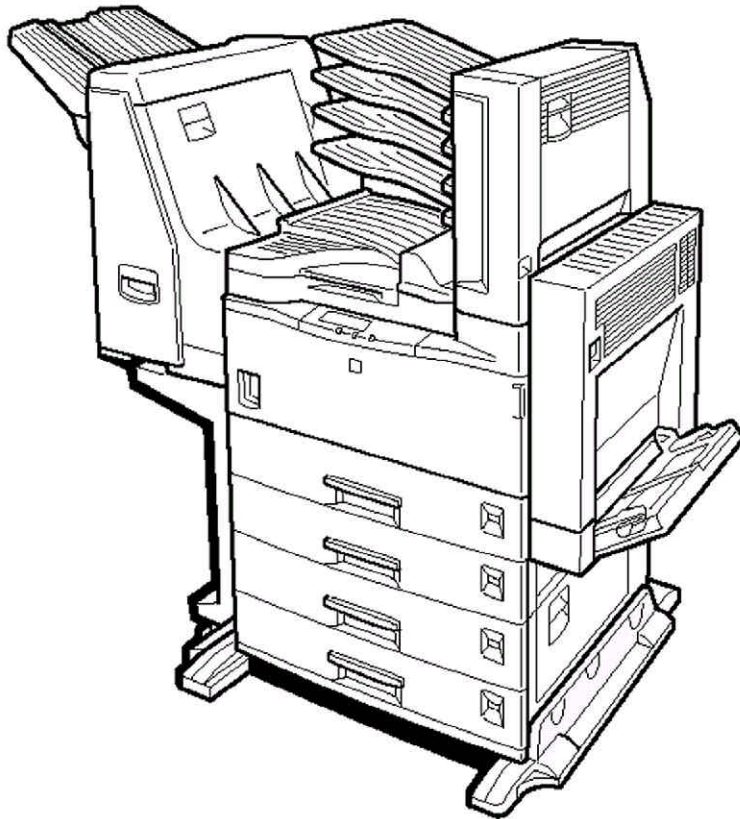


AP3200



Digital Printer

When ordering supplies or requesting service for your printer, you will need to provide the model and serial number of your machine.

Please take a moment to enter your model and serial numbers here.

MODEL NUMBER: _____

SERIAL NUMBER: _____

To order supplies, call: () _____

To request service, call: () _____



Customer Vision® -
Our commitment to your
complete satisfaction

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Note

The actual names of the following applications do not appear on the following pages. Confirm which applications you will be using before reading this manual.

Descriptions in this manual	Application
PRINTER MANAGER FOR ADMINISTRATOR	Aficio Manager for Admin
PRINTER MANAGER FOR CLIENT	Aficio Manager for Client

Consumables:

Consumables	Name
Toner	Toner Type 2210D Black
Photo Conductor Unit	Photo Conductor Unit Type 320

Consumables	Components
Maintenance Kit Type 270	Fusing Unit, Transfer Roller, Paper Feed Rollers, Friction Pads

Software Version Conventions Used in This Manual

- NetWare 3.x refers to NetWare 3.12 and 3.2.
- NetWare 4.x refers to NetWare 4.1, 4.11 and IntranetWare.

Power Source

120 V, 60 Hz, 9.0 A or more

Please be sure to connect the power cord to a power source as above.

Operator Safety:

This machine is considered a CDRH class 1 laser device, safe for office/ EDP use. The machine contains 5-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Lanier shall not be responsible for any damage or expense that might result from the use of parts other than genuine Lanier parts in your Lanier office product.

For good copy quality, Lanier recommends that you use genuine Lanier toner.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BaseTX environment):

1. Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. STP with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer

Model Number: RICOH Aficio AP3200

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

O means POWER OFF.

Trademarks

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Adobe[®], PostScript[®] and Acrobat[®] are registered trademarks of Adobe System Incorporated.

PCL[®] is a registered trademark of Hewlett-Packard Company.

AppleTalk, Apple, Macintosh, TrueType, LaserWriter are registered trademarks of Apple Computer, Incorporated.

IPS-PRINT[™] Printer Language Emulation[®] Copyright 1999-2000, XIONICS DOCUMENT TECHNOLOGIES, INC., All Rights Reserved.

Ethernet[®] is a registered trademark of Xerox Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights involved with those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft[®] Windows[®] 95 operating system
- Microsoft[®] Windows[®] 98 operating system
- Microsoft[®] Windows[®] Millennium Edition (Windows Me)
- Microsoft[®] Windows[®] 2000 Professional
- Microsoft[®] Windows[®] 2000 Server
- Microsoft[®] Windows NT[®] Server operating system Version 4.0
- Microsoft[®] Windows NT[®] Workstation operating system Version 4.0

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|


⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exist:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.**
- **Disposal should take place at an authorized dealer or appropriate collection site.**
- **If you dispose of the used toner containers yourself, dispose of them according to local regulations.**

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner cartridge out of reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supplies at a household waste collection point. Disposal should take place at an authorized dealer or an appropriate collection site.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn injury. (⚠: means "hot surface".)*

ENERGY STAR Program

<p>ENERGY STAR®</p> 	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ Low-power mode (Energy Saver mode)

This printer automatically lowers its power consumption 30 minutes after the last operation has been completed. To exit Low-power (Energy Saver) mode, press any key on the operation panel. For how to configure Energy Saver mode, see P.93 *“Using the Operation Panel”*.

❖ Specifications

Energy Saver mode	Power Consumption	20 W or less
	Default Time	30 minutes
	Recovery Time	45 seconds or less

.....

💡 Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

.....

Manuals for This Printer

There are five manuals that separately describe the procedures for the installation of a printer and for the operation and maintenance of the printer and its optional equipment.

To enhance safe and efficient operation of your printer, all users should read and follow the instructions contained in the following manuals.

❖ **Setup Guide**

Describes the procedures and provides necessary information about installing and setting up the printer and its options. This guide is provided as a printed manual, and also as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Printer Reference**

Describes the procedures and provides necessary information about using the printer and its options. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities" (this manual).

❖ **PostScript 3 Operating Instructions Supplement**

Describes the menus and features you can set using the PostScript printer driver. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Network Interface Board Operating Instructions**

Describes the procedures and provides necessary information about setting up and using the printer in a network environment. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **UNIX Supplement**

Provides information about setting up and using the printer in a UNIX environment. This manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

How to Read This Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

CAUTION:

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

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1. Setting Up the Printer Driver and Canceling a Print Job

PCL 6/5e - Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

There are two methods you can use to open the Printer Properties.

Changing default printer settings

To make the printer default settings, first open the Printer Properties from the [Printers] window.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [OK].

Making printer settings from an application

To make the printer settings for a specific application, open the Printer Properties from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

Note

- The actual procedures you should follow to open the Printer Properties may differ depending on the application. For more information about the procedures, see the documentation that comes with the application you are using.
- When you use some applications, the driver's initial default settings of the applications might be applied over the printer driver's settings.
- Any settings you make in the following procedure are valid for the currently launched application only.

1 On the [File] menu, click [Print].

The [Print] dialog box appears.

2 From the [Name:] list, select the printer you want to use, and then click [Properties].

The Printer Properties appear.

3 Make any settings you require and click [OK].

4 Click [OK] to start printing.

Windows 2000 - Accessing the Printer Properties

Changing default printer settings - Printer Properties

 **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [OK].

 **Note**

- Settings you make here are used as the default settings for all applications.

Changing default printer settings - Printing Preferences Properties

 **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Printing Preferences].

The Printing Preferences Properties appear.

4 Make any settings you require and click [OK].

 **Note**

- Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings for a specific application, open the Printing Preferences Properties from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- The actual procedures you should follow to open the Printing Preferences Properties may differ depending on the application. For more information about the procedures, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the currently launched application only.

1 On the [File] menu, click [Print].

The [Print] dialog box appears.

2 Select the printer you want to use in the [Select Printer] box.

3 Make any settings you require and click [Apply] to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing default printer settings - Printer Properties

Limitation

- Changing the printer settings requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on under Full Control permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the icon of the printer whose default setting you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [OK].

Note

- Settings you make here are used as the default settings for all applications.

Changing default printer settings – Default Document Properties

Limitation

- Changing the printer settings requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on under Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Document Defaults]**.

The Default Document Properties appear.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings for a specific application, open the Document Properties from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- The actual procedures you should follow to open the Document Properties may differ depending on the application. For more information about the procedure, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the currently launched application only.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 From the **[Name:]** list, select the printer you want to use, and then click **[Properties]**.

The Document Properties appear.

3 Set desired settings and click **[OK]**.

4 Click **[OK]** to start printing.

PostScript - Setting Up for Printing

Windows 95/98/Me - Accessing the Printer Properties

1

There are two methods you can use to open the Printer Properties.

Changing default printer settings

To change the default printer settings, first open the Printer Properties from the **[Printers]** window.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

- 2** Click the icon of the printer whose default settings you want to change.

- 3** On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

- 4** Make any settings you require and click **[OK]**.

Making printer settings from an application

To make the printer settings for a specific application, open the Printer Properties from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedures you should follow to open the Printer Properties may differ depending on the application. For more information about the procedures, see the documentation that comes with the application you are using.
- When you use some applications, the driver's initial default settings of the applications might be applied over the printer driver's settings.
- Any settings you make in the following procedure are valid for the currently launched application only.

- 1** On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

- 2** From the **[Name:]** box, select the printer you want to use, and then click **[Properties]**.

The Printer Properties appear.

- 3** Make any settings you require and click **[OK]**.

- 4** Click **[OK]** to start printing.

Windows 2000 - Accessing the Printer Properties

1

Changing default printer settings - Printer Properties

 **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Changing default printer settings - Printing Preferences Properties

 **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Printing Preferences]**.

The Printing Preferences Properties appear.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings for a specific application, open the Printing Preferences Properties from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- The actual procedures you should follow to open the Printing Preferences Properties may differ depending on the application. For more information about the procedures, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the currently launched application only.

1 On the [File] menu, click [Print].

The [Print] dialog box appears.

2 Select the printer you want to use in the [Select Printer] box.

3 Make any settings you require and click [Apply] to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing default printer settings - Printer Properties

Limitation

- Changing the printer settings requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on under Full Control permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [OK].

Note

- Settings you make here are used as the default settings for all applications.

Changing default printer settings - Default Document Properties

Limitation

- Changing the printer settings requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on under Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Document Defaults]**.

The Default Document Properties appear.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings for a specific application, open the Document Properties from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- The actual procedures you should follow to open the Document Properties may differ depending on the application. For more information about the procedures, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the currently launched application only.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 From the **[Name:]** box, select the printer you want to use, and then click **[Properties]**.

The Document Properties appear.

3 Make any settings you require and click **[OK]**.

4 Click **[OK]** to start printing.

Macintosh - Setting Up for Printing

Making paper settings from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Page Setup].
[AdobePS Page Setup] appears.
- 3** Confirm that the printer you want to use is shown in the [Format for:] box.

 **Note**

- If the printer is now shown in the [Format for:] box, use the pop-up menu to display a list of available printers.

 **Reference**

The actual appearance of the Page Setup depends on the application you are using. For more information, see the documentation that comes with the Macintosh.

- 4** From the [Paper:] box, select the paper size.
- 5** Make any settings you require and click [OK].

Setting up for printing from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Print].
The Printer Settings appear.
- 3** Confirm that the printer is selected in the [Printer:] box.
- 4** Make any settings you require and click [Print].

Canceling a Print Job

1

Windows 95/98/Me - Canceling a Print Job

1 Double-click the printer icon on the taskbar.

This opens a window that shows all the print jobs that are currently queued for printing. Check the current status of the job you want to cancel.

2 Click the name of the job you want to cancel.

3 On the [Document] menu, click [Cancel Printing].

Note

- You can also open the print job queue window by double-clicking the printer icon in the [Printers] window.

4 Press [Job Reset] on the operation panel.

A message appears on the panel display indicating that the print job is being canceled.

Important

- When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing of data that has already been processed internally by the printer. Because of this, printing might continue for a few pages after you press [Job Reset].
- A print job that contains a large volume of data might take considerable time to stop.
- It takes about several minutes to reset the print job and return to the ready condition.

Windows 2000 - Canceling a Print Job

1 Double-click the printer icon on the taskbar.

This opens a window that shows all the print jobs that are currently queued for printing. Check the current status of the job you want to cancel.

2 Click the name of the job you want to cancel.

3 On the [Document] menu, click [Cancel Printing].

Note

- You can also open the print job queue window by double-clicking the printer icon in the [Printers] window.

4 Press **[Job Reset]** on the operation panel.

A message appears on the panel display indicating that the print job is being canceled.

Important

- When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing of data that has already been processed internally by the printer. Because of this, printing might continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data might take considerable time to stop.
- It takes about several minutes to reset the print job and return to the ready condition.

Windows NT 4.0 - Canceling a Print Job

1 Double-click the printer icon on the taskbar.

This opens a window that shows all the print jobs that are currently queued for printing. Check the current status of the job you want to cancel.

2 Click the name of the job you want to cancel.**3** On the **[Document]** menu, click **[Cancel]**.**Note**

- You can also open the print job queue window by double-clicking the printer icon in the **[Printers]** window.

4 Press **[Job Reset]** on the operation panel.

The message appears on the panel display indicating that the print job is being canceled.

Important

- When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing of data that has already been processed internally by the printer. Because of this, printing might continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data might take considerable time to stop.
- It takes about several minutes to reset the print job and return to the ready condition.

Macintosh - Canceling a Print Job

1

1 Double-click the printer icon on the desk top.

This opens a window that shows all the print jobs that are currently queued for printing. Check the current status of the job you want to cancel.

2 Click the name of the job you want to cancel.

3 Click the pause icon, and then click the trash icon.

4 Press **[Job Reset]** on the operation panel.

The message appears on the panel display indicating that the print job is being canceled.

Important

- When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing of data that has already been processed internally by the printer. Because of this, printing might continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data might take considerable time to stop.
- It takes about several minutes to reset the print job and return to the ready condition.

2. Uninstalling the Printer Driver and Software

Uninstalling the PCL 6/5e Printer Driver

This section describes how to uninstall the PCL printer driver. The actual procedure may differ depending on the operating system.

Follow the appropriate procedure below.

Windows 95/98/Me - Uninstalling the PCL 6/5e Printer Driver

- 1** Close all the applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Click the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

Windows 2000 - Uninstalling the PCL 6/5e Printer Driver

Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all the applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Click the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

! Limitation

- Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you uninstall a printer driver, log on under Full Control permission.

1 Close all the applications that are currently running.

2 Click [Start] on the taskbar, point to [Settings], and click [Printers].

The [Printers] window appears.

3 Click the icon of the printer you want to remove.

4 On the [File] menu, click [Delete].

A confirmation dialog box appears.

5 Click [Yes] to uninstall the printer driver.

Uninstalling the PostScript Printer Driver

This section describes how to uninstall the PostScript printer driver. The actual procedure may differ depending on the operating system.

Follow the appropriate procedure below.

Windows 95/98/Me - Uninstalling the PostScript Printer Driver

2

- 1** Close all applications that are currently running.
- 2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].
The [Printers] window appears.
- 3** Click the icon of the printer you want to remove.
- 4** On the [File] menu, click [Delete].
A confirmation dialog box appears.
- 5** Click [Yes] to uninstall the printer driver.

Windows 2000 - Uninstalling the PostScript Printer Driver

! Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all the applications that are currently running.
- 2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].
The [Printers] window appears.
- 3** Click the icon of the printer you want to remove.
- 4** On the [File] menu, click [Delete].
A confirmation dialog box appears.
- 5** Click [Yes] to uninstall the printer driver.

Windows NT 4.0 - Uninstalling the PostScript Printer Driver

! Limitation

- Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you uninstall a printer driver, log on under Full Control permission.

- 1** Close all applications that are currently running.
- 2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].
The [Printers] window appears.
- 3** Click the icon of the printer you want to remove.
- 4** On the [File] menu, click [Delete].
A confirmation dialog box appears.
- 5** Click [Yes] to uninstall the printer driver.

Macintosh - Uninstalling the PostScript Printer Driver

- 1** Drag the "AdobePS" file inside the [Extensions] folder in [System Folder] to [Trash].
- 2** Drag the PPD file and plug-in file inside the [Printer Descriptions] folder in the [Extensions] folder in [System Folder] to [Trash].

3. Paper and Other Media

Paper and Other Media Supported by This Printer

Paper Types and Sizes

This section describes the type, size, feed direction, and maximum amount of paper that can be loaded into each paper tray in this printer.

Important

- If you use damp or curled paper, misfeeds might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to paper with less curl.
- Be sure to set the paper size dial to match the actual paper size loaded in the tray. When the actual paper size is not shown on the dial, set the dial to “✱” and select the paper size using the operation panel.
- For tray 1, 2, 3 and 4, the dial setting overrides settings selected with the operation panel.

Note

- The following conventions are used to describe paper feed direction:

Example on the panel display	Paper feed direction
A4 (210 × 297)	short-edge feed direction
A4 (297 × 210)	long-edge feed direction

- It is recommended that you load paper having the size and direction you frequently use in the tray selected with “Tray Priority”. For more information about Tray Priority, see P.99 “Job Control Menu”.
- When loading paper having the same size in more than one tray, it is recommended that you load paper in the same direction.
- For more information about the meanings of symbols, see the notes at the bottom of each table.

Reference

For more information about loading each type of paper, see P.31 “Loading Paper and Other Media”.

◆ Input paper sizes and paper feed directions supported by each paper tray (Metric version)

	Size (mm)	Standard Tray (tray 1) PS440 (1000-sheet paper feed unit)	Standard Tray (tray 2)	PS420 (2000-sheet paper feed unit)	Bypass Tray Type 270
A3	297 × 420	☆	☆	X	○
B4 JIS	257 × 364	★	★	X	○
A4	210 × 297	☆	☆	X	○
	297 × 210	☆	☆	○	○
B5 JIS	182 × 257	★	★	X	○
	257 × 182	★	★	X	○
A5	148 × 210	★	★	X	○
	210 × 148	X	X	X	○
A6	105 × 148	X	★	X	○
Double Letter	279 × 432	☆	☆	X	○
Legal	216 × 356	☆	☆	X	○
Letter	216 × 279	☆	☆	X	○
	279 × 216	☆	☆	○	○
Half Letter	140 × 216	★	★	X	○
Executive	184 × 267	★	★	X	○
	267 × 184	★	★	X	○
Folio	210 × 330	★	★	X	○
Foolscap	216 × 330	★	★	X	○
F/GL	203 × 330	★	★	X	○
Com#10 Env	105 × 241	X	★	X	○
C6 Env	114 × 162	X	★	X	○
C5 Env	162 × 229	X	★	X	○
DL Env	110 × 220	X	★	X	○
Monarch Env	98 × 191	X	★	X	○

	Size (mm)	Standard Tray (tray 1) PS440 (1000-sheet paper feed unit)	Standard Tray (tray 2)	PS420 (2000-sheet paper feed unit)	Bypass Tray Type 270
Custom Size (PCL 6/PS only)	—	X	X	X	○*
8K	267 × 390	★	★	X	○
16K	195 × 267	★	★	X	○
	267 × 195	★	★	X	○

- ○ means that the size is supported and should be selected the paper size using the operation panel. (The bypass tray and PS420 has no dial on the tray.)
- ☆ means that the size is supported and indicated on the tray dial. Be sure to set the paper size dial to match the actual paper size loaded in the tray.
- ★ means that the size is supported but not indicated on the tray dial. You should set the tray dial to “✱”, and select the paper size using the operation panel.
- ○* means that the supported size is approximately 90 – 297 mm in width, and approximately 148 – 432 mm in length. The supported size may differ depending on the printer language you use. Use the printer driver to specify the custom size. Set the custom size setting with the operation panel.
- X means that the size is not supported.

◆ Input paper sizes and paper feed directions supported by each paper tray (Inch version)

	Size (inch)	Standard Tray (tray 1) PS440 (1000-sheet paper feed unit)	Standard Tray (tray 2)	PS420 (2000-sheet paper feed unit)	Bypass Tray Type 270
Double Letter	11" × 17"	☆	☆	X	○
Legal	8 ¹ / ₂ " × 14"	☆	☆	X	○
Letter	8 ¹ / ₂ " × 11"	☆	☆	X	○
	11" × 8 ¹ / ₂ "	☆	☆	○	○
Half Letter	5 ¹ / ₂ " × 8 ¹ / ₂ "	★	★	X	○
Executive	7 ¹ / ₄ " × 10 ¹ / ₂ "	★	★	X	○
	10 ¹ / ₂ " × 7 ¹ / ₄ "	★	★	X	○
A3	11.69" × 16.54"	☆	☆	X	○
B4 JIS	10.12" × 14.33"	★	★	X	○
A4	8.27" × 11.69"	☆	☆	X	○
	11.69" × 8.27"	☆	☆	○	○
B5 JIS	7.17" × 10.12"	★	★	X	○
	10.12" × 7.17"	★	★	X	○
A5	5.83" × 8.27"	★	★	X	○
	8.27" × 5.83"	X	X	X	○
A6	4.13" × 5.83"	X	★	X	○
Folio	8 ¹ / ₄ " × 13"	★	★	X	○
Foolscap	8 ¹ / ₂ " × 13"	★	★	X	○
F/GL	8" × 13"	★	★	X	○
Com#10 Env	4 ¹ / ₈ " × 9 ¹ / ₂ "	X	★	X	○
C6 Env	4.49" × 6.38"	X	★	X	○
C5 Env	6.38" × 9.02"	X	★	X	○
DL Env	4.33" × 8.66"	X	★	X	○

	Size (inch)	Standard Tray (tray 1) PS440 (1000-sheet paper feed unit)	Standard Tray (tray 2)	PS420 (2000-sheet paper feed unit)	Bypass Tray Type 270
Monarch Env	3 ⁷ / ₈ " × 7 ¹ / ₂ "	X	★	X	○
Custom Size (PCL 6/PS only)	—	X	X	X	○*
8K	10.51" × 15.35"	★	★	X	○
16K	7.68" × 10.51"	★	★	X	○
	10.51" × 7.68"	★	★	X	○

- means that the size is supported and should be selected the paper size using the operation panel. (The bypass tray and PS420 has no dial on the tray.)
- ☆ means that the size is supported and indicated on the tray dial. Be sure to set the paper size dial to match the actual paper size loaded in the tray.
- ★ means that the size is supported but not indicated on the tray dial. You should set the tray dial to "✱", and select the paper size using the operation panel.
- * means that the supported size is approximately 3.54" – 11.69" in width, and approximately 5.83" – 17.00" in length. The supported size may differ depending on the printer language you use. Use the printer driver to specify the custom size. Set the custom size setting with the operation panel.
- X means that the size is not supported.

❖ Output paper sizes and paper feed directions supported by each tray (Metric version)

	Size (mm)	Standard output tray	SR510 (500-sheet finisher shift tray)	SR510 (500-sheet finisher staple)	SR720 (1000-sheet finisher shift tray)	SR720 (1000-sheet finisher staple)	CS370 (mailbox)	AD380 (duplex unit)
A3	297 × 420	○	○	○	○	○	○	○
B4 JIS	257 × 364	○	○	○	○	○	○	○
A4	210 × 297	○	○	○	○	○	○	○
	297 × 210	○	○	○	○	○	○	○
B5 JIS	182 × 257	○	X	X	○	○	○	○
	257 × 182	○	○	○	○	○	○	○
A5	148 × 210	○	X	X	○	X	○	○
	210 × 148	○	X	X	X	X	X	X
A6	105 × 148	○	X	X	X	X	X	X
Double Letter	279 × 432	○	○	○	○	○	○	○
Legal	216 × 356	○	○	○	○	○	○	○
Letter	216 × 279	○	○	○	○	○	○	○
	279 × 216	○	○	○	○	○	○	○
Half Letter	140 × 216	○	X	X	○	X	X	X
Executive	184 × 267	○	X	X	○	X	○	○
	267 × 184	○	X	X	○	X	○	○
Folio	210 × 330	○	X	X	○	X	○	○
Foolscap	216 × 330	○	X	X	○	X	○	○
F/GL	203 × 330	○	X	X	○	X	○	○
Com#10 Env	105 × 241	○	X	X	X	X	X	X
C6 Env	114 × 162	○	X	X	X	X	X	X
C5 Env	162 × 229	○	X	X	X	X	X	X
DL Env	110 × 220	○	X	X	X	X	X	X
Monarch Env	98 × 191	○	X	X	X	X	X	X

	Size (mm)	Standard output tray	SR510 (500-sheet finisher shift tray)	SR510 (500-sheet finisher staple)	SR720 (1000-sheet finisher shift tray)	SR720 (1000-sheet finisher staple)	CS370 (mailbox)	AD380 (duplex unit)
Custom Size (PCL 6/PS only)	—	○*	X	X	X	X	X	X
8K	267 × 390	○	X	X	○	X	○	○
16K	195 × 267	○	X	X	○	X	○	○
	267 × 195	○	X	X	○	X	○	○

- ○ means that the size is supported.
- ○* means that the size is supported and depends on the input paper source.
- X means that the size is not supported.

◆ Output paper sizes and paper feed directions supported by each tray (Inch version)

	Size (inch)	Standard output tray	SR510 (500-sheet finisher shift tray)	SR510 (500-sheet finisher staple)	SR720 (1000-sheet finisher shift tray)	SR720 (1000-sheet finisher staple)	CS370 (mailbox)	AD380 (duplex unit)
Double Letter	11" × 17"	○	○	○	○	○	○	○
Legal	8 ¹ / ₂ " × 14"	○	○	○	○	○	○	○
Letter	8 ¹ / ₂ " × 11"	○	○	○	○	○	○	○
	11" × 8 ¹ / ₂ "	○	○	○	○	○	○	○
Half Letter	5 ¹ / ₂ " × 8 ¹ / ₂ "	○	X	X	○	X	X	X
Executive	7 ¹ / ₄ " × 10 ¹ / ₂ "	○	X	X	○	X	○	○
	10 ¹ / ₂ " × 7 ¹ / ₄ "	○	X	X	○	X	○	○
A3	11.69" × 16.54"	○	○	○	○	○	○	○
B4 JIS	10.12" × 14.33"	○	○	○	○	○	○	○
A4	8.27" × "11.69	○	○	○	○	○	○	○
	11.69" × 8.27"	○	○	○	○	○	○	○
B5 JIS	7.17" × 10.12"	○	X	X	○	○	○	○
	10.12" × 7.17"	○	○	○	○	○	○	○
A5	5.83" × 8.27"	○	X	X	○	X	○	○
	8.27" × 5.83"	○	X	X	X	X	X	X
A6	4.13" × 5.83"	○	X	X	X	X	X	X
Folio	8 ¹ / ₄ " × 13"	○	X	X	○	X	○	○
Foolscap	8 ¹ / ₂ " × 13"	○	X	X	○	X	○	○
F/GL	8" × 13"	○	X	X	○	X	○	○
Com#10 Env	4 ¹ / ₈ " × 9 ¹ / ₂ "	○	X	X	X	X	X	X
C6 Env	4.49" × 6.38"	○	X	X	X	X	X	X
C5 Env	6.38" × 9.02"	○	X	X	X	X	X	X
DL Env	4.33" × 8.66"	○	X	X	X	X	X	X

	Size (inch)	Standard output tray	SR510 (500-sheet finisher shift tray)	SR510 (500-sheet finisher staple)	SR720 (1000-sheet finisher shift tray)	SR720 (1000-sheet finisher staple)	CS370 (mailbox)	AD380 (duplex unit)
Monarch Env	3 ⁷ / ₈ " × 7 ¹ / ₂ "	○	X	X	X	X	X	X
Custom Size (PCL 6/PS only)	—	○*	X	X	X	X	X	X
8K	10.51" × 15.35"	○	X	X	○	X	○	○
16K	7.68" × 10.51"	○	X	X	○	X	○	○
	10.51" × 7.68"	○	X	X	○	X	○	○

- ○ means that the size is supported.
- ○* means that the size is supported and depends on the input paper source.
- X means that the size is not supported.

❖ Paper weight and number of sheets to be set

	Supported paper weights	Maximum number of sheets (plain paper) *1
Tray 1, PS440 (option)	60 - 105 g/m ² (16 - 28 lb)	500 (80 g/m ² , 20 lb)
Tray 2	60 - 157 g/m ² (16 - 42 lb)	500 (80 g/m ² , 20 lb)
PS420 (option)	60 - 105 g/m ² (16 - 28 lb)	2,000 (80 g/m ² , 20 lb)
Bypass Tray Type 270 (option)	60 - 157 g/m ² (16 - 42 lb)	100 (80 g/m ² , 20 lb)

*1 Confirm that the top of the stack is not higher than the limit mark indicated on the side guide of the tray.

Paper Recommendations

Note the following suggestions when handling or selecting paper used with this printer.

Loading paper

- Use only the recommended paper types. Print quality cannot be guaranteed if other paper types are used.
- Do not use paper that has already been printed onto by other printers.
- If you load paper into the paper tray, confirm not to stack over the limit mark.
- If you load paper into Bypass Tray Type 270, confirm that the paper fits under the side guide.
- If you load paper into the paper tray, confirm that print side is facing up.
- If you load paper into Bypass Tray Type 270, confirm that print side is facing down.

Storing paper

Paper should always be stored properly. Improperly stored paper might result in poor print quality, paper misfeeds, or printer damage.

Recommendations are as follows:

- Avoid storing paper in humid areas.
- Avoid exposing paper to direct sunlight.
- Store on a flat surface.
- Keep open reams of paper in the package in which the paper came.

Types of paper and other media

❖ Plain Paper

- If you print on paper heavier than 105 g/m² (28 lb), use tray 2 or Bypass Tray Type 270. The each tray can hold paper up to 157 g/m² (42 lb) in weight.
- If you load paper heavier than 105 g/m² (28 lb) into tray 2, switch the lever inside of the paper tray to "Non-Standard Paper" mode. ⇒ P.34 "*Loading Thick Paper, Envelopes or OHP Transparencies*"
- If paper is curled or bent, straighten it before loading.
- If you print on paper for color, load it into tray 2 and do not stack paper over the lower limit mark.

❖ OHP Transparencies

- If you load OHP transparencies into tray 2, switch the lever inside of the paper tray to "Non-Standard Paper" mode. ⇒ P.34 "*Loading Thick Paper, Envelopes or OHP Transparencies*"
- Be careful not to touch the print side of the OHP transparencies or the print side can become dirty or damaged, resulting in poor print quality.
- If you print on an OHP transparency that has a print side, load it face up into tray 2 or load it face down into Bypass Tray Type 270.
- Do not print on OHP transparencies for color.

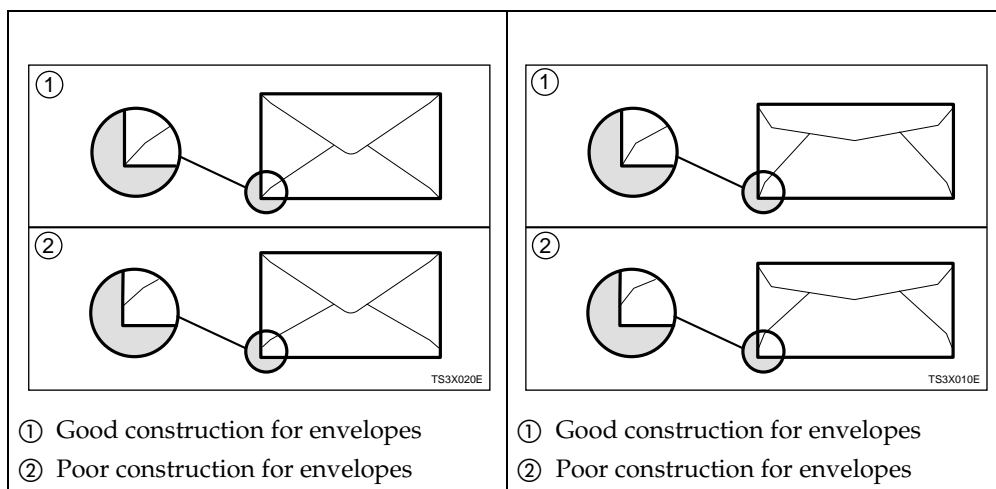
❖ Adhesive Labels

- Load only one adhesive label at a time into Bypass Tray Type 270.
- Use adhesive labels in which the whole side can be printed on.
- Avoid using adhesive labels having exposed glue.
- If the print side is coated, the print quality might be reduced, as the toner might not fuse well.

❖ Envelopes

- When printing on envelopes, use tray 2 or Bypass Tray Type 270.
- If you load envelopes into tray 2, switch the lever inside of the paper tray to "Non-Standard Paper" mode. ⇒ P.34 "*Loading Thick Paper, Envelopes or OHP Transparencies*"
- You can select the sizes for the envelopes using the operation panel. ⇒ P.99 "*Job Control Parameters*"
- Recommended of envelopes is as follows:
 - Com#10 Env
 - C6 Env
 - C5 Env
 - DL Env
 - Monarch Env
- Do not stack envelopes over the limit mark.
- Confirm that print side is facing up when loading into the tray 2.
- Confirm that print side is facing down when loading into Bypass Tray Type 270.
- Load the envelopes with the flaps aligned to the right side fence. The flaps should be securely folded down.
- Confirm that there is no air in the envelopes before loading.
- To get better print quality, it is recommended that you set the right, left, top, and bottom print margins, to at least 15 mm (0.6") each.
- Do not print on both sides of envelopes.

- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten the leading edges (sides being fed into the printer) of them by running a pencil or ruler across them.
- Some kinds of envelopes might cause misfeeds, wrinkles or poor printing.
- Before loading envelopes, confirm that they are rectangular in shape. See the following illustrations.



- Avoid using the non-supported envelopes listed on P.28 *"Paper not supported by this printer"*.

Paper not supported by this printer

Avoid using the following types of paper that are not supported by this printer:

- Paper whose weight is heavier or lighter than the limitations. ⇒ P.17 *"Paper Types and Sizes"*
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Paper stuck together
- Paper that is dry enough to emit static electricity
- Paper that has already been printed into, except a preprinted letterhead

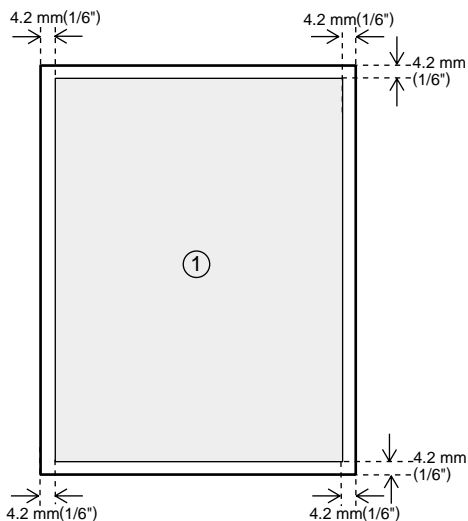
Note

- Ink on paper from an earlier print job, another copier, an ink-jet printer or other devices could damage the fusing unit of this printer due to different fusing temperatures.

- Coated paper
- Special paper, such as thermal paper, aluminum foil, carbon paper and conductive paper
- Heavily textured paper
- Glued paper
- OHP transparencies for color printing
- OHP transparencies for ink-jet printers
- Label paper on which glue or base paper is exposed
- Paper with clips or staples
- Paper with tape or ribbons attached
- Envelopes that are:
 - damp
 - excessively curled or twisted
 - stuck together
 - damaged in any way
 - with stamps attached
 - with windows, holes, perforations, cutouts, or embossing
 - with metal clasps, string ties, or metal folding bars
 - designed to be interlocked
 - with nicked edges or bent corners
 - with rough, wrinkled, or laid finishes
 - with any exposed adhesive, when the flap is in the sealed or closed position

Printable Area

The following shows the printable area for this printer. Be sure to set the print margins correctly.



① : printable area

Note

- The printable area may differ depending on paper size, printer language and printer driver settings.

Loading Paper and Other Media

Loading Paper in the Paper Tray

This section describes instructions for loading paper whose size and feed direction is already set in the standard paper tray and optional PS440. If you want to change the paper size or feed direction, see P.32 "Changing the Paper Tray Size".

If you want to load paper in PS420, see P.35 "Loading Paper in PS420 (Paper Feed Unit)". If you want to load paper in Bypass Tray Type 270, see P.36 "Loading Paper in Bypass Tray Type 270".

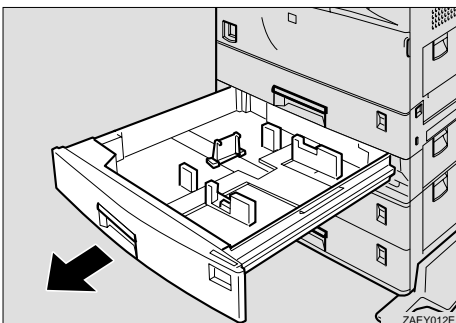
Important

- Confirm that the setting of the paper size dial matches the paper size and feed direction of the paper in the tray. If it does not, misfeeds or unexpected printing results might occur.

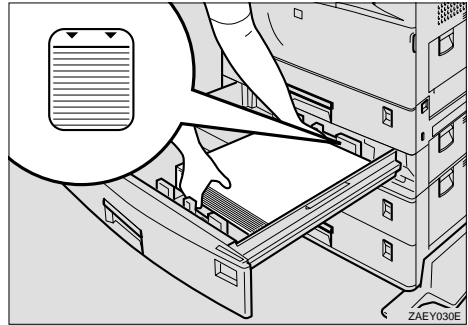
Reference

For more information about the size and feed direction of paper that can be loaded in the tray, see P.17 "Paper Types and Sizes".

- 1** Slide the paper tray out until it stops.

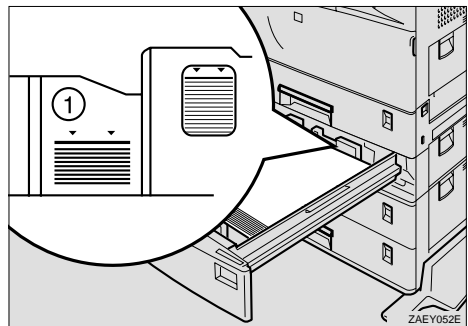


- 2** Align all four sides of the paper stack, and load it into the tray.



Important

- Do not stack paper over the limit mark.
- When you set thick paper in tray 2, do not stack paper above the lower limit mark (①) of tray 2.



Note

- To avoid paper multi-feeds, shuffle sheets before setting them in the tray.
- Load paper face up into the tray.

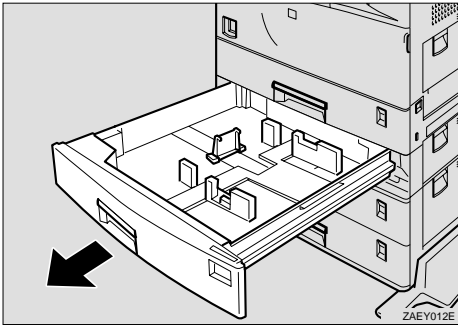
- 3** Slide the tray into the printer until it stops.

Changing the Paper Tray Size

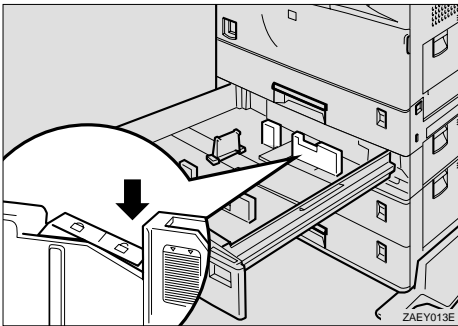
Reference

For more information about the size and feed direction of paper that can be set in the tray, see P.17 "Paper Types and Sizes".

- 1 Slide the paper tray out until it stops.



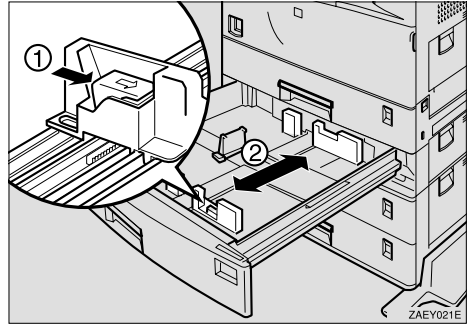
- 2 Set the paper guide lock to the "unlocked" position.



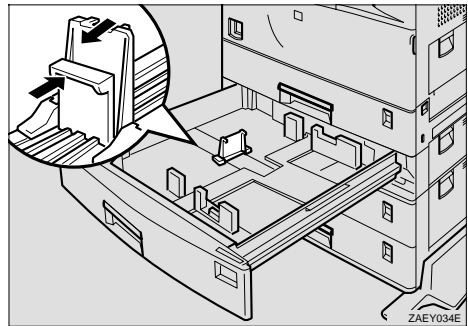
Important

- ❑ Confirm that the lever of the side guide is released before sliding this guide or it can be damaged.

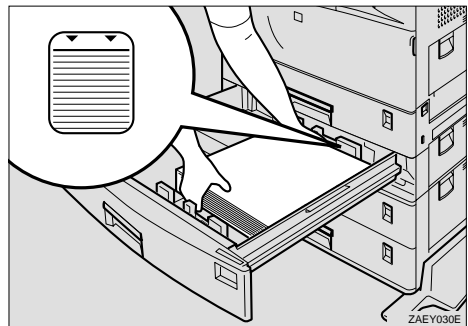
- 3 Slide the side paper guide wide open (2) by pressing the release lever of the side guide (1).



- 4 Slide the rear guide widely by pushing the releasing lever of the rear guide.

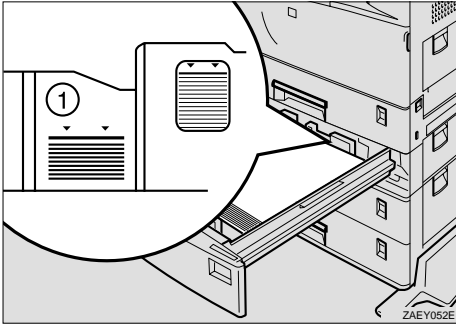


- 5 Align all four sides of the paper stack, and load it into the tray.



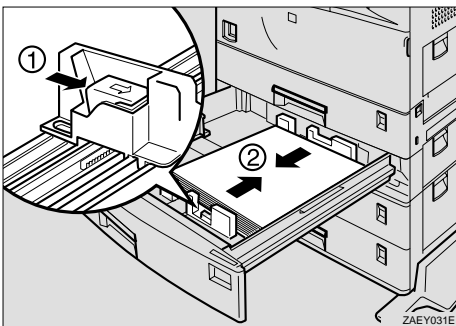
Important

- Do not stack paper over the limit mark.
- When you set thick paper in tray 2, do not stack paper above the lower limit mark (①) of tray 2.

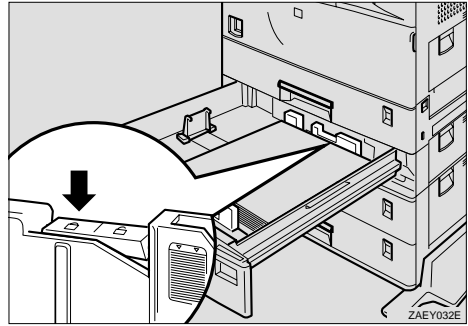
**Note**

- To avoid paper multi-feeds, shuffle sheets before setting them in the tray.
- Load paper face up into the tray.

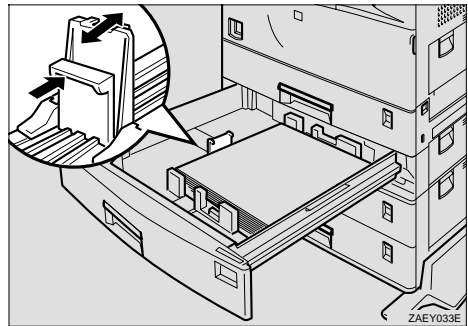
- 6** Align the side guide for the loaded paper size (②) by opening the release lever of the side guide (①).



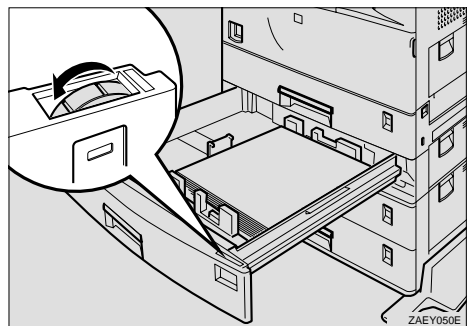
- 7** Set the paper guide lock to the "locked" position.



- 8** Align the rear guide for the loaded paper size slightly by pushing the releasing lever of the rear guide.



- 9** Adjust the paper size dial to match the size and feed direction of paper in the paper tray.



Important

- Confirm that the setting of the paper size dial matches the paper size and feed direction of the paper in the tray. If it does not, misfeeds or unexpected printing results might occur.
- When the actual paper size is not shown on the dial, set the dial to "✖" and select the paper size using the operation panel. For more information about setting up the paper size, see P.17 "Paper Types and Sizes".

10 Slide the tray into the printer until it stops.

Loading Thick Paper, Envelopes or OHP Transparencies

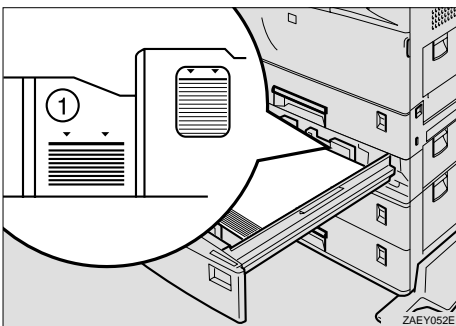
You can load thick paper, envelopes or OHP transparencies into the tray 2. When thick paper or OHP transparencies are loaded, switch the lever inside of the paper tray.

Reference

For more information about loading paper, see P.17 "Paper and Other Media".

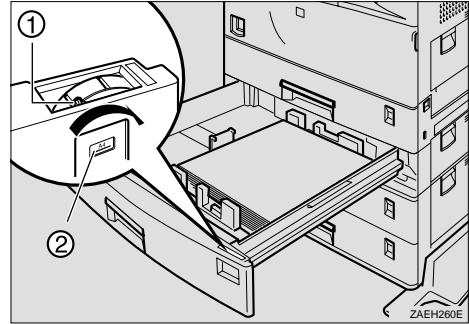
Important

- When you set thick paper in tray 2, do not stack paper above the lower limit mark (①) of tray 2.



1 Change the lever on the paper size dial of the tray 2 (①) to "Non-Standard Paper" mode.

A yellow line appears under the paper size indicated on the front of the paper tray (②).



Note

- Return the lever to the left side, after you have finished printing on thick paper, envelopes or OHP transparencies.

Limitation

- If "Non-Standard Paper" mode is selected, the following functions are not available with tray 2:
 - Duplex print
 - Auto paper select
 - Limitless paper feed
 - Sample print
 - Locked print
 - Output from the finisher (sort, shift sort, staple)

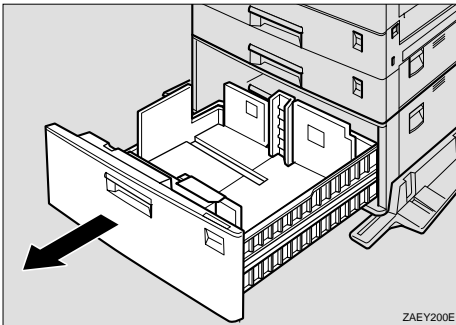
Loading Paper in PS420 (Paper Feed Unit)

This section describes instructions to load paper in the optional paper feed unit PS420. You can load A4 long-edge feed (Metric version) or 8¹/₂" × 11" long-edge feed (Inch version) size into PS420.

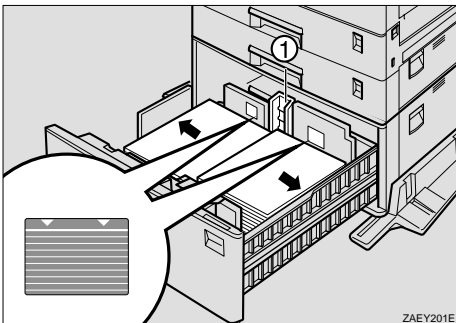
Note

- ❑ Load paper of the same size in the right and left sides of the paper feed unit.

- 1** Slide the paper tray out until it stops.



- 2** Load the paper completely into the tray.



Important

- ❑ Align the paper so that the left stack is flush with the left side, and the right stack is flush with the right side.
- ❑ Do not stack paper over the limit mark.
- ❑ Confirm that the end fence (①) locks completely after loading the right stack.
- ❑ If you want to change the paper size, contact your sales or service representative.

Note

- ❑ To avoid paper multi-feeds, shuffle sheets before setting them in the tray.
- ❑ Load the paper face up into the tray.

- 3** Slide the tray into the printer until it stops.

Loading Paper in Bypass Tray Type 270

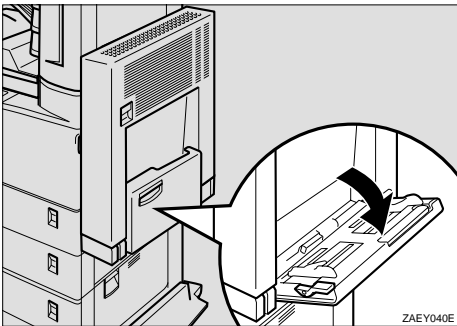
Note

❑ Paper sizes supported by the bypass tray are approximately 90 - 297 mm (Metric version) or 3.54" - 11.69" (Inch version) in width, and approximately 148 - 432 mm (Metric version) or 5.83" - 17.00" (Inch version) in length. Specify a custom size with the printer driver or the operation panel. For more information about using the operation panel, see P.38 "Specifying a Custom Paper Size for the Bypass Tray".

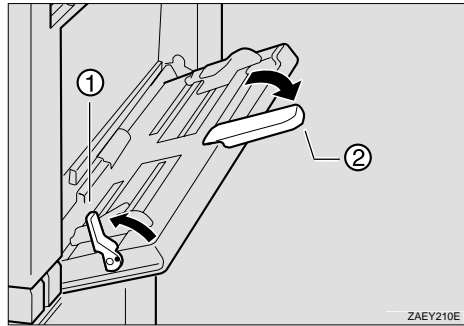
Limitation

- ❑ The following functions are not available with the bypass tray:
- Duplex print
 - Auto paper select
 - Limitless paper feed
 - Sample print
 - Locked print
 - Output from the finisher (sort, shift sort, staple)

1 Open the bypass tray.



2 Lift the paper guide lever (①).



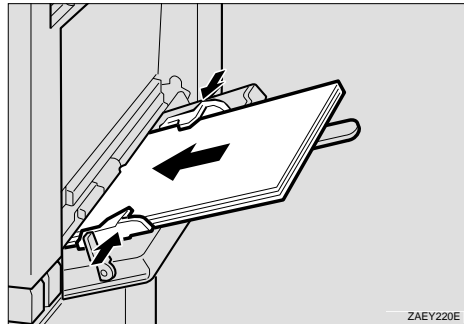
Important

❑ If the paper guides do not match the paper size, skew images or paper misfeeds might occur.

Note

❑ Swing out the extender (②) to support paper sizes longer than A4 short-edge feed (Metric version) or 8 1/2" x 11" short-edge feed (Inch version).

3 Load the paper and adjust the paper guides to the sides of the paper.

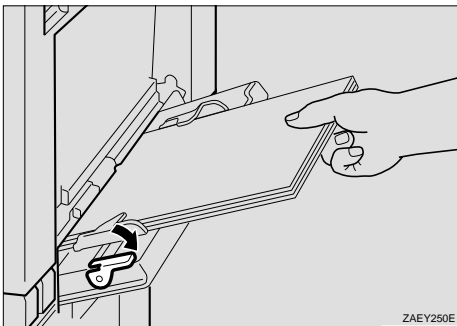


Important

❑ Confirm the print side of OHP transparencies. Some OHP transparencies can be printed on only one side.

Note

- Do not stack paper over the limit mark. If you do, skew images or paper misfeeds might occur.
- When you set custom size or thick paper on the bypass tray, do not stack paper above the lower limit mark of the bypass tray.
- To avoid paper multi-feeds, shuffle sheets before setting them in the tray.
- Load the paper face down into the tray.

4 Push down the paper guide lever.**Note**

- If the paper guide lever is not pushed down, paper misfeeds might occur.

5 Configure the tray for the loaded paper size and paper feed direction.**Important**

- The paper size selected with the printer driver overrides the one selected here.

Reference

For more information about configuring the bypass tray with the printer driver, see the printer driver Help.

For more information about configuring custom paper, see P.38 "Specifying a Custom Paper Size for the Bypass Tray".

1 Press [Menu].

The following message appears on the panel display.

```
Main Menu:
Sample Print
```

2 Press [▼] or [▲] until the following message appears.

```
Main Menu:
Job Control
```

3 Press [Enter #].

The following message appears on the panel display.

```
Job Control:
Paper Input
```

4 Press [Enter #].

The following message appears on the panel display.

```
Paper Input:
Tray Priority
```

5 Press [▼] or [▲] until the following message appears.

```
Paper Input:
Bypass Size
```

6 Press [Enter #].

The following message appears on the panel display.

```
Bypass Size:
Standard Size
```

7 Press [Enter #].

The currently selected paper size appears on the panel display.

```
Standard Size:
*11 X 8 1/2
```

Note

An asterisk ("*") prefixes the currently selected item.

8 Press [▼] or [▲] to select the standard size.**9 Press [Enter #].**

The following message appears on the panel display.

```
Standard Size:
*8 X 13
```

10 After the panel display changes, press [Menu].

The panel display returns to the ready condition as follows:

```
Ready
```

Specifying a Custom Paper Size for the Bypass Tray

Important

- The paper size selected with the printer driver overrides the one selected here.
- When you set custom size or thick paper in the bypass tray, do not stack paper above the lower limit mark of the bypass tray.

1 Press [Menu].

The following message appears on the panel display.

```
Main Menu:
Sample Print
```

2 Press [▼] or [▲] until the following message appears.

```
Main Menu:
Job Control
```

3 Press [Enter #].

The following message appears on the panel display.

```
Job Control:
Paper Input
```

4 Press [Enter #].

The following message appears on the panel display.

```
Paper Input:
Tray Priority
```

5 Press [▼] or [▲] until the following message appears.

```
Paper Input:
Bypass Size
```

6 Press **[Enter #]**.

The following message appears on the panel display.

```
Bypass Size:
Standard Size
```

7 Press **[Enter #]**.

```
Standard Size:
*11 x 8 1/2
```

8 Press **[▼]** or **[▲]** until the following message appears.

```
Standard Size:
Custom Size
```

9 Press **[Enter #]**.

The following message appears on the panel display.

```
Bypass Size:
Standard Size
```

10 Press **[▼]** or **[▲]** until the following message appears.

```
Bypass Size:
Custom Size
```

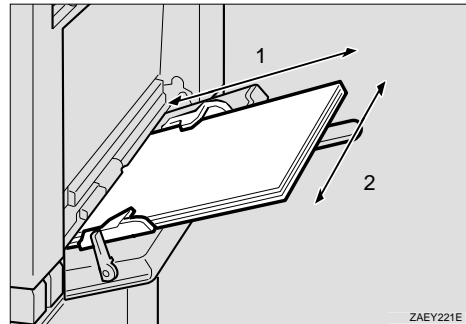
11 Press **[Enter #]**.

The following message appears on the panel display.

```
Custom Size:
Vert.. 8.00 "
```

Note

- You can change the size unit using the operation panel, see P.99 "Job Control Menu".
- The vertical size and horizontal size are described as follows.

**1.** Horizontal size**2.** Vertical size**12** Press **[▲]** or **[▼]** to set the vertical value.**13** Press **[Enter #]**.

The following message appears on the panel display.

```
Custom Size:
Horiz. 11.00 "
```

14 Press **[▲]** or **[▼]** to set the horizontal value.**15** Press **[Enter #]**.**16** After the panel display changes, press **[Menu]**.

The panel display returns to the ready condition as follows:

```
Ready
```


4. Troubleshooting

Error & Status Messages on the Operation Panel

Messages	Description	Comments
Add Staples	The stapler is empty.	Replace the staple refill with a new one. ⇒ P.71 "Adding Staples"
Add Toner	The printer is out of toner.	Install a new toner bottle. ⇒ P.75 "Replacing the Toner Bottle"
Call Service Power Off On	There is a malfunction in the printer.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Call Service SC_XXX	The Service Code Number identifies the failure.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Close Bridge Unit Cover	The cover of Bridge Unit Type 320 is open.	Close the cover of Bridge Unit Type 320.
Close Finisher Cover	The cover of the finisher is open.	Close the cover of the finisher.
Close Front Cover	The front cover is open.	Close the front cover of the printer.
Close Mailbox Cover	The cover of CS370 (mailbox) is open.	Close the cover of CS370 (mailbox) cover.
Close Right Cover	The right cover of the printer is open.	Close the right cover of the printer.
Close R-Cover at Paper Tray	Lower right cover 1 or 2 is open.	Close lower right cover 1 or 2.
Close Upper Right Cover	The upper right cover is open.	Close the upper right cover.
Cls. Interchange Unit Cover	The interchange unit cover is open.	Close the interchange unit cover.
Energy Saver 1	In Energy Saver 1 mode.	Press an operation panel key or send a job from the computer to wake the printer up.


Messages	Description	Comments
Energy Saver 2	In Energy Saver 2 mode.	Press an operation panel key or send a job from the computer to wake the printer up.
Error 1	An error with the optional RAM has occurred.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Error 2	An error with the parallel interface board has occurred.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Error 3	An error with the NV-RAM has occurred.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Error 5	An error with the HDD has occurred.	Install the HDD again. If the message appears again, contact your sales or service representative.
Error 6	An error with the Resident font ROM has occurred.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Error 7	An error with the ASIC has occurred.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Error 15	An error with the Clock Generator has occurred.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Error 30711	AD380 (duplex unit) cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30721	PS420 (paper feed unit) cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30722	Tray 1 cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30723	Tray 2 cannot be used.	Use another tray to print. Contact your sales or service representative.

Messages	Description	Comments
Error 30724	Tray 3 cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30725	Tray 4 cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30740	The staple tray of the finisher cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30744	The finisher cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 40711	AD380 (duplex unit) cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40721	PS420 (paper feed unit) cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40722	Tray 1 cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40723	Tray 2 cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40724	Tray 3 cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40725	Tray 4 cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40740	The staple tray of the finisher cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40744	The finisher cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Form Feed...	Doing form feed.	Wait for a while.
Invalid Password	The entered password with the operation panel is not correct.	Enter the correct password with the operation panel.

Messages	Description	Comments
Load Bypass xx	The bypass tray is out of paper. xx : Paper Size	Load paper of the indicated paper size into the bypass tray.
	The paper size specified with the printer driver differs from the paper size specified with the operation panel.	<p>① Press [Form Feed]. If there is paper in the bypass tray, the printer starts printing. If there is no paper in the bypass tray, the following message appears on the panel display. In this case, go to next step.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Form Feed Tray 1 </div> <p>② Press [▼] or [▲] to select the paper tray and then press [Enter #]. The printer starts printing.</p>
Load Tray # xx	There is no paper in the indicated tray. # : Tray Number xx : Paper Size	Load paper of the indicated paper size into the indicated paper tray.
Load *** XX	There is no paper size of the indicated paper type. ***: Paper Type (plain, special, recycled) XX: Paper Size	Load paper of the indicated paper size and paper type into the tray.
Lock Tray Tray #	The indicated tray is not locked. # : Tray Number	Lock the indicated tray with the operation panel. ⇒ P.99 "Job Control Menu"
Low On Toner	The toner bottle is almost empty.	Prepare a new toner bottle. If the image density is too light, replace the old toner bottle with a new one. ⇒ P.75 "Replacing the Toner Bottle"
Misfeed:{location} Open Front Cover	There is a misfeed in the printer.	Remove the misfed paper from {location}. ⇒ P.64 "Removing Misfed Paper"

Messages	Description	Comments
No Files Exist	There is no sample print file on the printer hard disk.	To confirm whether the sample print file was sent to the printer correctly, see P.85 "Sample Print".
	There is no locked print file on the printer hard disk.	To confirm whether the locked print file was sent to the printer correctly, see P.88 "Locked Print".
Offline	Printer is offline. The printer cannot accept or print out data.	If you want to put the printer online, press [On Line] .
Paper Setting Error	The tray specified when sending locked print data to the printer is not set.	Set the tray correctly.
Power Off On 14FF	An error with the NV-RAM has occurred.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Printing...	Printing after second the set with the sort function.	Wait for a while.
Processing...	Print data is being processed.	Wait for a while.
Processing... Please Wait	You have tried to print a sample print or locked print data while the data is being written to the printer hard disk.	Wait until the printer returns to the ready condition.
Ready	The printer is ready for printing.	—
Release Tray Locking	The indicated tray is locked.	Unlock the indicated tray with the operation panel. ⇒ P.99 "Job Control Menu"
Remove Misfeed from Duplex Unit	There is a misfeed in AD380 (duplex unit).	Remove the misfed paper from AD380 (duplex unit). ⇒ P.64 "Removing Misfed Paper"
Remove Misfeed from Finisher	There is a misfeed in the finisher.	Remove the misfed paper from the finisher. ⇒ P.64 "Removing Misfed Paper"
Remove Misfeed from Mailbox	There is a misfeed in CS370 (mailbox).	Remove the misfed paper from CS370 (mailbox). ⇒ P.64 "Removing Misfed Paper"
Remove Paper From All Trays	All output trays are full.	Remove paper from output trays.
Remove Paper Finisher Tray	The finisher tray is full.	Remove paper from the finisher tray.

Messages	Description	Comments
Remove Paper from Duplex Unit	There is still paper in AD380 (duplex unit).	Remove paper from AD380 (duplex unit).
Remove Paper from Staple Tray	There is paper in the stack unit of the finisher.	Remove paper from the stack unit of the finisher. Important <input type="checkbox"/> Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper Mailbox Tray #	The CS370 (mailbox) tray # is full. # : Tray Number	Remove paper from the CS370 (mailbox) tray. Important <input type="checkbox"/> Remove the paper from output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper Shift Tray	The shift tray of the finisher is full.	Remove paper from the finisher tray. Important <input type="checkbox"/> Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper Standard Tray	The standard output tray is full.	Remove paper from the output tray. Important <input type="checkbox"/> Remove the paper from output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Replace Maintenance Kit	It is time to replace parts included in Maintenance Kit Type 270.	Replace Maintenance Kit Type 270. For more information about how to replace the kit, see the "Maintenance Kit Type 270 Replacement Guide" that comes with the kit. After replacing the kit, clean the registration rollers. ⇒ P.84 <i>"Cleaning the Registration Roller"</i>

Messages	Description	Comments
Replace PCU	It is time to replace Photo Conductor Unit Type 320.	Replace Photo Conductor Unit Type 320. ⇒ P.77 "Replacing the Photoconductor Unit"
Reset Duplex Unit Correctly	AD380 (duplex unit) is not set correctly.	Set AD380 (duplex unit) correctly.
Reset Fusing Unit Correctly	There is no fusing unit, or the fusing unit is not installed properly.	Install the fusing unit properly. For more information about the fusing unit, see the "Maintenance Kit Type 270 Replacement Guide" that comes with the kit.
Reset PCU Correctly	There is no Photo Conductor Unit Type 320, or Photo Conductor Unit Type 320 is not installed properly.	Install Photo Conductor Unit Type 320 again. For more information about Photo Conductor Unit Type 320, see the "Photo Conductor Unit Type 320 Replacement Guide" that comes with the photoconductor unit.
Resetting Job...	Resetting print job.	Wait for a while.
Reset Tray# Correctly	There is no paper tray, or the indicated tray is not set correctly. #: Tray Number  Note <input type="checkbox"/> This message appears only for the default tray. ⇒ P.99 "Job Control Parameters"	Set the tray correctly.
Setting Changed Cannot Print	The paper feed unit setting has been changed, and the sample print failed.	Configure the paper feed unit correctly, and try again.
Waiting...	Printer is waiting for the next data to print.	Wait for a while.
Warming Up...	The printer is now preparing for printing.	Wait until the printer is warmed up.

 **Note**

- If you cannot solve the problem by taking above actions, turn the power off and then back on again. If this does not clear the error message, write down the error number and the message, and contact your sales or service representative.

Getting Printer Information over the Network

Printer current status

You can check the printer's current status using telnet.

❖ **UNIX**

Use the lpq command or stat parameter of rsh, rcp, or ftp.

❖ **telnet**

Use status command.

 **Reference**

For more information, see "Remote Maintenance by telnet" in the Operating Instructions for the Network Interface Board included as a PDF file on the CD-ROM.

4


Messages	Description	Comments
Add Staples	The stapler is empty.	Replace the staple refill with a new one. ⇒ P.71 "Adding Staples"
Add Toner	The printer is out of toner.	Install a new toner bottle. ⇒ P.75 "Replacing the Toner Bottle"
Call Service Power Off On	There is a malfunction in the printer.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Call Service SC_XXX	The Service Code Number identifies the failure.	Turn the printer power off and on. If the message appears again, contact your sales or service representative.
Close Bridge Unit Cover	The cover of Bridge Unit Type 320 is open.	Close the cover of Bridge Unit Type 320.
Close Finisher Cover	The cover of the finisher is open.	Close the cover of the finisher.
Close Front Cover	The front cover is open.	Close the front cover of the printer.
Close Mailbox Cover	The cover of CS370 (mailbox) is open.	Close the cover of CS370 (mailbox) cover.
Close Right Cover	The right cover of the printer is open.	Close the right cover of the printer.
Close R-Cover at Paper Tray	Lower right cover 1 or 2 is open.	Close lower right cover 1 or 2.
Close Upper Right Cover	The upper right cover is open.	Close the upper right cover.

Messages	Description	Comments
Cls. Interchange Unit Cover	The interchange unit cover is open.	Close the interchange unit cover.
Energy Saver 1	In Energy Saver 1 mode.	Press an operation panel key or send a job from the computer to wake the printer up.
Energy Saver 2	In Energy Saver 2 mode.	Press an operation panel key or send a job from the computer to wake the printer up.
Error 30711	AD380 (duplex unit) cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30721	PS420 (paper feed unit) cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30722	Tray 1 cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30723	Tray 2 cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30724	Tray 3 cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30725	Tray 4 cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30740	The staple tray of the finisher cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 30744	The finisher cannot be used.	Use another tray to print. Contact your sales or service representative.
Error 40711	AD380 (duplex unit) cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40721	PS420 (paper feed unit) cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40722	Tray 1 cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40723	Tray 2 cannot be used.	Press [Job Reset] . Contact your sales or service representative.

Messages	Description	Comments
Error 40724	Tray 3 cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40725	Tray 4 cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40740	The staple tray of the finisher cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Error 40744	The finisher cannot be used.	Press [Job Reset] . Contact your sales or service representative.
Form Feed...	Doing form feed.	Wait for a while.
Load Bypass xx	The bypass tray is out of paper. xx : Paper Size	Load paper of the indicated paper size into the bypass tray.
	The paper size specified with the printer driver differs from the paper size specified with the operation panel.	<p>① Press [Form Feed]. If there is paper in the bypass tray, the printer starts printing. If there is no paper in the bypass tray, the following message appears on the panel display. In this case, go to next step.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Form Feed Tray 1</p> </div> <p>② Press [▼] or [▲] to select the paper tray and then press [Enter #]. The printer starts printing.</p>
Load Tray # xx	There is no paper in the indicated tray. # : Tray Number xx : Paper Size	Load paper of the indicated paper size into the indicated paper tray.
Load *** xx	There is no paper size of the indicated paper type. ***: Paper Type (plain, special, recycled) XX: Paper Size	Load paper of the indicated paper size and paper type into the tray.

Messages	Description	Comments
Low On Toner	The toner bottle is almost empty.	Prepare a new toner bottle. If the image density is too light, replace the old toner bottle with a new one. ⇒ P.75 "Replacing the Toner Bottle"
Misfeed:{location} Open Front Cover	There is a misfeed in the printer.	Remove the misfed paper from {location}. ⇒ P.64 "Removing Misfed Paper"
No Files Exist	There is no sample print file on the printer hard disk.	To confirm whether the sample print file was sent to the printer correctly, see P.85 "Sample Print".
	There is no locked print file on the printer hard disk.	To confirm whether the locked print file was sent to the printer correctly, see P.88 "Locked Print".
Offline	Printer is offline. The printer cannot accept or print out data.	If you want to put the printer online, press [On Line] .
Printing...	Printing after second the set with the sort function.	Wait for a while.
Processing...	Print data is being processed.	Wait for a while.
Processing... Please Wait	You have tried to print a sample print or locked print data while the data is being written to the printer hard disk.	Wait until the printer returns to the ready condition.
Ready	The printer is ready for printing.	—
Remove Misfeed from Duplex Unit	There is a misfeed in AD380 (duplex unit).	Remove the misfed paper from AD380 (duplex unit). ⇒ P.64 "Removing Misfed Paper"
Remove Misfeed From Finisher	There is a misfeed in the finisher.	Remove the misfed paper from the finisher. ⇒ P.64 "Removing Misfed Paper"
Remove Misfeed from Mailbox	There is a misfeed in CS370 (mailbox).	Remove the misfed paper from CS370 (mailbox). ⇒ P.64 "Removing Misfed Paper"
Remove Paper From All Trays	All output trays are full.	Remove paper from output trays.
Remove Paper Finisher Tray	The finisher tray is full.	Remove paper from the finisher tray.
Remove Paper from Duplex Unit	There is still paper in AD380 (duplex unit).	Remove paper from AD380 (duplex unit).

Messages	Description	Comments
Remove Paper from Staple Tray	There is paper in the stack unit of the finisher.	Remove paper from the stack unit of the finisher. Important <input type="checkbox"/> Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper Mailbox Tray #	The CS370 (mailbox) tray # is full. #: Tray Number	Remove paper from the CS370 (mailbox) tray. Important <input type="checkbox"/> Remove the paper from output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper Shift Tray	The shift tray of the finisher is full.	Remove paper from the finisher tray. Important <input type="checkbox"/> Remove the paper from the output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Remove Paper Standard Tray	The standard output tray is full.	Remove paper from the output tray. Important <input type="checkbox"/> Remove the paper from output tray before it becomes full. If you leave paper in the output tray, it can cause a paper misfeed.
Replace Maintenance Kit	It is time to replace parts included in Maintenance Kit Type 270.	Replace Maintenance Kit Type 270. For more information about how to replace the kit, see the "Maintenance Kit Type 270 Replacement Guide" that comes with the kit. After replacing the kit, clean the registration rollers. ⇒ P.84 "Cleaning the Registration Roller"
Replace PCU	It is time to replace Photo Conductor Unit Type 320.	Replace Photo Conductor Unit Type 320. ⇒ P.77 "Replacing the Photoconductor Unit"

Messages	Description	Comments
Reset Duplex Unit Correctly	AD380 (duplex unit) is not set correctly.	Set AD380 (duplex unit) correctly.
Reset Fusing Unit Correctly	There is no fusing unit, or the fusing unit is not installed properly.	Install the fusing unit properly. For more information about the fusing unit, see the "Maintenance Kit Type 270 Replacement Guide" that comes with the kit.
Reset PCU Correctly	There is no Photo Conductor Unit Type 320, or Photo Conductor Unit Type 320 is not installed properly.	Install Photo Conductor Unit Type 320 again. For more information about Photo Conductor Unit Type 320, see the "Photo Conductor Unit Type 320 Replacement Guide" that comes with the photoconductor unit.
Resetting Job...	Resetting print job.	Wait for while.
Reset Tray# Correctly	There is no paper tray, or the indicated tray is not set correctly. # : Tray Number  Note <input type="checkbox"/> This message appears only for the default tray. => P.99 "Job Control Parameters"	Set the tray correctly.
Waiting...	Printer is waiting for the next data to print.	Wait for a while.
Warming Up...	The printer is now preparing for printing.	Wait until the printer is warmed up.

Printer configuration

You can check the printer's current status using telnet.

❖ UNIX

Use the info parameter of rsh, rcp, or ftp.

❖ telnet

Use the info command.

Note

- "*" (asterisk) prefixes the current setting.
- Items marked by *1 - *5 are explained in the following tables.

4

Item	Description
Input Tray	
No.	ID number of the paper tray
Name	Name of the paper tray* ¹
Page Size	Paper size loaded in the paper tray* ²
Status	Current status of the paper tray* ³
Output Tray	
No.	ID number of the output tray
Name	Name of the output tray (Fixed to "Standard")* ⁴
Status	Current status of the output tray (Fixed to "Normal")* ⁵
Emulation	
No.	ID number of the emulation used by the printer
Name	Name of the emulation used in the printer
Version	Version of the emulation
Program	
No.	ID number of the program
Name	Name of the program (Fixed to blank.)

❖ *1 Input Tray: Name

Name	Description
Tray1	Standard tray (upper)
Tray2	Standard tray (lower)
Tray3	1000-sheet paper feed unit (upper), 2000-sheet paper feed unit
Tray4	1000-sheet paper feed unit (lower)
Bypass Tray	Bypass tray

❖ *2 Input Tray: Page Size

Paper size	Description
A3(297x420)	A3 (short-edge feed direction)
A4(297x210)	A4 (long-edge feed direction)
A4(297x210)	A4 (short-edge feed direction)
A5(210x148)	A5 (long-edge feed direction)
A5(148x210)	A5 (short-edge feed direction)
A6(105x148)	A6 (short-edge feed direction)
B4 JIS(257x364)	B4 (short-edge feed direction)
B5 JIS(257x182)	B5 (long-edge feed direction)
B5 JIS(182x257)	B5 (short-edge feed direction)
11 x 17	11"×17" (short-edge feed direction)
8 1/2 x 14	8 ¹ / ₂ "×14" (short-edge feed direction)
11 x 8 1/2	8 ¹ / ₂ "×11" (long-edge feed direction)
8 1/2 x 11	8 ¹ / ₂ "×11" (short-edge feed direction)
8 1/2 x 5 1/2	5 ¹ / ₂ "×8 ¹ / ₂ " (long-edge feed direction)
5 1/2 x 8 1/2	5 ¹ / ₂ "×8 ¹ / ₂ " (short-edge feed direction)
10 1/2 x 7 1/4	7 ¹ / ₄ "×10 ¹ / ₂ " (long-edge feed direction)
7 1/4 x 10 1/2	7 ¹ / ₄ "×10 ¹ / ₂ " (short-edge feed direction)
8 x 13	8"×13" (short-edge feed direction)
8 1/4 x 13	8 ¹ / ₄ "×13" (short-edge feed direction)
8 1/2 x 13	8 ¹ / ₂ "×13" (short-edge feed direction)
4 1/8 x 9 1/2	Com#10 Env (short-edge feed direction)
C6 Env(114x162)	C6 Env (short-edge feed direction)
C5 Env(162x229)	C5 Env (short-edge feed direction)
DL Env(110x220)	DL Env (short-edge feed direction)
3 7/8 x 7 1/2	Monarch Env (short-edge feed direction)
Custom Size	Custom size
8K(267x390)	8K (short-edge feed direction)
16K(267x195)	16K (long-edge feed direction)
16K(195x267)	16K (short-edge feed direction)
**	The paper size is not selected

❖ ***3 Input Tray: Status**

Status	Description
Normal	—
PaperEnd	There is no paper in the paper tray
NoTray	There is no paper tray
Error	Other error

❖ ***4 Output Tray: Name**

Name	Description
Standard Tray	Standard tray
PrintPostTray1-4	Mailbox tray 1-4
Finisher Tray	Finisher tray

❖ ***5 Output Tray: Status**

Status	Description
Normal	—
Paperexist	There is paper in the output tray
OverFlow	The output tray is full

Printer Does Not Print

Possible Cause	Solutions
Is the power on?	If not, confirm that the power cord is securely plugged into the power outlet and the printer. Turn on the printer power. For more information about the settings, see the Setup Guide.
Does the On Line indicator stay on?	If not, press [On Line] to make it light up.
Does the Error indicator stay red?	If so, check the error message on the panel display and take the required action. ⇒ P.41 "Error & Status Messages on the Operation Panel"
Is the paper set?	Load paper into the paper tray. ⇒ P.31 "Loading Paper and Other Media"
Is the selected paper size correct?	Set the selected paper size in any of the input trays. Adjust the paper size dial to match the size and feed direction of the paper in the paper tray.
Is the selected paper type correct?	Set the selected paper type in any of the input trays. Adjust the paper type with the operation panel.
Can you print a configuration page?	If you cannot print a configuration page, it probably indicates printer malfunction. You should contact your sales or service representative. If you can print a configuration page but cannot get the printer to print when you issue a print command from the computer, it probably means there is a problem with the computer. Also keep it in mind that large, complex data might take long time for printer process.
Is the interface cable between the printer and the computer connected securely?	Connect the interface cable correctly. If there are any connectors or screws, confirm they are fastened securely. For more information about the settings, see the Setup Guide.
Are you using a correct interface cable?	The type of interface cable you should use depends on the computer. Be sure to use the correct one. ⇒ P.116 "Specifications" If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the power switch?	Connect the interface cable before turning on the power switch.

Possible Cause	Solutions
<p>If you print using the PostScript driver on a network, data is received by the printer, but is not printed.</p>	<ul style="list-style-type: none"> <li data-bbox="481 208 1219 311"> <p>❖ Windows 95/98/Me On the [PostScript] tab of the Printer Properties, click [Advanced] and then clear both [Send CTRL+D before job] and [Send CTRL+D after job].</p> <li data-bbox="481 334 1219 436"> <p>❖ Windows 2000 On the [Device Settings] tab of the Printer Properties, select [No] for both [Send CTRL-D Before Each Job:] and [Send CTRL-D After Each Job:].</p> <li data-bbox="481 459 1219 587"> <p>❖ Windows NT 4.0 Open the [Advanced] tab of the Printer Properties. From [PostScript Options], select [No] for both [Send CTRL-D Before Each job:] and [Send CTRL-D After Each job:].</p>

Possible Cause	Solutions
If you print using the PostScript driver, printing does not start or is interrupted.	<p>The data is cleared when the Job Timeout period is exceeded.</p> <ul style="list-style-type: none"> ❖ Windows 95/98/Me Set a longer [Job Timeout] period with the [PostScript] tab of the Printer Properties. ❖ Windows 2000 Set a longer [Job Timeout:] period with the [Device Settings] tab of the Printer Properties. ❖ Windows NT 4.0 Set a longer [Job Timeout] period with the [Device Settings] tab of the Printer Properties. ❖ Macintosh Set a longer [Job Timeout] period.
	<p>A PostScript error might occur if there is not enough memory in the printer, or there are errors in the print data sent to the printer.</p> <ul style="list-style-type: none"> • Print a configuration page to configure the memory size and confirm the memory size is max or not. • If the memory size is not the maximum, increasing the memory may solve this problem. Install Memory Unit TypeB. Otherwise you should contact your sales or service representative. For more information about the memory, see P.113 "Functions That Require Options".
	<p>The print job might be reset. Do the following.</p> <ul style="list-style-type: none"> • Confirm that you have selected the correct printer driver. Try printing again. • Set a longer Wait Timeout. ❖ Windows 95/98/Me Set a longer [Wait Timeout] period with the [PostScript] tab of the Printer Properties. ❖ Windows 2000 Set a longer [Wait Timeout:] period with the [Device Settings] tab of the Printer Properties. ❖ Windows NT 4.0 Set a longer [Wait Timeout] period with the [Device Settings] tab of the Printer Properties. ❖ Macintosh You can specify a longer "I/O Timeout" period on the operation panel. ⇒ P.93 "Using the Operation Panel"

Possible Cause	Solutions
Is the Data In indicator blinking or lit after starting the print job when using the PCL printer driver?	<p>If the Data In indicator stays off, data is not being sent to the printer, or the printer may be resetting the print job because there was a long delay in receiving the data from the computer.</p> <ul style="list-style-type: none"> ❖ If the printer is using "I/O Timeout" Increase the value of the "I/O Timeout" setting of "System" of "Job Control". ⇒ P.93 "Using the Operation Panel" ❖ If the printer is connected to the computer using the parallel cable Confirm that the printer port settings are correct. For a parallel port connection, port LPT1 or LPT2 should be set. For more information about the printer port settings, see the note after this table. ❖ Network connection Contact your network administrator.

If you cannot solve the problem by taking the above actions, contact your sales or service representative.

 **Note**

□ The following procedure describes how to configure the printer port settings.

- **Windows 95/98/Me**

- ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
- ② Click the icon of the printer. Next, on the **[File]** menu, click **[Properties]**.
- ③ Click the **[Details]** tab.
- ④ Check the **[Print to the following port:]** list to confirm the correct port is selected.

- **Windows 2000**

- ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
- ② Click the icon of the printer. Next, on the **[File]** menu, click **[Properties]**.
- ③ Click the **[Port]** tab.
- ④ Confirm that the correct port is selected.

- **Windows NT 4.0**

- ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
- ② Click the icon of the printer. Next, on the **[File]** menu, click **[Properties]**.
- ③ Click the **[Port]** tab.
- ④ Confirm that the correct port is selected.


- **Macintosh**

- ① Click **[Apple Menu]**, point to **[Control Panels]**, and then select **[Apple Talk]**.
- ② Confirm that **[Ethernet]** is selected in the **[connect via:]** list.

Other Printing Problems

Status	Possible Causes, Descriptions, and Solutions
The area on the page that should be white or free of toner is a hazy gray.	Adjust the image density correctly. ⇒ P.93 <i>"Using the Operation Panel"</i>
The edge of the paper is hazy gray.	If paper is curled, correct it. Replace with corrected paper.
	If you start printing on wide paper after printing on many narrow pages, the edge of the paper may be hazy gray. In this case, print two or three pages to check that paper is not dirty.
The back of the printed output is hazy gray.	Check if the size selected with the paper tray dial matches that selected with the operation panel. If not, select the correct size that matches the size and feed direction of the paper loaded in the tray. If you print something after printing on the paper whose size is smaller than the actual document size, the back of the next output might be hazy gray. ⇒ P.31 <i>"Loading Paper and Other Media"</i>
Image quality varies when printing on thick paper or on OHP transparencies.	Switch to "Non-Standard Paper" mode by switching the lever inside of tray 2. ⇒ P.34 <i>"Loading Thick Paper, Envelopes or OHP Transparencies"</i>
Print image is too light.	Make the image density darker. ⇒ P.93 <i>"Using the Operation Panel"</i>
	If Toner Saving mode is selected using the printer driver, the whole image gets lighter. See the printer driver's Help.
Print image is too dark.	Make the image density lighter. ⇒ P.93 <i>"Using the Operation Panel"</i>
Some parts of the print image are not clear.	Due to a sudden change in temperature, condensation might appear inside the printer, and reduce the print quality. If this occurs when you move the printer from a cold room to a warmer room, do not use the printer until it acclimatizes to the temperature.
Multiple pages are fed through the printer at once.	Clean the friction pad, if it is dirty. ⇒ P.82 <i>"Cleaning the Friction Pad"</i>
	Clean the pad inside of the tray, if it is dirty. ⇒ P.83 <i>"Cleaning the Pad inside of the Tray"</i>
Image is printed on the reverse side of the paper.	Set the paper upside down.

Status	Possible Causes, Descriptions, and Solutions
Paper misfeeds occur frequently.	Check the paper size settings. The size selected with the paper size dial might be different from the actual paper size. Make the correct dial setting. ⇒ P.31 <i>“Loading Paper and Other Media”</i>
	Use the recommended paper. Avoid using curled, folded, or wrinkled paper, perforated paper, or glossy paper. ⇒ P.26 <i>“Paper Recommendations”</i>
	Confirm that the side guides and the rear guide of the paper tray are set in place. ⇒ P.31 <i>“Loading Paper and Other Media”</i>
	Clean the friction pad and the paper feed roller, if they are dirty. ⇒ P.82 <i>“Cleaning the Friction Pad”</i> and P.80 <i>“Cleaning the Paper Feed Roller”</i>
The operation panel error message stays on after removing the misfed paper.	Open the front cover of the printer and then close it. Be sure to close the lower vertical paper feed cover. ⇒ P.64 <i>“Removing Misfed Paper”</i>
The desired tray is not used for the output.	Check the paper size settings. The size selected with the paper size dial might be different from the actual paper size. Make the correct dial setting. ⇒ P.31 <i>“Loading Paper and Other Media”</i>
	When you are using a Windows operating system, the printer driver settings overrides those selected using the operation panel. Select the desired output tray using the printer driver. See the printer driver's Help.
The printout is different from the image on the computer screen.	When you use some features, such as enlargement and reduction, the layout of the image might be different from that shown in the computer screen. Before printing, use the print preview to see how the page will look when printed. If necessary, adjust the settings.
It takes too much time to start printing.	The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, the data processing is being done. Just wait until it resumes.
	Energy Saver mode might be enabled. In Energy Saver mode, it takes time for the printer to warm up. ⇒ P.93 <i>“Using the Operation Panel”</i>
Image is printed in the wrong orientation.	Select the correct orientation under <i>“PCL Menu”</i> with the operation panel. ⇒ P.93 <i>“Using the Operation Panel”</i>
Part of the image cannot be printed.	A paper size which is smaller than that selected in the application is used for printing. Load the correct size of paper. If you cannot select the paper size selected in the application, make use of the zooming features. See the printer driver's Help.
Network configurations you have made do not become effective.	Print a network configuration page and then check the configuration of the Network Interface Board. For how to print the page, see P.93 <i>“Using the Operation Panel”</i> .

Status	Possible Causes, Descriptions, and Solutions
The output from the finisher is curled and a paper misfeed has occurred with the finisher.	A paper misfeed may have occurred because of curled paper in the output tray. If the paper output is curled, remove the paper from the paper tray and load it again after turning it over.
Windows 95/98/Me/2000/NT 4.0: The computer does not recognize the installed printer options.	<p>If the connection to the printer is not bidirectional, the computer cannot automatically recognize the installed printer options.</p> <p>Options might not be configured correctly. In this case specify which options you have installed using the printer driver.</p> <p> Reference</p> <p>For more information about configuring options for the printer driver, see “Installing the PCL 6/5e Printer Driver”, “Installing the PostScript Printer Driver” in the Setup Guide.</p>

 **Note**

- If you cannot solve the problem by taking the above actions, contact your sales or service representative.

Removing Misfed Paper

When a paper misfeed occurs, an error message appears on the panel display. The procedure you should follow to remove the misfed paper depends on the location of the misfeed, which is indicated on the panel display.

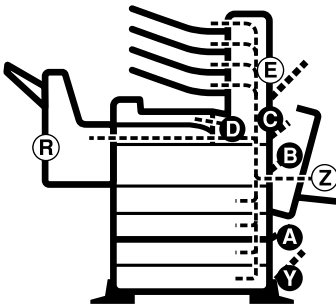
⚠ CAUTION:

- When removing misfed paper, do not touch the fusing section because it becomes very hot.

4

🔧 Important

- ❑ More than one misfed area might be indicated. In this case, check every applicable area. See the following illustration.



ZAEY060E

The symbols "E", "R" and "Z" in the illustration above are not used in the error message. They are substituted as follows:

- E ⇒ mailbox
- R ⇒ finisher
- Z ⇒ duplex unit

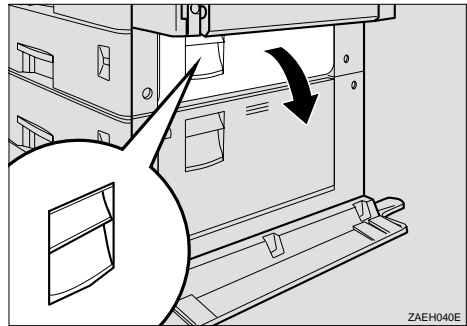
- ❑ If paper continues to misfeed, check the following points.
 - Confirm that the setting of the paper size dial matches the size and feed direction of the paper loaded in the paper tray.

- Confirm that the paper tray guides are set in place.
- Confirm that the top of the stack is not higher than the limit mark indicated on the tray guide.

- ❑ If a paper misfeed still occurs, contact your sales or service representative.
- ❑ Do not leave any torn paper scraps within the printer.

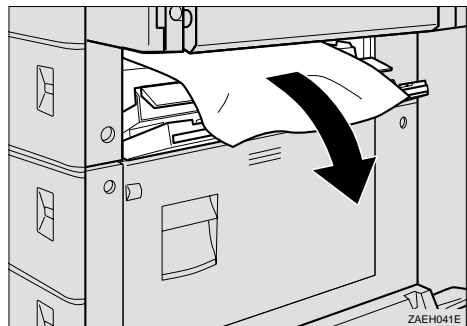
When "Misfeed: A" Appears

- 1 Open lower right cover 1.



ZAEH040E

- 2 Remove the misfed paper from inside of lower right cover 1.



ZAEH041E

📌 Note

- ❑ If no misfed paper can be seen inside the cover, slide out the paper tray and check the loaded paper, and then return the tray.

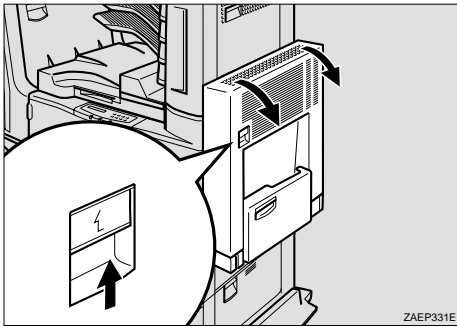
3 Close lower right cover 1.

Note

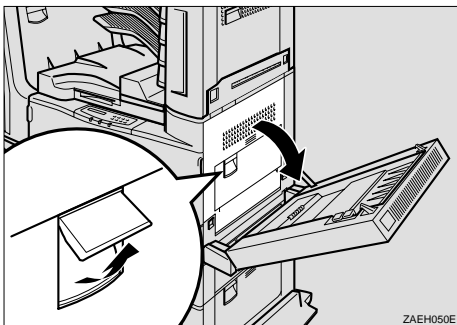
- Close the cover by pushing the center area of the cover.

When "Misfeed: B" Appears

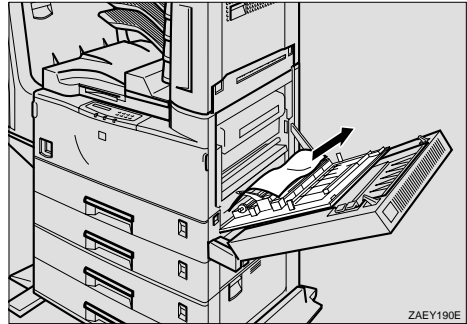
1 Open the duplex unit by lifting the catch.



2 Open the right cover by lifting the catch.

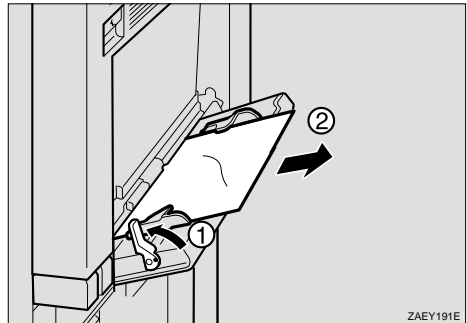


3 Remove the misfed paper from inside of the right cover.



4 Close the right cover before closing the duplex unit.

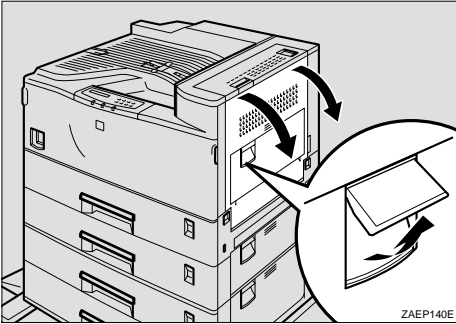
5 If the misfed paper is inside of the bypass tray, while lifting the paper guide lever (1), remove the misfed paper (2).



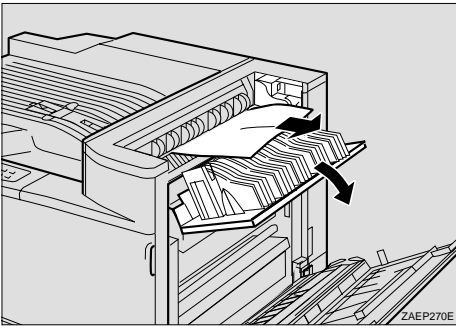
When "Misfeed: C" Appears

When the interchange unit is not installed

- 1 Open the right cover by lifting the catch.



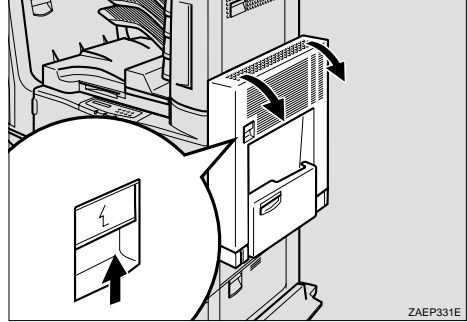
- 2 Open the upper right cover by pulling the handle, and remove the misfed paper.



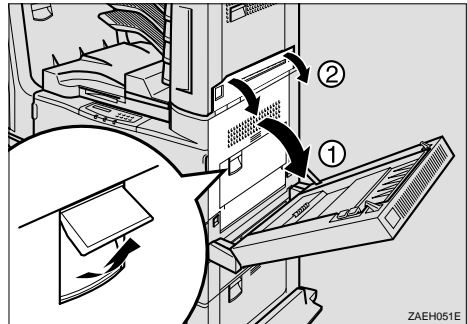
- 3 Close the upper right cover before closing the right cover.

When the interchange unit is installed

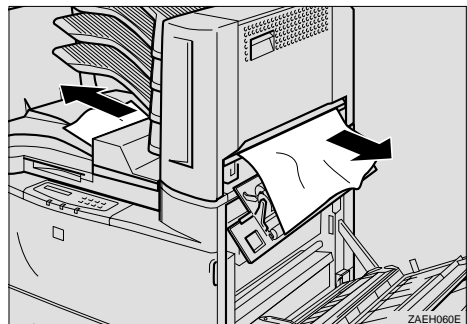
- 1 Open the duplex unit by lifting the catch.



- 2 Open the right cover by lifting the catch (1), and open the upper cover of the interchange unit by pulling the handle (2).



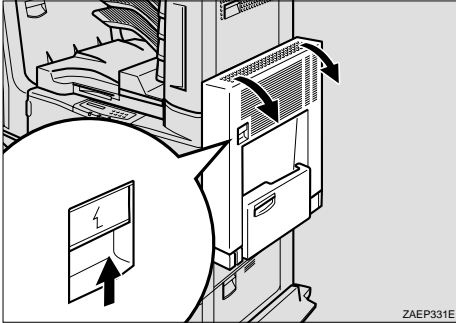
- 3 Remove the misfed paper.



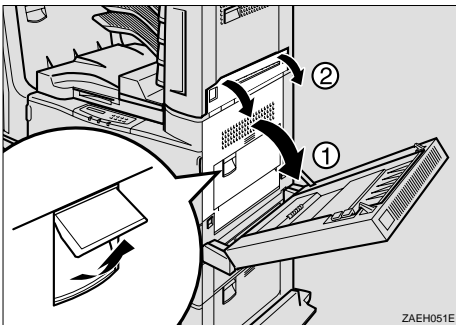
- 4 Close the covers in the following order: the upper cover of the interchange unit, the right cover, and the duplex unit.

When "Misfeed: D" Appears

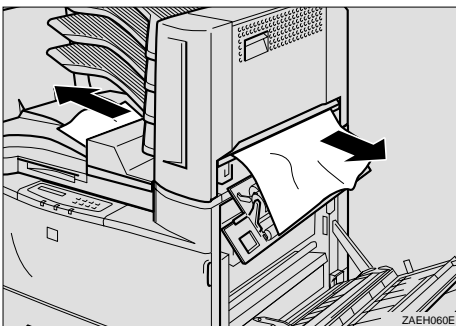
- 1 Open the duplex unit by lifting the catch.



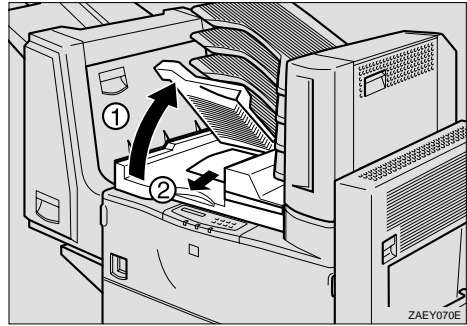
- 2 Open the right cover by lifting the catch (1), and open the upper cover of the interchange unit by pulling the handle (2).



- 3 Remove the misfed paper.

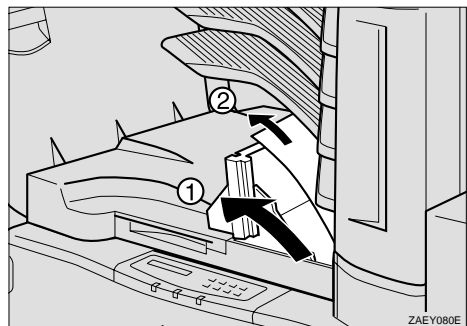


- 4 If the misfed paper was not removed in step 3, open the upper cover of the bridge unit (1), and remove the misfed paper (2).



- 5 Close the upper cover of the bridge unit.

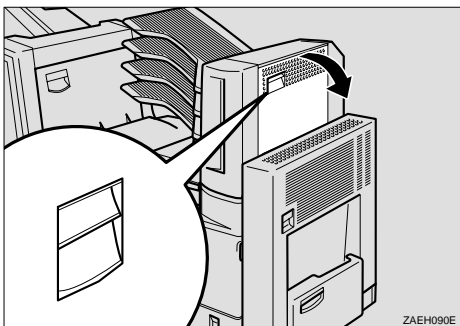
- 6 If the misfed paper was not removed in step 4, open the right cover of the bridge unit (1), and remove the misfed paper (2).



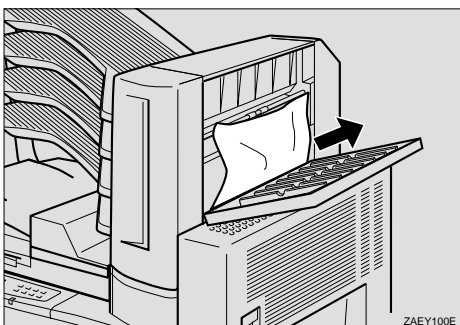
- 7 Close the covers in the following order: the right cover of the bridge unit, the upper cover of the interchange unit, the right cover of the printer, and the duplex unit.

When "Remove Misfeed from Mailbox" Appears

- 1 Open the cover of the mailbox.



- 2 Remove the misfed paper.

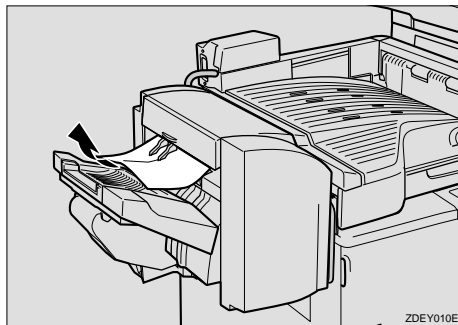


- 3 Close the cover of the mailbox.

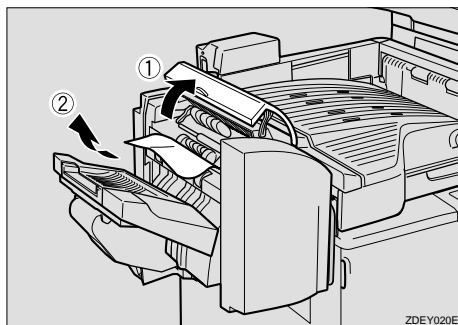
When "Remove Misfeed From Finisher" Appears

SR510 (500-sheet finisher)

- 1 Remove the misfed paper inside of the finisher tray.



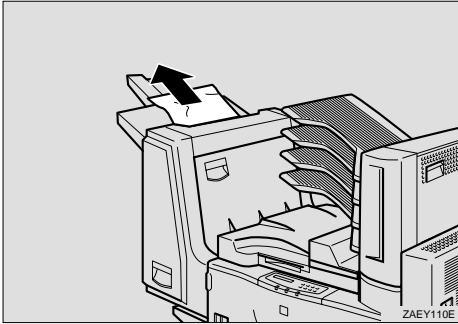
- 2 If the misfed paper was not removed in step 1, open the upper cover of the finisher (1) and remove the misfed paper (2).



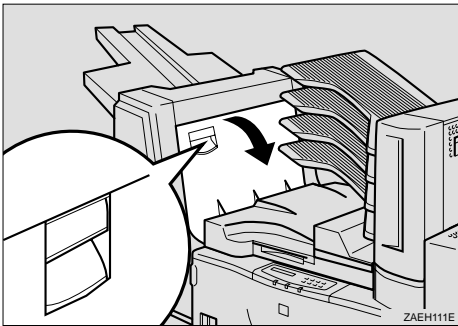
- 3 Close the upper cover of the finisher.

SR720 (1000-sheet finisher)

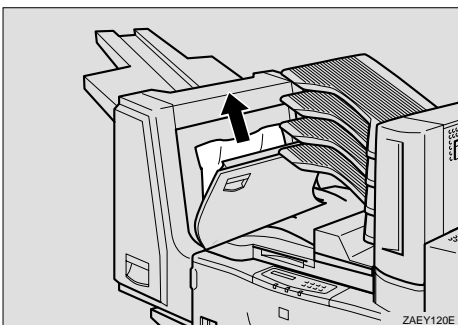
- 1** Remove the misfed paper inside of the finisher tray.



- 2** If the misfed paper was not removed in step 1, open the right cover of the finisher.

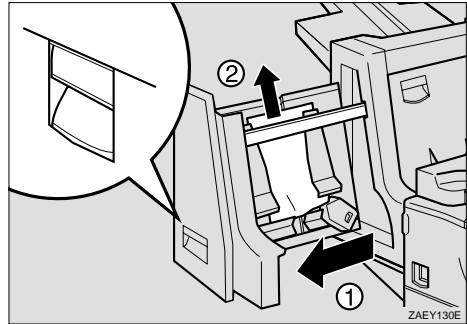


- 3** Remove the misfed paper.



- 4** Close the right cover of the finisher.

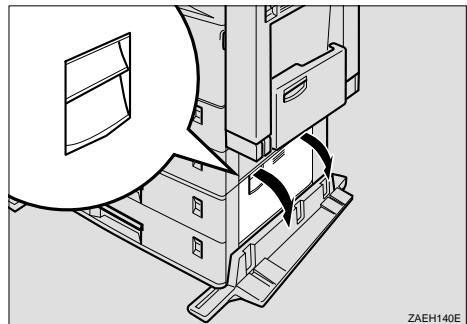
- 5** If the misfed paper was not removed in step 3, open the front cover of the finisher (1), and remove the misfed paper (2).



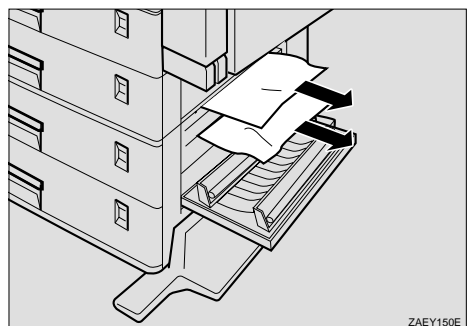
- 6** Close the front cover of the finisher.

When "Misfeed: Y" Appears

- 1** Open lower right cover 2.



- 2** Remove the misfed paper inside of the cover.

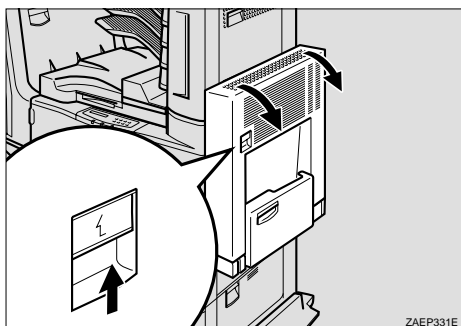


- 3** Close lower right cover 2.

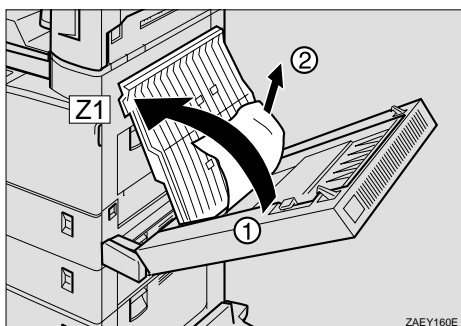
When "Remove Misfed from Duplex Unit" Appears

- 4** Close cover Z2, and then cover Z1.
- 5** Close the duplex unit.

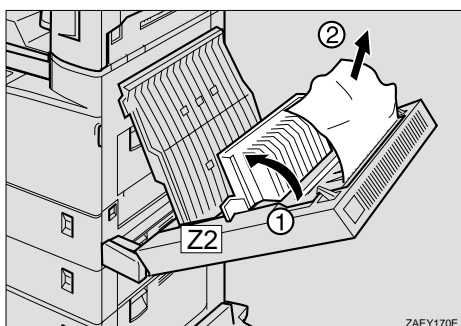
- 1** Open the duplex unit by lifting the catch.



- 2** While lifting the lever, lift cover Z1 (①), and remove the misfed paper (②).



- 3** If the misfed paper was not removed in step 2, while lifting the lever, lift cover Z2 (①), and remove the misfed paper (②).



Adding Staples

When “Add Staples” appears on the panel display, the staples have run out. Follows these steps to add a new staple refill.

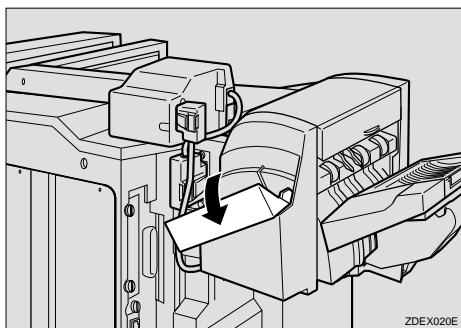
Note

- ❑ After adding the staple refill, staples might not be ejected for the first few times.

1 Remove the empty cartridge.

SR510 (500-sheet finisher)

1 Open the rear cover of the finisher.

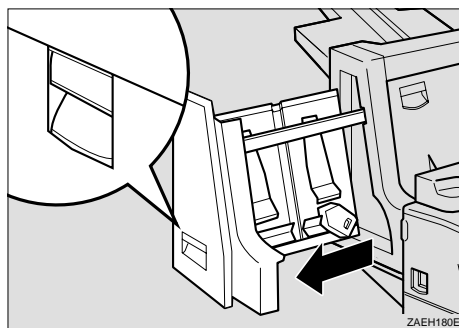


2 Remove the empty cartridge.

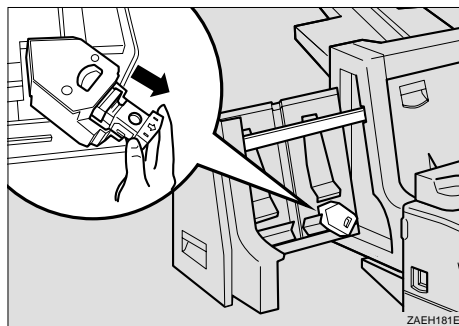


SR720 (1000-sheet finisher)

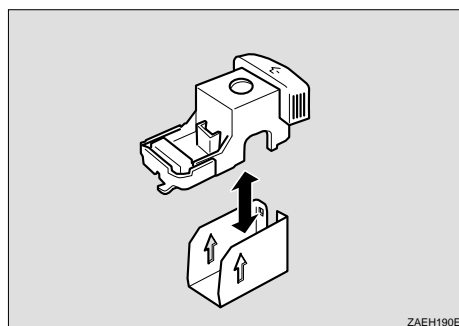
1 Open the front cover of the finisher.



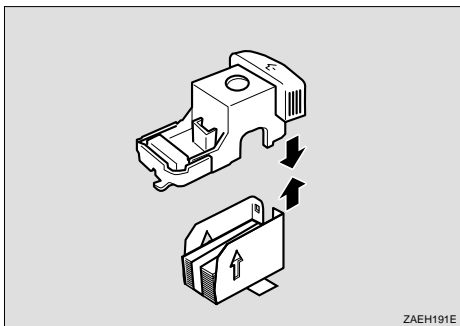
2 Remove the empty cartridge.



2 Remove the empty refill case as shown in the illustration.



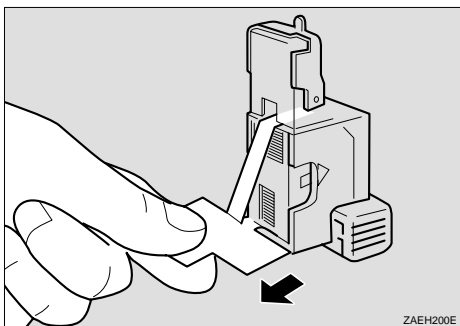
- 3** Align the arrows on the new refill case and the cartridge, and push the new refill case in until it clicks.



Note

- Do not remove the ribbon for bundling staples, before installing the cartridge.

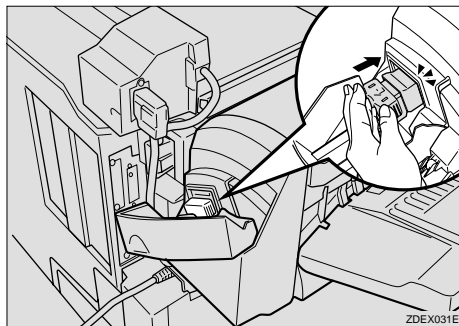
- 4** Pull out the ribbon used for bundling staples.



- 5** Reinstall the cartridge.

SR510 (500-sheet finisher)

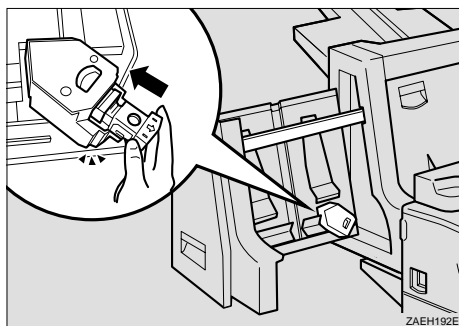
- 1** Reinstall the cartridge. It should click into place.



- 2** Close the rear cover of the finisher.

SR720 (1000-sheet finisher)

- 1** Reinstall the cartridge. It should click into place.



- 2** Close the front cover of the finisher.

Removing Jammed Staples

If staples do not eject properly, they might be jammed.

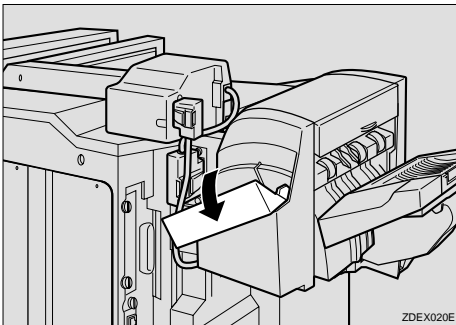
Note

- ❑ Staples might jam because of curled paper. In this case, try turning the paper over in the tray.
- ❑ After removing the jammed staples, staples might not be ejected for the first few times.

1 Remove the cartridge.

SR510 (500-sheet finisher)

1 Open the rear cover of the finisher.

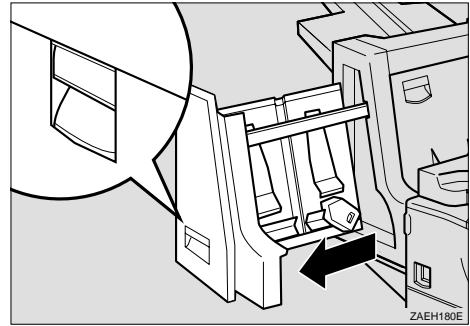


2 Remove the cartridge.

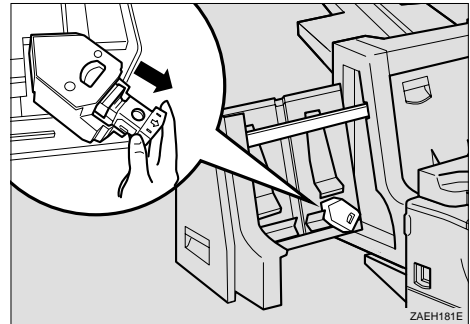


SR720 (1000-sheet finisher)

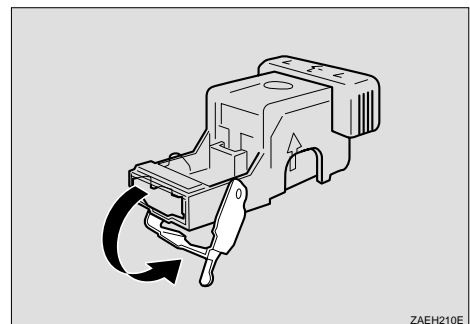
1 Open the front cover of the finisher.



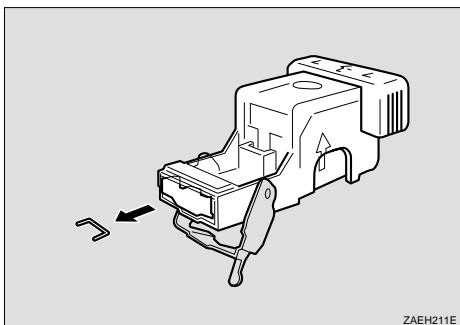
2 Remove the cartridge.



2 Open the face plate of the cartridge.



3 Remove the jammed staples.



4 Close the face plate of the cartridge.

5 Reinstall the cartridge.

SR510 (500-sheet finisher)

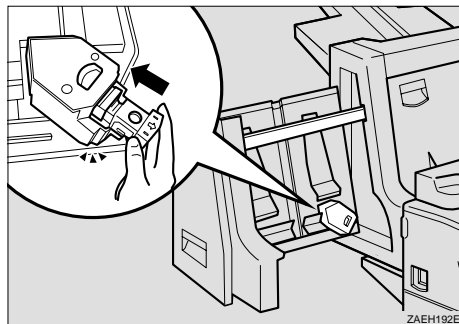
1 Reinstall the cartridge. It should click into place.



2 Close the rear cover of the finisher.

SR720 (1000-sheet finisher)

1 Reinstall the cartridge. It should click into place.



2 Close the front cover of the finisher.

Replacing the Toner Bottle

⚠ **WARNING:**

- **Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.**
- **Disposal should take place at an authorized dealer or an appropriate collection site.**
- **If you dispose of the used toner containers yourself, dispose of them according to local regulations.**

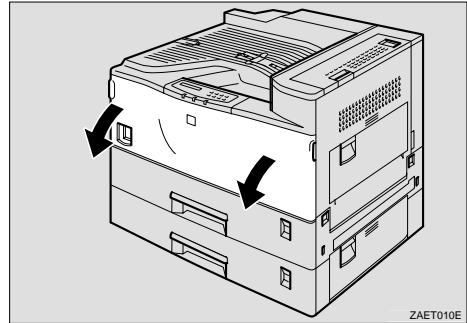
⚠ **CAUTION:**

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn injury.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and the toner cartridge out of reach of children.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those provided by an authorized dealer.*

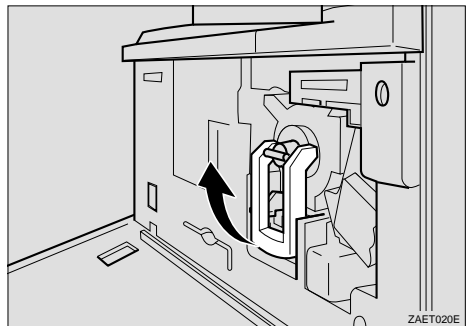
📌 **Note**

- ❑ With the printer still on, follow the procedure below.

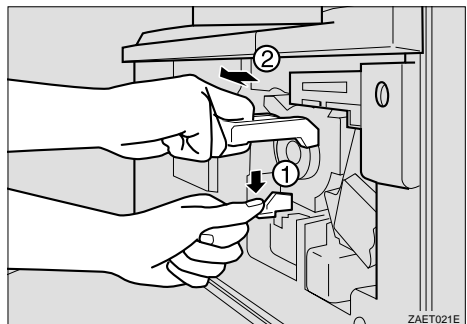
1 Open the front cover.



2 Lift the green handle.



3 While pushing the green lever (1), hold the handle and slide the toner holder out slightly (2).

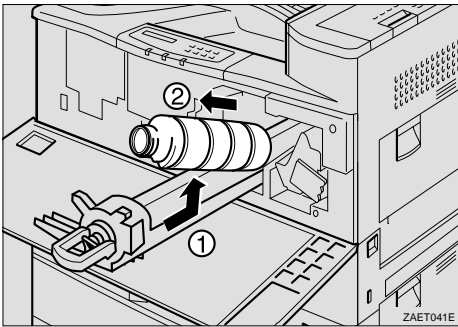


4 Release the green lever and gently slide the toner holder out until it stops.

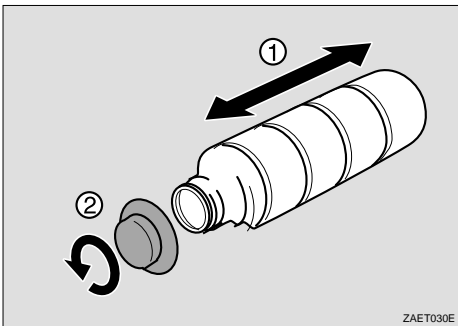
Important

If you continue to push the green lever to slide the toner holder, the toner holder might be dropped.

5 Press the toner bottle backward to raise its head (①), then gently pull out the bottle (②).



6 Move the new toner bottle back and forth about five or six times (①), and remove the black cap of the new toner bottle by turning it counterclockwise (②).



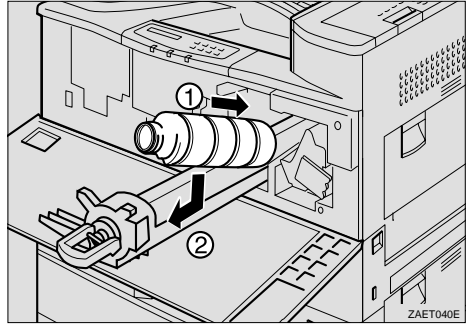
Important

Do not remove the inside cap.

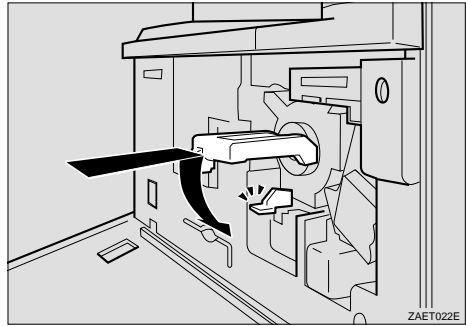
Note

After removing the black cap from the bottle, toner can scatter easily. Do not shake or jar the bottle.

7 Put the toner bottle on the printer side of the toner holder (①), then push its head downwards to lock it in place (②).



8 Slide the toner holder into the printer until it clicks into place, and push down the green handle.



9 Close the front cover.

Replacing the Photoconductor Unit

Preparation

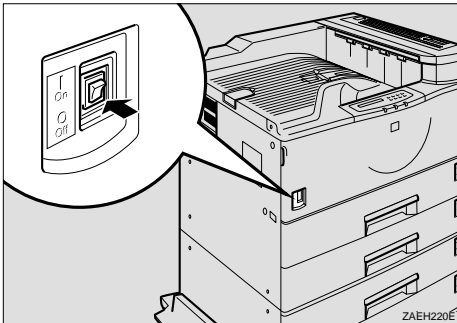
The photoconductor unit comes with the supplies required to maintain the printer.

If "Replace PCU" appears on the panel display, replace the photoconductor unit.

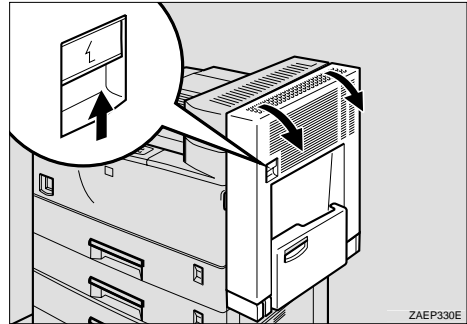
⚠ WARNING:

- **Do not incinerate the used photoconductor unit. Toner dust might ignite when exposed to an open flame.**
- **Disposal should take place at an authorized dealer or an appropriate collection site.**
- **If you dispose of the used parts yourself, dispose of them according to local regulations.**

1 Turn off the printer.



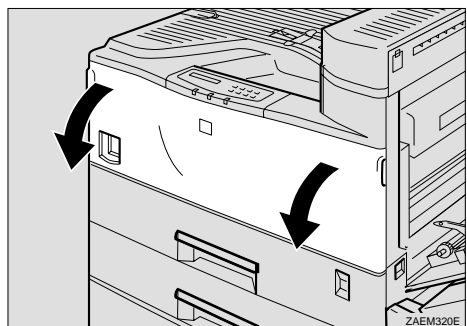
2 If the duplex unit is installed, open the duplex unit by lifting the catch.



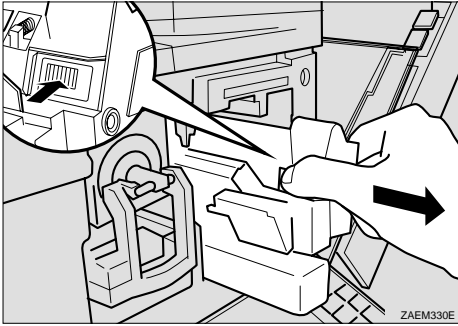
3 Open the right cover of the printer by lifting the catch.



4 Open the front cover.

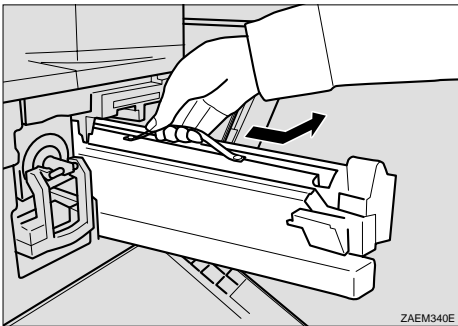


- 5** While pressing the green button, slide the photoconductor unit out until it stops.



4

- 6** Raise the green handle and slide the photoconductor unit out towards you.



Important

- Do not tilt or drop the removed photoconductor unit. Moving the unit abruptly can scatter toner.
- While the photoconductor unit is removed, do not change the toner.

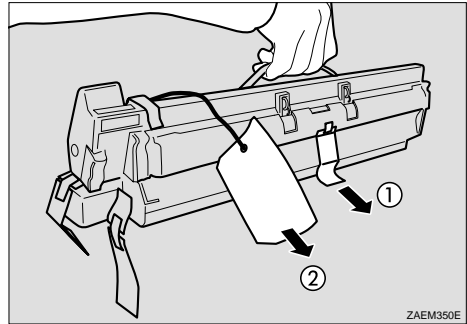
- 7** Take the new photoconductor unit from the box and remove the plastic bag, holding the handle.

Important

- Do not drop or damage the removed photoconductor unit.
- Do not touch the side of the photoconductor unit.

- 8** Put the photoconductor unit removed in step 6 into the plastic bag emptied in step 7, keeping the unit at the same angle as when it was installed. Then, zip the plastic bag.

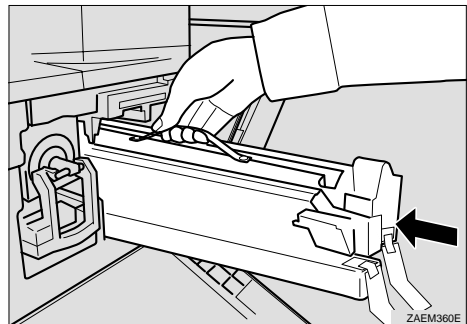
- 9** Remove the two red sheets from the photoconductor unit in the order shown in the illustration.



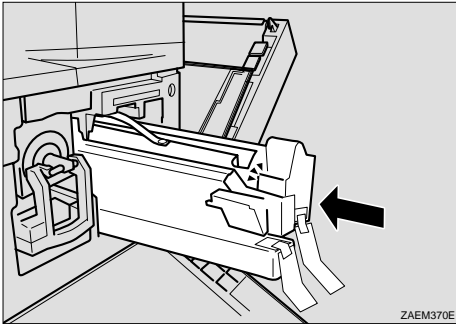
Important

- Remove the photoconductor unit keeping the unit parallel to the ground as shown in the illustration or the toner in the unit might scatter.
- Do not touch the inside of the unit or the green parts, after the black protection sheet is removed.

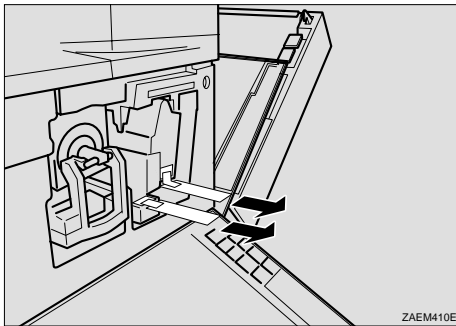
- 10** Align the new photoconductor unit onto the rail of the printer. Slide the unit all the way into the printer.



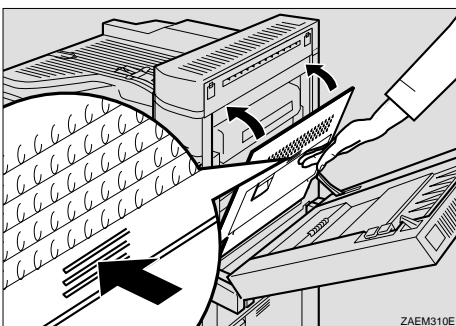
- 11** Push the unit into the printer unit it clicks into place.



- 12** Remove the red sheet from the photoconductor unit and remove the two pieces of tape.



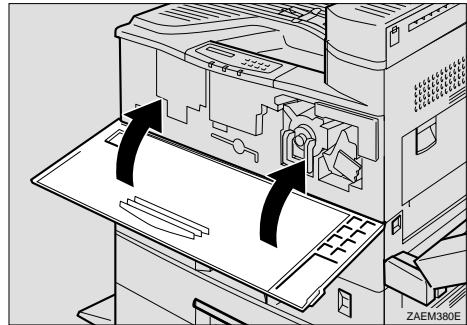
- 13** Close the right cover of the printer.



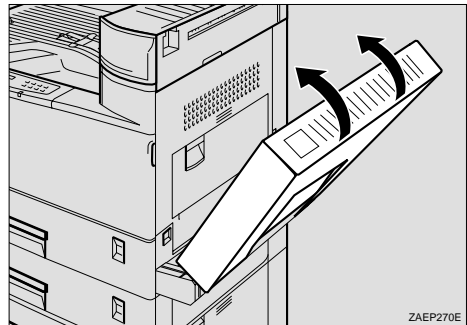
Note

- If the right cover of the printer cannot be closed, it means that the photoconductor unit has not been properly installed. Slide the photoconductor unit out and push it into the printer again until it clicks into place.

- 14** Close the front cover.



- 15** If the duplex unit is installed, close the duplex unit.



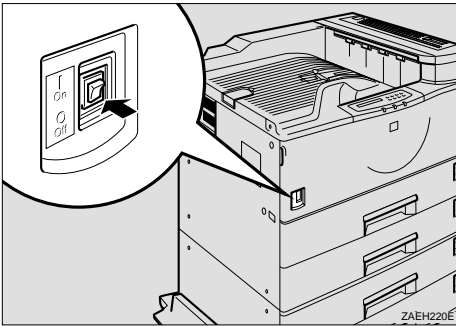
- 16** Turn on the printer.

After one minute, the display appears.

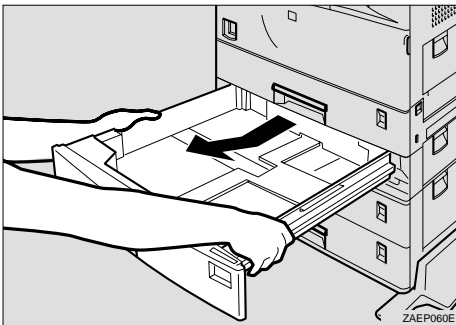
Cleaning the Paper Feed Roller

If the paper feed rollers are dirtied by powdered paper, paper might not feed correctly, or misfeeds might occur. In this case, clean the paper feed rollers. Follow these steps to clean the paper feed rollers of standard tray 1 and tray 2.

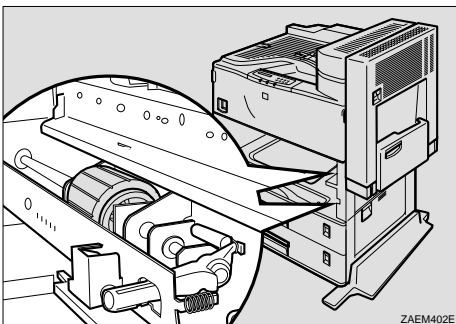
1 Turn off the printer.



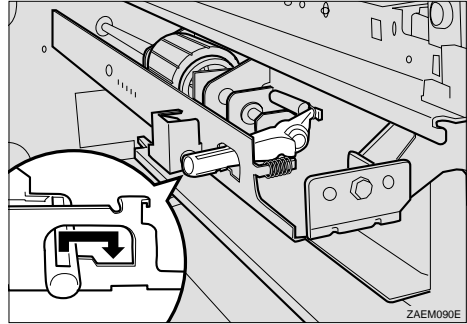
2 Slide tray 1 and tray 2 out until they stop. Raise the front end slightly and pull the trays forward.



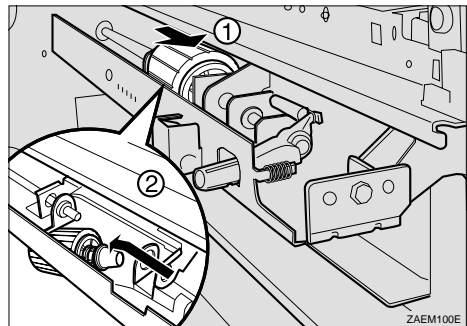
Confirm the position of the paper feed rollers as shown illustration.



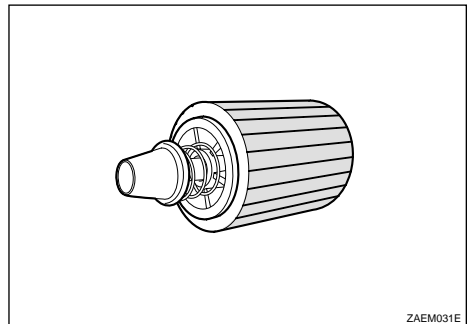
3 Raise slightly and pull the green lever attached to the paper feed rollers inside the printer on the lower right side.



4 Pull the paper feed roller towards you (1), push it in a diagonally downward direction and remove it (2).



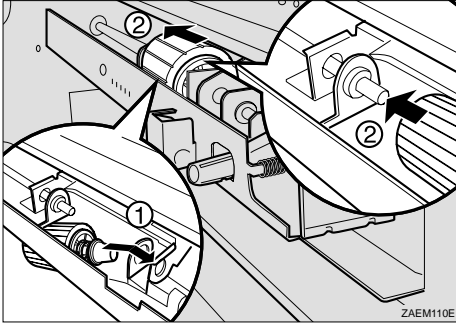
5 Wipe the rubber of the paper feed roller with a dry cloth.



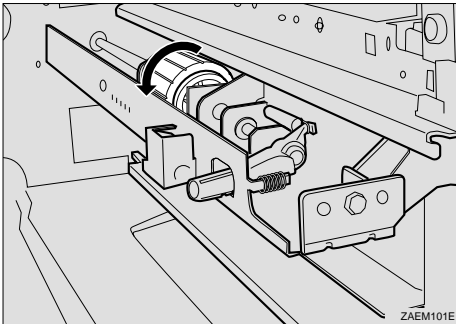
Important

- ❑ Do not wipe with a wet cloth, alcohol or cleanser.

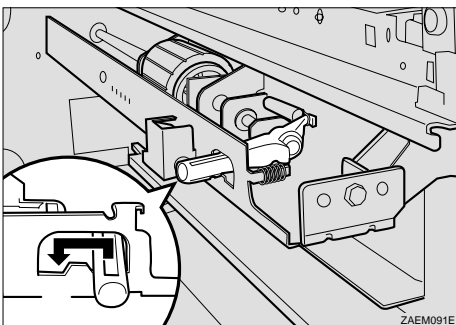
- 6** Insert the projection of the paper feed roller into the hole (①). While pulling the roller, insert the roller into the rear shaft (②).



- 7** Check the motion of the paper feed roller to confirm that it is properly set.

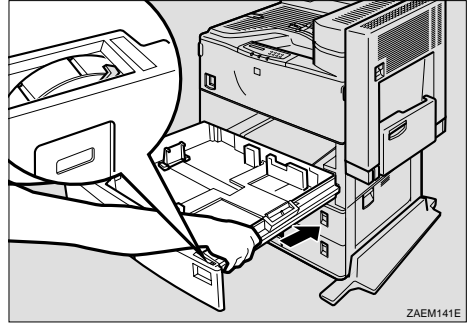


- 8** Return the green lever to its original position.



- 9** Clean the paper feed rollers of tray 2, following the steps 2 to 7.

- 10** Hold tray 2 (with a lever on the paper size dial) with both hands, and slide it slowly into the second from the top until it stops.



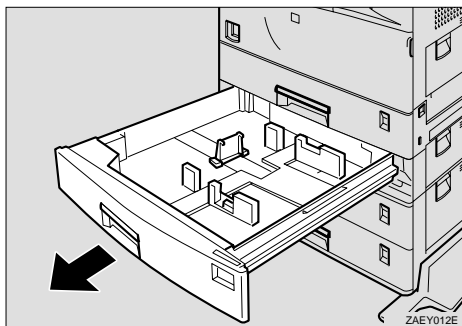
- 11** Hold tray 1 with both hands, and slide it slowly until it stops.

- 12** If PS440 (paper feed unit) is installed, clean the paper feed rollers of tray 3 or tray 4 in the same way.

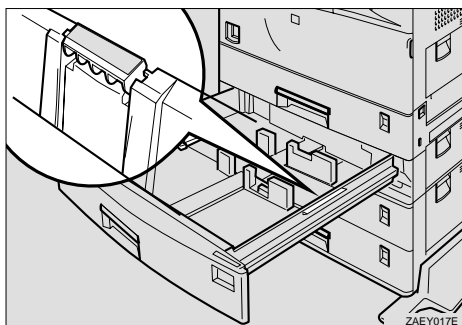
Cleaning the Friction Pad

If the friction pads are dirty, multiple feeds or misfeeds might occur. In this case, clean the friction pads of the each tray. Follow these steps to clean the friction pad of standard tray 2.

1 Slide tray 2 out until it stops.



2 Wipe the top of the friction pad with a dry cloth.



! Important

- Do not wipe with a wet cloth, alcohol or cleanser.

3 Slide tray 2 slowly until it stops.

4 Clean the friction pad of tray 1 in the same way.

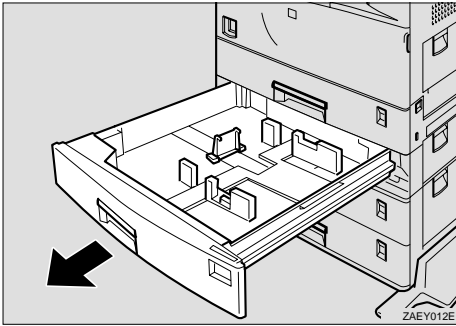
5 If PS440 (paper feed tray) is installed, clean the friction pads of tray 3 or tray 4 in the same way.

Cleaning the Pad inside of the Tray

If the pad inside of the tray is dirty , multiple feeds might occur when the tray is nearly empty. In this case, clean the pad inside of the each tray. Follow these steps to clean the pad inside of standard tray 2.

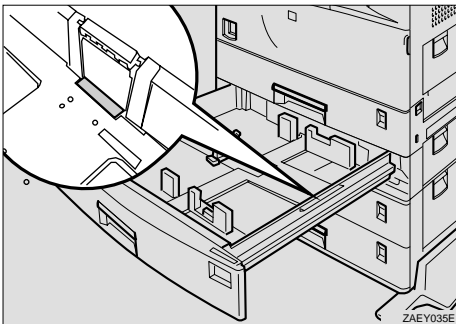
6 If PS440 (paper feed unit) is installed, clean the pad inside of tray 3 or tray 4 in the same way.

1 Slide tray 2 out until it stops.



2 When there is paper in the tray, remove paper.

3 Wipe the pad inside of the tray with a dry cloth.



⚠ Important

- Do not wipe with a wet cloth, alcohol or cleanser.

4 Load paper and slide tray 2 slowly until it stops.

5 Clean the pad inside of tray 1 in the same way.

Cleaning the Registration Roller

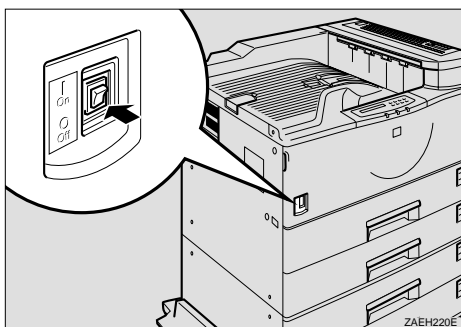
If you replace the maintenance kit, clean the registration roller inside the printer.

⚠ CAUTION:

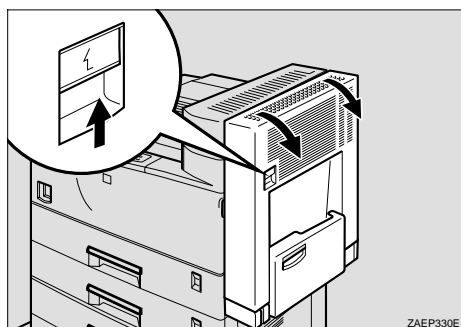
- The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn injury.

4

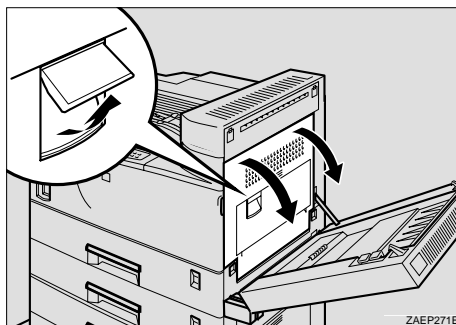
- 1 Turn off the printer and wait for about 60 minutes before starting the cleaning.



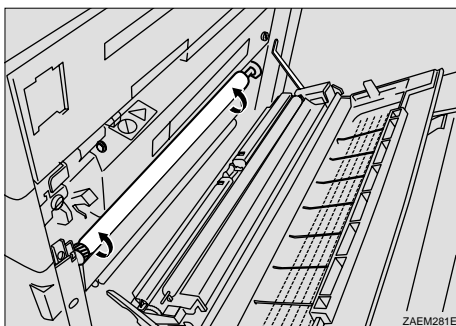
- 2 If the duplex unit is installed, open the duplex unit by lifting the catch.



- 3 Open the right cover by lifting the catch.



- 4 Wipe the registration roller by turning with a dry cloth.



⚠ Important

- Do not wipe with a wet cloth, alcohol or cleanser.

- 5 Close the right cover and duplex unit.

5. Sample Print/Locked Print

Sample Print

Use this function to print only the first set of a multiple-set print job. The remaining sets are saved on the optional hard disk in the printer. The saved job can be printed or canceled from the printer's operation panel.

Limitation

- To use this function, optional Printer Hard Disk Type 185 must be installed on the printer.

Note

- If the application has a collate option, confirm that it is not selected before sending a print job. By default, sample print jobs are automatically collated by the printer driver. If the collate option is selected from the application print dialog box, more pages than intended may be printed.
- You can identify the file you want to print by the User IDs and the time when the job was stored.
- The actual number of pages the printer can save depends on the contents of the print images. As an example, the printer can save up to 30 jobs or 2,000 pages. It depends on the data volume.
- If the first set of the sample print file is not as you expected and you do not want to print the remaining sets, delete the sample print file using the operation panel. If you print the remaining sets of the sample print file, the job in the printer is deleted automatically.

Printing a Sample Print File

The following procedure describes how to print a sample print file with the PCL printer driver. For how to do this with the PostScript printer driver, see the Operating Instructions Supplement for PostScript 3 included as a PDF file on the CD-ROM.

- 1** From an application, select the menu command to print.

The print dialog box appears.

- 2** Open the Printer Properties.

- 3** From the [Job Type:] box on the [Setup] tab, select [Sample Print].

- 4** Click the [Details...] button.

- 5** In the [User ID:] box, type a User ID of up to eight alphanumeric characters.

Note

- This is used to identify the user associated with a job.
- The User ID can consist of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

- 6** Click [OK].

- 7** After making all of the settings you want, click [OK].

- 8** Start printing from the application's print dialog box.

The sample print job is sent to the printer and the first set is printed.

- 9** Check the output to confirm whether the settings are acceptable.

If the settings are OK, go to step 10 to print the rest of the print job.

If not, you can delete the saved job.
⇒ P.86 “Deleting a Sample Print File”

- 10** On the operation panel of the printer, press **[Menu]**.

The following message appears on the panel display.

```
Main Menu:
Sample Print
```

- 11** After confirming that “Sample Print” is displayed, press **[Enter #]**.

- 12** Press **[▼]** or **[▲]** to display a file you want to print, and then press **[Enter #]**.

```
Sample Print:
08:56 ABCD1234
```

- 13** After confirming that “Print File” is displayed, press **[Enter #]**.

```
Select Mode:
Print File
```

The following message appears on the panel display.

```
Q'ty(1-999): 1
Press Enter (#)
```

- 14** Press **[▲]** or **[▼]** to set the number of sets.

 **Note**

- You can enter up to 999 sets.

```
Q'ty(1-999): 6
Press Enter (#)
```

- 15** Press **[Enter #]**.

Deleting a Sample Print File

If the printed document is not as you expected, you can delete the sample print file. You can then revise it and print again until the settings become OK.

- 1** Press **[Menu]**.

- 2** After confirming that “Sample Print” is on the display, press **[Enter #]**.

```
Main Menu:
Sample Print
```

- 3** Press **[▼]** or **[▲]** to display the file you want delete, and then press **[Enter #]**.

```
Sample Print:
22:07 EFGH5678
```

The following message appears on the panel display.

```
Select Mode:
Print File
```

- 4** Press [▼] or [▲] until “Delete File” appears, and then press [Enter #].

```
Select Mode:
Delete File
```

The following message appears on the panel display.

```
22:07 EFGH5678:
Delete? Yes=#
```

- 5** Press [Enter #].

This starts deleting a sample print file after the following message appears on the panel display.

```
Deleted
```

Checking the Error Log

- 1** Press [Menu].

- 2** After confirming that “Sample Print” is on the display, press [Enter #].

```
Main Menu:
Sample Print
```

- 3** Press [▼] or [▲] until “Error File(s)” appears, and then press [Enter #].

```
Sample Print:
Error File(s)
```

The following message appears on the panel display.

```
Error File(s):
12:46 IJKL9012
```

Note

- You can check the other error logs by using [▼] or [▲].
- Press [Escape] to return to the previous menu.

Locked Print

Use this function to maintain privacy when printing confidential. Documents will not be printed out automatically unless a password is entered using the operation panel after sending the print job.

Limitation

- To use this function, optional Printer Hard Disk Type 185 must be installed on the printer.

Note

- If the application has a collate option, confirm that it is not selected before sending a print job. By default, locked print jobs are automatically collated by the printer driver. If the collate option is selected from the application print dialog box, more pages than intended may be printed.
- You can identify the file you want to print by the User IDs and the time when the job was stored.
- The actual number of pages the printer can save depends on the contents of the print images. As an example, the printer can save up to 30 jobs or 2,000 pages. It depends on the data volume.
- After the locked print file is printed, the job in the printer is deleted automatically.

Printing a Locked Print File

The following procedure describes how to print a locked print file with the PCL printer driver. For how to do this with the PostScript printer driver, see the Operating Instructions Supplement for PostScript 3 included as a PDF file on the CD-ROM.

- 1** From an application, select the menu command to print.

The print dialog box appears.

- 2** Open the Printer Properties.

- 3** From the [Job Type:] box on the [Setup] tab, select [Locked Print].

- 4** Click the [Details...] button.

- 5** In the [User ID:] box, type a User ID of up to eight alphanumeric characters.

Note

- This is used to identify the user associated with a job.
- The User ID can consist of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

- 6** In the [Password:] box, type a password of four digits.

Note

- The password must be four digits (0-9).

- 7** Click [OK].

- 8** After making all of the settings you want, click [OK].

- 9** Start printing from the application's print dialog box.

The locked print job is sent to the printer.

- 10** On the operation panel of the printer, press **[Menu]**.

The following message appears on the panel display.

```
Main Menu:
  Sample Print
```

- 11** Press **[▼]** or **[▲]** to display "Locked Print", and then press **[Enter #]**.

```
Main Menu:
  Locked Print
```

- 12** Press **[▼]** or **[▲]** to display a file you want to print, and then press **[Enter #]**.

```
Locked Print
  18:00 asdf7894
```

- 13** After confirming that "Print File" is displayed, press **[Enter #]**.

```
Select Mode:
  Print File
```

- 14** Set the password you entered in step **6**.

- 1** Press **[▲]** or **[▼]** to set the leftmost digit of the password.

```
Password:
  [0----]
```

- 2** Press **[Enter #]**.

The leftmost digit is shown "*" and the next digit appears.

```
Password:
  [*0---]
```

 **Note**

- If you want to change the locked print file, press **[Escape]**.

- 3** Repeat steps **1** and **2** to specify the remaining digit of the password, and then press **[Enter #]**.

If the password is correct, printing starts and then the "Ready" message appears on the panel display.

If the password is not correct, the following message appears and the panel display returns to the password menu. Reset the password.

```
Invalid Password
```

Deleting a Locked Print File

1 Press **[Menu]**.

The following message appears on the panel display.

```
Main Menu:  
Sample Print
```

2 Press **[▼]** or **[▲]** to display "Locked Print", and then press **[Enter #]**.

```
Main Menu:  
Locked Print
```

3 Press **[▼]** or **[▲]** to display the file you want delete, and then press **[Enter #]**.

```
Locked Print:  
18:00 asdf6789
```

4 Press **[▼]** or **[▲]** until "Delete File" appears, and then press **[Enter #]**.

```
Select Mode:  
Delete File
```

5 Set the password of the locked print file.

1 Press **[▲]** or **[▼]** to set the leftmost digit of the password.

```
Password:  
[0----]
```

2 Press **[Enter #]**.

The leftmost digit is shown as "*" and the next digit appears.

```
Password:  
[*0--]
```

Note

If you want to change the locked print file, press **[Escape]**.

3 Repeat steps **1** and **2** to specify the remaining digits of the password, and then press **[Enter #]**.

If the password is correct, the following message appears on the panel display.

```
18:00 asdf6789:  
Delete? Yes=#
```

If the password is not correct, the following message appears and the panel display returns to the password menu. Reset the password.

```
Invalid Password
```

6 Press **[Enter #]**.

This starts deleting a locked print file after the following message appears on the panel display.

```
Deleted
```

Checking the Error Log

1 Press **[Menu]**.

The following message appears on the panel display.

```
Main Menu:  
Sample Print
```

2 Press **[▼]** or **[▲]** to display "Locked Print", and then press **[Enter #]**.

```
Main Menu:  
Locked Print
```

3 Press **[▼]** or **[▲]** until "Error File(s)" appears, and then press **[Enter #]**.

```
Locked Print:  
Error File(s)
```

The following message appears on the panel display.

```
Error File(s):  
12:00 IKLJ4567
```

Note

- You can check the other error logs by using **[▼]** or **[▲]**.
- Press **[Escape]** to return to the previous menu.

6. Using the Operation Panel

Menu Chart

This section describes how to change the default settings of your printer and provides information on the parameters included in each menu.

Category	Function Menu	
Sample Print ⇒ P.97 "Sample Print Menu"	Print File	
	Delete File	
	Error File(s)	
Locked Print ⇒ P.98 "Locked Print Menu"	Print File	
	Delete File	
	Error File(s)	
Job Control ⇒ P.99 "Job Control Menu"	Paper Input	Tray Priority
		Tray Locking
		Tray Paper Size
		Bypass Size
		Paper Type
	Duplex	
	Output Tray	
	Print Quality	Edge Smoothing
		Resolution
		Image Density
		Toner Saving
	System	Print PS Errors
		I/O Timeout
		Energy Saver 1
		Energy Saver 2
		I/O Buffer
		Unit
	PCL Menu	Orientation
		Form Lines
		Font Source
		Font Number
Point Size		
Font Pitch		
Symbol Set		

Category	Function Menu
Network Setup ⇒ P.106 "Network Setup Menu"	IP Address
	Subnet Mask
	Gateway Address
	Access Control
	Access Mask
	Network Boot
	Frame Type(NW)
	ActiveProtocols
	Ethernet
Maintenance ⇒ P.108 "Maintenance Menu"	Restart Printer
	Menu Reset
	Hex Dump
	Registration
List Print ⇒ P.110 "List Print Menu"	Config. Page
	Menu List
	PCL Font List
	PS Font List
	Disk Directory
	Network Status
	Network Log
Language ⇒ P.111 "Language Menu"	

Accessing the Main Menu

Take the printer offline.

Press **[Menu]** to display the “Main Menu” on the panel display.

The “Main Menu” has the following seven menus, which can be displayed one by one using **[▼]** or **[▲]**.

- Sample Print
- Locked Print
- Job Control
- Network Setup
- Maintenance
- List Print
- Language

Note

- [▼]**: Press to go to the next page.
- [▲]**: Press to go back to the previous page.
- After making the printer's settings, be sure to return to the previous menu by pressing **[Escape]**.
- After making the printer's settings, press **[On Line]** to return to the ready condition.
- The revised settings are not canceled even if the printer power is turned off.

Making Printer Settings with the Operation Panel

1 Press **[Menu]**.

The “Main Menu” appears.

2 Search for the desired menu with **[▼]** or **[▲]**.

The desired menu appears.

3 Press **[Enter #]**.

4 Search for the desired menu with **[▼]** or **[▲]**.

The desired menu or parameter appears.

 **Note**

An asterisk (“*”) prefixes the currently selected item.

5 Press **[Enter #]**.

The specified item appears.

6 If necessary, repeat steps **4** and **5** until you have finished making settings.

 **Note**

[Escape]: Press to return to the previous menu. If you press this key before pressing **[Enter #]**, the changes are canceled.

Sample Print Menu

There are three menus under the “Sample Print” menu.

- Print File
- Delete File
- Error File(s)

Reference

For more information about sample print, see P.85 “*Sample Print*”.

Sample Print Parameters

◆ Sample Print

Menu	Description
Print File	Select a sample print file and print it.
Delete File	Select a sample print file and delete it.
Error File(s)	Show the error log for the sample print job.

Locked Print Menu

There are three menus under the “Locked Print” menu.

- Print File
- Delete File
- Error File(s)

Reference

For more information about locked print, see P.88 “*Locked Print*”.

Locked Print Parameters

◆ Locked Print

Menu	Description
Print File	Select a locked print file and print it.
Delete File	Select a locked print file and delete it.
Error File(s)	Show the error log for the locked print job.



Job Control Menu

There are six menus under the "Job Control" menu.



- Paper Input
- Duplex
- Output Tray
- Print Quality
- System
- PCL Menu

Job Control Parameters


❖ Paper Input^{1/3}

Menu	Description
Tray Priority	<p>You can select the default tray. The tray selected with the printer driver overrides the one selected here. In DOS printing, the tray selected here is used when no tray is selected for a print job.</p> <p>Tray 1, Tray 2, Tray 3, Tray 4</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Tray 1</i> <input type="checkbox"/> Only the installed trays appear on the panel display. <input type="checkbox"/> It is recommended that you load paper having the size and direction you frequently use in the tray selected with "Tray Priority".
Tray Locking	<p>If you use several different kinds of paper, you can lock a tray to prevent printing on wrong paper. If you want to select a locked tray, select the paper tray using the printer driver.</p> <p>None, Tray 1, Tray 2, Tray 3, Tray 4</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>None</i> <input type="checkbox"/> Only the installed trays appear on the panel display. <input type="checkbox"/> You cannot lock multiple trays at once. <input type="checkbox"/> When a locked tray is selected using the printer driver, the printer does not search for any other tray.


❖ Paper Input ²/₃

Menu	Description
Tray Paper Size	<p>Select paper sizes not indicated on the paper size dials of tray 1, tray 2, tray 3 and tray 4 have.</p> <p>When you select the sizes that are not indicated on the paper size dial of tray 1, tray 2, tray 3 or tray 4, you should set the dial to “✖” and then select the paper size here.</p> <p>❖ Tray 1 For more information about paper sizes that can be set in tray 1, see P.17 “Paper and Other Media”.</p> <p>❖ Tray 2 For more information about paper sizes that can be set in tray 2, see P.17 “Paper and Other Media”.</p> <p>❖ Tray 3 (option) For more information about paper sizes that can be set in tray 3, see P.17 “Paper and Other Media”.</p> <p>❖ Tray 4 (option) For more information about paper sizes that can be set in tray 4, see P.17 “Paper and Other Media”.</p> <p> Note <input type="checkbox"/> Only the installed trays appear on the panel display.</p>
Bypass Size	<p>You can specify the paper size for the bypass tray.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: A4 (Metric version) or 8 1/2" × 11" (Inch version) <input type="checkbox"/> Width: 90 mm (3.54") to 297 mm (11.69") <input type="checkbox"/> Length: 148 mm (5.83") to 432 mm (17")


❖ Paper Input ³/₃

Menu	Description
Paper Type	<p>You can select the type of the paper in tray 1, tray 2, tray 3, tray 4. If you want to select the paper type, do not select the auto tray select setting with the printer driver. Select the tray you want to use.</p> <ul style="list-style-type: none"> • Plain Paper • Recycled Paper • Special Paper <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Plain Paper</i> <input type="checkbox"/> "Special Paper" refers to a paper type other than plain paper or recycled paper, such as colored paper. <input type="checkbox"/> Only the installed trays appear on the panel display. <input type="checkbox"/> If you select "Special Paper" for all trays, the paper is fed from the tray you selected in the "Tray Priority" menu.





❖ Duplex

Menu	Description
Duplex	<p>You can select the page orientation for duplex printing. The page orientation selected with the printer driver overrides the one selected here.</p> <ul style="list-style-type: none"> • Off • Long Edge Bind. • Short Edge Bind. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> "Duplex" is available only when the optional duplex unit is installed on the printer.





❖ Output Tray

Menu	Description
Output Tray	<p>You can select the output tray for printing. The tray selection selected with the printer driver overrides the one selected here.</p> <p>Standard Tray, Finisher Tray, Mailbox Tray 1, Mailbox Tray 2, Mailbox Tray 3, Mailbox Tray 4, Auto Tray SW</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Standard Tray</i> <input type="checkbox"/> Only the installed trays appear on the panel display.



❖ Print Quality

Menu	Description
Edge Smoothing	<p>You can select whether the Edge Smoothing feature is enabled.</p> <ul style="list-style-type: none"> • On • Off <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On</i> <input type="checkbox"/> If "Edge Smoothing" is "On", "Toner Saving" is ignored even if it is "On".
Resolution	<p>You can select the print resolution in dots per inch.</p> <ul style="list-style-type: none"> • 600 dpi (PCL 5e, PCL 6, PS, TIFF) • 400 dpi (TIFF) • 300 dpi (PCL 5e, PS, TIFF) • 200 dpi (TIFF) <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>600 dpi</i> <input type="checkbox"/> The resolution selected with the printer driver overrides the one selected here.
Image Density	<p>You can select the print image density.</p> <p>Lighter +3, Lighter +2, Lighter +1, Normal, Darker +1, Darker +2, Darker +3</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal</i> <input type="checkbox"/> When you want a darker image under high volume printing conditions, we highly recommend you to select Darker+3 from the operation panel to better maintain image density.
Toner Saving	<p>You can select whether or not the Toner Saving feature is enabled.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> If "Edge Smoothing" is "On", "Toner Saving" is ignored even if it is "On".





❖ System 1/2

Menu	Description
Print PS Errors	<p>You can select whether the PS error sheet should be printed.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>
I/O Timeout	<p>You can select how many seconds the printer should wait before ending a print job. If data from other ports often appear in the middle of your print job, you should increase the timeout value.</p> <p>15 seconds, 30 seconds, 60 seconds, 180 seconds, 300 seconds</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>30 seconds</i></p>
Energy Saver 1	<p>You can select the time the printer should wait before switching to Energy Saver mode level 1. This Energy Saver mode reduces electric power consumption.</p> <p>Off, 1 minute, 3 minutes, 5 minutes, 10 minutes</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>10 minutes</i></p> <p><input type="checkbox"/> If there is an error in the printer, the printer will not switch to Energy Saver mode level 1. Power consumption is reduced by about 40 % compared to standby mode.</p> <p><input type="checkbox"/> When the printer switches to Energy Saver mode level 1, the Power indicator turns off, the On Line indicator stays on, and "Energy Saver 1" is displayed on the panel display.</p>
Energy Saver 2	<p>You can select the time the printer should wait before switching to Energy Saver mode level 2. This Energy Saver mode reduces electric power consumption.</p> <p>Off (----), 15 minutes, 30 minutes, 1 hour, 2 hours, 3 hours</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>30 minutes</i></p> <p><input type="checkbox"/> If there is an error in the printer, the printer will not switch to Energy Saver mode level 2. Power consumption is reduced by about 60 % compared to standby mode.</p> <p><input type="checkbox"/> When the printer switches to Energy Saver mode level 2, the Power indicator turns off, the On Line indicator stays on, and "Energy Saver 2" is displayed on the panel display.</p>




❖ System ²/₂

Menu	Description
I/O Buffer	You can select the size of the I/O Buffer. Normally it is not necessary to change this setting. 16 KB, 32 KB, 64 KB, 128 KB, 256 KB, 512 KB,  Note <input type="checkbox"/> Default: 512 KB
Unit	You can select the size unit. mm, inch  Note <input type="checkbox"/> Default: <i>Default depends on Metric or Inch version.</i>

❖ PCL Menu ¹/₂

Menu	Description
Orientation	You can select the page orientation. The tray selection selected with the printer driver overrides the one selected here. <ul style="list-style-type: none"> • Portrait • Landscape  Note <input type="checkbox"/> Default: <i>Portrait</i>
Form Lines	You can select the number of lines per page. 5-128  Note <input type="checkbox"/> Default: 64 (Metric version), 60 (Inch version)
Font Source	You can select the location of the default font. <ul style="list-style-type: none"> • Internal • Download  Note <input type="checkbox"/> Default: <i>Internal</i> <input type="checkbox"/> When you select "Download", you can select only downloaded fonts in RAM.
Font Number	You can specify the ID for the default font you want to use. <ul style="list-style-type: none"> • 0 to 50 (for Internal) • 1 to N (for Download source)  Note <input type="checkbox"/> Default: 0 <input type="checkbox"/> "N" depends on how many fonts you have downloaded.

❖ PCL Menu 2/2







Menu	Description
Point Size	<p>You can specify the value for the point size you want to use for the selected font.</p> <p>4.00 to 999.75 by 0.25</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>12.00</i> <input type="checkbox"/> This setting is effective only for a variable-space font.
Font Pitch	<p>You can specify the number of characters per inch you want to use for the selected font.</p> <p>0.44 to 99.99 by 0.01</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>10.00</i> <input type="checkbox"/> This setting is effective only for a fixed-space font.
Symbol Set	<p>You can select the set of print characters for the selected font. The available options are as follows.</p> <p>Roman-8, Win L1, Win L2, Win L5, Win 3.0, Legal, ISO L1, ISO L2, ISO L5, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, PC-8, PC-850, PC-852, PC-8 D/N, PC8-TK, VN Math, VN US, VN Intl, MS Publ, Pifont, Desktop, Math-8, PS Text, PS Math</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Roman-8</i>

Network Setup Menu




Reference

For more information about “Network Setup”, see “Configuring the Printer for the Network” in the Setup Guide.

❖ Network Setup ¹/₂

Menu	Description
IP Address	You can specify the printer's IP Address.  Note <input type="checkbox"/> Default: <i>011.022.033.044</i>
Subnet Mask	You can specify the Subnet Mask.  Note <input type="checkbox"/> Default: <i>All zero</i>
Gateway Address	You can specify the Gateway Address.  Note <input type="checkbox"/> Default: <i>All zero</i>
Access Control	You can specify the Access Control Address.  Note <input type="checkbox"/> Default: <i>All zero</i>
Access Mask	You can specify the Access Control Mask.  Note <input type="checkbox"/> Default: <i>All zero</i>
Network Boot	You can select how TCP/IP settings are acquired. None, RARP + TFTP, BOOTP, RARP & BOOTP, DHCP, ARP + PING, ARP & RARP, ARP & BOOTP, ARP&RARP&BOOTP  Note <input type="checkbox"/> Default: <i>None</i>

❖ Network Setup ²/₂

Menu	Description
Frame Type(NW)	<p>You can select the Frame Type for NetWare. Auto select, Ethernet II, Ethernet 802.3, Ethernet 802.2, Ethernet SNAP</p> <p> Note <input type="checkbox"/> Default: <i>Auto select</i></p>
ActiveProtocols	<p>You can select the Active Protocols. All Active, None, TCP/IP Only, NetWare Only, TCP/IP & NetW, ATalk Only, TCP/IP & ATalk, NetWare & ATalk , NetBEUI & ATalk, TCP & NW & ATK, NetBEUI only, TCP/IP & NB, NetBEUI & NetW, TCP & NB & NW, NetBEUI & ATalk, TCP & NB & ATK, NB & NW & ATalk</p> <p> Note <input type="checkbox"/> Default: <i>All Active</i></p>
Ethernet	<p>You can select the data transfer speed used by the Network Interface Board.</p> <ul style="list-style-type: none"> • Auto Select • 10 Mbps • 100 Mbps <p> Note <input type="checkbox"/> Default: <i>Auto Select</i> <input type="checkbox"/> For details about the appropriate setting to use on your network, contact your network administrator.</p>

Maintenance Menu

There are four menus under the "Maintenance" menu.

- Restart Printer
- Menu Reset
- Hex Dump
- Registration

Maintenance Parameters


❖ Restart Printer

Menu	Description
Restart Printer	You can restart the printer.



❖ Menu Reset

Menu	Description
Menu Reset	You can reset a menu settings to the factory defaults except the "Registration", "I/O Buffer", "Image Density" and "Network Set-up" settings.

❖ Hex Dump

Menu	Description
Hex Dump	<p>You can choose to print the Hex Dump or not. With this feature "On", all data sent to the printer is printed in hexadecimal character representation.</p> <ul style="list-style-type: none"> • On • Off <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>

❖ Registration

Menu	Description
Vertical	<p>You can change the position of the printed image on the vertical tray so that it can match that of the standard paper tray.</p> <p>Tray 3, Tray 4, Bypass Tray, Duplex Unit</p> <p>From -9.0 to 9.0</p> <p> Note</p> <p><input type="checkbox"/> Default: 0</p>
Horizontal	<p>You can change the horizontal position of the printed image on the fed paper so that it matches that of the standard paper tray.</p> <p>Bypass Tray, Duplex Unit</p> <p>From -9.0 to 9.0</p> <p> Note</p> <p><input type="checkbox"/> Default: 0</p>

List Print Menu

There are seven menus under the “List Print” menu.

- Config. Page
- Menu List
- PCL Font List
- PS Font List
- Disk Directory
- Network Status
- Network Log

List Print Parameters

❖ List Print

Menu	Description
Config. Page	You can print the current configuration of the printer. ⇒ "Printing a configuration page" in the Setup Guide
Menu List	You can print the Menu List which shows the function menus of this printer.
PCL Font List	You can print a list of the installed PCL fonts.
PS Font List	You can print a list of the installed PS fonts.
Disk Directory	You can print an HDD directory list.
Network Status	You can print a network configuration page.
Network Log	You can print system log information.

Language Menu

You can select the language in which you prefer messages to be shown on display panel from one of the following:

English, German, French, Italian, Dutch, Swedish, Norwegian, Danish, Spanish, Finnish, Portuguese, Czech, Polish, Hungarian

 **Note**

Default: *English*

Functions That Require Options

The following table shows the options required in order for various functions to become available.

 **Note**

- Memory requirements depend on the complexity of the print data and the printing environment.

Functions	Required Options
Collating	Memory Unit TypeB or Printer Hard Disk Type 185
Stapling	SR510 (500-sheet finisher) or SR720 (1000-sheet finisher) and Printer Hard Disk Type 185 or Memory Unit TypeB
Duplex Printing	Memory Unit TypeB and AD380 (duplex unit)
Sample Printing	Printer Hard Disk Type 185
Locked Printing	Printer Hard Disk Type 185

Moving and Transporting the Printer

⚠ CAUTION:

- When lifting the machine, use the grips on both sides of the machine. If you drop the machine, it could break or cause an injury.
- When you move the machine, remember to unplug the power cord from the outlet. When you pull the plug out of the socket, hold it by the plug. If the cord is pulled out of the socket abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.

When transporting paper, repack it with its original packing materials.

Note

- ☐ If you want to remove options installed on the printer for moving, contact your sales or service representative.

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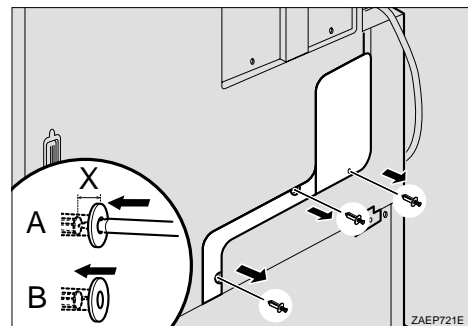
Transporting the printer

When transporting the printer, remove all options and pack the options and printer into the box. To remove the options, follow in reverse order the procedure “Setting Up the Printer” in the Setup Guide. For how to remove the paper feed unit (PS420 or PS440), mailbox (CS370), and 500-sheet finisher (SR510), follow the procedure below.

❖ Paper Feed Unit (PS420 or PS440)

Remove cover 1 and 2 as follows:

- ① Push in the core of the screw by about 2 or 3 mm (0.08” or 0.1”) with a pointed object (A). Make sure the core is depressed slightly (B), and remove the screws.



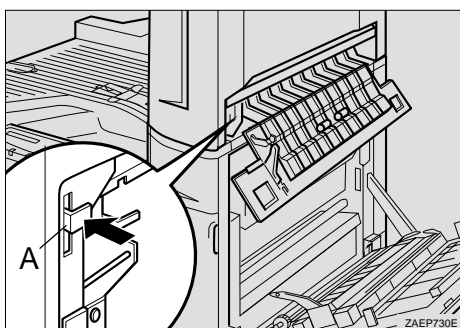
X: 2 or 3 mm (0.08” or 0.1”)

- ② Remove cover 1 and 2.

❖ Mailbox (CS370)

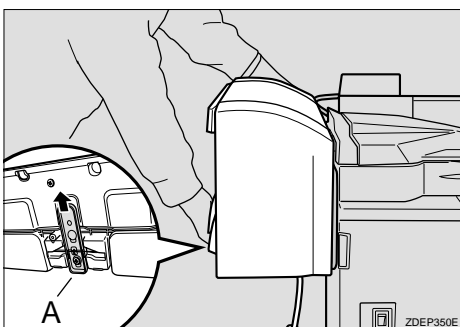
After removing the four mailbox trays, follow these steps.

- ① If the duplex unit is installed, open the duplex unit by lifting the catch.
- ② Open the right cover of the printer by lifting the catch, and open the upper cover of the interchange unit by pulling the handle.
- ③ Use a coin to remove the two screws securing the mailbox to the printer.
- ④ Pushing the lever inside the upper cover (A), lift the mailbox and remove it from the printer.



❖ 500-sheet finisher (SR510)

After removing the finisher tray, pull the lock under the finisher (A), lift the finisher and remove it from the printer.



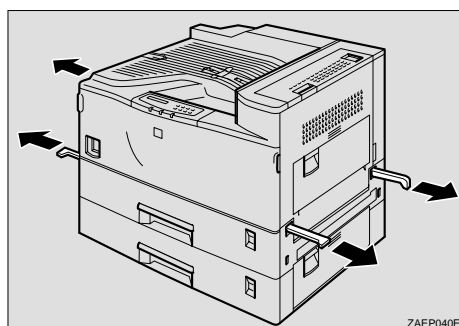
❖ 1000-sheet finisher (SR720)

If you want to remove the 1000-sheet finisher, contact your sales or service representative.

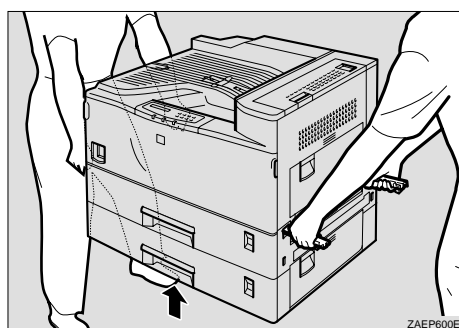
⚠ Important

- ❑ Be sure to disconnect all cables from the printer before transporting it.
- ❑ The printer is a precision piece of machinery. Take care to avoid damage during shipment.

1 Slide out the four handles on both sides of the printer.



2 By holding the handles, lift the printer. The printer should be held by at least two people.



Moving the Printer Close by

- 1 Turn off the printer, and remove all cables and cords from the printer.
- 2 Keeping the printer level, lift and move it.

Specifications

Mainframe

❖ **Configuration:**

Desktop

❖ **Print Process:**

Laser beam scanning & electrophotographic printing

Dual component development

❖ **Printing Speed:**

Maximum 32 pages per minute (A4 long-edge feed or 8¹/₂" × 11" long-edge feed, simplex)

Maximum 25 pages per minute (A4 long-edge feed or 8¹/₂" × 11" long-edge feed, duplex)

❖ **Interface:**

Parallel

Standard 36-pin printer cable and a parallel port on the host computer

IEEE 1284 I/F (Compatible, ECP, Nibble)

Network

10BASE-T/100BASE-TX shielded twisted-pair (STP) cable and category/Type 5 cable

❖ **Network:**

Topology

Ethernet 10BASE-T/100BASE-TX

Protocol

TCP/IP, IPX/SPX, NetBEUI, AppleTalk

❖ **Resolution:**

600 × 600 dpi (PCL 5e, PCL 6, PostScript 3)

300 × 300 dpi (PCL 5e, PostScript 3)

❖ **Printer Languages:**

PCL 5e Emulation, PCL 6 Emulation, Adobe PostScript 3

- Automatic language switching (Auto Sense)

❖ **Fonts:**

PCL 5e, PCL 6

35 Intellifonts, 10 TrueType fonts, and 1 Bitmap font

PostScript

136 fonts (Type 2:24, Type 14:112)

❖ **Paper Size:**

⇒ P.17 "Paper and Other Media Supported by This Printer"

❖ **Paper Weight:**

⇒ P.17 "Paper and Other Media Supported by This Printer"

❖ **Power Source:**

⇒ inside of the front cover of this manual

❖ **Power Consumption:**

Maximum (full options)	950 W or less
Printing (full options)	600 W or less
Energy Saver mode 1	110 W or less
Energy Saver mode 2	20 W or less

❖ **Noise Emission ^{*1}:****Sound Power Level**

	Mainframe only	Complete System ^{*3}
During printing	65 dB (A)	71 dB (A)
Stand-by	40 dB (A)	40 dB (A)

Sound Pressure Level ^{*2}

	Mainframe only	Complete System ^{*3}
During printing	53 dB (A)	60 dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual values.^{*2} They are measured at the position of a bystander.^{*3} The complete system consists of mainframe, paper feed unit (PS440 or PS420), interchange unit, duplex unit, bypass tray, mailbox, bridge unit and finisher (SR510).❖ **Dimensions:**

	Width	Depth	Height
Printer only (tray not extended)	550 mm (21.7")	548 mm (21.6")	516 mm (20.3")
With full options	950 mm (37.5")	548 mm (21.6")	1140 mm (44.9")

❖ **Weight:**

Approximately 40 kg (88.2 lb)

❖ **Warm-up Time:**

Less than 45 seconds (68 °F or 20 °C)

❖ Paper Input Capacity:

Standard paper tray	500 sheets × 2 ^{*1}
Optional bypass tray	100 sheets ^{*1}
Optional paper feed unit PS440	500 sheets × 2 ^{*1}
Optional paper feed unit PS420	2000 sheets ^{*1}

^{*1} Paper weight: 80 g/m², 20 lb

❖ Paper Output Capacity:

Max. 1750 sheets (80 g/m², 20 lb)

If the paper is curled or if you use the guides, the output capacity is reduced.

❖ Memory:

Standard 32 MB, up to 160 MB (with optional Memory Unit TypeB)

❖ Options Equipment:

- PS440 (1000-sheet paper feed unit)
- PS420 (2000-sheet paper feed unit)
- Bypass Tray Type 270
- Interchange Unit Type 280
- AD380 (duplex unit)
- CS370 (mailbox)
- Bridge Unit Type 320
- SR510 (500-sheet finisher)
- SR720 (1000-sheet finisher)
- Memory Unit TypeB (32 MB/64 MB/128 MB)
- Printer Hard Disk Type 185

Options

Note

- The following power consumptions values are measured when the options are installed on the printer.

PS440 (1000-sheet paper feed unit)

- ❖ **Paper Size:**
⇒ P.17 "*Paper and Other Media*"
- ❖ **Paper Weight:**
60 – 105 g/m² (16 – 28 lb)
- ❖ **Paper Capacity:**
500 sheets × 2 trays
- ❖ **Power Consumption:**
45 W or less (max.)
- ❖ **Dimensions (W × D × H):**
660 × 675 × 271 mm (26.0" × 26.6" × 10.7") *¹
*¹ including stands
- ❖ **Weight:**
22.8 kg (50.3 lb)

PS420 (2000-sheet paper feed unit)

- ❖ **Paper Size:**
⇒ P.17 "*Paper and Other Media*"
- ❖ **Paper Weight:**
60 – 105 g/m² (16 – 28 lb)
- ❖ **Paper Capacity:**
2000 sheets
- ❖ **Power Consumption:**
45 W or less (max.)
- ❖ **Dimensions (W × D × H):**
660 × 675 × 271 mm (26.0" × 26.6" × 10.7") *¹
*¹ including stands
- ❖ **Weight:**
22.8 kg (50.3 lb)

Bypass Tray Type 270

- ❖ **Paper Size:**
⇒ P.17 *"Paper and Other Media"*
- ❖ **Paper Weight:**
60 – 157 g/m² (16 – 42 lb)
- ❖ **Dimensions (W × D × H):**
125 × 495 × 163 mm (4.9" × 19.5" × 6.4")
- ❖ **Weight:**
2.5 kg (5.5 lb)

Interchange Unit Type 280

- ❖ **Paper Size:**
⇒ P.17 *"Paper and Other Media"*
- ❖ **Paper Weight:**
60 – 105 g/m² (16 – 28 lb)
- ❖ **Dimensions (W × D × H):**
137 × 514 × 114 mm (5.4" × 20.2" × 4.5")
- ❖ **Weight:**
2 kg (4.4 lb)

AD380 (duplex unit)

- ❖ **Paper Size:**
⇒ P.17 *"Paper and Other Media"*
- ❖ **Paper Weight:**
60 – 105 g/m² (16 – 28 lb)
- ❖ **Printing Speed:**
25 ppm (A4 long-edge feed, 8¹/₂" × 11" long-edge feed)
- ❖ **Power Consumption:**
20 W or less (max.)
- ❖ **Dimensions (W × D × H):**
90 × 495 × 455 mm (3.5" × 19.5" × 17.9")
- ❖ **Weight:**
6.6 kg (14.6 lb)

CS370 (mailbox)

- ❖ **Paper Size:**
⇒ P.17 *"Paper and Other Media"*
- ❖ **Paper Weight:**
60 – 105 g/m² (16 – 28 lb)
- ❖ **Stack Capacity:**
125 sheets (A4 long-edge feed, 8¹/₂" × 11" long-edge feed: 80 g/m², 22 lb)/
each bin
- ❖ **Power Consumption:**
17 W or less (max.)
- ❖ **Dimensions (W × D × H):**
440 × 520 × 370 mm (17.3" × 20.5" × 14.6")
- ❖ **Weight:**
7.1 kg (15.7 lb)

Bridge Unit Type 320

- ❖ **Paper Size (Proof Tray):**
⇒ P.17 *"Paper and Other Media"*
- ❖ **Paper Size (Bridge to the finisher):**
⇒ P.17 *"Paper and Other Media"*
- ❖ **Paper Weight (Proof Tray):**
60 – 157 g/m² (16 – 42 lb)
- ❖ **Paper Weight (Bridge to the finisher):**
60 – 105 g/m² (16 – 28 lb)
- ❖ **Output Capacity (Proof Tray):**
250 sheets (smaller than A4, 8¹/₂" × 11" : 80 g/m², 20 lb)
125 sheets (larger than B4, 8¹/₂" × 14" : 80 g/m², 20 lb)
- ❖ **Dimensions (W × D × H):**
443 × 497 × 156 mm (17.4" × 19.6" × 6.1")
- ❖ **Weight:**
4.5 kg (9.9 lb)
- ❖ **Other:**
Full stack detection is available.

SR510 (500-sheet Finisher)

❖ **Paper Size:**

⇒ P.17 "Paper and Other Media"

❖ **Paper Weight:**

52 – 128 g/m² (14 – 34 lb) *1

*1 When SR510 is used, paper weight is as follows. 60 – 105 g/m² (16 – 28 lb)

❖ **Stack Capacity:**

500 sheets (A4 long-edge feed, 8¹/₂" × 11" or smaller : 80 g/m², 20 lb)

250 sheets (A4 short-edge feed, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11" short-edge feed)

❖ **Staple Capacity:**

30 sheets (A4, 8¹/₂" × 11" or smaller : 80 g/m², 22 lb)

20 sheets (A3, B4 long-edge feed, 8¹/₂" × 14" long-edge feed or larger)

❖ **Staple Paper Size:**

⇒ P.17 "Paper and Other Media"

❖ **Staple Position:**

1 position (upper left)

❖ **Shift Tray:**

Standard

❖ **Power Consumption:**

164 W or less (max.)*2

*2 including bridge unit

❖ **Dimensions (W × D × H):**

350 × 490 × 230 mm (13.8" × 19.3" × 9.1")

❖ **Weight:**

8.3 kg (18.3 lb)

SR720 (1000-sheet Finisher)

❖ Paper Size:

⇒ P.17 "Paper and Other Media"

❖ Paper Weight:

52 – 157 g/m² (14 – 42 lb) *¹

*¹ When SR720 is used, paper weight is as follows. 60 – 105 g/m² (16 – 28 lb)

❖ Stack Capacity:

1000 sheets (A4 long-edge feed, 8¹/₂" × 11" or smaller : 80 g/m², 20 lb)

500 sheets (A4 short-edge feed, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11" short-edge feed)

❖ Staple Capacity:

30 sheets (A4, 8¹/₂" × 11" or smaller : 80 g/m², 22 lb)

20 sheets (A3, B4 long-edge feed, 8¹/₂" × 14" long-edge feed or larger)

❖ Staple Paper Size:

⇒ P.17 "Paper and Other Media"

❖ Staple Position:

1 position (upper left)

❖ Shift Tray:

Standard

❖ Power Consumption:

164 W or less (max.)*²

including bridge unit

❖ Dimensions (W × D × H):

568 × 520 × 625 mm (22.4" × 20.5" × 24.6")

❖ Weight:

21 kg (46.3 lb)

Memory Unit TypeB

❖ Memory:

32 MB/64 MB/128 MB

❖ Compatible:

PC100 compatible

Printer Hard Disk Type 185

❖ Storage Capacity (Formatted):

Approx. 6.0 GB or more

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