Pro C5400S/C5400SL/C5410S

User Guide

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

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1. Introduction and Basic Operations

About This Manual

Abbreviated Names of Options

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

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

Abbreviated names of externally attached options

Pro C5400S/C5410S

Abbreviated name	Product name
🌐 Region **A** (mainly Europe and Asia) Auto Document Feeder	Document Feeder DF5000
🌐 Region **A** (mainly Europe and Asia) Exposure glass cover	Platen Cover PN2000
Page keeper	Page Keeper Type M52
Multi bypass banner sheet tray	Multi Bypass Banner Sheet Tray Type S6
A3 LCIT banner tray	A3 LCIT BANNER TRAY TYPE S13
LCIT RT5180	LCIT RT5180
LCIT RT5190	LCIT RT5190
Extension unit of LCIT RT5190	8 1/2" x 14" PAPER SIZE TRAY TYPE S18
Multi bypass tray (Tray A)	Multi Bypass Tray BY5020
Banner sheet tray of multi bypass tray (Tray A)	Multi Bypass Banner Sheet Tray Type S9
Multi bypass attachment kit	Multi Bypass Attachment Kit for Vacuum Feed LCIT Type S9
Vacuum feed LCIT	Vacuum Feed LCIT RT5150
Vacuum feed banner sheet tray	Vacuum Feed Banner Sheet Tray Type S9

Abbreviated name	Product name
Bridge Unit BU5040	Bridge Unit BU5040
Copy tray	Copy Tray Type M42
Decurler unit	DECURL UNIT DU5080
Buffer pass unit	Buffer Pass Unit Type S9
Twin interposer	Cover Interposer Tray CI5040
Multi-folding unit	Multi-Folding Unit FD5040
SR4000 series output tray for banner sheet	SR4000 series Output Tray for Banner Sheet Type S6
Output jogger unit	Output Jogger Unit Type S11
Finisher SR5130	Finisher SR5130
Booklet Finisher SR5140	Booklet Finisher SR5140
Stapleless binding unit	Stapleless Binding Unit Type S16
Punch unit	Punch Unit PU3110 EU
	Punch Unit PU3110 NA
	Punch Unit PU3110 SC
	Punch Unit PU3110 CHN
SR5000 series output tray for banner sheet	SR5000 series Output Tray for Banner Sheet Type S6
Finisher SR5110	Finisher SR5110
Booklet Finisher SR5120	Booklet Finisher SR5120
Trimmer unit	Trimmer Unit TR5050
Bridge Unit BU5020	Bridge Unit BU5020
Punch unit	Punch Unit PU5030 EU
	Punch Unit PU5030 NA
	Punch Unit PU5030 SC
High capacity stacker	High Capacity Stacker SK5040
A3/11 × 17 tray unit	A3/11"×17" Tray Unit Type M26
Optional feed roller unit	Optional Feed Roller Unit Type S18

Abbreviated name	Product name
Carbonless paper unit	Carbonless Paper Unit Type S18
Envelope fusing unit	Envelope Fusing Unit Type S18
Tab sheet holder	Tab Sheet Holder Type M2
NFC card reader	NFC Card Reader Type M52
Media identification unit	Media Identification Unit Type S3
⊕ Region A (mainly Europe) Mailbox	Mail Box CS4020
Copy connector[*2]	Copy Connector Type M25

Pro C5400SL

Abbreviated name	Product name
⊕ Region A (mainly Europe and Asia) Auto Document Feeder	Document Feeder DF5000
⊕ Region A (mainly Europe and Asia) Exposure glass cover	Platen Cover PN2000
Page keeper	Page Keeper Type M52
Multi bypass banner sheet tray	Multi Bypass Banner Sheet Tray Type S6
A3 LCIT banner tray	A3 LCIT BANNER TRAY TYPE S13
LCIT RT5180	LCIT RT5180
LCIT RT5190	LCIT RT5190
Extension unit of LCIT RT5190	8 1/2" x 14" PAPER SIZE TRAY TYPE S18
Copy tray	Copy Tray Type M42
Decurler unit	DECURL UNIT DU5080
Buffer pass unit	Buffer Pass Unit Type S9
Twin interposer	Cover Interposer Tray CI5040
Multi-folding unit	Multi-Folding Unit FD5040
SR4000 series output tray for banner sheet	SR4000 series Output Tray for Banner Sheet Type S6
Output jogger unit	Output Jogger Unit Type S11

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Abbreviated name	Product name
Finisher SR5130	Finisher SR5130
Booklet Finisher SR5140	Booklet Finisher SR5140
Stapleless binding unit	Stapleless Binding Unit Type S16
Punch unit	Punch Unit PU3110 EU
	Punch Unit PU3110 SC
	Punch Unit PU3110 CHN
SR5000 series output tray for banner sheet	SR5000 series Output Tray for Banner Sheet Type S6
Finisher SR5110	Finisher SR5110
Booklet Finisher SR5120	Booklet Finisher SR5120
Trimmer unit	Trimmer Unit TR5050
Punch unit	Punch Unit PU5030 EU
	Punch Unit PU5030 NA
	Punch Unit PU5030 SC
A3/11 × 17 tray unit	A3/11"×17" Tray Unit Type M26
Optional feed roller unit	Optional Feed Roller Unit Type S18
Envelope fusing unit	Envelope Fusing Unit Type S18
Tab sheet holder	Tab Sheet Holder Type M2
NFC card reader	NFC Card Reader Type M52
Region A (mainly Europe) Mailbox	Mail Box CS4020
Copy connector	Copy Connector Type M25

Abbreviated names of internal options

Pro C5400S/C5410S

Abbreviated name	Product name
Fax unit	Fax Option Type M60
G3 interface unit[*1]	G3 Interface Unit Type M60
Fax memory unit	Fax memory Unit Type M52

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Abbreviated name	Product name
PostScript 3 unit	PostScript3 Unit Type M60
OCR unit[*3]	OCR Unit Type M52
IPDS unit[*3]	IPDS Unit Type M60
XPS direct print card	XPS Direct Print Option Type M60
Wireless LAN board[*4]	IEEE 802.11 a/b/g/n/ac Interface Unit Type M52
File format converter	File Format Converter Type M19
Enhanced security SSD	Enhanced Security SSD Option Type S18
Device server option[*5]	Device Server Option Type M52
HDD option	HDD Option Type M52 320GB
Fax connection unit	Fax Connection Unit Type S18

*1 Except for China.

*2 Except for Korea and Taiwan.

*3 Except for Taiwan.

*4 Except for China, Korea, and Taiwan.

*5 Except for China and Taiwan.

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Abbreviated name	Product name
Fax unit	Fax Option Type M60
G3 interface unit[*1]	G3 Interface Unit Type M60
Fax memory unit	Fax memory Unit Type M52
PostScript 3 unit	PostScript3 Unit Type M60
OCR unit	OCR Unit Type M52
XPS direct print card	XPS Direct Print Option Type M60
Wireless LAN board[*1]	IEEE 802.11 a/b/g/n/ac Interface Unit Type M52
File format converter	File Format Converter Type M19
Enhanced security SSD[*1]	Enhanced Security SSD Option Type S18
Device server option[*1]	Device Server Option Type M52

Abbreviated name	Product name
HDD option	HDD Option Type M52 320GB
Fax connection unit	Fax Connection Unit Type S18

*1 Except for China.

Color controller

Pro C5400S/C5410S

Abbreviated name	Product name
Color controller	Color Controller E-28B
	Color Controller E-48B[1]

*1 Except for Korea and Taiwan.

Pro C5400SL

Abbreviated name	Product name
Color controller	Color Controller E-28B

Basic Operation of the Machine

Turning On and Off the Power

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

⭐ **Important**

- **When you are using the fax function on the machine, do not turn the power off under normal operation. If the power is turned off, data stored in the fax memory will be lost in about one hour after the machine is turned off. If you have to turn the power off or unplug the power cord for some reason, make sure 100% is shown as available memory on the screen for the fax function.**

- **Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main machine is plugged into.**
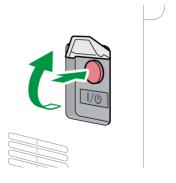
Turning On the Main Power
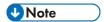
⭐ **Important**

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

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the cover of the main power switch on the left side of the machine, and push the switch.

1

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

⬇**Note**

- When the power is turned on, the screen may show that the machine is performing an auto restart. Do not turn off the main power while the machine is processing. It takes about 7 minutes until the machine restarts.

- If a file was deleted from memory, a Power Failure report is automatically printed as soon as the power is restored. This report can be used to identify lost files.

  See "Power Off Report", User Guide in English.

Turning Off the Main Power

⭐**Important**
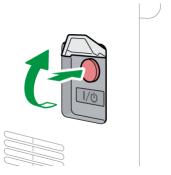
- **Do not turn off the power while the machine is in operation. To turn the power off, confirm that the operation is finished.**

- **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 internal storage or memory and cause malfunctions.**

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

1. Open the cover of the main power switch on the left side of the machine, and push the switch.

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

Energy Saving Mode

When the machine is not operated for a specified period of time, the machine enters the "Energy Saving mode" automatically.

There are the following two steps of Energy Saving mode:

1. Fusing Unit Off Mode or Low Power Mode
2. Sleep Mode

Fusing Unit Off mode and Low Power mode cannot be used at the same time.

By default, the machine first switches to Low Power mode and then to Sleep mode after a lapse of time.

Fusing Unit Off Mode

In this mode, the main power indicator is lit. Because the heater of the fusing unit is turned off but the screen of the control panel is still displayed, the power consumption decreases, but you can start operation promptly. If you do not operate the machine for a specified period of time, the machine emits a clicking sound and enters Fusing Unit Off mode.

- You can specify whether to enable the Fusing Unit Off mode and the time to wait before the machine enters Fusing Unit Off mode under [Fusing Unit Off Mode (Energy Saving) On/Off].

  See "Date/Time/Timer", User Guide in English.

- In this mode, you can scan documents, send faxes, receive faxes into memory, change the machine settings on the control panel, and perform other operations that do not require printing.

Low Power Mode

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

- Low Power mode cannot be used if Fusing Off mode is enabled.

- You can change the amount of time that the machine waits before switching to Low Power mode under [Low Power Mode Timer].

  See "Date/Time/Timer", User Guide in English.

- If you touch the control panel in Low Power mode, the machine exits the mode and the control panel display turns on.

Sleep Mode

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

1

- You can specify the amount of time that the machine waits before entering Sleep mode under [Sleep Mode Timer].

  See "Date/Time/Timer", User Guide in English.

- The machine recovers from Sleep mode when you perform one of the following:

  - Lift the ADF or exposure glass cover.

  - Place an original in the ADF.

  - Touch the display of the control panel.

⬇ **Note**

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

- The energy saving functions will not operate in the following cases:

  - When fixed warm-up is in progress

  - When operations are suspended during printing

  - When a warning message appears (The machine enters Fusing Unit Off mode unless the cover is open.)

  - When paper is jammed (The machine enters Fusing Unit Off mode except when the cover is open.)

  - When the Data In indicator is lit or flashing (The machine enters Fusing Unit Off mode except when the Data In indicator is lit or flashing due to receiving faxes or storing documents.)

- The machine does not enter Low Power Mode or Sleep mode in the following cases:

  - During communication with external equipment

  - When the internal storage is active

  - When the service call message appears

  - When the ADF, machine's cover, or ADF cover are opened

  - When the "Add Toner" message appears

  - When toner is being replenished

  - When one of the following screens is displayed:

    - System Settings

    - Counter

    - Inquiry

    - Address Book

    - Tray/Paper Settings

- When data is being processed

- If a file is waiting to be transmitted within the next minute using the "Send Later" facsimile function

- When a recipient is being registered in the address list or group dial list
- When the sample print, locked print, hold print, or stored print screen is displayed
- When the screen of a document that was stored under the printer function appears
- When the internal cooling fan is active
- When accessing the machine using Web Image Monitor
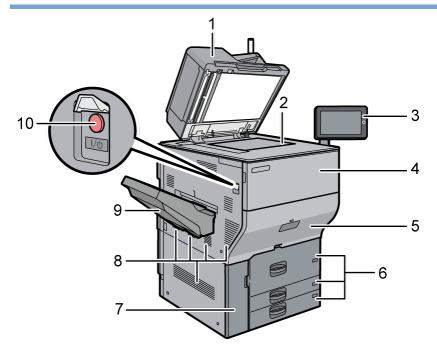
Guide to Names and Functions of Components

⚠CAUTION

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

Front and Left View

1. **Auto Document Feeder (ADF)**

   Lower the ADF over originals placed on the exposure glass.

   If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.

   The ADF scans both sides of an original simultaneously.

   page 79 "Placing an Original in the Auto Document Feeder (ADF) "

2. **Exposure glass**

   Place originals face down here.

   page 78 "Placing an Original on the Exposure Glass"

1

3. **Control panel**

   page 23 "Names and Functions of the Control Panel"

4. **Front cover**

   Open to replace the toner cartridge.

   page 299 "Replacing the Toner"

5. **Drawer**

   Pull out the drawer when a paper jam occurs.

6. **Paper trays (Trays 1–3)**

   Load paper here. Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.

   page 83 "Loading Paper into the Paper Tray"

7. **Lower front cover**

   Open to change the waste toner bottle.

   Replacing the Waste Toner Bottle

8. **Vents**

   Prevent overheating.

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

9. **Copy tray**
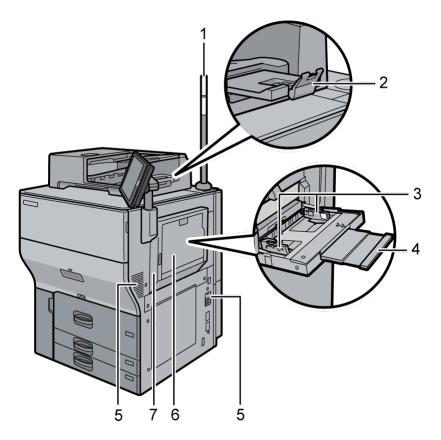
   Copied/printed paper and fax messages are delivered here.

10. **Main power switch**

    To turn the power on and off, open the cover of the main power switch and press the main power switch.

    page 13 "Turning On and Off the Power"

Front and Right View

1

1. **Attention light**

   page 21 "Guide to Functions of the Attention Light "

2. **ADF's extender**

   Pull out and raise this extender to prevent originals larger than B4 JIS or $8^1/_2 \times 14$ size from falling.

3. **Paper guides**

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

4. **Extender**

   Pull this extender out when loading sheets larger than A4▽, $8^1/_2 \times 11$▽ in the bypass tray.

5. **Vents**

   Prevent overheating.

   After large-volume printing, the ventilation fan may continue to work to lower the temperature inside the machine.
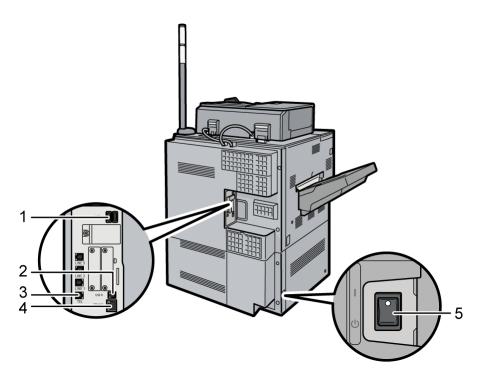
6. **Bypass tray**

   Use to copy or print on transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.

   page 92 "Loading Paper into the Bypass Tray "

7. **Upper right cover**

Open this cover when a paper jam occurs.

Rear and Left View

1. **USB2.0 Interface Type A**

This interface is not used with this machine.

2. **USB3.2 Gen1 Interface Type B**

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

3. **TEL: External telephone connector**

Connect an external telephone set.
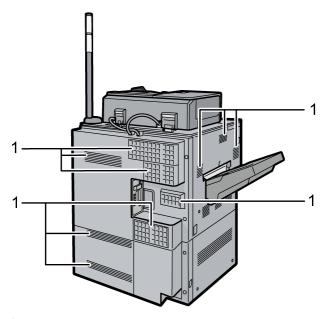
4. **Ethernet interface**

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

5. **Anti-humidity heater switch**

Prevents trays from absorbing moisture. If humidity is high and temperature is low, turn this switch on to have moisture from the paper trays absorbed and prevent the print quality from deteriorating.
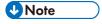
About vents:

1. **Vents**

   Prevent overheating.

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

↓Note

- ⊕Region A (mainly Europe)
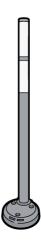
  When touching the machine, you may experience a static shock which is harmless to humans. For details, refer to the following:

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

Guide to Functions of the Attention Light

⚠CAUTION

- Do not push or pull the Attention light. Doing so may cause the Attention light or this machine to malfunction.

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The attention light notifies the user by light when there is a paper jam or no paper is left.

The colors of the lamp and their meanings are as follows:
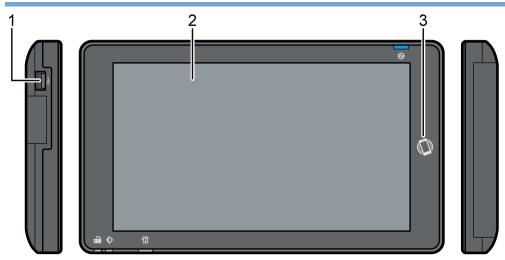
Lamp	Status
The bottom lamp lights blue.	Printing
The bottom lamp flashes blue.	• Scanning • Data in
The top lamp lights red.	Error occurred (Example) • When the service call message appears • Paper jam • Out of paper • Out of toner • Memory overflow Read the message on the display panel, and then take appropriate action.
The top lamp flashes yellow.	Warning (Example) • Toner has nearly run out. • Waste toner bottle is nearly full. • Waste toner bottle full When a message appears on the display panel, follow the instructions displayed on the screen.

Names and Functions of the Control Panel

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

- On the left side of the control panel, interfaces for connecting external devices and slots to insert an USB flash memory device are provided.

- Even when the screen is turned off, the LED indicators on the frame of the control panel show the status of the machine.
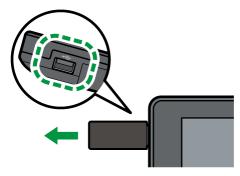
Touch Panel/Interface

1. **Media slots**

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

   - Use the media formatted in FAT16 or FAT32.

   - Certain types of USB flash memory devices cannot be used in the machine.

   - USB extension cables, hubs, card readers, and USB flash memories with encryption functions cannot be used.

   - If the power of the machine is turned off or the media is removed from the machine while the machine is reading the data in the media, check the data in the media.

   - Before removing the media from the slot, press the icon displayed on the screen ( ) to cancel the connection.

- Do not change the write protection switch of the USB flash memory device while the USB flash memory device is inserted.

2. **Touch Panel**

Displays the Home screen, operation screen of applications, and messages. Operate with the fingertips.
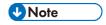
page 25 "How to Use the Home Screen"

page 28 "Intuitive Screen Operation Using Fingertips"

3. **Touch mark**

Used to connect the machine and a smart device with the RICOH Smart Device Connector.
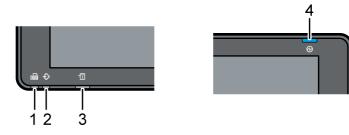
See "Using the Machine Functions from a Mobile Device", User Guide in English.

page 67 "Logging In Using a Mobile Device"

⬇Note

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

- When cleaning the touch panel, press [Menu] ⚙ ▶ [Control Panel Cleaning Mode] to switch to the cleaning mode. When switched to this mode, touch operations on the touch panel are disabled for a specified period of time.

LED Indicators

1. **Fax indicator**

Indicates the status of the fax function.

- Flashing: transmitting and receiving data
- Lit: receiving data (Substitute RX File/Memory Lock Reception/Personal Box)

2. **Data In indicator**

Flashes when the machine is receiving data sent from the printer driver or LAN-Fax driver.

3. **Status indicator**

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

page 307 "Checking the Indicators, Icons, and Messages on the Control Panel"

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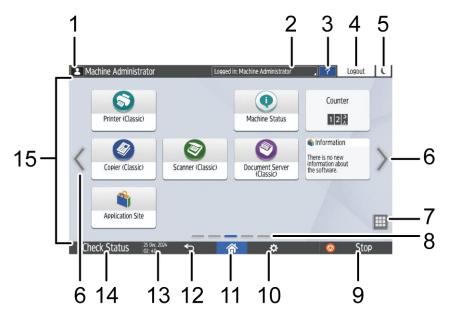
The main power indicator lights up when you turn on the main power switch. In Sleep mode, it flickers slowly.

How to Use the Home Screen

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

⭐ Important

- **Do not apply strong impact or force to the screen, or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)**
- Touch the Home screen to operate it.

  page 28 "Intuitive Screen Operation Using Fingertips"
- You can add or delete icons and widgets, and change their order.

  page 71 "Adding a Frequently Used Application or Widget to the Home Screen"

1

1. **Login icon**

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

2. **System Message**

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

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

3. **Help** [?]

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

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

   See "Browser Settings", User Guide in English.

4. **[Login]/[Logout]**

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

   page 64 "Logging In from the Control Panel"

5. **[Energy Save]** 🌙

   Press to enter or exit Sleep mode.

   page 15 "Energy Saving Mode"

   You can set [Energy Saver Key to Change Mode] so that the machine enters or exits Low Power mode instead of Sleep mode when you press [Energy Save] (🌙).

   See "Power/Energy Saving", User Guide in English.

6. **Switch Screens** ‹ ›

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

   You can switch between the screens by flicking.

   page 28 "Intuitive Screen Operation Using Fingertips"

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

   See "Display/Input", User Guide in English.

7. **Application list** ⊞

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

   page 71 "Adding a Frequently Used Application or Widget to the Home Screen"

8. **Current display position**

   Shows which of the five screens is currently displayed.

9. **[Stop]**

   Press to stop scanning or printing.

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

   See "Others (System Settings)", User Guide in English.

10. **[Menu]** ⚙

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

1

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

11. **[Home]** 🏠

Press to display the Home screen.

12. **[Back]** ↩

Press to return to the previous screen.

13. **Date/Time and Toner remaining**

The current date and time is displayed.

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

See "Display/Input", User Guide in English.

14. **[Check Status]**

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

- Machine's status

   Indicates the error status and network status.

- Operational status of each function

   Status of functions such as Copy or Scanner

- Current jobs
- Job history
- Machine's maintenance information

See "Checking the Machine Status from the Control Panel", User Guide in English.

15. **Icon display area**

Displays the icons and widgets.

⬇Note
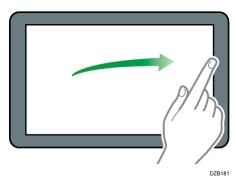
- You can change the screen displayed when the power is turned on under [Function Priority (Default Displayed Application)].

   See "Displaying Frequently Used Functions on the First Screen", User Guide in English.

- When you press [Menu] (⚙) ▶ [Reset Home Screen] with the Embedded Software Architecture application being installed in the machine, the application icons are not deleted.

Intuitive Screen Operation Using Fingertips

On the Home screen or application screen, you can perform the following operations by touching the screen with your fingertips.
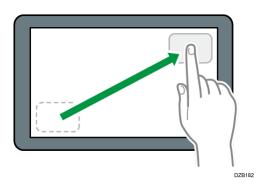
Flick (for switching between screens)

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

DZB181

Drag (for moving an icon)
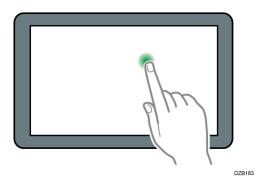
Press and hold an icon, and then slide your finger while pressing on the screen to move the icon.

DZB182

Long tap (for displaying the available menu screen)

Press and hold on a blank area on the screen to display the menu screen.
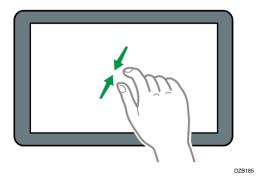
On the Home screen you can add a folder or change the wallpaper from the menu.

DZB183

In some applications, you can also use the following actions to operate the screen:
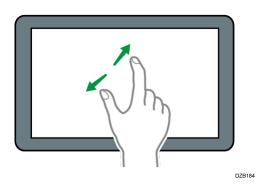
Pinch-in (for zooming out the screen)

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

1

DZB185

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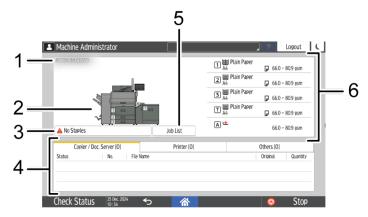
Touch the screen with your thumb and forefinger, and spread them apart. You can also zoom in the screen by tapping the screen twice quickly. When you quickly tap the screen twice again, the screen returns to full display. This feature is useful when previewing files and images.

DZB184

How to Use the Machine Status Screen

Press [Machine Status] on the Home screen to display the Machine Status screen.

You can check the devices, consumable errors, paper, and job information in a single screen.

1. **Model name**

   Displays the model name.

2. **Device illustration**

Displays the device configuration, device errors and paper tray numbers.

During printing, the locations of the paper feed tray and output tray are displayed.

3. **Consumable error information**

Displayed if finisher consumable errors, such as staples running out and punch receptacle full of chad, occur. If pressed, the [Machine Information] screen in [Check Status] is displayed.

4. **Job information**

Displays the job list.

The displayed tabs change depending on the [Interleave Print Priority] setting configuration.

- [Settings]▶[System Settings]▶[Machine]▶[Print Action/Image Quality Adjustment]▶[Interleave Print Priority]

If [Interleave Print Priority] is set to [Job Order], the displayed tab will be "[All Jobs]".

If an item other than [Job Order] is selected, the "Copier/Doc. Server", "Printer", "DFE" and "Others" tabs are displayed. The "DFE" tab is displayed if the color controller is connected.

5. **[Job List]**

If pressed, the [Current Job] tab in [Check Status] is displayed.

6. **Paper information**

Displays the paper setting and remaining amount of paper in each tray.

During printing, displays from which tray the paper is being fed.

You can switch the positions of displayed items by holding down each tray item and dragging it up or down.

How to Use the "Settings"

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

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

1
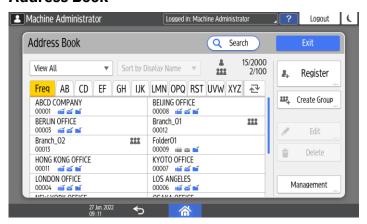
1. **System Settings**

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

   For the list of setting items, see "System Settings Items", User Guide in English.

2. **Address Book**
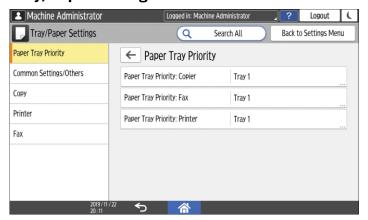
   Manage the destination for sending data from the fax or scanner or the authentication information for logging in to the machine.

   See "How to Use the Address Book", User Guide in English.

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

3. **Tray/Paper Settings**

Specify the paper tray settings, such as [Paper Tray Priority].

See "Tray/Paper Settings", User Guide in English.

Settings such as paper size and paper type must be specified using [Tray Paper Settings] on the Home screen.

See "page 215 "Overview of Paper Settings"", User Guide in English.

4. **Basic Settings When Installing**

You can configure the settings easily when installing the machine.

- On the "Installation Settings" screen, you can specify the settings for the items shown below in Wizard format when the machine is moved to a different location or the environment in which the machine is used changes. In [Cloud Settings], you can register or unregister the machine with RICOH Smart Integration. Also, you can change settings related to Cloud Services by using the Cloud Settings.

  - Basic Settings

  - Network Settings

  - Cloud Settings

  - Fax Settings

- On the [Firmware Update] screen, you can update the firmware of the machine.

5. **Application Settings**

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

   For the list of setting items, see "Copier/Document Server Settings Items", "Fax Settings Items", "Printer Settings Items", and "Scanner Settings Items", User Guide in English.

6. **Search All**

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

7. **Change Language**

   You can change the language displayed on the control panel.

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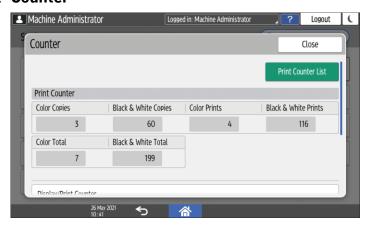
   Confirm the contact for requesting repair of the machine or ordering consumables.

9. **Maintenance**
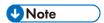
   You can adjust the print result.

10. **Counter**

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

   See "Checking the Counter of the Machine for Each Color Category", User Guide in English.

> **↓Note**
>
> - If administrator authentication has been set, contact the administrator to change the settings.
> - When you are finished performing an operation, press [Home] (⌂) to return to the normal screen.

Changing the Display Language

You can change the language used on the display. Default language is set as follows.

🌐Region**A**(mainly Europe and Asia): English

🌐Region**A**(China): Simplified Chinese

🌐Region**B**(mainly North America): English

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

   Change Language
   Language
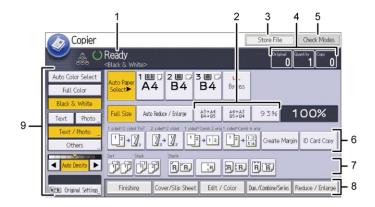
2. Select the language you want to display.

   LONDON OFFICE   Logged in: [LONDON OFFICE]   ?   Logout

   Change Language   OK

   ○ 日本語   ⊙ English
   ○ Français   ○ Deutsch
   ○ Italiano   ○ Español
   ○ Nederlands   ○ Norsk

   Check Status   18 Jul. 2018   ↩   ⌂   ⊘   Stop
                  11:18

3. Press [OK].

Basic Operation of Applications

How to Use the Copy (Classic) Screen

DRC285

D0CPPC6376

1. **Operational status and messages**

   Displays operational status and messages.

2. **Frequently used reduce/enlarge ratios**

   You can register up to three frequently used reduce/enlarge ratios other than the preset ratios under [Copy Ratio Setting] in the Settings menu.

   Reduce / Enlarge

3. **[Store File]**

   Allows you to store documents in the Document Server.

4. **Original, Quantity, and Copy**

   Displays the numbers of originals scanned, copies set, and copies made.

5. **[Check Modes]**

   Press the key to confirm the current settings.

6. **Shortcut keys**

   You can register frequently used functions under [Customize Function] in the Settings menu.

   Others (Copier / Document Server Settings)

7. **Sort, Stack, Staple, and Punch functions**

   Displays settings that can be selected for sorting, stapling, and punching copies.

   You can register frequently used staple functions and punch functions under [Finishing] in [Copier / Document Server Settings].

8. **Available functions**

   Press a function to display its menu. When you select a function, is displayed under the key.

9. **Original and scanning settings**

   Use this area to specify the original type, image density level, and other settings.

10. **[Reset]**

    Press to clear the current settings.

11. **[#] [Enter]**

    Press to confirm values entered or items specified.

12. **[Sample Copy]**

    Press to make a single set of copies or prints to check print quality before making multiple sets.

    Sample Copy

13. **[Clear]**

    Press to delete a number entered.

14. **[Start]**

    Press to start copying.

15. **Number keys**

    Use to enter the numbers for copies and data for the selected function.

16. **[Simplfied Scrn.]**

    Press to switch to the simple screen.

17. **[Interrupt mode]**

    Press to make interrupt copies.

    Interrupt Copy

18. **[Recall/Program/Change Program]**

    Press to register frequently used settings, or to recall registered settings.

    Registering Frequently Used Settings as a Program (Classic Applications)

1

⬇Note

- The estimated time to complete a copy job is displayed on the top of the screen.
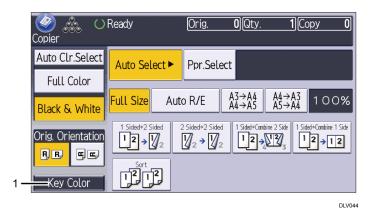
Switching screen patterns for the Copy (Classic) function

You can switch to the simples screen.

Only the main functions can be used.

Letters and keys are displayed at a larger size, making operations easier.

1. Press [Simplfied Scrn.] on the bottom right of the screen.

   This illustration shows the Copy (Classic) function's simple screen.
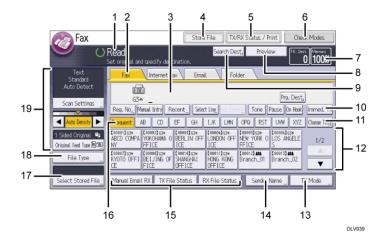
DLV044

1. **[Key Color]**

   Press to increase screen contrast by changing the color of the keys.

   This is effective on the simple screen only.

⬇Note

- To return to the initial display, press [Simplfied Scrn.] again.

How to Use the Fax (Classic) Screen

DLV039

D0CPPC6378

1. **Operational status and messages**

   Displays operational status and messages.

2. **Fax, Internet Fax, Email, and Folder**

   Press a tab to switch the transmission type between the [Fax] screen, [Internet Fax] screen, [Email] screen, and [Folder] screen.

   - When [Fax] (Fax) is selected, you can specify fax numbers or IP-Fax destinations.
   - When [Internet Fax] (Internet Fax) is selected, you can specify Internet Fax destinations.
   - When [Email] (Email) is selected, you can specify e-mail destinations.
   - When [Folder] (Folder) is selected, you can specify folder destinations.

3. **Entered number**

   Displays the entered number of a destination.

4. **[Store File]**

   Allows you to store documents in the Document Server.

   page 173 "Storing a Fax Document"

5. **[TX/RX Status / Print]**

   Press to display various information about communication.

6. **[Check Modes]**

   Allows you to confirm the transmission settings.

7. **Memory**

   Displays the percentage of free memory space.

8. **[Preview]**

   Allows you to check the scanned original before sending it.

9. **[Search Dest.]**

   Allows you to search for a destination by destination name, fax number, or e-mail address.

10. **[Immed. TX]**

    Switches transmission mode to Immediate Transmission.

    When [Immed. TX] is not highlighted, the machine is in the Memory Transmission mode.

11. **[Change Title]**

    Switches the type of title word keys.

12. **Destination list**

    The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

    The (▟) symbol indicates a group destination.

13. **[TX Mode]**

    Allows you to set various features for transmission.

14. **[Sender Name]**

    Allows you to set a sender.

15. **Quick Operation keys**

    Displays Quick Operation keys set for frequently used functions. [TX File Status] and [RX File Status] are preset.

    Others (Fax Settings)

16. **Title word keys**

    Title word keys appear. Allows you to switch from one page (display) to another on the destination list.

17. **[Select Stored File]**

    Allows you to send or print the documents stored in the Document Server.

18. **[File Type]**

    Allows you to select the file type.

19. **Original and scanning settings**

    Allows you to specify scan settings and original feed types.

20. **[Reset]**

    Press to clear the current settings.

21. **[#] [Enter]**

    Press to confirm values entered or items specified.

22. **[Clear]**

    Press to delete a number entered.

23. **[Start]**

    Press to start sending.

24. **Number keys**

   Use to enter the fax numbers and data for the selected function.

25. **[Simplfied Scrn.]**

   Press to switch to the simple screen.

26. **[Recall/Program/Change Program]**

   Press to register frequently used settings, or to recall registered settings.

   Registering Frequently Used Settings as a Program (Classic Applications)

⬇ **Note**

* The Fax Settings menu includes a user parameter setting (switch 17, bit 3) that enables you to configure the machine to return to standby mode whenever it finishes scanning an original.

  List of Parameter Settings

* When the following settings are set to [On] in [Internet Fax/Email/Folder] in [Detailed Initial Settings], transmission type tabs are displayed.

  * Internet Fax (Internet Fax): When [Internet Fax Setting] is set to [On].
  * Email (Email): When [Email Setting] is set to [On].
  * Folder (Folder): When [Folder Setting] is set to [On].

* Information about documents sent using the facsimile function cannot be checked in the [Job History] screen. Use [TX/RX Status / Print].

Switching screen patterns for the Fax (Classic) function
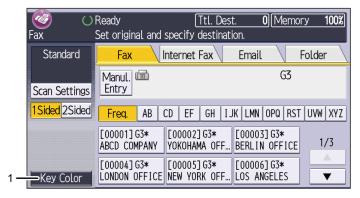
You can switch to the simples screen.

Only the main functions can be used.

Letters and keys are displayed at a larger size, making operations easier.

1. Press [Simplfied Scrn.] on the bottom right of the screen.

   This illustration shows the Fax (Classic) function's simple screen.

DZC808
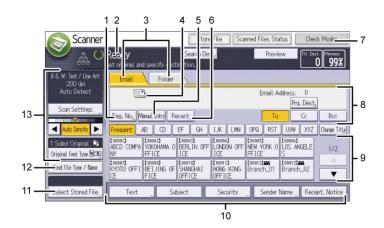
1

1. **[Key Color]**

   Press to increase screen contrast by changing the color of the keys.

   This is effective on the simple screen only.

🔽Note

- To return to the initial display, press [Simplfied Scrn.] again.

How to Use the Scan (Classic) Screen

DLV040

D0CPPC6377

1. **[Reg. No.]**

   Press this key to specify the destination using a five-digit registration number.

2. **Operational status and messages**

   Displays operational status and messages.

3. **Email / Folder**

   Press these tabs to switch between the [Email] screen and [Scan to Folder] screen.

   - When [Email] (Email) is selected, you can specify e-mail destinations.
   - When [Folder] (Folder) is selected, you can specify folder destinations.

   Switch the screen also when sending the same files by both e-mail and Scan to Folder.

4. **E-mail icon**

   Indicates that the [Email] screen is displayed.

   When the [Scan to Folder] screen is displayed, the folder icon appears here.

5. **[Manual Entry]**

   To specify destinations not registered in the address book, press this key, and then enter the e-mail addresses using the soft keyboard that appears.

6. **[Recent]**

   Press this key to select destinations that have been recently specified using [Manual Entry]. If there are multiple recent destinations, press [▲] or [▼] to scroll through them.

7. **[Check Modes]**

   Allows you to confirm the scanning settings.

8. **Destination field**

   The specified destination appears. If more than one destination has been specified, press [▲] or [▼] to scroll through the destinations.

9. **Destination list**

   The list of destinations registered in the machine appears. If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

   The (🏃) symbol indicates a group destination.

   The (🔒 or 🔓) symbol indicates a destination that can receive encrypted e-mail.

10. **[Text], [Subject], [Security], [Sender Name], and [Recept. Notice]**

    Enter the message and specify the subject, security (encryption and a signature), sender, and whether or not to use Message Disposition Notification.

11. **[Select Stored File]**

    Allows you to send the documents stored in the Document Server.

12. **[Send File Type / Name]**

    Press to specify settings such as file format and file name.

13. **Original and scanning settings**

    Allows you to specify scan settings and original feed types.

14. **[Reset]**

    Press to clear the current settings.

15. **[#] [Enter]**

    Press to confirm values entered or items specified.

16. **[Clear]**

    Press to delete a number entered.

1

17. **[Start]**

Press to start scanning.

18. **Number keys**

Use to enter the numbers and data for the selected function.

19. **[Simplfied Scrn.]**

Press to switch to the simple screen.

20. **[Recall/Program/Change Program]**

Press to register frequently used settings, or to recall registered settings.

Registering Frequently Used Settings as a Program (Classic Applications)

Switching screen patterns for the Scan (Classic) function

You can switch to the simples screen.

Only the main functions can be used.

Letters and keys are displayed at a larger size, making operations easier.

1. Press [Simplfied Scrn.] on the bottom right of the screen.

This illustration shows the Scan (Classic) function's simple screen.
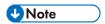
DZC822

1. **[Key Color]**

Press to increase screen contrast by changing the color of the keys.
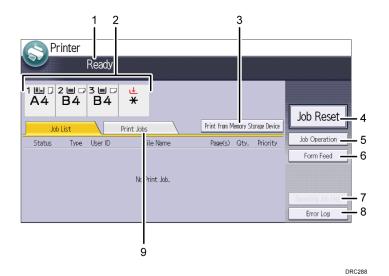
This is effective on the simple screen only.

Note

- To return to the initial display, press [Simplfied Scrn.] again.

How to Use the Printer (Classic) Screen

DRC288

D0CPPC6379

1. **Operational status or messages**

   Displays current machine status, such as Ready, Offline, and Printing.... Information about the print job (user ID and document name) appears in this section.

2. **Paper tray status indicators**

   Displays paper tray settings.

3. **[Print from Memory Storage Device]**

   Press to display the screen for printing files stored on memory storage devices directly.

4. **[Job Reset]**

   Press to cancel the current print job.

   If you press it when the Hex Dump is selected, Hex Dump is canceled.

5. **[Job Operation]**

   Press to suspend a job being processed.

1

6. **[Form Feed]**

   Press to print all the data left in the machine's input buffer.

7. **[Spooling Job List]**

   Press to display spooled jobs.

8. **[Error Log]**

   Press to display the error logs of print jobs sent from a computer.

9. **[Print Jobs]**

   Press to display print jobs sent from a computer.

10. **[Reset]**

    Press to clear the current settings.

11. **[#] [Enter]**

    Press to confirm values entered or items specified.

12. **[Clear]**

    Press to delete a number entered.

13. **[Start]**
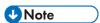
    Press to start printing from a memory storage device.

14. **Number keys**

    Use to enter the numbers and data for the selected function.

15. **[Simplfied Scrn.]**

    Press to switch to the simple screen.

⬇ Note

- The estimated time to complete printing after receiving all data from the computer is displayed on the top of the screen.
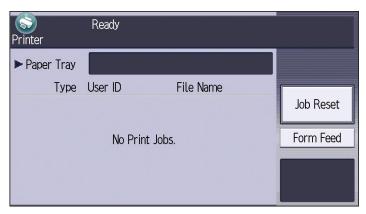
Switching screen patterns for the Printer (Classic) function

This section explains how to switch to the simple screen and the keys that are displayed.

Only the main functions can be used.

Letters and keys are displayed at a larger size, making operations easier.

1. Press [Simplfied Scrn.] on the bottom right of the screen.

   This illustration shows the Printer (Classic) function's simple screen.

Note
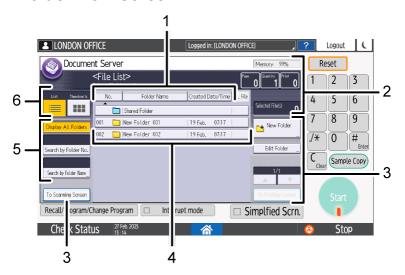
- To return to the initial display, press [Simplfied Scrn.] again.

How to Use the Document Server (Classic) Screen

You can organize documents stored in the Document Server in folders.

You can view a list of the documents in a folder by touching the folder key.

"Folder List" Screen

1. **Sort keys**

   Press to sort the folders by [No.], [Folder Name], or [Created Date/Time]. Press the same sort key again to switch between ascending and descending order.

2. **Status of the document server**

   You can confirm the number of scanned pages, output quantity, and free memory space.

3. **Operation keys**

   Press to create a new folder, edit folders, or display the scanner or printer screen.

1

4. **Folders in the document server**

Press a folder to display the documents in the folder. 🔒 is displayed for folders protected by a password.
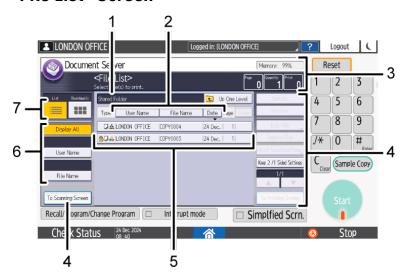
5. **Search keys**

Press to search for a folder.

6. **Display selector**

Press to switch between the list and thumbnail displays.

"File List" Screen

1. **Name of the folder containing the currently displayed documents**

Press [Up One Level] to return to the "Folder list" screen.

2. **Sort keys**

Press to sort the documents by [User Name], [File Name], or [Date]. Press the same sort key again to switch between ascending and descending order.

3. **Status of the document server**

You can confirm the number of scanned pages, output quantity, and free memory space.

4. **Operation keys**

Press to preview or edit a document, or display the scanner or printer screen.

5. **Documents in the folder**

Select a document to print or display. The icons have the meanings below.

Icon	Meaning
📄	Document scanned on the copier screen or document server screen
🖨	Document sent by the printer driver

Icon	Meaning
	Document stored using the fax function
	Document scanned by specifying the color mode to [Full Color]
	Document scanned by specifying the color mode to [Black & White]
	Document protected by a password

6. **Search keys**

   Press to search for a document.

7. **Display selector**

   Press to switch between the list and thumbnail displays.
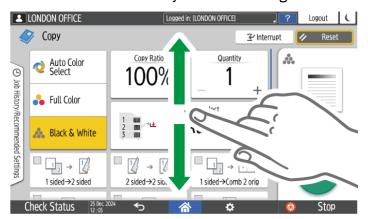
How to Use the Copy Screen

Two screen types (standard view screen and no scrolling screen) are available on the Copy screen.

See "page 50 "How to Use the Copy Screen (Standard)"" or "page 52 "How to Use the Copy Screen (No Scrolling Screen)"" for details.
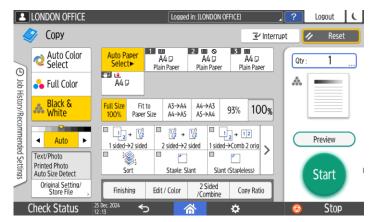
Standard View

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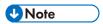
Full View

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

⭐**Important**
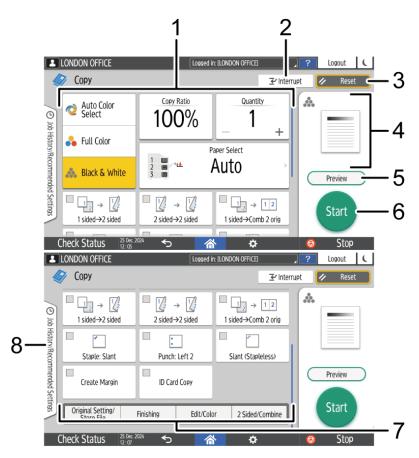
- **To switch the screen type, press [Menu] (⚙) ▶ [Screen Settings] ▶ [Switch Screen Type] on the Copy screen.**
- **When the administrator has configured user authentication and User's Own Customization is enabled, each login user can change the screen type.**

🔽**Note**

- You can use the same functions on either screen.

How to Use the Copy Screen (Standard)

You can customize the layout and how the keys are displayed on the Copy screen in Standard. For details, see page 54 "Changing the Layout or Display of the Keys of the Copy Function ".

1. **Copy function keys**

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

2. **[Interrupt]**

   Interrupt a copy job in progress to copy a different original.

3. **[Reset]**

   Reset the settings configured on the Copy screen.

4. **Preview of the current setting status**

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

5. **[Preview]**

   Press to check a preview (a finished image) of the current settings on the screen before copying.

   Checking a Preview Before Copying

6. **[Start]**

   Press to perform copying.

7. **Other keys for Copy function**
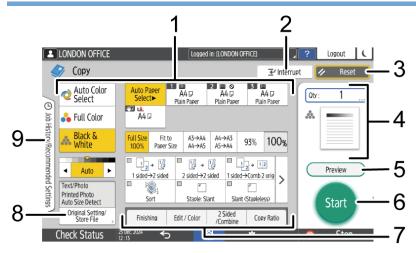
   Press to select the functions whose keys are out of the visible area of the screen. The key of the function that is currently configured is displayed with ◤ in the upper left corner. By pressing [Original Setting/Store File] ▶ [Store File], you can store the data scanned using the copy function.

8. **[Job History/Recommended Settings]**

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

How to Use the Copy Screen (No Scrolling Screen)

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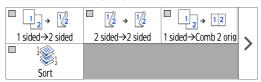
   Press a key to select the function to assign to the key. The keys with assigned functions are displayed in yellow.

   To see the display area in the illustration below, press ⟩ or flick to the left or right.

2. **[Interrupt]**

   Interrupt a copy job in progress to copy a different original.

3. **[Reset]**

   Reset the settings configured on the Copy screen.

4. **Preview of the current setting status**

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

5. **[Preview]**

   Press to check a preview (a finished image) of the current settings on the screen before copying.

   Checking a Preview Before Copying

6. **[Start]**

   Press to perform copying.

7. **Other keys for Copy function**

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

8. **[Original Setting/Store File]**

   Press to configure the settings, such as the original type and original orientation. Also, from [Store File], you can store the data scanned using the copy function.

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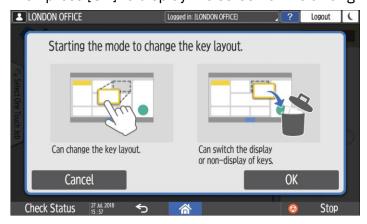
   You can see the preset settings in the machine or the job history. When user authentication is configured, display the history of the executed jobs for each authenticated user. When selecting a job history, its settings are displayed on the current Copy screen. You can use the same settings as a previous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

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

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

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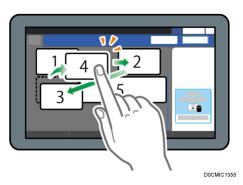
Switching to change the key layout mode

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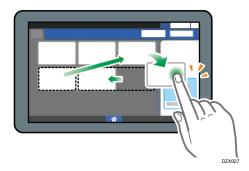
Changing the key layout

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

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Hiding a key

Press and hold the key to hide, drag it to "Hide the Keys", and then press [OK].
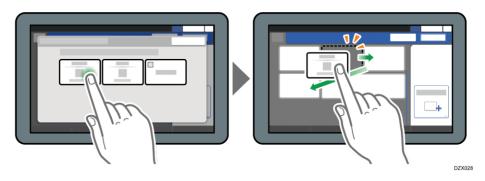
DZX027

Displaying a hidden key

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

DZX028
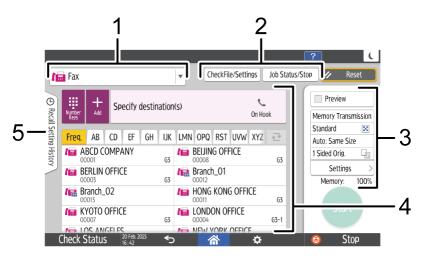
Confirming the initial placement of the keys

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

Resetting the key layout to the default

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

How to Use the Fax Screen

1. **Destination type selection** Switch the destination type between [Fax] (including IP-Fax), [Internet Fax], [Email] and [Folder]. The items displayed in the address book and destination entry screen for manual entry change also when you switch the destination type.

2. **Transmission/reception information confirmation/settings**

   Browse and print the received documents that are stored in the memory or on the internal storage of the machine. You can also browse and print the transmission and reception history.

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You can also switch the reception modes or configure the settings regarding the received documents.

3. **Transmission settings**

   You can specify the additional features to use when sending a fax, configure the scan settings appropriately for the original to scan, and display a preview before sending the fax. You can specify four commonly used settings, such as switching transmission modes, that you can set from the shortcut keys without opening the [Send Settings] screen. You can also check the settings that are currently specified and the remaining amount of memory. You can send a document stored on the machine as a fax by [Select Stored File].

4. **Destination specification**

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

   Press [+ add] to perform the following operations:

   - Specifying a destination by using various other methods such as by entering manually or selecting from the history.
   - Registering a destination in the address book.
   - Editing the registered destination in the address book.
   - Storing the fax transmission file on the machine.

5. **Job history**

   Job history of the executed jobs is displayed. When user authentication is set, the job history of each authenticated user is displayed. When you select a job history, the setting will be applied on the current Fax screen. This feature is convenient when you are using the same setting repeatedly.
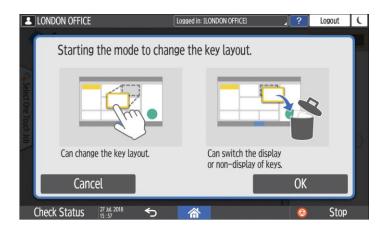
Customizing the Send Settings Screen for Fax

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

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

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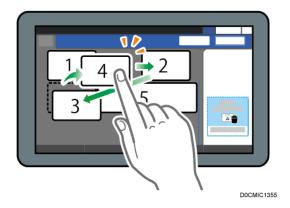
Long-press any key and press [OK] on the screen below to switch to the key sorting mode and enable changing of the key layout.

Changing the key layout

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

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Hiding a key

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

DZX027

Displaying a hidden key

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

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Confirming the initial placement of the keys

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

Resetting the key layout to the default
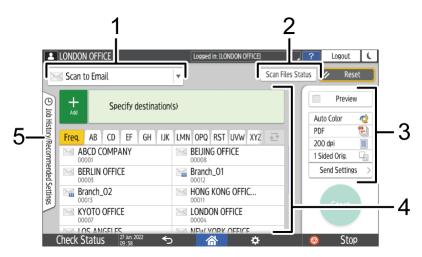
Press [Menu] (⚙) ▶ [Change Key Layout] ▶ [Reset Layout] ▶ [Restore] on the [Send Settings] screen.

How to Use the Scanner Screen

1. **Destination type selection**

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

2. **Scan Files Status**

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

3. **Transmission settings**

   You can specify the scan settings according to the type of document to scan and the purpose of the scanned data, and display a preview before sending the data. You can

specify four commonly used settings, such as selecting the type of the original, that you can set from the shortcut keys without opening the [Send Settings] screen. You can send a document stored on the machine by using the scanner function by [Select Stored File].

4. **Destination specification**

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

   Press [+ Add] to perform the following operations:

   - Specifying a destination by using various other methods such as by entering manually or selecting from the history.
   - Registering a destination in the address book.
   - Editing the registered destination in the address book.
   - Using the scanner function to store scanned documents on the machine.

5. **Job History/Recommended Settings**

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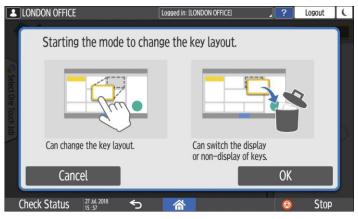
Customizing the Send Settings Screen for Scanner

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

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

Switching to change the key layout mode

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

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Changing the key layout

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

D0CMIC1355

Hiding a key

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

DZX027

Displaying a hidden key

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

DZX028

Confirming the initial placement of the keys

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

Resetting the key layout to the default

Press [Menu] (⚙) ▶ [Change Key Layout] ▶ [Reset Layout] ▶ [Restore] on the [Send Settings] screen.

How to Use the Document Server Screen

In the [Document Server] screen, you can store the documents in the machine by scanning them.

Scanned documents are stored in a folder on the document server. You can print and confirm the details of stored documents.

See "How to Use Document Server", User Guide in English.
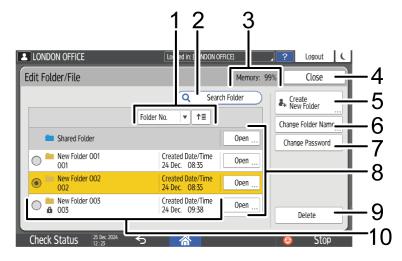
⭐**Important**

- • **Documents stored in the document server are deleted after three days (72 hours) in the factory-default configuration. Change the settings in [Auto Delete File in Document Server] to change the period until documents are deleted or to specify not to delete documents automatically.**

   See "Changing the Storage Period of Document Server or Specifying an Indefinite Period", User Guide in English.

Folder List Screen of Document Server

The scanned documents are stored in the document server, and they are organized in folders.

To display a list of folders on screen, press [Edit Folder/File] on the [Document Server] screen.

1. **Sort keys**

    Press to sort the folders by [Folder No.], [Folder Name], or [Date/Time].

    Press the same sort key again to switch between ascending and descending order.

2. **Search key**

    Press to search for the folder.

3. **Status of the document server**

    Shows the amount of memory available on the document server.

4. **[Close]**

   Press to close the [Edit Folder/File] screen.

5. **[Create New Folder]**

   Press to create a new folder.

6. **[Change Folder Name]**

   Press to rename a folder.

7. **[Change Password]**

   Press to set or change the password for the folder.

8. **[Open]**

   Press to display the documents stored in the folder.

9. **[Delete]**

   Press to delete a folder. The documents stored in the folder are deleted.
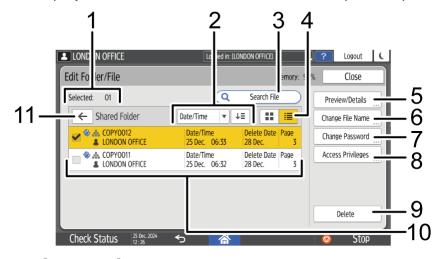
10. **Folders in the document server**

    Shows a list of folders registered in the document server.

    🔒 indicates folders that are protected by a password.

File List Screen of Document Server

To display a list of documents stored in a folder, press [Open] on the folder list screen.

1. **[Selected:]**

   Shows the number of selected documents.

2. **Sort keys**

   Press to sort the documents by [Date/Time], [User Name], or [File Name].

   Press the same sort key again to switch between ascending and descending order.

3. **Search key**

   Press to search for the document.

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4. **Display selector**

   Press to switch between the list and thumbnail displays.

5. **[Preview/Details]**

   Press to preview the document or confirm details, such as file size.

6. **[Change File Name]**

   Press to rename the document.

7. **[Change Password]**

   Press to set or change the password for the document.

8. **[Access Privileges]**

   Press to set or change the access privilege for the document. Depending on the user authentication settings, [Change User Name] is displayed here. In this case, you can set or change the user name for the document by pressing [Change User Name].

9. **[Delete]**

   Press to delete the document.

10. **Documents in the folder**

    Shows a list of files that are stored in the folder.

    🔒 indicates documents that are protected by a password.

    The icons have the meanings below.

Icon	Meaning
📄	Document scanned on the copier screen or document server screen
🖨	Document sent by the printer
📠	Document sent by the fax
⦿	Document scanned by specifying the color mode to [Full Color]
⦿	Document scanned by specifying the color mode to [Black & White]
🔒	Document protected by a password

11. **[Back] key**

    Press to go back to the folder list screen.

User Authentication

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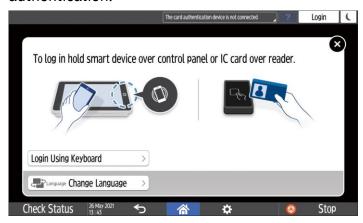
When the machine is configured by the administrator to restrict use by unauthorized users, you must authenticate your login information before starting the operation.

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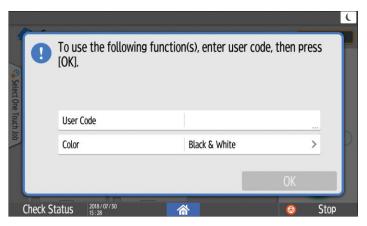
- When Basic Authentication, Windows Authentication, or LDAP Authentication is configured on the machine, enter the user name and password for authentication to log in to the machine before starting operation.

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

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

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

Note
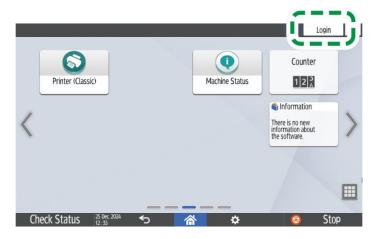
- If the machine is not used for a specified period, the user is automatically logged out (Auto Logout). The default setting for Auto Logout is 3 minutes. The period of Auto Logout can be changed by [Auto Logout Timer] of [System Settings] or the Auto Logout setting can be disabled.

  See "Date/Time/Timer", User Guide in English.

- When the machine availability time specified in [Time Settings Allowing Operating Machine by Logging in] has passed, the user is automatically logged out even if the period of Auto Logout specified in [Auto Logout Timer] has not passed yet.

- Ask the administrator, or the custom-privileges administrator that has equal privileges, for a login user name, login password, and user code.

  page 425 "Verifying Users to Operate the Machine (User Authentication)"
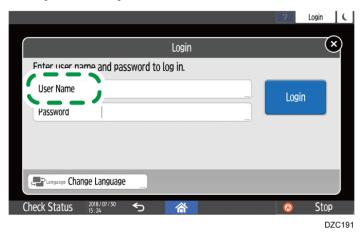
Logging In by Entering the User Name and Password

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

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

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2. Press [User Name].

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3. Enter the login user name, and then press [Done].

4. Press [Password].

5. Enter the login password, and then press [Done].

6. Press [Login].

⬇**Note**

- If an incorrect password is entered a specified number of times, login with the same name is disabled (Lockout Function). The default setting for unsuccessful attempts before a user is locked out is five. If the user is locked out, the administrator must release the lockout.

- To log out from the machine, press [Logout] at the top right on the screen, and then press [OK].

Logging In Using an IC Card

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

1. Hold an IC card over the IC card reader.

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

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

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

↓Note

- To log out, hold the IC card over the IC card reader or press [Logout] at the top right on the screen.

- If another user holds the IC card over the IC card reader while you are still logged in, you are automatically logged out and the new user logs in.

Logging In Using a Mobile Device

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

1. Enable the Bluetooth function on your mobile device.

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

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

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3. Press [NEXT].

4. Display the login screen on the control panel of the machine, and hold the mobile device over the touch mark.

↓**Note**
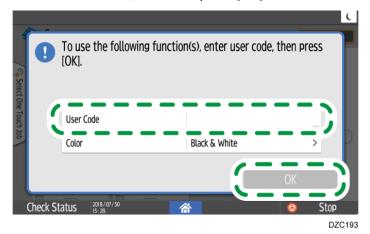
- To log out from the machine, hold the mobile device over the touch mark on the control panel or press [Logout] at the top right on the screen.

- If another user holds a mobile device over the touch mark while you are still logged in, you are automatically logged out and the new user logs in.

Authenticating Using the User Code

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

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

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↓**Note**

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

Changing the Login Password by Using the Control Panel

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

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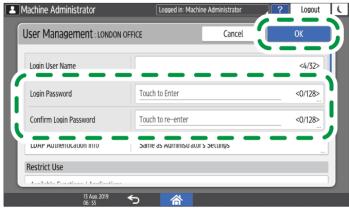
- Uppercase letters: A to Z (26 characters)
- Lowercase letters: a to z (26 characters)
- Numbers: 0 to 9 (10 characters)
- Symbols: (space) ! " # $ % & ' ( ) * + , − . / : ; < = > ? @ [\ ] ^ _ ` { | } ~ (33 characters)

1. Log in to the machine.
2. Press [Address Book] on the Home screen.

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

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

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You can enter up to 128 characters.

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6. Press [OK] twice.

7. After completing the procedure, press [Home] (⌂).

8. When a message prompting you to back up the address book appears on the screen, press [Go to Backup] to back up the address book.

   - If a message prompting you to contact the administrator to back up the address book appears on the screen, ask the administrator to back up the address book.

   - If you select [Close], you can close the address book without backing up and go back to the Home screen.

   See "Making a Backup or Restoring the Address Book", User Guide in English.
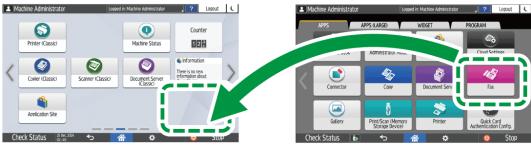
Customization of the Machine Settings

Adding a Frequently Used Application or Widget to the Home Screen

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

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

Note

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

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Adding an Icon/Widget to the Home Screen

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

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

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

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

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

Moving or Deleting Icons and Widgets

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

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

- When you delete a shortcut icon of a function or program from the Home screen, the function or program is not deleted.

- To reset the Home screen, perform the following procedure.

    1. Press [Menu] (⚙) on the bottom center of the Home screen.

    2. Press [Reset Home Screen], and then press [OK].

Creating a Folder to Organize Icons

1. Press and hold a spot on the Home screen where you want to create a folder.

2. When the "Add to Home Screen" screen is displayed, press [Folder].

DZC188
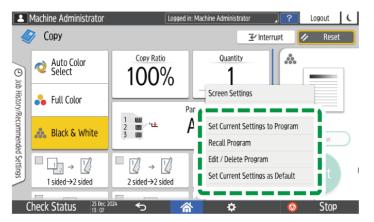
3. Open the created folder, press and hold its title, and then change the folder name.

    You can enter up to 30 characters for a folder name.

4. Drag the icon and release it over the folder.

Registering/Changing/Deleting a Program that is Component of Frequently Used Settings

You can register a "program" made of a combination of the functions used in the Copy, Fax, Scanner, or Document Server, such as the scan setting, output setting, and address.

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

1. Introduction and Basic Operations

- When you press the icon of a program on the Home screen, the machine applies the settings and performs the function registered in the program automatically.

- You can register the following number of items as programs.

  - Copy: 25 items

  - Fax: 100 items

  - Scanner: 100 items

  - Document Server: 25 items

You can prohibit users other than the machine administrator, or a custom-privileges administrator that has equal privileges, from registering a program.

See "Specifying Menu Protect", User Guide in English.

Note

- You cannot register the following settings as a program:

  - Copy

    Orientation of [2 Sided/Combine]

  - Fax

    [Subject], [Sender]

  - Scanner

    [Sender], [PDF Security Settings], Start Number

  - Document Server

    [Print Specified Page] settings

- When you register a program that includes a destination, set [Program Setting for Destinations] of [Scanner Settings] to [Include Destinations].

  See "Address Book Settings", User Guide in English.

- When [Program Setting for Destinations] of [Scanner Settings] is set to [Exclude Destinations], the destination registered on the recalled program in the scanner function is not displayed.

- A folder destination with a destination protection code cannot be registered on a program of the scanner function.

Registering Settings as a Program

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

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

   If the icon is not displayed on the Home screen, add the icon from the application list screen.
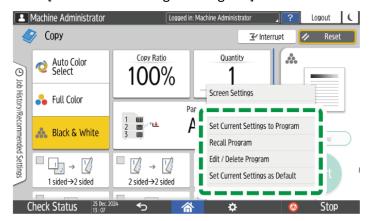
   page 71 "Adding a Frequently Used Application or Widget to the Home Screen"

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

   When using the Document Server, specify the settings on the [Print Settings] screen. To display the [Print Settings] screen, select the document to print on the [Print File] screen, and then press [Print Settings].

3. Press [Menu] (⚙).

4. Press [Set Current Settings to Program].

   If you selected [Document Server] in Step 1, press [Reg. Current Settings to Program].

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5. Press a program number to register the settings.

6. Enter a program name and select an icon.

7. Press [OK].

   If you selected [Document Server] in Step 1, press [OK] twice, and then complete the procedure.

8. Press [OK].

   The selected icon is displayed on the Home screen.

   Even if you select [Cancel], you can add shortcuts to the program to the Home screen after the program registration is complete.

   Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.

9. Press [Exit].

Changing the Contents of the Program
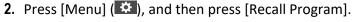
You can change a part of the program and overwrite it or change the contents and register them as a new program.
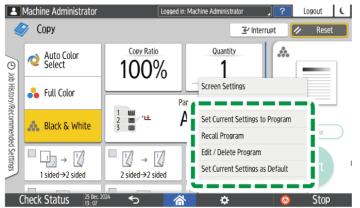
1. On the Home screen, press [Copy], [Fax], [Scanner], or [Document Server].

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

   page 71 "Adding a Frequently Used Application or Widget to the Home Screen"

   When using the Document Server, select the document to print on the [Print File] screen, and then press [Print Settings] to display the [Print Settings] screen.

2. Press [Menu] (⚙), and then press [Recall Program].
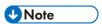
3. Press the program number to be changed.

4. Change the scan and output settings.

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

If you selected [Document Server] in Step 1, press [Reg. Current Settings to Program].

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

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

  If you selected [Document Server] in Step 1, select the number of the loaded program, and then press [Register] on the message appears.

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

7. Enter a program name and select an icon.

8. Press [OK].

If you selected [Document Server] in Step 1, press [OK] twice, and then complete the procedure.

9. Press [OK].

Even if you select [Cancel], you can add shortcuts to the program to the Home screen after changing the settings of the program is complete.

10. Press [Exit].

⬇ **Note**

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

- Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.

Placing an Original and Loading Paper

1

Placing an Original on the Exposure Glass
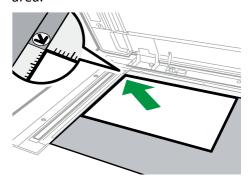
Use the exposure glass to scan originals that cannot be placed in the auto document feeder (ADF), such as books and license cards.

⚠CAUTION

- When lowering the ADF, do not place your hands on the hinges and exposure glass. Your hands or fingers are caught, which can result in injury.
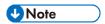
⭐Important

- **Do not lift the ADF forcefully. The cover of the ADF might open and cause injury. The ADF, or its hinges may also become damaged.**

1. Lift the ADF or the exposure glass cover.

   Lift the ADF by more than 30 degrees to detect the document size automatically when placing an original on the exposure glass.

2. Place the original face down and aligned to the mark on the upper left corner of the scan area.
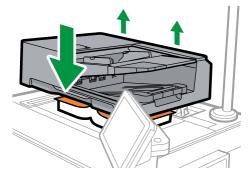
   page 543 "Recommended Original Size and Weight"

   page 545 "Sizes Detectable with Auto Paper Select "

3. Lower the ADF or the exposure glass cover.

⬇Note
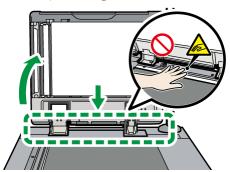
- When you place a thick book or three-dimensional original on the exposure glass and lower the ADF, the back side of the ADF rises up to accommodate the original.

- Do not open or close the ADF with your hands placed in the space between the ADF and exposure glass.
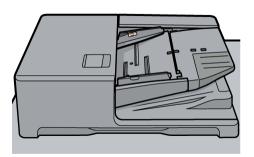
Placing an Original in the Auto Document Feeder (ADF)

The ADF automatically scans multiple sheets of originals or two-sided originals at one time.

One-pass duplex scanning ADF

When scanning a two-sided original, the machine scans the front and back sides of the two-sided original at one time.

- For details about the sizes of originals that you can place in the ADF, see the following:

page 543 "Recommended Original Size and Weight"

page 545 "Sizes Detectable with Auto Paper Select "

- If the originals described below are placed in the ADF, it may cause misfeeds, white lines, black lines, or skewed images, or result in damage to the originals. Place these originals on the exposure glass.

  - Stapled or clipped originals

  - Perforated or torn originals

  - Curled, folded, or creased originals

  - Pasted originals

  - Originals with adhesive tape, glue or paste stuck to them

1

- Originals with any kind of coating, such as thermal paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Bound originals such as books
- Transparent originals such as transparencies or translucent paper

  page 78 "Placing an Original on the Exposure Glass"

- When loading an original written by pencil on the ADF, the original may be dirty from by being scraped.
- Correct an original that tends to curl before setting on the machine.
- Fan sheets before loading so that multiple originals do not stick to each other and are not fed at the same time. If the edge of the paper is not cut well, the edges of the paper curl back, forming what are called burrs. Before you set originals with burrs, fan the originals carefully.
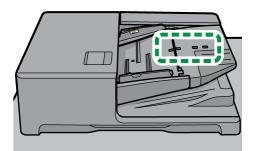
- Do not set an original that is wet with correcting fluid or ink. The scanning glass will be stained and the stain will be scanned with the original.
- When the page keeper is attached, the machine detects originals that double-feed. However, the following types of originals may not be scanned correctly.
  - Folded, damaged, or torn originals
  - Perforated originals
  - Completely stuck originals
  - Originals with perforated lines
  - Originals that are partially divided in two
  - Originals with sticky notes, paper tape, or other things, on them
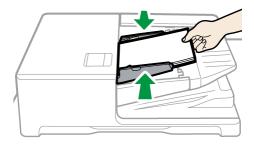
Placing Originals in the One-pass Duplex Scanning ADF

⭐ Important

- **Do not block the sensors with your hand. Be sure to load the originals neatly and do not push them into the ADF forcibly. It may cause paper misfeeds or paper size error.**

- **Do not add originals while other originals are being fed.**

- **If you want to add the originals to the bottom of the original stack on the ADF, remove the originals temporarily to add the new originals, and then reload the combined stack of originals.**

1. Adjust the paper guides to the size of the originals.

2. Place the aligned originals squarely face up and place them all the way straight into the one-pass duplex scanning ADF.

   Place the originals with the first page facing up.
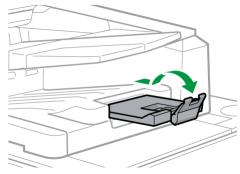
   Fan sheets before loading so that multiple originals do not stick to each other and are not fed at once. If the edge of the paper is not cut well, the edges of the paper curl back, forming what are called burrs. Before you set originals with burrs, fan the originals carefully.

   Do not stack the originals beyond the limit mark.

1

📥**Note**
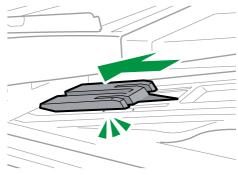
- When you place originals that have different widths at the same time (Mixed Sizes), adjust the original guide to the largest original, and place the smaller originals to align to the fence on the back side.

- To scan originals larger than B4 JIS or $8^1/_2 \times 14$ size, pull out the ADF's extender on the original output tray, and then raise the stopper.

- When you place an original that has a side that is shorter than 128 mm (5.04 inches), place the original in landscape (▭) orientation.

- When using the one-pass duplex scanning ADF to scan originals with a paper weight of less than 40.7g/㎡ (approx. 11 lb. Bond) ,move the slide tray on the original output tray to the left side. When the slide tray of the one-pass duplex scanning ADF is set to the left, the amount of output paper will be low. After scanning the thin originals, return the slide tray to the previous position.
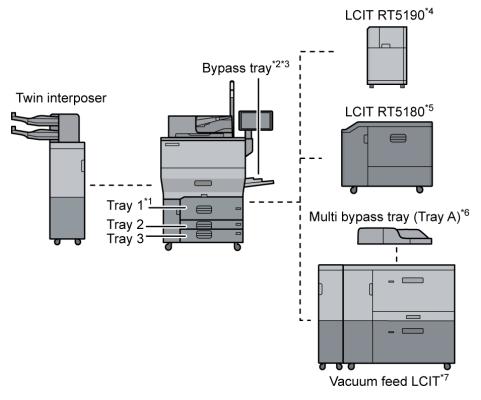
Loading Paper into the Paper Tray

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.
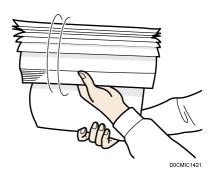
*1 The A3/11 × 17 tray unit can be attached.

*2 The multi bypass banner sheet tray can be attached.

*3 This is unavailable if the vacuum feed LCIT is attached.

*4 The extension unit of LCIT RT5190 can be attached.

*5 The A3 LCIT banner tray can be attached.

*6 The banner sheet tray of multi bypass tray (Tray A) can be attached.

*7 The vacuum feed banner sheet tray can be attached.

• Before loading paper into a tray, check the paper size and type that can be loaded in the tray, and confirm the paper size that is automatically detected.

• When loading paper of a size that is not automatically detected, specify the paper size in [Tray Paper Settings].

1

- Check the paper setting before printing. If the paper differs from the paper setting, a mismatch error will occur when you print.

- Straighten curled or warped paper before loading.

- 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.

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.

- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, thin paper may wrinkle, or the paper may misfeed.

- You may hear the sound of rubbing paper. This is not a malfunction.

- Do not stack paper over the limit mark.
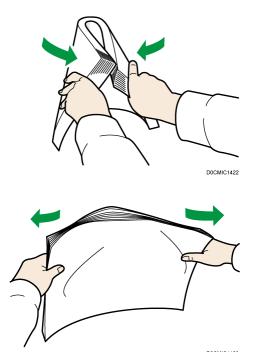
Fanning the Paper

⭐Important
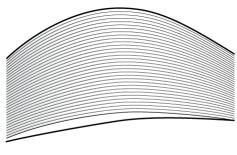
- **If you load coated paper, label paper, transparencies, or thick paper of 150.1–360.0 g/m^2 (55.1 lb. Cover–198.0 lb. Index), it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly. If the machine feeds several sheets of paper together or it does not feed paper, fan paper and load it again.**

1. Loosen the stack by riffling the sheets.

D0CMIC1421

2. Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.

D0CMIC1422

D0CMIC1423
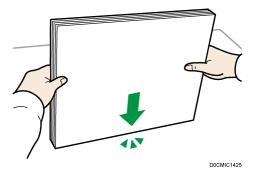
3. Make sure there is space between the sheets.

D0CMIC1424

4. Hold the stack of paper in both hands and tap the long and short edges of the paper against a flat surface to align them.

D0CMIC1425

Loading Paper into Tray 1

⊕Region A(mainly Europe and Asia)
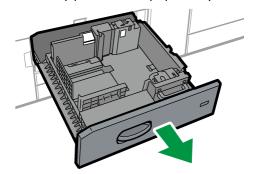
Tray 1 can hold A4⊐ paper only. If you want to print on $8^1/_2 \times 11$⊐ from Tray 1, contact your service representative.

⊕Region B(mainly North America)

Tray 1 can hold $8^1/_2 \times 11$⊐ paper only. If you want to print on A4⊐ from Tray 1, contact your service representative.

⭐Important

- **When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. Do not pull out Tray 1 while the tray is moving paper; wait until sounds stop coming from the tray.**

1. Carefully pull out the paper tray until it stops.

2. Square the paper and load it print side down.

   When you load paper into the right side of the tray, load the paper so its right edge is flush against the right side of the tray.
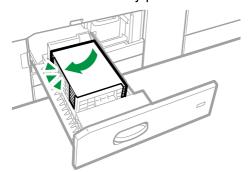
   When you load paper into the left side of the tray, load the paper so its left edge is flush against the left side of the tray.

   When loading paper in the left side of the tray, load at least 30 sheets.
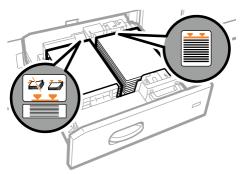
   - Whole tray pulled out

- Left half of the tray pulled out

Do not stack paper over the limit mark. Doing so will cause the machine to malfunction.

3. Carefully push the paper tray fully in.

4. Specify the paper settings.

↓Note

- You can load paper even if Tray 1 is in use. It is okay to pull out the left half of the tray while Tray 1 is in use.

Loading Paper into the A3/11 × 17 Tray Unit

🌐Region **A** (mainly Europe and Asia)
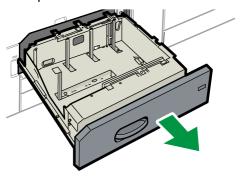
If you attach the A3/11 × 17 tray unit to Tray 1, it will hold A3⊡ paper only. If you want to print on A4⊡⊡, B4 JIS⊡, 11 × 17⊡, $8^1/_2$ × 14⊡, or $8^1/_2$ × 11⊡⊡, contact your service representative.

🌐Region **B** (mainly North America)

A3/11 × 17 tray unit can hold 11 × 17⊡ paper only. If you want to print on A3⊡, A4⊡ ⊡, B4 JIS⊡, $8^1/_2$ × 14⊡, or $8^1/_2$ × 11⊡⊡, contact your service representative.

⭐Important
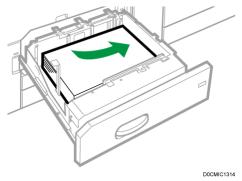
- **Check that the paper edges are aligned at the right side.**

1

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

2. Square the paper and load it print side down.

   Do not stack paper over the limit mark.

   D0CMIC1314

3. Carefully push the paper tray fully in.

4. Specify the paper settings.

Loading Paper into Trays 2 and 3

Each paper tray is loaded in the same way. In the following example procedure, paper is loaded into Tray 2.

To use coated paper, the optional feed roller unit is required.
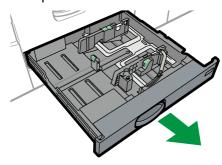
⭐Important

- **If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.**

- **When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–65.9 g/m^2 (14.0–17.9 lb. Bond), it may wrinkle.**
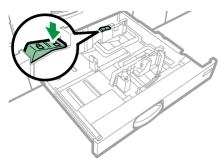
- **Do not stack paper over the limit mark. If you load paper over the limit mark, the printed images may become slanted or a paper jam may occur.**

Paper   Envelope

D0CPIC1372

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.
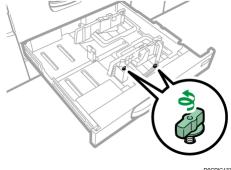
2. Remove paper if loaded.

3. Release the lock on the side fence.
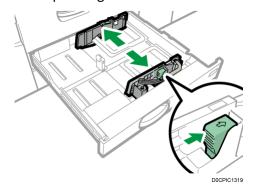
D0CPIC1316

4. Loosen the screws holding the side fences in position.

D0CPIC1370

1
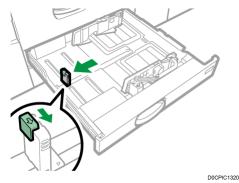
5. While pressing down the release lever of the side fence, slide the side fences outward.

D0CPIC1319
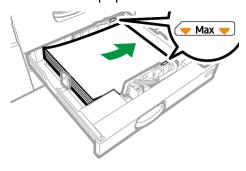
6. While pinching the release lever of the end fence, slide the end fence outward.

D0CPIC1320

7. Square the paper and load it print side down.

   Check that the paper edges are aligned at the right side.

   Do not stack paper over the limit mark. Doing so may cause a malfunction.

   ▼ Max ▼
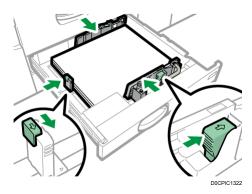
   D0CPIC1321

8. Align the end and side fences gently against the paper you loaded.
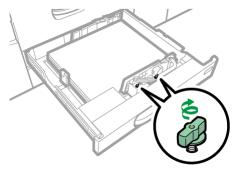
   Check that the paper edges are aligned at the front side.

   Make sure that there is no space between the paper and the side fences or end fence.

   When loading thin paper, keep the gap between the paper and each side fence within 0.5 mm. If the gap is too wide, creases may occur.

D0CPIC1322
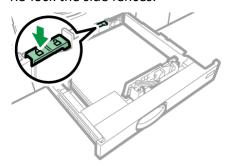
9. Turn the screws slowly to fasten it in place.

D0CPIC1371

10. Re-lock the side fences.

D0CPIC1323

11. Carefully push the paper tray fully in.

12. Specify the paper settings.

page 215 "Overview of Paper Settings"
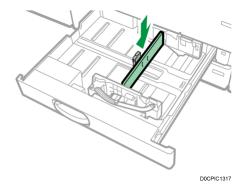
⬇Note

- You can load envelopes in Trays 2 and 3. When loading envelopes, place them in the correct orientation.

page 536 "Envelope Orientation and Recommended Status"
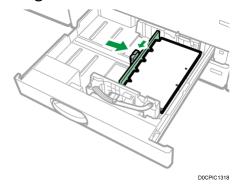
Loading Tab Stock into Trays 2 and 3

- When loading tab stock, always use the optional tab sheet holder.

1

D0CPIC1317

- Load tab stock so that the side with the tab faces the tab sheet holder.

- Pressing the release lever, adjust the end fence position so that the tab sheet holder fits against the tab stock.

D0CPIC1318

Specify the paper settings before you start printing.
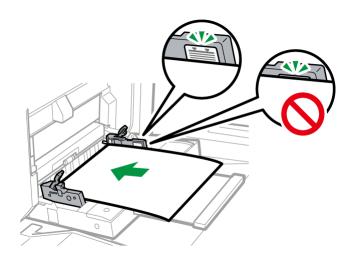
Loading Paper into the Bypass Tray

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

The maximum number of sheets you can load at the same time depends on paper type.

⭐**Important**
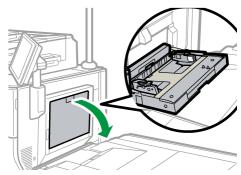
- **Do not stack paper over the limit mark. If you load paper over the limit mark, the print image may be slanted or the paper may be jammed.**

1. Open the bypass tray.

Pull the extender out when loading paper whose size is larger than A4⊐ or $8^1/_2$ × 11⊐.

2. Release the locks on both of the paper guides.

3. Insert the paper print side up as far as it will go into the machine.

   Fan sheets before loading so that multiple sheets of paper do not stick to each other and are not fed at once.

   Check that the paper edges are aligned at the left side.

   When loading envelopes or letterhead paper, confirm the orientation, face and back, or location of flaps.
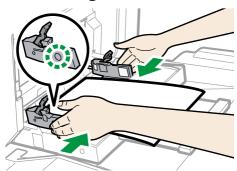
   page 536 "Envelope Orientation and Recommended Status"

   page 540 "Loading Orientation-fixed Paper or Two-sided Paper"

4. Put your fingers on the dimples on the front and rear paper guides and align the paper guides to the paper size.

Check that the paper edges are aligned at the front side.

If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

5. While holding the paper guides with your hands, lock both of the paper guides again.

Make sure that the total of the gaps between the paper and the front and rear paper guides does not exceed 0.75 mm (0.03 inches).

6. Specify the paper settings.

page 215 "Overview of Paper Settings"

Note
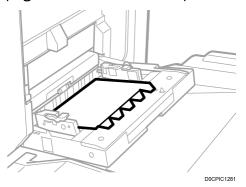
- To load paper on the bypass tray, it is better to orient it in the direction of ⬒.
- Certain types of paper might not be detected properly when placed on the bypass tray. If this happens, remove the paper and place it on the bypass tray again.
- You do not need to pull the extender out if the A3 LCIT banner tray is installed.
- To load paper whose horizontal length is longer than 487.7 mm (19.20 inches), the multi bypass banner sheet tray or A3 LCIT banner tray is needed.

Loading Tab Stock into the Bypass Tray

When loading tab stock, load tab stock so the tabs face to the right.

Specify the paper settings before you start printing.

1

page 215 "Overview of Paper Settings"

D0CPIC1281

Loading Paper into the Multi Bypass Banner Sheet Tray

The multi bypass banner sheet tray can be attached to the bypass tray. This allows you to load paper having a horizontal dimension of 487.8 mm (19.21 inches) or greater in the bypass tray.

1. Pull out the multi bypass banner sheet tray.

D0CPIC1400
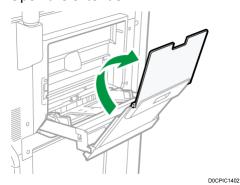
2. After pulling out the multi bypass banner sheet tray, lift it until it clicks.

   Raise the multi bypass banner sheet tray until it is at an angle of about 60 degrees with the floor.

D0CPIC1401

3. Open the extender.

D0CPIC1402
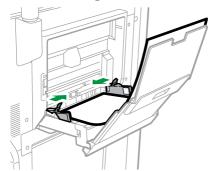
4. Release the locks on both of the paper guides.

Move the paper guides in the same way as when loading paper in the bypass tray.

page 92 "Loading Paper into the Bypass Tray "

5. Insert the paper print side up as far as it will go into the machine.

6. Put your fingers on the dimples on the front and rear paper guides and align the paper guides to the paper size.

If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

7. While holding the paper guides with your hands, lock both of the paper guides again.
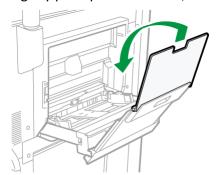
Make sure that the total of the gaps between the paper and the front and rear paper guides does not exceed 0.75 mm (0.03 inches).

8. Specify the paper settings.
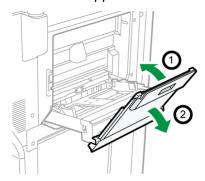
page 215 "Overview of Paper Settings"

Closing the Multi Bypass Banner Sheet Tray
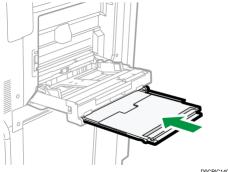
1. Lightly pull up the extender, and then fold it into the machine.

D0CPIC1404

2. Raise the multi bypass banner sheet tray towards the machine until it clicks, and then tilt it to the opposite side.

D0CPIC1405

3. Push the multi bypass banner sheet tray into its original position.

D0CPIC1406

Loading Paper into the A3 LCIT Banner Tray
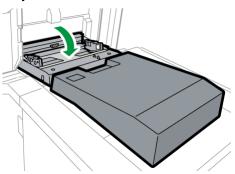
The A3 LCIT banner tray can be attached to LCIT RT5180. This allows you to load paper having a horizontal dimension of 487.8 mm (19.21 inches) or greater in the bypass tray.

⚠ CAUTION

- When you open the bypass tray when A3 LCIT banner tray is installed, do not put your hands on the front side and the back side of the place indicated by the label of the A3 LCIT banner tray. Otherwise, your fingers might be caught, resulting in injury.

1

1. Open the bypass tray.

    Be careful not to get your hand caught between the bypass tray and A3 LCIT banner tray.
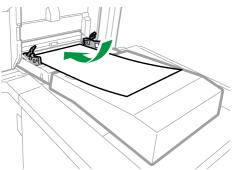
2. Release the locks on both of the paper guides.

    Move the paper guides in the same way as when loading paper in the bypass tray.

    page 92 "Loading Paper into the Bypass Tray "

3. Insert the paper print side up as far as it will go into the machine.

    To load paper on the A3 LCIT banner tray, load it over the joint line of the bypass tray and the banner sheet guide tray.

4. Put your fingers on the dimples on the front and rear paper guides and align the paper guides to the paper size.

    If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

5. While holding the paper guides with your hands, lock both of the paper guides again.

    Make sure that the total of the gaps between the paper and the front and rear paper guides does not exceed 0.75 mm (0.03 inches).

6. Specify the paper settings.

    page 215 "Overview of Paper Settings"

Loading Paper into the Multi Bypass Tray (Tray A)

⭐Important
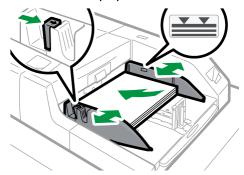
- **The maximum number of sheets you can load at the same time depends on paper type. Do not stack paper over the limit mark. If you load paper over the**
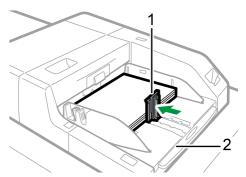
limit mark, the printed images may become slanted or a paper jam may occur. For details about the maximum number of sheets you can load for each paper type, see the following:

page 507 "Recommended Paper Sizes and Types"

- **Check the paper edges are aligned at the left side.**
- **When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0 g/m² (14.0–16.9 lb. Bond), it may wrinkle.**

1. Set the side fences to the paper size, and then square the paper and load it print side up.

   Do not stack paper over the limit mark.
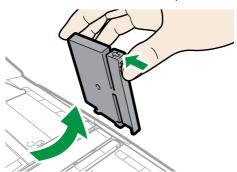
2. Set the end fence.
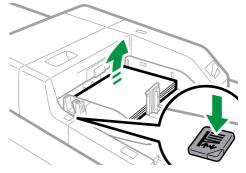
   1. **End fence**
   2. **Extender**

   To remove the end fence, slide it to the right by pressing the stopper down.

1

3. Press the elevator switch on the multi bypass tray (Tray A).

The lamp of the elevator switch is blinking while the tray is going up, and keeps lit when it stops.

Press the elevator switch to move down the tray if you want to either add paper or remove jammed ones.

4. Specify the paper settings.

🔽Note
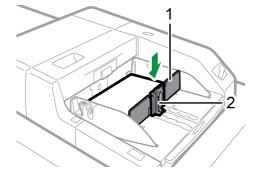
- Pull the extender out when loading A4▱, $8^1/_2$ × 11▱ or larger sheets in the multi bypass tray (Tray A).
- Letterhead paper must be loaded in a specific orientation.

- You can load envelopes into the multi bypass tray (Tray A). Envelopes must be loaded in a specific orientation.

- Specify the sizes of paper that are not automatically detected.

Loading tab stock into the Multi Bypass Tray (Tray A)

When setting tab stock, always use the tab fence. Tabs must be set at the right side of the multi bypass tray (Tray A).

Specify the paper settings before you start printing.

1. **Tab fence**

2. **End fence**

Loading Paper into the LCIT RT5190

🌐 **Region A** (mainly Europe and Asia)
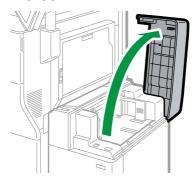
The LCIT RT5190 can hold A4▽ paper only. If you want to print on $8^1/_2 \times 11$▽ or B5 JIS ▽ from the LCIT RT5190, contact your service representative.

🌐 **Region B** (mainly North America)

The LCIT RT5190 can hold $8^1/_2 \times 11$▽ paper only. If you want to print on A4▽ or B5 JIS ▽ from the LCIT RT5190, contact your service representative.
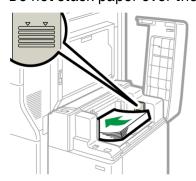
The extension unit is required to load A4▽, B4 JIS▽, $8^1/_2 \times 14$▽, or $8^1/_2 \times 11$▽.

⭐ Important

- **Check that the paper edges are aligned at the left side.**

1. Check that paper in the paper tray is not being used, and then open the top cover of the LCIT RT5190.

2. Load paper into the paper tray with the print side up.
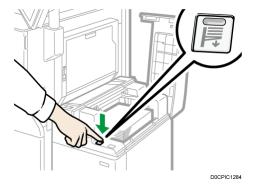
   Do not stack paper over the limit mark.

D0CPIC1283

3. Press the [Down] key.

   The key blinks while the bottom plate is moving down.

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D0CPIC1284
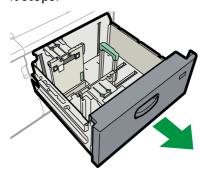
4. Load paper by repeating Steps 2 and 3.

5. Close the top cover of the LCIT RT5190.

6. Specify the paper settings.

page 215 "Overview of Paper Settings"
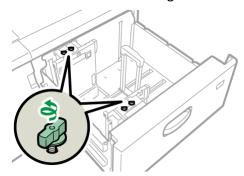
Loading Paper into the LCIT RT5180

Various sizes of paper can be loaded in the LCIT RT5180 by adjusting the positions of side fences and end fence.

⭐ **Important**
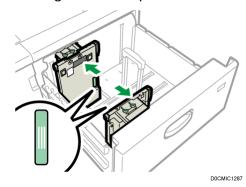
- **Check that the paper edges are aligned with the left side.**

- **When loading translucent paper, always use long grain paper, and set the paper direction according to the grain.**

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.
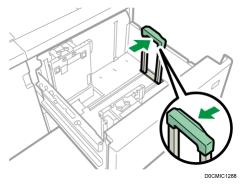
2. Remove paper if loaded.

3. Loosen the screws holding the side fences in position.

D0CMIC1286

4. Holding the labeled parts of the side fences, slide the fences outward.

D0CMIC1287

5. While pressing the release button of the end fence, slide the end fence outward.

D0CMIC1288
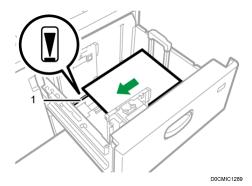
6. Load paper into the paper tray with print side up.

Load a stack of paper about 5–10 mm (0.2–0.4 inches) high, using the symbol at the bottom of the side fence as a guide.
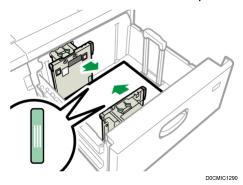
Make sure that the paper rest on top of the supporting plates on both sides.

Set the paper flush against the left fence and align the paper edges.

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D0CMIC1289
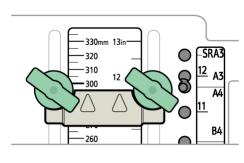
1. **Supporting plate**

7. Holding the labeled parts of the side fences, adjust the fences to the paper size.

Set the paper flush against the protrusions in the bottom of the inner side fence. Make sure that there is no space between the paper and the side fences.

D0CMIC1290
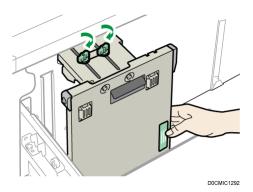
Check that the positions of the scale numbers on the top of both of the side fences are almost the same. When loading regular size paper, align the screw holes on the side fences to the paper size mark.
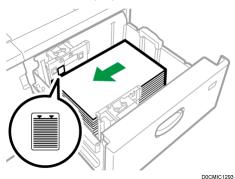
D0CMIC1291

8. Hold the inner side fence, and then tighten the screws to the inner side fence.

Fasten the front side fence in the same way.

D0CMIC1292
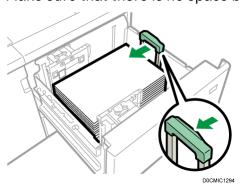
9. Load additional sheets, if necessary.

   Do not stack paper over the limit mark.

D0CMIC1293

10. While pressing the release button of the end fence, align the end fence gently against the paper you loaded.

   Make sure that there is no space between the paper and end fence.

D0CMIC1294
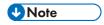
11. Carefully slide the paper tray fully in.

   If you push the paper tray too forcefully when you put it back in place, the position of the paper might change and print accuracy becomes lower.

12. Specify the paper settings.

   page 215 "Overview of Paper Settings"

⬇Note

- If you select Paper Weight 6 to 9, [Coated: High Gloss], [Coated: Glossy], [Coated: Matte], [Label Paper], or [Transparency] in [Tray Paper Settings], air is blown out automatically to fan the paper loaded in the LCIT RT5180. Fan this paper before loading it.

   page 84 "Fanning the Paper "

1
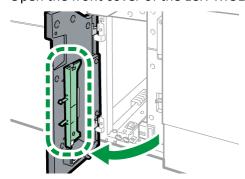
- You can load envelopes in the LCIT RT5180. When loading envelopes, place them in the correct orientation.

  page 536 "Envelope Orientation and Recommended Status"
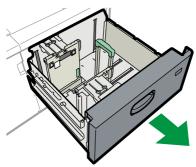
Loading Tab Stock into the LCIT RT5180

When loading tab stock, attach the tab sheet fence.
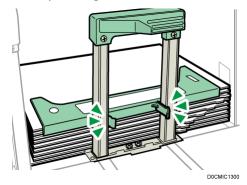
1. Open the front cover of the LCIT RT5180, and then take out the tab sheet fence.
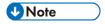
2. Close the front cover.

3. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

4. Set the side fences to the size of the tab stock to be loaded, and then load it.

5. Attach the tab sheet fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.

   D0CMIC1300

6. Carefully slide the paper tray fully in.

7. Specify the paper settings.

   page 215 "Overview of Paper Settings"

Note
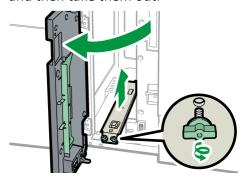
- Replace the tab sheet fence after use.
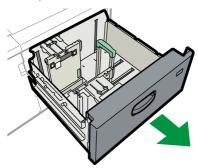
Loading Paper with a Vertical Size of 100.0 mm to 139.2 mm in the LCIT RT5180

When loading paper that is 100.0 to 139.2 mm (3.94 to 5.48 inches) in vertical length, attach the postcard side fences.

1. Open the front cover of the LCIT RT5180, remove the screws from the postcard side fences, and then take them out.

2. Close the front cover.
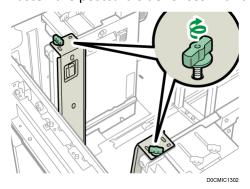
3. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

4. Fit the indentation on the bottom of the postcard side fence with the limit mark into the head of the screw on the bottom of the inner side fence.

5. Fit the hole on the top of the postcard side fence into the projection on the top of the side fence.

   Set the other postcard side fence to the front side fence in the same way.

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6. Fasten the postcard side fences with the screws.

D0CMIC1302

7. Align the end fence and side fences with the paper size to be loaded, and then load the paper.

8. Carefully slide the paper tray fully in.

9. Specify the paper settings.

page 215 "Overview of Paper Settings"

↓Note
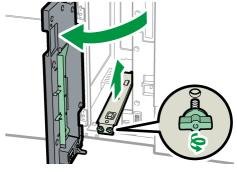
• Replace the postcard side fences after use.
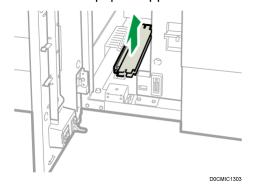
Loading B5 Vertical or Larger Paper in the LCIT RT5180

When loading paper that is B5 JIS⤵ or larger, attach the paper supports.
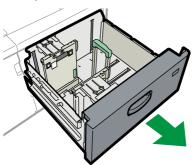
1. Open the front cover of the LCIT RT5180, remove the screws from the postcard side fences, and then take them out.
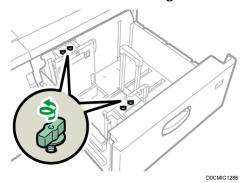
2. Take out the paper supports.

D0CMIC1303

3. Replace the postcard side fences, and then close the front cover of the LCIT RT5180.

4. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.
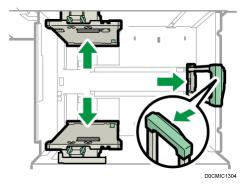
5. Loosen the screws holding the side fences in position.

D0CMIC1286
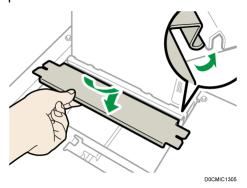
6. Slide the end fence and side fences outward.
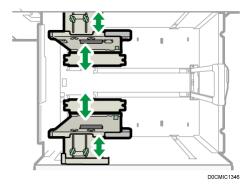
To slide the end fence, move the end fence while pressing the release button.

D0CMIC1304

7. Attach the paper supports by fitting the groove of the paper supports into the supporting plates of the fences.

D0CMIC1305

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8. Check whether the paper supports and side fences are connected by moving the side fences.

D0CMIC1346

9. Align the end fence and side fences with the paper size to be loaded, and then load the paper.

10. Carefully slide the paper tray fully in.

11. Specify the paper settings.

page 215 "Overview of Paper Settings"

⬇Note

- Replace the paper supports after use.
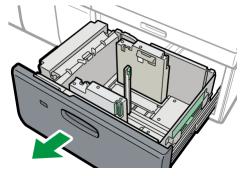
Loading Paper into the Vacuum feed LCIT

The vacuum feed LCIT is identified as Tray T1 and T2.
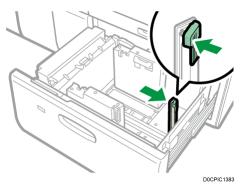
To use carbonless paper, the optional carbonless paper unit is required.

⭐Important
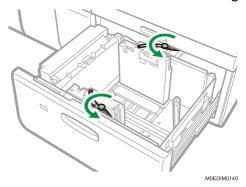
- **Check that the paper edges are aligned with the left side.**

- **Depending on the amount of paper curl, the upper limit exceeded notification may occur even if the upper limit sign is not exceeded. When the upper limit exceeded notification occurs, remove the loaded paper from the tray, and load it again.**

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.
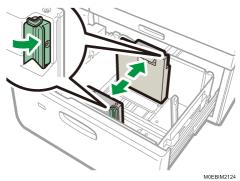
2. Remove paper if loaded.

3. Release the end fence.

D0CPIC1383

4. Loosen the screw on the arm holding the side fence in place.

M0EDIM0140

5. Release the fence.

M0EBIM2124
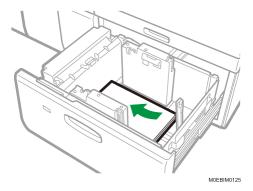
6. Load paper by aligning the paper with the left side of the paper tray.
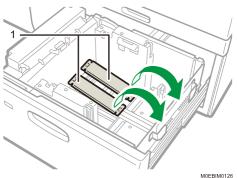
Place paper with print side up.

Load a stack of paper about 5-10 mm (0.2-0.4 inches) high.

Make sure the paper rest on top of the supporting plates on both sides.

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M0EBIM0125
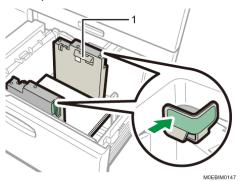
When you load paper that is 204 mm (8.04 inches) or smaller, remove the supporting plates from the bottom of the paper tray.

M0EBIM0126

1. Supporting plates
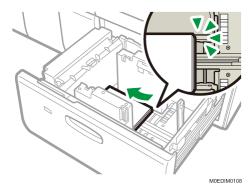
Check that the paper retainer is extended when you load paper of 220 g/m^2 (55 lb. Bond) or lower. Push on the lever on the fence to extend the paper retainer.

M0EBIM0147
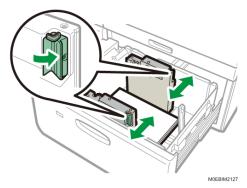
1. Paper retainer

Check that the paper retainer is retracted when you load paper of 220.1 g/m^2 (55 lb. Bond) or higher.
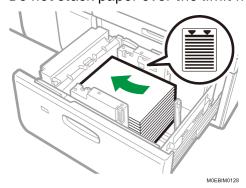
Use the paper size indicators on the bottom of the paper tray to adjust the fences the space provided by the fences is somewhat wider than the paper size. Load paper so that both sides are on the auxiliary fences.

M0EDIM0108
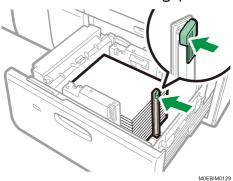
7. Take the grip of the fences with your fingers, and adjust the fences to the paper.

   Set the paper flush against the inner fence.

   Check that the scale numbers on the top of the fences are roughly the same.
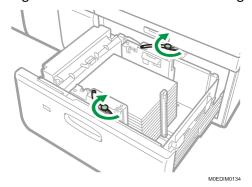
M0EBIM2127

8. Load additional sheets, if necessary.

   Do not stack paper over the limit mark.

M0EBIM0128

9. Tightly fit the fence to the loaded paper, and then re-lock the fence again.

   Make sure there are no gaps between the paper and fence.

M0EBIM0129

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10. Tighten the screw on the arm holding the side fence in place.

M0EDIM0134

11. Carefully push the paper tray fully in until it clicks.

⬇**Note**
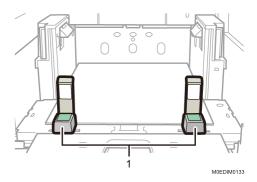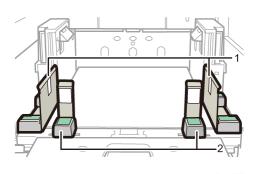
- When printing on normal paper that is 487.8 mm (19.20 inches) long or more with a thickness of Paper Weight 2 or below or coated paper with a thickness of Paper Weight 3 or below, output paper may bend in the paper output tray so that it may curl or clog in the paper output entrance. In this case, use long-grain paper. If the output paper still bends when coated long-grain paper of Paper Weight 3 or below, remove the output paper one by one or place a single sheet of paper in the shift tray then resume printing.

- After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen. To display the printer's initial screen, display the Home screen and press the [Printer (Classic)] icon.

- You can load envelopes into the vacuum feed LCIT. When loading envelopes, place them in the correct orientation.

  page 536 "Envelope Orientation and Recommended Status"

- When you load paper that is 420.0 mm (16.54 inches) or wider in the vacuum feed banner sheet tray, load it as follows:

  - Press the elevator switch to move the bottom plate down until the lamp goes out, and then open the cover and load the paper.

  - Hold the paper lengthwise and load it little by little.

  - If you load thin paper or coated paper, load it little by little. Press down on the paper while you load it so that the paper loaded in the bottom is not dragged.

  - If you load thick paper, load it little by little and align the side fence with the horizontal side of the paper.

  - Check that the paper is correctly positioned against the back of the paper feed tray and the label on which is printed the paper sizes for the paper tray.

- When you load paper that is 420.0-487.7 mm (16.5-19.2 inches) long, use two short-end fences.

M0EDIM0133

1. **Short fences**
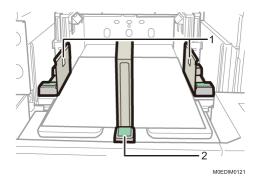
- When you load paper that is 487.8-559.9 mm (19.2-27.6 inches) long, use the two auxiliary fences and two short fences.

M0EDIM0120

1. **Auxiliary fences**
2. **Short fences**

- When you load paper that is 560.0-700.0 mm (22.0-27.6 inches) long, use the two auxiliary fences and one long-end fence.

M0EDIM0121
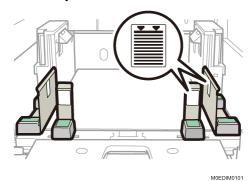
1. **Auxiliary fences**
2. **Long-end fence**

- When you load paper, load the paper and set the auxiliary side fence. Align the auxiliary side fence against the side of the paper that is higher than the side fence extension.
- Adjust the side fences according to the corresponding instructions on the label attached to the tray.

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- Load paper to the tray so it is not stacked above the upper limit signs on the auxiliary side fence and short fence.

M0EDIM0101
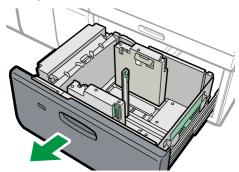
- Remove the auxiliary fences, short fences, and long fences from the machine and store them when they are not being used.
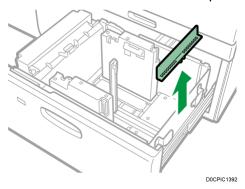
Loading Tab Stock into the Vacuum feed LCIT

When loading tab stock, attach the tab fence.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.
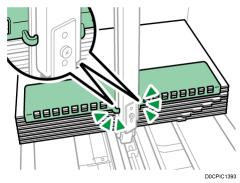
2. Take out the tab fence from the pocket on the right-hand side of the paper tray.

D0CPIC1392
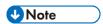
3. Adjust the side fences according to the size of the tab stock to be loaded, and then load the tab stock.

   Load the tab stocks with their side with the tabs facing the end fence.

4. Attach the tab fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.

D0CPIC1393

5. Carefully push the paper tray fully in until it clicks.

6. Specify the paper settings.

page 215 "Overview of Paper Settings"

⬇ **Note**
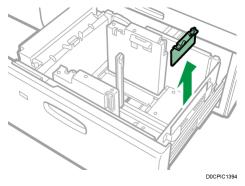
• Replace the tab fence after use.
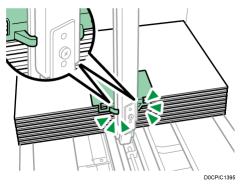
Attaching the Small Tab End Fence to the Vacuum feed LCIT

When loading the following paper, attach the small tab end fence:
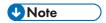
• Carbonless paper of Paper Weight 2 or less

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

2. Take out the small tab end fence from the pocket on the right-hand side of the paper source tray.

D0CPIC1394

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3. Set the side fences to the size of the paper to be loaded, and then load paper into the tray.

4. Attach the small tab end fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.

D0CPIC1395

5. Carefully push the paper tray fully in until it clicks.

6. Specify the paper settings.

page 215 "Overview of Paper Settings"

⬇ **Note**

- Replace the small tab end fence after use.
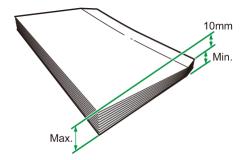
Loading Envelopes into the Vacuum feed LCIT

⭐ **Important**
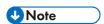
- **Open the flaps, and load the envelopes with their flaps pointing to the right side of the paper tray.**

- **Before loading envelopes, press down on them to remove any air inside and flatten edges or creases.**

- **Straighten curled or warped envelopes before loading (keep the amount of curling or warping for each envelope within 5 mm).**

5mm

- **Set the envelopes so that the difference in the height of the stacks is less than 10mm.**

- **If a paper jam occurs, load 5 more envelopes.**
- **Place envelopes on the source tray so that they are not stacked above the upper limit mark inside the tray. If jamming, non-feeding, or double feeding of paper occurs even after you correct the curl on envelopes, load one envelope on the tray at a time.**

⬇**Note**

- When loading an envelope that has an self-adhesive flap and releasing paper, make sure the releasing paper is not curled or peeled off.
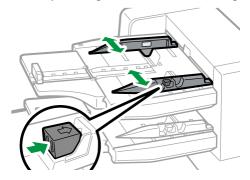
Loading Paper into the Twin Interposer

⭐**Important**

- **Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.**

Load paper in the Interposer Upper Tray and Interposer Lower Tray in the same way. This procedure for the Interposer Upper Tray is described.

1. While pressing the release lever, align the side fences with the paper size to be loaded.
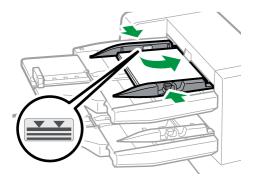
2. Load paper orderly.
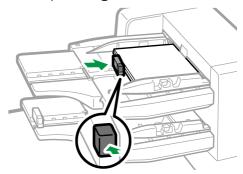
   Do not stack paper over the limit mark.

   The interposer tray automatically starts the operation shortly after loading paper. Adjust the side fences and end fence before that.

   Align the side fences gently against the paper you loaded, if necessary.

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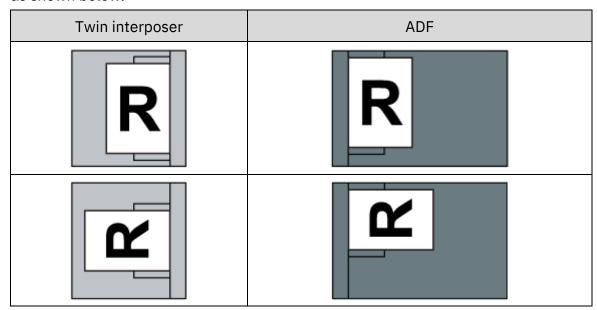
While pressing the release lever, align the end fence to the loaded paper.

3. Specify the paper settings.

page 215 "Overview of Paper Settings"

🔽**Note**

- Load paper with its printed side up (the front side).
- Load paper in the twin interposer in the same orientation as paper in the paper tray.
- The staple position or punch hole position will be on the left side of the paper, when you are facing the machine.
- To load the paper in the twin interposer, align the orientation of originals in the ADF as shown below.

Twin interposer	ADF

Specifying the Paper Size That Is Not Automatically Detected

1. Press [Tray Paper Settings] on the Home screen.
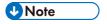
2. Select the tray for which you want to change the paper size.

3. Press [Manual Paper Settings].

4. Press [Paper Size] tab.

   The size of the paper in Tray 1 and LCIT RT5190 is fixed and cannot be changed.

5. Select the loaded paper size, and then press [OK].

6. Press [Home] ( ) to close the [Tray Paper Settings] screen.

↓Note

Specifying a Custom Size Paper Using the Control Panel

1. Press [Tray Paper Settings] on the Home screen.
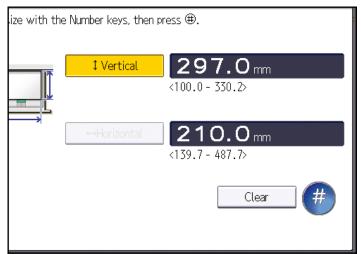
2. Select the tray for which you want to change the paper size.

3. Press [Manual Paper Settings].

4. Press [Paper Size] tab.

   The size of the paper in Tray 1 and LCIT RT5190 is fixed and cannot be changed.

5. Press [Custom Size].

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

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6. Press [Vertical].

7. Enter the vertical size using the number keys, and then press [**#**].

8. Press [Horizontal].

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

10. Press [OK] twice.

11. Press [Home] (⌂) to close the [Tray Paper Settings] screen.

Address Book

Registering/Changing/Deleting Fax Numbers in the Address Book
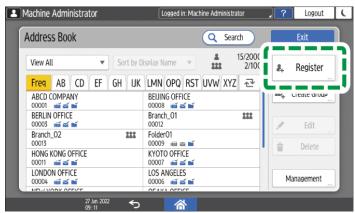
By registering the destinations to which you frequently send faxes together with the send conditions in the address book, you can easily send faxes.

Registering a Fax Number and Send Conditions

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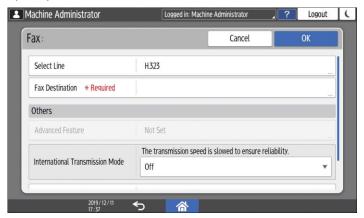
2. Press [Register] on the Address Book screen.

3. Enter the information of the destination on the [Name] tab, and then select a title to classify it.

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4. Press [Destinations] tab ▶ [Fax].

5. Specify the Fax Destinations and send conditions.
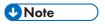
- Select Line: Select the line to use.

- Fax Destination: Register the fax destination.

- International Transmission Mode: Specify whether to reduce errors occurring when sending abroad.

- Fax Header: Select the name of the sender printed on the reception sheet of the destination. Register the fax header in advance.

  See "Fax Header Print", User Guide in English.

- Label Insertion: Specify the name (title + name) and fixed phrase printed on the reception sheet of the destination.

  See "Label Insertion", User Guide in English.

- Advanced Feature: Register SUB code or SEP code.

6. Press the [User Management / Other] tab as necessary, and specify the settings.

- User Management: Enter the authentication information to login and use the machine.

- Add to Group: Select a group to which this destination belongs as necessary. Register the group in advance.

  See "Registering/Changing/Deleting Groups in the Address Book", User Guide in English.

- Display Priority: When the destinations are sorted in the order of priority, a destination with higher priority is displayed prior to that with lower priority. The destinations with the same priority are displayed in the order of registration.

- Destination Protection: Select this check box to require entering of the protection code to select the destination.

  See "Using the Protection Function to Prevent the Misuse of Addresses", User Guide in English.

7. Press [OK].

8. After completing the procedure, press [Home] (![home icon]).

9. When a message prompting you to back up the address book appears on the screen, press [Go to Backup] to back up the address book.

   • If a message prompting you to contact the administrator to back up the address book appears on the screen, ask the administrator to back up the address book.

   • If you select [Close], you can close the address book without backing up and go back to the Home screen.

   See "Making a Backup or Restoring the Address Book", User Guide in English.

Changing/Deleting the Registered Data Such as Fax Number

⬇Note

If you delete the destination used for the personal box, file transmission will fail. Exclude the destination from the personal box before deleting it.

See "Receiving Faxes to Personal Boxes", User Guide in English.

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

2. Select the destination to change or delete on the Address Book screen.

   You can delete multiple destinations at one time.

3. Press [Edit] or [Delete] to change or delete the destination information.

4. When changing or deleting is complete, press [Home] (![home icon]).

5. When a message prompting you to back up the address book appears on the screen, press [Go to Backup] to back up the address book.

   • If a message prompting you to contact the administrator to back up the address book appears on the screen, ask the administrator to back up the address book.

   • If you select [Close], you can close the address book without backing up and go back to the Home screen.

See "Making a Backup or Restoring the Address Book", User Guide in English.

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Operating or Configuring the Machine from Computer (Web Image Monitor)

Web Image Monitor is a tool that can check the machine status and configure machine settings from your computer.

If the machine and your computer are ready to connect to the network, you can access Web Image Monitor just by entering the IP address or host name of the machine in the address bar of your web browser.

The settings that can be set by using the control panel can also be set by using the Web Image Monitor, except for some functions.

For example, you can also view documents on the document server by using your computer. As mentioned above, it is recommended that you use Web Image Monitor if you want to operate the machine from your own desk.

Also, downloading of documents on the document server can be performed only by using Web Image Monitor.

Useful functions available by using Web Image Monitor

The recommended Web Image Monitor functions for administrators and for users and the recommended web browser are described here.

To check the help of Web Image Monitor, see to the procedure below.

Recommended functions for administrators

Function summary	Procedure and reference
Registration of the address book You can add login users or destinations to the address book. You can enter characters by using the keyboard of your computer, which is useful for registering a large amount of information.	• Registration of the address book See "Registering User Information from Web Image Monitor", User Guide in English. • Importing/Exporting the address book in a CSV format

Function summary	Procedure and reference
You can also import and export the information in a CSV format.	See "Importing/Exporting the Address Book Using Web Image Monitor", User Guide in English.
Displaying list/history of print jobs, and canceling print jobs You can check the printing status and print history of the machine from your computer. Also, you can cancel stored print jobs in batches from your computer.	• Job list Displayed by going to [Status/Information] in Web Image Monitor ▶ [Job] ▶ [Job List] ▶ [Current/Waiting Jobs]. • Job history Displayed by going to [Status/Information] in Web Image Monitor ▶ [Job] ▶ [Job List] ▶ [Job History]. • Canceling job Cancel a job by going to [Status/Information] in Web Image Monitor ▶ [Job] ▶ [Job List] ▶ [Current/Waiting Jobs].
Managing output quantity You can check and reset the total counter and counters per user from your computer.	See [Status/Information] in Web Image Monitor help ▶ [Counter per User] for details.
Settings for sending/receiving email You can configure the settings needed for sending emails and sending to folders from your computer.	See [Device Management] in Web Image Monitor help ▶ [Configuration] ▶ [Device Settings] ▶ [Email] for details.
Settings for receiving faxes You can configure the settings for receiving and rejecting faxes from your computer.	See [Device Management] in Web Image Monitor help ▶ [Configuration] ▶ [Fax] ▶ [Program Special Sender] for details.
Synchronize with time server You can synchronize with a time server when you want to adjust the clock in the machine.	See [Device Management] in Web Image Monitor help ▶ [Configuration] ▶ [Device Settings] ▶ [Date/Time] ▶ [SNTP Server Name] for details.

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Function summary	Procedure and reference
Setting the time to enter sleep mode You can configure the time settings for the "Sleep mode" function that automatically turns the display of the control panel off if there is no operation within a specified period of time.	See [Device Management] in Web Image Monitor help ▶ [Configuration] ▶ [Device Settings] ▶ [Timer] ▶ [Sleep Mode Timer] for details.
Setting auto email notification You can configure the machine to send emails to notify you about the machine's status, such as when paper has run out or a paper jam has occurred. This is useful when managing multiple printers.	See "Machine Status Notification by E-mail", User Guide in English.
Monitoring, viewing/operating the control panel screen You can monitor the control panel of the machine from your computer. An administrator can check errors, operate the machine as a user, and change settings, to smoothly perform support operations and manage the machine.	• Monitoring control panel screen See [Device Management] in Web Image Monitor help ▶ [Screen Monitoring] for details. • Viewing/Operating the control panel See [Device Management] in Web Image Monitor help ▶ [Remote Panel Operation] for details.
Configuring/changing security/network settings You can configure/change the IP address that can access the machine and configure the settings of the DNS server, and so on.	• Security settings page 453 "Access Control" • Network settings See "Configuring Network Settings from a Computer Using Web Image Monitor", User Guide in English.

Recommended functions for user

To use the functions below, users must be registered to the machine and logged in to Web Image Monitor.

Function summary	Procedure and reference
Document operations on the document server You can view, edit, and download documents on the document server.	See "Accessing Documents in Document Server from a Web Browser", User Guide in English.

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Function summary	Procedure and reference
Operation of received and stored faxes You can view or download received and stored faxes. The user must be given the privilege to manage stored documents by the administrator beforehand. See the procedure below. See "Restricting the Users Who Can Access the Stored Reception Files", User Guide in English.	See "Viewing/Operating the Stored Documents from Web Image Monitor", User Guide in English.
Registration of the address book You can add login users or destinations to the address book. You can enter characters by using the keyboard of your computer, which is useful when you register a large amount of information.	See "Registering User Information from Web Image Monitor", User Guide in English.

Recommended Web Browser

Windows	macOS
Firefox 52 or later	Safari 3.0 or later
Google Chrome version 50 or later	Firefox 52 or later
Microsoft Edge 79 or later	Google Chrome version 50 or later

- You can use the screen reader software JAWS 2018.0 or later on Windows 10 and JAWS 2021 or later on Windows 11.

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

✔: Available -: Not available

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

*1 Depending on the Administrator settings

Accessing to Web Image Monitor

1. Enter "http://(IP address of the machine) or (host name)/" in the address bar of the Web browser.

   You can check the IP address of the machine in by accessing [Network] in Check Status.

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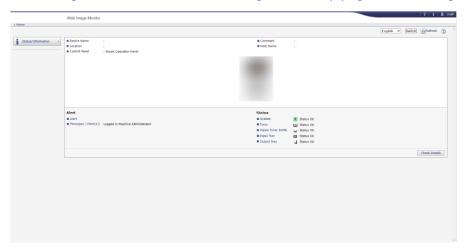
When you do not know whether SSL is specified on the machine, enter the address starting with https. When you fail the connection, enter the address starting with http.

When entering the IPv4 address, omit the leading zeroes in each octet.
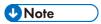
Correct: 192.168.1.10

Incorrect: 192.168.001.010

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.

⬇ Note

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

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

Web Image Monitor Screen

1. **Menu**

   Menu items described below are displayed.

   - Status/Information: Displays the machine status, option configuration, counter, and job status.

   - Device Management: Manages the machine settings and Address Book.

   - Print Job/Stored File: Operates the files stored in the printer driver or document server.

   - Convenient Links: Displays the link to the Favorite URL.

2. **Header**

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

3. **Switch/Refresh/Help**

   Switch: Switch the language used on Web Image Monitor to the one selected from the drop-down list.

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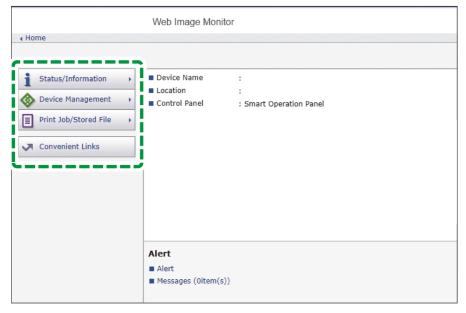
You can view the latest Web Image Monitor Help on the Internet.

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 a network administrator.

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Network/Interface privilege as well.

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

3. Click [Webpage] under the "Webpage" category.

4. In "Download Help File", select the operating system and displayed language, and then click [Download].

5. Unzip the downloaded zip file and store it in the Web server.

6. Enter the path to the Help file stored in the Web server in "URL" under "Set Help URL Target".

   For example, when URL of the Help File is "http://a.b.c.d/HELP/JA/index.html", enter "http://a.b.c.d/HELP/".

7. Click [OK].

8. After completing the procedure, log out and finish Web Image Monitor.

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2. Copy (Classic)

Basic Copying

This chapter describes the basic procedure for making copies.

Basic Procedure

To make copies of originals, place them on the exposure glass or in the ADF.

When placing the original on the exposure glass, start with the first page to be copied. When placing the original in the ADF, place them so that the first page is on the top.

About placing the original on the exposure glass, see the following section:

page 78 "Placing an Original on the Exposure Glass"

About placing the original in the ADF, see the following section:

page 79 "Placing an Original in the Auto Document Feeder (ADF) "

To copy onto paper other than plain paper, specify the paper type in [Tray Paper Settings] according to the type of the paper you are using. For details, see the following section:

page 245 "Changing Tray Paper Settings"

1. Press the [Copier (Classic)] icon on the [Home] screen.

   Copier (Classic)

2. Make sure that no previous settings remain.

   When there are previous settings remaining, press [Reset].

3. Place the originals.

4. Make desired settings.

5. Enter the number of copies with the number keys.

   The maximum copy quantity that can be entered is 9999.

6. Press [Start].

   To stop the machine during a multi-copy run, press [Stop].

   When placing the original on the exposure glass, press [#] after all originals are scanned. Some functions such as Batch mode may require that you press [#] when placing originals in the ADF. Follow the messages that appear on screen.

7. When the copy job is finished, press [Reset].

   To cancel all copy functions and return the machine to the default condition.

↓Note

- The login screen is displayed when the user authentication setting is specified. You need to log in to use the machine. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

  page 64 "Logging In from the Control Panel"

- For details about the keys that appear on the initial copy screen, see the following section:

  page 36 "How to Use the Copy (Classic) Screen "

- Certain types of transparencies for color printing cannot be used.

- You can change the maximum copy quantity under [Maximum Copy Quantity] in [Settings]. For details, see the following section:

  See "Others (Copier / Document Server Settings)", User Guide in English.

- You can specify the way in which copies are delivered when copying an original placed on the exposure glass under [Copy Eject Face Method in Glass Mode] in [Settings]. For details, see the following section:

  See "Finishing", User Guide in English.

- When copying multiple originals using the exposure glass, pages are delivered in reverse order because the default is face up. If you place originals on the exposure glass and want the copies to be delivered face down, select [Face Down] for [Copy Eject Face Method in Glass Mode]. For details, see the following section:

  See "Finishing", User Guide in English.

Copying onto Various Types of Paper

You can copy onto various types of paper, such as envelopes, transparencies, thin paper and thick paper.

You need to specify the type of paper in advance in [Tray Paper Settings] to make copies from the paper trays. For details, see the following section:

page 245 "Changing Tray Paper Settings"

For details about how to load and copy paper from the bypass tray, see Copying from the Bypass Tray.

For details about the type of paper that can be loaded, see the following section:

page 507 "Recommended Paper Sizes and Types"

Copying onto Envelopes

This section describes how to copy onto regular size and custom size envelopes. Place the original on the exposure glass and place the envelope in the bypass tray, paper trays, the LCIT RT5180, or the vacuum feed LCIT.

Specify the thickness of the paper according to the weight of the envelopes you are printing on. For details about the relationship between paper weight and paper thickness and the sizes of envelopes that can be used, see the following section:

page 507 "Recommended Paper Sizes and Types"
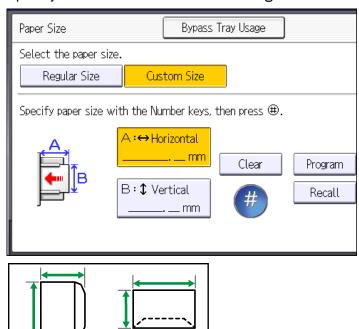
About handling envelopes, supported envelope types, and how to load envelopes, see the following section:

page 536 "Envelope Orientation and Recommended Status"

⭐ **Important**

- **The Duplex function cannot be used with envelopes. If the Duplex function is specified, press [1 sided → 2 sided:TtoT] to cancel the setting.**

To copy onto custom size envelopes, you must specify the envelope's dimensions. Specify the horizontal and vertical length of the envelope.

D0CPIC0421

↤: Horizontal
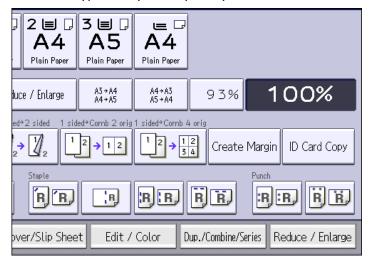
↕: Vertical

When the envelope is set with the flap opened, be sure to include the width of the flap.

Copying onto envelopes from the bypass tray

1. Load the envelope in the bypass tray.

    page 92 "Loading Paper into the Bypass Tray "

    page 98 "Loading Paper into the Multi Bypass Tray (Tray A) "

2. Press the bypass tray or Tray A key.

3. Select [Paper Size].

4. Press [Regular Size].

5. Specify the envelope size, and then press [OK].

6. Press [Paper Type].

7. Press [Envelope] in [Paper Type].

Press [▲Previous] or [▼Next] to switch the screen to be displayed.

8. Press [OK] twice.

9. Place the originals, and then press [Start].

🔽**Note**
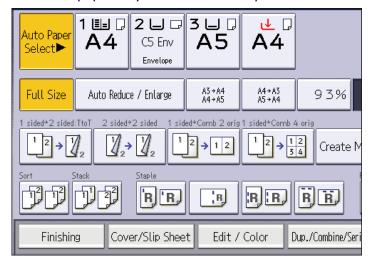
• For details about using envelopes, see page 138 "Copying onto Envelopes".

Copying onto envelopes from the paper tray
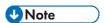
Before using this function, specify the paper size and type in [Tray Paper Settings]. For the paper type, select [Envelope]. For details, see the following section:

page 245 "Changing Tray Paper Settings"

1. Select the paper tray where the envelopes are loaded.

2. Place the originals, and then press [Start].

⬇️**Note**

- For details about using envelopes, see page 138 "Copying onto Envelopes".
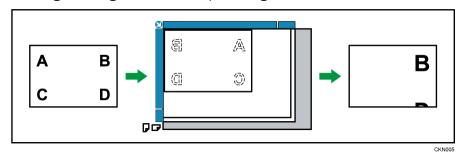
Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.
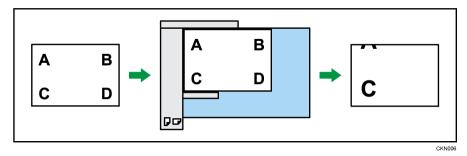
Base Point

The base point of reduce/enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner will be the base point. When it is placed in the ADF, the bottom left corner will be the base point.

- Placing the original on the exposure glass

CKN005

- Placing the original in the ADF

CKN006

In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available.
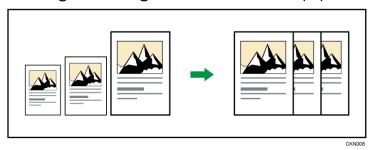
For details about these functions, see "Advanced Reduce/Enlarge Copying", User Guide in English.

⬇️**Note**

- The reproduction ratio is between 25 and 400%.

- You can select the ratio with priority when [Reduce / Enlarge] is pressed. For details, see the following section:

  See "Reduce / Enlarge", User Guide in English.

Auto Reduce / Enlarge

The machine automatically calculates the reproduction ratio based on the sizes of the originals and the paper you have specified. The machine will rotate, enlarge, or reduce the image of the originals to fit them to the paper.

CKN008

⭐**Important**

- **If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge] is canceled.**

This is useful to copy different size originals to the same size paper.

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper (Rotate Copy). For example, to reduce A3 (11 × 17)↴ originals to fit onto A4 (8^1/$_2$ × 11)↴ paper, select a paper tray containing A4 (8^1/$_2$ × 11)↴ paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated. For details about Rotate Copy, see the following:
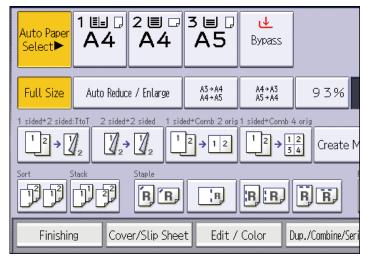
See "Rotate Copy", User Guide in English.

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

For the original size detected on the exposure glass or in the ADF automatically, see the following section:

1. Press [Auto Reduce / Enlarge].
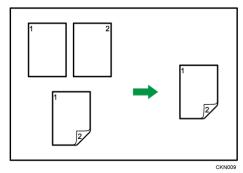
2. Select the paper tray.

3. Place the originals, and then press [Start].

⬇Note

- For details about the base point, see the following:

    page 141 "Reducing or Enlarging Originals"

Duplex Copying

Copies two 1-sided pages or one 2-sided page onto a 2-sided page. During copying, the image is shifted to allow for the binding margin.

CKN009

There are two types of Duplex.

1 Sided→2 Sided

Copies two 1-sided pages on one 2-sided page.
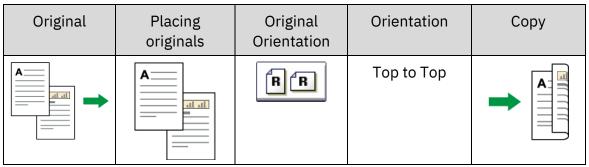
2 Sided→2 Sided
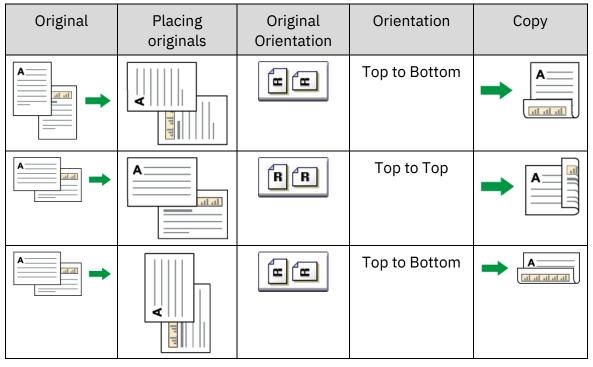
Copies one 2-sided page on one 2-sided page.

The resulting copy image will differ according to the orientation in which you place your originals (▯ or ▭).
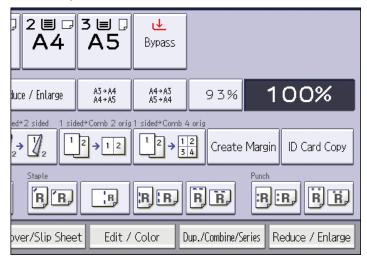
Original orientation and completed copies

To copy on both sides of the paper, select the original and copy orientation according to how you want the printout to appear.

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Bottom	
			Top to Top	
			Top to Bottom	

1. Press [Dup./Combine/Series].
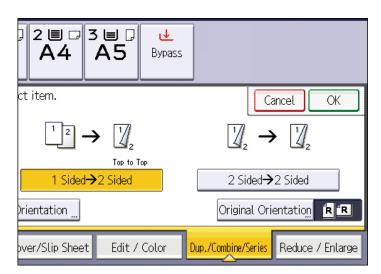
2. Make sure that [Duplex] is selected.

3. Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] according to how you want the document to be output.

   To change the original or copy orientation, press [Orientation].

4. Press [Original Orientation].

5. Select the original orientation, and then press [OK].

6. Press [OK].

7. Place the originals, and then press [Start].

⬇ Note
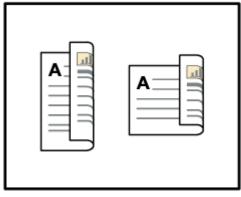
- You cannot use the following copy paper with this function:

  - Transparency

  - Tab Stock

  - Translucent Paper

  - Label Paper

  - Envelope

  - Clear File Folder

  - Carbonless Paper

- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.

- You can also select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] directly by pressing the function key. In that case, specify the original orientation under [Original Settings], and then proceed to Step 7.

- For details about the sizes, orientations, and weights of paper that can be used in the Duplex function, see the following section:

  page 548 "List of Specifications"

- You can specify the margins under [Edit / Stamp] in [Settings]. For details, see the following section:

  See "Edit / Stamp", User Guide in English.

2

Specifying the Original and Copy Orientation
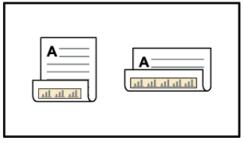
Select the orientation of the originals and copies if the original is two-sided or if you want to copy onto both sides of the paper.

- Top to Top
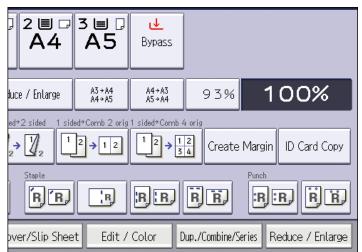
CKN011

- Top to Bottom
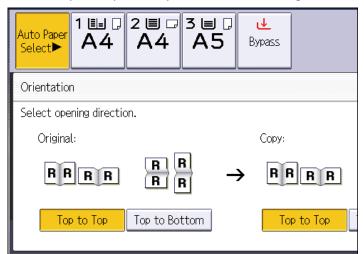
CKN012

1. Press [Dup./Combine/Series].

2. Make sure that [Duplex] is selected.

3. Press [Orientation].

4. Select [Top to Top] or [Top to Bottom] for [Original:] if the original is two-sided.

5. Select [Top to Top] or [Top to Bottom] for [Copy:].

6. Press [OK] twice.

7. Place the originals, and then press [Start].

Note

- The default is [Top to Top]. You can change the default orientation under [Original Orientation in Duplex Mode] and [Copy Orientation in Duplex Mode] in [Settings]. For details about these settings, see the following section:

  See "2 Sided/Combine", User Guide in English.

Combined Copying

This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.
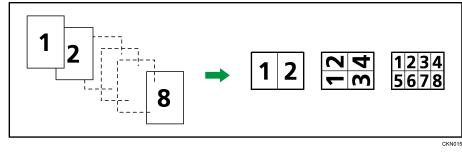
The machine selects a reproduction ratio between 25 and 400%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.

If you selected [2 Sided] for [Original:] or [Combine 2 Sides] for [Copy:], you can change the orientation. For details, see page 146 "Specifying the Original and Copy Orientation".
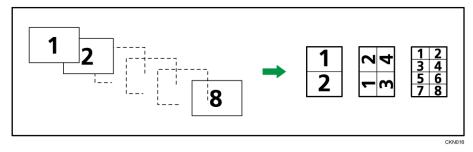
Orientation of the original and image position of Combine

The image position of Combine differs according to original orientation and the number of originals to be combined.

- Portrait (⬚) originals

CKN015
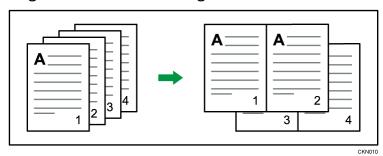
- Landscape (□) originals

CKN016
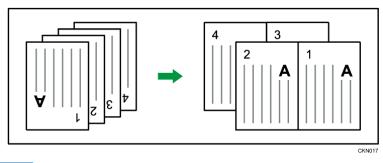
Placing originals (originals placed in the ADF)

The default value for the copy order in the Combine function is [From Left to Right]. To copy originals from right to left in the ADF, place them upside down.

- Originals read from left to right

CKN010

- Originals read from right to left

CKN017
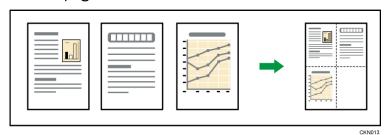
↓Note

- If you selected [2 Sided] for [Original:] or [Combine 2 Sides] for [Copy:], you can change the orientation. For details, see page 146 "Specifying the Original and Copy Orientation".

- If the calculated reproduction ratio falls below the minimum reproduction ratio, the calculated reproduction ratio will be adjusted to the minimum ratio. If this happens, with some ratios, parts of the image might not be copied.

- If the number of originals placed is less than the number specified for combining, the last page is left blank as shown.

CKN013

- You can change the order of combined images under [Copy Order in Combine] in [Settings]. For details, see the following section:

  See "2 Sided/Combine", User Guide in English.

- You can change the type of separation line under [Separation Line in Combine] in [Settings]. For details, see the following section:

  See "2 Sided/Combine", User Guide in English.

- You can select whether to erase a 3 mm (0.1 inches) boundary margin around four edges of each original in combined copying. This setting can be changed under [Erase Original Shadow in Combine] in [Settings]. For details, see the following section:

  See "Edit / Stamp", User Guide in English.

One-Sided Combine

Combine several pages onto one side of a sheet.

CKN014

There are six types of One-Sided Combine.

1 Sided 2 Originals   →Combine 1 Side

Copies two 1-sided originals to one side of a sheet.

1 Sided 4 Originals   →Combine 1 Side

Copies four 1-sided originals to one side of a sheet.

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1 Sided 8 Originals →Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.

2 Sided 2 Pages →Combine 1 Side

Copies one 2-sided original to one side of a sheet.
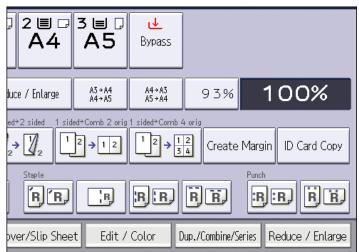
2 Sided 4 Pages →Combine 1 Side

Copies two 2-sided originals to one side of a sheet.

2 Sided 8 Pages →Combine 1 Side
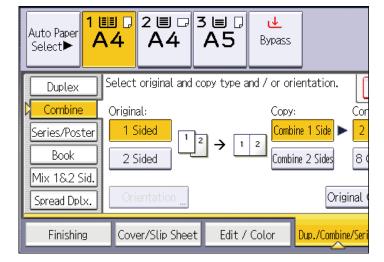
Copies four 2-sided originals to one side of a sheet.

1. Press [Dup./Combine/Series].
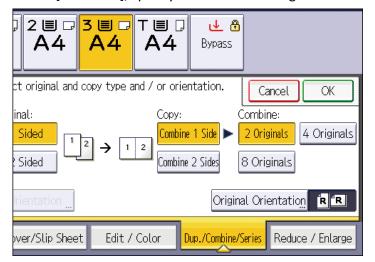
2. Press [Combine].
3. Select [1 Sided] or [2 Sided] for [Original:].

   If you selected [2 Sided], you can change the orientation.

4. Press [Combine 1 Side].

5. Under [Combine:], specify the number of originals to combine.

6. Press [Original Orientation].

7. Select the original orientation, and then press [OK] twice.

8. Select the paper size.

9. Place the originals, and then press [Start].

⬇ **Note**

- You can also select [1 sided → Comb 2 orig] or [1 sided → Comb 4 orig] directly by pressing the function key. In that case, proceed to Step 8.

Two-Sided Combine

Combines various pages of originals onto two sides of one sheet.

There are six types of Two-Sided Combine.

1 Sided 4 Originals →Combine 2 Sides

Copies four 1-sided originals to one sheet with 2 pages per side.

1 Sided 8 Originals →Combine 2 Sides

Copies eight 1-sided originals to one sheet with 4 pages per side.

1 Sided 16 Originals →Combine 2 Sides

Copies 16 1-sided originals to one sheet with 8 pages per side.

2 Sided 4 Pages →Combine 2 Sides

Copies two 2-sided originals to one sheet with 2 pages per side.
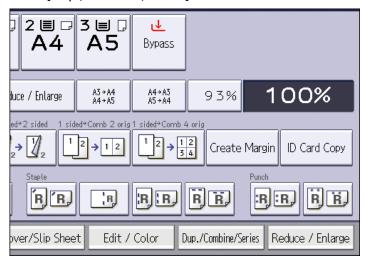
2 Sided 8 Pages →Combine 2 Sides

Copies four 2-sided originals to one sheet with 4 pages per side.
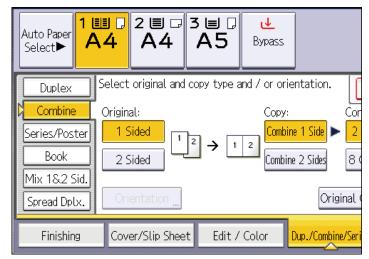
2 Sided 16 Pages →Combine 2 Sides

Copies eight 2-sided originals to one sheet with 8 pages per side.

1. Press [Dup./Combine/Series].

2. Press [Combine].

3. Select [1 Sided] or [2 Sided] for [Original:].
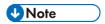
4. Press [Combine 2 Sides].

5. Press [Orientation].

6. Select [Top to Top] or [Top to Bottom] for [Original:] if the original is two-sided.

7. Select [Top to Top] or [Top to Bottom] for [Copy:], and then press [OK].

8. Under [Combine:], specify the number of originals to be combined.

9. Press [Original Orientation].

10. Select the original orientation, and then press [OK].

11. Press [OK].

12. Select the paper tray.

13. Place the originals, and then press [Start].

Finishing

♦ Note

- Depending on your model and which options are installed on it, some of these functions might not be available. For details, see the following section:

  page 641 "Functions Requiring Optional Configurations"

Sort

The machine assembles copies as sets in sequential order.

Sort/Shift Sort
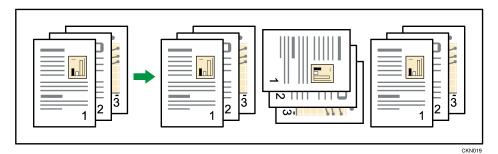
Copies are assembled as sets in sequential order.

To use Shift Sort, a finisher or a high capacity stacker is required. Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job.

CKN018

Rotate Sort
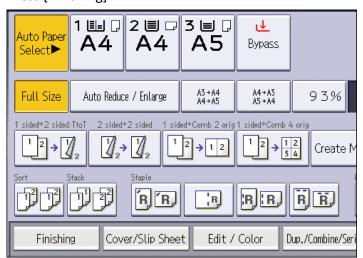
Every other copy set is rotated by 90 degrees (⬜⬜) and delivered to the copy tray.

CKN019
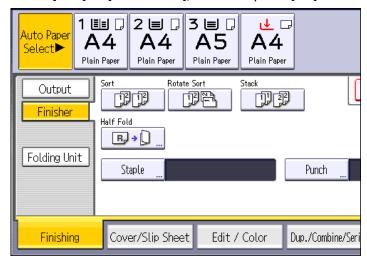
To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation (⊡⊡), are required. For details, see the following section:

1. Press [Finishing].

2. Press [Finisher].

3. Select [Sort] or [Rotate Sort], and then press [OK].

4. Enter the number of copy sets using the number keys.

5. Place the originals.

   To confirm the type of finishing, press [Sample Copy].

6. Press [Start].

⬇Note

- If you are copying from the exposure glass, a single copy of each original is made first. If the first copy set is acceptable, you can make the remaining copy sets by pressing [#]. The time required for copy sets to be delivered varies depending on the print settings.

- When the number of copies exceeds capacity, copying stops. If this happens, remove copies from the tray to resume copying.

- The number of sheets that can be placed in output trays, see the following sections:

  page 548 "List of Specifications"

- You can change the settings for the Sort function under [Finishing] in [Settings]. For details, see the following section:

  See "Finishing", User Guide in English.

- To specify whether or not sets are shifted, use [Sort/ Stack Shift Tray Off]. For details, see the following:

  See "Shift tray off in sort/stack", User Guide in English.

2

3. Document Server (Classic)

Storing and Printing Documents

Storing Documents in Document Server

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

You can also store them using the printer driver.

See Storing Documents to Print in the Machine, User Guide in English.

⭐Important

- **Documents stored in the document server are deleted after three days (72 hours) in the factory-default configuration. Change the settings in [Auto Delete File in Document Server] to change the period until documents are deleted or to specify not to delete documents automatically.**

  See Changing the Storage Period of Document Server or Specifying an Indefinite Period, User Guide in English.

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

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

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

- Target Fldr. to Store: Select the "Shared Folder" created in the factory default configuration or a user folder created by a user to store the document. To select a user folder, create it in advance. If the folder is password-protected, enter the password and press [OK].

  See Organizing Document Server Using Folders, User Guide in English.

- Access Privileges: Set or change the access privileges, such as viewing and editing the document. Depending on the user authentication settings, [User Name] is displayed. In this case, you can specify the user name displayed as the owner of the document.

- File Name: Specify the name of the scanned document. If you do not specify the file name, a name such as "COPY0001" or "COPY0002" is assigned automatically.

- Password: Specify the password required for printing the document.

4. Place the original.

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

See Placing an Original on the Scanner, User Guide in English.

5. Specify the scanning conditions such as color mode or scan size.

6. Press [Start].

- When you place the original on the Auto Document Feeder (ADF), the folder list screen is displayed after scanning the original.

- When you place the original on the exposure glass, press [Finish Scanning] after scanning all originals to print to display the folder list screen.

⬇️**Note**

- The machine stores the documents with the size and orientation specified for the tray you selected, regardless of the actual size or orientation of the original.

- You can specify whether to allow other users to read or edit the stored document.

  See Accessing Documents in Document Server from a Web Browser, User Guide in English.

- To configure the machine not to delete stored documents automatically, set [Auto Delete File in Document Server] to [Off], and then store the documents.

- Even if you change the settings to [Specify Days] or [Specify Hours] after documents have been stored with [Auto Delete File in Document Server] set to [Off], the documents will not be deleted automatically. Only the documents stored after the settings are changed are deleted automatically.

  See Changing the Storage Period of Document Server or Specifying an Indefinite Period, User Guide in English.

Printing Documents in Document Server

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

⬇ **Note**
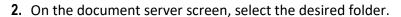
- You can also print a document in the document server using Web Image Monitor.

  See Accessing Documents in Document Server from a Web Browser, User Guide in English.
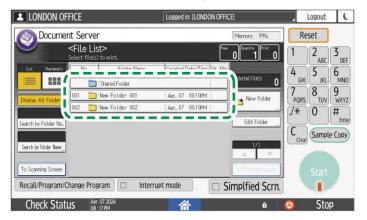
Printing a Document with the Settings Specified When Scanned

⭐ **Important**
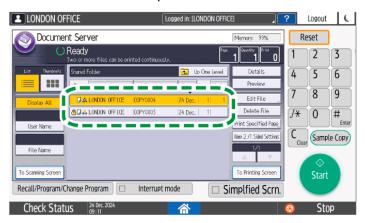
- **When printing two or more documents at a time, the print settings specified for the first document are applied to all the remaining documents.**

- **Some of the selected documents may not be printed due to the difference in the size or resolution.**

1. On the Home screen, press [Document Server (Classic)].
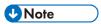
2. On the document server screen, select the desired folder.

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

3. Select the document to print.

- Press [User Name] or [File Name] on the left side of the screen to search for a document.
- If the document is password protected, enter the password and press [OK].
- To print two or more copies, enter the quantity using the number keys.
- To print multiple documents at once, select the documents to print in the printing order. You can select up to 30 documents.
- After selecting the documents, you can confirm the selected documents by pressing [Order] to list them in the printing order.

4. Press [Start].

⬇**Note**
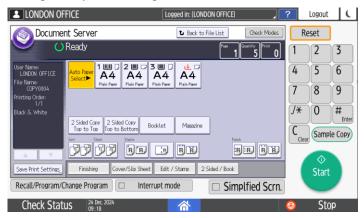
- To stop printing, press [Stop]▶[Cancel Printing].

Changing the Print Settings to Print a Document

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

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

   - Press [Search by Folder No.] or [Search by Folder Name] to search for a folder.

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

3. Select the document to print.

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

   - To print two or more copies, enter the quantity using the number keys.

4. Press [To Printing Screen].

5. Change the print settings.

   - When specifying Sort or Rotate Sort, you can make a partial print as a test and proceed to print the rest of the quantity by pressing [Sample Copy].

   - Press [Back to File List] to return to the screen for selecting documents.

6. Press [Start].

⬇Note
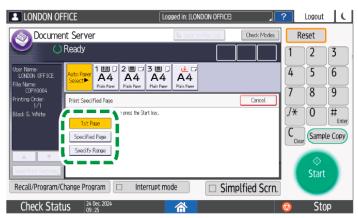
- When single document is selected, by pressing [Save Print Settings] on the print settings screen, the printing settings you set will be recalled the next time you print the same document.

- You can change the number of sets during printing. This function can be used only when the Sort function is selected in the printing conditions. To change the quantity while printing is in progress, press [Stop], enter the quantity, and then press [Resume Printing]. The quantity you can enter differs depending on when you press [Stop].

Specifying a Page to Print

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

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

   • Press [Search by Folder No.] or [Search by Folder Name] to search for a folder.

   • If the folder is password-protected, enter the password and press [OK].

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

   • Press [User Name] or [File Name] on the left side of the screen to search for a document.

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

   • To print two or more copies, enter the quantity using the number keys.

4. Specify the page to print.

   • 1st Page: Select this to print the first page only. When you selected two or more documents, the first page of each document is printed.

   • Specified Page: Select this to print the specified page.

   • Specify Range: Enter the page printing starts in [Start Number] and the page printing ends in [End Number].

5. Press [Start].

4. Fax (Classic)

Fax Transmission

Basic Procedure for Fax Transmissions (Memory Transmission)

This section describes the basic procedure for transmitting documents using Memory Transmission with the fax function.

You can specify the fax, IP-Fax, Internet Fax, e-mail, or folder destinations. Multiple types of destination can be specified simultaneously.

⭐ Important

- **It is recommended that you call the receivers and confirm with them when sending important documents.**

- **If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files.**

See "When an Error Is Reported in a Report or E-mail", User Guide in English.

If memory is full (0% appears in "Memory" at the upper right of the screen), or if the combined total number of programmed destinations exceeds the maximum value, Memory Transmission is disabled. Use Immediate Transmission instead.
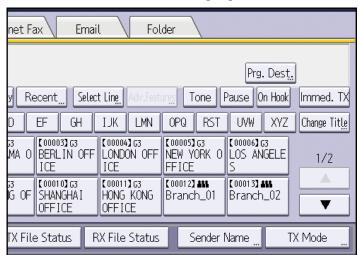
To send documents to Internet Fax or e-mail destinations or use the Email TX Results function, the sender's e-mail address must be registered in the Address Book. If the sender or the sender's e-mail address is not registered in the Address Book, register them in advance.

See "Registering/Changing/Deleting E-mail Addresses in the Address Book", User Guide in English.

1. Press the [Fax (Classic)] icon on the Home screen.

Fax (Classic)
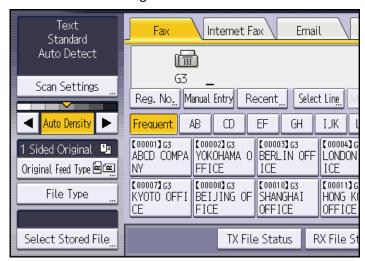
2. Make sure "Ready" appears on the screen.

3. Make sure [Immed. TX] is not highlighted.

4. Place the original into the ADF.

   See "Setting an Original to Send by Fax on the Scanner User Guide in English.

5. Make the scan settings such as scan size and resolution.
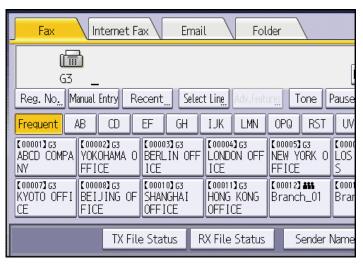
   See "Specifying Scan Settings for Originals for FAX Transmission User Guide in English.

6. Configure the transmission settings such as [TX Mode] as necessary.

7. Specify a destination.

   You can enter the destination's number or address directly or select from the Address Book by pressing the destination key.

   If you make a mistake, press [Clear], and then enter again.
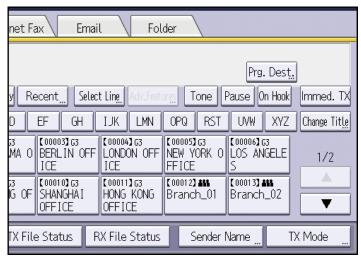
See "Specifying a Fax Destination User Guide in English.

8. When sending the same original to several destinations (broadcasting), specify the next destination.

9. If you send documents to Internet Fax or e-mail destinations or enable the Email TX Results function, specify a sender.

   See "Specifying Sender Settings for Fax Transmission User Guide in English.

   If the Auto Specify Sender Name function is enabled, the sender is automatically specified and you can omit the procedure for specifying a sender.

10. Press [Start].

Sending Originals Using the Exposure Glass

1. Make sure [Immed. TX] is not highlighted.

2. Place the first page of the original face down on the exposure glass.

3. Specify a destination.

4. Make the scan settings you require.

5. Press [Start].

6. Place the next original on the exposure glass within 60 seconds when you send multiple originals, and then repeat Steps 4 and 5.

   Repeat this step for each page.

   You can specify the waiting time for adding an original using [Wait Time for Next Original: Exposure Glass] on the Fax Settings menu.

   See "Scan Settings", User Guide in English.

7. Press [#].

   The machine dials the destination and starts transmission.

Transmitting while Checking Connection to Destination (Immediate Transmission)

Using Immediate Transmission, you can send documents while checking the connection to the destination.

You can specify fax or IP-Fax destinations.

If you specify Internet Fax, e-mail, folder destinations, and group or multiple destinations, the transmission mode is automatically switched to Memory Transmission.
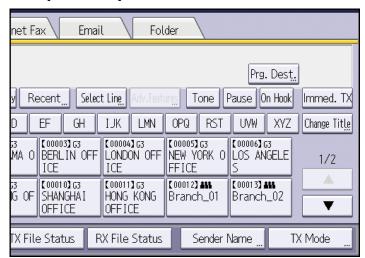
★ Important

- **It is recommended that you call the receivers and confirm with them when sending important documents.**

1. Press the [Fax (Classic)] icon on the Home screen.

Fax (Classic)

2. Make sure "Ready" appears on the screen.

3. Press [Immed. TX].

4. Place the original into the ADF.

5. Select the scan settings you require.

See "Specifying Scan Settings for Originals for FAX Transmission", User Guide in English.

6. Specify a destination.
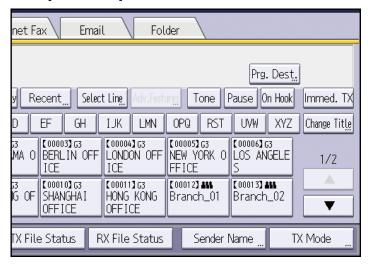
If you make a mistake, press [Clear], and then enter again.

See "Specifying a Fax Destination", User Guide in English.

7. Press [Start].

Sending Originals Using the Exposure Glass

1. Press [Immed. TX].

2. Place the first page face down on the exposure glass.

3. Specify a destination.

4. Make the scan settings you require.

5. Press [Start].

6. Place the next original on the exposure glass within 10 seconds when you send multiple originals, and then repeat Steps 4 and 5.

Repeat this step for each page.

7. Press [#].

Canceling a Fax Transmission

This section explains how to cancel a fax transmission.

Canceling a Transmission Before the Original Is Scanned
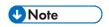
1. Press [Reset] on the top right of the screen.

♦Note

- When originals are placed into the ADF, you can cancel transmission simply by removing them.

Canceling a Transmission While the Original Is Being Scanned

1. Press [Stop].

2. Press [Cancel Scanning] or [CancelTransmission].

   Depending on the transmission mode and function you use, either [Cancel Scanning] or [CancelTransmission] is displayed.

♦Note

- Scanning may be completed while you are performing the cancel operation.

Canceling a Transmission After the Original Is Scanned

Use this procedure to cancel a transmission after the original is scanned.

You can cancel transmission of a file while the file is being sent, stored in memory, or if it fails to transmit. All the scanned data is deleted from memory.

If the transmission finishes while this procedure is being processed, the transmission is not canceled. Note that the transmission duration is short if an Internet Fax, e-mail transmission, or folder transmission is being executed.

There are cases when a destination may not be selected as the destination appears as " ✱", depending on the security settings.

To delete some destinations from a broadcast, see Deleting a Destination from a Standby File.

1. Press [Stop].

   You can also press [TX/RX Status / Print], and then [Check / Stop Transmission File].

2. If a confirmation message appears, press [Standby File List].

3. Select the file you want to cancel.

   If the desired file is not shown, press [▲] or [▼] to find it. To cancel transmission of a file stored in the memory, press the [File List] tab.

4. Press [Stop Transmission].

5. Press [OK].

   To cancel another file, repeat Steps 3 through 5.

6. Press [Exit].

   After pressing [Check / Stop Transmission File] under [TX/RX Status / Print] in Step 1, press [Exit] twice.

⬇ **Note**

- If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.

- If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.

- If multiple destinations were specified, only one destination number appears. To display all destinations, press [Check / Change Settings].

Changing/Confirming Communication Information

Print Records

You can print the Records automatically and manually.

Printing the Records Manually

To print the Records manually, select the printing method: [All], [Print per File No.], or [Print per User].

All

> Prints the results of communications in the order made.
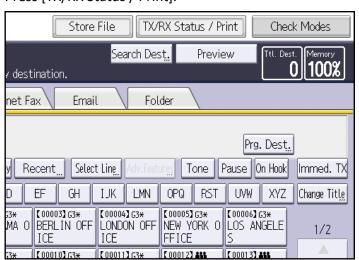
Print per File No.

> Prints only the results of communications specified by file number.

Print per User

> Prints the results of communications by individual senders.

1. Press [TX/RX Status / Print].

2. Press [Print Records].

3. Select the printing method.

4. If you selected [Print per File No.] in Step 3, enter a 4-digit file number using the number keys.

5. If you selected [Print per User] in Step 3, select a user from the list, and then press [OK].

6. Press [Start].

7. Press [Exit] twice.

Storing and Managing Fax Documents

Storing a Fax Document

You can store and send a document at the same time. You can also just store a document.

The following information can be set for the stored documents as necessary:

User Name

> You can set this function if necessary to know who and what departments stored documents in the machine. A user name can be selected from the Address Book or entered manually.

File Name
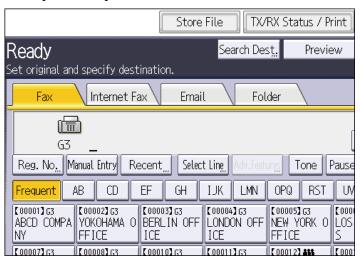
> You can specify a name for a stored document. If you do not specify a name, scanned documents will be automatically assigned names such as "FAX0001" or "FAX0002".

Password

> You can set this function so as not to send to unspecified people. A four to eight digit number can be specified as a password.

You can also change the file information after storing files.

1. Place the original, and then specify the scan settings you require.

   Specify the [Original Orientation] setting correctly. If you do not, the top/bottom orientation of the original will not be displayed correctly in the preview.

   See "Setting the Original Orientation", User Guide in English.

2. Press [Store File].
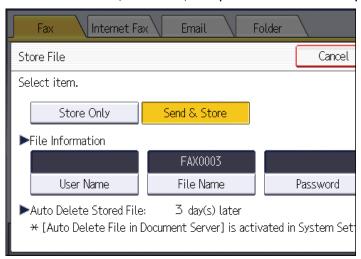
3. Select [Send & Store] or [Store Only].

Select [Send & Store] to send documents after they are stored.

Select [Store Only] to store documents.

4. Set the user name, file name, and password as necessary.

- • User Name

Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].

- • Access Privileges

Depending on the security settings, [Access Privileges] might be displayed instead of [User Name]. For details about setting [Access Privileges], see "Specifying Access Privileges When Storing Files, User Guide in English.

- • File Name

Press [File Name], enter a file name, and then press [OK].

- • Password

Press [Password], enter a password using the number keys, and then press [OK]. Re-enter the password for confirmation, and then press [OK].

5. Press [OK].

6. If you have selected [Send & Store], specify the receiver.

7. Press [Start].

⬇Note

- • For details about text entry, see How to Enter Text (Classic Application).

Sending Stored Fax Documents

The machine sends documents stored with the fax function in the Document Server.
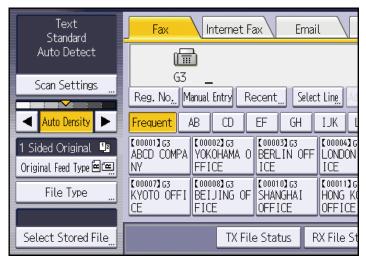
The documents stored in the Document Server can be sent again and again until they are deleted.

The stored documents are sent with the scan settings made when they were stored.

You can send stored documents after adding an original. For this operation, you can change the scan settings. The added original is not stored.

You cannot use the following transmission methods:

- Immediate transmission
- Parallel memory transmission
- On Hook dial
- Manual dial

1. Press [Select Stored File].

2. Select the documents to be sent.

    When multiple documents are selected, they are sent in the order of selection.

    - Press [User Name] to place the documents in order by programmed user name.
    - Press [File Name] to place the documents in alphabetical order.
    - Press [Date] to place the documents in order of programmed date.
    - Press [Queue] to arrange the order of the documents to be sent.
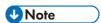
    To view details about stored documents, press [Details].

    Press the Thumbnails key to switch the screen to thumbnail display.

3. If you select a document with a password, enter the password using the number keys, and then press [OK].

4. When you want to add your originals to stored documents and send them all at once, press [Original + Stored File] or [Stored file + Original].

    When [Original + Stored File] is pressed, the machine sends the originals, and then stored files. When [Stored file + Original] is pressed, the machine sends the stored files, and then originals.

5. Press [OK].
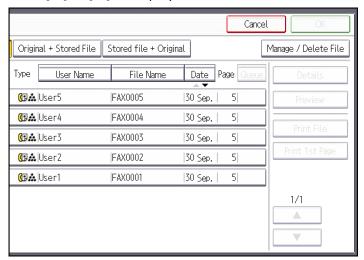
6. To add an original to stored documents, place the original, and then select any scan settings you require.

7. Specify the destination, and then press [Start].

🔽**Note**

- If no memory is remaining, you may not be able to send stored documents.

Searching for a Document from the File List

1. Press [▲] or [▼] to display the documents to be sent.
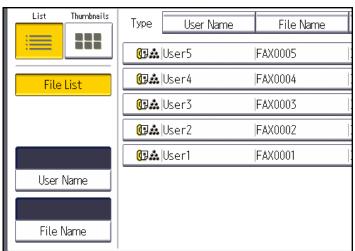
2. Select the file to be sent.

Searching for a Document by User Name

Forward matching is used when searching for a user name.

1. Select [User Name].
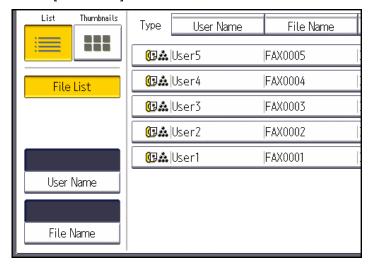
2. Select the user name of the programmed document, and then press [OK].

   To search by directly entering a user name, press [Manual Entry], and then enter the user name.

3. Select the file to be sent.

Searching for a Document by File Name

Forward matching is used when searching for a file name.

1. Select [File Name].

2. Enter the name of the document to be sent, and then press [OK].

3. Select the file to be sent.

4

5. Printer (Classic)

Basic Printing

Basic Procedure for Printing Documents

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

To print a document on the computer, you must install the printer driver on the computer.

Selecting the Printer Driver Installation Method

⭐ 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 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.**

- **If you set [On] for [Prohibit Printing PS/PDF], you cannot print data with the PostScript 3 driver or the PDF direct print function. You can print PDF data with the PCL driver because the PDF data is converted to a format other than PDF data.**
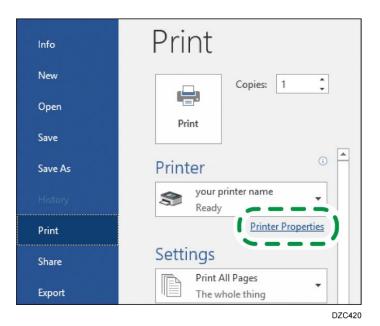
  See "Data Management/Maintenance", User Guide in English.

Printing a Document in Windows

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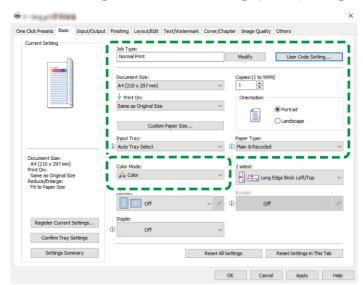
   The procedure to display a document varies depending on the applications.

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

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2. Specify the Document Size, Paper Type, Input Tray, and other settings.
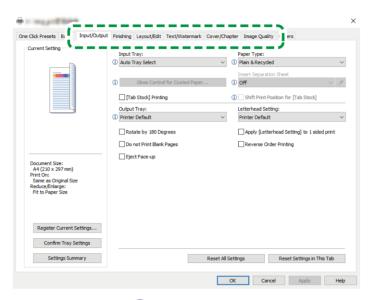
You can configure the basic settings just by using the [Basic] tab.

Setting	Function
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 "Storing Documents in the internal storage and Printing Them", User Guide in English.
	You can store documents in the machine (Locked Print, Hold Print, or Stored Print).
	See "Storing Documents to Print in the Machine", User Guide in English.

Setting	Function
Document Size	Select the size of the document to print.
Print On	Select the size of the paper to print on.
Copies	Enter the print quantity.
Orientation	Specify the orientation of the document. Select Portrait or Landscape.
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. • To prevent the machine from selecting other trays automatically, disable auto tray switching. See "Storing Documents to Print in the Machine", User Guide in English.
Paper Type	Select the type of paper to use.
Color Mode	• Color Mode: Select the print color. You can print in universal color by using the following settings: • [Image Quality] tab ▶ [Barrier-free Color Management:] ▶ [On] When [Barrier-free Color Management] is specified, the color of the original document and the printed result may vary greatly, depending on the document.

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

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

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

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

⬇Note
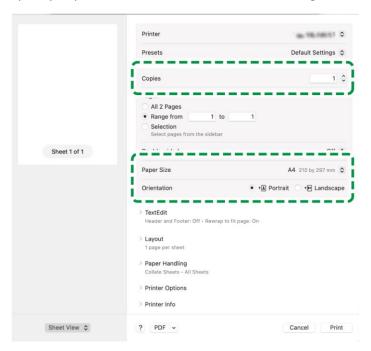
- On the [Devices and Printers] screen on the control panel, right-click the printer icon of the machine, and then click [Printing preferences] to change the default values of the printer settings.

- When "Staple" or "Punch" is disabled on the setting screen, check that the option configuration of the machine is specified correctly.

  Specifying the Option Configuration or Paper Settings Manually

- When you use the driver distributed from the print server, [Standard settings] specified in the print server are displayed as the default.
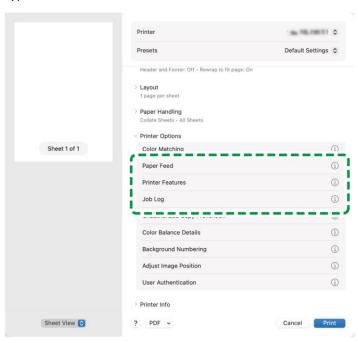
Printing a Document in macOS

In the following example procedure, macOS 14.3.1 is used. The procedure may vary for different versions.

1. Open a document to print on the computer, and click [Print] on the [File] menu.

2. Select the printer you use from [Printer].

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

- Copies: Enter the print quantity.

- Paper Size: Select the size of the document to print.

- Orientation: Specify the orientation of the document. Select [Portrait] or [Landscape].

4. Click a category from the printer option menu, and then specify the paper tray and paper type.

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 "Storing Documents in the internal storage and Printing Them ", User Guide in English.

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

  See "Storing Documents to Print in the Machine", User Guide in English.

Printer Features

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

- Basic

  - Color Mode: Select the print color.

- Paper

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

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

Changing a default values of the printer settings (Windows)

1. Display the [Devices and Printers] screen.

   Windows 11

   1. On the [Start] menu, click [All apps] ▶ [Windows Tools] ▶ [Control Panel].
   2. Click [View devices and printers].
   3. Click [Printers & scanners].

   Windows 10 (version 1703 or later), Windows Server 2019/2022

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

   Windows 10 (before version 1703), Windows Server 2016

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

2. Right-click the printer icon, and then click [Printing preferences].

   In Windows 11, click the printer icon, and then click [Printing preferences].

3. Change the print settings such as Color Mode or Combine to register in default values.
4. Click [OK].

Printing on Both Sides of Paper

Specify 2-sided Print in the printer driver.

Specifying 2-sided Print (Windows)

Specify 2-sided Print on the [Basic] tab.

1. Open a document to print on the computer, and display the setting screen of the printer driver from the print menu in the application.
2. Specify Document Size, Paper Type, Orientation and others.

   page 179 "Basic Procedure for Printing Documents"

3. In [2 sided:] on the [Basic] tab, specify the binding side of and way to open the paper.

   Orientation of the original and opening type

Orientation	Long Edge Bind: Left/Top	Short Edge Bind: Top/Left
Portrait		
Landscape		
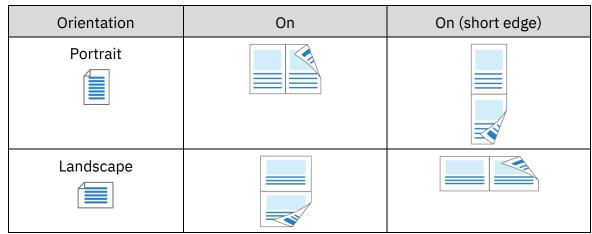
4. After completing the configuration, click [OK] to print.

Specifying 2-sided Print (macOS)

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 179 "Basic Procedure for Printing Documents"

3. Select [On] or [On (Short Edge)] in [Double-sided].

   Orientation of the original and opening type

Orientation	On	On (short edge)
Portrait		
Landscape		
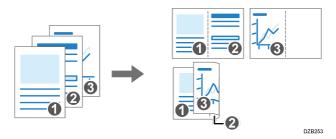
4. After completing the configuration, click [Print] to print.

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.

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Specifying the Combine 2 Originals Function (Windows)

Specify the Combine 2 Originals function on the [Basic] tab.

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

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

   page 179 "Basic Procedure for Printing Documents"

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

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

   • Page Order: Select the order of the pages.

   • Draw Frame Border: Select the check box to draw a line between pages.

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

When you print a document from an application that has the same function as one that exists on the machine, disable that function on the application. If the function in the application is enabled, the print result may not be as intended.

Specifying the Combine 2 Originals Function (macOS)

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

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

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

   page 179 "Basic Procedure for Printing Documents"

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

   Configure the following settings:

   • Pages per Sheet: Select the number of pages to combine.

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- 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 multi bypass tray or paper tray.

Load envelopes in the machine and change the Tray Paper Settings in the Control Panel.

Printing on Envelopes Loaded on the Bypass Tray

⭐ Important

- **When you registered the envelopes as Custom Paper, you do not need to specify the settings on the control panel.**

1. Load an envelope in the Bypass Tray.

   To print on the address side of an envelope, set it as follows.

Types and orientations of envelopes	Bypass Tray	Multi bypass tray (Tray A)
Side-opening envelopes▱*1	Flaps: open Side to be printed: face up Bottom side of envelopes: toward the left of the machine	Flaps: open Side to be printed: face up Bottom side of envelopes: toward the left of the machine
Side-opening envelopes▱*1	Flaps: closed Side to be printed: face up Bottom side of envelopes: toward the back of the machine	-
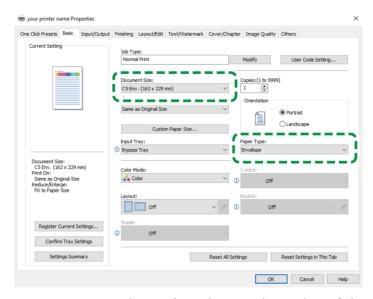
*1 To print on the envelope, specify [Rotate by 180 Degrees] in step 11.

2. Press [Tray Paper Settings] on the Home screen.

3. Press [Bypass Tray].

4. Press [Manual Paper Settings].

5. Press Envelope in the "Paper Type" area, and then select the appropriate item in the "Paper Weight" area.

6. Press the [Paper Size] tab.

7. Select the envelope size, and then press [OK].

8. Press [OK].

9. After completing the configuration, press Home (🏠).

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.

Windows

- 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", User Guide in English.

To print on the envelope, select the Rotate by 180 Degrees check box on the [Input/Output] tab, and then print.

macOS

- 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

  Set it in [paper] in "Feature Sets".

To print on the envelope, select [On] for [Rotate by 180 degrees] in [Basic] in "Feature Sets".

12. Execute printing.

Printing on Envelopes Loaded in the Paper Tray

Important

- **When you registered the envelopes as Custom Paper, you do not need to specify the settings on the control panel.**

1. Load an envelope in the Paper Tray.

   To print on the address side of an envelope, set it as follows.

Types and orientations of envelopes	Tray 2 to 3	Vacuum feed LCIT (Tray T1 to T2)	LCIT RT5180
Side-opening envelopes *1	Flap: open Bottom side of the envelope: toward the right of the machine Printing surface: face down	D0CPIC1101 Flap: open Bottom side of the envelope: toward the left of the machine Printing surface: face up	D0CPIC1101 Flap: open Bottom side of the envelope: toward the left of the machine Printing surface: face up
Side-opening envelopes *1	Flap: close Bottom side of the envelope: toward the back of the machine Printing surface: face down	-	D0CPIC1102 Flap: close Bottom side of the envelope: toward the back of the machine Printing surface: face up

*1 To print on the envelope, specify [Rotate by 180 Degrees] in step 11.
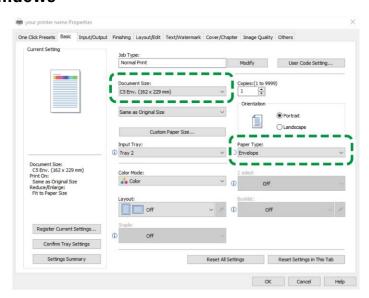
2. Press [Tray Paper Settings] on the Home screen.

3. Select the paper tray in which the envelopes are loaded.

4. Press [Manual Paper Settings].

5. Press [Envelope] in the "Paper Type" area, and then select the appropriate item in the "Paper Weight" area.

6. Press the [Paper Size] tab.

7. Select the envelope size, and then press [OK].

8. Press [OK].

9. After completing the configuration, press [Home] (⌂).

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.

Windows

- 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", User Guide in English.

To print on the envelope, select the [Rotate by 180 Degrees] check box on the [Input/Output] tab, and then print.

macOS

- 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

  Set it in [paper] in "Feature Sets".

To print on the envelope, select [On] for [Rotate by 180 degrees] in [Basic] in "Feature Sets".

12. Execute printing.

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6. Scan (Classic)

Basic Procedure for Sending Scan Files by Email

Basic Procedure for Sending Scan Files by E-mail

This section explains how to send scanned documents as an e-mail attachment.
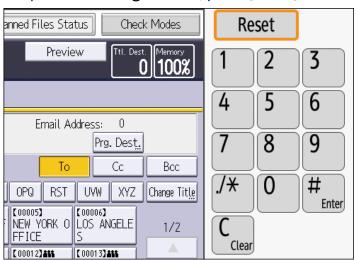
D0CPIC2882

1. On the Home screen, press [Scanner (Classic)].

2. Make sure that no previous settings remain.
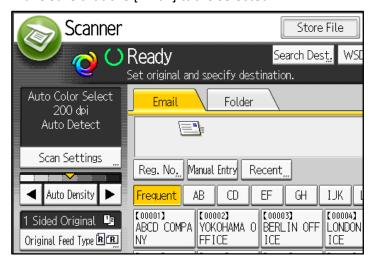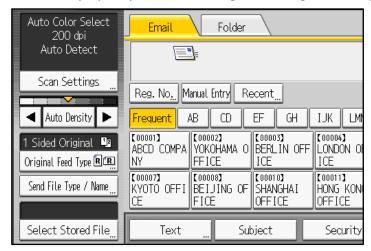
   If a previous setting remains, press [Reset].

3. Make sure that the [Email] tab is selected.

4. Place originals.

5. If necessary, specify the scan settings according to the original to be scanned.

Example: Scanning the document in color/duplex mode, and saving as a PDF file.
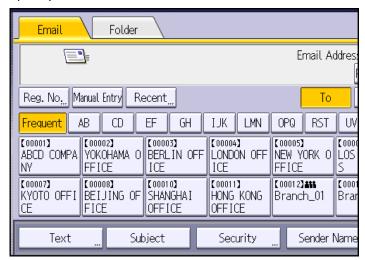
- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].

- Press [Original Feed Type], press [2 Sided Original], and then press [OK].

- Press [Send File Type / Name], press [PDF], and then press [OK].

For information about other settings, see the following:
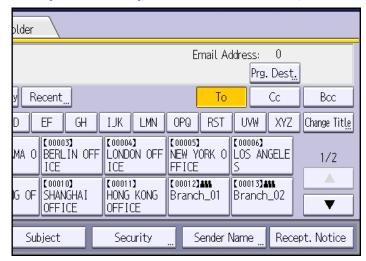
6. Specify the destination.

You can specify multiple destinations.
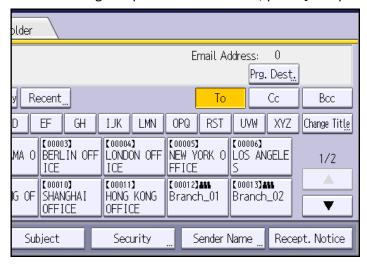
See "Specifying the Destination or Recipient", User Guide in English.

7. Press [Sender Name], select the e-mail sender, and then press [OK].

See "Specifying the E-mail Sender", User Guide in English.

8. To use Message Disposition Notification, press [Recept. Notice].

If you press [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

9. Press [Start].

⬇Note

- This machine supports SMTPS (SMTP over SSL).

- This machine supports Web mail sending.

- If the settings are set as follows, you can send e-mails without entering anything for [Sender Name].

  See "Send (Email/Folder)", User Guide in English.

- Depending on the security setting, the logged-in user may be specified as [Sender Name].

- To use Message Disposition Notification, log in to the machine as a user and specify the sender. Note, however, that the [Recept. Notice] notification e-mail may not be transmitted if the e-mail software of the recipient does not support Message Disposition Notification.

- If you press [Preview] and then start scanning, the [Preview] screen appears. You can use this screen to check how the originals are scanned and the scan setting used for scanning. After checking the preview, you can specify whether to send the file or not.

- To cancel scanning, press [Stop]. Check the information displayed in the dialog box, and then press any key.

- You can also store a scan file and simultaneously send it by e-mail.

  See "Simultaneous Storage and Sending by Scan to Folder", User Guide in English.

- After an e-mail is sent, the destination, sender, subject, text, and file name fields will be automatically cleared. If you want to preserve the information in these fields, register the settings as a program.

  Registering Frequently Used Settings as a Program (Classic Applications)

  - You cannot register the sender settings as a program.

  - When you register a program that includes a destination, set [Scanner Settings] ▶[Others]▶[Address Book Settings]▶[Program Setting for Destinations] to [Include Destinations].

- You cannot switch the screen while WSD destination is being specified. To clear the specified destination, display the destination in the destination field of each screen, and then press [Clear].

- You can specify whether to send a file as an e-mail attachment or by sending a URL link in [File Emailing Method].

- When [Login User Address Priority] is set to [On], the login user's e-mail address is specified as a destination after you log in to the machine and display the initial scanner screen.

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See "Others (Scanner Settings)", User Guide in English.

Sending Files to a Shared Network Folder

Sending Files to the Shared Folder Registered in the Address Book

1. On the Home screen, press [Scanner (Classic)].

2. Make sure that no previous settings remain.

   If a previous setting remains, press [Reset].

3. Press the [Folder] tab.

4. Place originals.

5. If necessary, specify the scan settings according to the original to be scanned.

   Example: Scanning the document in color/duplex mode, and saving as a PDF file.

   • Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].

6. In the destination list, press the key including the destination name.

7. Press [Start].

⬇ Note

• If any of the machine's security functions are enabled, select the destination from the registered folder only when you send files by Scan to Folder.

• If the firewall of an antivirus program is active, you may not be able to specify a shared folder on the computer as a folder destination. If this is the case, see the antivirus program's Help.

• If Windows firewall is active and you cannot specify a shared folder on the computer as a folder destination, the machine may be able to communicate with the computer by changing the exceptions of the Windows firewall. For details, see Windows Help.

- After scan files are sent, the destination and file name fields will be automatically cleared. If you want to preserve the information in these fields, register the settings as a program.
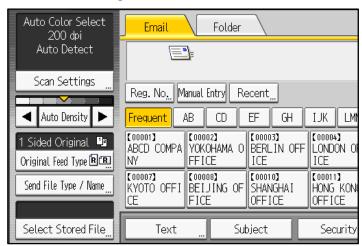
  Registering Frequently Used Settings as a Program (Classic Applications)

  - When you register a program that includes a destination, set [Scanner Settings] ▶[Others]▶[Address Book Settings]▶[Program Setting for Destinations] to [Include Destinations].

- When the specified destination is updated using the Central Management function, the spooled documents are sent to the destination after updating.
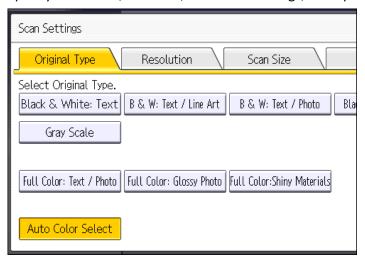
  See "Others (Finishing)", User Guide in English.

Various Scan Settings

Specifying Scan Settings
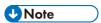
1. Press [Scan Settings].

2. Specify resolution, scan size, and other settings, as required.

3. Press [OK].

⬇ **Note**

- You may need to install the optional ADF to the machine depending on the model and functions that you are using.

Original Type

Select an original type that is appropriate for your original.

[Black & White: Text]

Appropriate to increase OCR readability using an OCR-compliant application.

- [Dropout Color]

    You can select not to scan the following colors: [Chromatic Color], [Red], [Green], and [Blue]. When you select a color to leave out of the scan, specify its level of coverage. There are five levels. Press [Narrow] to leave out colors that are closest to the specified color. Press [Wide] to broaden the coverage of the specified color and not scan those colors.

[B & W: Text / Line Art]

Standard black-and-white originals containing mainly characters (two-value). Creates scanned images suitable for printing.

[B & W: Text / Photo]

Originals containing a mixture of photographs, pictures and characters (two-value). Creates scanned images suitable for printing.

[Black & White: Photo]

Originals containing photographs and other pictures (two-value). Creates scanned images suitable for printing.

[Gray Scale]

Originals containing photographs and other pictures (multi-value). Creates scanned images suitable for displaying on a computer screen.

[Full Color: Text / Photo]

Originals for color printing mainly consisting of characters.

[Full Color: Glossy Photo]

Originals of silver salt photographs and other color pictures.

[Full Color: Shiny Materials]

A glossy original in color such as a precious metal or jewelry.

[Auto Color Select]

Scans originals by automatically judging the colors of the originals.

🔽Note
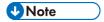
- [Dropout Color] can be set when [Black & White: Text] is selected for [Original Type].
- If [Auto Color Select] is selected, the machine may fail to correctly judge colors depending on the scanning condition or the contents of originals.

- If you select [High Compression PDF] as the PDF File Setting of the file type, you must then select one of the following for Original Type: [Gray Scale], [Full Color: Text / Photo], [Full Color: Glossy Photo], or [Full Color: Shiny Materials].

- If [High Compression PDF] is selected as the file type, areas of uneven shade may appear in the document. If this is the case, change the PDF File Setting to [PDF/A] or [PDF].

Resolution

Select resolution for scanning originals.

Select [100 dpi], [150 dpi], [200 dpi], [300 dpi], [400 dpi], or [600 dpi] as the scanning resolution.

⬇ **Note**

- If [High Compression PDF] is selected as the PDF File Setting of the file type, [100 dpi] and [150 dpi] cannot be selected.

- If [OCR Settings] is set to [On] under the PDF File Setting of the file type, [100 dpi] and [150 dpi] cannot be selected.

  page 210 "Specifying the File Type"

Scan Size

Select the size of the original to be scanned.

[Auto Detect]

Scans original sizes using the automatic size detect function.

[Mixed Original Sizes]

Specify [Mixed Original Sizes] to scan a batch of originals that have different sizes.

Originals are scanned by the ADF and the size of each is automatically detected.

⭐ **Important**

- **Scanning different size originals without specifying [Mixed Original Sizes] may cause original jam.**

- **Paper sizes that can be scanned by using [Mixed Original Sizes] are as follows.**

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

    Larger than B5 JIS or 8^1/$_2$ × 11
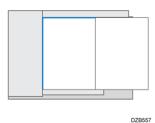
  - 🌐 Region **B**(mainly North America)

    Larger than A4 or 7^1/$_4$ × 10^1/$_2$
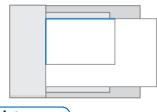
- **Only [Auto Detect(Mixed Sizes,Different Width)] can be specified when [Erase Center / Border] or [Reduce / Enlarge] is specified.**

Place different size originals as shown below:

- [Same Width Originals] ([Auto Detect(Mixed Sizes,Same Width)])

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- [Different Width Originals] ([Auto Detect(Mixed Sizes,Different Width)])

⬇ Note

- If the size of an original placed in the ADF cannot be detected automatically, the original might be scanned at a different size. For details about paper sizes that can be automatically detected when placed in the ADF, see the following section:

  page 545 "Sizes Detectable with Auto Paper Select "

- For details about the weights of paper that can be used in the Mixed Original Sizes mode, see page 543 "Recommended Original Size and Weight".

Regular size

Select a size to scan originals at a specified size regardless of the actual size of the originals you have placed.

You can specify the following sizes:

A3▯, A4▯, A4▯, A5▯, A5▯, A6▯, A6▯, A7▯, B4 JIS▯, B5 JIS▯, B5 JIS▯, B6 JIS▯, B6 JIS▯, B7 JIS▯, B7 JIS▯, B8 JIS▯, 11 × 17▯, $8^1/_2$ × 14▯, $8^1/_2$ × $13^2/_5$ ▯, $8^1/_2$ × 13▯, $8^1/_2$ × 11▯, $8^1/_2$ × 11▯, $5^1/_2$ × $8^1/_2$ ▯, $5^1/_2$ × $8^1/_2$ ▯

⬇ Note

- Scan sizes registered in [Program/Edit/Delete Scan Size] in [Size/Reduce/Enlarge] under [Scan] are also displayed under regular sizes.

[Partial Scan]

Select [Partial Scan] to scan an original partially.

You can specify the dimensions of an area to be scanned in mm or inches.

[Custom Size]

Select [Custom Size] to scan originals that are not standard sizes.

You can specify the length and width of your originals in mm or inches.

Scanning the entire area of a custom size original

This section explains how to specify a custom size for scanning the entire area of an original. If you want to scan the entire area of a custom size original, select [Custom Size] as the scan size.
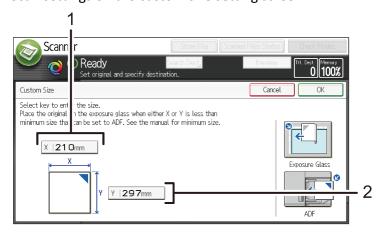
To display the custom size setting screen, on the initial scanner screen, press [Scan Settings]▶[Scan Size]▶[Custom Size].

The following table explains how to measure custom size originals and how to specify the scan settings on the custom size setting screen.

How to measure sizes

Orientation and placement of original	Measuring method for scanning the entire area of a custom size original
In the ⬚⬚ or ⬚⬚ orientation on the exposure glass or in the ADF	
In the ⬚⬚ or ⬚⬚ orientation on the exposure glass or in the ADF	

Scan settings on the custom size setting screen

1. **Original Size (X)**

   Specify the length of the original.

   Enter the actual length in [X] then press [#].

2. **Original Size (Y)**

   Specify the width of the original.

   Enter the actual width in [Y] then press [#].

⬇Note

- For X and Y, you can specify 10 mm (0.4 inches) or larger.

Scanning part of a custom size original

If you want to scan only a part of a custom size original, select [Partial Scan] as the scan size.
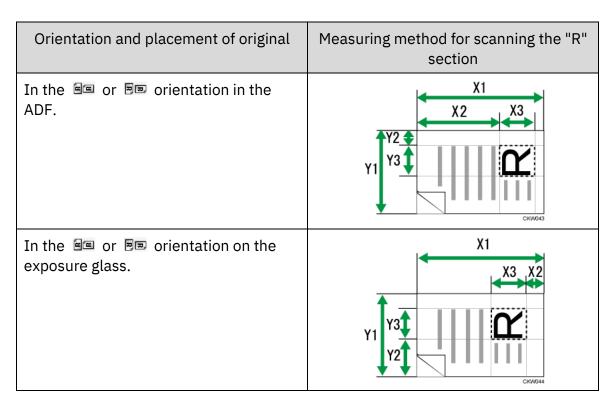
To display the partial scan setting screen, on the initial scanner screen, press [Scan Settings]▶[Scan Size]▶[Partial Scan].

To scan part of an original, measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) on the front side of the original, and then enter those values on the partial scan setting screen.
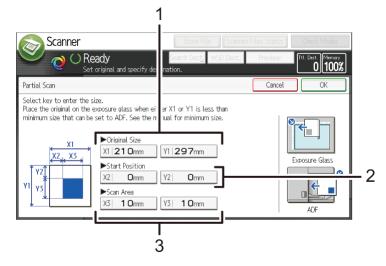
Measuring methods differ depending on where the original is placed and the orientation it is placed in. For details about how to measure Original Size (X1 and Y1), Start Position (X2 and Y2), and Scan Area (X3 and Y3) correctly, see "How to measure sizes".

How to measure sizes

Orientation and placement of original	Measuring method for scanning the "R" section
In the ⬚⬚ or ⬚⬚ orientation on the exposure glass or in the ADF.	 CKW042

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Orientation and placement of original	Measuring method for scanning the "R" section
In the ⊞ or ⊞ orientation in the ADF.	CKW043
In the ⊞ or ⊞ orientation on the exposure glass.	CKW044

Scan settings on the partial scan setting screen

1. **Original Size (X1 and Y1)**

   Specify the original's entire size.

   Enter the actual values in [X1] and [Y1] while referring to "How to measure sizes", and then press [#].

2. **Start Position (X2 and Y2)**

   Specify the scanning start position.

   Enter the actual values in [X2] and [Y2] while referring to "How to measure sizes", and then press [#].

3. **Scan Area (X3 and Y3)**

   Specify sizes of the area you want to scan.

Enter the actual values in [X3] and [Y3] while referring to "How to measure sizes", and then press [#].

⬇ **Note**

- For details about orientation and placement of originals, refer to the following.

  See "Original Orientation", User Guide in English.

Edit

Make editing settings.

[Erase Center / Border]
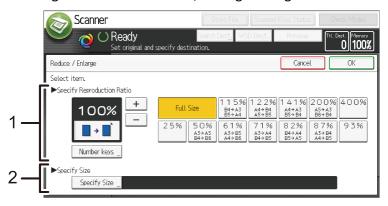
Press to erase the image from a specified width around the document and in the center of the document when the document is scanned.

If you select [Same Width], you can specify a uniform width for deletion all around the original (top, bottom, left, and right sides) or in the center. If you select [Different Width], you can specify a different width for deletion for each side.

[Reduce / Enlarge]

When scanning a bundle of mixed size originals, you can unify the size of the scanned data by using [Specify Size].

Entering values in the Reduce / Enlarge configuration screen

1. **Specify Reproduction Ratio**

   Enter a value for the reproduction ratio.

   To make a small adjustment to the reproduction ratio value, press [+] or [−].
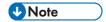
   To make a large change to the value, press [Number keys], enter the desired value using number keys, and then press [#].

   To use a pre-defined reproduction ratio, press the desired ratio.

2. **Specify Size**

   Press [Specify Size], and then specify the finished size of the scanned originals.

To select [Custom Size] for the finished size of the scanned originals, enter the value of [Short Edge] and [Long Edge] of the scan size using the number keys.

⬇ **Note**

- [High Compression PDF] cannot be selected if the [Reduce / Enlarge] function is used.

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send.

File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF]

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

- Multi-page: [TIFF], [PDF]
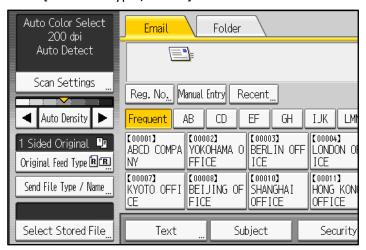
  If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions.

⭐ **Important**

- **[Send File Type / Name] is not available when the WSD destination list is selected.**

1. Press [Send File Type / Name].

2. Select a file type.

If the File Type is set to [PDF], configure PDF File Setting as required.

3. Press [OK].

📥Note

- If you select [Store to Internal Storage] under [Store File], you can only select [High Compression PDF] or [OCR Settings], and files are stored as single-page files.

- The version of the created PDF files is 1.4/1.5.

- PDF/A supports the PDF/A-1 (PDF/A-1a and PDF/A-1b) standard.

- If [High Compression PDF] is selected in the PDF File Setting under the File Type, you can reduce the file size without changing the character legibility of uncompressed PDF files. PDF/A is suitable for storing data for a long period of time.

Notes about and Limitations of File Types

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

TIFF

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

High Compression PDF

You cannot select [High Compression PDF] in the following cases:
- [Black & White: Text], [B & W: Text / Line Art], [B & W: Text / Photo], [Black & White: Photo], or [Auto Color Select] is selected in [Original Type].
- [Reduce / Enlarge] is selected.
- [100 dpi] or [150 dpi] is selected as the resolution.
- [Preview] is selected.
- When the WSD or DSM destination list is used.

↓Note

- If the settings are set as follows, [PDF] and [High Compression PDF] other than PDF/A cannot be selected.

  [System Settings]▶[Settings for Administrator]▶[File Management]▶[PDF File Type: PDF/A Fixed]▶[On]

- High Compression PDF is not compatible with Adobe Acrobat Reader 5.0/Adobe Reader 6.0 or earlier versions.

- When [High Compression PDF] is selected as the file type for scanning, areas of uneven density may appear in the scan file. If this happens, change the PDF File setting to [PDF/A] or [PDF].

Specifying the File Name

This section explains how to specify file names.

You can configure the machine, so that the scan date and time can be automatically added to the file name of the scanned document.

⭐Important

- **[Send File Type / Name] is not available when the WSD destination list is selected.**

When you specify any text string to be included in the file name

- If [Add Date&Time] is specified, scanned files are given file names that contain the scan date and time, a four-digit page number, and the specified text string.

- Single-page and divided multi-page files are assigned file names that contain the date and time of scanning and a four-digit page number. An underscore is inserted between the date and time and the four-digit page number.

  (Example: For a file scanned as a single-page TIFF at 15:30 on Dec. 31, 2020, and "test" specified as its name, the file name will be test_202012311530_0001.tif)

- Multi-page files are given file names that contain the time and date of scanning.

  (Example: For a file scanned as a multi-page TIFF at 15:30 on Dec. 31, 2020, and "test" specified as its name, the file name will be test_202012311530.tif)
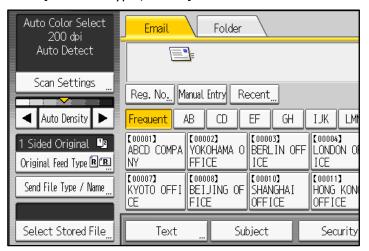
When you are not specifying the file name

- If [Add Date&Time] is specified, scanned files are given file names that contain the scan date and time, a four-digit page number.

- Single-page and divided multi-page files are assigned file names that contain the date and time of scanning and a four-digit page number. An underscore is inserted between the date and time and the four-digit page number.

(Example: For a file scanned as a single-page TIFF at 10 ms, 15 sec., 15:30 on Dec. 31, 2020, the file name will be 20201231153015010_0001.tif)

- Multi-page files are given file names that contain the time and date of scanning.

  (Example: For a file scanned as a multi-page TIFF at 10 ms, 15 sec., 15:30 on Dec. 31, 2020, the file name will be 20201231153015010.tif)

1. Press [Send File Type / Name].
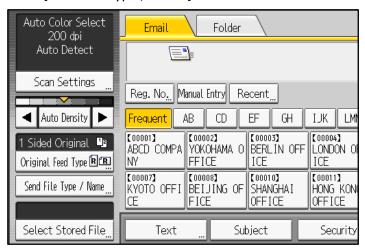
2. Press [File Name].
3. Enter the file name, and then press [OK].
4. If necessary, press [Add Date&Time].
5. Press [OK].

Changing the Starting Digit of File Name Serial Numbers

A single-page file is assigned a serial number after the file name. The starting number of this serial number can be changed as follows:

1. Press [Send File Type / Name].

2. Press [Change] to the right of the entry box.

3. Using the number keys, enter the starting digit of the serial number.

4. Press [#].

5. Press [OK].

⬇Note

- You can change the starting digit only if a single-page file type is selected.

- You cannot specify "9999" or "99999999" as the starting digits if the scan side in [Original Settings] is set to [2 Sided Original] or [Book Type Original].

- You can change the number of digits in the serial number in the following setting item.

  See "Sending Settings", User Guide in English.

7. Paper Settings

Before Making Paper Settings

Overview of Paper Settings

Tray paper settings

You need to specify the paper sizes and types for paper trays in order to properly print on the paper loaded in the paper trays. You can configure these settings in the tray paper settings.

The machine has functions such as a master library and custom paper settings that make it easy to configure the tray paper settings.

You can specify the tray paper settings in the following ways:

- Assign a custom paper to a paper tray
- Manually specify a paper size and type for a paper tray

Master library

The master library contains settings such as paper types, paper weights, and machine operating conditions (for example, paper feed, toner transfer, and toner fusing conditions) that are customized for each major commercially available paper products and also for each major paper types.

To use the settings in the master library, you must first select the name or type of your paper from the master library. The paper settings will be registered to a custom paper. The master library makes it easy to get the best results from your paper.

Custom paper

You can register each type of paper that you use as a "Custom Paper" by setting a name, size, type, weight, and other advanced settings in "Tray Paper Settings".

This function is convenient because you can register certain types of paper that you often use as custom paper.

"Custom Paper" can also be set from the master library.

The machine automatically synchronizes the custom paper settings with the media catalog information on the color controller when using the color controller.

Custom papers can be registered in the following ways:
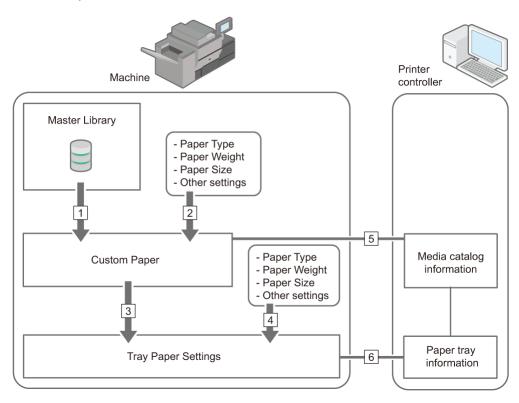
- Select the paper's name or type from the master library
- Modify a custom paper that has already been registered
- Manually specify the paper's type and weight

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Under the custom paper's advanced settings, you can specify the machine operating conditions such as paper feed, toner transfer, and toner fusing conditions. The master library contains the advanced settings that are preconfigured so that you do not need to configure them.

When you change the paper type and weight settings of a registered custom paper, its advanced settings are initialized.

Only the machine administrator can change the advanced settings. For details, contact your machine administrator.

Relationships between functions

1. **You can register the settings stored in the master library to a custom paper.**
2. **You can register a custom paper by manually specifying the paper's type and weight.**
3. **You can configure the tray paper settings by assigning a custom paper to each paper tray.**
4. **You can configure the tray paper settings by manually specifying paper sizes and types.**
5. **The machine automatically synchronizes the custom paper settings on the machine with the media catalog information on the color controller when using the color controller.**
6. **The machine automatically synchronizes the tray paper settings on the machine and the paper tray information on the color controller when using the color controller.**

The procedures for making tray paper settings vary in the following examples depending on the functions that you want to use (the numbers added to the end of the following sentences correspond to the numbers in the illustration above):

To select the name or type of your paper from the master library and configure the tray paper settings

Do the following procedure:

- Select the name or type of the paper from the master library and register it as a custom paper (1)

  page 222 "Selecting the Paper's Name from the Master Library"

  page 223 "Selecting the paper's type from the master library"

- After registering the paper, assign the custom paper settings to a paper tray (3)

  page 245 "Specifying a Custom Paper"

To register a paper type and weight that is not included in the master library as a custom paper and configure the tray paper settings

Do the following procedure:

- Register a custom paper by manually specifying the paper's type and weight (2)

  page 223 "Manually specifying a paper's type and weight".

- After registering the paper, assign the custom paper settings to a paper tray (3)

  page 245 "Specifying a Custom Paper".

To assign a registered custom paper to a paper tray

Do the following procedure:

- Assign the custom paper settings to a paper tray (3)

  page 245 "Specifying a Custom Paper".

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To manually specify the paper settings for a paper tray without using the master library or custom paper

Do the following procedure:

- Manually specify the paper size and type for a paper tray in the tray paper settings (4)

  page 246 "Manually Specifying a Paper's Size and Type".

⬇ Note

- Only the machine administrator can specify the [Advanced Settings] for a custom paper.

- For details about the recommended paper for use with this machine, see the following section:

  page 507 "Recommended Paper Sizes and Types"

- For details about the media catalog information, see the manual provided with the color controller.
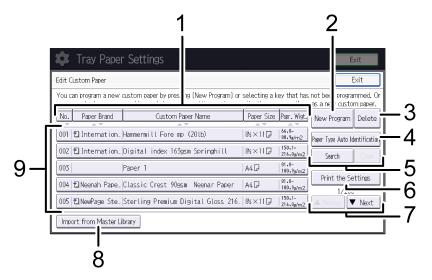
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Registering/Modifying/Deleting a Custom Paper

How to Use the [Edit Custom Paper] Screen

This section explains the items on the [Edit Custom Paper] screen.

This screen appears when you press [Edit Custom Paper] on the [Tray Paper Settings] screen.

1. **[No.], [Paper Brand], [Custom Paper Name], [Paper Size], and [Papr. Wigt.]**

   Press the item to be used for the sorting.

2. **[New Program]**

   Press this key to register a new custom paper. For details, see page 223 "Manually specifying a paper's type and weight".

3. **[Delete]**

   Press this key to delete the selected custom paper from the list.

4. **[Paper Type Auto Identification]**

   Scans paper with the Media Identification Unit, and then searches the master library for a custom paper with settings that are similar to those of the scanned paper. For details, see page 227 "Registering a paper from the master library with the Media Identification Unit".

5. **[Search], [Clear]**

   Press [Search] to search for papers in the list of custom papers. Press [Clear] to return to the list of custom papers from the search results. For details, see page 240 "Searching for a Paper by Specifying the Conditions".

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6. **[Print the Settings]**

   Press this key to print the parameters of the custom paper settings. For details, see page 241 "Printing the Parameters of Custom Paper Settings".

7. **[▲Previous], [▼Next]**

   Displays the previous or next page of the list.

8. **[Import from Master Library]**

   Press this key to recall the custom paper from the master library. For details, see page 222 "Selecting the Paper's Name from the Master Library".

9. **List of custom papers**
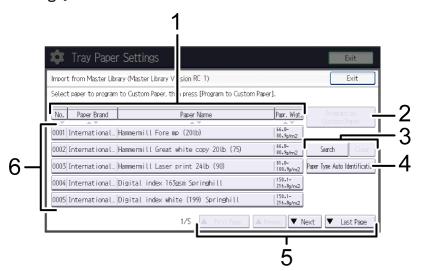
   The registration numbers, paper brands, paper names, sizes, and weights of custom papers are displayed in the list. Icons to the left of the product names indicate which custom paper is registered from the master library and whether their settings have been modified.

   - 🔁: Indicates a custom paper that is registered from the master library.

   - 🔁: Indicates a custom paper that is registered from the master library and that its settings have been modified.

   - No icons appear for custom papers that were registered manually.

How to Use the [Import from Master Library] Screen

This section explains the items on the [Import from Master Library] screen.

This screen appears when you press [Import from Master Library] on the [Tray Paper Settings] screen.

1. **[No.], [Paper Brand], [Paper Name], and [Papr. Wigt.]**

   Press the item to be used for the sorting.

2. **[Program to Custom Paper]**

   Press this key to register the selected paper from the list as a custom paper. For details, see page 222 "Selecting the Paper's Name from the Master Library" and page 223 "Selecting the paper's type from the master library".

3. **[Search], [Clear]**

   Press [Search] to search the papers in the paper list. Press [Clear] to return to the paper list from the search results. For details, see page 240 "Searching for a Paper by Specifying the Conditions".

4. **[Paper Type Auto Identification]**
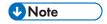
   Scans paper with the Media Identification Unit, and then searches the master library for a custom paper with settings that are similar to those of the scanned paper. For details, see page 227 "Registering a paper from the master library with the Media Identification Unit".

5. **[▲First Page], [▲Previous], [▼Next], [▼Last Page]**

   Displays the first, previous, next, or last page of the list.

6. **List of papers in the library**

   The registration numbers, paper brands, paper names, and weights of library's papers are displayed in the list.

⬇ Note

- The contents in the master library on your machine might differ slightly from those shown in the illustrations in this manual.
- To update the master library, contact your service representative for details.

Registering a Custom Paper
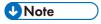
You can register up to 1000 custom papers.

Check the product name, size, and type of your paper before registering it.

Check that the size and type of your paper are compatible with the paper tray that you want to use. Tray compatibility depends on the paper's size and type.

For details about the paper sizes and types that can be used, see the following section:

page 507 "Recommended Paper Sizes and Types"

⬇ Note

- When the number of registered custom papers reaches the maximum, you will not be able to register a new custom paper. Delete any unnecessary custom papers from the list, and then try registering again. For details, see page 242 "Deleting a Custom Paper".
- Saved custom papers are assigned a sequential number from 0001. You can change the number on the [Change Custom Paper Settings] screen. With the following procedure, you can display the [Change Custom Paper Settings] screen:

- Press [Tray Paper Settings] on the [Home] screen ▶ [Edit Custom Paper] ▶ select a custom paper.
- Press [Tray Paper Settings] on the [Home] screen ▶ select a paper tray ▶ select a custom paper ▶ press [Change Basic Paper Info].

Selecting the Paper's Name from the Master Library
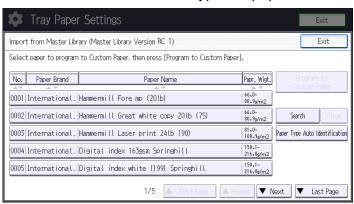
1. Press [Tray Paper Settings] on the Home screen.

2. Press [Import from Master Library].

3. Select the name of the paper that you want to register.

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to select.

   You can select two or more types of paper.

4. Press [Program to Custom Paper] ▶ [Yes] ▶ [Exit].

5. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

↓Note

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen. For details about modifying the custom paper, see page 232 "Modifying a Custom Paper".

Registering a Paper Whose Paper Name Is Not Displayed in the Master Library

If the paper you want is not in the library's paper list or you don't know the name of the paper, use the following procedures:

- Selecting the paper's type from the master library

  The master library contains the optimum printing conditions not only for each commercially available paper but also for each type of paper.

You can select the type of paper from the master library and register it as a custom paper even if you don't know the name of the paper. The selectable paper types are as follows: Plain, Yellow, Green, Blue, Ivory, Orange, Pink, Red, Gray, Letterhead, Label Paper, Translucent Paper, Prepunched Paper, Transparency, Envelope, Coated: Matte, Coated: High Gloss, Coated: Glossy, Textured Paper, Metallic/Pearl Paper, Clear File Folder, Synthetic Paper, Carbonless Paper. Each type is divided into several categories according to weight.

- Manually specifying a paper's type and weight

  You can register a custom paper by manually specifying its type and weight.

Selecting the paper's type from the master library

You can select the type of paper from the master library and register it as a custom paper.

The selectable paper types are as follows: Plain Paper, Yellow, Green, Blue, Ivory, Orange, Pink, Red, Gray, Letterhead, Label Paper, Translucent Paper, Prepunched Paper, Transparency, Envelope, Coated: Matte, Coated: High Gloss, Coated: Glossy, Textured Paper, Metallic/Pearl Paper, Clear File Folder, Synthetic Paper, Carbonless Paper.

1. Press [Tray Paper Settings] on the Home screen.

2. Press [Import from Master Library].

3. Select the most appropriate combination of type and weight for your paper.

   The list of paper types appears on the first and following pages in the master library.

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to select.

4. Press [Program to Custom Paper] ▶ [Yes] ▶ [Exit].

5. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

⬇️ Note

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen.

  page 232 "Modifying a Custom Paper"

Manually specifying a paper's type and weight

⭐ Important

- **Select the items that will be applied to the paper for the various settings. If the paper to be used and the settings are different, a paper jam may result.**

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1. Press [Tray Paper Settings] on the Home screen.

2. Press [Edit Custom Paper]▶[New Program].

3. Press [Change] for [Custom Paper Name].

4. Enter the name of the paper, and then press [OK].

5. Press [Change] for [Paper Size].

6. Select a paper size, and then press [OK].

7. Press [Change] for [Paper Weight].

8. Specify the paper's weight, and then press [OK].

   Press [Change] if you changed the paper weight.

9. Press [▼Next].

10. As required, specify the paper thickness in units of μm.

    The initial setting has not been specified. Specify your preferred setting.

    1. Press [Change] for [Paper Thickness].

    2. Press [On]▶[Change]

    3. Enter the paper thickness using the number keys, and then press [#].

    4. Press [OK].

11. Press [Change] for [Paper Type].

12. Specify the paper type, and then press [OK].

    Press [Change] if you changed the paper type.

13. Specify [Coated Paper Type], [Paper Color], [Prepunched or Not], [Textured or Not], [Apply Duplex], and [Apply Auto Paper Select] according to the paper's features.

    If you change the [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

14. Press [OK]▶[Exit].

    If the message "Some functions cannot be set at the same time. Check the settings." appears, adjust the settings with the 🛈 icon.

15. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

⬇Note

- If you want to use glossy paper, select [Glossy] for [Coated Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Matte] for [Coated Paper Type].

- For details about custom paper settings, see page 233 "Custom Paper Settings".

- For details about [Advanced Settings], contact your machine administrator.

Registering a New Custom Paper by Modifying an Existing Paper

You can open and modify the settings of a registered custom paper and register them as a new custom paper.

This function is useful when registering paper that is the same type as an existing paper, but a different size.

Depending on which settings you modify, details of a newly registered custom paper will be as follows:

- When the settings [Custom Paper Name], [Paper Size], [Paper Thickness], [Apply Duplex], [Apply Auto Paper Select], or [Advanced Settings] of the selected custom paper are changed:

  The changes are applied to the newly registered custom paper.

- When the settings [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] of the selected custom paper are changed:

  The changes are applied to the newly registered custom paper and its advanced settings are reset to their default values according to the changes that are applied to the settings.

When modifying a custom paper that is registered from the master library, you can change its [Custom Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] settings. You can also confirm the brand name and the version of data from [Paper Brand].

1. Press [Tray Paper Settings] on the Home screen.

   Tray Paper Settings
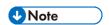
2. Press [Edit Custom Paper]▶[New Program]▶[Use Another Custom Paper's Settings].

3. Select the custom paper whose settings you want to modify, and then press [OK].

4. Change the settings for custom paper (such as paper's name, size, and type), as necessary.

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

5. Press [OK]▶[Exit].

   If the message "Some functions cannot be set at the same time. Check the settings." appears, adjust the settings with the ❶ icon.

6. Press [Home] (🏠) to close the [Tray Paper Settings] screen.
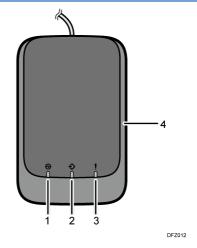
⬇ Note

- For details about custom paper settings, see page 233 "Custom Paper Settings".

- For details about [Advanced Settings], contact your machine administrator.

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Registering a Custom Paper with the Media Identification Unit

When you scan paper with the Media Identification Unit, the Media Identification Unit searches custom paper in the master library. When custom paper with configurations that are similar to those of the scanned paper is found, it is displayed.

Part Names and Functions of the Media Identification Unit

DFZ012

1. **Power lamp**

   Lights up when a USB cable is connected and the Media Identification Unit is ready to start scanning paper.

2. **Scanning lamp**

   Lights up when paper is inserted into the scanning area.

   After the paper is removed, it flashes while paper is being scanned.

3. **Error lamp**

   Lights up when an error occurs.
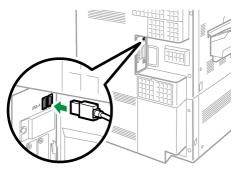
4. **Paper scanning area**

   Insert the paper you want to scan here.

Connect the Media Identification Unit

1. Connect the USB cable to the USB host interface on the back of the machine.
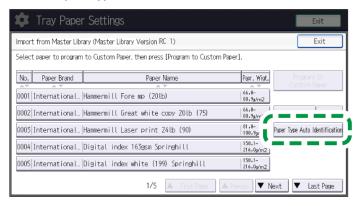
How to Register Paper Scanned by the Media Identification Unit as Custom Paper

Registering a paper from the master library with the Media Identification Unit

1. Press [Tray Paper Settings] on the Home screen.
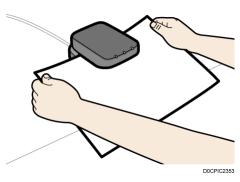
2. Press [Import from Master Library].

3. Press [Paper Type Auto Identification].

4. Insert paper into the Media Identification Unit, and then remove it.

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.

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The list of custom paper whose configurations are similar to those of the scanned paper appears.

5. Select the custom paper you want to use, and then press [OK].

6. Press [Yes]▶[Exit].

7. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

⬇️**Note**
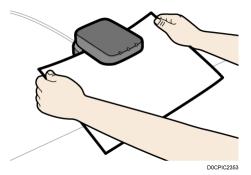
- The list displayed in Step 5 includes custom paper with configurations whose match rates are 80% or higher.

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen. For details about modifying the custom paper, see page 232 "Modifying a Custom Paper".

Registering a new custom paper with the Media Identification Unit

1. Press [Tray Paper Settings] on the Home screen.

Tray Paper Settings

2. Press [Edit Custom Paper]▶[New Program]▶[Scan Value to Program with Media Identification Unit].

3. Insert paper into the Media Identification Unit, and then remove it.

Hold the edges of the paper with both hands when inserting the paper.

Keep the paper flat as you pull it out.

D0CPIC2353
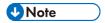
"Paper Weight" and "Paper Thickness" as well as "Coated Paper Type" (excluding Matte) are automatically specified.

4. Press [Change] for [Custom Paper Name].

5. Enter the name of the paper, and then press [OK].

6. Change the settings for custom paper (such as size and type), as necessary.

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

7. Press [OK].

   If the message "Some functions cannot be set at the same time. Check the settings." appears, adjust the settings with the 🛈 icon.

8. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

⬇️**Note**

- For details about custom paper settings, see page 233 "Custom Paper Settings".

- For details about [Advanced Settings], contact your machine administrator.

Modifying the registered custom paper settings using the Media Identification Unit
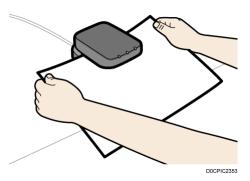
1. Press [Tray Paper Settings] on the Home screen.

2. Press [Edit Custom Paper].

3. Select the custom paper whose settings you want to modify.

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to modify.

4. Press [Scan Value to Program with Media Identification Unit].

5. Insert paper into the Media Identification Unit, and then remove it.

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.

D0CPIC2353

"Paper Weight" and "Paper Thickness" as well as "Coated Paper Type" (excluding Matte) are automatically specified.

When the paper weight of the scanned paper differs from the paper weight of the custom paper selected in Step 3, a message appears to notify you that the [Advanced Settings] will be initialized. To apply the paper weight of the scanned paper, select [Change]. To cancel the changes, select [Do not Change].

6. Change the settings.

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

7. Press [OK].

   If the message "Some functions cannot be set at the same time. Check the settings." appears, adjust the settings with the 🛈 icon.

8. Press [Overwrite].

   Press [Save] to register the paper settings as another custom paper.

9. Press [Yes].

10. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

⬇ **Note**

- For details about custom paper settings, see page 233 "Custom Paper Settings".
- You cannot modify a custom paper that is assigned to a paper tray. To modify it, cancel the assignment.
- For details about [Advanced Settings], contact your machine administrator.
- Sheets of custom paper are assigned with a sequential number from 0001. You can change the number on the [Change Custom Paper Settings] screen.
- Press [Scan and Update Value of Media Identification Base Data] to register the information scanned by the Media Identification Unit. Also press this button to increase identification accuracy to search for custom paper or register information from custom paper that was registered without using the master library.
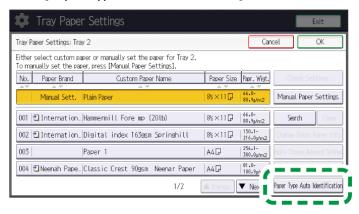
Specifying a custom paper for paper trays with the Media Identification Unit
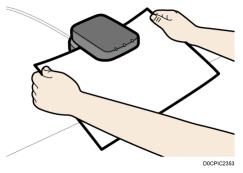
1. Press [Tray Paper Settings] on the Home screen.

2. Select the number of the tray whose paper settings you want to specify.

   When specifying the paper settings for the bypass tray, press the [Bypass Tray] tab, and then press [Bypass Tray] or [Tray A].

3. Press [Paper Type Auto Identification].

4. Insert paper into the Media Identification Unit, and then remove it.

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.

   D0CPIC2353

   The list of custom paper whose configurations are similar to those of the scanned paper appears.

5. Select the custom paper you want to use, and then press [OK].

   The custom papers that can be used in the selected tray appear.

   Press [▲Previous] or [▼Next] to scroll through the list to find a paper that you want to select.

   After selecting a custom paper, you can check its type and color by pressing [Check Settings].

7

6. Press [Home] ( ) to close the [Tray Paper Settings] screen.

Note

- If you want to change the custom paper settings, press [Change Basic Paper Info] in Step 3.

Modifying a Custom Paper

Before modifying a custom paper, confirm that no one is modifying it on Web Image Monitor or on the color controller.

You can only change the [Custom Paper Name], [Paper Size], [Apply Duplex], [Apply Auto Paper Select] and [Registration No.] settings for a custom paper that is registered from the master library.

1. Press [Tray Paper Settings] on the Home screen.

2. Press [Edit Custom Paper].

3. Select the custom paper whose settings you want to modify.

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to modify.

4. Change the settings.

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

5. Press [OK].

6. Press [Overwrite].

   Press [Save] to register the paper settings as another custom paper.

7. Press [Yes] ▶ [Exit].

8. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

⬇Note

- For details about custom paper settings, see page 233 "Custom Paper Settings".

- You cannot modify a custom paper that is assigned to a paper tray. To modify it, cancel the assignment.

- For details about [Advanced Settings], contact your machine administrator.

- Sheets of custom paper are assigned with a sequential number from 0001. You can change the number on the [Change Custom Paper Settings] screen.

Custom Paper Settings

Registration No.

Specify a registration number for custom paper.

Paper Brand

Displays brand name and data version of the custom paper registered from the master library.

Brand name and data version is displayed only for the custom paper registered from the master library.

Manufacturer

Displays the manufacturer's name. Manufacturer's name is displayed only for the custom paper registered from the master library.

Custom Paper Name

Specify the name of the custom paper using up to 38 characters.

You cannot use the name of a registered custom paper.

Paper Size

Select the paper's size from the regular sizes or specify a [Custom Size].

You can specify a custom size between 90.0 and 330.2 mm (3.55 and 13.00 inches) vertically, and between 139.7 and 1300.0 mm (5.50 and 51.18 inches) horizontally.

You can register custom sizes that you entered by pressing [Register Entered Size to Key]. It is convenient to register frequently used custom sizes.

To use paper having a horizontal length between 487.8 mm and 700 mm (19.21 and 27.55 inches) with the vacuum feed LCIT, the vacuum feed banner sheet tray must be attached.

To use paper having a horizontal length between 487.8 mm and 700 mm (19.21 and 27.55 inches) with the multi bypass tray (Tray A), the banner sheet tray of multi bypass tray (Tray A) must be attached.

Paper Weight

Specify the weight (g/m^2) of the custom paper. Specify the paper weight between [Paper Weight 1] and [Paper Weight 9].

For details about the relationship between the paper weight and ream weight, see "Paper weight" in page 507 "Recommended Paper Sizes and Types". Paper weight can also be scanned using the Media Identification Unit.

Paper Thickness

Specify the thickness (μm) of the custom paper. You can also scan paper thicknesses using the Media Identification Unit.

Paper Type

Specify the type of the custom paper.

Coated Paper Type

Specify whether or not the custom paper is coated.

Paper Color

Specify the color of the custom paper.

Prepunched or Not

Specify whether or not the custom paper is punched.

Textured or Not

Specify whether or not the custom paper is embossed.

Apply Duplex

Specify whether the duplex function is enabled for the custom paper.

Apply Auto Paper Select

Specify whether the auto paper select function is enabled for the custom paper.

Change Advanced Setting Method

Press [Easy] or [Standard] to change the advanced settings. For details, contact your machine's administrator.

Advanced settings can be changed even if the selected custom paper is assigned to a paper tray.

You can change settings for [Registration No.], [Custom Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] if a custom paper has already been registered using the master library.

Settings that you can change depend on the following:

Settings	Custom papers that have been registered using the master library (listed with an icon 📄 or 📄₊)	Custom papers that have been registered by specifying paper types and weight (listed with no icons)
Registration No.	Available	Available
Paper Brand	Not Available	-
Manufacturer	Not Available	-
Custom Paper Name	Available	Available
Paper Size	Available	Available
Paper Weight	Not Available	Available
Paper Thickness	Not Available	Available
Paper Type	Not Available	Available
Coated Paper Type	Not Available	Available
Paper Color	Not Available	Available
Prepunched or Not	Not Available	Available
Textured or Not	Not Available	Available
Apply Duplex	Available	Available
Apply Auto Paper Select	Available	Available
Change Advanced Setting Method	Available[*1]	Available[*1]

*1 Can be changed only by the machine administrator.

Note

- Before changing these settings, check that the size and type of your paper are compatible with the paper tray that you want to load the paper in. Tray compatibility depends on the paper's size and type.

- When you use custom size paper, we recommend using paper that has a horizontal length of 700.0 mm (27.55 inches) or less.

Adjusting the Image Position

To align the image position, perform [Image Position Adjustment].

In [Image Position Adjustment], there are 3 items: Manual Adjustment, Adjust Front Side, Adjust Front & Back Sides.

Adjusted values are saved as custom paper settings.

The optimal adjustment value may vary depending on the paper size, environment, and paper tray used. If the image position is misaligned, perform [Image Position Adjustment] again.

Requirements for adjusting the image position

- Custom paper with a paper type and weight that the machine supports must be allocated to the paper tray.

- Custom paper with a paper type and weight that is suitable for duplex printing must be allocated to the paper tray, to adjust the front and back sides of the paper.

- The paper size is within the following range:

    - Vertical length: 182.0-330.2 mm (7.17-13.00 inches)

    - Horizontal length: 182.0-487.7 mm (7.17-19.21 inches)
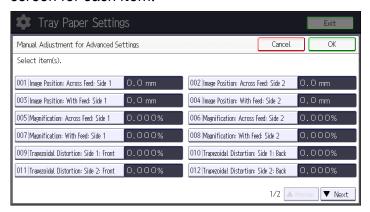
Manual Adjustment

Manually adjust the image position, magnification, trapezoidal distortion, and perpendicularity on the front (side 1) and back (side 2).

1. Log in to the machine as the machine administrator on the control panel.

2. Press [Tray Paper Settings] on the Home screen.

3. Press [Image Position Adjustment].

4. Select the paper tray with the custom paper to adjust the image position.

5. Press [Manual Adjustment].

6. Press the item you want to adjust, change the value, and then press [OK].

   For the alignment applied by adjusting the values, see the figure displayed on the screen for each item.

7. After adjusting all of the items, press [OK].

8. Check the adjustment results.

   - Check the adjustment results using the following method:

     - Print the image for which you want to check the image position.

     - Print the image for confirmation by pressing [Image Position Adjustment] ▶ [Adjust Front Side] or [Adjust Front & Back Sides] ▶ [Test Print].

   - The image printed by [Test Print] is mainly composed of lines and uses a small amount of toner. To check the adjustment results for an image that uses a large amount of toner, print an image that has solid-colored areas. Before printing an image, make sure that the image is positioned in the center of the print data. If it is not positioned in the center, correct the data.

   - The position of the image may differ depending on the percentage that the image occupies on the paper.

   - If the corners of the paper are not at right angles, the image positions on the front and back sides may not match when printing on both sides of the paper.

   - Measure the size of the paper loaded in the tray used to adjust the image position, and specify the actual size in [Tray Paper Settings].

9. After completing the alignment, press [Home] (🏠) to close the [Tray Paper Settings] screen.

Auto Adjustment and Quick Auto Adjustment

You can automatically adjust the image position by scanning adjustment sheets on the exposure glass.

The procedure is the same for both [Auto Adjustment] and [Quick Auto Adjustment].

[Auto Adjustment] consumes three adjustment sheets for precise adjustment.

[Quick Auto Adjustment] consumes one adjustment sheet for simple adjustment.

When scanning the adjustment sheet from the exposure glass, a background sheet is required in addition to the adjustment sheet. If you do not have a background sheet on hand, load A3 or 11 × 17 inch paper in one of the paper trays to print the background sheet.

1. Press [Tray Paper Settings] on the Home screen.

2. Press [Image Position Adjustment].

   If you have a background sheet printed already, proceed to Step 5.

3. Press [Print Background Sheet].

4. Select the paper tray with the A3 or 11 × 17 paper tray setting, and then press [Print].

   The background sheet is printed.

5. Select the paper tray with the custom paper to adjust the image position.

6. Press [Adjust Front Side] or [Adjust Front & Back Sides].

   The machine adjusts only the front side when [Adjust Front Side] is selected.

7. Press [Auto Adjustment] for precise adjustment and [Quick Auto Adjustment] for simple adjustment.

   • Adjust Front Side

   When [Auto Adjustment] is selected, three adjustment sheets with images on one side are printed. When [Quick Auto Adjustment] is selected, an adjustment sheet with images on one side is printed.

   • Adjust Front & Back Sides

   When [Auto Adjustment] is selected, 9 sheets (3 blank sheets, 3 adjustment sheets with images printed on both sides, and 3 blank sheets) are printed. When [Quick Auto Adjustment] is selected, 3 sheets (1 blank sheet, 1 adjustment sheet with images printed on both sides and 1 blank sheet) are printed.

8. Follow the on-screen instructions, place the background sheet and adjustment sheet together on the exposure glass, and then press [Start Scanning].

   Repeat this until scanning is completed.

- How to set the background sheet

Place the background sheet so that the white line is visible on the left side and align it to the mark on the upper left corner of the scan area.
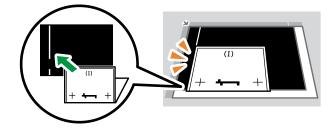
- How to set the adjustment sheet when adjusting the front side

Fold the adjustment sheet along the dashed lines so that the number indicated on the screen is visible, then sandwich the background sheet within the folded adjustment sheet. Align the white line of the background sheet with the left edge of the adjustment sheet, and the bottom edge of the background sheet with the dashed lines of the adjustment sheet.

Place the background sheet and adjustment sheet so that they are parallel to each other.

The following is an example of how to set the first adjustment sheet so that the "(I)" is visible.
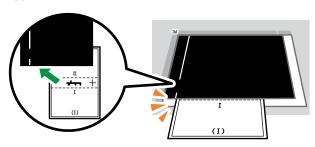
- How to set the adjustment sheet when adjusting the front and back sides

Place the adjustment sheet under the background sheet so that the number shown on the screen is visible. Align the white line of the background sheet with the left edge of the adjustment sheet, and the bottom edge of the background sheet with the dashed line on the adjustment sheet.
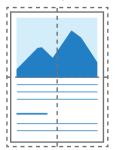
Place the background sheet and adjustment sheet so that they are parallel to each other.

The following is an example of how to set the first adjustment sheet so that the "(I)" and "I" are visible.

9. After the scanning is completed, the alignment result is displayed. Check the result, and then press [Apply].

   The adjustment value is applied to the custom paper.

10. Press [Exit].

11. Press [Test Print] to print the image for confirming and checking the adjustment result.

    If the result is not as expected, perform [Manual Adjustment].

    page 236 "Manual Adjustment"

    - The image printed by [Test Print] is mainly composed of lines and uses a small amount of toner. To check the adjustment results for an image that uses a large amount of toner, print an image that has solid-colored areas. Before printing an image, make sure that the image is positioned in the center of the print data. If it is not positioned in the center, correct the data.

    - The position of the image may differ depending on the percentage that the image occupies on the paper.

    - If the corners of the paper are not at right angles, the image positions on the front and back sides may not match when printing on both sides of the paper.

    - Measure the size of the paper loaded in the tray used to adjust the image position, and specify the actual size in [Tray Paper Settings].

12. Press [Home] (⌂) to close the [Tray Paper Settings] screen.

⬇Note

- If you keep the printed background sheet, you can reuse it the next time you adjust the image position. To reuse the background sheet, we recommend printing the background sheet on thick paper of about 200 g/m^2.
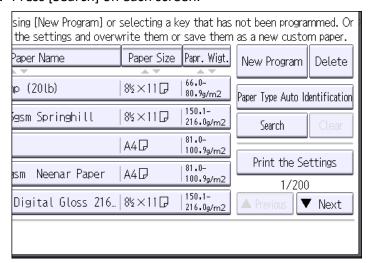
Searching for a Paper by Specifying the Conditions

You can specify search parameters to search for types of paper from the lists of paper types, such as custom paper and the master library.
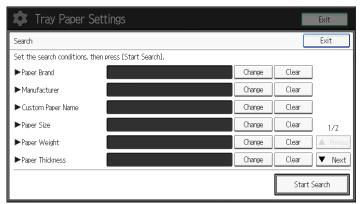
The following conditions can be specified for paper searches: [Paper Brand], [Manufacturer], [Custom Paper Name], [Paper Size], [Paper Weight], [Paper Thickness], [Paper Type], and [Coated Paper Type].

1. Press [Search] on each screen.
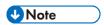
2. Press [Change] for each item, and then specify search criteria.

3. Press [OK].

4. Press [Start Search].

   If the paper you require does not appear, press [▲Previous] or [▼Next] to display the previous or next page.

   You can sort by "No.", "Paper Brand", "Custom Paper Name", "Paper Size" and "Papr. Wigt.".

⤵ Note

- You cannot specify [Paper Size] as a search parameter on the [Import from Master Library] screen.

Printing the Parameters of Custom Paper Settings

You can print the parameters for registered custom paper from the [Edit Custom Paper] screen.
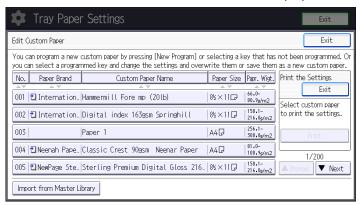
You can print several custom paper settings at a time.

1. Press [Tray Paper Settings] on the Home screen.

2. Press [Edit Custom Paper] ▶ [Print the Settings].

3. Select the custom paper whose settings you want to print.

   If the paper you require does not appear, press [▲Previous] or [▼Next] to display the previous or next page.

   You can select several sheets of custom paper.

4. Press [Print].

5. Press [Start].

6. Press [Exit].

7. Press [Home] (⌂) to close the [Tray Paper Settings] screen.

Deleting a Custom Paper

Before deleting a custom paper, confirm that no one is modifying it on Web Image Monitor or on the color controller.

1. Press [Tray Paper Settings] on the Home screen.
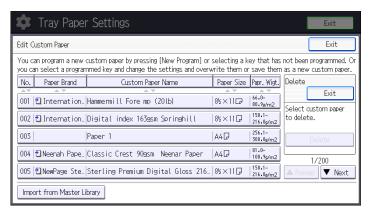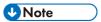
2. Press [Edit Custom Paper] ▶ [Delete].

3. Select the custom paper that you want to delete.

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to delete.

   You can select several sheets of custom paper.

4. Press [Delete] ▶ [Yes] ▶ [Exit].

5. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

🔽**Note**

• You cannot delete a custom paper that is currently assigned to a paper tray.

• You cannot delete a custom paper that is being used with the color controller. For details, see the manual provided with the color controller.

Backing Up and Restoring Custom Paper Profiles

You can back up and restore the custom paper data registered on the [Edit Custom Paper] screen.

Backing up custom paper profiles

⚠ **CAUTION**

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

1. Press [Adjustment Settings for Operators] on the Home screen.

2. Press [05: Main Unit: Maintenance].

3. Press [0513: Back Up / Restore Custom Paper Data].

4. Insert a USB flash memory device into the media slot on the side of the control panel.

5. Press [Back Up Custom Paper Settings].

6. Press [OK] ▶ [Exit].

🔽**Note**

• If a previously created backup file is on the USB flash memory device, it is overwritten by the back-up.
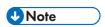
Restoring custom paper profiles

⚠️**CAUTION**

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

1. Cancel all custom paper profiles allocated to paper trays.

2. Press [Adjustment Settings for Operators] on the Home screen.

3. Press [05: Main Unit: Maintenance].

4. Press [0513: Back Up / Restore Custom Paper Data].

5. Insert a USB flash memory device containing the backup custom paper profiles into the media slot on the side of the control panel.

6. Press [Restore Custom Paper Settings].

7. Press [OK]▶[Exit].

🔽**Note**

- All custom paper profiles registered in the machine remain registered after the data has been restored. The restored data is added to the free area.

- If the number of custom paper profiles registered in the machine and the number of items of data that have been restored reach a combined total of 1000, no further items of data will be restored.

Tray Paper Settings

Changing Tray Paper Settings

If the specified size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size is not detected.

⭐**Important**

- **If the specified paper type differs from the actual type of paper that is loaded in the paper tray, the paper might misfeed, the toner might not fuse properly, or the print quality might be reduced.**

Specifying a Custom Paper
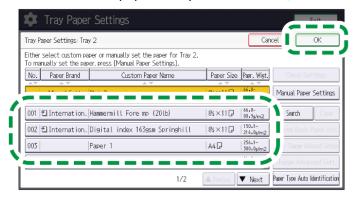
1. Press [Tray Paper Settings] on the Home screen.

Tray Paper Settings

2. Select the number of the tray whose paper settings you want to specify.

   When specifying the paper settings for the bypass tray, press the [Bypass Tray] tab, and then press [Bypass Tray] or [Tray A].

3. Select the custom paper that you want to use, and then press [OK].
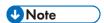
   The custom papers that can be used in the selected tray appear.

   Press [▲Previous] or [▼Next] to scroll through the list to find a paper that you want to select.

   After selecting a custom paper, you can check its type and color by pressing [Check Settings].

4. Press [Cover/Designation/Slip/Separation Sheet] tab.

5. Change the settings for the copy function (such as front cover sheet and designation sheet), if necessary.

6. Press [Home] (⌂) to close the [Tray Paper Settings] screen.

⬇Note
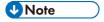
- If you want to change the custom paper settings, press [Change Basic Paper Info] in Step 3.

- Press [Easily Change Advanced Settings] or [Change Advanced Sett.] to change the advanced settings. For details, contact your machine's administrator.

Manually Specifying a Paper's Size and Type

1. Press [Tray Paper Settings] on the Home screen.

Tray Paper Settings

2. Select the number of the tray whose paper settings you want to specify.

When specifying the paper settings for the bypass tray, press the [Bypass Tray] tab, and then press [Bypass Tray] or [Tray A].

3. Select the paper whose product name is displayed [Manual Sett.].

4. Press [Manual Paper Settings].

5. Change the paper settings (such as paper type and size), and then press [OK] twice.

6. Press [Cover/Designation/Slip/Separation Sheet] tab.

7. Change the settings for the copy function (such as front cover sheet and designation sheet), if necessary.

8. Press [Home] (⌂) to close the [Tray Paper Settings] screen.

⬇Note

- When you specify [Translucent Paper], [Transparency], or [Clear File Folder] as the paper type, settings for paper thickness are not needed.

Adjusting the Transfer Output
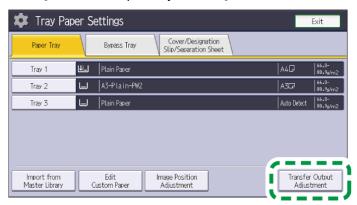
If blurring or white spots appear on the printed document, executing [Transfer Output Adjustment] may improve the results.

Perform the adjustment for each paper tray.

1. Press [Tray Paper Settings] on the Home screen.

Tray Paper Settings
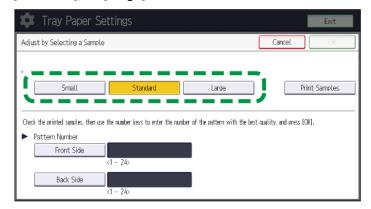
2. Press [Transfer Output Adjustment].

3. Select the paper tray with the custom paper to adjust the transfer output.

   You can not use a custom paper that is less than 148 mm (5.9 inches) wide or less than 210 mm (8.3 inches) long.

4. Press [Adjust by Selecting a Sample].

5. Select the amount of adjustment for the current transfer output value from [Small], [Standard], or [Large].

6. Press [Print Samples].

   Four sample sheets with images printed on both sides are printed.

   The side with "SIDE1" printed on it is a side of samples for the front side, the side with "SIDE2" printed on it is a side of samples for the back side.

7. Press [Front Side], and then enter the number of the pattern with the best quality.

8. Press [#].

9. Press [Back Side], and then enter the number of the pattern with the best quality.

10. Press [#] ▶ [OK].
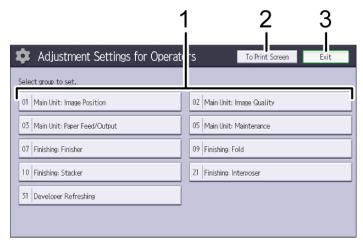
    The value set for the number that you entered is applied to the paper tray selected in Step 2.

11. Press [Yes].

12. Press [Home] (🏠) to close the [Tray Paper Settings] screen.

Adjustment Settings for Operators

How to Use the Adjustment Settings for Operators Screen

This section explains how to use the Adjustment Settings for Operators.

1. **Adjustment items**
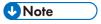
   Adjustment items are displayed in this area. When you select an item, its configuration screen will then open.

2. **[To Print Screen]**

   Press this key to display the print screen. You can use this screen to view the changes you have made.

3. **[Exit]**

   Press this key to close the [Adjustment Settings for Operators] menu.

Note

- All items in [Adjustment Settings for Operators] appear regardless of which of the machine's optional components are installed. If you change the settings of options that are not installed, the changes will have no effect.

Opening and Closing Adjustment Settings for Operators

Opening Adjustment Settings for Operators

1. Press [Adjustment Settings for Operators] on the Home screen.

Closing Adjustment Settings for Operators

1. After completing the settings, press [Back] twice.

2. Press [Exit] to close the [Adjustment Settings for Operators] screen.

Features of the Displayed Items and Setting Operations
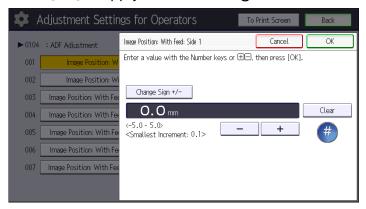
The following operations are available for each adjustment item:

- Value setting
- Item setting
- Executing
- Display only

Value setting

Press [+] to increase the value, or [−] to decrease. You can also use the number keys to enter numbers.
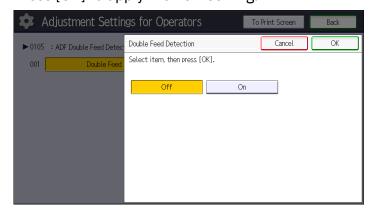
Press [OK] to apply the new setting.
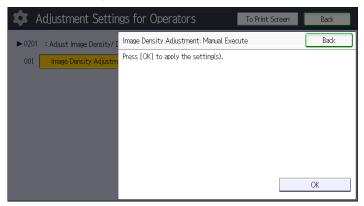
Item setting

Select the item you require.

Press [OK] to apply the new setting.

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Executing
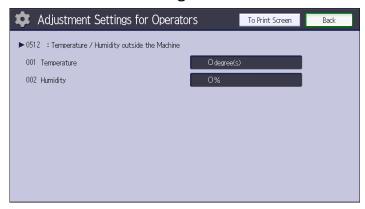
Press [OK] to perform a selected function.

Display Only

You can check the setting of the selected item.

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Printing with Adjusted Settings
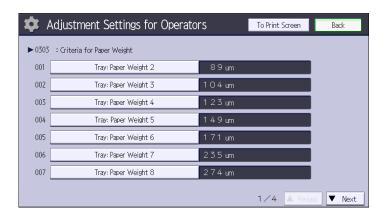
To print with the settings you have adjusted, be sure to select the paper tray and paper size to which the settings apply.

- Settings adjustable for each paper tray
- Settings adjustable for each paper size

Settings adjustable for each paper tray

These are settings adjustable for each paper tray.
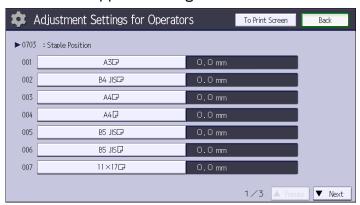
Print jobs are processed with the adjusted settings when printing from a tray with the applied settings.

Settings adjustable for each paper size

These are settings adjustable for each paper size.

Print jobs are processed with the adjusted settings when printing with a paper size that has the applied settings.

Note

- For details about selecting the paper tray and paper size for printing, see the manuals for the related functions.
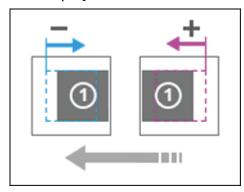
01: Main Unit: Image Position

0104: ADF Adjustment

Adjust the position and scaling of image when original is scanned by Auto Document Feeder (ADF).

By specifying this setting, you can correct image misalignment, expansion, and shrinkage due to non-uniform paper feeding.
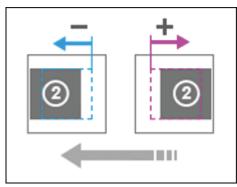
[Image Position: With Feed: Side 1], [Image Position: With Feed: Side 1: Small Size], [Image Position: With Feed: Side 1: Thin Paper], [Image Position: With Feed: Side 1: Thick Paper], [Image

Position: With Feed: Side 1: Small Size Thin Paper], [Image Position: With Feed: Side 1: Small Size Thick Paper]

Adjust the position of the image on side 1 parallel to the paper feed direction.

Press [＋] to shift the image to the left (leading edge) or [－] to shift it to the right (trailing edge).
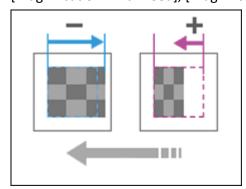
[Image Position: With Feed: Side 2], [Image Position: With Feed: Side 2: Small Size], [Image Position: With Feed: Side 2: Thin Paper], [Image Position: With Feed: Side 2: Thick Paper], [Image Position: With Feed: Side 2: Small Size Thin Paper], [Image Position: With Feed: Side 2: Small Size Thick Paper]

Adjust the position of the image on side 2 parallel to the paper feed direction.

Press [＋] to shift the image to the right (leading edge) or [－] to shift it to the left (trailing edge).

[Magnification: With Feed], [Magnification: With Feed: Thick Paper]

Adjust the horizontal image scaling on sides 1 and 2.

Press [＋] to reduce the scaling and [－] to increase it.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Image Position: With Feed: Side 1	0.0	5.0	-5.0	0.1	mm
Image Position: With Feed: Side 2	0.0	5.0	-5.0	0.1	mm
Image Position: With Feed: Side 1: Small Size	0.0	5.0	-5.0	0.1	mm
Image Position: With Feed: Side 2: Small Size	0.0	5.0	-5.0	0.1	mm
Image Position: With Feed: Side 1: Thin Paper	0.0	3.0	-3.0	0.1	mm
Image Position: With Feed: Side 2: Thin Paper	0.0	3.0	-3.0	0.1	mm
Image Position: With Feed: Side 1: Thick Paper	0.0	3.0	-3.0	0.1	mm
Image Position: With Feed: Side 2: Thick Paper	0.0	3.0	-3.0	0.1	mm
Image Position: With Feed: Side 1: Small Size Thin Paper	0.0	3.0	-3.0	0.1	mm
Image Position: With Feed: Side 2: Small Size Thin Paper	0.0	3.0	-3.0	0.1	mm
Image Position: With Feed: Side 1: Small Size Thick Paper	0.0	3.0	-3.0	0.1	mm
Image Position: With Feed: Side 2: Small Size Thick Paper	0.0	3.0	-3.0	0.1	mm
Magnification: With Feed	0.0	5.0	-5.0	0.1	％
Magnification: With Feed: Thick Paper	1.0	6.0	-1.0	0.1	％

0105: ADF Double Feed Detection

Specify whether or not to detect multiple feeding of originals loaded in the ADF.

If [On] is selected, the machine stops printing and displays a message reporting a paper jam when it detects multiple feeding. The machine may erroneously detect double

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feeding when you use creased, scratched or torn originals, originals with holes, perforated originals, or originals with sticky notes or tape affixed. In such a case, select [Off] to prevent erroneous detection.

Setting Items	Values	Default Value
Double Feed Detection	On Off	Off

0106: ADF Mixed Original Sizes (Different Widths)

Specify the action when the machine scans originals of different sizes.

Depending on the condition of an original, the original may remain skewed after scanning if no correction is applied. In such cases, the following settings may reduce the skew.

- Select [Off] in [Skew Correction Mode]
- Select [Standard] in [Feed Speed]

When [Standard] is selected in [Feed Speed], scanning speed will be reduced.

Setting Items	Values	Default Value
Skew Correction Mode	On (2 Sided) On (Only Front Side) On (Only Back Side) Off (For Service) Off	On (2 Sided)
Feed Speed	Standard Productivity Priority	Productivity Priority

02: Main Unit: Image Quality
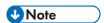
0201: Adjust Image Density/ DEMS

Execute image density control manually.

The machine adjusts the image density. This operation takes about 30 seconds during which a message appears on the control panel. Do not pull out the drawer while the message is being displayed.

If the density does not change after applying this function several times, contact your sales or service representative.

Setting Items	Values
Image Density Adjustment: Manual Execute	Press [OK].

🔽 **Note**

The machine executes automatic image density adjustment after a set interval or after printing a specified number of sheets. However, you can also manually initiate automatic image density adjustment whenever you want.

0209: Photoconductor Special Mode

Increase the amount of lubricant applied to the photoconductor.

If you continuously print images that consume a lot of toner, white spots may appear because of a lack of lubricant. If this happens, you can prevent the spots by selecting [On].

In Special Mode, the replacement cycle of the cleaning unit for the PCU is shorter because of the increased amount of lubricant that is applied.

Setting Items	Selection	Default Value
Black Cyan Magenta Yellow	Off On	Off

0210: Smooth Fusing Belt

Remove vertical and horizontal lines from the printouts.

Vertical or horizontal lines may appear when printing on paper that is larger than the paper used immediately before it.

In such case, press [OK] to cause a roller to press on the fusing belt and prevent vertical and horizontal lines. Select [For Belt Scratches] if vertical or horizontal lines appear on the edges of the paper. Select [For Uneven Gloss (Short Time)] if there are patches of uneven glossiness.

After refreshing the smooth fusing belt, vertical creases may appear on the whole paper due to the condition of the paper or image. In such cases, contact your service representative.

Setting Items	Values
For Belt Scratches For Uneven Gloss (Short Time)	Press [OK].

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0211: Fusing Ability by Feed Speed

This setting is not available on this machine.

0214: Fusing Belt Smoothing Setting: Uneven Gloss

Specify whether or not to automatically execute [For Uneven Gloss (Short Time)] for smooth fusing belt.

After refreshing the smooth fusing belt, vertical creases may appear on the whole paper due to the condition of the paper or image. In such cases, contact your service representative.

Setting Items	Selection	Default Value
Control Method	Off Auto	Off

0215: Accumulate Heat Before Feeding Envelopes

When applying fusing on envelopes, the machine will idle for 10 minutes to warm up before feeding such envelopes.

Setting Items	Values
Accumulate Heat	Press [OK].

03: Main Unit: Paper Feed/Output

0303: Criteria for Paper Weight

The machine may fail to correctly detect the weight of the paper loaded in the paper tray. This may happen even if you have specified the correct paper weight in [Tray Paper Settings].

If this happens, you can adjust the machine so the printing conditions are suitable by inputting a numerical value (um) for the thickness of the paper.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Tray: Paper Weight 2	89	999	0	1	um
Tray: Paper Weight 3	104	999	0	1	um

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Tray: Paper Weight 4	123	999	0	1	um
Tray: Paper Weight 5	149	999	0	1	um
Tray: Paper Weight 6	171	999	0	1	um
Tray: Paper Weight 7	235	999	0	1	um
Tray: Paper Weight 8	274	999	0	1	um
Tray: Paper Weight 9	317	999	0	1	um
Bypass Tray: Paper Weight 2	89	999	0	1	um
Bypass Tray: Paper Weight 3	104	999	0	1	um
Bypass Tray: Paper Weight 4	123	999	0	1	um
Bypass Tray: Paper Weight 5	149	999	0	1	um
Bypass Tray: Paper Weight 6	171	999	0	1	um
Bypass Tray: Paper Weight 7	235	999	0	1	um
Bypass Tray: Paper Weight 8	274	999	0	1	um
Bypass Tray: Paper Weight 9	317	999	0	1	um
LCT Connection Unit: Paper Weight 2	89	999	0	1	um
LCT Connection Unit: Paper Weight 3	104	999	0	1	um

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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
LCT Connection Unit: Paper Weight 4	123	999	0	1	um
LCT Connection Unit: Paper Weight 5	149	999	0	1	um
LCT Connection Unit: Paper Weight 6	171	999	0	1	um
LCT Connection Unit: Paper Weight 7	235	999	0	1	um
LCT Connection Unit: Paper Weight 8	274	999	0	1	um
LCT Connection Unit: Paper Weight 9	317	999	0	1	um

0308: Connection Unit: Registration Gate Home Position

Adjust optimum value to increase the accuracy of skew correction depending on paper weight. If the image is highly skewed, adjust the value to [+] direction for thin paper, [−] direction for thick paper.

Setting Items	Max. Value	Min. Value	Step	Unit
Paper Weight 1	9	-8	1	pulse
Paper Weight 2				
Paper Weight 3				
Paper Weight 4				
Paper Weight 5				
Paper Weight 6				
Paper Weight 7				
Paper Weight 8				
Paper Weight 9				

05: Main Unit: Maintenance

0509: Execute Developer Refreshing

The machine uses degraded toner in the development unit and adds new toner from the toner bottle.

Refresh the toner for print jobs if:

- Background is dirty
- White spots appear
- Density is uneven
- Black parts are faded

Setting Items	Values
All Colors Cyan, Magenta, Yellow Black Cyan Magenta Yellow	Press [OK].

0512: Temperature / Humidity outside the Machine

Display the external temperature and humidity.

Report this information if your service representative requests it.

Setting Items	Remarks
Temperature Humidity	Value display only.

0513: Back Up / Restore Custom Paper Data

Back up and restore custom paper profiles.

With [Back Up Custom Paper Settings], custom paper profiles registered under the [Edit Custom Paper] setting can be backed up to a USB flash memory device in the side of the control panel.

With [Restore Custom Paper Settings], custom paper profiles backed up with [Back Up Custom Paper Settings] can be restored.

For details, see page 243 "Backing Up and Restoring Custom Paper Profiles".

Setting Items	Values
Back Up Custom Paper Settings	Press [OK].
Restore Custom Paper Settings	

0514: Switch Print Screen

Set the function displayed when pressing [To Print Screen].
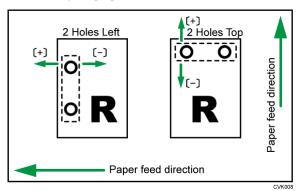
Setting Item	Values	Default Value
Print Screen	Copier Printer	Copier

07: Finishing: Finisher

0701: Punch Position: With Feed

Adjust the horizontal position of the punch holes when using Finisher SR5130 or Booklet Finisher SR5140.

Press [＋] to move the position toward the top edge (left) relative to the paper feed direction, or [－] to move it toward the bottom edge (right).

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes Type JP / EU 3 Holes Type US 4 Holes Type EU	0.0	7.5	-7.5	0.5	mm
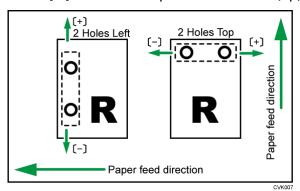
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
4 Holes Type NE 2 Holes Type US					

0702: Punch Position: Across Feed

Adjust the vertical position of the punch holes when using Finisher SR5130 or Booklet Finisher SR5140.

Press [＋] to move the position forward (up), or [－] to move it backward (down).

CVK007

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes Type JP / EU 3 Holes Type US 4 Holes Type EU 4 Holes Type NE 2 Holes Type US	0.0	2.0	-2.0	0.4	mm

0703: Staple Position

Adjust the vertical position of the staples when using Finisher SR5130 or Booklet Finisher SR5140.

Press [＋] to move the position forward (up), or [－] to move it backward (down).

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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3☞	0.0	3.5	-3.5	0.5	mm
B4 JIS☞					
A4☞					
A4☞					
B5 JIS☞					
B5 JIS☞					
11 × 17☞					
$8^1/_2$ × 14☞					
$8^1/_2$ × $13^2/_5$☞					
$8^1/_2$ × 11☞					
$8^1/_2$ × 11☞					
8K☞					
16K☞					
16K☞					
Other Paper Sizes					

0704: Staple Position for Booklet

Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5140.

Press [＋] to move the position right (across horizontally-spreading pages), or press [－] to move it left.

CVK010

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▱ B4 JIS▱ A4▱ B5 JIS▱ 11 × 17▱ $8^1/_2 \times 14$▱ $8^1/_2 \times 13^2/_5$▱ $8^1/_2 \times 11$▱ 12 × 18▱ 8K▱ Other Paper Sizes	0.0	3.0	-3.0	0.1	mm

0705: Folding Position for Booklet

Adjust the horizontal position of the folding when using Booklet Finisher SR5140.

Press [＋] to move the position right (across horizontally-spreading pages), or press [－] to move it left.

CVK011

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊏⊐ B4 JIS⊏⊐ A4⊏⊐ B5 JIS⊏⊐ 11 × 17⊏⊐ $8^1/_2$ × 14⊏⊐ $8^1/_2$ × $13^2/_5$⊏⊐ $8^1/_2$ × 11⊏⊐ 12 × 18⊏⊐ 8K⊏⊐ Other Paper Sizes A3⊏⊐: 1-5 sheet(s) A3⊏⊐: 6-10 sheets A3⊏⊐: 11-15 sheets A3⊏⊐: 16 sheets or more B4 JIS⊏⊐: 1-5 sheet(s) B4 JIS⊏⊐: 6-10 sheets B4 JIS⊏⊐: 11-15 sheets B4 JIS⊏⊐: 16 sheets or more A4⊏⊐: 1-5 sheet(s) A4⊏⊐: 6-10 sheets A4⊏⊐: 11-15 sheets A4⊏⊐: 16 sheets or more B5 JIS⊏⊐: 1-5 sheet(s) B5 JIS⊏⊐: 6-10 sheets	0.0	3.0	-3.0	0.1	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
B5 JIS⬜: 11-15 sheets					
B5 JIS⬜: 16 sheets or more					
11 × 17⬜: 1-5 sheet(s)					
11 × 17⬜: 6-10 sheets					
11 × 17⬜: 11-15 sheets					
11 × 17⬜: 16 sheets or more					
$8^1/_2$ × 14⬜: 1-5 sheet(s)					
$8^1/_2$ × 14⬜: 6-10 sheets					
$8^1/_2$ × 14⬜: 11-15 sheets					
$8^1/_2$ × 14⬜: 16 sheets or more					
$8^1/_2$ × $13^2/_5$⬜: 1-5 sheet(s)					
$8^1/_2$ × $13^2/_5$⬜: 6-10 sheets					
$8^1/_2$ × $13^2/_5$⬜: 11-15 sheets					
$8^1/_2$ × $13^2/_5$⬜: 16 sheets or more					
$8^1/_2$ × 11⬜: 1-5 sheet(s)					
$8^1/_2$ × 11⬜: 6-10 sheets					
$8^1/_2$ × 11⬜: 11-15 sheets					

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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
$8^1/_2 \times 11\square$: 16 sheets or more					
$12 \times 18\square$: 1-5 sheet(s)					
$12 \times 18\square$: 6-10 sheets					
$12 \times 18\square$: 11-15 sheets					
$12 \times 18\square$: 16 sheets or more					
8K$\square$: 1-5 sheet(s)					
8K$\square$: 6-10 sheets					
8K$\square$: 11-15 sheets					
8K$\square$: 16 sheets or more					
Other Paper Sizes: 1-5 sheet(s)					
Other Paper Sizes: 6-10 sheets					
Other Paper Sizes: 11-15 sheets					
Other Paper Sizes: 16 sheets or more					

0706: Folding Speed for Booklet

Specify the folding speed for booklets when using Booklet Finisher SR5140.

You can adjust the paper folding strength by changing the folding speed for booklet folding.

By decreasing the folding speed, you can increase the paper folding strength.

Setting Items	Selection	Default Value
A3$\square$ B4 JIS$\square$ A4$\square$ B5 JIS$\square$	High Middle Low	High

Setting Items	Selection	Default Value
11 × 17 ⊐		
8^1/$_2$ × 14 ⊐		
8^1/$_2$ × 13^2/$_5$ ⊐		
8^1/$_2$ × 11 ⊐		
12 × 18 ⊐		
8K ⊐		
Other Paper Sizes		

0716: Use Exit Guide for Stapling: Large

Specify whether to use the exit guide for large size paper (220 mm (8.66 inches) or longer in horizontal direction) when stapling at an edge using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Values	Default Value
Use Exit Guide for Stapling: Large	Allow Prohibit	Allow

0717: Use Exit Guide for Stapling: Small

Specify whether to use the exit guide for small size paper (less than 220 mm (8.66 inches) in horizontal direction) when stapling at an edge using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Values	Default Value
Use Exit Guide for Stapling: Small	Allow Prohibit	Allow

0718: Position of Exit Guide for Stapling

Adjust the width of the exit guide when stapling at an edge using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Position of Exit Guide for Stapling	0	10	-10	1	mm

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0719: Exit Guide Close Timing for Stapling

Adjust the time between opening and closing the exit guide when stapling at an edge using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Exit Guide Close Timing for Stapling	0	50	-50	5	msec.

0720: Exit Guide Open Timing for Stapling

Adjust the time between completing stapling and opening the exit guide when stapling at an edge using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Exit Guide Open Timing for Stapling	0	50	-50	5	mm

0721: Staple Near-end Notification

Configure the staple near-end notifications when using Finisher SR5130 or Booklet Finisher SR5140.

- Near End Threshold: Specify the number of remaining nails to notify near-end.
- Set Number of Remaining Staples: Specify the number of remaining nails.
- Clear Near-end Notification If Remaining Staples Error: Specify whether to disable near-end notification when a remaining staples error (when the near-end count and the actual number of remaining nails do not match) is detected.

Setting Items	Default Value	Max. Value	Min. Value	Step
Near End Threshold (Corner Staple)	800	5000	0	100
Set Number of Remaining Staples (Corner Staple)	0	5000	0	1
Near End Threshold (Booklet Staple: Front)	300	2000	0	100
Set Number of Remaining Staples (Booklet: Front)	0	2000	0	1

Setting Items	Default Value	Max. Value	Min. Value	Step
Near End Threshold (Booklet Staple: Back)	300	2000	0	100
Set Number of Remaining Staples (Booklet: Back)	0	2000	0	1

Setting Items	Values	Default Value
Clear Near-end Notification If Remaining Staples Error	Active Inactive	Active

0722: Feed of Alignment Claw for Booklet
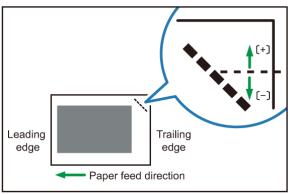
Adjust alignment position in the feeding direction when booklet stapling using Booklet Finisher SR5140.

Adjust it when alignment accuracy in the feeding direction is low due to paper size variations or paper curling.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▭ B4 JIS▭ A4▭ B5 JIS▭ 11 × 17▭ $8^1/_2 × 14$▭ $8^1/_2 × 13^2/_5$▭ $8^1/_2 × 11$▭ 12 × 18▭ 8K▭ Other Paper Sizes	0.0	3.0	-3.0	0.1	mm

0723: Stapleless Staple Position

Adjust the vertical position of the slant stapleless stapling when using Finisher SR5130 or Booklet Finisher SR5140.

Press [+] to move the stapling position away from the side edge of the sheet or [−] to move it toward the edge.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐ B4 JIS⊐ A4⊐ A4⊓ B5 JIS⊐ B5 JIS⊓ 11 × 17⊐ $8^1/_2$ × 14⊐ $8^1/_2$ × $13^2/_5$⊐ $8^1/_2$ × 11⊐ $8^1/_2$ × 11⊓ 8K⊐ 16K⊐ 16K⊓ Other Paper Sizes	0.0	3.5	-3.5	0.5	mm

0724: Shift Tray High-Volume Stacking (Booklets Restricted)

Specify whether to enable high-volume stacking (3000 sheets) when delivering the paper to the shift tray.

When enabled, the booklet function becomes unavailable with more than 2000 sheets or equivalent[*1] stacked on the finisher shift tray, and up to 3000 sheets can be stacked.

When disabled, the machine detects that the finisher shift tray is full with 2000 sheets or equivalent[*1] stacked.

This function is available when using Booklet Finisher SR5140.

*1 The number of sheets may vary depending on the paper type and weight.

Setting Items	Values	Default Value
Shift Tray High-Volume Stacking (Booklets Restricted)	Off On	On

0725: Stapling Method for Stapleless Stapler: Slant

If adjustment is not required, do not change the settings.

Specify the stapleless stapling method for Finisher SR5130 or Booklet Finisher SR5140.
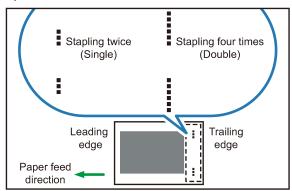
Applying stapleless stapling twice in the same position increases the staple strength but reduces the throughput.

Setting Items	Values	Default Value
Stapleless Staple: Slant	Single Double	Single

0726: Stapling Method for Stapleless Stapler: 2 Positions

Specify the number of two-position stapleless stapling (twice or four times) when using Finisher SR5130 or Booklet Finisher SR5140.

Setting to [Double] (four times) increases the binding force but decreases the processing speed.

Setting Items	Values	Default Value
Stapleless Staple: 2 Positions	Single Double	Single

0727: Control Output If Full Shift Tray Detected

Specify whether to give priority to accuracy or volume when detecting that the shift tray is full.

- [Accuracy Priority]: The machine stops processing when the paper stack exceeds the limit because the paper curls or the stapled positions overlap.
- [Volume Priority]: The machine detects the paper stacking status of the shift tray by the height on its top, bottom, right, and left edges.

This function is available when using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Values	Default Value
Control Output If Full Shift Tray Detected	Accuracy Priority Volume Priority	Accuracy Priority

0728: Paper Alignment Angle in Shift Tray

Adjust the angle of the paper alignment jogger[1] of the shift tray when using Finisher SR5130 or Booklet Finisher SR5140 and the auxiliary tray is installed.

Press [+] to raise the position of the paper alignment jogger when aligning the paper, or [−] to lower the position.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▱ B4 JIS▱ A4▱ A4▯ B5 JIS▯ A5▯ 11 × 17▱ $8^1/_2$ × 14▱ $8^1/_2$ × $13^2/_5$▱ $8^1/_2$ × 11▱ $8^1/_2$ × 11▯ $5^1/_2$ × $8^1/_2$▯ 8K▱ 16K▯	0.0	10	-10	5	degree(s)

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Other Paper Sizes					

*1 A guide for aligning output sheets from both ends.

0729: Paper Alignment in Shift Tray Setting

Specify whether to use the paper alignment jogger[1] of the shift tray when using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Values	Default Value
A3⊐ B4 JIS⊐ A4⊐ A4⊐ B5 JIS⊐ A5⊐ 11 × 17⊐ $8^1/_2 × 14$⊐ $8^1/_2 × 13^2/_5$⊐ $8^1/_2 × 11$⊐ $8^1/_2 × 11$⊐ $5^1/_2 × 8^1/_2$⊐ 8K⊐ 16K⊐ Other Paper Sizes	On Off	On

*1 A guide for aligning output sheets from both ends.

0730: Number of Jogs before Stapling: Across Feed

Increases the number of times to align the paper before stapling at an edge when using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐	0	2	0	1	cycle(s)

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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
B4 JIS⊐					
A4⊐					
A4⊔					
B5 JIS⊐					
B5 JIS⊔					
11 × 17⊐					
$8^1/_2 × 14$⊐					
$8^1/_2 × 13^2/_5$⊐					
$8^1/_2 × 11$⊐					
$8^1/_2 × 11$⊔					
8K⊐					
16K⊐					
16K⊔					
Other Paper Sizes					

0731: Number of Jogs before Booklet Stapling: Across Feed

Increases the number of times to align the paper before booklet stapling when using Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐ B4 JIS⊐ A4⊐ B5 JIS⊐ 11 × 17⊐ $8^1/_2 × 14$⊐ $8^1/_2 × 13^2/_5$⊐ $8^1/_2 × 11$⊐ 12×18⊐ 8K⊐ Other Paper Sizes	0	2	0	1	cycle(s)

0732: Paper Alignment Gap for Stapling

Adjust the amount of gap of the paper to be aligned when using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐ B4 JIS⊐ A4⊐ A4◻ B5 JIS⊐ B5 JIS◻ 11 × 17⊐ $8^1/_2 \times 14$⊐ $8^1/_2 \times 13^2/_5$⊐ $8^1/_2 \times 11$⊐ $8^1/_2 \times 11$◻ 8K⊐ 16K⊐ 16K◻ Other Paper Sizes	0	16	-16	2	mm

0733: Paper Alignment Gap for Booklet

Adjust the amount of gap of the paper to be aligned before booklet stapling when using Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐ B4 JIS⊐ A4⊐ B5 JIS⊐ 11×17⊐ $8^1/_2 \times 14$⊐ $8^1/_2 \times 13^2/_5$⊐	0	30	-30	2	mm

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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
$8^1/_2 \times 11$▯ 12×18▯ 8K▯ Other Paper Sizes					

0734: Base Fence Position for Corner Stapling: Across Feed

Adjust the width of the base fence when stapling at an edge using Finisher SR5130 or Booklet Finisher SR5140.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▯ B4 JIS▯ A4▯ A4▯ B5 JIS▯ B5 JIS▯ 11×17▯ $8^1/_2 \times 14$▯ $8^1/_2 \times 13^2/_5$▯ $8^1/_2 \times 11$▯ $8^1/_2 \times 11$▯ 8K▯ 16K▯ 16K▯ Other Paper Sizes	0.0	6.0	-6.0	0.6	mm

0735: Maximum Stacked Sheets in Output Tray

Specify the number of sheets for tray-full detection.

Set this to reduce the number of sheets for tray-full detection from the default value depending on the usage environment, paper type, etc.

The default values for tray-full detection for A4▯ or Letter▯ are as follows:

- When using Booklet Finisher SR5140 and [0724: Shift Tray High-Volume Stacking (Booklets Restricted)] is set to [Off]: 2000 sheets

- When using Finisher SR5130, or when using Booklet Finisher SR5140 and [0724: Shift Tray High-Volume Stacking (Booklets Restricted)] is set to [On]: 3000 sheets

The default values for tray-full detection for the paper with a length between 182 mm and 488 mm (7.17 and 19.22 inches) are as follows:
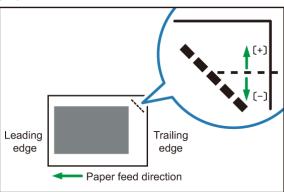
- When using Booklet Finisher SR5140 and [0724: Shift Tray High-Volume Stacking (Booklets Restricted)] is set to [Off]: 1000 sheets

- When using Finisher SR5130, or when using Booklet Finisher SR5140 and [0724: Shift Tray High-Volume Stacking (Booklets Restricted)] is set to [On]: 1500 sheets

Setting Items	Values	Default Value
A4 LEF / $8^1/_2 \times 11$	Default 1000 Sheets[*1]/1500 Sheets[*2] 500 Sheets	Default
181.9 < Paper Length < 488	Default 500 Sheets	Default

*1 When using Booklet Finisher SR5140 and [0724: Shift Tray High-Volume Stacking (Booklets Restricted)] is set to [Off]

*2 When using Finisher SR5130, or when using Booklet Finisher SR5140 and [0724: Shift Tray High-Volume Stacking (Booklets Restricted)] is set to [On]

0736: Stapleless-Water Staple: Adjst Slant Position to Add Water

Adjust the position to add water in the main scanning direction when using the staple-less stapler at the edge of paper. Use [+] to move to the back of the machine (far end of paper) and [−] to move to the front of the machine (near end of paper).

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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 ▭ B4 JIS ▭ A4 ▭ A4 ▭ B5 JIS ▭ B5 JIS ▭ 11 × 17 ▭ $8^1/_2 \times 14$ ▭ $8^1/_2 \times 13^2/_5$ ▭ $8^1/_2 \times 11$ ▭ $8^1/_2 \times 11$ ▭ 8K ▭ 16K ▭ 16K ▭ Other Paper Sizes	0.0	2.0	-2.0	0.1	mm

0737: Stapleless-Water Staple: Adjust 2 Positions to Add Water

Adjust the position to add water in the main scanning direction when using the staple-less stapler in 2 spots in the center. Use [＋] to move to the back of the machine (far end of paper) and [－] to move to the front of the machine (near end of paper).

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 ▭ B4 JIS ▭	0.0	2.0	-2.0	0.1	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A4 ▭					
A4 ▯					
B5 JIS ▭					
B5 JIS ▯					
11 × 17 ▭					
$8^1/_2 \times 14$ ▭					
$8^1/_2 \times 13^2/_5$ ▭					
$8^1/_2 \times 11$ ▭					
$8^1/_2 \times 11$ ▯					
8K ▭					
16K ▭					
16K ▯					
Other Paper Sizes					

0738: Stapleless-Water Staple: Max Sheets at Crimp Time Changes

For stapleless stapling without water, the pressure-bonding time is increased when the number of sheets exceeds the specified number to ensure an appropriate staple strength. Adjust this specified number of sheets.

When stapling 16 or more sheets, the time for pressure bonding is increased to increase the staple strength. You may set a lower threshold to increase the staple strength for 15 or fewer sheets, but doing so will also reduce the throughput.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Max Number of Sheets at Which Crimp Time Changes	15	20	2	1	sheet(s)

0739: Stapleless Staple with Water: Add Water Mode

Reduce the number of times water is added to paper that easily becomes wet.

If the staples on the delivered paper tend to come off easily due to the paper being too wet, you can reduce the number of times water is added to improve the staple strength.

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Setting Items	Values	Default Value
Add Water Mode	Standard	Standard
	Add Less Water	

0740: Stapleless Staple with Water: Sponge Home Position

If adjustment is not required, do not change the settings.

Adjust the home position for the water supply head. The distance between the water supply head and cradle is increased by [＋] and decreased by [－].

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Sponge Home Position	0.0	2.0	-2.0	0.1	mm

0741: Stapleless-Water Staple: Adjust Compression of Sponge

Adjust the amount of water supply head to push in to adjust the amount of water added. Use [＋] to increase the amount of water added and [－] to decrease it.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Paper Weight 1 Paper Weight 2 Paper Weight 3	0.0	1.5	-1.5	0.1	mm

0742: Stapleless-Water Staple: Sponge Compression Time

Adjust the time to push the water supply head in to adjust the amount of water added. Use [＋] to increase the amount of water added and [－] to decrease it.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Paper Weight 1 Paper Weight 2 Paper Weight 3	0	100	-200	1	msec.

0743: Stapleless-Water Staple: Corr Spnge Comprsn to Ppr Thkns

If adjustment is not required, do not change the setting as it may result in a decrease in binding strength.

Adjust the amount of water supply head to push in to adjust the amount of water added. Use [＋] to increase the amount of water added and [－] to decrease it.

Setting Items	Values	Default Value
Paper Weight 1 Paper Weight 2 Paper Weight 3	Thin Paper Standard Thick Paper	Standard

0744: Stapleless Staple with Water: Supply/Drain Water

If [Supply Water] is selected, the pump rotates clockwise to supply water until the sub-tank is detected as full.

If [Drain Water] is selected, the pump rotates counterclockwise to drain water for 58 seconds.

Setting Items	Values
Supply Water Drain Water	Press [OK].

0745: Stapleless Staple with Water: Water Supply Priority Mode

If adjustment is not required, do not change the settings.

Specify the water supply priority mode.

Setting Items	Values	Default Value
Stapleless Staple with Water: Water Supply Priority Mode	Water Saving Mode Short Waiting Time Mode	Water Saving Mode

0746: Stapleless-Water Staple: Time for Water to Soak Sponge

If adjustment is not required, do not change the settings.
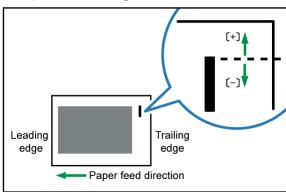
Adjust the completion time of the water supply operation at startup. The initial completion time is increased by [＋] and decreased by [－].

This can be specified only when [Short Waiting Time Mode] is enabled in [0745: Stapleless Staple with Water: Water Supply Priority Mode].

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Initial Time to Soak Sponge	0	60	-60	1	second(s)

0801: Staple Position: Across Feed 1

Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5110 or Booklet Finisher SR5120.

Press [+] to move the stapling position toward the edge of the sheet or [−] to move it away from the edge.
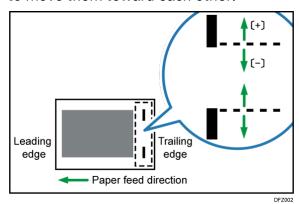
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐ B4 JIS⊐ A4⊐ A4⊓ B5 JIS⊐ B5 JIS⊓ 11 × 17⊐ $8^1/_2$ × 14⊐ $8^1/_2$ × $13^2/_5$⊐ $8^1/_2$ × 11⊐ $8^1/_2$ × 11⊓ 8K⊐ 16K⊐ 16K⊓	0.0	2.0	-2.0	0.1	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Other Paper Sizes					

0802: Staple Position: Across Feed 2

Adjust the vertical position of the staples (dual) when using Finisher SR5110 or Booklet Finisher SR5120.

Press [+] to move the two stapling positions away from the center and each other or [−] to move them toward each other.

DFZ002
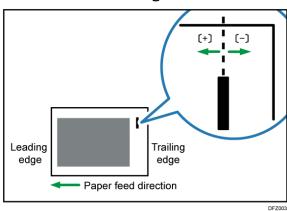
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3 ⬚	0	115.0	-14.5	0.1	mm
B4 JIS ⬚	0	75.0	-14.5	0.1	mm
A4 ⬚	0	28.0	-14.5	0.1	mm
A4 ⬚	0	115.0	-14.5	0.1	mm
B5 JIS ⬚	0	0.0	-14.5	0.1	mm
B5 JIS ⬚	0	75.0	-14.5	0.1	mm
11 × 17 ⬚	0	98.0	-14.5	0.1	mm
$8^1/_2 \times 14$ ⬚	0	34.0	-14.5	0.1	mm
$8^1/_2 \times 13^2/_5$ ⬚	0	34.0	-14.5	0.1	mm
$8^1/_2 \times 11$ ⬚	0	34.0	-14.5	0.1	mm
$8^1/_2 \times 11$ ⬚	0	98.0	-14.5	0.1	mm
8K ⬚	0	85.0	-14.5	0.1	mm
16K ⬚	0	12.0	-14.5	0.1	mm

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Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
16K⊐	0	85.0	-14.5	0.1	mm
Other Paper Sizes	0	115.0	-14.5	0.1	mm

0803: Staple Position: With Feed

Adjust the horizontal position of the staples when using Finisher SR5110 or Booklet Finisher SR5120.

Press [+] to move the stapling position away from the trailing edge of the sheet or [−] to move it toward the edge.

DFZ003

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐ B4 JIS⊐ A4⊐ A4⊓ B5 JIS⊐ B5 JIS⊓ 11 × 17⊐ $8^1/_2$ × 14⊐ $8^1/_2$ × $13^2/_5$⊐ $8^1/_2$ × 11⊐ $8^1/_2$ × 11⊓ 8K⊐ 16K⊐	0.0	2.0	-2.0	0.1	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
16K⬐ Other Paper Sizes					

0813: Punch Position: Across Feed

Adjust the vertical position of the punch holes when using Finisher SR5110 or Booklet Finisher SR5120.

Press [＋] to move the position forward (up), or [－] to move it backward (down).

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes Type JP / EU 3 Holes Type US 4 Holes Type EU 4 Holes Type NE 2 Holes Type US	0.0	2.0	-2.0	0.5	mm

0814: Punch Position: With Feed

Adjust the horizontal position of the punch holes when using Finisher SR5110 or Booklet Finisher SR5120.

Press [＋] to move the position toward the top edge (left) relative to the paper feed direction, or [－] to move it toward the bottom edge (right).

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CVK008

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes Type JP / EU 3 Holes Type US 4 Holes Type EU 4 Holes Type NE 2 Holes Type US	0.0	4.0	-4.0	0.5	mm

0825: Staple Position for Booklet

Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5120.

Press [+] to move the position left, or press [−] to move it right on the open booklet.

CVK010

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
$13 \times 19^{1}/_{5}$ ⊐ 13×19 ⊐ $12^{3}/_{5} \times 19^{1}/_{5}$ ⊐ $12^{3}/_{5} \times 18^{1}/_{2}$ ⊐	0.0	1.0	-1.0	0.1	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
13 × 18 ▷					
SRA3 ▷					
12 × 18 ▷					
A3 ▷					
B4 JIS ▷					
SRA4 ▷					
226 × 310mm ▷					
310 × 432mm ▷					
A4 ▷					
B5 JIS ▷					
11 × 17 ▷					
$8^1/_2 \times 13^2/_5$ ▷					
$8^1/_2 \times 14$ ▷					
$8^1/_2 \times 11$ ▷					
8K ▷					
16K ▷					
Other Paper Sizes					

0826: Folding Position for Booklet

Adjust the horizontal position of the folding when using Booklet Finisher SR5120.

Press [＋] to move the position left or press [－] to move it right on the open booklet.

CVK011

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
$13 \times 19^1/_5$ ▷	0.0	1.0	-1.0	0.1	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
13 × 19⊐					
12³/₅ × 19¹/₅⊐					
12³/₅ × 18¹/₂⊐					
13 × 18⊐					
SRA3⊐					
12 × 18⊐					
A3⊐					
B4 JIS⊐					
SRA4⊐					
226 × 310mm⊐					
310 × 432mm⊐					
A4⊐					
B5 JIS⊐					
11 × 17⊐					
8¹/₂ × 13²/₅⊐					
8¹/₂ × 14⊐					
8¹/₂ × 11⊐					
8K⊐					
16K⊐					
Other Paper Sizes					

0828: Set Number of Folds for Booklet

Specify the number of booklet folds to be performed when using Booklet Finisher SR5120.

You can adjust the paper folding strength by changing the number of folds per the booklet.

When you select "0", the default value, the finisher folds the booklet according to the number of sheets in the booklet, as shown below.

- 1–6 sheets: 1 time
- 7–10 sheets: 2 times
- 11–30 sheets: 6 times

The value set here is added to the default values. Set a negative value to reduce the number of times the finisher folds booklets.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Number of Folds for Booklet	0	6	-6	1	None

0838: Accuracy Priority for Stapling

Set the accuracy priority for stapling.

This function can be used with Finisher SR5110 or Booklet Finisher SR5120.

Setting Item	Values	Default Value
Accuracy Priority for Stapling	Speed Priority Accuracy Priority	Speed Priority

0839: Accuracy Priority for Booklet

Set the accuracy priority for a booklet.

This function can be used with Booklet Finisher SR5120.

Setting Item	Values	Default Value
Accuracy Priority for Booklet	Speed Priority Accuracy Priority	Speed Priority

0840: Staple Tray: Rib Installed Mode to Strengthen Paper

Set the operation when the paper strengthening rib is installed to staple tray.

This function can be used with Finisher SR5110 or Booklet Finisher SR5120.

Before you set [Staple Tray: Rib Installed Mode to Strengthen Paper] to [On], attach the paper strengthening ribs.

Setting Item	Values	Default Value
Staple Tray: Rib Installed Mode to Strengthen Paper	Off On	Off

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09: Finishing: Fold

0901: Z-fold Position 1
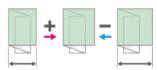
Adjust the fold position 1 for Z-folding using the multi-folding unit.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3◰ B4 JIS◰ A4◰ 11×17◰ $8^1/_2 \times 14$◰ $8^1/_2 \times 11$◰ 8K◰ $8^1/_2 \times 13^2/_5$◰ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm

0902: Z-fold Position 2

Adjust the fold position 2 for Z-folding using the multi-folding unit.
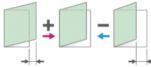
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3◰ B4 JIS◰ A4◰ 11 × 17◰ $8^1/_2 \times 14$◰ $8^1/_2 \times 11$◰ 8K◰	0.0	4.0	-4.0	0.2	mm

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
$8^1/_2 \times 13^2/_5$▱ Other Paper Sizes					

0903: Half Fold Position

Adjust the folding position when [Half Fold] is done by the multi-folding unit.
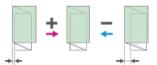
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▱ B4 JIS▱ A4▱ 11 × 17▱ $8^1/_2 \times 14$▱ $8^1/_2 \times 11$▱ 12 × 18▱ 8K▱ B5 JIS▱ 13 × 19▱ $8^1/_2 \times 13^2/_5$▱ $12^3/_5 \times 19^1/_5$▱ $12^3/_5 \times 18^1/_2$▱ $13 \times 19^1/_5$▱ 13×18▱ SRA3▱ SRA4▱ A4▱ $8^1/_2 \times 11$▱ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm
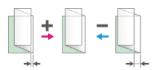
0904: Letter Fold-out Position 1: 1 sheet Fold

Adjust the folding position on the front end side when [Letter Fold-out] is done by the multi-folding unit. This is applied when folding a single sheet.

On paper of the size A3⬚, 11×17⬚, or Other Paper Sizes

On paper of the size B4 JIS⬚, A4⬚, $8^1/_2$×14⬚, $8^1/_2$×11⬚, or $8^1/_2$×$13^2/_5$⬚

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⬚ B4 JIS⬚ A4⬚ 11 × 17⬚ $8^1/_2$ × 14⬚ $8^1/_2$ × 11⬚ $8^1/_2$ × $13^2/_5$⬚ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm
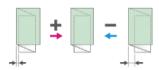
0905: Letter Fold-out Position 1: Multi-sheet Fold

Adjust the folding position on the front end side when [Letter Fold-out] is done by the multi-folding unit. It is applied when [Multi-sheet Fold] is enabled.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A4⬚ $8^1/_2$ × 11⬚ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm
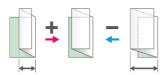
0906: Letter Fold-out Position 2: 1 sheet Fold

Adjust the folding position on the rear end side when [Letter Fold-out] is done by the multi-folding unit. This is applied when folding a single sheet.

On paper of the size A3⊐, 11 × 17⊐, or Other Paper Sizes

On paper of the size B4 JIS⊐, A4⊐, $8^1/_2 \times 14$⊐, $8^1/_2 \times 11$▭, or $8^1/_2 \times 13^2/_5$⊐

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3⊐ B4 JIS⊐ A4⊐ 11×17⊐ $8^1/_2 \times 14$⊐ $8^1/_2 \times 11$⊐ $8^1/_2 \times 13^2/_5$⊐ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm
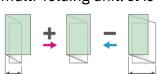
0907: Letter Fold-out Position 2: Multi-sheet Fold

Adjust the folding position on the rear end side when [Letter Fold-out] is done by the multi-folding unit. It is applied when [Multi-sheet Fold] is enabled.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A4⊐ $8^1/_2 \times 11$⊐ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm

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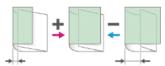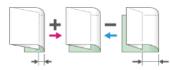
0908: Letter Fold-in Position 1: 1 sheet Fold

Adjust the folding position on the front end side when [Letter Fold-in] is done by the multi-folding unit. This is applied when folding a single sheet.

On paper of the size A3🗅, 11 × 17🗅, or Other Paper Sizes

On paper of the size A4🗅, $8^1/_2$ × 14🗅, $8^1/_2$ × 11🗅, or $8^1/_2$ × $13^2/_5$🗅

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3🗅 A4🗅 11 × 17🗅 $8^1/_2$ × 14🗅 $8^1/_2$ × 11🗅 $8^1/_2$ × $13^2/_5$🗅 Other Paper Sizes	0.0	4.0	-4.0	0.1	mm
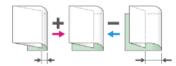
0909: Letter Fold-in Position 1: Multi-sheet Fold

Adjust the folding position on the front end side when [Letter Fold-in] is done by the multi-folding unit. It applies when [Multi-sheet Fold] is enabled.

On paper of the size A4🗅, or $8^1/_2$ × 11🗅

On paper of the size Other Paper Sizes

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A4$\Box$ $8^1/_2 \times 11\Box$ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm
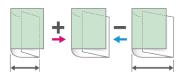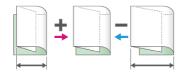
0910: Letter Fold-in Position 2: 1 sheet Fold

Adjust the folding position on the rear end side when [Letter Fold-in] is done by the multi-folding unit. This is applied when folding a single sheet.

On paper of the size A3$\Box$, 11 × 17$\Box$, or Other Paper Sizes

On paper of the size A4$\Box$, $8^1/_2 \times 14\Box$, $8^1/_2 \times 11\Box$, or $8^1/_2 \times 13^2/_5\Box$

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3$\Box$ A4$\Box$ 11 × 17$\Box$ $8^1/_2 \times 14\Box$ $8^1/_2 \times 11\Box$ $8^1/_2 \times 13^2/_5\Box$ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm
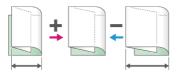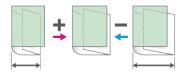
0911: Letter Fold-in Position 2: Multi-sheet Fold

Adjust the folding position on the rear end side when [Letter Fold-in] is done by the multi-folding unit. It applies when [Multi-sheet Fold] is enabled.

On paper of the size A4$\square$, or 8^1/$_2$ × 11$\square$

On paper of the size Other Paper Sizes

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A4$\square$ 8^1/$_2$ × 11$\square$ Other Paper Sizes	0.0	4.0	-4.0	0.1	mm

10: Finishing: Stacker

1004: Maximum Stack Quantity in Stacker Tray

Specify the maximum number of sheets that can be stacked on the stacker tray. If the unit detects that the number of sheets reaches the set upper limit, a warning message will appear.

The maximum number of sheets you can set differs depending on the size, thickness, and paper curl. Set the maximum number by specifying a ratio based on the number of sheets. Select [Large Size] when using paper whose vertical and horizontal lengths are 210 mm (8.27 inches) or longer whose area is 8^1/$_2$ × 11 or wider. Select [Small Size] when using other size paper.

Major paper sizes that apply to each item are as follows:

- Large Size: A3$\square$ or larger (up to 13 × 19^1/$_5$$\square$), B4 JIS$\square$, A4$\square$$\square$, 11 × 17$\square$, 8^1/$_2$ × 14$\square$, 8^1/$_2$ × 11$\square$$\square$
- Small Size: B5 JIS$\square$$\square$, A5$\square$$\square$, 5^1/$_2$ × 8^1/$_2$$\square$$\square$

Setting Items	Selections	Default Value
Large Size	100% 75% 50% 25%	100%

Setting Items	Selections	Default Value
Small Size	100% 75% 50% 25%	50%

21: Finishing: Interposer

2102: Interposer: Fan Setting

Specify the fan operation of the twin interposer.

When it is [On], air is blown to the edge of sheets to separate them in close contact.

Setting Item	Values	Default Value
Interposer Upper Tray Interposer Lower Tray	Auto Select On Off	Auto Select

2103: Interposer: Fan Level

Adjust the fan volume for the twin interposer to separate sheets of paper in close contact.

Press [＋] or [－] to increase or decrease the air flow.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Interposer Upper Tray Interposer Lower Tray	0	90	0	10	%

31: Developer Refreshing

3101: Execute Developer Refreshing

For details, see page 259 "0509: Execute Developer Refreshing."

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8. Maintenance

Replacement and Replenishment of Consumables

Replacing the Toner

You can view the procedure to replace the toner by watching a movie that is displayed on the control panel.

See "Contact Information", User Guide in English.

⭐ Important
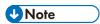
- **Replace the toner after the message prompting replacement is displayed on the control panel.**
- **The machine may become damaged if you use toner of a different type.**
- **Do not turn off the power of the machine when replacing the toner. If you turn off the power when replenishing the toner, the 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.**
- **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.**
- **After removing the print cartridge, do not touch the interior of the machine.**
- **Do not pull out and put back the print cartridge repeatedly. The remaining toner may leak.**
- **Follow the procedure displayed on the screen to replenish the toner.**

1. Press [Watch Video].

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To display this screen again, press [Check Status] and then press [Check] under [Machine Status] tab.

2. Press the play (▶) key.

3. Replace the toner by following the procedure shown in the video.

⬇Note

- You can transmit data in the fax or scanner function even after the toner runs out. However, you cannot transmit a fax when the number of times of reception and transmission performed in the fax function after the toner has run out and the number of times of communication not recorded in the Records exceeds a total of 1,000. Replace the toner earlier.

- While the message prompting you to replace the toner is displayed, Memory Storage Report for Memory Transmission will not be printed.

- If 🖎 appears when there is a lot of toner, hold the cartridge with the opening upward, shake it well, and then reinstall it.

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.

- 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.

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> • 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.

Replenishing the Staples

Contact your consumable supplier and prepare new staples for replenishment when the Staples are almost out. message is displayed. Replace the staples after the message prompting replacement is displayed on the control panel.

⚠ CAUTION

> • When operating the machine, do not put your hand inside the booklet finisher tray of the finisher's staple unit. You may trap your fingers in the machine's gap and injury can result.

⭐ **Important**

- **Stapling failures or jams may occur if you use a staple cartridge other than that recommended.**

- **Do not remove a refill or staples from the cartridge until a message appears prompting you to replace the staples. If you put the removed refill or staples**

back into the cartridge and use it, the staples may not staple or may cause a staple jam.

Confirming the supplier of consumables
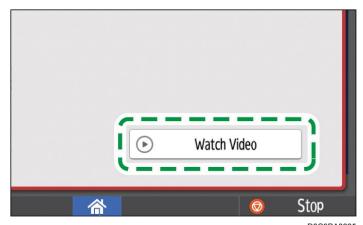
Press [Machine Information] on the [Check Status] screen to display the telephone number for ordering consumables.

See "Contact Information", User Guide in English.

Replenishing the staples

Replenish the staples while watching the video displayed on the screen for the procedure.
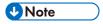
1. Press [Watch Video].

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To display this screen again, press [Check Status] and then press [Machine Information] ▶ [Guidance: Add Staples].

2. Press the play (▶) key.

3. Replenish the staples while watching the video.

🔽 Note

- If you cannot raise the upper unit by holding on both ends of the cartridge, there are staples still remaining inside. Continue using the machine without replenishing the staples.

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9. Troubleshooting

Getting Started

Alert Sounds

The machine notifies you with an alert sound when a paper jam occurs, the original is left on the machine, or another problem occurs. Listen to the alert sound for one of the patterns described below, and perform the required procedure accordingly.

Sound pattern[*1]	Condition	Solution
A short beep	Touch/Notification Login/Logout	-
A short beep, followed by long beep	Invalid Operation	If you entered an incorrect password, enter the correct password. If you hear this sound when touching an icon or key, you do not have permission to use the function or setting. Log in to the machine as a user with permission, or consult your user administrator (or custom-privileges administrator who has equivalent privilege).
A long beep	Operation Completed Copy: Job Done Fax Printing Ended Fax Transmission Ended Fax Reception Ended	Check the operation result.
Two long beeps	Warm-up	The machine is ready for use after the machine is turned on or recovers from the sleep mode.

Sound pattern[*1]	Condition	Solution
Five long beeps	Auto Reset	The machine has been reset to the default state after the specified period of time has passed with the machine unoperated. If you were performing and paused an operation, perform the operation from the beginning again. [Auto Reset Sound] sounds only when simplified screen is displayed in the classic mode applications.
Five long beeps (repeating four times)	Caution Copy: Forgot Original Scanner: Forgot Original Fax: Forgot Original	Check that an original is not left on the exposure glass and that paper is loaded in the paper tray.
Five short beeps (repeating five times)	Warning	Check the message displayed on the screen, and resolve the problem by removing the jammed paper or original, or replacing the toner.
12 short beeps	Blank Page Detected	Check that the original is placed in the ADF with the side to scan facing up.

*1 The factory default sound pattern is used as an example in the table above.

🔸Note

- You cannot pause an alert sound that has started. The machine continues to emit the sound until the preset sound pattern is completed.

- You can specify the volume and type of alert sound in [Settings] ▶ [System Settings] ▶ [Sound]. The type of sound can be specified for each condition described in the table above. You can also specify the volume of the sound emitted when using On-hook or Immediate Transmission to send a fax in [Settings] ▶ [System Settings] ▶ [Sound] ▶ [Adjust Sound Volume (Fax)] or [Settings] ▶ [Fax Settings] ▶ [Others] ▶ [Adjust Sound Volume]. Press [Home] (🏠) after specifying the settings.

See "Setting the Sound Volume and Type", User Guide in English.

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

The machine notifies you of the machine condition or status of an application with the [Check Status] indicator or a message displayed on the control panel. Check the status and resolve the problem accordingly.

- Message

  Displays a message indicating the status of the machine or application. Press the message to display it in full text. You can also view more than one message as a list.

  For the displayed messages and their solutions, see the following sections.

  page 338 "When a Message Appears While Using the Printer Function"

  page 319 "When a Message Appears While Using the Copy Function"

  page 320 "When a Message Appears While Using Document Server"

  page 322 "When a Message Appears While Using the Fax Function"

  page 376 "When Other Messages Appear"

  page 357 "When a Message Appears While Using the Scanner Function"

- [Check Status] indicator

  If there is a problem such as a paper jam, the [Check Status] indicator lights up or flashes along with a message displayed on the screen. Press [Check Status] to check the status of the machine or application, and resolve the problem accordingly.

When an Icon is Displayed with a Message

When you need to resolve a problem such as a paper jam, an icon is displayed at the beginning of a message. See the table below for the meaning of each icon.

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Icon	Condition	Solution and reference
	Maintenance or repair is required.	Prepare for maintenance or consider repairing the machine.
	Paper is jammed.	See the animated illustration displayed on the control panel, and remove the jammed paper. See "When Paper Is Jammed", User Guide in English.
	An original has jammed.	See the animated illustration displayed on the control panel, and remove the jammed original. See "When Paper Is Jammed", User Guide in English.
	Toner is almost depleted, or has run out.	Prepare a replacement toner. Replace the toner when it runs out. page 299 "Replacing the Toner" ⬇Note • If ▣ appears when there is a lot of toner, pull out the print cartridge by following the toner replacement procedure that is displayed on the screen, and then set it back again.
	The waste toner bottle is full, or almost full.	Prepare a replacement waste toner bottle. Replace the bottle when it becomes full. Replacing the Waste Toner Bottle
	Staples are nearly depleted, or have run out.	Prepare a cartridge for replacement, and load it when the staples run out. page 302 "Replenishing the Staples"
	The hole punch receptacle is full.	Empty the receptacle.

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Icon	Condition	Solution and reference
		See "When the Hole Punch Receptacle Is Full", User Guide in English.
⬜↙	A cover is open.	Check that all covers of the machine and external devices are closed.

⬇ Note

- For the names and the contact information of consumables, check [Settings] ▶ [Inquiry]. Press [Home] (🏠) after completing the operation to close [Settings].

  See "Contact Information", User Guide in English.

When the [Check Status] Indicator is lit or flashing

The [Check Status] indicator notifies the user when the machine requires immediate attention.

Flashing in red

When [Check Status] indicator is flashing in red and fax indicator and Data in indicator are flashing in blue, contact your service representative.

Lit in red

The machine is unavailable for use. Press [Check Status] and resolve the problem as soon as possible.

Flashing in yellow
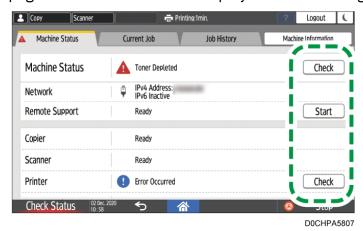
Maintenance on the machine needs to be performed soon. Perform the required procedure accordingly.

Follow the steps below to check the machine and the application's status, and solve the problem as needed.

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1. Press [Check Status].

2. Press [Check] to check the details, and perform the required procedure.

   page 307 "When an Icon is Displayed with a Message"

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   ⚠: The machine cannot be used.

   ❗: Some of the functions cannot be used, or the toner is almost depleted.

⬇Note

- Depending on the machine condition, such as a paper jam or open cover, the status confirmation screen may be displayed automatically without pressing [Check Status].

When the Machine Cannot Be Operated

⬇Note

- If a message is displayed on the screen, check the message.

   page 317 "When a Message Appears and the Machine Cannot Be Operated"

- When confirming or changing the settings in [Settings], press [Home] (🏠) after completing the operation to close [Settings].

When the Machine Does Not Respond Correctly to an Operation on the Control Panel

Condition	Cause	Solution and reference
The screen of the control panel is not lit.	The machine is in the sleep mode.	Touch the screen.
Nothing is displayed when you touch the screen.	The power of the machine is turned off.	Check that the main power indicator is not lit, and then turn on the main power of the machine. page 13 "Turning On and Off the Power"
The power of the machine does not come on.	The power cable is unplugged from the wall outlet.	Connect the ground wire, and plug the power cable into the wall outlet. See "Installation Requirements After Moving the Machine", User Guide in English.
	The machine is connected to an extension cord.	You cannot use an extension cord. After checking that the screen is not lit when you touch it and the main power indicator is unlit, remove the extension cord and plug the power cable directly into the wall outlet.
	There may be a problem with the wall outlet.	After checking that the screen is not lit when you touch it and the main power indicator is unlit, plug the power cord into a confirmed operating wall outlet.
Only the copy icon is displayed when the machine is turned on.	The functions other than the copy function are starting up.	The time required for a function to start up varies depending on the function. Wait a while.
Only some of the menu items are displayed when you press [Settings] after turning on the power of the machine.	The functions other than the copy function are starting up.	The time required for a function to start up varies depending on the function. More items on the menu in [Settings] are displayed as the functions start up. Wait a while.

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Condition	Cause	Solution and reference
The login screen is displayed.	Basic Authentication, Windows Authentication, or LDAP Authentication is specified.	Enter the login user name and password, and then press [Login]. For the login user name and password, consult the user administrator (or custom-privileges administrator who has equivalent privilege). page 64 "Logging In from the Control Panel"
The User Code entry screen is displayed.	User Code authentication is specified.	Enter the User Code, and press [OK]. Consult the user administrator (or custom-privileges administrator who has equivalent privilege) for the user code.
A function is not executed, or you cannot perform an operation.	Another function that cannot be used with the specified function at the same time is being executed.	Wait for the function in progress to end, and then perform the next operation. For details about functions that cannot be used at the same time, see the following section: page 647 "Function Compatibility" When a backup of the address book is being created using Web Image Monitor or another method, the next function is executed after the backup is completed.
The key is unresponsive, or another key is activated.	A malfunction is temporarily occurring on the machine.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power again.
Multi-touch, such as pinch-in and pinch-out, does not work properly.	There is a device or equipment that is generating noise in the vicinity.	

Condition	Cause	Solution and reference
You cannot interrupt copying even after pressing [Stop] while the copy function is operating.	A malfunction is temporarily occurring on the machine.	page 13 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, consider repairing the machine.
You cannot interrupt copying or scanning even after pressing [Stop], and the login screen is displayed.	Basic Authentication, Windows Authentication, or LDAP Authentication is specified, and the user who started the copying or scanning operation has logged out.	Log in to the machine as the user who started the copying or scanning operation or as the machine administrator (or custom-privileges administrator who has equivalent privilege), and press [Stop].
Help is not displayed when you press [Help] (?).	The application that is currently in use does not support the help function, or ? is grayed out because "Paper Misfeed" or another message is being displayed.	The help function cannot be used when ? is grayed out. Close the application or message, and then try again.
	? is grayed out because the user does not have permission to use the browser function.	The help function cannot be used if the user does not have permission to use the browser function. If ? is always grayed out, consult the user administrator (or custom-privileges administrator who has equivalent privilege) to check whether you have permission to use the browser function. The user administrator can change the access permissions in the address book. See "Confirming the Available Functions", User Guide in English.

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Condition	Cause	Solution and reference
The screen changes to Web Browser when you press [Help] (**?**), but the help content is not displayed.	The machine is not connected to the network correctly.	Check if you can display a web page in [Web Browser]. If a web page cannot be displayed, check that the machine is connected to the network correctly. See "Selecting the Network Connection Method", User Guide in English.
	The browser is configured not to save cookies.	Check that [Web Browser] ▶ [Menu] (⚙) ▶ [Settings] ▶ [Privacy & security] ▶ [Accept cookies] check box is selected.
The screen remains turned on and the machine does not enter the sleep mode when you press [Energy Saving] (☾).	The machine is in a condition that does not allow the machine to enter the sleep mode.	Check the conditions in which the machine does not enter the sleep mode. page 13 "Turning On and Off the Power"
The machine does not shut down when more than six minutes have passed after you press the main power switch.	The shutdown operation could not be performed normally.	Press the main power switch again. If the message persists even after you have turned the power off and then on, consider repairing the machine.
The power of the machine is turned off automatically.	[Main Power Off] is specified in the weekly timer.	Disable [Weekly Timer Easy Settings] and [Weekly Timer Detailed Settings] on [Settings] ▶ [System Settings] ▶ [Date/Time/Timer] ▶ [Timer].

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When the Machine Does Not Respond Correctly to an Operation from a Computer

Condition	Cause	Solution and reference
When using the address book from Device Manager NX, an incorrect password error is displayed even when you enter the correct login user name and password.	A certificate is not installed on the computer when SSL/TLS is enabled on the machine.	Install the certificate on the computer. Consult your network administrator (or custom-privileges administrator who has equivalent privilege) for the certificate.
	An item other than [Simple Encryption] is specified in "Driver Encryption Key:Encryption Strength".	Specify [Simple Encryption] in "Driver Encryption Key:Encryption Strength" in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Security] ▶ [Extended Security Settings].
You cannot access the machine using Web Image Monitor.	There is a problem with the connection between the machine and the computer.	Check the cable connecting the machine and the computer, and disconnect and then connect the cable again. Also, check the connection to the hub or router, and turn off and on the power of the device if possible. Next, turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"
	A proxy server is specified.	In the proxy setting of the Web browser, specify the IP address of the machine as an exception. You can check the IP address in [Check Status] ▶ "Network".
	[Permit SSL/TLS Communication] is set to [Ciphertext Only].	Click [Continue to this website (not recommended).].

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Condition	Cause	Solution and reference
"There is a problem with this website's security certificate." is displayed and you cannot connect to the machine when accessing the machine using Web Image Monitor.		To specify not to display the message, log in to the machine in the administrator mode, and specify [Ciphertext/Cleartext] in [SSL/TLS] ▶ "Permit SSL/TLS Communication" under [Device Management] ▶ [Configuration] ▶ "Security".
	"https" is entered at the beginning of the URL.	Enter "http" without adding "s" after "http".

When Messages Appear

When a Message Appears and the Machine Cannot Be Operated

Message	Condition	Solution and reference
"Service Call" SCXXX-XX "Contact" "Serial No. of Machine"	The machine needs to be repaired.	Consider repairing the machine.
"Following unit is out of order. Please call service." SC491-00 "Contact" "Serial No. of Machine"	Condensation is occurring inside the machine.	Turn the power off and then wait for a while until the condensation disappears.
"Functional Problems" SCXXX-XX "Contact" "Serial No. of Machine"	A malfunction that requires maintenance or repair has occurred.	Prepare for maintenance or consider repairing the machine. If a message prompts you to turn the power of the machine off and then on, the problem may be resolved by turning off the power, waiting for 10 seconds or more after confirming that the main power indicator is turned off, and then turning on the power. page 13 "Turning On and Off the Power" When "Press [Cancel] to cancel functions." is displayed, you can continue using the machine except for the function in which the malfunction is occurring after pressing [Cancel].
"Please wait."	The machine is recovering from the sleep mode.	Wait a while. Turn off the power of the machine if the message persists after five minutes, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power.

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Message	Condition	Solution and reference
		page 13 "Turning On and Off the Power"
"Please wait."	The machine is preparing to perform a function or executing the image stabilization process.	Wait a while and do not turn off the power of the machine.
	The ambient temperature is outside the temperature range specified for the machine operation.	Check the room temperature and whether it satisfies the operational requirements of the machine. If the machine has just been moved to the current location, leave it be for some time and allow it to adapt to the environment before use. See "Installation Requirements After Moving the Machine", User Guide in English. If the message persists after five minutes even when the room temperature is within the specifications, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"
"Please wait."	A consumable or supply such as the toner has been replenished.	Wait a while and do not turn off the power of the machine. Turn off the power of the machine if the message persists after five minutes, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"
"Shutting down... Please wait. Main power will be turned off automatically. Maximum waiting time: 6 minute(s)"	The power of the machine was turned off while the machine was starting up or in the standby mode.	Wait until the power is turned off.

⬇Note

- If the message persists even after you have performed the operations as instructed in the following message, a malfunction may temporarily occur on the machine. Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power.
  - "Cover Open"
  - "Original(s) left on exposure glass."
  - "No paper."
  - "Output Tray Full"

page 13 "Turning On and Off the Power"

When a Message Appears While Using the Copy Function

Message	Condition	Solution and reference
"Cannot Detect Original Size"	An original is not placed correctly on the machine.	Place the original correctly. When you place an original on the exposure glass, the machine detects the original size by opening and closing the ADF. Open the ADF by more than 30 degrees when placing an original.
	An original with a difficult-to-detect size even in the regular size, such as a transparency or paper with sticky notes, is placed on the machine.	When scanning an original with a difficult-to-detect size, specify the paper tray in [Paper Select]. Also, when making an enlarged or reduced copy, select an item other than [Fit to Paper Size]
		page 545 "Sizes Detectable with Auto Paper Select "
	An original of a custom size is placed on the machine.	When scanning an original of a custom size, specify the original size in [Original Setting/Store File] ▶ [Original Size] ▶ [Custom Size].
"2 Sided Copy is not available with this paper size."	A paper size that is not supported in Duplex copying or the specified finishing type is specified.	Check the paper size supported in Duplex copying and the specified finishing type and load the supported paper.
		page 548 "List of Specifications"

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Message	Condition	Solution and reference
"Exceeded the maximum number of sheets that can be used. Copying will be stopped."	When the copy volume use limitation is enabled, copying was canceled because the copy volume of the user exceeded the upper limit allotted for the user.	For details about the copy volume use limitation, consult the user administrator (or custom-privileges administrator who has equivalent privilege). The user administrator can change the limit on the copy volume use. See "Specifying Maximum Print Volume Use of Each User", User Guide in English.
"Set next original(s) within the following seconds, then press [Start]."	Duplex copying is specified.	When not copying onto both sides of paper, clear the [1 sided→2 sided] and [2 sided→2 sided] check boxes.
"Check whether the paper in the tray is loaded correctly, and then reset the tray."	The paper is not loaded correctly in the large capacity tray, vacuum feed LCIT, or multi bypass tray (Tray A).	With the leading edge of the paper against the left side of the paper tray, check that the side fences and the end fence are set correctly.
"Reduce paper in the tray(s) to the limit mark or reset it correctly."	The paper is loaded above the upper limit mark in the vacuum feed LCIT.	• Load the paper so it is below the upper limit mark. • If the paper is curled, the error may occur even if the loaded paper is below the upper limit mark. In this case, remove the paper and then load the paper again.

When a Message Appears While Using Document Server

For details about the messages that are displayed when printing a document, see the descriptions of the messages that are displayed in the copy function.

Message	Condition	Solution and reference
"Cannot delete the folder because it contains locked file(s). Contact the file administrator."	The folder contains a locked document.	Request the file administrator (or custom-privileges administrator who has equivalent privilege) to unlock the document. The file administrator can unlock documents. See "Managing Folders as a File Administrator", User Guide in English.
"Cannot detect original size."	An original is not placed on the machine.	Place the original correctly. When you place an original on the exposure glass, the machine detects the original size by opening and closing the ADF. Open the ADF by more than 30 degrees when placing an original.
	An original with a difficult-to-detect size even in the regular size, such as a transparency or paper with sticky notes, is placed on the machine.	When scanning an original of a difficult-to-detect size, specify the paper tray. Also, when making an enlarged or reduced copy, select an item other than [Fit to Paper Size]. page 545 "Sizes Detectable with Auto Paper Select "
	An original with a custom size is placed on the machine.	When scanning an original with a custom size, specify the original size in [Original Size] ▶ [Custom Size].
"Cannot display preview of this page."	The format of the image data is corrupted.	Press [Confirm] to display the preview screen without a thumbnail. If the image data comprises multiple pages, press ◁ ▷ to display a different page.
"Magazine or Booklet mode cannot be used for data stored with mixed functions."	A document scanned in the copy function and a document stored in the printer function are selected together, and [Booklet] or [Magazine] is specified.	You cannot specify [Booklet] or [Magazine] to the document comprising data stored in the different functions.

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Message	Condition	Solution and reference
"The selected folder is locked. Please contact the file administrator."	The wrong password was entered 10 times while performing operation on a password-protected folder, and the folder is locked.	Request the file administrator (or custom-privileges administrator who has equivalent privilege) to unlock the folder. The file administrator can unlock folders. See "Managing Folders as a File Administrator", User Guide in English.

When a Message Appears While Using the Fax Function

↓Note

- When confirming or changing the settings in [Settings], press [Home] (⌂) after closing [Settings].

Messages that Appear During Operation or When Sending/Receiving a Fax Cannot Be Performed

Message	Condition	Solution and reference
"Cannot detect original size."	An original is not placed correctly on the machine.	Place the original correctly. When you place an original on the exposure glass, the machine detects the original size by opening and closing the ADF. Open the ADF by more than 30 degrees when placing an original.
	An original with a difficult-to-detect size, even in the regular size, such as a transparency or paper with sticky notes or a custom size original, is placed on the machine.	Specify [Scan Size] in [Settings].

Message	Condition	Solution and reference
"Cannot detect the Fax line."	The G3 line is not connected.	To hide the message, select [Off] in [Settings]▶[Fax Settings]▶[Detailed Initial Settings]▶[G3 FAX Line Connection Check].
"Cannot receive emails currently."	The machine is receiving a On-demand Email Notification (a query e-mail from the administrator), and manual reception cannot be performed.	Wait a while, and press [Manual Reception: Email].
"Error occurred, and transmission was cancelled."	An original had jammed while sending a fax.	Press [Confirm], remove the jammed original, and then send the fax again.
	An error occurred temporarily in the machine, or there was interference on the line such as excessive noise or cross-talk.	Press [Confirm] and send the fax again.
"Functional problem occurred. Stopped processing."	The power of the machine was lost while receiving an Internet Fax.	Even if you turn on the power immediately, you may not be able to resume reception until the timeout duration has passed depending on the settings of the e-mail server. Wait a while. To receive the fax manually, wait until the duration has passed and then operate the machine to perform reception. For the timeout duration, consult the administrator.
"Memory is full. Cannot scan more. Transmitting only scanned pages."	The memory is full.	Press [Confirm] to return to the stand-by state and start sending the pages that are already scanned and stored. Check the transmission result report for unsent pages, and send those pages later.

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Message	Condition	Solution and reference
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	A folder destination is included in the group.	When sending a fax to a destination other than a folder destination, press [Select].

Note

- If the JPEG/PDF file that is attached to an e-mail sent to the machine cannot be printed, check the message and resolve the problem accordingly.

  page 338 "When a Message Appears While Using the Printer Function"

Messages that Appear When the Machine Cannot Connect to the Network

For details about your network environment, consult the administrator.

Message	Condition	Solution and reference
"Check whether there are any network problems." [14-01]	The destination device did not respond.	- Check that the computer specified as the destination is operating normally and connected to the network. - Check that the machine is connected to the network correctly.
"Check whether there are any network problems." [14-03]	You do not have permission to access the shared folder specified as the destination.	Check the access permission settings of the shared folder on the destination computer. page 200 "Sending Files to the Shared Folder Registered in the Address Book"
"Check whether there are any network problems." [14-07]	The shared folder specified as the transfer destination cannot be found in Folder Transfer.	Creating a shared folder on the destination computer. To check the folder name, select the destination in the address book, press [Edit], and see "Path" in [Destinations] tab ▶ [Folder]. See "Forwarding Received Fax Documents", User Guide in English.

Message	Condition	Solution and reference
	The amount of available internal storage space on the destination computer is insufficient to perform Folder Transfer.	Check that the computer specified as the transfer destination has enough free space.
"Check whether there are any network problems." [14-09]	The password registered in the address book is invalid when performing Folder Transfer.	Select the forwarding destination in the address book, press [Edit], and specify a password in the [Destinations] tab ▶ [Folder] ▶ [Folder Authentication Info].
"Check whether there are any network problems." [14-33]	[Fax Email Account] is not specified.	Register email address, user name, and password in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [Fax Email Account].
"Check whether there are any network problems." [14-51]	The destination to which to perform Folder Transfer was deleted from the address book.	Register the destination folder to the address book. See "Registering the Destination Folder to Use for Send to Folder", User Guide in English.
"Check whether there are any network problems." [15-11]	The POP3 (IMAP4) server could not be found.	Check the settings in [Reception Protocol], [POP3/IMAP4 Settings] and [Email Communication Port] on [Settings] ▶ [System Settings] ▶ [Send (Email/Folder)] ▶ [Email].
	The DNS server could not be found.	Check the [DNS Configuration] setting on [Settings] ▶ [System Settings] ▶ [Network/Interface].
	The machine is not connected to the network.	Check that the machine is connected to the network correctly.

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Message	Condition	Solution and reference
"Network communication has failed. Cannot access the SIP server. Please check the address setting of the SIP server or the SIP server settings." [13-18]	The SIP server could not be accessed.	Specify the correct "SIP Server IP Address" in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [IP-Fax Settings] ▶ [SIP Settings]. See "Sending Documents by IP-Fax", User Guide in English.
"Network communication has failed. Cannot connect to the destination normally because there is no IP-FAX function compatibility between the destination and this machine." [13-33]	The destination device is unable to connect with the IP-Fax function of the machine.	Sending a fax using the IP-Fax function is not possible. Send the fax using the G3 line if possible.
"Network communication has failed. Cannot register this machine to SIP server. Please check the address setting of the SIP server or other settings of the SIP server." [13-17]	The SIP server rejected the registration of the user name.	Specify the correct "SIP Server IP Address" and "SIP User Name" in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [IP-Fax Settings] ▶ [SIP Settings]. See "Sending Documents by IP-Fax", User Guide in English.
	The POP3 (IMAP4) server could not be found.	Check the settings in [Reception Protocol], [POP3/IMAP4 Settings] and [Email Communication Port] on [Settings] ▶ [System Settings] ▶ [Send (Email/Folder)] ▶ [Email].

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Message	Condition	Solution and reference
"Network communication has failed. Failed to connect to POP/IMAP server. Please check machine settings and the status of server and network." [15-11]	The DNS server could not be found.	Check the [DNS Configuration] setting on [Settings] ▶ [System Settings] ▶ [Network/Interface].
	The machine is not connected to the network.	Check that the machine is connected to the network correctly.
"Network communication has failed. Failed to connect to the destination. Please check if the destination is correct and destination machine status." [14-01]	The SMTP server could not be found.	Check [SMTP Server] on [Settings] ▶ [System Settings] ▶ [Send (Email/Folder)] ▶ [Email].
	The DNS server could not be found.	Check [DNS Configuration] on [Settings] ▶ [System Settings] ▶ [Network/Interface].
	The machine is not connected to the network.	Check that the machine is connected to the network correctly.
	Communication with the destination specified for Folder Transfer could not be established properly.	• Check that the computer specified as the transfer destination is operating normally and connected to the network. • Check the transfer settings. See "Forwarding Received Fax Documents", User Guide in English.
	The destination could not be found when the fax was sent without using the SMTP server.	Check that the destination is specified correctly. See "Sending Internet Faxes without Using SMTP Server", User Guide in English.

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Message	Condition	Solution and reference
"Network communication has failed. Failed to connect to the destination folder. Please check if the destination is correct and destination machine settings." [14-25]	The shared folder specified as the destination of Folder Transfer cannot be found.	Specify the destination from the address book, press [Edit], and check that the setting in the [Destinations] tab ▶ [Folder] matches the folder name or path of the shared folder on the destination computer.
		If the shared folder on the destination computer has been deleted, create the folder.
		See "Configuring Settings to Transfer a Received Fax Document to E-mail Address or Folder", User Guide in English.
		See "Forwarding Received Fax Documents", User Guide in English.
"Network communication has failed. Failed to send. Please check a destination machine status and both authentication setting of destination machine and this machine." [14-04]	A malfunction is occurring on the SMTP server or the computer specified as the destination when sending an e-mail without using the SMTP server.	Check that the SMTP server and the computer specified as the transfer destination are functioning normally.
"Network communication has failed. Failed to send. Please check destination machine status and remaining memory." [14-05]	No free space is available on an SMTP server, the computer specified as the destination for Folder Transfer, or the computer specified as the destination when sending an e-mail without using the SMTP server.	Check that free space is available on the SMTP server and the destination computer.

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Message	Condition	Solution and reference
"Network communication has failed. Failed to send. Please check if the destination is correct." [14-06]	The specified destination does not exist.	Check the destination e-mail address, and specify again if necessary.
	The destination could not be found when the fax was sent without using the SMTP server.	Check that the destination is specified correctly. See "Sending Internet Faxes without Using SMTP Server", User Guide in English.
"Network communication has failed. Failed to send. Please check status and settings of the destination machine." [14-08]	A malfunction is occurring on an SMTP server, the computer specified as the destination for Folder Transfer, or the computer specified as the destination when sending an e-mail without using the SMTP server.	Check that the SMTP server and the destination computer are functioning normally.
"Network communication has failed. Failed to send. Please check the access privilege setting of the destination." [14-03]	A malfunction is occurring on an SMTP server, the computer specified as the destination for Folder Transfer, or the computer specified as the destination when sending an e-mail without using the SMTP server.	Check that the SMTP server and the destination computers are functioning normally.
	The shared folder specified as the transfer destination cannot be found in Folder Transfer.	Creating a shared folder on the destination computer. To check the folder name, select the destination in the address book, press [Edit], and see "Path" in [Destinations] tab ▶ [Folder]. See "Configuring Settings to Transfer a Received Fax Document to E-mail Address or Folder", User Guide in English.

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Message	Condition	Solution and reference
		See "Forwarding Received Fax Documents", User Guide in English.
	The user name and/or password registered in the address book are invalid when performing Folder Transfer.	Select the forwarding destination in the address book, press [Edit], and specify [Destinations] tab ▶ [Folder] ▶ [Folder Authentication Info] again. See "Registering the Destination Folder to Use for Send to Folder", User Guide in English.
"Network communication has failed. Failed to send. Please check the administrator email address setting." [14-00]	The administrator e-mail address is not registered when the machine is configured to send Records by e-mail.	• Specify [Settings] ▶ [System Settings] ▶ [Send (Email/Folder)] ▶ [Email] ▶ [Administrator's Email Address]. • When configuring the machine to not send Records by e-mail, change the current value of bit number [4] under switch number [21] in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [Parameter Setting] ▶ [Parameter Setting]. See "Changing the Parameter Settings", User Guide in English.
"Network communication has failed. Failed to send. Please check user name and password." [14-09]	The user name and/or password registered in the address book are invalid when performing Folder Transfer.	Select the forwarding destination in the address book, press [Edit], and specify [Destinations] tab ▶ [Folder] ▶ [Folder Authentication Info] again. See "Registering the Destination Folder to Use for Send to Folder", User Guide in English.
"Network communication has failed. Failed to send. The registration of fax email address or administrator email address is required." [14-33]	Both the e-mail address to use for sending and receiving e-mails and the administrator e-mail address are not registered when sending an e-mail.	Specify [Fax Email Account] on [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] or [Administrator's Email Address] on [Settings] ▶ [System Settings] ▶ [Send (Email/Folder)] ▶ [Email]. See "Preparing the Machine for Sending and Receiving Documents by Internet Fax", User Guide in English.

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Message	Condition	Solution and reference
"Network communication has failed. Failed to send. The specified address is invalid." [14-34]	A domain name was not specified when sending an e-mail without using the SMTP server.	• Specify a host name or IP address as the destination, and send the e-mail again. • When you specified the destination from the address book, select the destination in the address book, press [Edit], and then check the settings in "Send via SMTP Server" and "SMTP Authentication Info" in [Destinations] tab ▶ [Email Address]. See "Sending Internet Faxes without Using SMTP Server", User Guide in English.
"Network communication has failed. Fax email account is not registered. Please check settings." [15-02]	[Fax Email Account] is not specified.	Specify the settings in "User Name" and "Password" in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [Fax Email Account].
"Network communication has failed. Fax email address is not registered. Please check settings." [15-03]	[Fax Email Account] is not specified.	Register Email Address in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [Fax Email Account].
"Network communication has failed. No response from the destination. Please check the cable connection and if the network equipment is turned on." [13-39]	The destination device did not respond.	• Check that the computer specified as the destination is operating normally and connected to the network. • Check that the machine is connected to the network correctly.

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Message	Condition	Solution and reference
"Network communication has failed. POP/IMAP server authentication error has occurred. Please check email account and password." [15-12]	A login attempt to the POP3 (IMAP4) server failed.	Check the [POP before SMTP] setting on [Settings] ► [System Settings] ► [Send (Email/Folder)] ► [Email] and the [Fax Email Account] setting on [Settings] ► [Fax Settings] ► [Detailed Initial Settings].
"Network communication has failed. POP/IMAP server is not registered. Please check settings." [15-01]	The POP3 (IMAP4) server address is not registered.	Specify the setting in [Settings] ► [System Settings] ► [Send (Email/Folder)] ► [Email] ► [POP3/IMAP4 Settings].
"Network communication has failed. S/MIME certificate error has occurred. Please check the certificate of both destination and this machine." [14-21]	A user certificate (destination certificate) is not registered or has expired.	Install the correct user certificate. page 464 "Encrypting Network Communication"
	A device certificate (destination certificate) is not registered or has expired.	Install the correct device certificate. page 464 "Encrypting Network Communication"
"Network communication has failed. SIP digest authentication failed. Please check the SIP digest authentication user name and password." [13-24]	The authentication password on the SIP server and the password registered on the machine do not match.	Check that the password registered on the SIP server and "Password" in SIP Digest Authentication under [Settings] ► [Fax Settings] ► [Detailed Initial Settings] ► [IP-Fax Settings] ► [SIP Settings] match. See "Sending Documents by IP-Fax", User Guide in English.

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Message	Condition	Solution and reference
"Network communication has failed. The certificate of destination is not currently valid. Please re-issue it." [14-22]	The user certificate (destination certificate) has expired.	Install a new user certificate. page 464 "Encrypting Network Communication"
"Network communication has failed. The certificate of this machine is not currently valid. Please re-issue it." [14-23]	A device certificate (destination certificate) is not registered or has expired.	Install a new device certificate. page 464 "Encrypting Network Communication"
"Network communication has failed. The certificate of this machine or destination machine is not currently valid. Please re-issue it." [14-24]	The user certificate (destination certificate) and device certificate have expired.	Install a new user certificate and device certificate. page 464 "Encrypting Network Communication"
"Network communication has failed. The destination does not support IP-FAX." [13-34]	An IP-Fax was sent to a destination that does not support IP-Fax.	Sending a fax using the IP-Fax function is not possible. Send the fax using the G3 line if possible.
"Network communication has failed. The IP address is invalid. Please check the network settings."	An invalid IP address is registered.	Specify the correct [Effective Protocol] and [IP Address (IPv4)], or [IP Address (IPv6)] on [Settings] ▶ [System Settings] ▶ [Network/Interface]. See "Connecting to a Wired LAN", User Guide in English.

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Message	Condition	Solution and reference
[13-26] [13-27]		
"Network communication has failed. The IP address may be invalid. Please check the network settings." [13-25]	The settings in [SIP Server IP Address] and [Effective Protocol] do not match.	Check that SIP Server IP Address in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [IP-Fax Settings] ▶ [SIP Settings] and [Effective Protocol] on [Settings] ▶ [System Settings] ▶ [Network/Interface] are correct.
	An invalid IP address is registered.	Specify the correct [Effective Protocol] and [IP Address (IPv4)], or [IP Address (IPv6)] on [Settings] ▶ [System Settings] ▶ [Network/Interface]. See "Connecting to a Wired LAN", User Guide in English.
"Network communication has failed. The line has been disconnected. Please check the destination and caller ID notification setting." [13-32]	The destination terminated the communication.	• Check that the destination is specified correctly. • If the destination refuses to receive a fax with no sender information, enable notifying of the information and send the fax again.
"Network communication has failed. The mail address for authentication does not match with administrator's one. Please check the settings." [14-20]	When a signature is specified, the SMTP authentication e-mail address or POP before SMTP authentication e-mail address does not match the administrator e-mail address.	Check that the authentication e-mail address matches the address specified in [Settings] ▶ [System Settings] ▶ [Send (Email/Folder)] ▶ [Email] ▶ [Administrator's Email Address]. See "Send (Email/Folder)", User Guide in English.

🔻Note

• Change the current value to [1] under switch number [21] and bit number [6] in [Settings] ▶ [Fax Settings] ▶ [Detailed Initial Settings] ▶ [Parameter Setting] ▶ [Parameter Setting] to disable displaying the "Network communication has failed."

message. Change the setting when you are not using the IP-Fax or Internet Fax function.

See "Changing the Parameter Settings", User Guide in English.

Messages that Appear When the Remote Fax Function Is Unavailable

For details about your network environment, consult the administrator.

When a message is displayed on the main-machine

Message	Condition	Solution and reference
"Check whether there are any network problems." [16-00]	The machine is not connected to the network.	• Check that the machine is connected to the network correctly. • Press [Confirm] to use the G3 fax.
"Connection with the remote machine has failed. There is a problem with the remote machine structure. Contact the administrator."	Another main-machine is registered in remote machine.	Register the sub-machine in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine].
	Another main-machine is registered in remote machine on the sub-machine.	Register the machine in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine] on the sub-machine.
"Transfer error has occured. Check status of remote machine."	A network error occurred while transferring the data.	• Check that the machine is connected to the network correctly. • Check that the sub-machine is connected to the network and functioning normally.

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Message	Condition	Solution and reference
		• Check that the IP address or host name of the main-machine is specified correctly in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine] on the sub-machine.

When a message is displayed on the sub-machine

Message	Condition	Solution and reference
"Authentication with remote machine failed. Check remote machine's authentication settings."	Authentication failed when user authentication is enabled on the main-machine, or the user does not have permission to use the fax function.	Specify the same user authentication setting as the main-machine, and register a user who has the permission to use the fax function. See "Verifying Users to Operate the Machine (User Authentication)", User Guide in English.
"Check whether there are any network problems." [16-00]	The machine is not connected to the network.	Check that the machine is connected to the network correctly.
"Connection with the remote machine has failed. Check the remote machine status."	The main-machine is turned off, or not functioning normally.	Turn on the power of the main-machine. If the power is turned on, check that the device is functioning normally.
	A network error occurred.	Check that the machine and the main-machine are connected to the network correctly.

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Message	Condition	Solution and reference
	A timeout error occurred while connecting to the main-machine.	Check that the IP address or host name of the main-machine is specified correctly in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine] on the sub-machine.
"Connection with the remote machine has failed. There is a problem with the remote machine structure. Contact the administrator."	Another sub-machine is registered in remote machine.	Register the main-machine in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine].
	The machine is not registered in remote machine on the main-machine.	Register the machine in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine] on the main-machine.
"Remote fax is not available because [User Code Authentication] is active."	User Code authentication is specified.	User Code authentication is not supported on both the main-machine and sub-machine. Consider another method of user authentication.
"Remote machine registration is incorrect. Contact the administrator."	The main-machine could not be found.	Check that the IP address or host name of the main-machine is specified correctly in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine].
"Transfer error has occured. Check status of remote machine."	A network error occurred while transferring the data.	• Check that the machine is connected to the network correctly. • Check that the main-machine is connected to the network and functioning normally.

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Message	Condition	Solution and reference
		• Check that the IP address or host name of the main-machine is specified correctly in [Settings] ▶ [System Settings] ▶ [Machine] ▶ [Others] ▶ [Register/Change/Delete Remote Machine].
"Transfer error has occured. Check status of remote machine." "MACHINE_ERR_09(0)"	There is no free space available on the internal storage of the main-machine.	Delete files that are no longer needed on the main-machine.

When a Message Appears While Using the Printer Function

↓Note

- When confirming or changing the settings in [Settings], press [Home] (🏠) after closing [Settings].

Messages that Appear without Error Codes

Message	Cause	Solution and reference
"Address Book is currently in use by another function. Authentication has failed."	The address book is in use by another function, and authentication query is not possible.	Try again later.
"A function which cannot be used with Fold mode was set. The job has been cancelled."	A setting that cannot be specified with folding was specified, and printing was canceled.	Check the setting, and cancel the function that cannot be specified with the fold function.

Message	Cause	Solution and reference
"A job via the network that was not printed exists because an error occurred. It was stored as a job not printed."	When the error job storing function is enabled, an error occurred in the print job sent via the network and the canceled job was stored.	• Check that the machine is connected to the network correctly. For details about your network environment, consult the administrator. • The stored document can be printed. See "Printing a Stored Print file using the control panel", User Guide in English.
"All the remaining print volume has been allocated to another central managed client(s). The job has been cancelled."	The job was canceled because the usage count information could not be obtained from the Central Management machine.	All job slots are occupied by other devices. Check the status of the client machine.
"An error occurred while printing a job with Background Numbering. The job has been cancelled."	A size that is impossible to print was specified.	Specify a size smaller than 330.2 mm (13.0 inches) wide and 487.8 mm (19.2 inches) long in "Print On:" in the printer driver. When [Same as Original Size] is specified in "Print On:", reduce the size specified in "Print On:" or adjust the size in the application.
"An error occurred while processing an Unauthorized Copy Prevention job. The job was cancelled."	The settings in the printer driver are incorrect.	Check the following in the printer driver: • Is a value smaller than 600 dpi specified in [Resolution]? See "Applying Different Print Settings Depending on the Document Type", User Guide in English. • Is only space(s) entered as the text to use for the background pattern in the unauthorized copy prevention function? • Is Document Server specified as the print method? See "Storing Documents to Print in the Machine", User Guide in English.

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Message	Cause	Solution and reference
	Unauthorized copy prevention is given priority in [Settings for Administrator].	Consult the device administrator (or custom-privileges administrator who has equivalent privilege) for the settings of the machine. The machine administrator can change the setting in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Security Pattern/Stamp] ▶ [Unauthorized Copy Prevention Printing: Printer]. See "Settings for Administrator", User Guide in English.
"Auto-registration of user information has failed."	The maximum number of items that can be registered has been exceeded and the authentication information for LDAP authentication or Windows authentication cannot be registered automatically.	Delete a user that is no longer necessary from the address book.
"Booklet/Half Fold is not available with the settings. The job has been cancelled."	A setting in which Booklet or Half-fold cannot be performed was specified, and printing was canceled.	Check the setting for the availability of the Booklet or Half-fold function. page 548 "List of Specifications"
"Cannot access the Memory Storage Device."	An USB flash memory device is unavailable for use.	• Check that the external media is formatted in FAT16 or FAT32, and write protection is not enabled on the media. • Check that the external media is not corrupted or damaged.

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Message	Cause	Solution and reference
"Cannot store data of this size."	The paper size is too large.	Reduce the paper size of the document to send. The document to send cannot be stored at a custom size.
"Check whether paper in XXX is loaded correctly, and then reset XXX. To force print, select another tray and press [Continue]." (XXX indicates the tray name)	The paper is not loaded correctly in the large capacity tray, vacuum feed LCIT, or multi bypass tray (Tray A).	With the leading edge of the paper against the left side of the paper tray, check that the side fences and end fence are set correctly.
"Classification Code is incorrect. The job has been cancelled."	A classification code is not specified.	Consult the machine administrator (or custom-privileges administrator who has equivalent privilege) for the classification code, and enter the code in [Classification Code] in "Detailed Settings" on the [Basic] tab ▶ [Modify] under "Job Type" in the printer driver.
	The document was printed in a printer driver that does not support the classification code.	Request the machine administrator (or custom-privileges administrator who has equivalent privilege) to change the setting of the classification code. Machine administrator: Change [Classification Code] to [Optional] in Web Image Monitor if necessary. See "Managing the Number of Printed Sheets Using the Classification Code", User Guide in English.
"Collate has been cancelled."	The sort function was canceled.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"

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Message	Cause	Solution and reference
"Command Error"	A problem occurred in the data because of the communication status or another reason.	Check that the machine can communicate with the computer properly.
	A printer driver that does not support the machine was used.	Use the printer driver for the machine. Obtain and install the latest version of the driver.
	The print command did not complete correctly.	In the printer driver, go to the [Others] tab ▶ [Special Settings] ▶ [Image Quality] and then change [Vector/Raster:] to [Raster].
"Communication error with central management server has occurred. The job has been cancelled."	The job was canceled because a Central Management communication error occurred.	Check the status of the Central Management machine.
"Compressed Data Error."	Compressed data is corrupted.	• Check that the tool used for creating the compressed data is functioning properly. • Check that the machine can communicate with the computer properly.
"Data storage error."	Printing a document as Test Print, Locked Print, Hold Print, Store Print, or storing the document in Document Server failed. The internal storage is malfunctioning.	If the message persists even after you have turned the power off and then on, consider repairing the machine.

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Message	Cause	Solution and reference
"Document Server is not available to use. Cannot store."	Use of the Document Server function is restricted.	Consult the user administrator (or custom-privileges administrator who has equivalent privilege).
"Duplex has been cancelled."	The paper source tray is not specified for duplex printing.	Specify to use the paper tray for duplex printing in [Tray Paper Settings] ▶ [Manual Paper Settings].
"Error has occurred."	An error such as a syntactic error has occurred.	Check that the PDF file to print does not have an error.
"Error occurred in the Trimmer. The job has been cancelled."	Error occurred in the Trimmer.	Contact your service representative.
"Error occurred while processing a Compulsory Security Stamp print job. The job was cancelled."	The job was canceled because an error occurred while applying Compulsory Security Stamp.	When feeding paper from the bypass tray, specify the correct paper size and do not enable [Auto Detect].
"Exceeded max. capacity of Document Server. Cannot store."	The internal storage is almost full.	• Reduce the size of the document to send. • Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide in English. See "Erasing Documents from Document Server", User Guide in English.

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Message	Cause	Solution and reference
"Exceeded max. number of files. (Auto)"	The maximum number of Store Print jobs or the maximum number of jobs that can be managed for Hold Print (Auto) documents has been exceeded while storing a document printed by Normal Print as a Hold Print job by the error job storing function.	Erase a Hold Print (Auto) document that is no longer needed. See "Deleting Documents Stored in the Machine", User Guide in English. See "Erasing Documents from Document Server", User Guide in English.
"Exceeded max. number of files of Document Server. Cannot store."	The number of documents stored in the machine exceeds the maximum number.	Erase documents that are no longer needed. See "Erasing Documents from Document Server", User Guide in English.
"Exceeded max. number of pages. (Auto)"	An "exceeded max. number of pages" error occurred while storing a document printed by Normal Print as a Hold Print job by the error job storing function.	• Reduce the number of pages to print. • Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide in English. See "Erasing Documents from Document Server", User Guide in English.
"Exceeded max. number of pages of Document Server. Cannot store."	The number of pages stored in the machine exceeds the maximum number.	• Reduce the number of pages in the document to send. • Erase documents that are no longer needed. See "Erasing Documents from Document Server", User Guide in English.
"Exceeded max. pages. Collate is incomplete."	The maximum number of sheets that can be sorted has been exceeded.	Reduce the number of pages to print.

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Message	Cause	Solution and reference
"Exceeded the maximum number of multi-sheet fold. The job has been cancelled."	The maximum number of sheets that can be specified for multi-sheet fold has been exceeded.	Check the number of sheets that can be specified for multi-sheet fold, and then reduce the number of originals before loading them. page 548 "List of Specifications" When the internal multi-fold unit is attached, you can specify whether to continue or stop printing in [Settings] ▶ [Printer Settings] ▶ [System] ▶ [Error Action] ▶ [When Exceeded Maximum Number of Multi-sheet Fold]. See "System", User Guide in English.
"Exceeded the maximum unit count for Print Volume Use. The job has been cancelled."	When the print volume is limited, printing was canceled because the print volume of a user exceeded the upper limit allotted for the user.	For details about the print volume use limitation, consult the user administrator (or custom-privileges administrator who has equivalent privilege). The user administrator can clear the counter or change the limit on the print volume. See "Confirming the Counter for Each User", User Guide in English. See "Specifying Maximum Print Volume Use of Each User", User Guide in English.
"File system is full."	The file system is full, and the PDF file cannot be printed.	Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide in English. See "Erasing Documents from Document Server", User Guide in English.
"Hardware Problem: Internal storage"	An error is occurring on the internal storage of the machine.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, consider repairing the machine.
"Hardware Problem: USB"	An error has occurred on the USB interface.	
"Hardware Problem: Ethernet"	An error has occurred in the Ethernet interface.	

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Message	Cause	Solution and reference
"Hardware Problem: Wireless Card"	An error has occurred in the wireless LAN board.	Turn off the power of the machine, check that the Wireless LAN board is correctly installed in the machine, and then turn on the power. page 13 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, consider repairing the machine.
"Information for user authentication is already registered for another user."	In LDAP authentication, the same name is registered under different IDs on different servers, and duplicate names (account names) occurred such as when switching the domain (server).	Consult the user administrator (or custom-privileges administrator who has equivalent privilege). User administrator: Delete the corresponding user from the address book, and register the user again after resolving the duplicate names on different servers.
"Insufficient Memory"	The amount of available memory is insufficient.	Decrease [Resolution] in the printer driver. See "Applying Different Print Settings Depending on the Document Type", User Guide in English.
"Out of paper in the following paper tray. Load paper." "To force print, select another tray and press [Print] key."	The paper tray specified in the printer driver has no paper loaded.	• To proceed with printing after changing the paper setting, select a tray and press [Print]. However, when Staple, Punch, Fold, Cover Sheet, Slip Sheet, Chaptering, or Designate is specified, or when Duplex printing is specified on a paper tray that does not support the function, printing cannot be performed. When Sort is specified, only one copy of the document is printed. • To proceed with printing on the specified paper, load the paper in the tray. page 83 "Loading Paper into the Paper Tray"

Message	Cause	Solution and reference
"Memory Overflow"	The insufficient memory error has occurred while printing from the printer driver (PCL 6).	In the printer driver, go to the [Others] tab ▶ [Special Settings] ▶ [Image Quality] and then change [Vector/Raster:] to [Raster].
"Memory Retrieval Error"	The data in the memory could not be retrieved.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"
"No response from the server. Authentication has failed."	In LDAP or Windows authentication, a timeout error occurred while submitting an authentication query to the server.	• Consult the administrator of the authentication server. • When using the Active Directory of the Windows server for LDAP Authentication, change [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [LDAP Search] ▶ "Follow Referrals on LDAP Server" to [Inactive].
"Output tray has been changed."	The destination to deliver the output paper was changed because of the paper size limitation of the output destination.	Specify the correct destination to deliver the output paper.
"Out of paper in the following paper tray. Load paper."	The paper size or paper type specified in the printer driver does not match the paper settings, in the machine, for the bypass tray.	Specify [Driver/Command] in [Settings] ▶ [Tray/Paper Settings] ▶ [Printer] ▶ [Tray Setting Priority] ▶ [Bypass Tray].

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Message	Cause	Solution and reference
"There is no paper tray that matches the specified paper size/ paper type. Change the tray settings to the following paper size/ paper type, or select another tray and press [Print] key."	The paper tray loaded with paper of the size or type specified in the printer driver is not available.	• To proceed with printing after changing the paper setting, select a tray and press [Print]. When Staple, Punch, Fold, Cover Sheet, Slip Sheet, Chaptering, or Designate is specified, or when Duplex printing is specified on a paper tray that does not support the function, printing cannot be performed. When Sort is specified, only one copy of the document is printed. • Specify to use the paper tray for duplex printing in [Tray Paper Settings]▶[Manual Paper Settings]. page 83 "Loading Paper into the Paper Tray"
"Printer font error."	There is a problem in the font file of the machine.	Consider repairing the machine.
"Print overrun."	A page image is discarded while printing the page.	Decrease [Resolution] in the printer driver. See "Applying Different Print Settings Depending on the Document Type", User Guide in English.
"Punch has been cancelled."	The Punch function was canceled because the staple position is specified incorrectly.	Check the orientation of the paper and print data, and the specified punch position. See "Punching Holes on Printed Pages", User Guide in English.
"Receiving data failed."	Transmission of data was canceled.	Send the data again.
"Reduce paper in XXX to the limit mark or reset XXX correctly. To force print, select another tray and press [Continue]." (XXX indicates the tray name)	The paper is loaded above the upper limit mark in the vacuum feed LCIT.	• Load the paper so it is below the upper limit mark. • If the paper is curled, the error may occur even if the loaded paper is below the upper limit mark. In this case, remove the paper and then load the paper again.

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Message	Cause	Solution and reference
"Sending data failed."	Transmission of data from the printer driver was canceled.	Check that the computer is operating normally.
"Staple error occurred. The job has been cancelled."	The number of sheets that can be stapled was exceeded, and printing was canceled.	Check the number of sheets that can be stabled on the finisher in use. page 548 "List of Specifications"
"Staple has been cancelled."	The staple function was canceled because the number of sheets exceeds the maximum that can be stapled or the staple position is specified incorrectly.	Check the specification of the finisher in use, and specify the setting accordingly. • Number of sheets that can be stapled together page 548 "List of Specifications" • Staple position that can be specified on different paper orientation and print data orientation See "Stapling Printed Pages", User Guide in English. Certain settings can produce staple results that might not be as expected when the paper is delivered to the output tray.
	A malfunction occurred temporarily on the machine.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"
"The job was cancelled because the specified settings are not applicable for Booklet."	A condition in which binding cannot be performed was specified, and printing was canceled.	Check the binding condition.

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Message	Cause	Solution and reference
"The print job has been cancelled because capture file(s) could not be stored: Exceeded max. memory."	The amount of available space on the internal storage became low while saving the capture data.	• Reduce the size of the document to send. • Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide in English. See "Erasing Documents from Document Server", User Guide in English.
"The print job has been cancelled because capture file(s) could not be stored: Exceeded max. number of files."	The number of documents stored in the machine exceeded the maximum number while saving the capture data.	Erase documents that are no longer needed. See "Deleting Documents from Document Server", User Guide in English. See "Deleting Documents Stored in the Machine", User Guide in English. See "Erasing Documents from Document Server", User Guide in English.
"The print job has been cancelled because capture file(s) could not be stored: Exceeded max. number of pages per file."	The number of pages stored in the machine exceeded the maximum number while saving the capture data.	• Reduce the number of pages in the document to send. • Erase documents that are no longer needed. See "Deleting Documents from Document Server", User Guide in English.
"The selected paper size is not supported. This job has been cancelled."	A paper size that cannot be fed on the machine was specified and printing was canceled by the auto job cancel function that was activated.	Print the document on paper of a size that can be fed on the machine.

Message	Cause	Solution and reference
"The selected paper type is not supported. This job has been cancelled."	A paper type that cannot be fed on the machine was specified and printing was canceled by the auto job cancel function that was activated.	Print the document on paper of a type that can be fed on the machine.
"Trimmer is not available with the settings. The job has been cancelled."	A width has been set that does not allow fore edge cut.	Set the fore edge cut width in the range of 2.0 to 20.0 mm. When you use B5 size paper, set the width in the range of 2.0 to 10.0 mm.
"You do not have a privilege to use this function. This job has been cancelled."	Authentication information is not registered correctly in the printer driver.	Specify the authentication information in the printer driver. For the authentication information, consult the user administrator (or custom-privileges administrator who has equivalent privilege). See "Specifying Login Information in the Printer Driver", User Guide in English.
	The user registered in the printer driver does not have permission to use the printer function.	Consult the user administrator (or custom-privileges administrator who has equivalent privilege). The user administrator can change the access permissions in the address book. See "Confirming the Available Functions", User Guide in English.
"Z-fold error."	A setting in which Z-fold cannot be performed was specified, and the Z-fold function was canceled.	Check the tray, paper orientation and print data orientation settings, and the specified position for postprocessing.

Messages that Appear with Error Codes

Check the system configuration list or print settings list. The details of the error may also be printed in the list.

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See "List/Test Print", User Guide in English.

Message	Cause	Solution and reference
"84: Error"	The amount of available work area is insufficient for processing images.	Reduce the transmission data.
"86: Error"	The parameter in the control code is incorrect.	Specify the correct parameter.
"92: The print job was cancelled." (displayed in the error history)	Printing is canceled from the control panel.	To perform printing, operate the control panel again.
"98: Error"	Accessing the internal storage failed.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"
"99: Error"	When printing a file from an USB flash memory device, the file to print is in an unsupported format or corrupt.	Check the data to print.
"AC: Internal Storage is full."	The area reserved for forms or fonts in PostScript 3 is full.	Delete a registered form or font that is no longer necessary.
"AM: Internal Storage is full. (Auto)"	An overflow error occurred in the internal storage while storing a document printed by Normal Print as a Hold Print job by the error job storing function.	• Reduce the size of the document to print. • Erase documents that are no longer needed. See "Deleting Documents Stored in the Machine", User Guide in English. See "Erasing Documents from Document Server", User Guide in English.

Message	Cause	Solution and reference
"BA4: Background Numbering is not available because Internal Storage is not installed. The job was cancelled."	Background Numbering was done without attaching the optional storage.	Connect the internal storage. If the situation does not improve even after connecting the optional storage, contact your service representative.
"BAI: The job was cancelled because the authentication setting(s) has been changed."	The authentication setting was changed during printing, so printing was canceled by the auto job cancel function.	Check the authentication setting.
"BAJ: The job was cancelled because of a functional problem with the optional finisher."	There was a problem inside the machine, so printing was canceled by the auto job cancel function.	Contact your service representative.
"BAL: The job was cancelled because PS/PDF printing is prohibited. Please contact the administrator."	Printing of PostScript 3 and PDF is not enabled.	Consult your machine administrator. The machine administrator checks settings on [Settings] ▶ [Printer Settings] ▶ [Data Management/Maintenance] ▶ [Administrator Tools] ▶ [Prohibit Printing PS/PDF]. See "PS Menu", User Guide in English. See "PDF Menu", User Guide in English.
"CB: The job was cancelled because the password is incorrect."	The entered password was incorrect, so printing was canceled by the auto job cancel function.	Confirm the correct password for the document and enter it.
"CC: The job was cancelled because the user ID is invalid."	The user ID was invalid, so printing was canceled by the auto job cancel function.	Enter the correct login username. Confirm the login username with the user administrator (or custom-privileges administrator who has equivalent privilege).

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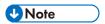
Message	Cause	Solution and reference
"CD: The job was cancelled because of an error with PS3/PDF."	A postscript language error occurred in PS3 or PDF printing, so printing was canceled by the auto job cancel function.	Check if there is a problem with the printing data.
"CE: The job was cancelled because of an error with PCL5e/XL."	An error occurred in PCL6 printing, so printing was canceled by the auto job cancel function.	Check that the machine can communicate properly with the PC.
"CK: The job was cancelled because of an error with XPS."	An error occurred in XPS printing, so printing was canceled by the auto job cancel function.	Check that the machine can communicate properly with the PC.
"CM: The job was cancelled because of a timeout error with PS3/PDF."	A timeout error occurred in PostScript 3 or PDF printing, so printing was canceled by the auto job cancel function.	• Check that the machine can communicate properly with the PC. • PostScript 3 Check the following setting items. When [Use Machine Setting(s)] is selected, set the waiting time longer. When [Use Driver/Command] is selected, set the waiting time specified by the command longer. Check the setting of [Settings] ▶ [Printer Settings] ▶ [PS Menu] ▶ [Job Timeout].

Message	Cause	Solution and reference
"CN: The job was cancelled because the print settings specified by PS3 are not consistent with the machine settings."	Some of [Printer Settings] on the print data did not match the machine settings, so printing was canceled by the auto job cancel function.	Check that the printer settings specified in the print data match the settings in [Settings] ▶ [Printer Settings] ▶ [PS Menu].
"CO: The job was cancelled because of a font error with PS3/PDF."	A font error occurred in PostScript 3 or PDF printing, so printing was canceled by the auto job cancel function.	Register the required fonts.
"CP: The job was cancelled because of insufficient memory error with PS3/PDF."	An insufficient memory error occurred in PostScript 3 or PDF printing, so printing was canceled by the auto job cancel function.	
"CQ: Some pages were not printed because they were blank."	An error occurred in RPCS printing, so printing was canceled by the auto job cancel function.	Consider repairing the machine.
"EB: The job was cancelled because [Restrict Direct Print Jobs] has been set to [Cancel All Direct Print Jobs]."	A printing job has been set to be canceled, so printing was canceled by the auto job cancel function.	Contact your machine administrator (or custom-privileges administrator who has equivalent privilege). Machine administrator can change the setting in [Settings] ▶ [Printer Settings] ▶ [Data Management/Maintenance] ▶ [Print Jobs] ▶ [Restrict Direct Print Jobs].

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Message	Cause	Solution and reference
"EC: The job was cancelled because of a failure to store and skip an error job."	A document has been set to be stored or canceled when an error occurs and it did not operate, so printing was canceled by the auto job cancel function.	• Fix the error that occurred. • You can check the settings of the operation when an error occurs in [Settings] ▶ [Printer Settings] ▶ [System] ▶ [Error Action] ▶ [Store and Skip Errored Job].
"ED: The specified paper size is not valid for 2 sided print and therefore Magazine finishing is not available. The job was cancelled."	A paper size that cannot be used for 2 sided print was specified and [Magazine] finishing was not available, so printing was canceled by the auto job cancel function.	When specifying [Magazine], check and specify the paper size that corresponds to 2 sided print. page 548 "List of Specifications"
"EE: There are mixed paper sizes therefore Magazine finishing is not available. The job was cancelled."	Two or more paper sizes were used and [Magazine] finishing was not available, so printing was cancelled by the auto job cancel function.	When specifying [Magazine], use sheets of the same size.
"P6: Print command from printer driver of another manufacturer has been received."	The document was printed using the printer driver of another manufacturer.	Check the type of printer driver being used.
"P7: RPCS driver for another model is being used."	The document was printed using an RPCS driver for another model, and in a condition that the machine cannot print.	Check the type of RPCS driver being used.

Message	Cause	Solution and reference
"P8: The data communication environment has become unstable."	A malfunction might be occurring in the data, such as corruption or a drop out.	Check that the machine is connected to the network correctly, and then send the data again. For details about your network environment, consult the administrator.

When a Message Appears While Using the Scanner Function

Note

- When confirming or changing the settings in [Settings], press [Home] (🏠) after closing [Settings].

Messages that Appear on the Control Panel

Message	Cause	Solution and reference
"All the pages are detected as blank. No file was created."	The original was placed with the wrong side facing down when [Delete Blank Page] or [Delete Blank Page] in OCR setting is specified.	• When scanning on the exposure glass, place the original with the side to scan facing down. • When scanning on the ADF, place the original with the side to scan facing up.
	All pages in the scanned original were determined to be blank when [Delete Blank Page] is specified.	Decrease the value specified in the following setting items. [Settings] ▶ [Scanner Settings] ▶ [Scan] ▶ [Blank Page Detection] ▶ [Blank Page Detection Level]
	All pages in the scanned original were determined to be blank when [Delete Blank Page] in OCR is specified.	Change the following setting items. [Settings] ▶ [Scanner Settings] ▶ [Scan] ▶ [Blank Page Detection] ▶ [Blank Page Detection Level] to [Sensitivity Level 1]

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Message	Cause	Solution and reference
"Authentication with the destination has failed. Check settings. To check the current status, press [Scan Files Status]."	The user name/password of SMTP authentication specified when sending the e-mail are incorrect.	Select the destination in the address book, press [Edit], and check the setting in [Destinations] tab ▶ [Email Address].
	The user ID/password specified on the destination folder in Send to Folder are incorrect.	• Select the forwarding destination in the address book, press [Edit], and check the information registered in [Destinations] tab ▶ [Folder] ▶ [Folder Authentication Info]. • Adding "@domain-name" behind the user name may resolve the problem. • When a login password is not specified on your computer, specify a login password on the computer and register it to the machine.
"Cannot access the Memory Storage Device."	An USB flash memory device is unavailable for use.	• Check that the external media is formatted in FAT16 or FAT32, and write encryption or protection is not enabled on the media. • Check that the external media is not corrupted or damaged.
"Cannot detect original size. Select scan size."	An original is not placed correctly on the machine.	Place the original correctly. When you place an original on the exposure glass, the machine detects the original size by opening and closing the ADF. Open the ADF by more than 30 degrees when placing an original.
	An original with a difficult-to-detect size even in the regular size is placed on the machine.	When scanning an original with a difficult-to-detect size, specify [Send Settings] ▶ [Scan Size]. page 545 "Sizes Detectable with Auto Paper Select "

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Message	Cause	Solution and reference
	An original with a custom size is placed on the machine.	When scanning an original with a custom size, specify the original size in [Send Settings] ► [Scan Size] ► [Custom Size].
"Cannot find the specified path. Please check the settings."	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly. For details about your network environment, consult the administrator.
	The computer name or folder name specified in the path name is incorrect.	Register the computer name and folder name again.
	The firewall function is enabled on the computer.	In the firewall function on the computer, register the machine IP address and the port to use for sending files as exceptions. You can check the IP address in [Check Status] ► "Network". For details about the ports, see the following: page 548 "List of Specifications"
"Check original's orientation."	The original is placed in the wrong orientation.	Depending on the combination of the specified settings, the orientation to set the original differs. Be sure to place the original in the correct orientation. See "Placing Originals", User Guide in English.
"Connection with PC has failed. Check the settings."	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly. For details about your network environment, consult the administrator.
	The computer name or folder name specified in the path name is incorrect.	Register the computer name and folder name again.
	The firewall function is enabled on the computer.	In the firewall function on the computer, register the machine IP address and the port to use for sending files as exceptions.

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Message	Cause	Solution and reference
		You can check the IP address in [Check Status] ▶ "Network". For details about the ports, see the following: page 548 "List of Specifications"
"Connection with the destination has failed. Check the settings. Entered path name might be incorrect, or firewall and security settings might be blocking network connectivity."	The firewall function is enabled on the computer.	Enable file and printer sharing in the firewall function on your computer.
"Exceeded max. data capacity. Check resolution and ratio then press [Start] again."	The data scanned by specifying [Scan Ratio] ▶ [Specify Size] exceeds the limit.	• Decrease [Send Settings] ▶ [Resolution]. • Specify a smaller paper size in [Send Settings] ▶ [Scan Ratio] ▶ [Specify Size].
"Exceeded max. data capacity." "Check the scanning resolution, then press [Start] again." (A procedure other than [Start] may be described in [Start].)	A large size original was scanned at a high resolution, and the resulting data size exceeds the limit.	• Decrease [Send Settings] ▶ [Resolution]. • Specify a smaller size in [Send Settings] ▶ [Scan Size].
"Exceeded max. email size. Sending email has been cancelled. Contact the administrator about max. email size."	The file size per page has exceeded the maximum e-mail size specified in [Maximum Email Size].	• Specify a lower value in [Send Settings] ▶ [Resolution], or select a smaller paper size in [Send Settings] ▶ [Scan Ratio] ▶ [Specify Size].

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Message	Cause	Solution and reference
		• You can change the [Maximum Email Size] setting on [Settings] ▶ [Scanner Settings] ▶ [Sending Settings] ▶ [Email (Size)]. To divide an e-mail that exceeds the maximum size, specify [Yes (per Page)] or [Yes (per Max. Size)] in [Divide & Send Email].
"Exceeded max. number of alphanumeric characters."	The number of entered characters has exceeded the maximum.	Check the maximum number of characters. page 616 "The Setting Values of the Transmission Function"
"Failed to connect to the destination. Please contact the administrator to check the following. *The correct root certificate is registered to this machine and destination. *The root certificate check function is not enabled by mistake."	Email was sent to the destination without an installed certificate of the destination server when "Root Certificate Check" was set to [Active].	Contact your network administrator. (or custom-privileges administrator who has equivalent privilege) Network administrator should install the root certificate of the destination server in Web Image Monitor if required, or set "Root Certificate Check" to [Inactive]. page 493 "Controlling Access to Untrusted Websites from the Control Panel"
"Insufficient memory in the memory storage device."	There is no free space available on the USB flash memory device, or the file could not be saved due to insufficient space on the media.	Change the external media. When scanning an original in the divide-document or single-page mode, the saved data may not contain all pages in the original. Change the external media and press [Retry] to resume saving the remaining data.
"Not all of the image will be scanned."	The scaling factor specified in [Scan Ratio] is too large.	Specify a smaller value in [Send Settings] ▶ [Scan Ratio].

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Message	Cause	Solution and reference
Check the ratio and then press [Start] again."	The paper size specified in [Scan Ratio] ▶ [Specify Size] requires a reduction value smaller than 25%.	Specify a paper size for which a reduction ratio greater than 25% is specified in [Send Settings] ▶ [Scan Ratio] ▶ [Specify Size].
"Programmed. Cannot program the destination(s) that is not programmed in the address book."	A folder specified by Manual Entry is included among the programmed destinations.	Register the destination in the address book of the machine, and then register it to a program.
"Programmed. Cannot program the folder destination(s) with protection code(s)."	A destination specified with a protection code is included among the programmed destinations.	• You cannot program a destination specified with a protection code. Specify this destination individually. • To program this destination, cancel the protection code and then register the destination to a program. See "Using the Protection Function to Prevent the Misuse of Addresses", User Guide in English.
"SMTP authentication email address and administrator email address mismatch."	The SMTP authentication e-mail address is not registered in the administrator e-mail address.	Register the SMTP authentication e-mail address in [Settings] ▶ [System Settings] ▶ [Send (Email/Folder)] ▶ [Email] ▶ [Administrator's Email Address].
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The group contains an e-mail address.	When sending data to a destination other than an e-mail address, press [Yes].
"The program is recalled. Cannot recall the folder destination(s) with protection code(s)."	A folder destination specified with a protection code is included among the programmed destinations.	• You cannot recall a destination specified with a protection code in a program. Specify this destination individually.

Message	Cause	Solution and reference
		• To program this destination, cancel the protection code and then register the destination to a program. See "Using the Protection Function to Prevent the Misuse of Addresses", User Guide in English.
"The size of the scanned data is too small. Check the resolution and the ratio and then press [Start] again."	The data scanned by specifying [Scan Ratio] ▶ [Specify Size] is too small.	• Increase [Send Settings] ▶ [Resolution]. • Specify a larger paper size in [Send Settings] ▶ [Scan Ratio] ▶ [Specify Size].
"Transmission has failed. Insufficient memory in the destination internal storage. To check the current status, press [Scan Files Status]."	The amount of available internal storage space on the destination computer, SMTP server, or FTP server is insufficient.	Check that the amount of free space is sufficient.
"Transmission has failed. To check the current status, press [Scan Files Status]."	A network error occurred while transferring the data due to a busy network or another reason.	If the same message is displayed after scanning the original again, consult the administrator.
	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly. For details about your network environment, consult the administrator.
"Exceeded max. number of alphanumeric characters for the path."	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. See "Sending a Stored File", User Guide in English.

Message	Cause	Solution and reference
"Exceeded the maximum number of OCR jobs that can be on standby for storing, please wait. Try again after storing of the current job has completed."	The maximum allowable number of jobs on standby was exceeded because large quantities of documents were stored by the OCR function.	Up to 100 jobs can be placed on standby by the OCR function. Scan the next document after the current jobs have finished being stored.
"File types have been automatically set for some files because multiple files were selected."	If there are selected stored documents which cannot be converted to a specified file format, those documents are automatically converted to a convertible format before they are transmitted.	See "Sending a Stored File", User Guide in English.
"Programmed. Cannot program the destination(s) that is not programmed in the address book."	The destinations that were selected while registered to the program contain a folder destination for which one of the following destinations is set: manually entered destination, WSD destination, or DSM destination.	WSD destinations and DSM destinations cannot be registered to the program because they cannot be registered in the address book. For manually entered destinations, register the destinations in the address book, and then try to register them to the program again.

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Message	Cause	Solution and reference
"The entered file name contains invalid character(s). Enter the file name again using any of the following 1 byte characters. "0 to 9", "A to Z", "a to z", ". - _""	The file name contains a character that cannot be used.	• Check the file name set at the time of scanning. page 397 "Registering Standard-Privileges Administrators" • Check the file name specified at the time of scanning. The file name specified in the Sending Scan Files to Folders function cannot contain the following characters: \ / : * ? " < > | The file name cannot start or end with a period ".".

When documents cannot be scanned properly

Message	Cause	Solution
"Exceeded max. number of files which can be used in Document Server at the same time."	The maximum number of files that can be stored in the Document Server has been exceeded.	Check the files stored by the other functions, and then delete unneeded files. See "Basic Procedure for Storing Scan Files ", User Guide in English.

When documents cannot be scanned because the memory is full

Message	Cause	Solution
"Memory is full. Cannot scan more. Transmitting only scanned pages."	Because of insufficient hard disk space, the first page could not be scanned.	Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. page 204 "Resolution" • Delete unneeded stored files. See "Basic Procedure for Storing Scan Files", User Guide in English.

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Message	Cause	Solution
"Memory is full. Do you want to store scanned file?"	Because there is not enough free hard disk space in the machine for storing in the Document Server, only some of the pages could be scanned.	Specify whether or not to use the data.
"Memory is full. Scanning has been cancelled. Press [Save] to write the scanned data, or press [Stop] to delete."	Because there is not enough free hard disk space in the machine for sending by e-mail while data is being stored in the Document Server, only some of the pages could be scanned.	Specify whether or not to use the data.

When data transmission fails

Message	Cause	Solution
"Transmission has failed. To check the current status, press [Scan Files Status]."	While a file was being sent, a network error occurred and the file could not be sent correctly.	If the same message appears again after scanning again, the cause could be a mixed network, or network settings were changed during WSD scanner transmission. For details about network error, contact your administrator.

When data cannot be sent because a currently used file is selected

Message	Cause	Solution
"Selected file is currently in use. File name cannot be changed."	You cannot change the name of a file whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the file name.

Message	Cause	Solution
"Selected file is currently in use. Password cannot be changed.."	You cannot change the password of a file whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the password.
"Selected file is currently in use. User name cannot be changed."	You cannot change the sender's name whose status is "Waiting...".	Cancel transmission ("Waiting..." status cleared), and then change the user name.
"Some of selected files are currently in use. They could not be deleted."	You cannot delete a file which is waiting to be transmitted ("Waiting..." status displayed).	Cancel transmission ("Waiting..." status cleared), and then delete the file.

When data cannot be sent because there are too many documents or pages

Message	Cause	Solution
"Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?"	The file being stored has exceeded the maximum number of pages for one file.	Specify whether to store the data or not. Scan the pages that were not scanned, and then store them as a new file. page 616 "The Setting Values of the Transmission Function" See "Deleting Pages", User Guide in English.
"Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable."	Too many files are waiting to be sent.	Try again after they have been sent.
"Exceeded max. page capacity per file. Press [Send] to send the scanned data, or press [Cancel] to delete."	The number of scanned pages exceeded the maximum page capacity.	Specify whether to send the data that has already been scanned.

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Message	Cause	Solution
"Exceeded maximum number of file to store. Delete all unnecessary files."	Too many files are waiting to be sent.	Try again after they have been sent.

When the WSD scanner function cannot be used

Message	Cause	Solution
"Cannot communicate with PC. Contact the administrator."	WSD (Device) protocol or WSD (Scanner) protocol is disabled.	page 453 "Access Control"
"Cannot start scanning because communication was failed."	Scan Profile is not set on the client computer.	Set Scan Profile. See "Changing a Scan Profile", User Guide in English.
"Cannot start scanning because communication was failed."	The [Take no action] setting has been selected on the client computer, forcing the client computer to remain inactive when it receives scan data.	Open scanner properties, click the [Events] tab, and then select [Start this program] as the computer's response when it receives scan data. For details, see your operating system's Help.
"Cannot start scanning. Check the setting(s) on the PC."	The Scan Profile might be incorrectly configured.	Check the Scan Profile configuration.

Message	Cause	Solution
"Could not send the data because the PC timed out before it was sent."	A time out occurred when WSD Scanner was used. Time outs occur when too much time passes between scanning an original and sending its data. The followings are likely causes of time outs: • Too many originals per set. • Misfed originals. • Transmission of other jobs.	• Reduce the number of originals, and then scan again. • Remove any misfed original, and then scan again. • Use Scanner Journal to check there are no jobs awaiting transmission, and then scan again.

When Stored Files Cannot Be Accessed

Problem	Cause	Solution
The stored file is locked and is not accessible.	The password-protected file is locked because the password was incorrectly entered ten times.	See "Configuring Spool Printing", User Guide in English.

When Stored Files Cannot Be Edited

Problem	Cause	Solution
Stored files cannot be deleted. File names and passwords cannot be changed. Files cannot be delivered repeatedly.	Operational restrictions have been imposed using the available extended security function.	See "Configuring Spool Printing", User Guide in English.

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When You Cannot Send Scan Files Using WSD

Problem	Cause	Solution
The WSD scanner function cannot be used.	Scan Profile is not set on the client computer.	See "Changing a Scan Profile", User Guide in English.
The WSD scanner function cannot be used.	The [Take no action] setting has been selected on the client computer, forcing the client computer to remain inactive when it receives scan data.	Open scanner Properties, click the [Events] tab, and then select [Start this program] when the computer receives scan data. For details, see your operating system's Help.

Messages that Appear on the Computer

Message	Cause	Solution and reference
"Any of Login User Name, Login Password or Driver Encryption Key is incorrect."	The login user name or password entered in [General User Authentication] is incorrect.	Enter the correct General User Authentication (Basic Authentication, Windows Authentication, LDAP Authentication) login user name and password in [General User Authentication]. For the login user name and password, consult the user administrator (or custom-privileges administrator who has equivalent privilege).
	The driver encryption key is not registered correctly in the TWAIN driver.	Register the driver encryption key on [Details] ▶ [Authenticate] tab in the TWAIN driver. For the driver encryption key, consult the network administrator (or custom-privileges administrator who has equivalent privilege).

Message	Cause	Solution and reference
"The authentication password and/or authentication algorithm may be incorrect, or the machine does not support the authentication algorithm. Please check."	The SNMPv3 authentication information registered in Network Connection Tool does not match the information of the machine.	Consult the network administrator (or custom-privileges administrator who has equivalent privilege) for the SNMPv3 authentication information, and change the information registered in Network Connection Tool. See "Installing the TWAIN Driver", User Guide in English.
"Authentication succeeded. However, the access privileges for scanner function has been denied."	The logged-in user does not have access privileges to use the scanner function.	Consult the user administrator (or custom-privileges administrator who has equivalent privilege). The user administrator can change the access permissions in the address book. See "Confirming the Available Functions", User Guide in English.
"Cannot add any more scanning mode."	The maximum number of scanning modes that can be registered exceeds the maximum number (100).	Delete scanning modes that are no longer necessary.
"Failed to connect to the destination. Please contact the administrator to check the following. *The correct root certificate is registered to this machine and destination. *The root certificate check function is not enabled by mistake."	The firewall function is enabled on the computer.	Configure the firewall function of the computer to allow communication of the application used, or disable the firewall function.

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Message	Cause	Solution and reference
"Cannot detect the paper size of the original. Specify the scanning size."	The original is not placed correctly on the machine.	When you place an original on the exposure glass, the machine detects the original size by opening and closing the ADF. Open the ADF by more than 30 degrees when placing an original.
	An original with a difficult-to-detect size even in the regular size is placed on the machine.	When scanning an original with a difficult-to-detect size, specify [Send Settings] ▶ [Scan Size]. page 545 "Sizes Detectable with Auto Paper Select "
	An original with a custom size is placed on the machine.	When scanning an original with a custom size, specify the original size in [Send Settings] ▶ [Scan Size] ▶ [Custom Size].
"Cannot specify any more scanning area."	The maximum number of scanning areas that can be registered exceeds the maximum number (100).	Delete scanning areas that are no longer necessary.
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check that the settings for the communication protocol (TCP/IP) are configured correctly on the computer.
"Entered User Code is not registered or you do not have access privileges to use the scanner function, please contact your administrator."	The correct user code is not registered in the TWAIN drive when User Code authentication is specified on the machine.	Register the User Code on [Details] ▶ [Authenticate] tab in the TWAIN driver. For the User Code, consult the user administrator (or custom-privileges administrator who has equivalent privilege).
	The User Code registered in the TWAIN driver is not assigned with the privileges to use the scanner function.	Consult the user administrator (or custom-privileges administrator who has equivalent privilege). The user administrator can change the access permissions in the address book. See "Confirming the Available Functions", User Guide in English.

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Message	Cause	Solution and reference
"Error has occurred in the scanner."	The scan condition specified in the application exceeds the range that can be specified on the machine.	Specify the scan condition within the range that can be specified on the machine. page 548 "List of Specifications"
	A malfunction is occurring in the driver.	• Restart the application, and perform scanning again. • Install the TWAIN driver again. See "Installing the TWAIN Driver", User Guide in English.
	A malfunction is temporarily occurring on the machine.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"
"Error has occurred in the scanner driver."	An error is occurring in the driver or operating system.	Restart the computer.
	There is a problem with the network environment.	Check that the computer is connected to the network correctly and in an environment where the TCP/IP protocol can be used.
"Fatal error has occurred in the scanner."	An unrecoverable error is occurring on the machine.	Consider repairing the machine.
"Insufficient memory. Close all other applications, then restart scanning."	Other applications are running on the computer, and the amount of free memory is insufficient.	• Close applications on the computer. • If the same message is displayed when no other applications are running after starting the computer, uninstall the TWAIN driver, restart the computer, and then install the TWAIN driver again.

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Message	Cause	Solution and reference
"Insufficient memory. Reduce the scanning area."	The memory allocated for the scanner function is insufficient.	• Reduce the scan size or resolution. You may be able to resolve the error also by reducing the brightness value when Duotone (black and white) or a high resolution is specified. • Specify [No Compression] on [Initial Settings] ▶ [Compression] tab in the TWAIN driver.
"Invalid Winsock version. Please use version 1.1 or higher."	Winsock is corrupted.	Restore Winsock on the computer.
"Scanner is not available. Check the scanner connection status."	An access mask is specified.	Consult your administrator.
	The power of the machine is not turned on, or the machine is not connected to the network correctly.	Check that the machine is turned on, and connected to the network correctly.
	The firewall function is enabled on the computer.	Configure the firewall function of the computer to allow communication of the application used, or disable the firewall function.
	The IP address of the machine could not be resolved from the host name.	Check that the host name of the machine is configured in Network Connection Tool that is installed with the TWAIN driver. See "Installing the TWAIN", User Guide in English.
	The IPv6 address could not be obtained when only IPv6 is enabled on the machine.	Log in to Web Image Monitor in the administrator mode, and select [Active] in [IPv4] ▶ "LLMNR" under [Device Management] ▶ [Configuration] ▶ "Network".
"Scanner is not available on the specified device."	The TWAIN scanner function is disabled on the machine.	The TWAIN scanner function cannot be used.

Message	Cause	Solution and reference
"Scanner is not ready. Check the scanner and the options."	The ADF is open.	Close the ADF.
"Scanning has been aborted because memory in Mainframe became full."	The amount of available space on the internal storage of the machine is insufficient when scanning is performed with the [Read-ahead] check box selected in the TWAIN driver.	• Clear the [Read-ahead] check box in the TWAIN driver. • Erase documents that are no longer needed from the machine.
"The device's authentication service cannot be performed."	Authentication cannot be performed because the authentication service is starting up or busy.	• When User Code or Basic authentication is specified, wait a while until processing the machine address is completed. • When Windows or LDAP authentication is specified, wait a while until the server becomes ready for processing. If authentication is not possible even after waiting for a while, consult your administrator.
	The network is busy.	Wait a while.
	The firewall function is enabled on the computer.	Configure the firewall function of the computer to allow communication of the application used, or disable the firewall function.

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Message	Cause	Solution and reference
"There is no response from the scanner. There may be a number of reasons for this, e.g. the data between the computer and scanner has been lost because of an increase in network traffic, the firewall in the virus protection software may be activated, or there might be problems with the hardware etc. If you can not fix this problem, please call service."	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly.
"User Authentication in SNMPv3 connection has failed."	The authentication information is registered incorrectly in Network Connection Tool when SNMPv3 encrypted communication is enabled on the machine.	Register the SNMPv3 authentication information in Network Connection Tool that is installed on the computer with the TWAIN driver. For the SNMPv3 authentication information, consult your network administrator (or custom-privileges administrator who has equivalent privilege). See "Installing the TWAIN Driver", User Guide in English.

When Other Messages Appear

🔽Note

- When confirming or changing the settings in [Settings], press [Home] (🏠) after closing [Settings].

Message	Cause	Solution and reference
"Administrator Authentication for User Management must be set to on before this selection can be made."	The User Management privilege is disabled in the administrator authentication management.	When specifying Basic, Windows, or LDAP authentication, configure the User Management privilege in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Administrator Authentication Management]. page 397 "Registering Standard-Privileges Administrators" Or, configure a custom-privileges administrator who has privileges that are equivalent to User Management. page 397 "Registering Standard-Privileges Administrators"
"The destination list/machine settings have been updated. If the destinations or function settings were selected, they may have been cleared, please re-select them."	A destination is being registered and devices are being configured using Web Image Monitor.	Wait until the message disappears and do not turn off the power of the machine. You may not be able to perform operations for a while depending on the number of destinations being registered.
"Error: Connection to Server"	The machine or the computer is not connected to the network correctly.	Check that the machine or the computer is connected to the network correctly. For details about your network environment, consult the administrator.
"Error: Proxy Authentication"	A proxy authentication error occurred.	Check whether the Network/Interface ([DNS Configuration], [Control Panel: Proxy Settings]) are correctly configured.
"Failed to read the PDF file."	The user attempted to display a PDF file that is not supported by the Web browser of the machine.	The Web browser of the machine supports the PDF versions and encryption levels shown below. Other PDF files cannot be displayed. • PDF version: 1.3-1.7

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Message	Cause	Solution and reference
		• PDF encryption level: 128-bit AES, 256-bit AES
"Firmware update will start. Press [OK]. It will start automatically after 30 seconds"	A firmware update is available, and the machine is about to perform an update.	It is recommended to apply the update, but you can stop the updating process by pressing [Stop] within 30 seconds after the message is displayed. Do not turn off the power of the machine while the updating process is in progress.
"Internal cooling fan is active."	The fan installed in the vent for cooling the interior of the machine became active after a large number of pages has been printed.	The fan makes a noise while the fan is running. Printing may stop while the machine is cooling down. Printing will resume after a while, so please wait.
"Notice: Call Service Failed"	Service call has failed.	Try again later.
"Notice: Supply Order Failed"	Ordering supplies has failed.	Try again later.
"Output Tray is full. Remove paper."	The output tray is full.	Remove the paper from the output tray. When the finisher shift tray is specified as the output destination, press [Stop] to pause printing and then remove the output paper to prevent paper from falling off the tray.
"Printing Stop Due to Low Voltage" "Printing has stopped due to low voltage at the power supply from the wall outlet. Turn the main power switch off then on. Refer to the manual for details."	Power supply voltage is low.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power" Avoid taking the following actions. • Using any power supply voltage or frequencies other than those that match the specifications shown • Using multi-socket adaptors or extension cords

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Message	Cause	Solution and reference
		See "Installation Requirements After Moving the Machine", User Guide in English.
"Problems with the wireless board." "Please call service."	The wireless LAN board can be accessed, but an error has been detected.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, consider repairing the machine.
"Stopped Due to High Voltage" "Operation has stopped due to high voltage at the power supply from the wall outlet. Turn the main power switch off then on. If this screen appears again, turn the main power off, disconnect the power cord, and then call for service."	Power supply voltage is high.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power" If the message persists even after you have turned the power off and then on, turn off the power of the machine, and then disconnect the power cord plug from the wall outlet before you contact your service representative. See "Installation Requirements After Moving the Machine", User Guide in English.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	A destination is being registered using Web Image Monitor.	Wait until the message disappears and do not turn off the power of the machine. You may not be able to perform operations for a while depending on the number of destinations being registered.
	A network error occurred.	Check the connection between the machine and the computer.

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Message	Cause	Solution and reference
"Updating the destination list has failed. Try again?"	Anti-virus software or a firewall function is running on the computer.	Add the destination list program to the exception list in the anti-virus software on the computer, or register the machine IP address to the exception list in the firewall function. You can check the IP address in [Check Status] ▶ "Network".
"You do not have the privileges to use this function."	The logged-in user does not have the privileges to use the specified function.	Consult the user administrator (or custom-privileges administrator who has equivalent privilege). The user administrator can change the access permissions in the address book. page 480 "Taking Measures to Prevent Information Leaks"
	Changing the setting is not allowed under the administrative privileges granted to the logged-in user.	Check the administrative privilege required for changing the specified setting. page 397 "Registering Standard-Privileges Administrators"

Messages that Appear When Machine Login Fails

Check the error code displayed with the "Authentication has failed." message, and taken the necessary action.

⬇ Note

- The letter at the beginning of the error code indicates the type of authentication specified on the machine.
  - B: Basic authentication
  - W: Windows authentication
  - L: LDAP authentication

Message	Cause	Solution and reference
"Authentication has failed." B/W/L0103-000	An operation in the TWAIN supporting application was performed from the computer while a user was logged in to the machine or performing the login procedure.	Check whether another user is logged in to the machine, and then perform the operation.
"Authentication has failed." B/W/L0104-000	An incorrect password was entered.	Enter the correct password.
	The Driver Encryption Key is not registered correctly in the TWAIN driver.	Consult the network administrator (or custom-privileges administrator who has equivalent privilege) whether the Driver Encryption Key is required, and configure the driver accordingly. See "Specifying Login Information in the Printer Driver", User Guide in English. See "Specifying Login Information in the LAN-Fax Driver", User Guide in English. The network administrator can check the setting of "Driver Encryption Key: Encryption Strength" in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Security] ▶ [Extended Security Settings].
"Authentication has failed." B/W/L0206-002	An incorrect login user name or password was entered.	Enter the correct login user name and password.

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Message	Cause	Solution and reference
	A user has attempted to log in to the functions that can be accessed only by the administrator such as [Settings] when [Application Authentication Management] is specified.	The user needs to log in from the application login screen.
"Authentication has failed." B/W/L0206-003	":" or another character that cannot be used in a login user name was entered.	• Enter the correct login user name. • Change the user name if it contains a space, ":" or other unusable characters.
"Authentication has failed." B/W/L0207-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Wait a while.
"Authentication has failed." B/W/L0208-000 B/W/L0208-002	The account is locked because the number of failed login attempts has exceeded the limit.	Request the user administrator (or custom-privileges administrator who has equivalent privilege) to unlock the account.
"Authentication has failed." L0307-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Try again later.
"Authentication has failed." W0400-102	Kerberos authentication has failed because the server was not responsive.	Check whether the server is operating normally.

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Message	Cause	Solution and reference
"Authentication has failed." W0400-200	Available resources are insufficient due to too many authentication requests.	Try again later.
"Authentication has failed." W0400-202	sAMAccountName was used as the login user name when a user in the child domain logged in under a parent-child domain environment, and ldap_bind failed.	Use UserPrincipalName as the login user name.
	The SSL settings specified on the authentication server and the device do not match.	Check whether the SSL settings specified on the authentication server and the device match.
"Authentication has failed." L0400-210	The login name attribute is not specified, or an attribute on which the information cannot be obtained is specified.	Check whether [Login Name Attribute] is specified correctly. page 425 "Verifying Users to Operate the Machine (User Authentication)"
"Authentication has failed." W/L0406-003	":" or other characters that cannot be used in a login user name was entered.	• Enter the correct login user name. • Change the user name if it contains a space, ":" or other unusable characters.
"Authentication has failed." W0406-101	Too many requests for authentication occurred at one time.	Try again later. If the problem persists, check whether the machine is under an authentication attack. The attack status can be checked by the screen message, in the system log, or in the e-mail notification sent to the administrator.

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Message	Cause	Solution and reference
"Authentication has failed." W0406-107	A user group cannot be obtained.	Check whether the group name registered on the machine is correct and whether the DC settings are configured correctly.[1]
	Kerberos Authentication has failed.	Check whether the realm name registered on the clock at the KDC (key distribution center) and the clock of the device are synchronized.[3]
	No connection is established to the authentication server.	Enter the server IP address or host name in [Settings] ▶ [System Settings] ▶ [Network/Interface] ▶ [Ping Command] to check whether a connection can be established to the server.
	The domain name is incorrect or cannot be resolved.	Check whether the domain name registered on the machine is correct and whether the name can be resolved.[2]
	The login user name or password is incorrect.	Check the login user name and/or password of the user registered on the server.
"Authentication has failed." L0406-200	Too many requests for authentication occurred at one time.	Try again later. If the problem persists, check whether the machine is under an authentication attack. The attack status can be checked by the screen message, in the system log, or in the e-mail notification sent to the administrator.
"Authentication has failed." L0406-201	[Off] is specified in the authentication settings of the LDAP server.	Select the server in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change/Delete LDAP Server], and then press [Register/Change] and set [Authentication] to a setting other than [Off].
"Authentication has failed." L0406-202 L0406-203	The LDAP authentication settings or LDAP server settings are incorrect.	Check whether the LDAP authentication settings or LDAP server settings are correctly configured.[4] Check whether the SSL settings are supported on the LDAP server.

Message	Cause	Solution and reference
	The login user name or password is incorrect.	Enter the correct login user name and password. Change the login user name if it exceeds 128 bytes in length or contains a space, ":" or other unusable character.
	The simplified authentication mode is incorrectly used.	Check whether the server name, login user name, password, and information entered into the search filter are correct. Note that authentication cannot be performed if obtaining DN of the login user name under the representative account fails in the simple authentication mode.
"Authentication has failed." L0406-204	Kerberos Authentication has failed.	Check whether the realm name registered on the clock at the KDC (key distribution center) and the clock of the device are synchronized.[*3]
"Authentication has failed." W/L0409-000	There was no response returned from the authentication server, and an authentication timeout error occurred.	Check the status of the network and the server to use for authentication.
"Authentication has failed." W/L0511-000 W0517-000	The user registered on the machine has the same name as another user distinguished by the unique attribute of the authentication server.	• Delete the older user that is redundant, or change the login name. • If the message is displayed after switching the authentication server, delete the user on the old server.
"Authentication has failed." W/L0606-004	A user name that cannot be specified in the login user name was specified.	The user account name must be something other than "other", "admin", "supervisor", or "HIDE*".

Message	Cause	Solution and reference
"Authentication has failed." W/L0607-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Wait a while.
"Authentication has failed." W/L0612-005	The number of users registered in the address book has reached the upper limit, and auto-registration failed.	Ask the user administrator (or custom-privileges administrator who has equivalent privilege) to delete users that are no longer needed from the address book.
"Authentication has failed." W/L0707-001	Web Image Monitor or another method was used to edit or create a backup of the address book.	Wait a while.
"Authentication has failed." B/W/L0913-023	Auto-registration of a user on the server machine has failed when authentication was performed on the client machine using Central Management.	• Check the network communication between the client and server machines. • Registration cannot be performed while the address book of the server machine is being edited.

*1 When obtaining user groups, check the following:

- The user account that can obtain user groups is sAMAccountName (user). You cannot use UserPrincipalName (user@domain.XXX.co.jp) as the user name.

- Check whether the name in "Group" is correctly specified including the case-sensitivity in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [User Authentication Management] ▶ [Windows Authentication].

- Select the user in the address book, press [Edit], and then check that [Unavailable] is specified for each function under the [User Management / Other] tab ▶ [User Management] ▶ [Available Functions / Applications].

- Check whether "Global Scope" is specified as the scope of the group in a property for the user group created in DC, and the group type specified in "Security". Also check whether an account is registered to the user group that has been created. If

more than one DC exists, check whether a trust relationship between DCs is established.

*2 To resolve the domain name, see the following:

- Check whether [Domain Name Configuration] and [DNS Configuration] or [WINS Configuration] is specified correctly in [Settings] ▶ [System Settings] ▶ [Network/Interface].

- Enter the IP address in [Domain Name Configuration] to check the connection. If authentication can be performed using the IP address, check [DNS Configuration] or [WINS Configuration] again.

- If authentication by IP address is not possible, check whether LM/NTLM is set to be denied in the domain controller security policy or domain security policy. Also check that the port is not closed in the firewall between the device and the domain controller or in the firewall settings of the domain controller. When the Windows firewall is enabled, create a new rule that allows communication on port 137 and port 139 in "Advanced" of the Windows firewall. Open the TCP/IP properties from the network connection properties, select the "Enable NetBIOS Over TCP/IP" check box on [Advanced] ▶ [WINS] tab, and open port 137.

*3 For Kerberos authentication, check the following:

- Check that "Realm Name", "KDC Server Name", "Domain Name" are specified correctly in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change/Delete Realm]. Enter "Realm Name" in upper case.

- Configure the setting so that the difference in time between the clocks on KDC and device is less than five minutes. The clock on the machine can be adjusted in [Settings] ▶ [System Settings] ▶ [Date/Time/Timer] ▶ [Date/Time] ▶ [Set Time].

- Kerberos authentication fails if auto-obtaining of KDC in Windows authentication fails. When auto-obtaining cannot be activated, switch to manual.

*4 For LDAP settings, check the following:

- Check whether the LDAP server is correctly specified in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [User Authentication Management] ▶ [LDAP Authentication] or [Custom Authentication].

- Check that the representative account is registered in the following setting items, and then execute [Connection Test]. Select the server in [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change/Delete LDAP Server], press [Register/Change] and set [Authentication] to [Kerberos Authentication]

  See "Registering the LDAP Server", User Guide in English.

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- If the connection test fails, check whether [Domain Name Configuration] and [DNS Configuration] or [WINS Configuration] is specified correctly on [Settings] ▶ [System Settings] ▶ [Network/Interface].

Messages that Appear When Logging in to the Machine Using an IC Card Fails

Message	Cause	Solution and reference
"Authentication has failed." *0150-401	The card is locked because the number of times an incorrect PIN code was entered exceeds the limit.	Unlock the card.
"Authentication has failed." *0151-401	An incorrect PIN code was entered.	Enter the correct PIN.
"Authentication has failed." *0153-402	The card authentication device has been removed or is not connected properly.	Connect the card authentication device again. Connect the card authentication device to the USB Interface Type A on the back left side of the machine.
"Authentication has failed." *0154-402	Reading of an IC card has failed.	Set the IC card on the authentication device correctly and for a longer duration.
"Authentication has failed." *0156-401	An incorrect user name or password was entered.	Enter the correct user name and password.
"The card authentication device is not connected."	The card authentication device has been removed or is not connected properly.	Connect the card authentication device again. Connect the card authentication device to the USB Interface Type A on the back left side of the machine.
	A malfunction is temporarily occurring on the machine.	Turn off the power of the machine, wait for 10 seconds or more after confirming that the main power indicator is turned off, and then turn on the power. page 13 "Turning On and Off the Power"

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Messages that Appear When the LDAP Server Is Unavailable

Message	Cause	Solution and reference
"Connection with LDAP server has failed. Check the server status."	The network is busy.	Try again.
	The setting information is incorrect.	Check the setting information of [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change/Delete LDAP Server]. See "Registering the LDAP Server", User Guide in English.
"Exceeded time limit for LDAP server search. Check the server status."	The network is busy.	Try again.
	The setting information is incorrect.	Check the setting information of [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change/Delete LDAP Server]. See "Registering the LDAP Server", User Guide in English.
"LDAP server authentication has failed. Check the settings."	The user name or password is incorrect.	Select the user in the address book, press [Edit], and specify the correct user name and password in [User Management / Other] tab ▶ [User Management] ▶ [LDAP Authentication Info]. See "Registering a User in the Address Book and Specifying the Login Information", User Guide in English.

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Messages that Appear When There Is a Problem with the Certificate

Message	Cause	Solution and reference
"The destination cannot be selected because the device certificate used for the S/MIME signature is not currently valid. Please check the certificate."[*1]	The device certificate used for the S/MIME signature is not currently valid.	Install a new device certificate used for the S/MIME signature. page 464 "Encrypting Network Communication"
"Signature cannot be set because there is a problem with the device certificate used for the S/MIME signature. Check the device certificate."[*1]		
"Signature cannot be set because the Digital Signature's device certificate is not currently valid. Please check the certificate."[*1]	The device certificate used for the digital signature in PDF or PDF/A is not currently valid.	Use a valid device certificate for the digital signature in PDF or PDF/A. See "Changing Security Permissions for PDF Files", User Guide in English.
"The destination cannot be selected because there is a problem with the device certificate used for the S/MIME signature. Please check the certificate."[*1]	The device certificate used for the digital signature in PDF or PDF/A is missing or invalid.	

Message	Cause	Solution and reference
"The destination cannot be selected because its encryption certificate is not currently valid. Please check the certificate."	The user certificate (destination certificate) has expired.	Install a new user certificate. page 464 "Encrypting Network Communication"
"The group destination cannot be selected because it contains a destination with an encryption certificate that is not currently valid. Please check the certificate."		
"Transmission cannot be performed because the encryption certificate is not currently valid. Please check the certificate."		

*1 Other operations may be included in "The destination cannot be selected" or "Signature cannot be set".

Messages that Appear When an Application Site Cannot Be Used

Message	Cause	Solution and reference
"A server error has occurred."	An unexpected error has occurred on the server.	• See the server maintenance information in [Information].

Message	Cause	Solution and reference
"Cannot connect to server which installs applications. Check maintenance information on Information screen or network settings."	Cannot connect to the installation server.	• Check whether the Network/Interface ([DNS Configuration], [Control Panel: Proxy Settings]) are correctly configured. See "Network/Interface", User Guide in English.
"Could not update the firmware."		
"Failed to download the application."		
"An error has occurred. Failed to install the application."		
"Could not restore the firmware because the required data does not exist."	The firmware from Application Site has not been updated.	The firmware cannot be recovered.
"The specified page cannot be found."	An error has occurred in Application Site.	See the server maintenance information in [Information].
"There is insufficient space to store internally, delete any unnecessary applications."	The remaining free space on the internal storage is insufficient.	Delete applications that are not necessary.

10. Security

Introduction

Taking Measures to Prevent Security Threats

Appropriate security measures are required to reduce the risk of information leaks and use by unauthorized persons.

The personal information stored in the Address Book and highly confidential files handled by the machine are important information assets. They should be protected from being stolen or abused.

To ensure secure use of the machine, specify the settings of the machine properly according to the specified environments, user level, administrator load, and the company's information security policy.
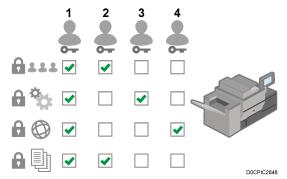
Administrators refer to special users who have the authority to manage various information and settings of the machine. To use the machine safely, important settings, such as user registration and security settings, must be configured only by administrators. Especially, security settings should be configured before the machine is placed in operation.

Privileges that can be granted to administrators

The following two types of privileges can be granted to administrators.

- Standard privileges

  The standard privileges are available on the machine by default. There are four types of standard privileges, User Administrator, Machine Administrator, Network Administrator, and File Administrator, and one or more types of the privileges can be granted to a single administrator.

  D0CPIC2848

  page 397 "Registering Standard-Privileges Administrators"

- Custom privileges

  You can select and grant privileges from a variety of privileges classified in four categories, according to the role of the external administrator. This allows you to

enhance security functions to meet the demands of users, such as an increase in the number of administrators or detailed settings for administrators' privileges.

To Administrator 1 through Administrator 4 (built-in administrators) that are registered on the machine by default, only standard privileges can be granted.

When Windows authentication or LDAP authentication is activated as the user authentication method, external authentication server accounts can be registered as administrators (external administrators). To external administrators, either standard or custom privileges can be granted.

The security measures and their settings are described below. Take appropriate measures according to the operation environment of the machine.

1: Basic security measures

2: Strong security measures taken by the functions of the machine

3: Stronger security measures using the external unit of this machine or external security functions

Defining the administrator of the machine

D0CPIC2845
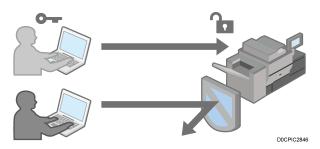
1 Select an administrator who performs the maintenance and management of the machine. The administrator performs the important security settings.

Preventing unauthorized access by managing the users who can use the machine or the connected network

D0CPIC2846

[1] / [2] / [3] The administrator restricts the users who can use the machine to prevent the unauthorized access by unauthorized persons.

page 425 "Verifying Users to Operate the Machine (User Authentication)"

[2] Prevent a brute-force attack on the password or unauthorized operation of the machine caused by user inattentiveness.

- When login is continuously fails due to an incorrect login password, login will be blocked.
- If the machine is not used for a specified period after logging in, the user is forcibly logged out.

  page 447 "Specifying the Policy on Login/Logout"

[2] Restrict the range of the IP addresses that are allowed to access the machine to block access to the machine from unauthorized computers. Also, specify the unused protocols to reduce the risk of intrusion.

page 453 "Access Control"

[2] / [3] Prevent the leak or falsification of information by encrypting communication.

page 464 "Encrypting Network Communication"

Preventing the leak of information by handling files

D0CPIC2847

[2] Restrict browsing of files stored in the machine or the Address Book to protect the leak of information by unauthorized persons.

See "Specifying Access Privileges for Documents Stored in Document Server", User Guide in English.

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See "Specifying Access Privileges on Documents Stored in the Machine", User Guide in English.

See "Using the Protection Function to Prevent the Misuse of Addresses", User Guide in English.

 Restrict the manual input of the destination to avoid wrong transmission by careless mistake.

page 481 "Preventing Information Leaks by Sending Data to a Wrong Destination"

 Restrict the connection of external media to avoid the data being removed.

page 483 "Preventing Information Leaks from the Media Slot"

 / Prevent unauthorized copying or printed paper stolen by embedding a pattern on the printed surface or restricting normal printing.

page 484 "Preventing Data Leaks from Printed Sheets"

 Prevent the leak of information when the machine is stolen or disposed by encrypting data.

page 495 "Encrypting Data to Prevent Data Leaks Caused by a Stolen or Disposed Machine"

 Restrict the operation in Service Mode used for maintenance and repair by a customer engineer to prevent the leak of information.

page 505 "Restricting Operations of the Customer Engineer without the Supervision of the Machine Administrator"

★Important

- **To prevent this machine from being stolen or willfully damaged, install it in a secure location.**
- **If the security settings are not configured, the data in the machine may be vulnerable to attack.**
- **To avoid disrupting the work of users, select as administrators who can use the machine proficiently, and then have them supervise the operation of the machine.**
- **Before setting this machine's security features, the administrators must read the descriptions on security completely and thoroughly. Pay particular attention to the section entitled page 397 "Registering Standard-Privileges Administrators".**
- **The administrators must inform users regarding proper usage of the security functions.**
- **If this machine is connected to a network, its environment must be protected by a firewall or similar security measure.**

- **For protection of data during communication, apply the machine's communication security functions and connect it to devices that support security functions such as encrypted communication.**

- **Administrators should regularly examine the machine's logs to check for irregular and unusual events.**

Checking Firmware Validity

When the machine starts up, this function is used to check that the firmware is valid.

If an error occurs while a verification process is performed, a verification error is displayed on the control panel.

Note that after the machine is started, verification errors will also appear on Web Image Monitor. For details about error indications, see Web Image Monitor Help. If an error occurs in Web Image Monitor itself and you cannot access Web Image Monitor, check the control panel for the error indications.
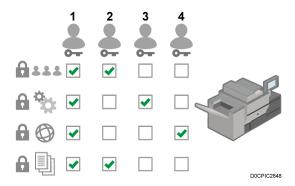
When an error occurs in a verification process, contact your service representative.

Registering Standard-Privileges Administrators

There are four types of administrator's standard privileges in accordance with the functional categories and they are granted to Administrator 1 through Administrator 4 (built-in administrators). You can grant all four standard privileges to one person, or grant a specific standard privilege to a specific person. When Windows authentication or LDAP authentication is activated, you can register external authentication server accounts as administrators (external administrators) and then grant them standard privileges as well.

Sharing the administrator tasks facilitates each administrator's tasks and at the same time prevents unauthorized operations by administrators.

Types of standard privileges

D0CPIC2848

- User Administrator: Manages information registered in the Address Book. You can add users to the Address Book and change the registered information.

- Machine Administrator: Mainly manages the settings of the devices. You can configure the settings so that the settings for each function can be changed only by the administrator.
- Network Administrator: Manages the settings for connecting to the network.
- File Administrator: Manages the permission to access the stored files. You can specify the settings so that only the registered users or permitted users can view or edit the files stored in the machine.

Workflow to register built-in administrators

1. Activate Administrator Authentication.

   Activate the Administrator Authentication function of the machine from [Settings].

2. Log in to the machine as an administrator.

   Enter the login user name and login password of a built-in administrator to log in to the machine.

3. Add built-in administrators or change the privileges.

   Grant standard privileges to each administrator. You can register up to four built-in administrators.

Workflow to register external administrators as standard-privileges administrators

1. Activate Administrator Authentication.

   Activate the Administrator Authentication function of the machine from [Settings].

2. Log in to the machine as an administrator.

   Enter the login user name and login password of a built-in administrator to log in to the machine.

3. Register external administrator groups and assign the privileges.

   Register external administrator groups and grant standard privileges.

⬇ Note

- The built-in administrators are distinguished from the users registered in the Address Book. The login user name registered in the Address Book cannot be used as the login user name of a built-in administrator.

Activating Administrator Authentication

To allow administrators to manage the machine, activate administrator authentication. Select whether to activate administrator authentication for each item that should be managed by administrators to restrict changes to the information or settings that ordinary users can make.

- **If you have activated Administrator Authentication, make sure not to forget the login user names and login passwords of the built-in administrators. If you forget an administrator login user name or password, you must specify a new password using the supervisor's privilege.**

  page 419 "Changing the Password of a Built-in Administrator"

1. On the Home screen, press [Settings].
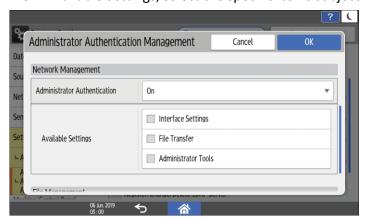
2. Press [System Settings].

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3. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Administrator Authentication Management].

4. For each management item subject to administrator authentication, select [On] from the list.

   - User Management: To manage the information registered in the Address Book, select [On].

   - Machine Management: To configure the settings so that the initial settings for each function can be changed only by the administrator, select [On].

   - Network Management: To manage the network settings, select [On].

   - File Management: To manage the files stored in the machine, select [On].

5. From Available Settings, select the specific items subject to management.

The selected items cannot be changed by users.

User Management

- Administrator Tools: Mainly restrict the settings for the Address Book.

Machine Management

Press [Not Selected] next to Available Settings, select the specific items subject to management on the Available Settings screen, and then press [OK].

- General Features: Restrict the settings for the control panel and paper output tray.
- Tray Paper Settings: Restrict the settings for the size and type of the paper set in the paper tray.
- Timer Settings: Restrict the settings for the time and processing hours.
- Interface Settings: Restrict the settings related to the network.
- File Transfer: Restrict the settings related to the e-mail send and receive functions.
- Administrator Tools: Mainly restrict the settings related to the machine.
- Maintenance: Restrict the settings for print correction.

Network Management

- Interface Settings: Restrict the settings related to the network.
- File Transfer: Restrict the settings related to the e-mail send and receive functions.
- Administrator Tools: Mainly restrict the settings related to the network and security.

File Management

- Administrator Tools: Restrict the settings for file protection and the Document Server function.

6. Press [OK].

7. Press [Home] (🏠).

8. When the confirmation dialog is displayed, press [OK] to log out of the machine.

⬇️ **Note**

- Administrator Authentication can also be activated via Web Image Monitor. For details, see Web Image Monitor Help.

Logging in to the Machine as an Administrator

To log in to the machine for the first time, log in as Administrator 1 of the built-in administrators. Refer to the provided guide for the login user name. Enter the login password that was set as the login password at the first startup.

Logging in to the machine using the control panel

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

2. Enter the login user name and login password of an administrator, and then press [Login].

   When you log in, the user icon is displayed at the upper left on the screen.

   To register or change a built-in administrator, follow the procedures described in page 403 "Adding Built-in Administrators or Changing the Privileges".

3. After completing machine operations, press [Logout].

   You can also log out of the machine by pressing the energy saver key (⟨ ⟩).

↓Note

- When a built-in administrator with a single standard privilege logs in to the machine, the standard privilege is displayed as the logged-in administrator. When a built-in administrator with multiple standard privileges logs in to the machine, one of the standard privileges is displayed.

- For the characters that can be used for login user names and passwords, see page 422 "Usable Characters for User Names and Passwords".

Logging in to the machine using Web Image Monitor

1. Launch the Web browser.

2. Enter "http://(IP address of the machine or host name)/" on the address bar of the Web browser, and then press the Enter key.

   page 131 "Accessing to Web Image Monitor"

3. Click [Login].

4. Enter the login user name and login password of the administrator, and then click [Login].

5. After completing machine operations, click [Logout].

   Delete the cache memory of a web browser after logging out.

↓Note

- The Web browser might be configured to auto complete login dialog boxes by keeping login user names and passwords. This function reduces security. To prevent the browser from keeping login user names and passwords, disable the browser's auto complete function.

Adding Built-in Administrators or Changing the Privileges

You can register up to four administrators. All four registered personnel can have all the standard privileges. To reduce the administrator's load, each of the four registered personnel can have a specific one of the standard privileges.

Discuss the number of users to add and privileges to grant in advance, decide the login user name and login password for Administrator 2 to Administrator 4, and configure the settings.

⭐ **Important**
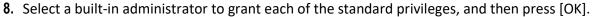
- **Do not forget the login user names and login passwords of the added built-in administrators.**

- **A built-in administrator cannot change the login user names and passwords for other built-in administrators.**

1. Log in to the machine as an administrator with all the standard privileges on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator] ▶ [Set Administrator Login User Name/Login Password].

5. Press the desired built-in administrator ([Administrator 1] to [Administrator 4]).

6. Specify the login user name and login password, and then press [OK].

   - For the characters that can be used for login user names and passwords, see page 422 "Usable Characters for User Names and Passwords".

   - When you manage the machine with software supporting SNMPv3 such as Device Manager NX, you have to specify the password to encrypt communication.

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7. After completing the settings for each administrator, press [Close], and then press [Set Administrator Privileges].

8. Select a built-in administrator to grant each of the standard privileges, and then press [OK].
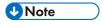
- Grant the privileges of User Administrator, Machine Administrator, Network Administrator, or File Administrator to [Administrator 1] to [Administrator 4].

- By default, all standard privileges are granted to the logged-in built-in administrator (Administrator 1).

9. Press [OK].

When settings are complete, the machine logs you out automatically.

Take note of the login user names and login passwords specified for other administrators and inform them of the specified ones.

⬇ **Note**

- An administrator with any one of the standard privileges can add built-in administrators or change the privileges as well by logging in to the machine. The privilege(s) that the administrator can assign to other built-in administrators, however, is limited to the same standard privilege as the one that is assigned to the administrator himself.

- A custom-privileges administrator with the Authentication/Charge privilege can add built-in administrators as well by logging in to the machine. However, the administrator is not allowed to change the privileges.

- You can add built-in administrators or change the privileges by using Web Image Monitor as well. For details, see Web Image Monitor Help.

Registering External Administrator Groups and Assigning the Standard Privileges

When Windows authentication or LDAP authentication is activated as the user authentication method, you can register external authentication server accounts as external administrators. Register external administrator groups and assign the same four types of standard privileges as the ones that are assigned to the built-in administrators.

To register a Windows server account as an external administrator, register an external administrator group with the same name as the global account to which the target account belongs and for which it has administrative privileges. You first need to confirm the name of the global group to which the target account belongs.

page 430 "Specifying Windows Authentication"

↓Note

- You cannot configure any Windows server account as an account for SNMPv3 access.

- When the central address book management is enabled, no external administrators can be registered.

  See "Others (System Settings)", User Guide in English.

1. Log in to the machine as an administrator with all the standard privileges on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator].

5. Press [External Administrator Setting] under External Administrator.

6. Select [On] from the list next to External Administrator, and then press [OK].

7. Press [External Administrator Group Management] under External Administrator.

8. Select [* Not Registered], and then press [Register/Change].

9. Enter the name of an external administrator group for Group Name.

   To register Windows server accounts as external administrators, enter the same group name as the name of the global group to which the target account belongs.

10. Select [Standard Privileges] next to Privilege Type, and then select the privileges that you want to grant the external administrator.

11. Press [OK].

12. Press [Close].

13. Press [OK].

    When settings are complete, the machine logs you out automatically.

🔽Note

- You can register up to 10 external administrator groups.
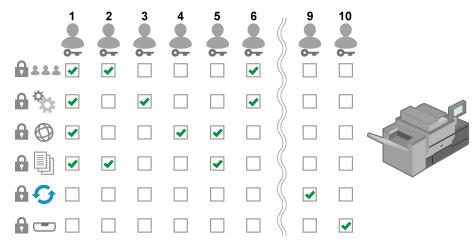
- To change the name or standard privilege of the registered external administrator group, select a group name in step 8, and then press [Register/Change].

- To delete the registered external administrator group, select a group name in step 8, and then press [Delete].

- An external administrator with any one of the standard privileges can add external administrator groups or change the privileges as well by logging in to the machine. The privilege(s) that the administrator can assign to other external administrator groups, however, is limited to the same standard privilege as the one that is granted to the administrator himself.

- In the event that a user account on the Windows server belongs both to a group with the server's administrator privileges and to an ordinary user group, the user is recognized as an ordinary user, not as an external administrator, when logging in to the machine. To let the user log in to the machine as an external administrator, make sure that the user is not a member of an ordinary user group on the Windows server.

- When a user registered in the Address Book of the machine logs in to the machine, user recognition by the machine varies depending on the group to which the user is registered on the Windows server.

  - When registered in a group with the administrator privileges: Recognized as an external administrator.

  - When registered in an ordinary user group: Recognized as the same user as the one registered in the address book of the machine.

- You can register external administrator groups and assign the standard privileges using Web Image Monitor as well. For details, see Web Image Monitor Help.

Registering Custom-Privileges Administrators

When Windows authentication or LDAP authentication is activated as the user authentication method, you can register external authentication server accounts as administrators (external administrators) and then grant them custom privileges. When granting custom privileges, you can select and grant any privileges, which are suitable for the role of an external administrator, from a variety of privileges classified in four categories.

By registering custom-privileges administrators, you can enhance security functions as well as meet the demands of users, such as an increase in the number of administrators or detailed settings for administrators' privileges.

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Categories of custom privileges

- System Settings: You can select privileges concerning the system settings, including Display/Input and Output Tray.

- Settings for Administrator: You can select privileges that should be granted to administrators, including Security Pattern/Stamp and Data Management.

- Settings: You can select privileges for applications in addition to Address Book and Tray/Paper Settings.

- Privilege for Machine: You can select privileges concerning machine operations, including Job Operation and File Operation.

Workflow to register external administrators as custom-privileges administrators

1. Activate Administrator Authentication.

   Activate the Administrator Authentication function of the machine from [Settings].

   page 398 "Activating Administrator Authentication"
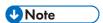
2. Log in to the machine as an administrator.

   Enter the login user name and login password of a built-in administrator to log in to the machine.

   page 401 "Logging in to the Machine as an Administrator"

3. Register templates for custom privileges

   Register templates for custom privileges to assign to external administrator groups.

4. Register external administrator groups and assign the privileges.

   Register external administrator groups and assign custom privileges.

Registering Templates for Custom Privileges
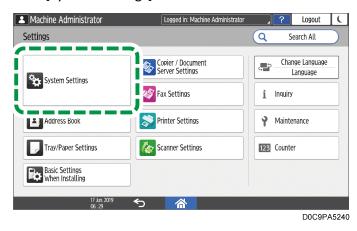
Register custom privileges to grant external administrators as templates for custom privileges.

↓Note

- When the central address book management is enabled, no templates for custom privileges can be registered.

  See "Others (System Settings)", User Guide in English.

1. Log in to the machine as an administrator with all the standard privileges on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Authentication/Charge privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator].

5. Press [Template Management] under Custom Privileges.

6. Select [* Not Registered], and then press [Register/Change].

7. Enter a template name for Template Name.

8. Select custom privileges that you want assign to the template.

Select a privilege from the following custom privileges. You can select multiple privileges as well.

Categories	Custom privileges
System Settings	Display/Input, Output Tray, Machine, Date/Time/Timer, Sound, Network/Interface, Send (Email/Folder), Machine/Control Panel Information
Settings for Administrator	Security Pattern/Stamp, Data Management, File Management, Security, Remote Panel Operation, Function Restriction, Authentication/Charge, Auto Firmware Update
Settings	Address Book, Tray/Paper Settings, Copier/Document Server Settings, Printer Settings, Scanner Settings, Fax Settings, Counter, Maintenance, Browser Settings
Privilege for Machine	Job Operation, File Operation, Remote Machine Operation, Firmware Update

By selecting [Select All] under each category, you can select all of the available privileges as well.

9. Press [OK].

10. Press [Close].

11. Press [OK].

When settings are complete, the machine logs you out automatically.

Note

- To change the name or privilege(s) of the registered template for custom privileges, select a template name in step 6, and then press [Register/Change].

- To delete the registered template for custom privileges, select a template name in step 6, and then press [Delete].

- You can register/change/delete templates for custom privileges using Web Image Monitor as well. For details, see Web Image Monitor Help.

Registering External Administrator Groups and Assigning the Custom Privileges

When Windows authentication or LDAP authentication is activated as the user authentication method, you can register external authentication server accounts as external administrators. Register external administrator groups and assign custom privileges.

To register Windows server accounts as external administrators, register the group names identical to the names of the global groups with the server's administrator privileges to which target accounts belong on the Windows server. Find the names of the global groups to which the target accounts belong in advance.

Note

- You cannot configure any Windows server account as an account for SNMPv3 access.

- When the central address book management is enabled, no external administrators can be registered.

  See "Others (System Settings)", User Guide in English.

1. Log in to the machine as an administrator with all the standard privileges on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Authentication/Charge privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

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3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator].

5. Press [External Administrator Setting] under External Administrator.

6. Select [On] from the list next to External Administrator, and then press [OK].

7. Press [External Administrator Group Management] under External Administrator.

8. Select [* Not Registered], and then press [Register/Change].

9. Enter the name of an external administrator group for Group Name.

- To register Windows server accounts as external administrators, enter the same group name as the name of the global group to which the target account belongs.

- To register LDAP server accounts as external administrators, enter the same group name as the one specified for Group as one of the search conditions for the server.
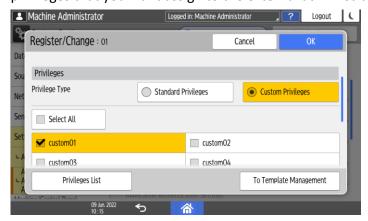
  Enter "group" for Group Name.

In addition, change the group name specified as one of the search conditions for the server from "groupOfNames" (default) to "group".

Registering the LDAP Server
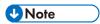
10. Select [Custom Privileges] next to Privilege Type, and then select the template for custom privileges that you want assign to the external administrator.

You can view the privileges specified for each template for custom privileges by selecting a template and pressing [Privileges List].

11. Press [OK].

12. Press [Close].

13. Press [OK].

When settings are complete, the machine logs you out automatically.

⬇Note

- You can register up to 10 external administrator groups.

- To change the name or template for custom privileges of the registered external administrator group, select a group name in step 8, and then press [Register/Change].

- To delete the registered external administrator group, select a group name in step 8, and then press [Delete].

- You can register external administrator groups and assign the custom privileges using Web Image Monitor as well. For details, see Web Image Monitor Help.

Logging in to the Machine as a Custom-Privileges Administrator

To operate or configure the machine as a custom-privileges administrator, log in to the machine as an external administrator with a custom privilege(s), and then place the machine into Administrator Mode.

When you log in to the machine for the first time as a custom-privileges administrator, the [Administrator Mode] icon is not displayed on the Home screen. In advance, log in to the machine as the machine administrator and add the icon from the application list screen to the Home screen.

page 72 "Adding an Icon/Widget to the Home Screen"

⬇Note

- External administrators with a standard privilege(s) must also follow these steps to log in to the machine.

Logging in to the machine using the control panel

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

2. Enter the login user name and login password of an external administrator with custom privileges, and then press [Login].

   If an administrator with custom privileges has no privilege to use an application, the process is completed. Proceed to Step 5.

If an administrator with custom privileges has privileges to use an application, then proceed to Step 3.

You can configure privileges to use an application with [Available Functions / Applications] of the Address Book function. For details about the setting, see page 443 "Limiting Available Functions".

3. On the Home screen, press [Administrator Mode].
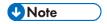
4. When the confirmation message is displayed, press [OK].

When the machine is placed in Administrator Mode, the icons and setting items are displayed according to the granted privilege(s).

5. After completing machine operations, press [Logout].

6. When the confirmation message is displayed, press [OK].

Pressing [OK] brings the machine out of Administrator Mode and logs you out.

You can also log out of the machine by pressing the energy saver key (⬛).

⬇ Note

- For the characters that can be used for login user names and passwords, see page 422 "Usable Characters for User Names and Passwords".

Logging in to the machine using Web Image Monitor

1. Launch the Web browser.

2. Enter "http://(IP address of the machine or host name)/" on the address bar of the Web browser, and then press the Enter key.

page 131 "Accessing to Web Image Monitor"

3. Click [Login].

4. Enter the login user name and login password of an external administrator with custom privileges, and then click [Login].

If an administrator with custom privileges has no privilege to use an application, the process is completed. Proceed to Step 6.

If an administrator with custom privileges has privileges to use an application, then proceed to Step 5.

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You can configure privileges to use an application using the control panel. For details about the setting, see page 443 "Limiting Available Functions".

5. Click [Custom-Privileges Administrator Mode].

When the machine is placed in Administrator Mode, [Custom-Privileges Administrator Mode] is replaced by the message "Logged in with Custom-Privileges Administrator Mode".

6. After completing machine operations, click [Logout].

Clicking [Logout] brings the machine out of Administrator Mode and logs you out.

Delete the cache memory of a web browser after logging out.

Viewing the Granted Custom Privileges

Custom-privileges administrators can view which privileges are granted to themselves.

Viewing the assigned privileges using the control panel

1. Log in to the machine as a custom-privileges administrator on the control panel.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator] ▶ [List of Privileges of Logged In User].

   The list of privileges is displayed. A check mark appears to the left of every granted privilege.

5. When you are finished with viewing, press [Close].

6. Press [OK].

   The machine logs you out automatically.

Viewing the assigned privileges using Web Image Monitor

1. Log in to the machine as a custom-privileges administrator from Web Image Monitor.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [Program/Change Administrator] in the "Device Settings" category.

4. Click [List of Privileges of Logged In User].

   The list of privileges is displayed. A check mark appears to the left of every granted privilege.

5. When you are finished with viewing, log out of the machine, and then exit the Web browser.

Using the Supervisor Privilege

The supervisor has the privilege to manage the built-in administrators. When the built-in administrator is changed, the supervisor can reset the login password. There is only one supervisor.

Changing the Supervisor Settings

This section describes how to change the supervisor's login user name and password.

Refer to the provided guide for the default login user name and login password of the supervisor.

⭐ Important

- **Do not forget the login user name and login password of the supervisor. If you forget these, you have to restore the factory default settings, which will result in loss of data.**

1. Log in to the machine as the supervisor on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator] ▶ [Set Administrator Login User Name/Login Password].

5. Press [Supervisor].

6. Enter the login user name for Login User Name.

7. Press [Change] next to Login Password.

8. Enter the login password for New Password.

9. Enter the login password for Confirm New Password again.

10. Press [OK] twice.

11. Press [Close].

12. Press [OK].

    When settings are complete, the machine logs you out automatically.

↓**Note**

- For the characters that can be used for login user names and passwords, see page 422 "Usable Characters for User Names and Passwords".

Changing the Password of a Built-in Administrator

The login passwords of the built-in administrator accounts can be changed by the built-in administrator account users themselves or the supervisor.

Each built-in administrator account user can change only his/her own password and has no privileges to change the passwords of the other built-in administrator accounts. If one of the built-in administrator account users forgets his/her login password or the role of the built-in administrator account is assigned to a new user, the password of the built-in administrator account must be changed by the supervisor.

Refer to the provided guide for the default login user name and login password of the supervisor.

⭐**Important**

- **Do not forget the login user name and login password of the supervisor. If you forget these, you have to restore the factory default settings, which will result in loss of data.**

1. Log in to the machine as the supervisor on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator] ▶ [Set Administrator Login User Name/Login Password].

5. Press the desired built-in administrator ([Administrator 1] to [Administrator 4]).

6. Press [Change] next to Login Password.

7. Enter the login password for New Password.

8. Enter the login password for Confirm New Password again.

9. Press [OK] twice.

10. Press [Close].

11. Press [OK].

When settings are complete, the machine logs you out automatically.

Note

- For the characters that can be used for login user names and passwords, see page 422 "Usable Characters for User Names and Passwords".

- You cannot specify the same login user name for the supervisor and the administrators.

- Using Web Image Monitor, you can log in as the supervisor and delete an administrator's password or specify a new one.

Changing the Administrator Login Setting
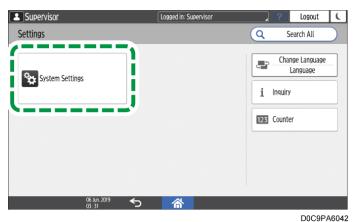
Only the supervisor has the privilege to allow/prohibit login to the machine by the built-in administrators.

In the event of a failure in communicating with an external authentication server while login by the built-in administrators is prohibited and only the external administrators are allowed to log in to the machine, no administrators can log in to the machine. In such a case, the supervisor must change the administrator login setting to allow the built-in administrators to log in to the machine.

1. Log in to the machine as the supervisor on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Register/Change Administrator] ▶ [Administrator Login Setting].

5. Select [Allow] or [Prohibit] from the list next to Administrator Login.

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6. Press [OK] twice.

When settings are complete, the machine logs you out automatically.

Usable Characters for User Names and Passwords

The following characters can be used for login user names and passwords. Names and passwords are case-sensitive.

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

	Supervisor/Built-in Administrators/Users	External Administrators
Login user name	• Can be up to 32 characters long. • Cannot contain spaces, colons or quotation marks. • Cannot be left blank. • The login user name of the supervisor and administrators must contain characters other than numerical characters (numbers) if it is up to 8 characters. If it consists of only numbers, 9 or more must be used.	
Login password	• The maximum password length for the administrators and supervisor is 32 characters. • The maximum password length for users is 128 characters. • There are no restrictions on the types of characters that can be used for a password. For security, it is recommended to create passwords consisting of uppercase or lowercase characters, numbers, and symbols. A password consisting of a large number of characters is less easily guessed by others.	• The maximum password length is 128 characters. [*1] • For the other conditions, the password policy of the external authentication server is applied.
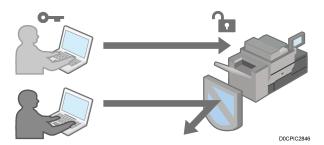
	Supervisor/Built-in Administrators/Users	External Administrators
	• In [Password Policy] in [Extended Security Settings], you can specify a password consisting of uppercase or lowercase characters, numbers, and symbols, as well as the minimum number of characters to be used for the password. See "Security", User Guide in English.	

*1 Attempts to log in as an external administrator may fail from an application where a limitation is imposed on the password length.

10
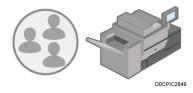
Preventing Unauthorized Accesses

Taking Measures to Prevent Unauthorized Access

Specify the machine to prevent access by anyone from any location so as to protect the information asset. You can prevent unauthorized access by restricting the users who can use the machine and encrypting or restricting the network.

D0CPIC2846

Specifying user authentication

D0CPIC2849

The administrator registers the users on the machine and only the registered users can use the machine.

page 425 "Verifying Users to Operate the Machine (User Authentication)"

Specifying the authentication policy

D0CPIC2850
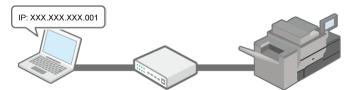
Specify how many times entering an incorrect password is allowed and the auto-logout time when you do not operate the machine for a specified period of time to protect the machine from unauthorized use.

page 447 "Specifying the Policy on Login/Logout"

Restricting the network connection

To block access from an unauthorized computer for TCP/IP communication, restrict the range of IP addresses allowed to access the machine. Also, specify the unused protocols to reduce the risk of intrusion.
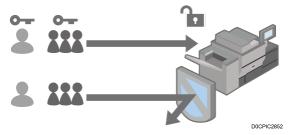
Encrypting the network communication

Reduce the risk of information leaks by encrypting communication between this machine and the computers or external devices. For encryption, installation of the Device Certificate is required.

Verifying Users to Operate the Machine (User Authentication)

"User authentication" is a system to authenticate users and grant them privileges to use the machine. The machine requires entering an arbitrary text, the login user name, or the login password to authenticate a user.

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- User authentication prevents unauthorized users from operating the machine and is useful for managing and analyzing usage of the machine regarding the user, operation time, and frequency.

  See "Confirming the Counter for Each User", User Guide in English.

- You can use the IC card or smart device instead of entering your authentication information on the control panel for user authentication.

User Authentication Method

There are four types of user authentication methods including Basic authentication that limits use of the machine and methods that use an authentication server in the network.

Select a method depending on the usage condition or the number of users. You cannot use more than one authentication method at the same time.

User Authentication Method	Explanation
User Code authentication	Authentication is performed using an up to eight-digit user code registered in the Address Book of the machine. When specifying User Code authentication, the machine prompts you to enter the user code to use the machine. Multiple users can use the same user code. You can activate User Code authentication without activating Administrator Authentication.
Basic authentication	Authentication is performed using the login user name and login password registered in the Address Book on the machine. When specifying Basic authentication, the machine prompts you to enter the login information to use the machine.
Windows authentication	Authentication is performed using the account registered in the Active Directory of the Windows server. When specifying Windows authentication, the machine prompts you to enter the login information to use the machine.
LDAP authentication	Authentication is performed using the user information registered in the LDAP server. When specifying LDAP authentication, the machine prompts you to enter the login information to use the machine.

- In Windows or LDAP authentication, the machine can authenticate you without registering your user information in the machine's Address Book manually, as the user information in the server is registered in the machine automatically.

- In Windows or LDAP authentication, you can manage user information centrally in the server. You can also always use the address provided by the server as the sender (From) of e-mails sent from the machine. These features are useful to avoid data leakage by erroneous input of information or spoofing by an unauthorized user.

- When switching the authentication method from User Code authentication to another method, the user code will be used as the login user name. In this case, the login password is not specified. To avoid unauthorized use, delete unnecessary user information and set up a password for the continuing users.

10

Note

- If user authentication cannot be performed due to a problem with the machine or network, the machine administrator can disable user authentication temporarily in order to use the machine. Take this measure only during emergencies.

- User authentication can also be activated via Web Image Monitor. For details, see Web Image Monitor Help.

Specifying User Code Authentication

Specify the functions to restrict with User Code authentication.
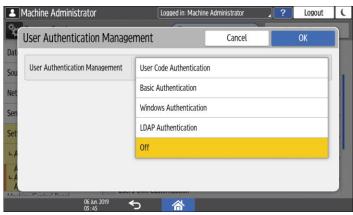
1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [User Authentication Management].

5. Select [User Code Authentication] from the list next to User Authentication Management.

6. Under Functions to Restrict, select the functions to restrict against use.

   • Specify whether to perform User Code authentication for each function. For Copier Function and Printer Function, you can specify to perform User Code authentication for all Copier or Printer functions, or for the color print mode only.

   • When registering the user code of the printer driver automatically, select [PC Control] for Printer Function. Specify the user code registered in the Address Book to the printer driver.

   • When [PC Control] is selected, the user code specified in the printer driver is registered in the Address Book automatically and is excluded from the print volume use limitation. To limit the print volume use, select other than [PC Control] for Printer Function.

     See "Specifying Maximum Print Volume Use of Each User", User Guide in English.

     For Printer Job Authentication, specify the security level for print jobs using the printer driver.

     page 445 "Executing a Print Job with Authentication Information Only"

7. Press [OK].

8. Press [Home] (⌂).

9. When the confirmation dialog is displayed, press [OK] to log out of the machine.

   If registration of the user information is not completed, register the user in the Address Book and specify the user code.

   See "Registering the User Code in the Address Book", User Guide in English.

Specifying Basic Authentication

Register the default values of the functions available to each user with Basic authentication.

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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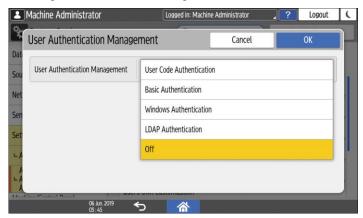
4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [User Authentication Management].

5. Select [Basic Authentication] from the list next to User Authentication Management.

6. Under Available Functions, select the functions available to the user.

- Specify the functions available to the user for each function. For Copier Function and Printer Function, you can specify that the user can use all Copier or Printer functions, or the black-and-white print mode only.

- For Printer Job Authentication, specify the security level for print jobs using the printer driver.

  page 445 "Executing a Print Job with Authentication Information Only"

7. Press [OK].

8. Press [Home] (🏠).

9. When the confirmation dialog is displayed, press [OK] to log out of the machine.

If registration of the user information is not completed, register the user in the Address Book and specify the login information.

See "Registering a User in the Address Book and Specifying the Login Information", User Guide in English.

> **Note**

- The login user name and login password can be used to authenticate the user in the SMTP or LDAP server, or to authenticate shared folders. Use a login user name other than "other", "admin", "supervisor", or "HIDE***". (Enter an optional character string in "***".) You cannot use these user names for authentication because they are already in use in the machine.

Specifying Windows Authentication

Register the Windows server information required for authentication with the Windows server.

> **Note**
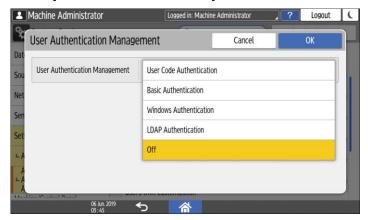
- In advance, check the use conditions in the Windows server, and install the Web server (IIS) and the Active Directory Certificate Service in the Windows server.

  page 435 "Preparing the Server to Use for User Authentication"

- To use Kerberos authentication in the server, register the realm in advance to determine the network area.

  See "Registering the Realm", User Guide in English.

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [User Authentication Management].

5. Select [Windows Authentication] from the list next to User Authentication Management.

6. Register the server for authentication and specify the usable functions.

- Kerberos Authentication: To enable Kerberos authentication, select [On].

- Domain Name: To disable Kerberos authentication, enter the domain name to authenticate.

- Realm Name: To enable Kerberos authentication, select the realm name to authenticate.

- Use Secure Connection (SSL): To encrypt communication signals, select [On].

- Printer Job Authentication: Specify the security level for print jobs using the printer driver.

   page 445 "Executing a Print Job with Authentication Information Only"

- Group: If global groups have been registered, you can specify usable functions for each global group. Press [* Not Registered], and then [Register/Change]. Enter the same name of the group as the one registered in the server to specify the available functions.

   Users who are registered in multiple groups can use all functions available to those groups.

   A user who is not registered in any group can use the authority specified in [* Default Group]. By default, all functions are available to the Default Group members.

   Under Available Functions, specify the functions available to each group. For Copier Function and Printer Function, you can specify whether the user can use all Copier or Printer functions, or the black-and-white print mode only.

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7. Press [OK].

8. Press [Home] (🏠).

9. When the confirmation dialog is displayed, press [OK] to log out of the machine.

⬇ **Note**

- For the characters that can be used for login user names and passwords, see page 422 "Usable Characters for User Names and Passwords".

- When accessing the machine subsequently, you can use all the functions available to your group and to you as an individual user.

- Users who are registered in multiple groups can use all functions available to those groups.

- Under Windows authentication, you do not need to create a server certificate unless you want to automatically register user information such as user names using SSL.

Specifying LDAP Authentication

Register the LDAP server information required for authentication with the LDAP server.

⬇ **Note**

- In advance, check the use conditions in the LDAP server, and register the LDAP server in the machine.

  page 435 "Preparing the Server to Use for User Authentication"

  See "Registering the LDAP Server", User Guide in English.

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [User Authentication Management].

5. Select [LDAP Authentication] from the list next to User Authentication Management.

6. Select the server for authentication and specify the available functions.

- LDAP Servers: Select the LDAP server to authenticate.

- Login Name Attribute: Use this as a search criterion to obtain user information. Create a search filter based on the login name attribute, select a user, and then retrieve the user information from the LDAP server to transfer to the machine's Address Book.

   When separating multiple login attributes with a comma (,), the search will return hits by entering a login name for either or both attributes.

   Also, by entering two login names separated by an equal sign (=) (for example: cn=abcde, uid=xyz), the search will return hits only for a match of the attributes of both login names. This search function can be applied when "Cleartext Authentication" is selected as the LDAP authentication method.

- Unique Attribute: Specify this to match the user information in the LDAP server with that in the machine. A user whose unique attribute registered in the LDAP server matches that of a user registered in the machine is treated as the same user in the machine. Specify the attribute that is used for unique information in the server as the Unique Attribute. You can enter "cn" or "employeeNumber" to use as "serialNumber" or "uid" as long as it is unique.

- Available Functions: Specify the functions available to the user for each function. For Copier Function and Printer Function, you can specify whether the user can use all Copier or Printer functions, or the black-and-white print mode only. For Printer Job Authentication, specify the security level for print jobs using the printer driver.

   page 445 "Executing a Print Job with Authentication Information Only"

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7. Press [OK].

8. Press [Home] (⌂).

9. When the confirmation dialog is displayed, press [OK] to log out of the machine.

⬇Note

- For the characters that can be used for login user names and passwords, see page 422 "Usable Characters for User Names and Passwords".

- In LDAP simple authentication mode, authentication will fail if the password is left blank. To use blank passwords, contact your service representative.
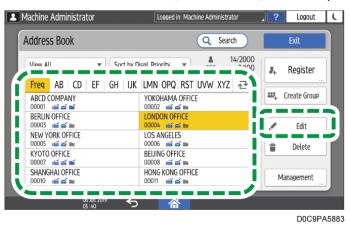
Registering/Changing/Deleting User Codes

By registering user codes in the Address Book, you can confirm the print volume (the number of pages printed by the Copier, Fax, Printer, and Scanner functions) on a personal basis.

1. Disable user authentication or specify User Code authentication.

page 425 "User Authentication Method"

page 427 "Specifying User Code Authentication"

2. Log in to the machine as the user administrator on the control panel.

page 401 "Logging in to the Machine as an Administrator"

3. On the Home screen, press [Address Book].

4. On the Address Book screen, select a user, and then press [Edit].

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5. Press [User Management / Other] tab ▶ [User Management].

6. Enter a user code for User Code.

When changing a user code, delete the existing user code and enter a new user code.
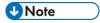
When deleting a user code, delete the existing user code and proceed to Step 8.

7. Press [Available Functions / Applications] under Restrict Use, and then select the functions to make available to the user.

8. Press [OK] several times until the Address Book screen is displayed.

9. Press [Exit].

10. When the confirmation dialog box is displayed, press [Close], and then log out of the machine.

    To back up the changed contents, press [Go to Backup].

    See "Backing Up/Restoring the Address Book Using Control Panel", User Guide in English.

🔽 Note

• Deleting a user code clears the respective print volume as well.

Preparing the Server to Use for User Authentication

When using Windows authentication or LDAP authentication as the user authentication method for the first time, check that your server environment meets the requirements for user authentication, and configure the required settings.

To use Windows authentication

Prepare the server as follows:

1. Check the requirements of Windows authentication.

2. Install the Web server (IIS) and the Active Directory Certificate Service in the server.

3. Create a server certificate.

   You do not need to create a server certificate to transmit user information that is not encrypted.

To use LDAP authentication

Check the requirements of LDAP authentication, and configure the settings according to the server environment as necessary.

Requirements of Server Authentication Used for User Authentication

Windows authentication

Items	Explanation
Usable OS	Windows Server 2016/2019/2022
Authentication method	Supports the following authentication methods: • NTLM authentication (NTLMv1/NTLMv2) • Kerberos authentication
Requirements for authentication	• Set up a domain controller in the domain you specify. • To obtain user information when Active Directory is running, use LDAP. It is recommended that communication be encrypted between the machine and the LDAP server by using SSL/TLS. The server must support the TLS 1.0/1.1/1.2/1.3 or SSL 3.0 encryption method. Register the server certificate of the domain controller in advance. page 439 "Creating a Server Certificate" • TLS 1.0, TLS 1.1, and SSL 3.0 are disabled by default. To use TLS 1.0/1.1 or SSL 3.0, enable it on Web Image Monitor. • Data transmission between the machine and the KDC (Key Distribution Center) server must be encrypted if Kerberos authentication is enabled. page 464 "Encrypting Network Communication"

🔽 **Note**

- The server can authenticate users managed in other domains, but cannot obtain information such as an e-mail address.

- When Kerberos authentication is enabled together with SSL/TLS, the e-mail address cannot be obtained.

- Even if you edit an authenticated user's information, such as an e-mail address, in the machine's Address Book, it may be overwritten by the information from the server when authentication is performed.

- If you created a new user in the domain controller and selected "User must change password at next logon" at password configuration, first log on the computer and change the password.
- If the Guest account on the Windows server is enabled, users not registered in the domain controller can be authenticated. When this account is enabled, users are registered in the Address Book and can use the functions available under [* Default Group].

LDAP authentication

Items	Explanations
Usable version	LDAP Version 2.0/3.0
Authentication method	Supports the following authentication methods: • Kerberos authentication • Digest authentication • Cleartext authentication When you select Cleartext authentication, LDAP simplified authentication is enabled. Simplified authentication can be performed with a user attribute (such as cn or uid) instead of the DN.
Requirements for authentication	• To use SSL/TLS, the server must support the TLS 1.0/1.1/1.2/1.3 or SSL 3.0 encryption method. • TLS 1.0, TLS 1.1, and SSL 3.0 are disabled by default. To use TLS 1.0/1.1 or SSL 3.0, enable it on Web Image Monitor. • To use Kerberos authentication, register the realm to distinguish the network area. See "Registering the Realm", User Guide in English. • Data transmission between the machine and the KDC (Key Distribution Center) server must be encrypted if Kerberos authentication is enabled. page 464 "Encrypting Network Communication" • When you use LDAP, only version 3.0 can use Digest authentication.

Notes when the LDAP server is configured using Active Directory

- When Kerberos authentication is enabled together with SSL/TLS, the e-mail address cannot be obtained.
- Anonymous authentication might be available. To improve security, set anonymous authentication to Disable.

Note

- Even if you edit an authenticated user's information, such as an e-mail address, in the machine's Address Book, it may be overwritten by the information from the server when authentication is performed.

- Under LDAP authentication, you cannot specify access limits for groups registered in the server.

- Do not use double-byte Japanese, Traditional Chinese, Simplified Chinese, or Hangul characters when entering the login user name or password. If you use double-byte characters, you cannot authenticate using Web Image Monitor.

- When using the machine for the first time, the user can use Available Functions specified in [User Authentication Management].

- To specify Available Functions for each user, register the user together with Available Functions in the Address Book, or specify Available Functions in the user registered automatically in the address book.

Installing the Web Server (IIS) and the "Active Directory Certificate Service"

Install the required service in the Windows server to obtain user information registered in Active Directory automatically.

1. On the [Start] menu, click [Server Manager].

2. On the [Manage] menu, click [Add Roles and Features].

3. Click [Next].

4. Select [Role-based or feature-based installation], and then click [Next].

5. Select a server, and then click [Next].

6. Select the [Active Directory Certificate Service] and [Web Server (IIS)] check boxes, and then click [Next].

   If a confirmation message appears, click [Add Features].

7. Check the features to install, and then click [Next].

8. Read the content information, then click [Next].

9. Make sure that [Certification Authority] is selected in the Role Services area in Active Directory Certificate Services, and then click [Next].

10. Read the content information, then click [Next].

    When using Windows Server 2016, proceed to Step 12 after reading the content information.

11. Check the role services to install under Web server (IIS), and then click [Next].

12. Click [Install].

13. When using Windows Server 2019 or Windows Server 2022, click [Close].

14. After completing the installation, click the notification icon of the server manager, and then click [Configure Active Directory Certificate Service on the destination server].

15. Click [Next].

16. Check [Certification Authority] in the role service, and then click [Next].

17. Select [Enterprise CA], and then click [Next].

18. Select [Root CA], and then click [Next].

19. Select [Create a new private key], and then click [Next].

20. Select a cryptographic provider, key length, and hash algorithm to create a new private key, and then click [Next].

21. In [Common name for this CA:], enter the Certificate Authority name, and then click [Next].

22. Select the validity period, and then click [Next].

23. Leave [Certificate database location:] and [Certificate database log location:] without change, and then click [Next].

24. Click [Configure].

25. When the message "Configuration succeeded" appears, click [Close].
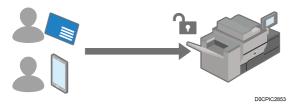
Creating a Server Certificate

To encrypt user information, create a server certificate in the Windows server. Windows Server 2016 is used as an example.

1. On the [Start] menu, point to [All Applications], and then click [Internet Information Service (IIS) Manager] of [Administrative Tools].

2. In the left column, click [Server Name], and then double-click [Server Certificate].

3. In the right column, click [Create Certificate Request...].

4. Enter all the information, and click [Next].

5. In [Cryptographic service provider:], select a provider, and then click [Next].

6. Click [...], and then specify a file name for the certificate request.

7. Specify a location in which to store the file, and then click [Open].

8. Click [Finish].

Logging in to the Machine Using an IC Card or a Smart Device

When user authentication is specified on the machine, you can use an IC card (FeliCa/NFC) or smart device instead of entering your login user name and login password for user authentication.

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Register the user's IC card or smart device to link to the user information in the Address Book and authenticate the user. The user can specify both an IC card and smart device to use for authentication.

- To authenticate an IC card, use the IC card reader connected to the machine.

- To authenticate a smart device, install the cooperative application (RICOH Smart Device Connector) in the smart device so that the Bluetooth function built in the control panel of the machine can authenticate the smart device.

- Quick card authentication cannot be used to authenticate an administrator. The administrator must enter the login user name and login password on the control panel to log in to the machine.

Preparation for Quick Card Authentication Setting

To enable quick card authentication, specify the type of the IC card reader. To enable authentication using a smart device, enable Bluetooth.
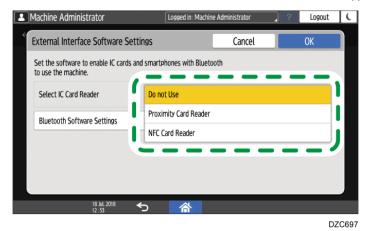
1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Network/Interface] ▶ [Control Panel: External Interface Software Settings].

5. From the list next to Select IC Card Reader, select the type of the IC card reader to use.

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After selecting the type of IC card reader, set the authentication and software to be used.

6. To use a smart device to authenticate, press [Bluetooth Software Settings] and select [Bluetooth Authentication Plugin] from the list next to Bluetooth.

Check that the [Active] check box under Authentication is selected, and then press [OK].

When the confirmation message is displayed, press [Close].

7. Press [OK].

When the confirmation message is displayed, press [Close].

8. Press [Home] (🏠).

9. On the Home screen, press the application list.

10. To use a smart device to authenticate, press [Connector] on the [APPS] tab.

Connector

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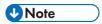
11. Press [✱], and then press [Bluetooth Settings].

12. From the list next to Bluetooth, select [On].

13. Press [Close].

14. Select the [Allow Bluetooth Connection] check box, and then press [Exit].

15. Press [Home] (🏠).

16. On the application list screen, press [Quick Card Authentication Config.].

17. Press [Use Authentication].

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18. Follow the instruction on the screen to turn off the main power of the machine, and then turn it back on.

    When the machine restarts, quick card authentication is enabled. The screen is ready to read an IC card or smart device.

↓Note

- When quick card authentication is enabled, the machine does not enter Sleep mode regardless of the setting of [System Settings] ▶ [Date/Time/Timer] ▶ [Timer] ▶ [Sleep Mode Timer].

Registering a User to Authenticate Using Quick Card Authentication

Register an IC card or smart device to a user registered in the Address Book.
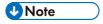
1. On the login screen of quick card authentication, hold the IC card or smart device over the control panel.

- Hold the IC card in the same orientation indicated on the label of the card reader.

- Hold the smart device over the control panel after performing the following steps. In advance, enable the Bluetooth function of the smart device.

  1. Swipe the menu of the RICOH Smart Device Connector application, and then select [Login to MFP].

  2. Tap [NEXT].

2. Enter the login user name and login password of the user of the IC card or smart device to register, and then press [Register].

The unique number of the IC card or smart device is registered to the user information.

3. Press [Confirm].

⬇Note

- Only one IC card or smart device can be registered per user. A new card or smart device overwrites the previous one.

- The authentication process time can be shortened by registering a user who uses the machine frequently to [User Priority Settings] of [Quick Card Authentication Config.]. Specify the setting with the authority of the machine administrator.

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Limiting Available Functions

To prevent unauthorized operations, you can specify who is allowed to access each of the machine's functions.

Specify the functions available to registered users. By configuring this setting, you can limit the functions available to users.

1. Log in to the machine as the user administrator on the control panel.

When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Address Book privilege as well.

page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Address Book].

3. On the Address Book screen, select a user, and then press [Edit].

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4. Press the [User Management / Other] tab ▶ [User Management].

5. Press [Available Functions / Applications] under Restrict Use, and then select available functions.

6. Press [OK] several times until the Address Book screen is displayed.

7. Press [Exit].

8. When the confirmation dialog box is displayed, press [Close], and then log out of the machine.

To back up the changed contents, press [Go to Backup].

See "Backing Up/Restoring the Address Book Using Control Panel", User Guide in English.

Executing a Print Job with Authentication Information Only

The machine authenticates print jobs specified on the control panel and also specified via the network.

To print from the printer driver, specify user authentication in [Printer properties].

See "Specifying Login Information in the Printer Driver", User Guide in English.

See "Specifying a User Code in the Printer Driver", User Guide in English.

An unauthenticated print job may not be printed according to the security level specified in Printer Job Authentication. You can view the Printer Job Authentication setting by pressing [System Settings] ▶ [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [User Authentication Management] and selecting user authentication method.

Security level of Printer Job Authentication

- Entire: Authenticates all print jobs. You cannot specify a print job from the printer driver or device that does not support user authentication. A print job that cannot be authenticated is displayed on the control panel and is canceled.

- Simple (Limitation): The print jobs from the specified range are exempt from authentication. Specify the range of IPv4 addresses not to authenticate. You can specify not to authenticate print jobs from the USB connection. The security level is the same as [Simple (All)].

- Simple (All): Authenticates only print jobs from the printer drivers that support user authentication. Print jobs without authentication information specified from a printer driver that does not support user authentication or specified by a command are performed without being authenticated. Select this when printing with a printer driver or device that cannot be identified by the machine.

Printer drivers that support Printer Job Authentication

Print job authentication is supported by the PCL 6 and PostScript 3 printer drivers.

For user authentication, User Code authentication, Basic authentication, Windows authentication, and LDAP authentication are supported.

Print job types and authentication settings

Depending on the combination of types of printer driver/job, authentication information settings, and the security levels set on the machine, the machine may not print properly as follows:

✓: Printing is possible when Printer Job Authentication is successful or regardless of user authentication.

-: Printing is not possible.

Types of printer driver/job	Authentication information settings	Security levels	
		Entire	Simple (All)
PCL 6 PostScript 3	Login user name/Login password	✓	✓
	User code	✓	✓
	None	-	-
Mail to Print LPR printing of a PDF file	None	-	✓
ftp printing of a PDF file	User ID and password logged in ftp	✓	✓
Generic driver	Login user name/Login password Driver encryption key	✓*1	✓*1
	Login user name/Login password	✓*2	✓*2
	User code	✓	✓

*1 Printing is not performed when the encryption method (encryption algorithm) is specified to AES (Advanced Encryption Standard).

*2 Printing is not performed when the encryption method (encryption algorithm) is specified to DES (Data Encryption Standard) or AES (Advanced Encryption Standard).

⬇Note

- To specify the driver encryption key or encryption method, press [System Settings] ▶ [Settings for Administrator] ▶ [Security] ▶ [Extended Security Settings] to display the setting window, and then specify [Driver Encryption Key] or [Driver Encryption Key: Encryption Strength].
- You can specify the range of IPv4 addresses to use for [Simple Encryption] of [Driver Encryption Key: Encryption Strength] from Web Image Monitor or with

the authfree command of telnet. For details about the telnet command, see "Device Monitoring (TELNET)" on our website.

Specifying the Policy on Login/Logout
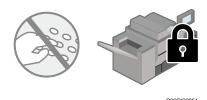
To protect the data in the machine, configure the machine so that login and logout are performed properly.

User authentication cannot prevent unauthorized use completely. For example, an unauthorized person can log in to the machine by guessing the password. If a user does not log out of the machine, another user can use the privileges of the previous user.

Specify the following functions to protect the machine against such risks.

User Lockout

If an incorrect login password is entered several times, the user lockout function prevents further login attempts under the same login user name (Lockout). The locked-out state can be automatically released in a specified period of time. It can be manually released by the administrator as well.

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- The number of times that the locked-out state is automatically released can be limited to a maximum of four times. For each of the 1st to 4th lockout actions, you can specify whether to activate/deactivate the user lockout function, the number of login attempts before lockout, and the period of time before the locked-out state is automatically released.

- You can also specify whether to release the locked-out state by restarting the machine.

  page 449 "Specifying User Lockout"

- By default, an incorrect login password entry is permitted up to five times and the locked-out state is not released automatically.

⬇️**Note**

- The user lockout function is enabled on all users only when Basic authentication is activated. When Windows authentication or LDAP authentication is activated, only the supervisor and administrators are subject to the user lockout function. The policy of the certification server is applied to the other users.

- In the event that a user enters an incorrect login password, and the machine administrator changes the number of attempts before lockout afterwards, the state of the user concerning lockout may vary in accordance with the number of

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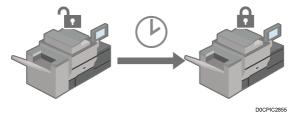
attempts before lockout that is changed by the administrator. Some examples are as follows:

Number of incorrect login password entries by user	Change to the number of attempts before lockout	State of user
3 entries	Twice -> 4 times	The locked-out state of the user is released.
3 entries	4 times -> Twice	The user is locked out.
3 entries	4 times -> 6 times	Remains unchanged (The user is not locked out.) [1]

[1] After 3 entries of an incorrect login password, two more incorrect entries are permitted, and when an incorrect entry is performed for a third time, the user is locked out.

Auto Logout Timer
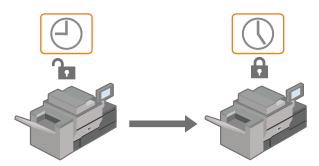
After you log in, the machine logs you out automatically if you do not use the control panel within a given time.

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- By default, the machine logs you out automatically if you do not use the control panel for three minutes.

  See "Timer", User Guide in English.

- When the time period to allow users to log in to and use the machine is specified, the machine logs you out upon completion of the time period even though the auto logout timer has not expired.

  page 451 "Specifying the Time Period to Allow Users to Log In to and Use the Machine"

- For details about auto logout from Web Image Monitor, see Web Image Monitor Help.

Time Settings Allowing Operating Machine by Logging in

When the time period to allow users to log in to and use the machine is specified, the machine logs you out upon completion of the time period.

page 451 "Specifying the Time Period to Allow Users to Log In to and Use the Machine"

Specifying User Lockout

Specify the number of login password attempts to permit before locking out the user and the period of time until the lockout is released automatically.

1. Log in to the machine as the machine administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [User Lockout Policy] in the "Security" category.

4. Specify the number of login password attempts to permit before locking out the user and the period of time until the lockout is automatically released.

   - Lockout (n^{th} Time)

     Select [Active], and then specify "Number of Attempts before Lockout" from 1 to 10.

   - Lockout Release Timer

     Select [Active] to release the locked-out state after a specified time elapses, and then enter the desired value in "Lock Out User for" up to 9999 minutes (about seven days).

   - Release Lockout When Restarting and Rebooting System

     Specify whether to activate the lockout release function by restarting the machine. The supervisor and administrators are subject to the lockout release function.

     It takes about 60 seconds for the locked-out state to be actually released after the machine restarts.

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

Releasing the Locked-out State

When a general user is locked out, the user administrator must log in and release the locked-out state.

Note

- General users are locked out when Basic authentication is activated as the user authentication method.

1. Log in to the machine as the user administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

2. Click [Address Book] on the [Device Management] menu.

3. Select the locked-out user's account, and then click [Change] on the [Detail Input] tab.

4. Select [Inactive] on "Lockout" of "Authentication Information".

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

Note

- When an administrator is locked out, the supervisor must log in to the machine and release the locked-out state. When the supervisor is locked out, the machine administrator must log in to the machine and release the locked-out state. Click [Device Management] ▶ [Configuration] ▶ [Program/Change Administrator] to display the Program/Change Administrator screen, and then release the locked-out state.

- For the supervisor and administrators, you can specify whether to activate the lockout release function by restarting the machine as well.

   page 449 "Specifying User Lockout"

Specifying the Period of Time Until the Machine Logs You Out Automatically

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Date/Time/Timer privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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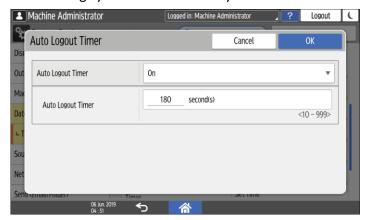
4. Press [Date/Time/Timer] ▶ [Timer] ▶ [Auto Logout Timer].

5. From the list next to Auto Logout Timer, select [On], enter the period of time until the machine logs you out automatically.

You can enter from 10 to 999 seconds.

6. Press [OK].

7. Press [Home] (🏠).

8. When the confirmation dialog is displayed, press [OK] to log out of the machine.

⬇ Note

- When the time period to allow users to log in to and use the machine is specified, the machine logs you out upon completion of this time period even though the auto logout timer has not expired.

  page 451 "Specifying the Time Period to Allow Users to Log In to and Use the Machine"

Specifying the Time Period to Allow Users to Log In to and Use the Machine

1. Log in to the machine as the machine administrator on the control panel.

page 401 "Logging in to the Machine as an Administrator"

When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Authentication/Charge privilege as well.

page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Authentication/Charge] ▶ [Administrator Authentication/User Authentication/App Auth.] ▶ [Time Settings Allowing Operating Machine by Logging in].

5. Select [Active] from the list next to Time Settings Allowing Operating Machine by Logging in, enter the time for Start Time and End Time.

6. Press [OK].

7. When the confirmation dialog is displayed, press [OK].

8. Press [Home] (⌂), and then log out of the machine.

⬇ Note

- You can specify the time period to allow users to log in to and use the machine by using Web Image Monitor as well. For details, see Web Image Monitor Help.

Access Control
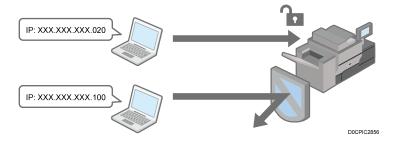
The administrator can limit devices or protocols that can be connected to the machine to avoid unintended access.

Also, the administrator can select a security level at which to enable or disable a protocol and to configure the port status.

Limiting machine access (access control)
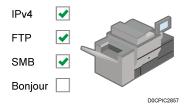
You can limit the IP addresses from which devices can access the machine or limit machine access with a firewall.

For example, when specifying the range of IP address from "192.168.15.1" to "192.168.15.99", the machine cannot be accessed from IP addresses in the range from 192.168.15.100 to 255.

IP: XXX.XXX.XXX.020

IP: XXX.XXX.XXX.100

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Disabling unused protocols

The protocol setting can be changed on the control panel, in Web Image Monitor, or by using other setting methods. The protocols that can be configured vary depending on the method. Confirm the protocol to configure in page 455 "Protocol Setting Method List" and follow the instruction.

IPv4 ✔

FTP ✔

SMB ✔

Bonjour ☐

D0CPIC2857

Specifying the security level
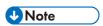
You can select from among four security levels combining different protocols, ports, and encryption algorithms. Confirm the description of each level in page 459 "Security Level Setting List".

You can customize the security setting based on the selected level setting to suit your condition.

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Limiting Machine Access

Limiting the IP addresses from which devices can access the machine

Specify the range of the IP address that can access the machine.

⬇ Note

- You can limit access from the following protocols.

  LPR, RCP/RSH, FTP, Bonjour, SMB, WSD (Device), WSD (Printer), WSD (Scanner)/DSM, IPP, DIPRINT, RHPP, SNMP, telnet, NBT

- The machine also limits access from Web Image Monitor.

1. Log in to the machine as the network administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [Access Control] in the "Security" category.

4. In "Access Control Range", click [Active] and specify the range of IP addresses that have access to the machine.

   - To specify an IPv4 address, enter a range that has access to the machine in Access Control Range.

   - To specify an IPv6 address, select [Range] or [Mask] in "Access Control Range", and then enter a range that has access to the machine.

   - To allow guest users to print directly via Wi-Fi using smart devices, select [Active] for "Access Control for Direct Connection (Group Owner Mode Only)".

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

Limiting machine access with a firewall
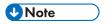
You can block machine access and then allow access only from/to the IP addresses specified in reception/transmission filters. Specify sets of an IP address, a port number, and a protocol as filters. You can configure up to five filters each for reception and transmission.

1. Log in to the machine as the network administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [Access Control] in the "Security" category.

4. In Access Control Range, click [Active (Firewall)] and specify reception and transmission filters.

   Specify the following for each reception/transmission filter.

   - IPv4/IPv6 reception filter

- Remote IP Address: Enter source IP addresses from which to allow incoming communications. To allow incoming communications from all IP addresses, select [All].
  - Local Port Number: Enter a port number on the machine through which to allow incoming communications. To allow incoming communications to all ports, select [All].
  - Protocol: Select a protocol in which to allow communications.
- IPv4/IPv6 transmission filter
  - Remote IP Address: Enter destination IP addresses to which to allow outgoing communications. To allow outgoing access to all IP addresses, select [All].
  - Remote Port Number: Enter port numbers to which to allow outgoing communications. To allow outgoing communications to all ports, select [All].
  - Protocol: Select a protocol in which to allow communications.

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

🡇 Note

- When filters are not configured properly, access to the machine is not possible. In such a case, specify [Inactive] for [System Settings] ▶ [Settings for Administrator] ▶ [Security] ▶ [Access Control Function] on the control panel.

Protocol Setting Method List

You can view the protocol setting methods in the following list:

- 1: Control Panel 2: Web Image Monitor 3: telnet 4: Device Manager NX 5: Remote Communication Gate S

Protocol/Port	Setting method	Function that cannot be used when Protocol/Port is disabled
IPv4 -	1, 2, 3	All applications that operate over IPv4 (IPv4 cannot be disabled from Web Image Monitor when using IPv4 transmission.)
IPv6 -	1, 2, 3	All applications that operate over IPv6
IPsec -	1, 2, 3	Encrypted transmission using IPsec
FTP	2, 3, 4, 5	Transmissions that require FTP

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Protocol/Port	Setting method	Function that cannot be used when Protocol/Port is disabled
TCP:21		(You can restrict only the personal information from being displayed by settings on the control panel.)
telnet TCP:23	2, 4	Transmissions that require telnet
SMTP TCP:25 (variable)	1, 2, 4, 5	E-mail notification function that requires SMTP reception
HTTP TCP:80	2, 3	Transmissions that require HTTP Print using IPP on port 80
HTTPS TCP:443	2, 3	Transmissions that require HTTP (You can make settings to require SSL transmission only and to reject non-SSL transmission using the control panel or Web Image Monitor.)
SMB TCP:139 TCP:445	1, 2, 3, 4, 5	Transmissions that require SMB
NBT UDP:137/UDP:138	3	SMB print via TCP/IP NetBIOS designated functions on the WINS server
SNMPv1-v2 UDP:161	2, 3, 4, 5	Transmissions that require SNMPv1/v2 (Using the control panel, Web Image Monitor, or telnet, you can specify SNMPv1/v2 to prohibit configuration and make it read-only.)
SNMPv3 UDP:161	2, 3, 4, 5	Transmissions that require SNMPv3 (You can make settings to require SNMPv3 encrypted transmission only and to reject non-SNMPv3 encrypted transmission using the control panel, Web Image Monitor, or telnet.)
RSH/RCP TCP:514	2, 3, 4, 5	Transmissions that require RSH Network TWAIN (You can prohibit only personal information from being displayed by the settings on the control panel.)
LPR	2, 3, 4, 5	Transmissions that require LPR

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Protocol/Port	Setting method	Function that cannot be used when Protocol/Port is disabled
TCP:515		(You can restrict only personal information from being displayed by the settings on the control panel.)
IPP TCP:631	2, 3, 4, 5	Transmissions that require IPP
IP-Fax TCP:1720 (H.323) UDP:1719 (Gatekeeper) TCP/UDP:5060 (SIP) TCP:5000 (H.245) UPD:5004, 5005 (Voice) TCP/UDP:49152 (T.38)	1, 2, 4, 5	IP-Fax using H.323, SIP, or T.38
Bonjour UDP:5353	2, 3	Transmissions that require Bonjour
@Remote TCP:7443 TCP:7444	1, 2, 3	RICOH @Remote
DIPRINT TCP:9100	2, 3, 4, 5	Transmissions that require DIPRINT
RFU TCP:10021	1, 2, 3	Remote updating of firmware
WSD (Device) TCP:53000 (variable)	1, 2, 3	Transmissions that require WSD (Device) ⬇Note • WS-Discovery (TCP:3702, UDP:3702) also works.
WSD (Printer) TCP:53001 (variable)	1, 2, 3	Transmissions that require WSD (Printer)

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Protocol/Port	Setting method	Function that cannot be used when Protocol/Port is disabled
WSD (Scanner)/DSM TCP:53002 (variable)	1, 2, 3	Transmissions that require WSD (Scanner) Scanner management that requires DSM
RHPP TCP:59100	2, 3	Print with RHPP
LLMNR UDP:5355	2, 3	Name resolution requests using LLMNR

⬇Note

- For details about the telnet command, see "Device Monitoring (TELNET)" on our website.
- For details about the settings in Device Manager NX or Remote Communication Gate S, see the user's manual of each tool.

Disabling Unused Protocols Using the Control Panel

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Network/Interface privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Network/Interface] ▶ [Effective Protocol].

5. From the list next to each unused protocol, select [Inactive].

6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.

Disabling Unused Protocols Using Web Image Monitor

1. Log in to the machine as the network administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [Network Security] in the "Security" category.

4. Specify protocols to disable or port numbers to close.

   Select the security level from the "Security Level" list. You can change the security level of multiple items at the same time. For details about the items changed by the setting of the security level, see page 459 "Security Level Setting List".

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

Security Level Setting List

You can configure security level settings using the control panel or Web Image Monitor. You can select the following security levels:

⭐**Important**

- **With some utilities, communication or login may fail depending on the network security level.**

- Level 0

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Users can use all features without restriction. Select this when you have no information that needs to be protected from external threats.

- Level 1

  Level 1 is suitable for a connection in an office.

- FIPS 140

  FIPS 140 provides a security strength intermediate between "Level 1" and "Level 2".

  You can only use codes recommended by the U.S. government as its coding/authentication algorithm. Settings other than the algorithm are the same as "Level 2".

- Level 2

  Level 2 is the maximum security that is available in the machine. Select it to protect extremely important information.

For details about the security level settings, see the following list: You can change the setting for a particular function according to the use condition of the machine.

TCP/IP[*1]   (✔: Enabled. -: Function is disabled.)

Function	Level 0	Level 1	FIPS 140	Level 2
TCP/IP[*2]	✔	✔	✔	✔
HTTP > Port 80	Open	Open	Open	Open
IPP > Port 80	Open	Open	Open	Open
IPP > Port 631	Close	Close	Close	Close
SSL/TLS > Port 443	Open	Open[*3]	Open[*3]	Open[*3]
SSL/TLS > Permit SSL/TLS Communication	Ciphertext Priority	Ciphertext Priority	Ciphertext Only	Ciphertext Only
SSL/TLS > HSTS	✔	✔	✔	✔
SSL/TLS > Max-Age	✔	✔	✔	✔
SSL/TLS Version > TLS1.3	✔	✔	✔	✔
SSL/TLS Version > TLS1.2	✔	✔	✔	✔
SSL/TLS Version > TLS1.1	✔	-	-	-
SSL/TLS Version > TLS1.0	✔	-	-	-
SSL/TLS Version > SSL3.0	✔	-	-	-
Encryption Strength Setting > AES	128bit/ 256bit	128bit/ 256bit	128bit/ 256bit	128bit/ 256bit

Function	Level 0	Level 1	FIPS 140	Level 2
Encryption Strength Setting > CHACHA20	256bit	256bit	256bit	256bit
Encryption Strength Setting > 3DES	168bit	-	-	-
Encryption Strength Setting > RC4	-	-	-	-
KEY EXCHANGE	RSA	RSA	RSA	RSA
DIGEST	SHA1	SHA1	SHA1	SHA1
DIPRINT	✓	✓	-	-
LPR	✓	✓	-	-
FTP	✓	✓	✓	✓
RSH/RCP	✓	✓	-	-
TELNET	✓	-	-	-
Bonjour	✓	✓	-	-
SMB	✓	✓	-	-
NetBIOS over TCP/IPv4	✓	✓	-	-
WSD (Device)	-	-	-	-
WSD (Printer)	✓	✓	✓	✓
WSD (Scanner)	✓	✓	✓	✓
WSD (Encrypted Communication of Device)	-	-	✓*4	✓*4
RHPP	✓	✓	-	-
@Remote Service	✓	✓	✓	✓
Firmware Update	✓	✓	✓	✓

*1 The same settings are applied to IPv4 and IPv6.

*2 TCP/IP setting is not controlled by the security level. Specify manually whether to enable or disable this setting.

*3 IPP-SSL Communication is enabled under Windows 8.1 or later.

*4 This is enabled under Windows 8.1 or later.

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SNMP (✓: Enabled -: Disabled)

Function	Level 0	Level 1	FIPS 140	Level 2
SNMP	✓	✓	✓	✓
Permit Settings by SNMPv1 and v2	✓	-	-	-
SNMPv1, v2 Function	✓	✓	-	-
SNMPv3 Function	✓	✓	✓	✓
Permit SNMPv3 Communication	Encryption/Cleartext	Encryption/Cleartext	Encryption Only	Encryption Only

TCP/IP Encryption Strength Setting

Function	Level 0	Level 1	FIPS 140	Level 2
IPsec	-	-	-	-
IEEE 802.1X (Wired)	-	-	-	-
IEEE 802.1X (Wired) > Authentication Method	-	-	-	-
S/MIME > Encryption Algorithm	3DES-168bit	3DES-168bit	3DES-168bit	AES-256bit
S/MIME > Digest Algorithm	SHA1	SHA1	SHA1	SHA-256bit
SNMPv3 > Authentication Algorithm	MD5	SHA1	SHA1	SHA1
SNMPv3 > Encryption Algorithm	DES	DES	AES-128	AES-128
Kerberos Authentication > Encryption Algorithm	AES256-CTS-HMAC-SHA1-96/AES128-CTS-HMAC-SHA1-96/DES3-CBC-SHA1/RC4-HMAC/DES-CBC-MD5	AES256-CTS-HMAC-SHA1-96/AES128-CTS-HMAC-SHA1-96/DES3-CBC-SHA1/RC4-HMAC	AES256-CTS-HMAC-SHA1-96/AES128-CTS-HMAC-SHA1-96/DES3-CBC-SHA1	AES256-CTS-HMAC-SHA1-96/AES128-CTS-HMAC-SHA1-96

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Function	Level 0	Level 1	FIPS 140	Level 2
Driver Encryption Key > Encryption Strength	Simple Encryption	DES	AES	AES

Specifying the Security Level Using the Control Panel

1. Log in to the machine as the network administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Security] ▶ [Network Security Level].

5. From the list next to Network Security Level, select a security level.

   • Select a security level from among Level 0, Level 1, Level 2, and FIPS 140.

For the security levels, see page 459 "Security Level Setting List".

- If you have customized the security level using Web Image Monitor, [Custom] is selected. You cannot enable [Custom] from the control panel. To customize the security level, use Web Image Monitor.

6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.

Specifying the Security Level Using Web Image Monitor

1. Log in to the machine as the network administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [Network Security] in the "Security" category.

4. Select a security level in "Security Level".

5. Specify the settings as necessary.

   - Specify each item according to the network condition or security policy.
   - When the settings are changed, the security level is changed to [User Settings] automatically. [Custom] is displayed on the control panel.

6. Click [OK].

   A message appears while settings are being done. You may need to wait a short time before proceeding to the next step.

7. Click [OK].

8. Log out of the machine, and then exit the Web browser.

Encrypting Network Communication

To protect communicated information, it is necessary to encrypt communication between computers and external equipment.

Data sent from and received by the machine can be intercepted, cracked, or tampered with during transmission. For example, the following data can be transmitted between the machine and external devices or the computer:

- Documents printed in the company using the printer driver
- Documents scanned and sent by e-mail to use in a meeting
- Login user name and login password

See the table below for the methods of encrypting data.

Data to encrypt	Encryption method	Process/Reference
Web Image Monitor IPP print Windows authentication LDAP authentication E-mail transmission	SSL/TLS	Install a device certificate. 1. Installing a Self-signed Certificate/Certificate Issued by a Certificate Authority 2. Encrypting Transmission Using SSL/TLS
E-mail	S/MIME	Install a user certificate. • Encrypting E-mail Sent from the Machine by S/MIME
Machine management data	SNMPv3	Specify an encryption password. • Encrypting Data Communicated with Machine Management Software Via SNMPv3
Authentication information of print jobs	Driver encryption key IPP authentication	Specifying a Driver Encryption Key Specify IPP authentication. • Encrypting the Login Password of Print Jobs
Kerberos authentication data	Varies depending on the KDC server	Select an encryption method. • Encrypting Communication Between KDC and the Machine

⭐ Important

- **The administrator is required to manage the expiration of certificates and renew the certificates before they expire.**
- **The administrator is required to check that the issuer of the certificate is valid.**

Installing a Self-signed Certificate/Certificate Issued by a Certificate Authority

To encrypt communication with the machine, install a device certificate.

Two types of device certificates can be used: a self-signed certificate created by the machine and a certificate issued by a certificate authority. When you need higher reliability, use a certificate issued by a certificate authority.

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- Install a device certificate from the control panel or Web Image Monitor.
- You can install only one self-signed certificate from the control panel. To install multiple certificates or a certificate issued by a certificate authority, specify the settings from Web Image Monitor.

Installing a self-signed certificate from the control panel

1. Log in to the machine as the network administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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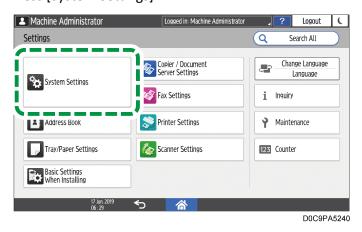
4. Press [Settings for Administrator] ▶ [Security] ▶ [Register/Delete Device Certificate].

5. Select [Certificate 1] and press [Register].

6. Specify the information to include in the certificate.

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- Common Name: Enter the name of the device certificate to create. You must enter a name.

- Email Address: To use the device certificate for S/MIME, PDF Digital Signature, or PDF/A Digital Signature, enter the machine administrator's e-mail address.

- Specify Organization, Organizational Unit, and other items as necessary.

7. Press [OK].

8. Press [Exit].

9. Press [Home] (🏠), and then log out of the machine.

Installing a self-signed certificate/certificate issued by a certificate authority from Web Image Monitor

1. Log in to the machine as the network administrator from Web Image Monitor.

2. Click [Configuration] on the [Device Management] menu.

3. Click [Device Certificate] in the "Security" category.

4. On the "Device Certificate" screen, install a self-signed certificate or certificate issued by a certificate authority by following the instructions below:

   To install a self-signed certificate

   Create and install a self-signed certificate.

   1. Select the number from the list to create a self-signed certificate.

   2. Click [Create] to specify the necessary settings.

      - Common Name: Enter the name of the device certificate to create. You must enter a name.

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- Email Address: To use the device certificate for S/MIME, PDF Digital Signature, or PDF/A Digital Signature, enter the machine administrator's e-mail address.

- Specify "Organization", "Organizational Unit", and other items as necessary.

3. Click [OK].

   A message appears while settings are being done. You may need to wait a short time before proceeding to the next step.

4. Click [OK].

   "Installed" is displayed in [Certificate Status].

To install a certificate issued by a certificate authority

Request a device certificate from a certificate authority and install it. Follow the same steps to install an intermediate certificate.

1. Select the number from the list to create a device certificate.

2. Click [Request] to specify the necessary settings.

3. Click [OK].

   A message appears while settings are being done. You may need to wait a short time before proceeding to the next step.

4. Click [OK].

   "Requesting" is displayed in "Certificate Status".

5. Apply to the certificate authority for the device certificate.

   You cannot apply to the certificate authority from Web Image Monitor. The application procedure varies depending on the certificate authority. For details, contact the certificate authority.

   For the application, click the Details icon 🔲 and use the information that appears on the "Certificate Details" screen.

   The issuing location may not be displayed if you request multiple certificates at the same time. When you install a certificate, be sure to check the certificate destination and installation procedure.

6. After the device certificate has been issued by the certificate authority, select the number of the issued certificate from the list on the "Device Certificate" screen, and then click [Install].

7. Enter the contents of the device certificate in the entry fields.
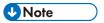
   To install the intermediate certificate at the same time, enter also the contents of the intermediate certificate.

   If an intermediate certificate issued by a certificate authority is not installed, an alert message is displayed during network communication. When an intermediate certificate has been issued by a certificate authority, you must install the intermediate certificate.

8. Click [OK].

"Installed" is displayed in "Certificate Status".

5. After completing the installation, select the certificate for each application on "Certification".

6. Click [OK].

A message appears while settings are being done. You may need to wait a short time before proceeding to the next step.

7. Click [OK].

8. Log out of the machine, and then exit the Web browser.

↓ Note
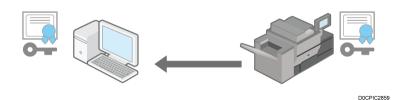
- To print data in the machine using IPP-SSL, the user must install a certificate in the computer. Select [Trusted Root Certification Authorities] for the certificate store location when accessing the machine by IPP.

- To change [Common Name] of the device certificate when using the Windows standard IPP port, delete any previously configured PC printer beforehand and install the printer driver again. Also, to change the user authentication settings (login user name and password), delete any previously configured PC printer beforehand, change the user authentication settings, and then install the printer driver again.

- On Web Image Monitor, you can upload created device certificates as well. Device certificates in the following file formats are supported. For details about uploading, see Web Image Monitor Help.

  - PKCS#12
  - PEM
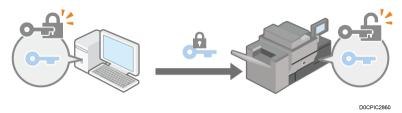
Encrypting Transmission Using SSL/TLS

SSL (Secure Sockets Layer) /TLS (Transport Layer Security) is a method to encrypt network communications. SSL/TLS prevents data from being intercepted, cracked, or tampered.

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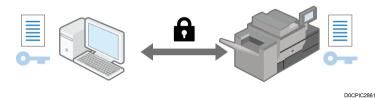
Flow of SSL/TLS encrypted communications

1. The user's computer requests the SSL/TLS device certificate and public key when accessing the machine.

2. The device certificate and public key are sent from the machine to the user's computer.

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3. The shared key created on the computer is encrypted using the public key, sent to the machine, and then decrypted using the private key in the machine.

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4. The shared key is used for data encryption and decryption, thus achieving secure transmission.

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- To enable encrypted communication, install a device certificate in the machine in advance.

- To encrypt communication using SSL/TLS, enable SSL/TLS as follows:

↓Note
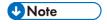
- To check whether SSL/TLS configuration is enabled, enter "https://(the machine's IP address or host name)/" in your Web browser's address bar to access this machine. If the "The page cannot be displayed" message appears, check the configuration because the current SSL/TLS configuration is invalid.

- If you enable SSL/TLS for IPP (printer functions), sent data is encrypted, preventing it from being intercepted, analyzed, or tampered with.

Enabling SSL/TLS

1. Log in to the machine as the network administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [SSL/TLS] in the "Security" category.

4. Select the protocol to enable encrypted communication on "SSL/TLS" to specify the details about the communication method.

   - Permit SSL/TLS Communication: Select one of the encryption communication modes below, and then specify whether to activate HSTS. To activate HSTS, specify the max-age attribute in the range of 0 to 31,536,000 seconds as well. While HSTS is activated, HTTPS communication is automatically used for connections from the Web browser to the machine. The max-age attribute is renewed every time Web Image Monitor and HSTS remains active for the same period.

- Ciphertext Priority: Performs encrypted communication when a device certificate has been created. If encryption is not possible, the machine communicates data in clear text.

- Ciphertext/Cleartext: Performs encrypted communication when connecting to the machine using an "https" address from a Web browser. Communicates in clear text when connecting to the machine using an "http" address.

- Ciphertext Only: Allows encrypted communication only. If encryption is not possible for some reason, the machine cannot communicate. If this is the case, press [System Settings] ▶ [Network/Interface] ▶ [Communication Security] ▶ [Permit SSL/TLS Communication] on the control panel, change the communication mode to [Ciphertext/Cleartext] temporarily, and then check the settings.

- SSL/TLS Version: Specify TLS 1.3, TLS 1.2, TLS 1.1, TLS 1.0, and SSL 3.0 to enable or disable. At least one of these protocols must be enabled.

- Encryption Strength Setting: Specify the encryption algorithm to apply to AES, CHACHA20, 3DES, and RC4. You must select at least one check box.

- KEY EXCHANGE: Specify whether to enable or disable exchanging of the RSA key.

- DIGEST: Specify whether to enable or disable SHA1 DIGEST.

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

   To encrypt communications with the SMTP server, use the following procedure to change [Use Secure Connection (SSL)] to [SMTP over SSL] or [STARTTLS].

⬇ **Note**

- To use HSTS, a certificate issued by a certificate authority must be installed.

- While HSTS is active, selecting "Close" for "Port 443" of "SSL/TLS" on the "Network Security" screen makes Web Image Monitor inaccessible.

- Depending on the states you specify for TLS 1.3, TLS 1.2, TLS 1.1, TLS 1.0, and SSL 3.0, the machine might not be able to connect to an external LDAP server.

Enabling SSL for SMTP connection

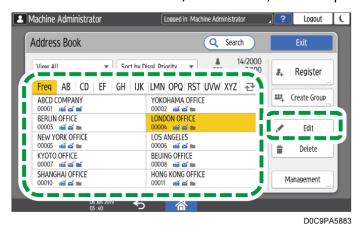1. Log in to the machine as the network administrator on the control panel.
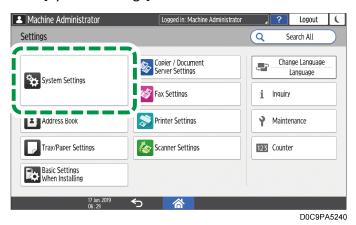
   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Send (Email/Folder) privilege as well.

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2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Send (Email/Folder)] ▶ [Email] ▶ [SMTP Server].

5. From the list next to Use Secure Connection (SSL), select an encryption method.

- Selecting [SMTP over SSL] changes the port number to 465, and selecting [STARTTLS] changes it to 587.

- When [Auto Select] is specified, the encryption method is determined based on the port number.

- When a number other than 465 or 587 is specified for the port number, encryption using STARTTLS is attempted, but if it fails, the communication is encrypted using SMTP over SSL.

6. Press [OK].

7. Press [Home] (⌂), and then log out of the machine.

↓**Note**

- When SSL is enabled in the SMTP server, e-mails are always sent via the SMTP server.

Encrypting E-mail Sent from the Machine by S/MIME

S/MIME (Secure/Multipurpose Internet Mail Extensions) is an encryption method to improve security of e-mail communications. By specifying S/MIME, you can send an encrypted e-mail attaching an encrypted file or electronic signature.

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- When you send e-mails to both users whose mail clients support S/MIME and users whose clients does not support it, only e-mails sent to clients supporting S/MIME are encrypted.

- The receiver must use software that supports S/MIME.

- You can apply either an e-mail encryption or electronic signature, or apply both functions together.

- When sending an e-mail attached with an electronic signature, you do not need the user certificate. Install a device certificate, and then specify the electronic signature to attach to the e-mail. For details about installing a device certificate, see page 465 "Installing a Self-signed Certificate/Certificate Issued by a Certificate Authority".

- When using S/MIME, the e-mail size is larger than normal.

- For details about using S/MIME with the Fax and Scanner function, see the section below:

  See "Applying Encryption and Using a Signature for Enhanced Security When Sending an Internet Fax", User Guide in English.

  See "Security Settings to E-mails", User Guide in English.

⭐ **Important**

- **To use S/MIME, you must first specify [System Settings] ▶ [Send (Email/Folder)] ▶ [Email] ▶ [Administrator's Email Address].**

Registering a user certificate to the user that will receive e-mails

To send an encrypted e-mail, first register a user certificate to the user that will receive the e-mail.

Prepare user certification in advance. You can register three types of user certificates to the machine: "DER Encoded Binary X.509", "Base 64 Encoded X.509", and "PKCS #7 certificate".

1. Log in to the machine as the user administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

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When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Address Book privilege as well.

2. Click [Address Book] on the [Device Management] menu.

3. Select the user to install the certificate, and then click [Change] on the [Detail Input] tab.

4. In the "Email" category, specify the necessary settings.

   • Email Address: Enter the e-mail address of the user.

   • User Certificate: Click [Change] and specify the user certificate to use.

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

   Use the following procedure to specify the details of encryption to be enabled.

⬇Note

   • When installing a user certificate to the Address Book using Web Image Monitor, an error message may appear if the certificate file contains more than one certificate. If this is the case, install the certificates one at a time.

   • Once the valid period of the selected user certificate elapses, encrypted messages can no longer be sent. Select a certificate that is within its valid period.

Configuring the encryption algorithm and attachment of an electronic signature

1. Log in to the machine as the network administrator from Web Image Monitor.

2. Click [Configuration] on the [Device Management] menu.

3. Click [S/MIME] in the "Security" category.

4. Configure the e-mail encryption and electronic signature.

   Encryption

   • Encryption Algorithm: Select the encryption algorithm of the shared key used to encrypt e-mails with S/MIME. Select the encryption algorithm that is supported by the user's e-mail software.

   Signature

   • Certificate Status: The certificate specified for S/MIME is displayed.

   • Digest Algorithm: Select the digest algorithm to use for the electronic signature.

   • When Sending Email by Scanner, When Transferring by Fax, When Sending Email by Fax, When Emailing TX Results by Fax, When Transferring Files Stored in Document Server (Utility): Specify whether to select the method

for attaching an electronic signature in each function when sending or transferring e-mails or documents.

Operation Mode

- Operation Mode: Select the timing at which the validity period of a certificate is checked.

  - Performance Priority: The validity period of a user certificate is checked when you select the address. The validity period of a device certificate is checked when you press [Start]. It does not meet the International Evaluation Regulations for Information Security (CC Authentication), but it responds to the user quicker than when [Security Priority] is selected.

  - Security Priority: The validity period is checked when you select the address and when you press [Start]. It takes some time to respond to the user and performs properly under the conditions that meet the International Evaluation Regulations for Information Security (CC Authentication).

5. Click [OK].
6. Log out of the machine, and then exit the Web browser.

🔽 **Note**

- When attaching an electronic signature to an e-mail, the e-mail address of the administrator is used in [From], and the e-mail address of the user selected as "Sender" is used in [Reply-To].

- If a certificate was valid when transmitted but has expired before the e-mail is retrieved from the mail server to the client computer, the e-mail may not be retrieved.

- If an error occurs outside the validity period of the certificate when an e-mail is sent automatically using Memory Transmission or at a specified time, an error will be reported by clear text e-mail to the e-mail address of the sender or administrator. When the job log collection function is enabled, you can view the error details in the job log.

  See "Collecting Logs", User Guide in English.

- If the selected device certificate expires, signatures cannot be attached to PDFs. Select a certificate that is within its valid period.

- The signature algorithm for the device certificate's digital signature that can be attached to PDF/A files is "sha1WithRSA-1024".

Encrypting Data Communicated with Machine Management Software Via SNMPv3

When monitoring devices using Device Manager NX via a network, you can encrypt the transmitted data by using the SNMPv3 protocol.

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D0CPIC2863

1. Log in to the machine as the network administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Network/Interface privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

   D0C9PA5240
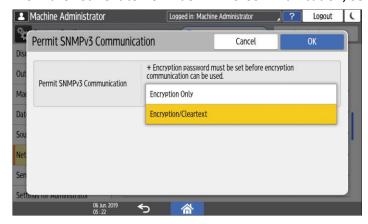
4. Press [Network/Interface] ▶ [Permit SNMPv3 Communication].

5. From the list next to Permit SNMPv3 Communication, select [Encryption Only].
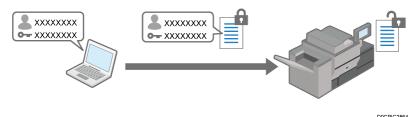
6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.

⬇ **Note**

- To change the settings specified in the machine from Device Manager NX, specify an encryption password to the network administrator in [Register/Change Administrator], and then register the encryption password in the SNMP account of Device Manager NX.

- If network administrator's encryption password is not specified, the data for transmission may not be encrypted or sent. For details about specifying the network administrator's Encryption Password setting, see page 403 "Adding Built-in Administrators or Changing the Privileges".

Encrypting the Login Password of Print Jobs

You can encrypt the login password for the printer driver and the password for IPP printing to increase security against password cracking.

D0CPIC2864

- To perform printing from a LAN inside the office, specify the driver encryption key.

- To perform IPP printing from an external network, encrypt the password of IPP printing.

Specifying a Driver Encryption Key to Encrypt Passwords

Specify the driver encryption key specified in the machine also to the printer driver to encrypt and decrypt passwords.

To specify the driver encryption key, you must activate Basic authentication, Windows authentication, or LDAP authentication.

page 425 "Verifying Users to Operate the Machine (User Authentication)"

1. Log in to the machine as the network administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

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2. On the Home screen, press [Settings].

3. Press [System Settings].

D0C9PA5240
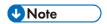
4. Press [Settings for Administrator] ▶ [Security] ▶ [Extended Security Settings].

5. Press [Change] next to Driver Encryption Key.

6. Enter the password to be used as the driver encryption key.

7. Enter the password for Confirm Password again.

8. Press [OK] twice.

9. Press [Home] (), and then log out of the machine.

10. The network administrator must give users the driver encryption key specified on the machine so they can register it on their computers.

- Make sure to enter the same driver encryption key as that specified on the machine.

- When using a PCL 6 printer driver, you can enter the driver encryption key on [Printer Properties] ▶ the [Advanced Options] tab ▶ [User Authentication].

Note

- For details about specifying the encryption key on the printer, TWAIN, or LAN-Fax driver, see the driver help.

Encrypting the password of IPP printing

When printing using the IPP protocol, specify the authentication method to [DIGEST] to encrypt the IPP authentication password. Register the user name and password for IPP authentication separately from the user information in the Address Book.

1. Log in to the machine as the network administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [IPP Authentication] in the "Security" category.

4. Select [DIGEST] in "Authentication".

5. Enter User Name and Password.

   Click [On] of "User Authentication Function of Main Unit" to use the user authentication information specified on the machine instead of the username and password for IPP authentication.

6. Click [OK].

   A message appears while settings are being done. You may need to wait a short time before proceeding to the next step.

7. Click [OK].

8. Log out of the machine, and then, exit the Web browser.

Encrypting Communication Between KDC and the Machine

You can encrypt communications between the machine and the Key Distribution Center (KDC) server when using Kerberos authentication with Windows or LDAP authentication to secure communication.

The supported encryption algorithm differs depending on the type of KDC server.

- Only Heimdal supports DES3-CBC-SHA1.

- To use DES-CBC-MD5 in the Windows Server operating system, enable it in the operating system settings.

1. Log in to the machine as the machine administrator from Web Image Monitor.

   page 401 "Logging in to the Machine as an Administrator"

2. Click [Configuration] on the [Device Management] menu.

3. Click [Kerberos Authentication] in the "Device Settings" category.

4. Select the encryption algorithm to enable.

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

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Preventing Information Leaks

Taking Measures to Prevent Information Leaks

Information leaks may be caused by loss of documents or data, or by human error. The information asset in the machine will be safer by decreasing these problems and promoting user awareness of file management.
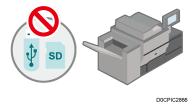
Restricting access to the Address Book

D0CPIC2865

Restricts the method to specify destinations with the Fax or Scanner function to avoid sending data to an unintended address.

page 481 "Preventing Information Leaks by Sending Data to a Wrong Destination"
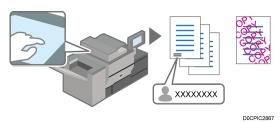
Restricting use of the media slot

D0CPIC2866

Disables the USB port on the side of the control panel to store scanned data and avoid data leaks.

page 483 "Preventing Information Leaks from the Media Slot"

Specifying the function to avoid leaving documents or unauthenticated copies

D0CPIC2867

- To avoid leaving printed documents in the machine, specifies to print the name of the user who performed printing on the output sheet or to use the control panel to perform printing.

- Specifies also to print embedded text to warn of unauthorized copying.
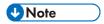
page 484 "Preventing Data Leaks from Printed Sheets"

Encrypting data in the internal storage or deleting data by overwriting

The internal storage of the machine stores all data about documents and users in the Address Book. The data in the internal storage can be encrypted or temporary data can be deleted by overwriting to avoid restoring the data.

page 495 "Encrypting Data to Prevent Data Leaks Caused by a Stolen or Disposed Machine"

🔽 **Note**
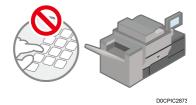
- See also the sections below on how to prevent information leaks:

page 493 "Controlling Access to Untrusted Websites from the Control Panel"

page 492 "Preventing Printing Personal Information in Fax Reports"

page 505 "Restricting Operations of the Customer Engineer without the Supervision of the Machine Administrator"

Preventing Information Leaks by Sending Data to a Wrong Destination

You can restrict the method to specify destinations with the Fax or Scanner function to avoid sending data to an unintended address.

Restricting manual entry of destinations (Restrict Use of Destinations)

- Select the destination to send data and prevent incorrect entry.

Restricting new registration of destinations in the Address Book (Restrict Adding of User Destinations)

D0CPIC2874

- If a wrong destination is registered, you may send data to an unintended destination repeatedly. Disable registering or editing destinations in the address book to avoid sending data repeatedly to a wrong destination.

- The user administrator can change the registered information, and the users can change their own password.

↓ Note

- You can prevent a fax transmission to a wrong destination with the Fax function.

  See "Preventing Transmission to the Wrong Destination", User Guide in English.

1. Log in to the machine as the user administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

   D0C9PA5240

4. Press [Settings for Administrator] ▶ [Security] ▶ [Extended Security Settings].

5. From the list next to Restrict Use of Destinations (Fax) or Restrict Adding of User Destinations (Fax), select [On].

   To restrict the method to specify destinations with the Scanner function, select [On] from the list next to Restrict Use of Destinations (Scanner) or Restrict Adding of User Destinations (Scanner).

   When specifying Restrict Adding of User Destinations first, you can also specify Restrict Use of Destinations.

6. Press [OK].

7. Press [Home] (), and then log out of the machine.

Preventing Information Leaks from the Media Slot

You can restrict use of the media slot to prevent information leaks.

Documents scanned on the machine can be stored to a USB memory device using the media slot on the side of the control panel. This function is useful, but it also increases the possibility of information leaks due to misplaced or stolen storage devices. Restrict the functions of the media slot according to your security policy.

D0CPIC2866

- The media slot can be used to store scanned documents to an external media or print documents stored on the media. You can disable only the scanning feature or disable both the scanning and printing features.

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Machine privilege as well.

page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Machine] ▶ [External Device] ▶ [Allow Media Slots Use].

5. For each condition, select whether to prohibit from the list.

- Store to Memory Storage Device: Select [Prohibit] to disable storing documents in memory storage devices.

- Print from Memory Storage Device: Select [Prohibit] to disable printing documents stored in memory storage devices.

6. Press [OK].

7. Press [Home] (⌂), and then log out of the machine.
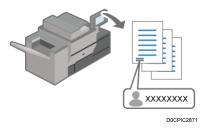
Preventing Data Leaks from Printed Sheets

Confidential or private information printed on paper may be copied improperly or stolen, leading to data leaks.
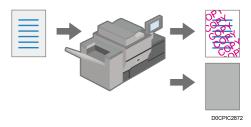
The following functions in the machine can promote user awareness of file management and discourage unauthorized copying or leaving of printed sheets.

Adding the name of the user printing the job on printed sheets (Compulsory Security Stamp)

D0CPIC2871

Always adding a printed name can promote user awareness of file management.

Warning unauthorized copying (Unauthorized Copy Prevention/Data Security for Copying)

D0CPIC2872

You can add specified text to documents copied or printed in the machine. See the sections below for details about these functions:

- Copier/Document Server function:

  See "Preventing Unauthorized Copies", User Guide in English.

- Printer function:

  See "Applying the Unauthorized Copy Prevention Function When Printing", User Guide in English.

You can enable these functions even if users do not use them.

Always storing print jobs in the machine

The print jobs are always stored in the machine before printing on paper regardless of the settings on the printer driver.

Users must operate the control panel on the machine to perform print jobs. The user can retrieve the printed sheets soon after printing.

Specifying the Compulsory Security Stamp Function

Specify the location to stamp user information such as a login user name.

Compulsory Security Stamp can be used with the Copier, Document Server, Fax, and Printer functions.

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1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security Pattern/Stamp privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Security Pattern/Stamp] ▶ [Compulsory Security Stamp: Copier].

   To specify the compulsory security stamp function for the functions other than the Copier function, press [Compulsory Security Stamp: Document Server], [Compulsory Security Stamp: Fax], or [Compulsory Security Stamp: Printer].

5. From the list next to Compulsory Security Stamp: Copier, Compulsory Security Stamp: Document Server, Compulsory Security Stamp: Fax, or Compulsory Security Stamp: Printer, select [On], and then specify the stamp information and position.

   - Date/Time: Prints the job output time.
   - Printout User Name:

- • Stamp User Name: Prints the name in the address book.

- • Stamp Login User Name: Prints the user code or login user name in the authentication information in the address book.

- • Machine ID: Prints the serial number of the machine. You can view the serial number by pressing [Settings] ▶ [Inquiry].

  See "Checking the Serial Number of the Machine Using the Control Panel", User Guide in English.

- • IP Address: Prints the IP address of the machine.

- • Stamp Position: Select the stamp position.

- • Adjust Stamp Position: Enter a value or adjust the position by pressing the arrow button.

6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.
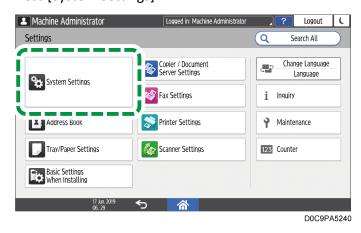
Specifying the Unauthorized Copy Prevention Function

This function can be used with the Copier, Document Server, and Printer functions.

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security Pattern/Stamp privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

D0C9PA5240

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4. Press [Settings for Administrator] ▶ [Security Pattern/Stamp] ▶ [Unauthorized Copy Prevention Printing: Copier].
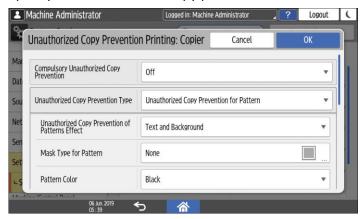
To specify the unauthorized copy prevention function for the functions other than the Copier function, press [Unauthorized Copy Prevention Printing: Document Server] or [Unauthorized Copy Prevention Printing: Printer].

5. Specify the unauthorized copy prevention function.

Basic settings of [Unauthorized Copy Prevention Printing: Copier] / [Unauthorized Copy Prevention Printing: Document Server]

Setting	Description

Compulsory Unauthorized Copy Prevention	Select whether to make printing of the embedded pattern mandatory.
	
	• Off:
	
	  Printing of the embedded pattern is not mandatory. Users can specify whether to print with the embedded pattern and can specify its settings from the Copier/Document Server screen.
	
	• On: User Can Change Some Settings:
	
	  Printing of the embedded pattern is mandatory. Users can specify the embedded pattern settings except for type and thickness from the Copier/Document Server screen.
	
	• On: User Cannot Change Settings:
	
	  Printing of the embedded pattern is mandatory. Users cannot specify the embedded pattern settings from the Copier/Document Server screen.

Unauthorized Copy Prevention Type	Select the type of unauthorized copy prevention. • Data Security for Copying:

Setting	Description

	Protects documents by printing a gray pattern when making unauthorized copies.
	
	 • Unauthorized Copy Prevention for Pattern:
	
	 Adds text or a pattern to unauthorized copies of documents. When you select an unauthorized copy prevention pattern, you need to specify the effect, mask pattern, density, and so on.
	
	    • Unauthorized Copy Prevention of Patterns Effect: Specify a combination of text and a pattern.
	
	    • Mask Type for Pattern: Select from among 11 types.
	
	    • Pattern Color: Select a color from among Black, Cyan, and Magenta.
	
	    • Pattern Density: Select one of 5 levels of gradation.

Data Security for Copying Effect	Specify a combination of text and a pattern.
Text Selection	Select a text string for Text Selection from among the standard text strings such as User Name, Date & Time, or custom text. You can specify the point size, text position, and angle for the selected text string, as well as whether to repeat the selected text string. When repeating the selected text string, you can also specify the carriage return space.

Basic settings of [Unauthorized Copy Prevention Printing: Printer]

Setting	Description
Unauthorized Copy Prevention Setting	Specify whether to enable unauthorized copy prevention. • On: Enables the unauthorized copy prevention function specified in the machine regardless of the settings on the printer driver. • Off:

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Setting	Description
	Disables the unauthorized copy prevention function specified in the machine. If the unauthorized copy prevention function is specified in the printer driver, the machine performs print jobs according to the specified settings.
Compulsory Unauthorized Copy Prevention	Select the contents of unauthorized copy prevention and their priority. • Driver/Command: The added pattern is not printed. Specify the unauthorized copy prevention function on the control panel or in the printer driver as necessary. • Driver/Command (Most Settings): The settings specified in the machine are applied to the mask type for pattern, color, and density, and the settings specified on the control panel or in the printer driver are applied to the other items. • Machine Setting(s): The settings specified in the machine are applied to printing.

Unauthorized Copy Prevention Type	Select the type of unauthorized copy prevention.
	
	• Data Security for Copying:
	
	Protects documents by printing a gray pattern when making unauthorized copies.
	
	• Unauthorized Copy Prevention for Pattern:
	
	Adds text or a pattern to unauthorized copies of documents. When you select an unauthorized copy prevention pattern, you need to specify the effect, mask pattern, density, and so on.
	
	  • Unauthorized Copy Prevention of Patterns Effect: Specify a combination of text and a pattern.
	
	  • Mask Type for Pattern: Select from among 11 types.
	
	  • Pattern Color: Select a color from among Black, Cyan, and Magenta.
	
	  • Pattern Density: Select one of 5 levels of gradation.

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Setting	Description
Data Security for Copying Effect	Specify a combination of text and a pattern.
Text Selection	Select a text string for Text Selection from among the standard text strings such as User Name, Date & Time, custom text, or "Do not copy". You can specify the font, point size, text position, and angle for the selected text string, as well as whether to repeat the selected text string. When repeating the selected text string, you can also specify the carriage return space.

6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.

⬇️**Note**
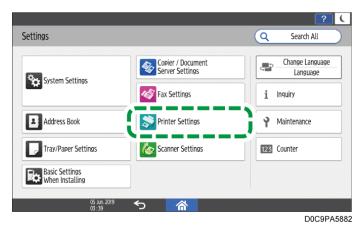
- To gray out the contents of the original embedded with the text for Data Security for Copying when the original is scanned by the Copier or Scanner function or stored it in the Document Server, press [System Settings] ▶ [Settings for Administrator] ▶ [Security Pattern/Stamp] ▶ [Detect Data Security for Copying], and then specify [On].
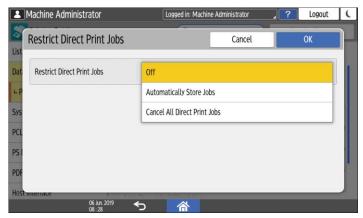
Specifying the Restrict Direct Print Jobs Function

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Printer Settings privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [Printer Settings].

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4. Press [Data Management/Maintenance] ▶ [Print Jobs] ▶ [Restrict Direct Print Jobs].

5. From the list next to Restrict Direct Print Jobs, select [Automatically Store Jobs].

If you select [Cancel All Direct Print Jobs], all print jobs to print are canceled without being stored.

6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.

Preventing Printing Personal Information in Fax Reports

You can specify not to print destinations or sender names in the reports output in the Fax function such as communication result reports or communication failure reports.

In some settings of the Fax function, lists and reports are printed automatically and may be left in the output tray. They can be carried away or lost. Specify not to print personal information in these lists and reports to prevent information leaks.

1. Log in to the machine as the machine administrator on the control panel.

page 401 "Logging in to the Machine as an Administrator"

When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Fax Settings privilege as well.
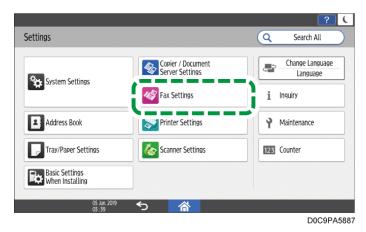
page 414 "Logging in to the Machine as a Custom-Privileges Administrator"
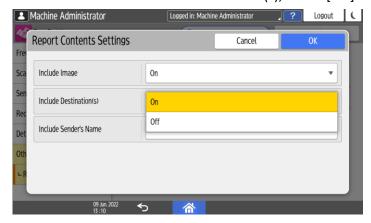
2. On the Home screen, press [Settings].

3. Press [Fax Settings].

D0C9PA5887

4. Press [Others] ▶ [Report Output Settings] ▶ [Report Contents Settings].

5. From the list next to Include Destination(s), select [Off].

6. From the list next to Include Sender's Name, select [Off].

7. Press [OK].

8. Press [Home] (⌂), and then log out of the machine.

Controlling Access to Untrusted Websites from the Control Panel

You can specify to display a warning message on the screen when a user accesses an untrusted Website.

Reminding users not to access Websites whose security or script is not certain decreases the possibility of data leaks and tampering.

Websites with at least one of the following conditions cannot be trusted:

- It does not issue a certificate.
- An unknown source issues the site's certificate.
- The site's certificate has expired.

⬇Note

- You need a root certificate (root CA certificate). In advance, prepare a certificate issued by the certificate authority who signed the server certificate or a certificate from a higher certificate authority.
- A PEM (Base64 Encoded X.509) root certificate can be imported.
- Enable SSL/TLS on the machine in advance.

    page 464 "Encrypting Network Communication"

Install the certificate of the Website to enable the Root Certificate Check function.

1. Log in to the machine as the network administrator from Web Image Monitor.

    page 401 "Logging in to the Machine as an Administrator"

2. Click [Configuration] on the [Device Management] menu.
3. Click [Root Certificate] in the "Security" category.
4. Click [Active] of "Root Certificate Check" to import the site certificate.

    1. For "Root Certificate to Import", select a root certificate file to import.
    2. Click [Import].

        Check that the imported certificate's status is "Trustworthy".

5. Click [OK].

6. Log out of the machine, and then exit the Web browser.

Encrypting Data to Prevent Data Leaks Caused by a Stolen or Disposed Machine

By encrypting data on the internal storage of the machine, you can prevent possible data leaks when you replace or dispose of the machine, or even if the machine were to be stolen.

Encrypting data on the internal storage

D0CPIC2869

Encryption is an effective measure against data leaks. Be sure to keep the encryption key secure to use for decryption. Print it on a sheet or save it to a USB flash memory device.

Overwriting data to prevent restoration

D0CPIC2870

You can delete data that you do not want to be restored. The Auto Erase Memory Setting function deletes the data temporarily stored on the machine for copying or printing, and the Erase All Memory function deletes all data and initializes the internal storage of the machine.

The Auto Erase Memory Setting function is available only when the machine is equipped with the HDD option.

Changing the SSD authentication code

The Enhanced Security SSD Option attached to the machine protects the Solid State Drive (SSD) from tampering.

The self-encrypting function equipped with the Enhanced Security SSD Option encrypts all data stored in the machine. Also, the Enhanced Security SSD Option can authenticate the equipment connected to the SSD based on the Authentication Code. This function prevents the SSD data from being decrypted as long as the SSD authentication code is not known even if the SSD were to be removed and connected to an analyzer.

10

Encrypting Data on the Internal Storage

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

You can encrypt data contained in the Address Book, authentication information, and stored documents to prevent data leaks in case the internal storage is removed from the machine.

Once encryption is enabled, all data subsequently stored on the machine will be encrypted.

The encryption algorithm used in the machine is AES-256.

⭐ **Important**
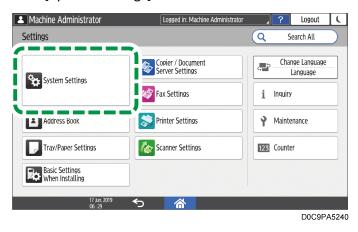
- **If your machine is equipped with the Enhanced Security SSD Option, data on the internal storage is always encrypted. Therefore, this function only encrypts the machine's NVRAM data.**

- **The machine cannot be operated while encrypting data, updating the encryption key, or canceling encryption.**

- **Do not turn off the power of the machine while encrypting data, updating the encryption key, or canceling encryption. If you turn off the power, the internal storage may be damaged and all data may be unusable.**

- **If the encryption key update was not completed, the created encryption key will not be valid.**

- **After completing this procedure on the machine's control panel, turn off the main power and restart the machine to enable the new settings by turning it back on. Restarting can be slow when there is data to be carried over to the internal storage.**

- **The encryption process takes several hours. Once the encryption process starts, it cannot be stopped.**

- **The encryption key is required for data recovery or migration to another machine. Be sure to keep the encryption key secure by printing it on a sheet or storing it in a USB flash memory device.**

- **To transfer data from the machine to another machine, you must decrypt the encrypted data. Contact your service representative for data migration.**

- **If you specify both the Erase All Memory function and the encryption function, the Erase All Memory function is performed first. Encryption starts after the Erase All Memory function has been completed and the machine has been rebooted.**

- **If you use the Erase All Memory function and the encryption function simultaneously, and select overwrite 3 times for the Random Numbers overwriting method, the process will take up to 7 hours. Re-encrypting from an already encrypted state takes the same amount of time.**

- **Rebooting will be faster if there is no data to carry over to the internal storage and if encryption is set to [Format All Data], even if all data on the internal storage is formatted. Before you perform encryption, we recommend you back up important data such as the Address Book and all data stored in Document Server.**

- **When disposing of a machine, completely erase the memory. For details about erasing all the memory, see page 502 "Initializing the Machine with the Erase All Memory Function".**

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the File Management privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [File Management] ▶ [Machine Data Encryption Settings].

5. Press [Encrypt].

6. Select one of the options from among [All Data], [File System Data Only], and [Format All Data] to encrypt the data.
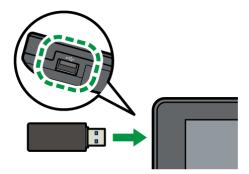
   The initial settings of the machine are not initialized regardless of the option you select.

   • All Data: Encrypts all data.

   • File System Data Only: The following data are encrypted or initialized:

      • Data that are encrypted

         Address Book, registered fonts, job logs, access logs, thumbnail images of stored documents, sent/received e-mail, documents transferred to the document management server, files received by Mail to Print, spooled jobs
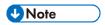
      • Data that are initialized

         Stored documents (documents in the Document Server, documents related to Locked Print/Sample Print/Stored Print/Hold Print, documents of fax stored reception), registered data (stamps/forms)

   • Format All Data: Initializes all data without encryption. The NVRAM data (memory that remains even after the machine is turned off) will not be deleted (initialized).

7. Select the location to store the encryption key.

   • Save to Media: Saves the encryption key to a USB flash memory device. Insert a USB flash memory device into the media slot, and then press [Save to Media] ▶ [OK].

- Print on Paper: Prints the encryption key on a sheet of paper. Press [Print on Paper] ▶ [Print].

8. Press [OK].

9. When the confirmation dialog is displayed, press [Exit].

10. Press [Home] (⌂), and then log out of the machine.

11. Turn off the main power of the machine, and then turn it back on.

   When the main power is turned on, the machine starts to convert the data on the memory. Wait until the message "Memory conversion complete. Turn the main power switch off." appears. After that, turn off the main power again.

⬇ **Note**

- If the data has been encrypted, you can decrypt the data, update the encryption Key, or back up the data in Step 5.
  - Update Encryption Key: Encrypts data again and creates a new encryption Key.
  - Cancel Encryption: Cancels encryption.
  - Back Up Encryption Key: Makes a backup of the encryption key. The encryption setting is not changed.

Enabling the Auto Erase Memory Setting Function

When the machine is equipped with the HDD option, you can overwrite and erase job data that was temporarily stored on the machine when using certain functions.

⭐ **Important**
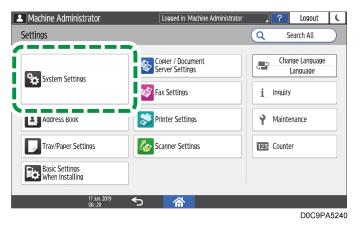
- **When the Auto Erase Memory Setting function is set to [On], temporary data that remained on the hard disk while the Auto Erase Memory Setting function was set to [Off] might not be overwritten.**
- **If the main power switch is turned off before the Auto Erase Memory Setting process is completed, overwriting will stop and data will be left on the hard disk. Do not stop the overwrite mid-process. Doing so will damage the hard disk.**
- **If the main power switch is turned off before the Auto Erase Memory Setting process is completed, overwriting will continue once the main power switch is turned back on.**

10

- **If an error occurs before the overwriting process is completed, turn off the main power. Turn it back on, and then repeat from Step 1.**

- **The machine will not enter Sleep mode until the overwriting process is completed.**

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Data Management privilege as well.

   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

   D0C9PA5240
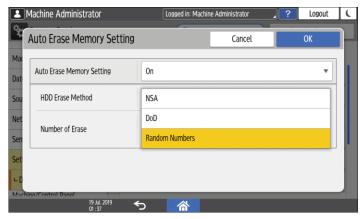
4. Press [Settings for Administrator] ▶ [Data Management] ▶ [Auto Erase Memory Setting].

5. From the list next to Auto Erase Memory Setting, select [On], and then select an erase method.

   The default erase method is [Random Numbers], and the default number of overwrites is [3].

   - NSA[*1]: Overwrites data twice with random numbers and once with zeros.

- DoD[*2]: Overwrites data with a random number, then with its complement, then with another random number, and the data is verified.

- Random Numbers: Overwrites data multiple times with random numbers. Select the number of overwrites from one to nine.

*1 National Security Agency (U.S.A)

*2 Department of Defense (U.S.A)

6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.

⬇ **Note**

- If you enable the Auto Erase Memory Setting function along with the data encryption function, the overwriting data will also be encrypted.

To check the overwriting process on the control panel

When the Auto Erase Memory Setting function is enabled, the data overwrite icon is displayed at the bottom right of the control panel screen to indicate the status of data that is not overwritten.

⭐ **Important**

- **The machine will not enter Sleep mode while overwriting is in progress. When overwriting has been completed, the machine enters Sleep mode.**

- **Do not turn off the main power of the machine while overwriting is in progress. Be sure to check the data status with the data overwrite icon on the screen.**

- **Even though there is Hold Print/Stored Print/Locked Print/Sample Print data in the hard disk, the "No data remains" icon is displayed as the data overwrite icon.**

There is data to be overwritten.	This icon lights up when there is data to be overwritten, and flashes during overwriting.
🗄	Overwriting starts automatically once the job is completed.

10

	The Copier, Fax, and Printer functions take priority over the Auto Erase Memory Setting function. Overwriting will start after the job is completed.
No data remains.	The trash box of the icon is empty when there is no data to be overwritten.
	This icon is also displayed when there is Hold Print/Stored Print/Locked Print/Sample Print data in the hard disk.

⬇**Note**

- As data scanned enabling the read-ahead function of the TWAIN driver is stored on the HDD, it can be overwritten. Data scanned without enabling the read-ahead function is not overwritten.
- If the data overwrite icon indicates that there is data to be overwritten while there is no data to be overwritten, turn off the main power of the machine. Turn it on again and see if the icon changes to indicate that there is no data to be overwritten. If it does not change, contact your service representative.
- If the data overwrite icon is not displayed, first check if the Auto Erase Memory Setting function is set to [Off]. If the icon is not displayed even though the Auto Erase Memory Setting function is set to [On], contact your service representative.

Initializing the Machine with the Erase All Memory Function

Overwrite and erase all data stored on the internal storage when you relocate or dispose of the machine. The device settings stored on the machine's memory are initialized.

⭐**Important**

- **If your machine is equipped with the Enhanced Security SSD Option, the SSD automatically discards the encryption key, making it impossible to decrypt the data on the SSD before the data is erased using the selected overwriting method.**
- **If the main power switch is turned off before the Erase All Memory process is completed, overwriting will be stopped and data will be left on the internal storage. Do not stop the overwrite mid-process. Doing so will damage the internal storage. While the overwriting process is in progress, make sure that no one turns off the main power or operates the machine.**
- **Before you start the Erase All Memory process, we recommend that you back up the user codes, the counters for each user code, and the Address Book. You can back up the user codes and the counters for each user code using Device Manager NX. For details, see Device Manager NX Help. You can back up the Address Book using the control panel.**

  See "Backing Up/Restoring the Address Book Using Control Panel", User Guide in English.

10
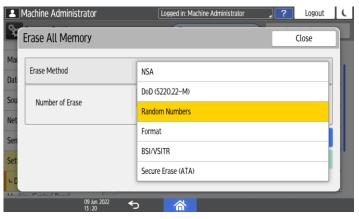
- **If the method of Random Numbers is selected and overwrite three times is set, the Erase All Memory process takes up to 5 hours. You cannot operate the machine during overwriting.**

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Data Management privilege as well.
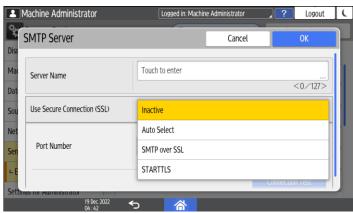
   page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Data Management] ▶ [Erase All Memory].

5. From the list next to Erase Method, select an erase method.

   The default erase method is [Random Numbers], and the default number of overwrites is [3].

- NSA[1]: Overwrites data twice with random numbers and once with zeros.

- DoD (5220.22-M)[2]: Overwrites data with a random number, then with its complement, then with another random number, and the data is verified.

- Random Numbers: Overwrites data multiple times with random numbers. Select the number of overwrites from one to nine.

- Format: Formats the internal storage. Data is not overwritten.

- BSI/VSITR: Overwrites data seven times with the fixed value (for example: 0x00).

- Secure Erase (ATA): Overwrites data using an algorithm that is built in to the internal storage.

*1 National Security Agency (U.S.A)

*2 Department of Defense (U.S.A)

6. Press [Erase].

7. Press [Yes].

8. When the Erase All Memory process is completed, press [Exit], and then turn off the main power of the machine.

⬇️**Note**

- If the main power of the machine is turned off before the Erase All Memory process is completed, overwriting will start over when the main power is turned back on.

- If an error occurs before overwriting is completed, turn off the main power of the machine. Turn it back on, and then repeat from Step 1.

- To print the erase result, press [System Settings] ▶ [Settings for Administrator] ▶ [Data Management] ▶ [Erase All Memory], and then press [Print Report].

- Initialize the settings on the control panel as necessary. Press [System Settings] ▶ [Settings for Administrator] ▶ [Data Management] ▶ [Restore Default Control Panel Settings] to initialize the data, including the individual application settings and cache memory.

Changing the SSD Authentication Code

To securely protect confidential information stored on the attached Enhanced Security SSD Option, change the SSD authentication code when the machine is installed and at regular intervals (using 8 to 32 alphanumeric characters).

⭐**Important**

- **The SSD authentication code currently specified is not displayed on the screen of the machine to protect data.**

- **Prevent the SSD authentication code from being leaked so that the data remains secure.**

1. Log in to the machine as the machine administrator on the control panel.

   page 401 "Logging in to the Machine as an Administrator"

   When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Security] ▶ [SSD Authentication Code].

5. Press [Change].

6. Enter the authentication code, and then press [OK].

7. Press [OK].

8. Press [Home] (⌂), and then log out of the machine.

Restricting Operations of the Customer Engineer without the Supervision of the Machine Administrator

You can restrict the customer engineer's access to the service mode when performing inspection or repair.

A customer engineer needs permission from the machine administrator to use the service mode. This ensures that the machine cannot be operated without the supervision of the machine administrator.

1. Log in to the machine as the machine administrator on the control panel.

page 401 "Logging in to the Machine as an Administrator"

When custom-privileges administrators are registered, you can log in to the machine as a custom-privileges administrator with the Security privilege as well.

page 414 "Logging in to the Machine as a Custom-Privileges Administrator"

2. On the Home screen, press [Settings].

3. Press [System Settings].

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4. Press [Settings for Administrator] ▶ [Security] ▶ [Service Mode Lock].

5. From the list next to Service Mode Lock, select [On].

6. Press [OK].

7. Press [Home] (🏠), and then log out of the machine.

11. Specifications

Specifications for 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.
- When you load the following types of paper, you may hear a buzzing sound. This does not affect the performance.
  - Translucent paper
  - Postcards
  - Small size paper
- The printing speed may be lower depending on the paper size or paper type.

Tray 1

Paper type and weight	Paper size	Paper capacity
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 8	🌐Region A(Europe and Asia) A4▭ 🌐Region B(mainly North America) $8^1/_2$ × 11▭	1,250 sheets × 2

Tray 1 (A3/11 × 17 tray unit)

Paper type and weight	Paper size	Paper capacity
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1 – Paper Weight 8	🌐Region A (mainly Europe and Asia) A3▭ 🌐Region B (mainly North America) 11 × 17▭	1,000 sheets

11

Paper type and weight	Paper size	Paper capacity
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1 – Paper Weight 8	[*1] 🌐 Region A (mainly Europe and Asia) A4, B4 JIS▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11 🌐 Region B (mainly North America) A3▭, A4, B4 JIS▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11	1,000 sheets
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1 – Paper Weight 8	Custom size[*2]: 🌐 Region A (mainly Europe and Asia) Vertical: 210.0–305.0 mm Horizontal: 210.0–439.0 mm 🌐 Region B (mainly North America) Vertical: 8.27–12.00 inches Horizontal: 8.27–17.28 inches	1,000 sheets

*1 To load paper any of the sizes specified above, contact your service representative.

*2 For details about how to load custom size paper, contact your service representative.

Trays 2 and 3

Paper type and weight	Paper size	Paper capacity
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1 – Paper Weight 8	Paper sizes that can be detected automatically: 🌐 Region A (mainly Europe and Asia) A3▭, A4, A5▭, B4 JIS▭, B5 JIS, 8^1/$_2$ × 11▭, 13 × 19▭, SRA3▭ 🌐 Region B (mainly North America) A4▭, B5 JIS▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11, 7^1/$_4$ × 10^1/$_2$▭, 5^1/$_2$ × 8^1/$_2$▭, 12 × 18▭, 13 × 19▭	550 sheets

Paper type and weight	Paper size	Paper capacity
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1 – Paper Weight 8	Select the paper size using the Tray Paper Settings menu: 🌐Region **A** (mainly Europe and Asia) A5▭, A6▭, B6 JIS▭, 11 × 17 ▭, 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/$_2$, 8K▭, 16K, 12 × 18 ▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, 13 × 19^1/$_5$▭, 12^3/$_5$ × 19^1/$_5$▭, 12^3/$_5$ × 18^1/$_2$▭, 13 × 18▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, 8^1/$_2$ × 13^2/$_5$▭, 8^1/$_2$ × 13^1/$_2$▭ 🌐Region **B** (mainly North America) A3▭, A4▭, A5, A6▭, B4 JIS▭, 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/$_2$▭, 8K▭, 16K, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, 13 × 19^1/$_5$▭, 12^3/$_5$ × 19^1/$_5$▭, 12^3/$_5$ × 18^1/$_2$▭, 13 × 18▭, SRA3▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, 8^1/$_2$ × 13^2/$_5$▭, 8^1/$_2$ × 13^1/$_2$▭	550 sheets
52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1 – Paper Weight 8	Custom size: 🌐Region **A** (mainly Europe and Asia) Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm 🌐Region **B** (mainly North America) Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	550 sheets

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Paper type and weight	Paper size	Paper capacity
HIgh Closs[1] Coated Paper (Matte) [1] Coated Paper (Glossy) [1] 73.3–256.0 g/m^2 (19.6 Bond–141.0 lb. Index)	Paper sizes that can be detected automatically: Region A (mainly Europe and Asia) A3▭, A4, A5▭, B4 JIS▭, B5 JIS, 8^1/$_2$ × 11▭, 13 × 19▭, SRA3▭ Region B (mainly North America) A4▭, B5 JIS▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11, 7^1/$_4$ × 10^1/$_2$▭, 5^1/$_2$ × 8^1/$_2$▭, 12 × 18▭, 13 × 19 ▭	550 sheets
HIgh Closs[1] Coated Paper (Matte) [1] Coated Paper (Glossy) [1] 73.3–256.0 g/m^2 (19.6 Bond–141.0 lb. Index)	Select the paper size using the Tray Paper Settings menu: Region A (mainly Europe and Asia) A5▭, A6▭, B6 JIS▭, 11 × 17 ▭, 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/$_2$, 8K▭, 16K, 12 × 18 ▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, 13 × 19^1/$_5$▭, 12^3/$_5$ × 19^1/$_5$▭, 12^3/$_5$ × 18^1/$_2$▭, 13 × 18▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, 8^1/$_2$ × 13^2/$_5$▭ Region B (mainly North America) A3▭, A4▭, A5, A6▭, B4 JIS▭, 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/$_2$▭, 8K▭, 16K, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, 13 × 19^1/$_5$▭, 12^3/$_5$ × 19^1/$_5$▭, 12^3/$_5$ × 18^1/$_2$▭, 13 × 18▭, SRA3▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, 8^1/$_2$ × 13^2/$_5$▭	550 sheets

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Paper type and weight	Paper size	Paper capacity
HIgh Closs[*1] Coated Paper (Matte) [*1] Coated Paper (Glossy) [*1] 73.3–256.0 g/m^2 (19.6 Bond–141.0 lb. Index)	Custom size: Region **A** (mainly Europe and Asia) Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm Region **B** (mainly North America) Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	550 sheets
Tab stock[*2] 101.0–300.0 g/m^2 (27.1 lb. Bond–165.0 lb. Index)	A4▯, 8^1/$_2$ × 14▯, 8^1/$_2$ × 11▯	200 sheets
Envelopes 150.1–256.0 g/m^2 (55.1 lb. Cover–141.0 lb. Index)	Select the paper size using the Tray Paper Settings menu: 4^1/$_8$ × 9^1/$_2$▯, C5 Env, C6 Env▯, DL Env▯	• ▯: 50 sheets • ▯: Double flap: 15 sheets Single flap: 25 sheets

*1 You can only feed paper from the paper tray on which the optional feed roller unit is mounted.

*2 The tab sheet holder is required.

Bypass Tray

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9[*7]	Paper sizes that can be detected automatically: Region **A** (mainly Europe and Asia) A3▯, A4, A5, A6▯, B4 JIS▯, B5 JIS, B6 JIS▯, 13 × 19▯, SRA3 ▯ Region **B** (mainly North America)	• 250 sheets • Paper Weight 5: 100 sheets • Paper Weight 6– Paper Weight 7: 50 sheets • Paper Weight 8: 40 sheets • Paper Weight 9: 35 sheets

11

Paper type and weight	Paper size	Paper capacity
	11 × 17⊏, 8^1/$_2$ × 11, 5^1/$_2$ × 8^1/$_2$, 12 × 18⊏, 13 × 19⊏, SRA3⊏	
52.3–360.0 g/m^2 (14.0 Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	[1] ⊕Region A (mainly Europe and Asia) 11 × 17⊏, 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/$_2$, 12 × 18⊏, 11 × 15⊏, 11 × 14⊏, 10 × 15⊏, 10 × 14⊏, 13 × 19^1/$_5$⊏, 12^3/$_5$ × 19^1/$_5$⊏, 12^3/$_5$ × 18^1/$_2$⊏, 13 × 18⊏, SRA4, 226 × 310 mm, 310 × 432 mm⊏, 8^1/$_2$ × 13^2/$_5$⊏, 8^1/$_2$ × 13^1/$_2$⊏, 4^1/$_5$ × 5^1/$_2$⊏ ⊕Region B (mainly North America) A3⊏, A4, A5, A6⊏, B4 JIS⊏, B5 JIS, B6 JIS⊏, 8^1/$_2$ × 14⊏, 8^1/$_2$ × 13⊏, 8^1/$_4$ × 14⊏, 8^1/$_4$ × 13⊏, 8 × 13⊏, 8 × 10⊏, 7^1/$_4$ × 10^1/$_2$, 11 × 15⊏, 11 × 14⊏, 10 × 15⊏, 10 × 14⊏, 13 × 19^1/$_5$⊏, 12^3/$_5$ × 19^1/$_5$⊏, 12^3/$_5$ × 18^1/$_2$⊏, 13 × 18⊏, SRA4, 226 × 310 mm, 310 × 432 mm⊏, 8^1/$_2$ × 13^2/$_5$⊏, 8^1/$_2$ × 13^1/$_2$⊏, 4^1/$_5$ × 5^1/$_2$⊏	• 250 sheets • Paper Weight 5: 100 sheets • Paper Weight 6– Paper Weight 7: 50 sheets • Paper Weight 8: 40 sheets • Paper Weight 9: 35 sheets
52.3–360.0 g/m^2 (14.0 Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	Custom size[2]: ⊕Region A (mainly Europe and Asia) Vertical: 90.0–330.2 mm Horizontal: 139.7–1300.0 mm[3] ⊕Region B (mainly North America) Vertical: 3.55–13.00 inches	• 250 sheets[4] • Paper Weight 5: 100 sheets • Paper Weight 6– Paper Weight 7: 50 sheets • Paper Weight 8: 40 sheets

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Paper type and weight	Paper size	Paper capacity
	Horizontal: 5.50–51.18 inches[*3]	• Paper Weight 9: 35 sheets
Translucent paper	A3⊐, A4, B4 JIS⊐, B5 JIS	125 sheets
Transparencies	A4, $8^1/_2 \times 11$	125 sheets
High Gloss Coated Paper (Matte) Coated Paper (Glosy) 73.3–256.0 g/m² (19.6 Bond–141.0 lb. Index)	Paper sizes that can be detected automatically: 🌐 Region A (mainly Europe and Asia) A3⊐, A4, A5, A6⊐, B4 JIS⊐, B5 JIS, B6 JIS⊐, 13 × 19⊐, SRA3⊐ 🌐 Region B (mainly North America) 11 × 17⊐, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$, 12 × 18⊐, 13 × 19⊐, SRA3⊐	• 250 sheets • Paper Weight 5: 100 sheets • Paper Weight 6– Paper Weight 7: 50 sheets • Paper Weight 8: 40 sheets • Paper Weight 9: 35 sheets *6
High Gloss Coated Paper (Matte) Coated Paper (Glosy) 73.3–256.0 g/m² (19.6 Bond–141.0 lb. Index)	*1 🌐 Region A (mainly Europe and Asia) 11 × 17⊐, $8^1/_2 \times 14$⊐, $8^1/_2 \times 13$⊐, $8^1/_2 \times 11$, $8^1/_4 \times 14$⊐, $8^1/_4 \times 13$⊐, 8 × 13⊐, 8 × 10⊐, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 12 × 18⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, $13 \times 19^1/_5$⊐, $12^3/_5 \times 19^1/_5$⊐, $12^3/_5 \times 18^1/_2$⊐, 13 × 18⊐, SRA4, 226 × 310 mm, 310 × 432 mm⊐, $8^1/_2 \times 13^2/_5$⊐, $4^1/_5 \times 5^1/_2$⊐ 🌐 Region B (mainly North America) A3⊐, A4, A5, A6⊐, B4 JIS⊐, B5 JIS, B6 JIS⊐, $8^1/_2 \times 14$⊐, $8^1/_2 \times 13$⊐, $8^1/_4 \times 14$⊐, $8^1/_4 \times 13$⊐, 8 × 13⊐, 8 × 10⊐, $7^1/_4 \times 10^1/_2$,	• 250 sheets • Paper Weight 5: 100 sheets • Paper Weight 6– Paper Weight 7: 50 sheets • Paper Weight 8: 40 sheets • Paper Weight 9: 35 sheets *6

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Paper type and weight	Paper size	Paper capacity
	11×15▷, 11×14▷, 10×15▷, 10×14▷, $13 \times 19^1/_5$▷, $12^3/_5 \times 19^1/_5$▷, $12^3/_5 \times 18^1/_2$▷, 13×18▷, SRA4, 226×310 mm, 310×432 mm▷, $8^1/_2 \times 13^2/_5$▷, $4^1/_5 \times 5^1/_2$▷	
High Gloss Coated Paper (Matte) Coated Paper (Glosy) 73.3–256.0 g/m^2 (19.6 Bond–141.0 lb. Index)	Custom size[*2]: 🌐Region A (mainly Europe and Asia) Vertical: 90.0–330.2 mm Horizontal: 139.7–487.7 mm[*3] 🌐Region B (mainly North America) Vertical: 3.55–13.00 inches Horizontal: 5.50–19.20 inches[*3]	• 250 sheets[*4] • Paper Weight 5: 100 sheets • Paper Weight 6–Paper Weight 7: 50 sheets • Paper Weight 8: 40 sheets • Paper Weight 9: 35 sheets [*6]
Label paper (adhesive labels) 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)	A4, B4 JIS▷	1 sheet
Tab stock 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)	A4▷, $8^1/_2 \times 14$▷, $8^1/_2 \times 11$▷	50 sheets
Envelopes 150.1–300.0 g/m^2 (55.1 lb. Cover–165.0 lb. Index)	[*1, *5] $4^1/_8 \times 9^1/_2$, $3^7/_8 \times 7^1/_2$, C5 Env, C6 Env▷, DL Env	• ▷: 20 sheets • ▷: Double flap: 7 sheets Single flap: 10 sheets

*1 Select the paper size.

page 245 "Changing Tray Paper Settings"

*2 Enter the paper size.

page 245 "Changing Tray Paper Settings"

*3 If you want to print on paper that has a horizontal length of 87.8-1300.0 mm (19.21–51.18 inches), we recommend using the multi bypass banner sheet tray.

*4 When the multi bypass banner sheet tray is installed, you can load banner sheets that are from 487.8–1300.0 mm (about 19.21–51.18 inches) long. The number of sheets that you can load depends on the basis weight shown in the table below.

Paper thickness	Basis weight (g/m^2)	Paper capacity
Paper Weight 1 – Paper Weight 3	52.3–100.9	50 sheets
Paper Weight 4 – Paper Weight 5	101.0–150.0	25 sheets
Paper Weight 6 – Paper Weight 8	150.1–300.0	10 sheets

*5 Available paper sizes differ depending on the options that are installed.

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*6 If a paper jam occurs or if the machine makes a strange noise when feeding stacks of paper, feed the paper from the bypass tray one sheet at a time.

*7 For paper weight 9 (300.1-360.0 g/m2 (110.1-132.0 lb. Cover)), the paper can be loaded only with the grain running in the lateral direction.

LCIT RT5190

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	🌐Region **A** (mainly Europe and Asia) A4⊐ 🌐Region **B** (mainly North America) 8^1/$_2$ × 11⊐	4,400 sheets
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	*1 🌐Region **A** (mainly Europe and Asia) B5 JIS⊐, 8^1/$_2$ × 11⊐ 🌐Region **B** (mainly North America) A4⊐, B5 JIS⊐	4,400 sheets

*1 To load paper any of the sizes specified above, contact your service representative.

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LCIT RT5190 (Extension unit of LCIT RT5190)

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	🌐 Region A (mainly Europe and Asia) A4▯ 🌐 Region B (mainly North America) 8^1/$_2$ × 11▯	2,500 sheets
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	*1 🌐 Region A (mainly Europe and Asia) A4▱, B4 JIS▱, B5 JIS▱, 8^1/$_2$ × 14▱, 8^1/$_2$ × 11 🌐 Region B (mainly North America) A4, B4 JIS▱, B5 JIS▱, 8^1/$_2$ × 14 ▱, 8^1/$_2$ × 11▱	2,500 sheets

*1 To load paper any of the sizes specified above, contact your service representative.

LCIT RT5180

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)[5] Paper Weight 1 – Paper Weight 9	Paper sizes that can be detected automatically: 🌐 Region A (mainly Europe and Asia) A3▱, A4, A5, B4 JIS▱, B5 JIS▱, 11 × 17▱, 8^1/$_2$ × 11▱, 8 × 13▱, 5^1/$_2$ × 8^1/$_2$▱, SRA3▱ 🌐 Region B (mainly North America) A3▱, A4▱, A5▱, B4 JIS▱, B5 JIS▱, 11 × 17▱, 8^1/$_2$ × 11, 8 × 13▱, 5^1/$_2$ × 8^1/$_2$, 12 × 18▱	2,200 sheets

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Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)[*5] Paper Weight 1 – Paper Weight 9	Select the paper size using the Tray Paper Settings menu: Region A (mainly Europe and Asia) A6⊡[*1], B5 JIS⊡, B6 JIS⊡[*1], 8^1/$_2$ × 14⊡, 8^1/$_2$ × 13⊡, 8^1/$_2$ × 11⊡, 8^1/$_4$ × 14⊡, 8^1/$_4$ × 13⊡, 7^1/$_4$ × 10^1/$_2$, 5^1/$_2$ × 8^1/$_2$⊡, 8K⊡, 16K, 12 × 18⊡, 11 × 15⊡, 11 × 14⊡, 10 × 15⊡, 10 × 14⊡, 13 × 19^1/$_5$⊡, 13 × 19⊡, 12^3/$_5$ × 19^1/$_5$⊡, 12^3/$_5$ × 18^1/$_2$⊡, 13 × 18⊡, SRA4, 226 × 310 mm, 310 × 432 mm⊡, 8^1/$_2$ × 13^2/$_5$⊡, 8^1/$_2$ × 13^1/$_2$⊡, 4^1/$_5$ × 5^1/$_2$⊡[*1] Region B (mainly North America) A4⊡, A5⊡, A6⊡[*1], B5 JIS⊡, B6 JIS⊡[*1], 8^1/$_2$ × 14⊡, 8^1/$_2$ × 13⊡, 8^1/$_4$ × 14⊡, 8^1/$_4$ × 13⊡, 7^1/$_4$ × 10^1/$_2$, 8K⊡, 16K, 11 × 15⊡, 11 × 14⊡, 10 × 15⊡, 10 × 14⊡, 13 × 19^1/$_5$⊡, 13 × 19⊡, 12^3/$_5$ × 19^1/$_5$⊡, 12^3/$_5$ × 18^1/$_2$⊡, 13 × 18⊡, SRA3⊡, SRA4, 226 × 310 mm, 310 × 432 mm⊡, 8^1/$_2$ × 13^2/$_5$⊡, 8^1/$_2$ × 13^1/$_2$⊡, 4^1/$_5$ × 5^1/$_2$⊡	2,200 sheets
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)[*5] Paper Weight 1 – Paper Weight 9	Custom size: Region A (mainly Europe and Asia) Vertical: 100.0–330.2 mm[*1] Horizontal: 139.7–487.7 mm Region B (mainly North America) Vertical: 3.94–13.00 inches[*1]	2,200 sheets

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Paper type and weight	Paper size	Paper capacity
	Horizontal: 5.50–19.20 inches	
Translucent paper	A3⊐, A4, B4 JIS⊐, B5 JIS	1,000 sheets
Transparencies	A4, $8^1/_2 \times 11$	1,000 sheets
High Gloss Coated Paper (Matte) Coated Paper (Glossy) 73.3–360.0 g/m^2 (19.6 lb. Bond–198.0 lb. Index)[*5]	Paper sizes that can be detected automatically: 🌐Region **A** (mainly Europe and Asia) A3⊐, A4, A5, B4 JIS⊐, B5 JIS⊐, 11×17⊐, $8^1/_2 \times 11$⊐, 8×13⊐, $5^1/_2 \times 8^1/_2$⊐, SRA3⊐ 🌐Region **B** (mainly North America) A3⊐, A4⊐, A5⊐, B4 JIS⊐, B5 JIS⊐, 11×17⊐, $8^1/_2 \times 11$, 8×13⊐, $5^1/_2 \times 8^1/_2$, 12×18⊐	2,200 sheets [*4]
High Gloss Coated Paper (Matte) Coated Paper (Glossy) 73.3–360.0 g/m^2 (19.6 lb. Bond–198.0 lb. Index)[*5]	Select the paper size using the Tray Paper Settings menu: 🌐Region **A** (mainly Europe and Asia) A6⊐[*1], B5 JIS⊐, B6 JIS⊐[*1], $8^1/_2 \times 14$⊐, $8^1/_2 \times 13$⊐, $8^1/_2 \times 11$⊐, $8^1/_4 \times 14$⊐, $8^1/_4 \times 13$⊐, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$⊐, 8K⊐, 16K, 12×18⊐, 11×15⊐, 11×14⊐, 10×15⊐, 10×14⊐, $13 \times 19^1/_5$⊐, 13×19⊐, $12^3/_5 \times 19^1/_5$⊐, $12^3/_5 \times 18^1/_2$⊐, 13×18⊐, SRA4, 226 × 310 mm, 310 × 432 mm⊐, $8^1/_2 \times 13^2/_5$⊐, $4^1/_5 \times 5^1/_2$⊐[*1] 🌐Region **B** (mainly North America)	2,200 sheets [*4]

Paper type and weight	Paper size	Paper capacity
	A4$\square$, A5$\square$, A6$\square$[1], B5 JIS$\square$, B6 JIS$\square$[1], $8^1/_2 \times 14$$\square$, $8^1/_2 \times 13$ $\square$, $8^1/_4 \times 14$$\square$, $8^1/_4 \times 13$$\square$, $7^1/_4 \times 10^1/_2$, 8K$\square$, 16K, $11 \times 15$$\square$, $11 \times 14$$\square$, $10 \times 15$$\square$, $10 \times 14$$\square$, $13 \times 19^1/_5$$\square$, $13 \times 19$$\square$, $12^3/_5 \times 19^1/_5$$\square$, $12^3/_5 \times 18^1/_2$$\square$, $13 \times 18$$\square$, SRA3$\square$, SRA4, 226×310 mm, 310×432 mm$\square$, $8^1/_2 \times 13^2/_5$$\square$, $4^1/_5 \times 5^1/_2$$\square$	
High Gloss Coated Paper (Matte) Coated Paper (Glossy) 73.3–360.0 g/m^2 (19.6 lb. Bond–198.0 lb. Index)[5]	Custom size: ⊕Region **A** (mainly Europe and Asia) Vertical: 100.0–330.2 mm[1] Horizontal: 139.7–487.7 mm ⊕Region **B** (mainly North America) Vertical: 3.94–13.00 inches[1] Horizontal: 5.50–19.20 inches	2,200 sheets [4]
Label paper (adhesive labels) 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)[5]	A4, B4 JIS$\square$	20 sheet
Tab stock[2] 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)[5]	A4$\square$, $8^1/_2 \times 14$$\square$, $8^1/_2 \times 11$$\square$	1,000 sheets
Envelopes 150.1–360.0 g/m^2 (55.1 lb. Cover–165.0 lb. Index)[5]	[3] Select the paper size using the Tray Paper Settings menu: $4^1/_8 \times 9^1/_2$$\square$[1], C5 Env, C6 Env$\square$[1], DL Env$\square$[1]	10 sheets

*1 The postcard side fences are required to load paper that is between 100.0 and 139.2 mm (3.94 and 5.49 inches).

*2 The tab sheet fence is required.

*3 Available paper sizes differ depending on the options that are installed. For details about the available paper sizes for each option, see the specifications of each option.

*4 If a paper jam occurs or if the machine makes a strange noise when feeding stacks of paper, feed the paper from the bypass tray one sheet at a time.

*5 Supports paper weight between 300.1–360.0g/m^2 (Approx. 165.1–198.0 lb. Index): when using the designated paper.

Vacuum feed LCIT (Tray T1/T2)

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	Paper sizes that can be detected automatically:[*1] ⊕Region A (mainly Europe and Asia) A3⊐, A4, A5, B4 JIS⊐, 11 × 17 ⊐, 8^1/$_2$ × 14⊐, 8^1/$_2$ × 11⊐, 8 × 13⊐, 5^1/$_2$ × 8^1/$_2$⊐, 12 × 18⊐, 13 × 19^1/$_5$⊐, SRA3⊐, SRA4⊐ ⊕Region B (mainly North America) A3⊐, A4⊐, A5⊐, B4 JIS⊐, 11 × 17⊐, 8^1/$_2$ × 14⊐, 8^1/$_2$ × 11, 8 × 13⊐, 5^1/$_2$ × 8^1/$_2$, 12 × 18⊐, 13 × 19^1/$_5$⊐, SRA3⊐, SRA4⊐	2,440 sheets
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	Select the paper size using the Tray Paper Settings menu:[*2] ⊕Region A (mainly Europe and Asia)	2,440 sheets

Paper type and weight	Paper size	Paper capacity
	A6, B5 JIS, B6 JIS, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×10, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 8K, 16K, 11×15, 11×14, 10×15, 10×14, 13×19, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 13×18, SRA4, 226 × 310 mm, 310 × 432 mm, $8^1/_2 \times 13^2/_5$, $8^1/_2 \times 13^1/_2$, $4^1/_5 \times 5^1/_2$ ⊕Region **B** (mainly North America) A4, A5, A6, B5 JIS, B6 JIS, $8^1/_2 \times 13$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×10, $7^1/_4 \times 10^1/_2$, 8K, 16K, 11×15, 11×14, 10×15, 10×14, 13×19, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 13×18, SRA4, 226 × 310 mm, 310 × 432 mm, $8^1/_2 \times 13^2/_5$, $8^1/_2 \times 13^1/_2$, $4^1/_5 \times 5^1/_2$	
52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	Custom size:[1] ⊕Region **A** (mainly Europe and Asia) Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm ⊕Region **B** (mainly North America) Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	2,440 sheets [4]
Coated: Glossy[16] Coated: Matte[16]	Paper sizes that can be detected automatically:[1] ⊕Region **A** (mainly Europe and Asia)	[6]

Paper type and weight	Paper size	Paper capacity
66.0–360.0 g/m² (18.0 lb. Bond –198.0 lb. Index) Paper Weight 2 – Paper Weight 9	A3⊾, A4, A5, B4 JIS⊾, 11 × 17 ⊾, $8^1/_2$ × 14⊾, $8^1/_2$ × 11⊿, 8 × 13⊾, $5^1/_2$ × $8^1/_2$⊾, 12 × 18⊾, 13 × $19^1/_5$⊾, SRA3⊾, SRA4⊿ 🌐Region B (mainly North America) A3⊾, A4⊿, A5⊾, B4 JIS⊾, 11 × 17⊾, $8^1/_2$ × 14⊾, $8^1/_2$ × 11, 8 × 13⊾, $7^1/_4$ × $10^1/_2$⊿, $5^1/_2$ × $8^1/_2$, 12 × 18⊾, 13 × $19^1/_5$⊾, SRA3 ⊾, SRA4⊿	
Coated: Glossy[16] Coated: Matte[16] 66.0–360.0 g/m² (18.0 lb. Bond –198.0 lb. Index) Paper Weight 2 – Paper Weight 9	Select the paper size using the Tray Paper Settings menu:[2] 🌐Region A (mainly Europe and Asia) A6⊾, B5 JIS, B6 JIS⊾, $8^1/_2$ × 13⊾, $8^1/_2$ × 11⊾, $8^1/_4$ × 14⊾, $8^1/_4$ × 13⊾, 8 × 10⊾, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$⊿, 8K⊾, 16K, 11 × 15⊾, 11 × 14⊾, 10 × 15⊾, 10 × 14⊾, 13 × 19⊾, $12^3/_5$ × $19^1/_5$⊾, $12^3/_5$ × $18^1/_2$⊾, 13 × 18⊾, SRA4⊾, 226 × 310 mm, 310 × 432 mm⊾, $8^1/_2$ × $13^2/_5$⊾, $4^1/_5$ × $5^1/_2$⊾ 🌐Region B (mainly North America) A4⊾, A5⊿, A6⊾, B5 JIS, B6 JIS ⊾, $8^1/_2$ × 13⊾, $8^1/_4$ × 14⊾, $8^1/_4$ × 13⊾, 8 × 10⊾, $7^1/_4$ × $10^1/_2$, 8K, 16K, 11 × 15⊾, 11 × 14⊾, 10 × 15⊾, 10 × 14⊾, 13 × 19⊾, $12^3/_5$ × $19^1/_5$⊾, $12^3/_5$ × $18^1/_2$⊾, 13 × 18⊾, SRA4⊾, 226 × 310 mm, 310 × 432 mm⊾, $8^1/_2$ × $13^2/_5$⊾, $4^1/_5$ × $5^1/_2$⊾	*6

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Paper type and weight	Paper size	Paper capacity
Coated: Glossy[16] Coated: Matte[16] 66.0–360.0 g/m^2 (18.0 lb. Bond –198.0 lb. Index) Paper Weight 2 – Paper Weight 9	Custom size:[1] ⊕ Region A (mainly Europe and Asia) Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm ⊕ Region B (mainly North America) Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	[6]
Translucent paper[5]	A3▭, A4, B5 JIS	[6]
Transparencies[5]	A4, $8^1/_2$ × 11	[6]
Tab stock[5, 7] 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	A4▭, $8^1/_2$ × 11▭	[6]
Label paper[5][16] 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	A4, $8^1/_2$ × 11	[6]
Envelopes[5][8] 150.1–300.0 g/m^2 (55.1 lb. Cover–165.0 lb. Index) (Thickness of overlapping part of the envelope.) Paper Weight 6 – Paper Weight 8	Select the paper size using the Tray Paper Settings menu: C5 Env▭ Custom size:[9, 10] ⊕ Region A (mainly Europe and Asia) Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm ⊕ Region B (mainly North America)	[12]

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Paper type and weight	Paper size	Paper capacity
	Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	
Carbonless paper[13][14][15][17] 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	Paper sizes that can be detected automatically:[1] ⊕ Region A (mainly Europe and Asia) A3▷, A4, A5, B4 JIS▷, 11 × 17 ▷, 8^1/$_2$ × 14▷, 8^1/$_2$ × 11▷, 8 × 13▷, 5^1/$_2$ × 8^1/$_2$▷, 12 × 18▷, 13 × 19^1/$_5$▷, SRA3▷, SRA4▷ ⊕ Region B (mainly North America) A3▷, A4▷, A5▷, B4 JIS▷, 11 × 17▷, 8^1/$_2$ × 14▷, 8^1/$_2$ × 11, 8 × 13▷, 7^1/$_4$ × 10^1/$_2$▷, 5^1/$_2$ × 8^1/$_2$, 12 × 18▷, 13 × 19^1/$_5$▷, SRA3 ▷, SRA4▷	[6]
Carbonless paper[14][15][17] 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	Select the paper size using the Tray Paper Settings menu:[2] ⊕ Region A (mainly Europe and Asia) A6▷, B5 JIS, B6 JIS▷, 8^1/$_2$ × 13▷, 8^1/$_2$ × 11▷, 8^1/$_4$ × 14▷, 8^1/$_4$ × 13▷, 8 × 10▷, 7^1/$_4$ × 10^1/$_2$, 5^1/$_2$ × 8^1/$_2$▷, 8K▷, 16K, 11 × 15▷, 11 × 14▷, 10 × 15▷, 10 × 14▷, 13 × 19▷, 12^3/$_5$ × 19^1/$_5$▷, 12^3/$_5$ × 18^1/$_2$▷, 13 × 18▷, SRA4▷, 226 × 310 mm, 310 × 432 mm▷, 8^1/$_2$ × 13^2/$_5$▷, 4^1/$_5$ × 5^1/$_2$▷ ⊕ Region B (mainly North America)	[6]

Paper type and weight	Paper size	Paper capacity
	A4▷, A5▷, A6▷, B5 JIS, B6 JIS ▷, $8^1/_2 \times 13$▷, $8^1/_4 \times 14$▷, $8^1/_4 \times 13$▷, 8×10▷, $7^1/_4 \times 10^1/_2$, 8K, 16K, 11×15▷, 11×14▷, 10×15▷, 10×14▷, 13×19▷, $12^3/_5 \times 19^1/_5$▷, $12^3/_5 \times 18^1/_2$▷, 13×18▷, SRA4▷, 226 × 310 mm, 310 × 432 mm▷, $8^1/_2 \times 13^2/_5$▷, $4^1/_5 \times 5^1/_2$▷	
Carbonless paper[14][15][17] 52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index) Paper Weight 1 – Paper Weight 9	Custom size: ⊕Region A (mainly Europe and Asia) Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm ⊕Region B (mainly North America) Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	[6]

*1 When the vacuum feed banner sheet tray is installed, paper sizes are not detected automatically.

*2 When the vacuum feed banner sheet tray is installed, you cannot select paper sizes.

*3 You can print on paper whose size is between 210.0-330.2 mm (8.27-13.00 inches) vertically and 420.0-700.0 mm (16.54-27.55 inches) horizontally if the vacuum feed banner sheet tray is installed.

*4 When the vacuum feed banner sheet tray is attached, up to 800 sheets of paper whose horizontal length is 420.0 -700.0 mm (16.54 -27.55 inches) can be loaded and fed.

*5 When the vacuum feed banner sheet trayis installed, you cannot select paper types.

*6 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.

*7 The tab fence is required.

*8 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.

*9 It is necessary to specify the sizes of the envelopes including their flap sizes using [Custom Size] in [Tray Paper Settings].

*10 The envelope sizes on the table do not include their flaps.

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*11 Flatten curls so that they fit within the following guidelines.

Black color paper: Curl height 5 mm (0.2 inches) or below, R over 100 mm (3.94 inches).

Other papers: Curl height 10 mm (0.4 inches) or below, R over 100 mm (3.94 inches).

*12 Flatten the curl on one sheet to within 5 mm (0.2 inches), then set the difference of the stack height of the bottom of the envelope and the stack height of the flap portion to be 10 mm (0.4 inches) or less.

*13 The optional carbonless paper unit is required.

*14 Paper cannot be fed from the banner sheet tray.

*15 Attach the small tab end fence when loading carbonless paper of paper weight 2 or less.

*16 Avoid use in environments that are very hot and humid or environments that are very cold and humid.

*17 Load prepunched paper with its punched holes pointed toward the back side of the paper tray.

Multi bypass tray (Tray A)

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	Paper sizes that can be detected automatically: Region A (mainly Europe and Asia) A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8^1/$_2$ × 11, 8 × 13, 5^1/$_2$ × 8^1/$_2$, SRA3 Region B (mainly North America) A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8^1/$_2$ × 11, 8 × 13, 5^1/$_2$ × 8^1/$_2$, 12 × 18	500 sheets
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	*1 Region A (mainly Europe and Asia)	500 sheets

Paper type and weight	Paper size	Paper capacity
	B5 JIS�ï, B6 JIS⊏, $8^1/_2 \times 14$⊏, $8^1/_2 \times 13$⊏, $8^1/_2 \times 11$⊏, $8^1/_4 \times 14$⊏, $8^1/_4 \times 13$⊏, 8×10⊏, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$⊏, 8K⊏, 16K, 11×15⊏, 11×14⊏, 10×15⊏, 10×14⊏, $13 \times 19^1/_5$⊏, 13×19 ⊏, $12^3/_5 \times 19^1/_5$⊏, $12^3/_5 \times 18^1/_2$⊏, 13×18⊏, SRA4, $8^1/_2 \times 13^2/_5$⊏, $4^1/_5 \times 5^1/_2$⊏, 12×18 ⊏, 226 × 310 mm, 310 × 432 mm, $8^1/_2 \times 13^1/_2$⊏ ⨁Region B (mainly North America) A4⊏, A5⊏, B5 JIS⊏, B6 JIS⊏, $8^1/_2 \times 14$⊏, $8^1/_2 \times 13$⊏, $8^1/_4 \times 14$⊏, $8^1/_4 \times 13$⊏, 8×10⊏, $7^1/_4 \times 10^1/_2$, 8K⊏, 16K, 11×15⊏, 11×14⊏, 10×15⊏, 10×14⊏, $13 \times 19^1/_5$⊏, 13×19⊏, $12^3/_5 \times 19^1/_5$⊏, $12^3/_5 \times 18^1/_2$⊏, 13×18⊏, SRA3⊏, SRA4, 226 × 310 mm, 310 × 432 mm⊏, $8^1/_2 \times 13^2/_5$⊏, $4^1/_5 \times 5^1/_2$⊏, $8^1/_2 \times 13^1/_2$⊏	
52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	Custom size:[*2] ⨁Region A (mainly Europe and Asia) Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm[*3] ⨁Region B (mainly North America) Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches[*3]	500 sheets
Translucent paper	A3⊏, A4, B5 JIS	[*4]

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Paper type and weight	Paper size	Paper capacity
Transparencies	A4, $8^1/_2 \times 11$	*4
Tab stock*5 52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1 – Paper Weight 6	A4▯, $8^1/_2 \times 11$▯	*4
Envelopes 150.1–216.0 g/m^2 (55.1 lb. Cover–79.9 lb. Cover) Paper Weight 6	Select the paper size using the Tray Paper Settings menu: C5 Env▯ Custom size:*2 ⊕Region A (mainly Europe and Asia) Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm ⊕Region B (mainly North America) Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	10 sheets

*1 Select the paper size.

page 245 "Changing Tray Paper Settings"

*2 Enter the paper size.

page 245 "Changing Tray Paper Settings"

*3 When the banner sheet tray of multi bypass tray (Tray A) is installed, the maximum horizontal length of custom size paper is 700.0 mm (27.55 inches).

*4 Do not stack paper over the limit mark. The maximum number of sheets you can set at once depends on paper weights and conditions.

*5 The tab fence is required.

Twin interposer

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)*2	Paper sizes that can be detected automatically:	200 sheets × 2

Paper type and weight	Paper size	Paper capacity
Paper Weight 1 – Paper Weight 9	🌐 Region **A** (mainly Europe and Asia) A3▭, A4, A5, B4 JIS▭, B5 JIS▭, 11 × 17▭, 8¹/₂ × 11▭, 8 × 13▭, 5¹/₂ × 8¹/₂▭, SRA3▭ 🌐 Region **B** (mainly North America) A3▭, A4▭, A5▭, B4 JIS▭, B5 JIS▭, 11 × 17▭, 8¹/₂ × 11, 8 × 13▭, 5¹/₂ × 8¹/₂, 12 × 18▭	
52.3–360.0 g/m² (14.0 lb. Bond–198.0 lb. Index)[*2] Paper Weight 1 – Paper Weight 9	Select the paper size using the Tray Paper Settings menu: 🌐 Region **A** (mainly Europe and Asia) B5 JIS▭, 8¹/₂ × 14▭, 8¹/₂ × 13▭, 8¹/₂ × 11▭, 8¹/₄ × 14▭, 8¹/₄ × 13▭, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂▭, 8K▭, 16K, 12 × 18▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, 13 × 19¹/₅▭, 13 × 19▭, 12³/₅ × 19¹/₅▭, 12³/₅ × 18¹/₂▭, 13 × 18▭, 226 × 310 mm, 310 × 432 mm▭, SRA4, 8¹/₂ × 13²/₅▭, 8¹/₂ × 13¹/₂▭ 🌐 Region **B** (mainly North America) A4▭, A5▭, B5 JIS▭, 8¹/₂ × 14▭, 8¹/₂ × 13▭, 8¹/₄ × 14▭, 8¹/₄ × 13▭, 7¹/₄ × 10¹/₂, 8K▭, 16K, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, 13 × 19¹/₅▭, 13 × 19▭, 12³/₅ × 19¹/₅▭, 12³/₅ × 18¹/₂▭, 13 × 18▭, SRA3▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, 8¹/₂ × 13²/₅▭, 8¹/₂ × 13¹/₂▭	200 sheets × 2

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Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)[*2] Paper Weight 1 – Paper Weight 9	Custom size: 🌐Region **A** (mainly Europe and Asia) Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm 🌐Region **B** (mainly North America) Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	200 sheets × 2
Translucent paper	A3⬜, A4, B5 JIS	[*1]
Transparencies	A4, 8^1/$_2$ × 11	[*1]
High Gloss Coated Paper (Matte) Coated Paper (Glossy) 105.1–360.0 g/m^2 (28.1 lb. Bond–198.0 lb. Index)[*2] Paper Weight 4 – Paper Weight 9	Paper sizes that can be detected automatically: 🌐Region **A** (mainly Europe and Asia) A3⬜, A4, A5, B4 JIS⬜, B5 JIS⬜, 11 × 17⬜, 8^1/$_2$ × 11⬜, 8 × 13⬜, 5^1/$_2$ × 8^1/$_2$⬜, SRA3⬜ 🌐Region **B** (mainly North America) A3⬜, A4⬜, A5⬜, B4 JIS⬜, B5 JIS⬜, 11 × 17⬜, 8^1/$_2$ × 11, 8 × 13⬜, 5^1/$_2$ × 8^1/$_2$, 12 × 18⬜	[*1]
High Gloss Coated Paper (Matte) Coated Paper (Glossy) 105.1–360.0 g/m^2 (28.1 lb. Bond–198.0 lb. Index)[*2] Paper Weight 4 – Paper Weight 9	Select the paper size using the Tray Paper Settings menu: 🌐Region **A** (mainly Europe and Asia)	[*1]

Paper type and weight	Paper size	Paper capacity
	B5 JIS, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 8K, 16K, 12×18, 11×15, 11×14, 10×15, 10×14, $13 \times 19^1/_5$, 13×19, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 13×18, 226 × 310 mm, 310 × 432 mm, SRA4, $8^1/_2 \times 13^2/_5$ (globe) Region **B** (mainly North America) A4, A5, B5 JIS, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, $7^1/_4 \times 10^1/_2$, 8K, 16K, 11×15, 11×14, 10×15, 10×14, $13 \times 19^1/_5$, 13×19, $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, 13×18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, $8^1/_2 \times 13^2/_5$	
High Gloss Coated Paper (Matte) Coated Paper (Glossy) 105.1–360.0 g/m^2 (28.1 lb. Bond–198.0 lb. Index)[2] Paper Weight 4 – Paper Weight 9	Custom size: (globe) Region **A** (mainly Europe and Asia) Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm (globe) Region **B** (mainly North America) Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	[1]
Label paper (adhesive labels)	A4, $8^1/_2 \times 11$	[1]
Tab stock 52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)[2]	A4, $8^1/_2 \times 11$	[1]

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*1 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.

*2 Supports paper weight between 300.1–360.0 g/m2 (Approx. 165.1–198.0 lb. Index): when using the designated paper.

Notes on Special Paper

Paper Type	Note
Setting thick paper	page 535 "Thick Paper Orientation and Recommended Status"
Setting envelopes	page 536 "Envelope Orientation and Recommended Status"
Setting letterhead paper	page 540 "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	When using transparencies, check their print sides carefully. Erroneous loading may cause problems. Remove copied or printed sheets one by one.
Setting clear file folder	Remove copied or printed sheets one by one.
Setting translucent paper	• When loading translucent paper, always use long grain paper. • Remove copied or printed sheets one by one.
Setting coated paper	• Specify "Paper Type" to [Coated Paper: High Gloss], [Coated: Glossy] or [Coated: Matte] and an appropriate item for "Paper Thickness" in paper type setting for each tray under [Tray Paper Settings]. • If a paper jam occurs or if the machine makes a strange noise, feed the coated paper from the bypass tray one sheet at a time.
Setting carbonless paper	• Carbonless paper can be fed from the Vacuum feed LCIT when the carbonless paper unit is installed. • Duplex printing cannot be performed.

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Paper Thickness for Each Paper Weight

Paper Thickness	Metric	Bond paper	Cover paper	Index paper
Paper Weight 1	52.3–65.9 g/m^2	14.0–17.9 lb. Bond	19.0–24.0 lb. Cover	29.0–36.0 lb. Index
Paper Weight 2	66.0–80.9 g/m^2	18.0–21.9 lb. Bond	24.1–29.9 lb. Cover	36.1–44.9 lb. Index
Paper Weight 3	81.0–100.9 g/m^2	22.0–27.0 lb. Bond	30.0–37.0 lb. Cover	45.0–55.9 lb. Index
Paper Weight 4	101.0–127.4 g/m^2	27.1–34.0 lb. Bond	37.1–46.9 lb. Cover	56.0–70.0 lb. Index
Paper Weight 5	127.5–150.0 g/m^2	34.1–40.0 lb. Bond	47.0–55.0 lb. Cover	70.1–82.9 lb. Index
Paper Weight 6	150.1–216.0 g/m^2	40.1–57.9 lb. Bond	55.1–79.9 lb. Cover	83.0–119.0 lb. Index
Paper Weight 7	216.1–256.0 g/m^2	58.0–68.0 lb. Bond	80.0–94.0 lb. Cover	119.1–141.0 lb. Index
Paper Weight 8	256.1–300.0 g/m^2	68.1–80.0 lb. Bond	94.1–110.0 lb. Cover	141.1–165.0 lb. Index
Paper Weight 9	300.1–360.0 g/m^2	80.1–96.0 lb. Bond	110.1–132.0 lb. Cover	165.1–198.0 lb. Index

Unusable Paper

⚠ CAUTION

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

Paper causing faults

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

- Paper for inkjet printers
- Thermal paper
- Art paper
- Aluminum foil

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- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed-edge paper
- Window envelopes
- 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

If you use paper curled by humidity or drying, the paper or staple 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.
- Store all your paper in the same environment - a room where the temperature is 20–25°C (68–77°F) and the humidity is 30–65%.
- 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 loading thick paper of 127.5–360.0 g/m^2 (47.0 lb. Cover–198.0 lb. Index), follow the recommendations below to prevent misfeeds and loss of image quality.

Throughput is not reduced for a grammage of 150 g/m^2 or less (Pro C5400SL).

See the following for the paper thickness that can be loaded in each tray.

Paper Orientation

Thick paper has a paper direction according to its grain. Set the paper direction according to the grain, as shown in the following diagram:

Direction of paper grain	Tray 1	Tray 2–3 LCIT RT5180 Vacuum feed LCIT (Tray T1/T2)	LCIT RT5190	Bypass Tray Multi bypass tray (Tray A)
Longitudinal direction				

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Direction of paper grain	Tray 1	Tray 2–3 LCIT RT5180 Vacuum feed LCIT (Tray T1/T2)	LCIT RT5190	Bypass Tray Multi bypass tray (Tray A)
Lateral direction	Not recommended		Not recommended	

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 lower paper trays 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.
- 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 place an original on the exposure glass and 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

- To load envelopes with the flaps opened, use only envelopes that are at least 148 mm (5.9 inches) long including the open flap. Set the envelopes with the flaps fully open. A paper jam may occur depending on the length or shape of the envelope flap.

- 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 and the bottom to be 4 mm or more, and set the left and right to be 2 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.

Using the Copy Function

To copy on the address side of an envelope, set it as follows.
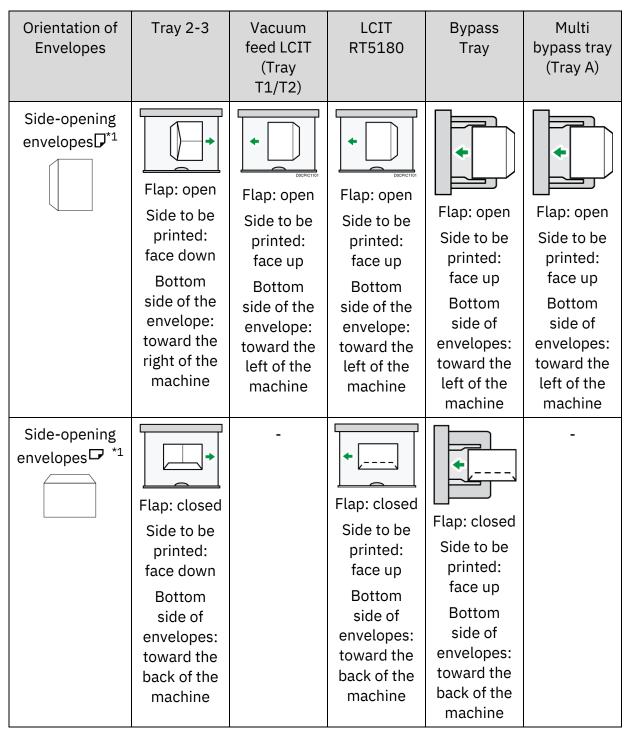
Orientation of Envelopes	Exposure Glass	Tray 2-3	Vacuum feed LCIT (Tray T1/T2)	LCIT RT5180	Bypass Tray	Multi bypass tray (Tray A)
Side-opening envelopes	Flaps: open Side to be scanned: face down	Flap: open Side to be printed: face down	Flap: open Side to be printed: face up	Flap: open Side to be printed: face up	Flap: open Side to be printed: face up	Flap: open Side to be printed: face up

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Orientation of Envelopes	Exposure Glass	Tray 2-3	Vacuum feed LCIT (Tray T1/T2)	LCIT RT5180	Bypass Tray	Multi bypass tray (Tray A)
	Bottom side of envelopes: toward the left of the machine	Bottom side of the envelope: toward the right of the machine	Bottom side of the envelope: toward the left of the machine	Bottom side of the envelope: toward the left of the machine	Bottom side of envelopes: toward the left of the machine	Bottom side of envelopes: toward the left of the machine
Side-opening envelopes	Flaps: closed Side to be scanned: face down Bottom side of envelopes: toward the back of the machine	Flap: closed Side to be printed: face down Bottom side of envelopes: toward the back of the machine	-	Flap: closed Side to be printed: face up Bottom side of envelopes: toward the back of the machine	Flap: closed Side to be printed: face up Bottom side of envelopes: toward the back of the machine	-

When loading envelopes, specify the envelope size and thickness.

Using the Printer Function

To print on the address side of an envelope, set it as follows.

Orientation of Envelopes	Tray 2-3	Vacuum feed LCIT (Tray T1/T2)	LCIT RT5180	Bypass Tray	Multi bypass tray (Tray A)
Side-opening envelopes [*1]	Flap: open / Side to be printed: face down / Bottom side of the envelope: toward the right of the machine	Flap: open / Side to be printed: face up / Bottom side of the envelope: toward the left of the machine	Flap: open / Side to be printed: face up / Bottom side of the envelope: toward the left of the machine	Flap: open / Side to be printed: face up / Bottom side of envelopes: toward the left of the machine	Flap: open / Side to be printed: face up / Bottom side of envelopes: toward the left of the machine
Side-opening envelopes [*1]	Flap: closed / Side to be printed: face down / Bottom side of envelopes: toward the back of the machine	-	Flap: closed / Side to be printed: face up / Bottom side of envelopes: toward the back of the machine	Flap: closed / Side to be printed: face up / Bottom side of envelopes: toward the back of the machine	-

*1 Select the check box of [Rotate by 180 Degrees] on [Input/Output] tab, and then print.

When loading envelopes, specify the envelope size and thickness.

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Loading envelopes on the Vacuum feed LCIT:

- Before loading envelopes, press the envelopes down to release the air inside them and firmly press down on the folds on all four sides.
- When loading envelopes, do not stack the envelopes over the limit mark.

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- If a paper jam occurs, load 5 more envelopes.
- If the envelopes are curled, before loading the envelopes, flatten the curl on each sheet to within 5 mm (0.2 inches).
- If a paper jam or double feeding occurs even after flattening the curl of the envelopes, load the envelopes one at a time.
- Keep the height difference between the bottom of the envelopes and flaps within 10 mm.

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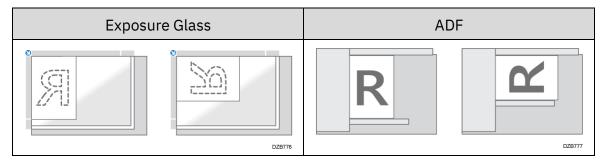
To print onto letterhead paper or business letter paper on which logos or patterns are printed, confirm how to set the paper or the settings of this machine so that the original is printed onto the orientation-fixed (top to bottom) or two-sided paper correctly.

Copying onto Letterhead Paper

Specify the settings of this machine as described below, and then place an original and load the paper.

- [Settings] ▶ [Copier / Document Server Settings] ▶ [Paper/Paper Input] ▶ [Letterhead Setting] ▶ [Yes]

Original Orientation

Exposure Glass		ADF	
	DZB776		DZB777

Paper Orientation

Copy Side	Tray 1	Tray 2-3	Vacuum feed LCIT (Tray T1/T2) LCIT RT5180	LCIT RT5190	Bypass Tray Multi bypass tray (Tray A)
One-sided originals/ Two-sided originals	DZB780	DZB780 DZB781	R⁼ I⁼ R	DZB783	R⁼ DZB786 R⁼ DZB787
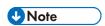
Printing onto Letterhead Paper Using the Printer Driver

Specify the settings of this machine as described below.

- [Settings] ▶ [Printer Settings] ▶ [System] ▶ [Paper In/Out] ▶ [Letterhead Setting] ▶ [Auto Detect]

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Paper Orientation

Copy Side	Tray 1	Tray 2-3	Vacuum feed LCIT (Tray T1/T2) LCIT RT5180	LCIT RT5190	Bypass Tray Multi bypass tray (Tray A)
One-sided originals/ Two-sided originals	DZB780	DZB780 DZB789	R- I. R-	DZB783	R- DZB786 R- DZB791

↓Note

- When you set [Letterhead Setting] to [On (Always)], you can print onto letterhead paper when the paper type in the printer driver's settings is set 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.

Specifications for Originals

Recommended Original Size and Weight

⊕Region A(mainly Europe and Asia)

Original location		Original size	Original weight
Exposure glass		Up to A3▭	-
ADF[*2]	One-sided originals	A3▭–A7▭, 11 × 17–5$^1/_2$ × 8$^1/_2$[*1], Business Card▭	Larger than A6: 38-220 g/m^2 (Approx. 10 lb. Bond-80 lb. Cover) A6 or smaller: 64-220 g/m^2 (Approx. 16 lb. Bond-80 lb. Cover)
	Two-sided originals	A3▭–A7▭, 11 × 17–5$^1/_2$ × 8$^1/_2$[*1], Business Card▭	Larger than A6: 52.3-220 g/m^2 (Approx. 14 lb. Bond-80 lb. Cover) A6 or smaller: 64-220 g/m^2 (Approx. 16 lb. Bond-80 lb. Cover)
	Mixed Sizes mode[*3]	A3▭, A4, A5▭, B4 JIS▭, B5 JIS▭, 11 × 17▭, 8$^1/_2$ × 11, 8 × 13	52–81 g/m^2 (Approx. 14–20 lb. Bond)

*1 5$^1/_2$ × 8$^1/_2$ can be used only in the scanner function.

*2 For originals with a vertical length smaller than 128 mm (5.0 inches), set the original horizontal to the feeding direction.

*3 A3/B5 JIS▭ cannot be mixed. Set it in the direction of A3▭/B5 JIS▭

⊕Region B(mainly North America)

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17▭	-

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Original location		Original size	Original weight
ADF[*2]	One-sided originals	$11 \times 17–5^1/_2 \times 8^1/_2$, A3▭–A5▭ [*1], Business Card ▭	Larger than A6: 38-220 g/m^2 (Approx. 10 lb. Bond-80 lb. Cover) A6 or smaller: 64-220 g/m^2 (Approx. 16 lb. Bond-80 lb. Cover)
	Two-sided originals	$11 \times 17–5^1/_2 \times 8^1/_2$, A3▭–A5▭ [*1], Business Card ▭	Larger than A6: 52.3-220 g/m^2 (Approx. 14 lb. Bond-80 lb. Cover) A6 or smaller: 64-220 g/m^2 (Approx. 16 lb. Bond-80 lb. Cover)
	Mixed Sizes mode	11×17▭, $8^1/_2 \times 11$, 10×14, $8^1/_2 \times 14$▭, 8×13▭, $5^1/_2 \times 8^1/_2$▭, A3 ▭, A4▭	52–81 g/m^2 (Approx. 14–20 lb. Bond)

*1 A5 can be used only in the scanner function.

*2 For originals with a vertical length smaller than 128 mm (5.0 inches), set the original horizontal to the feeding direction.

🔽Note

- An original whose size is within the range of the maximum original scan area can be placed.

  page 548 "Specifications for the Main Unit "

- On all sides of the original, there is a missing image area. Even if you place originals on the exposure glass or in the ADF correctly, the missing image area on all four sides of the original might not be copied.

  page 548 "Specifications for the Main Unit "

- You can place originals of two different sizes only in Mixed Sizes mode.

Sizes Detectable with Auto Paper Select

🌐 Region A(mainly Europe and Asia)

Original location	A3⊐	B4 JIS ⊐	A4	B5 JIS	A5⊐	A5⊏	B6 JIS
Exposure glass	✓ *1	✓ *1	✓ *1*2	✓ *1	✓ *1	-*1*3	-
ADF	✓	✓	✓	✓	✓	✓	✓ *4

Original location	A6⊐	B7 JIS	A7⊐	11 × 17⊐	$8^1/_2$ × 11	$8^1/_2$ × 13⊐	Business Card⊐
Exposure glass	-	-	-	-	-*2	✓ *7	-
ADF	✓	✓	✓	✓ *5	✓ *6	✓ *7	✓ *8

✓: Detectable size, -: Undetectable size

*1 If you want to switch the detectable size from A3⊐, A4, A5⊐, B4 JIS⊐ or B5 JIS to 8K⊐, 16K, contact your service representative.

*2 Default is A4. If you want to switch the detectable size from A4 to $8^1/_2$ × 11, contact your service representative.

*3 If you want to detect sizes smaller than A5 to A5⊐, contact your service representative.

*4 Default is B6 JIS⊐. If you want to switch the detectable size from B6 JIS⊐ to A6⊐, contact your service representative.

*5 Default is 11 × 17⊐. If you want to switch the detectable size from 11 × 17⊐ to 8K⊐, contact your service representative.

*6 Default is $8^1/_2$ × 11. If you want to switch the detectable size from $8^1/_2$ × 11 to 16K, contact your service representative.

*7 Default is $8^1/_2$ × 13⊐. If you want to switch the detectable size from $8^1/_2$ × 13⊐ to 8 × 13⊐ or $8^1/_4$ × 13⊐, contact your service representative.

*8 Default is Business Card⊐. If you want to switch the detectable size from Business Card⊐ to B8 JIS⊐, contact your service representative.

🌐 Region B(mainly North America)

Original location	11 × 17 ⊐	$8^1/_2$ × 14⊐	$8^1/_2$ × 11⊐	$8^1/_2$ × 11⊏	$5^1/_2$ × $8^1/_2$ ⊐	$5^1/_2$ × $8^1/_2$ ⊏
Exposure glass	✓	✓ *1	✓ *2	✓ *2	✓	-*3

Original location	11 × 17 ⊐	8^1/$_2$ × 14⊐	8^1/$_2$ × 11⊐	8^1/$_2$ × 11⊐	5^1/$_2$ × 8^1/$_2$ ⊔	5^1/$_2$ × 8^1/$_2$ ⊐
ADF	✓*4	✓*1 *5	✓ *6	✓ *6	✓	✓

Original location	10 × 14⊐	7^1/$_4$ × 10^1/$_2$ ⊔	A3⊐	A4	Business Card⊐
Exposure glass	-	-	-	-*2	-
ADF	✓	✓	✓	✓	✓

✓: Detectable size, -: Undetectable size

*1 You can switch the detectable size from 8^1/$_2$ × 14⊐ to 8^1/$_2$ × 13^2/$_5$ ⊐ by using [Auto Detect: Switch Paper Size Detected Legal/Oficio] in the [Tray/Paper Settings] menu.

*2 Default is 8^1/$_2$×11. If you want to switch the detectable size from 8^1/$_2$×11 to A4, contact your service representative.

*3 If you want to detect sizes smaller than 5^1/$_2$× 8^1/$_2$ to 5^1/$_2$× 8^1/$_2$⊐, contact your service representative.

*4 Default is 11 × 17⊐. If you want to switch the detectable size from 11 × 17⊐ to 11 × 15⊐, contact your service representative.

*5 Default is 8^1/$_2$ × 14⊐. If you want to switch the detectable size from 8^1/$_2$ × 14⊐ to 8^1/$_2$ × 13⊐, contact your service representative.

*6 Default is 8^1/$_2$ × 11. If you want to switch the detectable size from 8^1/$_2$ × 11 to 8 × 10⊐ or 7^1/$_4$ × 10^1/$_2$ ⊔, contact your service representative.

⬇Note

- If the original type is one of the following, the machine may not be able to detect the paper size automatically. Select the paper size manually.
  - Dark originals with a lot of text and drawings
  - Originals that partially contain a solid image
  - Originals that have solid images at their edges
  - Originals with indexes, tags, or other projecting parts
  - Transparent originals such as OHP transparencies or translucent paper
  - Originals with glossy surfaces
  - Bound originals with a thickness of more than 10 mm (0.4 inches), such as books
- When the ADF scans an original of a size that cannot be detected automatically, the size of the scanned image will be different from the original.

- When loading an original of a size that is not automatically detected, specify the original size or select the paper tray that is the same size as the original. The output image may not be full size or it may be different from the intended one if the print settings are not specified properly.

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Machine and Options Specifications

List of Specifications

Specifications for the Main Unit

Item	Specifications
Configuration	Console
Memory	8 GB (4 GB on the main unit and 4 GB on the control panel)
Internal storage size	480 GB(SSD)×2
Color	Full Color
Photosensitivity type	OPC drum
Copy process	Laser beam scanning and electro-photographic printing
Exposure glass	Stationary original exposure type
Scan method	Flatbed scanning
Warm-up time	⊕ Region A(mainly Europe and China) • Pro C5400S/C5400SL Normal mode: 44 seconds[2] Quick mode: 29 seconds[2] • Pro C5410S Normal mode: 44 seconds[2] Quick mode: 26 seconds[2] ⊕ Region A(mainly Asia)[1] • Pro C5400S Normal mode: 44 seconds[2] Quick mode: 29 seconds[2] • Pro C5410S Normal mode: 44 seconds[2] Quick mode: 26 seconds[2]

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Item	Specifications

	*1 Except for China
	
	🌐Region **B**(mainly North America)
	
	• Pro C5400S
	
	  Normal mode: 44 seconds[2]
	
	  Quick mode: 29 seconds[2]
	
	• Pro C5410S
	
	  Normal mode: 44 seconds[2]
	
	  Quick mode: 26 seconds[2]
	
	(23 °C (73.4 °F), rated voltage)
	
	*2 The warm-up time may differ depending on the conditions and environment of the machine.

First copy time	🌐Region **A**(mainly Europe and China)
	
	• Pro C5400S/C5400SL
	
	  • Full color: 10.2 seconds or less[2]
	
	  • B&W: 8.0 seconds or less[2]
	
	• Pro C5410S
	
	  • Full color: 9.2 seconds or less[2]
	
	  • B&W: 8.0 seconds or less[2]
	
	🌐Region **A**(mainly Asia)[1]
	
	• Pro C5400S
	
	  • Full color: 10.2 seconds or less[2]
	
	  • B&W: 8.0 seconds or less[2]
	
	• Pro C5410S
	
	  • Full color: 9.2 seconds or less[2]
	
	  • B&W: 8.0 seconds or less[2]
	
	*1 Except for China
	
	🌐Region **B**(mainly North America)
	
	• Pro C5400S
	
	  • Full color: 10.2 seconds or less[2]
	
	  • B&W: 8.0 seconds or less[2]
	
	• Pro C5410S

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Item	Specifications
	• Full color: 9.2 seconds or less[*2] • B&W: 8.0 seconds or less[*2] *2 The first copy time may differ depending on the conditions and environment of the machine. For conditions and settings that shorten the first copy time, see Adjustment Item Menu Guide.
Copy/print speed (per minute)	🌐Region A(mainly Europe and China) • Pro C5400S/C5400SL: 65 sheets/minute • Pro C5410S: 80 sheets/minute 🌐Region A(mainly Asia)[*1] • Pro C5400S: 65 sheets/minute • Pro C5410S: 80 sheets/minute *1 Except for China 🌐Region B(mainly North America) • Pro C5400S: 65 sheets/minute • Pro C5410S: 80 sheets/minute (A4⊐, 8$\frac{1}{2}$ × 11⊐)
Maximum original size	🌐Region A (mainly Europe and Asia) A3 🌐Region B (mainly North America) 11×17
Original scanning area	• Exposure Glass DZW788 1. Vertical: Up to 297 mm (11.7 inches) 2. Horizontal: Up to 432 mm (17. 1 inches) • ADF

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Item	Specifications

	1. Vertical: 51 to 297 mm (2.1 to 11.7 inches)
	
	2. Horizontal
	
	  • Copy function: 89 to 1,260 mm (3.6 to 49.7 inches)
	
	  • Scanner function: 89 to 432 mm (3.6 to 17.1 inches)
	
	  • Facsimile function: 89 to 1,200 mm (3.6 to 47.3 inches)

Originals	Sheet, book, three-dimensional object
Copy size	• Trays 1–3 and the bypass tray: page 507 "Recommended Paper Sizes and Types" • Duplex: A3▷, A4, A5, A6▷, B4 JIS▷, B5 JIS, B6 JIS▷, 11 × 17▷, $8^1/_2$ × 14▷, $8^1/_2$ × 13▷, $8^1/_2$ × 11, $8^1/_4$ × 14▷, $8^1/_4$ × 13▷, 8 × 13 ▷, 8 × 10▷, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K▷, 16K, 12 × 18▷, 11 × 15▷, 11 × 14▷, 10 × 15▷, 10 × 14▷, 13 × $19^1/_5$▷, 13 × 19▷, $12^3/_5$ × $19^1/_5$▷, $12^3/_5$ × $18^1/_2$▷, 13×18▷, SRA3▷, SRA4, 226 × 310 mm, 310 × 432 mm▷, $8^1/_2$ × $13^2/_5$▷, $4^1/_5$ × $5^1/_2$▷, $8^1/_2$ × $13^1/_2$▷ • Duplex (Custom Size): Vertical: 100.0–330.2 mm (4.0-13.0 inches) Horizontal: 139.7–487.7 mm (5.5-19.3 inches)
Paper weight	• Trays 1–3 and the bypass tray: page 507 "Recommended Paper Sizes and Types" • Duplex: 52.3–360.0 g/m^2 (Approx. 14.0 lb. Bond–198.0 lb. Index)[1] For details about and recommendations concerning thick paper, see page 535 "Thick Paper Orientation and Recommended Status". *1 Paper types that cannot be used for two-sided/book print: envelopes, label paper, clear file folder, carbonless paper, transparencies, translucent paper and tab stock.

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Item	Specifications
Missing image area (Copy)	 1. Leading edge: 5.0 ± 1.5 mm (0.20 ± 0.06 inches) (coated paper: Paper Weight 2 to 4, uncoated paper: Paper Weight 1 to 3) 4.0 ± 1.5 mm (0.16 ± 0.06 inches) (coated paper: Paper Weight 5 to 9, uncoated paper: Paper Weight 4 to 9) 2. Trailing edge: 5.5 ±2.0 mm (0.22 ±0.08 inches) (coated paper: Paper Weight 2) 5.0 ±2.0 mm (0.20 ±0.08 inches) (coated paper: Paper Weight 3 to 6, uncoated paper: Paper Weight 1 to 4) 4.0 ±2.0 mm (0.16 ±0.08 inches) (coated paper: Paper Weight 7 to 9, uncoated paper: Paper Weight 5 to 9) 3. Right edge: 2.0 ± 1.5 mm (0.08–0.06 inches) 4. Left edge: 2.0 ± 1.5 mm (0.08–0.06 inches)
Preset reproduction ratio	Region A (mainly Europe and Asia) Preset reproduction ratios (%): • Enlargement: 400, 200, 141, 122, 115 • Full size: 100 • Reduction: 93, 82, 75, 71, 65, 50, 25 Region B (mainly North America) Preset reproduction ratios (%): • Enlargement: 400, 200, 155, 129, 121 • Full size: 100 • Reduction: 93, 85, 78, 73, 65, 50, 25

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Item	Specifications
Reproduction ratio (zoom)	From 25–400% in increments of 1%
Resolution (scanning originals)	600 × 600dpi
Resolution (copying)	2,400 × 4,800dpi
Tone	256 tones
Paper capacity (80 g/m^2, Approx. 20 lb. Bond)	page 507 "Recommended Paper Sizes and Types"
Continuous copy run	1–9,999 sheets
Duplex	Standard
Power requirements	Region A (mainly Europe and China) • Pro C5400S/C5410S: 220-240 V, 13 A, 50/60 Hz • Pro C5400SL: 220-240 V, 10-12 A, 50/60 Hz Region A (mainly Asia)[1] • Pro C5400S/C5410S: 220-240 V, 13 A, 50/60 Hz [1] Except for China Region B (mainly North America) • Pro C5400S/C5410S: 208-240 V, 16 A, 60 Hz
Power consumption (Main unit only)	Region A (mainly Europe and China) • Pro C5400S Ready: 164 W During printing: • Full color: 1,380 W • B&W: 1,270 W Maximum: 3,120 W or less • Pro C5400SL Ready: 225 W During printing:

Item	Specifications
	• Full color: 1,360 W
	• B&W: 1,260 W
	Maximum: 2,400 W or less
	• Pro C5410S
	Ready: 162 W
	During printing:
	• Full color: 1,550 W
	• B&W: 1,420 W
	Maximum: 3,120 W or less
	The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less
	⊕Region A(mainly Asia) [*1]
	• Pro C5400S
	Ready: 164 W
	During printing:
	• Full color: 1,380 W
	• B&W: 1,270 W
	Maximum: 3,120 W or less
	• Pro C5410S
	Ready: 162 W
	During printing:
	• Full color: 1,550 W
	• B&W: 1,420 W
	Maximum: 3,120 W or less
	*1 Except for China.
	The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less
	⊕Region B(mainly North America)
	• Pro C5400S
	Ready: 175 W
	During printing:
	• Full color: 1,450 W
	• B&W: 1,340 W
	Maximum: 3,840 W or less

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Item	Specifications

	• Pro C5410S
	
	Ready: 166 W
	
	During printing:
	
	  • Full color: 1,630 W
	
	  • B&W: 1,520 W
	
	Maximum: 3,840 W or less
	
	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 China) • Pro C5400S/C5410S Maximum: 3,120 W or less • Pro C5400SL Maximum: 2,400 W or less • The complete system of the Pro C5400S/C5400SL/C5410S consists of the main unit, ADF, LCIT RT5180, decurler unit, and Booklet Finisher SR5140. 🌐 Region **A** (mainly Asia)[1] • Pro C5400S/C5410S Maximum: 3,120 W or less *1 Except for China. • The complete system of the Pro C5400S/C5410S consists of the main unit, ADF, LCIT RT5180, decurler unit, and Booklet Finisher SR5140. 🌐 Region **B** (mainly North America) • Pro C5400S/C5410S Maximum: 3,840 W or less • The complete system of the Pro C5400S/C5410S consists of the main unit, ADF, LCIT RT5180, decurler unit, and Booklet Finisher SR5140.
Dimensions	🌐 Region **A** (mainly Europe and Asia) W × D × H up to ADF: 799 × 880 × 1,225 mm (31.5 × 34.7 × 48.3 inches) (excluding the control panel and the attention light) 🌐 Region **B** (mainly North America) 799 × 880 × 1,225 mm (31.5 × 34.7 × 48.3 inches) (excluding the control panel and the attention light)

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Item	Specifications
Space for main unit (W × D)	1,611 × 1,265 mm (63.4 × 49.8 inches) (including the bypass tray and copy tray) W: When extended fully by extending the copy tray D: When the paper tray is pulled out
Noise emission (Sound power level: Main unit only)	🌐 Region **A**(mainly Europe and China) • Pro C5400S/C5400SL Stand-by: 49.8 dB Copying: • Full color: 69.6 dB • B&W: 69.2 dB • Pro C5410S Stand-by: 48.8 dB Copying: • Full color: 70.7 dB • B&W: 70.0 dB 🌐 Region **A**(mainly Asia)[*1] • Pro C5400S Stand-by: 49.8 dB Copying: • Full color: 69.6 dB • B&W: 69.2 dB • Pro C5410S Stand-by: 48.8 dB Copying: • Full color: 70.7 dB • B&W: 70.0 dB *1 Except for China 🌐 Region **B**(mainly North America) • Pro C5400S Stand-by: 49.8 dB Copying: • Full color: 69.6 dB • B&W: 69.2 dB

Item	Specifications

	• Pro C5410S
	
	Stand-by: 48.8 dB
	
	Copying:
	
	    • Full color: 70.7 dB
	
	    • B&W: 70.0 dB

Noise emission (Sound power level: Complete system^{*2})	**Region A**(mainly Europe and China) • Pro C5400S/C5400SL Stand-by: 50.1 dB Copying: 74.1 dB • Pro C5410S Stand-by: 51.1 dB Copying: 75.6 dB **Region A**(mainly Asia)^{*1} • Pro C5400S Stand-by: 50.1 dB Copying: 74.1 dB • Pro C5410S Stand-by: 51.1 dB Copying: 75.6 dB *1 Except for China **Region B**(mainly North America) • Pro C5400S Stand-by: 50.1 dB Copying: 74.1 dB • Pro C5410S Stand-by: 51.1 dB Copying: 75.6 dB
Noise emission (Sound power level: Complete system^{*3})	**Region A**(mainly Europe and China) • Pro C5400S Stand-by: 58.3 dB Copying: 78.2 dB • Pro C5410S Stand-by: 58.6 dB

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Item	Specifications
	Copying: 78.8 dB 🌐 Region A (mainly Asia)[*1] • Pro C5400S Stand-by: 58.3 dB Copying: 78.2 dB • Pro C5410S Stand-by: 58.6 dB Copying: 78.8 dB *1 Except for China 🌐 Region B (mainly North America) • Pro C5400S Stand-by: 58.3 dB Copying: 78.2 dB • Pro C5410S Stand-by: 58.6 dB Copying: 78.8 dB

Noise emission (Sound pressure level: Main unit only)	🌐 Region A (mainly Europe and China)
	• Pro C5400S/C5400SL
	Stand-by: 35.9 dB
	Copying:
	  • Full color: 56.6 dB
	  • B&W: 56.2 dB
	• Pro C5410S
	Stand-by: 35.5 dB
	Copying:
	  • Full color: 57.4 dB
	  • B&W: 57.1 dB
	🌐 Region A (mainly Asia)[*1]
	• Pro C5400S
	Stand-by: 35.9 dB
	Copying:
	  • Full color: 56.6 dB
	  • B&W: 56.2 dB

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Item	Specifications
	• Pro C5410S Stand-by: 35.5 dB Copying: • Full color: 57.4 dB • B&W: 57.1 dB *1 Except for China 🌐 Region **B** (mainly North America) • Pro C5400S Stand-by: 35.9 dB Copying: • Full color: 56.6 dB • B&W: 56.2 dB • Pro C5410S Stand-by: 35.5 dB Copying: • Full color: 57.4 dB • B&W: 57.1 dB
Noise emission (Sound pressure level: Complete system[2])	🌐 Region **A** (mainly Europe and China) • Pro C5400S/C5400SL Stand-by: 36.0 dB Copying: 59.2 dB • Pro C5410S Stand-by: 35.5 dB Copying: 59.7 dB 🌐 Region **A** (mainly Asia)[1] • Pro C5400S Stand-by: 36.0 dB Copying: 59.2 dB • Pro C5410S Stand-by: 35.5 dB Copying: 59.7 dB *1 Except for China 🌐 Region **B** (mainly North America)

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Item	Specifications

	• Pro C5400S
	
	  Stand-by: 36.0 dB
	
	  Copying: 59.2 dB
	
	• Pro C5410S
	
	  Stand-by: 35.5 dB
	
	  Copying: 59.7 dB

Noise emission (Sound pressure level: Complete system[*3])	⊕Region **A**(mainly Europe and China)
	
	• Pro C5400S
	
	  Stand-by: 47.7 dB
	
	  Copying: 63.7 dB
	
	• Pro C5410S
	
	  Stand-by: 48.2 dB
	
	  Copying: 64.6 dB
	
	⊕Region **A**(mainly Asia)[*1]
	
	• Pro C5400S
	
	  Stand-by: 47.7 dB
	
	  Copying: 63.7 dB
	
	• Pro C5410S
	
	  Stand-by: 48.2 dB
	
	  Copying: 64.6 dB
	
	*1 Except for China
	
	⊕Region **B**(mainly North America)
	
	• Pro C5400S
	
	  Stand-by: 47.7 dB
	
	  Copying: 63.7 dB
	
	• Pro C5410S
	
	  Stand-by: 48.2 dB
	
	  Copying: 64.6 dB

Noise emission (Sound pressure level)	⊕Region **A**(mainly Europe and China) ⬇Note • Sound power levels and sound pressure levels are actual values measured in accordance with ISO 7779.

Item	Specifications
	• Sound pressure levels are measured from the position of the bystander. *2 The complete system of the Pro C5400S/C5400SL/C5410S consists of the main unit, ADF, LCIT RT5180, buffer pass unit, multi-folding unit, Booklet Finisher SR5140, and output jogger unit. *3 The complete system of the Pro C5400S/C5410S consists of the main unit, ADF, vacuum feed LCIT, Bridge Unit BU5040, decurler unit, buffer pass unit, twin interposer, multi-folding unit, high capacity stacker, and Booklet Finisher SR5120. ⊕Region**A**(mainly Asia)[*1] ⬇**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. *2 The complete system of the Pro C5400S/C5410S consists of the main unit, ADF, LCIT RT5180, buffer pass unit, multi-folding unit, Booklet Finisher SR5140, and output jogger unit. *3 The complete system of the Pro C5400S/C5410S consists of the main unit, ADF, vacuum feed LCIT, Bridge Unit BU5040, decurler unit, buffer pass unit, twin interposer, multi-folding unit, high capacity stacker, and Booklet Finisher SR5120. *1 Except for China ⊕Region**B**(mainly North America) ⬇**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. *2 The complete system of the Pro C5400S/C5410S consists of the main unit, ADF, LCIT RT5180, buffer pass unit, multi-folding unit, Booklet Finisher SR5140, and output jogger unit. *3 The complete system of the Pro C5400S/C5410S consists of the main unit, ADF, vacuum feed LCIT, Bridge Unit BU5040, decurler unit, buffer pass unit, twin interposer, multi-folding unit, high capacity stacker, and Booklet Finisher SR5120.

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Item	Specifications
Weight	⊕Region A (mainly Europe and China) • Pro C5400S/C5400SL/C5410S Approx. 260 kg (573.2 lb.) ⊕Region A (mainly Asia)[*1] • Pro C5400S/C5410S Approx. 260 kg (573.2 lb.) *1 Except for China ⊕Region B (mainly North America) • Pro C5400S/C5410S Approx. 275 kg (606.3 lb.)

Specifications for the Document Server

Item	Specifications
Internal storage (Document Server)	Approx. 256 GB Maximum: 15,000 pages (Total number of pages that can be stored with all functions combined.) Copy/B&W/A4 original: Approx. 15,000 pages Copy/Full Color/A4 original: Approx. 15,000 pages Printer/Full Color/A4/600 dpi, 2 bits: Approx. 15,000 pages Scanner/Full Color/A4/200 dpi, 8 bits/JPEG: Approx. 15,000 pages (Under the printer and scanner modes, the number of the pages that can be stored depends on the print image and original.)
Maximum number of stored documents	3,000 documents
Number of pages supported by memory sorting	Maximum: 3,000 pages Copy/A4 original: Approx. 3,000 pages Printer/A4/600 dpi, 4 bits: Approx. 3,000 pages (Under the printer mode, the number of pages that can be sorted depends on the print image.)

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Note

- After the documents have been stored up to the maximum, no more document can be stored. Delete unneeded documents.

Specifications for Facsimile

This function may not be used depending on the telephone line or area status.

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.

Fax Transmissions and Reception

Item	Specifications
Standard	G3
Resolution	• Standard: 8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character) • Optional: 8 × 15.4 lines/mm, 16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character)[*1]
Transmission time	3 seconds at 28,800 bps, Standard resolution (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG[*2]
Maximum original size	Standard: A3⊡ or 11 × 17⊡ Custom (w × h): 297 × 1,200 mm (11.7 × 47.3 inches)
Maximum scanning size	297 × 1,200 mm (11.7 × 47.3 inches)
Print process	Laser beam scanning and electro-photographic printing
Transmission speed	33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps (auto shift down system)
Model name	Fax unit(Model name: GWFCU6-A)

*1 For Super Fine transmission, a fax memory unit is required.

*2 JBIG transmission cannot be performed if the JBIG reception and ECM functions are not available on the destination fax. The ECM function is valid for communication over the G3 line.

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Internet Fax Transmissions and Reception

Item	Specifications
Network	• Standard: Ethernet (10BASE-T/100BASE-TX/1000BASE-T) • Option: IEEE802.11a/b/g/n/ac wireless LAN interface Wired LAN and wireless LAN cannot be used at the same time.
Transmit function	E-mail
Scan line density	• Standard: 200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character) • Optional: 200 × 400 dpi, 400 × 400 dpi (Super Fine character)[1][2]
Original size: Scanning width	297 mm (A3▭)[1], 257 mm (B4 JIS▭)[1], 210 mm (A4▭)
Communication Protocols	• Transmission: SMTP, TCP/IP • Reception: POP3, SMTP, IMAP4, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH, MR[1], MMR[1] compression)
Internet communication	Send and receive e-mail with a computer that has an e-mail address
Encryption method (for forwarding)	S/MIME
Internet Fax send functions:	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
Internet Fax receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

*1 Full mode

*2 For superfine-character transmission, a fax memory unit is required.

IP-Fax Transmissions and Reception

Item	Specifications
Network	• Standard: Ethernet (10BASE-T/100BASE-TX/1000BASE-T) • Option: IEEE802.11a/b/g/n/ac wireless LAN interface Wired LAN and wireless LAN cannot be used at the same time.
Scan line density	• Standard: 8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character) • Optional: 8 × 15.4 lines/mm, 16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character)[1]
Maximum original size	Standard: A3 or 11 × 17 Custom (w × h): 297 × 1,200 mm (11.7 × 47.3 inches)
Maximum scanning size	297 × 1,200 mm (11.7 × 47.3 inches)
Transmission protocol	Recommendation: T.38, TCP, UDP/IP communication, SIP (RFC 3261 compliant), H.323 v2
Compatible machines	IP-Fax compatible machines
IP-Fax transmission function	Specify an IP address and send faxes to an IP-Fax compatible fax through a network. Also capable of sending faxes to a G3 fax connected to a telephone line via a VoIP gateway.
IP-Fax reception function	Receive faxes sent from an IP-Fax compatible fax through a network. Also capable of receiving faxes from a G3 fax connected to a telephone line via a VoIP gateway.

*1 For detail-character and superfine-character transmission, a fax memory unit is required.

Validated Peripherals

Item	Specifications
Gateway (T.38 compliant)	• InnovaPhone VoIP-Gateway IP305 Software version: v7 hotfix (09-70300.17) • Cisco VoIP-Gateway (Operation confirmed with H.323) Software version: IOS12.3 (5)

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Item	Specifications
	Platform: Cisco2600XM, 3725, 847-4V, 26XX, 36XX, 37XX, 7200, AS5300, ICS 7750 • Siemens VoIP-Gateway RG8300 (Operation confirmed with SIP) Software version: Version 5
Gatekeeper	• InnovaPhone VoIP-Gateway IP305 Software version: v7 hotfix (09-70300.17) • Cisco Gatekeeper Software version: IOS12.1 (2) T Platform: Cisco2600XM, 3620, 3640, 3660, 3725, 3745, 7200, 7400
SIP server	• Cisco SIP proxy server Software version: Version 2.0 • Cisco VoIP-Gateway Software version: IOS12.3 (17) a Platform: Cisco3725 (256Mbyte RAM), Cisco2621XM (128Mbyte RAM) • Cisco unified CallManager Software version: Ver6.2 • InnovaPhone VoIP-Gateway IP305 Software version: v7 hotfix (09-70300.17) • Siemens HiPath8000 (Operation confirmed with SIP) Software version: Voice redundant v4

Note

- You can assign multiple addresses of the machine in the IPv6 environment, but only one address can receive IP-fax.
- The SIP connection is specified to connect to either IPv4 or IPv6 depending on the environment of the machine. To change the setting, contact your local dealer.

E-mail Transmission and Folder Transmission (Fax (Classic) only)

Item	Specifications
Network	• Standard: Ethernet (10BASE-T/100BASE-TX/1000BASE-T) • Option: IEEE802.11a/b/g/n/ac wireless LAN interface

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Item	Specifications
	Wired LAN and wireless LAN cannot be used at the same time.
Scan line density	• Standard: 200 × 100 dpi (Standard character)[*1], 200 × 200 dpi (Detail character) • Optional: 200 × 400 dpi, 400 × 400 dpi (Super Fine character)[*2]
Maximum original size	Standard: A3▭ or 11 × 17▭ Custom (w × h): 297 × 1,200 mm (11.7 × 47.3 inches)
Maximum scanning size (h × w)	297 × 1,200 mm (11.7 × 47.3 inches)
E-mail transmission protocols	SMTP, TCP/IP
Protocols for sending files to folders	SMB, FTP, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion
File formats	TIFF (MH, MR, MMR compression), PDF, PDF/A When you select PDF or PDF/A for the file format, you can attach a digital signature.
Authentication methods	SMTP-AUTH, POP before SMTP
Encryption method	S/MIME
E-mail sending functions	Automatically converts documents to e-mail format and sends them as e-mail.
Sending to folder functions	Sends scanned files over the network to shared folders or FTP server folders.

*1 When you send documents in TIFF format.

*2 For detail-character and superfine-character transmission, a fax memory unit is required.

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E-mail Reception

Item	Specifications
Network	• Standard: Ethernet (10BASE-T/100BASE-TX/1000BASE-T) • Option: IEEE802.11a/b/g/n/ac wireless LAN interface Wired LAN and wireless LAN cannot be used at the same time.
E-mail reception protocols (Mail to Print)	POP3, SMTP, IMAP4, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion
File formats (Mail to Print)	JPEG (JFIF), PDF
Authentication methods	A-POP
Encryption method	S/MIME
E-mail receiving functions	Automatically detects and outputs JPEG and PDF documents attached to received e-mail.

Specifications for Printer

Item	Specifications
Printing speed	Region A (mainly Europe and China) • Pro C5400S/C5400SL: 65 sheets/minute • Pro C5410S: 80 sheets/minute Region A (mainly Asia)[*1] • Pro C5400S: 65 sheets/minute • Pro C5410S: 80 sheets/minute *1 Except for China. Region B (mainly North America) • Pro C5400S: 65 sheets/minute • Pro C5410S: 80 sheets/minute

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Item	Specifications
	(A4⊐, 8^1/$_2$ × 11⊐, plain paper, one-side printing)
Resolution	200 dpi, 300 dpi, 400 dpi, 600 dpi, 1,200 dpi
Printer language	• Standard: PCL5c/6(XL), PostScript 3 Emulation, PDF Emulation, MediaPrint (JPEG, TIFF) • Option: Genuine Adobe PostScript 3, PDF Direct from Adobe, IPDS, XPS
Interface	• Standard:Ethernet (10BASE-T/100BASE-TX/1000BASE-T) USB2.0 (Type A) port USB3.2 Gen1 (Type B) port USB2.0 (Type A) port (on the control panel) • Option: IEEE 802.11a/b/g/n/ac wireless LAN interface File format converter Device Server option
Network protocol	TCP/IP (IPv4, IPv6)
USB interface	• Transmission spec: USB2.0, USB3.2 Gen1 Standard • Connectable device: Devices corresponding to USB2.0, USB3.2 Gen1 Standard
Operating system	• Windows 10/11 • Windows Server 2016/2019/2022 • macOS 12 or later
Fonts	• PCL 5c/6(XL): 80 fonts, 13 International fonts • PostScript 3 Emulation: 80 fonts, 13 International fonts • PDF Emulation: 80 fonts, 13 International fonts • Genuine Adobe PDF: 136 fonts • Genuine Adobe PostScript 3: 136 fonts • IPDS: 108 fonts
Store function	Total number of documents that can be stored: Up to 100 documents

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Item	Specifications
	Number of pages for each document that can be stored: Up to 3,000 pages
	Total number of pages of all documents that can be stored: Up to 15,000 pages
Sort function	Number of pages that can be sorted: Up to 3,000 pages
	Number of copies that can be sorted: Up to 9,999 copies

⬇Note

- To connect the machine to the network, use a LAN cable supporting 1000BASE-T, 100BASE-TX, and 10BASE-T. The maximum length for the cable connecting the machine to an Ethernet network is 100 meters.

- When the resolution is 1200 dpi, the printing speed may be slower.

Specifications for Scanner

⬇Note

- To connect the machine to the network, use a LAN cable supporting 1000BASE-T, 100BASE-TX, and 10BASE-T. The length of the usable cable is up to 100 m.

Scanning

Item	Specifications
Type	Full-color scanner
Scan method	Flatbed scanning
Image sensor type	CMOS Image Sensor
Scan type	Sheet, book, three-dimensional object
Original sizes that can be scanned	• Exposure glass Length: 10–297 mm (0.4–11.6 inches), Width: 10–432 mm (0.4–17.0 inches) • ADF Length: 51–297 mm (2.0–11.6 inches), Width: 89–432 mm (3.6–17.0 inches)
Scan sizes automatically detectable	• Exposure glass ⊕Region A(mainly Europe and Asia) A3▭, A4, A5▭, B4 JIS▭, B5 JIS, $8^1/_2 \times 13$▭ ⊕Region B(mainly North America)

Item	Specifications
	11×17 ▱, $8^1/_2 \times 14$ ▱, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$ ▱ • ADF 🌐 **Region A** (mainly Europe and Asia) A3▱, A4, A5, A6▱, A7▱, B4 JIS▱, B5 JIS, B6 JIS, B7 JIS, 11×17 ▱, $8^1/_2 \times 11$ ▱, $8^1/_2 \times 13$ ▱, Business Card▱ 🌐 **Region B** (mainly North America) A3▱, A4, 11×17 ▱, $8^1/_2 \times 14$ ▱, $8^1/_2 \times 11$, $7^1/_4 \times 10^1/_2$ ▱, $5^1/_2 \times 8^1/_2$, 10×14 ▱, Business Card▱
Scan speed	• ADF • When scanning one-sided originals (black and white, full color, Resolution: 200/300 dpi) 150 pages/minute • When scanning two-sided originals (black and white, full color, Resolution: 200/300 dpi) 300 pages/minute When using the E-mail, Scan to Folder, WSD (Push Type), or Scan to Removable device (Original size: A4▱/$8^1/_2 \times 11$) • Black and white Original Type: B & W two-value, Compression (MMR): Compressed, ITU-T No1 Chart • Full Color Original type: Text/Photo, Compression (Gray Scale/Full Color): Default, Original Chart Scanning speed differs depending on the operating environment of the machine and computer, scan settings, and the content of originals.
Tone	• Black & White: 2 tones • Full Color/Gray Scale: 256 tones
Basic scanning resolution:	200 dpi
Image compression type for black and white (two-value)	MH, MR, MMR, JBIG2

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Item	Specifications
Image compression type for gray scale/full color	JPEG
Maximum number of pages that can be scanned in 1 job	3,000 pages[*1]
Interface	• Standard: Ethernet (10BASE-T/100BASE-TX/1000BASE-T) USB 2.0 (Type A) port (on the control panel) • Option: IEEE 802.11a/b/g/n/ac wireless LAN interface Wired LAN and wireless LAN cannot be used at the same time.
Network protocol	TCP/IP
WSD	Supported
DSM	Supported[*2]

*1 The maximum number of pages depends on the size of the data when the originals are scanned. If you cannot scan the expected number of pages, change the resolution or compression ratio settings and scan them again.

*2 The function can be used only in Scanner (Classic).

E-mail transmission

Item	Specifications
Scanning resolution	100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Protocol[*1]	POP, SMTP[*2], IMAP4
Output format	TIFF, JPEG, PDF, High Compression PDF, PDF/A, Searchable PDF[*3*4]

*1 Supporting Web mail transmission

*2 Supporting SMTP over SSL

*3 To perform OCR, the OCR unit is required.

*4 The number of characters that can be scanned optically is about 40,000 characters per page.

⬇ **Note**

- When you select [PDF], [High Comp. PDF], or [PDF/A] for the file format, you can attach a digital signature. You can also specify the security settings for [PDF] or [High Comp. PDF].

  See "Changing Security Permissions for PDF Files" and "Specifying Digital Signature for PDF Files", User Guide in English.

- To specify High Compression PDF for the PDF type, the following settings are required:

  - Selecting Gray Scale or Full Color for [Original Type] under [Send Settings]
  - Selecting [100%] for [Scan Ratio] under [Send Settings]
  - Selecting [200 dpi], [300 dpi], [400 dpi], or [600 dpi] for [Resolution] under [Send Settings]
  - Selecting other than [Preview]
  - Specifying [PDF File Type: PDF/A Fixed] under [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [File Management] to [Off]

Scan to Folder

Item	Specifications
Scanning resolution	100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi
Protocol	SMB, FTP
Output format	TIFF, JPEG, PDF, High Compression PDF, PDF/A, Searchable PDF[*1][*2]
Operating system	• Windows 10/11 • Windows Server 2016/2019/2022 • macOS 12 or later

*1 To perform OCR, the OCR unit is required.

*2 The number of characters that can be scanned optically is about 40,000 characters per page.

⬇ **Note**

- When you select [PDF], [High Comp. PDF], or [PDF/A] for the file format, you can attach a digital signature. You can also specify the security settings for [PDF] or [High Comp. PDF].

  See "Changing Security Permissions for PDF Files" and "Specifying Digital Signature for PDF Files", User Guide in English.

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- To specify High Compression PDF for the PDF type, the following settings are required:

  - Selecting Gray Scale or Full Color for [Original Type] under [Send Settings]

  - Selecting [100%] for [Scan Ratio] under [Send Settings]

  - Selecting [200 dpi], [300 dpi], [400 dpi], or [600 dpi] for [Resolution] under [Send Settings]

  - Selecting other than [Preview]

  - Specifying [PDF File Type: PDF/A Fixed] under [Settings] ▶ [System Settings] ▶ [Settings for Administrator] ▶ [File Management] to [Off]

Network TWAIN Scanner

Item	Specifications
Scanning resolution	100–1,200 dpi[*1]
Protocol	TCP/IP
Operating system	- Windows 10/11 - Windows Server 2016/2019/2022 (TWAIN scanner runs in 32-bit compatible mode on a 64-bit operating system, so TWAIN scanner is not compatible with 64-bit applications. Use 32-bit applications. IC card Authentication System is not compatible with 64-bit operating system.)

*1 The maximum resolution depends on the scan size.

WIA scanner

Item	Specifications
Scanning resolution (Main scanning × Sub-scanning)	100–1,200 dpi[*1]
Protocol	TCP/IP
Operating system	- Windows 10/11 - Windows Server 2016/2019/2022 (WIA scanner can function under both 32- and 64-bit operating systems.)

*1 The maximum resolution depends on the scan size.

Specifications for ADF

Item	Specifications
Mode	Batch mode, SADF mode, Mixed Sizes mode, Custom Size originals mode, Original Orientation mode, Original Thickness mode
Original size	Region A (mainly Europe and Asia) A3▭–A7▭, B4 JIS▭–B8 JIS, 11 × 17▭–8^1/$_2$ × 11, Business Card ▭ Region B (mainly North America) 11 × 17▭–5^1/$_2$ × 8^1/$_2$, A3▭–A4, Business Card▭
Original weight	• One-sided originals Larger than A6: 38-220 g/m^2 (Approx. 10 lb. Bond-80 lb. Cover) A6 or smaller: 64-220 g/m^2 (Approx. 16 lb. Bond-80 lb. Cover) • Two-sided originals Larger than A6: 52.3-220 g/m^2 (Approx. 14 lb. Bond-80 lb. Cover) A6 or smaller: 64-220 g/m^2 (Approx. 16 lb. Bond-80 lb. Cover)
Number of originals to be set	220 sheets (81.4 g/m^2, Approx. 21.7 lb. Bond)
Power requirements	Power is supplied from the main unit.
Maximum power consumption	90 W or less
Dimensions (W × D × H)	587 × 520 × 175 mm (23.2 × 20.5 × 6.9 inches)
Weight	Approx. 15 kg (33.1 lb.)

Specifications for Finisher SR5130

Item	Specifications
Paper size for the Finisher Upper Tray	• Fold not applied:

Item	Specifications
	A3▭, A4, A5, B4 JIS▭, B5 JIS, B6 JIS▭, 11 × 17▭, 8^1/$_2$ × 14 ▭, 8^1/$_2$ × 13▭, 8^1/$_2$ × 11, 8^1/$_4$ × 14▭, 8^1/$_4$ × 13▭, 8 × 13▭, 8 × 10▭, 8 × 10 ^{1}/$_2$, 7^1/$_4$ × 10^1/$_2$, 5^1/$_2$ × 8^1/$_2$, 8K▭, 16K, 12 × 18 ▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, 13 × 19^1/$_5$ ▭, 13 × 19▭, 12^3/$_5$ × 19^1/$_5$ ▭, 12^3/$_5$ × 18^1/$_2$ ▭, 13 × 18▭, SRA3 ▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, 8^1/$_2$ × 13^2/$_5$ ▭ Custom size • Vertical: 90.0–330.2 mm (3.55–13.00 inches) • Horizontal: 139.7–487.7 mm (5.50–19.20 inches) (When the banner paper guide tray is installed, the Horizontal is up to 600.0 mm (23.63 inches)) • With Z-fold: A3▭, A4▭, B4 JIS▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11▭, 8K ▭, 8^1/$_2$ × 13^2/$_5$▭ • With Half Fold: A3▭, A4▭, B4 JIS▭, 11 × 17▭, 8^1/$_2$ × 14▭, 8^1/$_2$ × 11▭, 8K ▭, 12 × 18▭, 13 × 19^1/$_5$▭, 13 × 19▭, 12^3/$_5$ × 19^1/$_5$▭, 12^3/$_5$ × 18^1/$_2$▭, 13 × 18▭, SRA3▭, SRA4, 8^1/$_2$ × 13^2/$_5$▭ • With Letter Fold-out, Letter Fold-in: A3▭, 11 × 17▭
Paper weight for the Finisher Upper Tray	• Fold not applied: 52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) • With Z-fold: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond)
Stack capacity for the Finisher Upper Tray (80 g/m^2, 20 lb. Bond)	• Fold not applied: 250 sheets: A4, 8^1/$_2$ × 11 or smaller 50 sheets: B4 JIS, 8^1/$_2$ × 14 or larger • With Z-fold, Half Fold: 20 sheets: A4, 8^1/$_2$ × 11 or smaller 30 sheets: B4 JIS, 8^1/$_2$ × 14 or larger • With Letter Fold-out, Letter Fold-in: 30 sheets: A3▭, 11 × 17▭

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Item	Specifications
	When using paper that has a horizontal length of 487.8–600.0 mm (19.21–23.63 inches), remove output sheets one by one from the tray.

Paper size for the Finisher Shift Tray	• Fold not applied:
	
	A3↴, A4, A5, B4 JIS↴, B5 JIS, B6↴, 11 × 17↴, $8^1/_2$ × 14↴, $8^1/_2$ × 13↴, $8^1/_2$ × 11, $8^1/_4$ × 14↴, $8^1/_4$ × 13↴, 8 × 13↴, 8 × $10^1/_2$↴, 8 × 10↴, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K↴, 16K, 12 × 18↴, 11 × 15↴, 11 × 14↴, 10 × 15↴, 10 × 14↴, 13 × $19^1/_5$↴, 13 × 19↴, $12^3/_5$ × $19^1/_5$↴, $12^3/_5$ × $18^1/_2$↴, 13 × 18↴, SRA3↴, SRA4, 226 × 310 mm, 310 × 432 mm↴, $8^1/_2$ × $13^2/_5$↴, $4^1/_8$ × $9^1/_2$↴, $3^7/_8$ × $7^1/_2$↴, C5 Env, DL Env↴
	
	Custom size
	
	  • Vertical: 90.0–330.2 mm (3.60–13.00 inches)
	
	  • Horizontal: 139.7–487.7 mm (5.50–19.20 inches)
	
	(When the banner paper guide tray is installed, the Horizontal is up to 1300.0 mm (51.18 inches))
	
	• With Z-fold:
	
	8K↴, $8^1/_2$ × $13^2/_5$↴
	
	• With Half Fold:
	
	A3↴, A4↴, B4 JIS↴, 11 × 17↴, $8^1/_2$ × 14↴, $8^1/_2$ × 11↴, 8K↴, 12 × 18↴, 13 × $19^1/_5$↴, 13 × 19↴, $12^3/_5$ × $19^1/_5$↴, 13 × 18↴, SRA3↴, SRA4↴, $8^1/_2$ × $13^2/_5$↴
	
	• With Letter Fold-in, Letter Fold-out:
	
	A3↴, 11 × 17↴

Paper weight for the Finisher Shift Tray	• Fold not applied: 52.3–360.0 g/m2 (14.0 lb. Bond–198.0 lb. Index) • With Z-fold: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond)
Paper sizes that can be shifted when delivered to the finisher shift tray	• Fold not applied:

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Item	Specifications
	A3⊐, A4, A5, B4 JIS⊐, B5 JIS, B6 JIS⊐,11 × 17⊐, $8^1/_2$ × 14 ⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13⊐, 8 × $10^1/_2$, 8 × 10⊐, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⊐, 16K, 12 × 18 ⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, SRA4⊐, 226 × 310 mm⊐, $8^1/_2$ × $13^2/_5$ ⊐, 13 × $19^1/_5$⊐, 13 × 19⊐, $12^3/_5$ × $19^1/_5$⊐, $12^3/_5$ × $18^1/_2$⊐, C5 Env Custom size • Vertical: 125.0–304.8 mm (5.0-12.0 inches) • Horizontal: 139.7–457.2 mm (5.50–18.0 inches)
Paper weight that can be shifted when delivered to the Finisher Shift Tray	• Fold not applied: 52.3–360.0 g/m2 (14.0 lb. Bond–198.0 lb. Index) • With Z-fold: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond)
Stack capacity for the finisher shift tray (80 g/m^2, 20 lb. Bond)	• Fold not applied: 3,000 sheets: A4⊐, $8^1/_2$ × 11⊐ 1,500 sheets: A3⊐, A4⊐, B4 JIS⊐, B5 JIS, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐, 12 × 18⊐, SRA3⊐, 13 × $19^1/_5$ ⊐, 182 mm (7.2 inches) or more, less than 488 mm (19.2 inches) 500 sheets: A5⊐, 148 mm (5.9 inches) or more, less than 182 mm (7.2 inches) 100 sheets: A5⊐, B6 JIS⊐, $5^1/_2$ × $8^1/_2$ ⊐, A6⊐ • With Z-fold, Half Fold: 20 sheets: A4, $8^1/_2$ × 11 or smaller 30 sheets: B4 JIS, $8^1/_2$ × 14 or larger When using paper that has a horizontal length of 487.8–1300.0 mm (19.21–51.18 inches), remove output sheets one by one from the tray
Staple paper size	• Fold not applied: A3⊐, A4, B4 JIS⊐, B5 JIS⊐, B5 JIS⊐ [*1], 11 × 17⊐, $8^1/_2$ × 14 ⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13⊐ [*1], $7^1/_4$ × $10^1/_2$ ⊐, $7^1/_4$ × $10^1/_2$ ⊐ [*1], 8K⊐, 16K, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, 226 × 310 mm⊐, $8^1/_2$ × $13^2/_5$ ⊐

Item	Specifications

	Custom size
	    • Vertical: 182.0–297.0 mm (7.2-11.7 inches)
	    • Horizontal: 182.0–457.2 mm (7.2-18.0 inches)
	• With Z-fold
	  A3▭, B4 JIS▭, 11 × 17▭
	• With Z-fold and Mixed Sizes:
	  A3▭ and A4▯
	  B4 JIS▭ and B5 JIS▯
	  11 × 17▭ and $8^1/_2$ × 11▯
	*1 You can finish with staple-free stapling (corner staple).

Staple paper weight	• Staple: 52.3–105.0 g/m^2 (14.0 lb. Bond–28.0 lb. Bond) You can use a sheet of paper weighing between 105.1 g/m^2 (28.1 lb. Bond) and 256.0 g/m^2 (141.0 lb. Index) per set as a slip sheet. • Staple-free staple (when the stapleless binding unit installed): 52.3–105.0 g/m^2 (14.0–28.0 lb. Bond)

Staple capacity (80 g/m^2, 20 lb. Bond)	• Fold not applied:
	65 sheets: A3▭, A4, B4 JIS▭, B5 JIS, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 13▭, $8^1/_2$ × 11, $8^1/_4$ × 14▭, $8^1/_4$ × 13▭, 8 × 13▭, $7^1/_4$ × $10^1/_2$, 8K▭, 16K, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14 ▭, 226 × 310 mm▭, $8^1/_2$ × $13^2/_5$ ▭, custom size
	• With Mixed Sizes:
	65 sheets (A3▭/A4▯, B4 JIS▭/B5 JIS▯, 11 × 17▭/$8^1/_2$ × 11 ▯)
	• With Z-fold: 8 sheets
	• With Z-fold and Mixed Sizes (A3▭/A4▯, B4 JIS▭/B5 JIS▯, 11 × 17▭/$8^1/_2$ × 11▯):
	    • 7 Z-folded sheets and 0 to 8 unfolded sheets
	    • 6 Z-folded sheets and 0 to 16 unfolded sheets
	    • 5 Z-folded sheets and 0 to 24 unfolded sheets
	    • 4 Z-folded sheets and 0 to 32 unfolded sheets
	    • 3 Z-folded sheets and 0 to 40 unfolded sheets
	    • 2 Z-folded sheets and 0 to 48 unfolded sheets

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Item	Specifications
	• 1 Z-folded sheet and 0 to 56 unfolded sheets • Staple-free staple (when the stapleless binding unit installed): Slant: 16 sheets Left2, Top2: 12 sheets

Stack capacity after stapling (80 g/m², 20 lb. Bond)	Staple
	• Fold not applied:
	20–65 sheets: 150–46 sets (A4□, 8^1/$_2$ × 11□)
	2–19 sheets: 150 sets (A4□, 8^1/$_2$ × 11□)
	15–65 sheets: 100–23 sets (A4□, 8^1/$_2$ × 11□)
	2–14 sheets: 100 sets (A3□, A4□, B4 JIS□, B5 JIS, 11 × 17 □, 8^1/$_2$ × 14□, 8^1/$_2$ × 13□, 8^1/$_2$ × 11□, 8^1/$_4$ × 14□, 8^1/$_4$ × 13 □, 8 × 13□, 7^1/$_4$ × 10^1/$_2$, 8K□, 16K, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 226 × 310 mm□, 8^1/$_2$ × 13^2/$_5$ □)
	  • With Mixed Sizes:
	  2–65 sheets: 23 sets (A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□/8^1/$_2$ × 11□)
	• With Z-fold and Mixed Sizes:
	1-8 sheets: 30-3 sets (A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□ /8^1/$_2$ × 11□)
	Staple-free staple (when the stapleless binding unit installed)
	  • 2-20 sheets: 150 sets (A4□, 8^1/$_2$ × 11□)
	  • 2-15 sheets: 100 sets (A4□, B5 JIS, 8^1/$_2$ × 11□)
	  • 16-20 sheets: 93-75 sets (A4□, B5 JIS, 8^1/$_2$ × 11□)
	  • 2-15 sheets: 100 sets (other size paper)
	  • 16-20 sheets: 93-75 sets (other size paper)
	  • With Mixed Sizes:
	  2-20 sheets: 75 sheets (A3□/A4□, B4 JIS□/B5 JIS□, 11 × 17□/8^1/$_2$ × 11□)

Staple position	Top 1, Bottom 1, Slant, Bottom Slant, Left 2, Top 2 Staple-free staple (when the stapleless binding unit installed): Slant, Left2, Top2
Power requirements	Power is supplied from the main unit.

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Item	Specifications
Maximum power consumption	67 W or less (Power is supplied from the main unit.)
Dimensions (W × D × H)	657 × 730 × 980 mm (25.9 × 28.7 × 38.6 inches)
Weight	• Without punch unit: 40 kg (88.2 lb.) or less • With punch unit: 43 kg (94.8 lb.) or less

Note

- Stack capacity and the loading status may change depending on the condition of the paper.
- Envelopes and custom sizes may be irregularly loaded.
- Stapling custom sizes may result in the paper being misaligned.

Specifications for Booklet Finisher SR5140

Item	Specifications

Paper size for the Finisher Upper Tray	• Fold not applied:
	
	A3⬚, A4, A5, A6⬚, B4 JIS⬚, B5 JIS, B6 JIS⬚, 11 × 17⬚, $8^1/_2$ × 14⬚, $8^1/_2$ × 13⬚, $8^1/_2$ × 11, $8^1/_4$ × 14⬚, $8^1/_4$ × 13⬚, 8 × 13 ⬚, 8 × 10⬚, 8 × 10 $^1/_2$, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⬚, 16K, 12 × 18⬚, 11 × 15⬚, 11 × 14⬚, 10 × 15⬚, 10 × 14⬚, 13 × $19^1/_5$ ⬚, 13 × 19⬚, $12^3/_5$ × $19^1/_5$ ⬚, $12^3/_5$ × $18^1/_2$ ⬚, 13 × 18⬚, SRA3⬚, SRA4, 226 × 310 mm, 310 × 432 mm⬚, $8^1/_2$ × $13^2/_5$ ⬚
	
	Custom size
	
	   • Vertical: 90.0–330.2 mm (3.55–13.00 inches)
	   • Horizontal: 139.7–487.7 mm (5.50–19.20 inches)
	
	(When the banner paper guide tray is installed, the Horizontal is up to 600.0 mm (23.63 inches))
	• With Z-fold:
	
	A3⬚, A4⬚, B4 JIS⬚, 11 × 17⬚, $8^1/_2$ × 14⬚, $8^1/_2$ × 11⬚, 8K ⬚, $8^1/_2$ × $13^2/_5$⬚
	• With Half Fold:

Item	Specifications
	A3⬛, A4⬛, B4 JIS⬛, 11 × 17⬛, $8^1/_2$ × 14⬛, $8^1/_2$ × 11⬛, 8K⬛, 12 × 18⬛, 13 × $19^1/_5$⬛, 13 × 19⬛, $12^3/_5$ × $19^1/_5$⬛, $12^3/_5$ × $18^1/_2$⬛, 13 × 18⬛, SRA3⬛, SRA4, $8^1/_2$ × $13^2/_5$⬛ • With Letter Fold-out, Letter Fold-in: A3⬛, 11 × 17⬛
Paper weight for the Finisher Upper Tray	• Fold not applied: 52.3–216.0 g/m² (14.0 lb. Bond–79.9 lb. Cover) • With Z-fold: 64.0–105.0 g/m² (17.1–28.0 lb. Bond)
Stack capacity for the Finisher Upper Tray (80 g/m², 20 lb. Bond)	• Fold not applied: 250 sheets: A4, $8^1/_2$ × 11 or smaller 50 sheets: B4 JIS, $8^1/_2$ × 14 or larger • With Z-fold, Half Fold: 20 sheets: A4, $8^1/_2$ × 11 or smaller 30 sheets: B4 JIS, $8^1/_2$ × 14 or larger • With Letter Fold-out, Letter Fold-in: 30 sheets: A3⬛, 11 × 17⬛

Paper size for the Finisher Shift Tray	• Fold not applied:
	A3⬛, A4, A5, B4 JIS⬛, B5 JIS, B6⬛, 11 × 17⬛, $8^1/_2$ × 14⬛, $8^1/_2$ × 13⬛, $8^1/_2$ × 11, $8^1/_4$ × 14⬛, $8^1/_4$ × 13⬛, 8 × 13⬛, 8 × 10⬛, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⬛, 16K, 12 × 18⬛, 11 × 15⬛, 11 × 14⬛, 10 × 15⬛, 10 × 14⬛, 13 × $19^1/_5$⬛, 13 × 19⬛, $12^3/_5$ × $19^1/_5$⬛, $12^3/_5$ × $18^1/_2$⬛, 13 × 18⬛, SRA3⬛, SRA4, 226 × 310 mm, 310 × 432 mm⬛, $8^1/_2$ × $13^2/_5$⬛, $4^1/_8$ × $9^1/_2$⬛, $3^7/_8$ × $7^1/_2$⬛, C5 Env, DL Env⬛
	Custom size
	  • Vertical: 90.0–330.2 mm (3.6–13.0 inches)
	  • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)
	(When the banner paper guide tray is installed, the Horizontal is up to 1300.0 mm (51.18 inches))
	• With Z-fold:
	8K⬛, $8^1/_2$ × $13^2/_5$⬛

Item	Specifications
	• With Half Fold: A3⊐, A4⊐, B4 JIS⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐, 8K ⊐, 12 × 18⊐, 13 × $19^1/_5$⊐, 13 × 19⊐, $12^3/_5$ × $19^1/_5$⊐, 13 × 18⊐, SRA3⊐, SRA4⊐, $8^1/_2$ × $13^2/_5$⊐ • With Letter Fold-in, Letter Fold-out: A3⊐, 11 × 17⊐
Paper weight for the Finisher Shift Tray	• Fold not applied: 52.3–360.0 g/m2 (14.0 lb. Bond–198.0 lb. Index) • With Z-fold: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond)
Paper sizes that can be shifted when delivered to the finisher shift tray	• Fold not applied: A3⊐, A4, A5, B4 JIS⊐, B5 JIS, B6 JIS⊐,11 × 17⊐, $8^1/_2$ × 14 ⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13⊐, 8 × $10^1/_2$, 8 × 10⊐, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⊐, 16K, 12 × 18 ⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, SRA4⊐, 226 × 310 mm⊐, $8^1/_2$ × $13^2/_5$⊐,13 × $19^1/_5$⊐, 13 × 19⊐, $12^3/_5$ × $19^1/_5$⊐, $12^3/_5$ × $18^1/_2$⊐, C5 Env Custom size • Vertical: 125.0–304.8 mm (5.0-12.0 inches) • Horizontal: 139.7–457.2 mm (5.5–18.0 inches)
Paper weight that can be shifted when delivered to the Finisher Shift Tray	• Fold not applied: 52.3–360.0 g/m2 (14.0 lb. Bond–198.0 lb. Index) • With Fold: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond)
Stack capacity for the Finisher Shift Tray (80 g/m^2, 20 lb. Bond)	• Fold not applied: 3,000 sheets: A4⊐, $8^1/_2$ × 11⊐ 1,000 sheets: A3⊐, A4⊐, B4 JIS⊐, B5 JIS, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐, 12 × 18⊐, SRA3⊐, 13 × $19^1/_5$ ⊐, 182 mm (7.2 inches) or more, less than 488 mm (19.2 inches) 500 sheets: A5⊐, 148 mm (5.9 inches) or more, less than 182 mm (7.2 inches) 100 sheets: A5⊐, B6 JIS⊐, $5^1/_2$ × $8^1/_2$ ⊐, A6⊐

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Item	Specifications
	• With Z-fold, Half Fold: 20 sheets: A4, $8^1/_2$ × 11 or smaller 30 sheets: B4 JIS, $8^1/_2$ × 14 or larger When using paper that has a horizontal length of 487.8–1300.0 mm (19.21–51.18 inches), remove output sheets one by one from the tray

Staple paper size	• Fold not applied:
	A3⊐, A4, B4 JIS⊐, B5 JIS⊐, B5 JIS⊐ *1, 11 × 17⊐, $8^1/_2$ × 14 ⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13⊐ *1, $7^1/_4$ × $10^1/_2$ ⊐, $7^1/_4$ × $10^1/_2$ ⊐ *1, 8K⊐, 16K, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, 226 × 310 mm⊐, $8^1/_2$ × $13^2/_5$ ⊐
	Custom size
	    • Vertical: 182.0–297.0 mm (7.2-11.7 inches)
	    • Horizontal: 182.0–457.2 mm (7.2-18.0 inches)
	• With Z-fold
	A3⊐, B4 JIS⊐, 11 × 17⊐
	• With Z-fold and Mixed Sizes:
	A3⊐ and A4⊔
	B4 JIS⊐ and B5 JIS⊔
	11 × 17⊐ and $8^1/_2$ × 11⊔
	*1 You can finish with staple-free stapling (corner staple).

Staple paper weight	• Staple: 52.3–105.0 g/m² (14.0 lb. Bond–28.0 lb. Bond) You can use a sheet of paper weighing between 105.1 g/m² (28.1 lb. Bond) and 256.0 g/m² (141.0 lb. Index) per set as a slip sheet. • Staple-free staple (when the stapleless binding unit installed): 52.3–105.0 g/m² (14.0–28.0 lb. Bond)
Staple capacity (80 g/m², 20 lb. Bond)	• Fold not applied: 65 sheets: A3⊐, A4, B4 JIS⊐, B5 JIS, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13⊐, $7^1/_4$ × $10^1/_2$, 8K⊐, 16K, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14 ⊐, 226 × 310 mm⊐, $8^1/_2$ × $13^2/_5$⊐, custom size • With Mixed Sizes:

Item	Specifications
	65 sheets (A3⬓/A4⬒, B4 JIS⬓/B5 JIS⬒, 11 × 17⬓/8^1/$_2$ × 11⬒, 8K⬓/16K⬒) • With Z-fold: 8 sheets • With Z-fold and Mixed Sizes (A3⬓/A4⬒, B4 JIS⬓/B5 JIS⬒, 11 × 17⬓/8^1/$_2$ × 11⬒): • 7 Z-folded sheets and 0 to 8 unfolded sheets • 6 Z-folded sheets and 0 to 16 unfolded sheets • 5 Z-folded sheets and 0 to 24 unfolded sheets • 4 Z-folded sheets and 0 to 32 unfolded sheets • 3 Z-folded sheets and 0 to 40 unfolded sheets • 2 Z-folded sheets and 0 to 48 unfolded sheets • 1 Z-folded sheet and 0 to 56 unfolded sheets • Staple-free staple (when the stapleless binding unit installed): Slant: 20 sheets Left2, Top2: 17 sheets
Stack capacity after stapling (80 g/m^2, 20 lb. Bond)	Staple • Fold not applied: 13-65 sheets: 150-30 sets (A4⬒, 8^1/$_2$ × 11⬒) 2–12 sheets: 150 sets (A4⬒, 8^1/$_2$ × 11⬒) 15-65 sheets: 100–23 sets (other size paper) 2–14 sheets: 100 sets (other size paper) • With Mixed Sizes: 2–65 sheets: 23 sets (A3⬓/A4⬒, B4 JIS⬓/B5 JIS⬒, 11 × 17⬓/8^1/$_2$ × 11⬒) • With Z-fold and Mixed Sizes: 1-8 sheets: 30-3 sets (A3⬓/A4⬒, B4 JIS⬓/B5 JIS⬒, 11 × 17⬓/8^1/$_2$ × 11⬒) Staple-free staple (when the stapleless binding unit installed) • 2-20 sheets: 150 sets (A4⬒, 8^1/$_2$ × 11⬒) • 2-15 sheets: 100 sets (A4⬓, B5 JIS, 8^1/$_2$ × 11⬓) • 16-20 sheets: 93-75 sets (A4⬓, B5 JIS, 8^1/$_2$ × 11⬓) • 2-15 sheets: 100 sets (other size paper) • 16-20 sheets: 93-75 sets (other size paper)

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Item	Specifications
	• With Mixed Sizes: 2-20 sheets: 75 sheets (A3↴/A4↴, B4 JIS↴/B5 JIS↴, 11 × 17 ↴/8^1/$_2$ × 11↴)
Staple position	Top 1, Bottom 1, Slant, Bottom Slant, Left 2, Top 2 Staple-free staple (when the stapleless binding unit installed): Slant, Left2, Top2
Saddle stitch paper size	A3↴, A4↴, B4 JIS↴, B5 JIS↴, 11 × 17↴, 8^1/$_2$ × 14↴, 8^1/$_2$ × 11 ↴, 8^1/$_4$ × 14↴, 8^1/$_4$ × 13↴, 12 × 18↴, 11 × 15↴, 11 × 14↴, 10 × 15↴, 10 × 14↴, 13 × 18↴, SRA3↴, SRA4↴, 8^1/$_2$ × 13^2/$_5$ ↴ Custom size • Vertical: 182.0–330.2 mm (7.17–13.00 inches)*1 • Horizontal: 257.0–457.2 mm (10.12–18.00 inches) *1 Vertical sizes are limited to just the ranges between 182.0-182.5 mm, 207.0-225.0 mm, 250.0-257.0 mm, 279.4-306.0 mm, 320.0 mm, 330.0-330.2 mm (7.2 inches, 8.2-8.9 inches, 9.9-10.2 inches, 11-12.1 inches, 12.6 inches, 13 inches)
Saddle stitch paper weight	• Plain Paper: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond) • Coated Paper: 81.4–105.0 g/m^2 (21.7–28.0 lb. Bond) You can use a sheet of paper weighing up to 256.0 g/m^2 (140 lb. Index) per set as a cover sheet.
Saddle stitch capacity (80 g/m^2, 20 lb. Bond)	• Paper between 64.0 g/m^2 (17.1 lb. Bond) and 80.0 g/m^2 (21.3 lb. Bond): 1 set (20 sheets) • Paper between 81.0 g/m^2 (22.0 lb. Bond) and 100.9 g/m^2 (27.0 lb. Bond): 1 set (10 sheets)
Stack capacity after saddle stitching (80 g/m^2, 20 lb. Bond)	• 2–5 sheets: 50 sets • 6–10 sheets: 15 sets • 11–15 sheets: 10 sets • 16–20 sheets: 6 sets
Saddle stitch position	Center 2 positions
Types of folds	Half Fold

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Item	Specifications
Half fold paper size	A3⊐, A4⊐, B4 JIS⊐, B5 JIS⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11 ⊐, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 12 × 18⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, 13 × 18⊐, SRA3⊐, SRA4⊐, $8^1/_2$ × $13^2/_5$ ⊐ Custom size • Vertical: 182.0–330.2 mm (7.17–13.00 inches) • Horizontal: 257.0–457.2 mm (10.12–18.00 inches)
Folding capacity of half folding function	• 1 sheet: 64.0–216.0g/m^2 (17.1 lb. Bond–79.9 lb. Cover) • 2–5 sheets: 64.0–105.0g/m^2 (17.1–28.0 lb. Bond)
Power requirements	Power is supplied from the main unit.
Maximum power consumption	67 W or less (Power is supplied from the main unit.)
Dimensions (W × D × H)	657 × 730 × 980 mm (25.9 × 28.7 × 38.6 inches)
Weight	• Without punch unit: 60 kg (132.3 lb.) or less • With punch unit: 62 kg (136.7 lb.) or less

⬇ **Note**

- Stack capacity and the loading status may change depending on the condition of the paper.
- Envelopes and custom sizes may be irregularly loaded.
- Stapling custom sizes may result in the paper being misaligned.

Specifications for Finisher SR5110

Item	Specifications
Paper size for the Finisher Shift Tray 1	• Fold not applied:

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Item	Specifications
	A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × $19^1/_5$, 13 × 19, $12^3/_5$ × $19^1/_5$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, $8^1/_2$ × $13^2/_5$, 329 × 483 mm, custom size • With Z-fold: A3, A4, B4 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, 8K, $8^1/_2$ × $13^2/_5$ • With Half Fold: A3, A4, B4 JIS, 12 × 18, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 11, 8K, 13 × $19^1/_5$, 13 × 19, $12^3/_5$ × $19^1/_2$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA3, SRA4, $8^1/_2$ × $13^2/_5$ • With Letter Fold-out: A3, 11 × 17 • With Letter Fold-in: A3, 11 × 17, custom size (Paper length 432-700 mm (17.0-27.6 inches))

Paper weight for the Finisher Shift Tray 1	• Fold not applied:
	52.3–360.0 g/m² (14 lb. Bond–198 lb. Index)
	Supports paper weight between 300.1–360.0 g/m² (165–198 lb. Index): when using the designated paper.
	• Fold applied (Z-fold, Letter Fold-in/out)
	  • Plain paper: 64.0–105.0 g/m² (17–28 lb. Bond)
	  • Coated paper: 64.0–150.0 g/m² (17–40 lb. Bond)

Stack capacity for the Finisher Shift Tray 1 (80 g/m², 20 lb. Bond)	• Fold not applied:
	  • 1,000 sheets: A4, B5 JIS, $8^1/_2$ × 11, $8^1/_2$ × 13, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 18, SRA4, $8^1/_2$ × $13^2/_5$
	  • 500 sheets: other sizes

Item	Specifications
	• 100 sheets: A5▭, A6▭, B6 JIS▭, $7^1/_4 \times 10^1/_2$ ▭, $5^1/_2 \times 8^1/_2$ ▭ • With Z-fold: 30 sheets • With Half Fold: 50 sheets • With Letter Fold-in/out: 75 sheets • With output banner sheet tray: 200 sheets
Paper size for the Finisher Shift Tray 2	• Fold not applied: A3▭, A4, A5, A6▭, B4 JIS▭, B5 JIS, B6 JIS▭, 11 × 17▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 13$▭, $8^1/_2 \times 11$, $8^1/_4 \times 14$▭, $8^1/_4 \times 13$▭, 8 × 13 ▭, 8 × 10▭, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 8K▭, 16K, 12 × 18▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, $13 \times 19^1/_5$ ▭, 13 × 19▭, $12^3/_5 \times 19^1/_5$ ▭, $12^3/_5 \times 18^1/_2$ ▭, 13 × 18▭, SRA3▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, $8^1/_2 \times 13^2/_5$ ▭, 329 × 483 mm▭, custom size • With Z-fold: A3▭, A4▭, B4 JIS▭, 11 × 17▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 11$▭, 8K ▭, $8^1/_2 \times 13^2/_5$ ▭ • With Half Fold: A3▭, A4▭, B4 JIS▭, 12 × 18▭, 11 × 17▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 11$▭, 8K▭, $13 \times 19^1/_5$ ▭, 13 × 19▭, $12^3/_5 \times 19^1/_2$ ▭, $12^3/_5 \times 18^1/_2$ ▭, 13 × 18▭, SRA3▭, SRA4▭, $8^1/_2 \times 13^2/_5$ ▭ • With Letter Fold-out: A3▭, 11 × 17▭ • With Letter Fold-in: A3▭, 11 × 17▭, custom size (Paper length 432-700 mm (17.0-27.6 inches))

Paper weight for the Finisher Shift Tray 2	• Fold not applied:
	
	52.3–360.0 g/m^2 (14 lb. Bond–198 lb. Index)
	
	Supports paper weight between 300.1–360.0 g/m^2 (165–198 lb. Index): when using the designated paper.
	
	• Fold applied (Z-fold, Letter Fold-in/out)
	
	  • Plain paper: 64.0–105.0 g/m^2 (17–28 lb. Bond)
	
	  • Coated paper: 64.0–150.0 g/m^2 (17–40 lb. Bond)

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Item	Specifications
Paper sizes that can be shifted when delivered to both finisher trays	A3$\square$, A4, A5, B4 JIS$\square$, B5 JIS, 11 × 17$\square$, $8^1/_2$ × 14$\square$, $8^1/_2$ × 13$\square$, $8^1/_2$ × 11, $8^1/_4$ × 14$\square$, $8^1/_4$ × 13$\square$, 8 × 13$\square$, 8 × 10$\square$, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K$\square$, 16K, 12 × 18$\square$, 11 × 15$\square$, 11 × 14$\square$, 10 × 15$\square$, 10 × 14$\square$, 13 × $19^1/_5$ $\square$, 13 × 19$\square$, $12^3/_5$ × $19^1/_5$ $\square$, $12^3/_5$ × $18^1/_2$ $\square$, 13 × 18$\square$, SRA3$\square$, SRA4, 226 × 310 mm, 310 × 432 mm $\square$, $8^1/_2$ × $13^2/_5$ $\square$, 329 × 483 mm$\square$, custom size
Paper weight that can be shifted when delivered to the Finisher Shift Tray 1	52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Supports paper weight between 300.1–360.0 g/m^2 (165.1–198 lb. Index): when using the designated paper.
Paper weight that can be shifted when delivered to the Finisher Shift Tray 2	52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)
Stack capacity for the Finisher Shift Tray 2 (80 g/m^2, 20 lb. Bond)	• Fold not applied: • 3,500 sheets: A4$\square$, B5 JIS$\square$, $8^1/_2$ × 11$\square$, $7^1/_4$ × $10^1/_2$ $\square$, 16K$\square$, $8^1/_2$ × $13^1/_2$ $\square$ • 1,500 sheets: A3$\square$, A4$\square$, B4 JIS$\square$, B5 JIS$\square$, 11 × 17$\square$, $8^1/_2$ × 14$\square$, $8^1/_2$ × 11$\square$, $8^1/_2$ × $13^2/_5$ $\square$, $8^1/_2$ × 13$\square$, $8^1/_4$ × 14$\square$, $8^1/_4$ × 13$\square$, 8 × 13$\square$, 8 × 10$\square$, $7^1/_4$ × $10^1/_2$ $\square$, 8K$\square$, 16K$\square$, 11 × 15$\square$, 11 × 14$\square$, 10 × 15$\square$, 10 × 14$\square$, SRA4, 226 × 310 mm (1,000 sheets of coated, film, or synthetic paper) • 1,000 sheets: 12 × 18$\square$, 13 × 19$\square$, SRA3$\square$, 13 × 18$\square$, $12^3/_5$ × $18^1/_2$ $\square$, $12^3/_5$ × $19^1/_5$ $\square$, 13 × $19^1/_5$ $\square$, 310 × 432 mm$\square$ (500 sheets of coated, film, or synthetic paper) • 500 sheets: A5$\square$, $5^1/_2$ × $8^1/_2$ $\square$ • 100 sheets: A5$\square$, A6$\square$, B6 JIS$\square$, $7^1/_4$ × $10^1/_2$ $\square$, $5^1/_2$ × $8^1/_2$ $\square$ • With Z-fold: 30 sheets • With Half Fold: 50 sheets

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Item	Specifications
	• With Letter Fold-in/out: 75 sheets • With output banner sheet tray: 200 sheets
Staple paper size	• Without Z-fold: A3⊐, A4, B4 JIS⊐, B5 JIS, 11 × 17⊐, $8^1/_2 × 14$⊐, $8^1/_2 × 13$⊐, $8^1/_2 × 11$, $8^1/_4 × 14$⊐, $8^1/_4 × 13$⊐, 8 × 13⊐, 8 × 10⊐, $7^1/_4 × 10^1/_2$, 8K⊐, 16K, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, $8^1/_2 × 13^2/_5$ ⊐, custom size • With Z-fold: A3⊐, B4 JIS⊐, 11 × 17⊐, 8K⊐ • With Z-fold and Mixed Sizes: • A3⊐/A4⊐ • B4 JIS⊐/B5 JIS⊐ • 11 × 17⊐/$8^1/_2 × 11$⊐ • 8K⊐/16K⊐
Staple paper weight	• Without Z-fold: 63.1–80.0 g/m^2 (17.0–21.0 lb. Bond)) You can use up to two sheets of paper weighing between 80.1 g/m^2 (21.1 lb. Bond) and 200.0 g/m^2 (74.0 lb. Cover) per set as a slip sheet. • With Z-fold: • Plain paper: 64.0–105.0 g/m^2 (17–28 lb. Bond) • Coated paper: 64.0-150.0 g/m^2 (17–40 lb. Bond)
Staple capacity (80 g/m^2, 20 lb. Bond)	• Without Z-fold and Mixed Sizes: • 50 sheets: A3⊐, B4 JIS⊐, 11 × 17⊐, $8^1/_2 × 14$⊐, $8^1/_2 × 13$⊐, $8^1/_4 × 14$⊐, $8^1/_4 × 13$⊐, 8 × 13⊐, 8K⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, $8^1/_2 × 13^2/_5$ ⊐ • 100 sheets: A4, B5 JIS, $8^1/_2 × 11$, 8 × 10⊐, $7^1/_4 × 10^1/_2$, 16K • With Mixed Sizes: 50 sheets (A3⊐/A4⊐, B4 JIS⊐/B5 JIS⊐, 11 × 17⊐/$8^1/_2 × 11$⊐, 8K⊐/16K⊐) • With Z-fold: 10 sheets • Combination of Z-folded sheets and unfolded sheets:

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Item	Specifications
	• 10 Z-folded sheets
	• 9 Z-folded sheets and 0 to 10 unfolded sheets
	• 8 Z-folded sheets and 0 to 20 unfolded sheets
	• 7 Z-folded sheets and 0 to 30 unfolded sheets
	• 6 Z-folded sheets and 0 to 40 unfolded sheets
	• 5 Z-folded sheets and 0 to 50 unfolded sheets
	• 4 Z-folded sheets and 0 to 60 unfolded sheets
	• 3 Z-folded sheets and 0 to 70 unfolded sheets
	• 2 Z-folded sheets and 0 to 80 unfolded sheets
	• 1 Z-folded sheet and 1 to 90 unfolded sheets

Stack capacity after stapling (80 g/m^2, 20 lb. Bond)	• Without Z-fold and Mixed Sizes:
	
	   • 20–100 sheets: 150–30 sets (A4▭, B5 JIS▭, $8^1/_2$ × 11▭)
	
	   • 10–19 sheets: 200–105 sets (A4▭, B5 JIS▭, $8^1/_2$ × 11▭)
	
	   • 2–9 sheets: 150 sets (A4▭, B5 JIS▭, $8^1/_2$ × 11▭)
	
	   • 10–100 sheets: 150–15 sets (A4▭, B5 JIS▭, $8^1/_2$ × 11▭)
	
	   • 2–9 sheets: 150 sets (A4▭, B5 JIS▭, $8^1/_2$ × 11▭)
	
	   • 10–50 sheets: 150–30 sets (Other sizes)
	
	   • 2–9 sheets: 150 sets (A3▭, B4 JIS▭, 11 × 17▭, $8^1/_2$ × 14 ▭, $8^1/_2$ × $13^2/_5$ ▭)
	
	• With Z-fold and Mixed Sizes:
	1–10 sheets: 30–3 sets (A3 Z-folded paper with A4, B4 JIS Z-folded paper with B5 JIS, 11 × 17 Z-folded paper with $8^1/_2$ × 11, 8K Z-folded paper with 16K)
	
	• With Mixed Sizes:
	2–50 sheets: 30 sets (A3▭/A4▭, B4 JIS▭/B5 JIS▭, 11 × 17▭ /$8^1/_2$ × 11▭, 8K▭/16K▭)

Staple position	Top, Top Slant, Bottom, Top 2, Left 2, Right 1, Right 2
Power requirements	Region A (mainly Europe and Asia) • 220–240 V, 1.2 A, 50/60Hz Region B (mainly North America) • 100–127 V, 2.0 A, 50/60 Hz (A separate power source is required.)

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Item	Specifications
Maximum power consumption	150 W or less
Dimensions (W × D × H)	1,113 × 730 × 1,415 mm
Weight	135 kg (297.7 lb.) or less

✦Note

- For paper between 81.0 g/m² (21.6 lb. Bond) and 100.9 g/m² (26.9 lb. Bond), the staple capacity is a half that of 80.0 g/m² (21.0 lb. Bond) paper.

- For paper between 101.0 g/m² (26.9 lb. Bond) and 200.0 g/m² (74.0 lb. Cover), the staple capacity is one-third that of 80.0 g/m² (21.0 lb. Bond) paper.

Specifications for Booklet Finisher SR5120

Item	Specifications
Paper size for the both finisher trays	• Fold not applied: A3⊐, A4, A5, A6⊐, B4 JIS⊐, B5 JIS, B6 JIS⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13 ⊐, 8 × 10⊐, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⊐, 16K, 12 × 18⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, 13 × $19^1/_5$ ⊐, 13 × 19⊐, $12^3/_5$ × $19^1/_5$ ⊐, $12^3/_5$ × $18^1/_2$ ⊐, 13 × 18⊐, SRA3⊐, SRA4, 226 × 310 mm, 310 × 432 mm⊐, $8^1/_2$ × $13^2/_5$ ⊐, 329 × 483 mm⊐, custom size • With Z-fold: A3⊐, A4⊐, B4 JIS⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐, 8K ⊐, $8^1/_2$ × $13^2/_5$ ⊐ • With Half Fold: A3⊐, A4⊐, B4 JIS⊐, 12 × 18⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐, 8K⊐, 13 × $19^1/_5$ ⊐, 13 × 19⊐, $12^3/_5$ × $19^1/_2$ ⊐, $12^3/_5$ × $18^1/_2$ ⊐, 13 × 18⊐, SRA3⊐, SRA4⊐, $8^1/_2$ × $13^2/_5$ ⊐ • With Letter Fold-out: A3⊐, 11 × 17⊐ • With Letter Fold-in:

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Item	Specifications
	A3◿, 11 × 17◿, custom size (Paper length 432-700 mm (17.0-27.6 inches))

Paper weight for the Finisher Shift Tray 1	• Fold not applied:
	
	52.3–360.0 g/m^2 (14 lb. Bond–198 lb. Index)
	
	Supports paper weight between 300.1–360.0 g/m^2 (165–198 lb. Index): when using the designated paper.
	• Fold applied (Z-fold, Letter Fold-in/out)
	   • Plain paper: 64.0–105.0 g/m^2 (17–28 lb. Bond)
	   • Coated paper: 64.0–150.0 g/m^2 (17–40 lb. Bond)

Stack capacity for the Finisher Shift Tray 1 (80 g/m^2, 20 lb. Bond)	• Fold not applied:
	   • 1,000 sheets: A4◿, B5 JIS◿, 8^1/$_2$ × 11◿, 8^1/$_2$ × 13◿, 8^1/$_4$ × 14◿, 8^1/$_4$ × 13◿, 8 × 10◿, 7^1/$_4$ × 10^1/$_2$ ◿, 8K◿, 16K, 11 × 15◿, 11 × 14◿, 10 × 15◿, 10 × 14◿, 13 × 18◿, SRA4◿, 8^1/$_2$ × 13^2/$_5$ ◿
	   • 500 sheets: other sizes
	   • 100 sheets: A5◿, A6◿, B6 JIS◿, 7^1/$_4$ × 10^1/$_2$ ◿, 5^1/$_2$ × 8^1/$_2$ ◿
	• With Z-fold: 30 sheets
	• With Half Fold: 50 sheets
	• With Letter Fold-in/out: 75 sheets
	• With output banner sheet tray: 200 sheets

Paper weight for the Finisher Shift Tray 2	• Fold not applied:
	
	52.3–360.0 g/m^2 (14 lb. Bond–198 lb. Index)
	
	Supports paper weight between 300.1–360.0 g/m^2 (165–198 lb. Index): when using the designated paper.
	• Fold applied (Z-fold, Letter Fold-in/out)
	   • Plain paper: 64.0–105.0 g/m^2 (17–28 lb. Bond)
	   • Coated paper: 64.0–150.0 g/m^2 (17–40 lb. Bond)

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Item	Specifications
Paper sizes that can be shifted when delivered to both finisher trays	A3⬚, A4, A5, B4 JIS⬚, B5 JIS, 11 × 17⬚, $8^1/_2$ × 14⬚, $8^1/_2$ × 13⬚, $8^1/_2$ × 11, $8^1/_4$ × 14⬚, $8^1/_4$ × 13⬚, 8 × 13⬚, 8 × 10⬚, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⬚, 16K, 12 × 18⬚, 11 × 15⬚, 11 × 14⬚, 10 × 15⬚, 10 × 14⬚, 13 × $19^1/_5$ ⬚, 13 × 19⬚, $12^3/_5$ × $19^1/_5$ ⬚, $12^3/_5$ × $18^1/_2$ ⬚, 13 × 18⬚, SRA3⬚, SRA4, 226 × 310 mm, 310 × 432 mm ⬚, $8^1/_2$ × $13^2/_5$ ⬚, 329 × 483 mm⬚, custom size
Paper weight that can be shifted when delivered to the Finisher Shift Tray 1	52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Supports paper weight between 300.1 and 360.0 g/m^2 (165.1–198 lb. Index): when using the designated paper.
Paper weight that can be shifted when delivered to the Finisher Shift Tray 2	52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)

Stack capacity for the Finisher Shift Tray 2 (80 g/m^2, 20 lb. Bond)	• Fold not applied:
	
	  • 3,500 sheets: A4⬚, B5 JIS⬚, $8^1/_2$ × 11⬚, $7^1/_4$ × $10^1/_2$ ⬚, 16K⬚, $8^1/_2$ × $13^1/_2$ ⬚
	
	  • 1,500 sheets: A3⬚, A4⬚, B4 JIS⬚, B5 JIS⬚, 11 × 17⬚, $8^1/_2$ × 14⬚, $8^1/_2$ × 11⬚, $8^1/_2$ × $13^2/_5$ ⬚, $8^1/_2$ × 13⬚, $8^1/_4$ × 14⬚, $8^1/_4$ × 13⬚, 8 × 13⬚, 8 × 10⬚, $7^1/_4$ × $10^1/_2$ ⬚, 8K⬚, 16K⬚, 11 × 15⬚, 11 × 14⬚, 10 × 15⬚, 10 × 14⬚, SRA4, 226 × 310 mm
	
	  (1,000 sheets of coated, film, or synthetic paper)
	
	  • 1,000 sheets: 12 × 18⬚, 13 × 19⬚, SRA3⬚, 13 × 18⬚, $12^3/_5$ × $18^1/_2$ ⬚, $12^3/_5$ × $19^1/_5$ ⬚, 13 × $19^1/_5$ ⬚, 310 × 432 mm⬚
	
	  (500 sheets of coated, film, or synthetic paper)
	
	  • 500 sheets: A5⬚, $5^1/_2$ × $8^1/_2$ ⬚
	
	  • 100 sheets: A5⬚, A6⬚, B6 JIS⬚, $7^1/_4$ × $10^1/_2$ ⬚, $5^1/_2$ × $8^1/_2$ ⬚
	
	 • With Z-fold: 30 sheets
	
	 • With Half Fold: 50 sheets

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Item	Specifications
	• With Letter Fold-in/out: 75 sheets • With output banner sheet tray: 200 sheets

Staple paper size	• Without Z-fold:
	A3$\square$, A4, B4 JIS$\square$, B5 JIS, 11 × 17$\square$, 8^1/$_2$ × 14$\square$, 8^1/$_2$ × 13$\square$, 8^1/$_2$ × 11, 8^1/$_4$ × 14$\square$, 8^1/$_4$ × 13$\square$, 8 × 13$\square$, 8 × 10$\square$, 7^1/$_4$ × 10^1/$_2$, 8K$\square$, 16K, 11 × 15$\square$, 11 × 14$\square$, 10 × 15$\square$, 10 × 14$\square$, 8^1/$_2$ × 13^2/$_5$ $\square$, custom size
	• With Z-fold:
	A3$\square$, B4 JIS$\square$, 11 × 17$\square$, 8K$\square$
	• With Z-fold and Mixed Sizes:
	  • A3$\square$/A4$\square$
	  • B4 JIS$\square$/B5 JIS$\square$
	  • 11 × 17$\square$/8^1/$_2$ × 11$\square$
	  • 8K$\square$/16K$\square$

Staple paper weight	• Without Z-fold:
	63.1–80.0 g/m^2 (17.0–21.0 lb. Bond))
	You can use up to two sheets of paper weighing between 80.1 g/m^2 (21.1 lb. Bond) and 200.0 g/m^2 (74.0 lb. Cover) per set as a slip sheet.
	• With Z-fold:
	  • Plain paper: 64.0–105.0 g/m^2 (17–28 lb. Bond)
	  • Coated paper: 64.0-150.0 g/m^2 (17–40 lb. Bond)

Staple capacity (80 g/m^2, 20 lb. Bond)	• Without Z-fold and Mixed Sizes:
	  • 50 sheets: A3$\square$, B4 JIS$\square$, 11 × 17$\square$, 8^1/$_2$ × 14$\square$, 8^1/$_2$ × 13$\square$, 8^1/$_4$ × 14$\square$, 8^1/$_4$ × 13$\square$, 8 × 13$\square$, 8K$\square$, 11 × 15$\square$, 11 × 14$\square$, 10 × 15$\square$, 10 × 14$\square$, 8^1/$_2$ × 13^2/$_5$ $\square$
	  • 100 sheets: A4, B5 JIS, 8^1/$_2$ × 11, 8 × 10$\square$, 7^1/$_4$ × 10^1/$_2$, 16K
	• With Mixed Sizes:
	50 sheets (A3$\square$/A4$\square$, B4 JIS$\square$/B5 JIS$\square$, 11 × 17$\square$/8^1/$_2$ × 11 $\square$, 8K$\square$/16K$\square$)
	• With Z-fold: 10 sheets
	• Combination of Z-folded sheets and unfolded sheets:

Item	Specifications
	• 10 Z-folded sheets • 9 Z-folded sheets and 0 to 10 unfolded sheets • 8 Z-folded sheets and 0 to 20 unfolded sheets • 7 Z-folded sheets and 0 to 30 unfolded sheets • 6 Z-folded sheets and 0 to 40 unfolded sheets • 5 Z-folded sheets and 0 to 50 unfolded sheets • 4 Z-folded sheets and 0 to 60 unfolded sheets • 3 Z-folded sheets and 0 to 70 unfolded sheets • 2 Z-folded sheets and 0 to 80 unfolded sheets • 1 Z-folded sheet and 1 to 90 unfolded sheets

Stack capacity after stapling (80 g/m^2, 20 lb. Bond)	• Without Z-fold and Mixed Sizes:
	  • 20–100 sheets: 150–30 sets (A4▯, B5 JIS▯, 8^1/$_2$ × 11▯)
	  • 10–19 sheets: 200–105 sets (A4▯, B5 JIS▯, 8^1/$_2$ × 11▯)
	  • 2–9 sheets: 150 sets (A4▯, B5 JIS▯, 8^1/$_2$ × 11▯)
	  • 10–100 sheets: 150–15 sets (A4▯, B5 JIS▯, 8^1/$_2$ × 11▯)
	  • 2–9 sheets: 150 sets (A4▯, B5 JIS▯, 8^1/$_2$ × 11▯)
	  • 10–50 sheets: 150–30 sets (Other sizes)
	  • 2–9 sheets: 150 sets (A3▯, B4 JIS▯, 11 × 17▯, 8^1/$_2$ × 14 ▯, 8^1/$_2$ × 13^2/$_5$ ▯)
	• With Z-fold and Mixed Sizes:
	1–10 sheets: 30–3 sets (A3 Z-folded paper with A4, B4 JIS Z-folded paper with B5 JIS, 11 × 17 Z-folded paper with 8^1/$_2$ × 11, 8K Z-folded paper with 16K)
	• With Mixed Sizes:
	2–50 sheets: 30 sets (A3▯/A4▯, B4 JIS▯/B5 JIS▯, 11 × 17▯ /8^1/$_2$ × 11▯, 8K▯/16K▯)

Paper size for the Finisher Shift Tray 1	• Without Z-fold:

Item	Specifications
	A3⊐, A4, A5, A6⊐, B4 JIS⊐, B5 JIS, B6 JIS⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 13⊐, $8^1/_2$ × 11, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13 ⊐, 8 × 10⊐, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⊐, 16K, 12 × 18⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14⊐, 13 × $19^1/_5$ ⊐, 13 × 19⊐, $12^3/_5$ × $19^1/_5$ ⊐, $12^3/_5$ × $18^1/_2$ ⊐, 13 × 18⊐, SRA3⊐, SRA4, 226 × 310 mm, 310 × 432 mm⊐, $8^1/_2$ × $13^2/_5$ ⊐, 329 × 483 mm⊐, custom size • With Z-fold: A3⊐, A4⊐, B4 JIS⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 11⊐, 8K ⊐, 12 × 18⊐, $8^1/_2$ × $13^2/_5$ ⊐
Paper weight for the Finisher Shift Tray 1	• Without Z-fold: 52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index) Supports paper weight between 300.1 and 350.0 g/m^2 (165.1–193.3 lb. Index): when using the designated paper. • With Z-fold: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond)
Staple position	Top, Top Slant, Bottom, Top 2, Left 2, Right 1, Right 2, Center
Saddle stitch paper size	A3⊐, A4⊐, B4 JIS⊐, B5 JIS⊐, 11 × 17⊐, $8^1/_2$ × 14⊐, $8^1/_2$ × 13 ⊐, $8^1/_2$ × 11⊐, $8^1/_4$ × 14⊐, $8^1/_4$ × 13⊐, 8 × 13⊐, $7^1/_4$ × $10^1/_2$ ⊐, 8K⊐, 16K⊐, 12 × 18⊐, 11 × 15⊐, 11 × 14⊐, 10 × 15⊐, 10 × 14 ⊐, 13 × $19^1/_5$ ⊐, 13 × 19⊐, $12^3/_5$ × $19^1/_5$ ⊐, $12^3/_5$ × $18^1/_2$ ⊐, 13 × 18⊐, SRA3⊐, SRA4⊐, 226 × 310 mm⊐, 310 × 432 mm⊐, $8^1/_2$ × $13^2/_5$ ⊐, 329 × 483 mm⊐, Custom size • Vertical: 182.0–330.2 mm (7.17–13.00 inches) • Horizontal: 257.0–487.7 mm (10.12–19.20 inches)
Saddle stitch weight and capacity	• Paper weighing between 52.3 and 65.9 g/m^2: 30 sheets (When using designated paper) • Paper weighing between 66.0 and 80.9 g/m^2: 25 sheets (Supports up to 30 sheets when using the designated paper.) • Paper weighing between 81.0 and 100.9 g/m^2: 15 sheets • Paper weighing between 101.0 and 150.0 g/m^2: 10 sheets

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Item	Specifications
	(Regarding paper weight of 101.0 g/m^2 to 105.0 g/m^2, up to 15 sheets can be supported by having the setting changed by the customer engineer.) • Paper weighing between 150.1 and 256.0 g/m^2: 5 sheets (Regarding paper weight of 150.1 g/m^2 to 163.0 g/m^2, up to 10 sheets can be supported by having the setting changed by the customer engineer.) • Paper weighing between 256.1 and 360.0 g/m^2: 3 sheets (When using designated paper) (Supports paper weight between 52.3 and 300.0 g/m^2: when using the trimmer unit.)
Cover sheet weight and stitch capacity	• Cover sheet weighing between 81.0 and 100.9 g/m^2 Book block weighing between 52.3 and 65.9 g/m^2: 28 sheets Book block weighing between 66.0 and 80.9 g/m^2: 23 sheets Book block weighing between 81.0 and 100.9 g/m^2: 13 sheets • Cover sheet weighing between 101.0 and 150.0 g/m^2 Book block weighing between 52.3 and 65.9 g/m^2: 27 sheets Book block weighing between 66.0 and 80.9 g/m^2: 22 sheets Book block weighing between 81.0 and 100.9 g/m^2: 12 sheets
Stack capacity after saddle stitching (80 g/m^2, 20 lb. Bond)	• 2–5 sheets: 45 sets • 6–10 sheets: 23 sets • 11–15 sheets: 15 sets • 16–20 sheets: 10 sets • 21–30 sheets: 5 sets
Saddle stitch position	Center 2 positions
Types of folds	Half Fold

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Item	Specifications
Half fold paper size	A3▭, A4▭, B4 JIS▭, B5 JIS▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 13 ▭, $8^1/_2$ × 11▭, $8^1/_4$ × 14▭, $8^1/_4$ × 13▭, 8 × 13▭, $7^1/_4$ × $10^1/_2$ ▭, 8K▭, 16K▭, 12 × 18▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14 ▭, 13 × $19^1/_5$ ▭, 13 × 19▭, $12^3/_5$ × $19^1/_5$ ▭, $12^3/_5$ × $18^1/_2$ ▭, 13 × 18▭, SRA3▭, SRA4▭, 226 × 310 mm▭, 310 × 432 mm▭, $8^1/_2$ × $13^2/_5$ ▭, 329 × 483 mm▭, Custom size • Vertical: 182.0–330.2 mm (7.17–13.00 inches) • Horizontal: 257.0–487.7 mm (10.12–19.20 inches)
Folding capacity of half folding function	• 6 sheets: 52.3–105.0 g/m^2 (13.9–28.0 lb. Bond) • 2 sheets: 105.1–163.0 g/m^2 (28.1 lb. Bond–60.0 lb. Cover) • 1 sheet: 163.1–360.0 g/m^2 (60.1 lb. Cover–198 lb. Index)
Power requirements	🌐 Region A (mainly Europe and Asia) • 220–240 V, 1.2 A, 50/60Hz 🌐 Region B (mainly North America) • 100–127 V, 2.0 A, 50/60 Hz (A separate power source is required.)
Maximum power consumption	150 W or less
Dimensions (W × D × H)	1,113 × 730 × 1,415mm
Weight	160 kg (352.8 lb.) or less

Specifications for Multi-Folding Unit

Item	Specifications
Paper size	• With Z-fold: A3▭, A4▭, B4 JIS▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × $13^2/_5$▭, $8^1/_2$ × 11▭, 8K▭ • With Half Fold: A3▭, A4, B4 JIS▭, B5 JIS▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × $13^2/_5$▭, $8^1/_2$ × 11, 8K▭, 12 × 18▭, 13 × $19^1/_5$▭, 13 × 19▭, $12^3/_5$ × $19^1/_5$▭, $12^3/_5$ × $18^1/_2$▭, 13 × 18▭, SRA3▭, SRA4▭

Item	Specifications

	• With Letter Fold-in
	
	A3▭, A4▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × $13^2/_5$▭, $8^1/_2$ × 11▭
	
	   • Banner sheet size
	
	     Vertical: 210 mm, 297 mm, $8^1/_2$ inches, or 11 inches
	
	     Horizontal: 431.9-700 mm (17.00-27.56 inches)
	
	• With Letter Fold-out
	
	A3▭, A4▭, B4 JIS▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × $13^2/_5$▭, $8^1/_2$ × 11▭
	
	• With Multi-sheet Fold:
	
	   • Letter Fold-in, Letter Fold-out:
	
	     A4▭, $8^1/_2$ × 11▭

Paper weight	• With Z-fold, Half Fold, Letter Fold-in, Letter Fold-out: 64.0–105.0 g/m^2 (17.1–28.0 lb. Bond) coated paper: 150 g/m^2 (40 lb. Bond) or less • With Multi-sheet Fold: 64.0–80.0 g/m^2 (17.1–21.3 lb. Bond)

Power requirements	⊕ Region A (mainly Europe and Asia)
	
	   • 220–240 V, 50/60 Hz
	
	⊕ Region B (mainly North America)
	
	   • 100–127 V, 50/60 Hz
	
	(A separate power source is required.)

Maximum power consumption	60 W or less
Dimensions (W × D × H)	209 × 730 × 1,000 mm (8.2 × 28.8 × 39.4 inches) (Except protruding parts)
Weight	45 kg (99.3 lb.) or less

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Specifications for Copy Tray

Item	Specifications
Paper size	A3⬐, A4, A5, A6⬐, B4 JIS⬐, B5 JIS, B6 JIS⬐, 11 × 17⬐, $8^1/_2$ × 14⬐, $8^1/_2$ × 13⬐, $8^1/_2$ × 11, $8^1/_4$ × 14⬐, $8^1/_4$ × 13⬐, 8 × 13⬐, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, $4^1/_8$ × $9^1/_2$, $3^7/_8$ × $7^1/_2$, C5 Env, C6 Env⬐, DL Env, 8K⬐, 16K, 12 × 18⬐, 11 × 15⬐, 11 × 14⬐, 10 × 15⬐, 10 × 14⬐, 13 × $19^1/_5$ ⬐, 13 × 19⬐, $12^3/_5$ × $19^1/_5$ ⬐, $12^3/_5$ × $18^1/_2$ ⬐, 13 × 18⬐, SRA3⬐, SRA4, $8^1/_2$ × $13^2/_5$ ⬐, 8 × 10⬐, 226 × 310 mm, 310 × 432 mm⬐, custom size
Paper weight	52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)
Paper capacity (80 g/m^2, 20 lb. Bond)	500 sheets: A4, $8^1/_2$×11 250 sheets: B5 or smaller, B4, $8^1/_2$×14 or larger
Dimensions (W × D × H)	400×350×381 mm (15.7 × 14.0 × 15.0 inches)
Weight	Approx. 3 kg (6.6 lb.)

Specifications for Twin interposer

Item	Specifications
Page size	page 507 "Recommended Paper Sizes and Types"
Paper capacity	page 507 "Recommended Paper Sizes and Types"
Paper weight	page 507 "Recommended Paper Sizes and Types"
Power requirements	Power is supplied from the main unit.
Maximum power consumption	95 W
Dimensions (W × D × H)	740 × 730 × 1,350 mm (29.1 × 28.8 × 53.1 inches) (Except protruding parts)
Weight	60 kg (132.3 lb.)

Specifications for Mailbox

Item	Specifications
Number of trays	9 trays
Paper size	A3⬚, A4, A5, B4 JIS⬚, B5 JIS, 11 × 17⬚, $8^1/_2$ × 14⬚, $8^1/_2$ × 13⬚, $8^1/_2$ × 11, $8^1/_4$ × 14⬚, $8^1/_4$ × 13⬚, 8 × 13⬚, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⬚, 16K, 11 × 15⬚, 11 × 14⬚, 10 × 15⬚, 10 × 14⬚, $8^1/_2$ × $13^2/_5$ ⬚
Paper weight	60.0–128.0 g/m^2 (16.1 lb. Bond–47.3 lb. Cover)
Paper capacity (80 g/m^2, 20 lb. Bond)	100 sheets per tray
Power requirements	Power is supplied from the main unit.
Maximum power consumption	30 W or less
Dimensions (W × D × H)	540 × 600 × 660 mm (21.3 × 23.7 × 26.0 inches)
Weight	Approx. 15 kg (33.1 lb.)

Specifications for Punch Unit (Finisher SR5130, Booklet Finisher SR5140)

Punch unit type	Paper size	Paper weight
2 & 4 holes type: 2 holes	⬚: A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 ×14, SRA4, 226 × 310, $8^1/_2$ × $13^2/_5$ Custom size • Vertical: 133.0-297.0 mm (5.3–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	52.3–256.0 g/m^2 (14.0 lb. Bond–141.0 lb. Index)

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Punch unit type	Paper size	Paper weight
2 & 4 holes type: 2 holes	⬚: A4, A5, B5 JIS, $8^1/_2 \times 11$, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 16K Custom size • Vertical: 133.0-297.0 mm (5.3–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	
2 & 4 holes type: 4 holes	⬚: A3, B4 JIS, 11 × 17, 8K, 11 × 15, 11 × 14 Custom size • Vertical: 255.0-297.0 mm (10.1–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	
2 & 4 holes type: 4 holes	⬚: A4, B5 JIS, $8^1/_2 \times 11$, $7^1/_4 \times 10^1/_2$, 16K Custom size • Vertical: 255.0-297.0 mm (10.1–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	
4 holes type: 4 holes	⬚: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8 × 13, 8 × 10, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, SRA4, 226 × 310, $8^1/_2 \times 13^2/_5$ Custom size • Vertical: 133.0-297.0 mm (5.3–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	52.3–256.0 g/m^2 (14.0 lb. Bond–141.0 lb. Index)
4 holes type: 4 holes	⬚: A4, A5, B5 JIS, $8^1/_2 \times 11$, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 16K Custom size	

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| Punch unit type	Paper size	Paper weight
	• Vertical: 133.0-297.0 mm (5.3–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	
2 & 3 holes type: 2 holes	▭: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, SRA4, 226 × 310, $8^1/_2$ × $13^2/_5$ Custom size • Vertical: 133.0-297.0 mm (5.3–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	52.3–256.0 g/m^2 (14.0 lb. Bond–141.0 lb. Index)
2 & 3 holes type: 2 holes	▯: A4, A5, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$,16K Custom size • Vertical: 133.0-297.0 mm (5.3–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	
2 & 3 holes type: 3 holes	▭: A3, B4 JIS, 11 × 17, 8K, 11 × 15, 11 × 14, 10 × 15, 10 × 14 Custom size • Vertical: 230.0-297.0 mm (9.1–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	
2 & 3 holes type: 3 holes	▯: A4, B5 JIS, $8^1/_2$ × 11,$7^1/_4$ × $10^1/_2$, 16K, custom size Custom size • Vertical: 230.0-297.0 mm (9.1–11.7 inches) • Horizontal: 139.7–487.7 mm (5.5–19.2 inches)	

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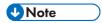
Specifications for Punch Unit (Finisher SR5110, Booklet Finisher SR5120)

Punch unit type	Paper size	Paper weight
2 & 4 holes type: 2 holes	▭: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size	52.3–300.0 g/m^2 (14.0 lb. Bond– 165.0 lb. Index)
2 & 4 holes type: 2 holes	▯: A4, A5, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 16K, custom size	
2 & 4 holes type: 4 holes	▭: A3, B4 JIS, 11 × 17, 8K, 11 × 15, 11 × 14, custom size	
2 & 4 holes type: 4 holes	▯: A4, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, 16K, custom size	
4 holes type: 4 holes	▭: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size	52.3–300.0 g/m^2 (14.0 lb. Bond– 165.0 lb. Index)
4 holes type: 4 holes	▯: A4, A5, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 16K, custom size	
2 & 3 holes type: 2 holes	▭: A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11 × 17, $8^1/_2$ × 14, $8^1/_2$ × 13, $8^1/_2$ × 11, $8^1/_4$ × 14, $8^1/_4$ × 13, 8 × 13, 8 × 10, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 ×14, custom size	52.3–300.0 g/m^2 (14.0 lb. Bond– 165.0 lb. Index)
2 & 3 holes type: 2 holes	▯: A4, A5, B5 JIS, $8^1/_2$ × 11, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$,16K, custom size	
2 & 3 holes type: 3 holes	▭: A3, B4 JIS, 11 × 17, 8K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, custom size	
2 & 3 holes type: 3 holes	▯: A4, B5 JIS, $8^1/_2$ × 11,$7^1/_4$ × $10^1/_2$, 16K, custom size	

Specifications for LCIT RT5190

Item	Specifications
Page size	page 507 "Recommended Paper Sizes and Types"
Paper capacity	page 507 "Recommended Paper Sizes and Types"
Paper weight	page 507 "Recommended Paper Sizes and Types"
Power requirements	Power is supplied from the main unit.
Maximum power consumption	50 W or less
Dimensions (W × D × H)	352 × 540 × 625 mm (13.9 × 21.3 × 24.7 inches)
Weight	Approx. 22 kg (48.6 lb.)

Note

- If you want to load custom size paper, contact your service representative.

Specifications for LCIT RT5180

Item	Specifications
Page size	page 507 "Recommended Paper Sizes and Types"
Paper capacity (80 g/m^2, 20 lb. Bond)	page 507 "Recommended Paper Sizes and Types"
Paper weight	page 507 "Recommended Paper Sizes and Types"
Power requirements	Power is supplied from the main unit.
Maximum power consumption	85 W or less
Dimensions (W × D × H)	869 × 730 × 658 mm (34.3 × 28.8 × 26.0 inches)
Weight	Approx. 83 kg (183.0 lb.)

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Specifications for Vacuum feed LCIT

Item	Specifications
Page size	page 507 "Recommended Paper Sizes and Types"
Paper capacity (80 g/m^2, 20 lb. Bond)	page 507 "Recommended Paper Sizes and Types"
Paper weight	page 507 "Recommended Paper Sizes and Types"
Power requirements	⊕Region A (mainly Europe and Asia) • 220–240 V, 5.5 A, 50/60 Hz ⊕Region B (mainly North America) • 100–127 V, 11.0 A, 50/60 Hz (A separate power source is required.)
Maximum power consumption	1,000 W or less
Dimensions (W × D × H)	• Without Vacuum feed banner sheet tray: 1,054 × 730 × 1,000 mm (41.5 × 28.8 × 39.4 inches) (Except protruding parts) • With Vacuum feed banner sheet tray: 1,290 × 730 × 1,000 mm (50.8 × 28.8 × 39.4 inches) (Except protruding parts)
Dimensions of bridge unit (W × D × H)	330 × 730 × 1,000 mm (13.0 × 28.8 × 39.4 inches) (Except protruding parts)
Weight	• Without Vacuum feed banner sheet tray: 230 kg (507.1 lb.) or less • With Vacuum feed banner sheet tray: 237 kg (522.5 lb.) or less
Weight of bridge unit	60 kg (132.3 lb.) or less

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Specifications for Multi Bypass Tray (Tray A)

Item	Specifications
Page size	page 507 "Recommended Paper Sizes and Types"
Paper capacity (80 g/m^2, 20 lb. Bond)	page 507 "Recommended Paper Sizes and Types"
Paper weight	page 507 "Recommended Paper Sizes and Types"
Power requirements	Power is supplied from the main unit.
Maximum power consumption	70 W or less
Dimensions (W × D × H)	• Without banner sheet tray: 690 × 561 × 210 mm (27.2 × 22.1 × 8.3 inches) (Except protruding parts) • With banner sheet tray: 1,090 × 561 × 210 mm (43.0 × 22.1 × 8.3 inches) (Except protruding parts)
Weight	• Without banner sheet tray: 20 kg (44.1 lb.) or less • With banner sheet tray: 25 kg (55.2 lb.) or less

Specifications for Bridge Unit BU5040

Item	Specifications
Power requirements	5V/24V
Maximum power consumption	60 W or less
Dimensions (W × D × H)	• Unit only: 302 × 730 × 1,000 mm (11.9 × 28.7 × 39.4 inches) (Except protruding parts) • When installed:

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Item	Specifications
	227 × 730 × 1,000 mm (8.9 ×28.7 × 39.4 inches) (Except protruding parts)
Weight	Approx. 41 kg (90.4 lb.)

Specifications for Output Jogger

Item	Specifications
Paper size	A3 $\square$, A4, A5 $\square$, B4 JIS $\square$, B5 JIS $\square$, 11 × 17 $\square$, $8^1/_2$ × 14 $\square$, $8^1/_2$ × 11, $5^1/_2$ × $8^1/_2$ $\square$, 12 × 18 $\square$, 13 × $19^1/_5$ $\square$
Power requirements	Power is supplied from the finisher.
Maximum power consumption	15 W or less
Dimensions (W × D × H)	169 × 539 × 203 mm (6.7 × 21.3 × 8.0 inches)
Weight	Approx. 2 kg (4.4 lb.)

Specifications for Decurler Unit

Item	Specifications
Paper size	A3 $\square$, A4, A5, A6 $\square$, B4 JIS $\square$, B5 JIS, B6 JIS $\square$, 11 × 17 $\square$, $8^1/_2$ × 14 $\square$, $8^1/_2$ × 13 $\square$, $8^1/_2$ × 11, $8^1/_4$ × 14 $\square$, $8^1/_4$ × 13 $\square$, 8 × 13 $\square$, 8 × 10 $\square$, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, $4^1/_8$ × $9^1/_2$ $\square$, $3^7/_8$ × $7^1/_2$ $\square$, C5 Env, C6 Env $\square$, DL Env $\square$, 8K $\square$, 16K, 12 × 18 $\square$, 11 × 15 $\square$, 11 × 14 $\square$, 10 × 15 $\square$, 10 × 14 $\square$, 13 × $19^1/_5$ $\square$, 13 × 19 $\square$, $12^3/_5$ × $19^1/_5$ $\square$, $12^3/_5$ × $18^1/_2$ $\square$, 13 × 18 $\square$, SRA3 $\square$, SRA4, 226 × 310 mm, 310 × 432 mm $\square$, $8^1/_2$ × $13^2/_5$ $\square$, $8^1/_2$ × $13^1/_2$ $\square$, $4^1/_5$ × $5^1/_2$ $\square$, custom size
Paper weight	52.3–300.0 g/m^2 (14.0 lb. Bond–165.0 lb. Index)
Power requirements	Power is supplied from the main unit.

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Item	Specifications
Maximum power consumption	30 W or less
Dimensions (W × D × H)	170 × 730 × 1,000 mm (6.7 × 28.8 × 39.4 inches) (Except protruding parts)
Weight	Approx. 30 kg (66.2 lb.)

Specifications for Buffer Pass Unit

Item	Specifications
Paper size	A3$\Box$, A4, A5, A6$\Box$, B4 JIS$\Box$, B5 JIS, B6 JIS$\Box$, 11 × 17$\Box$, $8^1/_2$ × 14$\Box$, $8^1/_2$ × 13$\Box$, $8^1/_2$ × 11, $8^1/_4$ × 14$\Box$, $8^1/_4$ × 13$\Box$, 8 × 13$\Box$, 8 × 10$\Box$, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, $4^1/_8$ × $9^1/_2$ $\Box$, $3^7/_8$ × $7^1/_2$ $\Box$, C5 Env, C6 Env$\Box$, DL Env$\Box$, 8K$\Box$, 16K, 12 × 18$\Box$, 11 × 15$\Box$, 11 × 14 $\Box$, 10 × 15$\Box$, 10 × 14$\Box$, 13 × $19^1/_5$ $\Box$, 13 × 19$\Box$, $12^3/_5$ × $19^1/_5$ $\Box$, $12^3/_5$ × $18^1/_2$ $\Box$, 13 × 18$\Box$, SRA3$\Box$, SRA4, 226 × 310 mm, 310 × 432 mm$\Box$, $8^1/_2$ × $13^2/_5$ $\Box$, $8^1/_2$ × $13^1/_2$ $\Box$, $4^1/_5$ × $5^1/_2$ $\Box$, custom size
Paper weight	52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)
Power requirements	⊕ Region **A** (mainly Europe) • 220–240 V, 50/60 Hz, 1.5 A ⊕ Region **B** (mainly North America) • 100–127 V, 50/60 Hz, 3 A (A separate power source is required.)
Maximum power consumption	200 W or less
Dimensions (W × D × H)	330 × 730 × 1,000 mm (13.0 × 28.8 × 39.4 inches)
Weight	90 kg (198.5 lb.) or less

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Specifications for Trimmer Unit

Item	Specifications
Paper size	A3🔲, A4🔲, B4 JIS🔲, B5 JIS🔲, 11 × 17🔲, $8^1/_2$ × 14🔲, $8^1/_2$ × 13 🔲, $8^1/_2$ × 11🔲, $8^1/_4$ × 14🔲, $8^1/_4$ × 13🔲, 8 × 13🔲, $7^1/_4$ × $10^1/_2$ 🔲, 8K🔲, 16K🔲, 12 × 18🔲, 11 × 15🔲, 11 × 14🔲, 10 × 15🔲, 10 × 14 🔲, 13 × $19^1/_5$ 🔲, 13 × 19🔲, $12^3/_5$ × $19^1/_5$ 🔲, $12^3/_5$ × $18^1/_2$ 🔲, 13 × 18🔲, SRA3🔲, SRA4🔲, 226 × 310 mm🔲, 310 × 432 mm🔲, $8^1/_2$ × $13^2/_5$ 🔲, $8^1/_2$ × $13^1/_2$ 🔲, custom size
Paper weight	Can be cut: 66-300 g/m^2 (18.0 lb. Bond-165.0 lb. Index) Can be ejected: 52.3-360 g/m^2 (14.0 lb. Bond–198.0 lb. Index) You can use 1 sheet of paper weighing between 80.0 g/m^2 (21.0 lb. Bond) and 163.0 g/m^2 (60.0 lb. Cover) per set as a cover sheet.
Fore edge cut capacity	- Paper weighing between 66.0 and 80.9 g/m^2: 25 sheets (Supports up to 30 sheets when using the designated paper.) 22 sheets (80.0 g/m^2) + 1 sheet (150.0 g/m^2) - Paper weighing between 81.0 and 100.9 g/m^2: 15 sheets - Paper weighing between 101.0 and 150.0 g/m^2: 10 sheets - Paper weighing between 150.1 and 256.0 g/m^2: 5 sheets - Paper weighing between 256.1 and 300.0 g/m^2: 3 sheets
Stack capacity (A4🔲, $8^1/_2$ × 11 🔲, 80 g/m^2, 20 lb. Bond)	1–5 sheets: 60 sets 6–10 sheets: 35 sets 11–15 sheets: 25 sets 16–20 sheets: 20 sets
Power requirements	100–240 V, 2 A, 50/60 Hz (A separate power source is required.)
Maximum power consumption	Maximum 250 W
Dimensions (W × D × H)	1,115 × 591 × 555 mm (43.9 × 23.3 × 21.9 inches)
Weight	75 kg (165.4 lb.) or less

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Specifications for High Capacity Stacker

Item	Specifications
Paper size for the stacker upper tray	A3 ⊡, A4, A5, A6⊡,B4 JIS⊡, B5 JIS, B6 JIS⊡, 11 × 17⊡, $8^1/_2$ × 14 ⊡, $8^1/_2$ × 13 ⊡, $8^1/_2$ × 11, $8^1/_4$ × 14⊡, $8^1/_4$ × 13⊡, 8 × 13⊡, 8 × 10 ⊡, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⊡, 16K, 12 × 18⊡, 11 × 15⊡, 11 × 14⊡, 10 × 15⊡, 10 × 14⊡, 13 × $19^1/_5$ ⊡, 13 × 19⊡, $12^3/_5$ × 19 $^1/_5$ ⊡, $12^3/_5$ × $18^1/_2$ ⊡, 13 × 18⊡, SRA3⊡, SRA4, 226 × 310 mm, 310 × 432 mm⊡, $8^1/_2$ × $13^2/_5$ ⊡, $4^1/_5$ × $5^1/_2$ ⊡, $8^1/_2$ × $13^1/_2$ ⊡, custom size
Paper weight for the stacker upper tray	52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)
Stack capacity for the stacker upper tray (A4 or more)	250 sheets
Paper size for the stacker tray	A3⊡, A4, A5, B4 JIS⊡, B5 JIS, 11 × 17⊡, $8^1/_2$ × 14⊡, $8^1/_2$ × 13⊡, $8^1/_2$ × 11, $8^1/_4$ × 14⊡, $8^1/_4$ × 13⊡, 8 × 13⊡, 8 × 10⊡, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 8K⊡, 16K, 12 × 18⊡, 11 × 15⊡, 11 × 14⊡, 10 × 15⊡, 10 × 14⊡, 13 × $19^1/_5$ ⊡, 13 × 19⊡, $12^3/_5$ × 19 $^1/_5$ ⊡, $12^3/_5$ × $18^1/_2$ ⊡, 13 × 18⊡, SRA3⊡, SRA4, 226 × 310 mm, 310 × 432 mm ⊡, $8^1/_2$ × $13^2/_5$ ⊡, $8^1/_2$ × $13^1/_2$ ⊡, custom size
Paper weight for the stacker tray	52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)
Stack capacity for the stacker tray	• 5,000 sheets: A3⊡, A4, B4 JIS⊡, 11 × 17⊡, $8^1/_2$ × 14⊡, $8^1/_2$ × $13^1/_2$ ⊡, $8^1/_2$ × $13^2/_5$ ⊡, $8^1/_2$ × 13⊡, $8^1/_2$ × 11, 8K⊡, 12 × 18⊡, 11 × 15⊡, 11 × 14⊡, 10 × 15⊡, 10 × 14⊡, 13 × 19 $^1/_5$ ⊡, 13 × 19⊡, $12^3/_5$ × 19 $^1/_5$ ⊡, $12^3/_5$ × $18^1/_2$ ⊡, 13 × 18⊡, SRA3⊡, SRA4, 226 × 310 mm, 310 × 432 mm⊡ • 2,500 sheets: A5, B5 JIS, 8 × 13⊡, $8^1/_4$ × 14⊡, $8^1/_4$ × 13⊡, 8 × 10⊡, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, 16K
Power requirements	⊕ Region A (mainly Europe and Asia) • 220–240 V, 50/60 Hz, 10 A ⊕ Region B (mainly North America)

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Item	Specifications
	• 120 V, 50/60 Hz, 15 A
Maximum power consumption	Region A (mainly Europe and Asia) • 144W Region B (mainly North America) • 137W (A separate power source is required. However, a voltage of 5 V or 24 V supplied from the main unit is required.)
Dimensions (W × D × H)	900 × 730 × 1,000 mm (35.5 × 28.8 × 39.4 inches)
Weight	• High capacity stacker: 120 kg (264.6 lb.) or less • Stacker cart: 15 kg (33.1 lb.) or less

Specifications for Bridge Unit BU5020

Item	Specifications
Paper size	A3▭, A4, A5, A6▭, B4 JIS▭, B5 JIS, B6 JIS▭, 11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 13▭, $8^1/_2$ × 11, $8^1/_4$ × 14▭, $8^1/_4$ × 13▭, 8 × 13▭, 8 × 10▭, $7^1/_4$ × $10^1/_2$, $5^1/_2$ × $8^1/_2$, $4^1/_8$ × $9^1/_2$ ▭, $3^7/_8$ × $7^1/_2$ ▭, C5 Env, C6 Env▭, DL Env▭, 8K▭, 16K, 12 × 18▭, 11 × 15▭, 11 × 14 ▭, 10 × 15▭, 10 × 14▭, 13 × $19^1/_5$ ▭, 13 × 19▭, $12^3/_5$ × $19^1/_5$ ▭, $12^3/_5$ × $18^1/_2$ ▭, 13 × 18▭, SRA3▭, SRA4, 226 × 310 mm, 310 × 432 mm▭, $8^1/_2$ × $13^2/_5$ ▭, $8^1/_2$ × $13^1/_2$ ▭, $4^1/_5$ × $5^1/_2$ ▭, custom size
Paper weight	52.3–360.0 g/m^2 (14.0 lb. Bond–198.0 lb. Index)
Power requirements	Power is supplied from the main unit.
Maximum power consumption	8 W or less
Dimensions (W × D × H)	330 × 740 × 1,010 mm (13 × 21.2 × 39.8 inches)
Weight	40 kg (88.3 lb.) or less

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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.**

For details about the names of the options, see the following.

page 7 "Abbreviated Names of Options"

Item	Specifications
Transmission spec	Based on IEEE 802.11a/b/g/n/ac (wireless LAN)
Transmission rate	• 2.4 GHz band: 72.2 Mbps (maximum) • 5 GHz band: 433.3 Mbps (maximum)

Frequency range (Center Frequency)	IEEE 802.11a
	• 5180–5240 MHz (36, 40, 44, and 48 channels)
	• 5260–5320 MHz (52, 56, 60, and 64 channels)
	• 5500–5700 MHz (100, 104, 108, 112, 116, 120, 124, 128, 132, 136, and 140 channels)
	• 5745–5825 MHz (149, 153, 157, 161, and 165 channels)
	IEEE 802.11b/g
	• 2412–2472 MHz (1–13 channels)
	IEEE 802.11n
	• HT20
	  • 2412–2472 MHz (1–13 channels)
	  • 5180–5240 MHz (36, 40, 44, and 48 channels)
	  • 5260–5320 MHz (52, 56, 60, and 64 channels)
	  • 5500–5700 MHz (100, 104, 108, 112, 116, 120, 124, 128, 132, 136, and 140 channels)
	  • 5745–5825 MHz (149, 153, 157, 161, and 165 channels)
	• HT40
	  • 5190–5310 MHz (38, 46, 54, and 62 channels)
	  • 5510–5670 MHz (102, 110, 118, 126, and 134 channels)
	  • 5755–5795 MHz (151 and 159 channels)
	IEEE 802.11ac (VHT80)
	• 5210–5290 MHz (42 and 58 channels)

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Item	Specifications
	• 5530–5610 MHz (106 and 122 channels) • 5775 MHz (155 channel)
Transmission mode	• Infrastructure mode • Direct Connection Mode • Direct Connection: Group Owner Mode

⬇Note

- Web Image Monitor is supported.
- The transmission rates of 130 Mbps in the 2.4 GHz band is the theoretical values of the wireless LAN specification. The actual transmission rate may be lower, depending on the operating environment.
- The channel in use might differ depending on the country.
- Some frequency may not be available due to regulations in each country.

Specifications for Device Server Option

For details about the names of the options, see the following.

page 7 "Abbreviated Names of Options"

Item	Specifications
Interface	• Gigabit Ethernet (10BASE-T/100BASE-TX/1000BASE-T)
Operating systems	• Windows 10/11, Windows Server 2016/2019/2022 • macOS 12 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.

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The Setting Values of the Transmission Function

The values for each item that can be set when sending using the scanner function are as follows.

⬇Note

- Depending on the type or settings of a document or original, you may not be able to specify or enter the maximum number of destinations or characters.

Send Email

| Item	Value	Remarks
Maximum number of characters entered in a subject	128 alphanumeric characters	-
Maximum number of characters entered in the an e-mail message	• When selecting an item from the standard message: 396 alphanumeric characters (79 alphanumeric characters × 5 lines) • When entering manually: 80 alphanumeric characters	You cannot select an item from the standard message and enter the value manually at the same time.
Maximum number of characters entered in an e-mail address	128 alphanumeric characters	An e-mail; address that has been searched from the LDAP server and exceeds 128 alphanumeric characters cannot be specified correctly as the destination.
Number of destinations that can be specified at one time	500	Up to 100 items can be specified when entering an item manually (including the items specified by LDAP search) For the rest, select up to 400 items from the registered destinations.
Size of a document that can be sent	Up to 725.3 MB per document	-
Number of pages that can be sent	Up to 3,000 pages per document	-

Send to Folder
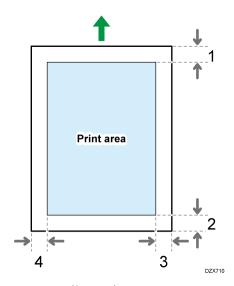
Item	Value	Remarks
Maximum number of characters in a path name specified for the SMB protocol	256 characters	-
Maximum number of characters in a user name specified for the SMB protocol	64 characters	-
Maximum number of characters in a password specified for the SMB protocol	64 characters	-
Maximum number of characters in a server name specified for the FTP protocol	64 characters	-
Maximum number of characters in a path name specified for the FTP protocol	256 characters	-
Maximum number of characters in a user name specified for the FTP protocol	64 alphanumeric characters	-
Maximum number of characters in a password specified for the FTP protocol	64 alphanumeric characters	-
Number of destinations that can be specified at one time	50	Up to 50 items can be entered also when entering the items manually.
Size of a document that can be sent	2,000 MB per document	-

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Broadcast Transmission

Item	Value	Remarks
Total number of destinations that can be specified for Send Email and Send to Folder	550	-
Number of destinations that can be specified when sending a document by Send Email	500	Up to 100 items can be specified when entering an item manually (including the items specified by LDAP search)
Number of destinations that can be specified when sending a document by Send to Folder	50	-

Printable Area and Margin

1. Leading edge:

   5.0 ± 1.5 mm (0.20 ± 0.06 inches) (coated paper: Paper Weight 2 to 4, uncoated paper: Paper Weight 1 to 3)

   4.0 ± 1.5 mm (0.16 ± 0.06 inches) (coated paper: Paper Weight 5 to 9, uncoated paper: Paper Weight 4 to 9)
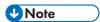
2. Trailing edge:

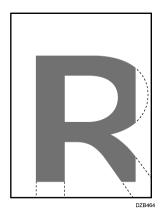   5.5 ±1.5 mm (0.22 ±0.06 inches) (coated paper: Paper Weight 2)

5.0 ±1.5 mm (0.20 ±0.06 inches) (coated paper: Paper Weight 3 to 6, uncoated paper: Paper Weight 1 to 4)

4.0 ±1.5 mm (0.16 ±0.06 inches) (coated paper:Paper Weight 7 to 9, uncoated paper: Paper Weight 5 to 9)

3. Right edge: 2.0 ± 1.5 mm (0.08–0.06 inches)

4. Left edge: 2.0 ± 1.5 mm (0.08–0.06 inches)

↓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 in English.

- The maximum width of the printable area perpendicular to the feeding direction is 323.0 mm (12.8 inches). Printing starts from the upper left corner of the paper in relation to the feed direction. Accordingly, the right and bottom edges of an image will be cropped if the width of the image exceeds the maximum width of a printable area.
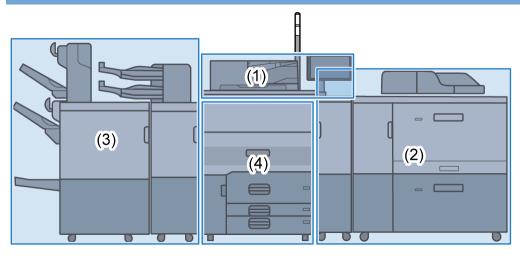

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- The printable area may vary due to the paper size or settings of the printer driver.

- The outside of the printable area can be printed due to the settings of the printer driver or printing condition; however, the print result may be different from the intended one or the paper may not be fed correctly.
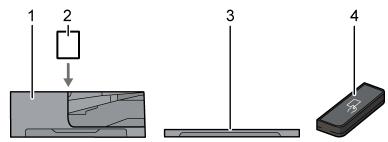
Machine Options

↓Note

- For details about the names and the abbreviated names of the options described in this manual, see the following.

  page 7 "Abbreviated Names of Options"

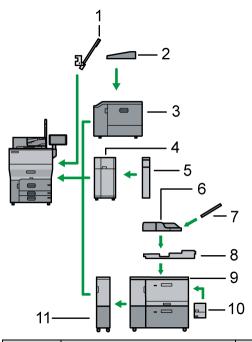## Guide to Functions of the Machine's External Options

(1) Options Mounted to the Machine's Top Section

No.	Option	Description
1	ADF	When scanning a two-sided original, the machine scans the front and back sides of the two-sided original at one time.
2	Page keeper	Detects a double feeding of the original when it is placed in the ADF.
3	Exposure Glass Cover	Lowers the cover over originals placed on the exposure glass.
4	NFC card reader	Pass an IC card over the card reader to log in to the machine. page 64 "Logging In from the Control Panel"

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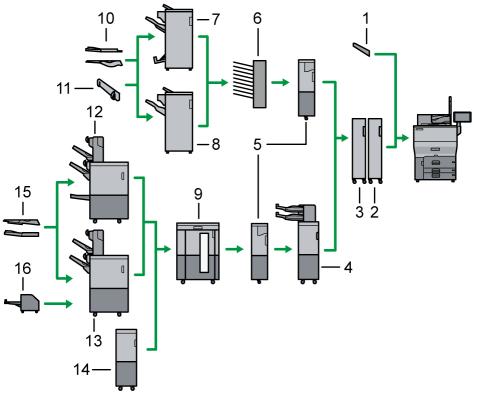**(2) Options Mounted to the Machine's Right Side Section**

No.	Option	Description
1	Multi bypass banner sheet tray	Allows you to load paper that has a horizontal length of 487.8 mm (19.21 inches) or longer in the bypass tray.
2	A3 LCIT banner tray	Allows you to load paper that has a horizontal length of 487.8 mm (19.21 inches) or longer in the bypass tray.
3	LCIT RT5180	Holds 2,200 sheets of paper. Use to copy or print onto transparencies, adhesive labels, translucent paper, and custom size paper.
4	LCIT RT5190	Holds up to 4,400 sheets of paper.
5	Extension unit of LCIT RT5190	Attached to the LCT and holds 2,500 sheets of B4 JIS⬜, A4⬜, $8^1/_2 \times 14$⬜, or $8^1/_2 \times 11$⬜ paper.
6	Multi bypass tray (Tray A)[*1]	Holds up to 500 sheets of paper.
7	Banner sheet tray of multi bypass tray (Tray A)[*1]	Allows you to load large-sized paper in the multi bypass tray (Tray A).
8	Multi bypass attachment kit[*1]	Attaches the multi bypass tray (Tray A) to the Vacuum feed LCIT.

No.	Option	Description
9	Two-tray wide LCT[*1]	Holds up to 4,800 sheets of paper. You can load paper whose sizes are up to SRA3 or $13 \times 19^1/_5$.
10	Vacuum feed banner sheet tray[*1]	Allows you to load large-sized paper in the Vacuum feed LCIT.
11	Bridge Unit BU5040[*1]	Connects the main unit to the Vacuum feed LCIT.

*1 This cannot be mounted to Pro C5400SL.

(3) Options Mounted to the Machine's Left Side Section

No.	Option	Description
1	Copy tray	If you select this as the output tray, copied/printed paper and fax messages are delivered here face down.
2	Decurler unit	Flattens curls from sheets to prevent paper jams.
3	Buffer pass unit	Cools copies or prints.
4	Cover interposer tray	Inserts cover or slip sheets into copied or printed paper.

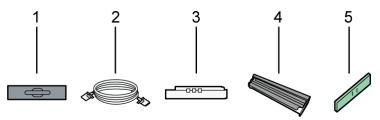| No.	Option	Description
5	Multi-folding unit	The folding unit can apply the following folds: Half Fold, Letter Fold-out, Letter Fold-in, and Z-fold
6	Mailbox	Sorts printed paper. Consists of mailbox output trays 1–9.
7	Booklet Finisher SR5140	Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays: • Finisher upper tray • Finisher shift tray • Finisher booklet tray Copies or prints can be punched if the optional punch unit is installed on the finisher.
8	Finisher SR5130	Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays: • Finisher upper tray • Finisher shift tray Copies or prints can be punched if the optional punch unit is installed on the finisher.
9	High capacity stacker[1]	Consists of the following paper trays: • Stacker upper tray • Stacker tray The stacker upper tray can hold up to 250 sheets of paper, and stacker tray can hold up to 5,000 sheets of paper.
10	SR4000 series output tray for banner sheet	Allows you to output paper that has a horizontal length of 487.8 mm (19.21 inches) or longer on Finisher SR5130 or Booklet Finisher SR5140.
11	Output jogger	Jogs the sheets delivered to the finisher shift tray.
12	Finisher SR5110	Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays: • Finisher shift tray 1 • Finisher shift tray 2 Prints can be punched if the optional punch unit is installed on the finisher.

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No.	Option	Description
		Depending on when the machine was bought, this option may not be available. For details, contact your service representative.
13	Booklet Finisher SR5120	Sorts, stacks, and staples multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets. Consists of the following paper trays: • Finisher shift tray 1 • Finisher shift tray 2 • Finisher booklet tray Prints can be punched if the optional punch unit is installed on the finisher. Depending on when the machine was bought, this option may not be available. For details, contact your service representative.
14	Bridge Unit BU5020[*1]	This option is required for connecting another manufacturer's finisher.
15	SR5000 series output tray for banner sheet	Allows you to output paper that has a horizontal length of 487.8 mm (19.21 inches) or longer on Finisher SR5110 or Booklet Finisher SR5120.
16	Trimmer unit	Cuts the fore edge of the book block after the book block is saddle stitched. Booklet Finisher SR5120 is required in order to attach this. Depending on when the machine was bought, this option may not be available. For details, contact your service representative.

*1 This cannot be mounted to Pro C5400SL.

(4) Other Options

No.	Option	Description
1	A3/11 × 17 tray unit	You can load paper sizes up to A3 or 11 × 17 in Tray 1 using this unit. If you install the A3/11 × 17 tray unit on your machine, you cannot use it as a tandem tray.
2	Copy connector	Allows you to use the connect copy function.
3	Optional feed roller unit	You can load coated paper in the paper tray.
4	Carbonless paper unit	You can load carbonless paper in the two-tray wide LCT tray.
5	Tab sheet holder	You can load tab stock in Trays 2 and 3.

↓Note

- The main unit's bypass tray cannot be used when the Vacuum feed LCIT is attached.
- You cannot install multiple finishers simultaneously.
- To use the Cover interposer tray, Finisher SR5110 or Booklet Finisher SR5120 is required.
- To use the Multi-folding unit, Finisher SR5130, Booklet Finisher SR5140, Finisher SR5110, or Booklet Finisher SR5120 is required.
- To use the output jogger, Finisher SR5130 or Booklet Finisher SR5140 is required.
- You can install the high capacity stacker only if the decurl unit is installed. To prevent blocking, the buffer pass unit is required.

Guide to Functions of the Machine's Internal Options

- Fax unit (Model name: GWFCU6-A)

  Allows you to use the facsimile function.

- G3 interface unit (Model name: EXG3-A)

  This lets you add a G3 fax line. A maximum of two G3 interface units can be installed.

- Fax Memory Unit

  Provides 60 MB of additional memory for the facsimile function. (Standard 4 MB)

  This allows you to send and receive fax documents at high resolution (Super Fine), and also to receive fax documents at high resolution (Fine). This enables you to increase the number of sheets of originals that can be stored in memory.

- PostScript 3 unit

  Allows you to output using Genuine Adobe PostScript 3.

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- OCR unit (⊕ Region **A**(mainly Europe and Asia[*1])/ ⊕ Region **B** (mainly North America))

  Recognizes the scanned originals optically, and creates a PDF with the text data embedded.

- IPDS unit (⊕ Region **A**(mainly Europe and Asia[*1])/ ⊕ Region **B** (mainly North America))

  Allows you to print using Intelligent Printer Data Stream (IPDS).

- XPS direct print card

  Allows you to directly output XPS files.

- Device server option (⊕ Region **A**(mainly Europe and Asia[*2])/ ⊕ Region **B** (mainly North America))

  Allows you to add an Ethernet port to the printer. Allows you to print using the printer function via a network other than that connected to the machine.

- Wireless LAN board (⊕ Region **A**(mainly Europe and Asia[*3])/ ⊕ Region **B** (mainly North America))

  Allows you to communicate over wireless LAN.

  Wired LAN and wireless LAN cannot be used at the same time.

- File format converter

  Allows you to download documents that are stored in the Document Server to the computer.

- Enhanced Security SSD

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

- HDD Option

  Allows you to switch to two 320-GB volumes of internal storage.

- Fax connection unit

  Allows you to send and receive faxes via a different machine that has the fax unit installed.

*1 Except for Taiwan.

*2 Except for China and Taiwan.

*3 Except for China, Korea, and Taiwan.

⬇ **Note**
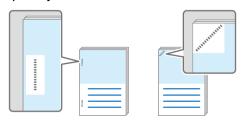
- Only one of the following can be installed: file format converter or device server option.

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Special Notes When Using External Options
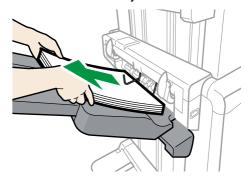
Precautions for Using the Finisher

- The stapler may eject unfolded staples. Be careful not to prick your fingers.
- Do not hit the finisher (for instance, do not hit the surface of the finisher repeatedly to arrange stacks of paper neatly).
- When printing a large number of sheets of paper with stapleless staples, the machine may pause during printing to refill the water.
- If you leave stapled paper in the machine for a certain period of time after paper has run out while printing, the stapling job will be interrupted to ensure the staple quality. In such a case, remove the paper left inside the machine.
- The image around the stapleless stapled area is not printed to ensure the staple quality.

- Remove printouts from the finisher by lifting them straightforwardly from the left side. If you remove printouts at an angle or towards the front, the shift tray may rise and catch them.

Finisher SR5110/Booklet Finisher SR5120
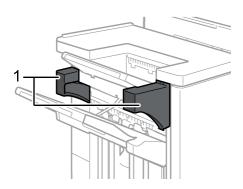
- Finisher Shift Tray 1 or 2

- When moving Finisher SR5130 or Booklet Finisher SR5140, do not hold the guide covers. Otherwise, the covers might be damaged. the front, the shift tray may rise and catch them.
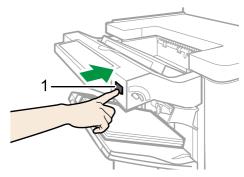
1. **Guide covers**

Removing Prints from Finisher SR5130/Booklet Finisher SR5140 during Printing

This section describes how to suspend a large copy or print job when using Finisher SR5130 or Booklet Finisher SR5140 with the cooling fan unit installed.

Depending on the image you are copying or printing, prints might not stack properly. If this happens, suspend the job, remove the prints and then restart the job.
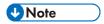
1. Press the [Suspend / Resume] key near the paper outlet port.

1. **[Suspend / Resume] key**

2. Remove the stack of paper from the finisher shift tray.

3. Press the [Suspend / Resume] key to restart the print.

Note

- You can suspend copying or printing only when the finisher shift tray is selected as the output tray.

Removing Prints from Finisher SR5110/Booklet Finisher SR5120 during Printing or When in Standby State
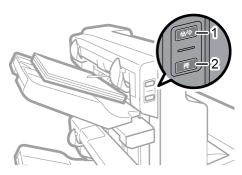
- Notes on removing paper from the shift tray

  When removing the paper delivered to the shift tray, if you remove the paper at an angle or towards the front of the machine, the shift tray may rise and catch on the paper. Press the [Suspend / Resume] key before removing the paper.

- Removing paper during printing

  When delivering paper to the shift tray with Finisher SR5110 or Booklet Finisher SR5120, the paper may be misaligned depending on the type of printed image. If this happens, suspend printing, remove the paper, and then resume printing.

If delivered to finisher shift tray 1

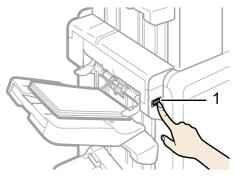1. Press the [Suspend / Resume] key of finisher shift tray 1.

1. **[Suspend / Resume] key**
2. **[Remove Paper] key**

2. Press the [Remove Paper] key.

3. After the tray is lowered, remove the delivered paper.

4. Press the [Suspend / Resume] key to restart the print.

If delivered to finisher shift tray 2

1. Press the [Suspend / Resume] key of finisher shift tray 2.

1. **[Suspend / Resume] key**

2. Remove the stack of paper from the finisher shift tray 2.

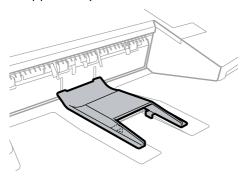3. Press the [Suspend / Resume] key to restart the print.

When Using the Z-fold Function

To use the Z-fold function, you must attach the Z-fold support tray.

Finisher SR5130/Booklet Finisher SR5140

- Finisher upper tray
  1. Remove the output paper.
  2. Attach the Z-fold support tray 2 to the finisher upper tray.

     The back of the Z-fold support tray 2 is embossed with "2".

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Z-fold support tray 2

- Finisher shift tray

  1. If the finisher is installed with the cooling fan unit, press the [Suspend / Resume] key near the paper outlet port.
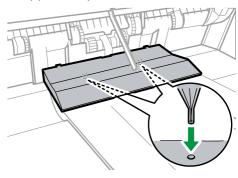
     If the finisher is not installed with the cooling fan unit, proceed to Step 2.

  2. Remove the stack of paper from the finisher shift tray.

  3. Attach the Z-fold support tray 3.

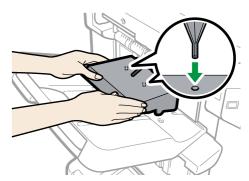   The back of the Z-fold support tray 3 is embossed with "3".

Z-fold support tray 3

Attach the Z-fold support tray 3 by inserting the two protrusions on its underside into the holes on the finisher shift tray.If the finisher is installed with the cooling fan unit, proceed to Step 4.

  4. Press the [Suspend / Resume] key.

Finisher SR5110/Booklet Finisher SR5120

- Finisher shift tray 1 or 2

Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray 1 or 2.
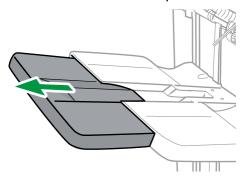
If you set [Finisher Output Tray Settings] to [Auto Change] and [Do not Stack Jobs], and change where to deliver the paper when the Z-fold support tray is attached, multiple jobs may be delivered to and stacked on the same tray.

When Ejecting Thin Paper or Folded Paper to Finisher SR5110/Booklet Finisher SR5120

Under the following conditions, attach the supplied thin paper support tray to the finisher shift tray.

- When printing plain paper with a length of 420.1 mm (16.5 inches) or more and weighing 64 g/m^2 (Approx. 16 lb. Bond) or less

- When printing coated paper with a length of 420.1 mm (16.5 inches) or more and weighing 80 g/m^2 (Approx. 20 lb. Bond) or less

- When feeding half folded paper or letter folded-out/in paper weighing 64 g/m^2 (Approx. 16 lb. Bond) or less to the finisher

1. Press the [Suspend / Resume] key on the finisher, and then remove the delivered paper.

   page 630 "Removing Prints from Finisher SR5110/Booklet Finisher SR5120 during Printing or When in Standby State ".

2. Pull out the extension tray on the finisher shift tray 1 or 2.

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3. Attach the thin paper support tray by fitting its protrusions in the slots on the finisher.
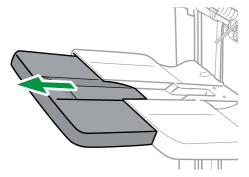

4. Press the [Suspend / Resume] key to resume printing.

When Ejecting Banner Sheets to Finisher SR5110/Booklet Finisher SR5120
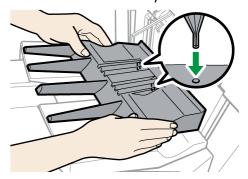
When ejecting banner sheets to Booklet Finisher SR5120, attach an SR5000 series output tray for banner sheet to Finisher Shift Tray 1 or 2. For details about attaching an SR5000 series output tray for banner sheet, contact your service representative.

Also set the banner support tray.

1. Press the [Suspend / Resume] key on Finisher SR5110 or Booklet Finisher SR5120, and then remove the delivered paper.

page 630 "Removing Prints from Finisher SR5110/Booklet Finisher SR5120 during Printing or When in Standby State ".

2. Pull out the extension tray on the finisher shift tray 1 or 2.

3. Attach the banner support tray by inserting the protrusions on its underside into the holes on the finisher shift tray 1 or 2.
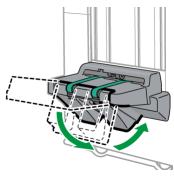
4. Press the [Suspend/Resume] key to resume printing.

⬇ **Note**

- If you set [Finisher Output Tray Settings] to Auto Change and [Do not Stack Jobs], and change where to deliver the paper when the banner support tray is attached, multiple jobs may be delivered to and stacked on the same tray.

When Ejecting a Large Number of Booklets to the Booklet Tray of Booklet Finisher SR5120

When ejecting a large number of booklets to Booklet Finisher SR5120, fold the booklet finisher tray under as shown.

⬇ **Note**

- The finisher booklet tray can be folded in two angles.
- The approximate number of copies that can be ejected when the finisher booklet tray is not folded is as follows:
  - When binding 2–5 sheets: 45 copies
  - When binding 6–10 sheets: 23 copies
  - When binding 11–15 sheets: 15 copies
  - When binding 16–20 sheets: 10 copies
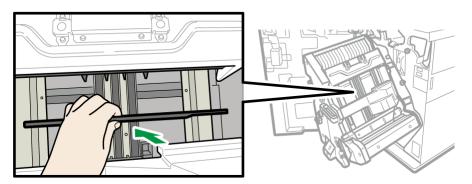 - When binding 21–30 sheets: 5 copies

When Using the Staple Function of Finisher SR5110/Booklet Finisher SR5120 on Thin Paper

When using the staple function of Finisher SR5110/Booklet Finisher SR5120 on thin paper, if paper jams or paper damage occurs inside the staple tray, attach the two paper strengthening ribs to the staple tray.
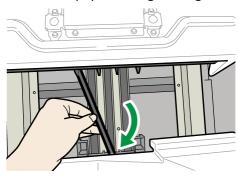
⭐ **Important**

- **When 25 or more sheets are stapled together, the paper bundle will be thick, which may cause image scratches or damage. So, remove the paper strengthening ribs, and then set [0840 Staple Tray: Rib Installed Mode to Strengthen Paper] in [Adjustment Settings for Operators] to [Off].**

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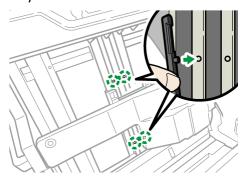
- **Attach the paper strengthening ribs also if paper jam occurs inside the staple tray.**

1. Open the finisher front cover.

2. Holding the Rb12 handle, pull out the staple unit.

3. Holding the paper strengthening rib horizontally, insert it into the area as shown.

4. Rotate the paper strengthening rib to a vertical orientation.

5. Insert the protrusions (2 parts) of the paper strengthening rib into the holes in the staple tray.

Attach the paper strengthening rib with its cutout facing out.

6. Attach the second paper strengthening rib. Repeat Steps 3 to 5.

7. Set [0840 Staple Tray: Rib Installed Mode to Strengthen Paper] in [Adjustment Settings for Operators] to [On].
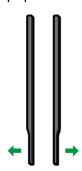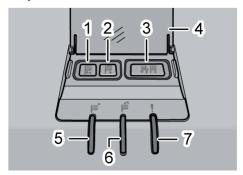
When Using the High Capacity Stacker

Stacker control panel

The high capacity stacker has a control panel that you can use to lower the stacker tray and confirm the status of the high capacity stacker.

1. **Tray Moving Indicator**

   This flashes blue when the stacker tray is moving up or down. When the stacker tray has moved all the way up and is in the standby state, the indicator turns off. When the stacker tray has moved all the way down, the indicator lights up blue.

2. **Lower Tray Button**

   Press this button to lower the tray. The tray cannot move if the stacker front cover is open.

3. **Paper Jam Button**

   This is lit red when a paper jam occurs. Pressing this button lowers the stacker tray into the paper removal position.

4. **Cover of the Stacker Control Panel**

5. **Stacker Collecting Indicator**

   This flashes blue when the stacker tray is collecting output paper.

6. **Stacker Full Indicator**

   This is lit red when the stacker tray is full.

7. **Error Indicator**
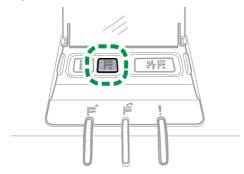
   This is lit to indicate one or more of the following errors:

   - The handcart is not properly set.
   - The stacker front cover is open.
   - Jammed paper is still inside the high capacity stacker.

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Removing paper

⭐ **Important**

- **Use the stacker cart for transporting paper from the high capacity stacker. Do not use the stacker cart for any other purpose.**

- **Do not attempt to get inside the high capacity stacker.**

- **The paper press might leave a mark on the top of the paper stack. To prevent this, put several sheets of unwanted paper or a protective sheet between the paper press and the paper stack.**

1. Open the cover of the stacker control panel, and then press the lower tray button.

   To stop the lowering stacker tray, press the lower tray button again.
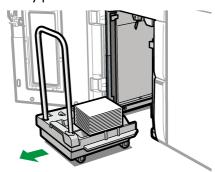
   To resume lowering the tray, open and close the stacker front cover, and then press the lower tray button again after the tray has risen completely.

   When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2. Open the stacker front cover.
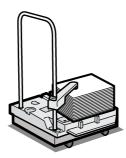
3. Carefully pull out the stacker cart.
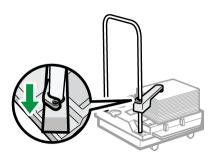
Take care not to let the paper stack topple.
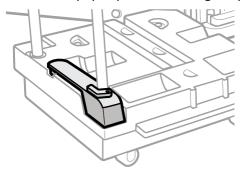
4. Rest the paper press on top of the paper stack.
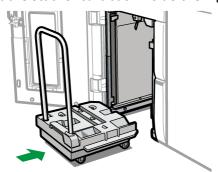
5. Pull the lever on the paper press toward you.
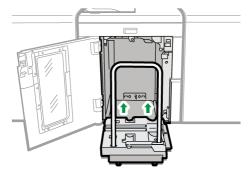
6. Transport the paper to where it is required, and then unload the stacker cart.

7. Return the paper press to its original position.

8. Put the stacker cart back inside the high capacity stacker.
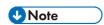
Be careful to push the stacker cart in straight, not at an angle.

9. Close the stacker front cover.

   The stacker tray begins elevating automatically and the tray moving indicator begins flashing. When the tray moving indicator stops flashing, the tray is fully elevated.

   ↓Note
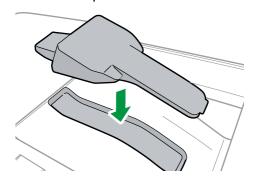
   • Before moving the high capacity stacker, be sure to take the stacker cart out of the high capacity stacker.

When Ejecting Thick Paper or Envelopes to the Upper Tray of the High Capacity Stacker

Attach the supplied thick paper support tray when ejecting the following paper to the upper tray of the high capacity stacker:

   • Thick paper longer than the length of B4 JIS
   • Envelopes that exceed 332 mm (13.1 inches) in length
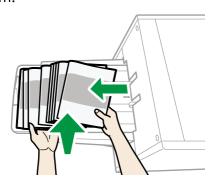
Precautions Taking Booklets from the Trimmer

   • When taking booklets from the trimmer tray, make sure to wait until the booklet has been completely delivered to the tray.

     If you touch the booklet while it is still being delivered, an error may occur.

   • When picking up booklets from the paper exit tray, take care not to slide the booklets upstream. Doing so may bring the cut ends into contact with the paper exit tray belt, causing the paper to curl.

When collecting booklets, pull them downstream. When picking them up, raise them.

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 620 "Machine Options"

Copy Function

Function/Reference	Option
Settings of Original Thickness page 137 "Basic Procedure"	ADF
Batch See "Placing an Original on the Scanner", User Guide in English.	
SADF See "Placing an Original on the Scanner", User Guide in English.	
Mixed Sizes mode See "Placing an Original on the Scanner", User Guide in English.	
Shift Collate page 153 "Sort"	One of the following options is required: • Finisher SR5110 • Booklet Finisher SR5120 • Finisher SR5130 • Booklet Finisher SR5140 • High capacity stacker
Stack See "Stack", User Guide in English.	

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Function/Reference	Option
Staple See "Staple", User Guide in English.	One of the following options is required: • Finisher SR5110 • Booklet Finisher SR5120 • Finisher SR5130 • Booklet Finisher SR5140
Stapleless Stapler See "Staple", User Guide in English.	One of the following combinations of options is required: • Finisher SR5130 and Stapleless Unit • Booklet Finisher SR5140 and Stapleless Unit
Staple (Center) See "Staple", User Guide in English. Half Fold See "Fold", User Guide in English.	One of the following options is required: • Booklet Finisher SR5120 • Booklet Finisher SR5140
Punch See "Punch", User Guide in English.	One of the following combinations of options is required: • Finisher SR5110 and punch unit • Booklet Finisher SR5120 and punch unit • Finisher SR5130 and punch unit • Booklet Finisher SR5140 and punch unit
Z-fold See "Fold", User Guide in English. Half Fold See "Fold", User Guide in English. Letter Fold-out See "Fold", User Guide in English. Letter Fold-in See "Fold", User Guide in English.	Multi-folding unit
Fore edge cut See "Staple", User Guide in English.	Booklet Finisher SR5120 and Trimmer unit

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Function/Reference	Option
Copy connect See "Connecting Two Machines to Make Copies", User Guide in English.	🌐 Region **A** (mainly Europe and Asia[1])/ 🌐 Region **B** (mainly North America) Copy connector

[1] Except for Korea and Taiwan.

Facsimile Functions

Fax functions require the optional fax unit.

Functions	Option
Two-sided Original See "Specifying Scan Settings for Originals for FAX Transmission", User Guide in English.	ADF
Blank Page Detection See "Setting an Original to Send by Fax on the Scanner", User Guide in English.	
Mixed Sizes mode See "Specifying Scan Settings for Originals for FAX Transmission", User Guide in English.	
Settings of Original Thickness See "Specifying Scan Settings for Originals for FAX Transmission", User Guide in English.	
Transmission of Super Fine resolution See "Specifying Scan Settings for Originals for FAX Transmission", User Guide in English.	Fax Memory Unit
Reception of Fine or Super Fine resolution	
Transmission using the extra G3 line	G3 interface unit
Routing received documents utilizing extra G3 lines See "Routing Received Documents", User Guide in English.	

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Functions	Option
Specify Tray for Lines See "Specifying the Output Tray to Deliver the Received Page", User Guide in English.	One of the following options is required: • Finisher SR5110 • Booklet Finisher SR5120 • Finisher SR5130 • Booklet Finisher SR5140 • Mailbox
Tray Shift See "Specifying the Output Tray to Deliver the Received Page", User Guide in English.	One of the following options is required: • Finisher SR5110 • Booklet Finisher SR5120 • Finisher SR5130 • Booklet Finisher SR5140 • High capacity stacker
Remote Fax[*1] See "Overview of the Remote Fax Function", User Guide in English.	Fax connection unit

*1 A sub-machine on which fax function is not included can send and receive faxes using the fax function of the main-machine connected via network. This function is available when fax connection units are installed in the main- and sub-machines.

Printer Function

Functions	Option
Shift Collate See "Sorting Printed Sheets by Individual Copies", User Guide in English.	One of the following options is required: • Finisher SR5110 • Booklet Finisher SR5120 • Finisher SR5130 • Booklet Finisher SR5140 • High capacity stacker
Punch See "Punching Holes on Printed Pages", User Guide in English.	One of the following combinations of options is required: • Finisher SR5110 and punch unit • Booklet Finisher SR5120 and punch unit • Finisher SR5130 and punch unit

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Functions	Option
	• Booklet Finisher SR5140 and punch unit
Staple See "Stapling Printed Pages", User Guide in English.	One of the following options is required: • Finisher SR5110 • Booklet Finisher SR5120 • Finisher SR5130 • Booklet Finisher SR5140
Stapleless Staple See "Stapling Printed Pages", User Guide in English.	One of the following combinations of options is required: • Finisher SR5130 and Stapleless Unit • Booklet Finisher SR5140 and Stapleless Unit
Staple (Center) See "Stapling Printed Pages", User Guide in English.	One of the following options is required: • Booklet Finisher SR5120 • Booklet Finisher SR5140
Half Fold See "Folding Printed Sheets", User Guide in English.	
Half Fold Letter Fold-out Letter Fold-in Z-fold See "Folding Printed Sheets", User Guide in English.	Multi-folding unit
Fore edge cut	Booklet Finisher SR5120 and Trimmer unit
Genuine Adobe PostScript 3[*1]	PostScript 3 unit
XPS	XPS direct print card

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

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Scanner Function

Functions	Option
Documents scanned automatically See "Original Orientation", User Guide in English.	ADF
SADF See "Batch, SADF", User Guide in English.	
Mixed Sizes mode See "Specifying Scan Settings", User Guide in English.	
Blank Page Detection See "Scan (Scanner Settings)", User Guide in English.	
Settings of Original Thickness See "Scanning Thin Originals", User Guide in English.	
Creating PDF files with OCR text information See "Embedding Text Information in Scanned Data", User Guide in English.	⊕Region **A**(mainly Europe and Asia[*1])/ ⊕Region **B** (mainly North America) OCR unit

*1 Except for Taiwan.

Interface

Functions	Option
Wireless LAN communication See "Connecting to a Wireless LAN", User Guide in English.	⊕Region **A**(mainly Europe and Asia[*1])/ ⊕Region **B**(mainly North America) Wireless LAN board
Extra Ethernet Interface (for Printer) See "Connecting a LAN Cable", User Guide in English.	⊕Region **A**(mainly Europe and Asia[*2])/ ⊕Region **B**(mainly North America) Device server option

*1 Except for China, Korea, and Taiwan.

*2 Except for China and Taiwan.

Others

Functions	Option
Quick Card Authentication page 439 "Logging in to the Machine Using an IC Card or a Smart Device"	NFC card reader
Specifying the SSD authentication code	Enhanced Security SSD Option
Auto Erase Memory Setting page 499 "Enabling the Auto Erase Memory Setting Function"	HDD option
Registering a custom paper with the Media Identification Unit page 226 "Registering a Custom Paper with the Media Identification Unit"	Media identification unit

Function Compatibility

Function Compatibility

The chart shows Function Compatibility when [Interleave Print Priority] is set to [Switch Every Specified No.].

△: Simultaneous operations are possible.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner/extemal extension) is done.

○: Operation is enabled when the [Interrupt] key is pressed to interrupt the preceding operations.

→: Operation is performed automatically once the preceding operation ends.

×: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

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Mode before you select	Copy: Operations for Copying	Copy: Stapling	Copy: Sort	Interrupt Copying: Operations for Copying	Interrupt Copying: Copying	Fax: Transmission Operation/Manual Reception Operation	Fax Transmission: Scanning an Original for Memory Transmission	Fax Transmission: Memory Transmission	Fax Transmission: Immediate Transmission	Fax Reception: Memory Reception	Fax Reception: Printing Received Data *9	Printer: Data Reception	Printer Print: Printing	Printer Print: Stapling	Scanner: Operations for Scanning	Scanner: Scanning	TWAIN: Scanning	Document Server: Operations for Document Server	Document Server: Scanning a Document to Store in Document Server	Document Server: Printing from Document Server	DeskTop Binder: Printing from Document Server	DeskTop Binder: Sending a Fax from Document Server	Web Document Server: Printing
Copy — Operations for Copying	×	×	×	○	○	●	●	△	●	△	△	△	△	△	●	●	●	●	●	●	△	△	●
Copy — Stapling	△*1	→*1	→*1	○	○*5	●	●*2	△	●*2	△	△	△	△*11	→	●	●*2	●*2	●	●*2	→	△*4	△	△*4
Copy — Sort	△*1	→*1	→*1	○	○	●	●*2	△	●*2	△	△	△	△*11	△*11	●	●*2	●*2	●	●*2	→	△	△	△
Interrupt Copying — Operations for Copying	○	○	○	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	×
Interrupt Copying — Copying	○	○	○	×	×	×	×	△	×	△	→	△	→	→	×	×	×	×	×	×	△	→	×
Fax Transmission — Transmission Operation/Manual Reception Operation	●	●	●	○	○	×	×	△	×	△	△	△	△	△	●	●	●	●	●	●	△	△	●
Fax Transmission — Scanning an Original for Memory Transmission	×	×	×	×	×	×	×	△	×	△	△	△	△*11	△*11	×	×	×	×	×	×	△	△	△
Fax Transmission — Memory Transmission	△	△	△	△	△	△	△	△*3	△*3	△*3	△	△	△	△	△	△	△	△	△	△	△	→	△
Fax Transmission — Immediate Transmission	×	×	×	×	×	×	×	△*3	△	△*3	△	△	△	△	×	×	×	×	×	×	△	→	△
Fax Reception — Memory Reception	△	△	△	△	△	△	△	△*3	△*3	△*3	△	△	△	△	△	△	△	△	△	△	△	△	△
Fax Reception — Printing Received Data *9	△	△	△	△	△	△	△	△*7	△	△*7	→*8	△	△*11	△*11	△	△	△	△	△	△	△	△	△
Printer — Data Reception	△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△	△	△
Printer Print — Printing	△	△*11	△*11	○	○	△	△*11	△	△	△	△*10*11	△	→	→	△	△	△	△	△*11	△*11	△*11	△	△*11
Printer Print — Stapling	△	→	△*11	○	○*5	△	△*11	△	△	△	△*10*11	△	→	→	△	△	△	△	△*11	△*4	△*4	△	△*4
Scanner — Operations for Scanning	●	●	●	○	○	●	●	△	●	△	△	△	△	△	×	×	●	●	●	●	△	△	△
Scanner — Scanning	●	●*2	●*2	○*2	○*2	●	●*2	△	●*2	△	△	△	△	△	×	×	×	●	●*2	●	△	△	△
TWAIN — Scanning	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	△
Document Server — Operations for Document Server	●	●	●	○	○	●	●	△	●	△	△	△	△	△	●	●	●	×	×	×	△	△	△
Document Server — Scanning a Document to Store in Document Server	●	×	×	○	○	●	×	×	×	△	△	△	△*11	△*11	●	×	×	×	×	×	△	△	△
Document Server — Printing from Document Server	●	→	→	○	○	●	△	△	△	△	△*10	△	△*11	△*11	△	△	△	△*6	△*6	→*6	△	△	△
DeskTop Binder — Printing from Document Server	△	△*4	△*11	△	△*11	△	△*11	△	△	△	△*10*11	△	△*11	△*11	△	△	△	△	△*11	△*11	×	△	△*11
DeskTop Binder — Sending a Fax from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△
Web Document Server — Printing	△	△*4	△*11	△	△*11	△	△*11	△	△	△	△*10*11	△	△*11	△*11	△	△	△	△	△*11	△*11	△	△	△*11

*1 Simultaneous operations are only possible after the preceding job documents are all scanned and [Reserve] appears.

*2 You can scan a document after the preceding job documents are all scanned.

*3 Simultaneous operations can be performed when a different line is used.

*4 During stapling, printing automatically starts after the current job.

*5 Stapling is not available.

*6 Simultaneous operation becomes possible after you press [New Job].

*7 During parallel reception, any subsequent job is suspended until the reception is completed.

*8 If an attempt is made to manually print a received document while automatically printing a different received document, the document printed manually will be printed first.

*9 This includes the printing of data sent via LAN-Fax driver.

*10 If the previous print job does not finish within the time specified in "the reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver" when printing from the LAN-Fax Driver, printing will stop.

*11 When you print an image that is A3 size and 4800 × 1200 dpi or bigger, printing may not start until the current print job is complete.
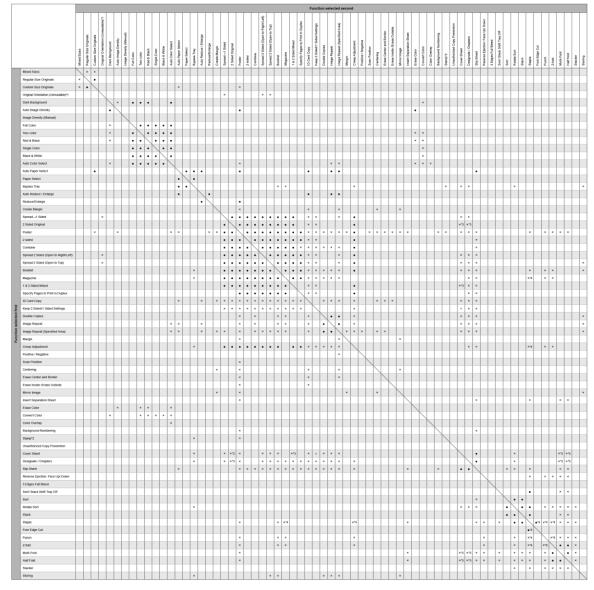
🔽Note

- The scanning speed may become slower when scanning an original with another function while executing printing.

Copy Function Compatibility

Blank: These modes can be used together.

●: These modes cannot be used together. The second mode selected will be the mode you are working in.

×: These modes cannot be used together. The first mode selected will be the mode you are working in.

*1 Original Orientation (Unreadable) includes 90 Degrees Counterclockwise, 90 Degrees Clockwise, and 180 Degrees.

*2 Stamps include Preset Stamp, User Stamp, Date Stamp, Page Numbering, and Stamp Text.

*3 The following functions cannot be selected simultaneously.

[2 Sided→1 Sided] and [Cover Sheet], or [Designate / Chapters]

*4 The following combinations of functions can be selected at the same time.

[Center] under [Staple] and [Magazine], [Creep Adjustment], or [Fore Edge Cut]

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[Top Left] under [Staple] and [Two Holes Left], [Three Holes Left], [Four Holes Left], [Two Holes Top], [Three Holes Top], or [Four Holes Top] under [Punch], or [Z-fold (Right Fold)], or [Z-fold (Bottom Fold)]

[Top Left Slant] under [Staple] and [Two Holes Left], [Three Holes Left], or [Four Holes Left] under [Punch], or [Z-fold (Right Fold)]

[Left 2] under [Staple] and [Two Holes Left], [Three Holes Left], or [Four Holes Left] under [Punch], or [Z-fold (Right Fold)]

[Top 2] under [Staple] and [Two Holes Top], [Three Holes Top], or [Four Holes Top] under [Punch], or [Z-fold (Bottom Fold)]

[Top 2 (Stapleless)] under [Staple] and [Two Holes Top], [Three Holes Top], or [Four Holes Top] under [Punch]

[Slant (Stapleless)] or [Left 2 (Stapleless)] under [Staple] and [Two Holes Left], [Three Holes Left], or [Four Holes Left] under [Punch]

*5 [Cover Sheet] and [Designate / Chapters] cannot be selected when [Outside] is selected, for the print side.

*6 The following combinations of functions can be selected at the same time.

[Two Holes Left], [Three Holes Left], or [Four Holes Left] under [Punch] and [Z-fold (Right Fold)]

[Two Holes Top], [Three Holes Top], or [Four Holes Top] under [Punch] and [Z-fold (Bottom Fold)]

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Legal and Contact Information

Environmental Regulations

ENERGY STAR Program(mainly North America)

ENERGY STAR® Program Requirements for Imaging Equipment

ENERGY STAR logo	This company is a participant in the ENERGY STAR® Program. This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Energy Star standards and logos are internationally uniform.

Energy Saving Functions

If this machine remains idle for a specified period of time, it enters Low power mode to further reduce its electrical consumption. This is called "Low Power Mode".

- The default delay time the machine waits before entering Low power mode is 15 minutes.
- The time it takes to recover from the energy saving functions and low power consumption in Low Power Mode may differ depending on the machine.

Region A (mainly Europe and China)

Model Name	Power Consumption	Time to Recover from Low Power Mode	Duplex Function[1]
Pro C5400S	124 W	27.8 seconds	Standard
Pro C5400SL	123 W	27.8 seconds	Standard
Pro C5410S	123 W	27.8 seconds	Standard

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Region A (mainly Asia[*2])

Model Name	Power Consumption	Time to Recover from Low Power Mode	Duplex Function[*1]
Pro C5400S	124 W	27.8 seconds	Standard
Pro C5410S	123 W	27.8 seconds	Standard

Region B (mainly North America)

Model Name	Power Consumption	Time to Recover from Low Power Mode	Duplex Function[*1]
Pro C5400S	122 W	27.8 seconds	Standard
Pro C5410S	122 W	27.8 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.

*2 Except for China.

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".

Region A (mainly Europe)

• The default delay time the machine waits before entering Sleep mode is 45 minutes.

Region A (mainly Asia)

• The default delay time the machine waits before entering Sleep mode is 60 minutes.

Region B (mainly North America)

• The default delay time the machine waits before entering Sleep mode is 60 minutes.

• The machine can print jobs from computers and receive faxes 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 A (mainly Europe)

Model Name	Power Consumption	Time to Recover from Sleep Mode	Duplex Function[*1]
Pro C5400S	0.41 W	23 seconds	Standard
Pro C5400SL	0.41 W	25 seconds	Standard
Pro C5410S	0.41 W	25 seconds	Standard

Region A (mainly Asia[*2])

Model Name	Power Consumption	Time to Recover from Sleep Mode	Duplex Function[1]
Pro C5400S	0.41 W	23 seconds	Standard
Pro C5410S	0.41 W	25 seconds	Standard

⊕Region B (mainly North America)

Model Name	Power Consumption	Time to Recover from Sleep Mode	Duplex Function[1]
Pro C5400S	0.61 W	23 seconds	Standard
Pro C5410S	0.42 W	25 seconds	Standard

⊕Region A (China)

Model Name	Power Consumption	Time to Recover from Sleep Mode	Duplex Function[1]
Pro C5400S	0.41 W	25 seconds	Standard
Pro C5400SL	0.41 W	25 seconds	Standard
Pro C5410S	0.41 W	25 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.

*2 Except for China.

⬇Note

- You can change the amount of time that the machine waits before entering Low Power mode under [Low Power Mode Timer].

  See "Date/Time/Timer", User Guide in English.

- You can change the amount of time that the machine waits before entering Sleep mode under [Sleep Mode Timer].

  See "Date/Time/Timer", User Guide in English.

- 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 (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.

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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

+81-3-3777-811(English only/Sadece İngilizce)

Note for the Battery and/or Accumulator Symbol (For EU countries only) (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 (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/m^2 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.

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Notes to users in the state of California (Notes to Users in USA) (mainly North America)

Perchlorate Material - special handling may apply. See:
www.dtsc.ca.gov/hazardouswaste/perchlorate

Information for China energy efficiency label (China)

Specification model	Pro C5400S	Pro C5400SL
Manufacturer name	Ricoh Company, Ltd.	Ricoh Company, Ltd.
Energy efficiency index	2	2
Typical energy consumption (kW/h)	7.00	6.92
According to the national standards	GB21521-2014	GB21521-2014

Notes for wireless LAN and Bluetooth

This product is equipped with wireless LAN and Bluetooth functions.

Depending on the machine type, wireless LAN or Bluetooth are optional.

The product uses the 2.4/5 GHz frequency range for wireless LAN communication and the 2.4 GHz frequency range for Bluetooth communication. Communications using radio waves may be interrupted by noise or interference. If you want to use this product for external communication, please be aware that communication failures may occur.

It is prohibited by law to disassemble or modify this product. The company takes no responsibility for illegal modifications that are made to the wireless module of this product.

No measures to prevent or block data tampering are available for devices that use radio waves for communication. The company takes no responsibility for security problems arising due to wireless LAN and Bluetooth specifications or other conditions.

The frequency range used by this product may also be used by other products (industrial, scientific, or medical devices) manufactured by other companies. The outdoor use of wireless devices may be restricted. Pay attention to where you use this function.

Some applications of this product use the wireless function. Depending on the environment where you use the wireless function, communication may be interrupted due to radio wave interference.

The Bluetooth unit is not guaranteed to work with all supported devices.

In infrastructure mode, the wireless LAN function's usable frequencies vary depending on the access point you use.

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Copyright Information about Installed Software

Open source software is used in the machine and applications that can be downloaded from the Application Site. You can check their copyright information in the following settings or applications.

- Some information about software used in the control panel

  [Settings] ▶ [System Settings] ▶ [Machine/Control Panel Information] ▶ [About Control Panel] ▶ [Legal information]

- Some information about software used in the control panel and information about software used in the machine

  [Status/Information] ▶ [Device Info] in Web Image Monitor

⬇️**Note**

- You may be able to check some software information on the screens of each application, rather than on the control panel or Web Image Monitor.

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Edge is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries.

The proper name of Edge is Microsoft® Edge™.

The proper names of the Windows operating systems are as follows:

- The product names of Windows 10 are as follows:

   Microsoft® Windows® 10 Home

   Microsoft® Windows® 10 Pro

   Microsoft® Windows® 10 Pro for Workstations

   Microsoft® Windows® 10 Enterprise

   Microsoft® Windows® 10 Education

- The product names of Windows 11 are as follows:

   Microsoft® Windows® 11 Home

   Microsoft® Windows® 11 Pro

   Microsoft® Windows® 11 Pro Education

   Microsoft® Windows® 11 Pro for Workstations

   Microsoft® Windows® 11 Enterprise

   Microsoft® Windows® 11 Education

- The product names of Windows Server 2016 are as follows:

   Microsoft® Windows Server® 2016 Essentials

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Microsoft® Windows Server® 2016 Standard

Microsoft® Windows Server® 2016 Datacenter

Microsoft® Windows Server® 2016 MultiPoint® Premium Server

- The product names of Windows Server 2019 are as follows:

    Microsoft® Windows Server® 2019 Datacenter

    Microsoft® Windows Server® 2019 Standard

    Microsoft® Windows Server® 2019 Essentials

- The product names of Windows Server 2022 are as follows:

    Microsoft® Windows Server™ 2022 Standard

    Microsoft® Windows Server™ 2022 Datacenter

    Microsoft® Windows Server™ 2022 Datacenter: Azure® Edition

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Wi-Fi Protected Setup™ is a trademark of Wi-Fi Alliance.

WPA2™ is a trademark of Wi-Fi Alliance.

WPA3™ is a trademark of Wi-Fi Alliance.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Microsoft product screen shots reprinted with permission from Microsoft Corporation.

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12. Driver Installation Guide
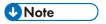
Installing the Printer Driver

Installing the Printer Driver by Using Device Software Manager Installer

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

⭐ **Important**
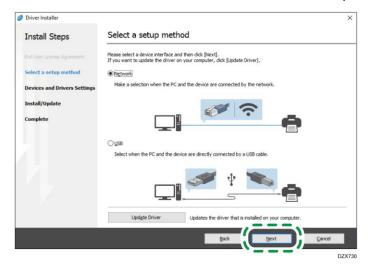
- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**
- **Device Software Manager supports Windows OS only. To install the printer driver on macOS, see the following sections:**

  page 671 "Installing the Printer Driver for Network Connection (macOS)"

  See "Installing the Printer Driver for USB Connection (macOS)", User Guide in English.
- **Follow the instructions of the installer to connect the USB cable.**
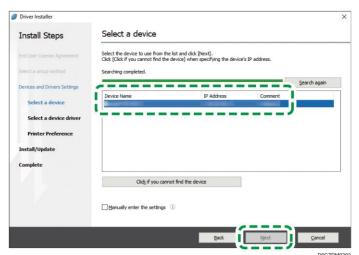
⬇ **Note**

- The following dialog box may appear during driver installation, but if you have started the driver installer downloaded from the manufacturer's website, there is no problem. Continue the installation by following the steps below.
    - If the "User Account Control" dialog box appears, click [Yes] or [Allow].
    - If the "Security Warning" dialog box appears, click [Run].

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Installing Device Software Manager from the Downloaded File

1. Download Device Software Manager from the manufacturer's website.

2. Double-click the downloaded file.

3. Select the [Run Driver Installer after installation] check box, and then click [Accept Agreement and 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. On the "End User License Agreement" screen, click [Agree and Go to Next].

7. 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.

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

D0CZDM0202

The installation of the driver starts.

- If the machine cannot be found at the network connection setup, see the following section.

  page 668 "If the Machine Cannot Be Found"

- 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.

9. 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 in English.
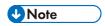
Installing the Printer Driver for Network Connection (Windows)

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

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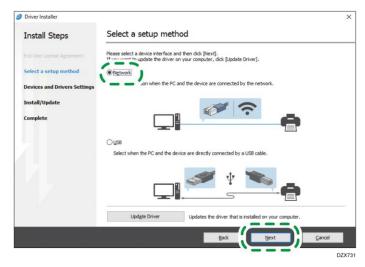
- **Manage Printers permission is required to install the driver. Log on as an Administrators group member.**
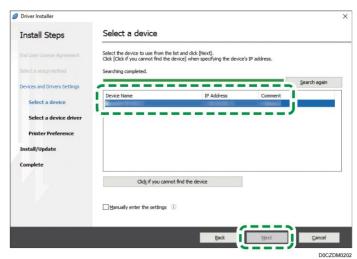
⬇Note

- The following dialog box may appear during driver installation, but if you have started the driver installer downloaded from the manufacturer's website, there is no problem. Continue the installation by following the steps below.
  - If the "User Account Control" dialog box appears, click [Yes] or [Allow].
  - If the "Windows Security" dialog box appears, click [Install this driver software anyway].
  - If the "Security Warning" dialog box appears, click [Run].

Installing the Printer Driver from the Downloaded File (Network Connection)

1. Download the latest printer driver from the manufacturer's website.

2. Double-click the downloaded file.

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

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

DZX731

- The search detects devices connected to the network.

- If the error screen is displayed, see page 668 "If the Machine Cannot Be Found".

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

D0CZDM0202

Printer driver installation starts.

- If the machine cannot be found at the network connection setup, see the following section.

  page 668 "If the Machine Cannot Be Found"

6. When prompted to select whether to install Device Software Manager, select whether to install Device Software Manager.

   To install Device Software Manager select the [Install Device Software Manager] check box, and then click [Next]. Follow the instructions on the screen to install Device Software Manager.

   To not install Device Software Manager clear the [Install Device Software Manager] check box, and then click [Next].

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

Installing the Printer Driver for Windows

1. Download the latest printer driver from the manufacturer's website.

2. Double-click the downloaded file.

3. Click [Cancel] to exit the installer.

4. Display the "Devices and Printers" screen.
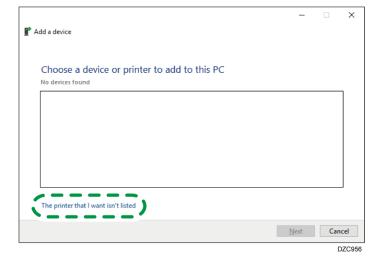
   ### Windows 11

   1. On the [Start] menu, click [All apps] ▶ [Windows Tools] ▶ [Control Panel]

   2. Click [View devices and printers].

   ### Windows 10 (version 1703 or later)
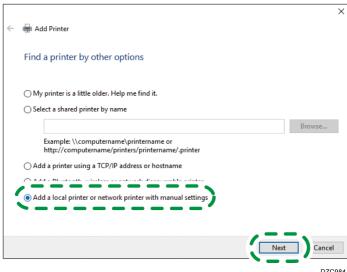
   1. On the [Start] menu, click [Windows System] ▶ [Control Panel].

   2. Click [View devices and printers].

   ### Windows 10 (earlier than version 1703)

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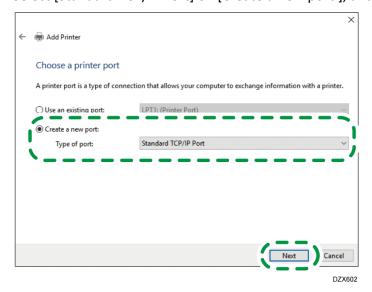
   2. Click [View devices and printers].

5. Click [Add a printer].

6. Click [The printer that I want isn't listed].

DZC956
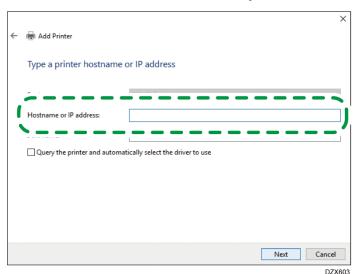
7. Select [Add a local printer or network printer with manual settings], and then click [Next].

DZC984

8. Select [Standard TCP/IP Port] on [Create a new port:], and then click [Next].

DZX602
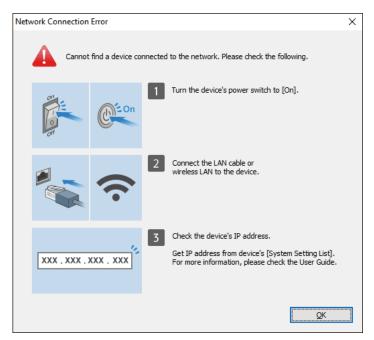
9. Enter the IP address of this machine in [Hostname or IP address:].

DZX603

10. Clear the [Query the printer and automatically select the driver to use] check box, and then click [Next].

    Searching for the TCP/IP port starts.

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

12. Click [Have Disk...] ▶ [Browse...] to specify the driver (INF file), and then click [OK].

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

13. Select a printer driver to install, and then click [Next].

14. Enter the printer name as necessary, and then click [Next].

    Printer driver installation starts.

15. Specify the printer as a shared printer as necessary, and then click [Next] ▶ [Finish].
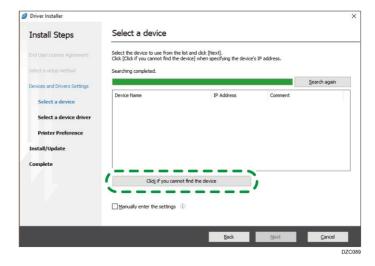
If the Machine Cannot Be Found

The "Network Connection Error" screen is displayed.

Confirm and perform ▣ to ▣, and then click [OK]. If the machine still cannot be found, specify the IP address or machine name to install the printer driver.
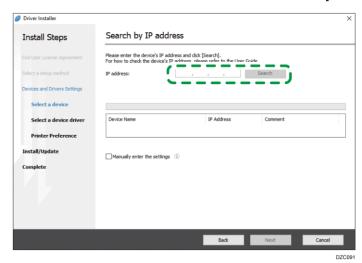
1. Click [Click if you cannot find the device].

DZC089

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

When specify the machine IP address

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

DZC091

You can check the machine IP address in [Check Status] ▶ [Network] on the control panel.

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].

DZC950

Printer driver installation starts.

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

See "When You Cannot Print a Document even if the Printer Driver is Installed", User Guide in English.

3. When prompted to select whether to install Device Software Manager, select whether to install Device Software Manager.

To install Device Software Manager select the [Install Device Software Manager] check box, and then click [Next]. Follow the instructions on the screen to install Device Software Manager.

To not install Device Software Manager clear the [Install Device Software Manager] check box, and then click [Next].
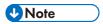
4. When the installation is complete, click [Finish].

Installing the Printer Driver for Network Connection (macOS)

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

⭐Important

- **You need an administrator name and a password (phrase). For details, consult your network administrator.**
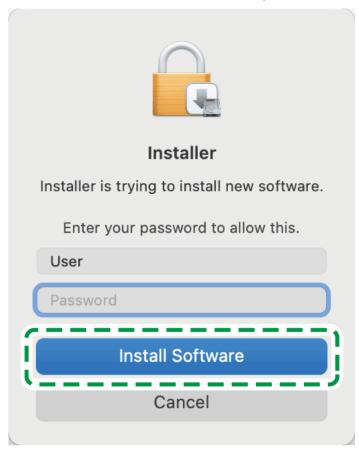
⬇Note

- Setting procedures using macOS 14.3.1 are shown as an example. The actual procedure may differ depending on the OS version you are using.

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Installing the PPD file (Network Connection)

1. Download the latest printer driver from the manufacturer's website.

2. Double-click the downloaded file.

3. Double-click the package file.

4. On the "Introduction" screen, click [Continue].

5. On the "License" screen, click [Continue] and then click [Agree].

   - When prompted to select where to install the driver, specify the install location, and click [Continue].

6. Click [Install].

7. Enter the administrator's user name and password, and then click [Install Software].
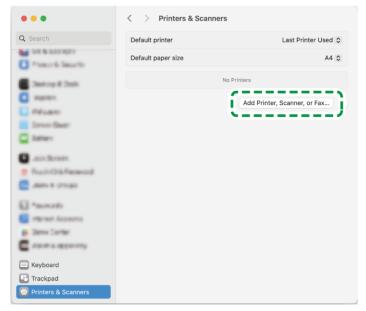
The installation of the PPD file starts.

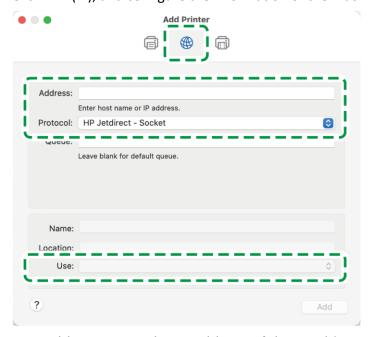8. When the installation is complete, click [Close].

Registering the Machine in [Printers & Scanners] (Network Connection)

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

1. Select [System Settings...] from the Apple menu.

2. Click [Printers & Scanners].

3. Click [Add Printer, Scanner, or Fax...].

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

- Address: Enter the IP address of the machine.

- Protocol: Select [HP Jetdirect-Socket].

- Use: Check that the machine name is displayed. If "Generic PostScript Printer" is displayed, the entered IP address may not be correct.
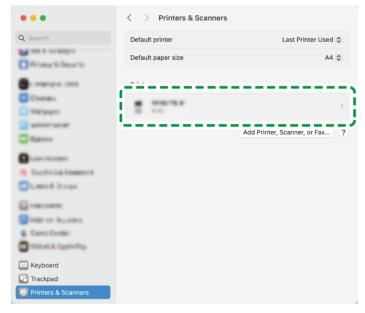
When "Generic PostScript Printer" is displayed even though the IP address is correct

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

- When the machine is connected to a wired LAN.

Check that the cable is connected to the machine correctly.

5. Click [Add].

The progress screen is displayed.

- If the progress screen does not close after a while, click [Configure...] and configure the option configuration of the printer. For the procedure of the option configuration, see page 674 "Specifying the Option Configuration of the Machine to the Printer Driver (Network Connection)".

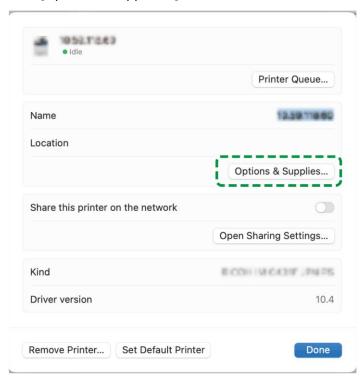6. Check that the machine name is added to the [Printers & Scanners] screen.
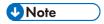

7. Close the system settings screen.

Specifying the Option Configuration of the Machine to the Printer Driver (Network Connection)

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

1. Select [System Settings...] from the Apple menu.

2. Click [Printers & Scanners].

3. Click the machine from the list.

4. Click [Options & Supplies...].

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

    • If the usable options are not displayed, the IP address has not been entered correctly or the PPD file has not been registered properly. To enter the IP address or register the PPD file, see page 673 "Registering the Machine in [Printers & Scanners]".

6. Close the system settings screen.

⬇Note

    • If the option you want to select is not displayed, PPD files may not be set up correctly. To complete the setup, check the name of the PPD file displayed in the dialog box.

    • To specify an optional Adobe PostScript when using a PostScript 3 printer driver, select [Adobe PostScript] in the "PostScript:" list on the [Options] tab.

13. How to use this manual

Moving pages

+−

Click to expand or collapse all the items in the table of contents at once.

To expand or collapse items individually, click ⊞ or ⊟ next to each title in the table of contents.

Top Page > Copy > Basic Copying

Indicates which chapter and items are shown on the current page. You can click a page to move to it.

<|>/<>

Click to move to the previous or next page in the table of contents.

Displaying pages with smart devices

QR

Click to display the URL of the current page as a QR code.

Changing the size of characters

AAA

Changes the size of characters in 3 stages. Each time you click, the size of the characters changes.

Searching for keywords
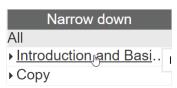
Enter the keyword(s) you search 🔍

Pages including the entered keyword are displayed as the search results.

Substitute words and related keywords appear according to the entered keywords.

To refine the search results:
Enter multiple keywords (up to three keywords). (Pages including all keywords are searched for.)

- Select the title from the "Narrow down" list on the search result screen, and then click the search button ( ) again to limit the scope of searching within the selected title.

Narrow down
All
▸ Introduction and Basi..
▸ Copy

Meanings of the used symbols

⚠ WARNING

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

★ 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 product's functions and instructions on resolving user errors.

[ ]

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

#Sample screenshots are used.

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MEMO

MEMO

EN (GB)   EN (US)   EN (AU)   D0G1Q110A-EN