



## Basic Operation/Printing Guide





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# 1. Notes on What to do Before Using the Machine

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## How to Search for Information on Using the Product and Troubleshooting

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### Manuals for This Machine

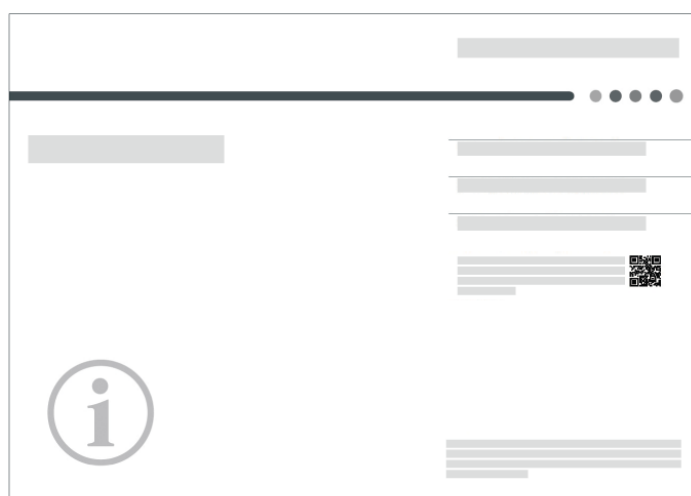
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#### Manual (Paper)

Included with the product.

- Safety Information

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



M0EDOM2051

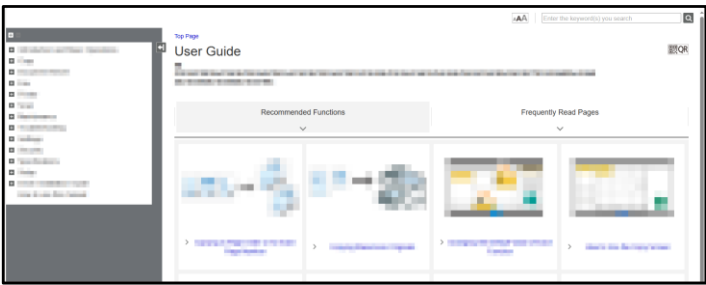
#### Manual (Electronic Format)

Read these via the control panel and web pages.

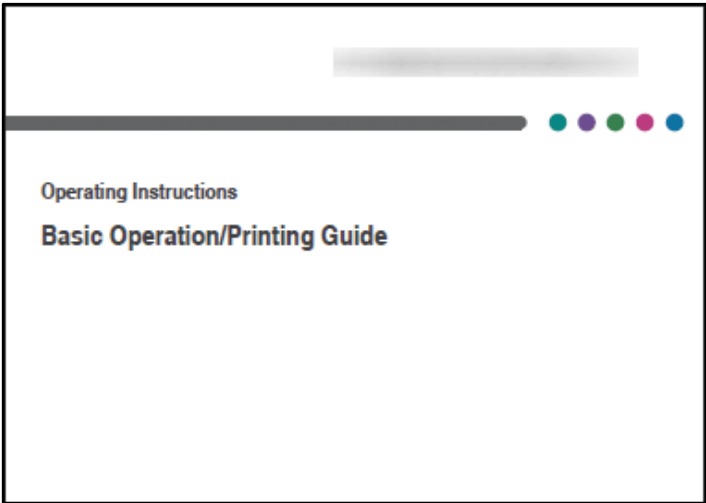
- User Guide (HTML)

Provides detailed information on how to operate the machine and how to handle different types of paper.

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



- Basic Operation/Printing Guide
- This manual describes basic use of the machine and how to achieve high-quality printing.



**Searching the Manual for Information on Troubleshooting**

Press the "User Guide" icon on the control panel to display the machine's manual.



**Resolving issues by referring to Help or FAQ**


By pressing [Help](?) at the top right on the screen, you can refer to the frequently asked questions (FAQ) available on the Internet.





You can also refer to the FAQs available on our website.


## Notes on Marks

: Indicates a tip on using the machine.

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

 **Important**

Indicates a note on using the applicable function.

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

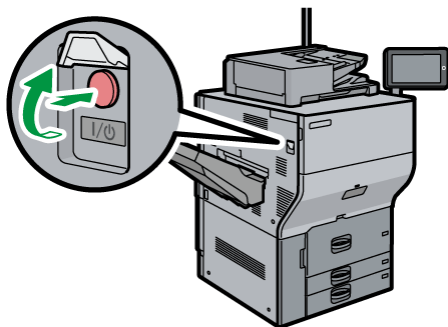
 **Region B**: (mainly North America)

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

# Turning On and Off the Power

1

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



## Notes on Turning the Power On

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

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

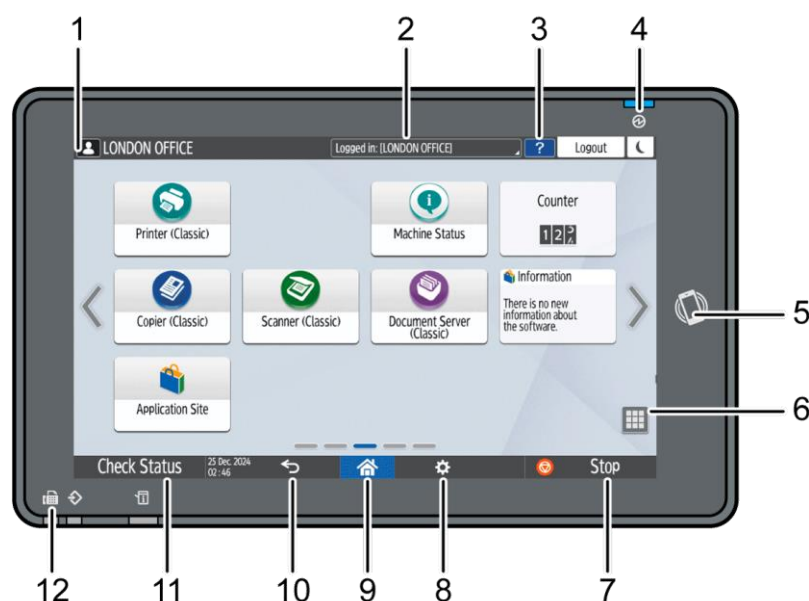
## Notes on Turning the Power Off

If you press the main power switch to turn the power off, the message "Shutting down... Please wait. Main power will be turned off automatically." appears. When the power is turned off, the main power indicator at the upper right of the control panel goes out. Wait without touching any buttons until the power is turned off.

### ★ Important

- **Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the internal storage or memory and cause malfunctions.**

# Touch Panel/Attention Light



## 1. Login icon

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

## 2. System message

Displays system and application messages.

## 3. ? (Help)

Press to display a Help screen available for the screen that is displayed or the error that has occurred.

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

## 4. Main power indicator

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

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

## 5. Touch mark

Used to connect the machine and a smart device with the RICOH Smart Device Connector.

## 6. Application list

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

Depending on the machine's settings, the application list appears only when you have logged in as the machine administrator and pressed this icon.

## 7. Suspending an Operation

Press [Stop] to suspend operations such as scanning an original and printing.

## 8. (Menu)

Press to display application menus.

## 9. (Home)

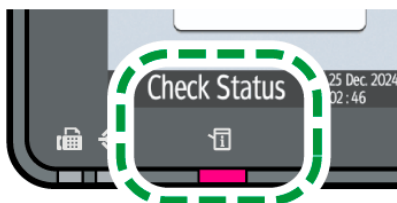
Press to display the Home screen.

## 10. (Back)

Press to return to the previous screen.

## 11. Check Status

Check Status Indicator Lighting to Indicate an Error.



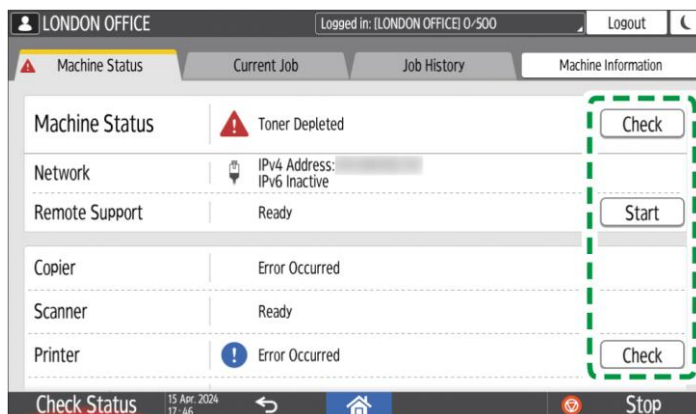
The Check Status indicator lights to indicate an error such as a paper jam, paper running out, or toner running out.


\* When the indicator flashes, there is a system message.

- Checking the Error Report

1. Press [Check Status].
2. Check the error report on the [Machine Status] tab.

Press [Check] to display the error report and solution.



  An error has occurred or there is a report.

## 12. Fax indicator

Indicates the status of the fax function.

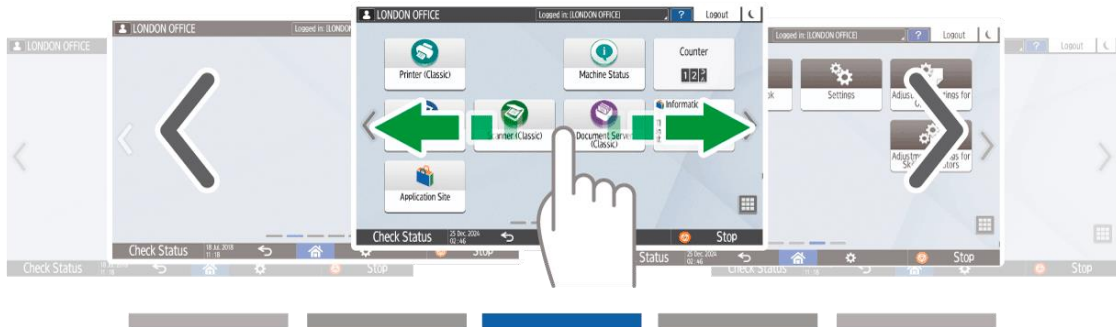
- Flashing: transmitting and receiving data
- Lit: receiving data (Substitute RX File/Memory Lock Reception/Personal Box)

## Operating the Screen

### Switching the Home Screen

The Home screen comprises 5 windows. You can horizontally swipe between them or press the arrows on the sides of the screen to switch windows.

1



The indicator at the bottom of the screen indicates the position of the currently displayed window.

### Customizing the Home Screen (My Home Screen)

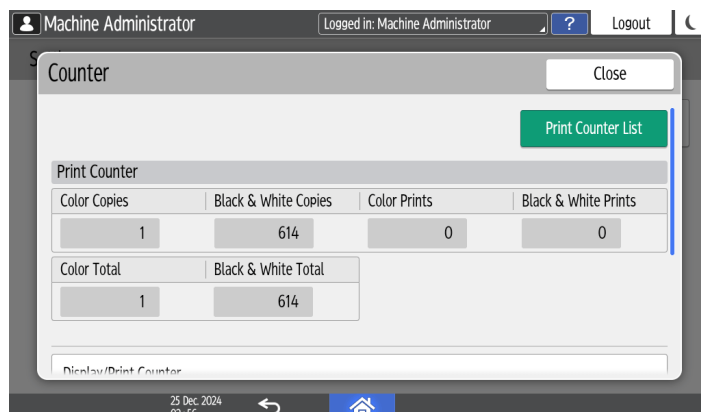
You can add to the Home screen shortcut keys to frequently-used programs and web pages and position them where you like. You can also create folders to organize icons.

By using the authentication function, you can configure the My Home Screen for each user, enhancing ease of operation.

**Control Panel/Web** "Adding a Frequently Used Application or Widget to the Home Screen"

## Confirming the Counter

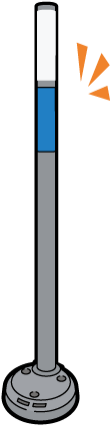
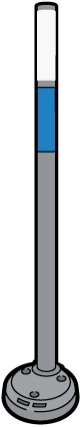
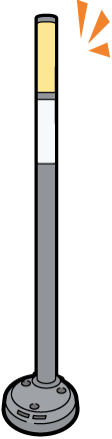
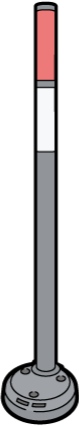
You can see the total number of sheets that have been used on the machine. To display the counter window, press [Counter] on the Home screen.



Warning Indicator

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

1

Flashing blue	Steady blue	Flashing yellow	Steady red
			
Scanning	Printing	Warning Problem such as toner almost out or waste toner bottle almost full	Error occurred Problem such as paper jam, paper running out, toner running out, paper mismatch, or memory shortage

## 2. Loading Paper

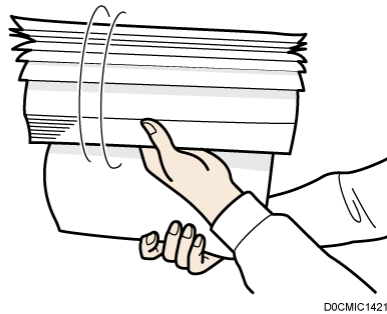
### Fanning the Paper

Fan the paper well before loading it.

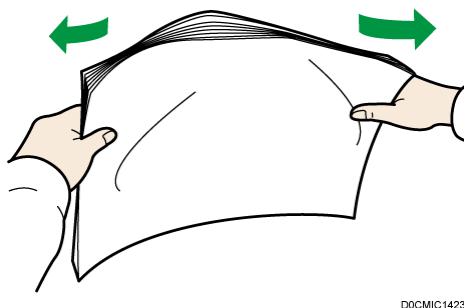
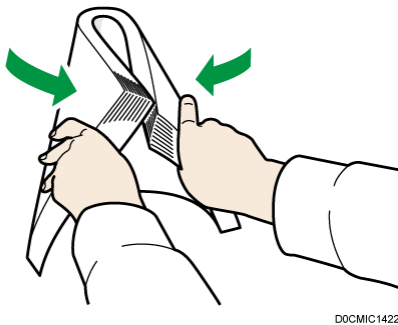
★ Important

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

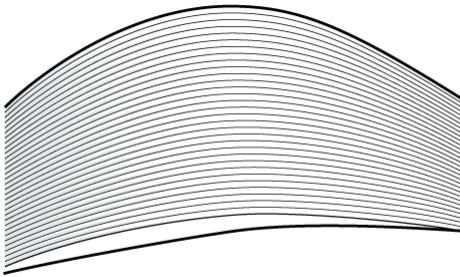
1. Loosen the stack by riffling the sheets.



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

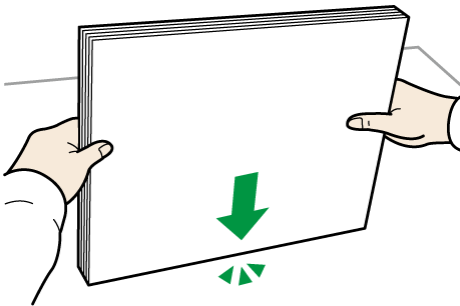


3. Make sure there is space between the sheets.



DOC MIC1424

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



DOC MIC1425



# Loading Paper into the Paper Tray

This section explains how to load paper in Tray 1 and Trays 2 to 3.

For information on how to load paper in other paper trays, see the following sections.


**Control Panel/Web** "Loading Paper into the LCIT RT5190", "Loading Paper into the LCIT RT5180", "Loading Paper into the Vacuum feed LCIT", "Loading Paper into the Multi Bypass Tray (Tray A)"

The Vacuum feed LCIT is available for Pro C5400S/C5410S.

## Loading Paper into Tray 1

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

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

 **Region B** (mainly North America)

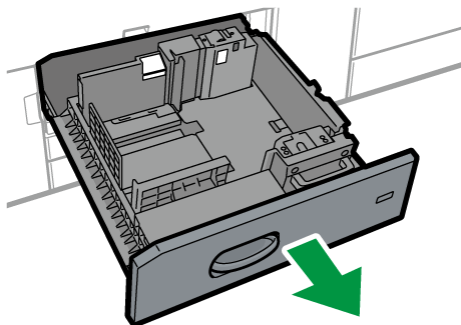
Tray 1 can hold  $8\frac{1}{2} \times 11$  paper only. If you want to print on A4 from Tray 1, contact your service representative.

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

### ★ Important

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

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

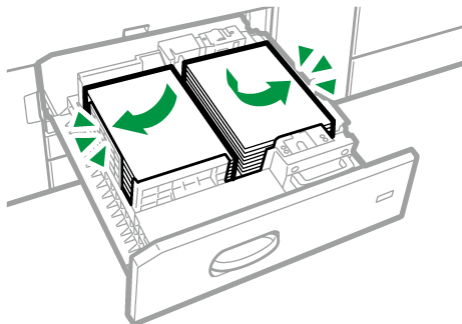


2. Square the paper and load it print side down.

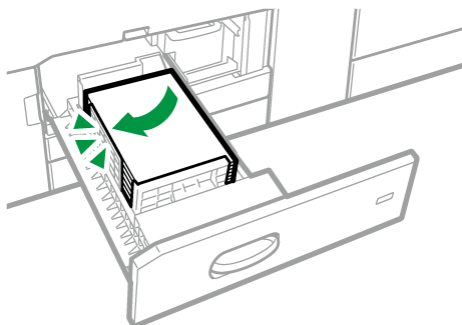
When you load paper into the right side of the tray, load the paper so its right edge is flush against the right side of the tray.

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

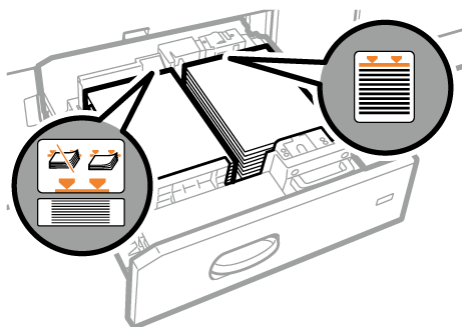
- Whole tray pulled out




- Left half of the tray pulled out



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



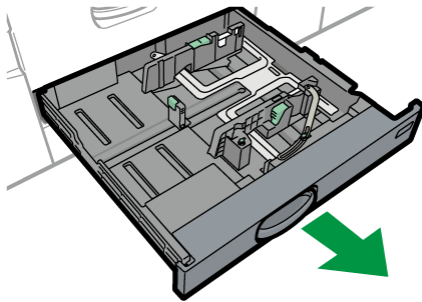
### 3. Carefully push the paper tray fully in.

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

## Loading Paper into Trays 2 and 3

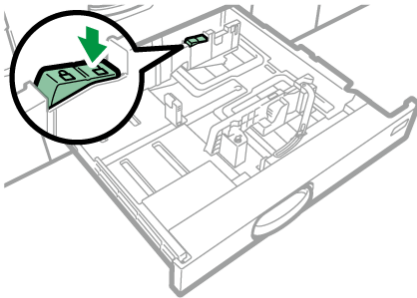
Each paper tray is loaded in the same way. In the following example procedure, paper is loaded into Tray 2.

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



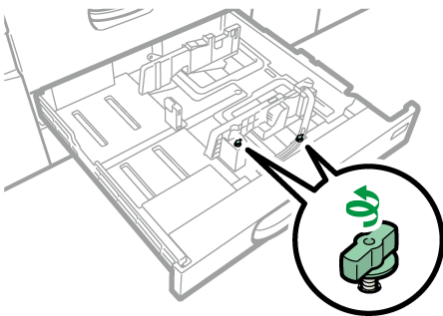
2

2. Remove paper if loaded.
3. Release the lock on the side fence.



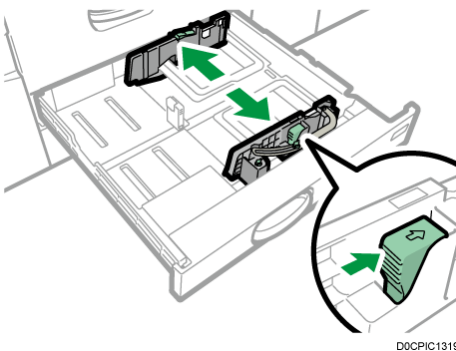
D0CPIC1316

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



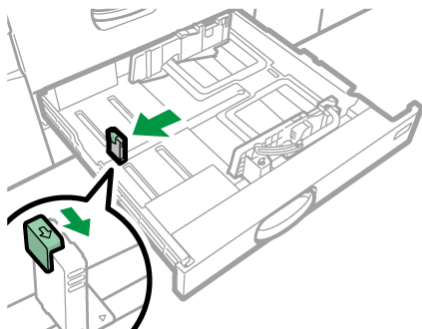
D0CPIC1370

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



D0CPIC1319

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

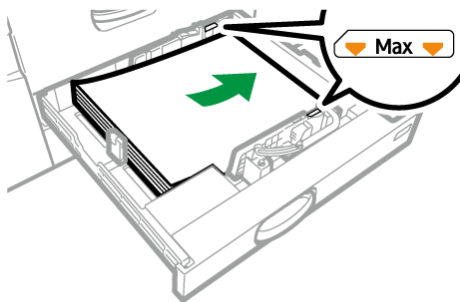


D0CPIC1320

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

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

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



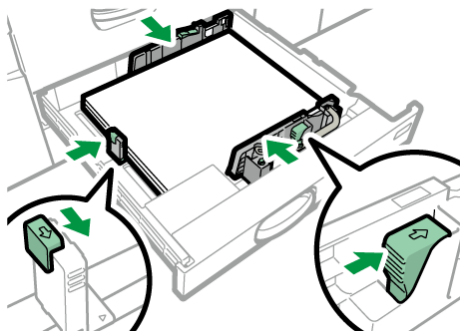
D0CPIC1321

8. Align the end and side fences gently against the paper you loaded.

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

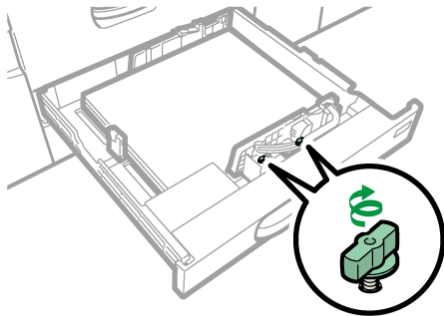
Make sure that there is no space between the paper and the side fences or end fence.

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



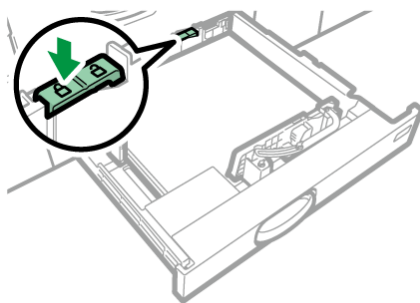
D0CPIC1322

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



D0CPIC1371

10. Re-lock the side fences.



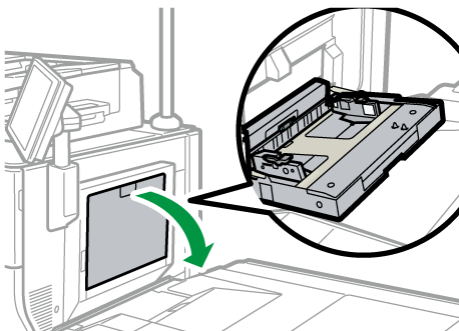
D0CPIC1323



11. Carefully push the paper tray fully in.

## Loading Paper into the Bypass Tray

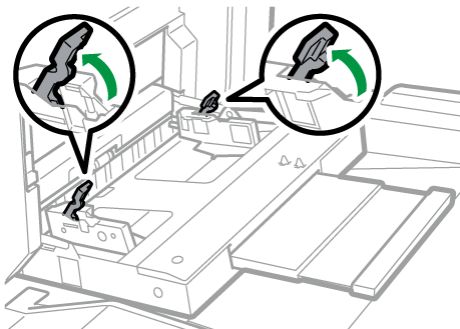
Use the bypass tray to use transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.

1. Open the bypass tray.



Pull the extender out when loading paper whose size is larger than A4  or 8<sup>1</sup>/<sub>2</sub> × 11 .

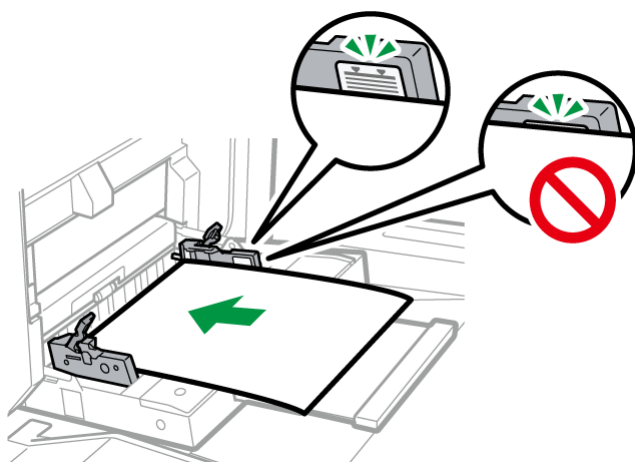
**2. Release the locks on both of the paper guides.**



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

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

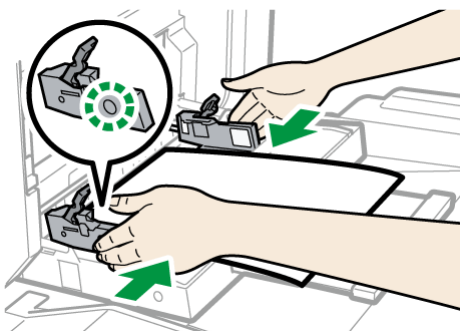
Do not stack paper over the limit mark. If you load paper over the limit mark, the print image may be slanted or the paper may be jammed.



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

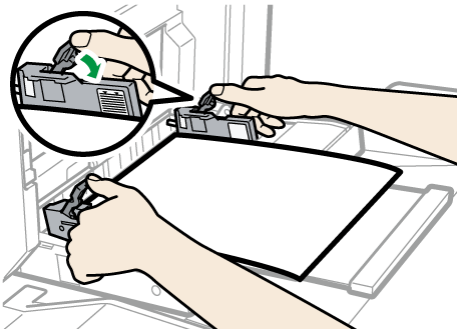
Check that the paper edges are aligned at the front side.

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



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

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



## Notes on Loading Coated Paper

You can only feed coated paper from the bypass tray, the LCIT RT5180, the Vacuum feed LCIT, and Trays 2 and 3 with the optional feed roller unit is installed.

### ★ Important

- **When the optional feed roller unit is installed to trays 2 and 3, you cannot mix matte-coated paper and gloss-coated paper. Also, matte-coated paper must be fed one sheet at a time.**









## Paper Thickness for Each Paper Weight

Paper Thickness	Metric	Bond paper	Cover paper	Index paper
Paper Weight 1	52.3–65.9 g/m <sup>2</sup>	14.0–17.9 lb. Bond	19.0–24.0 lb. Cover	29.0–36.0 lb. Index
Paper Weight 2	66.0–80.9 g/m <sup>2</sup>	18.0–21.9 lb. Bond	24.1–29.9 lb. Cover	36.1–44.9 lb. Index
Paper Weight 3	81.0–100.9 g/m <sup>2</sup>	22.0–27.0 lb. Bond	30.0–37.0 lb. Cover	45.0–55.9 lb. Index
Paper Weight 4	101.0–127.4 g/m <sup>2</sup>	27.1–34.0 lb. Bond	37.1–46.9 lb. Cover	56.0–70.0 lb. Index
Paper Weight 5	127.5–150.0 g/m <sup>2</sup>	34.1–40.0 lb. Bond	47.0–55.0 lb. Cover	70.1–82.9 lb. Index
Paper Weight 6	150.1–216.0 g/m <sup>2</sup>	40.1–57.9 lb. Bond	55.1–79.9 lb. Cover	83.0–119.0 lb. Index
Paper Weight 7	216.1–256.0 g/m <sup>2</sup>	58.0–68.0 lb. Bond	80.0–94.0 lb. Cover	119.1–141.0 lb. Index

Paper Thickness	Metric	Bond paper	Cover paper	Index paper
Paper Weight 8	256.1–300.0 g/m <sup>2</sup>	68.1–80.0 lb. Bond	94.1–110.0 lb. Cover	141.1–165.0 lb. Index
Paper Weight 9	300.1–360.0 g/m <sup>2</sup>	80.1–96.0 lb. Bond	110.1–132.0 lb. Cover	165.1–198.0 lb. Index









## Recommended Paper Sizes and Types

### Tray 1







Paper type and weight	Paper size	Paper capacity
52.3-300.0 g/m <sup>2</sup> (14.0 lb. Bond-165.0 lb. Index) Paper Weight 1-Paper Weight 8	 <b>Region A</b> A4   <b>Region B</b> 8 <sup>1</sup> / <sub>2</sub> × 11 	1,250 sheets × 2
52.3-300.0 g/m <sup>2</sup> (14.0 lb. Bond-165.0 lb. Index) Paper Weight 1-Paper Weight 8	*1  <b>Region A</b> 8 <sup>1</sup> / <sub>2</sub> × 11   <b>Region B</b> A4 	1,250 sheets × 2

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

### Tray 1 (A3/11 × 17 tray unit)

Paper type and weight	Paper size	Paper capacity
52.3-300.0 g/m <sup>2</sup> (14.0 lb. Bond-165.0 lb. Index) Paper Weight 1-Paper Weight 8	 <b>Region A</b> A3   <b>Region B</b> 11 × 17 	1,000 sheets
52.3-300.0 g/m <sup>2</sup> (14.0 lb. Bond-165.0 lb. Index) Paper Weight 1-Paper Weight 8	*1  <b>Region A</b> A4, B4 JIS  , 11 × 17  , 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>2</sub> × 14 	1,000 sheets


























Paper type and weight	Paper size	Paper capacity
	 <b>Region B</b> A3  , A4, B4 JIS  , $8\frac{1}{2} \times 11$ , $8\frac{1}{2} \times 14$ 	
52.3–300.0 g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 8	Custom size <sup>*2</sup> :  <b>Region A</b> Vertical: 210.0–305.0 mm Horizontal: 210.0–439.0 mm  <b>Region B</b> Vertical: 8.27–12.00 inches Horizontal: 8.27–17.28 inches	1,000 sheets




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

\*2 For details about how to load custom size paper, contact your service representative.

### Trays 2 and 3

Paper type and weight	Paper size	Paper capacity
52.3–300.0 g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 8	Paper sizes that can be detected automatically:  <b>Region A</b> A3  , A4, A5  , B4 JIS  , B5 JIS, $8\frac{1}{2} \times 11$  , $13 \times 19$  , SRA3   <b>Region B</b> A4  , B5 JIS  , $11 \times 17$  , $8\frac{1}{2} \times 14$  , $8\frac{1}{2} \times 11$ , $7\frac{1}{4} \times 10\frac{1}{2}$  , $5\frac{1}{2} \times 8\frac{1}{2}$  , $12 \times 18$  , $13 \times 19$	550 sheets
52.3–300.0 g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index) Paper Weight 1–Paper Weight 8	Select the paper size using the Tray Paper Settings menu:  <b>Region A</b> A5  , A6  , B6 JIS  , $11 \times 17$  , $8\frac{1}{2} \times 14$  , $8\frac{1}{2} \times 13$  , $8\frac{1}{2} \times 11$  , $8\frac{1}{4} \times 14$  , $8\frac{1}{4} \times 13$  , $8 \times 13$  , $8 \times 10$  , $7\frac{1}{4} \times 10\frac{1}{2}$ , $5\frac{1}{2} \times 8\frac{1}{2}$ ,	550 sheets

Paper type and weight	Paper size	Paper capacity
	<p>8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19<sup>1/5</sup>, 12<sup>3/5</sup> × 19<sup>1/5</sup>, 12<sup>3/5</sup> × 18<sup>1/2</sup>, 13 × 18, SRA4, 226 × 310 mm, 310 × 432 mm, 8<sup>1/2</sup> × 13<sup>2/5</sup>, F4a</p> <p> <b>Region B</b></p> <p>A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 8<sup>1/2</sup> × 13, 8<sup>1/4</sup> × 14, 8<sup>1/4</sup> × 13, 8 × 13, 8 × 10, 7<sup>1/4</sup> × 10<sup>1/2</sup>, 5<sup>1/2</sup> × 8<sup>1/2</sup>,</p> <p>8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19<sup>1/5</sup>, 12<sup>3/5</sup> × 19<sup>1/5</sup>, 12<sup>3/5</sup> × 18<sup>1/2</sup>, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, 8<sup>1/2</sup> × 13<sup>2/5</sup>, F4a</p>	
<p>52.3–300.0 g/m<sup>2</sup> (14.0 lb. Bond–165.0 lb. Index)</p> <p>Paper Weight 1–Paper Weight 8</p>	<p>Custom size:</p> <p> <b>Region A</b></p> <p>Vertical: 100.0–330.2 mm</p> <p>Horizontal: 139.7–487.7 mm</p> <p> <b>Region B</b></p> <p>Vertical: 3.94–13.00 inches</p> <p>Horizontal: 5.50–19.20 inches</p>	550 sheets
<p>Coated: High Gloss<sup>*1</sup></p> <p>Coated: Matte<sup>*1</sup></p> <p>Coated: Glossy<sup>*1</sup></p> <p>73.3–300.0 g/m<sup>2</sup> (19.6 lb. Bond–165.0 lb. Index)</p>	<p>Paper sizes that can be detected automatically:</p> <p> <b>Region A</b></p> <p>A3, A4, A5, B4 JIS, B5 JIS, 8<sup>1/2</sup> × 11, 13 × 19, SRA3</p> <p> <b>Region B</b></p> <p>A4, B5 JIS, 11 × 17, 8<sup>1/2</sup> × 14, 8<sup>1/2</sup> × 11, 7<sup>1/4</sup> × 10<sup>1/2</sup>, 5<sup>1/2</sup> × 8<sup>1/2</sup>, 12 × 18, 13 × 19</p>	550 sheets
<p>Coated: High Gloss<sup>*1</sup></p> <p>Coated: Matte<sup>*1</sup></p> <p>Coated: Glossy<sup>*1</sup></p>	<p>Select the paper size using the Tray Paper Settings menu:</p> <p> <b>Region A</b></p>	550 sheets

Paper type and weight	Paper size	Paper capacity
73.3–300.0 g/m <sup>2</sup> (19.6 Bond–165.0 lb. Index)	<p>A5, A6, B6 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 8K, 16K, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19<sup>1</sup>/<sub>5</sub>, 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub>, 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub>, 13 × 18, SRA4, 226 × 310 mm, 310 × 432 mm, 8<sup>1</sup>/<sub>2</sub> × 13<sup>2</sup>/<sub>5</sub>, F4a</p> <p> <b>Region B</b></p> <p>A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19<sup>1</sup>/<sub>5</sub>, 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub>, 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub>, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, 8<sup>1</sup>/<sub>2</sub> × 13<sup>2</sup>/<sub>5</sub>, F4a</p>	
Coated: High Gloss <sup>*1</sup> Coated: Matte <sup>*1</sup> Coated: Glossy <sup>*1</sup> 73.3–300.0 g/m <sup>2</sup> (19.6 Bond–165.0 lb. Index)	<p>Custom size:</p> <p> <b>Region A</b></p> <p>Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm</p> <p> <b>Region B</b></p> <p>Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches</p>	550 sheets
Tab stock <sup>*2</sup> 52.3–300.0 g/m <sup>2</sup> (14.0 lb. Bond–165.0 lb. Index)	A4, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 11	200 sheets
Envelopes <sup>*3</sup> 150.1–256.0 g/m <sup>2</sup> (55.1 lb. Cover–141.0 lb. Index)	Select the paper size using the Tray Paper Settings menu: 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub> , C5 Env, C6 Env, DL Env	<ul style="list-style-type: none"> <li>• : 50 sheets</li> <li>• :</li> </ul>





















Paper type and weight	Paper size	Paper capacity
		Double flap: 15 sheets Single flap: 25 sheets




\*1 You can only feed paper from the paper tray on which the optional feed roller unit is mounted.

\*2 The tab sheet holder is required.










\*3 The recommended thickness for envelopes is approximately double the thickness indicated when you purchase the envelopes, because envelopes are made by overlapping two or more sheets of paper.

### Bypass Tray

Paper type and weight	Paper size	Paper capacity
52.3–360.0 g/m <sup>2</sup> (14.0 Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 9*5	Paper sizes that can be detected automatically:  <b>Region A</b> A3  , A4, A5, A6  , B4 JIS  , B5 JIS, B6 JIS  , 13 × 19  , SRA3   <b>Region B</b> 11 × 17  , 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 12 × 18  , 13 × 19  , SRA3 	<ul style="list-style-type: none"> <li>• 250 sheets</li> <li>• Paper Weight 5: 100 sheets</li> <li>• Paper Weight 6–Paper Weight 7: 50 sheets</li> <li>• Paper Weight 8: 40 sheets</li> <li>• Paper Weight 9: 35 sheets</li> </ul>
52.3–360.0 g/m <sup>2</sup> (14.0 Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 9	Select the paper size:  <b>Region A</b> 11 × 17  , 8 <sup>1</sup> / <sub>2</sub> × 14  , 8 <sup>1</sup> / <sub>2</sub> × 13  , 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>4</sub> × 14  , 8 <sup>1</sup> / <sub>4</sub> × 13  , 8 × 13  , 8 × 10  , 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ,	<ul style="list-style-type: none"> <li>• 250 sheets</li> <li>• Paper Weight 5: 100 sheets</li> </ul>

Paper type and weight	Paper size	Paper capacity
	<p>12 × 18<sup>□</sup>, 11 × 15<sup>□</sup>, 11 × 14<sup>□</sup>, 10 × 15<sup>□</sup>, 10 × 14<sup>□</sup>, 13 × 19<sup>1/5</sup><sup>□</sup>, 12<sup>3/5</sup> × 19<sup>1/5</sup><sup>□</sup>, 12<sup>3/5</sup> × 18<sup>1/2</sup><sup>□</sup>, 13 × 18<sup>□</sup>, SRA4, 226 × 310 mm, 310 × 432 mm<sup>□</sup>, 8<sup>1/2</sup> × 13<sup>2/5</sup><sup>□</sup>, 4<sup>1/5</sup> × 5<sup>1/2</sup><sup>□</sup>, F4a<sup>□</sup></p> <p> <b>Region B</b></p> <p>A3<sup>□</sup>, A4, A5, A6<sup>□</sup>, B4 JIS<sup>□</sup>, B5 JIS, B6 JIS<sup>□</sup>, 8<sup>1/2</sup> × 14<sup>□</sup>, 8<sup>1/2</sup> × 13<sup>□</sup>, 8<sup>1/4</sup> × 14<sup>□</sup>, 8<sup>1/4</sup> × 13<sup>□</sup>, 8 × 13<sup>□</sup>, 8 × 10<sup>□</sup>, 7<sup>1/4</sup> × 10<sup>1/2</sup>,</p> <p>11 × 15<sup>□</sup>, 11 × 14<sup>□</sup>, 10 × 15<sup>□</sup>, 10 × 14<sup>□</sup>, 13 × 19<sup>1/5</sup><sup>□</sup>, 12<sup>3/5</sup> × 19<sup>1/5</sup><sup>□</sup>, 12<sup>3/5</sup> × 18<sup>1/2</sup><sup>□</sup>, 13 × 18<sup>□</sup>, SRA4, 226 × 310 mm, 310 × 432 mm<sup>□</sup>, 8<sup>1/2</sup> × 13<sup>2/5</sup><sup>□</sup>, 4<sup>1/5</sup> × 5<sup>1/2</sup><sup>□</sup>, F4a<sup>□</sup></p>	<ul style="list-style-type: none"> <li>• Paper Weight 6–Paper Weight 7: 50 sheets</li> <li>• Paper Weight 8: 40 sheets</li> <li>• Paper Weight 9: 35 sheets</li> </ul>
52.3–360.0 g/m <sup>2</sup> (14.0 Bond–198.0 lb. Index) Paper Weight 1–Paper Weight 9	<p>Custom size:</p> <p> <b>Region A</b></p> <p>Vertical: 90.0–330.2 mm            Horizontal: 139.7–1300.0 mm<sup>*1</sup></p> <p> <b>Region B</b></p> <p>Vertical: 3.55–13.00 inches            Horizontal: 5.50–51.18 inches<sup>*1</sup></p>	<ul style="list-style-type: none"> <li>• 250 sheets<sup>*2</sup></li> <li>• Paper Weight 5: 100 sheets</li> <li>• Paper Weight 6–Paper Weight 7: 50 sheets</li> <li>• Paper Weight 8: 40 sheets</li> <li>• Paper Weight 9: 35 sheets</li> </ul>
Translucent paper	A3 <sup>□</sup> , A4, B4 JIS <sup>□</sup> , B5 JIS	125 sheets
Transparencies	A4, 8 <sup>1/2</sup> × 11	125 sheets
Coated: High Gloss Coated: Matte	Paper sizes that can be detected automatically:	<ul style="list-style-type: none"> <li>• 250 sheets</li> </ul>

Paper type and weight	Paper size	Paper capacity
Coated: Glossy 73.3–360.0 g/m <sup>2</sup> (19.6 Bond–198.0 lb. Index)	<b>Region A</b> A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 13 × 19, SRA3  <b>Region B</b> 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 11, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 12 × 18, 13 × 19, SRA3	<ul style="list-style-type: none"> <li>Paper Weight 5: 100 sheets</li> <li>Paper Weight 6–Paper Weight 7: 50 sheets</li> <li>Paper Weight 8: 40 sheets</li> <li>Paper Weight 9: 35 sheets</li> </ul> *4
Coated: High Gloss Coated: Matte Coated: Glossy 73.3–360.0 g/m <sup>2</sup> (19.6 Bond–198.0 lb. Index)	Select the paper size:  <b>Region A</b> 11 × 17, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 <sup>1</sup> / <sub>4</sub> × 13, 8 × 13, 8 × 10, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> , 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 <sup>1</sup> / <sub>5</sub> , 12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> , 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> , 13 × 18, SRA4, 226 × 310 mm, 310 × 432 mm, 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>2</sup> / <sub>5</sub> , 4 <sup>1</sup> / <sub>5</sub> × 5 <sup>1</sup> / <sub>2</sub> , F4a  <b>Region B</b> A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 8 <sup>1</sup> / <sub>2</sub> × 14, 8 <sup>1</sup> / <sub>2</sub> × 13, 8 <sup>1</sup> / <sub>4</sub> × 14, 8 <sup>1</sup> / <sub>4</sub> × 13, 8 × 13, 8 × 10, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> , 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 <sup>1</sup> / <sub>5</sub> , 12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> , 12 <sup>3</sup> / <sub>5</sub> × 18 <sup>1</sup> / <sub>2</sub> , 13 × 18, SRA4, 226 × 310 mm, 310 × 432 mm, 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>2</sup> / <sub>5</sub> , 4 <sup>1</sup> / <sub>5</sub> × 5 <sup>1</sup> / <sub>2</sub> , F4a	<ul style="list-style-type: none"> <li>250 sheets</li> <li>Paper Weight 5: 100 sheets</li> <li>Paper Weight 6–Paper Weight 7: 50 sheets</li> <li>Paper Weight 8: 40 sheets</li> <li>Paper Weight 9: 35 sheets</li> </ul> *4

Paper type and weight	Paper size	Paper capacity
Coated: High Gloss Coated: Matte Coated: Glossy 73.3–360.0 g/m <sup>2</sup> (19.6 Bond–198.0 lb. Index)	Custom size:  <b>Region A</b> Vertical: 90.0–330.2 mm Horizontal: 139.7–1300.0 mm <sup>*1</sup>  <b>Region B</b> Vertical: 3.55–13.00 inches Horizontal: 5.50–51.18 inches <sup>*1</sup>	<ul style="list-style-type: none"> <li>• 250 sheets<sup>*2</sup></li> <li>• Paper Weight 5: 100 sheets</li> <li>• Paper Weight 6–Paper Weight 7: 50 sheets</li> <li>• Paper Weight 8: 40 sheets</li> <li>• Paper Weight 9: 35 sheets</li> </ul> *4
Label paper (adhesive labels) 52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)	A4, B4 JIS 	1 sheet
Tab stock 52.3–360.0 g/m <sup>2</sup> (14.0 lb. Bond–198.0 lb. Index)	A4  , 8 <sup>1</sup> / <sub>2</sub> × 14  , 8 <sup>1</sup> / <sub>2</sub> × 11 	50 sheets
Envelopes <sup>*6</sup> 150.1–300.0 g/m <sup>2</sup> (55.1 lb. Cover–165.0 lb. Index)	Select the paper size <sup>*3</sup> : 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub> , 3 <sup>7</sup> / <sub>8</sub> × 7 <sup>1</sup> / <sub>2</sub> , C5 Env, C6 Env  , DL Env	<ul style="list-style-type: none"> <li>• : 20 sheets</li> <li>• :                Double flap: 7 sheets                Single flap: 10 sheets             </li> </ul>

<sup>\*1</sup> If you want to print on paper that has a horizontal length of 487.8-1300.0 mm (19.21–51.18 inches), we recommend using the multi bypass banner sheet tray.

\*2 When the multi bypass banner sheet tray is installed, you can load banner sheets that are from 487.8–1300.0 mm (about 19.21–51.18 inches) long. The number of sheets that you can load depends on the basis weight shown in the table below.

Paper thickness	Basis weight (g/m <sup>2</sup> )	Paper capacity
Paper Weight 1–Paper Weight 3	52.3–100.9	50 sheets
Paper Weight 4–Paper Weight 5	101.0–150.0	25 sheets
Paper Weight 6–Paper Weight 8	150.1–300.0	10 sheets

\*3 Available paper sizes differ depending on the options that are installed. For details about the available paper sizes for each option, see the specifications of each option.

\*4 If a paper jam occurs or if the machine makes a strange noise when feeding stacks of paper, feed the paper from the bypass tray one sheet at a time.

\*5 For paper weight 9 (300.1–360.0 g/m<sup>2</sup> (110.1–132.0 lb. Cover)), the paper can be loaded only with the grain running in the lateral direction.

\*6 The recommended thickness for envelopes is approximately double the thickness indicated when you purchase the envelopes, because envelopes are made by overlapping two or more sheets of paper.



# 3. Printing on Special and Thick Paper with Optimal Settings

## Overview of Paper Settings

### Why Paper Settings Are Required

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

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

### Overview of Paper Settings

This section overviews and explains the flow of operations for configuring paper settings. You need to specify the paper sizes and types for paper trays in order to properly print on the paper loaded in the paper trays. You can configure these settings in the tray paper settings. The machine has functions such as a master library and custom paper settings that make it easy to configure the tray paper settings.

You can specify the tray paper settings in the following ways:

- Assign a custom paper to a paper tray
- Manually specify a paper size and type for a paper tray

#### Master library

- The master library contains settings such as paper types, paper weights, and machine operating conditions (for example, paper feed, toner transfer, and toner fusing conditions) that are customized for each major commercially available paper products and also for each major paper types.
- To use the settings in the master library, you must first select the name or type of your paper from the master library. The paper settings will be registered to a custom paper.
- The master library makes it easy to get the best results from your paper.

#### Custom paper

- You can register each type of paper that you use as a "Custom Paper" by setting a name, size, type, weight, and other advanced settings in "Tray Paper

Settings". This function is convenient because you can register certain types of paper that you often use as custom paper.

- Custom Paper can also be set from the master library.
- Custom papers can be registered in the following ways:
  - Select the paper's name or type from the master library
  - Modify a custom paper that has already been registered
  - Manually specify the paper's type and weight

\* In general, paper not registered in the master library cannot be used.

3

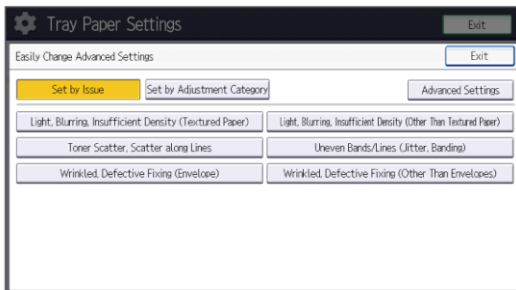
Under the custom paper's advanced settings, you can specify the machine operating conditions such as paper feed, toner transfer, and toner fusing conditions. The master library contains the advanced settings that are preconfigured so that you do not need to configure them.

When you change the paper type and weight settings of a registered custom paper, its advanced settings are initialized.

There are two ways to change the advanced settings: The easy method and the standard method to change the menu.

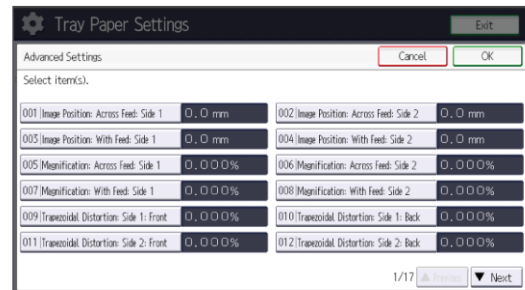
### Easy

You can efficiently select and set the settings from the adjustment categories, such as [Fusing Nip Width Adjustment], or from specific phenomena such as wrinkles or poor fusing.



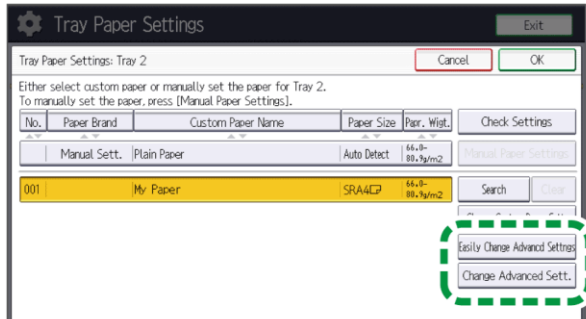
### Standard

The standard change menu: All the settings are displayed in a list. Select the necessary items.



To change the advanced settings, select one of the following operations.

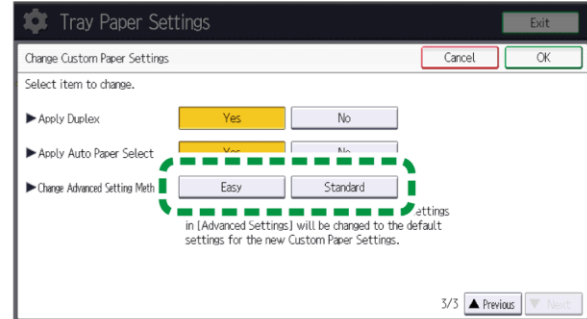
In the [Tray Paper Settings] screen, select the paper tray in which the custom paper whose advanced settings you want to change is loaded, and then press [Easily Change Advanced Settings] or [Change Advanced Setting].



Easily Change Advanced Settings

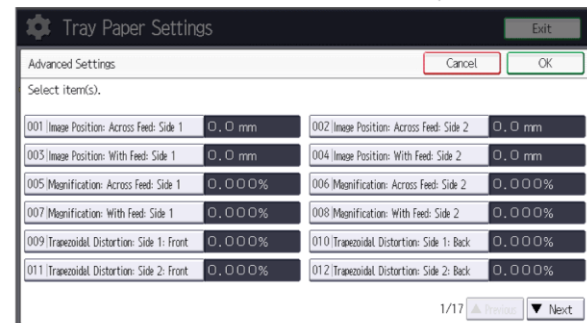
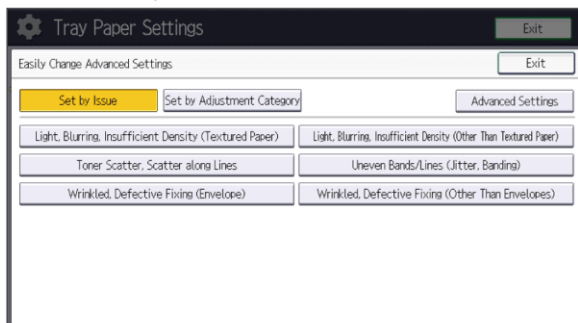
Change Advanced Setting

In the [Tray Paper Settings] screen, press [Edit Custom Paper] and select the custom paper. Press [Next] twice, and then press [Easy] or [Standard] under [Change Advanced Setting Method].



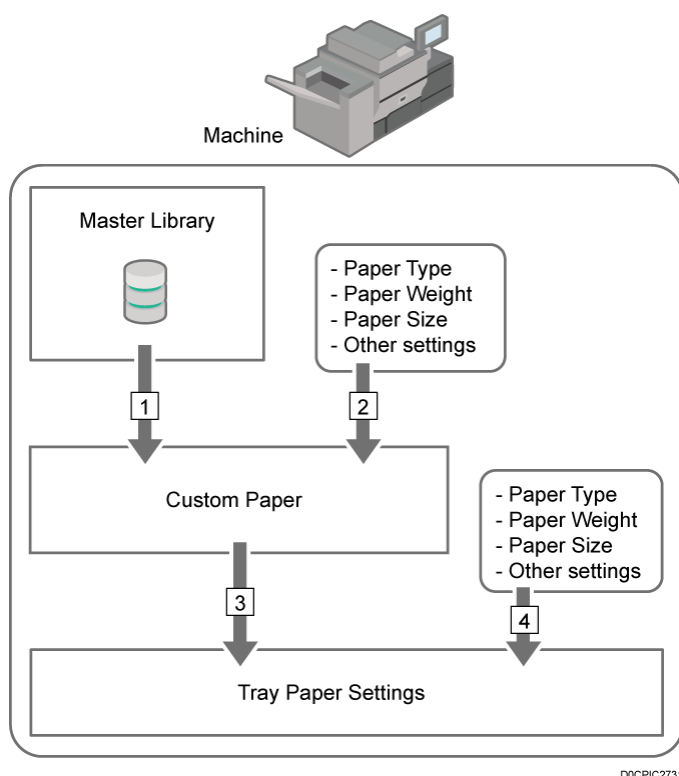
Easy

Standard



Only the machine administrator can change the advanced settings. For details, contact your machine administrator.

## Relationships Between Functions



1. **You can register the settings stored in the master library to a custom paper.**
2. **You can register a custom paper by manually specifying the paper's type and weight.**
3. **You can configure the tray paper settings by assigning a custom paper to each paper tray.**
4. **You can configure the tray paper settings by manually specifying paper sizes and types.**

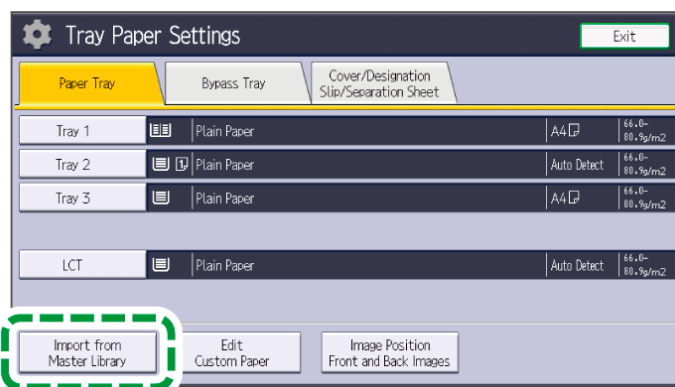
# Printing Using Master Library

## Configuring Paper from the Master Library

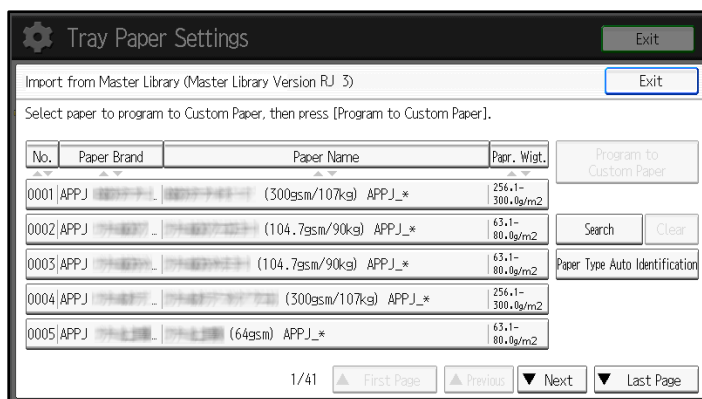
1. Press [Tray Paper Settings] on the Home screen.



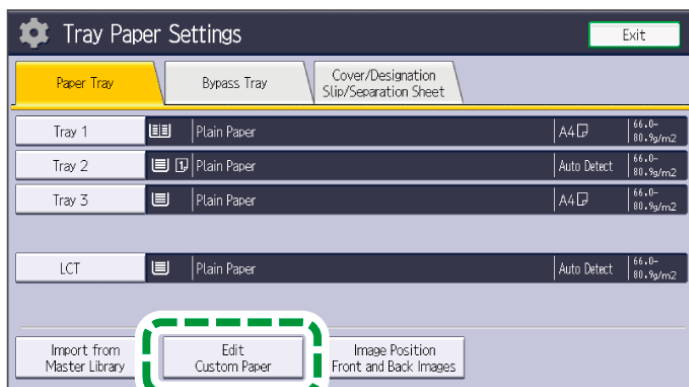
2. Press [Import from Master Library].



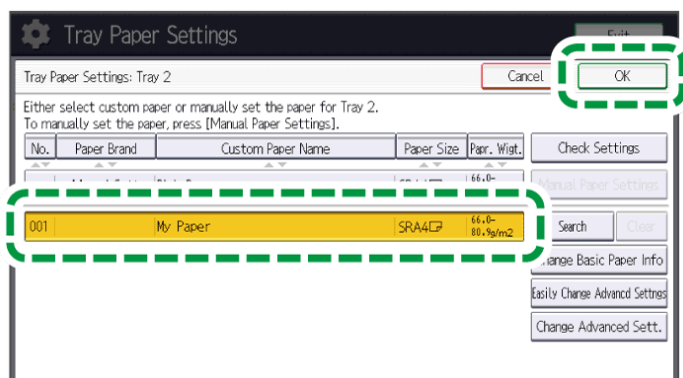
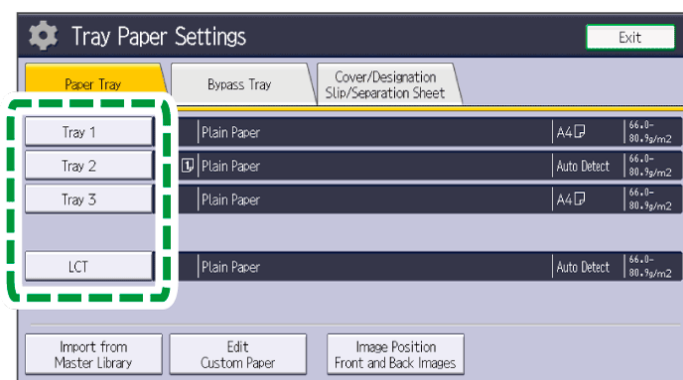
3. Select the paper to register, and then press [Program to Custom Paper].




4. Press [Yes] ► [Exit].
5. Press [Edit Custom Paper].



6. Press [▲Previous] or [▼Next] to select the custom paper you have just registered.
7. Change [Custom Paper Name] to a meaningful name. Change [Paper Size] as required and then press [OK].
8. In the overwrite confirmation screen, press [Overwrite] ► [Yes].
9. Return to the [Tray Paper Settings] screen and then select the paper tray in which you have loaded paper. In the next displayed screen, select the custom paper you have just created, and then press [OK].



 When you print on paper whose characteristics on the front side and back side are different, disable the auto duplex function so as not to print on both sides of the paper. Specify the print settings that are suitable for the characteristics of the front side, and then print on the front side of the paper. After printing on the front side,

specify the print settings for the back side of the paper, and then print on the back side. If you specify print settings that are not suitable for the paper for printing, or if you print on the side that is not for printing, print quality may decrease. In addition, it may dirty the inside of the machine and cause malfunctions.

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## **If the Brand of Paper in Use is Not in the Master Library**

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Paper not registered in the master library may not support printing with the machine's designed print quality. If you wish to try printing on a few sheets of such paper, first register as the custom paper type and grammage the paper brand closest to the paper to be used.

For details, see "I want to use paper that is not in the master library." in page 130 "Frequently Asked Questions (FAQ)"

For notes on special paper, see [Control Panel/Web](#) "Using Special Types of Paper".

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## **Printing Using Custom Paper**

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- Windows

The PCL driver allows printing with the custom paper setting registered in the machine.

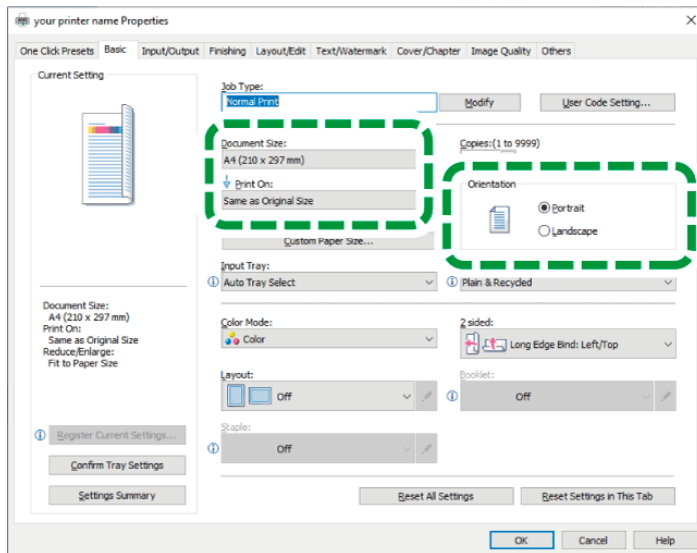
- macOS

The PS driver allows printing with the custom paper setting registered in the machine.

## Printing on registered custom paper

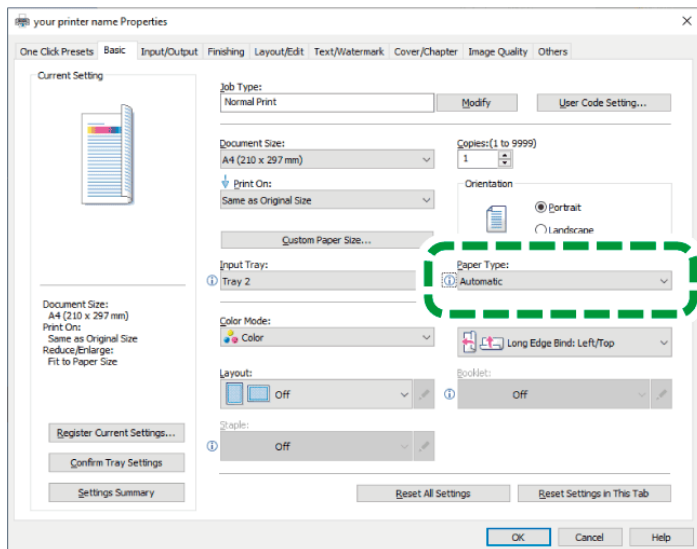
### Printing a Document in Windows

1. On the **[Basic]** tab, specify the **[Document Size:]** and **[Orientation]** settings according to the print job settings.



To print on paper of a size different from that of the original, specify **[Print On]**.

2. On the **[Basic]** tab, select the paper tray in which you have loaded the custom paper, set **[Paper Type]** to **[Automatic]**, and then print.

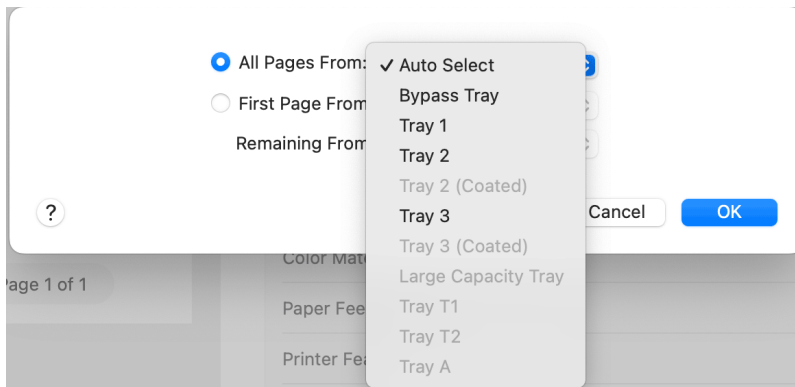


### Printing a Document in macOS

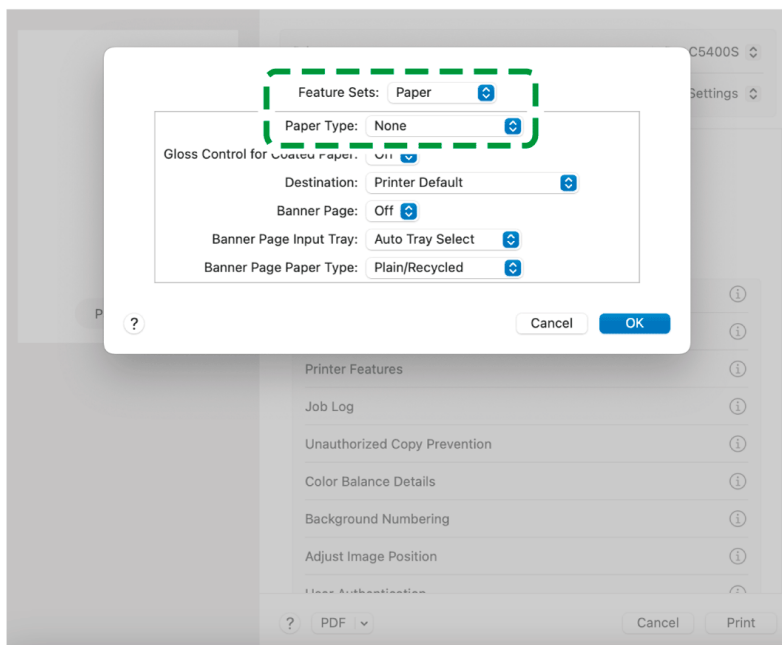
Specify the paper size in **[Page Setup]** before performing the following procedures.



1. Click [Printer Options] ► [Paper Feed], and then select the paper tray in which you have loaded the custom paper.



2. Click [Printer Features], set [Feature Sets] to [Paper], and then set [Paper Type] to [None].



## Paper Weight Conversion Table

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

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

The basic sizes for each grade are as follow:

- Bond, Ledger: 17" × 22"
- Offset, Text: 25" × 38"
- Cover: 20" × 26"

- Index:  $25\frac{1}{2}" \times 30\frac{1}{2}"$

Ream weight can be calculated using the following equation:

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



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


























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

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

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


### Custom Paper Size Conversion Table

Display size	Horizontal × Vertical: mm (inches)
A3 	420×297 (16.54×11.69)
B4 JIS 	364× 257 (14.33×10.12)
A4 	210×297 (8.27×11.69)
A4 	297×210 (11.69×8.27)
B5 JIS 	182×257 (7.17×10.12)
B5 JIS 	257×182 (10.12×7.17)
A5 	148×210 (5.83×8.27)
A5 	210×148 (8.27×5.83)
B6 JIS 	182×128 (7.17×5.04)
A6 	148×105 (5.83×4.13)
SRA3 	450×320 (17.72×12.60)
SRA4 	225×320 (8.86×12.60)
SRA4 	320×225 (12.60×8.86)
226 × 310 	226×310 (8.90×12.20)
226 × 310 	310×226 (12.20×8.90)
310 × 432 	432×310 (17.00×12.20)
13 × 19 <sup>1</sup> / <sub>5</sub> 	488×330 (19.21×12.99)
13 × 19 	483×330 (19.02×12.99)
13 × 18 	457×330 (17.99×12.99)
12 <sup>3</sup> / <sub>5</sub> × 19 <sup>1</sup> / <sub>5</sub> 	488×320 (19.21×12.60)

Display size	Horizontal × Vertical: mm (inches)
$12^{3/5} \times 18^{1/2}$ 	470×320 (18.50×12.60)
$12 \times 18$ 	457×305 (17.99×12.00)
$11 \times 17$ 	432×279 (17.00×10.98)
$11 \times 15$ 	381×279 (15.00×10.98)
$11 \times 14$ 	356×279 (14.02×10.98)
$10 \times 15$ 	381×254 (15.00×10.00)
$10 \times 14$ 	356×254 (14.02×10.00)
$8^{1/2} \times 14$ 	356×216 (14.02×8.50)
$8^{1/2} \times 13^{2/5}$ 	340×216 (13.39×8.50)
$8^{1/2} \times 13$ 	330×216 (12.99×8.50)
$8^{1/2} \times 11$ 	216×279 (8.50×10.98)
$8^{1/2} \times 11$ 	279×216 (10.98×8.50)
$8^{1/4} \times 14$ 	356×210 (14.02×8.27)
$8^{1/2} \times 13^{1/2}$ 	343×216 (13.50×8.50)
$8^{1/4} \times 13$ 	330×210 (12.99×8.27)
$8 \times 13$ 	330×203 (12.99×7.99)
$8 \times 10$ 	254×203 (10.00×7.99)
$7^{1/4} \times 10^{1/2}$ 	184×267 (7.24×10.51)
$7^{1/4} \times 10^{1/2}$ 	267×184 (10.51×7.24)
$5^{1/2} \times 8^{1/2}$ 	140×216 (5.51×8.50)
$5^{1/2} \times 8^{1/2}$ 	216×140 (8.50×5.51)
$4^{1/5} \times 5^{1/2}$ 	140×107 (5.51×4.20)
8K 	390×267 (15.35×10.51)
16K 	195×267 (7.68×10.51)
16K 	267×195 (10.51×7.68)

# Printing on Envelopes

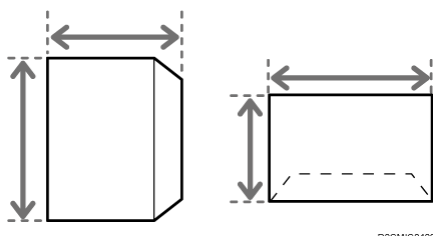
Before printing on envelopes, register the envelope size that you are using as [Custom Paper].

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

## Measuring Envelopes to Load into the Bypass Tray

3

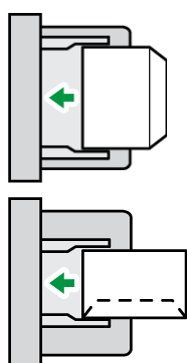
1. Measure the horizontal and vertical lengths of the envelope.




2. Specify the horizontal and vertical lengths of the envelope as [Custom Size]. You should specify the same values for the following three items as you specified in [Custom Size].

- Paper size specified on the machine itself
- Document size specified in the application's data
- Document size specified in the printer driver

3. Load envelopes in the bypass tray as shown in the illustrations below.



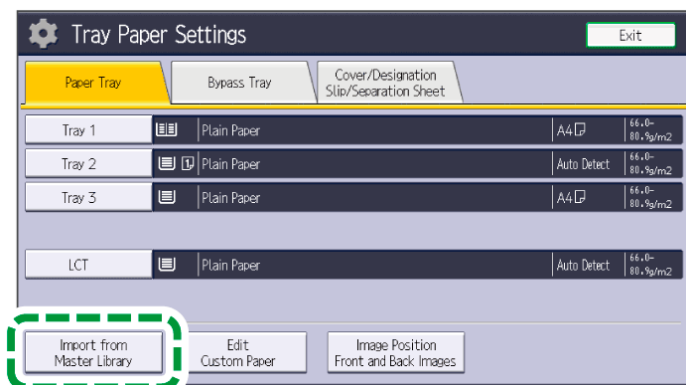
 A paper output error may occur when printing on envelopes with the flaps opened if the finisher is installed. If this happens, change the settings and load the envelopes with the flaps closed.

## Specifying Paper Settings Using the Control Panel When Printing on Envelopes from the Bypass Tray

1. Press [Tray Paper Settings] on the Home screen.

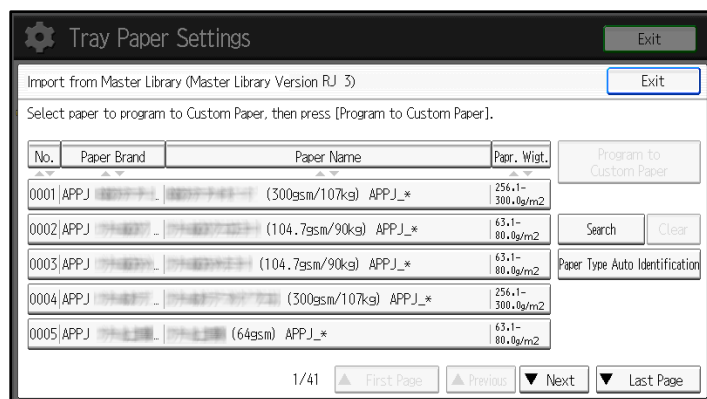


2. Press [Import from Master Library].



3. Press [▲Previous] or [▼Next] to select the brand of the envelope you want to register.

By pressing [Search] and specifying the paper type, you can search for brands of envelopes.



4. Press [Program to Custom Paper] ► [Yes] ► [Exit].

## Editing Custom Paper

After registering the envelope as a custom paper, specify the envelope size in [Custom Paper] and save it.

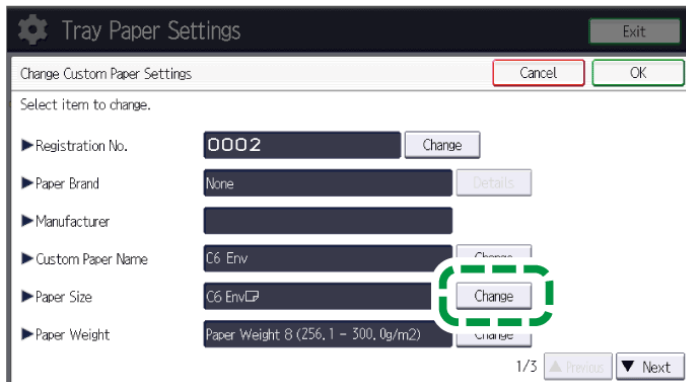
On your computer, use the custom paper you registered here when printing.

1. Press [Tray Paper Settings] on the Home screen.

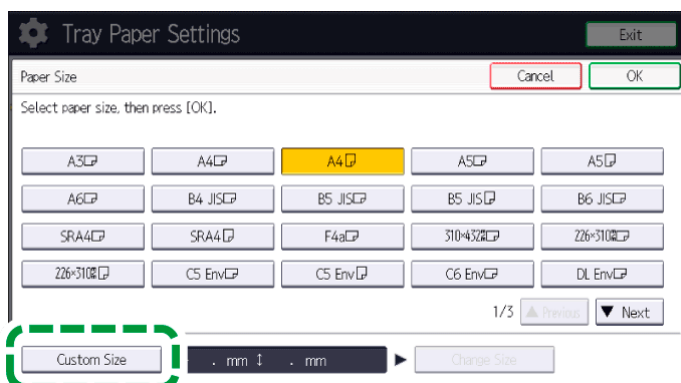


2. Press [Edit Custom Paper].

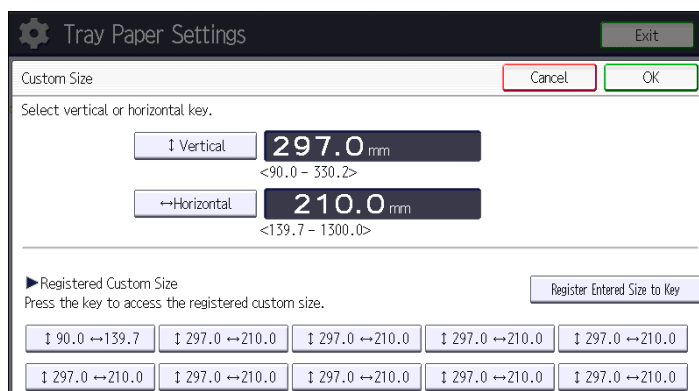
3. Select the custom paper whose settings you want to modify, and then press [Change] for "Paper Size".



4. Press [Custom Size].



5. Press [↕ Vertical] or [↔ Horizontal], and then enter the envelope size.



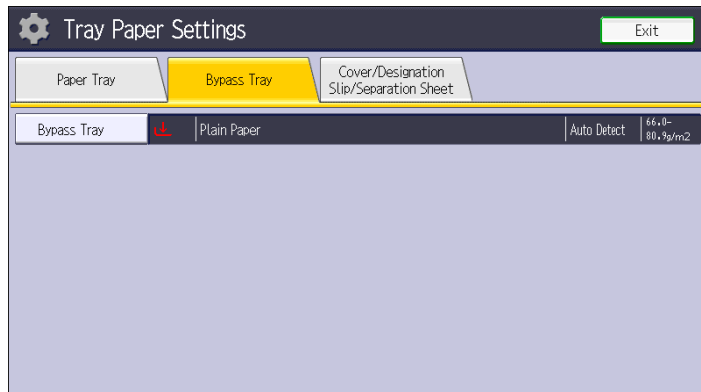
By pressing [Register Entered Size to Key], you can register the custom size that you have entered. The custom size you register can be recalled by pressing a

[Registered Custom Size] key, which can save you the trouble of entering the size again next time. You can register up to 10 custom-size keys.

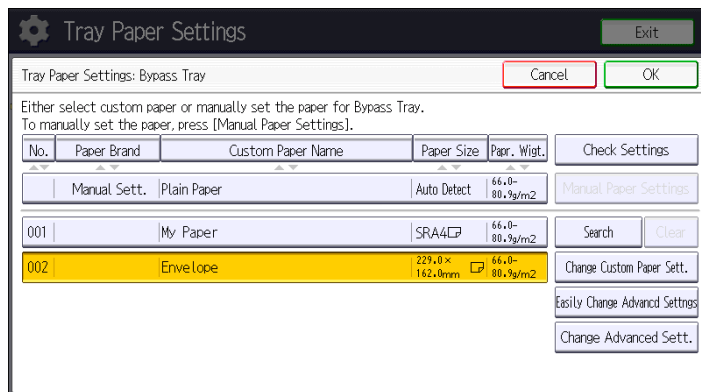
On the [Tray Paper Settings] screen, you can change the settings for [Apply Auto Paper Select] by pressing [Edit Custom Paper] and selecting a custom paper.

6. Press [OK] three times.

7. Press the [Bypass Tray] tab, and then select the bypass tray on the [Tray Paper Settings] screen.




8. Select the custom paper you have just created, and then press [OK].



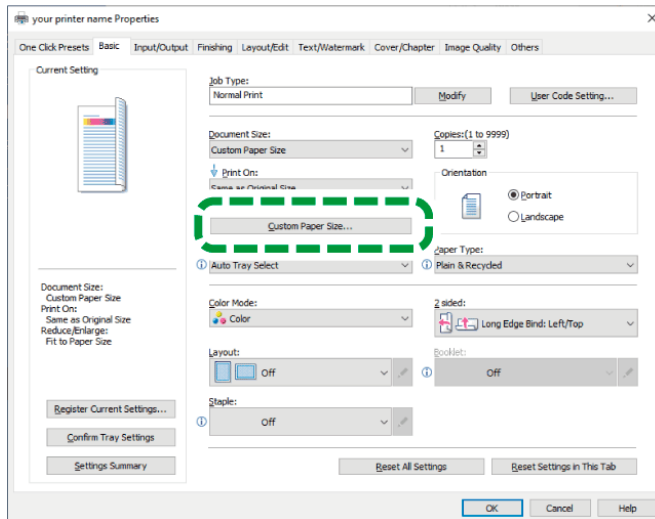
## Printing on Envelopes Specified as a Custom Paper


To print on envelopes specified as a custom paper using the printer driver for Windows, perform the following procedure:

 To print on envelopes specified as a custom paper using the printer driver for macOS, see page 37 "Printing Using Custom Paper". If you need to set the rotation to 180 degrees, you can also do that. To set the rotation to 180 degrees, select [Basic] from "Feature Sets" in [Printer Features].




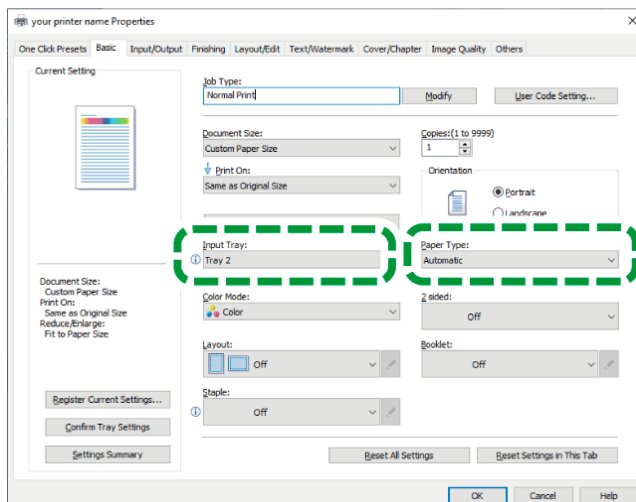
1. On the [Basic] tab, specify the [Orientation] settings according to the print job settings.
2. In [Document Size:], click [Custom Paper Size...] and then enter the paper size.




 You can register a custom paper size that is commonly used by performing the following procedure:

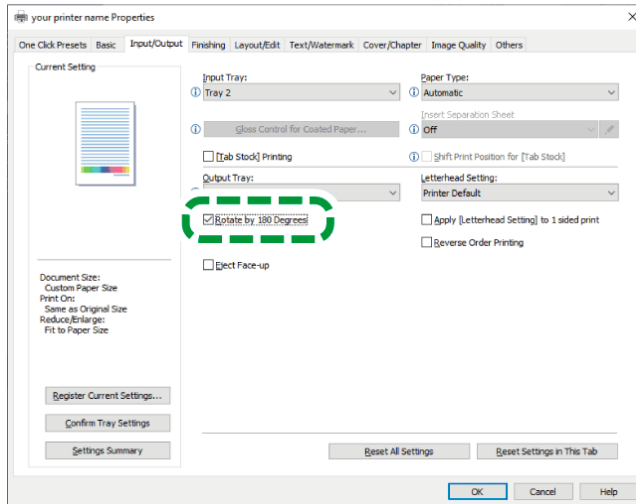
1. Right-click the printer icon, and then click [Printer properties].  
In Windows 11, click the printer icon, and then click [Printer properties].
  2. Click the [Advanced Options] tab and click [Register Custom Paper Size...].
  3. Select the setting item in which to register the custom size from [Custom Paper Size List: (Name/Measurement Unit/Width/Length)].
  4. Enter the name of the custom size and its values, and then click [Modify].
  5. Click [OK] ► [Apply].
3. In [Input Tray:], select the tray loaded with the envelope, and then select [Automatic] in [Paper Type].


 [Automatic] is not displayed unless the paper tray is selected.



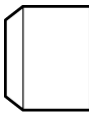
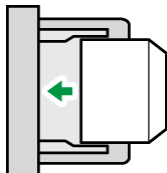
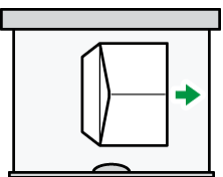

 If the edge of the data is not printed or the print position is not aligned, click [Set Image Position...] in the [Layout/Edit] tab and adjust the print position in [Adjust Image Position].

4. Select the [Rotate by 180 Degrees] check box on the [Input/Output] tab as necessary, according to the orientation of data and envelope.



 Select the [Rotate by 180 Degrees] check box when the envelopes are being fed from their bottom side with their flaps open, and if the orientation of the print data is as shown below.

### Examples of Combinations of Envelope Orientations and Print Data That Requires the Print Image to Be Rotated 180 Degrees

Types and Orientations of Envelopes	How to Load Envelopes	Print Data
Side-opening envelopes 	<p>Bypass tray</p>  <p>Trays 2-3</p> 	

### What to Do If Envelopes Become Creased When Printing

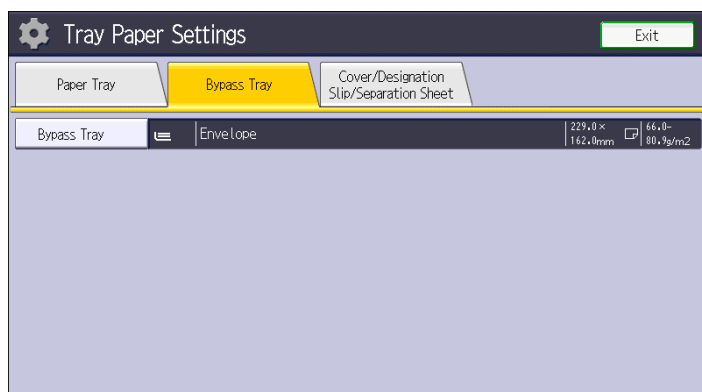
Adjust the width of the fusing nip to prevent wrinkles.

If the envelope fusing unit is installed, the item to be adjusted differs. For details, see the users manual provided with the envelope fusing unit.

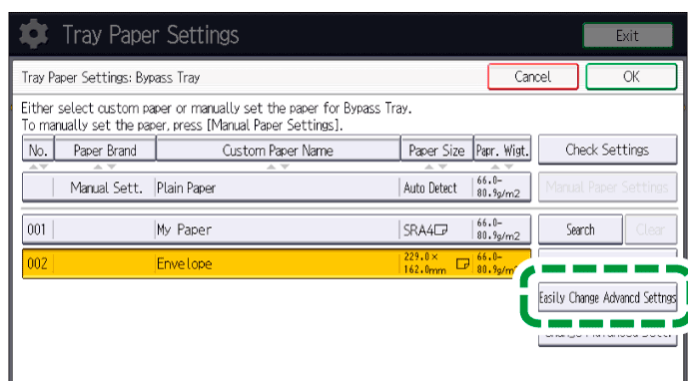
**1. Press [Tray Paper Settings] on the Home screen.**



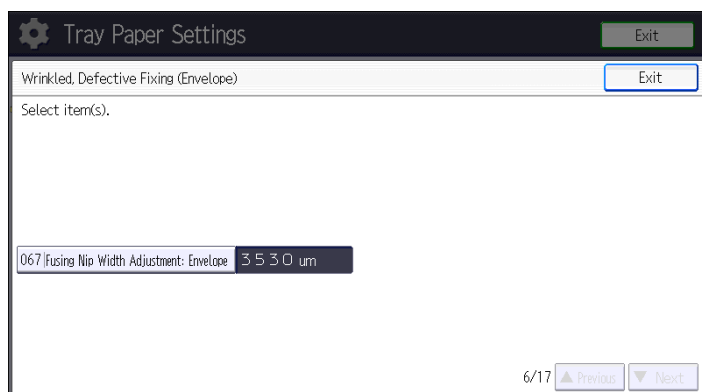
**2. Select the paper tray in which you have loaded envelopes.**



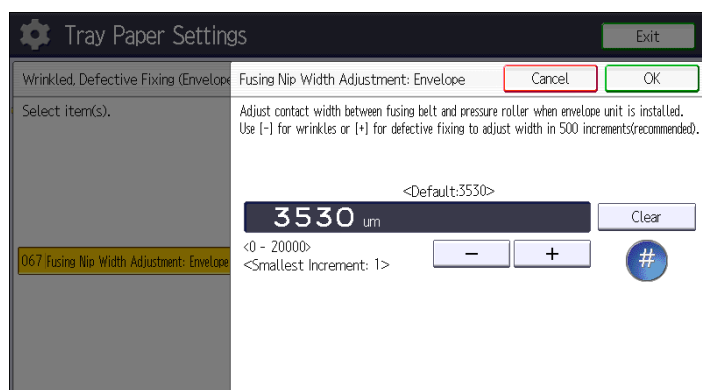
**3. Press [Easily Change Advanced Settings].**




**4. Press [Set by Issue] ► [Wrinkled, Defective Fixing (Envelope)] ► 067[Fusing Nip Width Adjustment: Envelope].**



5. Use the numeric keypad to decrease the value by increments of -500 as you print and check the results.



If you decrease the [Fusing Nip Width Adjustment: Envelope] too much, fusing degrades. If fusing degrades after you decrease the value, then decrease the previous value by -250 and check the fusing performance.

 If the wrinkles are eliminated but the toner fusing is unstable, increase the above value by +500 increments as you print and check the results. If envelopes become wrinkled after you increase the value, increase the value by +250 from the previous value and check the results.

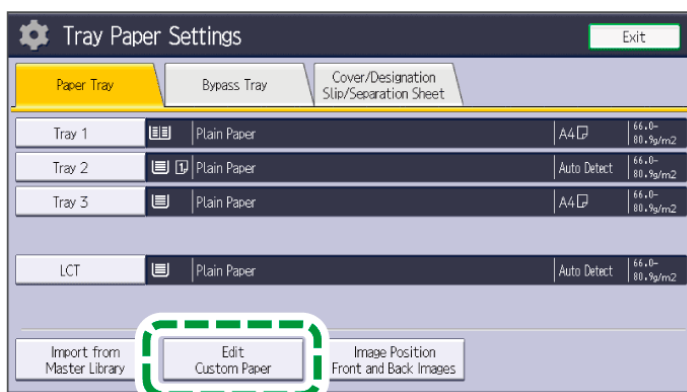
# Custom Paper Management

## Deleting Registered Custom Paper

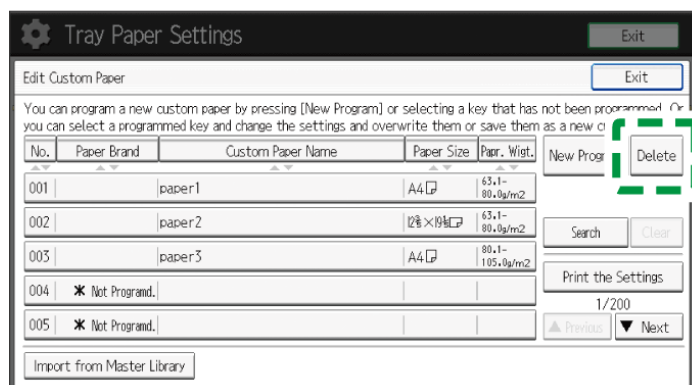
1. Press [Tray Paper Settings] on the Home screen.



2. Press [Edit Custom Paper].



3. Press [Delete].



4. Select the custom paper to be deleted, and then press [Delete].
5. If a confirmation message appears, press [Yes].
6. After the screen switches, press [Exit], and then, in the Tray Paper Settings screen, press [Exit].

### ★ Important

- If there is still a print job in the color controller, the custom paper may not be deleted. If using a color controller, delete the print job that uses the custom paper before deleting the custom paper.

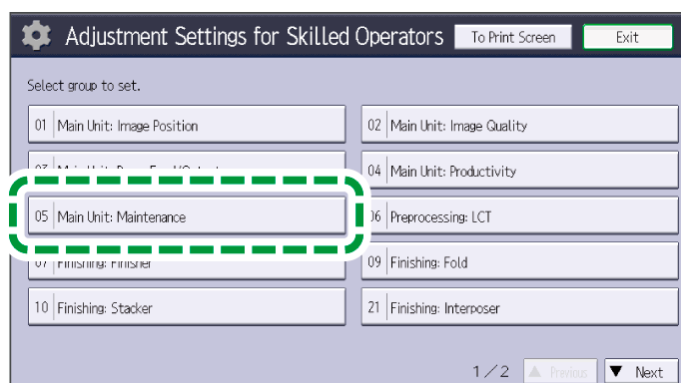
## Backing Up and Restoring Custom Paper Profiles

You can use a USB flash memory device to back up and restore the custom paper profile.

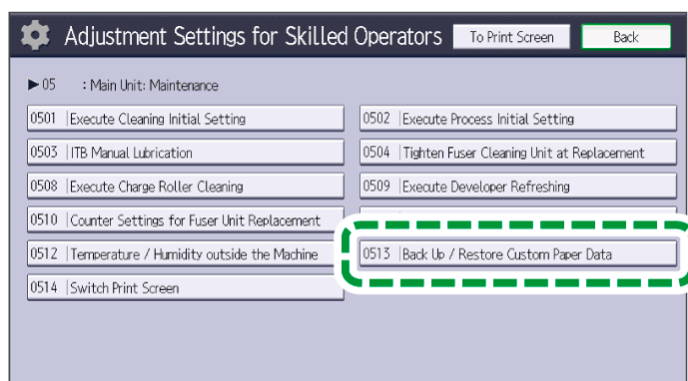
1. Press [Adjustment Settings for Skilled Operators] on the Home screen.



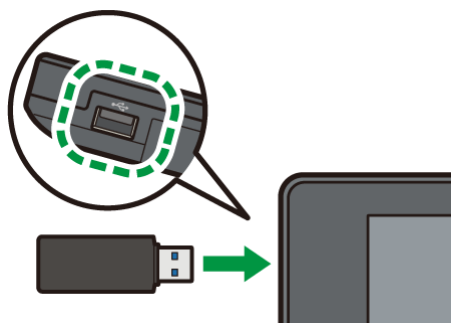
2. Press 05[Main Unit: Maintenance].




3. Press 0513[Back Up / Restore Custom Paper Data].



4. To back up the data, press [Back Up Custom Paper Settings]. To restore it, press [Restore Custom Paper Settings].
5. Insert a USB flash memory device into the media slot in the upper left part of the control panel.



- Use the media formatted in FAT16 or FAT32.

6. Press [OK].
7. Press [Exit].
8. Before removing the media from the slot, press the icon () displayed on the screen to cancel the connection.



It is recommended to regularly back up the registered custom paper profile.





# 4. Printing on Special and Thick Paper with Essential Basic Settings

## Configuring Paper Settings Manually for Printing

You can configure paper settings by [Manual Paper Settings] without using the custom paper profile.

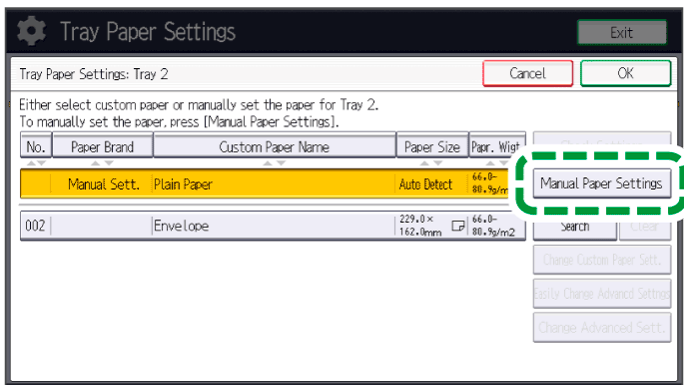
You can specify the setting quickly for tasks such as printing on copy paper for everyday use.

4

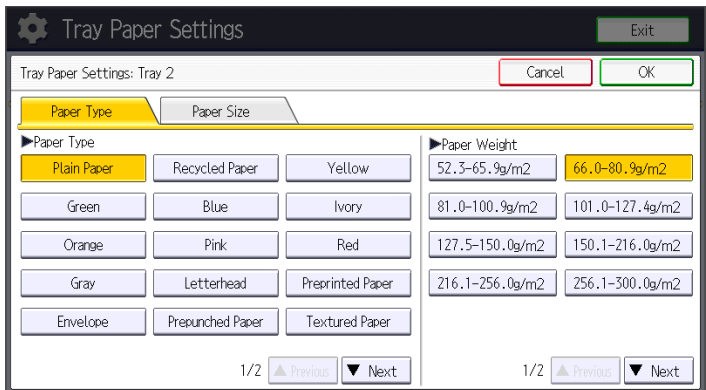
- 1. Press [Tray Paper Settings] on the Home screen.



- 2. Select the tray to configure paper settings.
- 3. Select [Manual Sett.].
- 4. Press [Manual Paper Settings].



- 5. Change the paper settings (such as paper type, paper weight, and paper size), and then press [OK] twice.



- Press [Home]  to close the [Tray Paper Settings] screen.

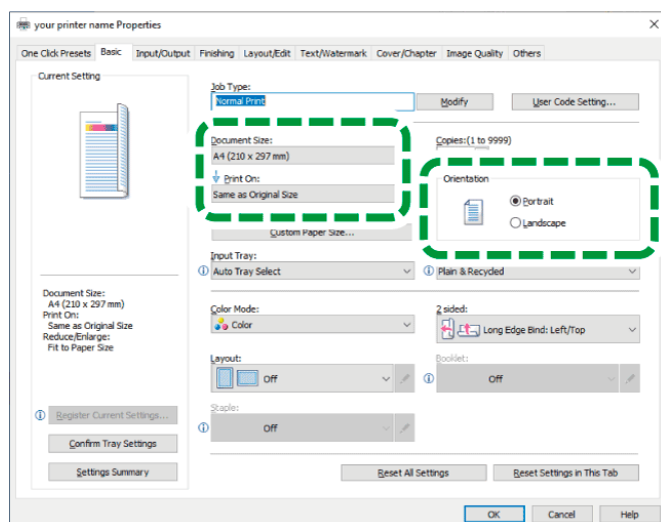
### ★ Important

- With manual paper settings, you may not achieve the quality achieved when using the master library. When using special paper of the brand registered in the master library, use the registered custom paper.

## Printing with Manual Paper Settings

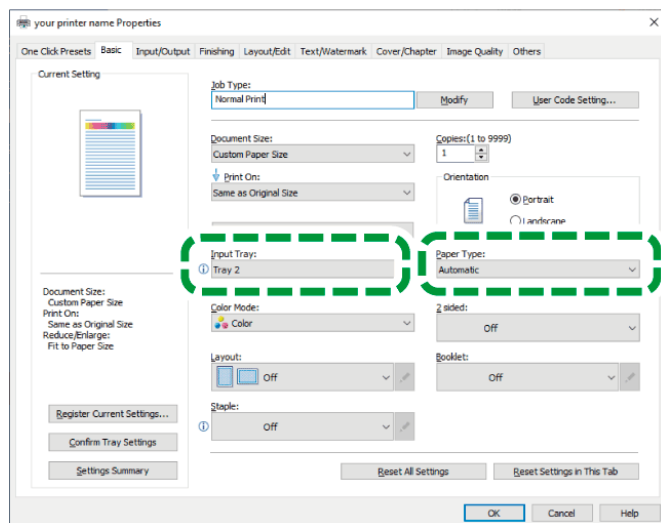
### Windows

- On the [Basic] tab, change [Document Size:] and [Orientation] according to the print job.



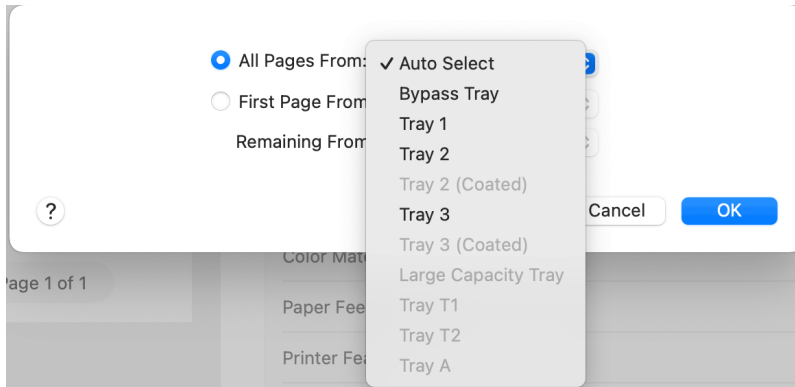
-  To print on paper of a size different from that of the original, specify [Print On].

- On the [Basic] tab, select the paper tray containing the paper to be used, set [Paper Type] to [Automatic] and then print.

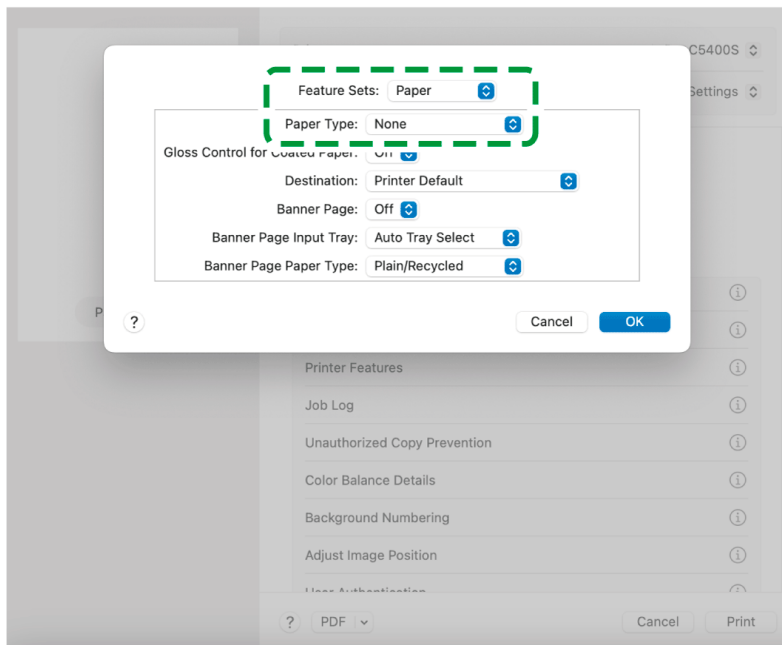


## macOS PS

1. Click [Printer Options] ► [Paper Feed], and then select the paper tray containing the paper to be used.



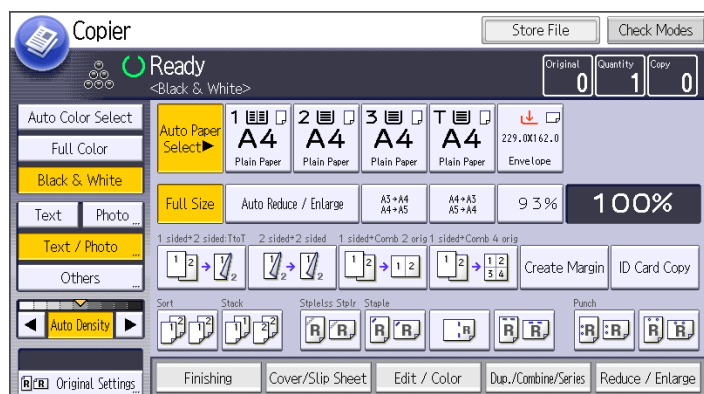
2. Click [Printer Features], set [Feature Sets] to [Paper], and then set [Paper Type] to [None].



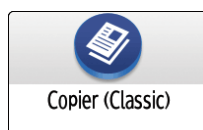


# 5. Using Advanced Functions

## Copy

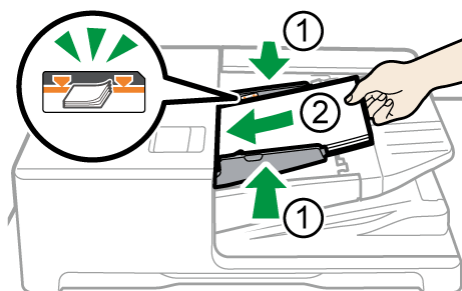


1. Press [Copier (Classic)] on the [Home] screen.



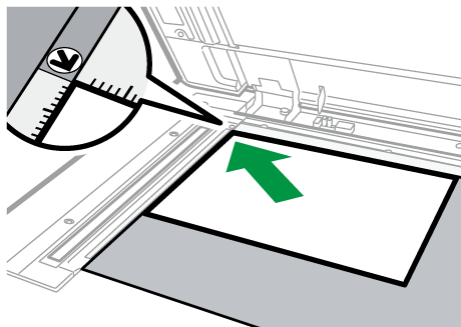
2. Make sure that no previous settings remain.
3. Place the originals.

### Placing Originals in the Auto Document Feeder



- Place the originals in the ADF so that they are aligned with the center of the ADF, and then adjust the original guide to the original size (1).
- Load the originals by sliding them straight in (2).
- Do not stack paper over the limit marks.
- Arrange with the side to scan face up.

### Placing Originals on the Exposure Glass



- Align with the positioning mark.
- Arrange with the side to scan face down.
- Be careful not to get your hand caught in the ADF.

#### 4. Make desired settings.

Specify settings such as the size of the original, magnification and number of copies.

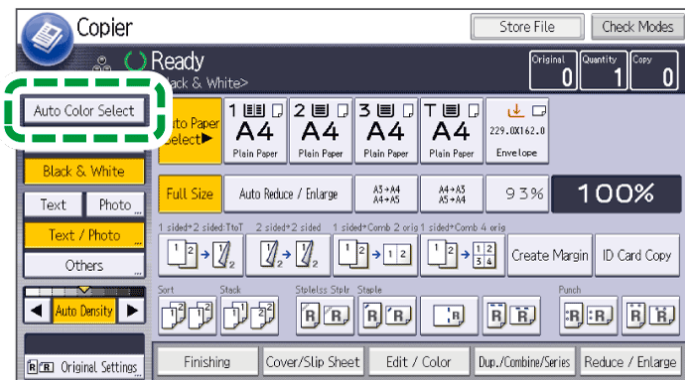
#### 5. Press [Start].

When placing the original on the exposure glass, press [Start] and then press [#] after the original has been scanned.

5

## Copying with Automatic Color Mode Selection

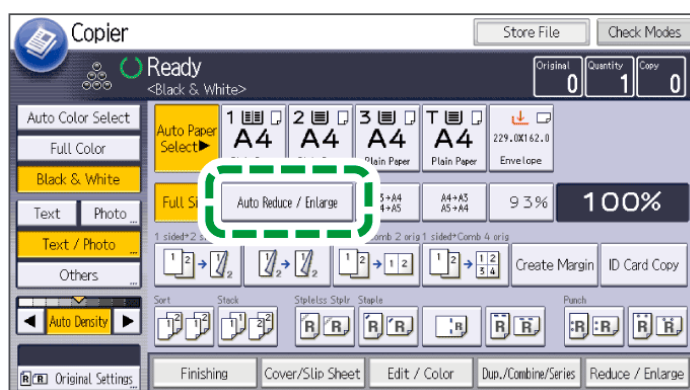
The machine determines whether the original is color or black-and-white and copies it.



#### 1. Press [Auto Color Select].

## Copying with Size Enlargement/Reduction According to the Paper Size

You can copy with automatic size enlargement/reduction according to the paper size. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.

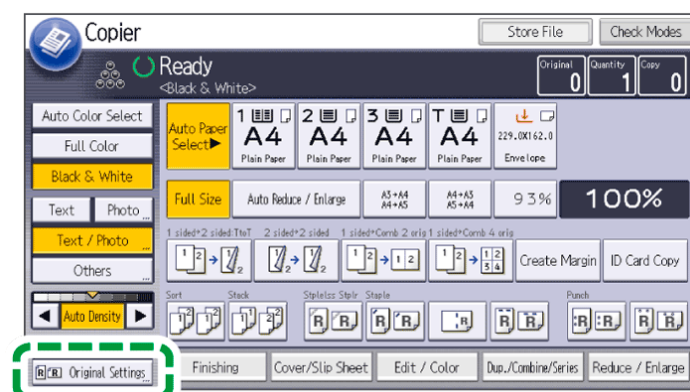


1. Press [Auto Reduce / Enlarge].
2. Select the paper tray.

## Copying Multiple Originals of Varying Sizes

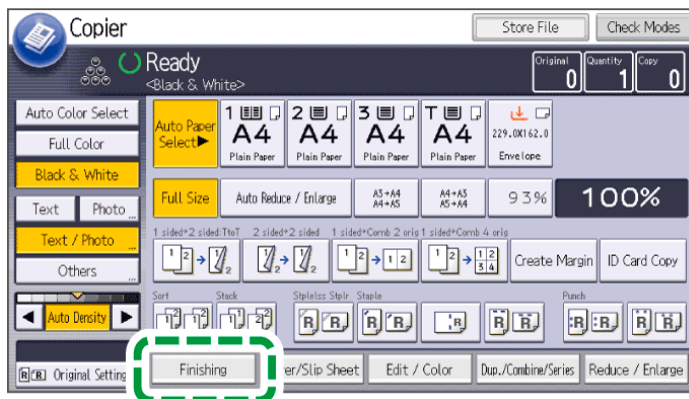
5

You can copy multiple originals of varying sizes by loading them in the ADF.



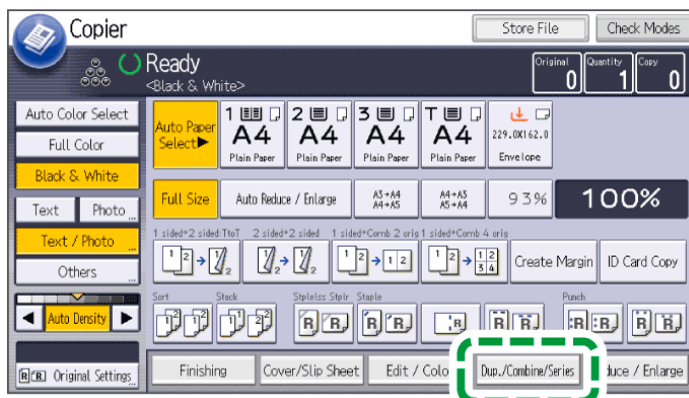
1. Press [Original Setting].
2. Press [Mixed Sizes] ► [OK] ► [OK].
3. Adjust the original guide on the ADF to the widest original size.
4. Place the original in the ADF.

## Stapling/Punching



1. Press [Finishing].
2. Press [Finisher].
3. Press [Staple] or [Punch].
4. Select one of the positions.
5. Press [OK] twice.

## Duplex/Combine/ Magazine



## Combining and copying a multi-page original onto a single sheet of paper

You can combine and copy a multi-page original onto a single sheet.





EEE501

1. Press [Dup./Combine/Series].
2. Press [Combine].
3. Select [1 Sided] or [2 Sided] for [Original:].
4. Press [Combine 1 Side] or [Combine 2 Sides].
5. In [Combine:], select the number of pages to combine into a single sheet.
6. Press [OK].

5

## Duplex copying

Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

1. Press [Dup./Combine/Series].
2. Make sure that [Duplex] is selected.
3. Select [1 Sided → 2 Sided] or [2 sided → 2 sided] according to how you want the document to be output.
4. Press [Original Orientation].
5. Select the original orientation, and then press [OK].
6. Press [OK].

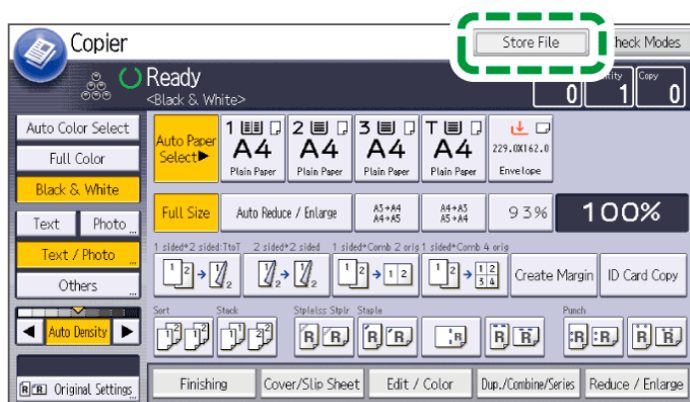
## Magazine

Copies two or more one-sided originals or two-sided originals to make copies in page order when they are folded and stacked.

1. Press [Dup./Combine/Series].
2. Press [Book].
3. Select [1 Sided] or [2 Sided] for [Original:].
4. Select [Magazine].
5. Under [Combine:], specify the number of originals to be combined on one page.

## Storing Documents on the Document Server

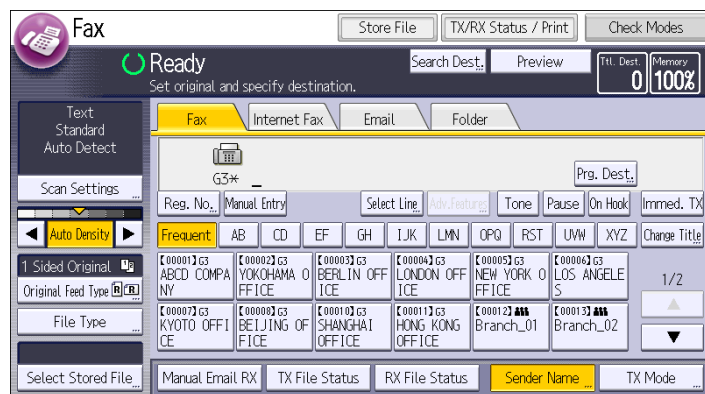
The Document Server enables you to store documents being read with the copy feature on the internal storage of this machine.



1. Press [Store File].
2. Enter a user name, file name, or password if necessary.
3. Specify a folder in which to store the document if necessary.
4. Press [OK].
5. Place the originals.
6. Make the scanning settings for the original.
7. Press [Start].

# Fax

To use the fax function, the fax unit is required.



## Sending a Fax (Memory Transmission)

5

### 1. Press [Fax (Classic)].

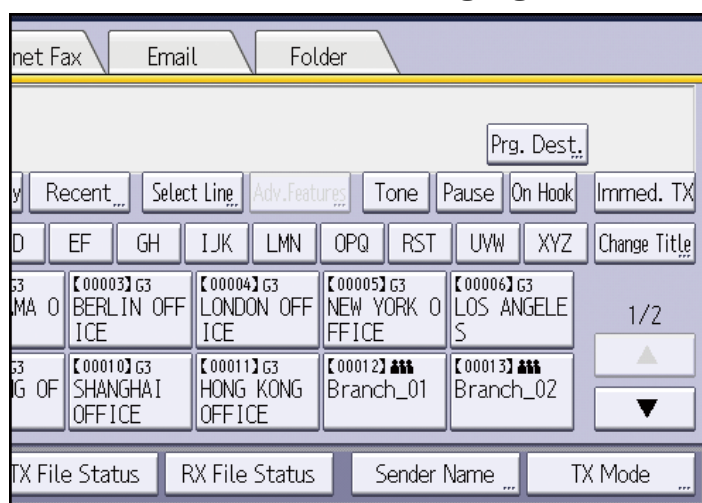
If the icon is not displayed on the Home screen, add the icon from the Application list screen.

**Control Panel/Web** "Adding a Frequently Used Application or Widget to the Home Screen"

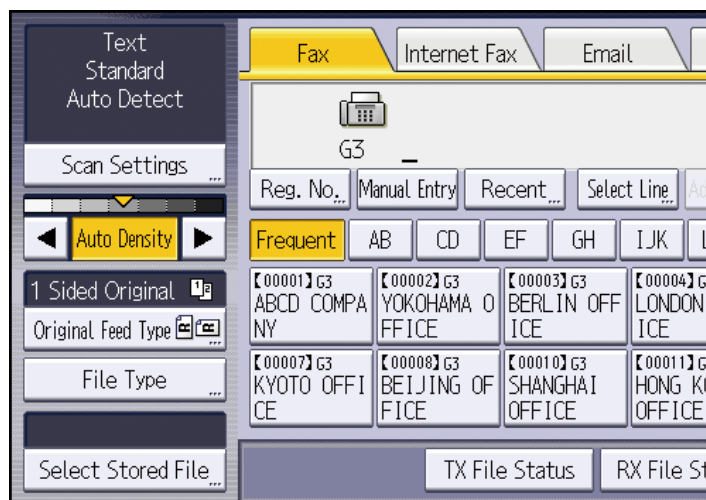


### 2. Make sure "Ready" appears on the screen.

### 3. Make sure [Immed. TX] is not highlighted.



4. Place the original in the ADF or on the exposure glass.
5. Make the scan settings such as scan size and resolution.



5

6. Configure the transmission settings such as [TX Mode] as necessary.
7. Specify a destination.
8. Press [Start].

## Preventing a Fax Transmission to the Wrong Destination

You can configure the machine to display the entered destination prior to transmission, or to force the user to press [Add] before adding another destination to prevent documents being sent to the wrong destination.

**Control Panel/Web** "Preventing Transmission to the Wrong Destination"

## What you can do with the fax transmission

### Checking the Fax Transmission Result


You can confirm fax transmission result by the control panel.

1. Press [TX/RX Status / Print].
2. Press [Transmission File Status].

### Printing records

Fax transmission and reception records, such as other end, communication time, or communication result are printed in the Records.

1. Press [TX/RX Status / Print].
2. Press [Print Records], and then select the printing method.

 The Records are automatically printed after every 50 communications in the factory default setting.

### Printing the destination name or standard message on the receiver's paper

You can print the destination name, fax header, and standard message on the page received at the destination along with the image of the original sent by fax. Specify the information to print on the received page in advance.

**Control Panel/Web** "Fax Header Print"

### Sending Faxes from a Computer (LAN-Fax)

You can send a document created on a computer directly by fax without printing it out by going through the machine. This increases efficiency and paper reduction. Install the LAN-Fax driver on the computer in advance.

**Control Panel/Web** "Sending Faxes from a Computer"


5

## Receiving Faxes

The machine prints a received fax document according to the settings in [Reception Settings] under [Fax Settings].

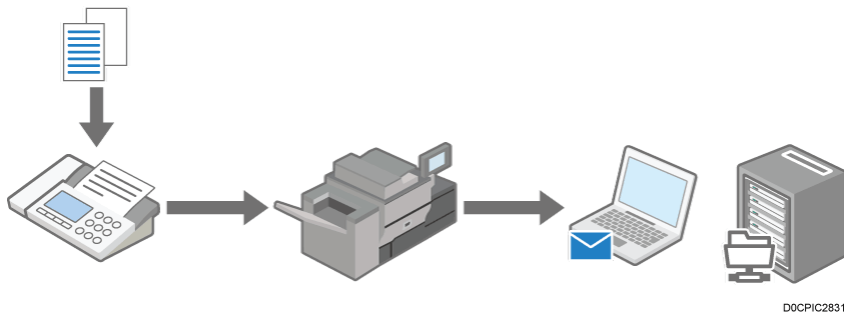
When [Store] is set to [On] in [Reception File Settings], a received fax document is stored on the internal storage memory instead of being printed. You can print or delete documents as necessary.

**Control Panel/Web** "Confirming/Printing/Deleting Received and Stored Documents"

 The fax indicator starts flashing during reception. If the fax indicator lights up, the machine receives incoming faxes and store them on the internal storage. Check if the machine is in a condition in which printing is not possible, such as out of paper.

## What you can do with the fax reception

### Forwarding received fax documents to other destinations



**Control Panel/Web** "Forwarding Received Fax Documents"

## 5

### Preventing Unwanted Faxes

You can register the sender in the list to deny reception. You can also configure the machine so that you do not receive faxes from an unknown sender whose name, fax number, and other information are not provided.

page 130 "Frequently Asked Questions (FAQ)"

### I want to change the type and volume of the sound emitted when using fax

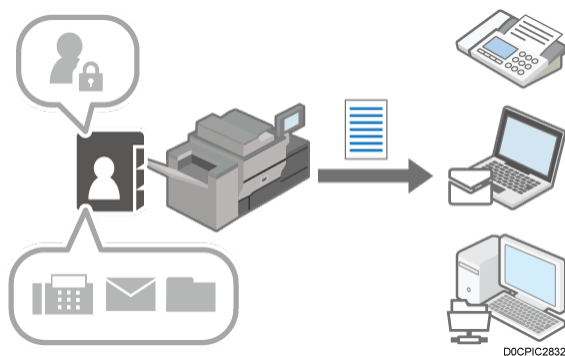
You can adjust the sound that notifies that the telephone line is in use, the machine is receiving a call, the machine is sending/receiving a fax, or the machine finished printing a received document.

**Control Panel/Web** "Setting the Sound Volume and Type"

# Registering, Editing and Deleting Address Book Data

You can send faxes or scan files easily by registering destinations (fax/e-mail/folder) in the machine's address book.

The login authentication data for machine operation with user authentication can also be registered in the address book.



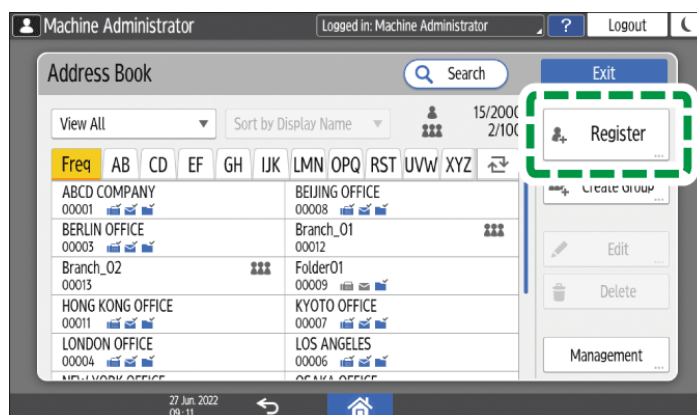
5

## Registering Destinations in the Address Book

1. Press [Address Book].



2. Press [Register].



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

4. Press the [Destinations] tab and specify the destinations as required.

- Fax: Specify the fax number and line type.  
[Control Panel/Web](#) "Registering a Fax Number and Send Conditions"
- Email Address: Specify the e-mail address and SMTP server.  
[Control Panel/Web](#) "Registering the E-mail Address and the Use Conditions"
- Folder: Specify the path to the shared folder and the access protocol.  
[Control Panel/Web](#) "Registering the Destination Folder to Use for Send to Folder"

5. Press the [User Management / Others] tab, and specify the required settings.



Register the groups to which the destinations/users belong together with authentication data.

**Control Panel/Web** "Using the Protection Function to Prevent the Misuse of Addresses"

6. Press [OK].

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

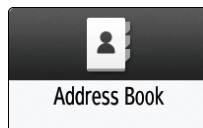
When a message prompting you to back up the address book appears on the screen, press [Go to Backup] to back up the address book.

- If a message prompting you to contact the administrator to back up the address book appears on the screen, ask the administrator to back up the address book.
- If you select [Close] you can close the address book without backing up and go back to the Home screen.

## Editing/Deleting Data Registered in the Address Book

5

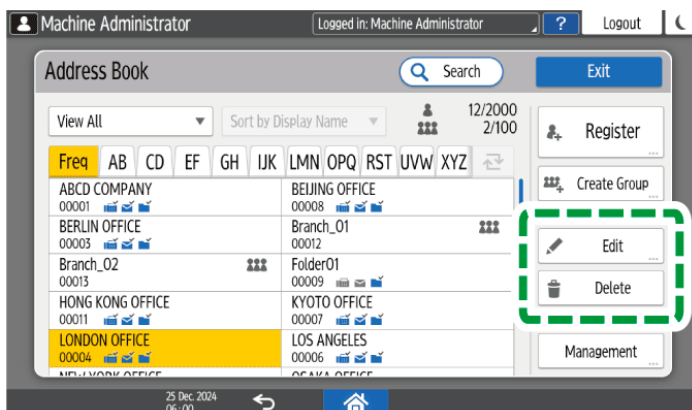
1. Press [Address Book].



2. Select the destination to Edit/delete on the Address Book screen.

You can delete multiple destinations at one time.

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



4. When Edit/Delete is complete, press [Home] (🏠).

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

- If a message prompting you to contact the administrator to back up the address book appears on the screen, ask the administrator to back up the address book.
- If you select [Close], you can close the address book without backing up and go back to the Home screen.



### You can print the address book destination list as follows:

1. On the Home screen, press [Address Book].
2. Press [Management] ► [Print Address Book: Destination List].
3. Select a print format, and then press [Print].

If you want to print in 2-sided print, select the check box of [2 Sided Print].

## Backing Up the Address Book

You can save the backup data of the address book and restore it when required.

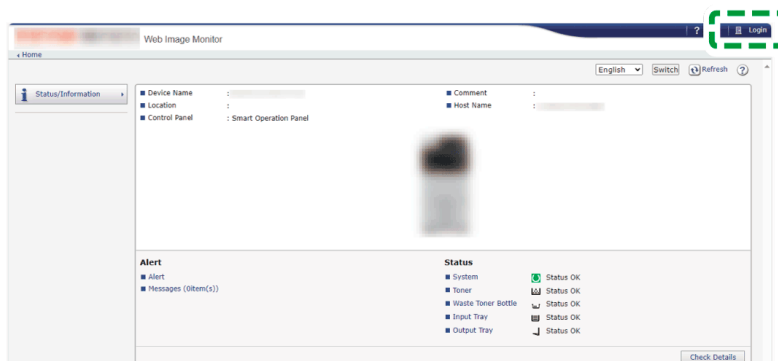
**Control Panel/Web** "Making a Backup or Restoring the Address Book"

### Backing up/restoring the address book using control panel

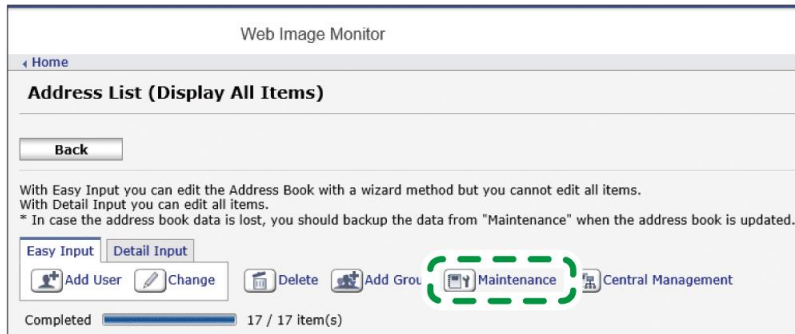
1. Insert a USB flash memory device into the media slot in the upper left part of the control panel.
2. Press [Address Book].
3. Press [Management].
4. Press [Back Up/Restore Address Book], and then backup or restore the address book.
5. After backup or restoring, press [OK].

### Backing up/restoring the address book using Web Image Monitor

1. Launch the Web browser. Enter the IP address of the machine in the address bar of the Web browser. (Example: <http://192.168.1.10/>)
2. On the top page of Web Image Monitor, click [Login].

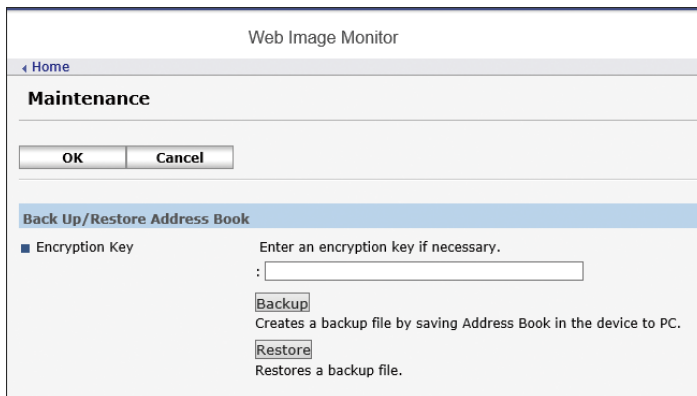


3. Enter the login user name and password of the administrator, and then click [Login].
4. Click [Address Book] from the [Device Management] menu.
5. On the [Address List] screen, click [Maintenance].



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6. Backup or restore the address book.



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The address book backup data in UDF format is saved on the computer.

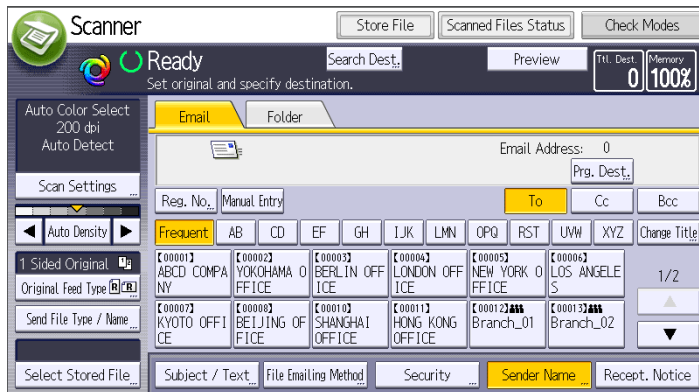
To import and export the address book data in CSV format using the Web Image Monitor, see below.

**Control Panel/Web** "Importing/Exporting the Address Book Using Web Image Monitor"

7. After backup or restoring, click [Logout], and then close Web Image Monitor.

# Scan

You can send the scanned original data to an e-mail address or shared folder or manage stored files from a computer via Web Image Monitor.



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## Scan (Storing Files on the Machine)

1. Place originals.
2. Press [Scanner (Classic)].



3. Press [Store File] ► [Store to Internal Storage].
4. If necessary, specify the scan settings according to the original to be scanned.
5. Press [Start].

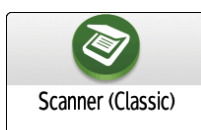
When placing the original on the exposure glass, press [Start] and then press [#] after the original has been scanned.

6. Manage the stored files via Web Image Monitor.

**Control Panel/Web** "Accessing Documents in Document Server from a Web Browser"

## Scan (Sending to the Folder)

1. Place originals.
2. Press [Scanner (Classic)].



3. Press the [Folder] tab.

4. Specify the destination.

**Control Panel/Web** "Specifying the Destination or Recipient"

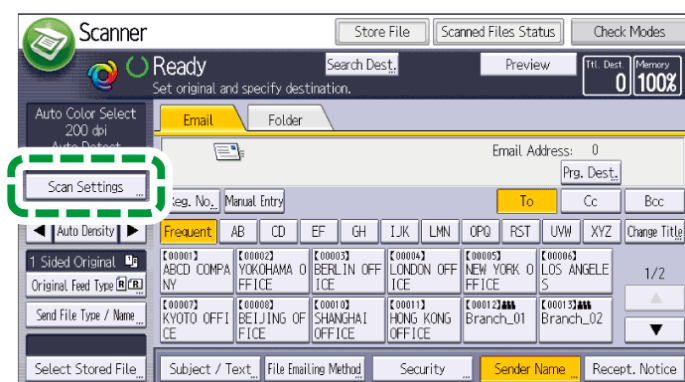
**Control Panel/Web** "Registering a Destination E-mail Address or Folder"

5. If necessary, specify the scan settings according to the original to be scanned.

6. Press [Start].

When placing the original on the exposure glass, press [Start] and then press [#] after the original has been scanned.

## Procedure for Specifying Scan Settings



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1. Press [Scan Settings].

2. Specify resolution, scan size, and other settings, as required.



3. Press [OK].

The scanning conditions are as follows:

- Original Type

Select an original type that is appropriate for your original from [Black & White: Text], [B & W: Text / Line Art], [B & W: Text / Photo], [Black & White: Photo], [Gray Scale], [Full Color: Text / Photo], [Full Color: Glossy Photo], [Full Color: Shiny Materials], or [Auto Color Select].

- Resolution

Select resolution for scanning originals.

Select [100 dpi], [150 dpi], [200 dpi], [300 dpi], [400 dpi], or [600 dpi] as the scanning resolution.

- Scan Size

Select the size of the original to be scanned.

Specify the scan size when scanning custom-size paper.

- Edit

Specify whether to erase the shadow lines that appear in the center or border of the scanned image when scanning a book or thick originals.

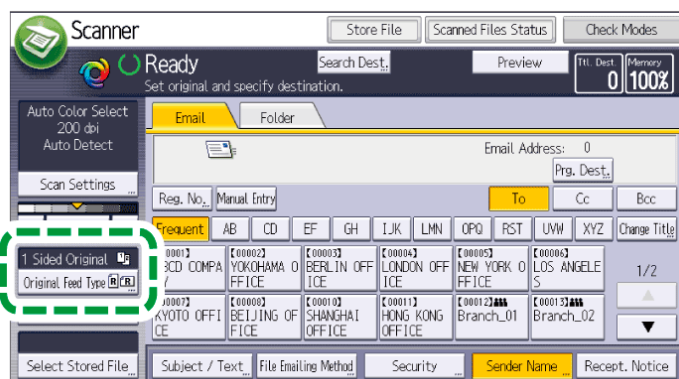
Specify the reproduction ratio of scanned images.

**Control Panel/Web** "Specifying Scan Settings"

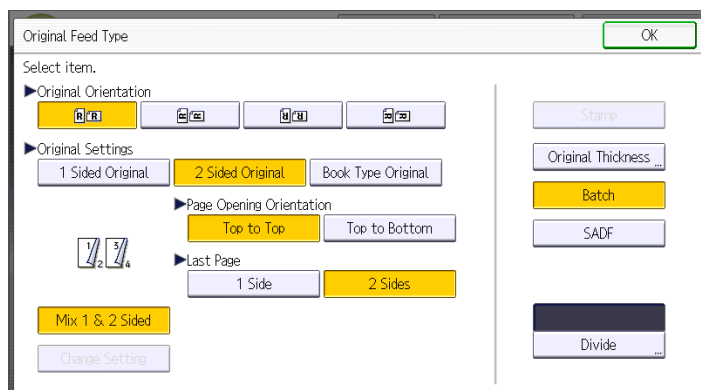
## 5

## Scanning Originals Containing 1- and 2-sided Sheets

You can scan originals containing both 1-sided and 2-sided sheets together.



1. Press [Original Feed Type].
2. Press [Batch] or [SADF].
3. In [Original Settings], press [Mix 1 & 2 Sided].
4. Load the original, select [1 Sided Original] or [2 Sided Original] in [Original Settings], and then press [OK].



5. Press [Start].
6. Repeat steps 4 to 5.
7. After all originals are scanned, press [#].

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## Specifying the File Type

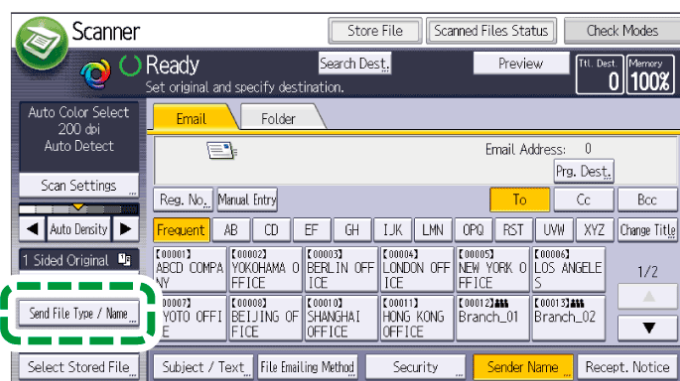
File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

- Single Page: [TIFF / JPEG], [PDF]

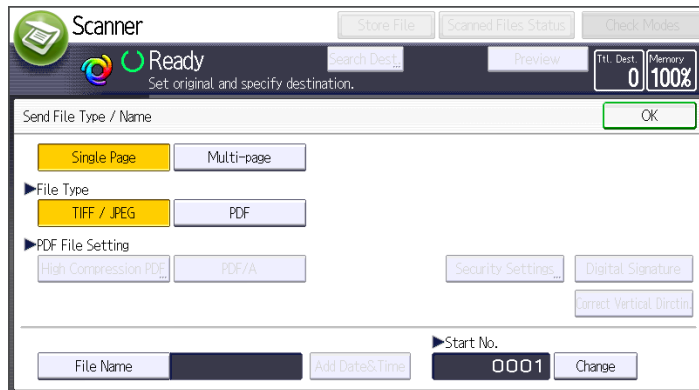
If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

- Multi-page: [TIFF], [PDF]

If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.



1. Press [Send File Type / Name].
2. Select a file type.



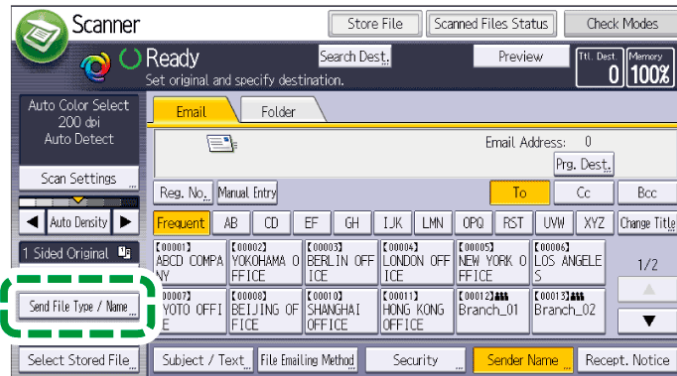
3. Press [OK].

## 5 Embedding Text Information in Scanned Data

You can use the OCR function to embed the text information in the scanned document without processing the data on your computer.

### ★ Important

- The optional OCR unit is required to use this function.



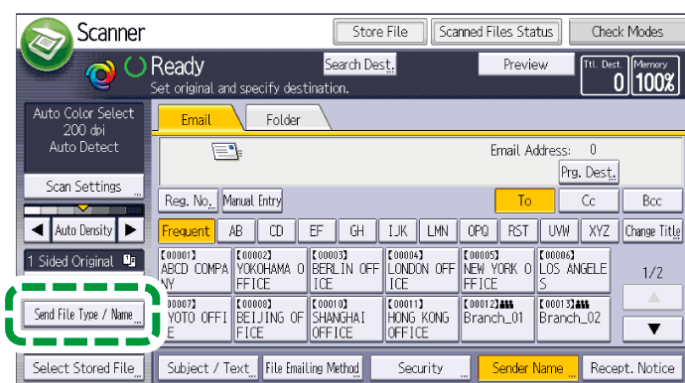


1. Press [Send File Type / Name].
2. Press [PDF] in [File Type].
3. Press [OCR Settings] in the PDF File Setting, and then press [On].
4. Configure the settings such as [Add Extrct.Text to File Name], [Delete Blank Page], and [Cognitive Language] as required.
5. Press [OK] twice.

## Correcting the Vertical Orientation of a Scanned Document

The machine detects the vertical orientation of the scanned data based on the orientation of the image and corrects the orientation of the document.

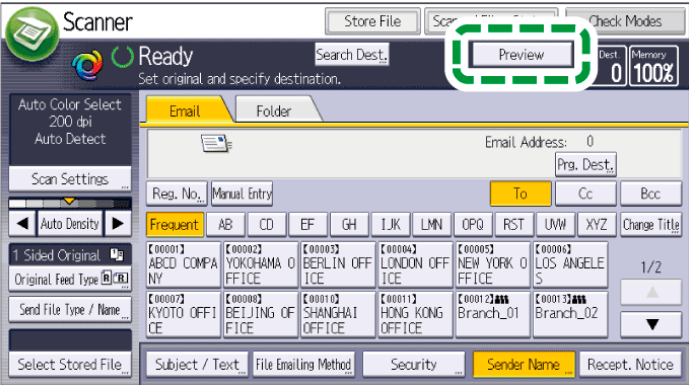
This function is available when the file type is PDF, High Compression PDF, or PDF/A.



1. Press [Send File Type / Name].
2. Press [PDF] in [File Type].
3. Press [Correct Vertical Dirctin.] in the PDF File Setting.
4. Press [OK].

## Previewing the Image Before Sending It

You can preview the scan image before sending it to an e-mail address or folder by selecting [Preview] and then pressing [Start].



# Registering Scan-to-Folder Destinations

To send the scan file to the computer's shared folder, register the folder destination in the machine's address book.

You can automatically create the shared folder that is used for the destination of the scanned document on the computer and register the destination to the address book of the machine by installing the Scan to Folder Configuration Tool. You can operate the machine and the computer at the same time by using this tool so you can store the scan data immediately. (Only for Windows.)

You can download Scan to Folder Configuration Tool from the website below.

[https://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/stfct/stfct.htm](https://support.ricoh.com/bb/html/dr_ut_e/rc3/model/stfct/stfct.htm)

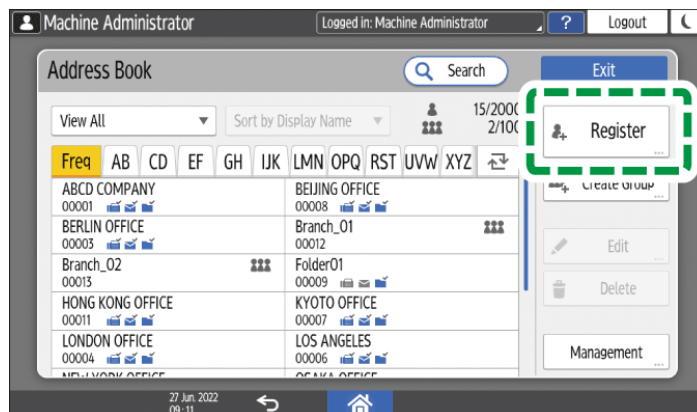
## Manual Registration

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1. Press [Address Book].



2. On the Address Book screen, press [Register].



3. Enter the details of the address in the form on the [Name] tab, and then select a title for sorting.

The screenshot shows the 'Register' form with the 'Name' tab selected. The form has a title bar with 'Machine Administrator', 'Logged in: Machine Administrator', and 'Logout'. Below the title bar are 'Cancel' and 'OK' buttons. The 'Name' tab is active, showing fields for 'Name' (marked as required, with a red asterisk) and 'Display Name'. Both fields have a 'Touch to Enter' prompt and a character limit of 20 and 16 respectively. Below these fields is a section for 'Select title to display' with two rows: 'Title 1' and 'Title 2'. 'Title 1' has a grid of buttons: 'Freq' (highlighted in yellow), 'AB', 'CD', 'EF', 'GH', 'IJK', 'LMN', 'OPQ', 'RST', 'UVW', and 'XYZ'. The bottom status bar shows the date '30 Jun. 2022' and time '07:06'.

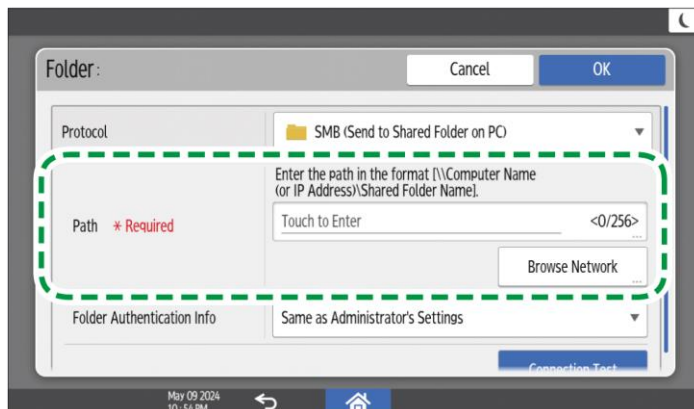
4. Press the [Destinations] Tab ▶ [Folder].

The screenshot shows the 'Register' form with the 'Destinations' tab selected. The form has a title bar with 'Machine Administrator', 'Logged in: Machine Administrator', and 'Logout'. Below the title bar are 'Cancel' and 'OK' buttons. The 'Destinations' tab is active, showing a list of destinations: 'Fax', 'Email Address', and 'Folder'. Each destination has a 'Not Registered' status and a 'Touch to Enter' prompt. The bottom status bar shows the date '30 Jun. 2022' and time '07:07'.

5. Select [SMB (Send to Shared Folder on PC)] in [Protocol].

The screenshot shows the 'Folder' form. The form has a title bar with 'Machine Administrator', 'Logged in: Machine Administrator', and 'Logout'. Below the title bar are 'Cancel' and 'OK' buttons. The 'Folder' form has a 'Protocol' dropdown menu with 'SMB (Send to Shared Folder on PC)' selected. Below the dropdown is a 'Path' field (marked as required, with a red asterisk) with a 'Touch to Enter' prompt and a character limit of 256. To the right of the 'Path' field is a 'Browse Network' button. Below the 'Path' field is a 'Folder Authentication Info' dropdown menu with 'Same as Administrator's Settings' selected. The bottom status bar shows the date 'May 09 2024' and time '10:54 PM'.

## 6. Specify the network path to the shared folder in [Path].



- Entering the path manually

As an example, if the destination computer's IP address is "192.168.1.200" and the shared folder's name is "scan", enter the path as follows:


\\192.168.1.200\scan


You can also specify the path using the computer name instead of the IP address.


Example: \\Tanaka\scan

- Selecting the folder from the list

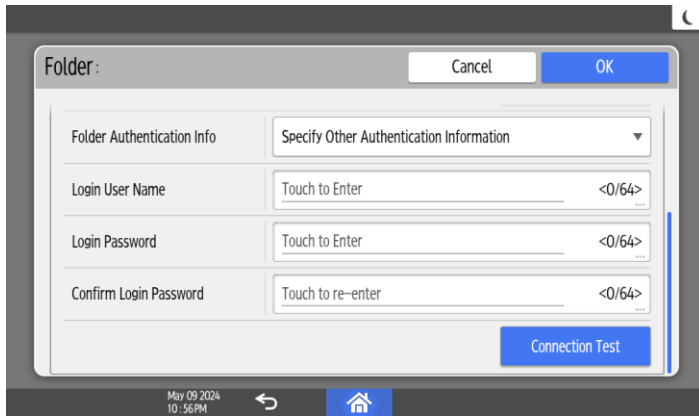
By pressing [Browse Network], the computers and shared folders in the network to which the machine is connected appear. Select the shared folder to use as the destination.


 To display the IP address on Windows 10, click [Start], [Settings], and then [Network & Internet]. In Status, click [View your network properties].

 To display the IP address on Windows 11 connected to Wired LAN, click [Start], [Settings], [Network & Internet], and then [Ethernet].

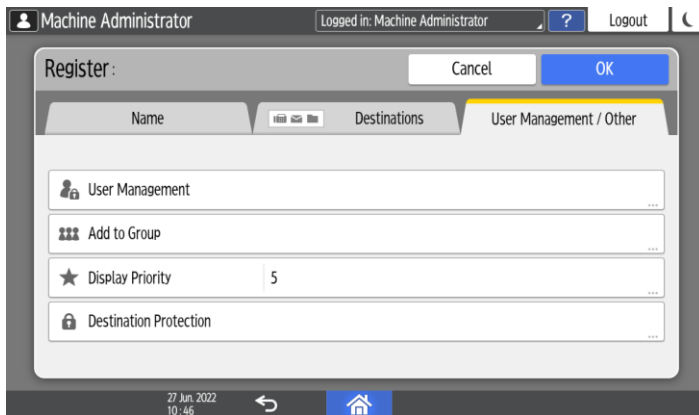
 To display the IP address on Windows 11 connected to Wireless LAN, click [Start], [Settings], [Network & Internet], and then [Wi-Fi]. Click the properties you are using.

7. Under [Folder Authentication Info], select [Specify Other Authentication Information] and then enter the name and password of the login user who will access the shared folder.



 When you allocate the shared folder created on your computer as the destination, configure the user name and password to login to the computer.

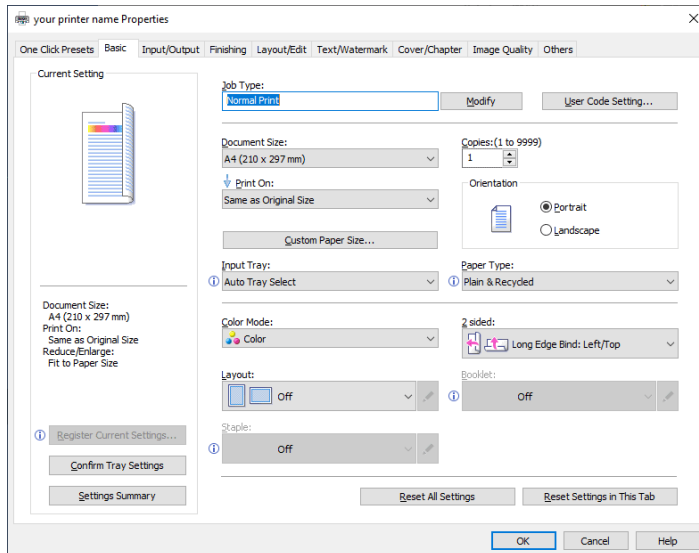
8. Press [Connection Test].  
If the connection fails, check the displayed message.
9. Press [OK].
10. Press the [User Management / Others] tab and set the required items.



11. Press [OK].
12. After completing the configuration, press [Home] ().

# Printer

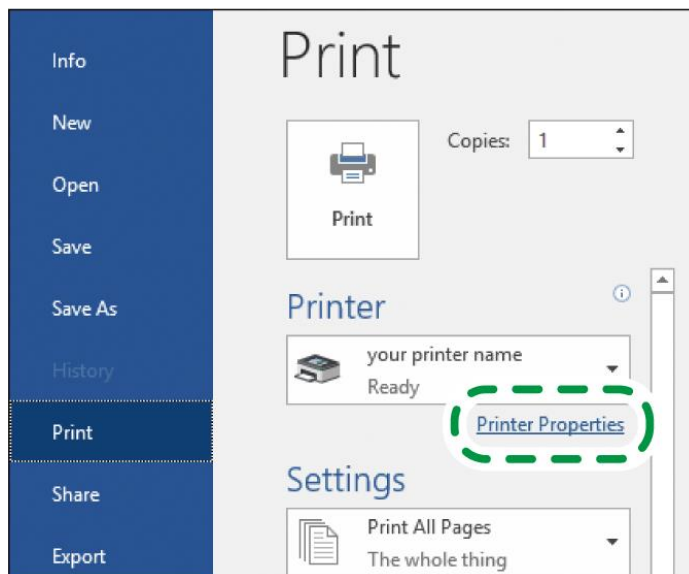
## Print (Windows)



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## Printing from a Computer

1. On the computer, click [Print] on the application menu.
2. Select the machine on the printer selection window, and then click [Properties] or [Printer Properties] to display the print settings.

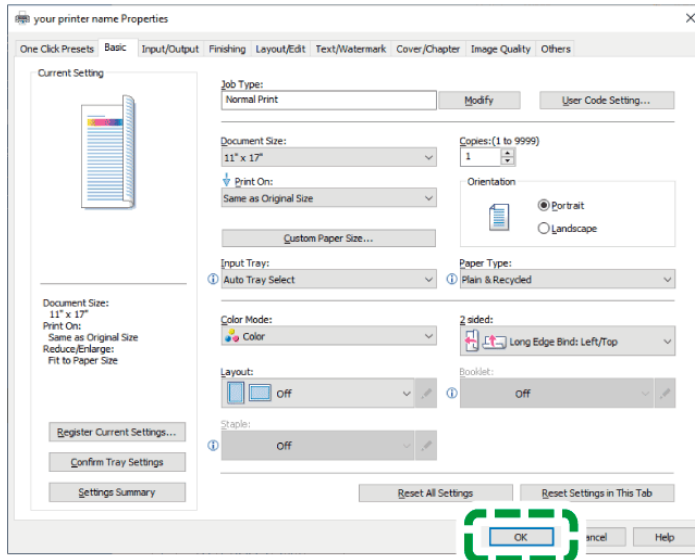


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### 3. Configure the settings and then click [OK].

#### ★ Important

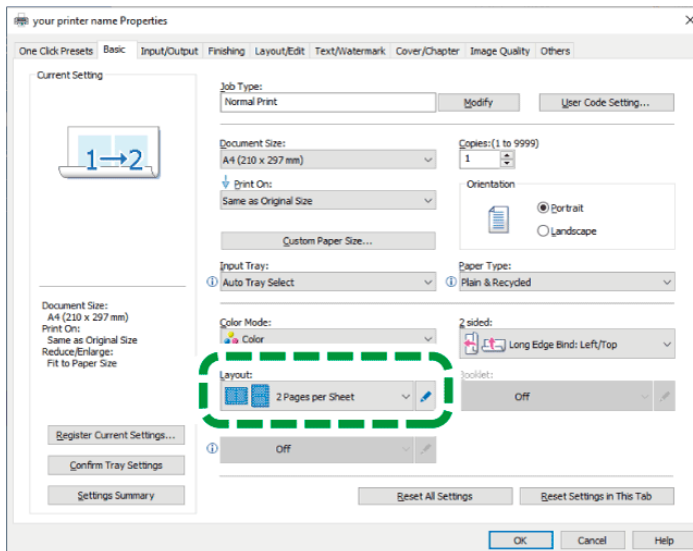
- To print an original of a size other than A4, select the document size in [Document Size:].



### 4. Print from an Application.

## Specifying the combine 2 originals function (Windows)

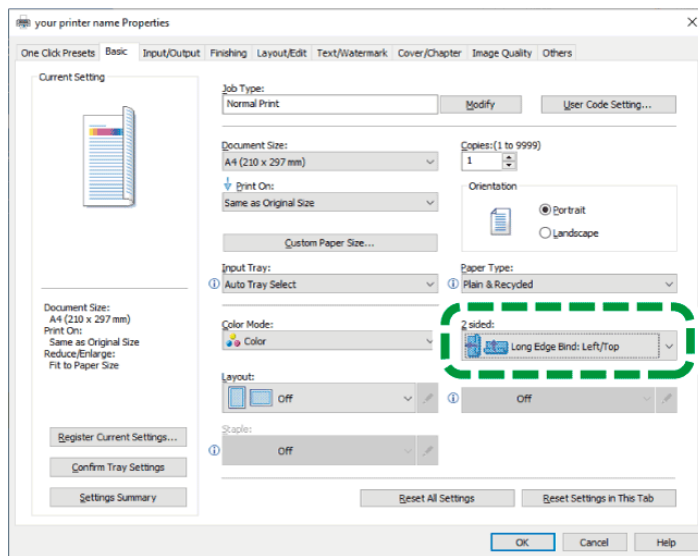
In [Layout:] on the [Basic] tab, specify the number of pages to combine.



## Specifying 2-sided print (Windows)

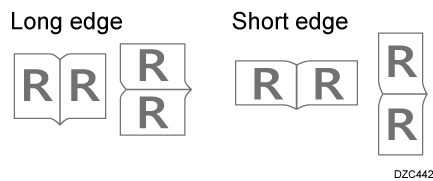
Specify [2 sided:] on the [Basic] tab.





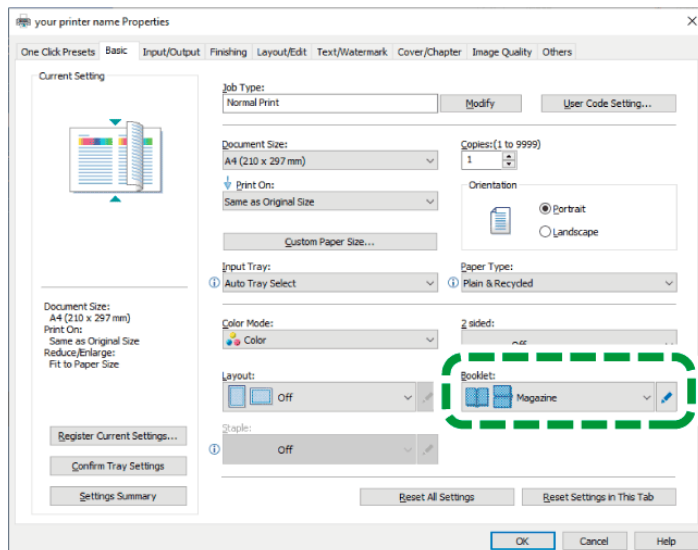
- Long-Edge Binding and Short-Edge Binding

The difference between long-edge binding and short-edge binding is the length of the edge to bind. Long-edge binding is generally used.




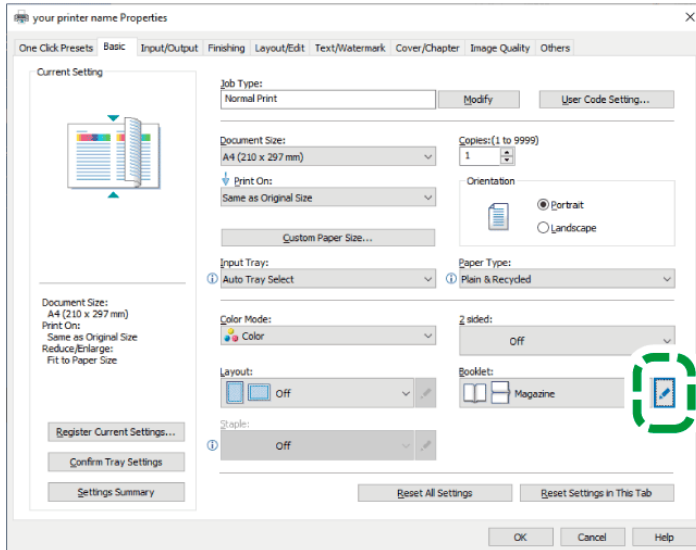
## Binding the print sheets (Windows)

In the [Basic] tab, select [Magazine] from [Booklet:].



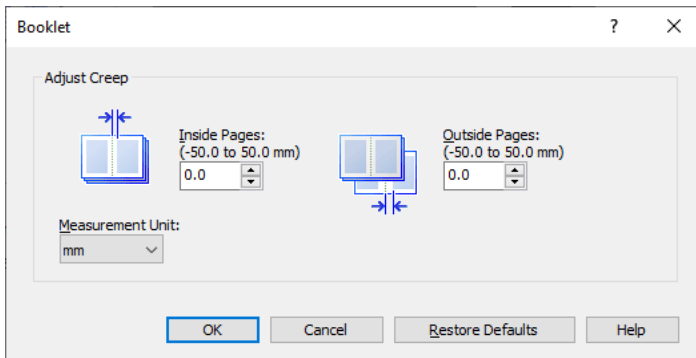
## Using the creep adjustment function

Click  to adjust the degree of the creep to apply. This function progressively shifts the copy image outward. When folding stacked paper, the thickness of the paper causes creep (progressive image displacement) between the innermost and outermost pages. Using the creep adjustment function, you can prevent this problem.



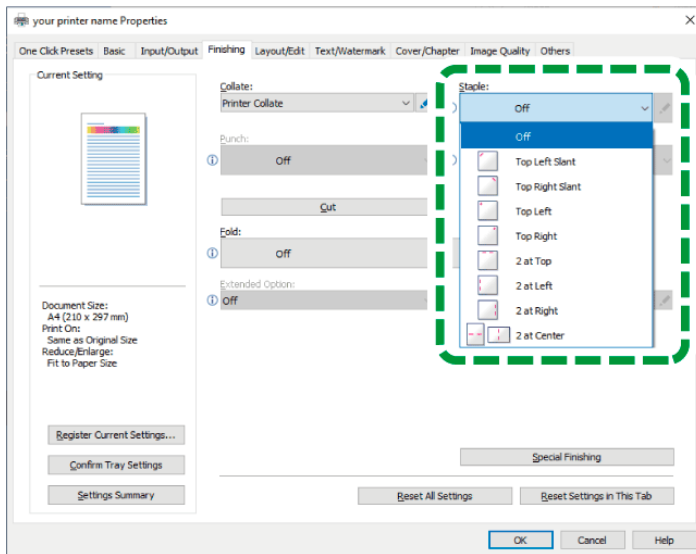
## Specifying the creep adjustment function settings

Specify [Adjust Creep] in "Booklet:" on the [Basic] tab.



## Stapling the printed sheets (Windows)

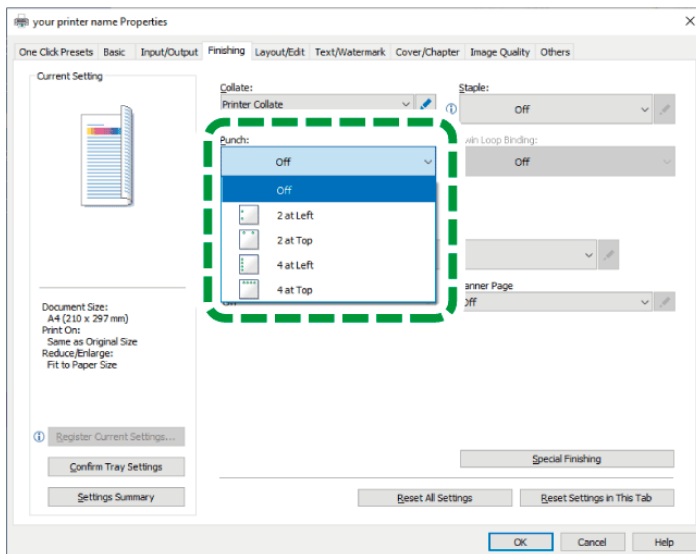
Configure the settings on [Staple] of the [Basic] or [Finishing] tab.



## Specifying punch (Windows)

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Specify [Punch:] on the [Finishing] tab.



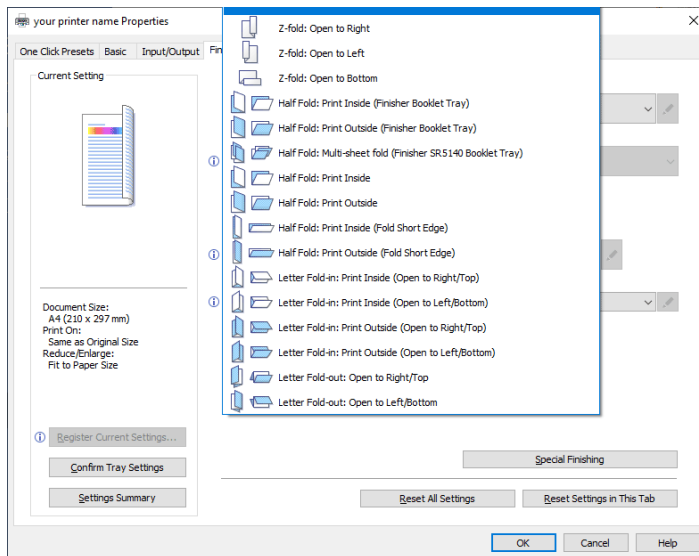
## Specifying fold (Windows)



### Important

- An optional unit such as Finisher or Folding Unit is required to use this function.

Specify [Fold:] on the [Finishing] tab.

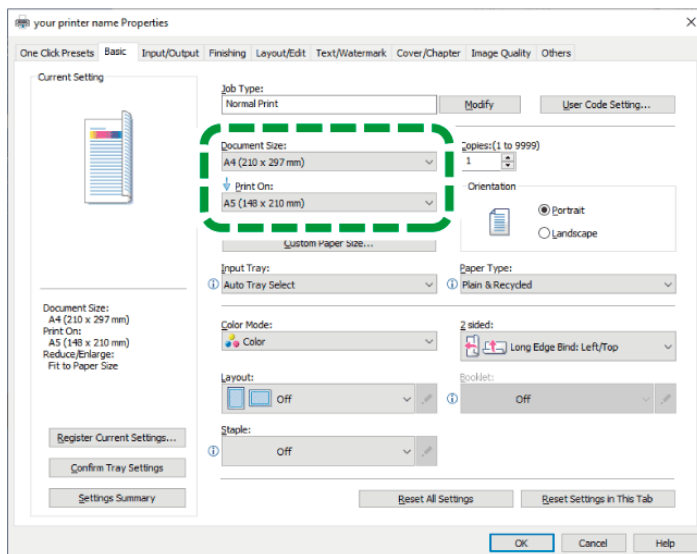


### 5

## Printing by auto reduce/enlarge (Windows)

Specify [Reduce/Enlarge:] on the [Basic] tab and the [Layout/Edit] tab.

1. On the [Basic] tab, specify [Document Size:] and [Print On:].

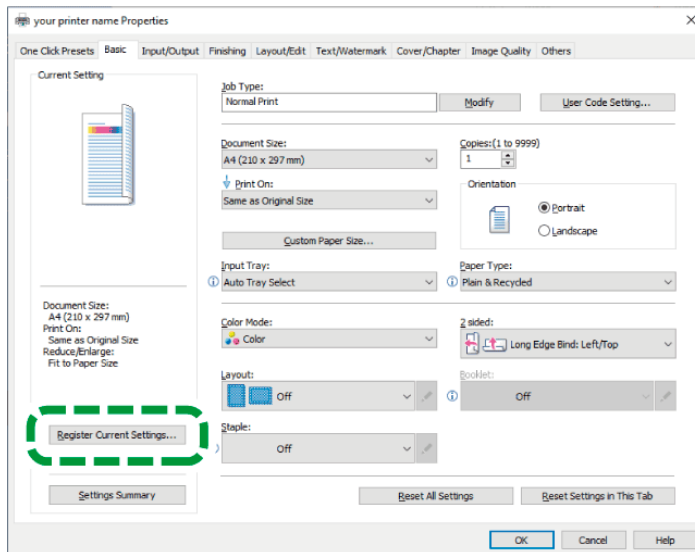


2. Specify Paper Type, Orientation, and other settings.
3. In [Reduce/Enlarge:] on the [Layout/Edit] tab, select [Fit to Paper Size].

## Registering the print settings in "One Click Preset" (Windows)

Register the print settings in [One Click Preset List:] of the printer driver.

## 1. Click [Register Current Settings...].



## 2. Enter a name for the preset, and then enter comments as necessary.

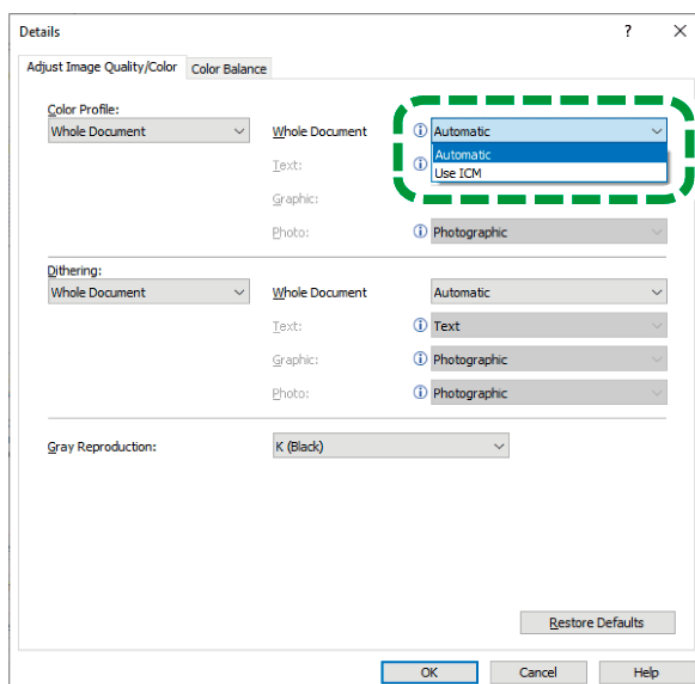
 The setting you register in [Register Current Settings...] appears on the [One Click Presets] tab on the far left.

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## Printing while adjusting the Image Quality (Windows)

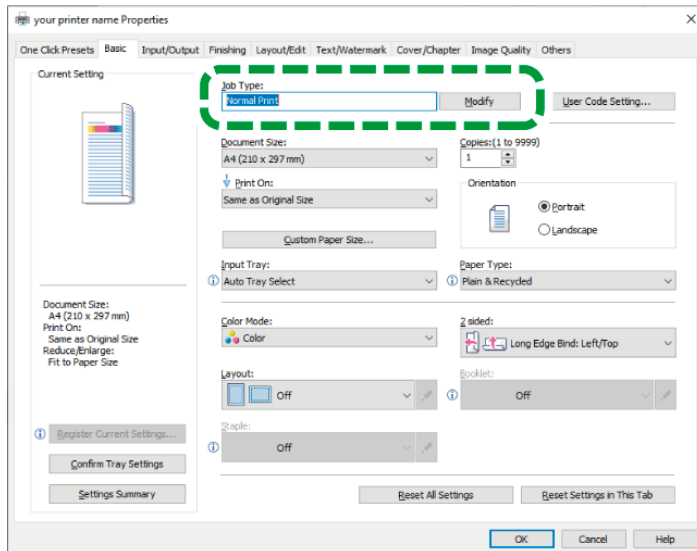
Adjust the image quality to change the brightness or contrast of the printed image.

1. In [Adjust Image Quality/Color] on the [Image Quality] tab, specify [Advanced Settings], and click [Details...].
2. In [Color Profile:] on the [Adjust Image Quality/Color] tab, specify the color variations.



## Storing files on the document server (Windows)

1. Click [Modify] in [Job Type:] on the [Basic] tab.

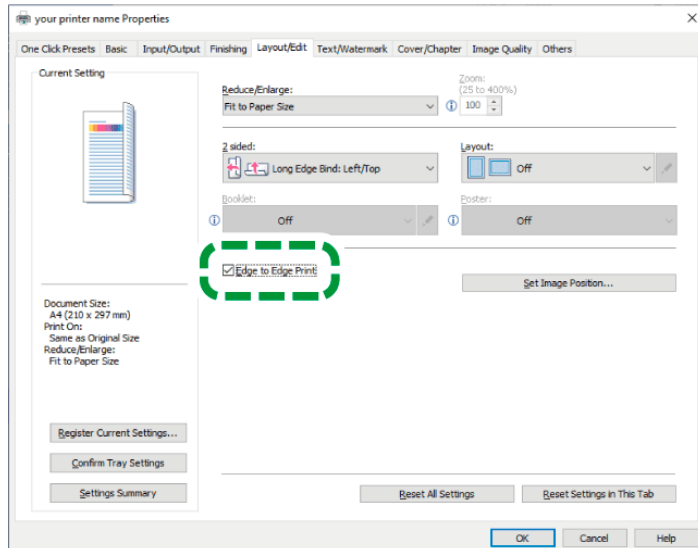


2. In [Job Type:], press [Document Server].

## Changing the print area setting (Windows)

You can minimize the margins on a printed page. This is useful when images are printed to the edge of the paper.

On the [Layout/Edit] tab, select the [Edge to Edge Print] check box.



## Print (macOS)

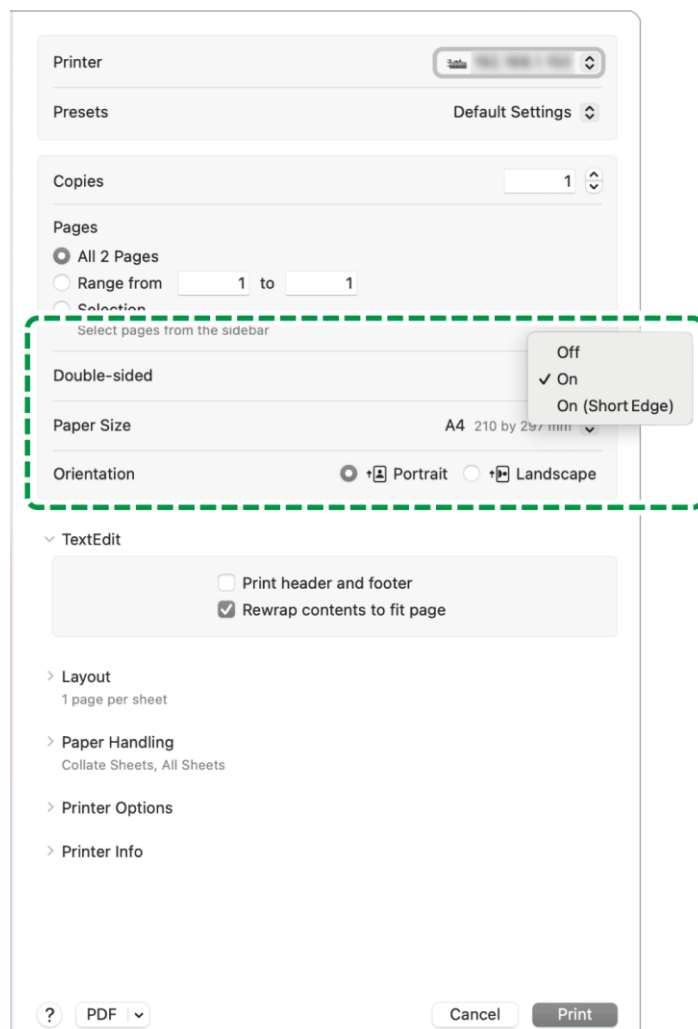
### Basic procedure for printing documents

1. Open a document to print on the computer, and click [Print] on the [File] menu.
2. Select the printer you use from [Printer:].
3. After completing the configuration, click [Print] to print.

### Specifying 2-sided print (macOS)

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

Select the [Double-sided] check box.



### Specifying the combine 2 originals function (macOS)

Specify the combine 2 originals function on the [Layout] menu.

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Printer
Presets
Default Settings

Copies
1

Pages
All 2 Pages
Range from 1 to 1
Selection
Select pages from the sidebar

Double-sided
On

Paper Size
A4 210 by 297 mm

Orientation
Portrait
Landscape

> TextEdit
Header and Footer: Off, Rewrap to fit page: Off

Layout
Pages per Sheet
2
Layout Direction
Border
Single Hairline
Reverse Page Orientation
Flip Horizontally

> Paper Handling
Collate Sheets, All Sheets

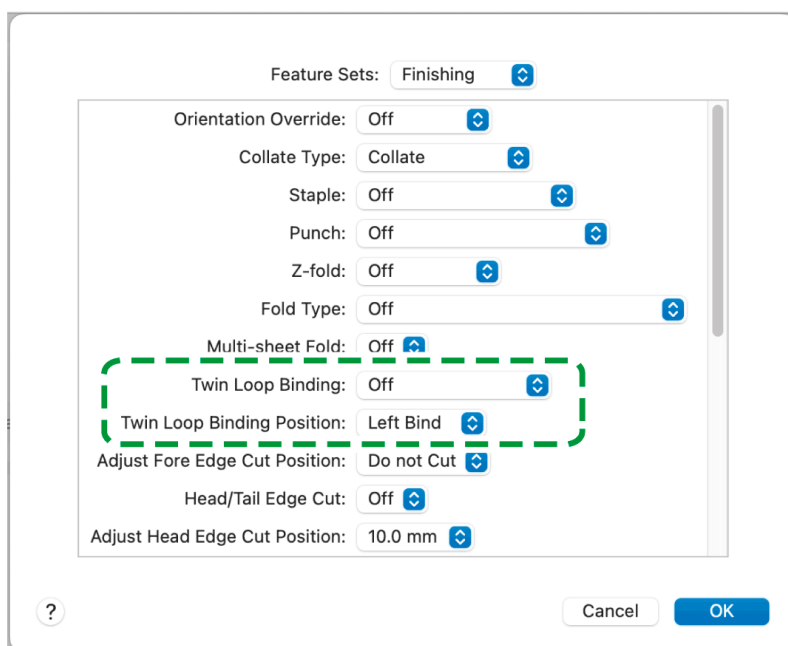
> Printer Options
? PDF
Cancel
Print

- Pages per Sheet: Select the number of pages to combine.
- Layout Direction: Select the order of the pages.
- Border: Select a type of border line to draw between the pages.

## Binding the printed sheets (macOS)

Configure the settings on the [Finishing] menu in "Feature Sets" of [Printer Features].

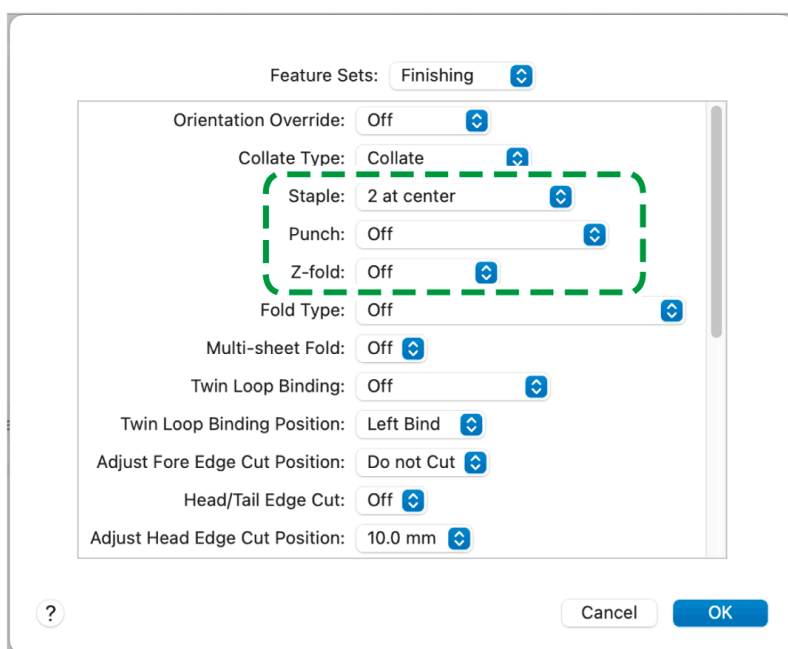




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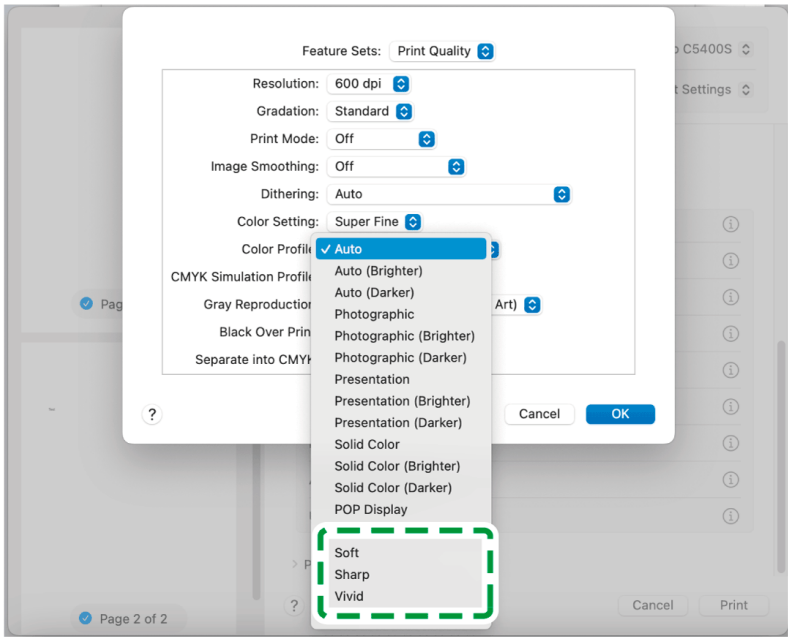
## Specifying stapling/punching/folding (macOS)

Configure the settings on the [Finishing] menu in "Feature Sets" of [Printer Features].



## Setting Color Variation (macOS)

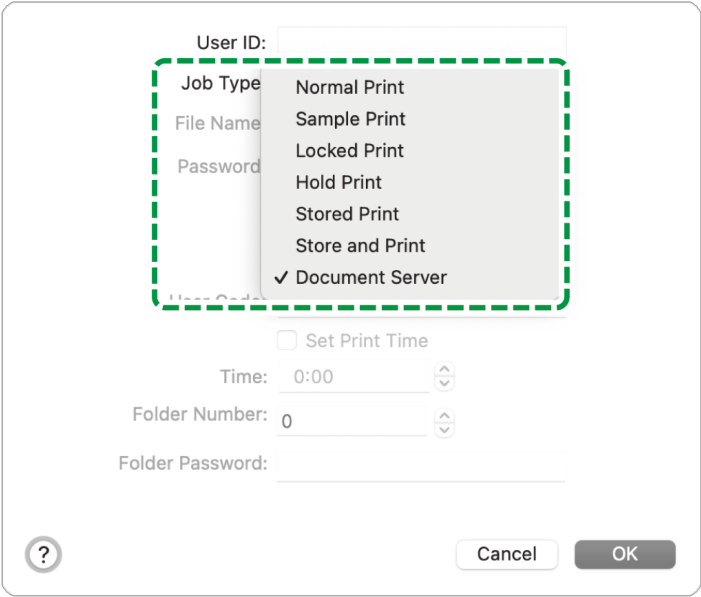
Configure the settings on the [Print Quality] menu in "Feature Sets" of [Printer Features].



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## Storing files on the document server (macOS)

In the [Job Log] menu, select the Document Server in [Job Type].



# Managing Files with the Document Server

The Document Server is a function to store the machine's scan files and files sent from the printer driver on the machine's internal storage.

## ★ Important

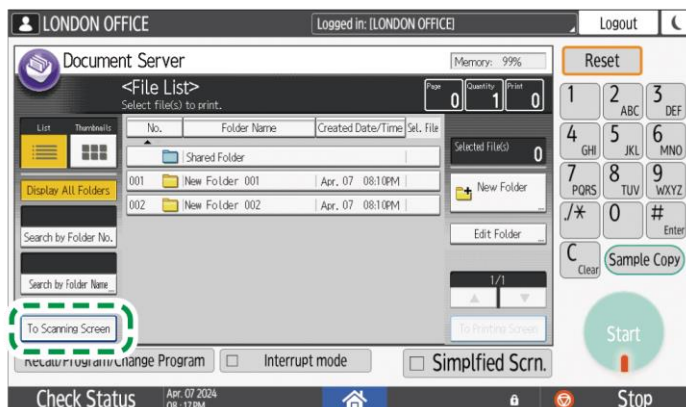
- Documents stored in the document server are deleted after three days (72 hours) in the factory-default configuration. You can specify whether to delete the stored files and how long before they are deleted by pressing [Settings], [System Settings], [Settings for Administrator], [File Management], and then [Auto Delete File in Document Server] on the Home screen of the control panel.

## Storing Documents in Document Server

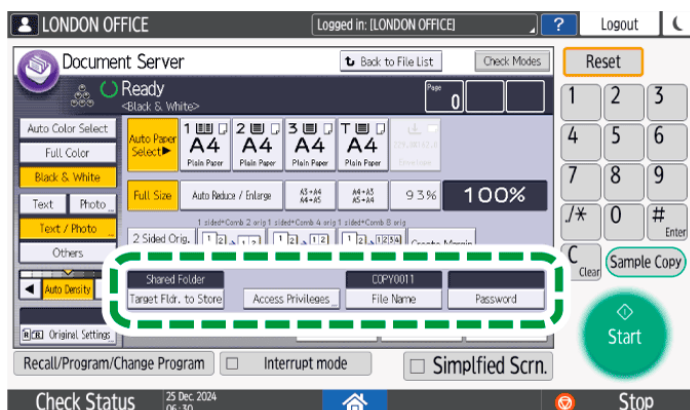
1. Press [Document Server (Classic)].




2. Press [To Scanning Screen].



3. Specify the required settings.

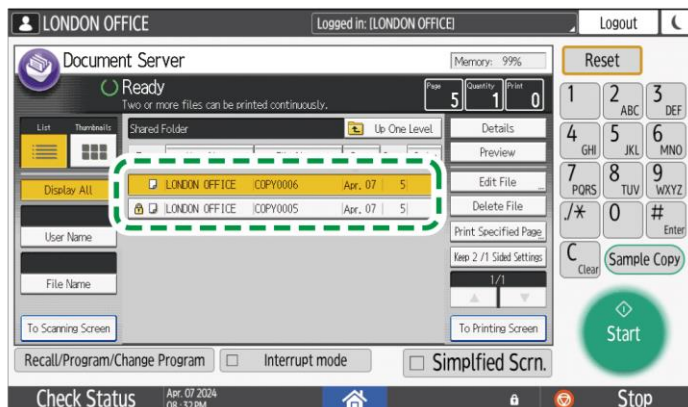


1. **Specify the folder to store documents, the document name, and other settings.**
2. **Place the original on the exposure glass and specify the scanning parameters.**
4. **Press [Start].**

 When placing the original on the exposure glass, press [Start] and then press [Finish Scanning] after the original has been scanned.

## Printing Documents in Document Server

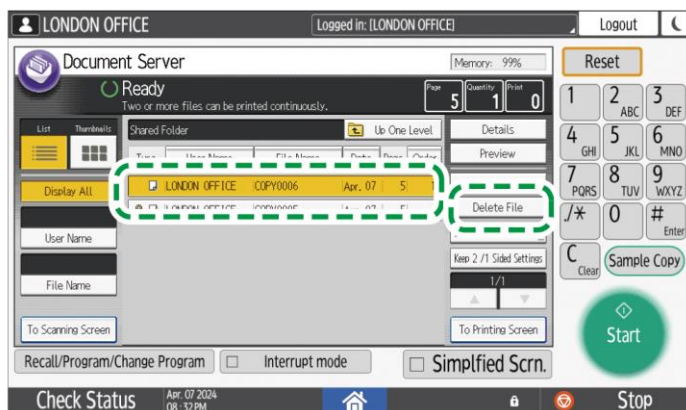
1. Press [Document Server (Classic)].
2. On the document server screen, select the desired folder.
3. Select the document to print.



4. Press [To Printing Screen], and then configure the print settings as required.
5. Press [Start].

## Erasing Documents from Document Server

1. Press [Document Server (Classic)].
2. On the document server screen, select the folder containing the document to erase.
3. Select the document to erase, and press [Delete File].



4. Press [Yes].

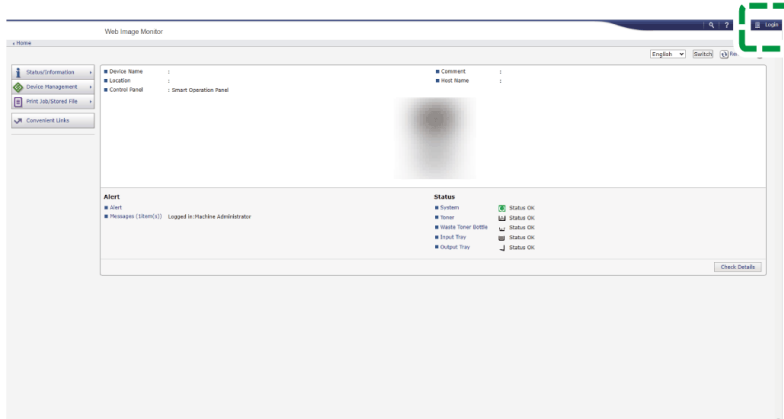
# Configuring/Managing the Machine via a Web Browser (Web Image Monitor)

## Launch the Web Image Monitor

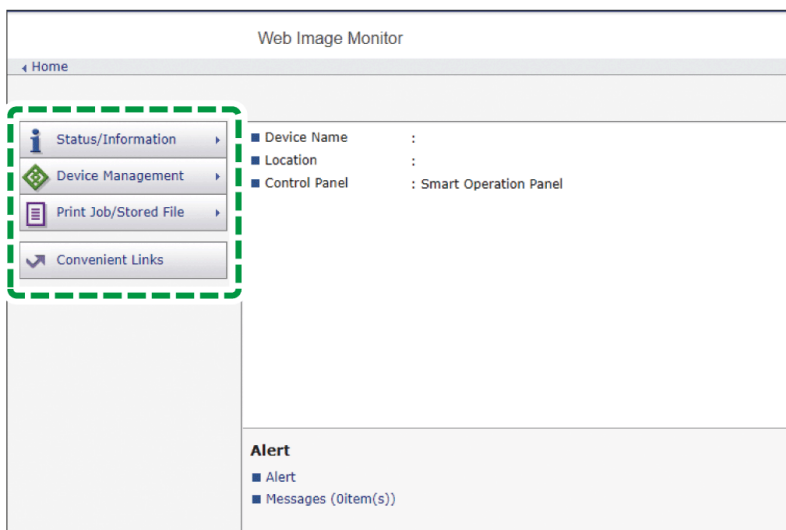
1. Launch the Web browser.
2. Enter the IP address of the machine in the address bar of the Web browser.  
(Example: <http://192.168.1.10/>)

You can check the IP address and host name by pressing [Settings], [System Settings], and then [Network/Interface] on the Home screen of the control panel.

3. On the top page of Web Image Monitor, click [Login].



4. Enter the login user name and password of the user administrator, and then click [Login].
5. Select the item you want to perform from the menu.



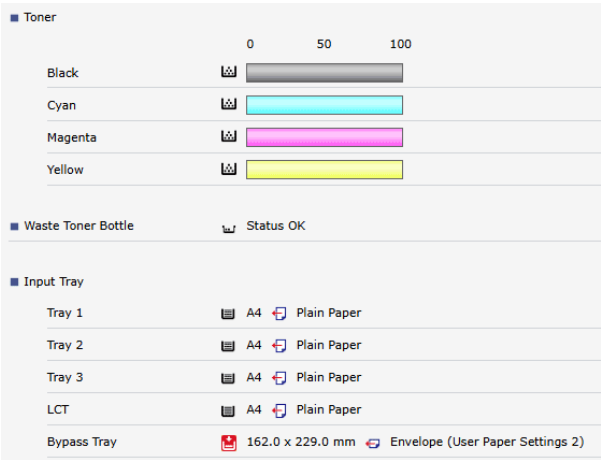
# Downloading and Managing Document Server Files

You can download the files stored on the machine's Document Server and specify access privileges.

[Print Job/Stored File] ► [Document Server]

# What You Can Do on the Web Image Monitor

## Checking the Machine Status



- Toner status
- You can check the types and statuses of the paper loaded in the paper trays and bypass tray.

[Status/Information] ► [Status]

## Checking the Job Status and History

You can check the jobs that are being executed or waiting as well as the history of completed jobs.

[Status/Information] ► [Job]

## Checking the Number of Printed Pages

You can check the number of pages printed with the copier and printer functions. In [Status/Information] ► [Counter per User], you can check the number of pages per user.

[Status/Information] ► [Counter]

## Changing Machine Settings

You can change the following settings:

- Screen
- Device Settings

- Printer
- Fax
- Scanner
- Interface
- Network
- Security
- @Remote
- Webpage

[Device Management] ► [Configuration]

### **Registering Items in the Address Book**

In addition to registering and editing items in the address book, you can also import the address book from another Ricoh MFP.

[Device Management] ► [Address Book]



# 6. Replacing Consumables / Waste Toner Bottle

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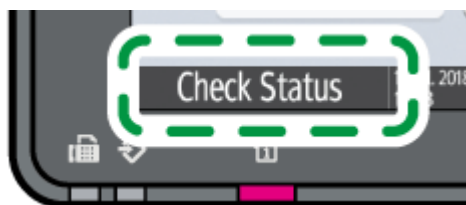
## Replacing Consumables / Waste Toner Bottle

A message appears to let you know when a consumable will soon need to be replaced.

Make sure you have a new consumable on hand.

For the procedures of replacing the toner or waste toner bottle, and replenishing the staples, see the animation displayed on the control panel.

If you have hidden the display, press [Check] in [Check Status] ► [Machine Status].



6

You can watch videos showing how to replace the consumables in advance by pressing [Check Status] ► [Machine Information] ► [Maintenance Info] ► [Supplies Replacement Video List].

The status indicator flashes in yellow to notify that the waste toner bottle will soon need to be replaced and lights in red when the bottle definitely needs to be replaced.

- You can add the system message widget from the application list.



---

## Replacing Toner

---

### 1. Check the message.

Print Cartridge is empty.

Printing will be suspended soon.



- **The toner can be used until it is indicated as needing to be replaced. Do not replace it before that.**

No toner.

The toner needs to be replaced. Replace the toner that is indicated in the message as soon as possible.

**2. Open the cover and replace the toner.**

Shake the new toner vertically 5 to 6 times.



Press [Check] in [Check Status] ► [Watch Video] to see the details of the replacement procedure.

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

After removing the toner, do not shake it with its opening pointing down. Doing so may spill the remaining toner.

**3. Request for collection.**

## Replacing the Waste Toner Bottle

**1. Check the message.**

Replacement of Waste Toner Bottle will soon be necessary.

Prepare Waste Toner Bottle replacement.

**Important**

- **The waste toner bottle can be used until it is indicated as needing to be replaced. Do not replace it before then.**

Waste Toner Bottle is full.



Replace Waste Toner Bottle.

**2. Open the cover and replace the waste toner bottle.**

Press [Check] in [Check Status] ► [Watch Video] to see the details of the replacement procedure.

To prevent the removed waste toner bottle from soiling the floor or other surface on which it is placed, spread out a sheet of paper first.

**3. Request for collection.****Note**

- The toner and waste toner bottle cannot be reused.
- When you dispose of the used toner and waste toner bottle, put them in a box or bag to prevent toner from spilling.
-  **Region A** If you want to discard your used waste toner bottle, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.
-  **Region B** Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

## Replenishing the Staples

### 1. Check the message.

Staples are almost finished.

Prepare to replace them.

Add staples.



You cannot replenish the staples until they are all used up.

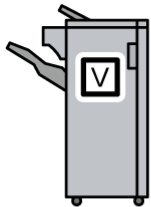
### 2. Open the finisher cover and replenish the staples.



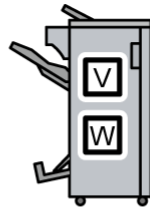
Press [Check] in [Check Status] ► [Watch Video] to see the details of the replacement procedure.

On this machine, there are four types of staple for the following four types of finisher. The available staples (V, W, X and U) for each finisher are as shown below.

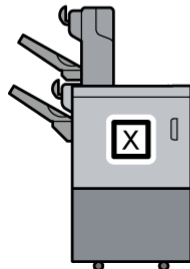
Finisher SR5130



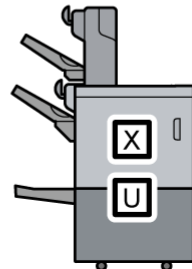
Booklet Finisher SR5140



Finisher SR5110



Booklet Finisher SR5120



## Removing Chad and Paper Debris Produced by Punching / Stapling / Paper Cutting

### When the hole punch receptacle is full

#### 1. Check the message.

Hole Punch Receptacle is full.

2. Press [Check Status] ► [Machine Information].
3. Press [Guid.: Empty Rec.] under "Punch Receptacle Full".
4. Follow the procedure described in the animated illustration, and empty the hole punch receptacle.

### Removing staple waste

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1. Check the message.  
Waste Staple Receptacle is full.
2. Press [Check Status] ► [Machine Information].
3. Press [Guid.: Empty Rec.] in Waste Staple Receptacle Full.
4. Dispose of the paper debris from stapling according to the guidance in the animation.

### Removing waste paper

---

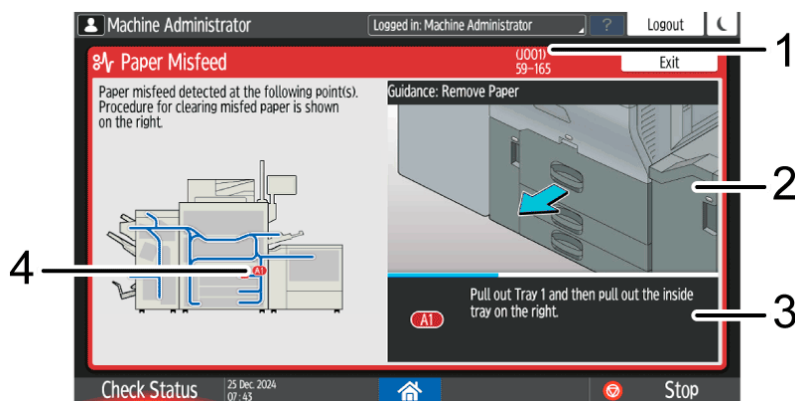
1. Check the message.  
The Trimmer waste paper receptacle is full.
2. Press [Check Status] ► [Machine Information].
3. Press [Guid.: Empty Rec.] in Waste Paper Recept. Full.
4. Dispose of the paper debris from paper cutting according to the guidance in the animation.

# 7. Troubleshooting

## Original/Copy Paper Jam

If the original or copy paper is jammed, the following window appears on the control panel.

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



1. **Paper jam code**
2. **Animation showing the solution**
3. **Guidance on the solution appears**
4. **Paper jam location**

### Original Jam

If it seems the original is about to jam, press [Stop] to stop scanning and load the original again.

### Copy Paper Jam

- If the message remains even after removing the paper, check on the screen whether paper is also jammed in another location.
- If paper jams occur frequently, check whether the paper is loaded correctly and whether the paper type has been specified correctly.

**Control Panel/Web** "If Paper Jams Frequently"

If a paper jam occurs repeatedly in the same location, check whether the loaded paper matches its custom paper setting, fan the paper before loading it, and try printing again.

Jam Code	Cause and Solution
J008	This may occur when paper powder is adhering to the paper feeding roller on the bypass tray.

Jam Code	Cause and Solution
	<p>Wipe the paper feeding roller with a wet cloth.</p> <p>If you use thick paper or coated paper, be especially careful to fan the sheets thoroughly before setting them on the tray.</p> <p>If this occurs frequently, set the paper on the tray one sheet at a time.</p>
J030	<p>This may occur when you use thick paper with a very smooth surface.</p> <p>If this occurs frequently, feed the paper from the bypass tray or LCIT RT5190, and then print on one side of the sheet or print by setting the paper in a different orientation.</p>
J058/J095/J099	<p>This may occur when you use paper that sticks to itself easily. Fan the sheets thoroughly before setting them on the tray.</p>
J096	<p>This may occur when printing on thick paper that is very strong. If the paper grain is parallel to the feed direction (T grain), load the paper so that the grain is perpendicular (Y grain).</p>
J098	<p>This may occur when the type or thickness of paper loaded in the paper tray differs from that of the paper specified for the paper type settings. Check that the type or thickness of paper loaded in the paper tray matches that of the paper specified for the paper type settings.</p>

# Density Fluctuation and Streaks

## Image Density

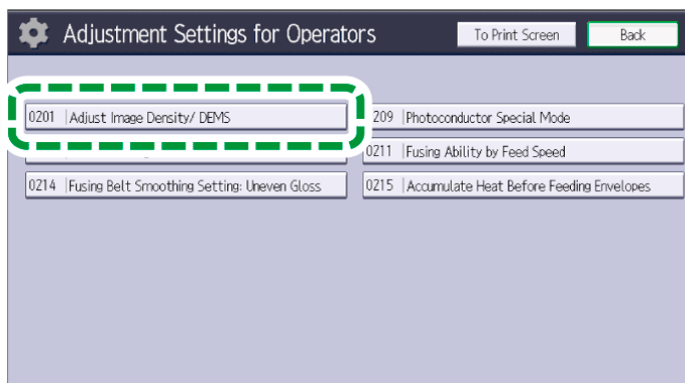
If you select [Image Density], image density adjustment (process control) is executed. Execute this before calibration or when the density of the entire printed image is unstable.

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

1. Press [Adjustment Settings for Operators] on the Home screen.



2. Press 02[Main Unit: Image Quality] ► 0201[Adjust Image Density/ DEMS].



3. Press [Image Density Adjustment: Manual Execute] ► [OK].

Image density adjustment takes approximately 30 seconds. Do not open the paper tray or other parts during adjustment.

4. When the window reporting completion appears, press [Exit]. After the window switches, press [Back] to exit.

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

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

Refresh the toner for print jobs if:

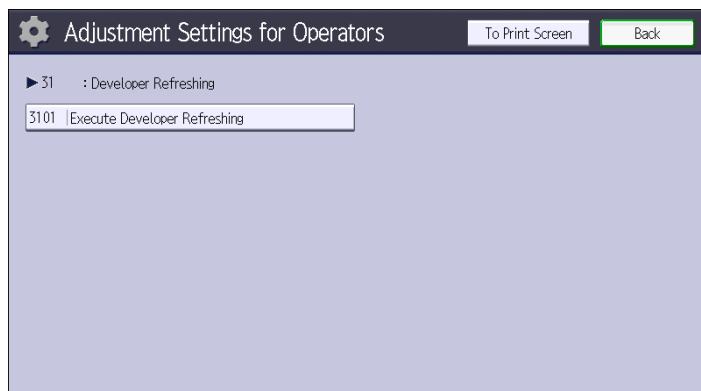
- Background is dirty
- White spots appear

- Density is uneven
- Black parts are faded

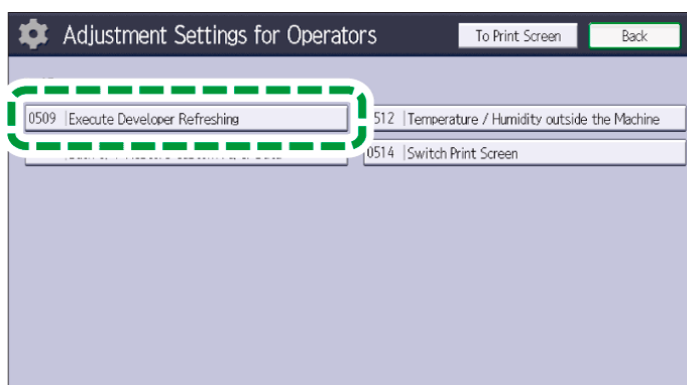
1. Press **[Adjustment Settings for Operators]** on the Home screen.



2. Press **31[Developer Refreshing]** ► **3101[Execute Developer Refreshing]**.



If 31[Developer Refreshing] is not displayed, press 05[Main Unit: Maintenance] ► 0509[Execute Developer Refreshing].



3. Press **[OK]** of the color to be adjusted.

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

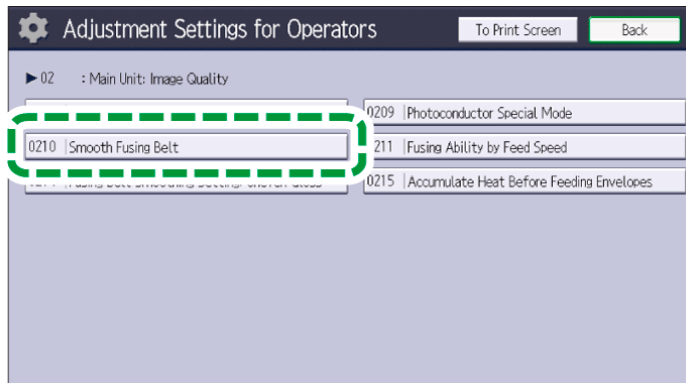
When printing on large paper immediately after printing many small sheets, such as when printing a full-sheet image on A3 paper after printing envelopes, streaks may appear at an interval equal to the width of the small sheets. If this occurs, execute "Fusing Belt Smoothing".



1. Press [Adjustment Settings for Operators] on the Home screen.



2. Press 02[Main Unit: Image Quality] ► 0210[Smooth Fusing Belt].



3. Select 001[For Belt Scratches] or 002[For Uneven Gloss (Short Time)], and then press [OK].

## If Some Parts of the Original Are Not Copied, White Dots and Dirt Appear on the Copied Image, or the Copied Image Is Grainy

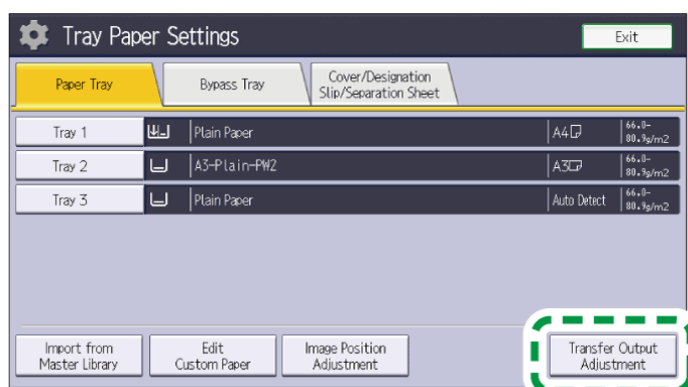
If blurring or white spots appear on the printed document, executing [Transfer Output Adjustment] may improve the results.

Perform the adjustment for each paper tray.

1. Press [Tray Paper Settings] on the Home screen.



2. Press [Transfer Output Adjustment].

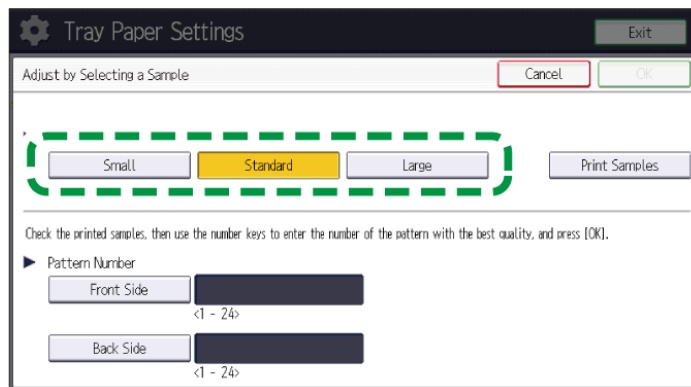


3. Select the paper tray with the custom paper to adjust the transfer output.

You can not use a custom paper that is less than 148 mm (5.9 inches) wide or less than 210 mm (8.3 inches) long.

4. Press [Adjust by Selecting a Sample].
5. Select the amount of adjustment for the current transfer output value from [Small], [Standard], or [Large].

Select the amount of adjustment according to the flowchart in page 114 "How to select the amount of adjustment".



**6. Press [Print Samples].**

Six sample sheets or four sample sheets with images printed on both sides are printed.

The side with “SIDE1” printed on it is a side of samples for the front side, the side with “SIDE2” printed on it is a side of samples for the back side.

**7. Press [Front Side], and then enter the number of the pattern with the best quality.**


**8. Press [#].**

**9. Press [Back Side], and then enter the number of the pattern with the best quality.**

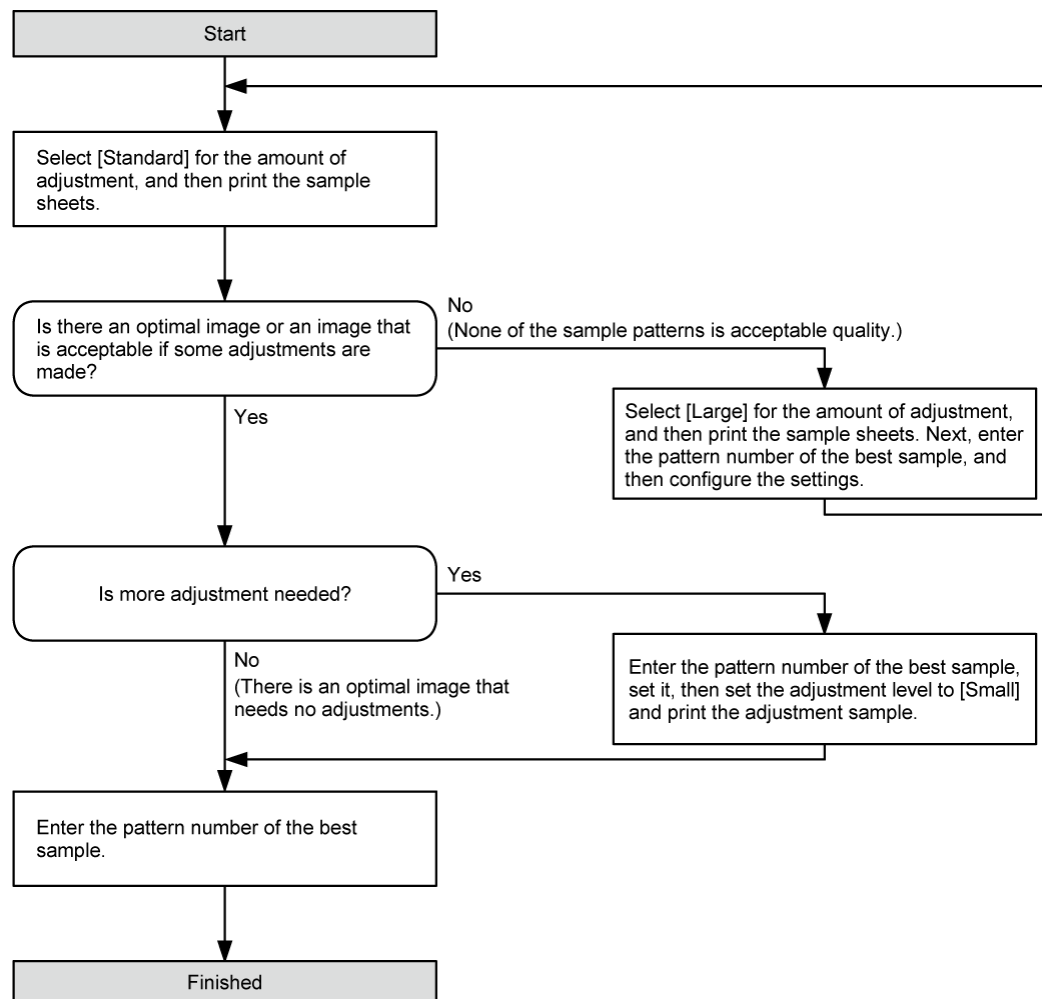
**10. Press [#] ► [OK].**

The value set for the number that you entered is applied to the paper tray selected in Step 2.

11. Press [Yes].

12. Press [Home]  to close the [Tray Paper Settings] screen.

## How to select the amount of adjustment



## Precautions when adjusting transfer output

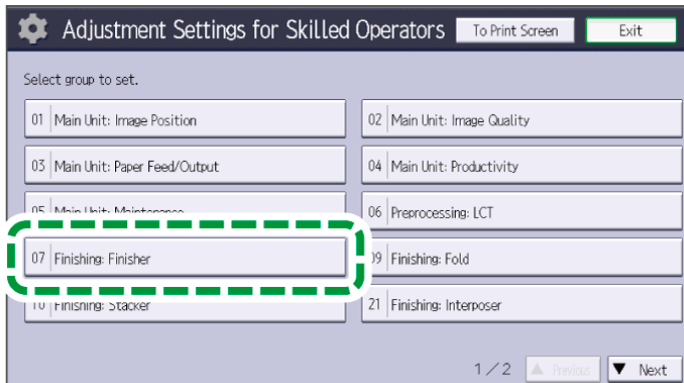
- Transfer output adjustment can be executed even on paper types other than textured paper or paper with a rough surface.
- The underlined pattern number on the printed sample sheet is the value that is currently set.
- You cannot use paper that is less than 148 mm (5.9 inches) wide or less than 210 mm (8.3 inches) long.
- Printing a new adjustment sample will change the transfer output relative to the current settings. The settings from previously printed adjustment samples will be reset and overwritten by the settings from the latest adjustment sample. When

entering the pattern number, enter the pattern number from the latest adjustment sample.

# Adjusting Stapling and Folding Positions

## Finisher

To adjust the finisher function, press 07[Finishing: Finisher] on the [Adjustment Settings for Skilled Operators] screen.



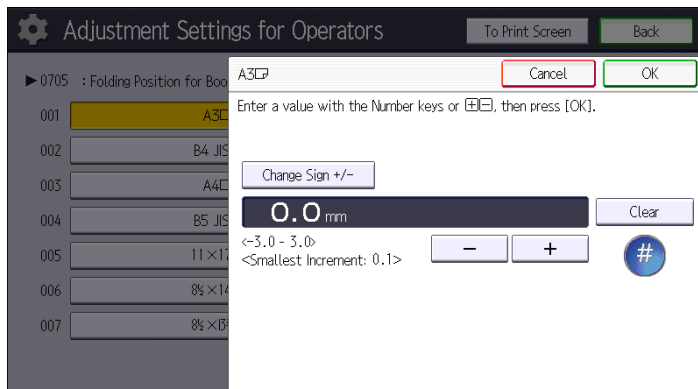
### ★ Important

- The settings that can be specified depend on the finisher in use.
- You can adjust the number of booklet folds in 0828[Set Number of Folds for Booklet].

7

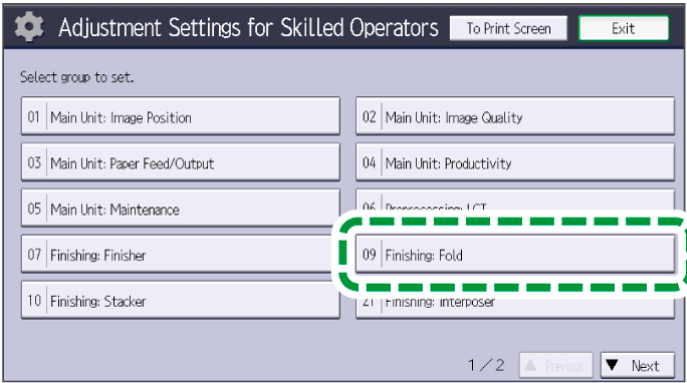
Specify the item to adjust.

To adjust the fold position of a booklet, select paper size in 0705[Folding Position for Booklet], and then press [+] or [-], for example.



## Fold

To adjust the function of the multi-folding unit, press 09[Finishing: Fold] on the [Adjustment Settings for Skilled Operators] screen.

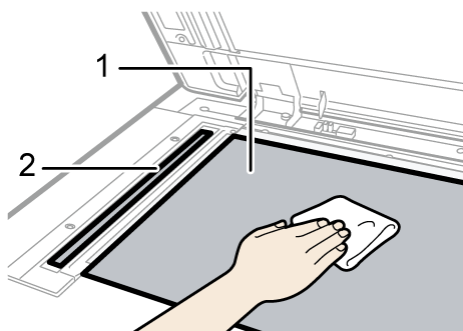


# Streaks Appear on Scanned or Printed Results

## Streaks Appear on Copied or Scanned Images

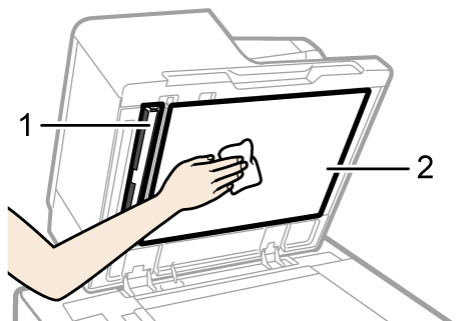
Wipe the ADF, exposure glass cover, exposure glass, or scan glass with a dry soft cloth.

1. Wipe the exposure glass and the scanning glass.



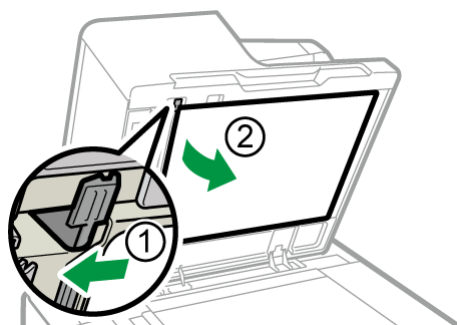
1. Exposure glass
2. Scanning glass

2. Wipe the sheet and guide plate of the ADF.



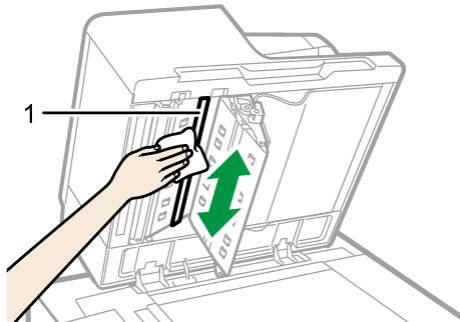
1. Guide plate
2. Sheet

3. Pull the lever (1) and open the sheet (2).



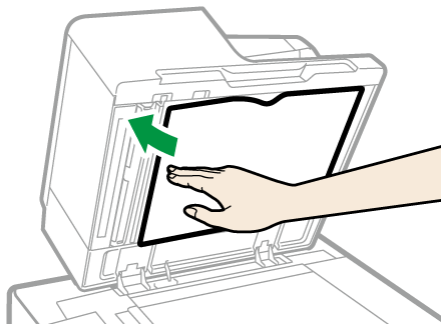


**4. Wipe the scanning glass.**

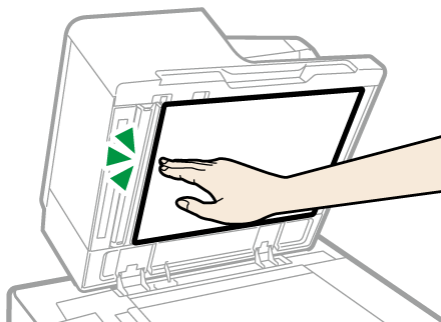


1. Scanning glass

**5. Press the center of the sheet, and then return it to its original position.**



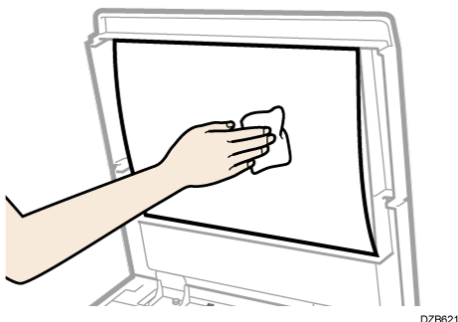
**6. Hold the sheet until it clicks.**



7

**When the exposure glass cover is installed**  **Region A (mainly Europe and Asia)**

**1. Wipe the sheet on the exposure glass cover.**



DZB621

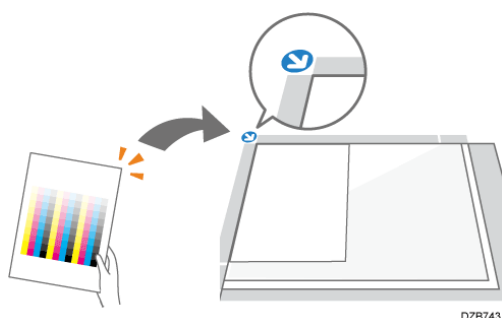
## Adjusting the Color Balance

When the message "The printing speed is now being limited because the internal cooling fan is active." is displayed, [Auto Color Calibration] cannot be executed. Wait until the message disappears, and then execute the function.

1. Press [Settings] on the Home screen.
2. Press [Maintenance] ► [Auto Color Calibration].
3. Press [Start Auto Calibration] ► [Start Printing] of the function to perform adjustment, and print the test pattern.
4. Open the exposure glass cover or ADF.
5. Place the printed test pattern on the exposure glass.

Align the arrow on the test pattern with the rear left corner on the exposure glass.

When the ADF is attached, place two or three blank sheets of white paper of the same size on the test pattern.



6. Close the exposure glass cover or ADF.
7. Press [Start Scanning].
8. Press [Home] (🏠) after performing the adjustment.

# Adjusting the Image Position

When you print on the custom paper and the print positions of images on the front and back side of a duplex printed sheet do not match, adjust the positions by using [Image Position Adjustment].

In [Image Position Adjustment], there are 3 items: Adjust Front Side, Adjust Front & Back Sides, Manual Adjustment.

Adjusted values are saved as custom paper settings.

The optimal adjustment value may vary depending on the paper size, environment, and paper tray used. If the image position is misaligned, perform [Image Position Adjustment] again.

## Requirements for adjusting the image position

- Custom paper with a paper type and weight that the machine supports must be allocated to the paper tray.
- Custom paper with a paper type and weight that is suitable for duplex printing must be allocated to the paper tray, to adjust the front and back sides of the paper.
- The paper size is within the following range:
  - Vertical length: 182.0-330.2 mm (7.17-13.00 inches)
  - Horizontal length: 182.0-487.7 mm (7.17-19.21 inches)

7

## Auto Adjustment and Quick Auto Adjustment

You can automatically adjust the image position by scanning adjustment sheets on the exposure glass.

The procedure is the same for both [Auto Adjustment] and [Quick Auto Adjustment].

[Auto Adjustment] consumes three adjustment sheets for precise adjustment.

[Quick Auto Adjustment] consumes one adjustment sheet for simple adjustment.

When scanning the adjustment sheet from the exposure glass, a background sheet is required in addition to the adjustment sheet. If you do not have a background sheet on hand, load A3 or 11 x 17 inch paper in one of the paper trays to print the background sheet.

1. Press [Tray Paper Settings] on the Home screen.



2. Press [Image Position Adjustment].

If you have a background sheet printed already, proceed to Step 5.

**3. Press [Print Background Sheet].****4. Select the paper tray with the A3 or 11×17 paper tray setting, and then press [Print].**

The background sheet is printed.

**5. Select the paper tray with the custom paper to adjust the image position.****6. Press [Adjust Front Side] or [Adjust Front & Back Sides].**

The machine adjusts only the front side when [Adjust Front Side] is selected.

**7. Press [Auto Adjustment] for precise adjustment and [Quick Auto Adjustment] for simple adjustment.**

- Adjust Front Side

When [Auto Adjustment] is selected, three adjustment sheets with images on one side are printed. When [Quick Auto Adjustment] is selected, an adjustment sheet with images on one side is printed.

- Adjust Front & Back Sides

When [Auto Adjustment] is selected, 9 sheets (3 blank sheets, 3 adjustment sheets with images printed on both sides, and 3 blank sheets) are printed. When [Quick Auto Adjustment] is selected, 3 sheets (1 blank sheet, 1 adjustment sheet with images printed on both sides and 1 blank sheet) are printed.

**8. Follow the on-screen instructions, place the background sheet and adjustment sheet together on the exposure glass, and then press [Start Scanning].**

Repeat this until scanning is completed.

- How to set the background sheet

Place the background sheet so that the white line is visible on the left side and align it to the mark on the upper left corner of the scan area.

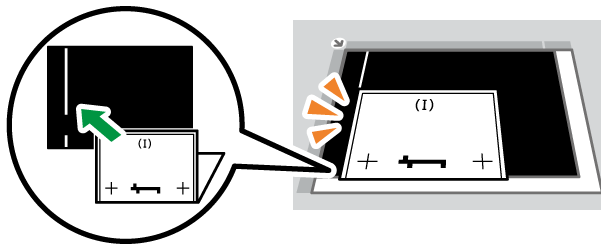


- How to set the adjustment sheet when adjusting the front side

Fold the adjustment sheet along the dashed lines so that the number indicated on the screen is visible, then sandwich the background sheet within the folded adjustment sheet. Align the white line of the background sheet with the left edge of the adjustment sheet, and the bottom edge of the background sheet with the dashed lines of the adjustment sheet.

Place the background sheet and adjustment sheet so that they are parallel to each other.

The following is an example of how to set the first adjustment sheet so that the "(I)" is visible.

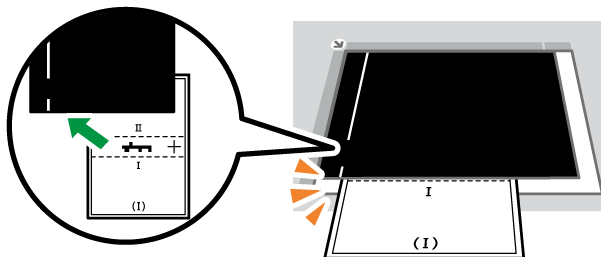


- How to set the adjustment sheet when adjusting the front and back sides

Place the adjustment sheet under the background sheet so that the number shown on the screen is visible. Align the white line of the background sheet with the left edge of the adjustment sheet, and the bottom edge of the background sheet with the dashed line on the adjustment sheet.

Place the background sheet and adjustment sheet so that they are parallel to each other.

The following is an example of how to set the first adjustment sheet so that the "(I)" and "I" are visible.



9. After the scanning is completed, the alignment result is displayed. Check the result, and then press [Apply].

The adjustment value is applied to the custom paper.

10. Press [Exit].

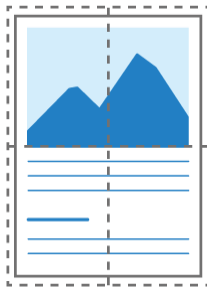
11. Press [Test Print] to print the image for confirming and checking the adjustment result.

If the result is not as expected, perform [Manual Adjustment].

For details, see page 124 "Manual Adjustment".

- The image printed by [Test Print] is mainly composed of lines and uses a small amount of toner. To check the adjustment results for an image that uses a large amount of toner, print an image that has solid-colored areas. Before printing an

image, make sure that the image is positioned in the center of the print data. If it is not positioned in the center, correct the data.



- The position of the image may differ depending on the percentage that the image occupies on the paper.
- If the corners of the paper are not at right angles, the image positions on the front and back sides may not match when printing on both sides of the paper.
- Measure the size of the paper loaded in the tray used to adjust the image position, and specify the actual size in [Tray Paper Settings].

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

#### Note

- If you keep the printed background sheet, you can reuse it the next time you adjust the image position. To reuse the background sheet, we recommend printing the background sheet on thick paper of about 200 g/m<sup>2</sup>.

## Manual Adjustment

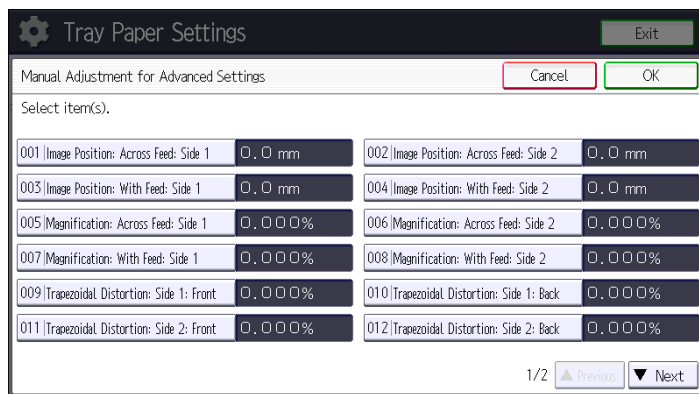
Manually adjust the image position, magnification, trapezoidal distortion, and perpendicularity on the front (side 1) and back (side 2).

1. Log in to the machine as the machine administrator on the control panel.
2. Press [Tray Paper Settings] on the Home screen.



3. Press [Image Position Adjustment].
4. Select the paper tray with the custom paper to adjust the image position.
5. Press [Manual Adjustment].
6. Press the item you want to adjust, change the value, and then press [OK].

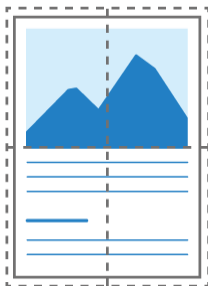
For the alignment applied by adjusting the values, see the figure displayed on the screen for each item.



7. After adjusting all of the items, press [OK].

8. Check the adjustment results.

- Check the adjustment results using the following method:
  - Print the image for which you want to check the image position.
  - Print the image for confirmation by pressing [Image Position Adjustment] ► [Adjust Front Side] or [Adjust Front & Back Sides] ► [Test Print].
- The image printed by [Test Print] is mainly composed of lines and uses a small amount of toner. To check the adjustment results for an image that uses a large amount of toner, print an image that has solid-colored areas. Before printing an image, make sure that the image is positioned in the center of the print data. If it is not positioned in the center, correct the data.

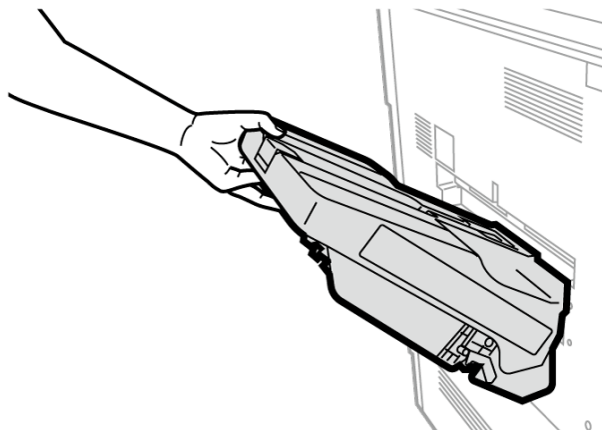


- The position of the image may differ depending on the percentage that the image occupies on the paper.
  - If the corners of the paper are not at right angles, the image positions on the front and back sides may not match when printing on both sides of the paper.
  - Measure the size of the paper loaded in the tray used to adjust the image position, and specify the actual size in [Tray Paper Settings].
9. After completing the alignment, press [Home] (🏠) to close the [Tray Paper Settings] screen.

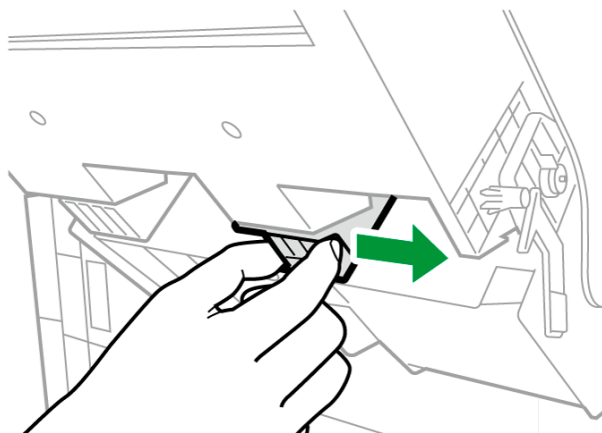
## When Thin Paper or Thick Paper is Ejected or Stacked Incorrectly on the Copy Tray

### Adjusting the Angle of the Copy Tray

1. Raise the edge of the copy tray.

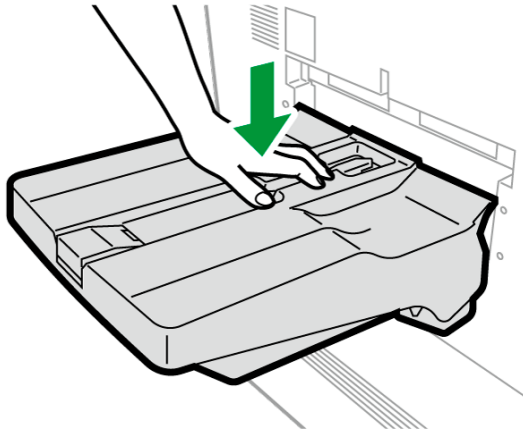


2. While raising the copy tray, pull the lever toward the front side of the machine.

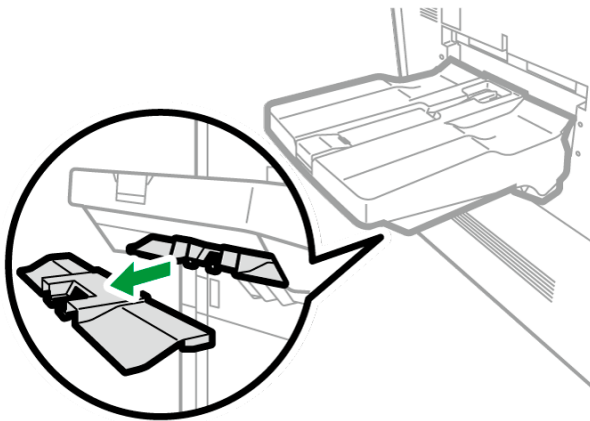




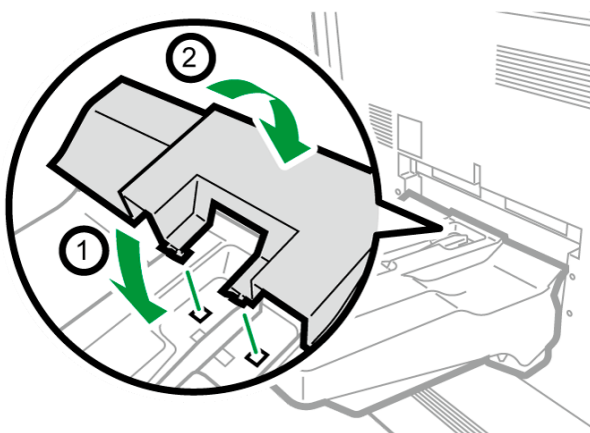
3. Push the top of the copy tray until it clicks.



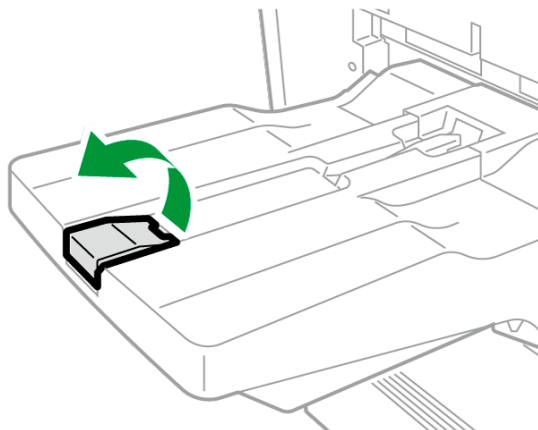
4. Remove the support tray.



5. Attach the support tray by inserting its two protrusions into the square holes in the copy tray.



**6. Raise the end fence.**



**Note**

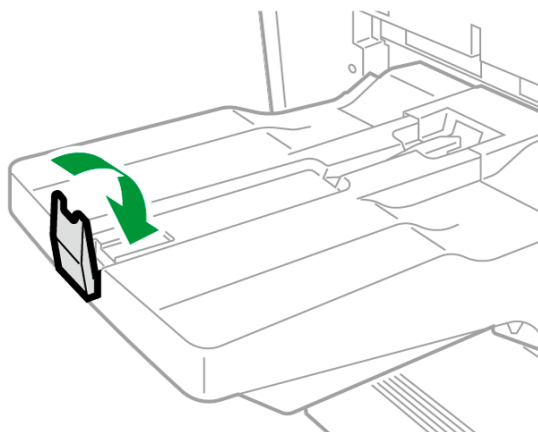
- The machine stacks up to 100 sheets if the angle of the copy tray is horizontal.
- The machine cannot detect that the output tray is full.
- Output sheets of A4 (Landscape) size or smaller may not be stacked neatly. Contact your service representative if you want to adjust this.

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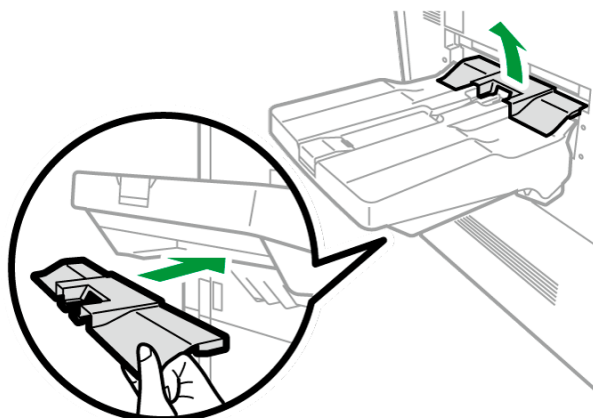
## To Return the Copy Tray to Its Original Angle

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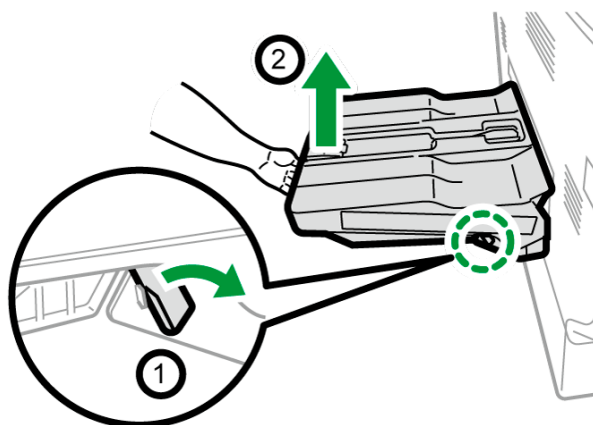
**1. Fold the end fence.**



2. Remove the support tray, and then insert it into the copy tray.



3. While turning the lever clockwise, raise the edge of the copy tray.



## Frequently Asked Questions (FAQ)

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

Uncheck "SNMP Status Enabled".

**What can I do if I cannot install the printer driver?**

Frequent error messages, and problems and their solutions are as follows:

Condition	Solution
"There is a Job printing now"	Delete the print job in progress and then reinstall the printer driver.
"Failed to add Language Monitor"	Use the printer driver supported by the computer's operating system.
None of the abovementioned cases applies.	Reinstall the printer driver.
The problem persists even after trying every solution.	

### 7

**How can I specify energy saver mode?**

1. Press [Settings] on the Home screen.
2. Press [System Settings] on the Settings screen.
3. Press [Date/Time/Timer] ► [Timer].

**What should I do if automatic duplex printing cannot be executed?**

The machine's paper tray settings may not have been configured to support duplex printing.

- Manual setting
  1. Press [Tray Paper Settings] on the Home screen.
  2. Select the paper tray.
  3. Press [Manual Paper Settings].
  4. Press [Next] under "Paper Weight".
  5. Press [Yes] under [Apply Duplex].
- Setting using custom paper

1. Press [Tray Paper Settings] on the Home screen.
2. Press [Edit Custom Paper] and select a custom paper.
3. Press [Next] twice, and then press [Yes] under "Apply Duplex".

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

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

### What can I do if the scan file fails to be sent to the folder or if the destination folder cannot be specified?

- Check the user name and password for folder authentication.
- Check the destination folder setting.

### I want to register frequently used settings as a program.

You can store frequently used job settings in the machine memory and recall them easily.

1. Edit the settings so all functions you want to register to a program are selected on the [Copier (Classic)], [Document Server (Classic)], [Fax (Classic)], or [Scanner (Classic)] screen.

When using the Document Server, edit the settings on the initial document print screen.

2. Press [Recall/Program/Change Program] on the bottom left of the screen.
3. Press [Program].
4. Press the program number you want to register.
5. Enter the program name, and then press [OK].

**Control Panel/Web** "Registering Frequently Used Settings as a Program (Classic Applications)"

### I want paper to not feed from a specified tray, even if paper in other trays runs out.

Configure the machine not to use Auto Tray Select to feed paper from the specified paper tray.

Specify the following settings:

- Manual setting
  1. Press [Tray Paper Settings] on the Home screen.
  2. Select the paper tray.
  3. Press [Manual Paper Settings].
  4. Press [Next] under "Paper Weight"..
  5. Press [No] in "Apply Auto Paper Select".
- Setting using custom paper

1. Press [Tray Paper Settings] on the Home screen.
2. Press [Edit Custom Paper] and then select the custom paper.
3. Press [Next] twice, and then press [No] in "Apply Auto Paper Select".

### **I want to display [Tray Paper Settings] on the Home screen.**

Swipe to switch between windows. If you cannot find [Tray Paper Settings] that way, press [Menu] (⚙️) on the bottom center of the Home screen, and then select [Reset Home Screen].

The icon layout on the Home screen will be reset to the factory default.

### **A paper mismatch error appears.**

Check whether the machine's tray paper setting and paper setting specified in the printer driver match. If the paper size or paper type does not match, a paper mismatch error is reported and you cannot print. Regarding the paper type, this error will not occur if it is set to [Automatic] in Windows or [None] on a Macintosh.

### **I want to know the number of sheets and paper size supported by this machine.**

page 22 "Recommended Paper Sizes and Types"

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

## **7**

### **Saddle stitch paper size**

- Booklet Finisher SR5120

A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8<sup>1</sup>/<sub>2</sub> × 14☐, 8<sup>1</sup>/<sub>2</sub> × 13☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>4</sub> × 14☐, 8<sup>1</sup>/<sub>4</sub> × 13☐, 8 × 13☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub> ☐, 8K☐, 16K☐, 12 × 18☐, 11 × 15☐, 11 × 14☐, 10 × 15☐, 10 × 14☐, 13 × 19<sup>1</sup>/<sub>5</sub> ☐, 13 × 19☐, 12<sup>3</sup>/<sub>5</sub> × 19<sup>1</sup>/<sub>5</sub> ☐, 12<sup>3</sup>/<sub>5</sub> × 18<sup>1</sup>/<sub>2</sub> ☐, 13 × 18☐, SRA3☐, SRA4☐, 226 × 310 mm☐, 310 × 432 mm☐, 8<sup>1</sup>/<sub>2</sub> × 13<sup>2</sup>/<sub>5</sub> ☐, 329 × 483 mm☐, F4a☐

Custom size

Vertical: 182.0-330.2 mm (7.17-13.00 inches)

Horizontal: 257.0-487.7 mm (10.12-19.20 inches)

- Booklet Finisher SR5140

A3☐, A4☐, B4 JIS☐, B5 JIS☐, 11 × 17☐, 8<sup>1</sup>/<sub>2</sub> × 14☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>4</sub> × 14☐, 8<sup>1</sup>/<sub>4</sub> × 13☐, 12 × 18☐, 11 × 15☐, 11 × 14☐, 10 × 15☐, 10 × 14☐, 13 × 18☐, SRA3☐, SRA4☐, 8<sup>1</sup>/<sub>2</sub> × 13<sup>2</sup>/<sub>5</sub> ☐, F4a☐

Custom size

Vertical: 182.0-182.5 mm (7.17-7.19 inches), 207.0-225.0 mm (8.15-8.86 inches), 250.0-257.0 mm (9.84-10.12 inches), 279.4-306.0 mm (11.00-12.05 inches), 320.0 mm (12.60 inches), 330.0-330.2 mm (12.99-13.00 inches)

Horizontal: 257.0-457.2 mm (10.12-18.00 inches)

## Saddle stitch weight and capacity

- Booklet Finisher SR5120
  - Paper weighing between 52.3 and 63.0 g/m<sup>2</sup>: 30 sheets (When using designated paper)
  - Paper weighing between 63.1 and 80.0 g/m<sup>2</sup>: 25 sheets (Supports up to 30 sheets when using the designated paper.)
  - Paper weighing between 80.1 and 105.0 g/m<sup>2</sup>: 15 sheets
  - Paper weighing between 105.1 and 163.0 g/m<sup>2</sup>: 10 sheets
  - Paper weighing between 163.1 and 256.0 g/m<sup>2</sup>: 5 sheets
  - Paper weighing between 256.1 and 360.0 g/m<sup>2</sup>: 3 sheets (When using designated paper)
  - \* The maximum limit when the optional trimmer is attached is 300.0 g/m<sup>2</sup>.
  - Cover sheet weight and stitch capacity
 

Cover sheet weighing between 80.1 and 105.0 g/m<sup>2</sup>

Book block weighing between 52.3 and 63.0 g/m<sup>2</sup>: 28 sheets

Book block weighing between 63.1 and 80.0 g/m<sup>2</sup>: 23 sheets

Book block weighing between 80.1 and 105.0 g/m<sup>2</sup>: 13 sheets

Cover sheet weighing between 105.1 and 163.0 g/m<sup>2</sup>

Book block weighing between 52.3 and 63.0 g/m<sup>2</sup>: 27 sheets

Book block weighing between 63.1 and 80.0 g/m<sup>2</sup>: 22 sheets

Book block weighing between 80.1 and 105.0 g/m<sup>2</sup>: 12 sheets
- Booklet Finisher SR5140
  - Paper between 64.0 g/m<sup>2</sup> (17.0 lb. Bond) and 80.9 g/m<sup>2</sup> (21.9 lb. Bond): 20 sheets
  - Paper between 81.0 g/m<sup>2</sup> (22.0 lb. Bond) and 105.0 g/m<sup>2</sup> (28.0 lb. Bond): 10 sheets
  - You can use one sheet of paper up to 216.0g/m<sup>2</sup> (58 lb.) in weight as a cover sheet.

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

- Duplex:
 

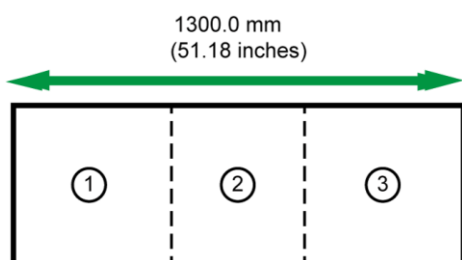
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 12

$\times 18$ ,  $11 \times 15$ ,  $11 \times 14$ ,  $10 \times 15$ ,  $10 \times 14$ ,  $13 \times 19^{1/5}$ ,  $13 \times 19$ ,  $12^{3/5} \times 19^{1/5}$ ,  $12^{3/5} \times 18^{1/2}$ ,  $13 \times 18$ , SRA3, SRA4,  $226 \times 310$ mm,  $310 \times 432$ mm,  $8^{1/2} \times 13^{2/5}$ , 8K, 16K, F4a

- Duplex (Custom Size):
  - Vertical: 105.0-330.2 mm (3.94-13.00 inches)
  - Horizontal: 139.7-487.7 mm (5.50-19.20 inches)

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

When printing on long paper, paper up to 487.9 mm (19.20 inches) long counts as one sheet, paper 488.0 mm to 840.9 mm (19.21–33.10 inches) long counts as two sheets, and paper 841.0 mm to 1300.0 mm (33.11–51.18 inches) long counts as three sheets.



1. **one sheet (487.9 mm (19.20 inches))**
2. **two sheet (488.0 mm to 840.9 mm (19.21–33.10 inches))**
3. **three sheet (841.0 mm to 1300.0 mm (33.11–51.18 inches))**

### **I can't copy even though I press [Start] in the copier window.**

If the message "After scanning last original, press [#]." appears in the copier window, press [#]."

Likewise, when copying with [Sort] or [1 Sided → 2 Sided], confirm that scanning is complete.

### **I want to insert slip sheets between each copy.**

Specify the following settings:

1. **Press [Tray Paper Settings] on the Home screen.**
2. **Press [Cover/Designation Slip/Separation Sheet] tab.**
3. **Select [Sep. Sheet], and then select the paper tray containing the paper to be used as slip sheets.**
4. **Press the [Copier (Classic)] icon on the [Home] screen.**
5. **Press [Finishing].**
6. **Press [Output].**
7. **Press [Insert Separation Sheet Per 1 set(s)] or [Insert Separation Sheet Per Job].**

### **I want to print multi-page TIFF files using the scanner function.**

Specify the following settings:



1. Log in to the machine.
2. Press [Settings] on the Home screen.
3. Press [Scanner Settings].
4. Press [Sending Settings] ► [Compression Settings] ► [Compression (Gray Scale/Full Color)] ► [Off].
5. On the Home screen, press [Scanner (Classic)].
6. Press [Send File Type / Name].
7. Select [Multi-page] and [TIFF], and then press [OK].

**I want to prevent to receive unnecessary faxes.**

1. Press [Settings] on the Home screen.
2. Press [Fax Settings].
3. Press [Reception Settings] ► [Register Special Sender].
4. Select [On] in [Authorized Reception] and then press [Reject] under "The Sender Specified in Authorized Reception per Sender".
5. Press [OK].
6. Press [Register/Change/Delete] ► [Register].
7. Program the name or fax number of the sender to not receive faxes.
8. Specify the condition to match the programmed string.
9. Press [On] in [Authorized Reception per Sender].
10. Press [OK] ► [Close].

**I want to stop fax records being printed automatically.**

1. Press [Settings] on the Home screen.
2. Press [Fax Settings].
3. Press [Frequently Used Settings] ► [Fax Records Auto Print].
4. Press [Off].
5. Press [OK].

**I want to confirm the record of fax transmissions and receptions.**

1. Press [Fax (Classic)] on the Home screen.
2. Press [TX/RX Status / Print].
3. Press [Print Records].
4. Select the printing method, and then press [Start].

**I want to use paper that is not in the master library.**

Use the following procedures:

- Select the paper type from the master library

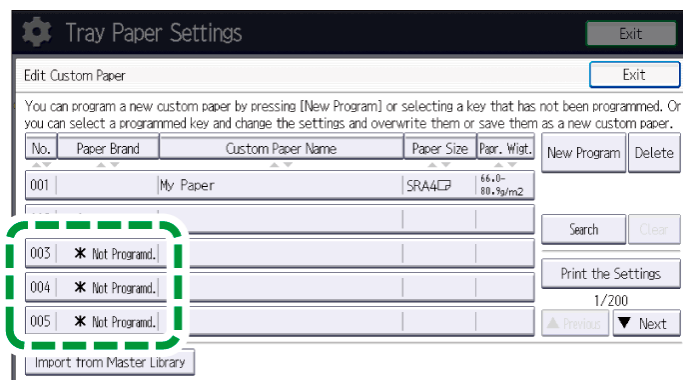
You can select the type and weight of paper from the master library and register it as a custom paper.

For details, see page 35 "Configuring Paper from the Master Library".

- Manually specifying a paper type and weight

You can register a custom paper by manually specifying its type and weight.

1. Press [Tray Paper Settings] on the Home screen.
2. Press [Edit Custom Paper].
3. Select the key displayed as "Not Programmed."



4. Specify the name of the paper, paper size, paper's weight, and paper type.
5. Specify other settings as necessary, and then press [OK] ► [Exit].
6. Return to the [Tray Paper Settings] screen, and then select the paper tray in which you have loaded paper. On the next displayed screen, select the custom paper you have just created, and then press [OK].

**I want to print just with the paper settings configured in the printer driver, without having to configure the paper settings on the control panel.**

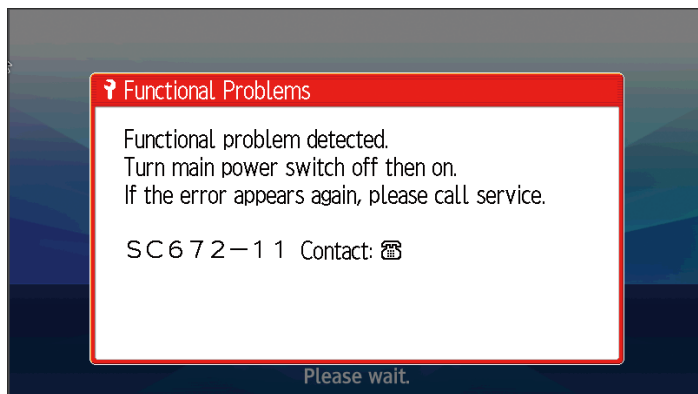
By selecting [Driver/Command] for [Tray Setting Priority], you can print with just the paper settings configured in the printer driver. Do not use this if you are using special paper or other paper that requires adjustments according to the paper's properties.

- Settings that must be done at the machine in advance
  1. On the Home screen, press [Settings] and then [Printer Settings].
  2. Press [System] ► [Paper In/Out].
  3. Press [Tray Setting Priority].
  4. Select [Driver / Command] for the tray you are using.

- The setting required for the printer driver when actually printing

On the [Basic] tab in the printer driver, select a paper tray in [Input Tray:], and then select a paper type in [Paper Type].

## If a Service Call (SC) Appears



If a service call error occurs, the machine automatically reboots itself after 3 to 4 minutes. Leave the machine's power on and wait a while.

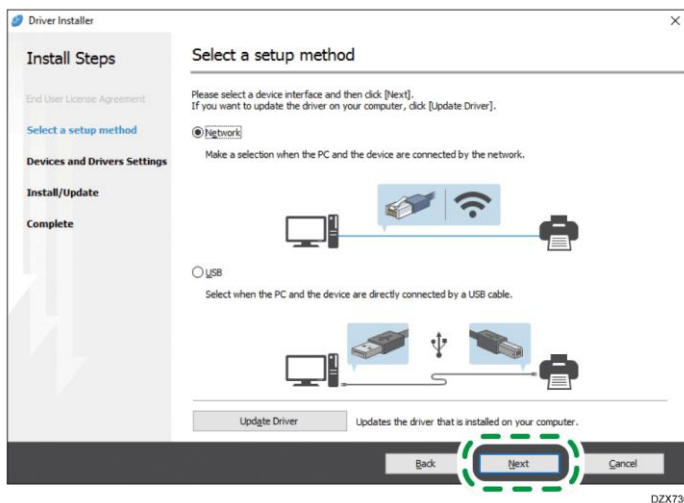


## 8. Installing the Printer Driver

### Installing the Downloaded Driver (Windows)

When the machine and the computer are connected to the same network, the installer searches for the machine to install the printer driver. If the installer cannot find the machine, specify the IP address or machine name to install the printer driver.

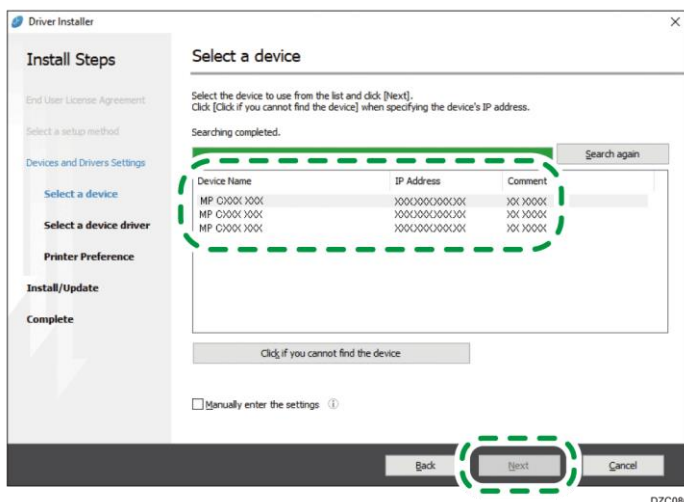
1. Double-click the downloaded EXE file.
2. On the "End User License Agreement" screen, click [Agree and Go to Next].
3. Select the connection between the machine and computer, and then click [Next].



Network: Search for devices connected to the network.

USB: Following the instructions on the "Connection with device" screen, connect the machine and the computer with the USB cable to search for the machine.

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



The installation of the driver starts.

If devices are not detected, specify the machine's IP address and install the driver.

1. Click [Click if you cannot find the device].
2. Select [Specify device IP address] and then click [Next].
3. Enter the IP address of the machine and click [Search].
- 5. When the installation is complete, click [Finish].**

# Installing the Downloaded Driver (macOS)

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

**1. Double-click the package file.**

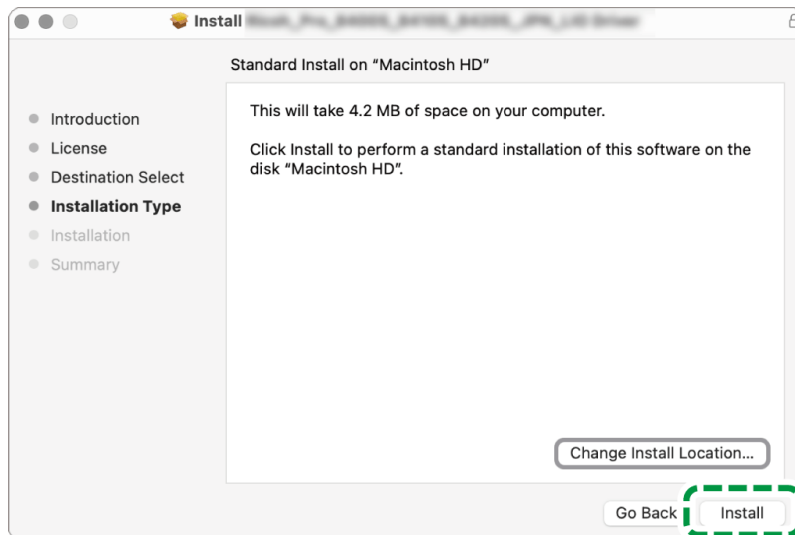


**2. On the "Introduction" screen, click [Continue].**

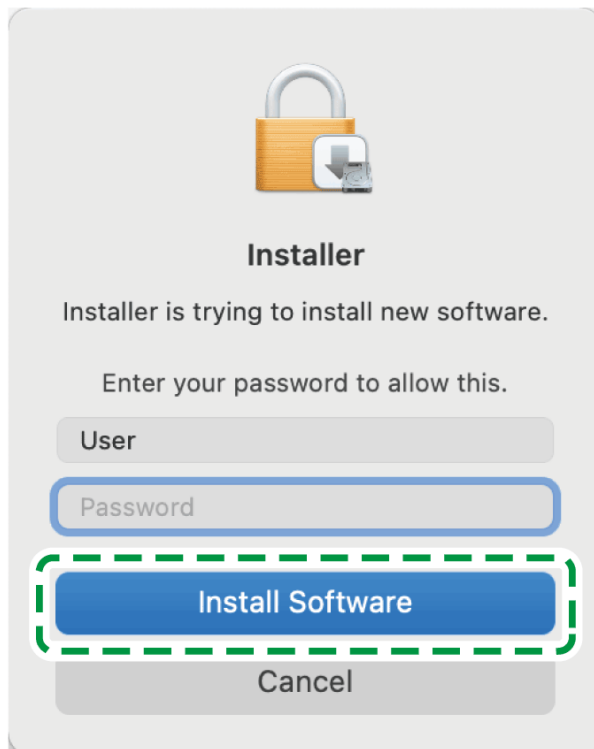
**3. On the "License" screen, click [Continue] and then click [Agree].**

When prompted to select where to install the driver, specify the install location, and click [Continue].

**4. Click [Install].**



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



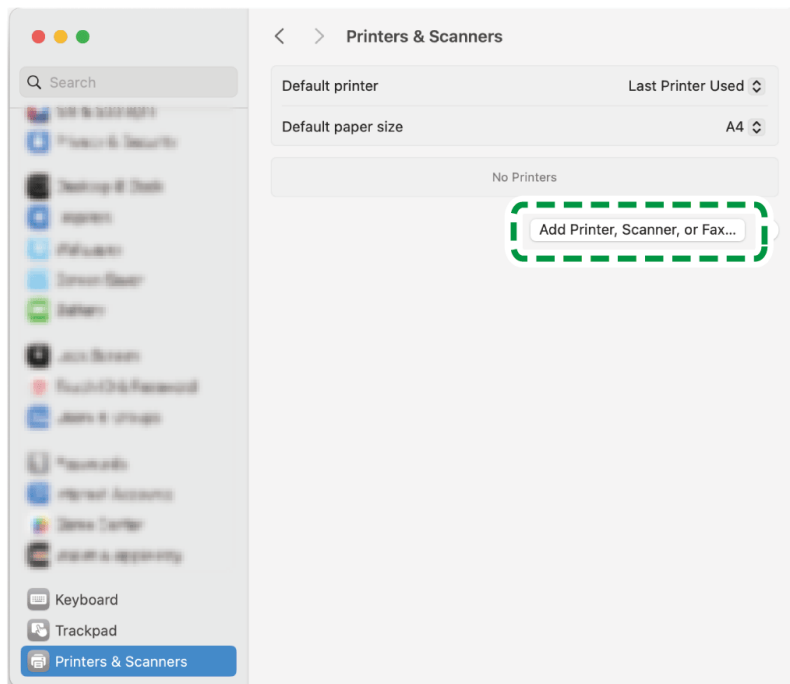
The installation of the PPD file starts.

When the installation is complete, click [Close].

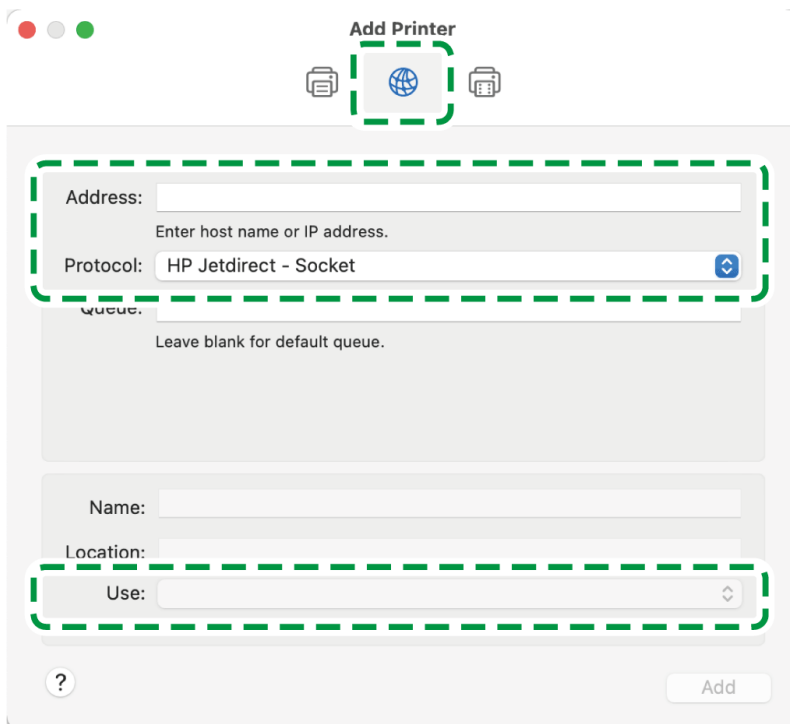
Installation of the PPD file is complete. Next, register the machine's PPD file from [System Settings...] to make it available for printing.



6. Select [System Settings...] from the Apple menu. Click [Printers & Scanners].
7. Click [Add Printer, Scanner, or Fax...].



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



- Address: Enter the IP address of the machine.
- Protocol: Select [HP JetDirect].

- Use: Check that the machine name is displayed. If "Generic PostScript Printer" is displayed, the entered IP address may not be correct.

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

Check the network connection of the machine and the computer, and then register again.

- When the machine is connected to a wired LAN.

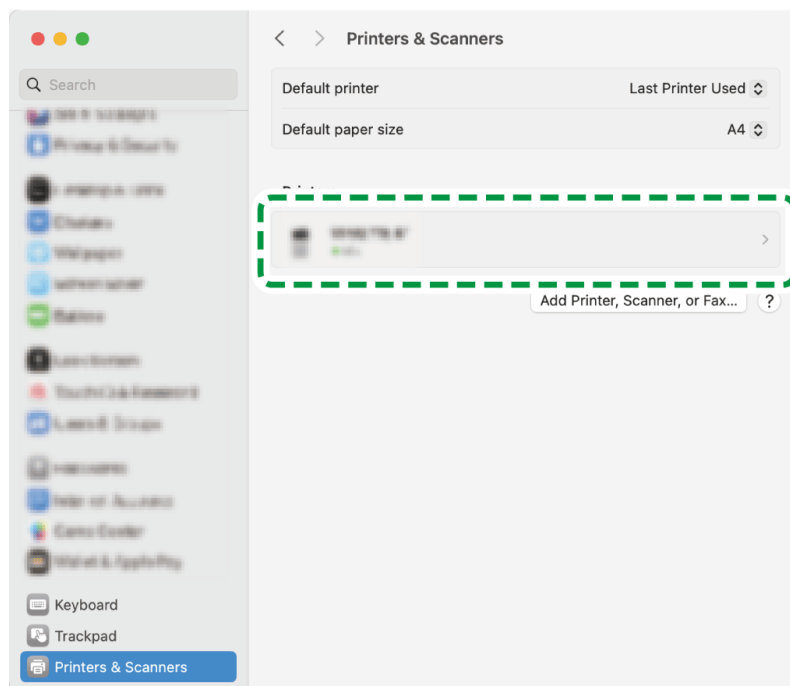
Check that the cable is connected to the machine correctly.

#### 1. Click [Add].

The progress screen is displayed.

If the progress screen does not close after a while, click [Configure...] and configure the option configuration of the printer.

#### 2. Check that the machine name is added to the [Printers & Scanners] screen.



#### 3. Close the system settings screen.

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Microsoft® Windows® 10 Pro

Microsoft® Windows® 10 Pro for Workstations

Microsoft® Windows® 10 Enterprise

Microsoft® Windows® 10 Education

- The product names of Windows 11 are as follows:

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Microsoft® Windows® 11 Pro

Microsoft® Windows® 11 Pro Education

Microsoft® Windows® 11 Pro for Workstations

Microsoft® Windows® 11 Enterprise

Microsoft® Windows® 11 Education

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