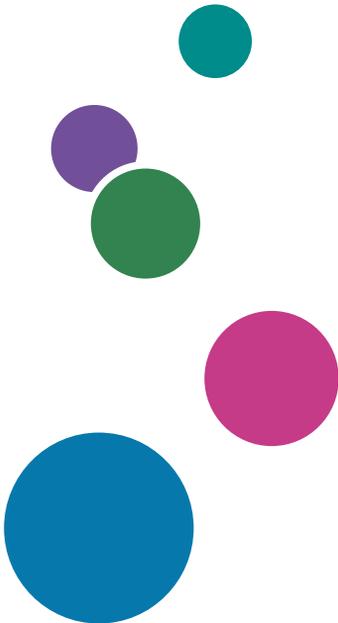




Basic Operation/ Printing Guide

Original Instructions

Notes on What to do Before Using the Machine	1
Loading Paper	2
Printing on Special and Thick Paper with Optimal Settings	3
Printing on Envelopes	4
Troubleshooting	5
Replacing Consumables	6
Backup/Restore	7



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



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

TABLE OF CONTENTS

1. Notes on What to do Before Using the Machine

How to Search for Information on Using the Product and Troubleshooting.....	3
Manuals for This Machine.....	3
Searching the Manual for Information on Troubleshooting.....	4
Notes on Marks.....	5
Turning On and Off the Power.....	6
Touch Panel/Attention Light.....	7
Intuitive Screen Operation Using Fingertips.....	8
Confirming the Counter.....	8
Attention Light.....	9

2. Loading Paper

Fanning the Paper.....	11
Loading Paper into Tray 1.....	13
Loading Paper into the A3/11 × 17 Tray Unit.....	15
Loading Paper into Tray 2.....	16
Loading Paper into the Wide Large Capacity Tray.....	17
Loading Paper into the Multi Bypass Tray (Tray A).....	22
Recommended Paper Sizes and Types.....	24

3. Printing on Special and Thick Paper with Optimal Settings

Overview of Paper Settings.....	39
Why Paper Settings Are Required.....	39
Overview of Paper Settings.....	39
Types of Paper Settings.....	41
Registering Custom Paper Based on the Data Registered in Master Paper.....	42
Changing a Setting of Registered Custom Paper.....	42
Paper Weight Conversion Table.....	43
Managing Custom Paper.....	46
Deleting a Custom Paper.....	46
Exporting/Importing the Custom Paper Settings.....	46

4. Printing on Envelopes

Measuring the Envelope Size.....	49
Loading Envelopes.....	51

5. Troubleshooting

When Paper Is Jammed.....	53
Density Fluctuation, Streaks and Background Staining.....	54
Adjust Image Density.....	54
Background Stain, White Spots, Density Fluctuation and Faint Blacks (Developer Refreshing).....	55
Streaks Appear after Changing the Paper Size (Fusing Belt Smoothing).....	55
Adjusting Stapling and Folding Positions.....	57
Finisher.....	57
Fold.....	57
When Adjusting Color Shift.....	59
When a Deviation in Color Registration Appears.....	59
Frequently Asked Questions (FAQ).....	60
If an EC Appears.....	62

6. Replacing Consumables

Replacing the Toner.....	63
Disposing Exhausted Toners  Region A (mainly Europe and Asia).....	63
Disposing Exhausted Toners  Region B (mainly North America).....	64
Replenishing the Staples.....	65
Removing Chad and Paper Debris.....	66
Punching.....	66
Stapling.....	66
Paper Cutting.....	66
Replacing the Waste Toner Bottle.....	67
Disposing the Used Waste Toner Bottle  Region A (mainly Europe and Asia).....	67
Disposing the Used Waste Toner Bottle  Region B (mainly North America).....	67

7. Backup/Restore

Creating a Backup of/Restoring the Setting Information of the Machine.....	69
--	----

1. Notes on What to do Before Using the Machine

How to Search for Information on Using the Product and Troubleshooting

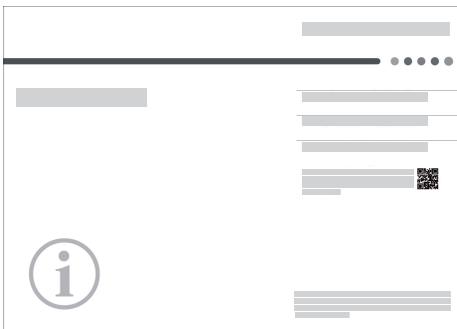
Manuals for This Machine

Manual (Paper)

Included with the product.

- Safety Information

Before using the machine, be sure to read the section of this manual entitled Safety Information. It also describes each regulation and environmental conformance.



M0EDOM2051

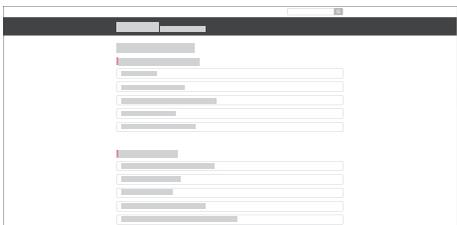
Manual (Electronic Format)

Read these via the control panel and web pages.

- User Guide (HTML)

Provides detailed information on how to operate the machine.

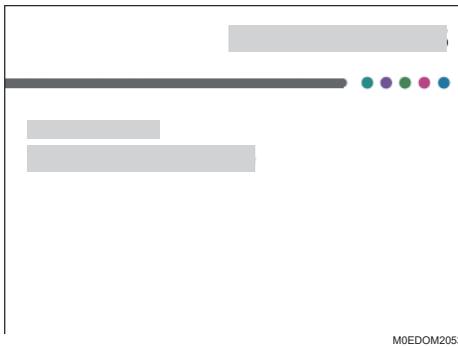
Read this for information on machine operation not covered by this manual.



M0EDOM2052

- Basic Operation/Printing Guide

This manual describes basic use of the machine and how to achieve high-quality printing.



- Operator's Guide
Regarding the basic usage of this machine, frequently used functions, troubleshooting when an error message appears, etc., summaries are provided for each user manual.
- Paper Fundamentals
Explains the properties of different types of paper and how to handle them.

Searching the Manual for Information on Troubleshooting

The machine has a built-in manual/help function. You can display the manual and help on the control panel of the machine, and browse the description of the functions and the information on the operation of the machine.

There are two types of help function that are available on the machine as follows:

- HTML manual of the machine
- Help on each screen or setting item

 When viewing Help from a client computer, check that JavaScript is enabled in the setting menu of the web browser.

Displaying the HTML Help

To view the HTML manual of the machine, press  on the navigation bar  [Help]. You can read the description of the machine functions and how to operate them.



Displaying Help on Each Screen or Setting Item

Press the Help icon on the screen or next to a setting item to display the help content that corresponds to the screen or item. You can configure or operate the screen or item as you read the help.



Notes on Marks

: Indicates a tip on using the machine.

Control Panel/Web: Indicates the title of the section to refer to in the manual (control panel / web pages).

 **Important**: Indicates a note on using the applicable function.

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

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

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see **Control Panel/Web** "Model-Specific Information".

Turning On and Off the Power

1. Open the main power switch cover, and then push the main power switch.



M0EBIM2138

Notes on Turning the Power On

The main power indicator at the lower left of the control panel lights when you turn the machine on with the main power switch.

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

If the machine does not turn on even if you press the main power switch, open the front left cover and make sure that the AC power switch is turned on. For details about the AC power switch, see below.

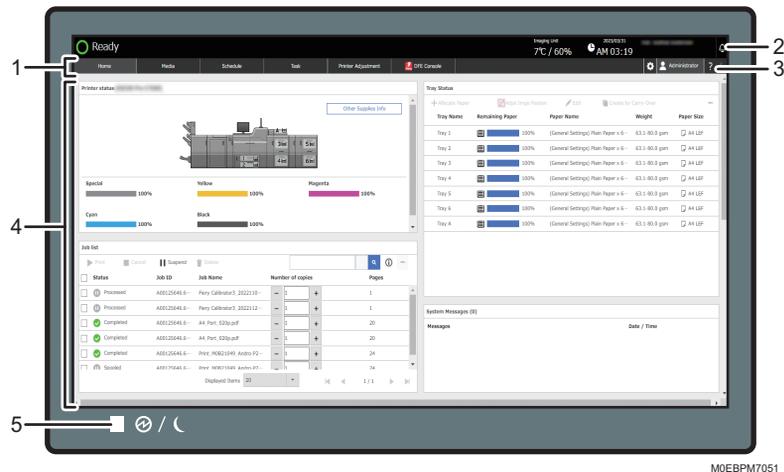
Control Panel/Web "Notes on Usage of the Machine"

Notes on Turning the Power Off

If you press the main power switch to turn the power off, the message "Printer shut down requested." appears. When the power is turned off, the main power indicator at the lower left of the control panel goes out. Wait without touching any buttons until the power is turned off.

 When the power of the DFE is set to sync with the power of the machine, turning the power of the machine on or off also turns the power of the DFE on or off. Turn on the power of the machine first, and then turn on the power of the DFE if the power of the DFE is not set to sync with the machine. To turn off the power of the machine and DFE, turn off the power of the DFE first, and then turn off the machine.

Touch Panel/Attention Light



MOEBPM7051

1. Switch Hub

Switches between the operation screens (Hubs) that appear on the touch screen panel.

2. Alert Icon

Displayed when there is a message from the system.

Displayed when there is a message from the system. You can read the message content on the [System Messages] tile in the [Home] hub.

Also, the notification screen is displayed when a malfunction occurs on the machine, and the user needs to be notified of the error details or how to resolve the problem.

3. Solving Problems

Press [Help] of [?] to display the user manual of the machine.

4. Operation Screen

The screen comprises the following hubs:

- [Home] hub
The [Home] hub shows the status of the printer and its trays, system messages, job list, and other information.
- [Media] hub
You can configure and manage the paper trays and the paper that is loaded in each tray.
- [Schedule] hub
You can view or create working schedules such as printing or performing maintenance on the machine.
- [Task] hub
Displays the list of tasks for the logged-in user. Tasks such as adjusting or cleaning the machine, or replacing a consumable can be grouped by category or item.
- [Printer Adjustment] hub
You can adjust the image position and quality in addition to the various settings of the printer and other optional devices.

- [DFE Console] hub
Press  [DFE Console] to connect to the DFE that is connected to the network remotely.
Control Panel/Web "Connecting to the Fiery Controller Remotely from the Control Panel"
- Fiery Settings hub
The Fiery Settings hub displays the setting items of the Fiery controller that is connected to the machine.
On the hub, the frequently used print settings appear directly, allowing you to change the settings of a job without having you connect remotely to the DFE.
Control Panel/Web "Using the Fiery Settings Hub"
- [Settings] hub
Press  on the navigation bar to display the [Settings] hub.
You can configure the items on the control panel, specify the machine behavior, create, or edit the timer, configure the network, and specify other system-wide settings of the machine.

5. Main power indicator

The main power indicator lights up when you turn on the main power switch.

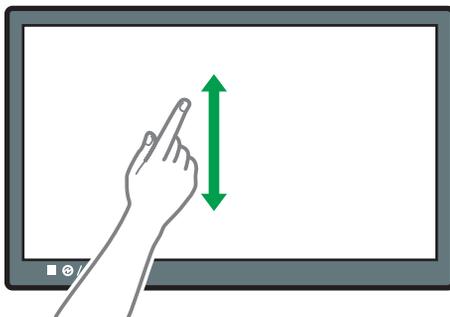
If the indicator keeps flashing even after you turn the power off, do not remove the power plug from the receptacle.

Intuitive Screen Operation Using Fingertips

On each screen of the control panel, you can perform the following operation by touching the screen with your fingertips.

Flick (Scrolling the Screen)

Flick the screen up or down to scroll through the screens.

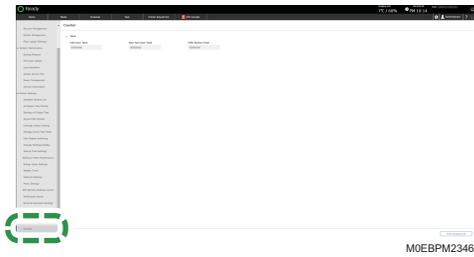


MOEBIM0052

Confirming the Counter

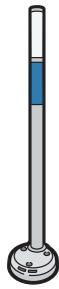
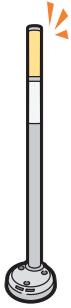
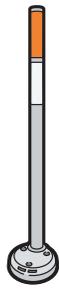
You can check the number of sheets used in printing.

Press  ► [Printer Settings] ► [Counter] to display the counter screen.



Attention Light

The Attention light lights or flashes to indicate the machine status from a distance.

Flashing blue	Steady blue	Flashing yellow	Steady red
 <p>D0CPIC0251</p>	 <p>D0CPIC0252</p>	 <p>D0CPIC0254</p>	 <p>D0CPIC0253</p>
Data in	Printing	Warning Problem such as toner almost out or waste toner bottle almost full	Error occurred Problem such as paper jam, paper running out, toner running out, memory shortage, or waster toner bottle full

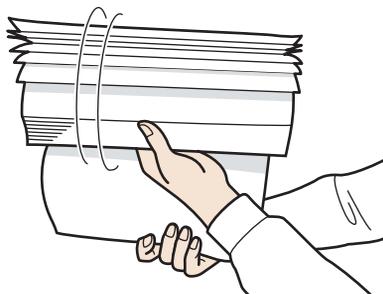
2. Loading Paper

Fanning the Paper

★ Important

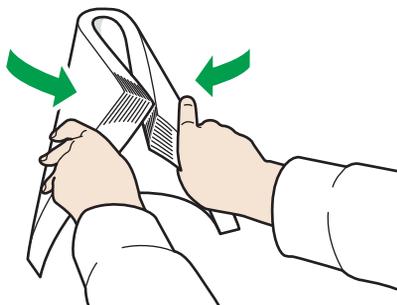
- If you load coated paper, label paper, transparencies, or thick paper of 150.1–470.0 g/m² (55.1 lb. Cover–172 lb. Cover), it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly. If the machine feeds several sheets of paper together or it does not feed paper, fan paper and load it again.

1. Fan the stack of paper to load.



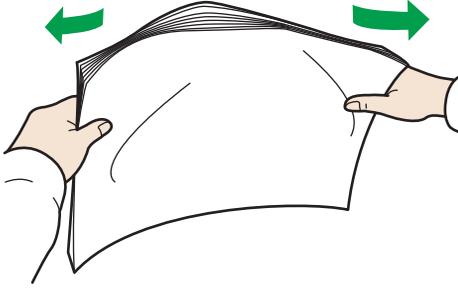
D0CMIC1421

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



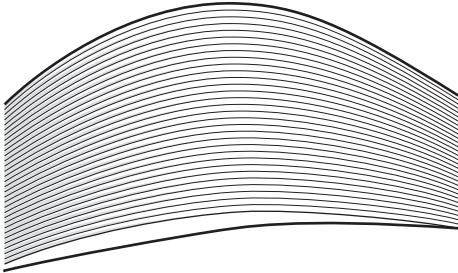
D0CMIC1422

2



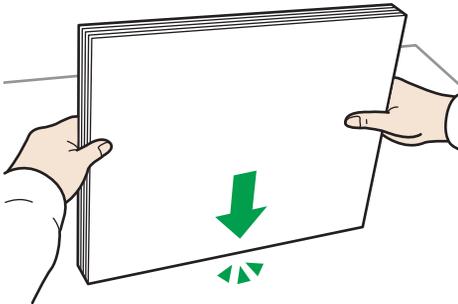
D0CMIC1423

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

This section explains how to load paper in the Tray 1.

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

Tray 1 can hold A4 paper only. If you want to print on $8\frac{1}{2} \times 11$ from Tray 1, contact your service representative.

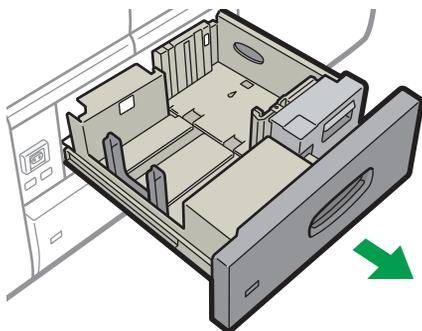
 **Region B** (mainly North America)

Tray 1 can hold $8\frac{1}{2} \times 11$ 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.
- If Tray 1 is closed too quickly, the paper in the tray may force the right tray's fence to slip out of place. If the paper misfeeds because of this, open the tray, adjust the fence, and close the tray slowly.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.

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

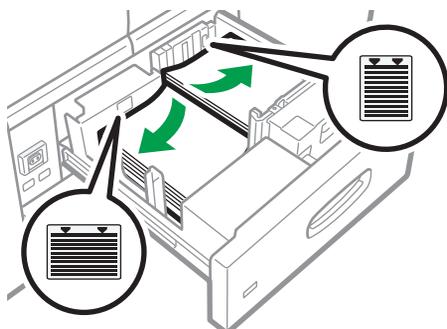


MOEBIM2108

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

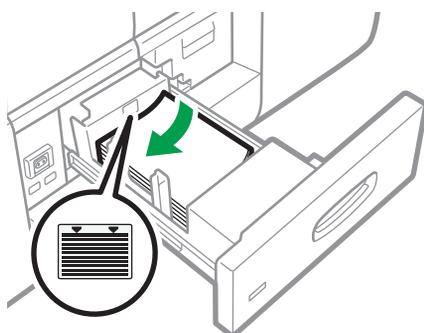
Do not stack paper over the limit mark.

- Whole tray pulled out



M0EBIM0109

- Left half of the tray pulled out



M0EBIM0110

3. Carefully push the paper tray fully in.

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.

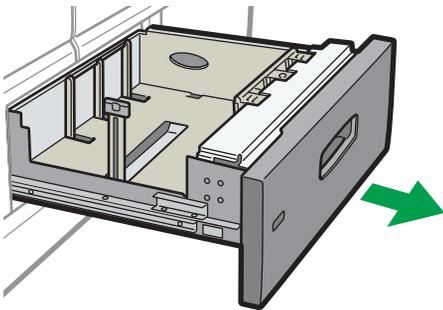
Loading Paper into the A3/11 × 17 Tray Unit

This section explains how to load paper in the A3/11 × 17 tray unit.

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

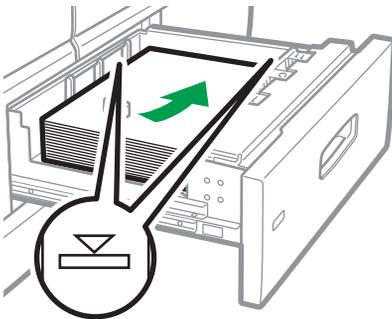
- Check the paper edges are aligned at the right side.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



M0EBIM2111

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

Do not stack paper over the limit mark.



M0EBIM0112

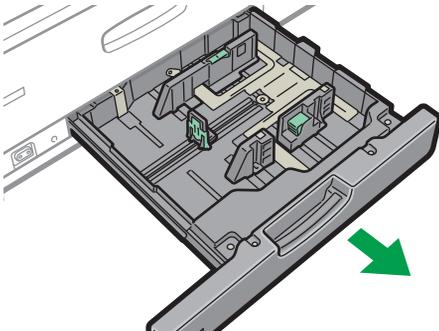
3. Carefully push the paper tray fully in.

Loading Paper into Tray 2

This section explains how to load paper in the Tray 2.

★ Important

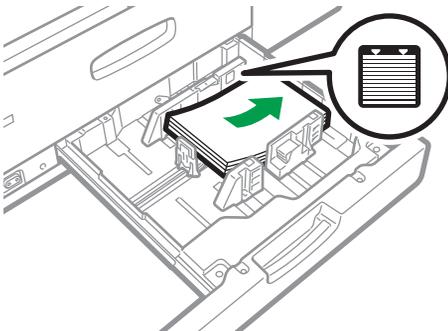
- Check the paper edges are aligned at the right side.
 - If a paper tray is pushed vigorously when putting it back into place, the position of the tray's fences may slip out of place.
 - When loading a low number of sheets, be sure not to squeeze the fences in too tightly. If the fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0g/m² (14.0–16.9 lb. Bond), it may wrinkle.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



M0EBIM2113

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

Do not stack paper over the limit mark.



M0EBIM0114

3. Carefully push the paper tray fully in.

↓ Note

- Various sizes of paper can be loaded in Tray 2 by adjusting the positions of fences.

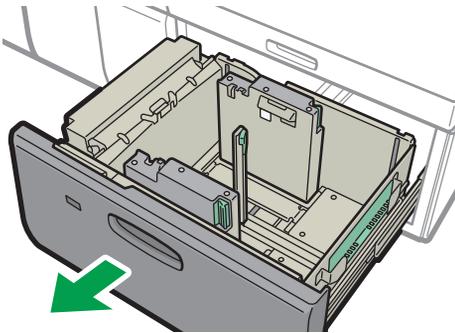
Loading Paper into the Wide Large Capacity Tray

This section explains how to load paper in the wide LCT.

The wide LCT is identified as Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, and Tray 8.

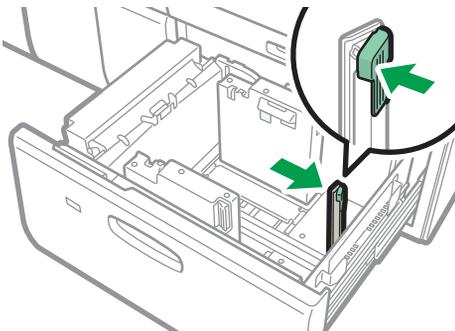
★ Important

- Check the paper edges are aligned on the left side.
 - Depending on the degree of paper curl, a notification indicating that the paper tray is overloaded may appear even if the height of the loaded paper stack remains below the upper limit sign. If this notification appears, remove the 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.



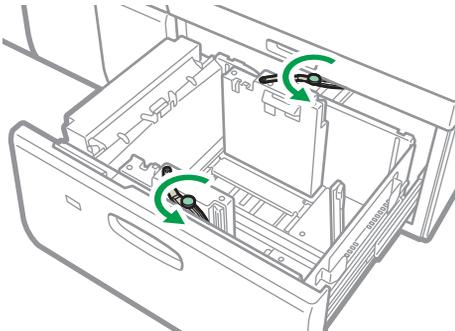
M0EBIM2122

2. Remove paper if loaded.
3. Release the fence.



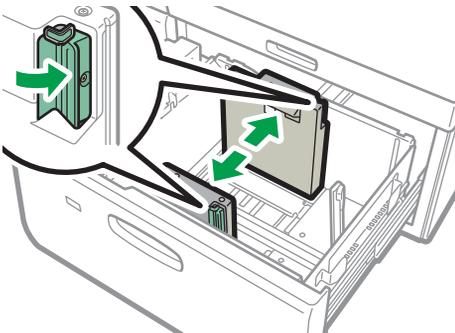
M0EBIM2123

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



M0EDIM0151

5. Release the fence.



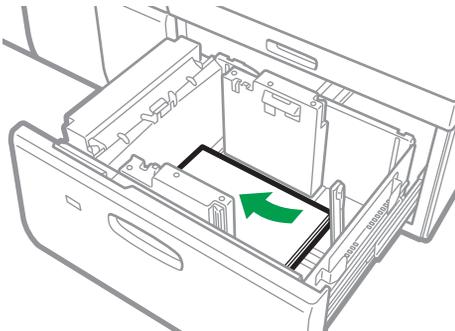
M0EBIM2124

6. Load paper by aligning the paper with the left side of the paper tray.

Place paper with print side up.

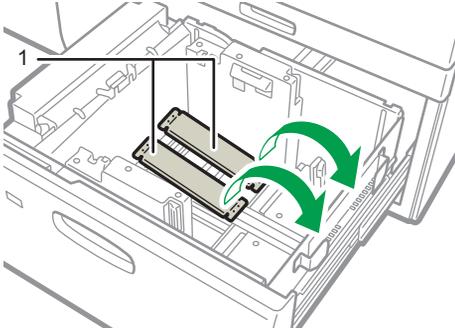
Load a stack of paper about 5–10 mm (0.2–0.4 inches) high.

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



M0EBIM2125

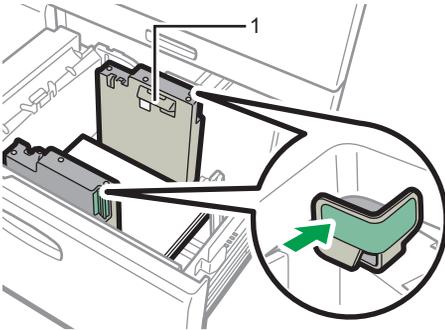
When you load paper that is 204 mm (8.04 inches) or smaller, remove the supporting plates from the bottom of the paper tray.



M0EBIM2126

1. Supporting plates

Check that the paper retainer is extended when you load paper of 220 g/m² (55 lb. Bond) or lower. Push on the lever on the fence to extend the paper retainer.

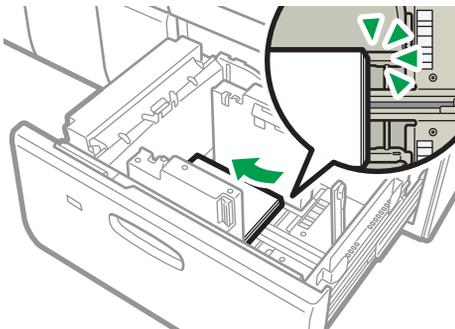


M0EBIM0147

1. Paper retainer

Check that the paper retainer is retracted when you load paper of 220.1 g/m² (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.

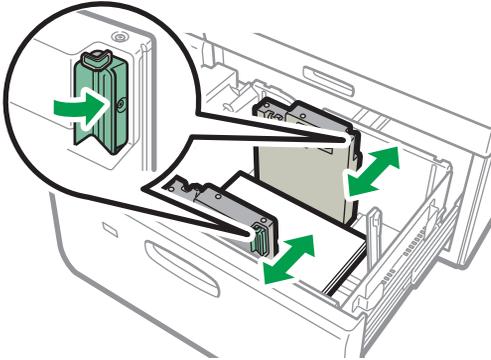


M0EDIM0108

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.

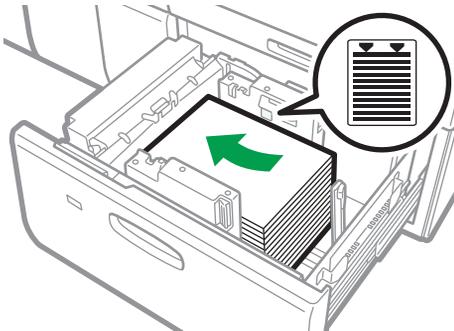
Check that the scale numbers on the top of the fences are roughly the same.



M0EBIM2127

8. Load additional sheets, if necessary.

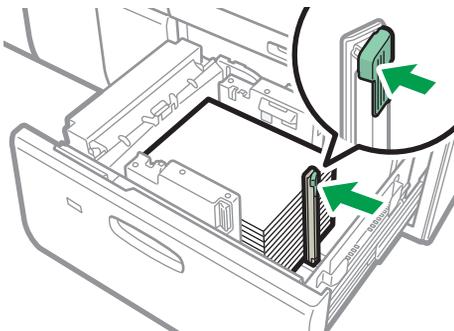
Do not stack paper over the limit mark.



M0EBIM2128

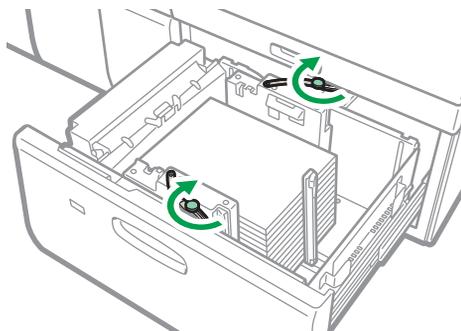
9. Tightly fit the fence to the loaded paper, and then re-lock the fence again.

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



M0EBIM2129

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

- Various sizes of paper can be loaded in the wide LCT by adjusting the positions of fences.
- When you are changing the paper size, see **Control Panel/Web** "Changing Tray Paper Settings".
- You can load envelopes in the wide LCT. When loading envelopes, place them in the correct orientation. For details, see below.
- **Control Panel/Web** "Envelope Orientation and Recommended Status"
- When you are using a special printing feature such as banner printing, cover page, and separation sheets, the indicator on the front side of the tray remains lit until printing is completed. You cannot reload paper while the indicator remains lit.

Loading Paper into the Multi Bypass Tray (Tray A)

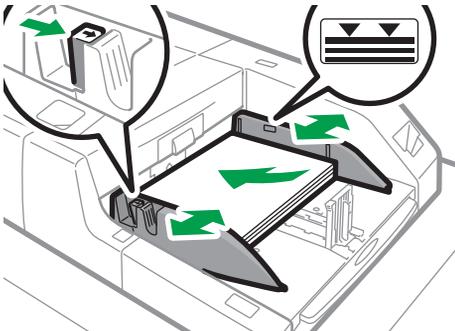
Use the multi bypass tray (Tray A) to use transparencies, translucent paper, and paper that cannot be loaded in the paper trays.

★ 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. For the maximum number of sheets you can load, see below.
- **Control Panel/Web** "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 fences in too tightly. If the 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.

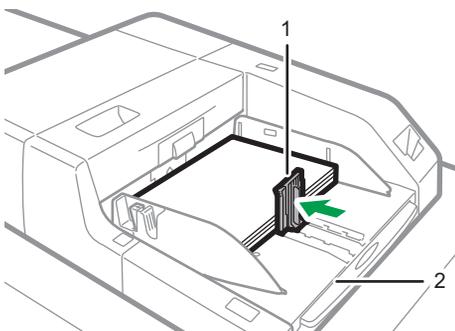
1. Set the fences to the paper, and then square the paper and load it print side up.

Do not stack paper over the limit mark.



M0EBIM2117

2. Set the fence.

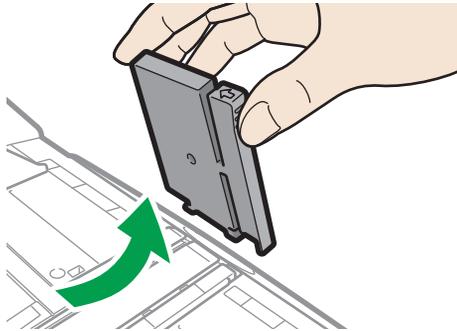


M0EBIM2118

1. Fence

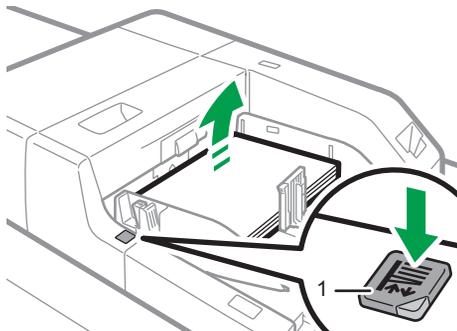
2. Extender

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



M0EBIM2119

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



M0EBIM2120

1. Elevator switch

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.

↓ Note

- Pull the extender out when loading A4, 8 1/2 × 11 or larger sheets in the multi bypass tray (Tray A).
- You can load envelopes into the multi bypass tray (Tray A). Envelopes must be loaded in a specific orientation. For details, see below.
- **Control Panel/Web** "Envelope Orientation and Recommended Status"
- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the multi bypass tray (Tray A).
- Specify the sizes of paper that are not automatically detected. For details about how to specify sizes, see **Control Panel/Web** "Specifying the Paper Size That Is Not Automatically Detected". For details about the sizes that can be detected automatically, see page 24 "Recommended Paper Sizes and Types".

Recommended Paper Sizes and Types

Tray 1

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m ² (14 lb. Bond–165 lb. Index) Paper Weight 1–Paper Weight 7	 Region A A4   Region B 8 1/2 × 11 	1,000 sheets × 2
52.3–300.0g/m ² (14 lb. Bond–165 lb. Index) Paper Weight 1–Paper Weight 7	*1  Region A 8 1/2 × 11   Region B A4 	1,000 sheets × 2

*1 To load paper any of the sizes specified above, contact your service representative.

Tray 1 (A3/11 × 17 tray unit)

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m ² (14 lb. Bond–165 lb. Index) Paper Weight 1–Paper Weight 7	11 × 17 	1,000 sheets
52.3–300.0g/m ² (14 lb. Bond–165 lb. Index) Paper Weight 1–Paper Weight 7	*1 A3  , A4, B4 JIS  , 8 1/2 × 14   , 8 1/2 × 11	1,000 sheets

Paper type and weight	Paper size	Paper capacity
52.3–300.0g/m ² (14 lb. Bond–165 lb. Index) Paper Weight 1–Paper Weight 7	Custom size *2:  Region A Vertical: 210.0–305.0 mm Horizontal: 210.0–439.0 mm  Region B 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.

Tray 2

Paper type and weight	Paper size	Paper capacity
52.3–256.0g/m ² (14 lb. Bond–141 lb. Index) Paper Weight 1–Paper Weight 6	Paper sizes that can be detected automatically:  Region A A3☐, A4, A5, B4 JIS☐, B5 JIS, 11 × 17☐, 8 ¹ / ₂ × 14☐, 8 ¹ / ₂ × 13☐, 8 ¹ / ₂ × 11, 8 ¹ / ₄ × 13☐, 8 × 13☐, 7 ¹ / ₄ × 10 ¹ / ₂ , 5 ¹ / ₂ × 8 ¹ / ₂ , 8K☐, 16K, SRA3☐  Region B A3☐, A4, A5, B4 JIS☐, B5 JIS, 11 × 17☐, 8 ¹ / ₂ × 14☐, 8 ¹ / ₂ × 13☐, 8 ¹ / ₂ × 11, 8 ¹ / ₄ × 13☐, 8 × 13☐, 7 ¹ / ₄ × 10 ¹ / ₂ , 5 ¹ / ₂ × 8 ¹ / ₂ , 8K☐, 16K, 12 × 18☐	500 sheets

Paper type and weight	Paper size	Paper capacity
52.3–256.0g/m ² (14 lb. Bond–141 lb. Index) Paper Weight 1–Paper Weight 6	Select the paper size using the Tray Paper Settings menu:  Region A 8 ¹ / ₄ × 14□, 8 × 10□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 18□, SRA4, 226 × 310, 310 × 432□  Region B 8 ¹ / ₄ × 14□, 8 × 10□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 13 × 18□, SRA3□, SRA4, 226 × 310, 310 × 432□	500 sheets
52.3–256.0g/m ² (14 lb. Bond–141 lb. Index) Paper Weight 1–Paper Weight 6	Custom size:  Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–457.2 mm  Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–18.00 inches	500 sheets
Translucent paper 52.3–63.0 g/m ² (14–16 lb. Bond) Paper Weight 1	A3□, A4, B4 JIS□, B5 JIS	*1
Transparencies 163.1–220.0 g/m ² (60–81 lb. Cover) Paper Weight 5	A4	*1
Tab stock ^{*2} 52.3–256.0g/m ² (14 lb. Bond–141 lb. Index) Paper Weight 1–Paper Weight 6	A4□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 11□	200 sheets (80.0–199.0 g/m ² , 21 lb. Bond–110 lb. Index)

*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.

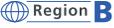
*2 The optional tab sheet holder is required.

Wide LCT (Trays 3–8)*1*14

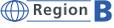
Paper type and weight	Paper size	Paper capacity
40.0–470.0 g/m ² (11–125 lb. Bond) *19 Paper Weight 0*18–Paper Weight 9*2*20*21*22	<p>Paper sizes that can be detected automatically: *3</p> <p> Region A</p> <p>A3☐*4, A4, A5, B4 JIS☐, 11 × 17☐*4, 8¹/₂ × 14☐, 8¹/₂ × 11☐, 8 × 13☐, 7¹/₄ × 10¹/₂☐, 5¹/₂ × 8¹/₂☐, 12 × 18☐*4, 13 × 19¹/₅☐*4, SRA3☐*4, SRA4☐</p> <p> Region B</p> <p>A3☐*4, A4☐, A5☐, B4 JIS☐, 11 × 17☐*4, 8¹/₂ × 14☐, 8¹/₂ × 11, 8 × 13☐, 7¹/₄ × 10¹/₂☐, 5¹/₂ × 8¹/₂, 12 × 18☐*4, 13 × 19¹/₅☐*4, SRA3☐*4, SRA4☐</p>	2,200 sheets *8 (on paper 0.11 mm (0.004 inches) thick)

Paper type and weight	Paper size	Paper capacity
<p>40.0–470.0 g/m² (11–125 lb. Bond) ^{*19}</p> <p>Paper Weight 0 ^{*18}–Paper Weight 9 ^{*2*20*21*22}</p>	<p>Select the paper size using the Tray Paper Settings menu:</p> <p> Region A</p> <p>A6^{*5}, B5 JIS^{*5}, B6 JIS^{*5}, 8¹/₂ × 13^{*5}, 8¹/₂ × 11^{*5}, 8¹/₄ × 14^{*5}, 8¹/₄ × 13^{*5}, 8 × 10^{*5}, 7¹/₄ × 10¹/₂^{*5}, 5¹/₂ × 8¹/₂^{*5}, 8K^{*5}, 16K^{*5},</p> <p>11 × 15^{*5}, 11 × 14^{*5}, 10 × 15^{*5}, 10 × 14^{*5}, 13 × 19^{*5}, 12³/₅ × 19¹/₅^{*5}, 12³/₅ × 18¹/₂^{*5}, 13 × 18^{*5}, SRA4^{*5}, 226 × 310 mm^{*5}, 310 × 432 mm^{*5}, 8¹/₂ × 13²/₅^{*5}, 4¹/₅ × 5¹/₂^{*5}</p> <p> Region B</p> <p>A4^{*5}, A5^{*5}, B5 JIS^{*5}, B6 JIS^{*5}, A6^{*5}, 8¹/₂ × 13^{*5}, 8¹/₄ × 14^{*5}, 8¹/₄ × 13^{*5}, 8 × 10^{*5}, 7¹/₄ × 10¹/₂^{*5}, 8K^{*5}, 16K^{*5}, 11 × 15^{*5}, 11 × 14^{*5},</p> <p>10 × 15^{*5}, 10 × 14^{*5}, 13 × 19^{*5}, 12³/₅ × 19¹/₅^{*5}, 12³/₅ × 18¹/₂^{*5}, 13 × 18^{*5}, SRA4^{*5}, 226 × 310 mm^{*5}, 310 × 432 mm^{*5}, 8¹/₂ × 13²/₅^{*5}, 4¹/₅ × 5¹/₂^{*5}</p>	<p>2,200 sheets ^{*8} (on paper 0.11 mm (0.004 inches) thick)</p>
<p>40.0–470.0 g/m² (11–125 lb. Bond) ^{*19}</p> <p>Paper Weight 0 ^{*18}–Paper Weight 9 ^{*2*20*21*22}</p>	<p>Custom size: ^{*6}</p> <p> Region A</p> <p>Vertical: 100.0–330.2 mm</p> <p>Horizontal: 139.7–487.7 mm</p> <p> Region B</p> <p>Vertical: 3.94–13.00 inches</p> <p>Horizontal: 5.50–19.20 inches</p>	<p>2,200 sheets ^{*8} (on paper 0.11 mm (0.004 inches) thick)</p>

Paper type and weight	Paper size	Paper capacity
Coated: Glossy ^{*17} Coated: Matte ^{*17} 52.3–470.0 g/m ² (14–125 lb. Bond) ^{*19} Paper Weight 1–Paper Weight 9 ^{*2*21*22}	Paper sizes that can be detected automatically: ^{*3}  Region A A3 ^{*4} , A4, A5, B4 JIS [□] , 11 × 17 ^{□*4} , 8 ^{1/2} × 14 [□] , 8 ^{1/2} × 11 [□] , 8 × 13 [□] , 7 ^{1/4} × 10 ^{1/2} [□] , 5 ^{1/2} × 8 ^{1/2} [□] , 12 × 18 ^{□*4} , 13 × 19 ^{1/5} ^{□*4} , SRA3 ^{□*4} , SRA4 [□]  Region B A3 ^{□*4} , A4 [□] , A5 [□] , B4 JIS [□] , 11 × 17 ^{□*4} , 8 ^{1/2} × 14 [□] , 8 ^{1/2} × 11, 8 × 13 [□] , 7 ^{1/4} × 10 ^{1/2} [□] , 5 ^{1/2} × 8 ^{1/2} , 12 × 18 ^{□*4} , 13 × 19 ^{1/5} ^{□*4} , SRA3 ^{□*4} , SRA4 [□]	^{*9}

Paper type and weight	Paper size	Paper capacity
<p>Coated: Glossy ^{*17}</p> <p>Coated: Matte ^{*17}</p> <p>52.3–470.0 g/m² (14–125 lb. Bond) ^{*19}</p> <p>Paper Weight 1–Paper Weight 9^{*2*21*22}</p>	<p>Select the paper size using the Tray Paper Settings menu:</p> <p> Region A</p> <p>A6^{*5}, B5 JIS^{*5}, B6 JIS^{*5}, 8¹/₂ × 13^{*5}, 8¹/₂ × 11^{*5}, 8¹/₄ × 14^{*5}, 8¹/₄ × 13^{*5}, 8 × 10^{*5}, 7¹/₄ × 10¹/₂^{*5}, 5¹/₂ × 8¹/₂^{*5}, 8K^{*5}, 16K^{*5},</p> <p>11 × 15^{*5}, 11 × 14^{*5}, 10 × 15^{*5}, 10 × 14^{*5}, 13 × 19^{*5}, 12³/₅ × 19¹/₅^{*5}, 12³/₅ × 18¹/₂^{*5}, 13 × 18^{*5}, SRA4^{*5}, 226 × 310 mm^{*5}, 310 × 432 mm^{*5}, 8¹/₂ × 13²/₅^{*5}, 4¹/₅ × 5¹/₂^{*5}</p> <p> Region B</p> <p>A4^{*5}, A5^{*5}, B5 JIS^{*5}, B6 JIS^{*5}, A6^{*5}, 8¹/₂ × 13^{*5}, 8¹/₄ × 14^{*5}, 8¹/₄ × 13^{*5}, 8 × 10^{*5}, 7¹/₄ × 10¹/₂^{*5}, 8K^{*5}, 16K^{*5}, 11 × 15^{*5}, 11 × 14^{*5},</p> <p>10 × 15^{*5}, 10 × 14^{*5}, 13 × 19^{*5}, 12³/₅ × 19¹/₅^{*5}, 12³/₅ × 18¹/₂^{*5}, 13 × 18^{*5}, SRA4^{*5}, 226 × 310 mm^{*5}, 310 × 432 mm^{*5}, 8¹/₂ × 13²/₅^{*5}, 4¹/₅ × 5¹/₂^{*5}</p>	<p>^{*9}</p>
<p>Coated: Glossy ^{*17}</p> <p>Coated: Matte ^{*17}</p> <p>52.3–470.0 g/m² (14–125 lb. Bond) ^{*19}</p> <p>Paper Weight 1–Paper Weight 9^{*2*21*22}</p>	<p>Custom size:^{*6}</p> <p> Region A</p> <p>Vertical: 100.0–330.2 mm</p> <p>Horizontal: 139.7–487.7 mm</p> <p> Region B</p> <p>Vertical: 3.94–13.00 inches</p> <p>Horizontal: 5.50–19.20 inches</p>	<p>^{*9}</p>

Paper type and weight	Paper size	Paper capacity
Translucent paper ^{*7} 52.3–63.0 g/m ² (14–17 lb. Bond) Paper Weight 1	A3 [☐] , A4, B5 JIS	*9
Transparencies ^{*7} 163.1–220.0 g/m ² (60–81 lb. Cover) Paper Weight 5	A4, 8 ¹ / ₂ × 11	*9
Tab stock ^{*7*10} Tab stock (Coated: Glossy) ^{*7*10} Tab stock (Coated: Matte) ^{*7*10} 52.3–470.0 g/m ² (14–125 lb. Bond) ^{*19} Paper Weight 1–Paper Weight 9 ^{*22}	A4 [☐] , 8 ¹ / ₂ × 14 [☐] , 8 ¹ / ₂ × 11 [☐]	*9
Label paper ^{*7*17} 52.3–470.0 g/m ² (14–125 lb. Bond) ^{*19} Paper Weight 1–Paper Weight 9 ^{*22}	A4, 8 ¹ / ₂ × 11	*9
Envelopes ^{*7} Envelopes (Coated: Glossy) ^{*7} Envelopes (Coated: Matte) ^{*7} 163.1–300.0 g/m ² (60 lb. Cover–165 lb. Index) (Thickness of overlapping part of the envelope.) Paper Weight 5–Paper Weight 7	*11, *12, *13 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	*15

Paper type and weight	Paper size	Paper capacity
<p>Carbonless paper ^{*16} 40.0–470.0 g/m² (11–125 lb. Bond) ^{*19} Paper Weight 0 ^{*18}–Paper Weight 9 ^{*2*21*22}</p>	<p>Paper sizes that can be detected automatically: ^{*3}</p> <p> Region A</p> <p>A3 <input type="checkbox"/> ^{*4}, A4, A5, B4 JIS <input type="checkbox"/>, 11 × 17 <input type="checkbox"/> ^{*4}, 8 1/2 × 14 <input type="checkbox"/>, 8 1/2 × 11 <input type="checkbox"/>, 8 × 13 <input type="checkbox"/>, 7 1/4 × 10 1/2 <input type="checkbox"/>, 5 1/2 × 8 1/2 <input type="checkbox"/>, 12 × 18 <input type="checkbox"/> ^{*4}, 13 × 19 1/5 <input type="checkbox"/> ^{*4}, SRA3 <input type="checkbox"/> ^{*4}, SRA4 <input type="checkbox"/></p> <p> Region B</p> <p>A3 <input type="checkbox"/> ^{*4}, A4 <input type="checkbox"/>, A5 <input type="checkbox"/>, B4 JIS <input type="checkbox"/>, 11 × 17 <input type="checkbox"/> ^{*4}, 8 1/2 × 14 <input type="checkbox"/>, 8 1/2 × 11, 8 × 13 <input type="checkbox"/>, 7 1/4 × 10 1/2 <input type="checkbox"/>, 5 1/2 × 8 1/2, 12 × 18 <input type="checkbox"/> ^{*4}, 13 × 19 1/5 <input type="checkbox"/> ^{*4}, SRA3 <input type="checkbox"/> ^{*4}, SRA4 <input type="checkbox"/></p>	<p>^{*9}</p>

Paper type and weight	Paper size	Paper capacity
Carbonless paper ^{*16} 40.0–470.0 g/m ² (11–125 lb. Bond) ^{*19} Paper Weight 0 ^{*18} –Paper Weight 9 ^{*21*22}	Select the paper size using the Tray Paper Settings menu:  Region A A6 ^{*5} , B5 JIS ^{*5} , B6 JIS ^{*5} , 8 ¹ / ₂ × 13 ^{*5} , 8 ¹ / ₂ × 11 ^{*5} , 8 ¹ / ₄ × 14 ^{*5} , 8 ¹ / ₄ × 13 ^{*5} , 8 × 10 ^{*5} , 7 ¹ / ₄ × 10 ¹ / ₂ ^{*5} , 5 ¹ / ₂ × 8 ¹ / ₂ ^{*5} , 8K ^{*5} , 16K ^{*5} , 11 × 15 ^{*5} , 11 × 14 ^{*5} , 10 × 15 ^{*5} , 10 × 14 ^{*5} , 13 × 19 ^{*5} , 12 ³ / ₅ × 19 ¹ / ₅ ^{*5} , 12 ³ / ₅ × 18 ¹ / ₂ ^{*5} , 13 × 18 ^{*5} , SRA4 ^{*5} , 226 × 310 mm ^{*5} , 310 × 432 mm ^{*5} , 8 ¹ / ₂ × 13 ² / ₅ ^{*5} , 4 ¹ / ₅ × 5 ¹ / ₂ ^{*5}  Region B A4 ^{*5} , A5 ^{*5} , B5 JIS ^{*5} , B6 JIS ^{*5} , A6 ^{*5} , 8 ¹ / ₂ × 13 ^{*5} , 8 ¹ / ₄ × 14 ^{*5} , 8 ¹ / ₄ × 13 ^{*5} , 8 × 10 ^{*5} , 7 ¹ / ₄ × 10 ¹ / ₂ ^{*5} , 8K ^{*5} , 16K ^{*5} , 11 × 15 ^{*5} , 11 × 14 ^{*5} , 10 × 15 ^{*5} , 10 × 14 ^{*5} , 13 × 19 ^{*5} , 12 ³ / ₅ × 19 ¹ / ₅ ^{*5} , 12 ³ / ₅ × 18 ¹ / ₂ ^{*5} , 13 × 18 ^{*5} , SRA4 ^{*5} , 226 × 310 mm ^{*5} , 310 × 432 mm ^{*5} , 8 ¹ / ₂ × 13 ² / ₅ ^{*5} , 4 ¹ / ₅ × 5 ¹ / ₂ ^{*5}	*9
Carbonless paper ^{*16} 40.0–470.0 g/m ² (11–125 lb. Bond) ^{*19} Paper Weight 0 ^{*18} –Paper Weight 9 ^{*21*22}	Custom size:  Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm  Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	*9

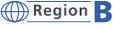
*1 LCT banner sheet tray and extension LCT banner sheet tray can be attached on the uppermost stream of tray 3/5/7 only.

*2 You can feed paper of 52.3–400.0 g/m² (14–106 lb. Bond) from LCT banner sheet tray when you specify paper of 487.8 mm (19.2 inches) or longer.

- *3 The auto detect function does not work when the LCT banner sheet tray or extension LCT banner sheet tray is attached.
- *4 Specify the paper size in the paper settings when the LCT banner sheet tray or extension LCT banner sheet tray is attached.
- *5 You cannot specify the paper size when the LCT banner sheet tray or extension LCT banner sheet tray is attached.
- *6 You can feed paper that is 210–330.2 mm (8.3–13.0 inches) long and 420.0–700 mm (16.6–27.6 inches) wide when the LCT banner sheet tray is attached. You can feed paper that is 210–330.2 mm (8.3–13.0 inches) long and 420.0–960 mm (16.6–37.8 inches) wide when the extension LCT banner sheet tray is attached.
- *7 You cannot specify paper type when the LCT banner sheet tray or extension LCT banner sheet tray is attached.
- *8 You can load up to 800 sheets of paper that is 420.0–700 mm (16.6–27.6 inches) long when the LCT banner sheet tray is attached. You can feed up to 500 sheets of paper that is 420.0–960 mm (16.6–37.8 inches) long when the extension LCT banner sheet tray is attached (on paper 0.1 mm (0.004 inches) thick).
- *9 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.
- *10 The tab fence is required.
- *11 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.
- *12 It is necessary to specify the sizes of the envelopes including their flap sizes using [Custom Size] in [Tray Paper Settings].
- *13 The envelope sizes on the table do not include their flaps.
- *14 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).
- *15 Flatten the curl on the envelope, 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 below.
- *16 Attach the small tab end fence when loading carbonless paper of paper weight 2 or less.
- *17 Avoid use in high temperature and humidity.
- *18 You can load the brand specified by the manufacturer only. Also, align the grain direction of the paper with the feed direction when loading the paper on the tray.
- *19 The paper brand of usable paper of 400g/m² (106 lb. Bond) or more is specified. For details, contact your local dealer.
- *20 When loading paper with punch holes, set the paper in the direction so that the punch holes are on the trailing edge of the paper.
- *21 You can feed paper of 52.3–400 g/m² (14–106 lb. Bond) when you specify paper of 487.8–700 mm (19.2–27.6 inches) while using Extension LCT banner sheet tray. You can feed paper of 63.1–310.0 g/m² (17–82 lb. Bond) when you specify paper of 700.1 mm (27.6 inches) or longer.
- *22 Grain short paper of Paper Weight 2 cannot be used when paper that is 700.1–960.0 mm (27.6–37.8 inches) long is specified.

Multi bypass tray (Tray A)

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m ² (14 lb. Bond–80 lb. Cover) Paper Weight 1–Paper Weight 5	<p>Paper sizes that can be detected automatically:</p> <p> Region A</p> <p>A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 11, 8 × 13, 5¹/₂ × 8¹/₂, SRA3</p> <p> Region B</p> <p>A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8¹/₂ × 11, 8 × 13, 5¹/₂ × 8¹/₂, 12 × 18</p>	500 sheets (on paper 0.11 mm (0.004 inches) thick)

Paper type and weight	Paper size	Paper capacity
<p>52.3–216.0 g/m² (14 lb. Bond–80 lb. Cover)</p> <p>Paper Weight 1–Paper Weight 5</p>	<p>*1</p> <p> Region A</p> <p>B5 JIS\square, B6 JIS\square, 8¹/₂ × 14\square, 8¹/₂ × 13\square, 8¹/₂ × 11\square, 8¹/₄ × 14\square, 8¹/₄ × 13\square, 8 × 10\square, 7¹/₄ × 10¹/₂, 5¹/₂ × 8¹/₂\square, 8K\square, 16K, 11 × 15\square, 12 × 18\square, 11 × 14\square, 10 × 15\square, 10 × 14\square, 13 × 19¹/₅\square, 13 × 19\square, 12³/₅ × 19¹/₅\square, 12³/₅ × 18¹/₂\square, 13 × 18\square, SRA4, 226 × 310 mm, 310 × 432 mm\square, 8¹/₂ × 13²/₅\square, 4¹/₅ × 5¹/₂\square</p> <p> Region B</p> <p>A4\square, A5\square, B5 JIS\square, B6 JIS\square, 8¹/₂ × 14\square, 8¹/₂ × 13\square, 8¹/₄ × 14\square, 8¹/₄ × 13\square, 8 × 10\square, 7¹/₄ × 10¹/₂, 8K\square, 16K, 11 × 15\square, 11 × 14\square, 10 × 15\square, 10 × 14\square, 13 × 19¹/₅\square, 13 × 19\square, 12³/₅ × 19¹/₅\square, 12³/₅ × 18¹/₂\square, 13 × 18\square, SRA3\square, SRA4, 226 × 310 mm, 310 × 432 mm\square, 8¹/₂ × 13²/₅\square, 4¹/₅ × 5¹/₂\square</p>	<p>500 sheets (on paper 0.11 mm (0.004 inches) thick)</p>
<p>52.3–216.0 g/m² (14 lb. Bond–80 lb. Cover)</p> <p>Paper Weight 1–Paper Weight 5</p>	<p>Custom size: *2</p> <p> Region A</p> <p>Vertical: 100.0–330.2 mm *3 Horizontal: 139.7–487.7 mm *4*5</p> <p> Region B</p> <p>Vertical: 3.94–13.00 inches *3 Horizontal: 5.50–19.20 inches *4*5</p>	<p>500 sheets (on paper 0.11 mm (0.004 inches) thick)</p>

Paper type and weight	Paper size	Paper capacity
Translucent paper 52.3–63.0 g/m ² (14–17 lb. Bond) Paper Weight 1	A3 ¹ , A4, B5 JIS	*6
Transparencies 163.1–216.0 g/m ² (60–80 lb. Cover) Paper Weight 5	A4, 8 1/2 × 11	*6
Tab stock ^{*7} 52.3–216.0 g/m ² (14 lb. Bond–80 lb. Cover) Paper Weight 1–Paper Weight 5	A4 ¹ , 8 1/2 × 14 ² , 8 1/2 × 11 ³	*6
Envelopes 163.1–216.0 g/m ² (60 lb. Cover–80 lb. Cover) Paper Weight 5	 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm  Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	10 sheets

*1 Select the paper size. See [Control Panel/Web](#) "Changing Tray Paper Settings".

*2 Enter the paper size. See [Control Panel/Web](#) "Changing Tray Paper Settings".

*3 When printing on paper with a horizontal length of 487.8 mm or more, you can specify a vertical length between 210.0 mm and 330.2 mm (8.27 inches and 13.00 inches).

*4 When the banner sheet tray of multi bypass tray (Tray A) is installed, the maximum horizontal length of custom size paper is 1260.0 mm (49.60 inches).

*5 When using paper with a horizontal length between 700.1 mm and 1260.0 mm (27.56 inches and 49.60 inches) with the multi bypass banner sheet tray attached, load and print one sheet at a time. However, depending on the brand of paper, some paper with a horizontal length of 700.1 mm (27.56 inches) or more may be unusable because it could cause paper jamming or other problems.

*6 Do not stack paper over the limit mark. The maximum number of sheets you can set at once depends on paper weights and conditions.

*7 The tab fence is required.

3. Printing on Special and Thick Paper with Optimal Settings

Overview of Paper Settings

Why Paper Settings Are Required

While the machine can print on a wide variety of paper, such as coated and thick paper, the print quality, such as the color fidelity, may vary depending on the paper type.

Paper settings can be configured to ensure constant print quality for various types of paper. For details about the available paper types, see [Control Panel/Web](#) "Specifications".



The range of color fidelity varies depending on the paper used. The examples as shown are, from left to right, office copy paper, high-quality color copy paper and POD glossy coated paper.

Overview of Paper Settings

[Media] hub

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 [Media] hub.

Master Paper

In Master Paper, the information including the paper type, weight, and detailed operating conditions of the machine suitable for the paper is registered and categorized by typical paper stocks and common paper types available on the market.

Download the setting file for Master Paper from the manufacturer's website, and then import it onto the machine to use it.

To use the settings in the master paper, you must first select the name or type of your paper from the master paper. The paper settings will be registered to a custom paper. The master paper makes it easy to get the best results from your paper.

Custom Paper

You can register the paper type, weight, and detailed operating conditions of the machine suitable for the paper independently per paper stock that you use as a Custom Paper.

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 paper.

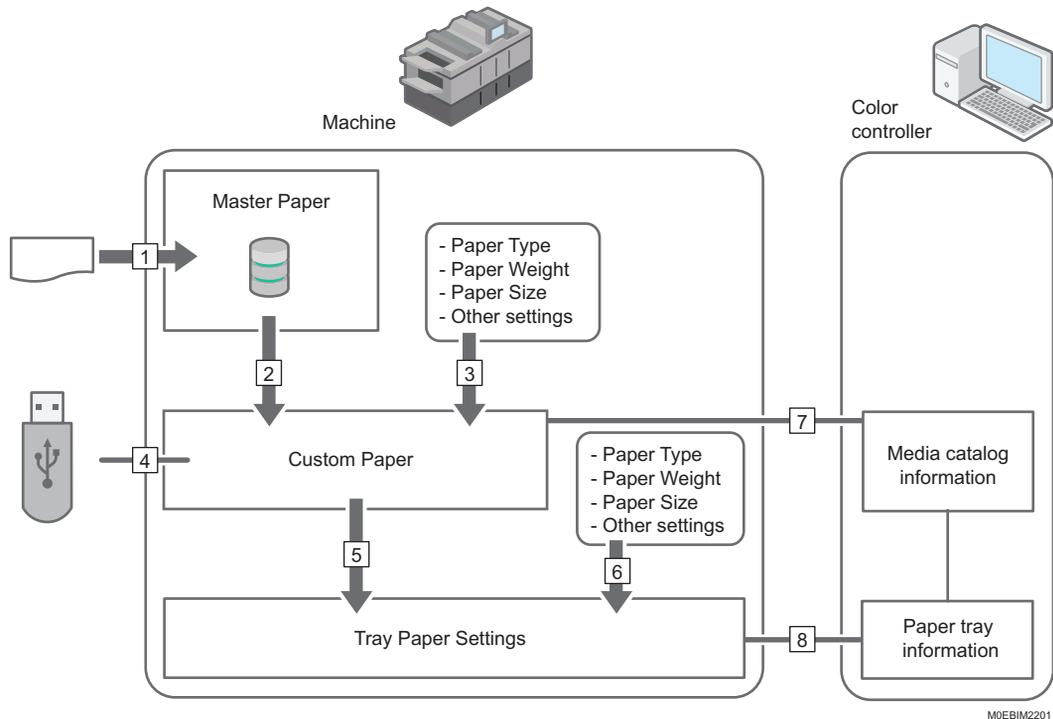
The machine automatically synchronizes the custom paper settings with the media catalog information on the color controller.

Use any of the procedures described below to register a Custom Paper.

- Select the paper's name or type from the master paper
- Modify a custom paper that has already been registered
- Manually specify the paper's type and weight

Under the custom paper's advanced settings, you can specify the machine operating conditions, toner transfer, and toner fusing conditions. The master paper contains the advanced settings that are preconfigured so that you do not need to configure them.

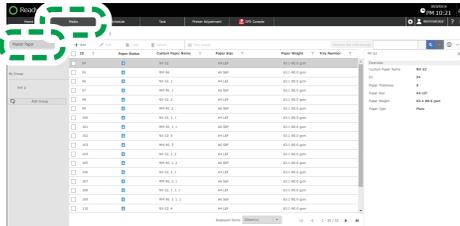
Types of Paper Settings



1. From the setting file, import the settings for Master Paper.
2. You can register the settings stored in the master paper to a custom paper.
3. You can register a custom paper by manually specifying the paper's type and weight.
4. You can import/export the settings of a custom paper from/to a USB memory.
5. You can configure the tray paper settings by assigning a custom paper to each paper tray.
6. You can configure the tray paper settings by manually specifying the paper's type and weight.
7. The machine automatically synchronizes the custom paper settings on the machine with the media catalog information on the color controller.
8. The machine automatically synchronizes the tray paper settings on the machine and the paper tray information on the color controller.

Registering Custom Paper Based on the Data Registered in Master Paper

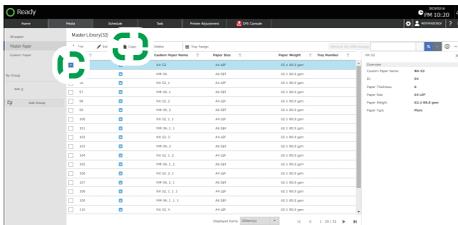
1. Press the [Media] hub ► [Master Paper].



MOEBPM7241

2. Select the check box of the paper to register, and then press [Copy].

You can specify more than one paper together at a time.



MOEBPM7261

3. Press [OK].

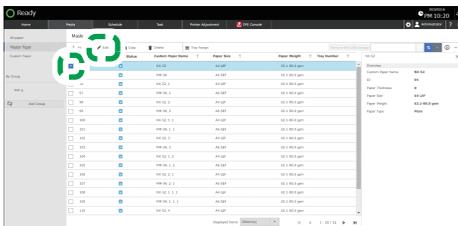
The paper is registered as a "Custom Paper".

Changing a Setting of Registered Custom Paper

1. Press the [Media] hub.

You can also press [Custom Paper] or Group, and select the paper to edit from either list.

2. Select the check box of the paper whose settings you want to edit, and press [Edit].



MOEBPM7233

The "Paper Status" icons have the followings meanings:

-  : Master Paper

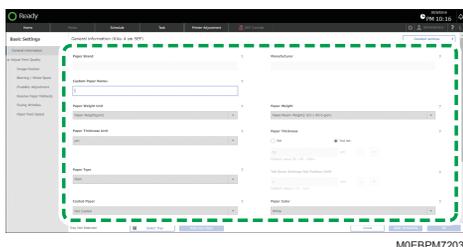
- : A registered Custom Paper based on a Master Paper
- : A registered Custom Paper based on a Master Paper with edited settings
- : A newly created Custom Paper

3. Select the check box of the paper size to change, and then press [OK].

To specify all the paper sizes, select the check box of "Paper size".

When using a paper size that is not in the list, press [Add Size], and add the paper size to use.

4. Enter "Custom Paper Name", and specify the paper information.



- Specify [Glossy] or [Matte] in "Coated Paper" when you are using Coated Paper (Glossy) or Coated Paper (Matte) including Silk, Dull, Satin Coated, and other types of paper.

5. Press [OK].

The paper is registered as a "Custom Paper".

 When the paper you want to use is not registered in Master Paper, or when you do not know the brand or product name of the paper, specify the paper type from Master Paper, or specify the paper type and basis weight as desired to register it.

Control Panel/Web "Registering a Paper Whose Paper Name Is Not Displayed in the Master Paper"

Paper Weight Conversion Table

The weight of paper is measured as basis weight or ream weight.

Basis weight is the weight of one square meter of a sheet of paper, measured in units of g/m^2 . Ream weight is the weight in pounds of 500 sheets of the paper. The basic size varies depending on the type (grade) of paper.

The basic sizes for each grade are as follow:

- Bond, Ledger: 17" × 22"
- Offset, Text: 25" × 38"
- Cover: 20" × 26"
- Index: $25\frac{1}{2}$ " × $30\frac{1}{2}$ "

Ream weight can be calculated using the following equation:

$$\text{Ream weight (lb)} = \text{basis weight (g/m}^2\text{)} \times \text{dimension of paper (m}^2\text{/sheet)} \times 500 \text{ (sheets)}$$

The following table shows the relationship between basis weight and ream weight:

Basis weight (g/m ²)	Ream weight			
	Bond / Ledger (lb.)	Offset / Text (lb. text)	Cover (lb. cover)	Index (lb. index)
40	11	27	15	22
52	14	36	20	29
60	16 *	40 *	22	33
75	20 *	50 *	28	42
90	24 *	60 *	33	50
105	28 *	70 *	39	58
108	29	73	40 *	60
118	31	80 *	44	65
120	32 *	81	45	67
135	36	90	50 *	75
148	39	100 *	55	82
162	43	110	60 *	90 *
176	47	120	65 *	97
199	53	135	74	110 *
216	58	146	80 *	120
244	65	165	90 *	135
253	67	171	94	140 *
256	68	173	95	142
270	72	183	100 *	150
297	79	201	110 *	165
307	82	208	114	170 *
325	87	220	120	180 *

Basis weight (g/m ²)	Ream weight			
	Bond / Ledger (lb.)	Offset / Text (lb. text)	Cover (lb. cover)	Index (lb. index)
351	94	237	130 *	194
398	106	269	147	220 *
405	108	274	150	224

Asterisks (*) indicate the most common weights for that category.

Managing Custom Paper

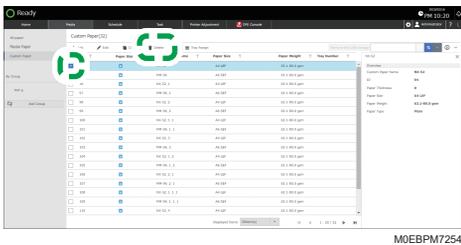
★ Important

- You cannot change the settings of the paper that is already assigned to a tray. Assign another paper to the tray on which the paper is assigned. For details, see **Control Panel/Web** "Changing Tray Paper Settings".
- The settings of the paper that is being used on the color controller cannot be changed.

3

Deleting a Custom Paper

1. Press the [Media] hub.
Press [Master Paper], [Custom Paper], or Group to delete the item in each list.
2. Select the check box of the paper to delete, and press [Delete].
Select the check box in the column title to select all paper that is displayed in the list.



MOEBPM7254

3. Press [OK].
The Custom Paper is deleted.

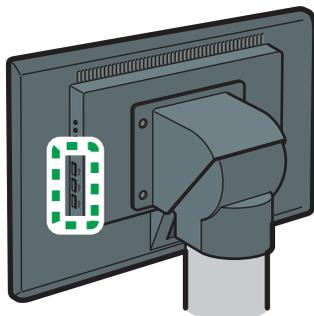
Exporting/Importing the Custom Paper Settings

⚠ CAUTION

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

Exporting the settings

1. Insert a USB memory into a USB host interface on the control panel of the machine.



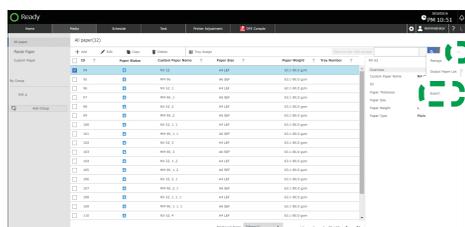
M0EDIM0202

2. Press the [Media] hub.
3. Select the check box of the Paper Setting to Export.

Press [Custom Paper] or a group to specify the size from each list.

To select all the paper in the list, select the check box in the column title.

4. Press [***] ► [Export].



M0EBPM7212

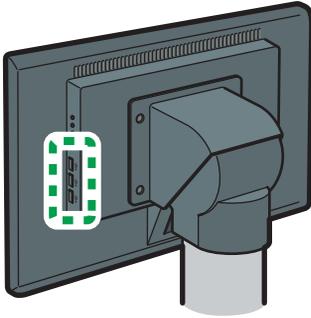
5. Enter the file name, and then press [OK].
6. Specify the location to save the file, and press [OK].

The settings of the Custom Paper are saved to the USB memory.

When the paper setting is assigned to a tray in "General Settings", the setting is saved to "General Settings" as well.

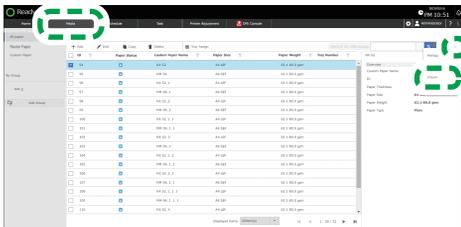
Importing the settings

1. Insert the USB memory in which the file of the exported data is saved into a USB host interface on the control panel of the machine.



M0EDIM0202

2. Press the [Media] hub ► [***] ► [Import].



M0EBPM7213

3. Specify the file in which the paper setting is saved, and then press [OK].
4. Specify the paper to import, and press [OK].

The imported setting is applied to the machine.

4. Printing on Envelopes

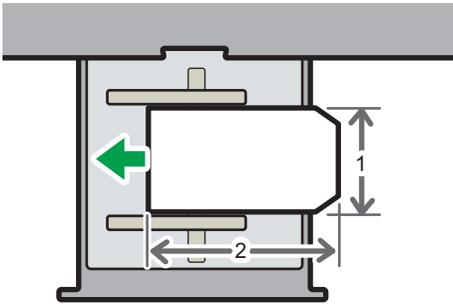
Measuring the Envelope Size

While keeping the flap opened, measure the width (the length across the feeding direction when loaded on the tray), and the length along the feeding direction.

★ Important

- Only envelopes that are at least 139.7 mm (5.5 inches) wide can be loaded.
- Misfeeds might occur depending on the length and shape of the flaps.

Square/End-opening Envelopes

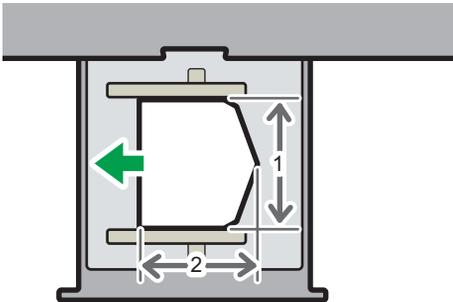


MOEDIM0511

1. Across the feed direction
2. Along the feed direction

If you are printing onto side-opening envelopes, be sure to unfold their flaps and set them in the orientation with print side face up. Flaps must be at the right side of the wide LCT or multi bypass tray (Tray A).

Side-opening Envelopes



MOEDIM0512

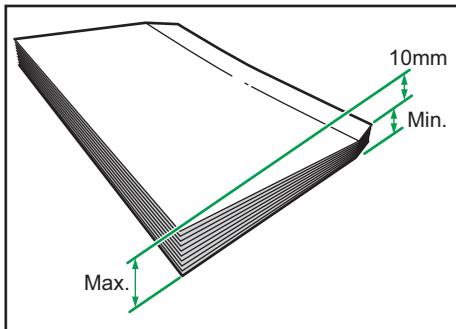
1. Across the feed direction

2. Along the feed direction

Loading Envelops

Open the flap, and load the envelopes with the print side facing up and the flaps facing rightward.

When loading the envelopes on wide LCT, make sure the difference in height at the bottom of the envelopes and the at the tip of the flaps is less than 10 mm (0.4 inches).



DSC096

★ Important

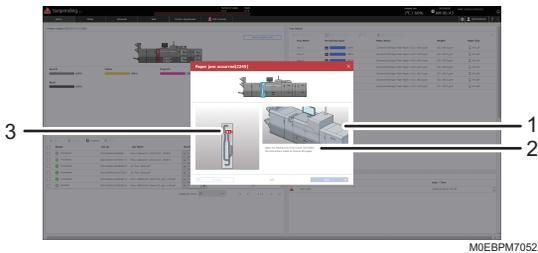
- Before loading envelopes on the tray, press down on them to remove any air inside and to flatten any edges or creases. Also, if the loaded envelopes are curled, correct the paper curl so that the amount of curl is 5 mm (0.2 inches) or less.
- Place envelopes on the tray so that they are not stacked above the upper limit sign of the tray. If paper jam, unfed paper, double-feeding, or another paper feeding problem persists even after correcting the paper curl, load one envelope (single sheet of paper) at a time.
- If a paper jam occurs while using wide LCT, load five more envelopes.

5. Troubleshooting

When Paper Is Jammed

If a paper is jammed, the following window appears on the control panel.

Remove the jammed paper by following the procedure described in the animated illustration displayed on the control panel.



1. Animation showing the solution

2. Guidance on the solution appears. If paper jams occur in several locations, switch between windows.

3. Paper jam location

- If the message persists even after removing the jammed paper, see the screen to check that there is no other paper jammed inside the machine.
- If paper jams occur frequently at the same location, check for the correct method of loading paper on the machine, or adjust the machine settings using "Adjust Print Quality".

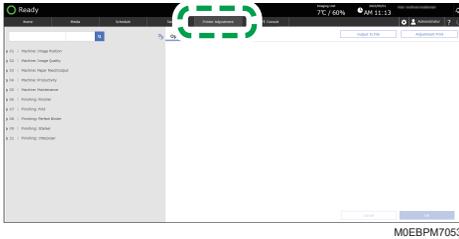
Control Panel/Web " Using "Adjust Print Quality"

- Close the fuser unit cover slowly after removing a paper jam in the unit. You may damage the fuser belt or other parts in the unit if you close the cover too fast.
- If a paper jam has occurred in certain locations, the procedure for removing the jammed paper is not displayed on the control panel. Open the front cover in the place corresponding to the letter displayed (on the control panel), and then proceed as instructed on the sticker or sheet inside the front cover, or in the following descriptions. If a lamp is lit when the front cover is opened, open the guide plate at the indicated location, and remove the jammed paper.

Density Fluctuation, Streaks and Background Staining

Open Adjustment Settings for Operators as follows:

1. Press the [Printer Adjustment] hub.



5

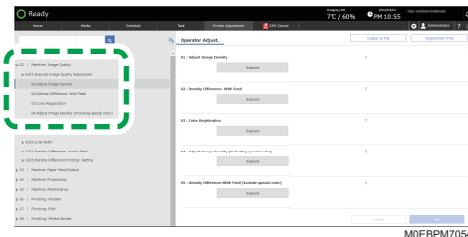
Adjust Image Density

If you select [Adjust Image Density], image density adjustment (process control) is executed. Execute this before calibration or when the density of the entire printed image is unstable.

The machine automatically executes image density adjustment if the machine has been idle for a certain time or if a certain number of sheets have been printed. Select [Adjust Image Density] if the printed image is unstable.

1. Press **02** | [Machine: Image Quality] ► **0201**: [Execute Image Quality Adjustment] ► **01**: [Adjust Image Density] or **04**: [Adjust Image Density (Including special color)].

On the item with ► displayed to its left, press ► to display its subordinate items.



2. Press [Execute] under **01**: [Adjust Image Density] or **04**: [Adjust Image Density (Including special color)].

Adjust Image Density adjustment takes approximately 2–3 minutes. Do not open the paper tray or other parts during adjustment.

Background Stain, White Spots, Density Fluctuation and Faint Blacks (Developer Refreshing)

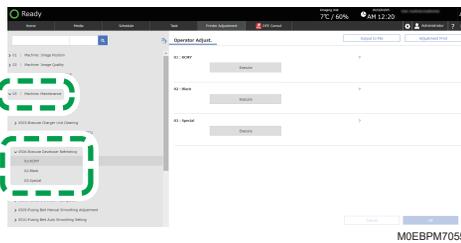
The machine consumes degraded toner in the development unit and adds new toner from the toner bottle.

Refresh the toner for print jobs if:

- Background is dirty
- White spots appear
- Density is uneven
- Black parts are faded

1. Press 05 | [Machine: Maintenance] ► 0506:[Execute Developer Refreshing], and press the color to be adjusted.

On the item with > displayed to its left, press > to display its subordinate items.



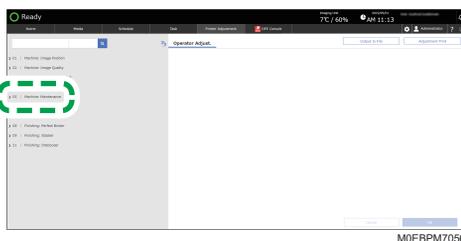
2. Press [Execute] of the color to be adjusted.

Streaks Appear after Changing the Paper Size (Fusing Belt Smoothing)

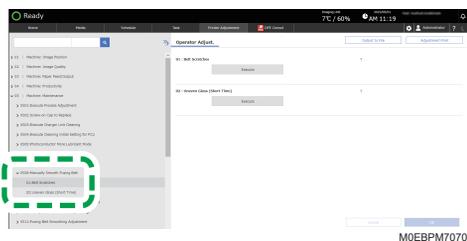
When printing on large paper immediately after printing many small sheets, such as when printing a full-sheet image on A3 paper after printing envelopes, streaks may appear at an interval equal to the width of the small sheets. If this occurs, execute "Fusing Belt Smoothing".

1. Press 05 | [Machine: Maintenance].

On the item with > displayed to its left, press > to display its subordinate items.



2. Press 0508:[Manually Smooth Fusing Belt] ▶ 01:[Belt Scratches] or 02:[Uneven Gloss (Short Time)].

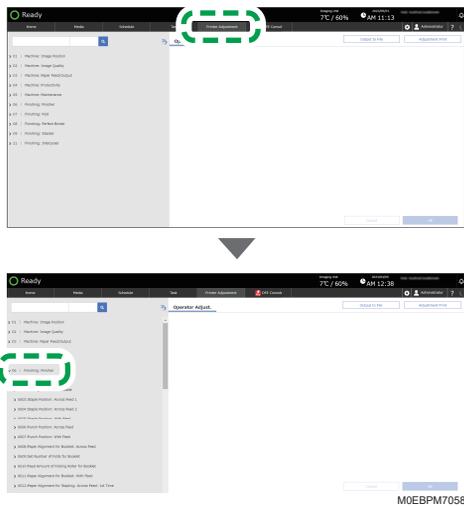


3. Press [Execute] under 01:[Belt Scratches] or 02:[Uneven Gloss (Short Time)].

Adjusting Stapling and Folding Positions

Finisher

To adjust the finisher function, use 06 | [Finishing: Finisher] in the [Printer Adjustment] hub.



★ Important

- The settings that can be specified depend on the finisher in use.
- You can adjust the number of booklet folds in 0609:[Set Number of Folds for Booklet] ▶ 01: [Number of Folds for Booklet].

Specify the item to adjust. On the item with ▶ displayed to its left, press ▶ to display its subordinate items.

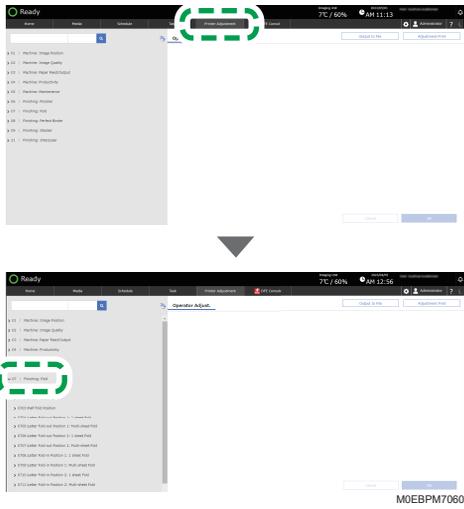
To adjust the fold position of a booklet, press [+] or [-] in 0602: [Folding Position for Booklet], for example.



Fold

To adjust the function of the multi-folding unit, use 07 | [Finishing: Fold] in the [Printer Adjustment] hub.

5. Troubleshooting



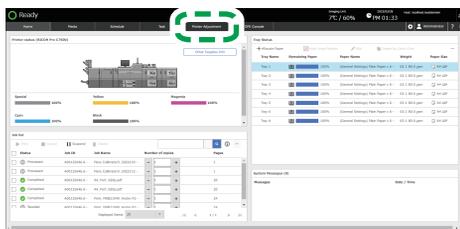
MOEBPM7060

When Adjusting Color Shift

When a Deviation in Color Registration Appears

Misregistration of colors may occur when you move the machine or while you perform printing operations repeatedly. If this occurs, execute [Color Registration] to adjust the machine. The adjustment process takes approximately 30 seconds.

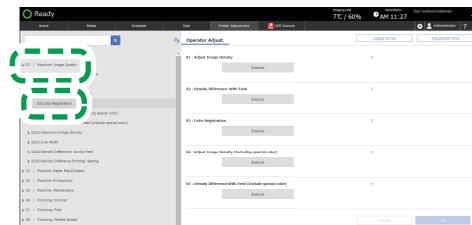
1. Press the [Printer Adjustment] hub.



MOEBPM7236

2. Press 02 | [Machine: Image Quality] ► 0201:[Execute Image Quality Adjustment] ► 03:[Color Registration].

On the item with ► displayed to its left, press ► to display its subordinate items.



MOEBPM7061

3. Press [Execute] under 03:[Color Registration].

4. When "Executed" is displayed, press [OK].

Frequently Asked Questions (FAQ)

What can I do if an error message reporting that the paper is missing appears and printing cannot be performed?

Uncheck [SNMP Status Enabled].

How can I specify energy saver mode?

1. Press .
2. Press [Printer Settings] ► [Energy Saver Settings] to display the setting screen.

How is the stapling position related to the way the paper is loaded?

Depending on the finisher's specifications, the available stapling positions vary according to the orientation of the original and the orientation of the paper loaded in the paper tray.

5

I want to prevent paper from being fed from a specific paper tray using Auto Tray Select.

Specify the following settings:

1. Press the [Media] hub.
2. Specify the paper that is assigned to the tray, and press [Edit].
3. Specify the paper size, and press [OK].
4. Specify [Off] in "Apply Auto Paper Select", and press [OK].

I want to know the paper type, weight, and paper size supported by this machine.

page 24 "Recommended Paper Sizes and Types"

I want to know the paper size and number of sheets supported for saddle stitching.

Saddle stitch paper size

A3□, A4□, B4 JIS□, B5 JIS□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□,
8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 7¹/₄ × 10¹/₂□, 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□, SRA3□, SRA4□, 8¹/₂ × 13²/₅□

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 63.0 g/m²: 30 sheets (When using designated paper)
- Paper weighing between 63.1 and 80.0 g/m²: 25 sheets (Supports up to 30 sheets when using the designated paper)
- Paper weighing between 80.1 and 105.0 g/m²: 15 sheets

- Paper weighing between 105.1 and 163.0 g/m²: 10 sheets
- Paper weighing between 163.1 and 256.0 g/m²: 5 sheets
- Paper weighing between 256.1 and 350.0 g/m²: 3 sheets (When using designated paper)
- (Supports paper weight between 52.3 and 300.0 g/m²: when using the trimmer unit.)
- Cover sheet weighing between 80.1 and 105.0 g/m²
 - Book block weighing between 52.3 and 63.0 g/m²: 28 sheets
 - Book block weighing between 63.1 and 80.0 g/m²: 23 sheets
 - Book block weighing between 80.1 and 105.0 g/m²: 13 sheets
- Cover sheet weighing between 105.1 and 163.0 g/m²
 - Book block weighing between 52.3 and 63.0 g/m²: 27 sheets
 - Book block weighing between 63.1 and 80.0 g/m²: 22 sheets
 - Book block weighing between 80.1 and 105.0 g/m²: 12 sheets

I want to know the paper size supported for automatic duplex printing.

- Duplex:

A3□, A4, A5□, B4□, B5□, 11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10□, 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□, SRA3□, SRA4, 8¹/₂ × 13²/₅□, 226 × 310 mm, 310 × 432 mm □, 8¹/₂ × 13²/₅ □

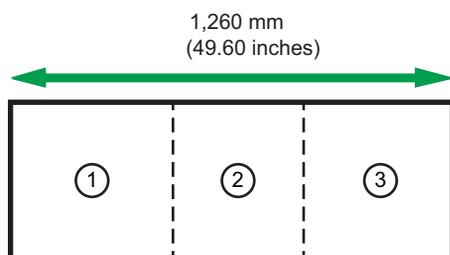
- Duplex (custom size):

Vertical: 100.0–330.2 mm (3.94–13.00 inches)

Horizontal: 200.0–1030.0 mm (7.87–40.56 inches)

I want to know if the counter treats each long sheet of paper as a single sheet.

When printing on long paper, paper up to 487.9 mm (19.20 inches) long counts as one sheet, paper 488 mm to 840.9 mm (19.21–33.10 inches) long counts as two sheets, and paper 841 mm to 1,260 mm (33.11–49.60 inches) long counts as three sheets.



D0CPIC2727

1. one sheet (487.9 mm (19.20 inches))
2. two sheet (488 mm to 840.9 mm (19.21–33.10 inches))
3. three sheet (841 mm to 1,260 mm (33.11–49.60 inches))

If an EC Appears

If a problem occurs on the machine, an EC occurs. Turn the main power switch off and then on. If the error appears again, contact your service representative with the message and "Machine number". Turn the power off, wait for 10 seconds after the main power indicator turns off, and then turn the power on again.

If the error appears again, contact your service representative with the message and "Machine number".

6. Replacing Consumables

Replacing the Toner

A message appears when a consumable needs to be replaced soon. Prepare a replacement, and replace the consumable as required.

For the procedure to replace the toner, press [Replacement Procedure] on the message screen, and follow the instructions that appear on the screen.

1. Confirm the message.

"Print Cartridge(s) is almost empty."

The toner needs to be replaced soon.

"No toner."

The indicated toner is empty. Replace the toner as soon as possible.

2. Open the cover, and replace the old toner with a new one.

Before setting the new toner, shake it up and down several times.

 Press [Replacement Procedure] to view the details of the replacement procedure.

Use our specified toner. Using other types of toner may cause malfunctions.

The machine may become damaged if you use the toner of a different type.

After removing the toner from the machine, do not shake it with the opening facing downward. The remaining toner may spill out.

3. Request collection of empty toner cartridges.

Important

- Do not replace the toner unless indicated to do so. Until then, you can continue using the toner.

Disposing Exhausted Toners Region A (mainly Europe and Asia)

You cannot reuse exhausted toners.

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

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.

Disposing Exhausted Toners Region **B** (mainly North America)

You cannot reuse exhausted toners.

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

A message appears when a consumable needs to be replaced soon. Prepare a replacement, and replace the consumable as required.

For the procedure to replace the staples, press [Replacement Procedure] on the message screen, and follow the instruction that is displayed on the screen.

1. Confirm the message.

"Staples are almost out."

The staples are almost depleted. Prepare the replenishment staples.

"Out of staples."

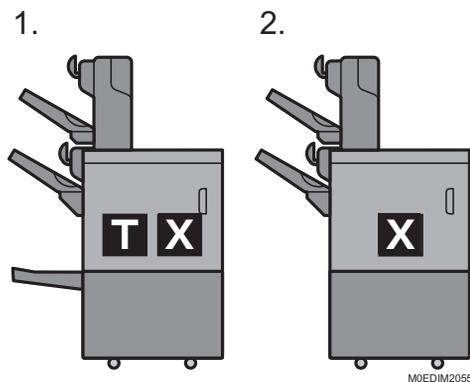
Staples need to be replenished. Wait until the printing operation stops, and then replenish the staples.

 Staples cannot be replenished until completely depleted.

2. Open the cover of the finisher, and replenish the staples.

 Press [Replacement Procedure] to view the details of the replacement procedure.

On the machine, you can use three types of staples for two types of finishers. The figure below shows the types of staples (T and X) that can be used on each type of finisher.



1. Booklet Finisher

2. Finisher

Removing Chad and Paper Debris

Punching

1. Press the Alarm icon () , and then press "Hole Punch Receptacle is full." under "System Messages".
2. Follow the procedure that is shown in the animation to dispose of the punch waste.

Stapling

1. Confirm the message.
"Waste Staple Receptacle is full."
2. Follow the procedure that is shown in the animation to remove the staple waste.

Paper Cutting

1. Confirm the message.
"Waste Paper Receptacle is full."
"Trimmer Waste Paper Receptacle is full."
2. Follow the procedure that is shown in the animation to dispose of the cutting scraps.

Replacing the Waste Toner Bottle

1. Confirm the message.

"Waste Toner Bottle is almost full."

The waste toner bottle is almost full.

Prepare a new waste toner bottle for replacement.

2. Open the cover, and replace the old waste toner bottle with a new one.

 Press [Replacement Procedure] to view the details of the replacement procedure.

3. Request collection of the used waste toner bottle.

Important

- Do not replace the waste toner bottle unless indicated to do so. Until then, you can continue using the current bottle.
- To prevent toner from being spilled on the floor, table, or other objects from the removed waste toner bottle, cover these objects with sheets of newspaper.

Disposing the Used Waste Toner Bottle Region **A** (mainly Europe and Asia)

You cannot reuse waste toner bottles.

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

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

Disposing the Used Waste Toner Bottle Region **B** (mainly North America)

You cannot reuse waste toner bottles.

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

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.

7. Backup/Restore

Creating a Backup of/Restoring the Setting Information of the Machine

★ Important

- Be sure to create a backup of your important data. The hard disk drive of the color controller may be erased or replaced when the controller needs to be repaired.
- We are not responsible for any loss of data that occurs as a result of a hardware failure.

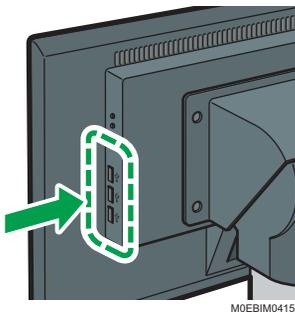
You can create a backup of the setting information of the machine and UI server, and restore it a later time.

When operating the control panel of the machine, you can store the backup data on a USB memory device that is attached to the USB host interface on the control panel.

The following information can be backed up/restored.

- Machine Setting Information: Information on the settings of the machine, settings information including the network settings, and device information including the machine ID (counter information, information about adjustments, logs, and displayed data not included)
- UI Server Setting Information: Setting Information for Displaying Various Contents on the Control Panel (device specific information, logs, and displayed data not included)
- Paper Information: Paper type, thickness, and information of other paper properties, adjustment data of the main unit of the machine, device information including the machine ID, and other information

1. When creating a backup/restoring data on the USB memory device that is attached to the control panel of the machine, insert the USB memory device into its USB host interface on the control panel.



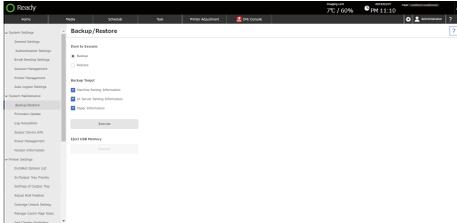
M0EBIM0415

2. Login to the machine using a user account with the role that can create/restore a backup.

Control Panel/Web "Logging In"

3. Press [⌘].

4. Press [Backup/Restore] in [System Maintenance].



Creating a Backup

1. Specify [Backup], and specify the items with which to create a backup in "Backup Target".

Select from Machine Setting Information, UI Server Setting Information, and Paper Information. You can select more than one item.

2. Press [Execute].

Specify the destination folder to which to store the backup data.

Restoring the Data

1. Specify [Restore] and press [Execute].
2. Press [OK] and specify the backup file to restore.

5. When a message prompting you to restart the machine is displayed, restart the machine following the instructions that are displayed.

MEMO

MEMO

