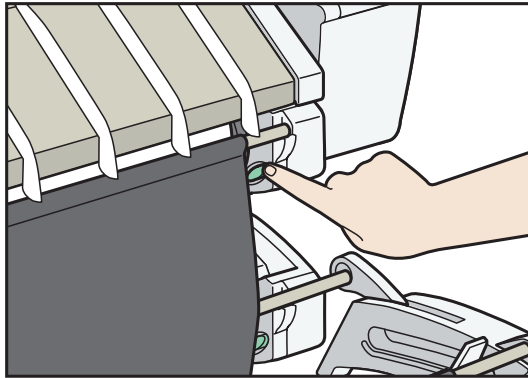
DNE018

4. Open the front cover.
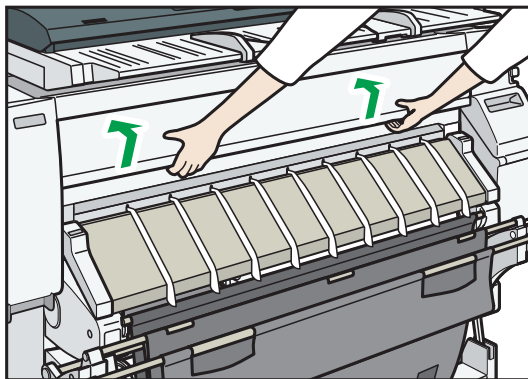
DNE019

5. Pull up the paper holding lever on the right of the machine.
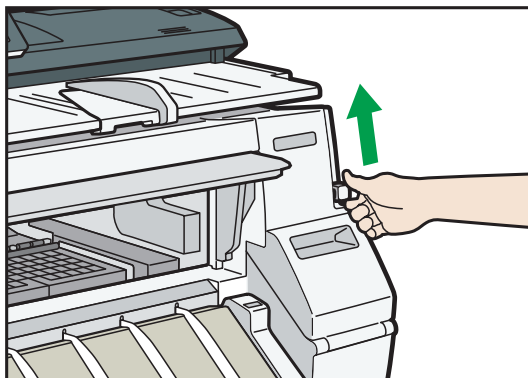
DNE020

Input

6. **Place the paper with the printable side up and align the right side of the paper with the paper set position on the right side of the platen.**
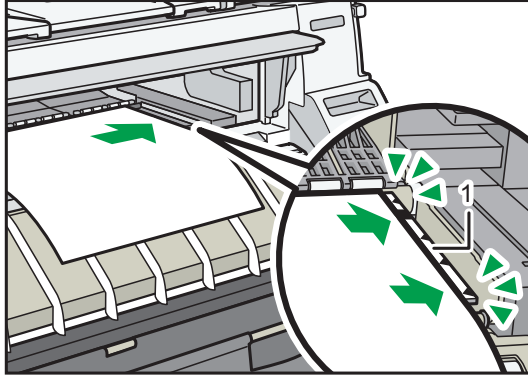
DNE021

   1. **Paper set position**

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

Insert paper straight with both hands.

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

If it does not sound, set the paper again.
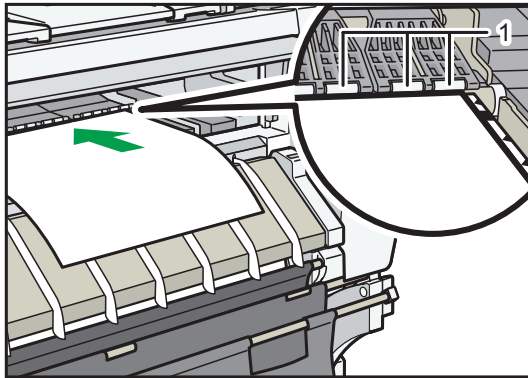
DNE123

   1. **Rollers**

8. **Lower the paper holding lever to fix the paper position.**

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

Input
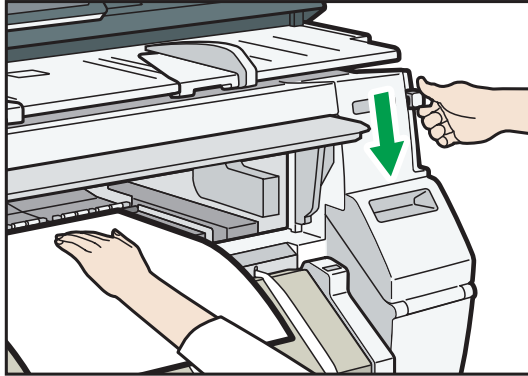
DNE022

9. Close the front cover.
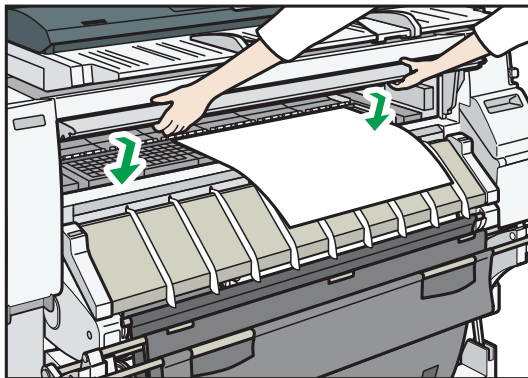
DNE023

10. Make sure that the [Copy] or [Printer (Classic)] screen is displayed.

11. Follow the on-screen instructions to specify the paper type and thickness of the paper.

Press [Matches] if the paper type and thickness of paper you loaded are the same as those displayed on the screen.

If the paper type and thickness are different from those displayed, press [Does not Match]. Select the proper items according to the paper type and thickness you want to use, and then press [OK].

12. Make sure that [▣] appears at the paper bypass location on the screen.

🔽 Note

- Do not operate the machine while "Please wait". is displayed when the machine is turned on.

- Press the rewind button to rewind the roll of paper. Rewinding it manually may cause paper jams.

- When [Film (Matte)] is specified for Paper Type or when Prevent Paper Abrasion is specified, press [Exit] on the screen after closing the front cover. You can change the Prevent Paper Abrasion setting in System Settings if necessary. However, if you specify [Film (Matte)] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. For details about Prevent Paper Abrasion, see "System Settings", Connecting the Machine/ System Settings.

- Do not print on both sides of the paper.

- Do not use paper already printed on.

- Do not insert multiple sheets at one time. Doing so can result in jams and poor quality prints.

- If you are printing multiple pages, insert each additional sheet after the preceding sheet is fully ejected from the machine.

- If you load paper that curls severely, the edge of the paper may be caught when it is fed into the paper bypass location. Flatten the curled paper with your hands before loading the paper.

- If the edge of the roll paper is ejected from the machine, load it again after copying or printing from the paper bypass location. For details about how to load the paper roll, see page 138 "Loading Paper Roll into the Paper Input Location".

- You can specify the types of paper you load in the paper bypass location in advance. For details, see "System Settings", Connecting the Machine/ System Settings.

- When [Notification Sound] is set to [No Sound], the beeper does not sound when paper bumps against the back of the paper bypass location. For details about [Notification Sound], see "Screen Features", Connecting the Machine/ System Settings.

- When copying from the paper bypass location, see "Copying from the Paper Bypass Location", Copy/ Document Server. When printing from a computer, see page 156 "Printing from the Paper Bypass Location Using the Printer Function".

Printing from the Paper Bypass Location Using the Printer Function

When using the printer function to print on paper fed from the paper bypass location, you can specify the paper size and type from the control panel.

For details about setting printer drivers, see "Printing Documents", Print.

⬇ Note

- The settings made will remain valid until they are changed.

- 🌐 Region **A** (mainly Europe)
    - [A4⬐] is the default setting for [Printer Bypass Paper Size].

- 🌐 Region **B** (mainly North America)
    - [$8^1/_2 \times 11$⬐] is the default setting for [Printer Bypass Paper Size].

Specifying regular sizes using the control panel

1. **Press [Home] (🏠) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [User Tools] icon (⚙).**
3. **Press [Tray Paper Settings].**
4. **Press [Printer Bypass Paper Size].**

Input

5. Select the paper size.
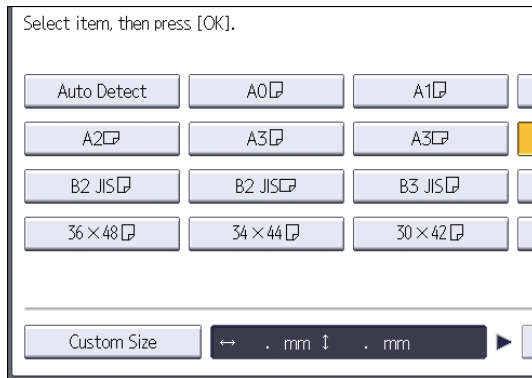
6. Press [OK].

7. Press [User Tools] (⚙) on the top right of the screen.

8. Press [Home] (🏠) at the bottom of the screen in the center.

Specifying a custom size of cut paper using the control panel

1. Press [Home] (🏠) at the bottom of the screen in the center.

2. Flick the screen to the left, and then press the [User Tools] icon (⚙).

3. Press [Tray Paper Settings].

4. Press [Printer Bypass Paper Size].

5. Press [Custom Size].

   If a custom size is already specified, press [Change Size].

6. Press [Vertical].

7. Enter the vertical size of the paper using the number keys, and then press [#].
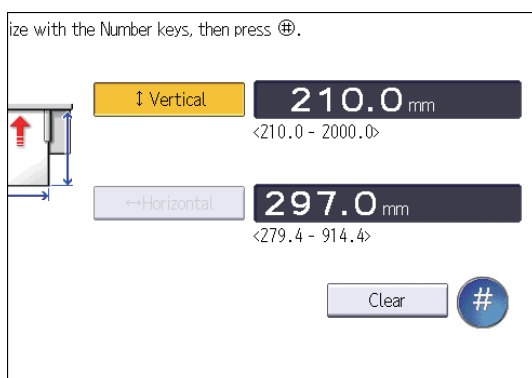
8. Press [Horizontal].

9. Enter the horizontal size of the paper using the number keys, and then press [#].

10. Press [OK] twice.

11. Press [User Tools] (⚙) on the top right of the screen.

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12. Press [Home] (🏠) at the bottom of the screen in the center.

Specifying paper type using the control panel

1. Press [Home] (🏠) at the bottom of the screen in the center.

2. Flick the screen to the left, and then press the [User Tools] icon (⚙).

3. Press [Tray Paper Settings].

4. Press [▼Next].

5. Press [Paper Type: Paper Bypass].

6. Select the proper items, according to the paper type and thickness you want to use.
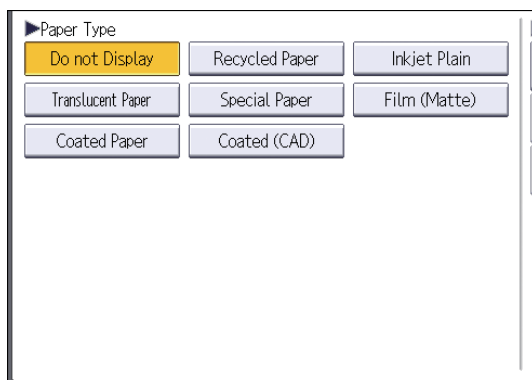
7. Press [OK].

8. Press [User Tools] (⚙) on the top right of the screen.

9. Press [Home] (🏠) at the bottom of the screen in the center.

Input

Recommended Paper

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

⭐ Important

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

Paper input locations 1–2 🌐 Region **A** **(mainly Europe)**

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

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Input

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

CIP Training MP CW2201SP

Input

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

Input

Paper input locations 1−2 🌐 Region **B** (mainly North America)

Paper type and weight	Paper size	Paper capacity
Plain paper 51−94 g/m^2 (14−25 lb.) Thin Paper−Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Recycled Paper 51−94 g/m^2 (14−25 lb.) Thin Paper−Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Translucent Paper (vellum) 51−94 g/m^2 (14−25 lb.) Thin Paper−Plain Paper	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-
Special Paper 51−190 g/m^2 (14−51 lb.) Thin Paper−Thick Paper 1	Paper roll Diameter: 6.9 inches or less Core: 2 inches, 3 inches Width: 11 inches, 12 inches, 14 inches, 15 inches, 17 inches, 18 inches, 22 inches, 24 inches, 30 inches, 34 inches, 36 inches	-

Input

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

Input

Paper bypass location 🌐 Region **A** **(mainly Europe)**

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

Input

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

Input

Paper type and weight	Paper size	Paper capacity
Special Paper 51–220 g/m² (14–59 lb.) Thin Paper–Thick Paper 2	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet
Film (Matte) 51–190 g/m² (14–51 lb.) Thin Paper–Thick Paper 1	Cut paper Regular size: A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS, 880 × 1230 mm, 880 × 1189 mm, 880 × 615 mm, 880 × 594 mm, 800 × 1189 mm, 800 × 594 mm, 707 × 1000 mm, 707 × 500 mm, 680 × 841 mm, 680 × 420 mm, 660 × 841 mm, 660 × 420 mm, 625 × 880 mm, 625 × 440 mm, 620 × 880 mm, 620 × 440 mm, 490 × 594 mm, 490 × 420 mm, 490 × 297 mm, 440 × 615 mm, 440 × 594 mm, 440 × 420 mm, 440 × 297 mm Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

Input

| Paper type and weight	Paper size	Paper capacity
Coated (CAD) 80–125 g/m² (21–33 lb.) Plain Paper–Middle Thick	Cut paper Regular size: A0▱, A1▱▱, A2▱▱, A3▱▱, A4▱, B1 JIS▱, B2 JIS▱▱, B3 JIS▱▱, B4 JIS▱, 880 × 1230 mm▱, 880 × 1189 mm▱, 880 × 615 mm▱, 880 × 594 mm▱, 800 × 1189 mm▱, 800 × 594 mm▱, 707 × 1000 mm▱, 707 × 500 mm▱, 680 × 841 mm▱, 680 × 420 mm▱, 660 × 841 mm▱, 660 × 420 mm▱, 625 × 880 mm▱, 625 × 440 mm▱, 620 × 880 mm▱, 620 × 440 mm▱, 490 × 594 mm▱, 490 × 420 mm▱, 490 × 297 mm▱, 440 × 615 mm▱, 440 × 594 mm▱, 440 × 420 mm▱, 440 × 297 mm▱ Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet
Coated Paper 80–220 g/m² (21–59 lb.) Plain Paper–Thick Paper 2	Cut paper Regular size: A0▱, A1▱▱, A2▱▱, A3▱▱, A4▱, B1 JIS▱, B2 JIS▱▱, B3 JIS▱▱, B4 JIS▱, 880 × 1230 mm▱, 880 × 1189 mm▱, 880 × 615 mm▱, 880 × 594 mm▱, 800 × 1189 mm▱, 800 × 594 mm▱, 707 × 1000 mm▱, 707 × 500 mm▱, 680 × 841 mm▱, 680 × 420 mm▱, 660 × 841 mm▱, 660 × 420 mm▱, 625 × 880 mm▱, 625 × 440 mm▱, 620 × 880 mm▱, 620 × 440 mm▱, 490 × 594 mm▱, 490 × 420 mm▱, 490 × 297 mm▱, 440 × 615 mm▱, 440 × 594 mm▱, 440 × 420 mm▱, 440 × 297 mm▱ Custom size: Paper width: 279.4–914.4 mm Paper length: 210.0–2000.0 mm	1 sheet

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

Input

Paper bypass location 🌐 Region **B** **(mainly North America)**

Paper type and weight	Paper size	Paper capacity

Plain paper
 	
51–94 g/m^2 (14–25 lb.)
 	
Thin Paper–Plain Paper
	Cut paper
	
	Regular size:
	
	• Engineering
	
	  E (34 × 44)▯, D (22 × 34)▯▯, C (17 × 22)▯▯, B (11 × 17)▯▯, A (8^1/$_2$ × 11)▯
	
	• Architecture
	
	  E (36 × 48)▯, D (24 × 36)▯▯, C (18 × 24)▯▯, B (12 × 18)▯▯, A (9 × 12)▯
	
	• Other
	
	  8^1/$_2$ × 13^2/$_5$▯, 8^1/$_2$ × 14▯, 15 × 20▯, 30 × 42▯, 21 × 30▯
	
	Custom size:
	
	Paper width: 11.00–36.00 inches
	
	Paper length: 8.27–78.74 inches
		1 sheet

Recycled Paper
 	
51–94 g/m^2 (14–25 lb.)
 	
Thin Paper–Plain Paper
	Cut paper
	
	Regular size:
	
	• Engineering
	
	  E (34 × 44)▯, D (22 × 34)▯▯, C (17 × 22)▯▯, B (11 × 17)▯▯, A (8^1/$_2$ × 11)▯
	
	• Architecture
	
	  E (36 × 48)▯, D (24 × 36)▯▯, C (18 × 24)▯▯, B (12 × 18)▯▯, A (9 × 12)▯
	
	• Other
	
	  8^1/$_2$ × 13^2/$_5$▯, 8^1/$_2$ × 14▯, 15 × 20▯, 30 × 42▯, 21 × 30▯
	
	Custom size:
	
	Paper width: 11.00–36.00 inches
	
	Paper length: 8.27–78.74 inches
		1 sheet

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Paper type and weight	Paper size	Paper capacity
Translucent Paper (vellum) $51–94$ g/m^2 (14–25 lb.) Thin Paper–Plain Paper	**Cut paper** Regular size: • Engineering E (34 × 44)⬚, D (22 × 34)⬚⬚, C (17 × 22)⬚⬚, B (11 × 17)⬚⬚, A (8$^1/_2$ × 11)⬚ • Architecture E (36 × 48)⬚, D (24 × 36)⬚⬚, C (18 × 24)⬚⬚, B (12 × 18)⬚⬚, A (9 × 12)⬚ • Other 8$^1/_2$ × 13$^2/_5$⬚, 8$^1/_2$ × 14⬚, 15 × 20⬚, 30 × 42⬚, 21 × 30⬚ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet
Special Paper $51–220$ g/m^2 (14–59 lb.) Thin Paper–Thick Paper 2	**Cut paper** Regular size: • Engineering E (34 × 44)⬚, D (22 × 34)⬚⬚, C (17 × 22)⬚⬚, B (11 × 17)⬚⬚, A (8$^1/_2$ × 11)⬚ • Architecture E (36 × 48)⬚, D (24 × 36)⬚⬚, C (18 × 24)⬚⬚, B (12 × 18)⬚⬚, A (9 × 12)⬚ • Other 8$^1/_2$ × 13$^2/_5$⬚, 8$^1/_2$ × 14⬚, 15 × 20⬚, 30 × 42⬚, 21 × 30⬚ Custom size: Paper width: 11.00–36.00 inches Paper length: 8.27–78.74 inches	1 sheet

Input

Paper type and weight	Paper size	Paper capacity

Film (Matte)
 	
51–190 g/m^2 (14–51 lb.)
 	
Thin Paper–Thick Paper 1
	Cut paper
	
	Regular size:
	
	• Engineering
	
	  E (34 × 44)▯, D (22 × 34)▯▯, C (17 × 22)▯▯, B (11 × 17)▯▯, A (8$^1/_2$ × 11)▯
	
	• Architecture
	
	  E (36 × 48)▯, D (24 × 36)▯▯, C (18 × 24)▯▯, B (12 × 18)▯▯, A (9 × 12)▯
	
	• Other
	
	  8$^1/_2$ × 13$^2/_5$▯, 8$^1/_2$ × 14▯, 15 × 20▯, 30 × 42▯, 21 × 30▯
	
	Custom size:
	
	Paper width: 11.00–36.00 inches
	
	Paper length: 8.27–78.74 inches
		1 sheet

Coated (CAD)
 	
80–125 g/m^2 (21–33 lb.)
 	
Plain Paper–Middle Thick
	Cut paper
	
	Regular size:
	
	• Engineering
	
	  E (34 × 44)▯, D (22 × 34)▯▯, C (17 × 22)▯▯, B (11 × 17)▯▯, A (8$^1/_2$ × 11)▯
	
	• Architecture
	
	  E (36 × 48)▯, D (24 × 36)▯▯, C (18 × 24)▯▯, B (12 × 18)▯▯, A (9 × 12)▯
	
	• Other
	
	  8$^1/_2$ × 13$^2/_5$▯, 8$^1/_2$ × 14▯, 15 × 20▯, 30 × 42▯, 21 × 30▯
	
	Custom size:
	
	Paper width: 11.00–36.00 inches
	
	Paper length: 8.27–78.74 inches
		1 sheet

Input

Paper type and weight	Paper size	Paper capacity

Coated Paper
 	
80–220 g/m^2 (21–59 lb.)
 	
Plain Paper–Thick Paper 2
	Cut paper
	
	Regular size:
	
	• Engineering
	
	  E (34 × 44)◰, D (22 × 34)◰◰, C (17 × 22)◰◰, B (11 × 17)◰◰, A (8$^1/_2$ × 11)◰
	
	• Architecture
	
	  E (36 × 48)◰, D (24 × 36)◰◰, C (18 × 24)◰◰, B (12 × 18)◰◰, A (9 × 12)◰
	
	• Other
	
	  8$^1/_2$ × 13$^2/_5$◰, 8$^1/_2$ × 14◰, 15 × 20◰, 30 × 42◰, 21 × 30◰
	
	Custom size:
	
	Paper width: 11.00–36.00 inches
	
	Paper length: 8.27–78.74 inches
		1 sheet

Inkjet Plain
 	
51–125 g/m^2 (14–33 lb.)
 	
Thin Paper–Middle Thick
	Cut paper
	
	Regular size:
	
	• Engineering
	
	  E (34 × 44)◰, D (22 × 34)◰◰, C (17 × 22)◰◰, B (11 × 17)◰◰, A (8$^1/_2$ × 11)◰
	
	• Architecture
	
	  E (36 × 48)◰, D (24 × 36)◰◰, C (18 × 24)◰◰, B (12 × 18)◰◰, A (9 × 12)◰
	
	• Other
	
	  8$^1/_2$ × 13$^2/_5$◰, 8$^1/_2$ × 14◰, 15 × 20◰, 30 × 42◰, 21 × 30◰
	
	Custom size:
	
	Paper width: 11.00–36.00 inches
	
	Paper length: 8.27–78.74 inches
		1 sheet

Input

Paper Thickness

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

[1] Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

⬇ Note

- If you specify [Film (Matte)] for Paper Type, the Prevent Paper Abrasion setting is automatically selected, and you cannot change it. For details about Prevent Paper Abrasion, see "System Settings", Connecting the Machine/ System Settings.

- When you print on matte film in a cold and dry environment, the back side of the paper might get dirty.

- If the paper loaded in Paper Input Locations 1 and 2 are the same type, thickness, and width, the machine automatically shifts to the other paper input location when the first paper input location runs out of paper. This function is called "Auto Tray Switching". This saves interrupting a copy run to replenish paper when making a large number of copies. You can specify the paper type of the paper input locations under [Paper Type]. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings. For the setting procedure of the Auto Tray Switching function, see "Copier / Document Server Features", Copy/ Document Server.

Paper roll

- If humidity is high, and the paper roll has expanded due to moisture, be sure to cut off with scissors approximately 1000 mm (40 inches) before making copies or printing. Then load the paper roll, and select [Cut] on the screen.

- The sizes of paper that can be printed from the paper input locations differ according to the paper type. Plain paper and recycled paper up to 15000 mm (590.6 inches) can be printed on, and other types of paper up to 3600 mm (141.8 inches) can be printed on.

- Load a paper roll into Paper Input Location 1 that meets the following conditions:
  - Width of more than 841 mm (33.2 inches)
  - Paper thickness of 0.150 mm (0.006 inches) or more
  - Paper weight of 120 g/m^2 (32 lb.) or more

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Input

Cut paper

Straighten curled or warped paper before loading.

Translucent paper

- Smooth out any curls in the paper before loading translucent paper (vellum).

- When copying or printing an original or data that contains a lot of images, such as photos, onto the translucent (vellum) paper, let the printouts dry for about an hour before stacking them.

Input

Adding Ink

This section explains precautions when adding ink, how to send scanned documents when the ink has run out. It also describes recommendations and cautions for handling and storing ink.

⚠ WARNING

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

⚠ CAUTION

- Keep ink and ink containers out of reach of children.

- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.

- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

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

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

- When removing the print cartridge, avoid putting your hand near the place where the print cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap and water.

⭐ Important

- Use only manufacturer-recommended print cartridges. Recommended cartridges have been safety-evaluated and will not damage the machine.

- When replacing print cartridges, do not turn off the main power. If you do, settings are canceled and printing cannot resume.

- Be sure to replace print cartridges when the machine requests you to do so.

- After replacing the print cartridge, close the cartridge cover and wait for the "Please wait". message to disappear before loading paper into the paper bypass location.

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- If you load paper into the paper bypass location while the cartridge cover is open, "Paper Misfeed" may appear on the screen. If "Paper Misfeed" appears, follow the on-screen instructions to clear the misfeed.

- Do not touch the IC (integrated circuit) chip on ink cartridges.

- Do not open the cartridge cover other than when replacing the print cartridges. Doing so may result in misfeeds.

- Push in the print cartridge until the lever clicks. If it does not click into place, ink may leak inside the machine.
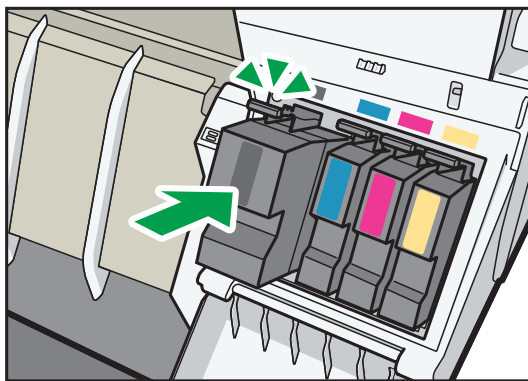
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When "Check Print Cartridge replacement." appears on the System Mes. Widget, approximately 35% of the original amount of ink remains in the print cartridge. If "Printing is not possible even if only one cartridge is depleted." appears on the System Mes. Widget, prepare the appropriate color print cartridge. When this message appears, approximately 20% of the original amount of ink remains in the print cartridge. Have parts necessary for replacing print cartridges. When ⬆️"No ink." appears on the System Mes. Widget, replace corresponding color print cartridges.

Follow the instruction on the screen regarding how to replace a print cartridge.

When replacing a print cartridge, make sure that the ink does not splatter.

⬇️Note

- You can check the name of the required print cartridge and the replacement procedure using the [Replace Print Cartridge] screen.

- For details about how to check contact number where you can order supplies, see "Inquiry", Maintenance and Specifications.

- For details about storing print cartridges, see page 177 "Storing Ink".

- To protect the print head and ensure print quality, ink is consumed not only when printing, but also when the main power switch is turned on, during head cleaning, flushing, and loading of cartridges. Therefore, the frequency of head cleaning or flushing will be increased and the print cartridge might run out of ink quickly even if the number of pages printed is extremely small.

- The reductions shown by the remaining ink indicator vary depending on the capacity of the cartridge.

- Be sure to check the color before inserting the print cartridges so as not to replace the wrong color.

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- If, after replacing the print cartridge, add ink messages continue to appear, turn off the machine's power, and then turn it back on again.

- Print cartridges should be used up before their expiration date, ideally within six months of being removed from their packaging.

- Open the print cartridge pack immediately before replacement.

- Do not shake the print cartridge. Doing so can result in leakage.

- Do not disassemble the print cartridge.

- Do not turn off the power during the replacement procedure and do not disconnect the power plug from the wall outlet.

- Once it is inserted, do not remove the print cartridge unless necessary.

- Do not remove or tamper with the print cartridges during printing. This will cause printing to stop.

- Color ink may be consumed even though color printing is not performed.

- When the machine has run out of ink, the indicator on the display lights. Note that even if there is no ink left, you can still send scanned documents.

Handling Ink

⚠ CAUTION

- Keep ink and ink containers out of reach of children.

Use only manufacturer-recommended print cartridges. Recommended cartridges have been safety-evaluated and will not damage the machine.

⬇ Note

- For details about how to add print cartridges, see page 175 "Adding Ink".

Storing Ink

⚠ CAUTION

- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.

- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

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⚠CAUTION

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

> - When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

When storing print cartridges, the following precautions should always be followed:

- Do not store print cartridges where they will be exposed to direct sunlight

- Store print cartridges where the temperature is -30 to 43°C (-22 to 109.4°F) and the humidity is 15 to 80%

- Store print cartridges on a flat surface

Used Print Cartridges

⚠WARNING

> - Dispose of used ink containers in accordance with local regulations.

Print cartridge cannot be re-used.

🌐 Region **A** (mainly Europe)

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

🌐 Region **B** (mainly North America)

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

Input

Replacing an Ink Collector Unit

⚠ WARNING

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

⚠ CAUTION

- Keep ink and ink containers out of reach of children.

- When replacing ink collector unit, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.

- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.

- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

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

⭐ Important

- When removing the ink collector unit, do not touch the inside of the machine.
- Store the unused ink collector in the plastic bag.
- Do not touch the ink collector unit's chip contacts.
- Do not drop or tilt the ink collector unit. Doing so may result in leakage.
- Take care not to drop the ink collector unit when putting it in the supplied plastic bag. The bag might tear, causing ink to spill.
- Push in the ink collector unit until the lever clicks. If it does not click into place, ink may leak inside the machine.

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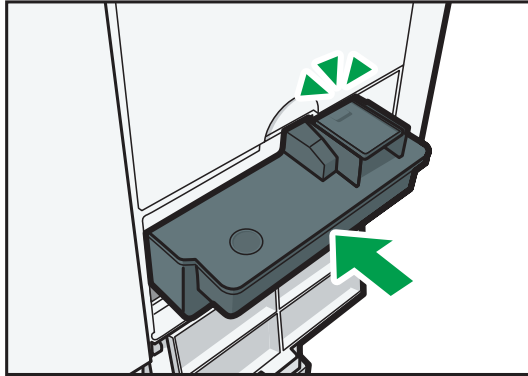
CPW009

- Do not open the ink collector unit cover other than when replacing the ink collector unit. Doing so may result in misfeeds.

Follow the instruction on the screen regarding how to replace an ink collector unit.