KONICA MINOLTA

bizhub C3100P
USER'S GUIDE

Introduction

Giving Shape to Ideas

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1 Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

To obtain maximum performance from this product and to learn how to use it effectively, please read this User's Guide as necessary.

1.2 User's Guides

Booklet manuals

Manual title	Overview
[Installation Guide]	This guide describes the items required to use this machine for the first time, for example, how to place this machine or how to install the printer driver.
[Safety Information Guide]	This guide describes notes and precautions that should be followed to use this machine. Please be sure to read this manual before using this machine.

User's guides included in User's Guide CD/DVD-ROM

Manual title	Overview
[Quick Guide]	This guide describes how to perform basic operations of this machine and configure initial settings.
[User's Guide Introduction]	This guide contains information that is useful to know before beginning to operate this machine, such as the name of each part and how to turn the power on and off, use the **Control Panel**, and load an original or paper.
[User's Guide Print]	This guide describes how to install the printer driver as well as basic usage and applications.
[User's Guide Advanced Functions]	This guide describes how to install optional license kits and functions that can be used by installing the license kits.
[User's Guide Maintenance/Troubleshooting]	This guide describes how to replace consumables, clean this machine, and perform troubleshooting.
[User's Guide Description of Utility Keys]	This guide describes the Utility settings of this machine.
[User's Guide Applied Functions]	This guide describes the special usages of this machine such as how to use **Web Connection**, manually install the printer driver, configure print settings using Linux, and use the authentication unit.

1.3 Notations and symbols used in this manual

Procedural instruction

✔ This check mark symbol shows a precondition of a procedure.

1 This format number "1" represents the first step.

2 This format number represents the order of consecutive steps.

➔ This symbol indicates a supplementary explanation of a procedural instruction.

Symbols used in this manual

⚠WARNING

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

⚠CAUTION

- This symbol indicates that a failure to heed the instructions may lead to mishandling that may cause injury or property damage.

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.

Tips

This symbol indicates supplemental information of a topic as well as options required to use a function.

Reference

This symbol indicates reference functions related to a topic.

Related setting

This shows the settings related to a particular topic for any user.

Related setting (for the administrator)

This shows the settings related to a topic only for administrators.

Product and key names

Notations used in this manual	Description
[ ]	This presents a key name in the **Message Window** or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the **Control Panel**.

Notations of application names

This manual describes application names as shown below.

Application name	Notations used in this manual
PageScope Direct Print	**Direct Print**
PageScope Web Connection	**Web Connection**
PageScope Data Administrator	**Data Administrator**
PageScope Mobile (for iPhone/iPad/Android)	**Mobile (for iPhone/iPad/Android)**

1.4 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

Reference

- Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.

⚠ WARNING	Ignoring this warning could cause serious injury or even death.
⚠ CAUTION	Ignoring this caution could cause injury or damage to property.

Meaning of symbols

A triangle indicates a danger against which you should take precaution.

This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A solid circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

Disassemble and modification

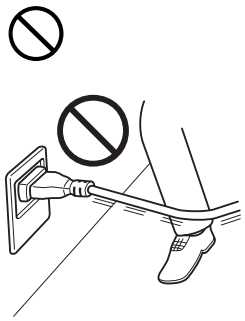
⚠ WARNING	
• Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.	
• Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.	

Power cord

⚠ WARNING	
• Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.	
• Do not use the power cord other than being supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.	

Power cord

- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
  Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



Power source

⚠ WARNING

- Do not use the power source voltage other than being specified on the machine. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines.
  Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
- Do not use an extension cord in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.

⚠ CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.

Power plug

⚠ WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

⚠ CAUTION

- Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

Grounding

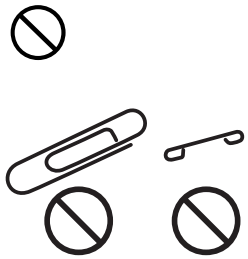
⚠ WARNING

- Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.

Installation

⚠ WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
  Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



- Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.

⚠ CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.

Ventilation

⚠ CAUTION

- Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.

Actions in response to troubles

⚠ WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

Actions in response to troubles

⚠ CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns.
  When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

Consumables

⚠ WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

⚠ CAUTION

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.

- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.

- Do not force open the toner-related parts (toner units, PC drum units, imaging units or developing units). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.

- If toner lands on your skin or clothing, wash thoroughly with soap and water.

- If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.

- If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.

- If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.

When moving the machine

⚠ CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.

- When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

When using the machine

⚠ WARNING

- If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times. The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.

⚠ CAUTION

- When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.

Papers

⚠ CAUTION

- Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.

When the Fax is not installed:

Before successive holidays

⚠ CAUTION

- Unplug the product when you will not use the product for long periods of time.

1.5 Legal restrictions on reproduction

Certain types of originals must never be reproduced with the purpose or intent to pass reproductions of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible reproduction.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to reproduce domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being reproduced illegally.

We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

2 Before using this function

2 Before using this function

2.1 CD/DVD-ROM supplied with this machine

Driver & Utilities CD/DVD-ROM

Item	Overview
[Printer]	The printer driver can be installed. For details, refer to [User's Guide Print].
[PageScope Utilities]	Various utilities are provided to optimize functions of this machine. Clicking this displays the download page.

Also contains various user's guides.

For details on the user's guide types, refer to page 1-3.

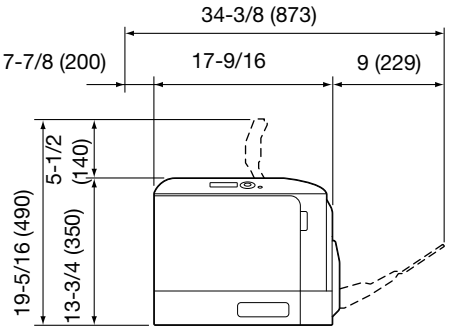
2.2 Installation location and environment

2.2.1 Installation location

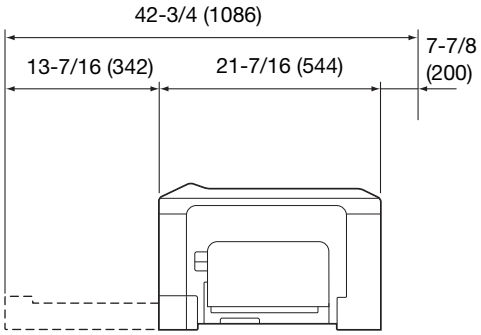
To simplify tasks such as operations, consumable replacement, or inspection, create an installation environment as shown below.

Unit: Inch (mm)

Front view

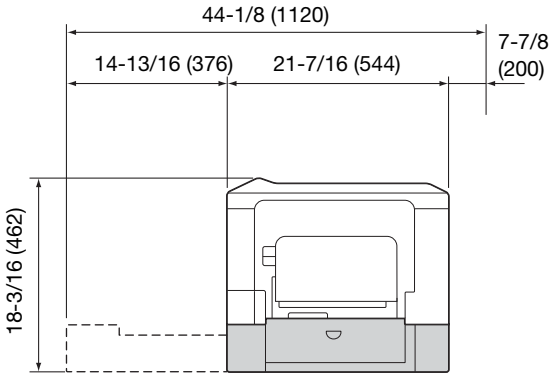


Right view



Right view (with optional devices installed)

The hatched parts indicate optional devices in this figure.



2.2.2 Installation environment

Install this machine in a location that can support its weight, including consumables and paper.

Configuration	Weight
Main unit (including consumables)	Approx. 62-3/8 lb (28.3 kg)
Main unit (including packages)	Approx. 72-3/4 lb (33 kg)

Install this machine in the place shown below.

- Stable and horizontal (inclination around this machine: 1 degree or less) location with a hard, even surface
- To check whether the installation location is level, use a normal round pencil. If the pencil rolls, the location is not horizontal. Ensure this machine is horizontal, and make sure that there are no objects such as cables caught under this machine.
- Location close to a dedicated power outlet that is grounded
- Location close to your computer
- Sufficiently spacious location that ensures ease of use and appropriate air ventilation
- Location in which ambient temperature is 50°F to 86°F (10°C to 30°C) and humidity is 15% to 85%

Do not install this machine in the locations described below.

- Location exposed to direct sunlight
- Location in which excessive differences in temperature and humidity are detected due to close proximity to a heater or cooling equipment
- Location exposed to direct flame or combustible materials
- Location close to equipment such as a copy machine or air-conditioner that generates noise, or equipment such as a refrigerator that generates a strong magnetic or electromagnetic force
- Location close to water, water pipes, or fluid (drink) containers, corrosive chemicals, or corrosive gases such as ammonia
- Location in which fine metallic pieces such as clips or staples are scattered
- Location subject to thumping vibrations

Tips

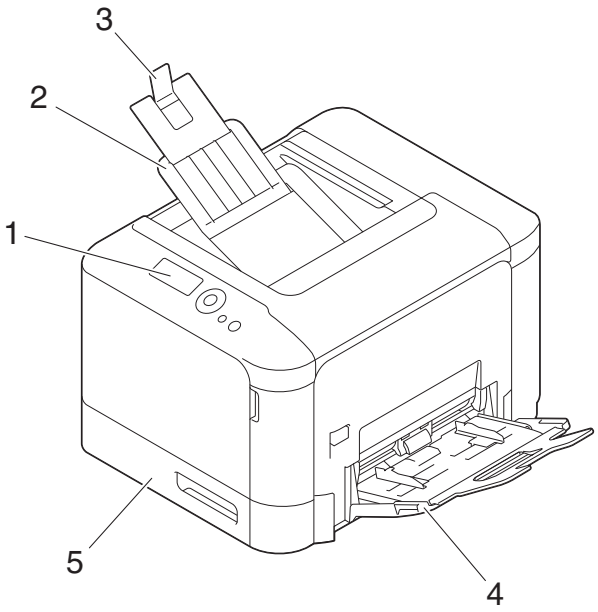
- Do not connect to the same power outlet as that used for a high-current equipment.
- If this machine is installed in or moved to an environment subject to excessive changes in temperature, condensation will form in this machine, which may reduce printing quality. If condensation is detected, leave this machine for approximately 1 hour before using it to adjust to the environment.
- When using a humidifier or vaporizer in the room where this machine is installed, use purified or distilled water. If impurities in water are emitted into the air, they will collect in this machine and reduce printing quality.

3 About This Machine

3 About This Machine

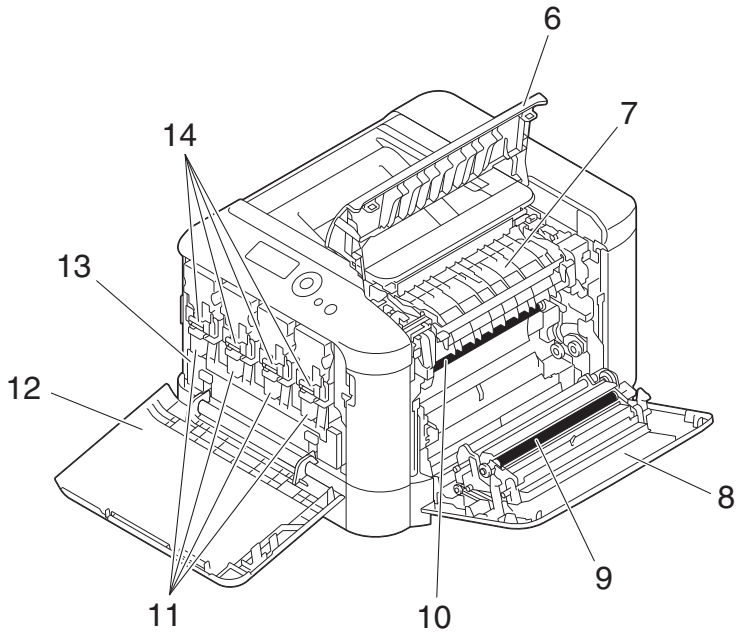
3.1 Checking the name of each part

Front side



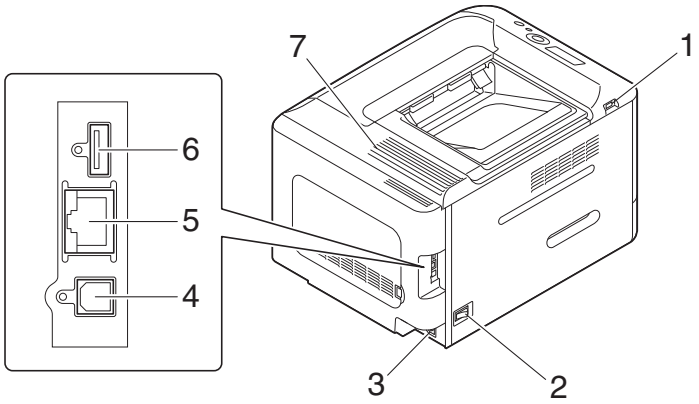
No.	Name
1	**Control Panel**
2	**Output Tray**
3	**Output Stopper**
4	**Manual Feed Tray**
5	**Tray 1**

View with **Top Door**, **Front Door**, and **Right Door** opened



No.	Name
6	**Top Door**
7	**Fuser Unit**
8	**Right Door**
9	**Transfer Roller**
10	**Transfer Belt Unit**
11	**Imaging Unit**
12	**Front Door**
13	**Waste Toner Bottle**
14	**Toner Cartridge**

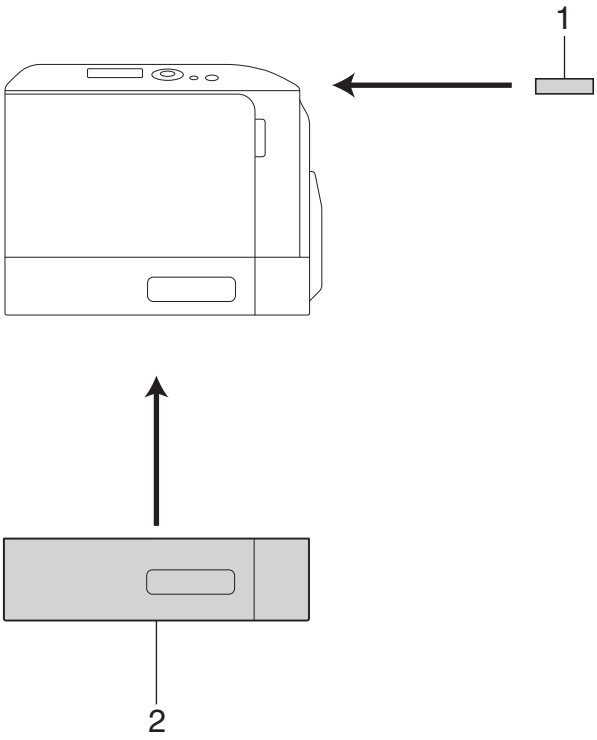
Rear side



No.	Name
1	**USB Port (Type A)**
2	**Power Switch**
3	**Power Connection**
4	**USB Port (Type B)**
5	**Ethernet (LAN) Port (1000Base-T/100Base-TX/10Base-T)**
6	**USB Port (for authentication unit)**
7	**Ventilation Grill**

3.2 Checking the option configuration

List of optional components

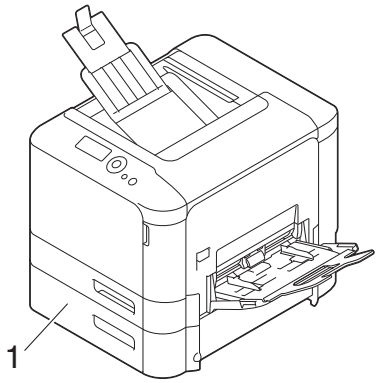


No.	Name	Description
1	**Authentication Unit AU-201**	Performs user authentication by scanning information recorded on the IC card.
2	**Lower Feeder Unit PF-P14**	Allows you to load up to 500 sheets.
The following optional components are built into this machine and are not shown in the figure above.		
3	**Hard Disk HD-P06**	Increases the HDD capacity and extends functions.
4	**i-Option LK-106**	Used to add a bar code font, which is one of special fonts. This function is available when an optional **Hard Disk** is installed.
5	**i-Option LK-107**	Used to add a unicode font, which is one of special fonts. This function is available when an optional **Hard Disk** is installed.
6	**i-Option LK-108**	Used to add an OCR font, which is one of special fonts. This function is available when an optional **Hard Disk** is installed.
7	**i-Option LK-111**	Supports the ThinPrint function, which is one of a number of advanced functions.

Reference

*For details on how to register **i-Option** license kits, refer to [User's Guide Advanced Functions].*

Front view (with optional devices installed)



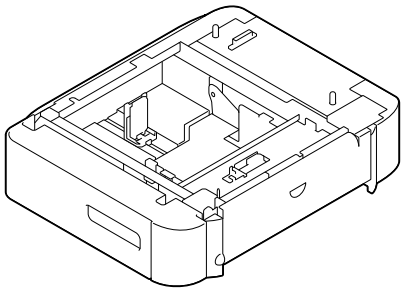
No.	Name
1	**Lower Feeder Unit PF-P14 (Tray 2)**

3.3 Installing optional units

3.3.1 Installing Lower Feeder Unit (Tray 2)

Configuration of Lower Feeder Unit

Lower Feeder Unit (with 500-sheet paper tray)

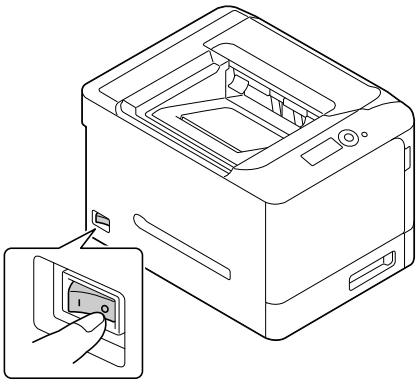


Installing the Lower Feeder Unit

⚠CAUTION

- This printer contains consumables. When moving the printer, keep it level so that toner does not spill from it.

1 Turn the printer power off, then remove all cables.

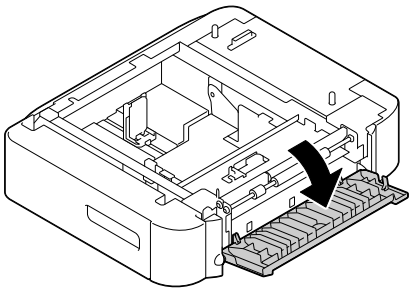


2 Prepare the **Lower Feeder Unit**.

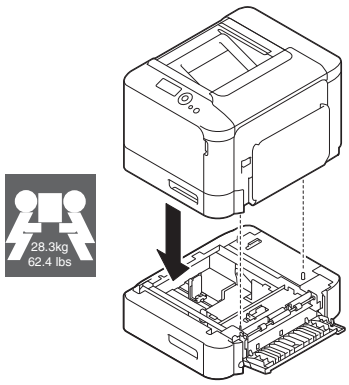
➔ Be sure to place the **Lower Feeder Unit** on a level surface.

3 Open the Right Door of the **Lower Feeder Unit**.

➔ Be sure to open the Right Door of the **Lower Feeder Unit** before setting the printer.



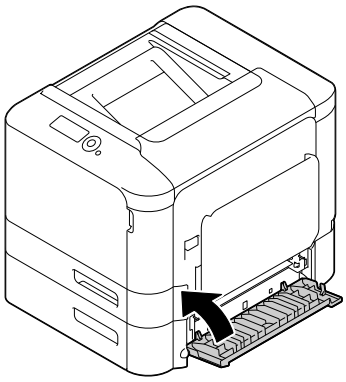
4 The printer must be held by two people. Correctly set the **Lower Feeder Unit** by aligning the positioning pins with the pin receiving holes at the bottom of the printer.



NOTICE

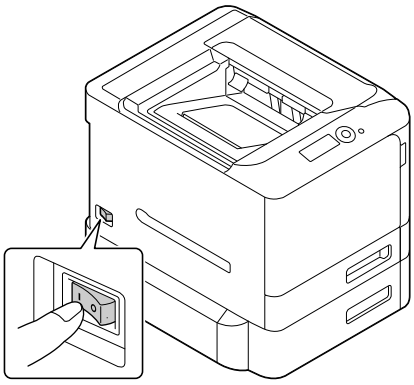
This printer weighs approximately 62-3/8 lb (28.3 kg), including consumables. Two people are always required to lift the printer.

5 Close the Right Door of the **Lower Feeder Unit**.



6 Connect the interface cable.

7 Connect the power cable, then turn the printer power on.



8 Select **Menu/Select** - [PRINT REPORTS] - [CONFIGURATION PG] to print out the Configuration Page, then check that the **Lower Feeder Unit** is installed.

9 Check that the installed **Lower Feeder Unit** is correctly recognized by the printer driver.

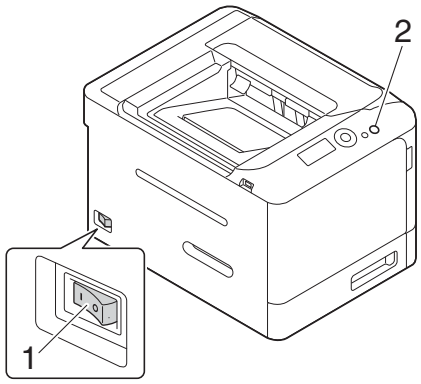
➔ For details, refer to [User's Guide Print].

4 Turning the Power ON or OFF

4 Turning the Power ON or OFF

4.1 About power supply

This machine has two power switches: **Power Switch** outside the machine and **Power** key on the **Control Panel**.



No.	Name	Description
1	**Power Switch**	Press this switch when turning the main power of this machine on or off, or when restarting this machine.
2	**Power** key	Press this key to switch this machine to Power Save mode. This function reduces power consumption and has more significant power saving effect. For details, refer to page 4-5.

NOTICE

*While printing, do not turn the **Power Switch** off or press the **Power** key. Otherwise, it may lead to a paper jam.*

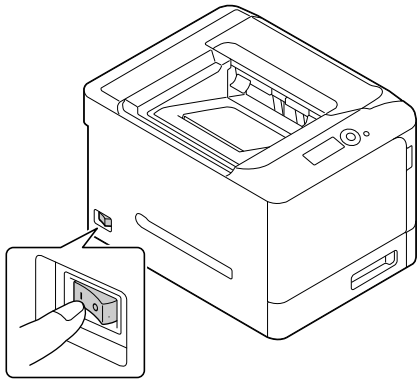
*If the **Power Switch** is turned off or the **Power** key is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.*

4.2 Turning the Power Switch ON or OFF

1 Connect the **Power Cord** to this machine.

2 Connect the **Power Cord** to the power outlet.

3 When turning the main power on, press | of the **Power Switch**.



This displays the screen showing that the machine is running the start-up process.

When **Message Window** appears in the [READY], it indicates that this machine is ready to run.

4 When turning the main power off, press ◯ of the **Power Switch**.

NOTICE

*When restarting this machine, turn the **Power Switch** off and on again after 10 or more seconds have elapsed. Not doing so may result in an operation failure.*

4.3 Using the Power key

Press the **Power** key to switch this machine to Power Save mode.

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Print	Description
Short press	Sleep	Flash: Blue	Enable	Turns off the backlight of the **Message Window** to reduce power consumption. The indicator at the top of the **Message Window** lights up blue. If a print job is received, it is printed while Sleep mode is held in the active state. Operating the **Control Panel** returns to Normal mode.
	Deep Sleep	Flash: Blue	Enable	Reduces power consumption further than when in Sleep mode. The display of the **Message Window** is turned off completely. If a print job is received, this machine shifts to Sleep mode to execute the print job, then returns to Deep Sleep mode. The time required to return to Normal mode is longer than that required to return from Sleep mode. To return the machine from Deep Sleep mode to Normal mode, press the **Power** key again.
Hold down	ErP Auto Power OFF	Flash: Orange	Disable	This function provides a more significant power saving effect than Deep Sleep mode, which is close to the state where the main power is turned off. To enable the machine to return to Normal mode from the ErP Auto Power OFF status, press the **Power** key again.

Tips

If this machine is switched to Sleep mode in factory settings, it automatically shifts to Deep Sleep mode that reduces power consumption further than when in Sleep mode.
However, this machine cannot be shifted to Deep Sleep mode if:

- An optional **i-Option LK-111** is employed and the ThinPrint function is enabled.
- An optional **Authentication Unit** is connected.

Related setting (for the administrator)

When this machine is in Sleep mode, you can select whether or not to shift to Deep Sleep mode that reduces power consumption further than when in Sleep mode.
To configure settings: **Menu/Select** - [ADMIN SETTINGS] - [SYSTEM SETTINGS] - [POWER SUPPLY] - [CONSUMPTION] (Default: [ENABLED])

5 Loading Paper

5 Loading Paper

5.1 Paper

5.1.1 Checking the available paper types

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Two-side unavailable paper[*1] Special Paper[*2]	15-15/16 lb to 23-15/16 lb (60 g/m^2 to 90 g/m^2)	**Manual Feed Tray**: 100 sheets **Tray 1**: 250 sheets **Lower Feeder Unit** (**Tray 2**): 500 sheets
Thick 1	24-3/16 lb to 39-7/8 lb (91 g/m^2 to 150 g/m^2)	**Manual Feed Tray**: 20 sheets **Tray 1**: 20 sheets
Thick 2	40-3/16 lb to 55-7/8 lb (151 g/m^2 to 210 g/m^2)	**Manual Feed Tray**: 20 sheets **Tray 1**: 20 sheets
Glossy paper 1	26-5/8 lb to 34-1/16 lb (100 g/m^2 to 128 g/m^2)	**Manual Feed Tray**: 20 sheets **Tray 1**: 20 sheets
Glossy paper 2	34-5/16 lb to 42 lb (129 g/m^2 to 158 g/m^2)	**Manual Feed Tray**: 20 sheets **Tray 1**: 20 sheets
Postcard	-	**Manual Feed Tray**: 20 sheets **Tray 1**: 20 sheets
Envelope	-	**Manual Feed Tray**: 10 sheets
Label sheet	-	**Manual Feed Tray**: 20 sheets **Tray 1**: 20 sheets
Letterhead[*3]	-	**Manual Feed Tray**: 20 sheets **Tray 1**: 20 sheets

[*1] Paper on which you will not print on both sides (for example, when something has already been printed on the front side).

[*2] Fine and other special paper.

[*3] Paper where company names, preset text, and other text have already been printed.

NOTICE

Paper other than plain paper is referred to as special paper. When loading special paper into the paper tray, specify the correct paper type. Otherwise, it may result in a paper jam or image error.

5.1.2 Checking the available paper sizes

Paper feed port	Allowable sizes
Manual Feed Tray	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K, Kai 16, Kai 32 Postcard (100 mm × 148 mm), Reply postal card (148 mm × 200 mm) Photo Size 4 × 6 Envelope #10, Western-style envelope #6, Envelope DL, Western-style envelope #2, End-opening envelope #3, End-opening envelope #4 B5 (ISO), UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3-5/8 to 8-1/2 (92 mm to 215.9 mm), Length: 5-13/16 to 14 (148 mm to 355.6 mm)
Tray 1	A4, A5, A6, B5 (JIS), B6 Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) 16K, Kai 16, Kai 32, Postcard (100 mm × 148 mm), Reply postal card (148 mm × 200 mm) Photo Size 4 × 6 UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3-5/8 to 8-1/2 (92 mm to 216 mm), Length: 5-13/16 to 11-11/16 (148 mm to 297 mm)
Lower Feeder Unit (**Tray 2**)	A4, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Auto Duplex Unit	A4, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, Folio (8-1/4 × 13), Government legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K Government letter (8 × 10-1/2), UK Quarto (8 × 10), Kai 16 Width: 7-3/16 to 8-1/2 (182 mm to 216 mm), Length: 10-1/8 to 14 (254 mm to 356 mm)

Tips

- The area, excluding 3/16 inches (4.2 mm) from the paper edge, is used as the printable area on all paper sizes. When configuring a user setting of the page size using the application, specify the paper size within the printable area so that the optimal result is obtained.
- On an envelope, it is only possible to print on the front (address) side. Also, the result of printing on the seal overlapping part on the front side cannot be assured. The area that cannot be assured varies depending on envelope types.
- The page margin setting is determined depending on your application. If the default paper size or margin is selected, there may be some part of the paper that is not able to be printed on. To obtain the optimal result, configure the custom size setting so that an image is included in the printable area of this machine.
- Specify the custom size in the range of the numeric values shown in the table above using the printer driver.
- When custom-size paper over width 8-1/4 inches (210 mm) and length 11 inches (279 mm) is used in **Tray 1**, its trailing edge is loaded in the bent state due to the tray structure (Maximum length 11-11/16 inches (297 mm)). To load such custom-size paper, use the **Manual Feed Tray** or load up to 100 sheets in **Tray 1**.
- In Mac OS X environment, the maximum size of the **Manual Feed Tray** that can be used for 2-sided printing is "width 8-1/2 inches (216 mm) × length 14 inches (355 mm)".

5.1.3 Precautions for correct operations

Unavailable paper

Do not load the following types of paper into the tray. Not observing these precautions may lead to reduced print quality, a paper jam, or machine damage.

- Paper that has been printed on using a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Paper that is damp, perforated, or that has been hole punched
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- Paper with different paper quality (roughness) on the front and back sides
- Paper that is too thin or too thick
- Paper containing static electricity
- Acidic paper
- Other types of unavailable paper

Storing paper

To store paper, be sure to note the following points.

- Store paper on an even, horizontal surface, and do not take the paper out of its packaging until it is loaded into a tray. If paper is left for a long period of time outside its package, it may cause a paper jam.
- When not using paper that has been taken out of its package once, return it to the original package and store it in a horizontal, cool, dark place.
- Do not store paper in locations or in environments that are:

- Too humid
- Exposed to direct sunlight
- Subject to high temperatures (95°F (35°C) or more)
- Too dusty

- Do not set paper against the other or store it vertically.

Tips

When purchasing a large quantity of paper or special paper, carry out a trial print to check the printing quality in advance.

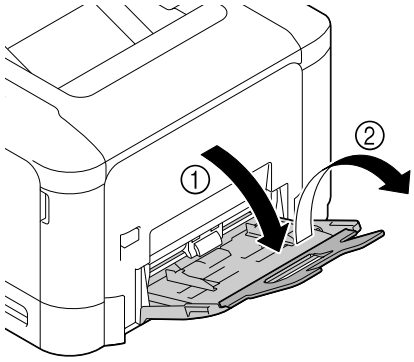
5.2 Loading paper into the Manual Feed Tray

How to load paper into the Manual Feed Tray

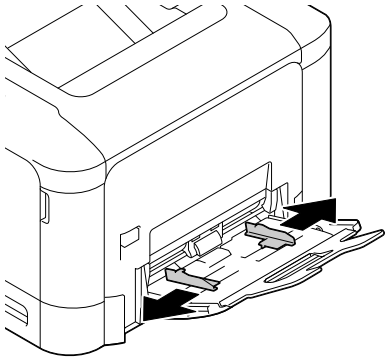
When selecting a paper size other than for paper trays, use the **Manual Feed Tray**.

To use the **Manual Feed Tray**, load paper and specify the paper type.

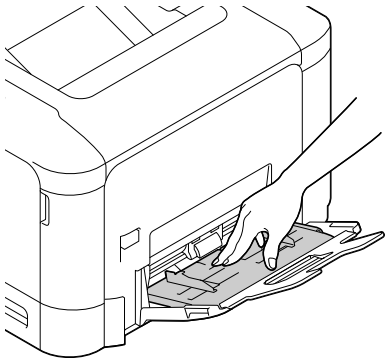
1 Open the **Manual Feed Tray**.



2 Spread out the paper guide.



3 Push up the center of the flip-top plate until the lock latches (white) at the right and left are locked.

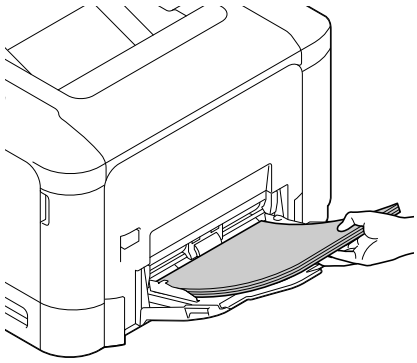


4 With the side to be printed on facing down, insert the paper as far as possible into the feed slot.

➔ For details on the available paper sizes, refer to page 5-3.

➔ For details on how to load postcards, refer to page 5-7.

➔ For details on how to load envelopes, refer to page 5-8.



NOTICE

Load paper within the guide indicating the upper limit.

If paper is curled, flatten it before loading.

5 Align the paper guide to the paper size.

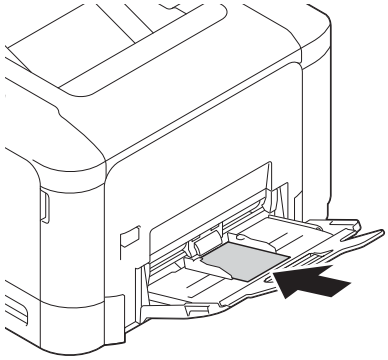
6 Change the paper type and paper size on the **Control Panel**. When loading custom sized paper, also specify the paper size.

➔ To configure settings: **Menu/Select** - [PAPER MENU] - [PAPER SOURCE] - [MANUAL]

Loading postcards

Up to 20 postcards can be loaded into the tray at a time.

1 With the print side facing down, load a postcard as shown in the figure.



2 Align the paper guide to the paper size.

3 Change the paper type and paper size on the **Control Panel**.

➔ To configure settings: **Menu/Select** - [PAPER MENU] - [PAPER SOURCE] - [MANUAL]

Reference

When printing data stored on a computer onto a postcard, use the [Basic] tab of the printer driver to configure settings. For details, refer to [User's Guide Print].

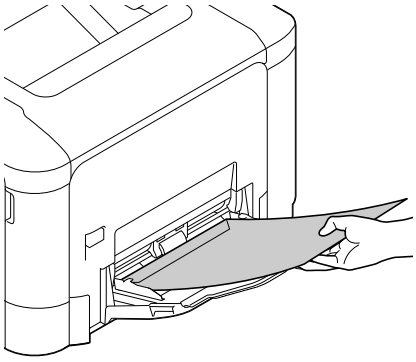
Loading envelopes

Up to 10 envelopes can be loaded into the tray at a time.

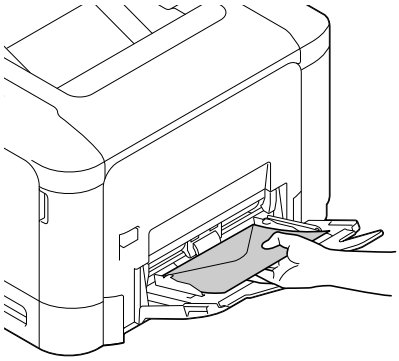
NOTICE

Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in wrinkles or a paper jam.

1 Position so the flap part is facing up, and load an envelope as shown in the figure.



➔ If a cap is in the long side of an envelope (western-style envelope #2, western-style envelope #6, or envelope DL), load the cap into the machine side.



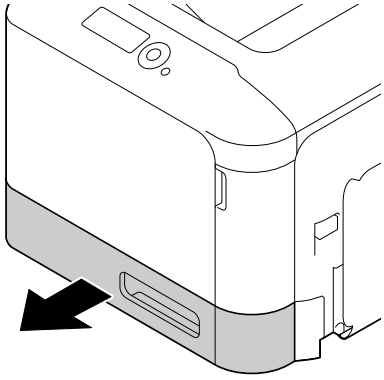
2 Align the paper guide to the paper size.

3 Change the paper type and paper size on the **Control Panel**.

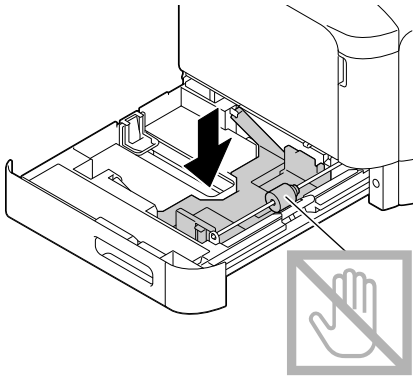
➔ To configure settings: **Menu/Select** - [PAPER MENU] - [PAPER SOURCE] - [MANUAL]

5.3 Loading paper into Tray 1

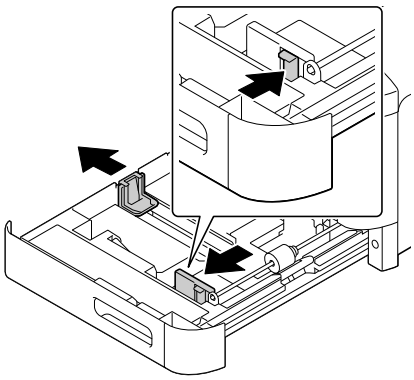
1 Pull out **Tray 1**.



2 Press the flip-top plate down until it is locked.



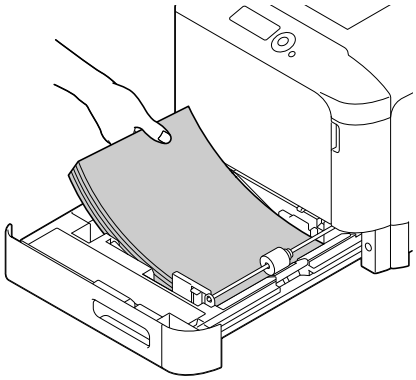
3 Spread out the paper guide.



4 Load paper into the tray with the print side facing up.

➔ For details on the available paper sizes, refer to page 5-3.

➔ Load a postcard or reply postal card, turning the short side to the right-hand side of the tray.



NOTICE

Do not load the sheets up to the point where the top of the stack is higher than the ▼mark.

If paper is curled, flatten it before loading.

5 Align the paper guide to the paper size.

6 Close **Tray 1**.

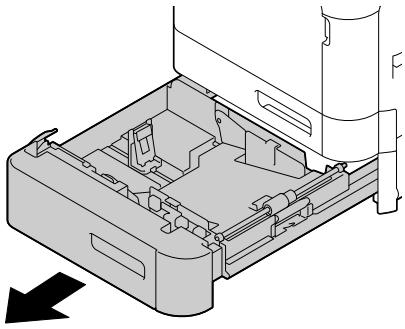
7 Change the paper type and paper size on the **Control Panel**.

➔ To configure settings: **Menu/Select** - [PAPER MENU] - [PAPER SOURCE] - [TRAY 1]

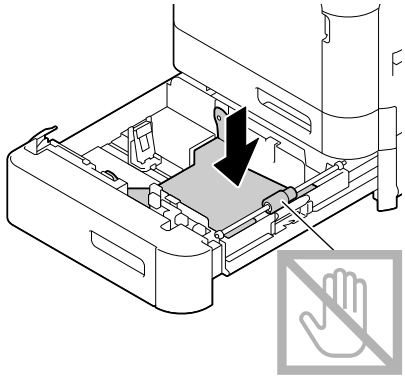
5.4 Loading paper into Tray 2

✔ **Tray 2** is available when the optional **Lower Feeder Unit** is installed.

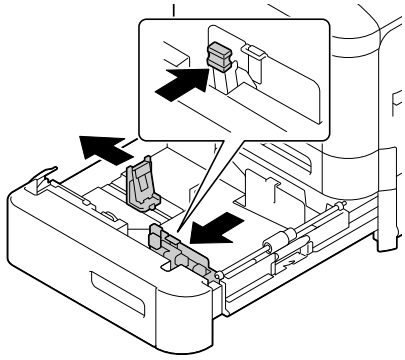
1 Pull out **Tray 2**.



2 Press the flip-top plate down until it is locked.

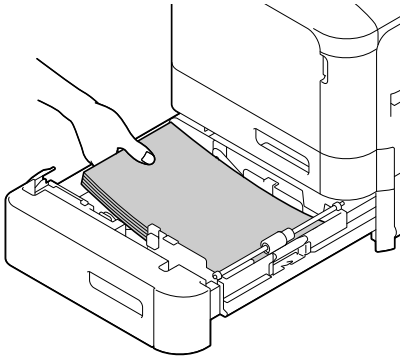


3 Spread out the paper guide.



4 Load paper into the tray with the print side facing up.

➔ For details on the available paper sizes, refer to page 5-3.



NOTICE

Do not load the sheets up to the point where the top of the stack is higher than the ▼mark.

If paper is curled, flatten it before loading.

5 Align the paper guide to the paper size.

6 Close **Tray 2**.

7 If necessary, change the paper type on the **Control Panel**.

➔ To configure settings: **Menu/Select** - [PAPER MENU] - [PAPER SOURCE] - [TRAY 2]

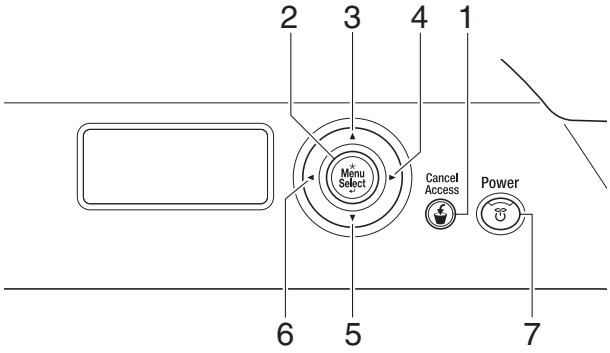
➔ The paper size is automatically set.

6 Control Panel

6 Control Panel

6.1 Names and functions of Control Panel keys

The **Control Panel** on the top of this machine allows you to directly operate this machine. The **Message Window** displays a message that indicates the status of this machine or the required operations.



No.	Key	Description
1	Cancel Access	• Cancels the currently displayed menu or a setting change. • When you log in to this machine as a registered user with user authentication enabled, hold down this key on the main screen to log out. • Deletes jobs. For details, refer to page 6-4. **Note** This key is referred to as **Cancel/Access** in the manual.
2	* Menu Select ↵	• Displays the Utility screen. • Determines the selected item. **Note** This key is referred to as **Menu/Select** in the manual.
3	△	• Moves the cursor up. • On the setting item entry screen, you can increase a numeric value or display the next character in alphabetical order.
4	▷	Moves the cursor right.
5	▽	• Moves the cursor down. • On the setting item entry screen, you can decrease a numeric value or display the preceding character in alphabetical order.
6	◁	Moves the cursor left.
7	Power	Switches this machine to Power Save mode or returns it from Power Save mode. For details on how to use the Power key, refer to page 4-5.

Deleting jobs

When this machine has print jobs, press the **Cancel/Access** key to display the following menu. You can delete the active job or all standby jobs.

Item	Description
[CONTINUE]	Continues printing without deleting jobs.
[CURRENT JOB]	Deletes the active job.
[ALL JOBS]	Deletes all jobs.

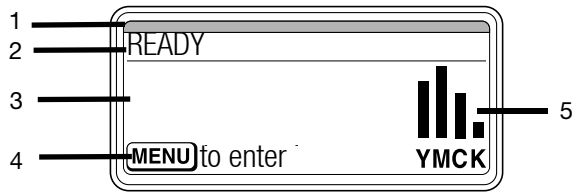
Tips

When deleting all standby jobs with user authentication enabled, you need to enter the administrator password after pressing the **Cancel/Access** key on the login screen.

6.2 Screen layout

6.2.1 Display of the Message Window

In this machine, you can view the printer status, approximate toner level, error messages, and other information in the **Message Window**.



No.	Description
1	At the top in the **Message Window**, the red or blue indicator lights up or flashes to indicate the current status of the printer. • Printable: The blue indicator lights up. • Printing: The blue indicator flashes. • Error: The red indicator lights up.
2	• Displays the current status of the printer. • When an error or service call occurs, the icon and the error status are displayed. • If a warning occurs, the icon appears. • If a USB memory device is connected to the USB port, the icon appears. • While print jobs are being received from a computer, the icon appears. While they are being received from a USB memory device, the icon appears.
3	• Displays a message such as a warning. • While print jobs are being received, the user name and printing progress are displayed. • When firmware is being updated, the type of the being updated firmware and update progress are displayed.
4	Displays the key operation guidance.
5	Displays the approximate toner level.

6.2.2 Help screen

If an error such as a paper jam has occurred, press the ▽ key; the help screen appears to help you perform error processing.

7 Login Screen

7 Login Screen

If user authentication is enabled on this machine, the Login screen appears.

- If an optional **Authentication Unit** is installed, touch the IC card to the **Authentication Unit**. If authentication succeeds, you can log in to this machine.
- If you select [LOGIN] on the Login screen, you are logged in to this machine as a public user.

Tips

- To employ user authentication, an optional **Hard Disk** is required.
- To employ IC card user authentication, the setting by your service engineer is required in addition to optional **Hard Disk** and **Authentication Unit**. For details, contact your service representative.
- To log out from this machine, hold down the **Cancel/Access** key on the main screen during login.
- If you do not operate this machine for a certain period of time during login, you will be logged out automatically.

Reference

For details on how to configure user authentication settings, refer to [User's Guide Applied Functions].

For details on IC card authentication, refer to [User's Guide Applied Functions].

*If an optional **Authentication Unit** is installed, the ID & Print function is available. For details on the ID & Print function, refer to [User's Guide Print].*

8 Specifications

8 Specifications

8.1 Checking the specifications of this machine

Item	Description	
Name	**bizhub C3100P**	
Type	Desktop	
Color mode	Full Color	
Writing resolution	600 dpi × 600 dpi (Standard mode) 1200 dpi × 1200 dpi (High quality mode)	
Gradation	256	
Memory size	1 GB	
HDD	320 GB	
Print size	Paper size	Main unit: Width: 3-5/8 to 8-1/2 (92 mm to 216 mm), Length: 5-13/16 to 11-11/16 (148 mm to 297 mm) **Manual Feed Tray**: Width: 3-5/8 to 8-1/2 (92 mm to 216 mm), Length: 5-13/16 to 14 (148 mm to 356 mm)
	Image chipping width	Leading edge or trailing edge: 3/16 inches (4.2 mm) or less, Left or right: 3/16 inches (4.2 mm) or less
Warm-up time (73.4 °F (23 °C), std. voltage)	Time period from when the **Power Switch** is turned on to when this machine is ready for printing 120 V: 36 sec. or less 220 V: 36 sec. or less 230 V: 36 sec. or less 240 V: 36 sec. or less Time period from when Sleep mode is released to when this machine is ready for printing while the **Power Switch** is on 120 V: 31 sec. or less 220 V: 34 sec. or less 230 V: 31 sec. or less 240 V: 29 sec. or less	
First print time	Full color: 12.9 sec. or less, Black: 12.9 sec. or less	
Continuous print speed	31 sheets/min. (A4, plain paper), 32.5 sheets/min. (Letter (8-1/2 × 11), plain paper)	
Paper handling/paper capacity	Paper tray, 1 level (universal cassette: 250 sheets) **Manual Feed Tray** 100 sheets	
Paper weight	Main unit: 15-15/16 lb to 55-7/8 lb (60 g/m^2 to 210 g/m^2) **Manual Feed Tray**: 15-15/16 lb to 55-7/8 lb (60 g/m^2 to 210 g/m^2)	
Duplex	Paper size	Width: 7-3/16 to 8-1/2 (182 mm to 216 mm), Length: 10 to 14 (254 mm to 356 mm)
	Paper weight	15-15/16 lb to 55-7/8 lb (60 g/m^2 to 210 g/m^2)
Stacking capacity	200 sheets (Plain paper)	
Power supply	AC 110 V, 8.8 A, 60 Hz AC 120 V, 8.8 A, 60 Hz AC 220 V to 240 V, 4.6 A, 50/60 Hz	
Max. power consumption	110 V: 1 kW 120 V: 1.1 kW 220 V to 240 V: 1.2 kW	
Dimensions [W] × [D] × [H]	17-9/16 inches (446.5 mm) × 21-7/16 inches (544 mm) × 13-3/4 inches (350 mm) (Main unit)	

Item	Description
Space Requirements [W] × [D]	27-1/16 inches (688 mm) × 21-7/16 inches (544 mm) (with the **Manual Feed Tray** opened)
Weight	Approx. 62-3/8 lb (28.3 kg (including consumables))

8.2 Checking the specifications of optional devices

Lower Feeder Unit PF-P14

Item	Specifications
Model number	PF-P14
Paper type	Plain paper, recycled paper (15-15/16 lb to 23-15/16 lb (60 g/m^2 to 90 g/m^2))
Paper size	A4, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Paper capacity	500 sheets
Power supply	Supply from machine
Dimensions [W] × [D] × [H]	17-5/8 inches (447 mm) × 20-7/16 inches (519 mm) × 4-5/8 inches (117 mm)
Weight	Approx. 17-5/8 lb (8.0 kg)

Authentication Unit AU-201

Item	Specifications	
Name	Card Authentication Unit AU-201	
Dimensions [W] × [D] × [H]	3-5/8 inches (92 mm) × 2-1/2 inches (64 mm) × 5/8 inches (16 mm)	
Weight	Approx. 1/4 lb (0.1 kg)	
Power supply	Power feeding from USB port	
System conditions (operating state)	Ambient temperature	32°F to 104°F (0°C to 40°C)
	Humidity	20% to 85% (No condensation)
System conditions (non-operating state)	Ambient temperature	-4°F to 122°F (-20°C to 50°C)
	Humidity	20% to 85% (No condensation)
Radio law division	Self-guided read-write communication facility	
Applicable card	FeliCa (IDm), SSFC, FCF, FCF (campus), MIFARE (UID)	
Acquired standard	VCCI class B	
Compatible computer	Computer	PC-AT compatible machine
	CPU	Conforms to the recommended operating environment of your operating system.
	Memory (RAM)	Conforms to the recommended operating environment of your operating system.
	Free space on hard disk	600 MB or more
	Monitor	800 × 600 pixels or more
	Network	Must be configured with the correct TCP/IP or IPX/SPX protocol settings.
	Application	Microsoft Internet Explorer 6.0 (SP1) or later Windows XP: Microsoft .NET Framework 2.0 (SP2 or later) Windows Vista/8: Microsoft .NET Framework 3.5 (SP1 or later) Windows 7 is equipped with .NET Framework required to operate **Data Administrator** as the standard.
	Interface	Conforms to USB 1.1.
	Supported operating systems	For the supported operating systems, refer to Readme.

8.3 Standard operating life of consumables and periodic replacement parts

Item	Standard average operating life
Print Unit	Approx. 30,000 pages (The continuous printing)
Toner Cartridge	**Toner Cartridge** supplied with the product: Approx. 5,000 pages (3 pages/job) **Toner Cartridge** for replacement: Approx. 5,000 pages (3 pages/job)
Waste Toner Bottle	Approx. 9,000 pages (full color)
Secondary Transfer Unit	Approx. 100,000 pages (3 pages/job)
Fuser Unit	Approx. 100,000 pages (3 pages/job)
Transfer Unit	Approx. 100,000 pages (3 pages/job)
Media Feed Roller	Approx. 300,000 pages

Tips

- The above indicates a numeric value for 1-sided printing with A4- or letter-size paper. The actual operating life varies (decreases) depending on printing conditions (printing ratio, paper size, etc.), printing method such as the continuous printing (a print job of four pages on average is optimal for consumables) or the intermittent printing (when a print job of one page is executed multiple times), and the paper type such as thick paper printing. It is also affected by the ambient temperature and humidity.
- In a color printer, all toners are consumed in minute amounts regardless of black and white printing or color printing at the time of initialization by machine power-on or -off or automatic adjustment to maintain printing quality. Even when printing in black and white, color toners are consumed, and their cartridges must be replaced.

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