P 501/502

User Guide

Selected Version

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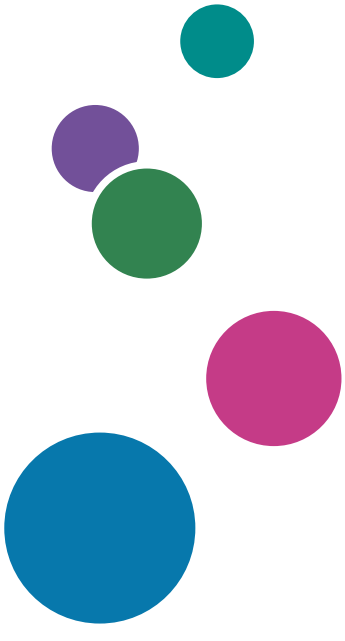
For information not found in this manual, see the online manuals available on our web site (https://www.ricoh.com/).



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

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How to Read This Manuals

Symbols Used in This Manuals

This manual uses the following symbols:

Important

Indicates points to pay attention to when using functions. This symbol indicates points that may result in the product or service becoming unusable or result in the loss of data if the instructions are not obeyed. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

Indicates where you can find further relevant information.

[ ]

Indicates the names of keys or buttons on the product or display.

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 page 5 "Model-Specific Information".

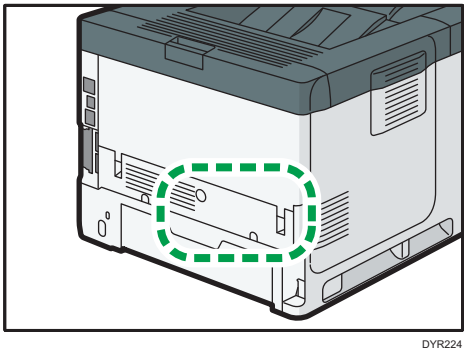
1. Getting Started

This chapter describes how to start using this machine.

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



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The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27
- 220–240 V

Region B (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120–127 V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

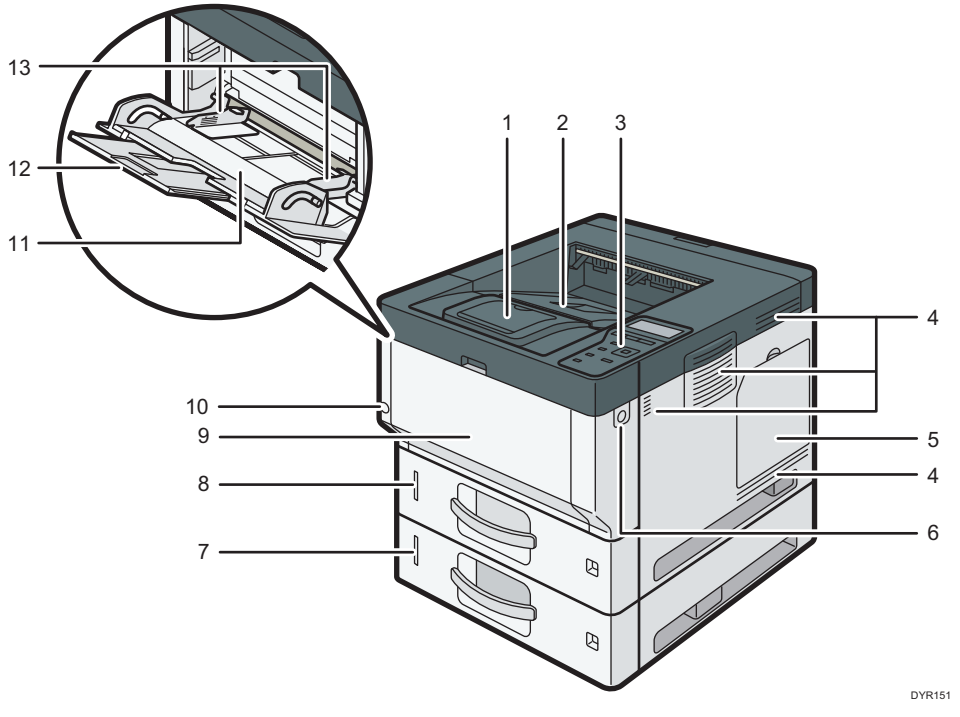
Guide to Names and Functions of Components

Guide to Components

⚠CAUTION

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

Front and right view



1. **Stop fence**

   Open this fence to prevent paper from falling off.

2. **Standard tray**

   Output is stacked here with the print side down.

3. **Control panel**

   See page 45 "Guide to the Names and Functions of the Control Panel".

4. **Ventilation holes**

   Prevent overheating.

5. **Memory cover**

   Open to install a hard disk.

6. **Front cover open button**

   Push this button to open the front cover.

7. **Lower paper trays**

   Load paper here.

   For details, see page 24 "Guide to Functions of the Machine's External Options".

8. **Tray 1**

   Load paper here.

9. **Front cover**

   Open to access the inside of the machine and remove jammed paper.

   Open here to replace the print cartridge and the drum unit.

10. **Main power switch**

    To operate the machine, the main power switch must be on. If it is off, turn the switch on.

    See page 48 "Turning On/Off the Power".

11. **Bypass tray**

    Use to print on thick paper, OHP transparencies, envelopes, and label paper (adhesive labels).

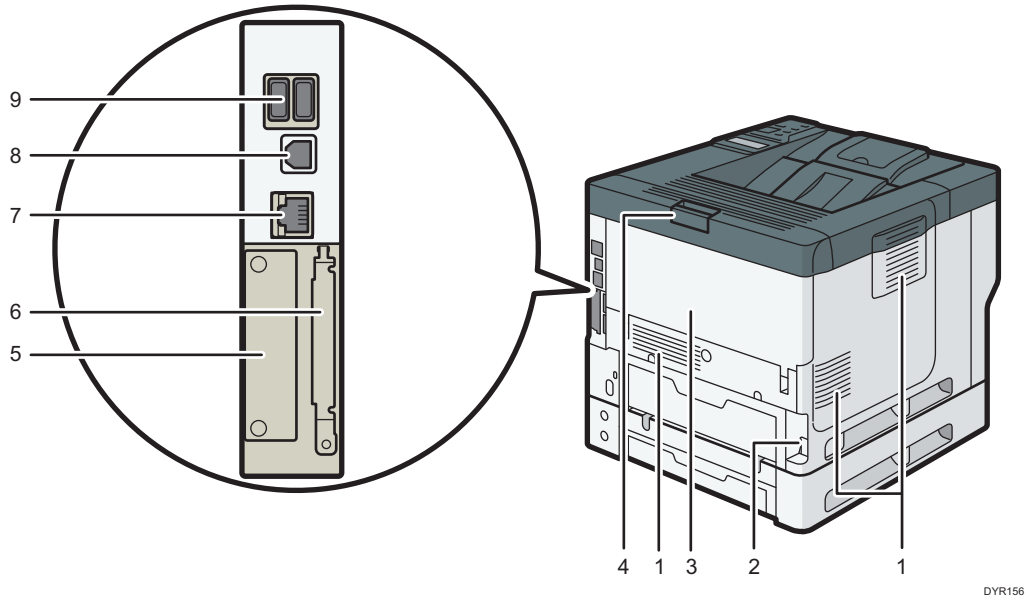
12. **Extender for the bypass tray**

    Pull this extender out when loading A4⬓, $8\frac{1}{2} \times 11$⬓ or larger size paper in the bypass tray.

13. **Paper guides**

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

Rear and left view



1. **Vents**

   Prevent overheating.

2. **Power connector**

   Connect the power cord to the machine. Insert the other end into an electrical outlet.

3. **Rear cover**

   Open to access the inside of the machine and remove jammed paper.

   Open here to replace the fusing unit.

4. **Rear cover open lever**

   Pull this lever to open the rear cover.

5. **Slot**

   Optional interface boards can be inserted.

6. **Expansion card slots**

   Remove the cover to install SD cards.

7. **Ethernet port**

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

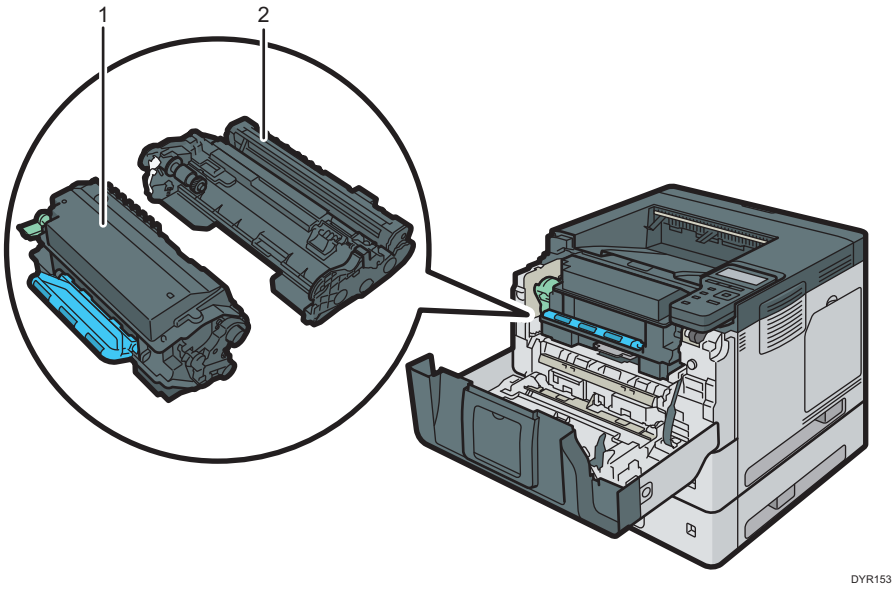
8. **USB 2.0 [Type B] port**

   Use a USB cable to connect the machine to a computer.

9. **USB Host Interface**

   Connect external devices such as a card authentication device.

Interior: Front view



1. **Print cartridge**

   To remove jammed paper, pull out the Print cartridge and drum unit as a single unit.

   Messages appear on the screen when the print cartridge needs to be replaced, or a new cartridge needs to be prepared.

   For details about the messages that appear on the screen when consumables need to be replaced, see "Adding Toner", Maintenance.

   When you remove jammed paper, pull out the print cartridge with the drum unit. If you want to remove only the print cartridge, pull down the lever on the left side of the print cartridge, and then pull the print cartridge out.

2. **Drum unit**

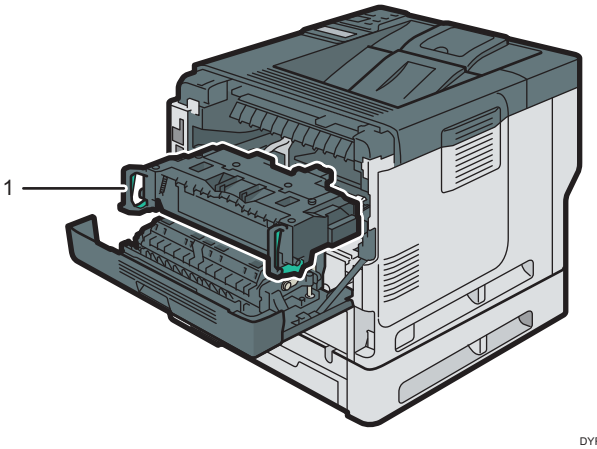
   Messages appear on the screen when the drum unit needs to be replaced, or a new drum unit needs to be prepared.

   For details about the messages that appear on the screen when consumables need to be replaced, see "Replacing the Drum Unit", Maintenance.

   For P.502:

   When the drum unit needs to be replaced, contact your service representative.

Interior: Rear view



1. **Fusing unit**

   Pull out the fusing unit and remove jammed paper.

   Messages appear on the screen when the fusing unit needs to be replaced, or a new fusing unit needs to be prepared.

   For details about the messages that appear on the screen when consumables need to be replaced, see "Replacing the Maintenance Kit", Maintenance.

   For P502:

   When the fusing unit needs to be replaced, contact your service representative.

Connecting and Setting the Network

Setting Wired LAN

Connecting Ethernet Interface

This section describes how to connect an Ethernet interface cable to the Ethernet port.

If you use an Ethernet interface cable that supports 1000BASE-T, set [Ethernet Speed] to [Auto Select: Enable 1Gbps] in [Network] in [Host Interface].

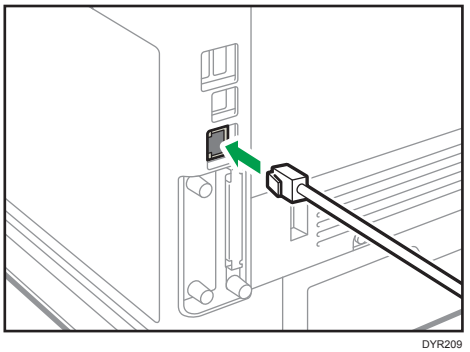
Important

- Use the following Ethernet cables.
  - When using 100BASE-TX/10BASE-T:

    Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5 or more
  - When using 1000BASE-T:

    Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5e or more
- When you use IPv6, set [IPv6] to [Active] in [Effective Protocol] in [Network] of [Host Interface]. IPv6 is inactive as a factory default. When you enable IPv6, a link-local address is automatically set.
- When you use IPv6, consult your network administrator.

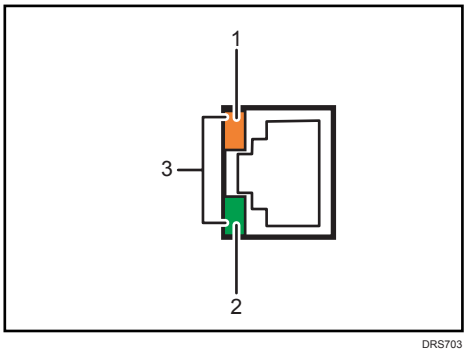
1. Make sure the main power is switched off.
2. Connect the Ethernet interface cable to the Ethernet port.



DYR209

3. Connect the other end of the Ethernet interface cable to a network connection device such as a hub.

4. **Turn on the main power switch of the machine.**



1. **Indicator (orange)**

   When 100BASE-TX is operating, the LED is lit orange.

2. **Indicator (green)**

   When 10BASE-T is operating, the LED is lit green.

3. **Indicators (both orange and green)**

   When 1000BASE-T is operating, both LEDs are lit.

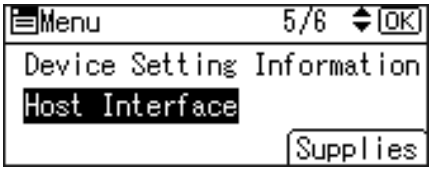
Note

- When Energy Saver mode is enabled, the LEDs may not light up.

Obtaining an IP address automatically (IPv4 DHCP)

The machine is set to obtain IP addresses automatically as a factory default.

1. **Press the [Menu] key.**
2. **Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.**

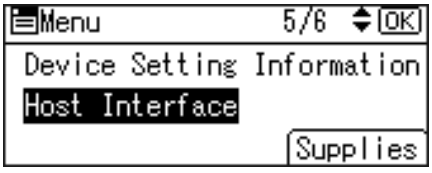


3. **Press the [▲] or [▼] key to select [Network], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Machine IPv4 Address], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Auto-Obtain (DHCP)], and then press the [OK] key.**

Specifying an IP address (IPv4)

1. **Press the [Menu] key.**

2. Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.



3. Press the [▲] or [▼] key to select [Network], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Machine IPv4 Address], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Specify], and then press the [OK] key.
6. Press the selection key beneath [IP Add.], and then enter the IP address.
7. Press the [OK] key.
8. Press the selection key beneath [Subnet M], and then enter the subnet mask.
9. Press the [OK] key.
10. Press the selection key beneath [Gateway], and then enter the gateway.
11. Press the [OK] key.
12. Confirm the [Specify] is selected, and then press the [OK] key.
13. Press the [Escape] key.

Setting Wireless LAN

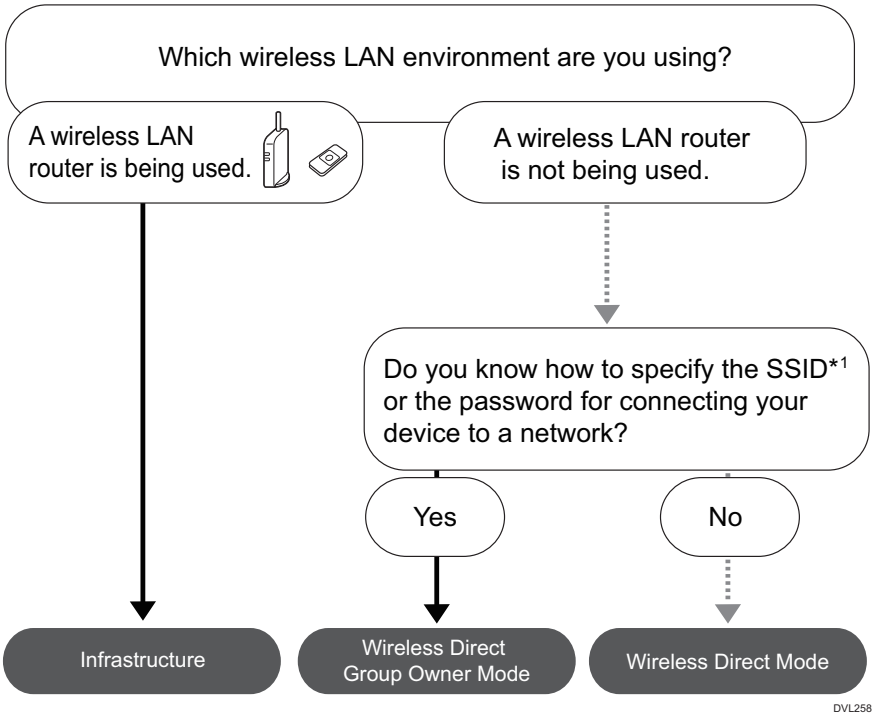
Wireless LAN connection is available when you install the optional Wireless LAN interface board.

See page 34 "Installing the Wireless LAN interface board" for how to install the Wireless LAN interface board.

Selecting the communication mode for the Wireless LAN

Select the communication mode according to your environment.

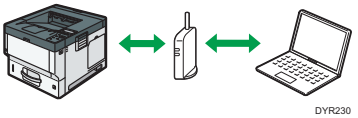
How to select the mode

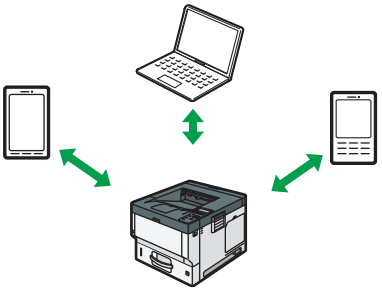
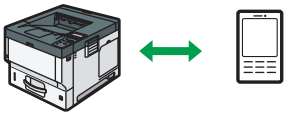
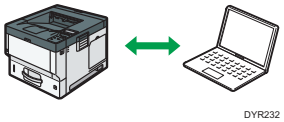


*1 SSID is an identifier to distinguish Wireless LAN networks. It is also called a "Network name" or "Access point name".

You can also connect via Ad hoc mode. For detailed information, see the explanation for each mode.

About the modes

Mode	Description
Infrastructure Mode  DYR230	In infrastructure mode, you can connect several devices and the machine via a wireless LAN router. You can also print data on a network, such as a website, even when a device is connected. The machine's communication mode is set to infrastructure mode as a factory default.

Mode	Description
Wireless Direct Mode • Wireless Direct Group Owner Mode  DYR231 • Wireless Direct  DVK543	In Wireless Direct Mode, you can connect the machine and a device without using a wireless LAN router. There are two types of connection methods in Wireless Direct mode. • Wireless Direct Group Owner Mode You can connect several devices, including devices that are not compliant with Wi-Fi Direct. You need to enter the SSID and password of the machine on the device you want to connect. • Wireless Direct You can connect the machine and a device directly to each other. Select the machine from the device you want to connect. Only devices that are Android 4.0 or later and support Wi-Fi Direct can be connected. You cannot print data on a network, such as a website, when a device is connected.
Ad-hoc Mode  DYR232	You need to set the ad-hoc channel and other settings, on the device you are connecting. You cannot select WPA2 as the security method. You cannot print data on a network, such as a website, when a device is connected.

Procedure for the settings

For Ad hoc Mode, see page 16 "Connecting in Ad hoc Mode".

For Infrastructure Mode, see page 17 "Connecting in Infrastructure Mode".

For Direct Connection Mode, see page 19 "Connecting in Direct Connection Mode".

For Direct Connection Group Owner Mode, see page 20 "Connecting in Direct Connection Group Owner Mode".

Connecting in Ad hoc Mode

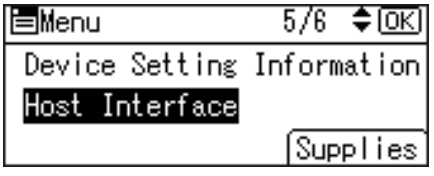
In Ad hoc mode, you can specify an SSID to the machine, and connect your computer directly to the machine via a wireless LAN.

1

Important

- The Wireless LAN interface board must be installed to use Ad hoc mode.

1. Press the [Menu] key.
2. Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.



3. Press the [▲] or [▼] key to select [Network], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [LAN Type], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.
6. Press the [Escape] key.
7. Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [Communication Mode], and then press the [OK] key.
9. Press the [▲] or [▼] key to select [802.11 Ad-hoc Mode], and then press the [OK] key.
10. Press the [▲] or [▼] key to select [SSID Setting], and then press the [OK] key.
11. Press the selection key beneath [Enter SSID].
12. Press the selection key beneath [Enter].
13. Press the [▲], [▼], [◀] or [▶] key to select a character, and then press the [OK] key to enter the SSID.
14. Press the selection key beneath [Accept] when you finish entering the SSID.
15. Press the [▲] or [▼] key to select [Ad-hoc Channel], and then press the [OK] key.
16. Press the [▲], [▼], [◀] or [▶] key to select a channel, and then press the [OK] key.
17. Press the [▲] or [▼] key to select [Security Method], and then press the [OK] key.
18. Press the [▲] or [▼] key to select [WEP], and then press the selection key beneath [Details].

    To not use security setting, select [No].
19. Press the selection key beneath [Enter].
20. Press the [▲], [▼], [◀] or [▶] key to select a character, and then press the [OK] key to enter the WEP key.
21. Press the selection key beneath [Accept].

22. Press the [▲] or [▼] key to select [WEP], and then press the [OK] key.

The settings are complete.

You can connect the device in Ad hoc mode by specifying the SSID, channel, and security method that are specified for the machine.

See the instructions supplied with the device for how to connect it in ad hoc mode.

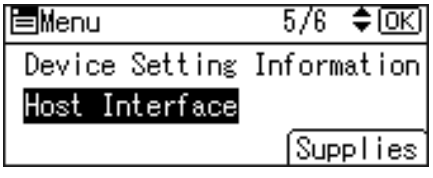
Connecting in Infrastructure Mode

Use infrastructure mode to connect the machine to an access point.

Important

- The Wireless LAN interface board must be installed to use Infrastructure mode.
- When you use IPv6, set [IPv6] to [Active] in [Effective Protocol] in [Network] of [Host Interface]. IPv6 is inactive as a factory default. When you enable IPv6, a link-local address is automatically set.
- When you use IPv6, consult your network administrator.

1. Press the [Menu] key.
2. Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.



3. Press the [▲] or [▼] key to select [Network], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [LAN Type], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.
6. Press the [Escape] key.
7. Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [Communication Mode], and then press the [OK] key.
9. Press the [▲] or [▼] key to select [Infrastructure Mode], and then press the [OK]
10. Press the [▲] or [▼] key to select [SSID Setting], and then press the [OK]
11. Press the selection key beneath [SSID].
12. Press the selection key beneath [Enter].
13. Press the [▲], [▼], [◀] or [▶] key to select a character, and then press the [OK] key to enter the SSID that you want to connect to.
14. Press the selection key beneath [Accept] when you finish entering the SSID.
15. Press the [▲] or [▼] key to select [Security Method], and then press the [OK] key.

16. **Press the [▲] or [▼] key to select the security method that is specified for the access point you want to connect to.**
17. **Press the selection key beneath [Enter].**

    Select [WEP] or [WPA2], and then press the selection key beneath [Details] to enter your password.

    If you do not use security setting, select [No].

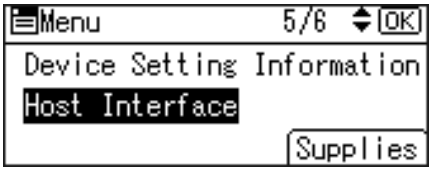
The settings are complete.

To check the connection status, enter [Wireless LAN Signal] in [Wireless LAN] and confirm the signal status.

Obtaining an IP address automatically (IPv4 DHCP)

The machine is set to obtain IP addresses automatically as a factory default.

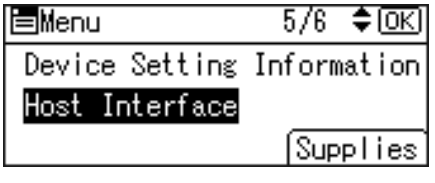
1. **Press the [Menu] key.**
2. **Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.**



3. **Press the [▲] or [▼] key to select [Network], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Machine IPv4 Address], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Auto-Obtain (DHCP)], and then press the [OK] key.**

Specifying an IP address (IPv4)

1. **Press the [Menu] key.**
2. **Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.**



3. **Press the [▲] or [▼] key to select [Network], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to select [Machine IPv4 Address], and then press the [OK] key.**
5. **Press the [▲] or [▼] key to select [Specify], and then press the [OK] key.**
6. **Press the selection key beneath [IP Add.], and then enter the IP address.**
7. **Press the [OK] key.**

8. Press the selection key beneath [Subnet M], and then enter the subnet mask.
9. Press the [OK] key.
10. Press the selection key beneath [Gateway], and then enter the gateway.
11. Press the [OK] key.
12. Confirm the [Specify] is selected, and then press the [OK] key.
13. Press the [Escape] key.

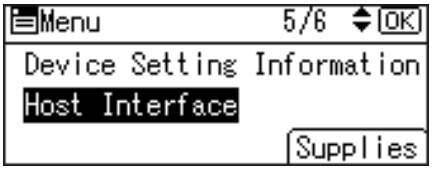
Connecting in Direct Connection Mode

To connect another device and the machine directly using the wireless direct function, use the Wireless Direct mode.

Important

- The Wireless LAN interface board must be installed to use Wireless Direct mode.

1. Press the [Menu] key.
2. Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.



3. Press the [▲] or [▼] key to select [Direct Connection], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Active/Inactive], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
6. Press the [Escape] key.
7. Press the [▲] or [▼] key to select [Network], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [LAN Type], and then press the [OK] key.
9. Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.
10. Press the [Escape] key.
11. Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.
12. Press the [▲] or [▼] key to select [Communication Mode], and then press the [OK] key.
13. Press the [▲] or [▼] key to select [Direct Connection Mode], and then press the [OK] key.
14. Press the [▲] or [▼] key to select [Direct Connection Settings], and then press the [OK] key.
15. Press the [▲] or [▼] key to select [Device Name], and then press the [OK] key.
16. Press the selection key beneath [Enter].

17. Press the [▲], [▼], [◀] or [▶] key to select a character, and then press the [OK] key to enter the device name.
18. Press the selection key beneath [Accept] when you finish entering the device name.
19. Press the [▲] or [▼] key to select [Connection Password], and then press the [OK] key.
20. Press the selection key beneath [Enter].
21. Press the [▲], [▼], [◀] or [▶] key to select a character, and then press the [OK] key to enter the connection password.
22. Press the selection key beneath [Accept] when you finish entering the connection password.
23. Press the [▲] or [▼] key to select [WLAN: EasySetup/Direct Con], and then press the [OK] key.
24. Press the [▲] or [▼] key to select [Push Button Method], and then press the [OK] key.
25. Press the selection key beneath [Start].

The settings are complete.

Operate the push buttons on the device that you want to connect.

See the instructions supplied for the device for how to connect it in Wireless Direct mode.

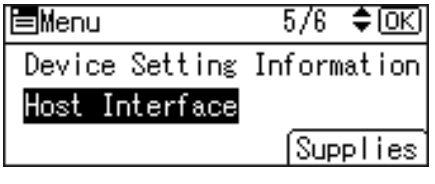
Connecting in Direct Connection Group Owner Mode

To connect to multiple wireless direct-compliant devices by using the machine as a simple access point, use the Direct Connection Group Owner mode. Up to nine devices can be connected. Non-wireless direct-compliant devices can be connected too.

Important

- The Wireless LAN interface board must be installed to use Wireless Direct Group Owner mode.

1. Press the [Menu] key.
2. Press the [▲] or [▼] key to select [Host Interface], and then press the [OK] key.



3. Press the [▲] or [▼] key to select [Direct Connection], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Active/Inactive], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
6. Press the [Escape] key.
7. Press the [▲] or [▼] key to select [Network], and then press the [OK] key.

8. **Press the [▲] or [▼] key to select [LAN Type], and then press the [OK] key.**
9. **Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.**
10. **Press the [Escape] key.**
11. **Press the [▲] or [▼] key to select [Wireless LAN], and then press the [OK] key.**
12. **Press the [▲] or [▼] key to select [Communication Mode], and then press the [OK] key.**
13. **Press the [▲] or [▼] key to select [Dir Con: Group Owner Mode], and then press the [OK] key.**
14. **Press the [▲] or [▼] key to select [Direct Connection Settings], and then press the [OK] key.**
15. **Press the [▲] or [▼] key to select [Device Name], and then press the [OK] key.**
16. **Press the selection key beneath [Enter].**
17. **Press the [▲], [▼], [◀] or [▶] key to select a character, and then press the [OK] key to enter the device name.**
18. **Press the selection key beneath [Accept] when you finish entering the device name.**
19. **Press the [▲] or [▼] key to select [Connection Password], and then press the [OK] key.**
20. **Press the selection key beneath [Enter].**
21. **Press the [▲], [▼], [◀] or [▶] key to select a character, and then press the [OK] key to enter the connection password.**
22. **Press the selection key beneath [Accept] when you finish entering the connection password.**
23. **Press the [▲] or [▼] key to select [WLAN:EasySetup/Direct Con], and then press the [OK] key.**
24. **Press the [▲] or [▼] key to select [Push Button Method], and then press the [OK] key.**
25. **Press the selection key beneath [Start].**

The settings are complete.

Operate the push buttons on the device that you want to connect.

See the instructions supplied for the device for how to connect it by Wireless Direct mode.

Connecting the USB Interface

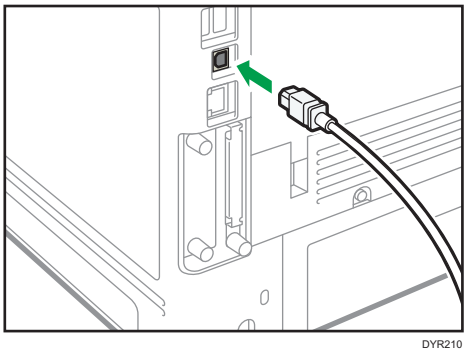
Connecting to the USB (Type B) Interface

This section describes how to connect a USB 2.0 (Type B) interface cable to the USB 2.0 port on the machine.

This machine does not come with a USB interface cable. Make sure you purchase the appropriate cable for the machine (connector shape) and your computer.

Use a five meter (197 inch) or shorter cable which supports USB2.0 (Type B) interface.

1. **Connect a USB2.0 (Type B) interface cable to the USB2.0 port.**



DYR210

Connecting a Device to the Machine's USB Host Interface

This section explains how to connect a device to the machine's USB host interface.

This machine does not come with a USB interface cable. Make sure you purchase the appropriate cable for the machine (connector shape) and the device.

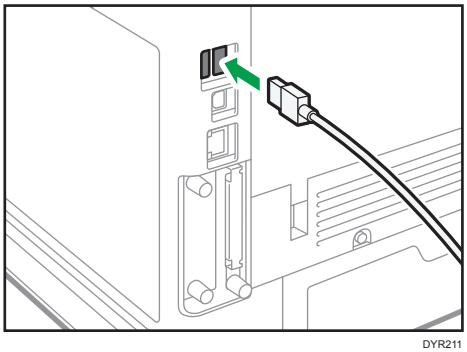
Use a five meter (197 inch) or shorter cable which supports USB Host Interface.

⚠CAUTION

- Connect any of the following devices to the USB 2.0 interface: Digital camera, USB keyboards, and IC card readers. Connecting other devices may cause a malfunction.

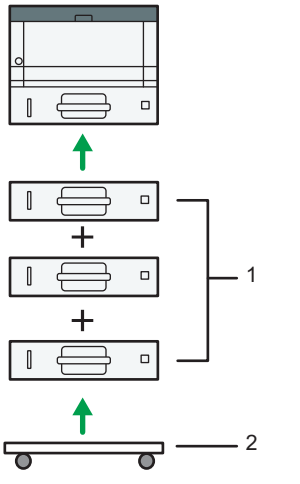
1. **Connect one end of the USB interface device to the machine's USB host interface.**

   If you are using a USB interface cable, connect the other end of it to a device such as card authentication one.



DYR211

Guide to Functions of the Machine's External Options



1. **Lower paper trays**

   You can attach up to three lower paper trays.

   There are two types of trays, each holding up to 250 or 500 sheets of paper.

   These trays can be used in any combination.

   A customer engineer may be required to install this, depending on the number of levels being installed. Contact your authorized service representative. For details, see "Attaching the Paper Feed Unit", Setup.

2. **Caster Table**

   A table with casters to place this machine.

Order of Option Installation

When installing multiple options, the following order is recommended:

1. **Attach the Lower paper tray (250 sheets) and the Lower paper tray (500 sheets).**

   You can attach up to three paper feed units by any combination.

2. **Install the Hard disk.**

   Install the Hard disk to the install area of the controller board.

3. **Install the interface board.**

   Install in the slot of the controller board.

   Only one interface board can be installed.

4. **Insert SD card.**

   Insert in the SD card slot of the controller board.

   There are two slots for SD cards.

   Each slot supports different types of SD cards.

   If you want to use two or more SD cards that can be inserted in the same slot, contact your sales or service representative.

Attaching the Paper Feed Unit

⚠WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠CAUTION

- The machine weighs approximately 19 kg (42 lb.).
- When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.
- Lifting the paper feed unit carelessly or dropping may cause injury.

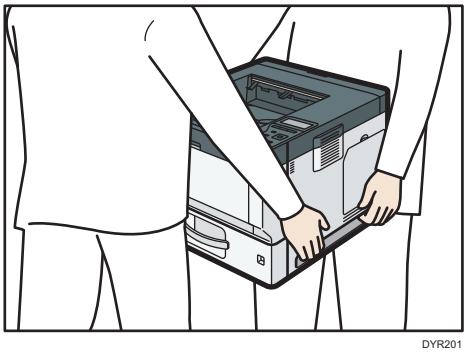
⚠CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

Important

- **Do not place the machine directly on the floor.**
- **When attaching multiple options, attach the paper feed unit first.**
- **To attach two paper feed units at the same time, first stack them one upon the other, and then attach them as a single unit.**
- **Before turning on the power, remove the packaging material from the paper feed unit.**

1. **Check the contents of the package.**
2. **Turn the machine off and unplug the power cord.**
3. **Remove the packaging from the paper feed unit.**
4. **Lift the machine using the inset grips on both sides of the machine.**

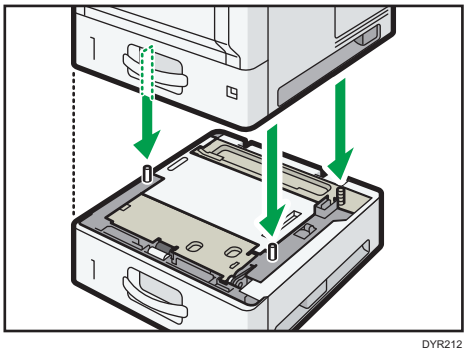


DYR201

When moving the machine, do not hold on the following parts as doing so could cause a malfunction:

- The handle onto the standard paper feed tray
- The underside of the bypass tray

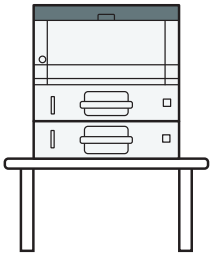
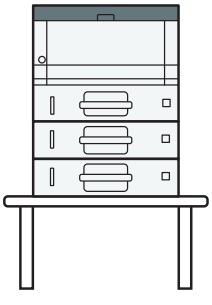
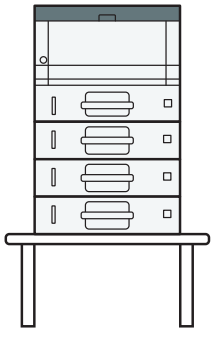
5. **There are three upright pins on the optional paper feed unit. Align them with the holes on the underside of the machine, and then carefully lower the machine.**



DYR212

6. **Plug in the power cord, and then turn on the machine.**
7. **Print the configuration page to confirm that the unit was attached correctly.**

The number of tray that you can install

Person who install	Use on table: printer and one or two optional paper feed units		Use on table: printer and three optional paper feed units *1
			
User	✓		

Person who install	Use on table: printer and one or two optional paper feed units	Use on table: printer and three optional paper feed units *1
Customer engineer	✓	

*1 A caster table is required to install three paper feed units on a machine.

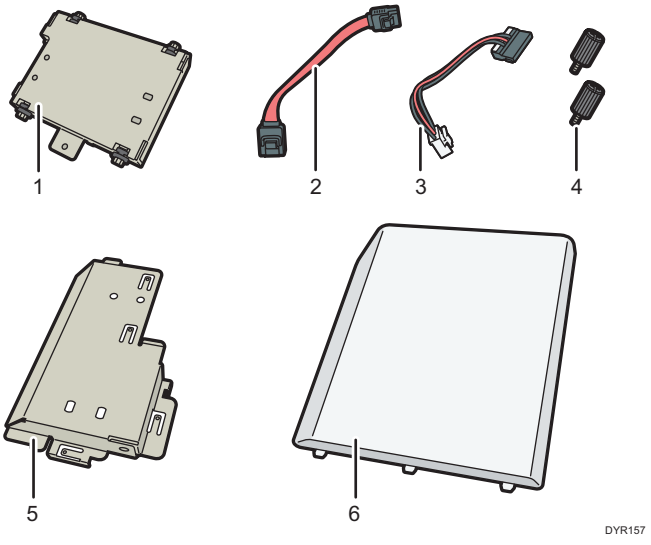
Installing the Hard Disk

By installing options, you can improve machine performance and expand the available features.

Important

- **Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.**
- **Do not subject the interface units to physical shocks.**

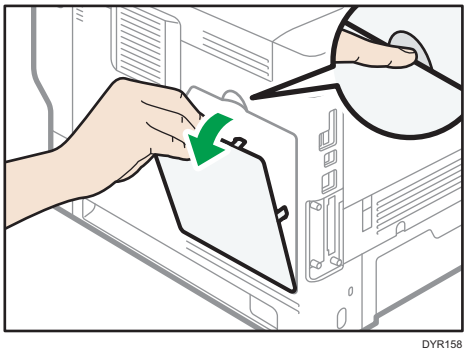
1. **Check the contents of the package.**



1. Hard disk
2. Flat cable
3. Power cord
4. Screw (2)
5. Inner cover
6. Memory cover

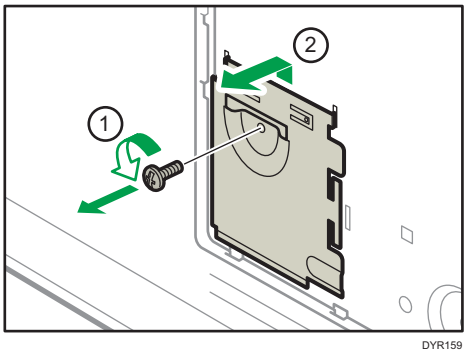
2. **Turn the machine off and unplug the power cord.**

3. **Remove the memory cover.**



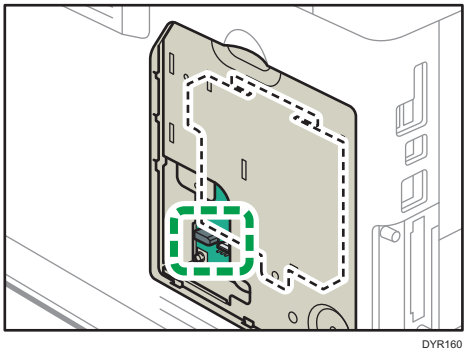
DYR158

4. **Loosen the screw by using a coin, and then remove the inner cover.**



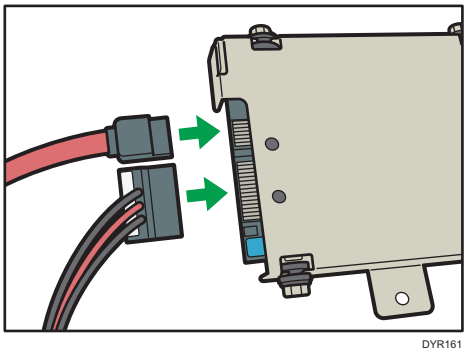
DYR159

5. **Install the hard disk in the indicated position.**



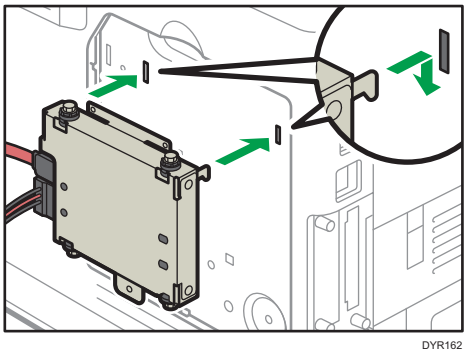
DYR160

6. Connect the flat cable and power cord to the hard disk.

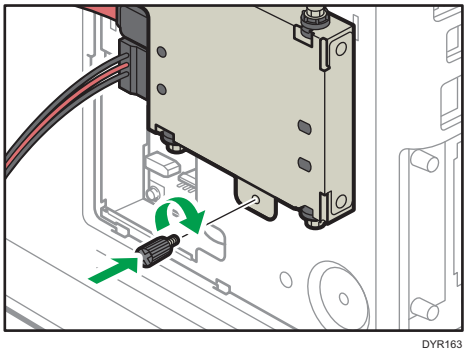


DYR161

7. Align the upper protrusions on the hard disk into the notches on the machine, and then fasten the hard disk to the machine with the screw.

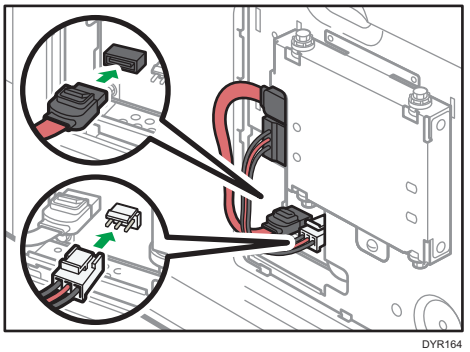


DYR162



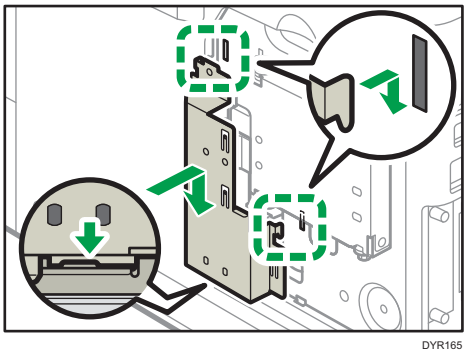
DYR163

8. Connect the flat cable and power cord to the board of the machine.



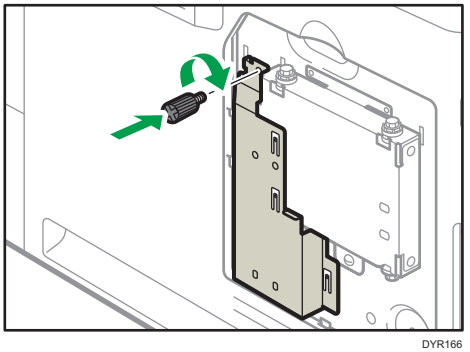
DYR164

9. Insert the two protrusions of the supplied inner cover, and then the lower protrusion, into the notches on the machine.



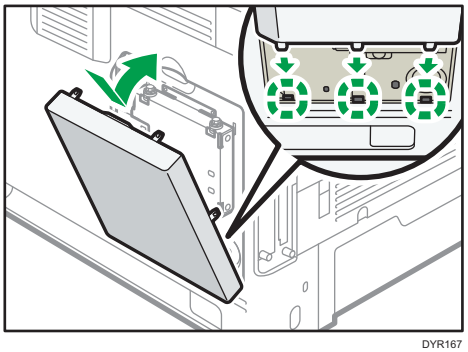
DYR165

10. Tighten the screw.



DYR166

11. **Attach the memory cover.**



DYR167

12. **Plug in the power cord, and then turn on the machine.**

    When you switch the power on, a message is displayed indicating that the external hard disk drive will be formatted.

13. **Print the configuration page to confirm the installation.**

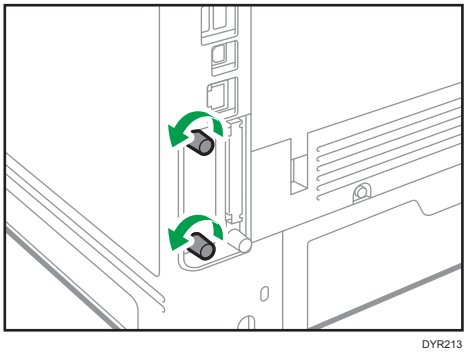
    If it is correctly installed, "Hard Disk" will appear for "Device Connection" on the configuration page.

Installing the Wireless LAN interface board

Important

- Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.
- Do not subject the Wireless LAN interface board to physical shocks.

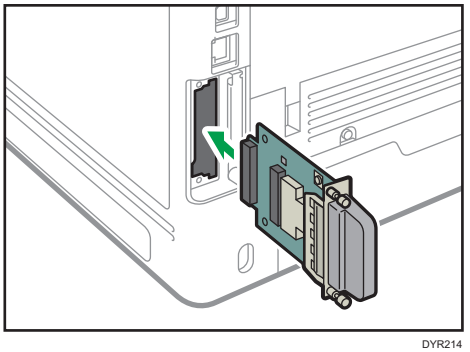
1. **Check the contents of the package.**
2. **Turn the machine off and unplug the power cord.**
3. **Loosen the two screws and remove the slot cover.**



DYR213

The removed cover will not be reused.

4. **Fully insert the interface board.**



DYR214

Confirm that the interface board is firmly connected to the controller board.

5. **Tighten the two screws to secure the interface board.**
6. **Plug in the power cord, and then turn on the machine.**
7. **Print the configuration page to confirm that the board was attached correctly.**

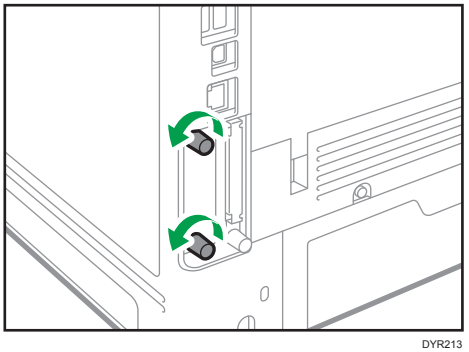
After installing the Wireless Interface board, see page 13 "Setting Wireless LAN" to specify the wireless LAN settings.

Installing the IEEE 1284 interface board

Important

- Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.
- Do not subject the IEEE 1284 interface board to physical shocks.

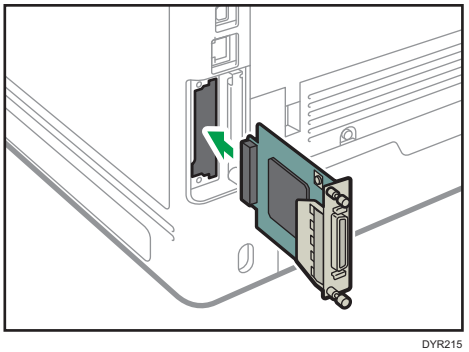
1. Check the contents of the package.
2. Turn the machine off and unplug the power cord.
3. Loosen the two screws and remove the slot cover.



DYR213

The removed cover will not be reused.

4. Fully insert the IEEE 1284 interface board.



DYR215

Confirm that the IEEE 1284 interface board is firmly connected to the controller board.

5. Tighten the two screws to secure the interface board.
6. Plug in the power cord, and then turn on the machine.
7. Print the configuration page to confirm that the board was attached correctly.

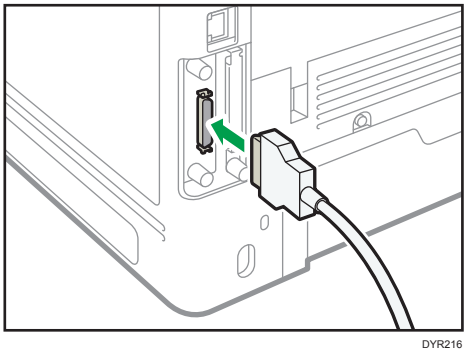
Connecting to the IEEE 1284 Interface

This section describes how to connect an IEEE 1284 interface cable to the optional IEEE 1284 interface board.

This machine does not come with an IEEE 1284 interface cable. Make sure you purchase the appropriate cable for the machine (connector shape) and your computer.

Use a five meter (197 inch) or shorter IEEE 1284 compatible cable whose performance is guaranteed on the host computer.

1. **Make sure the main power switch on the machine is off.**
2. **Turn off the main power switch of the host computer.**
3. **Connect an IEEE 1284 interface cable to the IEEE 1284 port.**



DYR216

You might have to use a conversion adapter to connect the cable to the interface. For details about acquiring a conversion adapter, consult your sales or service representative.

4. **Connect the other end of the cable into the interface connector on the host computer.**

   Before connecting the cable to the computer, check the shape of the connector. Connect the cable firmly.

5. **Turn on the main power switch of the machine.**
6. **Turn on the host computer.**

   When using Windows 7/8.1/10 and Windows Server 2008/2008 R2/2012/2012 R2/2016, a printer driver installation screen might appear when the computer is turned on. If this happens, click [Cancel] on the screen.

Installing the USB device server

Important

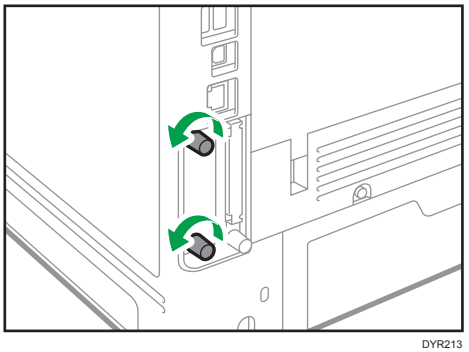
- **Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.**
- **Do not subject the USB device server to physical shocks.**

The optional USB device server is an interface board that adds an Ethernet port to the machine.

With this option installed, two Ethernet cables can be connected at the same time using the standard port on the machine and an additional port on the USB device server. You can assign different IP addresses to each port, so the machine can print jobs from different network segments.

Procedure for installing the USB device server

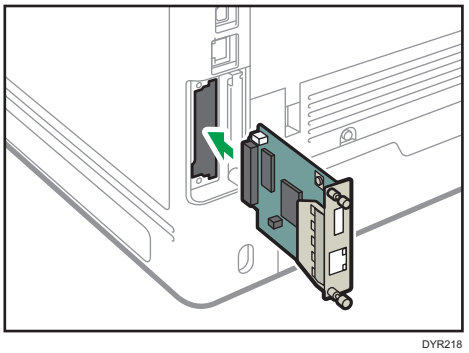
1. **Check the contents of the package.**
2. **Turn the machine off and unplug the power cord.**
3. **Loosen the two screws and remove the slot cover.**



DYR213

The removed cover will not be reused.

4. **Fully insert the interface board.**



DYR218

Check that the interface board is firmly connected to the controller board.

5. **Tighten the two screws to secure the interface board.**
6. **Connect the USB device server to the machine.**

   For details, see the Setup Guide provided with the USB device server.

Connecting to the Extra Ethernet Interface with the USB Device Server Option

This section describes how to connect an Ethernet interface cable to the Ethernet port of the optional USB Device Server.

USB Device Server Option is an interface board for adding an extra Ethernet port. If you install USB Device Server Option, you can connect two Ethernet cables simultaneously: one to the machine's Ethernet port and one to the Ethernet port of USB Device Server Option. An IP address can be assigned to each connection, and you can use one machine to print from different network segments.

Remove the cover of USB2.0 port on the machine and connect the port to the USB port of the USB device server.

⚠CAUTION

- A network interface cable with a ferrite core must be used for RF interference suppression.

Important

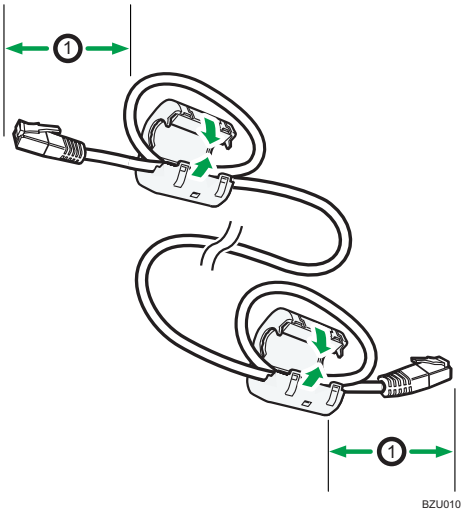
- **Use the following Ethernet cables.**
  - **When using 100BASE-TX/10BASE-T:**

    Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5 or more
  - **When using 1000BASE-T:**

    Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5e or more

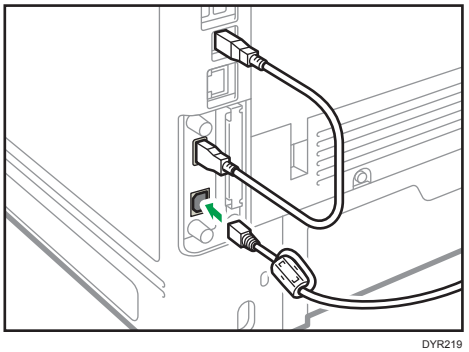
1. **Make sure the main power switch is turned off.**

2. **Make a loop at a distance of a few centimeters (1) from each end of the Ethernet interface cable, and then attach to each loop the ferrite core provided with the USB Device Server Option.**



3. **Connect the Ethernet interface cable to the Ethernet port of the USB Device Server Option.**

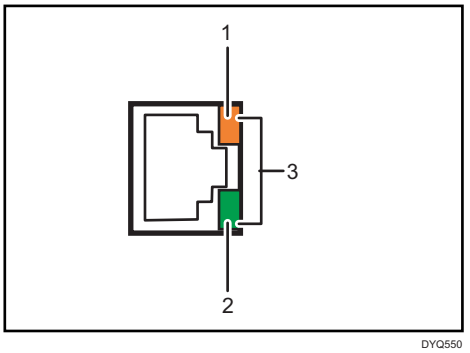
   You can use either a straight or crossover Ethernet cable for connecting to the USB Device Server Option.



4. **Connect the other end of the Ethernet interface cable to a network connection device such as a hub.**

   It may take several seconds for the machine to recognize the USB Device Server Option. If you have disconnected the USB cable, connect the USB cable again.

5. **Turn on the main power switch of the machine.**



1. **Indicator (orange)**

   When 100BASE-TX is operating, the LED is lit orange.

2. **Indicator (green)**

   When 10BASE-T is operating, the LED is lit green.

3. **Indicators (both orange and green)**

   When 1000BASE-T is operating, both LEDs are lit.

Specifying an IP address for the USB Device Server

Specify the IP address for the USB device server manually.

You can share the machine among multiple networks by specifying an IP address of a segment different from that of the machine.

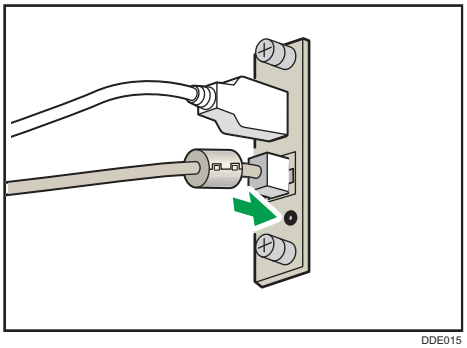
The default network settings of the USB device server are as follows:

- DHCPv4: Disable
- IPv4 address: 192.168.100.100
- Subnet Mask: 255.255.255.0
- Default Gateway: 0.0.0.0
- Network PnP: Enable
- mDNS: Enable
- LAN Interface: Auto
- Primary WINS Server: 0.0.0.0
- Secondary WINS Server: 0.0.0.0

To change the IP address for the USB device server, access the setting screen for the machine using a web browser. For details about the setting items, see the USB device server's Help.

Important

- To use the USB device server in an IPv6 environment, it is necessary to change the network settings in an IPv4 environment first.
- The machine status does not appear on your computer because the USB device server does not support bidirectional communication.
- You cannot set the IP address for the USB device server using the control panel of the machine.
- The default administrator password is not specified. It is recommended that you specify the administrator password on the [Maintenance Information] screen by using up to seven alphanumeric characters.
- If you forget the IP address of the USB device server or have changed it from its default, follow the procedure below to initialize the USB device server settings:
  1. Turn off the main power of the machine.
  2. Press and hold the switch on the interface using a pointed tool such as a pen, and turn on the machine.



DDE015

  3. Both the upper and lower LEDs of the Ethernet port light up. Be sure to check the upper LED turns off and the lower LED lights up in yellow, and then release the switch.
- Confirm the IP address of your computer before starting setup. The default IP address for the USB device server is "192.168.100.100", and the default subnet mask is "255.255.255.0". To perform the initial setup of the USB device server, set the IP address for your computer to "192.168.100.XXX" (set XXX to any number, other than 100, from 0 to 255), and the subnet mask to "255.255.255.0". It is recommended to make a note of the current IP address before changing it.

1. Enter "http://192.168.100.100/" in the address bar of the Web to access the setting screen of the machine.
2. Click [Network Settings].
3. Enter "root" as the user name, and then click [OK].

4. **Specify the IP address, Subnet Mask, and Default Gateway.**

   When DHCP is enabled, the IP address can be obtained automatically from a network device with the DHCP server function.

5. **Configure the other settings as necessary, and then click [Submit].**
6. **Exit the web browser.**
7. **Disconnect the Ethernet interface cable from the computer used for setup, and then connect the cable to a network device, such as a hub.**
8. **Set the IP address of the USB device server in the printer driver used for printing.**

Note

- The USB device server does not support "Quick Install" and installation using the SmartDeviceMonitor for Client port. A port must be set independently when a printer driver is installed.
- To print using Port 9100 or LPR, see Driver Installation Guide and make the following settings:
  1. Specify the IP address for the USB device server using the "Add Standard TCP/IP Printer Port Wizard".
  2. Select "Custom" for the device type.
  3. For Port 9100, select "Raw" as the protocol, and then specify "9100" for the port number. For LPR, select "LPR" as the protocol, and then specify "lp" as the queue name.
- For IPP printing, see "Using the IPP port", Driver Installation Guide. To specify the URL of the machine during the procedure for adding printers, enter "http://(IP address of the USB device server) /ipp/lp".

Installing SD Card Options

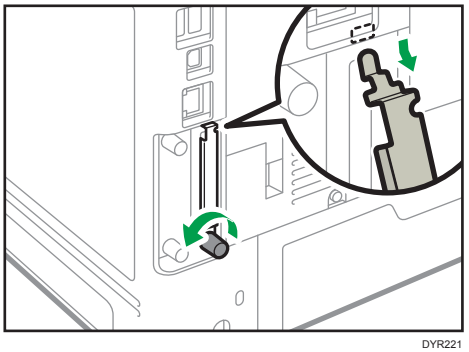
⚠CAUTION

- Keep SD cards out of reach of children. If a child swallows a SD card, consult a doctor immediately.

Important

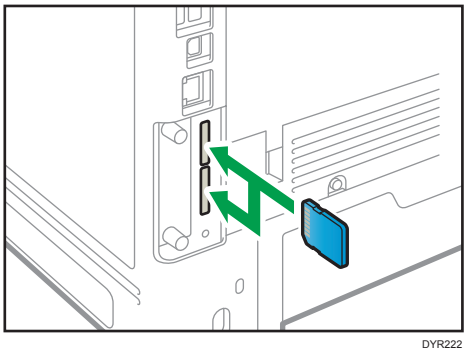
- Do not subject the card to physical shocks.

1. Turn the machine off and unplug the power cord.
2. Loosen the screw and remove the SD card slot cover at an angle.



DYR221

3. Insert the SD card into the slot until it clicks.



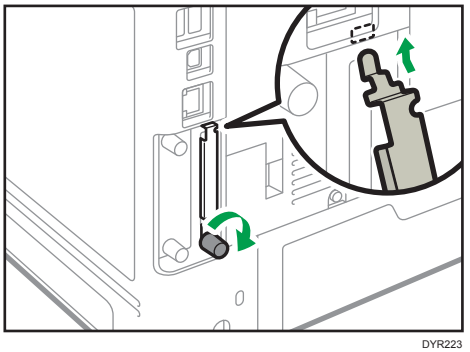
DYR222

If you insert only one SD card, use the upper slot. If you insert two SD cards simultaneously, use both slots. If you insert the optional VM card, use only the lower slot.

If you want to use three or more SD cards simultaneously, contact your service representative.

If you use a commercially available SD card for buck up the address book, insert the SD card to lower slot.

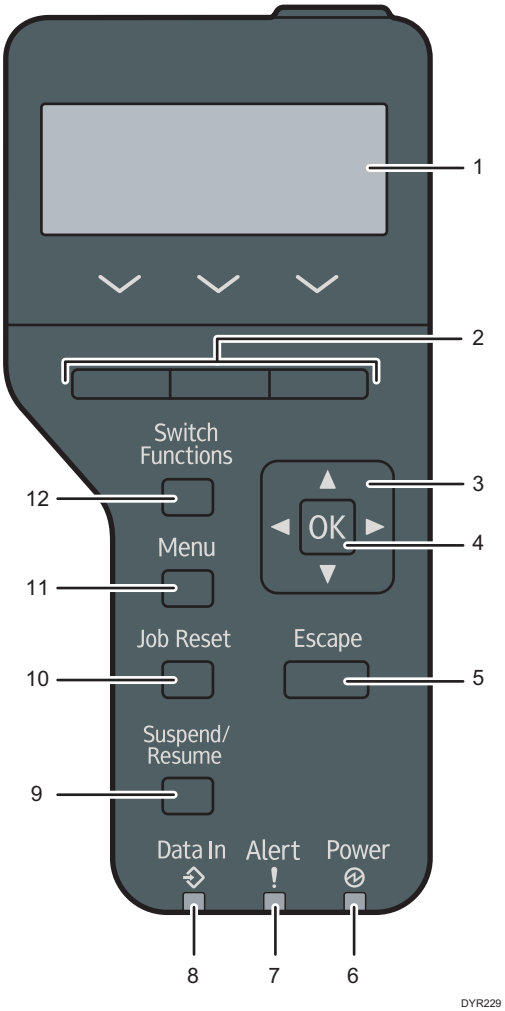
4. Hook the SD card slot cover onto the opening, attach it flat against the controller board, and then fasten it using the screw.



DYR223

5. Plug in the power cord, and then turn on the machine.
6. Confirm that the SD card was installed correctly.

Guide to the Names and Functions of the Control Panel



1. **Display**

   Displays current machine status and error messages.

   Entering energy saver mode turns off the back light. For details about energy saver mode, see "Saving Energy", For First-time Users.

2. **Selection keys**

   Correspond to the function items at the bottom line on the display.

3. **Scroll keys**

   Press these keys to move the cursor in each direction.

When the [▲] [▼] [◀] [▶] keys appear in this manual, press the applicable key for the direction that you want to move the cursor.

4. **[OK] key**

   Use this key to confirm settings or setting values, or move to the next menu level.

5. **[Escape] key**

   Press this key to cancel an operation or return to the previous display.

6. **Main Power indicator**

   Lights up when the machine is ready to receive data from a computer. Flashes when the machine is warming up or receiving data. It is unlit when the power is off or when the machine is in energy saver mode.

7. **Alert indicator**

   Lights up or flashes when a machine error occurs.

   Steady red: paper is jammed, consumables need to be replaced, or a malfunction has occurred.

   Flashing yellow: consumables need to be replaced soon, printing is not possible, or printing is possible but high print quality cannot be achieved.

   Follow the instructions that appear on the display.

8. **Data in indicator**

   Flashes when the machine is receiving data from a computer. The data in indicator is lit if there is data to be printed.

9. **[Suspend/Resume] key**

   Press this to suspend the print job currently being processed. The indicator remains lit as long as the job is suspended.

   To resume the job, press this key again. The suspended job will resume automatically when the time specified in [Auto Reset Timer] elapses (default: 60 seconds).

   For details about the [Auto Reset Timer] setting, see "Timer Settings", Settings.

10. **[Job Reset] key**

    Press to cancel the current print job.

11. **[Menu] key**

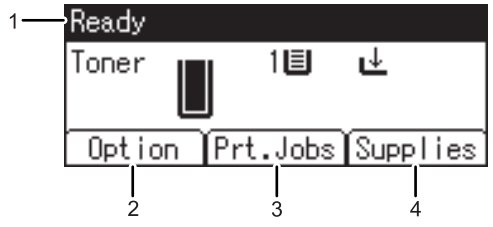
    Press this key to configure and check the current machine settings.

    Press to change the default settings to meet your requirements.

12. **[Switch Functions] key**

    Press this key to switch between the operation screen of the printer function and the function screens of the extended features currently in use.

Guide to the Names and Functions of the Control Panel Screen



CYN901

1. **Operational Status or Messages**

   Displays the machine status and messages.

2. **Option**

   Press to display the following items:

   - Form Feed
   - Error Log

3. **[Prt.Jobs]**

   Press to display print jobs sent from a computer.

   [Prt.Jobs] is displayed only when the optional hard disk is installed in the machine.

4. **[Supplies]**

   Press to display the information about machine supplies.

Turning On/Off the Power

Important

- **When you push the main power switch, wait at least 0.5 seconds after it is confirmed that the main power indicator has lit up or gone out.**

The main power switch is on the front left side of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off.

This machine automatically enters Fusing Unit Off mode or Sleep mode if you do not use it for a while. For details, see "Saving Energy", For First-time Users.

Turning On/Off the Main Power

⚠CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

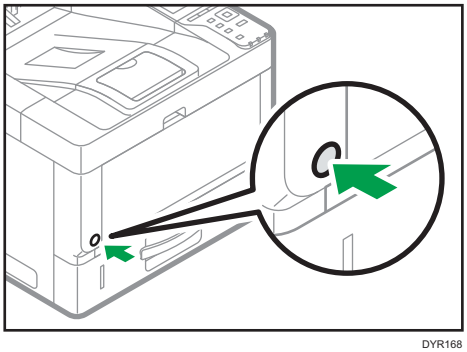
Important

- **Do not turn off the power while the machine is in operation.**
- **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 hard disk or memory and cause malfunctions.**
- **If a power outage is planned for your work environment, such as turning off the power of your building to do maintenance, turn off the main power in advance. If the power outage occurs while the main power is turned on, it may cause a malfunction.**

Turing on the main power

1. **Make sure the power cord is firmly plugged into the wall outlet.**
2. **Push the main power switch.**

   The main power indicator goes on.



DYR168

Turning off the main power

1. **Push the main power switch.**

The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

Logging In the Machine

To log in to the machine while user authentication is enabled, enter your user name, password, and or user code according to the authentication method.

- Individual Authentication

  If Basic Authentication, Windows Authentication, or LDAP Authentication is enabled, enter the Login User Name and Login Password to log in.

- User Code Authentication

  If User Code Authentication is enabled, enter the User Code to log in.

Important

- **Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, see "Configuring User Authentication", Security.**
- **User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".**

User Code Authentication Using a Printer Driver

This section explains the procedure for logging in to the printer using a printer driver while User Code Authentication is active.

If User Code Authentication is active, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

Logging In/Out Using the Control Panel

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

When User Code Authentication is active, see page 50 "User Code Authentication Using a Printer Driver".

Important

- **To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.**

Logging In Using the Control Panel

1. **Press the [Menu] key.**
2. **Press the selection key beneath [Login].**
3. **Press the selection key beneath [Enter].**

4. Press the [▲] , [▼] , [◀] or [▶] key to select the user name, and then press the [OK] key to enter it.
5. Press the selection key beneath [Accept].
6. Press the selection key beneath [Enter].
7. Press the [▲] , [▼] , [◀] or [▶] key to select a password, and then press the [OK] key to enter it.
8. Press the selection key beneath [Accept].

Logging Out Using the Control Panel

1. Press the [Menu] key.
2. Press the selection key beneath [Logout].
3. Press the selection key beneath [Yes].

Important

- If authentication fails, the "Authentication failed." message appears. Check that the Login User Name and Login Password are correct.

2. Print

This chapter describes frequently used printer functions and operations. For information not included in this chapter, see Print available on our website.

Installing the Printer Driver for Network Connection (Windows)

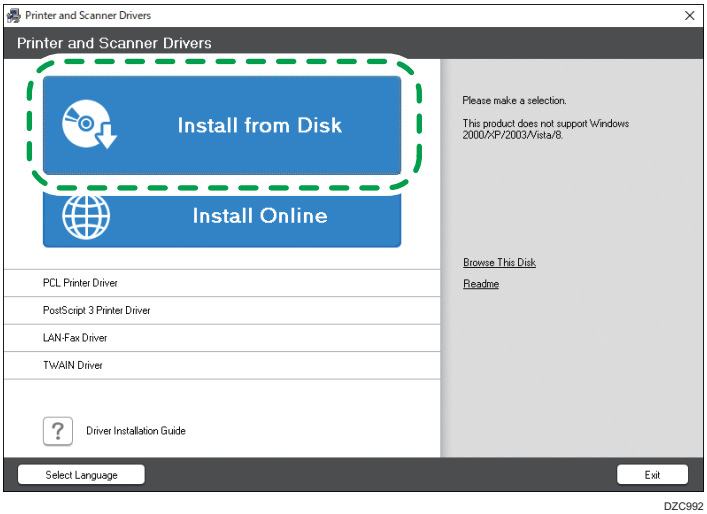
When the machine and the computer are connected to the same network, the installer searches for the machine to install the printer driver. If the installer cannot find the machine, specify the IP address or machine name to install the printer driver.

Installing the PCL 6 Printer Driver from the CD-ROM

1. **Set the CD-ROM in the computer.**

   If the installer does not start automatically, double-click [Setup.exe] in the root directory of the CD-ROM.

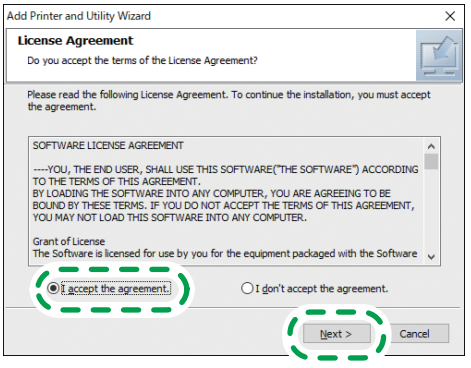
2. **Select a language, and then click [OK].**
3. **Click [Install from Disk].**



DZC992

4. **Click [Network Printer(s)].**

5. **On the "License Agreement" screen, select [I accept the agreement.], and then click [Next].**

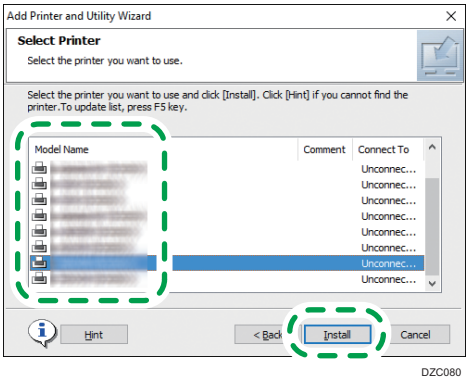


DZC081

6. **Confirm the "Confirm Network Connection" screen, and then click [Next].**

   The search detects devices connected to the network.

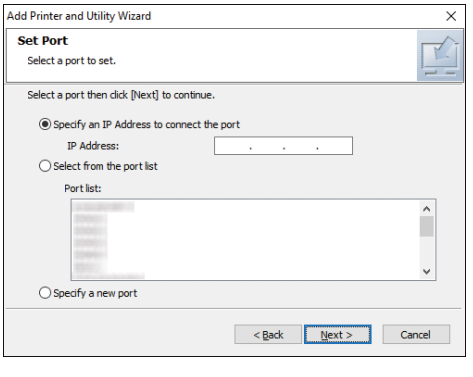
7. **Select this machine from among the devices, and then click [Install].**



DZC080

8. **If the "Set Port" screen is displayed, select the setting method of the port.**

   This screen is displayed when the computer cannot access the machine.



Specify the port to use for the connection between the computer and machine using one of the following methods:

To specify the IP address

1. Enter the IP address of the machine, and then click [Next].
2. Proceed to Step 9.

To select from the port list

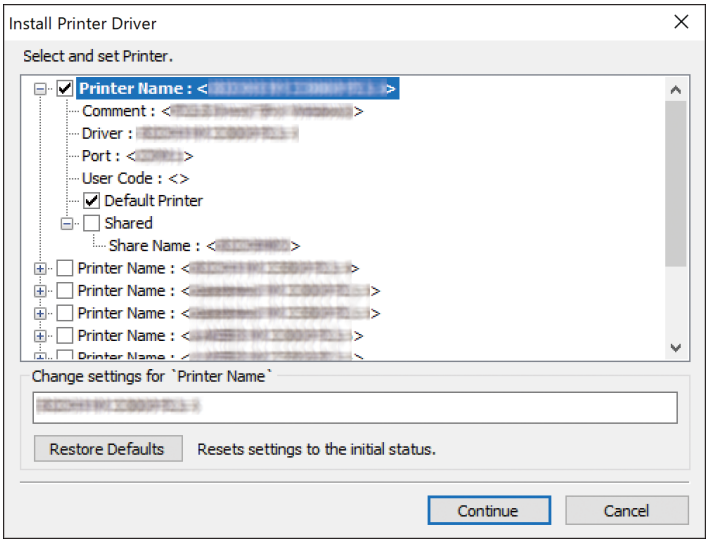
1. Select the port to use for the connection between the computer and machine, and then click [Next].
2. Proceed to Step 9.

To create a new port

1. Select [Specify a new port], and then click [Next].
2. On the "Add Printer and Utility Wizard" screen, select [Standard TCP/IP Port] and click [Next].
3. On the "Add Standard TCP/IP Printer Port Wizard" screen, click [Next].
4. On the "Add port" screen, enter the printer name or IP address of the machine, and then click [Next].

   The port name is automatically entered. You can change the port name.
5. When the "Additional port information required" screen is displayed, select [RICOH Network Printer C model], and then click [Next].
6. Click [Finish].

9. Specify the name of the printer to install, and whether to use it as the default printer.



10. **Click [Continue].**

    Printer driver installation starts.

11. **Click [Finish].**

    When you are prompted to restart your computer, restart it by following the instructions that appear.

Installing the Printer Driver for USB Connection (Windows)

When you connect the machine and the computer with a USB cable, the installer searches for the machine to install the printer driver.

Important

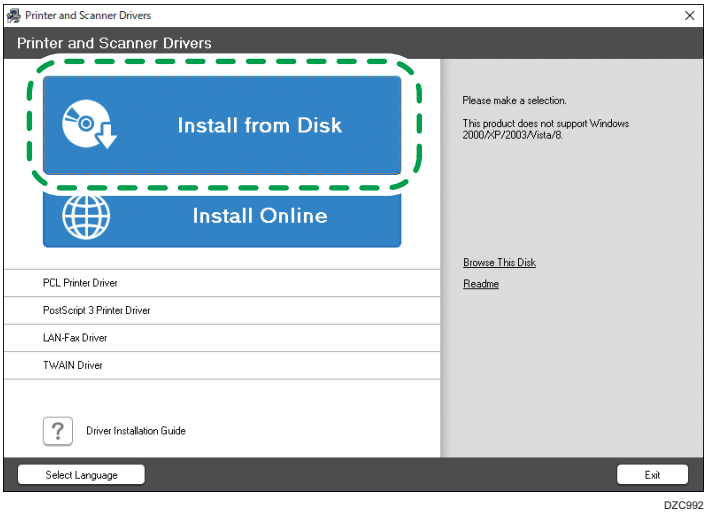
- **Follow the instructions of the installer to connect the USB cable.**

Installing the Printer Driver from the CD-ROM

1. **Set the CD-ROM in the computer.**

   If the installer does not start automatically, double-click [Setup.exe] in the root directory of the CD-ROM.

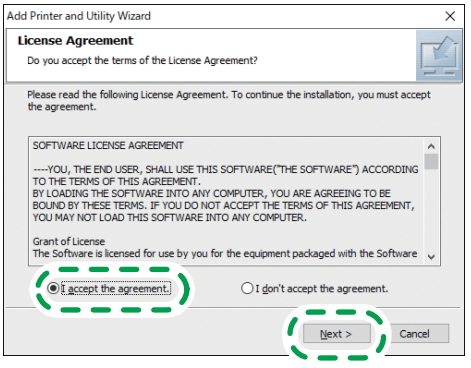
2. **Select a language, and then click [OK].**
3. **Click [Install from Disk].**



DZC992

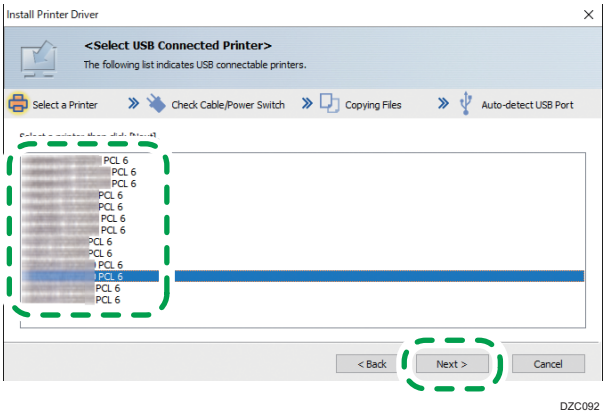
4. **Click [USB printer(s)].**

5. On the "License Agreement" screen, select [I accept the agreement], and then click [Next].



DZC081

6. Select [Add a new printer], and then click [Next].
7. Select this machine from among the devices, and then click [Next].

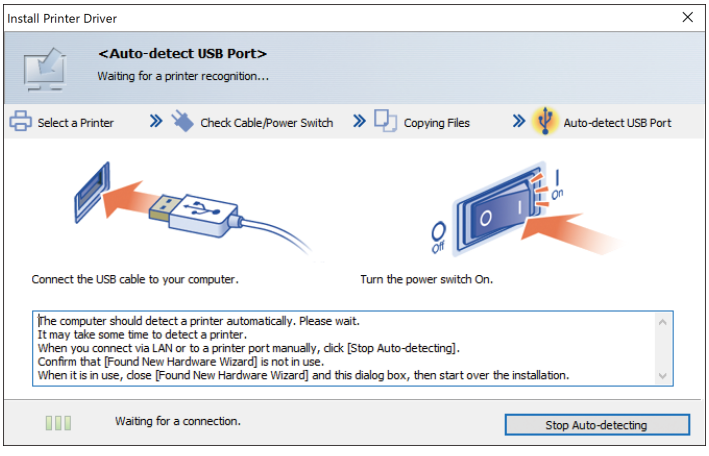


DZC092

8. Disconnect the USB cable from the machine and turn off the power of the machine, and then click [Next].

   Printer driver installation starts.

9. **Following the instructions on the "Auto-detect USB Port" screen, connect the machine and the computer with the USB cable, and then turn on the power of the machine.**



- The search detects the machine connected by the USB cable.
- If the machine is not detected, click [Stop Auto-detecting]. Even if the connection is canceled, the installation is complete. After the installer screen is closed, the machine is added automatically when it is connected to the computer with the USB cable.

10. **Click [Finish].**

Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Control Panel].

Important

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.
- You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.

1. Right-click the [Start] menu, click [Control Panel].
2. Click [View devices and printers].
3. Right-click the icon of the printer you want to use.
4. Click [Printer properties].

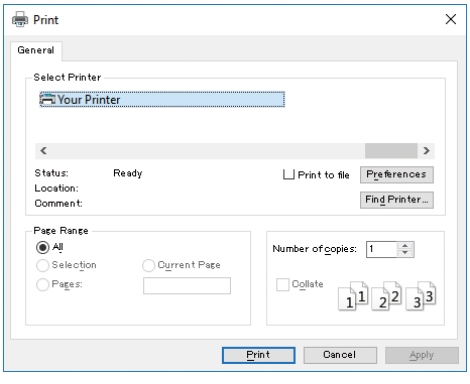
Standard Printing

Important

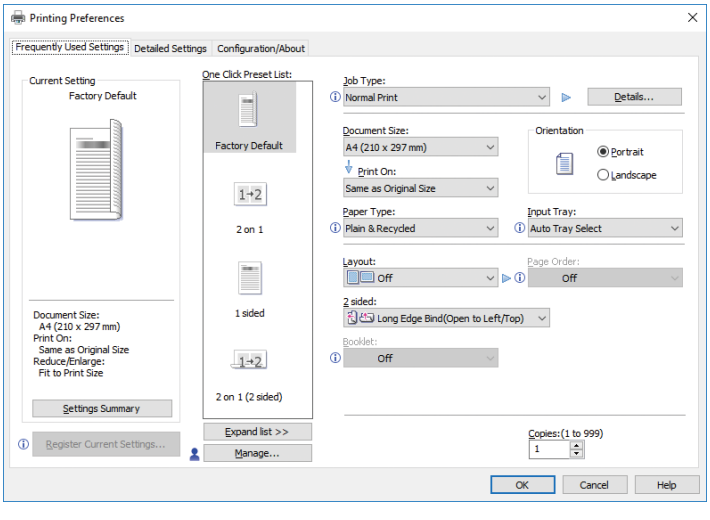
- Duplex printing is selected as the default setting. If you want to print on only one side, select [Off] for the two-sided printing setting.
- If you send a print job via USB 2.0 while the machine is in Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.

When Using the PCL 6 Printer Driver

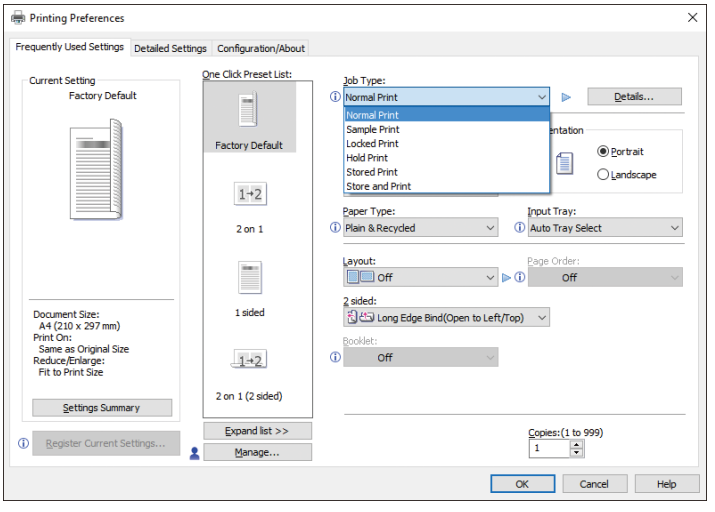
1. Click the menu button of the application you are using, and then click [Print].
2. Select the printer you want to use.
3. Click [Preferences].



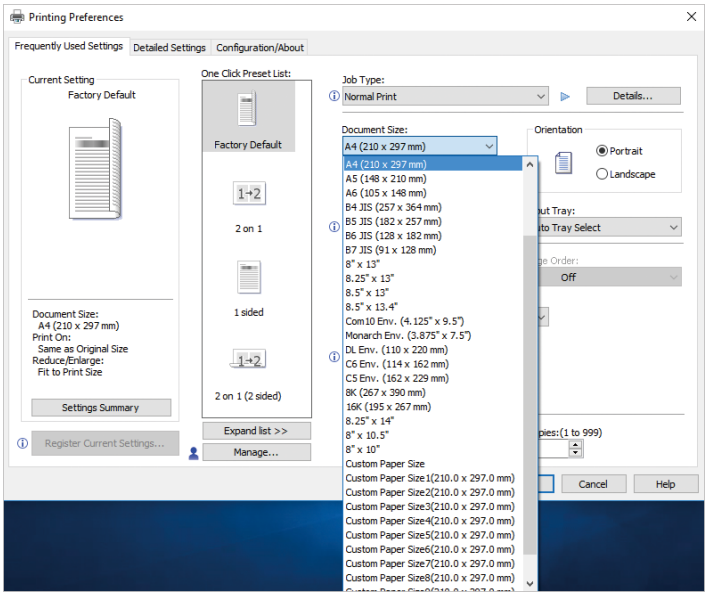
4. Select the [Frequently Used Settings] tab.



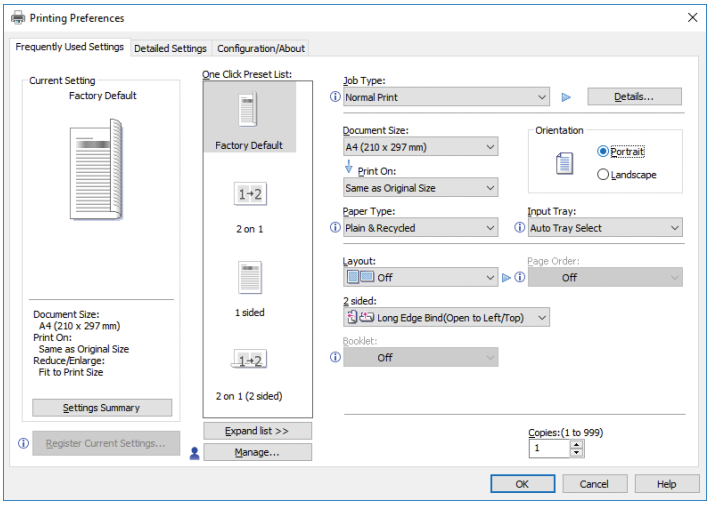
5. In the "Job Type:" list, select [Normal Print].



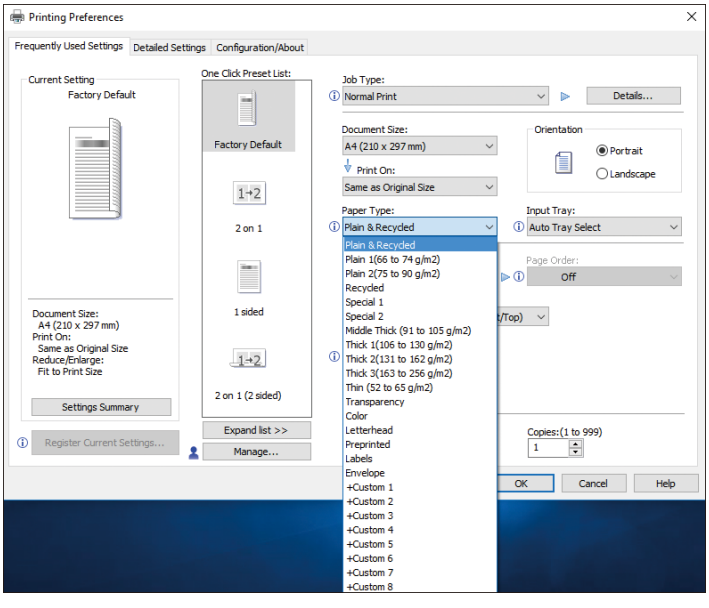
6. In the "Document Size:" list, select the size of the original to be printed.



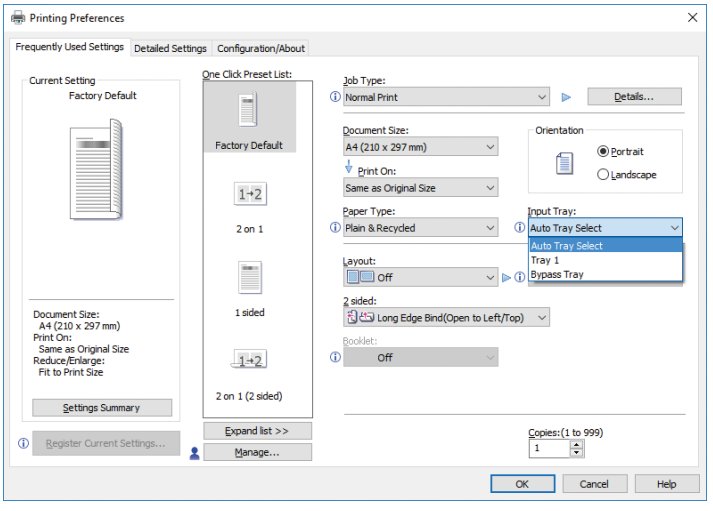
7. In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.



8. In the "Paper Type:" list, select the type of paper that is loaded in the paper tray.

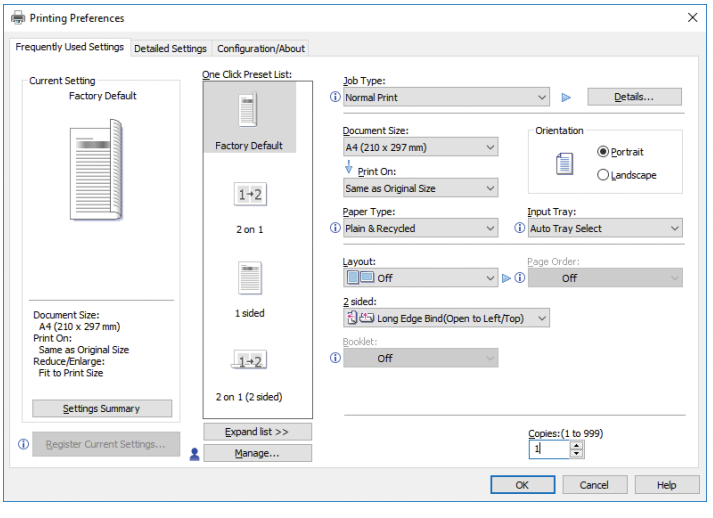


9. **In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.**



If you select [Auto Tray Select] in the "Input Tray:" list, the paper tray is automatically selected according to the paper size and type specified.

10. **If you want to print multiple copies, specify a number of sets in the "Copies:" box.**



11. **Click [OK].**

12. **Start printing from the application's [Print] dialog box.**

Printing on Both Sides of Sheets

This section explains how to print on both sides of each page using the printer driver.

Important

- The paper types that can be printed on both sides are as follows:
  - Plain & Recycled, Plain 1 (66 to 74 g/m^2), Plain 2 (75 to 90 g/m^2), Recycled, Special 1, Middle Thick (91 to 105 g/m^2), Thick 1 (106 to 130 g/m^2), Thick 2 (131 to 162 g/m^2), Thin (52 to 65 g/m^2), Letterhead

How to Print on Both Sides of the Paper (When Using the PCL 6 Printer Driver)

1. **Click the menu button of the application you are using, and then click [Print].**
2. **Select the printer you want to use.**
3. **Click [Preferences].**
4. **Click the [Frequently Used Settings] tab.**

   You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.
5. **Select the method for binding the output pages in the "2 sided:" list.**

   You can select which way the bound pages open by specifying which edge to bind.

Orientation	Long Edge Bind	Short Edge Bind
Portrait		
Landscape		

6. **Change any other print settings if necessary.**
7. **Click [OK].**
8. **Start printing from the application's [Print] dialog box.**

Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

How to Print Multiple Pages onto a Single Sheet (When Using the PCL 6 Printer Driver)

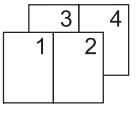
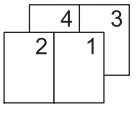
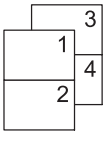
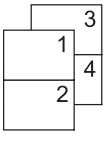
1. **Click the menu button of the application you are using, and then click [Print].**
2. **Select the printer you want to use.**
3. **Click [Preferences].**
4. **Click the [Frequently Used Settings] tab.**

   You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.
5. **Select the combination pattern in the "Layout:" list, and then specify the method for combining pages in the "Page Order:" list.**

   This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

   The following illustrations show example page ordering patterns for 2- and 4-page combinations.

   2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		
Landscape		

4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left

To draw a border line around each page, select the [Draw Frame Border] check box in [2 Sided/Layout/Booklet] in the [Detailed Settings] tab.

6. **Change any other print settings if necessary.**
7. **Click [OK].**
8. **Start printing from the application's [Print] dialog box.**

Printing on Envelopes

Configure the paper settings appropriately using both the printer driver and the control panel.

Configuring Envelope Settings Using the Control Panel

After configuring the envelope settings on the control panel, configure the printer driver settings.

For details, see page 68 "Printing on Envelopes Using the Printer Driver".

1. **Press the [Menu] key.**
2. **Press the [▲] or [▼] key to select [Paper Input], and then press the [OK] key.**
3. **Press the [▲] or [▼] key to select [Paper Size: (tray name)], and then press the [OK] key.**
4. **Press the [▲] or [▼] key to the envelope type, and then press the [OK] key.**
5. **Press the [Escape] key.**
6. **Press the [▲] or [▼] key to select [Maintenance], and then press the [OK] key.**
7. **Press the [▲] or [▼] key to select [General Settings], and then press the [OK] key.**
8. **Press the [▲] or [▼] key to select [Envelope Setting], and then press the [OK] key.**
9. **Press the [▲] or [▼] key to select the source tray for which you want to change the paper thickness, and then press the [OK] key.**
10. **Press the [▲] or [▼] key to the paper thickness, and then press the [OK] key.**

Printing on Envelopes Using the Printer Driver

Before configuring envelope settings in the printer driver, configure the control panel settings.

For details see page 68 "Configuring Envelope Settings Using the Control Panel".

1. **Click the menu button of the application you are using, and then click [Print].**
2. **Select the printer you want to use.**
3. **Click [Preferences].**
4. **In the "Document Size:" list, select the envelope size.**

   When using the PCL 5e printer driver, click the [Paper] tab, and then select the bypass tray in the "Input Tray:" list.
5. **In the "Input Tray:" list, select the paper tray where the envelopes are loaded.**
6. **In the "Paper Type:" list, select [Envelope].**
7. **Change any other print settings if necessary.**
8. **Click [OK].**

9. Start printing from the application's [Print] dialog box.

3. Web Image Monitor

This chapter describes frequently used Web Image Monitor functions and operations. For information not included in this chapter, see Connecting the Machine/ System Settings available on our website or Web Image Monitor Help.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor controlled from networked computers. (Web Image Monitor is a management tool installed on this machine to monitor this machine or configure settings for this machine by using a web browser.)

If user authentication is activated, you are required to enter your login user name and password to use Web Image Monitor. For Details, "Logging In/Out Using Web Image Monitor", For First-time Users.

Important

- **When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".**

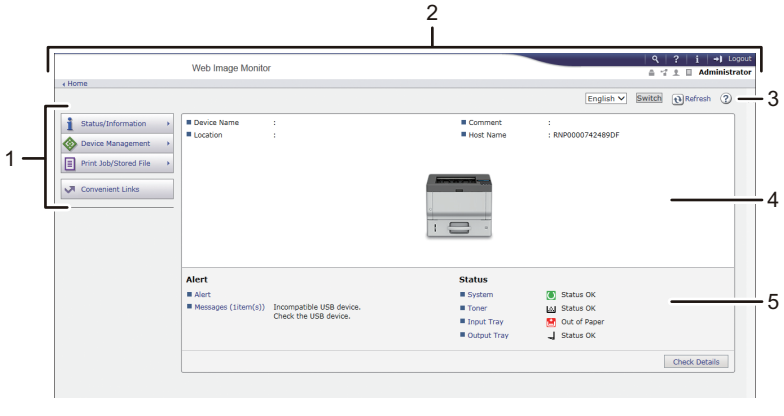
1. **Start a web browser from a networked computer.**
2. **Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.**

   Top Page of Web Image Monitor appears.

   If the machine's host name has been registered on the DNS or WINS server, you can enter it.

   When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

   Web Image Monitor is divided into the following areas:



DYR407

1. **Menu area**

   If you select a menu item, its content will be shown.

2. **Header area**

   Display icons for the links to Help and the keyword search function. This area also displays [Login] and [Logout], which allows you to switch between the administrator and guest mode.

3. **Refresh/Help**

   (Refresh): Click at the upper right in the work area to update the machine information. Click the web browser's [Refresh] button to refresh the entire browser screen.

   (Help): Use Help to view or download Help file contents.

4. **Basic Information area**

   Display the basic information of the machine.

5. **Work area**

   Display the contents of the item selected in the menu area.

4. Adding Paper and Toner

This chapter describes how to load paper into the paper tray and recommended paper sizes and types.

Loading Paper

⚠CAUTION

- When loading paper, take care not to trap or injure your fingers.

- If one or more paper feed trays are installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.

Important

- **Do not stack paper over the limit mark.**

Note

- If multiple sheets are fed at one time, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- For details about the paper sizes and types that can be used, see "Recommended Paper", Specifications.
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

Loading Paper into Paper Trays

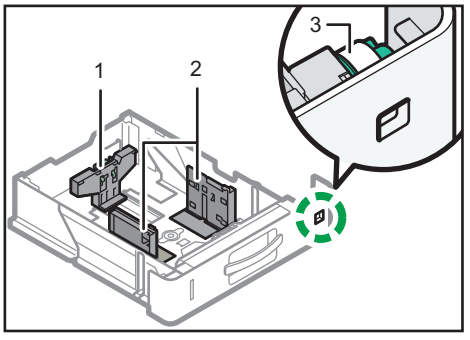
Every paper tray is loaded in the same way.

In the following example procedure, paper is loaded into Tray 1.

Important

- **If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences and end fence may slip out of place.**
- **When loading a low number of sheets, be sure not to squeeze the side fences and end fence in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease or the paper may misfeed.**

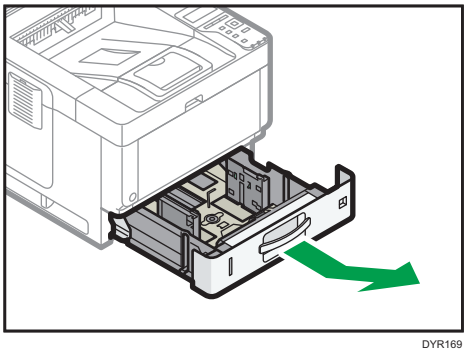
Guide to names of paper tray



DVL540

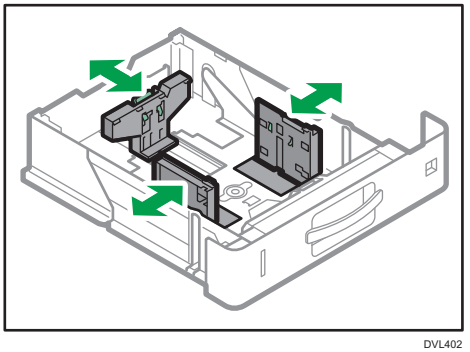
1. **End fence**
2. **Side fence**
3. **Paper size dial**

1. **Pull the paper tray carefully until it stops. Lift the front side of the tray, and then pull it out of the machine.**



DYR169

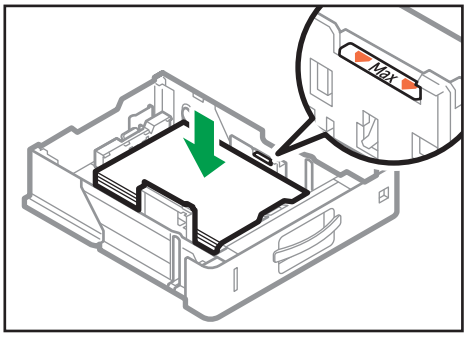
2. **Pinch the lever of the back fence and align it with the paper size. Next, pinch the lever of the right fence and align the right and left fences with the paper size.**



DVL402

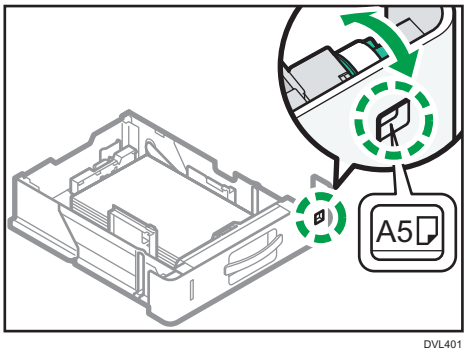
3. **Load the new paper stack print side down.**

   Do not stack paper over the limit mark.



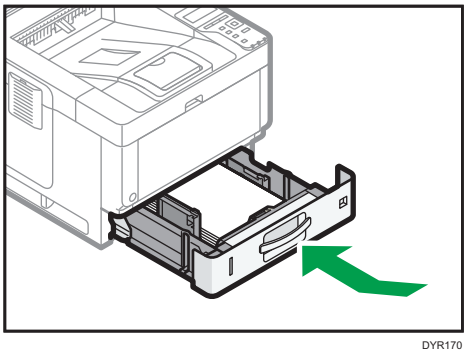
DVL403

4. **Rotate the paper size dial, which is located at the front right of the tray, so that the size and the feed direction of the paper in the paper tray can be seen from the window.**



DVL401

5. **Lifting the front side of the tray, insert it into the machine, and then push it in carefully until it stops.**



DYR170

Note

- While you are printing, a message informing you that the size of the paper that is loaded and the print setting are different may appear. To change the paper size, select [Job Reset] and load the correct size paper, and then try printing again. To not change the paper size, select [Loaded Paper].

- A message informing you that the size of the loaded paper and the print settings are different may appear if multiple sheets are fed at one time. If this happens, take out the loaded paper, fan it, turn it over, load it again, and then select [Loaded Paper].
- Various sizes of paper can be loaded in the paper by adjusting the positions of side fences and end fence. For details, see "Changing Paper Size Settings", For First-time Users.
- Select appropriate paper thickness for the loaded paper.
- When printing with [Thick Paper 3], remove printed sheets one by one.

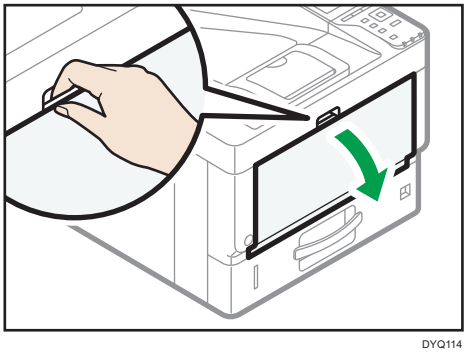
Loading Paper into the Bypass Tray

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

Important

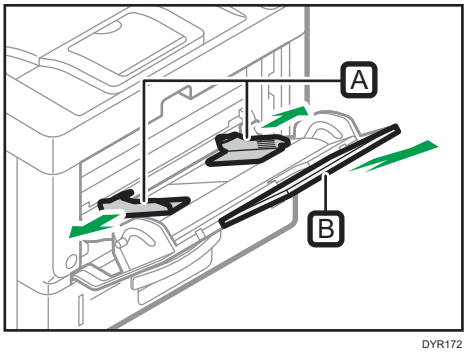
- **The maximum number of sheets you can load at the same time depends on paper type. Do not stack paper over the limit mark. For the maximum number of sheets you can load, see "Recommended Paper", Specifications.**

1. **Open the bypass tray.**



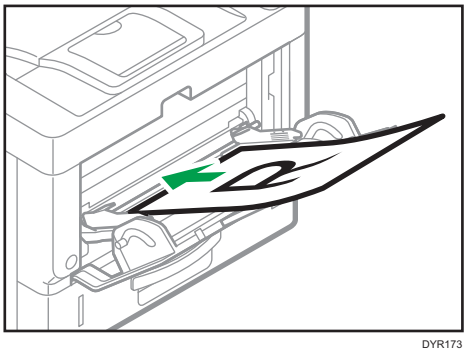
DYQ114

2. **Slide the paper guides Ⓐ and the extender Ⓑ to full size.**



DYR172

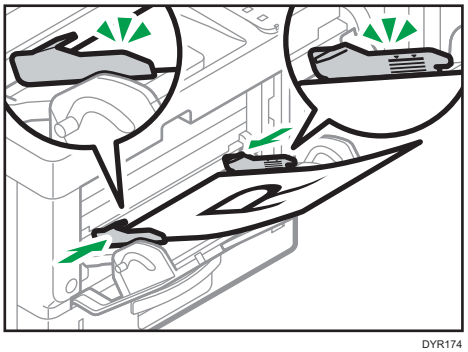
3. **Load the paper face up until you hear the beep.**



DYR173

4. **Align the paper guides to the paper size.**

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



DYR174

Note

- While you are printing, a message informing you that the size of the paper that is loaded and the print setting are different may appear. To change the paper size, select [Job Reset] and load the correct size paper, and then try printing again. To not change the paper size, select [Loaded Paper].
- A message informing you that the size of the loaded paper and the print settings are different may appear if multiple sheets are fed at one time. If this happens, take out the loaded paper, fan it, turn it over, load it again, and then select [Loaded Paper].
- When you use the bypass tray, it is recommended to load the paper so that the paper will be fed from its short edge.
- Select appropriate paper thickness for the loaded paper.
- When loading label paper:
  - It is recommended to place one sheet at a time.
  - Select the appropriate paper thickness for [Paper Type] in [Paper Input].
- When loading OHP transparencies:

- It is recommended to place one sheet at a time.
- When printing on OHP transparencies from the computer, specify OHP transparencies for the paper type.
- Fan OHP transparencies thoroughly whenever you use them. This prevents OHP transparencies from sticking together, and from feeding incorrectly.
- Remove printed sheets one by one.

- When loading translucent paper:
  - When loading translucent paper, always use long grain paper, and set the paper direction according to the grain.
  - Translucent paper easily absorbs humidity and becomes curled. Remove curl in the translucent paper before loading.
  - Remove printed sheets one by one.
- If a paper jam occurs or if the machine makes a strange noise when feeding stacks of coated paper, feed the coated paper from the bypass tray one sheet at a time.
- Letterhead paper must be loaded a specific orientation. For details, see page 78 "Loading Orientation-fixed Paper or Two-sided Paper".
- You can load envelopes into the bypass tray. Envelopes must be loaded in a specific orientation. For details, see "When Loading Envelopes", Specifications.
- When [Notification Sound] is set to [No Sound], it does not sound if you load paper into the bypass tray. For details about [Notification Sound], see "Screen Features", Settings.
- When printing with [Thick Paper 3], remove printed sheets one by one.

Loading Orientation-fixed Paper or Two-sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not be printed correctly, depending on how the paper is placed.

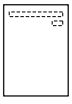
Settings using the control panel

Set [Letterhead Setting] to [Auto Detect] or [On (Always)], and then place the paper as shown in the table below. For details about [Letterhead Setting], see "System", Print.

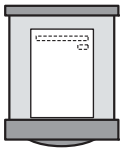
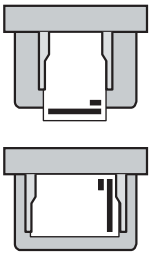
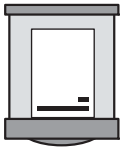
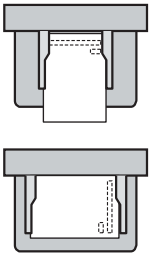
Paper orientation

The meanings of the icons are as follows:

Icon	Meaning
	Place or load paper printed side face up.

Icon	Meaning
	Place or load paper printed side face down.

- Printer mode

Print side	Paper trays	Bypass tray
One-sided		
Two-sided		

Note

- To print on letterhead paper when [Auto Detect] is specified for [Letterhead Setting], you must specify [Letterhead] as the paper type in the printer driver's settings.
- If a print job is changed partway through printing from one-sided to two-sided printing, one-sided output after the first printing may be printed facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for one-sided and two-sided printing. Note also that two-sided printing must be disabled for the tray specified for one-sided printing.
- For details about how to make two-sided prints, see "Printing on Both Sides of Sheets", Print.

Recommended Paper

This section describes recommended paper sizes and types.

Important

- **If you use paper that curls, either because it is too dry or too damp, a staple clogging or paper jam may occur.**
- **Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.**
- **When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.**

Tray 1

Paper type and weight	Paper size	Paper capacity
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Select the paper size using the paper size dial on the tray*1: A4, A5, A6, $8^1/_2 \times 14$, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$	550 sheets (When using Plain Paper 1)
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Set the paper size dial on the tray to "Asterisk", and select the paper size with the control panel: A5, B5 JIS, B6 JIS, $8^1/_2 \times 13$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $7^1/_4 \times 10^1/_2$, 16K, $8^1/_2 \times 13^2/_5$	550 sheets (When using Plain Paper 1)
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Custom size: Region A Vertical: 148.0–356.0 mm Horizontal: 82.5–216.0 mm Region B Vertical: 5.83–14.01 inches Horizontal: 3.25–8.50 inches	550 sheets (When using Plain Paper 1)

Paper type and weight	Paper size	Paper capacity
Envelopes	Select the paper size: $4^1/_8 \times 9^1/_2$, $3^7/_8 \times 7^1/_2$, $8^1/_2 \times 13^2/_5$, C5 Env, C6 Env, DL Env	*2

*1 When a print job is performed on A5 or 5 $^1/_2$" × 8 $^1/_2$" paper, it is recommended to set the paper horizontally. While a print job is performed on paper that is loaded vertically, smearing may occur near the edges of the printed paper. Also, use the bypass tray when printing on paper that is set horizontally.

*2 Do not stack over the limit mark. The number of sheets you can load in the paper tray varies depending on the weight and condition of the paper.

Lower paper tray (250 sheets)

Paper type and weight	Paper size	Paper capacity
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Select the paper size using the paper size dial on the tray*1: A4, A5, A6, $8^1/_2 \times 14$, $8^1/_2 \times 11$, $5^1/_2 \times 8^1/_2$	275 sheets (When using Plain Paper 1)
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Set the paper size dial on the tray to "Asterisk", and select the paper size with the control panel: A5, B5 JIS, B6 JIS, $8^1/_2 \times 13$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $7^1/_4 \times 10^1/_2$, 16K, $8^1/_2 \times 13^2/_5$	275 sheets (When using Plain Paper 1)

Paper type and weight	Paper size	Paper capacity
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Custom size: Region A Vertical: 148.0–356.0 mm Horizontal: 82.5–216.0 mm Region B Vertical: 5.83–14.01 inches Horizontal: 3.25–8.50 inches	275 sheets (When using Plain Paper 1)

Lower paper tray (500 sheets)

Paper type and weight	Paper size	Paper capacity
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Select the paper size using the paper size dial on the tray*1: A4, A5, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2	550 sheets (When using Plain Paper 1)
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Set the paper size dial on the tray to "Asterisk", and select the paper size with the control panel: A5, B5 JIS, B6 JIS, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10 1/2, 8 × 10, 7 1/4 × 10 1/2, 16K, 8 1/2 × 13 2/5	550 sheets (When using Plain Paper 1)

Paper type and weight	Paper size	Paper capacity
52-220 g/m^2 (14 lb. Bond - 80 lb. Cover) Thin Paper–Thick Paper 3	Custom size: Region A Vertical: 148.0–356.0 mm Horizontal: 82.5–216.0 mm Region B Vertical: 5.83–14.01 inches Horizontal: 3.25–8.50 inches	550 sheets (When using Plain Paper 1)

Bypass tray

Paper type and weight	Paper size	Paper capacity
52-256 g/m^2 (14 lb. Bond-140 lb. Index) Thin Paper-Thick Paper 3	Select the paper size*1: A4, A5, A6, B5 JIS, B6 JIS, B7 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10 1/2, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 16K, 8 1/2 × 13 2/5	• Thin Paper–Plain Paper 2: 100 sheets • Middle Thick –Thick Paper 3: *3
52-256 g/m^2 (14 lb. Bond-140 lb. Index) Thin Paper-Thick Paper 3	Region A Vertical: 127.0–900.0 mm Horizontal: 60.0–216.0 mm Region B Vertical: 5.00–35.43 inches Horizontal: 2.37–8.50 inches	• Thin Paper–Plain Paper 2: 100 sheets • Middle Thick –Thick Paper 3: *3

Paper type and weight	Paper size	Paper capacity
Translucent paper	A4, A5, A6, B5 JIS, B6 JIS, B7 JIS, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, 16K, $8^1/_2 \times 13^2/_5$ Custom size*4 Region A Vertical: 127.0–900.0 mm Horizontal: 60.0–216.0 mm Region B Vertical: 5.00–35.43 inches Horizontal: 2.37–8.50 inches	*5
OHP transparencies		*2
Label paper (adhesive labels)		1 sheet
Envelopes	Select the paper size: $4^1/_8 \times 9^1/_2$, $3^7/_8 \times 7^1/_2$, C5 Env, C6 Env, DL Env	*4

*1 When a print job is performed on A5 or $5^1/_2$" × $8^1/_2$" paper, it is recommended to load the paper horizontally. While a print job is performed on paper that is loaded vertically, smearing may occur near the edges of the printed paper.

*2 When loading OHP transparencies in the bypass tray, do not stack paper over the limit mark.

*3 When loading thick paper in the bypass tray, do not stack paper over the limit mark. The number of sheets you can load in the bypass tray varies depending on the weight and condition of the paper.

*4 Load envelopes so that the height of the stack of envelopes does not exceed the limit mark of the bypass tray without pressing on the stack of envelopes.

*5 When loading Translucent paper in the bypass tray, do not stack paper over the limit mark.

Paper Thickness

Paper Thickness*1	Paper weight
Thin Paper	52–65 g/m^2 (14–18 lb. Bond)
Plain Paper 1	66–74 g/m^2 (18–20 lb. Bond)

Paper Thickness*1	Paper weight
Plain Paper 2	75–90 g/m^2 (20–24 lb. Bond)
Middle Thick	91–105 g/m^2 (24–28 lb. Bond)
Thick Paper 1	106–130 g/m^2 (28-35 lb. Bond)
Thick Paper 2	131–162 g/m^2 (35 lb. Bond–90 lb. Index)
Thick Paper 3	163–256 g/m^2 (90 lb.Index-140 lb. Index)

*1 Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

Note

- Certain types of paper, such as translucent paper or OHP transparencies, may produce noise when delivered. This noise does not indicate a problem and print quality is unaffected.
- The paper capacity described in the tables above is an example. Actual paper capacity might be lower, depending on the paper type.
- When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the bypass tray.
- Flatten out curled sheets before loading them.
- Depending on the paper sizes and types, the print speed may be slower than usual.
- When loading thick paper of 106–256 g/m^2 (28 lb. Bond–140 lb. Index), see page 86 "When Loading Thick Paper".
- When loading envelopes, see page 87 "When Loading Envelopes".
- When printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see "Loading Orientation-fixed Paper or Two-sided Paper", For First-time Users.
- When you are using 45K copy and print paper, loading the paper fully up to load limit mark (MAX mark) may cause paper jams. Load the number of sheets of paper described below, as a guide.
  - Lower paper tray (500 sheets)
    - A4: 500 sheets or less
    - B5: 500 sheets or less
    - A5: 250 sheets or less
- We recommend that you use the bypass tray when you use a paper size smaller than the sizes above.
  - Lower paper tray (250 sheets)

- A4: 250 sheets or less
- B5: 250 sheets or less
- A5: 125 sheets or less

- We recommend that you use the bypass tray when you use a paper size smaller than the sizes above.

When Loading Thick Paper

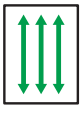
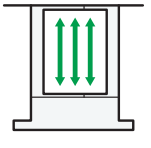
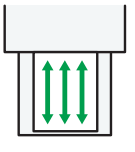
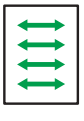
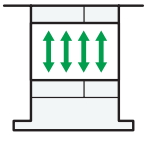
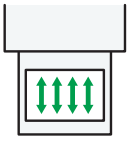
This section gives you various details about and recommendations concerning thick paper.

⚠CAUTION

- When loading thick paper of 106–256 g/m^2 (28 lb. Bond–68 lb. Index) in the paper trays or bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

When loading thick paper of 106–163 g/m^2 (28 lb. Bond–90 lb. Index) in the paper trays, or 106–220 g/m^2 (28 lb. Bond–80 lb. Cover) in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all your paper in the same environment - a room where the temperature is 20–25°C (68–77°F) and the humidity is 30–65%.
- Jams and misfeeds can occur when printing on thick smooth paper. To prevent such problems, be sure to fan smooth paper thoroughly before loading them. If paper continues to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Paper trays	Bypass tray
		
		

Note

- Select [Thick Paper 1] or [Thick Paper 2] as the paper thickness in [Paper Input].
- If Thin Paper, Thick Paper 1 (when in low temperature), Thick Paper 2, or Thick Paper 3 is selected, the print speed may change.

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled.
- When printing onto thick paper, the print speed changes.

When Loading Envelopes

This section gives you various details about and recommendations concerning envelopes.

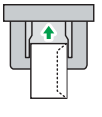
Important

- **Do not use window envelopes.**
- **Fan the envelopes before loading them to separate them and prevent the glue on them from causing them to stick together. If fanning does not prevent them sticking together, load them one by one. Note that some types of envelopes cannot be used with this machine.**
- **Some kinds of envelope might cause misfeeds, wrinkles or print poorly.**
- **When loading envelopes in the orientation, load them with flaps closed.**
- **Before loading envelopes, press down on them to remove any air from inside, 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.**
- **When loading envelopes, do not stack paper over the limit mark. If you squeeze extra envelopes into the bypass tray, misfeeds might occur.**

In printer mode

The way to load envelopes varies depending on the orientation of the envelopes. When printing onto envelopes, load them according to the applicable orientation shown below:

How to load envelopes

Types of envelopes	Tray 1	Bypass tray
Side-opening envelopes	• Flaps: closed • Bottom side of envelopes: toward the left of the machine • Side to be printed: face down	 • Flaps: closed • Bottom side of envelopes: toward the left of the machine • Side to be printed: face up

When loading envelopes, select "Envelope" as the paper types using both [Paper Input] and printer driver and specify the thickness of envelopes. For details, see "Printing on Envelopes", Print.

To print on envelopes that are loaded with their short edges against the machine body, images may not be printed appropriately. Change settings according to the function you use. Be sure to set the original and paper appropriately.

To print on envelopes that are loaded with their short edges against the machine body, rotate the print image by 180 degrees using the printer driver.

Recommended envelopes

For information about recommended envelopes, contact your local dealer.

For details about the sizes of envelopes you can load, see page 80 "Recommended Paper".

Note

- Load only one size and type of envelope at a time.
- The Duplex function cannot be used with envelopes.
- To get better output quality, it is recommended that you set the leading-edge print margin to at least 15 mm (0.6 inches) and the other margins to at least 10 mm (0.4 inches) each.
- Output quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.
- Flatten out prints if they are creased or curled.
- Check the envelopes are not damp.
- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.
- Depending on the environment, envelopes may wrinkle them even if they are recommended.
- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.
- When you print on envelope, the print speed may be slower than usual.

Adding Toner

This section explains precautions when replacing the print cartridge, procedures for replacing the print cartridge, operations when toner has run out, and how to dispose of used print cartridge.

⚠WARNING

- Do not dispose of the following items into a fire. Toner will ignite on contact with naked flame and burns can result.
  - Toner (new or used)
  - Toner containers while toner is inside
  - Toner-attached parts

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.

- Do not absorb spilled toner (including used toner) using a vacuum cleaner. Absorbed toner may cause ignition or explosion due to electric contact sparks inside the vacuum cleaner. However, you can use a toner-compatible industrial vacuum cleaner. When toner is spilled, remove the spilled toner using a wet cloth so that the toner is not scattered.

- The following explains the warning messages on the plastic bag used in this product's packaging:
  - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- Do not open toner containers forcibly while toner is inside, crush or squeeze them. Toner spillage can cause accidental ingestion or dirtying of clothes, hands, or floor.

- Do not leave the following items in a place where children can reach them:
  - Toner (new or used)
  - Toner containers while toner is inside
  - Toner-attached parts

⚠CAUTION

- When the following occurs while toner is handled, receive emergency measures first, and then consult a doctor if necessary.
  - When inhaling toner, gargle with a large amount of water and move into a fresh air environment.
  - When swallowing toner, dilute gastric contents with a large amount of water.
  - When getting toner into your eyes, flush them with a large amount of water.

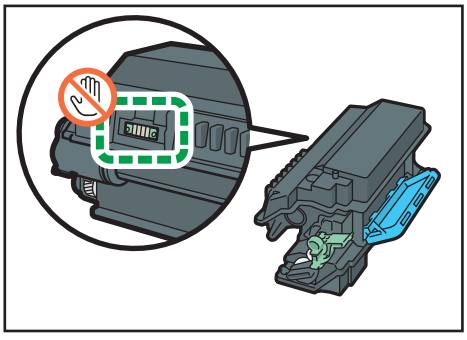
- When removing jammed paper, replenishing or replacing toner (new or used), be careful not to have toner dirt your skin or clothes.

- If toner (new or used) comes into contact with your skin or clothes and smears them, take the following actions:
  - If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
  - If toner comes into contact with your clothes, wash the stained area with cold water. Heating the stained area by applying hot water will set the toner into the fabric and removing the stain may become impossible.

- When replacing a container with toner (including used toner) or consumables with toner, be careful that the toner does not splatter. After removing used consumables and shutting the lid of the container if the lid is available, put them in a bag.

Important

- **Always replace the print cartridge when a notification appears on the machine.**
- **Fault may occur if you use toner other than the recommended type.**
- **When adding toner, do not turn off the main power. If you do, settings will be lost.**
- **Store print cartridges where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or humidity over 70%.**
- **Store print cartridges horizontally.**
- **Do not repeatedly install and remove print cartridges. This will result in toner leakage.**
- **Do not shake print cartridges.**
- **Do not touch the part illustrated below.**



DVL183

- Close all paper trays and optional paper feed units before opening the front cover.

Disposing of Used Print Cartridge

This section describes what to do with used print cartridges.

Print cartridges cannot be re-used.

Pack used print cartridges in a box or a bag to prevent the toner from leaking out of the container when you dispose of it.

Region A (mainly Europe and Asia)

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

Region B (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

5. Troubleshooting

This chapter describes basic troubleshooting procedures.

When a Status Icon Is Displayed on the Control Panel

This section describes the status icons displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

Status Icon	Status
: Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
: Load Paper icon	Appears when paper runs out. For details about loading paper, see "Loading Paper", For First-time Users.
: Add Toner icon	Appears when toner runs out. For details about adding toner, see "Adding Toner", Maintenance.
: Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
: Open Cover icon	Appears when one or more covers of the machine are open.

When a Panel Tone Beeps

The following table describes various beep patterns that the machine produces to alert users about machine conditions and the meaning of each beep pattern.

Beep pattern	Meaning	Causes
Single short beep	Panel/screen input accepted.	A control panel key was pressed.
2 long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
5 long beeps repeated four times.	Soft alert	An error message appears on the control panel if there is no tray for the selected paper size or the tray is empty.
5 short beeps repeated five times.	Strong alert	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

Note

- Beep alerts cannot be muted. If the machine's covers are opened and closed repeatedly within a short space of time during an alert indicating a paper jam or insufficient toner, a beep alert might continue, even after normal status has resumed.
- You can enable or disable beep alerts. For details, see "Maintenance", Settings.

Status Messages

Message	Status
"The cooling fan is active."	The machine is cooling its interior. Wait a while, and the machine will resume the print job after the cooling is complete. If you use two-sided printing continuously, the machine's interior heats up, and the machine may temporarily suspend the print job for cooling. For people using P 501 If this message appears frequently, dust may have accumulated in the ventilation holes of the machine. Check the vents, and clean the dust off. For details, see "Cleaning the Ventilation Holes", Maintenance. For people using P 502 If this message appears frequently, contact your service representative.
"Energy Saver Mode"	The machine is in Energy Saver mode. Press any key to recover to the normal mode.
"Hex Dump Mode"	In Hex Dump mode, the machine receives data in a hexadecimal format. Turn off the machine after printing, and then turn it on again.
"Job Suspended"	All jobs are suspended. Turn off the machine, and turn it on again to resume the jobs.
"Offline"	The machine is offline and cannot print.
"Please wait..."	This message may appear for a few seconds. It means the machine is initializing, replenishing toner, or performing maintenance operations. Wait a while.
"Printing..."	The machine is printing. Wait a while.
"Printing Suspended"	Printing is suspended. To resume printing, press the [Suspend/Resume] key.
"Ready"	This is the default ready message. The machine is ready for use. No action is required.
"Resetting Job"	The machine is resetting the print job. Wait a while.
"Setting change..."	The machine is applying the changes made to its settings. Wait a while.

Message	Status
"Updating Certificate..."	The machine is updating the @Remote certificate. Turn the power off, and then turn it on again.
"Waiting for print data..."	The machiner is waiting for the next data to print. Wait a while.

Alert Messages (Displayed on the Control Panel)

Message	Cause	Solution
"(A1) Open Front Cover and remove the paper."	Open the front cover and remove the jammed paper from the paper feed path.	For details, see "Removing Jammed Paper", Troubleshooting.
"(A2) Remove misfeed in Trays. Opn & cls Frt. Cov."	Remove the jammed paper from the bypass tray. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting.
"(B) Open Front Cover and remove the paper."	Open the front cover and remove the jammed paper from the internal paper feed path.	For details, see "Removing Jammed Paper", Troubleshooting.
"(B) (C) Open Front/Rear Cover and remove misfeed."	Open the front cover and remove any jammed paper from the internal paper feed path.	For details, see "Removing Jammed Paper", Troubleshooting.
"(Y1) Remove misfeed in Tray 2. Opn & cls Frt. Cov."	Open Tray 2 and remove the jammed paper. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting.
"(Y2) Remove misfeed in Tray 3. Opn & cls Frt. Cov."	Open Tray 3 and remove the jammed paper. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting.
"(Y3) Remove misfeed in Tray 4. Opn & cls Frt. Cov."	Open Tray 4 and remove the jammed paper. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting.
"(Z1) Open Rear Cover and remove misfeed"	Open the rear cover and remove the jammed paper from the paper duplex unit.	For details, see "Removing Jammed Paper", Troubleshooting.

Message	Cause	Solution
"(Z2) Opn Tray1/R.Cov & remove ppr. Opn & cls F.Cov"	Open Tray 1 and the rear cover, and then remove the jammed paper. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting.
"Check you have a print cartridge replacements."	The toner is almost empty.	Prepare a new print cartridge.
"Add toner. Replace Print Cartridge."	The toner has run out.	Replace the print cartridge. For details, see "Adding Toner", Maintenance.
"@Remote Cert. update failed"	Updating the @Remote certificate failed.	Turn the machine off, and then turn it on again. If the problem persists, contact your sales or service representative.
"Cannot connect=>Comm.Serv. Check proxy user/ password."	The proxy user name or password is incorrect.	Check the proxy server settings, and then change the user name and/or password if they are incorrect.
"Cannot connect with DHCP server.(101/201)"	An IP address cannot be obtained from the DHCP server.	Contact your network administrator.
"Cannot print."	The machine cannot print the sent data.	Check that the file you want to print is a supported file type. Check the misfeeds and ask your network administrator for help.
"Change (Tray name) to the following settings:"	The size of the paper in the tray does not match the paper size specified in the printer driver.	Select a tray containing paper that is the same size as the specified paper size.
"Check network settings. (103/203)"	The IP address setting is incorrect.	Check the IP address, subnet mask, and gateway address.
"Classification Code Error"	A classification code is not specified for the print job.	Enter a classification code using the printer properties and print the document again.
"Connect failed:WirelessCard Turn power off, check card."	The machine cannot detect the wireless LAN interface board.	Check that the board is supported or installed correctly.

Message	Cause	Solution
"Cover Open." "Please close the indicated cover."	A cover of the machine is open.	Close the cover as indicated on the control panel.
"Duplex mode is in off position for (tray name)"	The duplex mode for the indicated tray is not available.	You can use one-sided printing only. Press [Change] to change the tray's settings, press [JobReset] to reset the job, or press [Form Feed] to force printing.
"Ethernet Board Error"	An error on the Ethernet is detected.	Turn the machine off, and then turn it on again. If the problem persists, contact your sales or service representative.
"Exceeded max. No. of files."	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum file capacity was exceeded.	Delete unneeded files stored in the machine.
"Exceeded max. No. of pages."	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum page capacity was exceeded.	• Delete unneeded files stored in the machine. • Reduce the number of pages to print.
"Exceeded max. print size. Press [FormFeed] or [JobReset]."	The specified paper size exceeds the maximum size supported by this machine.	Press [Form Feed] to force printing or [JobReset] to cancel printing.
"Exceeded max. print size. Press [JobReset]."	The specified paper size exceeds the maximum size supported by this machine.	Press [JobReset] to cancel printing.
"Failed to connect to server for Remote Diagnostics."	The machine cannot communicate with Remote Communication Gate.	Check the connection to the Remote Server Gate.
"Independent-supply toner"	Independent-supply toner is set.	Use the toner recommended for this machine.
"IPv6 Address already exists Link-local Address(109/209)"	The same IPv6 address is already used.	Contact your network administrator.

Message	Cause	Solution
"IPv6 Address already exists Stateless Address(109/209)"	The same IPv6 address is already used.	Contact your network administrator.
"IPv6 Address already exists Manual Config. Address(109/209)"	The same IPv6 address is already used.	Contact your network administrator.
"Load paper in (tray name)"	There is no paper in the specified tray.	Load the specified paper in the tray, press [JobReset] to reset the job.
"No privileges to use funct."	The logged in user does not have the privileges to register programs or change the paper tray settings.	For details about how to set permissions, see Security.
"Option RAM Error"	The machine cannot detect an optional SDRAM module.	Check that the SDRAM module installed correctly.
"Parallel I/F Error"	The machine's self-diagnostic test failed due to a loopback error.	Replace the IEEE 1284 board that caused the error.
"Printer Font Error."	There are problems with the machine's font file.	Turn the machine off, and then turn it on again. If the problem persists, contact your sales or service representative.
"Problem with Hard Disk Please call service."	The machine cannot detect the hard disk.	Check that the hard disk installed correctly. If the problem persists, contact your sales or service representative.
"Problem:Wireless card Please call service."	The machine cannot detect a wireless LAN interface board.	Check that the wireless LAN interface board installed correctly. If the problem persists, contact your sales or service representative.

Message	Cause	Solution
"Replacmnt Requird:Drum Unit" "Replace Drum Unit."	You need to replace the drum unit.	This message is for people using P 501. Replace the drum unit. For details, see "Replenishing and Replacing Consumables", Maintenance.
"Replacmnt Requrd:Maint. Kit" "Replace Maintenance Kit."	You need to replace the maintenance kit. Maintenance kit contains fusing unit, transfer roller and dustproof filter.	This message is for people using P 501. Replace the maintenance kit. For details, see "Replenishing and Replacing Consumables", Maintenance.
"Rplcmnt Rqrd Soon:Drum Unit" "New Drum Unit is required."	You will need to replace the drum unit soon.	This message is for people using P 501. Prepare a new drum unit.
"SD Card authenticatn.failed"	Authentication from the SD card failed.	Turn the machine off, and then turn it on again. If the problem persists, contact your sales or service representative.
"Set the Drum Unit correctly."	The drum unit may not be installed correctly.	Turn the machine off, and then install the drum unit again. If the error message is still displayed even though you have installed the drum unit correctly, wipe the ID chips on the drum unit gently with a dry cloth. The ID chips are located where the drum unit contacts the machine.
"Set the Fusing Unit correctly."	The fusing unit may not have been installed correctly. The fusing unit is included in the maintenance kit.	Turn the machine off, and then install the fusing unit again. If the message continues to appear after the unit is installed again, contact your sales or service representative.

Message	Cause	Solution
"Set the Print Cartridge correctly."	The print cartridge may have not been installed correctly.	Turn the machine off, and install the print cartridge again.
"Standard Tray is full. Remove the paper."	The standard tray is full.	Remove the paper.
"Supply order has failed."	The automatic supply order failed.	The message indicates the machine tried to order the supplies.
"This NetBIOS name is already in use.(108/208)"	The NetBIOS name specified for the machine is already used by another device on the network.	Contact your network administrator.
"The same IPv4 Address already exists.(102/202)"	The IPv4 address specified for the machine is already used by another device on the network.	Contact your network administrator.
"The selected job has already been printed or deleted."	This message might appear if you print or delete a job by using a web browser on a networked computer.	Press Exit on the message screen.
"USB has a problem."	The machine has detected a USB board failure.	Turn the machine off, and then turn it on again. If the problem persists, contact your sales or service representative.
"Values set for IPv6/ Gateway addresses are invalid.(110/210)"	The IPv6 address or gateway address is invalid.	Check the network settings.
"Waste Toner almost full"	The waste toner in the print cartridge is almost full.	Prepare a new print cartridge.
"Waste Toner Full"	The waste toner in the print cartridge is full.	Replace the print cartridge. For details, see "Adding Toner", Maintenance.
"WPA Auth. incomplete. (211)"	WPA authentication could not be completed.	Contact your network administrator.

Alert Messages (Printed on Error Logs and Reports)

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

Message	Cause	Solution
"84: Error"	There is no work area available for image processing.	Select [Font Priority] for [Memory Usage] in [System]. Decrease the number of files sent to the machine.
"85: Error"	The specified graphics library is unavailable.	Check that the data is valid.
"86: Error"	Parameters of the control code are invalid.	Check the print settings.
"91: Error"	Printing was canceled by the auto job cancel function due to a command error.	Check that the data is valid.
"92: Error"	Printing was canceled because the [Job Reset] key or the [Suspend/Resume] key was pressed on the machine's control panel.	Perform the print operation again as necessary.
"Address book is currently in use by another function. Authentication has failed."	The machine currently cannot perform authentication because the Address Book is being used by another function.	Wait a while, and then retry the operation.
"Auto-registration of user information has failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the Address Book is full.	For details about the automatic registration of user information, see Security.

Message	Cause	Solution
"Background Numbering Error"	The background numbering function was specified for an unavailable paper size or for printing on slip sheets.	Check the settings for the background numbering functions on the printer driver. For details about these settings, see the printer driver Help. You cannot print background numbers on slip sheets.
"Classification Code Error"	The classification code is not specified with the printer driver.	Select [Optional] for the classification code. For details about how to specify classification code settings, see "Configuring Classification Codes", Print.
"Collate Cancelled"	Collate was canceled.	Turn the machine off, and then turn it on again. If the message appears again, contact your service representative.
"Command Error"	An RPCS command error occurred.	Check that the communication between a device and the machine is working correctly.
"Compressed Data Error"	The machine detected corrupt compressed data.	Check that the program you used to compress the data is functioning correctly.
"Duplex Cancelled"	Duplex printing was canceled.	Change the setting for "Duplex Tray" in [Paper Input] to enable duplex printing for the paper tray.
"Error occurred. Either job was printed with settings changed or was cancelled."	An error occurred during printing, but it was ignored.	Check the print settings.
"Exceeded max. capacity of system file. Cannot print PDF file(s)."	The PDF file cannot be printed because the capacity of the file system is full.	Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine.

Message	Cause	Solution
"Exceeded Max. Pages (Collate)"	The amount of free memory is insufficient to perform collating.	Reduce the number of pages to be printed or install the optional SDRAM.
"Exceeded the maximum unit count for Print Volume Use. The job has been cancelled."	Printing was canceled because the print maximum number was reached.	For details about print volume use limitation, see "Managing Print Volume per User", Security.
"File system error. Cannot print PDF file(s)."	PDF direct printing could not be performed because the file system could not be obtained.	Turn the machine off, and then turn it on again. If the message appears again, contact your service representative.
"File system error. Cannot print PDF file(s)."	A syntax error, etc., occurred.	Check that the PDF file is valid.
"HDD is full."	The hard disk became full while printing a Sample Print, Locked Print, Hold Print, or Stored Print file. Delete unnecessary files stored in the machine.	Reduce the data size of the Sample Print, Locked Print, Hold Print, or Stored Print file. When printing with the PostScript 3 printer driver, the hard disk capacity for fonts and forms has been exceeded. Delete unnecessary forms or fonts registered to the machine.
"I/O Buffer Overflow"	An input buffer overflow occurred.	• Select [Font Priority] for [Memory Usage] in [System]. • In [I/O Buffer] under the [Host Interface] menu, set the maximum buffer size to a larger value. • Reduce the number of files being sent to the machine.
"Information for user authentication is already registered for another user."	The same account name is already used in the newly selected domain or server in an environment using LDAP Authentication or Integration Server Authentication.	Contact your user administrator.

Message	Cause	Solution
"Insufficient Memory"	A memory allocation error occurred.	**PCL 6** Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help. On the printer driver's [Detailed Settings] tab, click [Print Quality: Advanced] in "Menu:", and then select [Raster] in the "Vector/Raster:" list. In some cases, it will take a long time to complete a print job. **PCL 5e, PostScript 3** Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.
"Memory Retrieval Error"	A memory allocation error occurred.	Turn off the machine, and then turn it on again. If the message appears again, replace the SDRAM.
"No Background Numbering HDD"	Printing background numbers was canceled because the HDD is not installed.	Install the HDD to use the background numbering function. If this message is displayed even though the HDD is installed, contact your service representative.
"No response from the server. Authentication has failed."	A timeout occurred while the machine was connecting to the server for LDAP Authentication or Windows Authentication.	Check the status of the server.

Message	Cause	Solution
"PDF file printing is not allowed. Cannot print."	You have no privileges to print the PDF file you want to print.	Contact the owner of the document.
"PDF password is incorrect. Cannot print."	A wrong password was entered when an encrypted PDF file was printed.	Check the password.
"Print Overrun"	Printing images was aborted.	Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.
"Receiving data failed."	Data reception was aborted.	Resend the data.
"Sending data failed."	The machine received a command to stop a transmission from the printer driver.	Check that the computer is working correctly.
"The selected paper size is not supported. This job has been cancelled."	Printing was canceled because the specified paper size cannot be fed from the tray.	Check the available paper size.
"The selected paper type is not supported. This job has been cancelled."	The machine does not recognize the paper type specified using the printer driver.	Check that the machine is connected to the network correctly and bidirectional communication is enabled. If the problem persists, check the user paper type settings of the machine.
"You do not have a privilege to use this function. This operation has been cancelled."	The print job was cancelled because of one of the following: • The user does not have privileges to print. • No privileges to print are assigned to the entered user name or user code, or A wrong password was specified for the user name.	Enter the user name or user code with privileges to print, or enter the correct password for the user name.

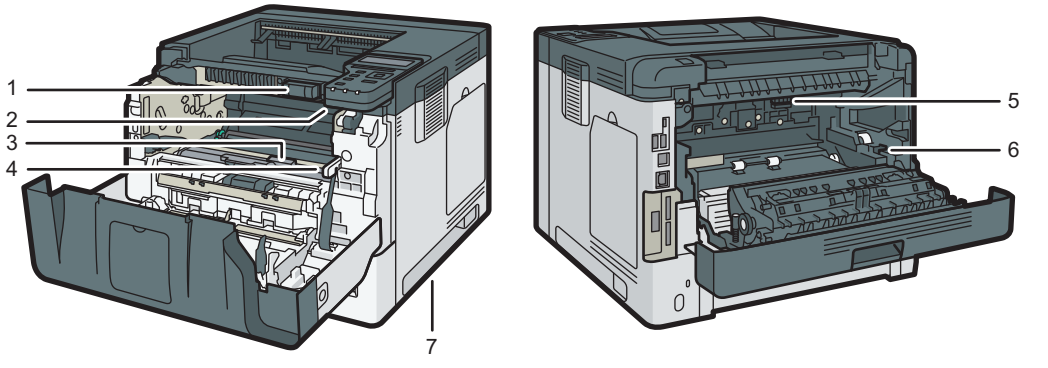
Cautions in Removing Jammed Paper

⚠CAUTION

- Some of the internal components of this machine might be fragile. When you remove jammed paper, do not touch the sensors, connectors, or other fragile parts that are shown in this manual. Doing so may cause malfunctions.

For the location of the sensors in the machine and extended options, see the following illustrations.

Main unit



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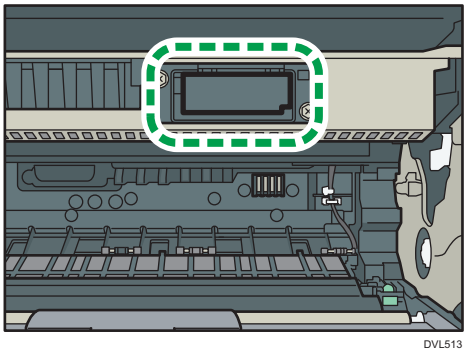

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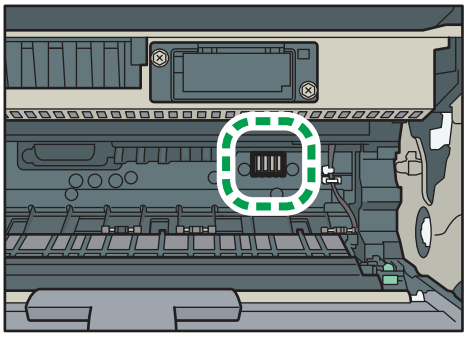

DVL512

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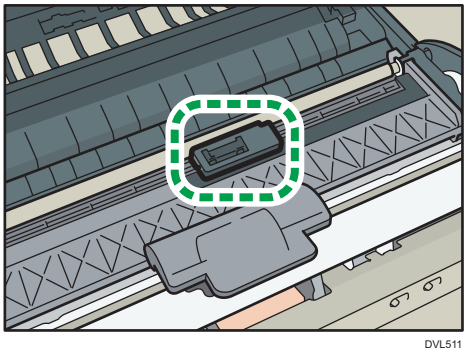

DVL511

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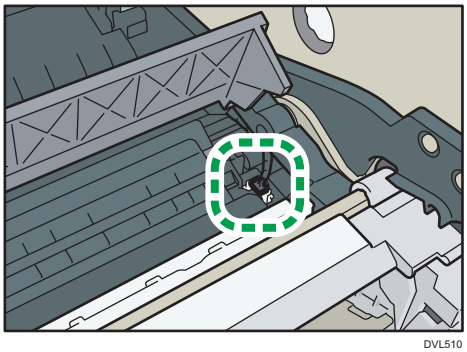

DVL510

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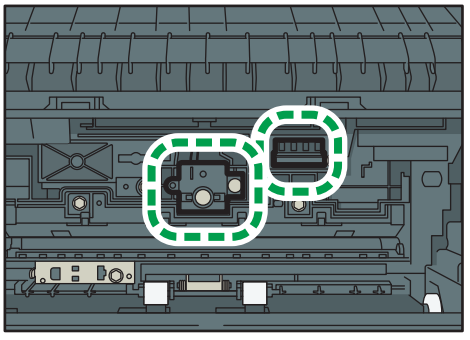

DVL507

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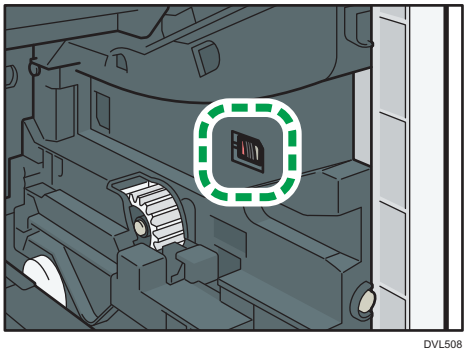
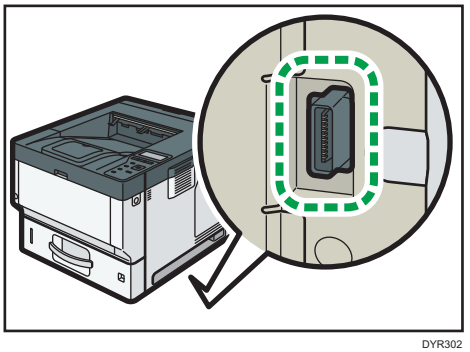


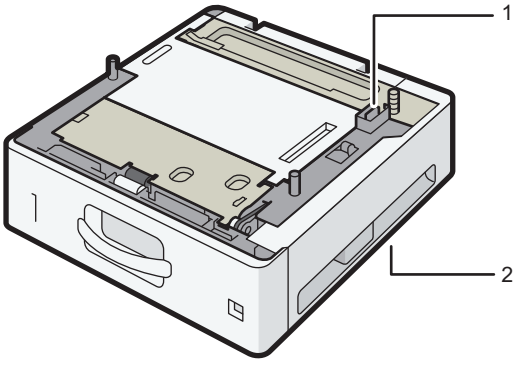
DVL508

7.



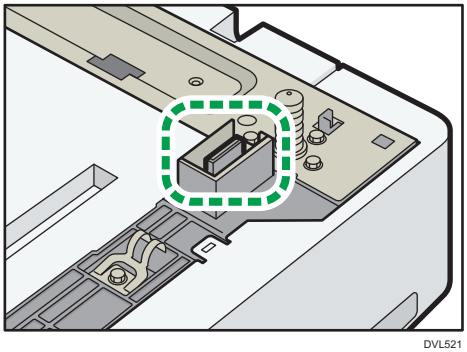
DYR302

Tray 2, Tray 3, Tray 4



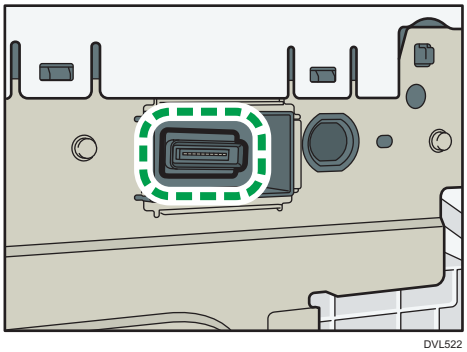
DVL520

1.



DVL521

2.



DVL522

Removing Jammed Paper

An error message appears if a paper misfeed occurs. The error message indicates where the misfeed occurs.

Check the location and remove the paper.

⚠CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface." Otherwise, an injury might occur.

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.

- When replacing paper or removing jammed paper, close the front cover and do these tasks one tray at a time.

- Close all the paper trays before opening the front cover to remove jammed paper or replace supplies.

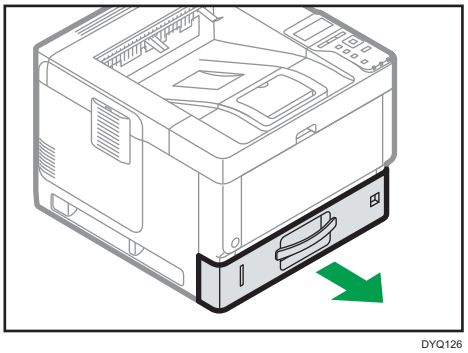
Important

- **To prevent misfeeds, do not leave any torn scraps of paper inside the machine.**
- **Contact your service representative if misfeeds occur frequently.**
- **If the error message remains displayed even after you remove misfed paper, open and close the front cover.**

Paper Misfeed Message (A1)

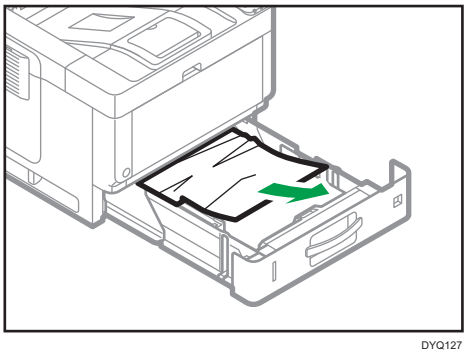
The paper misfeed message "(A1)" appears when a paper misfeed occurs in the standard paper feed tray.

1. Pull out the paper tray carefully until it stops.



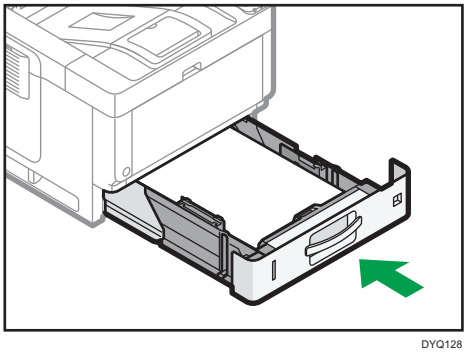
DYQ126

2. Pull out the jammed paper carefully.



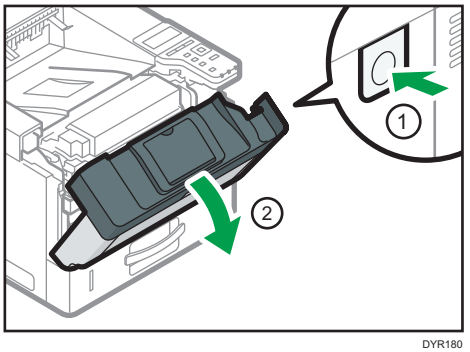
DYQ127

3. Close the paper tray carefully until it stops.



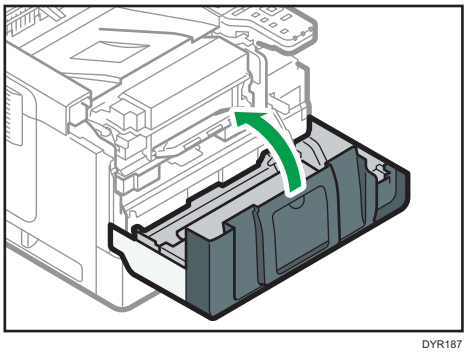
DYQ128

4. **Push the front cover release button, and then open the front cover with both hands carefully.**



DYR180

5. **Close the front cover with both hands carefully. Be careful not to trap your fingers.**



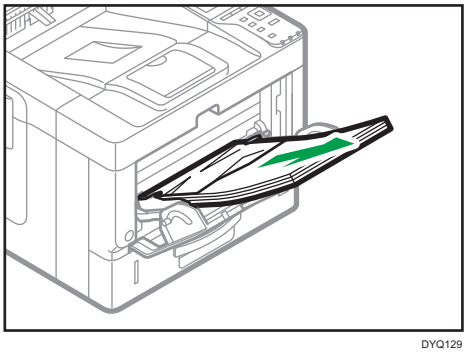
DYR187

After opening and closing the front cover, the paper jam is cleared.

Paper Misfeed Message (A2)

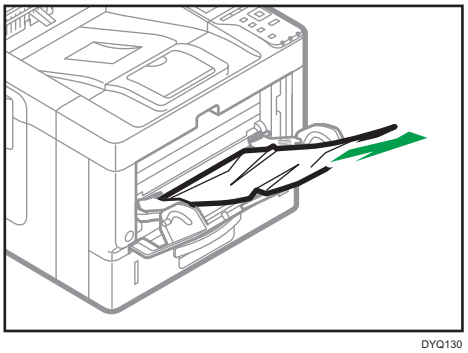
The paper misfeed message "[illegible](A2)" appears when a paper misfeed occurs in the bypass tray.

1. **Remove paper loaded in the bypass tray.**



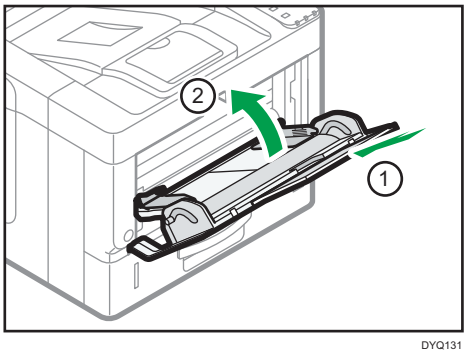
DYQ129

2. Pull out the jammed paper carefully.



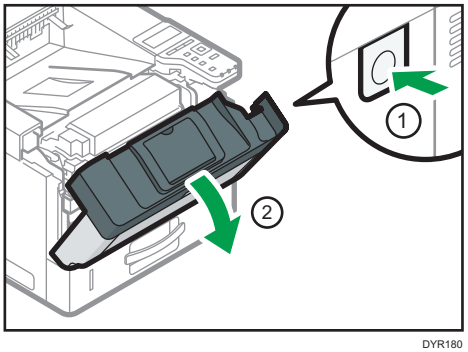
DYQ130

3. Store the extender for the bypass tray, and then close the bypass tray.



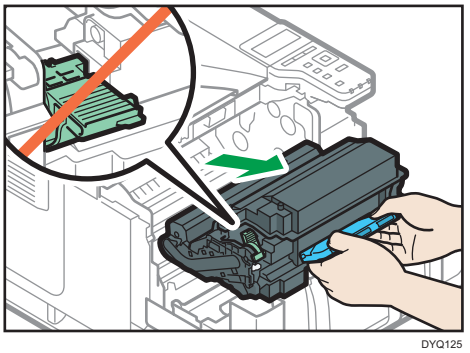
DYQ131

4. Push the front cover release button, and then open the front cover with both hands carefully.



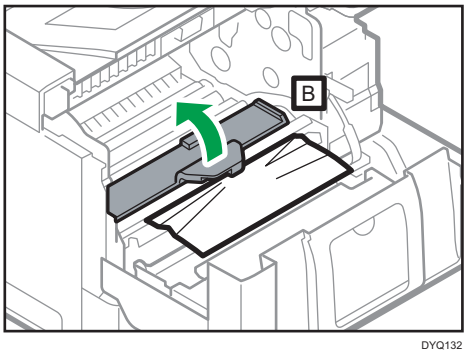
DYR180

5. Pull out the combined unit.



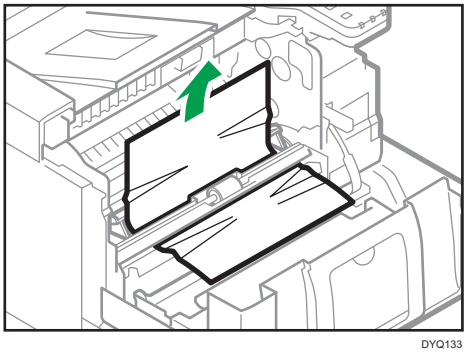
DYQ125

6. Lift the "B" lever.



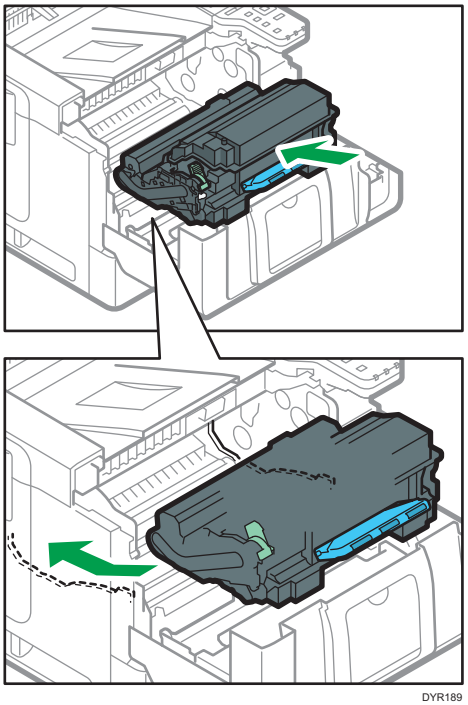
DYQ132

7. Pull out the jammed paper carefully.



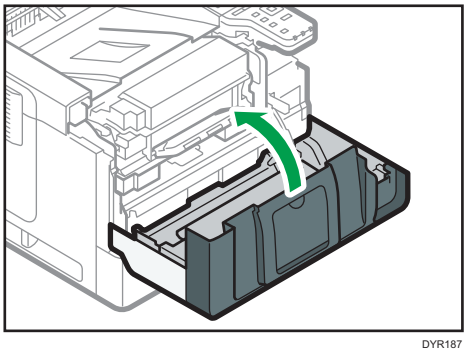
DYQ133

8. **Insert the combined unit into the machine.**



DYR189

9. **Close the front cover with both hands carefully. Be careful not to trap your fingers.**

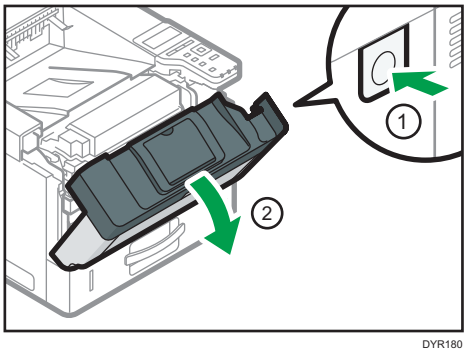


DYR187

Paper Misfeed Message (B)

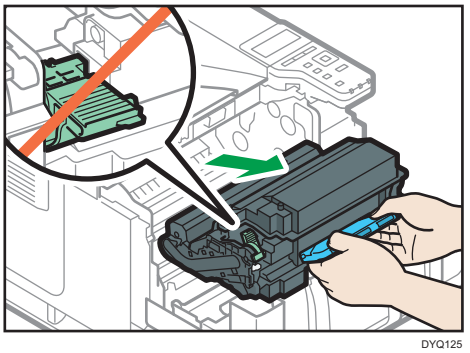
The paper misfeed message "[illegible](B)" appears when a paper misfeed occurs in the internal paper feed path.

1. **Push the front cover release button, and then open the front cover with both hands carefully.**



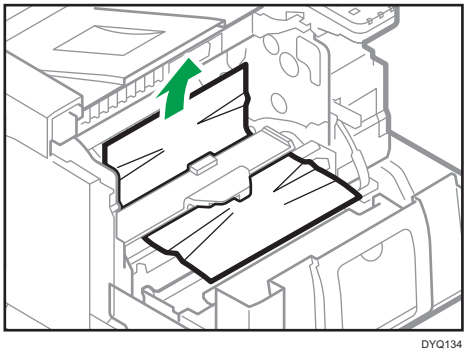
DYR180

2. **Pull out the combined unit.**



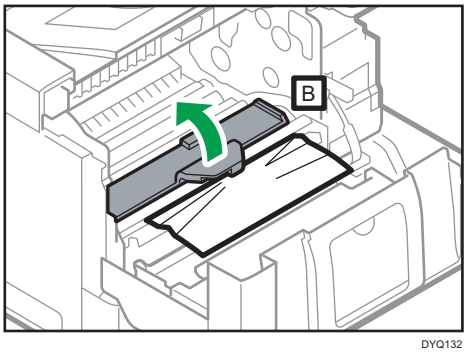
DYQ125

3. **Pull out the jammed paper carefully.**



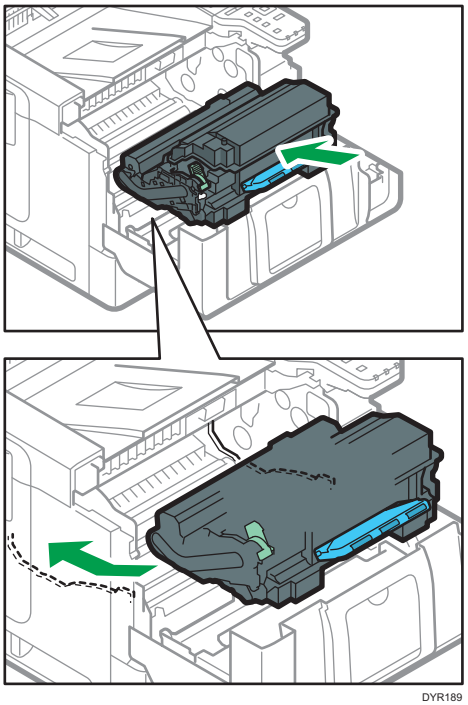
DYQ134

4. If you cannot see the jammed paper or remove it, lift the "B" lever and remove the jammed paper.



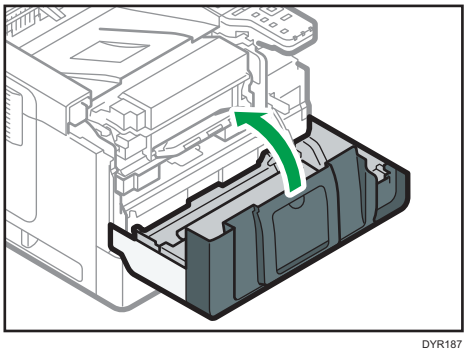
DYQ132

5. Insert the combined unit into the machine.



DYR189

6. **Close the front cover with both hands carefully. Be careful not to trap your fingers.**

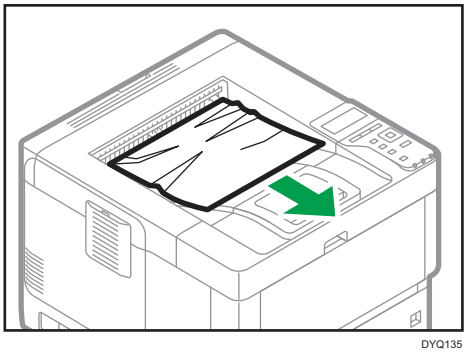


DYR187

Paper Misfeed Message (C)

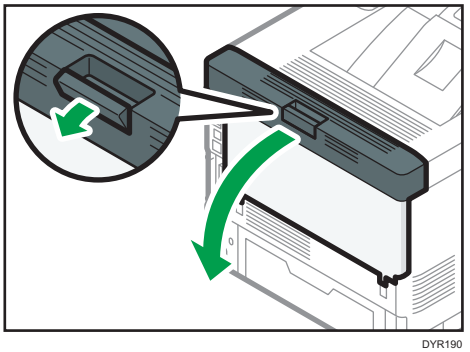
The paper misfeed message "(C)" appears when a paper misfeed occurs in the internal paper feed path.

1. **Remove the jammed paper from the standard tray carefully.**



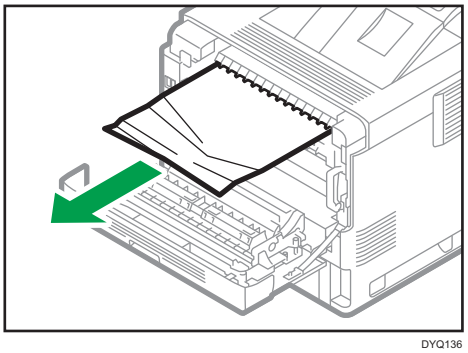
DYQ135

2. **Pull the lever toward you, and then open the rear cover.**



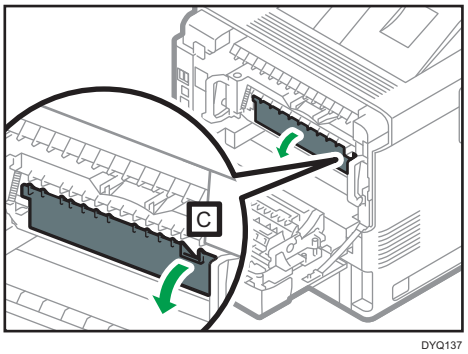
DYR190

3. Pull out the jammed paper carefully.

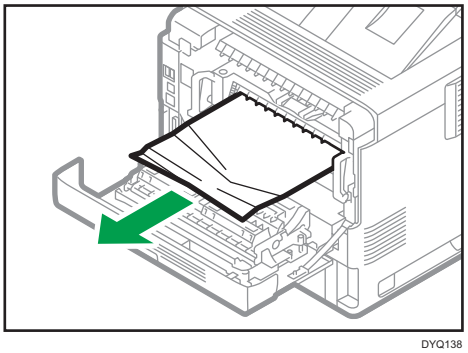


DYQ136

4. If you cannot see the jammed paper or remove it, open the "C" lever and remove the jammed paper.

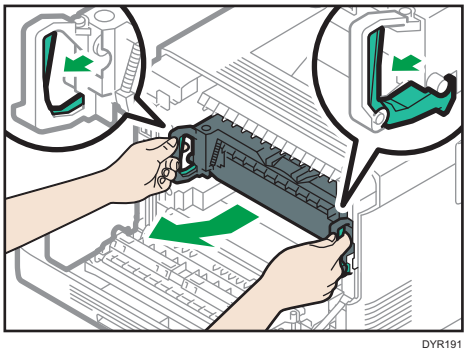


DYQ137



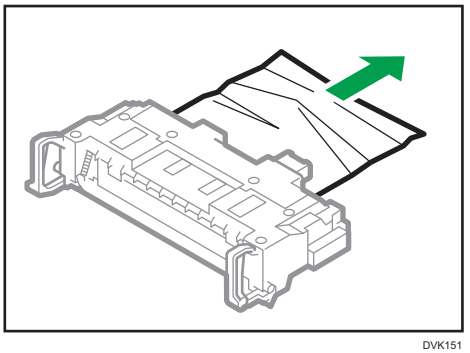
DYQ138

5. Hold the levers on both ends of the fusing unit with both hands, and then pull the fusing unit out from the machine.



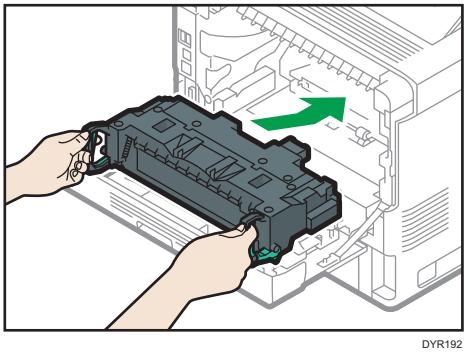
DYR191

6. Remove the jammed paper from the fusing unit carefully.



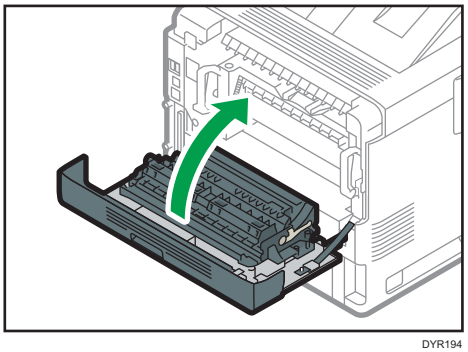
DVK151

7. Hold the levers on both ends of the fusing unit with both hands, and then push the fusing unit until it stops.



DYR192

8. **Close the rear cover with both hands carefully. Be careful not to trap your fingers.**



DYR194

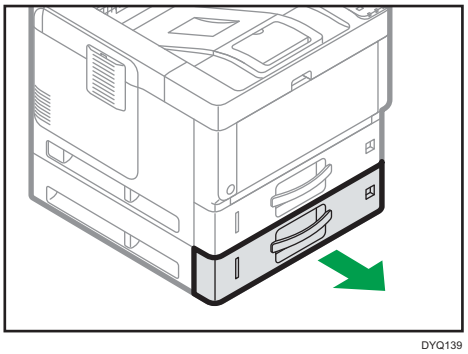
Paper Misfeed Message (Y1) to (Y3)

The following messages are displayed according to the tray where the paper is jammed:

- "(Y1)": Tray 2
- "(Y2)": Tray 3
- "(Y3)": Tray 4

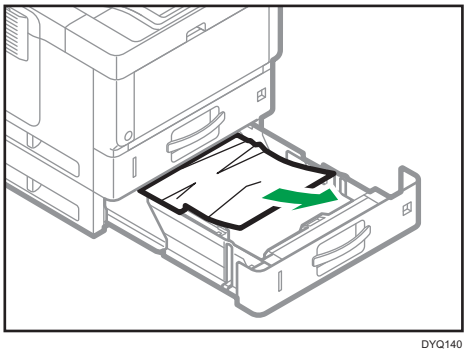
The procedure for removing jammed paper is the same for all trays. In the following procedure, a paper jam that occurs in Tray 2 (with the (Y1) message displayed) is explained as an example.

1. **Pull out the paper tray until it stops.**



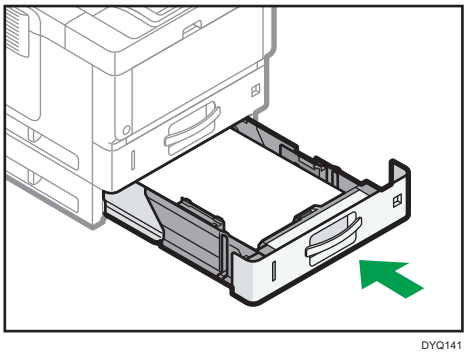
DYQ139

2. Pull out the jammed paper carefully.



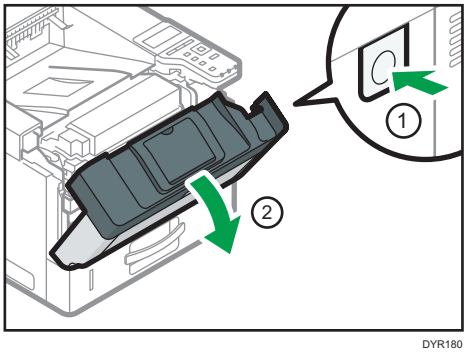
DYQ140

3. Close the paper tray carefully until it stops.

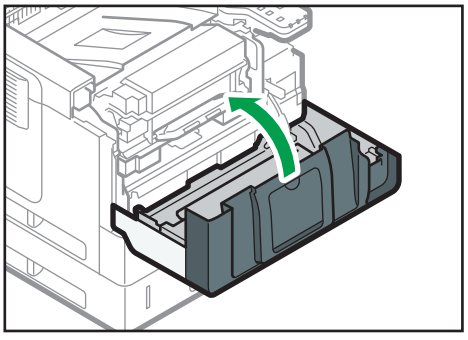


DYQ141

4. Open the front cover by pushing the front cover release button, and then close it to reset the misfeed condition. Be careful not to trap your fingers.



DYR180

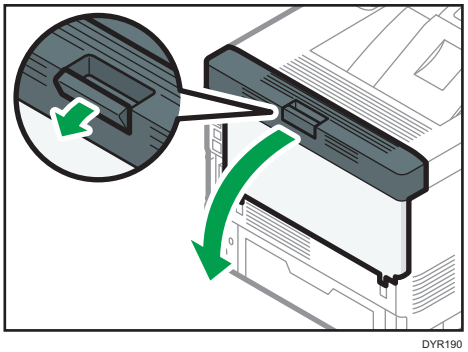


DYR303

Paper Misfeed Message (Z1)

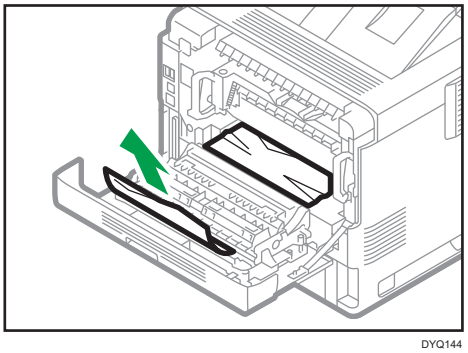
The paper misfeed message "[illegible](Z1)" appears when a paper misfeed occurs inside the duplex unit.

1. **Pull the lever toward you, and then open the rear cover.**



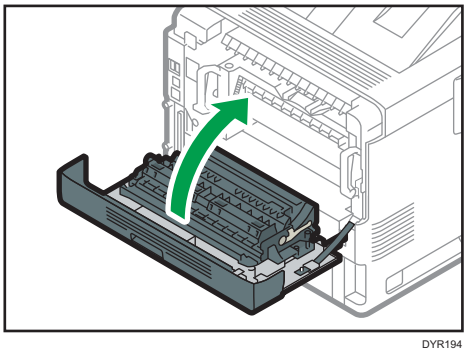
DYR190

2. **Pull out the jammed paper carefully.**



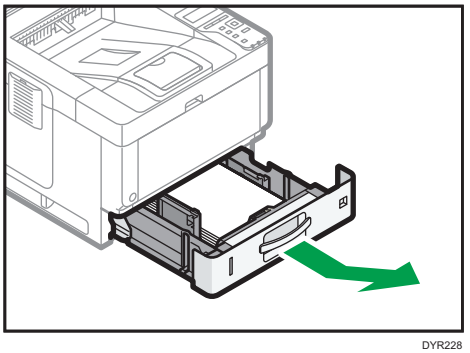
DYQ144

3. Close the rear cover.



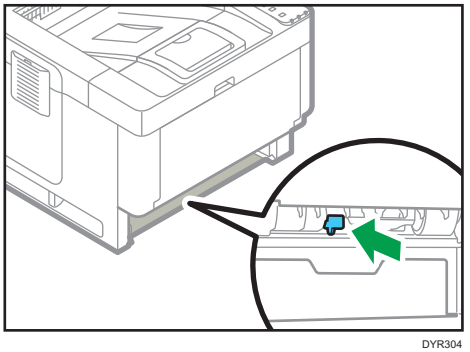
DYR194

4. Pull out the paper tray carefully until it stops, lift the front side of the tray, and then remove the tray.



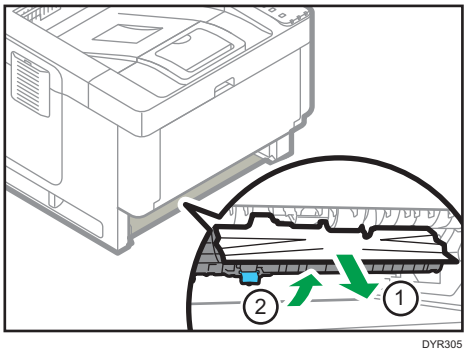
DYR228

5. Push the button to open the guide.



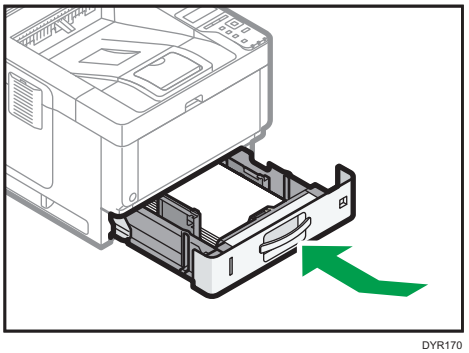
DYR304

6. Pull out the jammed paper carefully, and then return the guide to its original position.



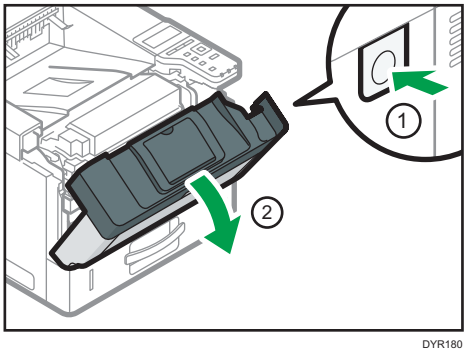
DYR305

7. Lift the front side of the tray, and then slide it into the machine carefully until it stops.

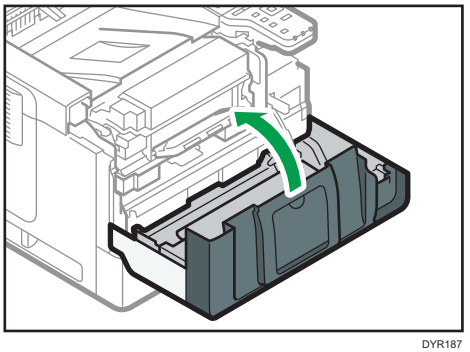


DYR170

8. Open the front cover by pushing the front cover release button, and then close it to reset the misfeed condition. Be careful not to trap your fingers.



DYR180



DYR187

6. Information for This Machine

This chapter describes environmental precautions and regulations.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Sleep mode

- If this machine remains idle for a specified period, it enters Sleep mode to reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers while in Sleep mode.

Specification

- Region A (mainly Europe and Asia)

	Specification
Reduced electrical consumption in Sleep mode *1	0.50 W
Time of switch into Sleep mode	1 minute
Time of switch out from Sleep mode *1	9.6 seconds
Duplex Function *2	Standard

*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

*2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

- Region B (mainly North America)

	Specification
Reduced electrical consumption in Sleep mode *1	0.47 W
Time of switch into Sleep mode	1 minute
Time of switch out from Sleep mode *1	9.8 seconds
Duplex Function *2	Standard

*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

*2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Settings.
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

User Information on Electrical and Electronic Equipment Region A (mainly Europe)

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

For Turkey Only

AEEE Yönetmeliğine Uygundur.
Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere AEEE Yönetmeliğine Uygundur.

Üretici:

Ricoh Company, Ltd.

3-6, Nakamagome 1-chome,
Ohta-ku, Tokyo 143-8555 Japan

+81-3-3777-8111(English only/Sadece İngilizce)

Note for the Battery and/or Accumulator Symbol (For EU countries only) Region A (mainly Europe)

In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Environmental Advice for Users Region A (mainly Europe)

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m^2 paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Notes to users in the state of California (Notes to Users in USA) Region B (mainly North America)

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

Specifications for the Main Unit

Configuration:

Desktop

Hard disk

250 GB or more

Photosensitivity type:

OPC drum

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

1200 × 1200dpi

Warm-up time (23 °C (73.4 °F), rated voltage)

12.9 seconds

Paper size:

- Tray 1 and the bypass tray:

  For details, see page 80 "Recommended Paper".

- Duplex:

  A4▭, A5▯▭, A6▭, B5▭, B6▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 13$▭, $8^1/_2 \times 11$▭, $8^1/_4 \times 14$▭, $8^1/_4 \times 13$▭, 8 × 13▭, 8 × $10^1/_2$▭, 8 × 10▭, $7^1/_4 \times 10^1/_2$▭, $5^1/_2 \times 8^1/_2$▭, 16K▭, $8^1/_2 \times 13^2/_5$▭

- Duplex (custom size):

  Vertical: 148–356 mm (5.83–14.01 inches)

  Horizontal: 100–216 mm (3.94–8.50 inches)

  If the paper has a horizontal width of more than 297.0 mm, feed the paper from a paper tray unit.

Paper weight:

- Trays 1 and the bypass tray: For details, see page 80 "Recommended Paper".
- Duplex: 52–162 g/m^2 (14 lb. Bond–90 lb. Index)

For details about and recommendations concerning thick paper, see page 86 "When Loading Thick Paper".

First print time:

4.3 seconds

(A4, $8^1/_2$ × 11, 100% reproduction, feeding from Tray 1)

Print speed:

- A4, 43 sheets/minute
- $8^1/_2$ × 11, 45 sheets/minute

Paper capacity (80 g/m^2, 20 lb. Bond):

For details, see page 80 "Recommended Paper".

Power requirements:

- Region A (mainly Europe and Asia)

  220–240 V, 7 A, 50/60 Hz
- Region B (mainly North America)

  120–127 V, 12 A, 60 Hz

Power consumption

- Region A (mainly Europe and Asia)
  - Main unit only

	Specifications
Ready	79.6 W
During printing	597 W
Maximum	1260 W

The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less

  - Complete system

	Specifications
Maximum	1260 W or less

The complete system consists of the main unit, lower paper trays (three unit).

- Region B (mainly North America)
  - Main unit only

	Specifications
Ready	75.1 W
During printing	603 W
Maximum	1360 W

The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less

- Complete system

	Specifications
Maximum	1360 W or less

The complete system consists of the main unit, lower paper trays (three unit).

Dimensions:

- W × D × H:

  375 × 412 × 319 mm (14.8 × 16.2 × 12.6 inches)

Space for main unit (W × D):

- 385 × 617 mm (15.2 × 24 inches)

Noise emission

- Sound power level:
  - Main unit only

	Specifications
Stand-by	28.9 dB (A)
Printing	64.5 dB (A)

  - Complete system

	Specifications
Stand-by	29.4 dB (A)
Printing	66.5 dB (A)

- Sound pressure level:
  - Main unit only

	Specifications
Stand-by	20.5 dB (A)
Printing	54.2 dB (A)

- Complete system

	Specifications
Stand-by	20.5 dB (A)
Printing	56.1 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit and three paper tray units.

Weight

- Approx. 19 kg (42 lb.)

Note

- We have obtained each author's permission for the use of applications including open-source software applications. For details about the copyright information for these software applications, see the file in the OSS folder on the CD-ROM supplied with the machine.

Specifications for Printer

Resolution:

200 dpi, 300 dpi, 400 dpi, 600 dpi, 1200 dpi

Printing speed:

- A4, 43 sheets/minute
- $8^1/_2 \times 11$, 45 sheets/minute

Printing speeds depend on the machine. Check which type of machine you have. See Read This First.

Interface:

Standard:

- Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T). The maximum length for the cable is 100 meters.
- USB 2.0 (Type B) port

Option:

- IEEE 1284 parallel interface
- IEEE 802.11a/b/g/n wireless LAN interface
- USB device server

Network protocol:

TCP/IP (IPv4, IPv6)

Printer language:

- Standard: PJL, RPCS, PCL5e/XL, MediaPrint: JPEG, MediaPrint: TIFF, IRIPS PS3, IRIPS PDF Direct
- Option: Adobe PS3, Adobe PDE Direct, IPDS, XPS

Fonts:

- PCL 5e: 93 fonts
- PDF: 93 fonts
- PostScript 3: 93 fonts

Memory:

2 GB

USB interface:

- Supported operating system:

  Windows 7/8.1/10, Windows Server 2008/2008 R2/2012/2012 R2/2016, OS X 10.11 or later

- Transmission spec:

  USB 2.0 Standard

- Connectable device:

  Devices corresponding to USB 2.0 Standard

Note

- When you are using silent mode, the print speed may be slower. Also, silent mode may shorten the machine's life depending on the operating environment.

Specifications for Lower Paper Tray (250 sheets)

Paper size:

A4, A5, A6, B5 JIS, B6 JIS, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, $8^1/_2 \times 13^2/_5$, 16K, custom size

Paper weight:

52-220 g/m^2 (14 lb. Bond-80 lb. Index)

Paper capacity (80 g/m^2, 20 lb. Bond):

250 sheets × 1 tray

Power consumption:

17 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

370 × 392 × 95 mm (14.6 × 15.4 × 3.7 inches)

Weight:

Approx. 4.8 kg (10.6 lb.)

Specifications for Lower Paper Tray (500 sheets)

Paper size:

A4, A5, A6, B5 JIS, B6 JIS, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 14$, $8^1/_4 \times 13$, 8×13, $8 \times 10^1/_2$, 8×10, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, $8^1/_2 \times 13^2/_5$, 16K, custom size

Paper weight:

52-220 g/m^2 (14 lb. Bond-80 lb. Index)

Paper capacity (80 g/m^2, 20 lb. Bond):

500 sheets × 1 tray

Power consumption:

17 W or less (Power is supplied from the main unit.)

Dimensions (W × D × H):

370 × 392 × 125 mm (14.6 × 15.4 × 4.9 inches)

Weight:

Approx. 5.5 kg (12.1 lb.)

Specifications for IEEE 1284 Interface Board

Important

- Do not use an IEEE 1284 cable that is longer than 3 meters.

Transmission spec.:

IEEE 1284

Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

Specifications for Wireless LAN Interface Board

Important

- **Note that the available channels (frequency ranges) and locations to use the wireless LAN are subject to the regulations of the country or region where the printer is used. Be sure to use the wireless LAN according to the applicable regulations.**

Transmission spec.:

Based on IEEE 802.11a/b/g/n (wireless LAN)

Protocol:

TCP/IP

Transmission Rate:

- 2.4 GHz band: 1–130 Mbps
- 5 GHz band: 1–300 Mbps

Frequency range (Center Frequency):

- 2412–2472 MHz (1–13 channels)
- 5180–5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)
- 5500–5700 MHz (100, 104, 108, 112, 116, 120, 124, 128, 132, 136 and 140 channels)

Ad-hoc mode Channel Frequency range (Center Frequency):

- 2412–2462 MHz (1–11 channels)
- 5180–5240 MHz (36, 40, 44, and 48 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode
- Direct Connection Mode
- Direct Connection: Group Owner Mode

Note

- Web Image Monitor is supported.
- The transmission rates of 300 Mbps in the 5 GHz band and 130 Mbps in the 2.4 GHz band are theoretical values of the wireless LAN specification. The actual transmission rate may be lower, depending on the operating environment.
- The maximum transmission rate in the ad-hoc mode is 54 Mbps for IEEE802.11a and 11 Mbps for IEEE802.11b. The Ad-hoc communication is not supported in an IEEE802.11g/n environment.

- Channels other than 1–11 and 36–52 cannot be used because of the specifications and the configuration of the access point.
- The channel in use might differ depending on the country.

Specifications for USB Device Server

Interfaces:

- Gigabit Ethernet (10BASE-T/100BASE-TX/1000BASE-T)
- USB 2.0 (For connecting the printer and the print server interface)

Operating Systems:

- Windows 7/8.1/10, Windows Server 2008/2008 R2/2012/2012 R2/2016
- OS X 10.11 or later

Protocols:

- The USB device server supports Port 9100, IPP, and LPR only. IPP does not support SSL.
- The USB device server allows simultaneous connection of up to 8 sessions of printing protocols.

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